



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

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## **User Manual Pharmacy Inventory - Issue**

<b>Version</b>	<b>: 10<sup>th</sup> EDITION</b>
<b>Document ID</b>	<b>: U. MANUAL_INV_ISSUE</b>



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Reference ID : U. MANUAL\_ INV\_ISSUE-10<sup>th</sup> EDITION

Application reference: PhIS & CPS v2.1 & v2.2



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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, Parenteral Nutrition, 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 (Issue) 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:

- Recommended Issue Quantity (RIQ)
- Issue Approval

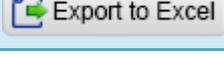
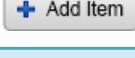
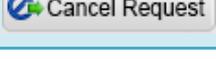
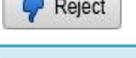
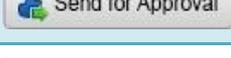
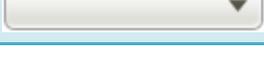
### 1.3 Organised Sections

These are the sections within this document:

- Section 1 : Introduction
- Section 2 : Application Standard Features
- Section 3 : Issue
- Section 4 : Acronyms

## 2.0 Application Standard Features

### 2.1 PhIS Legend

Standard 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
<input type="checkbox"/>	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



## Module Legend

Send for Approval	Send for HOD approval	Generate Issue Note	Generate Issue Note
-------------------	-----------------------	---------------------	---------------------

### Note

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

## 2.2 Latest Enhancement and Updates

Latest Functions	Page
Rejected Issue List	79
Change of screenshot for Issue's listing page	39-64

## 3.0 Issue

### Overview

This module will be used by Pharmacist at Pharmacy Store/Pharmacy Sub-Stores/Units to supply drug/non drug to requested unit.

### User Group

This module is intended for storekeeper and pharmacists at the Pharmacy Store, Pharmacist and Assistant Pharmacist at the Sub Store; Sister and Nurse at the unit/ward. (Subject to user assign by the facility)

### Functional Diagram

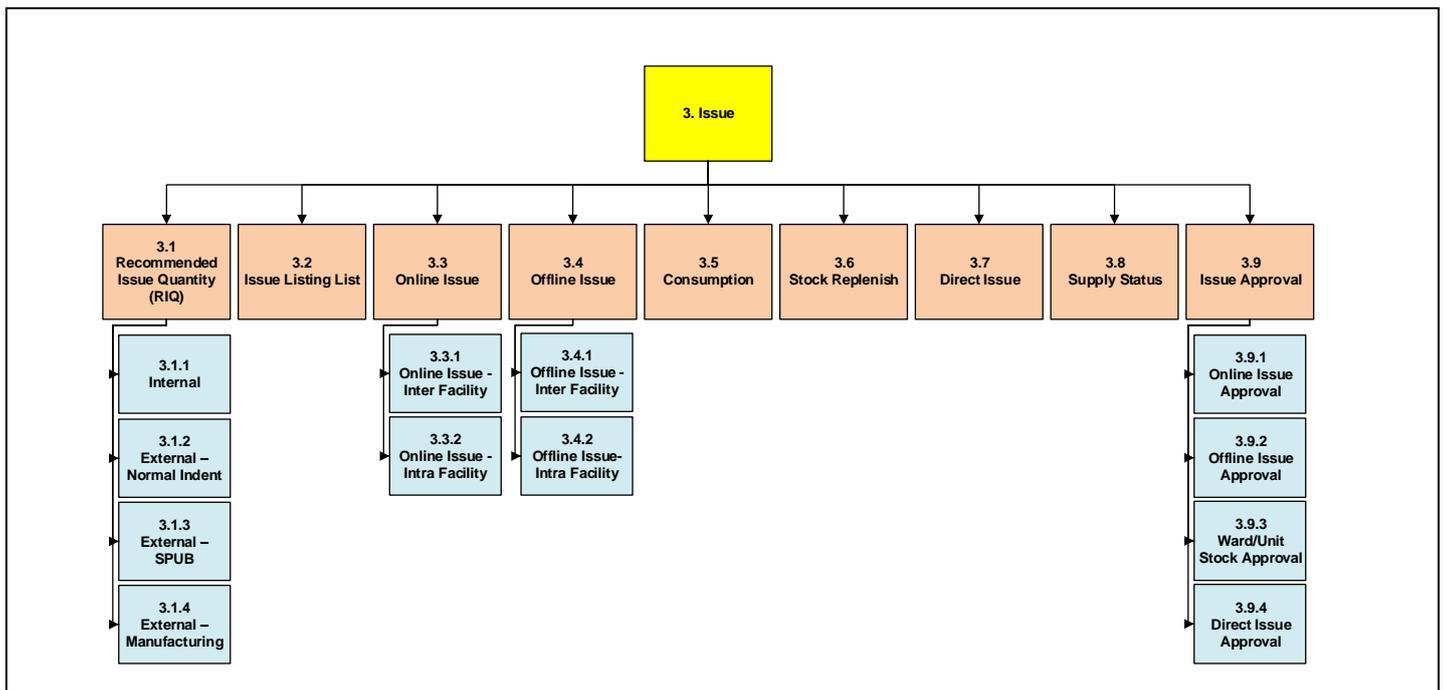


Figure 3-1

### Functional Description

Finance sub-module comprises of nine (9) main functions:

- **Recommended Issue Quantity (RIQ).**  
This function allows user to view all existing transaction and create a new transaction
- **Issue Listing List**  
This function allows user to view all existing transaction.
- **Online Issue**  
This function allows user to view all existing transaction and create a new transaction.
- **Offline Issue**  
This function allows user to view all existing transaction and create a new transaction.
- **Consumption**  
This function allows user to create new consumption record.
- **Stock Replenish**  
This function allows user to view all existing transaction and create a new transaction.

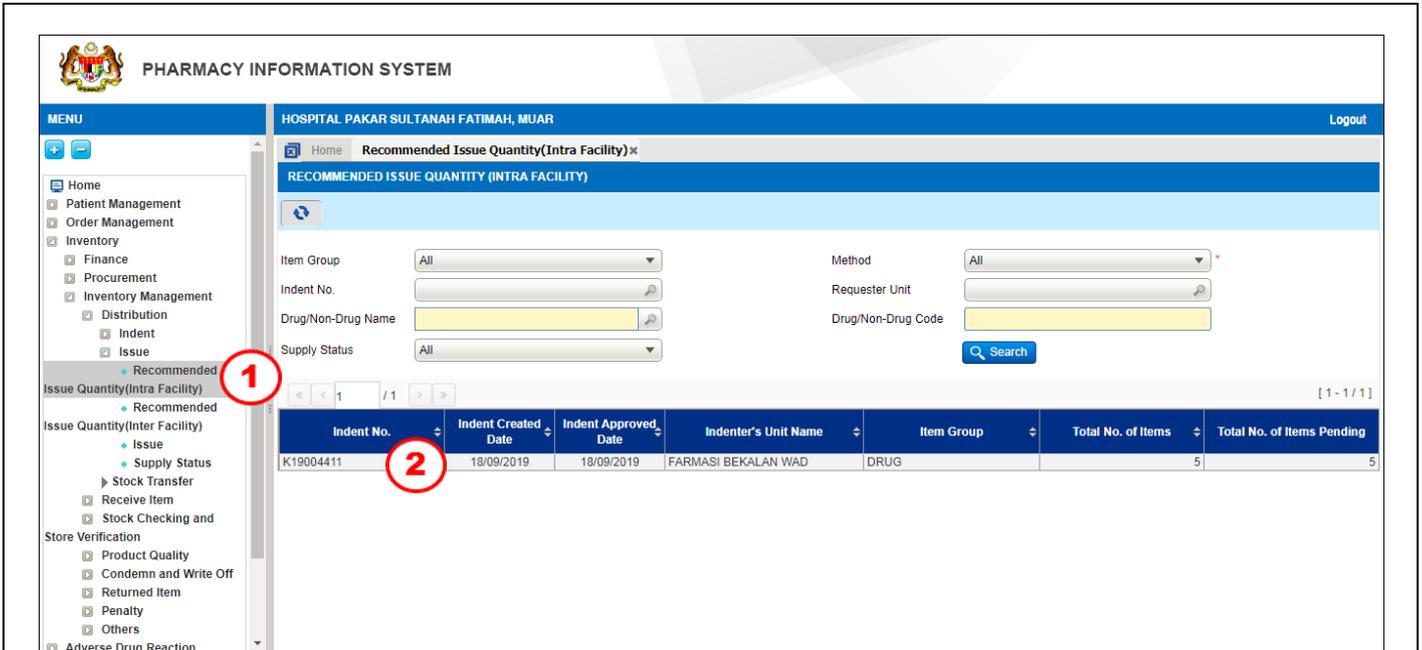


- **Direct Issue**  
This function allows level 1 user only to view all existing transaction and create a new transaction.
- **Supply Status**  
This function allows user to view all existing supply status list.
- **Issue Approval**  
This function is used for HOD to either approve or reject any issue transaction.

### 3.1 Recommended Issue Quantity (RIQ)

#### 3.1.1 Internal

The supplying unit will receive indent request transaction from requester unit as RIQ for the system to suggest recommended quantity to be issued out. To process RIQ record, perform steps below:



**PHARMACY INFORMATION SYSTEM**

HOSPITAL PAKAR SULTANAH FATIMAH, MUJAR

Home Recommended Issue Quantity(Intra Facility) x

**RECOMMENDED ISSUE QUANTITY (INTRA FACILITY)**

Item Group: All Method: All  
 Indent No.: Requester Unit:  
 Drug/Non-Drug Name: Drug/Non-Drug Code:  
 Supply Status: All

[1 - 1 / 1]

Indent No.	Indent Created Date	Indent Approved Date	Indenter's Unit Name	Item Group	Total No. of Items	Total No. of Items Pending
K19004411	18/09/2019	18/09/2019	FARMASI BEKALAN WAD	DRUG	5	5

Figure 3.1.1-1 RIQ (Internal) Listing Page

**Note**

- List will display the following information:
  - Indent Created Date
  - Indent Approved Date
- Label for 'Item Group', 'Supply Status' and 'Method' default to 'All'

**STEP 1**

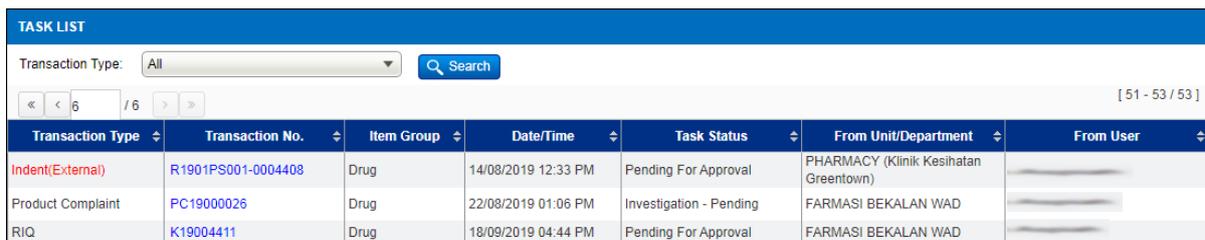
Click on the 'Inventory' follow by 'Inventory Management' then 'Distribution' then 'Issue' and 'Recommended Issue Quantity'

**STEP 2**

Double click on record in RIQ list and RIQ screen will be displayed as shown in Figure 3.1.1-3

**Note**

User also able to view RIQ list by using Task List screen as shown in figure 3.1.1-2



**TASK LIST**

Transaction Type: All Search

[ 51 - 53 / 53 ]

Transaction Type	Transaction No.	Item Group	Date/Time	Task Status	From Unit/Department	From User
Indent(External)	R1901PS001-0004408	Drug	14/08/2019 12:33 PM	Pending For Approval	PHARMACY (Klinik Kesihatan Greentown)	
Product Complaint	PC19000026	Drug	22/08/2019 01:06 PM	Investigation - Pending	FARMASI BEKALAN WAD	
RIQ	K19004411	Drug	18/09/2019 04:44 PM	Pending For Approval	FARMASI BEKALAN WAD	

Figure 3.1.1-2 RIQ in Task List Screen

RECOMMENDED ISSUE QUANTITY (INTRA FACILITY)

Reject
X

RECOMMENDED ISSUE QUANTITY INFORMATION

Indent No. <input type="text" value="K19004411"/>	Indent Date <input type="text" value="18/09/2019"/>
Unit Name <input type="text" value="FARMASI BEKALAN WAD"/>	RIQ Type <input type="text" value="FIFO"/>
Send Indent To <input type="text" value="STOR FARMASI"/>	Indent By <input type="text"/>
Supplying Unit <input type="text" value="STOR FARMASI"/> <span style="float: right;">Level 1</span>	Indenter Remark <input style="width: 100%;" type="text"/>
Indent Type <input type="text" value="Online Indent"/>	Item Group <input type="text" value="DRUG"/>
Total No. of Items Fully Supply <input type="text" value="3"/>	Total Amount (RM) <input type="text" value="1,979.84"/>
Total No. of Items Partially Supply <input type="text" value="2"/>	Indent Status <input type="text" value="Open"/>
Total No. of Items <input type="text" value="5"/>	RIQ Status <input type="text" value="Draft"/>
UOM <input type="radio"/> SKU <input checked="" type="radio"/> PKU	Issuer Remarks <input style="width: 100%;" type="text"/>

RECOMMENDED ISSUE QUANTITY ITEM LIST

[ 1 - 5 / 5 ]

Drug/Non-Drug Name	Drug/Non-Drug Code	Preferred Item	Default Packaging Description	SKL#	Indenter's Information (SKU)					Supplying Unit Information (Quantity) (SKU)					Last Issued Date	Last Issued Quantity	Close	
					Buffer Level	Stock Available	Usage & Issue Quantity	Indent Quantity	Max Storage	Stock Available	Recommet Issue	Pending	Amount (RM)	Supply Status				
Acyclovir 250mg/10ml Injection	J05AB01000P4001XX	Acyclovir 250 mg Injection	set of 10 vial	vial	750	420	0	200	1,500	<span style="border: 2px solid red; border-radius: 50%; padding: 2px;">3</span>	200	<input type="checkbox"/>	0	1,392.00	Fully Supply	-	0	<input type="checkbox"/>
Alfalcaldol 1mcg/0.5ml Injection (0.5ml amp)	A11CC03000P3001XX	Alfalcaldol 1mcg/0.5ml Inj	pack of 10 ampoule	amp	250	0	0	100	500	0	0	<input type="checkbox"/>	100	0.00	Open	-	0	<input type="checkbox"/>
Amphotericin B 50mg/10ml powder for Injection	J02AA01801P4001XX	Amphotericin B 50mg/10ml Vial Intravenous Inj	Pack of 1 vial	vial	20	10	0	30	40	34	30	<input type="checkbox"/>	0	522.00	Fully Supply	-	0	<input type="checkbox"/>
Benzoyl Peroxide 5% Gel	D10AE01241G3001XX	Benzoyl Peroxide 5% Gel	tube of 40 gram	g	50	0	0	20	75	2,400	16	<input type="checkbox"/>	5	52.50	Partially Supply	-	0	<input type="checkbox"/>
Carbamazepine 200mg Tablet	N03AF01000T1001XX	Carbamazepine 200 mg Tablet	pack of 100 tablet	tablet	1,000	1,000	0	50	1,500	3,000	100	<input type="checkbox"/>	0	13.34	Fully Supply	-	0	<input type="checkbox"/>

Figure 3.1.1-2 Recommended Issue Quantity (Internal) Information

**Note**

- For level 1 user, user cannot select stock from other 'Supplying Unit'. User can use own unit stock only.
- For level 2 user, able to select stock from other 'Supplying Unit'.
- For level 2 user, user can use own stock and can supply using stock from level 3 unit under same group (indent to this unit) and pharmacy department only.
- For clinic environment, main store is allowed to supply using stock from level 3 (pharmacy department only)
- Check on checkbox to remove the allocation. Upon checked:
  - Allocation will be updated to 0.
  - Allocation in 'Issue Quantity' screen will be removed too.
  - 'Quantity' link will be disabled.
  - Auto checked 'Close' checkbox. User still can uncheck 'Close' checkbox if required.
- Upon unchecked:
  - Auto allocate the value based on UOM selected.
  - Uncheck 'Close' checkbox

**STEP 3**

Click on the recommended issue quantity hyperlink in the **Recommended Issue** column.

**Note**

- Recommended Issue Quantity type consists of 2 methods: -
  - a) FIFO (the system will recommend the issue quantity based on the First Indent First Issue)
  - b) Urgent/Priority (the system will recommend issue quantity by Indent that has urgent item inside)
- Issue Quantity (PKU) is defaulted to the quantity suggested from the RIQ process but it is editable.

- Allocation will be done based on:
  - Preferred Item (First Expiry First Out)
  - Then, by all item (First Expiry First Out)

ISSUE QUANTITY													
<div style="text-align: right;"> <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">5</span> </div>													
Preferred Item code: 07.0017.04				Preferred Item Desc: Acyclovir 250 mg Injection									
[ 1 - 1 / 1 ]													
Drug/Non-Drug Name	Drug/Non-Drug Code	Item Code	SKU	PKU	Packing Description	Batch No.	Brand Name	Batch Expire Date	Stock Available (SKU)	Stock Available (PKU)	Average Unit Price	Issue Quantity (SKU)	PKU Issue Quantity
Acyclovir 250mg/10ml Injection	J05AB01000P4001XX	07.0017.04	vial	set	set of 10 vial	B1811030	VAXCEL	30/11/2020	700	70	6.9600	200	20
Total Quantity												200	

Figure 3.1.1-3 Issue Quantity (SKU)

**STEP 4**

Change the **Issue Quantity (PKU)** if required as shown in Figure 3.1.1-3.

**STEP 5**

Click on the button to save **Issue Quantity (SKU)** and to close the window.

RECOMMENDED ISSUE QUANTITY (INTRA FACILITY)																	
<div style="text-align: right;"> <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">6</span> </div>																	
<div style="text-align: right;"> <span>Reject</span> </div>																	
RECOMMENDED ISSUE QUANTITY INFORMATION																	
Indent No.	K19004411					Indent Date	18/09/2019										
Unit Name	FARMASI BEKALAN WAD					RIQ Type	FIFO										
Send Indent To	STOR FARMASI					Indent By											
Supplying Unit	STOR FARMASI		Level 1		Indenter Remark												
Indent Type	Online Indent					Item Group	DRUG										
Total No. of Items Fully Supply	5					Total Amount (RM)	1,927.34										
Total No. of Items Partially Supply	0					Indent Status	Open										
Total No. of Items	5					RIQ Status	Draft										
UOM	<input type="radio"/> SKU <input checked="" type="radio"/> PKU					Issuer Remarks											
RECOMMENDED ISSUE QUANTITY ITEM LIST																	
[ 1 - 5 / 5 ]																	
Drug/Non-Drug Name	Drug/Non-Drug Code	Preferred Item	Default Packaging Description	SKU	Buffer Level	Stock Available	Usage & Issue Quantity	Indent Quantity	Max Storage	Stock Available	Recomm Issue	Pending	Amount (RM)	Supply Status	Last Issued Date	Last Issued Quantity	Close
Acyclovir 250mg/10ml Injection	J05AB01000P4001XX	Acyclovir 250 mg Injection	set of 10 vial	vial	750	420	0	200	1,500	700	200	0	1,392.00	Fully Supply	-	0	(Waiting)

Figure 3.1.1-4 Save Record Alert Message

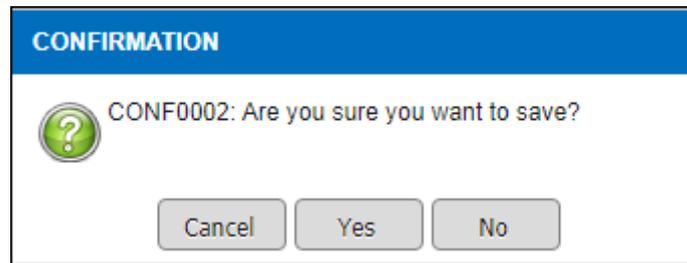
**STEP 6**

Click on the button again to save record as shown in Figure 3.1.1-4.

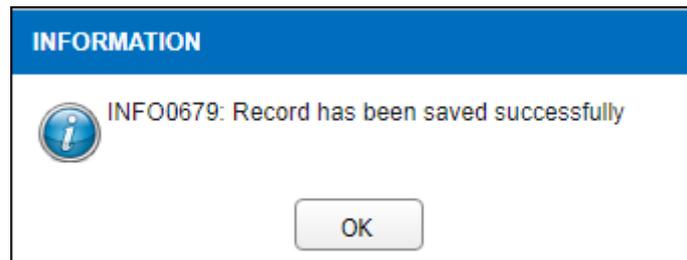
**Note**

- After saving the record, an alert message will be displayed as shown in Figure 3.1.1-5.

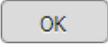
- Click on the button.



**Figure 3.1.1-5 Save Record Alert Message**



**Figure 3.1.1-6 Save Record Alert Message**

- Click on the  button.

### 3.1.2 External – Normal Indent

The supplying unit will receive indent transaction from requester unit through External Notification column. To create a new RIQ record, perform the steps below:

External Notification				
Online Indent Request Received:	<input type="text" value="1"/>	<input type="text" value="1"/>	Online Issue Request Received:	<input type="text" value="0"/>
Online External CDR Request Received:	<input type="text" value="9"/>		Online External CDR Result Received:	<input type="text" value="0"/>
Online External PN Request Received:	<input type="text" value="8"/>		Online External PN Result Received:	<input type="text" value="0"/>
External Radio Order Request Received:	<input type="text" value="4"/>		External Radio Order Result Received:	<input type="text" value="1"/>
External TDM Request Received:	<input type="text" value="0"/>		External TDM Result Received:	<input type="text" value="0"/>
Online Contract Request Received:	<input type="text" value="3"/>			
Online SPUB R1 Request Received:	<input type="text" value="7"/>			

**Figure 3.1.2-1 Online Indent Request Received / Inter Facility Indent**

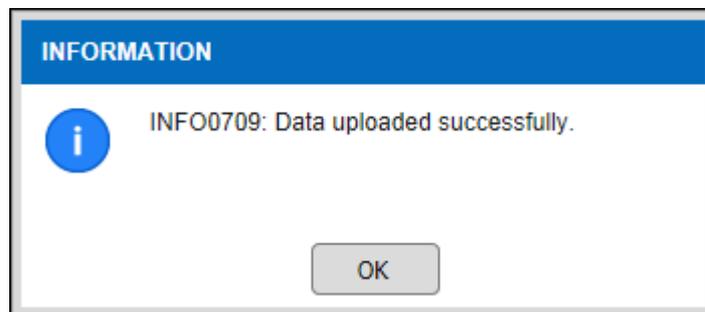
This function is used for online indent that had been requested via External Indent by requester and done at the main store between facilities that using PhIS.

#### STEP 1

Click on the  notification button for **Online Indent Request Received** via **External Notification**.

#### Note

Alert message screen will be displayed as Figure 3.1.2-2.



**Figure 3.1.2-2 Alert Message**

#### STEP 2

Click on the  button to close the alert message

#### Note

The system will display the Online Indent Request Received / Inter Facility Indent as per Figure 3.1.2-3.

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HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

Home Inter Facility (Received) x Logout

INDENT INTER - RECEIVED LIST

Received List Download Pending Supply +

Indent No. [ ] Item Group: All

External Indent No. [ ] Facility Name: [ ]

Indent Approved Date From: [ ] Indent Approved Date To: [ ]

Indent Status: Open Approval Status: Pending For Approval

Issuing Unit: All Drug/Non-Drug Name: [ ]

Search

Indent No.	External Indent No.	Approved Date	Accepted Date	Accepted By	Indent's Facility	Issuing Unit	Item Group	No. of Items	Amount (RM)	Indent Status	Approval Status
R1901PS001-0004408	R19000240	14/08/2019	14/08/2019	[ ]	Klinik Kesihatan Greentown	STOR FARMASI	DRUG	3	17,126.24	Open	Pending For Approval
R1901PS001-0004407	R19000234	16/07/2019	14/08/2019	[ ]	Klinik Kesihatan Greentown	STOR FARMASI	DRUG	1	4.56	Open	Pending For Approval
R1901PS001-0004380	R19000232	16/07/2019	16/07/2019	[ ]	Klinik Kesihatan Greentown	STOR FARMASI	DRUG	1	1.48	Open	Pending For Approval
R1901PS001-						STOR					Pending For

Figure 3.1.2-3 Inter Facility Indent

**Note**

User can assign the indent to other unit for issuing process. Re-route function only applicable for indent with 'Pending for Approval' status only.

**STEP 2**

Select **Received List** as per Figure 3.1.2-3.

INDENT INTER-RECEIVED LIST

Download Pending Supply [ ] [ ] [ ]

External Indent No. [ ] Facility Name: [ ]

External Indent Date: [ ] Indent Status: Pending For Approval

Search

Facility Name	External Indent No.	External Indent Date	No. of Items	Indent Status
Klinik Kesihatan Greentown	R18000521	24/08/2018 11:47:43 AM	1	Pending For Approval
Klinik Kesihatan Greentown	R18000539	05/09/2018 11:54:31 AM	1	Pending For Approval
Klinik Kesihatan Greentown	R18000361	26/09/2018 04:10:31 PM	3	Pending For Approval
Klinik Kesihatan Greentown	R18000611	22/10/2018 08:04:20 PM	1	Pending For Approval
Klinik Kesihatan Greentown	R18000624	05/11/2018 02:40:40 PM	1	Pending For Approval
Klinik Kesihatan Greentown	R18000629	07/11/2018 03:51:24 PM	1	Pending For Approval
Klinik Kesihatan Greentown	R18000628	07/11/2018 03:50:32 PM	1	Pending For Approval
Klinik Kesihatan Greentown	R18000632	08/11/2018 05:18:11 PM	1	Pending For Approval
Klinik Kesihatan Greentown	R18000634	08/11/2018 06:31:26 PM	1	Pending For Approval
Klinik Kesihatan Greentown	R18000633	08/11/2018 06:30:48 PM	1	Pending For Approval

Figure 3.1.2-4 External Indent List

**STEP 3**

Click on the **External Indent No** to view the Indent details.

**Note**

- The system will display external indent list as per Figure 3.1.2-4.
- User able to view indent list for new indent quantity and 'pending issue quantity' (balance supply) by click on **Download Pending Supply** button.
- The system will generate 'Indent No.' and the indent information will flow to Recommended Issue Quantity (External) once the transaction is approved.

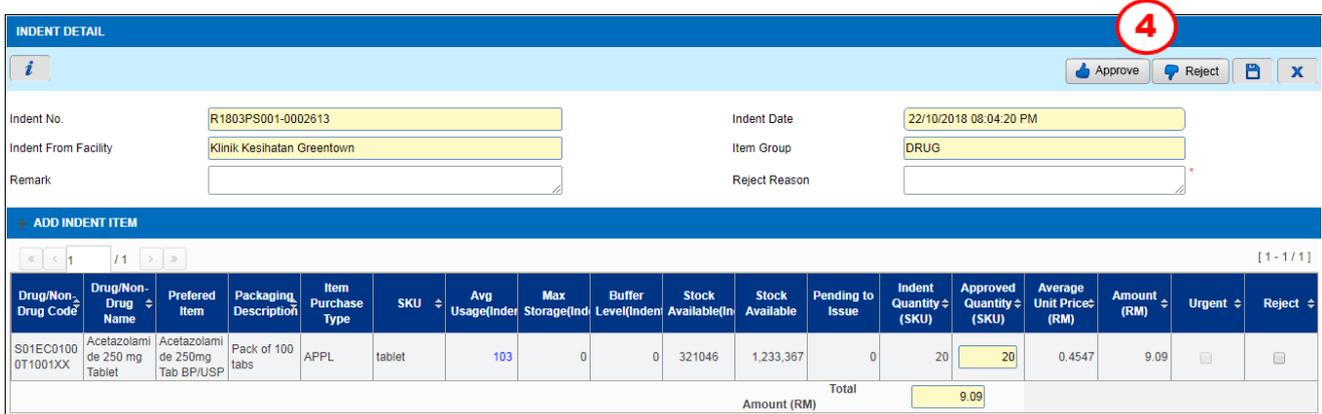


Figure 3.1.2-5 Indent Detail

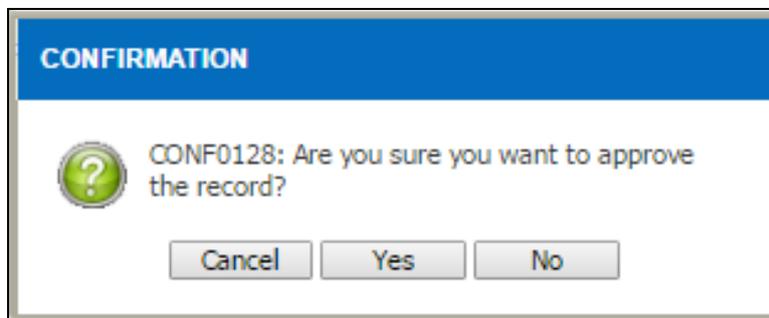


Figure 3.1.2-6 Confirmation Alert Message

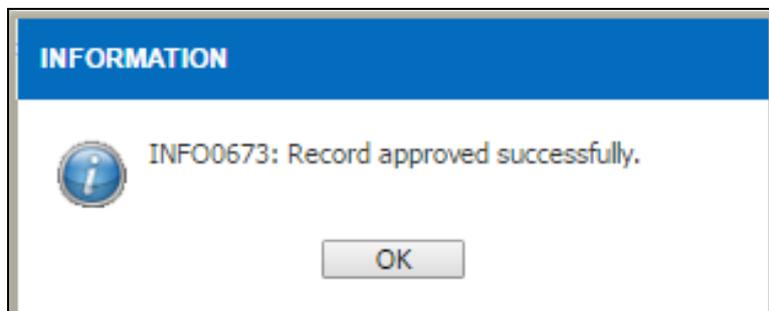


Figure 3.1.2-7 Information Alert Message

**STEP 4**

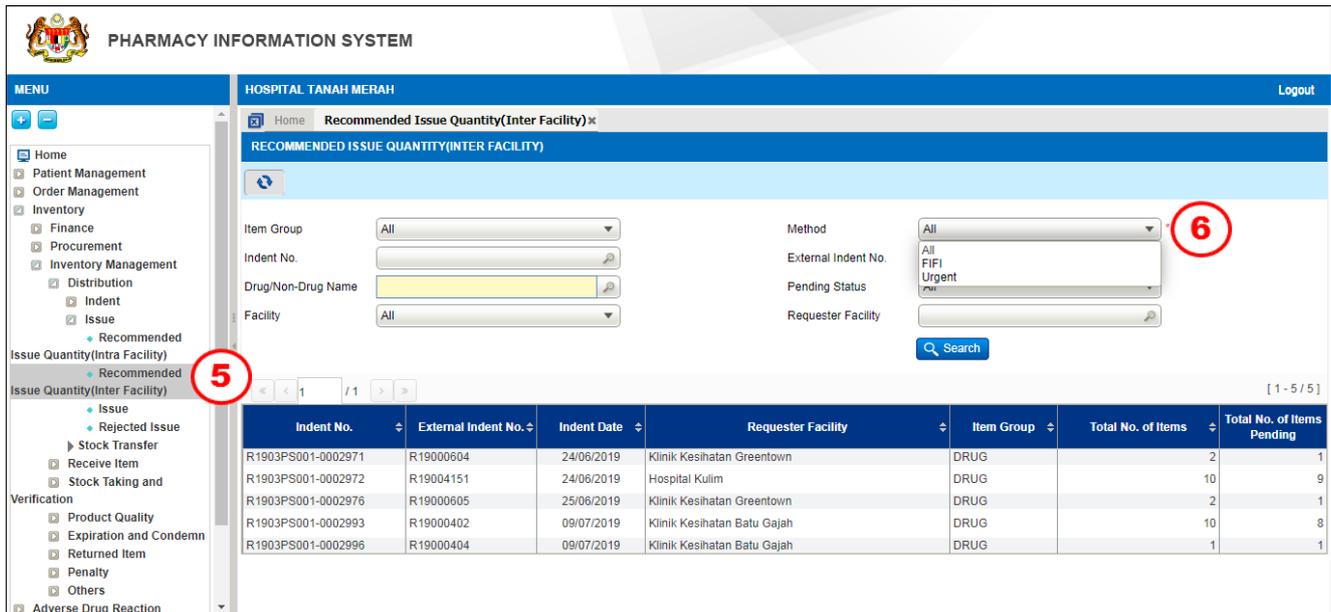
Click on the  button to Approve Indent Detail

Or

Click on the  button to reject the transaction and the status will be changed to Rejected

**Note**

- The system will display confirmation alert message as per Figure 3.1.2-6 after user clicked the  button.
- Click  as per Figure 3.1.2-7.



**PHARMACY INFORMATION SYSTEM**

HOSPITAL TANAH MERAH

Home Recommended Issue Quantity(Inter Facility) x Logout

RECOMMENDED ISSUE QUANTITY(INTER FACILITY)

Item Group: All Method: All (6)

Indent No. External Indent No.

Drug/Non-Drug Name Pending Status

Facility Requester Facility

Search

[ 1 - 5 / 5 ]

Indent No.	External Indent No.	Indent Date	Requester Facility	Item Group	Total No. of Items	Total No. of Items Pending
R1903PS001-0002971	R19000604	24/06/2019	Klinik Kesihatan Greentown	DRUG	2	1
R1903PS001-0002972	R19004151	24/06/2019	Hospital Kulim	DRUG	10	9
R1903PS001-0002976	R19000605	25/06/2019	Klinik Kesihatan Greentown	DRUG	2	1
R1903PS001-0002993	R19000402	09/07/2019	Klinik Kesihatan Batu Gajah	DRUG	10	8
R1903PS001-0002996	R19000404	09/07/2019	Klinik Kesihatan Batu Gajah	DRUG	1	1

Figure 3.1.2-8 RIQ (Inter Facility) Listing Page

#### STEP 5

Click on 'Inventory' menu then 'Inventory Management' then 'Distribution' then follow by 'Issue' and 'Recommended Issue Quantity (Inter Facility)'

The system will display the RIQ (Inter Facility) Listing Page as per Figure 3.1.2-8

#### Note

- Recommended Issue Quantity consists of 2 methods: -
- FIFO – the system will recommend the issue quantity based on the First Indent First Issue.
- Urgent/Priority – the system will recommend issue quantity by Indent that has urgent item inside.
- User able to search by 'All' method
- Record with urgent item will be highlighted in light red color.

#### STEP 6

Select on 'ALL', 'FIFO', or 'Urgent'

#### Note

- The system will display all approved indent requests on the listing page as per Figure 3.1.2-8.
- Select on the 'FIFO' dropdown list in **Method** to display all the approved indent requests and will sort by First Indent as shown in Figure 3.1.2-8.
- Select on the 'Urgent' dropdown list in **Method** to display the indent that have drug/non drug that is selected as an 'Urgent' item. The indent will be highlighted with light red color as shown in Figure 3.1.2-8. If all received indent requests are marked as urgent/priority, the issue quantity will be based on the received date
- Urgent item will appear on the top of the list in alphabetical order followed by non-urgent items.

**PHARMACY INFORMATION SYSTEM**

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

Home Recommended Issue Quantity(Inter Facility)

RECOMMENDED ISSUE QUANTITY(INTER FACILITY)

Item Group: All Method: FIFO  
 Indent No.: External Indent No.: FIFO Urgent  
 Drug/Non-Drug Name: Pending Status: All  
 Facility: All Requester Facility: Search

Indent No.	External Indent No.	Indent Date	Requester Facility	Item Group	Total No. of Items	Total No. of Items Pending
R01TPN-0009151	R15000084	22/06/2015	Klinik Kesihatan Bakri	DRUG	6	1
R01TPN-0009152	R15000083	22/06/2015	Klinik Kesihatan Bakri	DRUG	8	8
R01PS001-0009328	R15000040	30/06/2015	Klinik Kesihatan Bandar Maharani	DRUG	6	6
R01PS001-0009329	R15000039	30/06/2015	Klinik Kesihatan Bandar Maharani	NON-DRUG	7	7
R01PS001-0009330	R15000038	30/06/2015	Klinik Kesihatan Bandar Maharani	DRUG	3	3
R01PS001-0009331	R15000037	30/06/2015	Klinik Kesihatan Bandar Maharani	DRUG	10	10
R01PS001-0009332	R15000036	30/06/2015	Klinik Kesihatan Bandar Maharani	DRUG	10	10

Figure 3.1.2-9 RIQ (External) Listing Page

**STEP 7**

Double-click on the **Indent No** to view the Issue details.

**Note**

- The system will display the RIQ information as per Figure 3.1.2-9.
- New field added to display Indenter Remarks.
- Urgent item will be highlighted in pink color.

RECOMMENDED ISSUE QUANTITY(INTER FACILITY)

External Indent No. R19000561 Indent Date 17/06/2019  
 External Facility Name Hospital Melaka RIQ Type FIFO  
 Indent Type Online Indent Indenter Remarks  
 Total No. of Items Fully Supply 1 Item Group DRUG  
 Total No. of Items Partially Supply 0 Total Amount (RM) 230.00  
 Total No. of Items 1 Indent Status Open  
 UOM  SKU  PKU RIQ Status Draft  
 Issuer Remarks

RECOMMENDED ISSUE QUANTITY ITEM LIST

Indenter's Information (SKU)										Supplying Information (Quantity) (SKU)								
Drug/Non-Drug Name	Drug/Non-Drug Code	Preferred Item	Packaging description	SKU	Buffer Level	Stock Available	Usage \$ Issue Quantity	Indent Quantity	Max Storage	Stock Available	Recommended Issue	Pending	Amount (RM)	Supply Status	Last Issued Date	Last Issued Quantity	Close	
Sterile Water for Irrigation 500mL	V07AB00000P3001c	Distilled Water 500ml for Irrigation	Bottle	bott	0	520	16,770	100	0	2,7	100	0	230.00	Fully Supply	-	0		
												Total Amount (RM)	230.00					

Figure 3.1.2-10 RIQ Information

**Note**

- Preferred item will be displayed based on indenter selected preferred item.
- If selected preferred item is not active at issuer facility, value will be defaulted to issuer defaulted preferred item. Icon will be displayed next to description. On mouse, it will display indenter preferred item as shown in Figure 3.1.2-11

RECOMMENDED ISSUE QUANTITY ITEM LIST																	
[ 1 - 1 / 1 ]																	
Indenter's Information (SKU)										Supplying Information (Quantity) (SKU)							
Drug/Non-Drug Name	Drug/Non-Drug Code	Preferred Item	Packaging description	SKU	Buffer Level	Stock Available	Usage \$ Issue Quantity	Indent Quantity	Max Storage	Stock Available	Recommended Issue	Pending	Amount (RM)	Supply Status	Last Issued Date	Last Issued Quantity	Close
Albendazole 200 mg Tablet	P02CA03000T1001XX		 tablet	300	0	0	10	450	0	<input type="checkbox"/>	10	0.00	Open	-	0	<input type="checkbox"/>	
Albendazole 200 mg Tablet(02.0005.02)										Total Amount (RM) 0.00							

Figure 3.1.2-11 Recommended Issue Quantity Item List

- Allocation will be done based on:
  - Preferred Item (First Expiry First Out)
  - Then, by all item (First Expiry First Out)

**STEP 8**

Click on the recommended issue quantity hyperlink in the **Recommended Issue** column.

**Note**

- The system will display the **Issue Quantity (SKU)** as per Figure 3.1.2-12.
- The system will suggest to issue based on batch that will expire first.
- Check on checkbox to remove the allocation. Upon checked:
  - Allocation will be updated to 0.
  - Allocation in 'Issue Quantity' screen will be removed too.
  - 'Quantity' link will be disabled.
  - Auto checked 'Close' checkbox. User still can uncheck 'Close' checkbox if required.
- Upon unchecked:
  - Auto allocate the value based on UOM selected.
  - Uncheck 'Close' checkbox

ISSUE QUANTITY													
[ 1 - 2 / 2 ]													
Drug/Non-Drug Name	Drug/Non-Drug Code	Item Code	SKU	PKU	Packing Description	Batch No.	Brand Name	Batch Expire Date	Stock Available (SKU)	Stock Available (PKU)	Average Unit Price	Issue Quantity(SKU)	PKU Issue Quantity
Sterile Water for Irrigation 500mL	V07AB00000P3001c	V07AB00000P3001c.01	bott	bottle	Bottle	A67B0080	(GENERIC NAME)	03/02/2022	1,945	1,945	3.0000	<input checked="" type="checkbox"/> 100	100
Sterile Water for Irrigation 500mL	V07AB00000P3001c	V07AB00000P3001c.01	bott	bottle	Bottle	A67B0096	(GENERIC NAME)	09/02/2022	805	805	3.0000	<input type="checkbox"/> 0	0
Total Quantity												100	

Figure 3.1.2-12 Issue Quantity

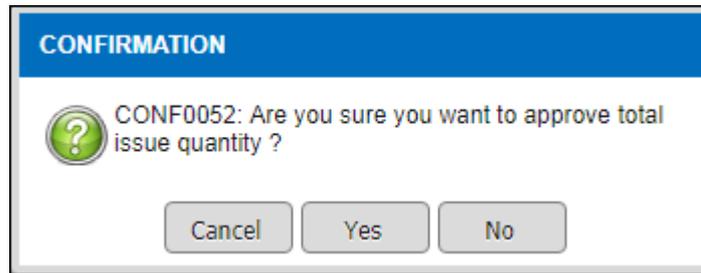


Figure 3.1.2-13 Confirmation Alert Message

**STEP 9**

Edit the *Issue Quantity (SKU)* if required.

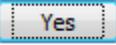
**Note**

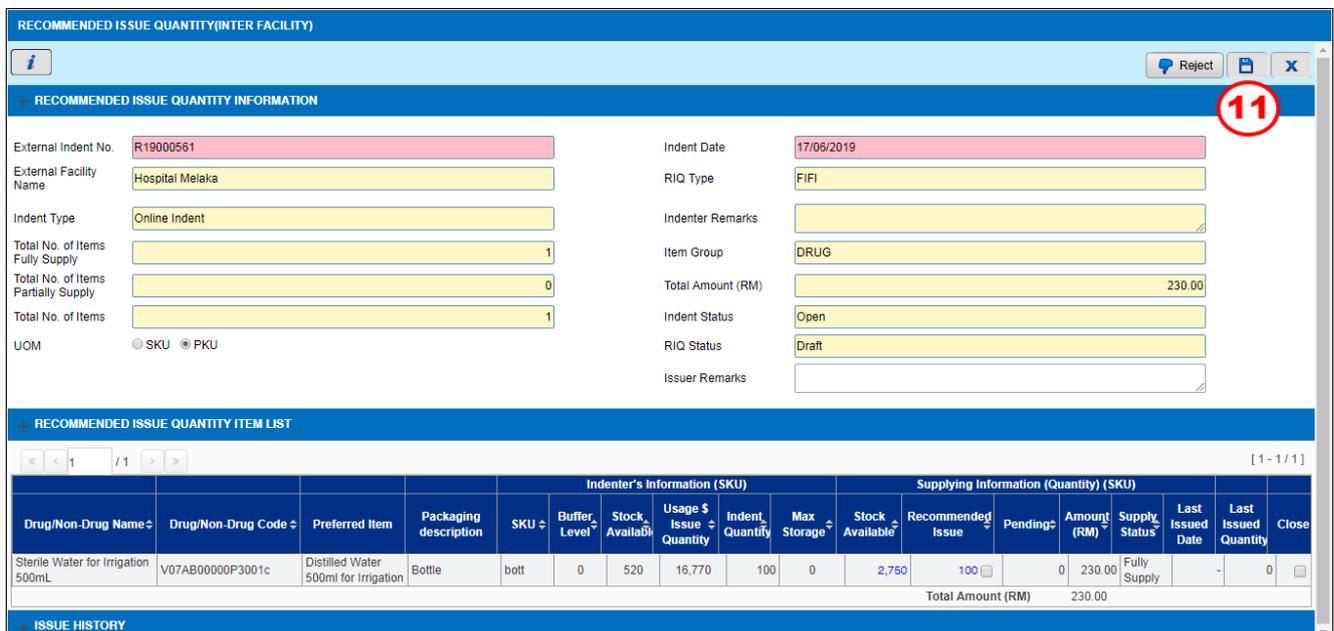
*Issue Quantity (SKU)* is defaulted to the quantity suggested from the RIQ process but it is editable.

**STEP 10**

Click on the  button to save the record and  to close the window.

**Note**

- After saving the record, an alert message will be displayed as per Figure 3.1.2-15.
- Click on the  button.



The screenshot shows the 'RECOMMENDED ISSUE QUANTITY (INTER FACILITY)' window. It contains several input fields for details like 'External Indent No.', 'Indent Date', 'External Facility Name', 'RIQ Type', 'Indent Type', 'Indenter Remarks', 'Total No. of Items Fully Supply', 'Item Group', 'Total Amount (RM)', 'Total No. of Items Partially Supply', 'Indent Status', 'Total No. of Items', 'RIQ Status', and 'UOM'. Below these is a table titled 'RECOMMENDED ISSUE QUANTITY ITEM LIST' with columns for 'Drug/Non-Drug Name', 'Drug/Non-Drug Code', 'Preferred Item', 'Packaging description', 'SKU', 'Buffer Level', 'Stock Available', 'Usage \$ Issue Quantity', 'Indent Quantity', 'Max Storage', 'Stock Available', 'Recommended Issue', 'Pending', 'Amount (RM)', 'Supply Status', 'Last Issued Date', 'Last Issued Quantity', and 'Close'. A red circle with the number '11' is overlaid on the top right corner of the window.

				Indenter's Information (SKU)					Supplying Information (Quantity) (SKU)								
Drug/Non-Drug Name	Drug/Non-Drug Code	Preferred Item	Packaging description	SKU	Buffer Level	Stock Available	Usage \$ Issue Quantity	Indent Quantity	Max Storage	Stock Available	Recommended Issue	Pending	Amount (RM)	Supply Status	Last Issued Date	Last Issued Quantity	Close
Sterile Water for Irrigation 500mL	V07AB00000P3001c	Distilled Water 500ml for Irrigation	Bottle	bott	0	520	16,770	100	0	2,750	100	0	230.00	Fully Supply	-	0	
Total Amount (RM)													230.00				

Figure 3.1.2-14 Recommended Issue Quantity Confirmation Page

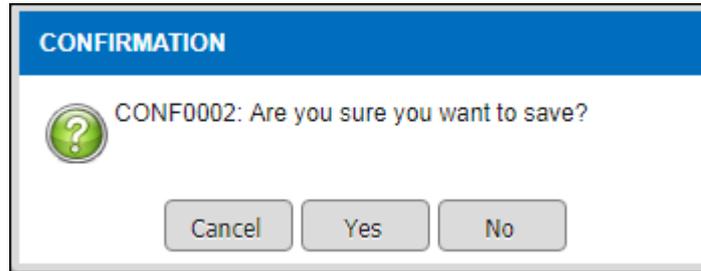


Figure 3.1.2-15 Confirmation Alert Message

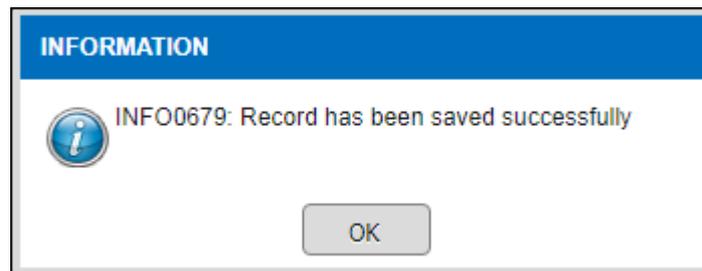


Figure 3.1.2-16 Confirmation Alert Message

**STEP 11**

Click on the  button to save record.

**Note**

- Confirmation alert message will appear as shown in Figure 3.1.2-15.
- Click  as shown in Figure 3.1.2-16.
- Once RIQ is saved, UOM still can change from SKU to PKU
- User able to reject the transaction by click on  button but user need to key in reject reason.

RECOMMENDED ISSUE QUANTITY (INTER FACILITY)

12
Approve
Reject

RECOMMENDED ISSUE QUANTITY INFORMATION

External Indent No. <input type="text" value="R19000561"/>	Indent Date <input type="text" value="17/06/2019"/>
External Facility Name <input type="text" value="Hospital Melaka"/>	RIQ Type <input type="text" value="FIFO"/>
Indent Type <input type="text" value="Online Indent"/>	Indenter Remarks <input type="text"/>
Total No. of Items Fully Supply <input type="text" value="1"/>	Item Group <input type="text" value="DRUG"/>
Total No. of Items Partially Supply <input type="text" value="0"/>	Total Amount (RM) <input type="text" value="300.00"/>
Total No. of Items <input type="text" value="1"/>	Indent Status <input type="text" value="Open"/>
UOM <input type="radio"/> SKU <input checked="" type="radio"/> PKU	RIQ Status <input type="text" value="Draft"/>
	Issuer Remarks <input type="text"/>

RECOMMENDED ISSUE QUANTITY ITEM LIST

[ 1 - 1 / 1 ]

				Indenter's Information (SKU)						Supplying Information (Quantity) (SKU)							
Drug/Non-Drug Name	Drug/Non-Drug Code	Preferred Item	Packaging description	SKU	Buffer Level	Stock Available	Usage \$ Issue	Indent Quantity	Max Storage	Stock Available	Recommended Issue	Pending	Amount (RM)	Supply Status	Last Issued Date	Last Issued Quantity	Close
Sterile Water for Irrigation 500mL	V07AB00000P3001c	Distilled Water 500ml for Irrigation	Bottle	bott	0	520	16,770	100	0	2,750	100 <input type="checkbox"/>	0	300.00	Fully Supply	-	0	<input type="checkbox"/>
													Total Amount (RM)	300.00			

Figure 3.1.2-17 Recommended Issue Quantity

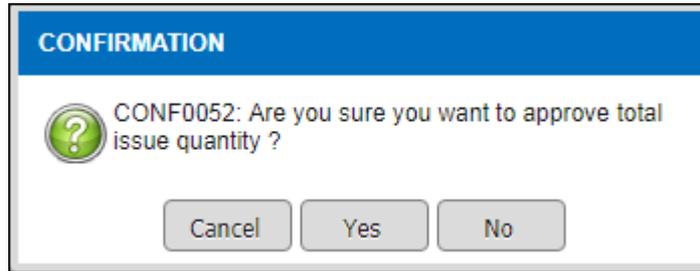


Figure 3.1.2-18 Confirmation Alert Message

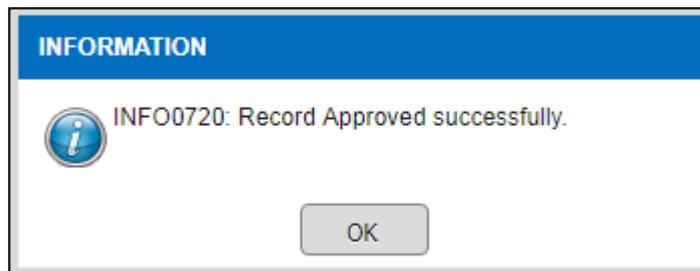


Figure 3.1.2-19 Confirmation Alert Message

**STEP 12**

Click on the button to approve the RIQ transaction as shown in Figure 3.1.2-17.

**Note**

- Stock at the Supplying Unit will be deducted after RIQ is approved.
  - Confirmation alert message will appear as shown in Figure 3.1.2-18.
- Click as shown in Figure 3.1.2-19.

RECOMMENDED ISSUE QUANTITY (INTER FACILITY) 13

i
Generate Issue Note X

RECOMMENDED ISSUE QUANTITY INFORMATION

External Indent No. <input type="text" value="R19000561"/>	Indent Date <input type="text" value="17/06/2019"/>
External Facility Name <input type="text" value="Hospital Melaka"/>	RIQ Type <input type="text" value="FIFO"/>
Indent Type <input type="text" value="Online Indent"/>	Indenter Remarks <input type="text"/>
Total No. of Items Fully Supply <input type="text" value="1"/>	Item Group <input type="text" value="DRUG"/>
Total No. of Items Partially Supply <input type="text" value="0"/>	Total Amount (RM) <input type="text" value="300.00"/>
Total No. of Items <input type="text" value="1"/>	Indent Status <input type="text" value="Closed"/>
UOM <input type="radio"/> SKU <input checked="" type="radio"/> PKU	RIQ Status <input type="text" value="Approved"/>
	Issuer Remarks <input type="text"/>

RECOMMENDED ISSUE QUANTITY ITEM LIST

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

				Indenter's Information (SKU)						Supplying Information (Quantity) (SKU)							
Drug/Non-Drug Name	Drug/Non-Drug Code	Preferred Item	Packaging description	SKU	Buffer Level	Stock Available	Usage \$ Issue Quantity	Indent Quantify	Max Storage	Stock Available	Recommended Issue	Pending	Amount (RM)	Supply Status	Last Issued Date	Last Issued Quantity	Close
Sterile Water for Irrigation 500mL	V07AB00000P3001c	Distilled Water 500ml for Irrigation	Bottle	bott	0	520	16,770	100	0	2,650	100 <input type="checkbox"/>	0	300.00	Fully Supply	14/08/2019	100	<input type="checkbox"/>
Total Amount (RM)													300.00				

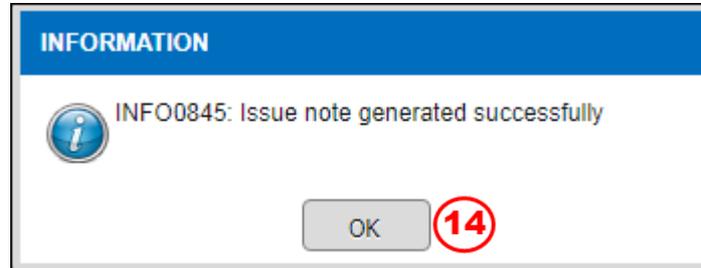
Figure 3.1.2-20 Recommended Issue Quantity

**STEP 13**

Click on the button to generate issue note

**Note**

Alert message screen will be displayed as Figure 3.1.2-21.



**Figure 3.1.2-21 Alert Message**

**STEP 14**

Click on the  button to close the alert message

**Note**

- KEW.PS-7 (Borang Permohonan Stok) form will be displayed as Figure 3.1.2-22.

Dilengkapkan Oleh Pemesan		Dilengkapkan Oleh Pengeluar														
		BAHAGIAN BEKALAN KAWALAN DAN AKAUN							BAHAGIAN SIMPANAN							
No. Kod	Perihal Stok	Kuantiti Dimohon	SKU	No. Kod	PKU	Deskripsi Pembungkusan	Baki Sedia Ada	Kuantiti Diluluskan	Harga (RM)		Kuantiti Dikeluarkan	No. Kelompok	Tarikh Luput	Pembungkusan (Perlu/Tidak)	No. Borang Pembungkusan Stok(BPS)	
									Seunit	Jumlah						
V07AB00000P3001c	Sterile Water for Irrigation 500mL	100	bott	V07AB00000P3001c.01	bott	Bottle	1845	100	3.0000	300.00	100	A67B0080	03/02/2022			
									Jumlah :		300.00					
Dilengkapkan Oleh Pemesan		Dilengkapkan Oleh Pengeluar														
<b>Pemohon :</b> Nama : Jawatan : Pegawai Farmasi UF44 Unit : Farmasi Logistik Jabatan : Pharmacy Tarikh : 17/06/2019 Tarikh pesanan diluluskan : 30/05/2019		<b>Pegawai Penerima :</b> Nama : Jawatan : Unit : Jabatan : Tarikh :				<b>Pegawai Pelulus :</b> Nama : Jawatan : Pegawai Perubatan Pakar Unit : STOR FARMASI Jabatan : General Surgery Tarikh : 14/08/2019				<b>Dikeluarkan dan Direkod oleh:</b> Nama : Jawatan : Unit : Jabatan : Tarikh :						
Printed Date : 14/08/2019		Printed By :				Unit Name : STOR FARMASI				Source : PhIS						

**Figure 3.1.2-22 KEW.PS-7**

- For non MOH user, KEW.PS-17 (Borang Pindahan Stok) form able to print as shown in Figure 3.1.2-23



PhIS & CPS Project  
User Manual - Pharmacy Inventory (Issue)



No. Kod		Perihal Stok		Kuantiti Dimohon	SKU	No. Kod	PKU	Deskripsi Pembungkusan	Kuantiti Diluluskan	Harga (RM)		Kuantiti Dikeluarkan	No Kelompok	Tarikh Luput					
										Seunit	Jumlah								
S01EC01000T1001XX		Acetazolamide 250 mg Tablet		100	tablet	02.0001.02	pck	Pack of 100 tabs	1	45.4700	45.47	1	LPO1824A	14/12/2019					
B01AC06259T1001XX		Acetylsalicylic Acid 100 mg, Glycine 45 mg Tablet		30	tablet	B01AC06259T1001XX.01	box	box of 30 tablet	1	120.0000	120.00	1	Jyu76	30/12/2022					
C01CA24123P3001XX		Adrenaline Acid Tartrate 1mg/ml Injection		50	amp	03.0006.01	pck	pack of 10 ampoule	5	17.4000	87.00	5	182817T	30/11/2020					
<b>Jumlah :</b>											252.47								
<b>Dilengkapkan Oleh Pemohon</b>					<b>Dilengkapkan Oleh Pengeluar Stok</b>														
<b>Pemohon :</b>					<b>Pegawai Penerima :</b>					<b>Pegawai Pelulus :</b>					<b>Dikeluarkan dan Direkod oleh:</b>				
Nama : _____					Nama : _____					Nama : _____					Nama : _____				
Jawatan : _____					Jawatan : _____					Jawatan : Pegawai Perubatan Pakar					Jawatan : _____				
Jabatan : _____					Unit : _____					Unit : STOR FARMASI					Unit : _____				
Tarikh : 23/09/2019					Tarikh : _____					Jabatan : General Surgery					Jabatan : _____				
					Tarikh : _____					Tarikh : 23/09/2019					Tarikh : _____				
					<i>(Dilengkapkan setelah stok diterima)</i>														

Printed Date : 23/09/2019      Printed By : \_\_\_\_\_      Unit Name : STOR FARMASI      Source : PhIS  
Page 1 of 2

Figure 3.1.2-23 KEW.PS-17

### 3.1.3 External - SPUB

The supplying unit will receive indent transaction from requester unit through External Notification column. To create a new RIQ record, perform the steps below:

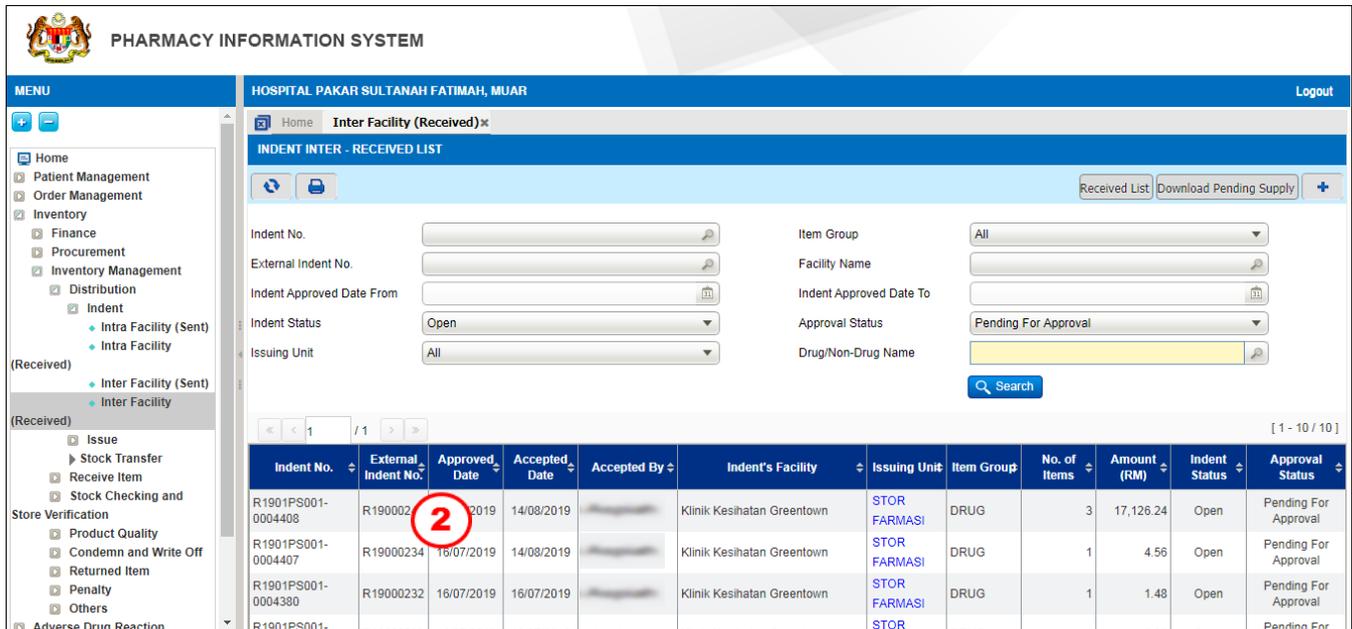
External Notification			
Online Indent Request Received:	0	Online Issue Request Received:	3
Online External CDR Request Received:	0	Online External CDR Result Received:	0
Online External PN Request Received:	55	Online External PN Result Received:	0
External Radio Order Request Received:	0	External Radio Order Result Received:	0
External TDM Request Received:	0	External TDM Result Received:	0
Online Contract Request Received:	19	Online Return Inter Facility Received:	0
Online SPUB R1 Request Received:	87		
Online Indent SPUB Received	1		
Online Indent Manufacturing Received:	0		
Online Issue Manufacturing Received:	0		

Figure 3.1.3-1 Online Indent SPUB Received / Inter Facility Indent

#### STEP 1

Click on 'Online Indent SPUB Received' via External Notification.

The system will display the Inter Facility Indent as per Figure 3.1.3-2.



Indent No.	External Indent No.	Approved Date	Accepted Date	Accepted By	Indent's Facility	Issuing Unit	Item Group	No. of Items	Amount (RM)	Indent Status	Approval Status
R1901PS001-0004408	R190002	16/07/2019	14/08/2019		Klinik Kesihatan Greentown	STOR FARMASI	DRUG	3	17,126.24	Open	Pending For Approval
R1901PS001-0004407	R19000234	16/07/2019	14/08/2019		Klinik Kesihatan Greentown	STOR FARMASI	DRUG	1	4.56	Open	Pending For Approval
R1901PS001-0004380	R19000232	16/07/2019	16/07/2019		Klinik Kesihatan Greentown	STOR FARMASI	DRUG	1	1.48	Open	Pending For Approval
R1901PS001-						STOR					Pending For

Figure 3.1.3-2 Inter Facility Indent

#### Note

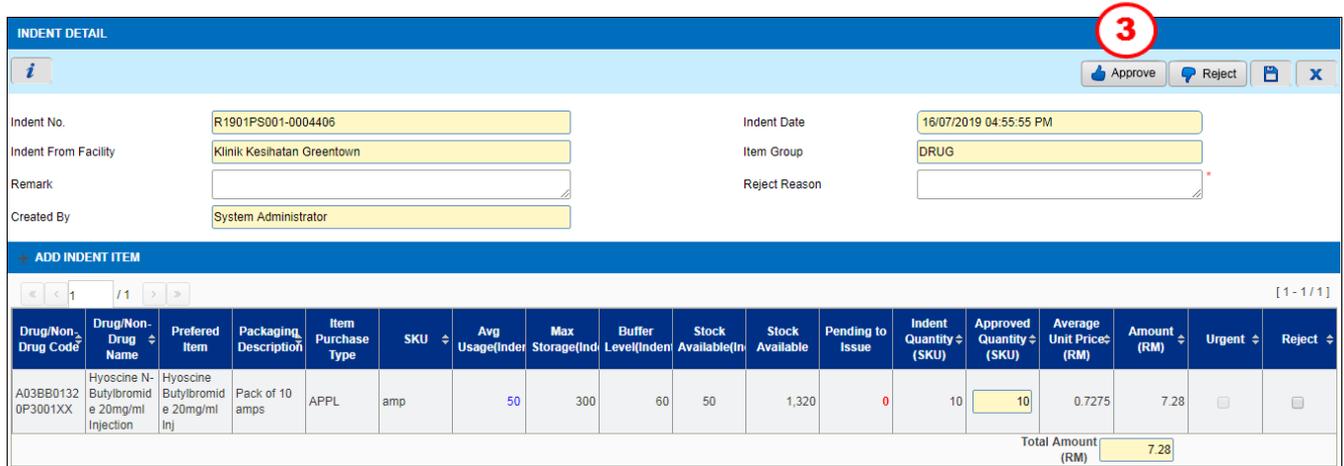
User can assign the indent to other unit for issuing process. Re-route function only applicable for indent with 'Pending for Approval' status only.

#### STEP 2

Double-click on the **External Indent No** to view the Indent details.

**Note**

- The system will display the Indent details as per Figure 3.1.3-6.
- The system will generate 'Indent No.' and the indent information will flow to Recommended Issue Quantity (External) once the transaction is approved.



**INDENT DETAIL**

Indent No. R1901PS001-0004406 Indent Date 16/07/2019 04:55:55 PM

Indent From Facility Klinik Kesihatan Greentown Item Group DRUG

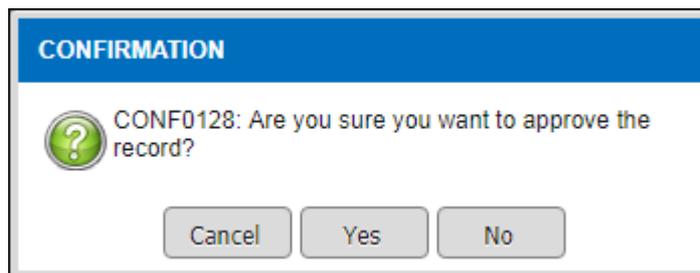
Remark: Reject Reason:

Created By System Administrator

**ADD INDENT ITEM**

Drug/Non-Drug Code	Drug/Non-Drug Name	Preferred Item	Packaging Description	Item Purchase Type	SKU	Avg Usage(Ind)	Max Storage(Ind)	Buffer Level(Inden)	Stock Available(In	Stock Available	Pending to Issue	Indent Quantity (SKU)	Approved Quantity (SKU)	Average Unit Price (RM)	Amount (RM)	Urgent	Reject
A03BB0132 0P3001XX	Hyoscine N-Butylbromide 20mg/ml Injection	Hyoscine Butylbromide 20mg/ml Inj	Pack of 10 amps	APPL	amp	50	300	60	50	1,320	0	10	10	0.7275	7.28	<input type="checkbox"/>	<input type="checkbox"/>
Total Amount (RM)															7.28		

**Figure 3.1.3-3 Indent Detail**

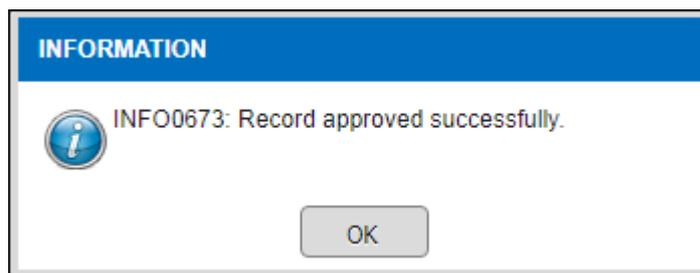


**CONFIRMATION**

CONF0128: Are you sure you want to approve the record?

Buttons: Cancel, Yes, No

**Figure 3.1.3-4 Confirmation Alert Message**



**INFORMATION**

INFO0673: Record approved successfully.

Button: OK

**Figure 3.1.3-5 Information Alert Message**

**STEP 3**

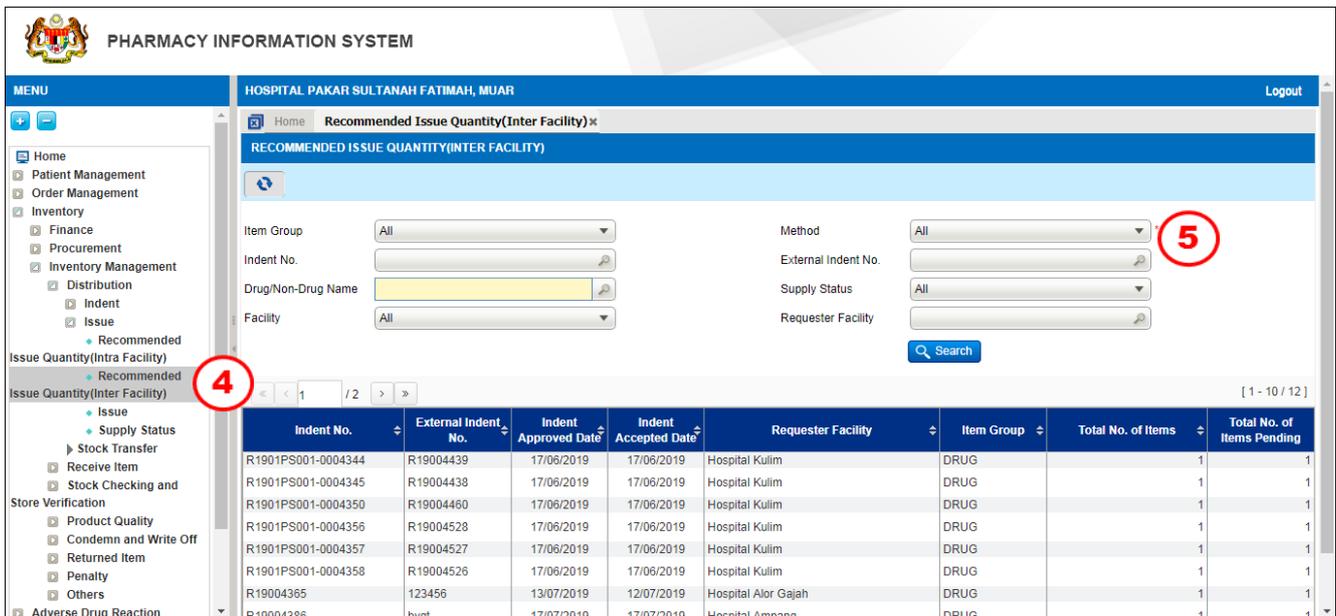
Click on the  button to Approve Indent Detail.

Or

Click on the  button to reject the transaction and the status will be changed to Rejected.

**Note**

- The system will display confirmation alert message as per Figure 3.1.3-4 as user clicked on  button.
- Click  as per Figure 3.1.3-5.



**PHARMACY INFORMATION SYSTEM**

HOSPITAL PAKAR SULTANAH FATIMAH, MUJAR

Home Recommended Issue Quantity(Inter Facility) x

RECOMMENDED ISSUE QUANTITY(INTER FACILITY)

Item Group: All Method: All

Indent No. External Indent No.

Drug/Non-Drug Name Supply Status

Facility Requester Facility

Search

Indent No.	External Indent No.	Indent Approved Date	Indent Accepted Date	Requester Facility	Item Group	Total No. of Items	Total No. of Items Pending
R1901PS001-0004344	R19004439	17/06/2019	17/06/2019	Hospital Kulim	DRUG	1	1
R1901PS001-0004345	R19004438	17/06/2019	17/06/2019	Hospital Kulim	DRUG	1	1
R1901PS001-0004350	R19004460	17/06/2019	17/06/2019	Hospital Kulim	DRUG	1	1
R1901PS001-0004356	R19004528	17/06/2019	17/06/2019	Hospital Kulim	DRUG	1	1
R1901PS001-0004357	R19004527	17/06/2019	17/06/2019	Hospital Kulim	DRUG	1	1
R1901PS001-0004358	R19004526	17/06/2019	17/06/2019	Hospital Kulim	DRUG	1	1
R19004365	123456	13/07/2019	12/07/2019	Hospital Alor Gajah	DRUG	1	1
R19004386	bvvt	17/07/2019	17/07/2019	Hospital Ampang	DRUG	1	1

Figure 3.1.3-6 RIQ (Inter Facility) Listing Page

**STEP 4**

Click on 'Inventory' menu follow by 'Inventory Management' then 'Distribution' then 'Issue' and 'Recommended Issue Quantity (Inter Facility)'.

The system will display the RIQ (External) Listing Page as per Figure 3.1.3-6.

**Note**

- Recommended Issue Quantity consists of 2 methods: -
  - FIFO
  - Urgent/Priority
- FIFO – the system will recommend the issue quantity based on the First Indent First Issue.
- Urgent/Priority – the system will recommend issue quantity by Indent that has urgent item inside.

**STEP 5**

Select on 'FIFO' or 'Urgent/Priority'

**Note**

- The system will display all approved indent requests on the listing page as per Figure 3.1.3-6.
- Select on the 'FIFO' dropdown list in **Method** to display all the approved indent requests and will sort by First Indent as shown in Figure 3.1.3-6.
- Select on the 'Urgent' dropdown list in **Method** to display the indent that have drug/non drug that is selected as an 'Urgent' item. The indent will be highlighted with red color as shown in Figure 3.1.3-6. If all received indent requests are marked as urgent/priority, the issue quantity will be based on the received date.

**PHARMACY INFORMATION SYSTEM**

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

Home Recommended Issue Quantity(Inter Facility) »

**RECOMMENDED ISSUE QUANTITY(INTER FACILITY)**

Item Group: All Method: All

Indent No. External Indent No.

Drug/Non-Drug Name Supply Status

Facility Requester Facility

Search

Indent No.	External Indent No.	Indent Approved Date	Indent Accepted Date	Requester Facility	Item Group	Total No. of Items	Total No. of Items Pending
R1901PS001-0004344	004439	17/06/2019	17/06/2019	Hospital Kulim	DRUG	1	1
R1901PS001-0004345	004438	17/06/2019	17/06/2019	Hospital Kulim	DRUG	1	1
R1901PS001-0004350	R19004460	17/06/2019	17/06/2019	Hospital Kulim	DRUG	1	1
R1901PS001-0004356	R19004528	17/06/2019	17/06/2019	Hospital Kulim	DRUG	1	1
R1901PS001-0004357	R19004527	17/06/2019	17/06/2019	Hospital Kulim	DRUG	1	1
R1901PS001-0004358	R19004526	17/06/2019	17/06/2019	Hospital Kulim	DRUG	1	1
R19004365	123456	13/07/2019	12/07/2019	Hospital Alor Gajah	DRUG	1	1
R19004386	hyot	17/07/2019	17/07/2019	Hospital Ameang	DRUG	1	1

Figure 3.1.3-7 RIQ (Inter Facility) Listing Page

**STEP 6**

Double-click on the **Indent No** to view the Issue details.

**Note**

The system will display the RIQ information as per Figure 3.1.3-8.

**RECOMMENDED ISSUE QUANTITY(INTER FACILITY)**

External Indent No. R19000235 Indent Date 14/08/2019

External Facility Name Klinik Kesihatan Greentown RIQ Type FIFO

Indent Type Online Indent Indenter Remarks

Total No. of Items Fully Supply 1 Item Group DRUG

Total No. of Items Partially Supply 0 Total Amount (RM) 7.30

Total No. of Items 1 Indent Status Open

UOM  SKU  PKU RIQ Status Draft

Issuer Remarks

**RECOMMENDED ISSUE QUANTITY ITEM LIST**

Indenter's Information (SKU)										Supplying Information (Quantity) (SKU)								
Drug/Non-Drug Name	Drug/Non-Drug Code	Preferred Item	Packaging description	SKU	Buffer Level	Stock Available	Usage \$ Issue Quantity	Indent Quantity	Max Storage	Stock Available	Recommended Issue	Pending	Amount (RM)	Supply Status	Last Issued Date	Last Issued Quantity	Close	
Hyoscine N-Butylbromide 20mg/ml Injection	A03BB01320F3001XX			amp	60	50	50	10	300	1,82	10	0	7.30	Fully Supply	-	0		
Total Amount (RM)													7.30					

Figure 3.1.3-8 RIQ Information

**STEP 7**

Click on the recommended issue quantity hyperlink in the **Recommended Issue** column.

**Note**

- The system will display the **Issue Quantity (SKU)** as per Figure 3.1.3-9.
- The system will suggest to issue based on batch that will expired first.

ISSUE QUANTITY															
<span style="float: right;">10</span> <span style="float: right;">[ 1 - 2 / 2 ]</span>															
Preferred Item code		03.1406.06		Preferred Item Desc										Hyoscine Butylbromide 20mg/ml Inj	
Drug/Non-Drug Name	Drug/Non-Drug Code	Item Code	SKU	PKU	Packing Description	Batch No.	Brand Name	Batch Expire Date	Stock Available (SKU)	Stock Available (PKU)	Average Unit Price	Issue Quantity (SKU)	PKU Issue Quantity		
Hyoscine N-Butylbromide 20mg/ml Injection	A03BB01320P3001XX	03.1406.05	amp	ampoule	ampoule	171999T	COPAN	31/08/2020	900	900	0.7275	10	10		
Hyoscine N-Butylbromide 20mg/ml Injection	A03BB01320P3001XX	03.1406.05	amp	ampoule	ampoule	180099T	NO BRAND	31/01/2021	420	420	0.7275	0	0		
Total Quantity												10			

Figure 3.1.3-9 Issue Quantity

**STEP 9**

Edit the **Issue Quantity (SKU)** if required.

**Note**

**Issue Quantity (SKU)** is defaulted to the quantity suggested from the RIQ process but it is editable.

**STEP 10**

Click on the  button to save the record and  to close the window.

**Note**

- After saving the record, an alert message will be displayed as per Figure 3.1.3-10.

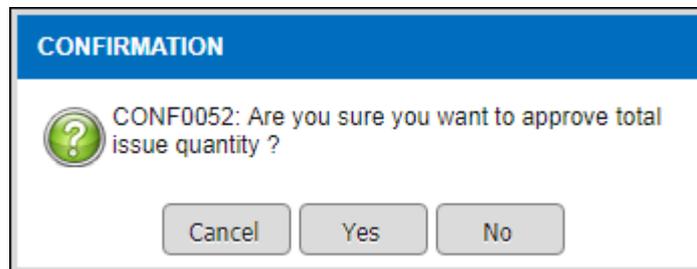
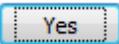


Figure 3.1.3-10 Confirmation Alert Message

- Click on the  button.

11

RECOMMENDED ISSUE QUANTITY (INTER FACILITY)

RECOMMENDED ISSUE QUANTITY INFORMATION

External Indent No.  Indent Date

External Facility Name  RIQ Type

Indent Type  Indenter Remarks

Total No. of Items Fully Supply  Item Group

Total No. of Items Partially Supply  Total Amount (RM)

Total No. of Items  Indent Status

UOM  SKU  PKU RIQ Status

Issuer Remarks

RECOMMENDED ISSUE QUANTITY ITEM LIST

Indenter's Information (SKU)										Supplying Information (Quantity) (SKU)								
Drug/Non-Drug Name	Drug/Non-Drug Code	Preferred Item	Packaging description	SKU	Buffer Level	Stock Available	Usage \$ Issue Quantity	Indent Quantity	Max Storage	Stock Available	Recommended Issue	Pending	Amount (RM)	Supply Status	Last Issued Date	Last Issued Quantity	Close	
Hyoscine N-Butylbromide 20mg/ml Injection	A03BB01320P3001XX			amp	60	50	50	10	300	1,320	<input type="text" value="10"/>	0	7.30	Fully Supply	-	0	<input type="checkbox"/>	
Total Amount (RM)													7.30					

ISSUE HISTORY

Figure 3.1.3-11 Recommended Issue Quantity

CONFIRMATION

 CONF0002: Are you sure you want to save?

Figure 3.1.3-12 Confirmation Alert Message

INFORMATION

 INFO0679: Record has been saved successfully

Figure 3.1.3-13 Confirmation Alert Message

**STEP 11**

Click on the  button to save record.

**Note**

- Confirmation alert message will appear as shown in Figure 3.1.3-12.
- Click  as shown in Figure 3.1.3-13.

RECOMMENDED ISSUE QUANTITY (INTER FACILITY) 12

[i](#)
Approve 
Reject

RECOMMENDED ISSUE QUANTITY INFORMATION

External Indent No. <input type="text" value="R19000235"/>	Indent Date <input type="text" value="14/08/2019"/>
External Facility Name <input type="text" value="Klinik Kesihatan Greentown"/>	RIQ Type <input type="text" value="FIFO"/>
Indent Type <input type="text" value="Online Indent"/>	Indenter Remarks <input type="text"/>
Total No. of Items Fully Supply <input type="text" value="1"/>	Item Group <input type="text" value="DRUG"/>
Total No. of Items Partially Supply <input type="text" value="0"/>	Total Amount (RM) <input type="text" value="7.28"/>
Total No. of Items <input type="text" value="1"/>	Indent Status <input type="text" value="Open"/>
UOM <input type="radio"/> SKU <input checked="" type="radio"/> PKU	RIQ Status <input type="text" value="Draft"/>
	Issuer Remarks <input type="text"/>

RECOMMENDED ISSUE QUANTITY ITEM LIST

Indenter's Information (SKU)										Supplying Information (Quantity) (SKU)							
Drug/Non-Drug Name	Drug/Non-Drug Code	Preferred Item	Packaging description	SKU	Buffer Level	Stock Available	Usage \$ Issue Quantity	Indent Quantity	Max Storage	Stock Available	Recommended Issue	Pending	Amount (RM)	Supply Status	Last Issued Date	Last Issued Quantity	Close
Hyoscine N-Butylbromide 20mg/ml Injection	A03BB01320P3001XX			amp	60	50	50	10	300	1,320	<input type="checkbox"/> 10	<input type="checkbox"/> 0	7.28	Fully Supply	-	0	<input type="checkbox"/>
Total Amount (RM)													7.28				

ISSUE HISTORY

Figure 3.1.3-14 Recommended Issue Quantity Confirmation Page

**Note**

- Preferred item will be displayed based on indenter selected preferred item.
- If selected preferred item is not active at issuer facility, value will be defaulted to issuer defaulted preferred item
- Allocation will be done based on:
  - Preferred Item (First Expiry First Out)
  - Then, by all item (First Expiry First Out)
- The system will suggest to issue based on batch that will expire first.
- Check on checkbox to remove the allocation. Upon checked:
  - Allocation will be updated to 0.
  - Allocation in 'Issue Quantity' screen will be removed too.
  - 'Quantity' link will be disabled.
  - Auto checked 'Close' checkbox. User still can uncheck 'Close' checkbox if required.
- Upon unchecked:
  - Auto allocate the value based on UOM selected.
  - Uncheck 'Close' checkbox

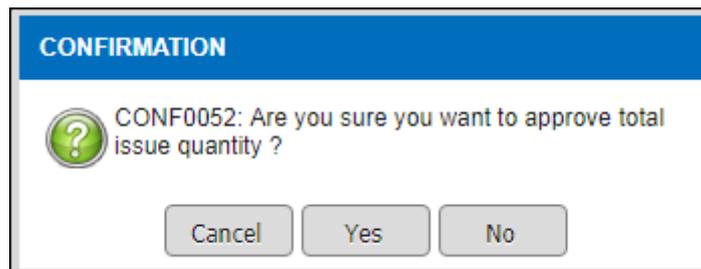


Figure 3.1.3-15 Confirmation Alert Message

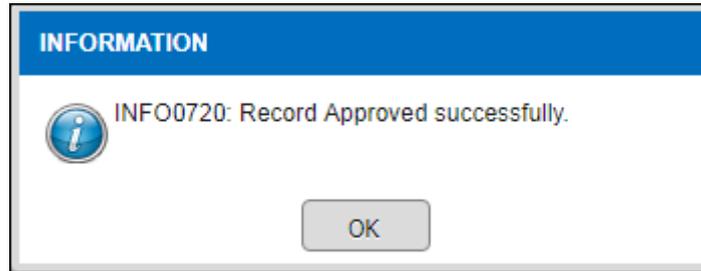


Figure 3.1.3-16 Information Alert Message

**STEP 12**

Click on the  button to approve the RIQ transaction as shown in Figure 3.1.3-14.

**Note**

- Stock at the Supplying Unit will be deducted after RIQ is approved.
- Confirmation alert message will appear as shown in Figure 3.1.3-15.
- Click  as shown in Figure 3.1.3-16.

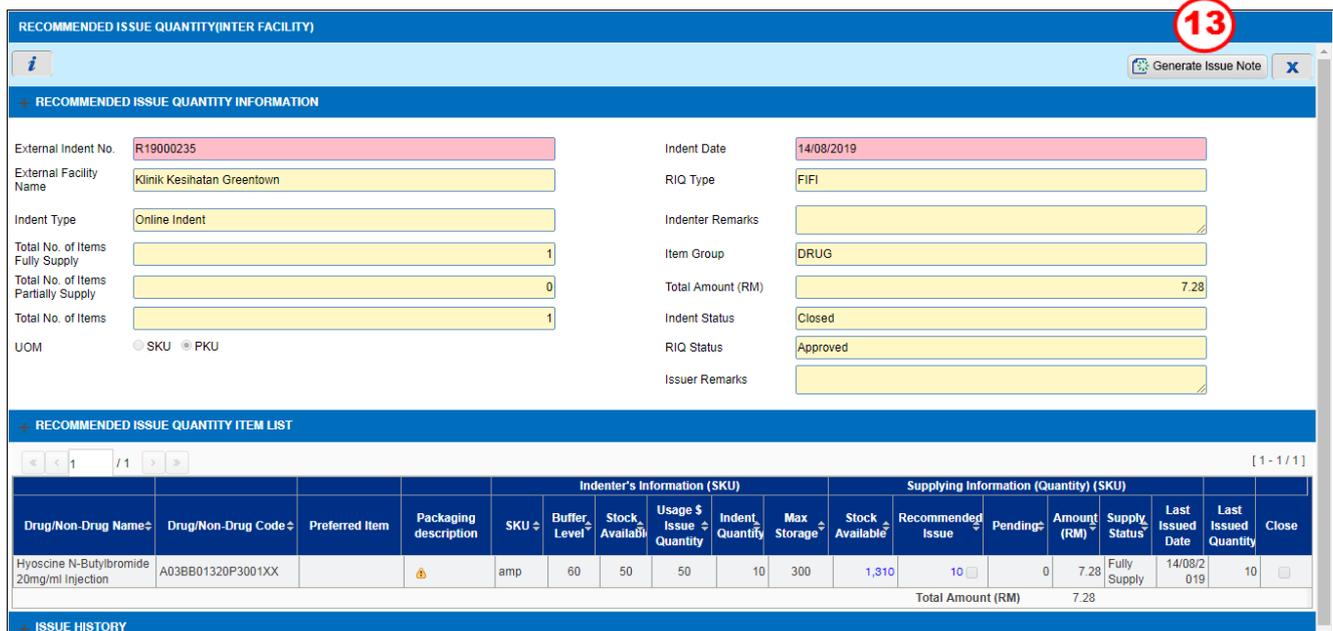
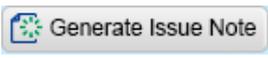


Figure 3.1.3-17 Recommended Issue Quantity

**STEP 13**

Click on the  button to generate issue note

**Note**

Alert message screen will be displayed as Figure 3.1.3-21.

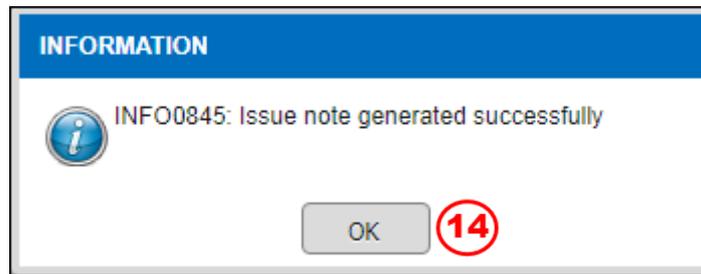


Figure 3.1.3-21 Alert Message

**STEP 14**

Click on the  button to close the alert message

**Note**

KEW.PS-7 form will be displayed as Figure 3.1.3-22.

Dilengkapkan Oleh Pemesan		Dilengkapkan Oleh Pengeluar														
		BAHAGIAN BEKALAN KAWALAN DAN AKAUN							BAHAGIAN SIMPANAN							
No. Kod	Perihal Stok	Kuantiti Dimohon	SKU	No. Kod	PKU	Deskripsi Pembungkusan	Baki Sedia Ada	Kuantiti Diluluskan	Harga (RM)		Kuantiti Dikeluarkan	No Kelompok	Tarikh Luput	Pembungkusan (Perlu/Tidak)	No. Borang Pembungkusan Stok(BPS)	
									Seunit	Jumlah						
A03BB01320P3001XX	Hyoscine N-Butylbromide 20mg/ml Injection	10	amp	03.1406.05	amp	ampoule	890	10	0.7275	7.28	10	171999T	31/08/2020			
<b>Jumlah :</b>										7.28						
Dilengkapkan Oleh Pemesan		Dilengkapkan Oleh Pengeluar														
<b>Pemohon :</b> Nama : ..... Jawatan : Pegawai Perubatan Pakar Unit : PHARMACY Jabatan : Outpatient Tarikh : 14/08/2019 Tarikh pesanan diluluskan : 16/07/2019		<b>Pegawai Penerima :</b> Nama : ..... Jawatan : Unit : Jabatan : Tarikh :				<b>Pegawai Pelulus :</b> Nama : ..... Jawatan : Pegawai Perubatan Pakar Unit : STOR FARMASI Jabatan : General Surgery Tarikh : 14/08/2019				<b>Dikeluarkan dan Direkod oleh:</b> Nama : ..... Jawatan : Unit : Jabatan : Tarikh :						
(Dilengkapkan setelah stok diterima)																
Printed Date : 14/08/2019      Printed By : .....		Unit Name : STOR FARMASI				Source : PHIS						Page 1 of 2				

Figure 3.1.3-22 KEW.PS-7

### 3.1.4 Recommended Issue Quantity (Manufacturing)

The supplying unit will receive indent transaction from requester unit through External Notification column. To create a new RIQ record, perform the steps below:

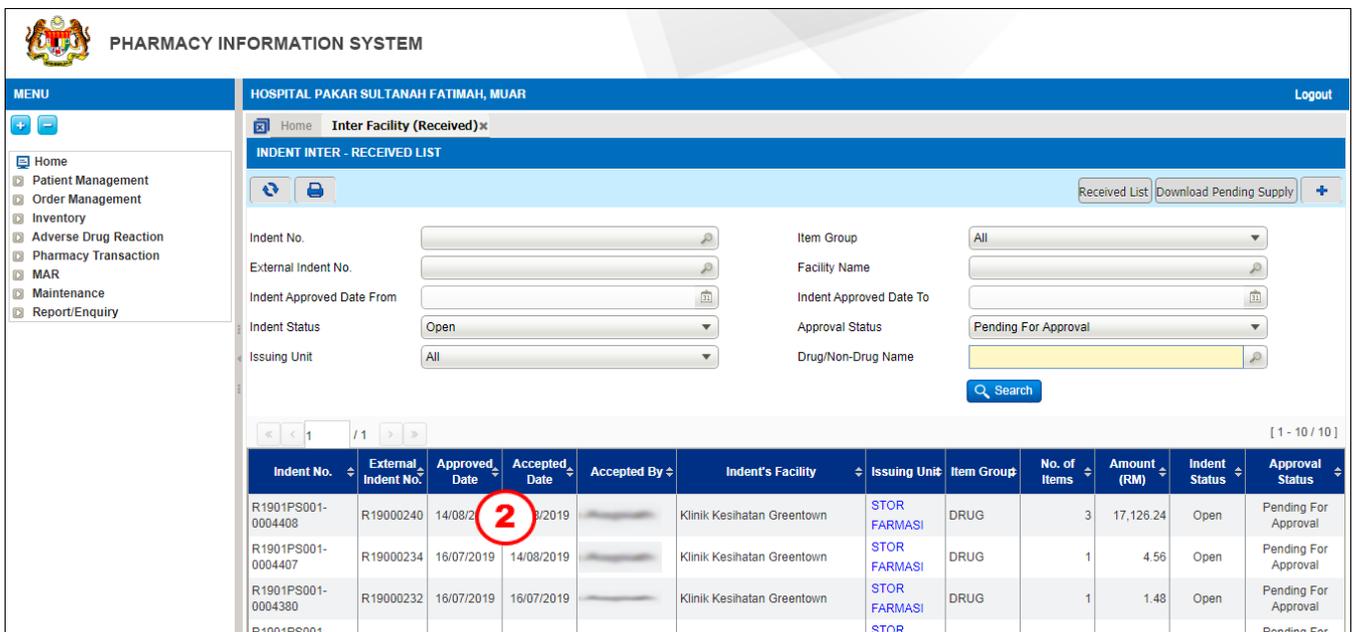
External Notification			
Online Indent Request Received:	0	Online Issue Request Received:	3
Online External CDR Request Received:	0	Online External CDR Result Received:	0
Online External PN Request Received:	55	Online External PN Result Received:	0
External Radio Order Request Received:	0	External Radio Order Result Received:	0
External TDM Request Received:	0	External TDM Result Received:	0
Online Contract Request Received:	19	Online Return Inter Facility Received:	0
Online SPUB R1 Request Received:	118		
Online Issue SPUB Request Received:	1		
Online Indent Manufacturing Received:	1		
Online Issue Manufacturing Received:	0		

Figure 3.1.4-1 Online Indent Manufacturing Received / Inter Facility Indent

#### STEP 1

Click on 'Online Indent Manufacturing Received' via External Notification.

The system will be displayed the Inter Facility Indent as per Figure 3.1.4-2.



PHARMACY INFORMATION SYSTEM

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

Home Inter Facility (Received)\*

INDENT INTER - RECEIVED LIST

Received List Download Pending Supply

Indent No. External Indent No. Item Group All

Facility Name

Indent Approved Date From Indent Approved Date To

Indent Status Open Approval Status Pending For Approval

Issuing Unit All Drug/Non-Drug Name

Search

[ 1 - 10 / 10 ]

Indent No.	External Indent No.	Approved Date	Accepted Date	Accepted By	Indent's Facility	Issuing Unit	Item Group	No. of Items	Amount (RM)	Indent Status	Approval Status
R1901PS001-0004408	R19000240	14/08/2019	14/08/2019		Klinik Kesihatan Greentown	STOR FARMASI	DRUG	3	17,126.24	Open	Pending For Approval
R1901PS001-0004407	R19000234	16/07/2019	14/08/2019		Klinik Kesihatan Greentown	STOR FARMASI	DRUG	1	4.56	Open	Pending For Approval
R1901PS001-0004380	R19000232	16/07/2019	16/07/2019		Klinik Kesihatan Greentown	STOR FARMASI	DRUG	1	1.48	Open	Pending For Approval
R1901PS001-						STOR					Pending For

Figure 3.1.4-2 Inter Facility Indent

#### STEP 2

Double-click on the **External Indent No** to view the Indent details.

**3**

**INDENT DETAIL**

Indent No. R01PS001-0008666      Indent Date 14/03/2016 02:29:29 PM

Unit Name FEW FILLING STATION      Item Group DRUG

Remark      Reject Reason

**ADD INDENT ITEM**

Drug/Non-Drug Code	Drug/Non-Drug Name	Preferred Item	Item Purchase Type	SKU	Avg Usage	Buffer Level	Stock Available	Indent Quantity (SKU)	Approved Quantity (SKU)	Average Unit Price (RM)	Amount (RM)	Urgent
A10BF01000T1001XX	Acarbose 50 mg Tablet	Acarbose 50 mg Tablet		tablet	11,186	180,000	35,943	100	100	0.1130	11.30	<input type="checkbox"/>
D04AX00000L8001XX	Calamine Lotion	Lotion Calamine BPC		ml	0	108,000	69,993	100	100	3.5871	358.71	<input type="checkbox"/>
N02AX02110C1001XX	Tramadol HCl 50 mg Capsule	Tramadol HCl 50 mg Capsule		capsule	0	130,000	79,992	100	100	0.0444	4.44	<input type="checkbox"/>
Total Amount (RM)											374.45	

Figure 3.1.4-3 Indent Detail

**CONFIRMATION**

 CONF0128: Are you sure you want to approve the record?

Cancel    Yes    No

Figure 3.1.4-4 Confirmation Alert Message

**INFORMATION**

 INFO0673: Record approved successfully.

OK

Figure 3.1.4-5 Information Alert Message

**STEP 3**

Click on the  button to Approve Indent Detail.

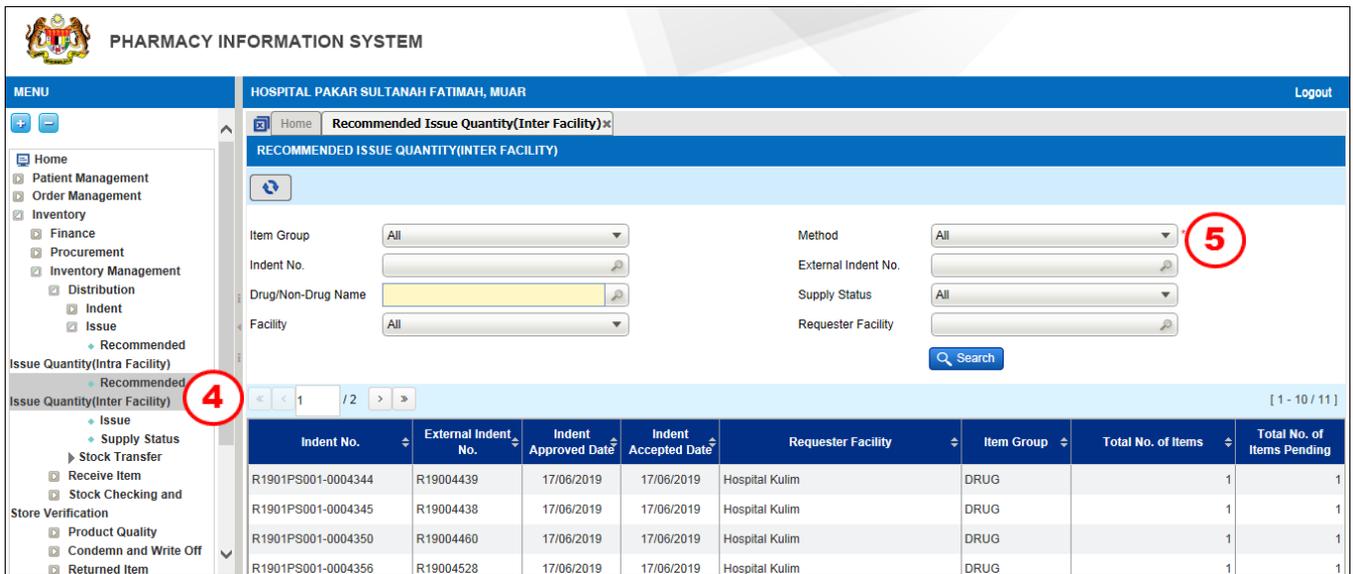
Or

Click on the  button to reject the transaction and the status will be changed to Rejected.

**Note**

- The system will display confirmation alert message as per Figure 3.1.4-4 as user clicked on  button.

- Click  as per Figure 3.1.4-5.



**PHARMACY INFORMATION SYSTEM**

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

Home Recommended Issue Quantity(Inter Facility) x

RECOMMENDED ISSUE QUANTITY(INTER FACILITY)

Item Group: All Method: All (5)

Indent No. External Indent No.

Drug/Non-Drug Name Supply Status

Facility Requester Facility

[ 1 - 10 / 11 ]

Indent No.	External Indent No.	Indent Approved Date	Indent Accepted Date	Requester Facility	Item Group	Total No. of Items	Total No. of Items Pending
R1901PS001-0004344	R19004439	17/06/2019	17/06/2019	Hospital Kulim	DRUG	1	1
R1901PS001-0004345	R19004438	17/06/2019	17/06/2019	Hospital Kulim	DRUG	1	1
R1901PS001-0004350	R19004460	17/06/2019	17/06/2019	Hospital Kulim	DRUG	1	1
R1901PS001-0004356	R19004528	17/06/2019	17/06/2019	Hospital Kulim	DRUG	1	1

Figure 3.1.4-6 RIQ (Inter Facility) Listing Page

#### STEP 4

Click on 'Inventory' menu follow by 'Inventory Management' then 'Distribution' then 'Issue' and 'Recommended Issue Quantity (Inter Facility)'.

The system will display the RIQ (External) Listing Page as per Figure 3.1.4-6.

#### Note

- Recommended Issue Quantity consists of 2 methods: -
  - FIFO
  - Urgent/Priority
- FIFO – the system will recommend the issue quantity based on the First Indent First Issue.
- Urgent/Priority – the system will recommend issue quantity by Indent that has urgent item inside.

#### STEP 5

Select on 'FIFO' or 'Urgent/Priority'

#### Note

- The system will display all approved indent requests on the listing page as per Figure 3.1.4-6.
- Select on the 'FIFO' dropdown list in **Method** to display all the approved indent requests and will sort by First Indent as shown in Figure 3.1.4-6.
- Select on the 'Urgent' dropdown list in **Method** to display the indent that have drug/non drug that is selected as an 'Urgent' item. The indent will be highlighted with red color as shown in Figure 3.1.4-6. If all received indent requests are marked as urgent/priority, the issue quantity will be based on the received date.

**PHARMACY INFORMATION SYSTEM**

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR Logout

Home Recommended Issue Quantity(Inter Facility) <>

**RECOMMENDED ISSUE QUANTITY(INTER FACILITY)**

Item Group: All Method: All

Indent No.: External Indent No.:

Drug/Non-Drug Name: Supply Status: All

Facility: All Requester Facility:

Search

[ 1 - 10 / 11 ]

Indent No.	External Indent No.	Indent Approved Date	Indent Accepted Date	Requester Facility	Item Group	Total No. of Items	Total No. of Items Pending
R1901PS001-0004344	R19004439 <b>6</b>	17/06/2019	17/06/2019	Hospital Kulim	DRUG	1	1
R1901PS001-0004345	R19004438	17/06/2019	17/06/2019	Hospital Kulim	DRUG	1	1
R1901PS001-0004350	R19004460	17/06/2019	17/06/2019	Hospital Kulim	DRUG	1	1
R1901PS001-0004356	R19004528	17/06/2019	17/06/2019	Hospital Kulim	DRUG	1	1

Figure 3.1.4-7 RIQ (Inter Facility) Listing Page

**STEP 6**

Double-click on the **Indent No** to view the Issue details.

**Note**

The system will display the RIQ information as per Figure 3.1.4-8.

**RECOMMENDED ISSUE QUANTITY(INTER FACILITY)**

External Indent No. R19004460 Indent Date 17/06/2019

External Facility Name Hospital Kulim RIQ Type FIFO

Indent Type Online Indent Indenter Remarks

Total No. of Items Fully Supply 1 Item Group DRUG

Total No. of Items Partially Supply 0 Total Amount (RM) 1.90

Total No. of Items 1 Indent Status Open

UOM  SKU  PKU RIQ Status Draft

Issuer Remarks

**RECOMMENDED ISSUE QUANTITY ITEM LIST**

				Indenter's Information (SKU)					Supplying Information (Quantity) (SKU)									
Drug/Non-Drug Name	Drug/Non-Drug Code	Preferred Item	Packaging description	SKU	Buffer Level	Stock Available	Usage \$ Issue Quantity	Indent Quantity	Max Storage	Stock Available	Recommended Issue	Pending	Amount (RM)	Supply Status	Last Issued Date	Last Issued Quantity	Close	
Magnesium Trisilicate Mixture	A02AA10912L2101XX	Magnesium Trisilicate Mixture	bottle of 200 millilitre	ml	210000	150,000	300,000	120	350000	260,000	<b>7</b>	200	0	1.90	Fully Supply	-	0	
Total Amount (RM)													1.90					

ISSUE HISTORY

Figure 3.1.4-8 RIQ Information

**STEP 7**

Click on the recommended issue quantity hyperlink in the **Recommended Issue** column.

**Note**

- The system will display the **Issue Quantity (SKU)** as per Figure 3.1.4-9.
- The system will suggest to issue based on batch that will expired first.
- The [Edit](#) link will be disabled if the stock in supplying unit is NIL.

ISSUE QUANTITY													
<div style="text-align: right; float: right;"> <span style="border: 1px solid red; border-radius: 50%; padding: 2px 5px;">9</span> </div>													
Preferred Item code: A02AA10912L2101XX.03				Preferred Item Desc: Magnesium Trisilicate Mixture									
<div style="text-align: right;">[ 1 - 2 / 2 ]</div>													
Drug/Non-Drug Name	Drug/Non-Drug Code	Item Code	SKU	PKU	Packing Description	Batch No.	Brand Name	Batch Expire Date	Stock Available (SKU)	Stock Available (PKU)	Average Unit Price	Issue Quantity(SKU)	PKU Issue Quantity
Magnesium Trisilicate Mixture	A02AA10912L2101XX	A02AA10912L2101XX.03	ml	bottle	bottle of 200 millilitre	L1812022	REXOM	31/12/2020	200,000	1,000	0.0095	0	0
Magnesium Trisilicate Mixture	A02AA10912L2101XX	A02AA10912L2101XX.03	ml	bottle	bottle of 200 millilitre	L1806039	REXOM	30/06/2020	60,000	300	0.0095	200	1
Total Quantity												200	

Figure 3.1.4-9 Issue Quantity

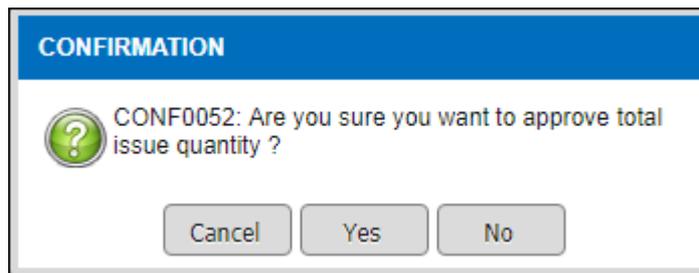


Figure 3.1.4-10 Confirmation Alert Message

**STEP 8**

Edit the **Issue Quantity (SKU)** if required.

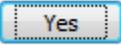
**Note**

**Issue Quantity (SKU)** is defaulted to the quantity suggested from the RIQ process but it is editable.

**STEP 9**

Click on the  button to save the record and  to close the window.

**Note**

- After saving the record, an alert message will be displayed as per Figure 3.1.4-12.
- Click on the  button.

10

**RECOMMENDED ISSUE QUANTITY (INTER FACILITY)**

RECOMMENDED ISSUE QUANTITY INFORMATION

External Indent No.  Indent Date

External Facility Name  RIQ Type

Indent Type  Indenter Remarks

Total No. of Items Fully Supply  Item Group

Total No. of Items Partially Supply  Total Amount (RM)

Total No. of Items  Indent Status

UOM  SKU  PKU RIQ Status

Issuer Remarks

RECOMMENDED ISSUE QUANTITY ITEM LIST [1 - 1 / 1]

Drug/Non-Drug Name	Drug/Non-Drug Code	Preferred Item	Packaging description	Indenter's Information (SKU)					Supplying Information (Quantity) (SKU)							Close	
				SKU	Buffer Level	Stock Available	Usage \$ Issue Quantity	Indent Quantity	Max Storage	Stock Available	Recommended Issue	Pending	Amount (RM)	Supply Status	Last Issued Date		Last Issued Quantity
Magnesium Trisilicate Mixture	A02AA10912L2101XX	Magnesium Trisilicate Mixture	bottle of 200 millilitre	ml	210000	150,000	300,000	120	350000	260,000	<input type="text" value="200"/>	<input type="text" value="0"/>	1.90	Fully Supply	-	0	<input type="checkbox"/>
Total Amount (RM)												1.90					

ISSUE HISTORY

Figure 3.1.4-11 Recommended Issue Quantity Confirmation Page

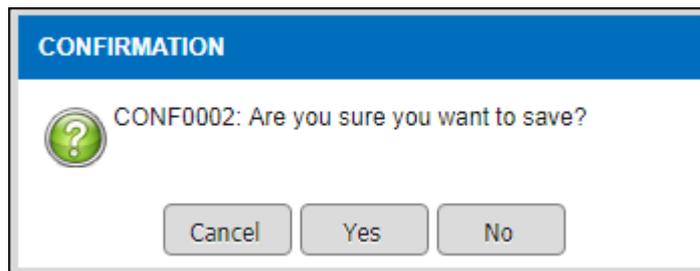


Figure 3.1.4-12 Confirmation Alert Message

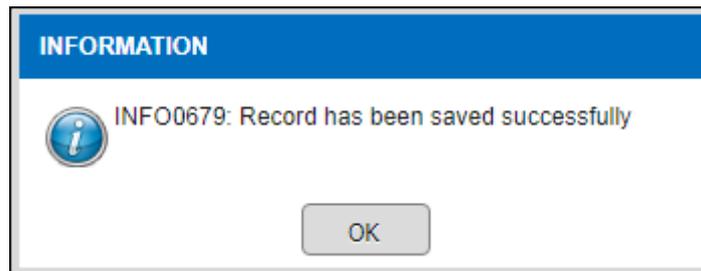


Figure 3.1.4-13 Confirmation Alert Message

**STEP 10**

Click on the  button to save record.

**Note**

- Confirmation alert message will appear as shown in Figure 3.1.4-12.
- Click  as shown in Figure 3.1.4-13.

RECOMMENDED ISSUE QUANTITY(INTER FACILITY) 11

[i](#)
[Approve](#) [Reject](#) [Save](#) [Close](#)

RECOMMENDED ISSUE QUANTITY INFORMATION

External Indent No. <input type="text" value="R19004460"/>	Indent Date <input type="text" value="17/08/2019"/>
External Facility Name <input type="text" value="Hospital Kulim"/>	RIQ Type <input type="text" value="FIFO"/>
Indent Type <input type="text" value="Online Indent"/>	Indenter Remarks <input type="text"/>
Total No. of Items Fully Supply <input type="text" value="1"/>	Item Group <input type="text" value="DRUG"/>
Total No. of Items Partially Supply <input type="text" value="0"/>	Total Amount (RM) <input type="text" value="1.90"/>
Total No. of Items <input type="text" value="1"/>	Indent Status <input type="text" value="Open"/>
UOM <input type="radio"/> SKU <input checked="" type="radio"/> PKU	RIQ Status <input type="text" value="Draft"/>
	Issuer Remarks <input type="text"/>

RECOMMENDED ISSUE QUANTITY ITEM LIST

Indenter's Information (SKU)										Supplying Information (Quantity) (SKU)							
Drug/Non-Drug Name	Drug/Non-Drug Code	Preferred Item	Packaging description	SKU	Buffer Level	Stock Available	Usage \$ Issue Quantity	Indent Quantity	Max Storage	Stock Available	Recommended Issue	Pending	Amount (RM)	Supply Status	Last Issued Date	Last Issued Quantity	Close
Magnesium Trisilicate Mixture	A02AA10912L2101XX	Magnesium Trisilicate Mixture	bottle of 200 millilitre	ml	210000	150,000	300,000	120	350000	260,000	200	0	1.90	Fully Supply	-	0	<input type="checkbox"/>
Total Amount (RM)													1.90				

ISSUE HISTORY

Figure 3.1.4-14 Recommended Issue Quantity Confirmation Page

CONFIRMATION

CONF0052: Are you sure you want to approve total issue quantity ?

Figure 3.1.4-15 Confirmation Alert Message

INFORMATION

INFO0720: Record Approved successfully.

Figure 3.1.4-16 Information Alert Message

**STEP 12**

Click on the button to approve the RIQ transaction as shown in *Figure 3.1.4-14*.

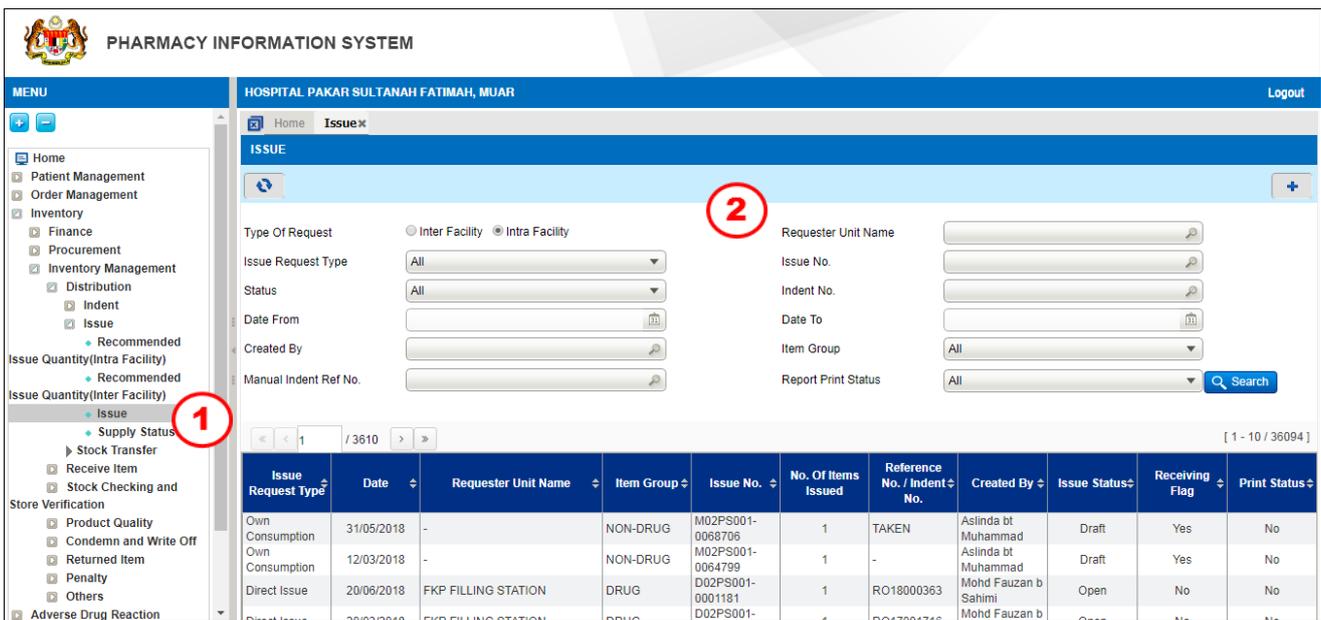
**Note**

- Stock at the Supplying Unit will be deducted after RIQ is approved.
- Confirmation alert message will appear as shown in *Figure 3.1.4-15*.
- Click as shown in *Figure 3.1.4-16*.

### 3.2 Issue Listing Page

This function allows users as a supplying unit to issue the item to the requester unit. There are 6 type of issue:

- Online
- Offline
- Consumption
- Stock Replenish
- Direct Issue
- Supply Status



Issue Request Type	Date	Requester Unit Name	Item Group	Issue No.	No. Of Items Issued	Reference No. / Indent No.	Created By	Issue Status	Receiving Flag	Print Status
Own Consumption	31/05/2018	-	NON-DRUG	M02PS001-0068706	1	TAKEN	Asinda bt Muhammad	Draft	Yes	No
Own Consumption	12/03/2018	-	NON-DRUG	M02PS001-0064799	1	-	Asinda bt Muhammad	Draft	Yes	No
Direct Issue	20/06/2018	FKP FILLING STATION	DRUG	D02PS001-0001181	1	RO18000363	Mohd Fauzan b Sahimi	Open	No	No
Direct Issue	20/02/2018	FKP FILLING STATION	DRUG	D02PS001-	1	RO17004748	Mohd Fauzan b	Open	No	No

Figure 3.2-1 Issue Listing Page

#### STEP 1

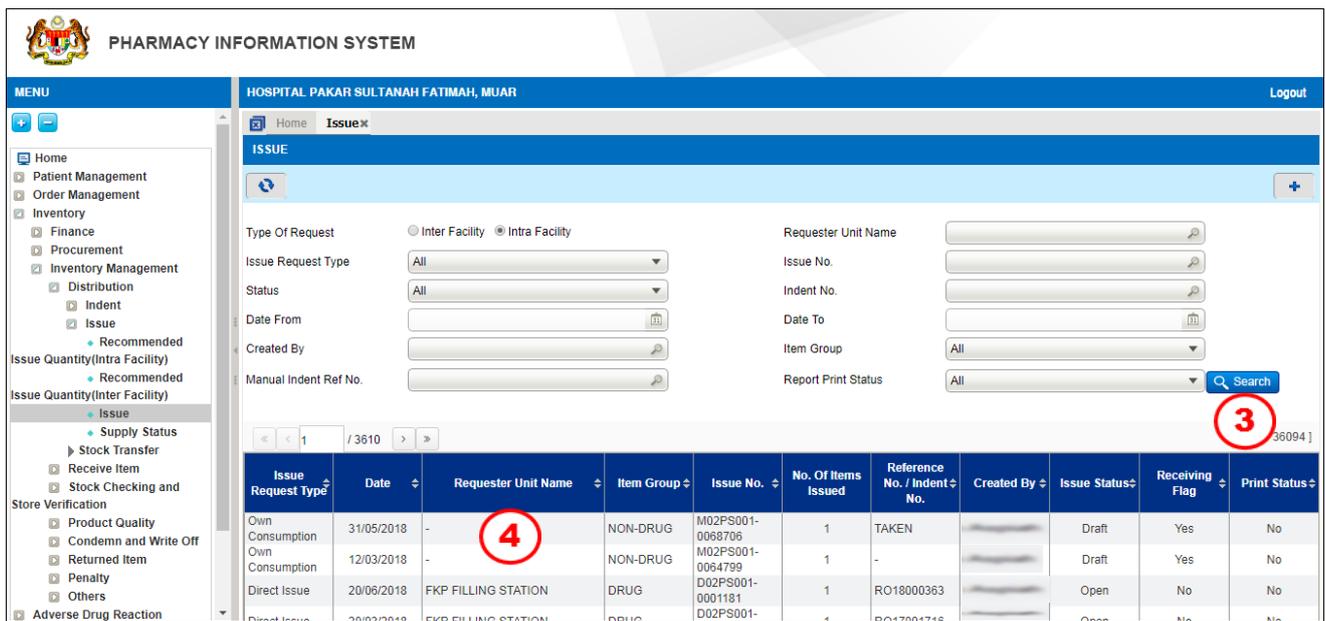
Click on 'Inventory' menu follow by 'Inventory Management' then 'Distribution' then 'Issue' then click on 'Issue'

#### STEP 2

To search for existing Issue record(s), User may search by criteria as follows:

- a) Type of Request
  - Inter Facility
  - Intra Facility
- b) Issue Request Type
  - All
  - Direct Issue
  - Offline Issue
  - Online Issue
  - RIQ
- c) Issue No.
- d) Status
  - All
  - Approved
  - Cancelled
  - Open
  - Pending for Approval
  - Rejected

- e) Indent No
- f) Date From
- g) Date To
- h) Created by
- i) Item Group – Drug or Non Drug
- j) Requestor Unit Name
- k) Manual Indent Ref No
- l) Report Print Status
  - Printed
  - Not Printed



**PHARMACY INFORMATION SYSTEM**

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

Home ISSUE

ISSUE

Type Of Request:  Inter Facility  Intra Facility

Requester Unit Name:

Issue Request Type:

Status:

Date From:

Date To:

Created By:

Manual Indent Ref No.:

Issue No.:

Indent No.:

Item Group:

Report Print Status:

1 / 3610

Issue Request Type	Date	Requester Unit Name	Item Group	Issue No.	No. Of Items Issued	Reference No. / Indent No.	Created By	Issue Status	Receiving Flag	Print Status
Own Consumption	31/05/2018		NON-DRUG	M02PS001-0068706	1	TAKEN		Draft	Yes	No
Own Consumption	12/03/2018		NON-DRUG	M02PS001-0064799	1	-		Draft	Yes	No
Direct Issue	20/06/2018	FKP FILLING STATION	DRUG	D02PS001-0001181	1	RO18000363		Open	No	No
Direct Issue	20/02/2018	FKP FILLING STATION	DRUG	D02PS001-	1	RO17001716		Open	No	No

Figure 3.2-2 Issue Listing Page

**STEP 3**

Click on the  button after input of criteria

**Note**

The results displayed will be based on the entered criteria as shown in Figure 3.2-2.

**STEP 4**

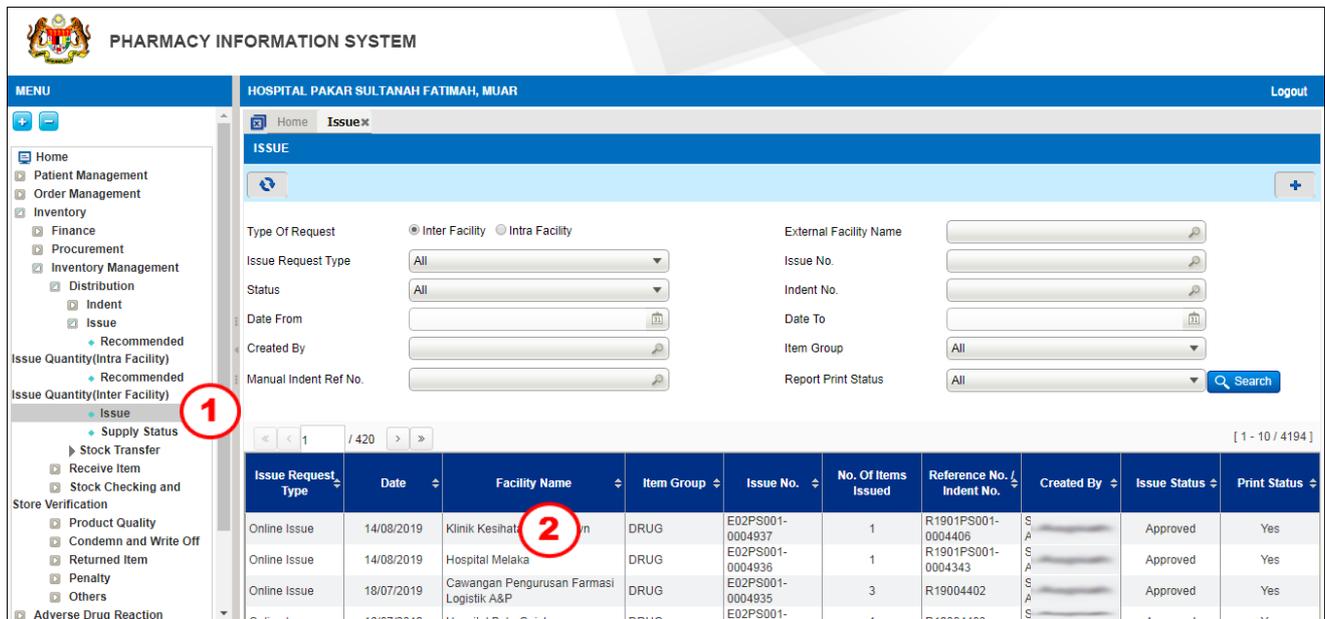
Double-click on the details of selected record

### 3.3 Online Issue

This function allows supply stock for online requester unit.

#### 3.3.1 Online Issue – Inter Facility

To issue out approved indent item received from external facility, perform the steps below:



Issue Request Type	Date	Facility Name	Item Group	Issue No.	No. Of Items Issued	Reference No./ Indent No.	Created By	Issue Status	Print Status
Online Issue	14/08/2019	Klinik Kesihatan	DRUG	E02PS001-0004937	1	R1901PS001-0004406	S	Approved	Yes
Online Issue	14/08/2019	Hospital Melaka	DRUG	E02PS001-0004936	1	R1901PS001-0004343	S	Approved	Yes
Online Issue	18/07/2019	Cawangan Pengurusan Farmasi Logistik A&P	DRUG	E02PS001-0004935	3	R19004402	S	Approved	Yes
Online Issue	18/07/2019	Hospital Batu Gajah	DRUG	E02PS001-	4	R19004402	S	Approved	Yes

Figure 3.9.2-1 Issue Listing Page

#### STEP 1

Click on 'Inventory' menu follow by 'Inventory Management' then 'Distribution' then 'Issue' then click on 'Issue'

#### Note

Choose 'Inter Facility' radio button and the inter facility transaction will appear on the listing page.

#### STEP 2

Double click on the record of the Issue Listing Page

#### Note

Online Issue Information screen will be displayed as shown in the Figure 3.9.2-2.

#### Note

- List of item(s) to be issued will be automatically displayed once the Reference No./Indent No. is selected.
- Indent Status is deemed as 'Closed' if the issue is 'Fully Supply' or if the check box 'Closed' is ticked in RIQ (External) screen.

**ISSUE**

Online Issue | Offline Issue | Consumption | Stock Replenish | Direct Issue

3
Generate Issue Note

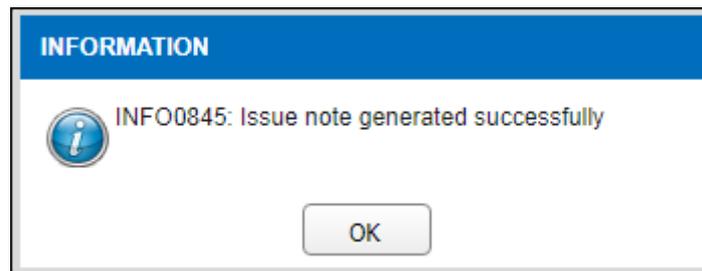
+ ONLINE ISSUE INFORMATION

Type Of Request	<input checked="" type="radio"/> Inter Facility <input type="radio"/> Intra Facility	Issue Date	14/08/2019
Issue No.	E02PS001-0004937	Created By	S
Indent No.	R1901PS001-0004406	Unit Name	STOR FARMASI
Facility	Klinik Kesihatan Greentown	Supplying Unit	STOR FARMASI
Requester Unit Name	PHARMACY	No. of Items	1
Indent Date	14/08/2019 10:51:49 AM	Total Amount (RM)	7.28
Indent By	S	Indent Status	Closed
Item Group	DRUG	Approval Status	Approved
UOM	PKU	Reject Reason	
Indent category	Manufacturing		

+ ONLINE ISSUE LIST

Drug/Non-Drug Code	Drug/Non-Drug Name	Request Quantity	Stock Available	Issue Quantity	SKU	Total Amount (RM)	Item Status	Usage & Issue Quantity
A03BB01320P3001XX	Hyoscine N-Butylbromide 20mg/ml Injection	10	1,310	10 amp		7.28	Fully Supply	10

**Figure 3.9.2-2 Online Issue Information**



**Figure 3.9.2-3 Information Alert Message**

**STEP 3**

Click on the  button to generate the 'Borang Permohonan Stok' / 'Borang Pindahan Stok'.

**Note**

- Confirmation alert message and KEW.PS-7 will appear after user click on  as shown in Figure 3.9.2-3 and Figure 3.9.2-4

		<b>KEMENTERIAN KESIHATAN MALAYSIA</b> <b>Hospital Pakar Sultanah Fatimah, Muar</b> <b>BORANG PERMOHONAN STOK</b>				Salinan Pengeluar <b>KEW.PS-7</b> No. BPPS : R19000235/N02PS001-0041391									
Nama dan Alamat Pemesan : Pharmacy ( Klinik Kesihatan Greentown )				Nama dan Alamat Pengeluar : Pharmacy ( Hospital Pakar Sultanah Fatimah, Muar )											
Dilengkapkan Oleh Pemesan				Dilengkapkan Oleh Pengeluar											
				BAHAGIAN BEKALAN KAWALAN DAN AKAUN				BAHAGIAN SIMPANAN							
No. Kod	Perihal Stok	Kuantiti Dimohon	SKU	No. Kod	PKU	Deskripsi Pembungkusan	Baki Sedia Ada	Kuantiti Diluluskan	Harga (RM)		Kuantiti Dikeluarkan	No Kelompok	Tarikh Luput	Pembungkusan (Perlu/Tidak)	No. Borang Pembungkusan Stok(BPS)
									Seunit	Jumlah					
A03BB01320P3001XX	Hyoscine N-Butylbromide 20mg/ml Injection	10	amp	03.1406.05	amp	ampoule	890	10	0.7275	7.28	10	171999T	31/08/2020		
Jumlah :										7.28					
Dilengkapkan Oleh Pemesan				Dilengkapkan Oleh Pengeluar											
Pemohon : Nama : Jawatan : Pegawai Perubatan Pakar Unit : PHARMACY Jabatan : Outpatient Tarikh : 14/08/2019 Tarikh pesanan diluluskan : 16/07/2019				Pegawai Penerima : Nama : Jawatan : Unit : Jabatan : Tarikh : (Dilengkapkan setelah stok diterima)				Pegawai Pelulus : Nama : Jawatan : Pegawai Perubatan Pakar Unit : STOR FARMASI Jabatan : General Surgery Tarikh : 14/08/2019				Dikeluarkan dan Direkod oleh: Nama : Jawatan : Unit : Jabatan : Tarikh :			
Printed Date : 14/08/2019		Printed By :		Unit Name : STOR FARMASI				Source : PhIS							
Page 1 of 2															

Figure 3.9.2-4 Borang Permohonan Stok (KEW.PS-7)

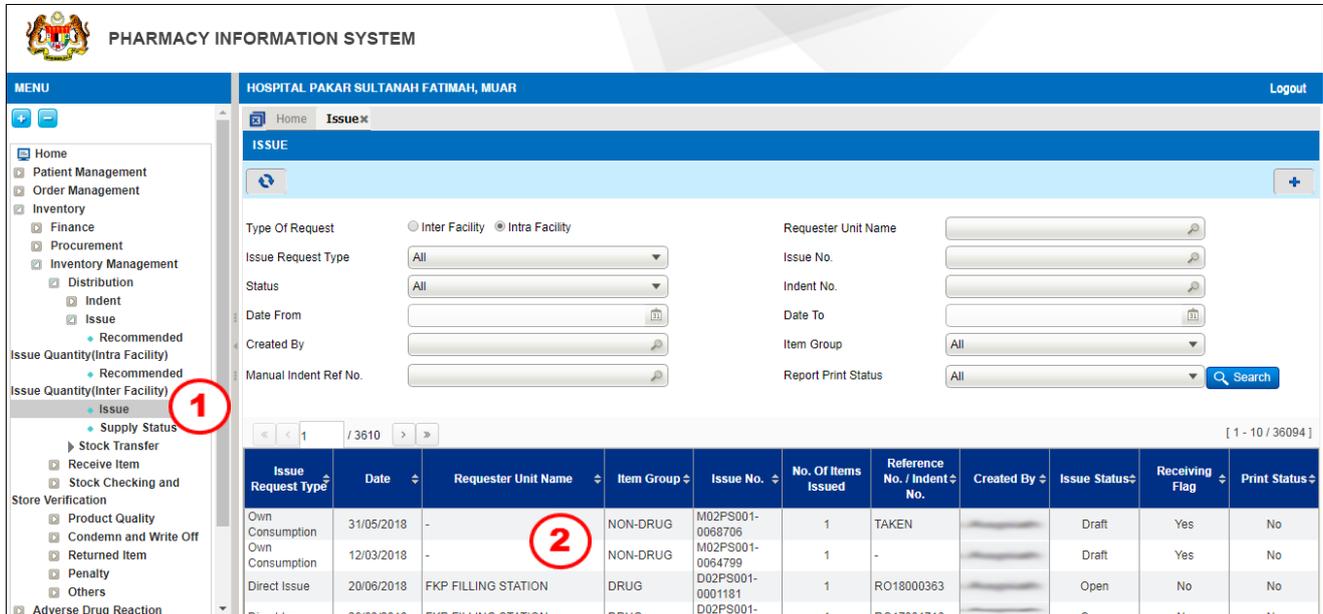
- For non MOH user, KEW.PS-17 (Borang Pindahan Stok) form able to print as shown in Figure 3.9.2-5

No. Kod		Perihal Stok		Kuantiti Dimohon	SKU	No. Kod	PKU	Deskripsi Pembungkusan	Kuantiti Diluluskan	Harga (RM)		Kuantiti Dikeluarkan	No Kelompok	Tarikh Luput
										Seunit	Jumlah			
S01EC01000T1001XX		Acetazolamide 250 mg Tablet		100	tablet	02.0001.02	pck	Pack of 100 tabs	1	45.4700	45.47	1	LPO1824A	14/12/2019
B01AC06259T1001XX		Acetylsalicylic Acid 100 mg, Glycine 45 mg Tablet		30	tablet	B01AC06259T1001XX.01	box	box of 30 tablet	1	120.0000	120.00	1	jyu76	30/12/2022
C01CA24123P3001XX		Adrenaline Acid Tartrate 1mg/ml Injection		50	amp	03.0006.01	pck	pack of 10 ampoule	5	17.4000	87.00	5	182817T	30/11/2020
<b>Jumlah :</b>											252.47			
<b>Dilengkapkan Oleh Pemohon</b>						<b>Dilengkapkan Oleh Pengeluar Stok</b>								
<b>Pemohon :</b>			<b>Pegawai Penerima :</b>			<b>Pegawai Pelulus :</b>			<b>Dikeluarkan dan Direkod oleh:</b>					
Nama : [Redacted]			Nama : [Redacted]			Nama : [Redacted]			Nama :					
Jawatan :			Jawatan :			Jawatan : Pegawai Perubatan Pakar			Jawatan :					
Jabatan :			Unit :			Unit : STOR FARMASI			Unit :					
Tarikh : 23/09/2019			Jabatan :			Jabatan : General Surgery			Jabatan :					
			Tarikh :			Tarikh : 23/09/2019			Tarikh :					
			<i>(Dilengkapkan setelah stok diterima)</i>											
Printed Date : 23/09/2019		Printed By : [Redacted]		Unit Name : STOR FARMASI		Source : PHIS		Page 1 of 2						

Figure 3.9.2-5 Borang Pindahan Stok (KEW.PS-17)

### 3.3.2 Online Issue - Intra Facility

To supply stock for Offline Indent within facility, perform the steps below:



Issue Request Type	Date	Requester Unit Name	Item Group	Issue No.	No. of Items Issued	Reference No. / Indent No.	Created By	Issue Status	Receiving Flag	Print Status
Own Consumption	31/05/2018	-	NON-DRUG	M02PS001-0068706	1	TAKEN		Draft	Yes	No
Own Consumption	12/03/2018	-	NON-DRUG	M02PS001-0064799	1	-		Draft	Yes	No
Direct Issue	20/06/2018	FKP FILLING STATION	DRUG	D02PS001-0001181	1	RO18000363		Open	No	No
Direct Issue	20/02/2018	FKP FILLING STATION	DRUG	D02PS001-	1	D017001716		Open	No	No

Figure 3.9.3-1 Issue Listing Page

**STEP 1**

Click on 'Inventory' menu follow by 'Inventory Management' then 'Distribution' then 'Issue' then click on 'Issue'

**Note**

Choose 'Intra Facility' radio button and the intra facility transaction will appear on the listing page.

**STEP 2**

Double click on the Reference No./Indent No on the Issue Listing Page

**Note**

- Online Issue Information screen will be displayed as shown in the Figure 3.9.3-2.
- List of item(s) to be issued will be automatically displayed once the Reference No./Indent No. is selected.
- Indent Status is deemed as 'Closed' if the issue is 'Fully Supply' or if the check box 'Closed' is ticked in RIQ (Internal) screen.

**ISSUE**

Online Issue   Offline Issue   Consumption   Stock Replenish   Direct Issue

**3**  Generate Issue Note 

---

**ONLINE ISSUE INFORMATION**

Type Of Request    Inter Facility    Intra Facility

Issue No.   102PS001-0049687

Indent No.   K18001931

Facility

Requester Unit Name   FARMASI KLINIK PAKAR

Indent Date   06/03/2018 11:51:46 AM

Indent By   Ungku Zaiton bt Ungku Mohamad

Item Group   DRUG

UOM   PKU

Indent category

Issue Date   07/03/2018

Created By

Unit Name   STOR FARMASI

Supplying Unit   STOR FARMASI

No. of Items   5

Total Amount (RM)   11,375.06

Indent Status   Closed

Approval Status   Approved

Reject Reason

---

**ONLINE ISSUE LIST**

[ 1 - 5 / 5 ]

Drug/Non-Drug Code	Drug/Non-Drug Name	Request Quantity	Stock Available	Issue Quantity	SKU	Total Amount (RM)	Item Status	Usage & Issue Quantity
J05AG03000T1001XX	Efavirenz 600 mg Tablet	1,800	2,430	1,800	tablet	917.46	Fully Supply	4,800
R01AD08139A4101XX	Fluticasone Furoate 27.5 mcg/dose Nasal Spray (120 doses)	192	352	172	cannister	4,238.08	Partially Supply	144
A06AD11000L5001XX	Lactulose 3.35 g/5 ml Liquid	57,600	57,600	57,600	ml	1,774.08	Fully Supply	57,600
R01BA52988T1001XX	Loratadine 5 mg and Pseudoephedrine Sulphate 120 mg Tablet	2,000	3,000	2,000	tablet	2,228.80	Fully Supply	0
C09CA07000T1001XX	Telmisartan 40 mg Tablet	8,700	46,320	9,600	tablet	2,216.64	Fully Supply	9,600

Figure 3.9.3-2 Online Issue Information

**STEP 3**

Click on the  Generate Issue Note button to generate the 'Borang Permohonan Stok'.

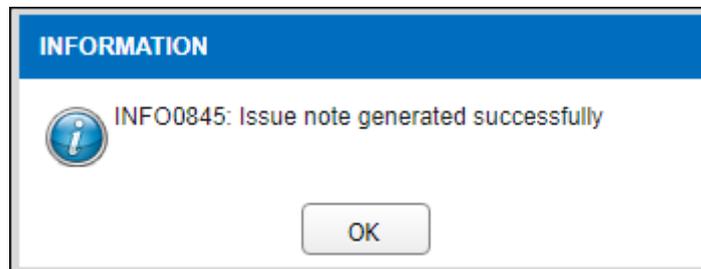


Figure 3.9.3-3 Information Alert Message

**Note**

- Confirmation alert message and KEW.PS-7 will appear after user click on  Generate Issue Note as shown in Figure 3.9.3-3 and Figure 3.9.3-4

Dilengkapkan Oleh Pemesan		Dilengkapkan Oleh Pengeluar													
		BAHAGIAN BEKALAN KAWALAN DAN AKAUN							BAHAGIAN SIMPANAN						
No. Kod	Perihal Stok	Kuantiti Dimohon	SKU	No. Kod	PKU	Deskripsi Pembungkusan	Baki Sedia Ada	Kuantiti Diluluskan	Harga (RM)		Kuantiti Dikeluarkan	No Kelompok	Tarikh Luput	Pembungkusan (Perlu/Tidak)	No. Borang Pembungkusan Stok(BPS)
									Seunit	Jumlah					
A10BF01000T1001XX	Acarbose 50 mg Tablet	10	tablet	A10BF01000T1001XX.01	box	Box of 100 tab	999996	1	3.0000	3.00	1	ttt555	03/08/2019		
N05AH04138T1004XX	Quetiapine Fumarate 200mg IR Tablet	10	tablet	N05AH04138T1004XX.02	pck	pack of 100 tablet	19	1	136.140	136.14	1	NT4350	31/03/2020		
<b>Jumlah :</b>									139.14						
<b>Pemohon :</b>		<b>Pegawai Penerima :</b>			<b>Pegawai Pelulus :</b>				<b>Dikeluarkan dan Direkod oleh:</b>						
Nama :		Nama :			Nama :				Nama :						
Jawatan :		Jawatan :			Jawatan :				Jawatan :						
Unit : FARMASI KLINIK PAKAR		Unit :			Unit : STOR FARMASI				Unit :						
Jabatan :		Jabatan :			Jabatan :				Jabatan :						
Tarikh : 17/07/2019		Tarikh :			Tarikh : 17/07/2019				Tarikh :						
Tarikh pesanan diluluskan : 17/07/2019		(Dilengkapkan setelah stok diterima)													
Printed Date : 14/08/2019		Printed By :			Unit Name : STOR FARMASI				Source : PhIS						

Page 1 of 2

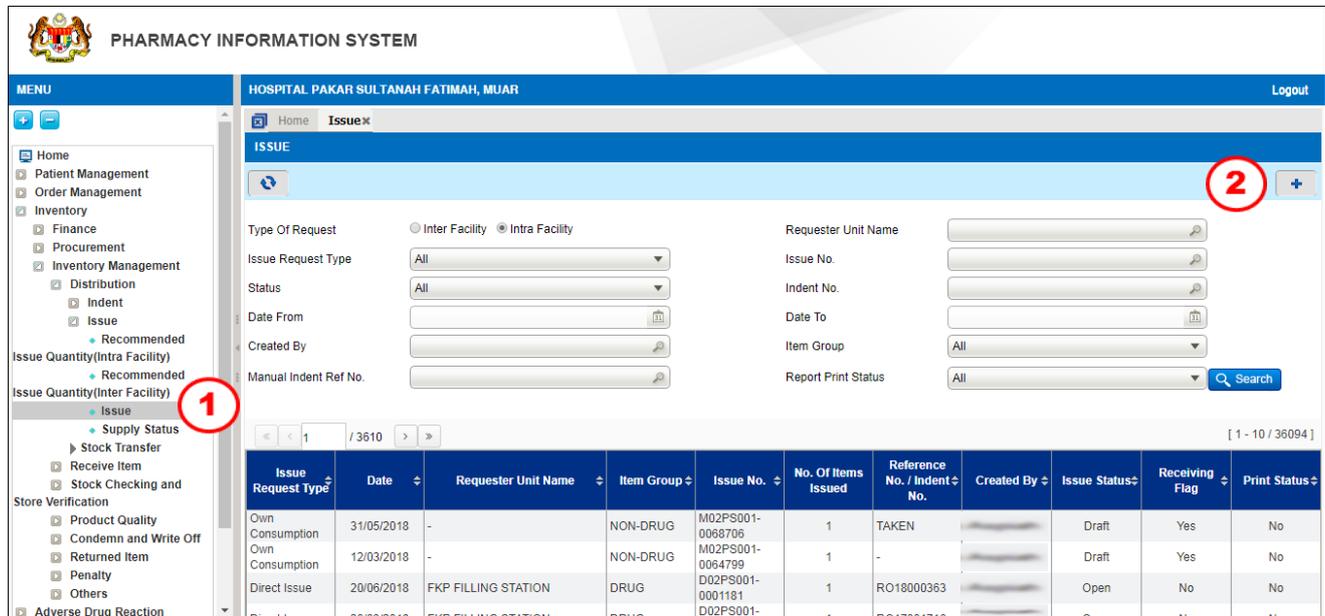
Figure 3.9.2-4 Borang Permohonan Stok (KEW.PS-7)

### 3.4 Offline Issue

This function allows supply stock for offline requester unit.

#### 3.4.1 Offline Issue – Inter Facility

This function is used to issue offline issue for internal facility.



Issue Request Type	Date	Requester Unit Name	Item Group	Issue No.	No. Of Items Issued	Reference No. / Indent No.	Created By	Issue Status	Receiving Flag	Print Status
Own Consumption	31/05/2018	-	NON-DRUG	M02FS001-0068706	1	TAKEN		Draft	Yes	No
Own Consumption	12/03/2018	-	NON-DRUG	M02FS001-0064799	1	-		Draft	Yes	No
Direct Issue	20/06/2018	FKP FILLING STATION	DRUG	D02FS001-0001181	1	RO18000363		Open	No	No
Direct Issue	20/02/2018	FKP FILLING STATION	DRUG	D02FS001-	1	RO17001746		Open	No	No

Figure 3.4.1-1 Create New Issue

#### STEP 1

Click on 'Inventory' menu follow by 'Inventory Management' then 'Distribution' then 'Issue' then click on 'Issue'

#### STEP 2

Click on the  button

#### Note

- A newly-created Issue record **Status** is defaulted to 'Open'.
- Issue screen will be displayed as shown in Figure 3.4.1-2.
- **Unit Name** is defaulted to the user's login ID.
- **Request Date** is defaulted to the system date.

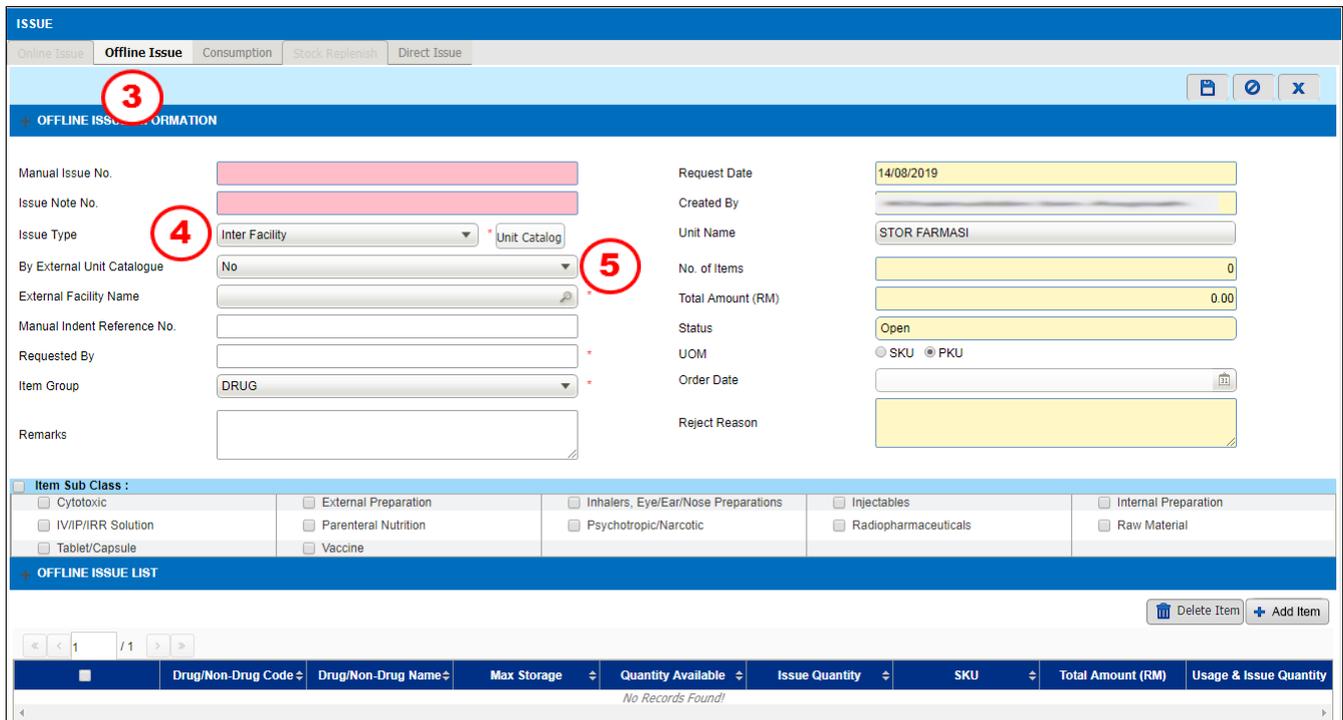
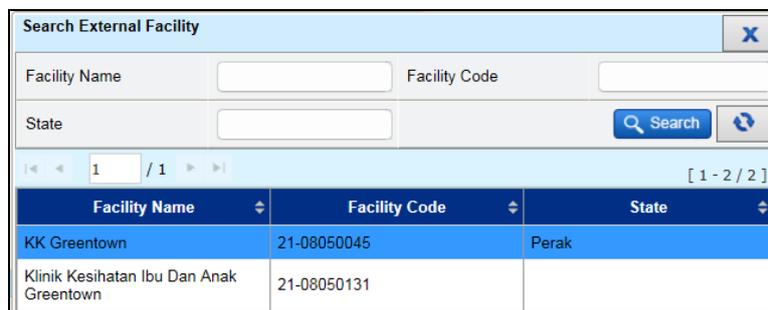


Figure 3.4.1-2 Offline Issue Inter Facility



Facility Name	Facility Code	State
KK Greentown	21-08050045	Perak
Klinik Kesihatan Ibu Dan Anak Greentown	21-08050131	

Figure 3.4.1-3 List of External Facility Name

**STEP 3**

Click on the 'Offline Issue' tab

**STEP 4**

Select **Issue Type** as Inter Facility from the dropdown box

**STEP 5**

Click on the  to search for the **External Facility Name**

**Note**

- A list of **External Facility Name** will be displayed as per Figure 3.4.1-3.
- Double click to select an **External Facility Name**.

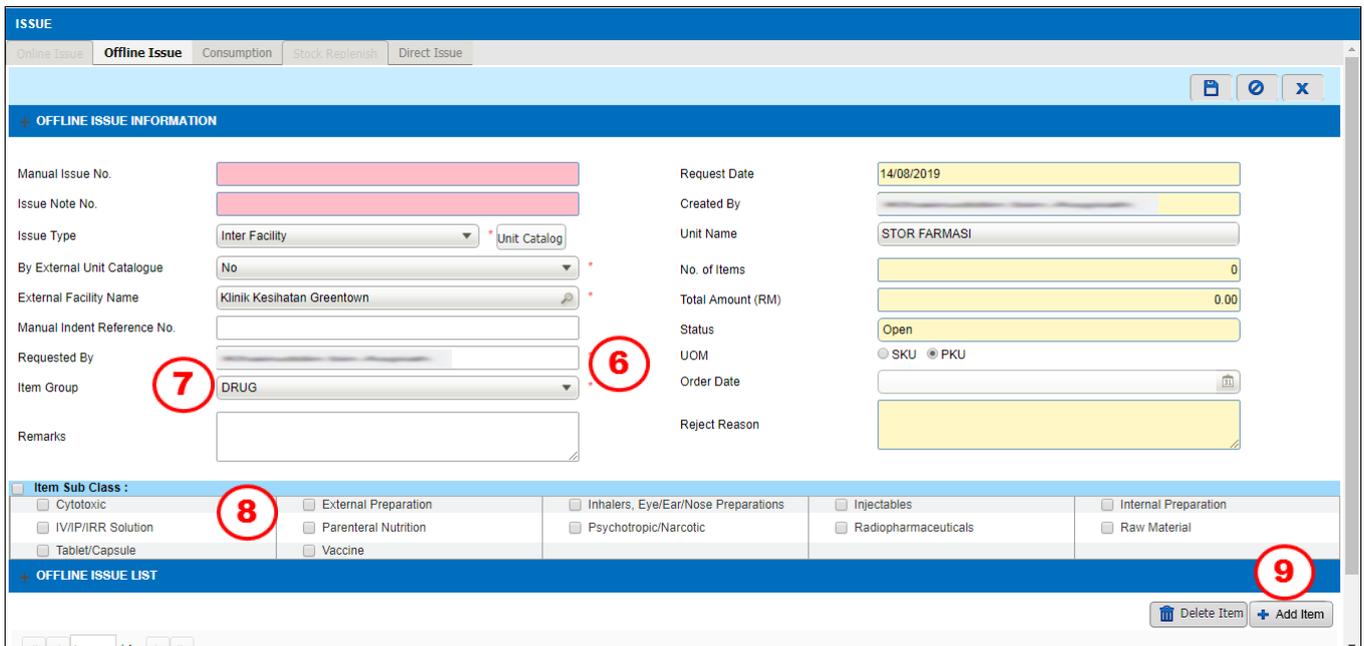


Figure 3.4.1-4 Add Item

#### STEP 6

Enter **Requested By**

#### STEP 7

Select **Item Group**

- Drug
- Non Drug

#### STEP 8

Select the **Item Sub Class** checkbox

#### Note

User is allowed to select more than one check box.

#### STEP 9

Click on the  button to select item(s) to be issued

#### Note

- 'Add Item' screen will appear as shown in Figure 3.4.1-5.
- 'With Stock' check box will be selected by default and system will show any items with stock.

Figure 3.4.1-5 List of Drug/Non Drug Name

**STEP 10**

Enter either *Item Code*, *Item Description*, *Drug/Non Drug Code* or *Drug/Non Drug Name*

**STEP 11**

Click on  to search for desired item

**Note**

A list of items will be displayed if none of the 4 column entered.

	Drug/Non-Drug Code	Drug/Non-Drug Name	Item Code	Item Description	Max Storage	Item Sub Class	Batch No.	Brand Name	Expiry Date	Packaging Description	Stock Available (SKU)	Conversion Factor	Stock Available (PKU)	Average Unit Price (RM)	Issue Quantity (SKU)	Issue Quantity (PKU)
<input checked="" type="checkbox"/>	J05AR02964T1001XX	Abacavir Sulphate 600mg + Lamivudine 300mg Tab	J05AR02964T1001XX.01	Abacavir Sulphate 600mg + Lamivudine 300mg Tab	No available	Tablet/Capsule	BE0018	NO BRAND	31/05/2016	Box of 30 tab	6,089	30	202.97	0.0000	100	3.33
<input checked="" type="checkbox"/>	A10BF01000T1001XX	Acarbose 50 mg Tablet	A10BF01000T1001XX.01	Acarbose 50 mg Tablet	No available	Tablet/Capsule	ZA001	GARBOSE	31/01/2018	Box of 100 tab	7,789	100	77.89	0.0000	200	2.00
<input type="checkbox"/>	A10BF01000T1001XX	Acarbose 50 mg Tablet	A10BF01000T1001XX.01	Acarbose 50 mg Tablet	No available	Tablet/Capsule	Y1009	GARBOSE	07/10/2017	Box of 100 tab	8,911	100	89.11	0.0000		

Figure 3.4.1-6 List of Drug/Non Drug Name

**STEP 12**

Enter *Issue Quantity (SKU)*

**STEP 13**

Click on the  button to add the item selected to the 'Add Issue Item' section

**Note**

- After saving the record, the item will be displayed under 'Offline Issue List' section.
- Total Amount (RM) will be displayed base on the total Amount of the item added.
- Repeat **STEP 10** to **STEP 13** to add new items to be issued.

**ISSUE**

Online Issue   **Offline Issue**   Consumption   Stock Replenish   Direct Issue

**14** [ Save ] [ Refresh ] [ Close ]

---

**OFFLINE ISSUE INFORMATION**

Manual Issue No. [ ] Request Date: 14/08/2019

Issue Note No. [ ] Created By: [ ]

Issue Type: Inter Facility [v] \* Unit Catalog [ ] Unit Name: STOR FARMASI

By External Unit Catalogue: No [v] \* No. of Items: 3

External Facility Name: Klinik Kesihatan Greentown [v] \* Total Amount (RM): 4,023.60

Manual Indent Reference No. [ ] Status: Open

Requested By: [ ] \* UOM:  SKU  PKU

Item Group: DRUG [v] \* Order Date: [ ]

Remarks: [ ] Reject Reason: [ ]

---

**Item Sub Class :**

Cytotoxic    External Preparation    Inhalers, Eye/Ear/Nose Preparations    Injectables    Internal Preparation

IV/IP/IRR Solution    Parenteral Nutrition    Psychotropic/Narcotic    Radiopharmaceuticals    Raw Material

Tablet/Capsule    Vaccine

---

**OFFLINE ISSUE LIST**

[ Delete Item ] [ Add Item ]

[ 1 - 3 / 3 ]

	Drug/Non-Drug Code	Drug/Non-Drug Name	Max Storage	Quantity Available	Issue Quantity	SKU	Total Amount (RM)	Usage & Issue Quantity
<input type="checkbox"/>	V03AB23520P3001a	Acetylcysteine 500mg/25ml Injection (25ml Vial)	0	130	30	vial	3,195.07	20
<input type="checkbox"/>	M05BA04520T1001XX	Alendronate Sodium 70 mg Tablet	0	880	320	tablet	686.43	0
<input type="checkbox"/>	M04AA01000T1001XX	Allopurinol 300 mg Tablet	0	21,100	1,000	tablet	142.10	0

Figure 3.4.1-7 Offline Issue

**CONFIRMATION**

 CONF0002: Are you sure you want to save?

[ Cancel ] [ Yes ] [ No ]

Figure 3.4.1-8 Confirmation Alert Message

**INFORMATION**

 INFO0679: Record has been saved successfully

[ OK ]

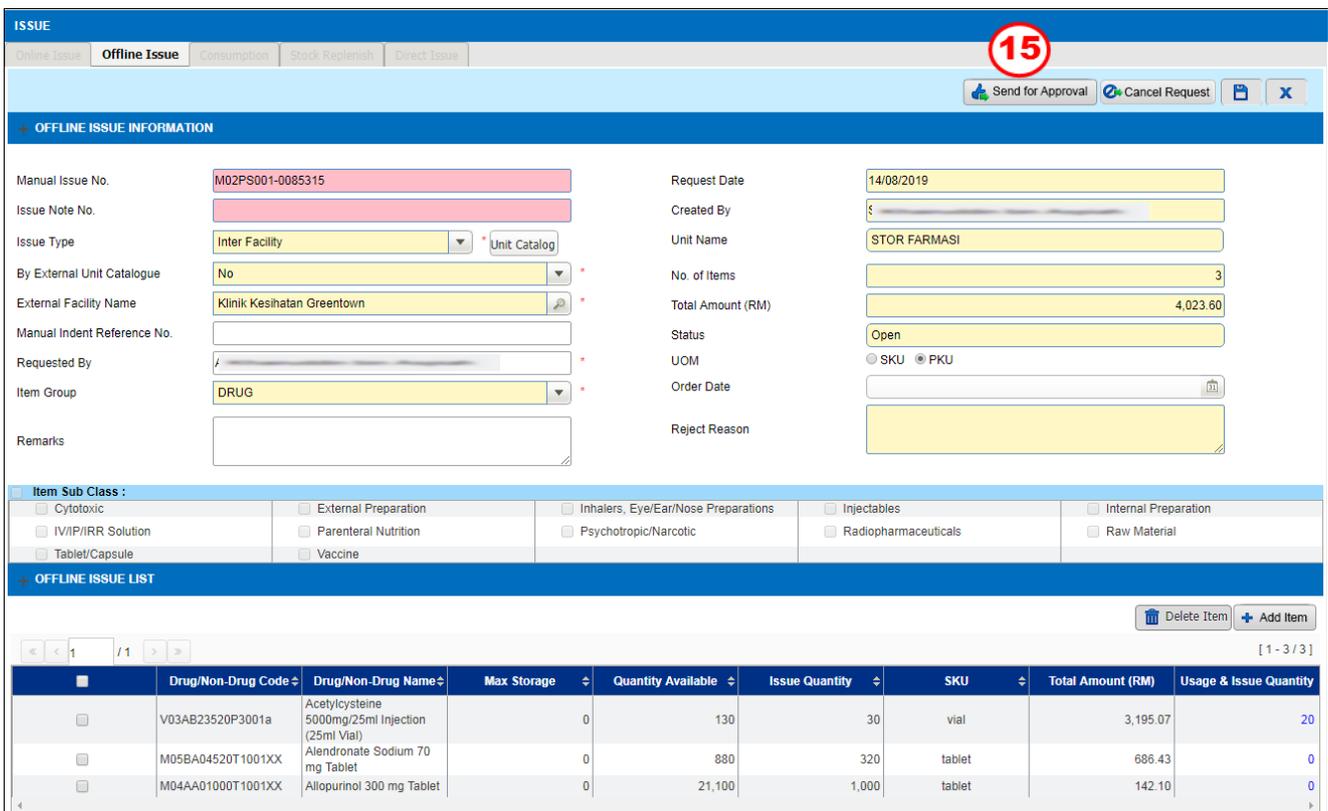
Figure 3.4.1-9 Information Alert Message

### STEP 14

Click on the  button to save the transaction

#### Note

- **Manual Issue No.** will be automatically generated by the system for future reference.
- The **Status** will be changed to 'Approved'.
- Confirmation alert message will appear as shown in Figure 3.4.1-8.
- Click  as shown in Figure 3.4.1-9.



**OFFLINE ISSUE INFORMATION**

Manual Issue No. M02PS001-0085315 Request Date 14/08/2019

Issue Note No. Created By

Issue Type Inter Facility \* Unit Catalogue Unit Name STOR FARMASI

By External Unit Catalogue No \* No. of Items 3

External Facility Name Klinik Kesihatan Greentown \* Total Amount (RM) 4,023.60

Manual Indent Reference No. Status Open

Requested By UOM  SKU  PKU

Item Group DRUG \* Order Date

Remarks Reject Reason

**Item Sub Class :**

<input type="checkbox"/> Cytotoxic	<input type="checkbox"/> External Preparation	<input type="checkbox"/> Inhalers, Eye/Ear/Nose Preparations	<input type="checkbox"/> Injectables	<input type="checkbox"/> Internal Preparation
<input type="checkbox"/> IV/IP/IRR Solution	<input type="checkbox"/> Parenteral Nutrition	<input type="checkbox"/> Psychotropic/Narcotic	<input type="checkbox"/> Radiopharmaceuticals	<input type="checkbox"/> Raw Material
<input type="checkbox"/> Tablet/Capsule	<input type="checkbox"/> Vaccine			

**OFFLINE ISSUE LIST**

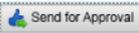
	Drug/Non-Drug Code	Drug/Non-Drug Name	Max Storage	Quantity Available	Issue Quantity	SKU	Total Amount (RM)	Usage & Issue Quantity
<input type="checkbox"/>	V03AB23520P3001a	Acetylcysteine 5000mg/25ml Injection (25ml Vial)	0	130	30	vial	3,195.07	20
<input type="checkbox"/>	M05BA04520T1001XX	Alendronate Sodium 70 mg Tablet	0	880	320	tablet	686.43	0
<input type="checkbox"/>	M04AA01000T1001XX	Allopurinol 300 mg Tablet	0	21,100	1,000	tablet	142.10	0

Figure 3.4.1-10 Offline Issue External

#### Note

- User is allowed to cancel the request by clicking on the  button.
- The **Status** will be automatically changed to 'Cancelled'.

### STEP 15

Click on the  button to send the transaction for approval

#### Note

- System will display an alert message for confirmation as displayed in Figure 3.4.1-10.
- Message Information will be displayed once user select the 'Yes' button as per Figure 3.4.1-11.
- The **Status** will be change automatically to 'Pending for Approval'.

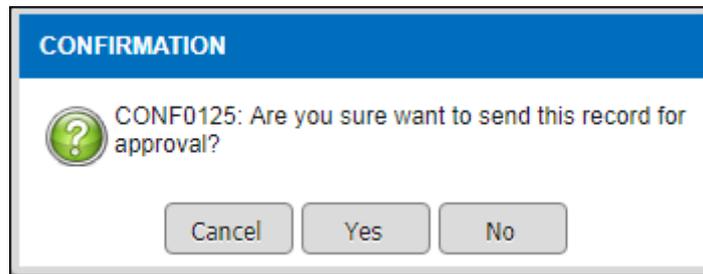


Figure 3.4.1-11 Alert Message

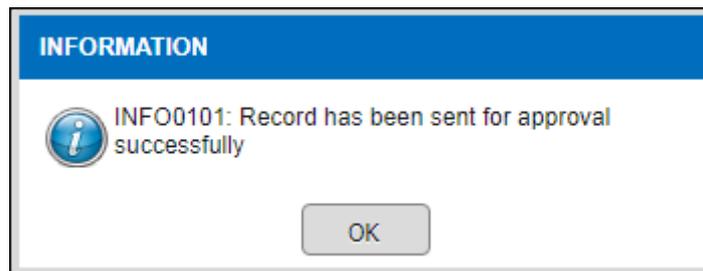


Figure 3.4.1.12 Alert Message

**ISSUE**

Online Issue Offline Issue Consumption Stock Replenish Direct Issue

**16** Approve Reject X

**OFFLINE ISSUE INFORMATION**

Manual Issue No. M02PS001-0085315 Request Date 14/08/2019

Issue Note No. NO Issue Note Created By System Administrator

Issue Type Inter Facility Unit Catalog Unit Name STOR FARMASI

By External Unit Catalogue No No. of Items 3

External Facility Name Klinik Kesihatan Greentown Total Amount (RM) 4,023.80

Manual Indent Reference No. Pending For Approval

Requested By Ahmad Albab UOM  SKU  PKU

Item Group DRUG Order Date

Remarks

**Item Sub Class :**

Cytotoxic  External Preparation  Inhalers, Eye/Ear/Nose Preparations  Injectables  Internal Preparation

IV/IP/IRR Solution  Parenteral Nutrition  Psychotropic/Narcotic  Radiopharmaceuticals  Raw Material

Tablet/Capsule  Vaccine

**OFFLINE ISSUE LIST**

Delete Item Add Item

[ 1 - 3 / 3 ]

	Drug/Non-Drug Code	Drug/Non-Drug Name	Max Storage	Quantity Available	Issue Quantity	SKU	Total Amount (RM)	Usage & Issue Quantity
<input type="checkbox"/>	V03AB23520P3001a	Acetylcysteine 5000mg/25ml Injection (25ml Vial)	0	130	30	vial	3,195.07	20
<input type="checkbox"/>	M05BA04520T1001XX	Alendronate Sodium 70 mg Tablet	0	880	320	tablet	686.43	0
<input type="checkbox"/>	M04AA01000T1001XX	Allopurinol 300 mg Tablet	0	21,100	1,000	tablet	142.10	0

Figure 3.4.1-13 Issue Approve Page

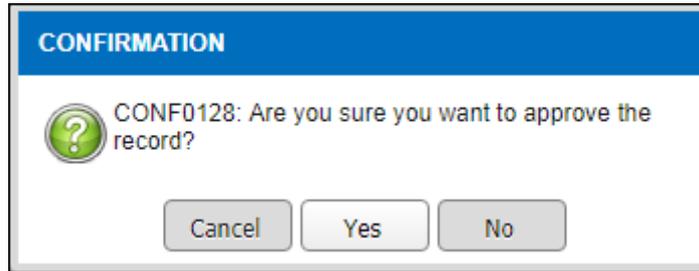


Figure 3.4.1-14 Confirmation Alert Message

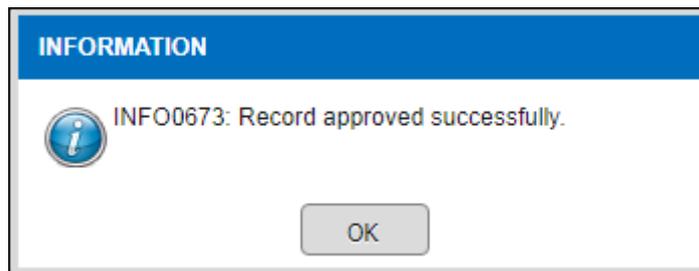


Figure 3.4.1-15 Information Alert Message

**STEP 16**

Click on the  button to approve the RIQ transaction as shown in *Figure 3.4.1-13*.

**Note**

- Stock at the Supplying Unit will be deducted after RIQ is approved.
- Confirmation alert message will appear as shown in *Figure 3.4.1-14*.
- Click  as shown in *Figure 3.4.1-15*.

ISSUE

Online Issue   **Offline Issue**   Consumption   Stock Replenish   Direct Issue
17

Generate Issue Note X

OFFLINE ISSUE INFORMATION

Manual Issue No.

Issue Note No.

Issue Type  \* Unit Catalog

By External Unit Catalogue  \*

External Facility Name  \*

Manual Indent Reference No.

Requested By  \*

Item Group  \*

Remarks

Request Date

Created By

Unit Name

No. of Items

Total Amount (RM)

Status

UOM  SKU  PKU

Order Date

Item Sub Class :

Cytotoxic

External Preparation

Inhalers, Eye/Ear/Nose Preparations

Injectables

Internal Preparation

IV/IP/IRR Solution

Parenteral Nutrition

Psychotropic/Narcotic

Radiopharmaceuticals

Raw Material

Tablet/Capsule

Vaccine

OFFLINE ISSUE LIST

[ 1 - 3 / 3 ]

	Drug/Non-Drug Code	Drug/Non-Drug Name	Max Storage	Quantity Available	Issue Quantity	SKU	Total Amount (RM)	Usage & Issue Quantity
<input type="checkbox"/>	V03AB23520P3001a	Acetylcysteine 5000mg/25ml Injection (25ml Vial)	0	130	30	vial	3,195.07	50
<input type="checkbox"/>	M05BA04520T1001XX	Alendronate Sodium 70 mg Tablet	0	880	320	tablet	686.43	320
<input type="checkbox"/>	M04AA01000T1001XX	Allopurinol 300 mg Tablet	0	21,100	1,000	tablet	142.10	1,000

Figure 3.4.1-16 Issue Information

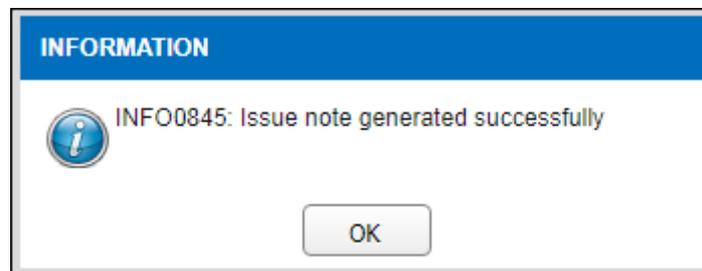


Figure 3.4.1-17 Information Alert Message

**STEP 17**

Click on the  button to generate the 'Borang Permohonan Stok'.

**Note**

- Issue Note No. will be auto generated for future reference.

Confirmation alert message will appear after user click on  as shown in Figure 3.4.1-17

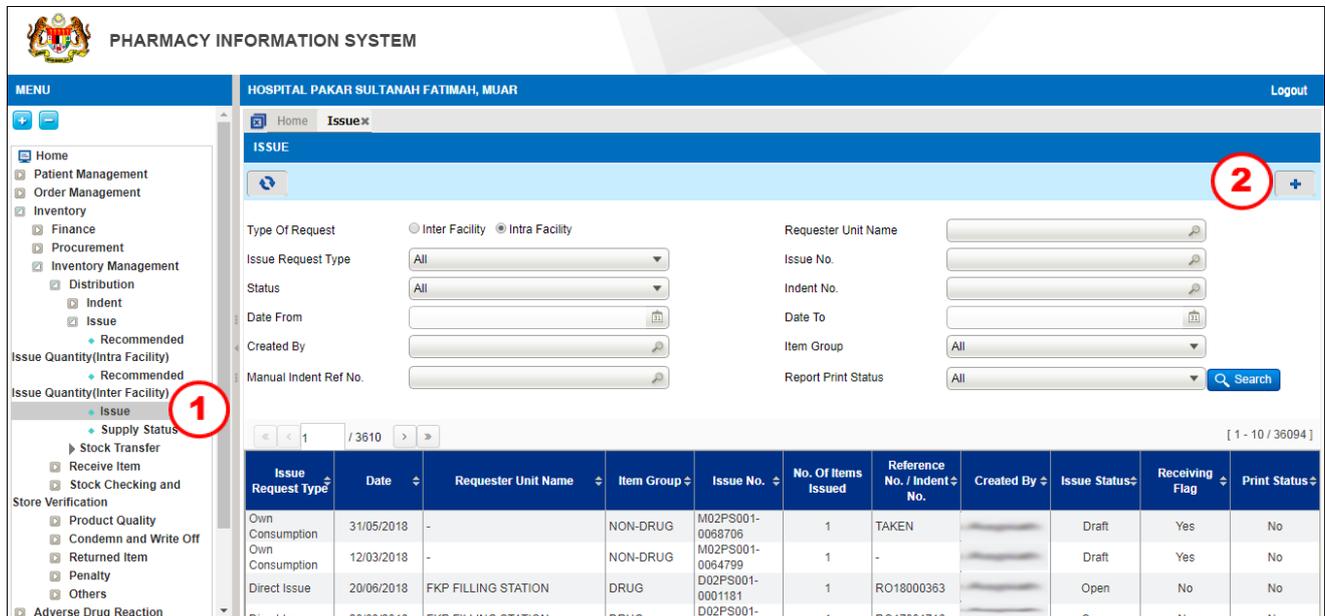
- System will display an alert message as display in Figure 3.4.1-17
- 'Borang Permohonan Stok' will display as in Figure 3.4.1-18

Dilengkapkan Oleh Pemesan		Dilengkapkan Oleh Pengeluar														
		BAHAGIAN BEKALAN KAWALAN DAN AKAUN							BAHAGIAN SIMPANAN							
No. Kod	Perihal Stok	Kuantiti Dimohon	SKU	No. Kod	PKU	Deskripsi Pembungkusan	Baki Sedia Ada	Kuantiti Diluluskan	Harga (RM)		Kuantiti Dikeluarkan	No Kelompok	Tarikh Luput	Pembungkusan (Perlu/Tidak)	No. Borang Pembungkusan Stok(BPS)	
									Seunit	Jumlah						
C01CA24123P3001XX	Adrenaline Acid Tartrate 1mg/ml Injection	70	amp	03.0006.01	pck	pack of 10 ampoule	2,300	5	17.4000	87.00	5	181666T	31/07/2020			
C01CA24123P3001XX	Adrenaline Acid Tartrate 1mg/ml Injection		amp	03.0006.01	pck	pack of 10 ampoule	2,300	2	17.4000	34.80	2	LPO1153AP	08/01/2020			
A01AD02110M2001XX	Benzylamine HCl 0.15% Solution	300	ml	A01AD02110M2001XX.05	bott	bottle of 100 ml	15,300	3	10.1300	30.39	3	1071235	31/05/2020			
A02BC02000P3001XX	Pantoprazole 40mg Injection	2	vial	A02BC02000P3001XX.01	vial	vial	110	2	3.5500	7.10	2	FR444	29/08/2019			
N05AF05135P2001XX	Zuclopenthixol Decanoate 200mg/ml Injection	10	amp	N05AF05135P2001XX.02	pck	Pack of 10 amp	70	1	50.0000	50.00	1	RER001	29/08/2019			
									Jumlah :		209.29					
Dilengkapkan Oleh Pemesan		Dilengkapkan Oleh Pengeluar														
<b>Pemohon :</b> Nama : Jawatan : Unit : BLOOD BANK Jabatan : Tarikh : 28/08/2019 Tarikh pesanan diluluskan :		<b>Pegawai Penerima :</b> Nama : Jawatan : Unit : Jabatan : Tarikh : (Dilengkapkan setelah stok diterima)				<b>Pegawai Pelulus :</b> Nama : Jawatan : Pembantu Tadbir Unit : Farmasi Logistik Hospital Jabatan : Pharmacy Tarikh : 28/08/2019				<b>Dikeluarkan dan Direkod oleh:</b> Nama : Jawatan : Unit : Jabatan : Tarikh :						
Printed Date : 21/10/2019		Printed By :				Unit Name : Farmasi Logistik Hospital				Source : PhIS						
Page 1 of 2																

Figure 3.4.1-18 Borang Permohonan Stok (KEW.PS-7)

### 3.4.2 Offline Issue – Intra Facility

To issue out approved indent item, perform the steps below:



Issue Request Type	Date	Requester Unit Name	Item Group	Issue No.	No. Of Items Issued	Reference No. / Indent No.	Created By	Issue Status	Receiving Flag	Print Status
Own Consumption	31/05/2018	-	NON-DRUG	M02PS001-0068706	1	TAKEN		Draft	Yes	No
Own Consumption	12/03/2018	-	NON-DRUG	M02PS001-0064799	1	-		Draft	Yes	No
Direct Issue	20/06/2018	FKP FILLING STATION	DRUG	D02PS001-0001181	1	RO18000363		Open	No	No
Direct Issue	20/02/2018	FKP FILLING STATION	DRUG	D02PS001-	1	RO17004738		Open	No	No

Figure 3.4.2-1 Create New Issue

#### STEP 1

Click on 'Inventory' menu follow by 'Inventory Management' then 'Distribution' then 'Issue' then click on 'Issue'

#### STEP 2

Click on the  button

#### Note

- A newly-created Issue Record **Status** is defaulted to 'Open'.
- Issue screen will be displayed as shown in Figure 3.4.2-2.
- **Unit Name** is defaulted to the user's login ID.
- **Request Date** is defaulted to the system date.

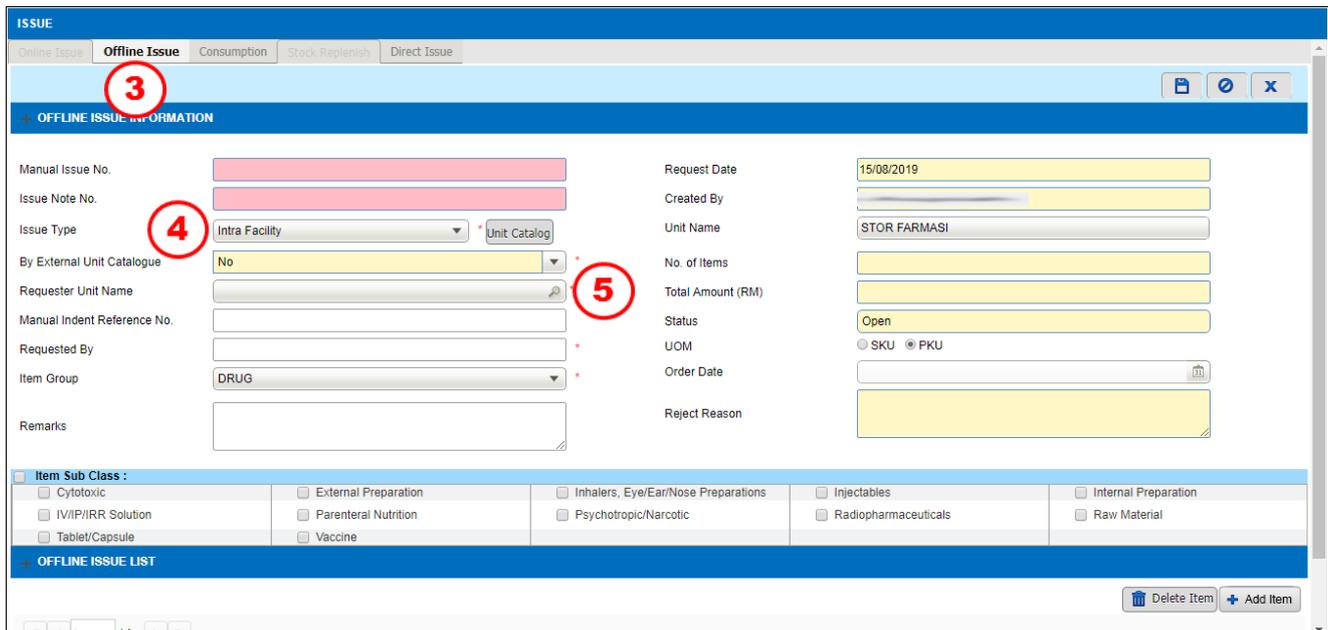


Figure 3.4.2-2 Offline Issue Inter Facility

### STEP 3

Click on the 'Offline Issue' tab

### STEP 4

Select **Issue Type** as 'Inter Facility' from the dropdown box

### Note

- User can use own stock or using stock from level 3 unit (pharmacy department only), under same group (indent to this unit)
- For clinic environment, same rules for main store. Main store can supply using own stock and allowed to supply using stock from level 3 (pharmacy department only)

### STEP 5

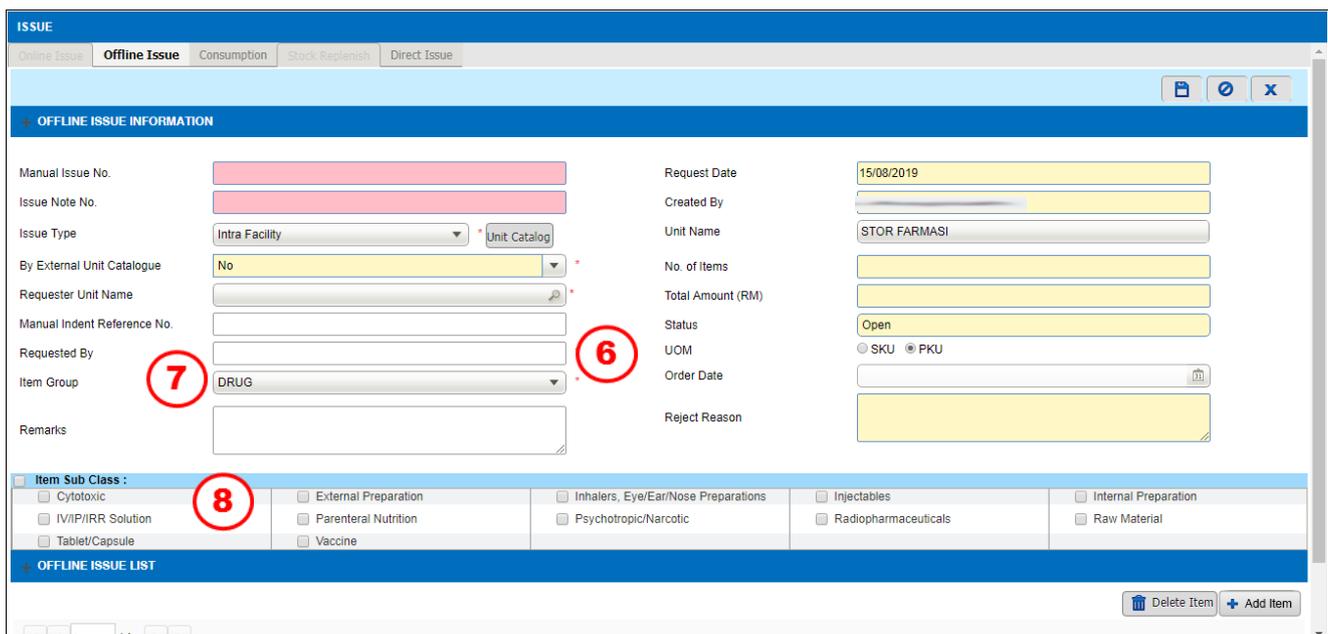
Click on the  to search for the **Requester Unit Name**

### Note

- A list of **Requester Unit Name** will be displayed as per Figure 3.4.2-3.
- Double-click to select the **Requester Unit Name**.

Requester Unit	
Requester Description	Requester Code
<input type="button" value="Search"/> <input type="button" value="Refresh"/>	
1 / 7 [ 1 - 10 / 70 ]	
Requester Description	Requester Code
CENTRAL STERILIZATION SERVICE UNIT	CSSU
COMMUNITY PSYCHIATRIC UNIT	CPU
DEWAN BEDAH	OT
DEWAN BEDAH HARIAN	MINOR OT
DEWAN BERSALIN	LR
DEWAN BERSALIN HD	HD-LR
FBW FILLING STATION	FBW Fill
FKP FILLING STATION	FKP Fill
INFECTION CONTROL	INF
JABATAN BEDAH MULUT	DENTAL CL

Figure 3.4.2-3 List of Requester Unit Name



**OFFLINE ISSUE INFORMATION**

Manual Issue No.

Issue Note No.

Issue Type: Intra Facility

By External Unit Catalogue: No

Requester Unit Name

Manual Indent Reference No.

Requested By  **6**

Item Group: DRUG **7**

Remarks

Request Date: 15/08/2019

Created By

Unit Name: STOR FARMASI

No. of Items

Total Amount (RM)

Status: Open

UOM:  SKU  PKU

Order Date

Reject Reason

**Item Sub Class:** **8**

<input type="checkbox"/> Cytotoxic	<input type="checkbox"/> External Preparation	<input type="checkbox"/> Inhalers, Eye/Ear/Nose Preparations	<input type="checkbox"/> Injectables	<input type="checkbox"/> Internal Preparation
<input type="checkbox"/> IV/IP/IRR Solution	<input type="checkbox"/> Parenteral Nutrition	<input type="checkbox"/> Psychotropic/Narcotic	<input type="checkbox"/> Radiopharmaceuticals	<input type="checkbox"/> Raw Material
<input type="checkbox"/> Tablet/Capsule	<input type="checkbox"/> Vaccine			

**OFFLINE ISSUE LIST**

Figure 3.4.2-4 Offline Issue

**STEP 6**

Enter **Requested By**

**STEP 7**

Select **Item Group**

- Drug
- Non Drug

**STEP 8**

Select the **Item Sub Class** checkbox

**Note**

User is allowed to select more than one check box.

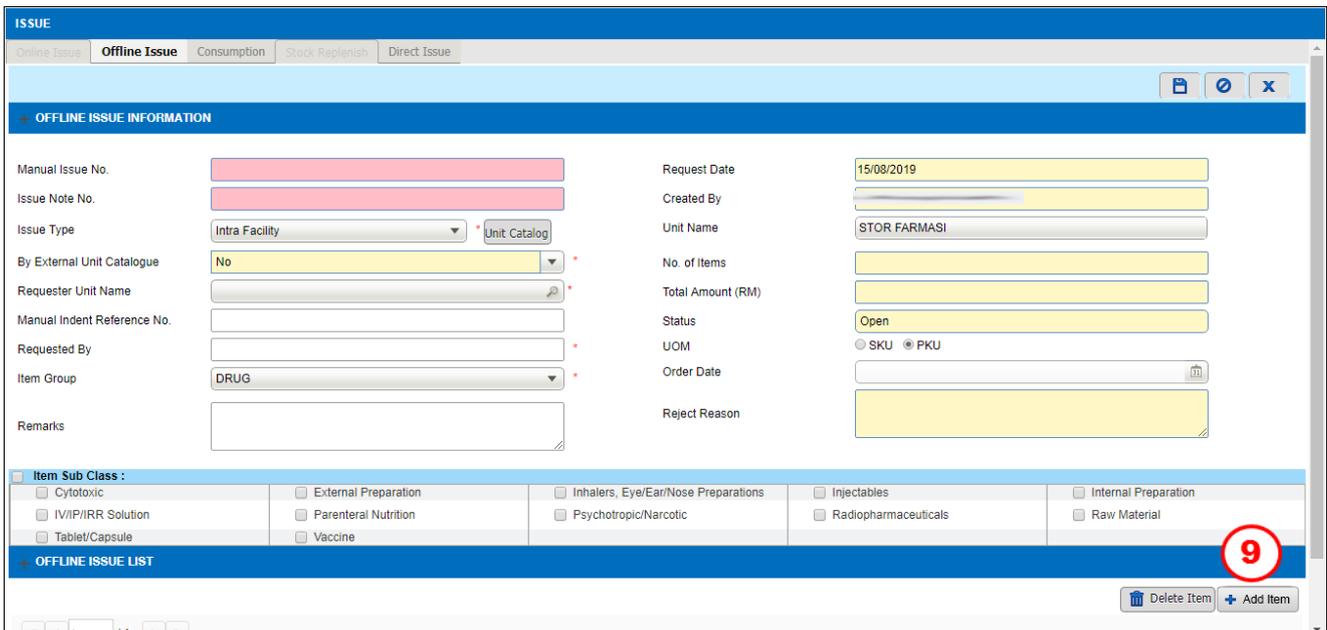


Figure 3.4.2-5 Add Item

**STEP 9**

Click on the  button to add item(s) to be issued

**Note**

'Add Item' screen will appear as shown in Figure 3.4.2-6. 'With Stock' check box will be selected by default and system will show any items with stock.



Figure 3.4.2-6 Add Item

**STEP 10**

Enter **Item Code**, **Item Description**, **Drug/Non Drug Code** or **Drug/Non Drug Name**.

**STEP 11**

Click on  to search for desired item

**Note**

A list of items will be displayed if none or the 4 columns entered.

**ADD ITEM** 13

Item Code:  Item Description:   
 Drug/Non-Drug Code:  Drug/Non-Drug Name:   
 Item Sub Class:  With Stock:  Without Stock:

[ 1 - 10 / 2865 ]

Item Code	Drug/Non-Drug Code	Drug/Non-Drug Name	Item Code	Item Description	Max Storage	Item Sub Class	Batch No.	Brand Name	Expiry Date	Packaging Description	Stock Available (SKU)	Conversion Factor	Stock Available (PKU)	Average Unit Price (RM)	Issue Quantity (SKU)	Issue Quantity (PKU)
<input checked="" type="checkbox"/>	J05AR02964T1001XX	Abacavir Sulphate 600mg + Lamivudine 300mg Tab	J05AR02964T1001XX.01	Abacavir Sulphate 600mg + Lamivudine 300mg Tab	No available	Tablet/Capsule	BE0018	NO BRAND	31/05/2016	Box of 30 tab	6,189	30	206.30	0.0000	100	3.33
<input checked="" type="checkbox"/>	A10BF01000T1001XX	Acarbose 50 mg Tablet	A10BF01000T1001XX.01	Acarbose 50 mg Tablet	270,000	Tablet/Capsule	ZA001	GARBOSE	31/01/2016	Box of 100 tab	7,889	100	78.89	0.0000	100	1.00
<input type="checkbox"/>	A10BF01000T1001XX	Acarbose 50 mg Tablet	A10BF01000T1001XX.01	Acarbose 50 mg Tablet	270,000	Tablet/Capsule	YI009	GARBOSE	07/10/2017	Box of 100 tab	8,911	100	89.11	0.0000		
<input type="checkbox"/>	A10BF01000T1001XX	Acarbose 50 mg Tablet	A10BF01000T1001XX.01	Acarbose 50 mg Tablet	270,000	Tablet/Capsule	YB004	GARBOSE	02/03/2017	Box of 100 tab	9,351	100	93.51	0.0000		
<input type="checkbox"/>	A10BF01000T1001XX	Acarbose 50 mg Tablet	A10BF01000T1001XX.01	Acarbose 50 mg Tablet	270,000	Tablet/Capsule	XT006	GLUCORID	31/10/2016	Box of 100 tab	7,982	100	79.82	0.0000		
<input checked="" type="checkbox"/>	S01EC01000T1001XX	Acetazolamide 250 mg Tablet	02.0001.02	Acetazolamide 250mg Tab BP/USP	3,000	Tablet/Capsule	BE12703	ACETOMID	31/12/2017	Pack of 100 tabs	8,299	100	82.99	0.0000	100	1.00

12

Figure 3.4.2-7 List of Drug/Non Drug Name

**STEP 12**

Enter **Issue Quantity (SKU)**

**STEP 13**

Click on the button to add the item selected into the 'Online Issue List' section

**ISSUE** 14

Online Issue | **Offline Issue** | Consumption | Stock Replenish | Direct Issue

**OFFLINE ISSUE INFORMATION**

Manual Issue No.  Request Date: 15/08/2019  
 Issue Note No.  Created By:   
 Issue Type: Intra Facility  Unit Name: STOR FARMASI  
 By External Unit Catalogue: No  No. of Items: 2  
 Requester Unit Name: DEWAN BEDAH  Total Amount (RM): 1,092.96  
 Manual Indent Reference No.  Status: Open  
 Requested By:  UOM:  SKU  PKU  
 Item Group: DRUG  Order Date:   
 Remarks:  Reject Reason:

**Item Sub Class :**

<input type="checkbox"/> Cytotoxic	<input type="checkbox"/> External Preparation	<input type="checkbox"/> Inhalers, Eye/Ear/Nose Preparations	<input type="checkbox"/> Injectables	<input type="checkbox"/> Internal Preparation
<input type="checkbox"/> IV/IP/IRR Solution	<input type="checkbox"/> Parenteral Nutrition	<input type="checkbox"/> Psychotropic/Narcotic	<input type="checkbox"/> Radiopharmaceuticals	<input type="checkbox"/> Raw Material
<input type="checkbox"/> Tablet/Capsule	<input type="checkbox"/> Vaccine			

**OFFLINE ISSUE LIST**

[ 1 - 2 / 2 ]

Item Code	Drug/Non-Drug Code	Drug/Non-Drug Name	Max Storage	Quantity Available	Issue Quantity	SKU	Total Amount (RM)	Usage & Issue Quantity
<input type="checkbox"/>	D08AA03000L6001XX	Acriflavine 0.1% Lotion	540,000	122,280	2,400	ml	48.96	0
<input type="checkbox"/>	C01CA04110P3001XX	Dopamine 40 mg / ml in 5 ml Injection (200mg/5ml)	3,000	800	300	amp	1,044.00	0

Figure 3.4.2-8 Offline Issue

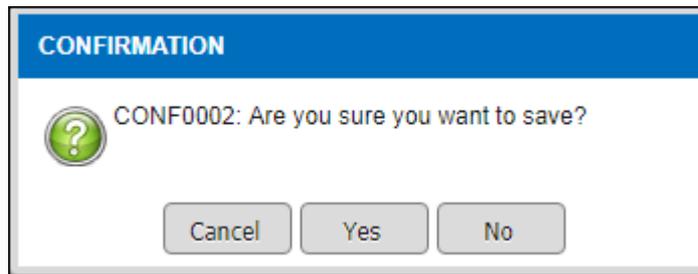


Figure 3.4.2-9 Confirmation Alert Message

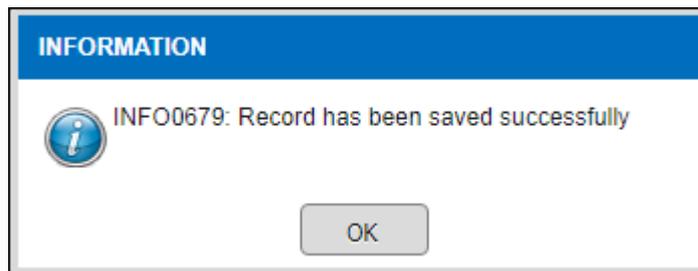


Figure 3.4.2-10 Information Alert Message

**STEP 14**

Click on the  button to save the transaction

**Note**

- **Manual Issue No.** will be automatically generated by the system for future reference.
- The **Status** will be changed to 'Approved'.
- Confirmation alert message will appear as shown in Figure 3.4.2-9.
- Click  as shown in Figure 3.4.2-10.

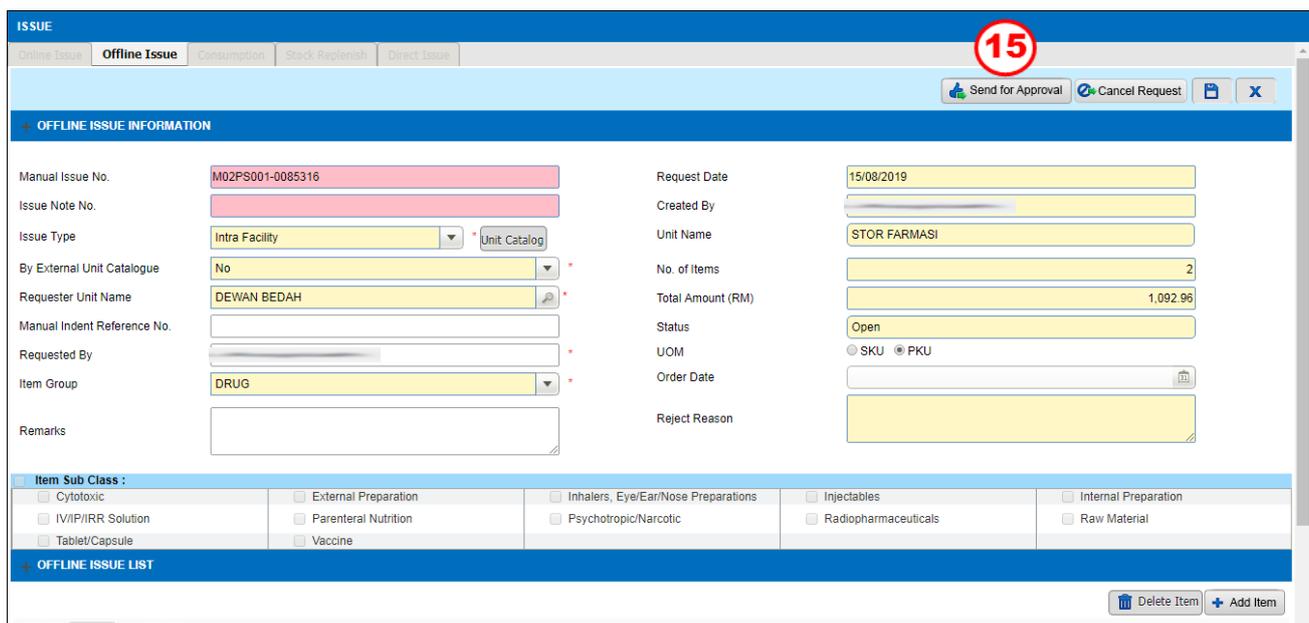
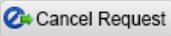


Figure 3.4.2-11 Offline Issue Internal

**Note**

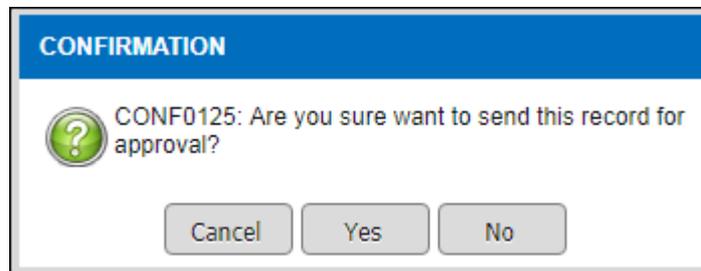
- User is allowed to cancel the request by clicking on the  button.
- The **Status** will be automatically changed to 'Cancelled'.

**STEP 15**

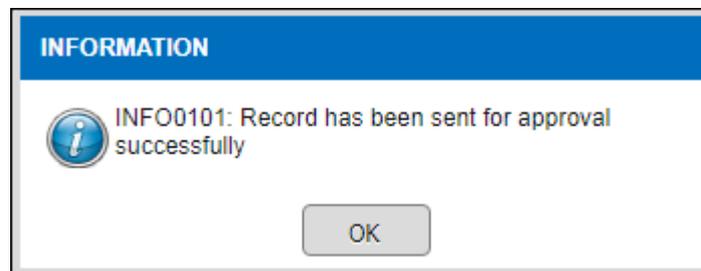
Click on the  button to send the transaction for approval

**Note**

- System will display an alert message for confirmation as displayed in Figure 3.4.2-12.
- Message Information will be displayed once user select the 'Yes' button as per Figure 3.4.1-13.
- The **Status** will be change automatically to 'Pending for Approval'.



**Figure 3.4.2-12 Alert Message**



**Figure 3.4.2-13 Alert Message**

16

Approve Reject X

**OFFLINE ISSUE INFORMATION**

Manual Issue No. <input type="text" value="M02PS001-0085316"/>	Request Date <input type="text" value="15/08/2019"/>
Issue Note No. <input type="text" value="NO Issue Note"/>	Created By <input type="text"/>
Issue Type <input type="text" value="Intra Facility"/> <small>Unit Catalog</small>	Unit Name <input type="text" value="STOR FARMASI"/>
By External Unit Catalogue <input type="text" value="No"/>	No. of Items <input type="text" value="2"/>
Requester Unit Name <input type="text" value="DEWAN BEDAH"/>	Total Amount (RM) <input type="text" value="1,092.96"/>
Manual Indent Reference No. <input type="text"/>	Status <input type="text" value="Pending For Approval"/>
Requested By <input type="text"/>	UOM <input type="radio" value="SKU"/> <input checked="" type="radio" value="PKU"/>
Item Group <input type="text" value="DRUG"/>	Order Date <input type="text"/>
Remarks <input type="text"/>	

**Item Sub Class :**

<input type="checkbox"/> Cytotoxic	<input type="checkbox"/> External Preparation	<input type="checkbox"/> Inhalers, Eye/Ear/Nose Preparations	<input type="checkbox"/> Injectables	<input type="checkbox"/> Internal Preparation
<input type="checkbox"/> IV/IP/IRR Solution	<input type="checkbox"/> Parenteral Nutrition	<input type="checkbox"/> Psychotropic/Narcotic	<input type="checkbox"/> Radiopharmaceuticals	<input type="checkbox"/> Raw Material
<input type="checkbox"/> Tablet/Capsule	<input type="checkbox"/> Vaccine			

**OFFLINE ISSUE LIST**

Delete Item Add Item

[ 1 - 2 / 2 ]

	Drug/Non-Drug Code	Drug/Non-Drug Name	Max Storage	Quantity Available	Issue Quantity	SKU	Total Amount (RM)	Usage & Issue Quantity
<input type="checkbox"/>	D08AA03000L6001XX	Acriflavine 0.1% Lotion	540,000	122,280	2,400	ml	48.96	0
<input type="checkbox"/>	C01CA04110P3001XX	Dopamine 40 mg / ml in 5 ml Injection (200mg/5ml)	3,000	800	300	amp	1,044.00	0

Figure 3.4.2-14 Approve Issue Page

**CONFIRMATION**

**CONF0128: Are you sure you want to approve the record?**

Figure 3.4.2-15 Confirmation Alert Message

**INFORMATION**

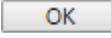
**INFO0673: Record approved successfully.**

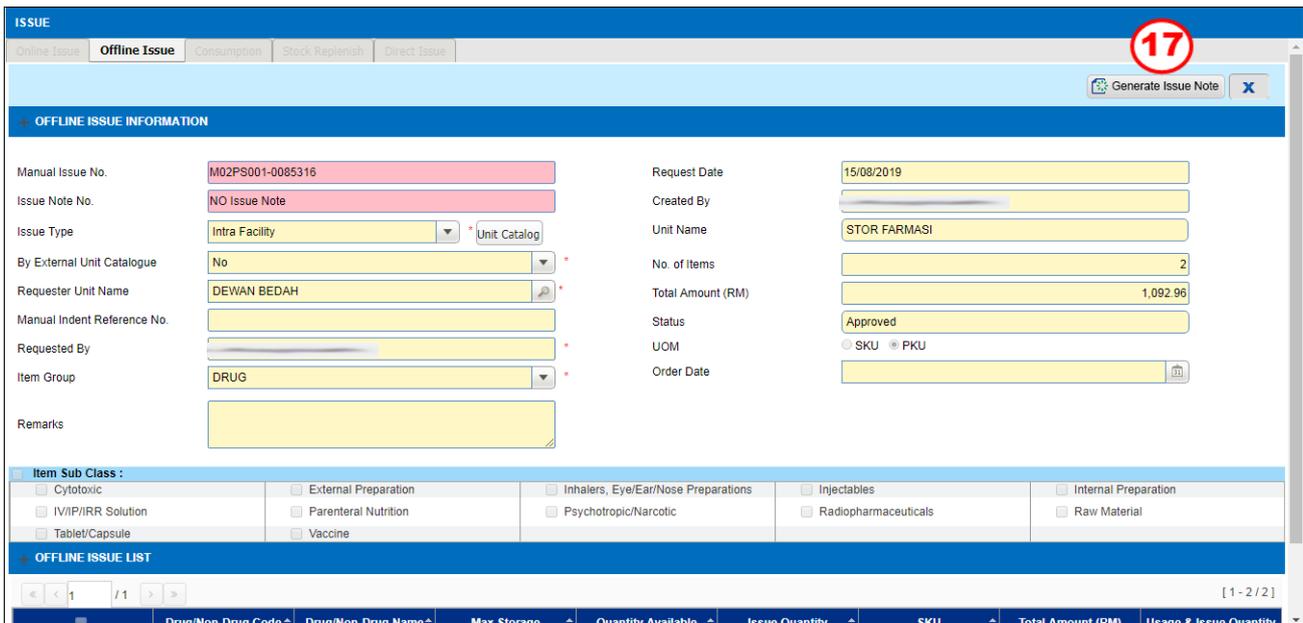
Figure 3.4.2-16 Information Alert Message

**STEP 16**

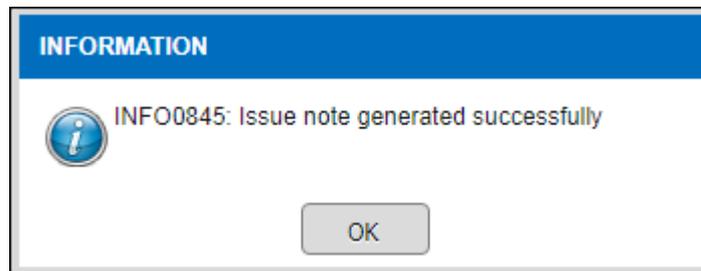
Click on the button to approve the RIQ transaction as shown in *Figure 3.4.2-14*.

**Note**

- Stock at the Supplying Unit will be deducted after RIQ is approved.
- Confirmation alert message will appear as shown in Figure 3.4.2-15.
- Click  as shown in Figure 3.4.2-16.



**Figure 3.4.2-17 Issue Information**

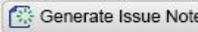


**Figure 3.4.2-18 Information Alert Message**

**STEP 17**

Click on the  button to generate the 'Borang Permohonan Stok'

**Note**

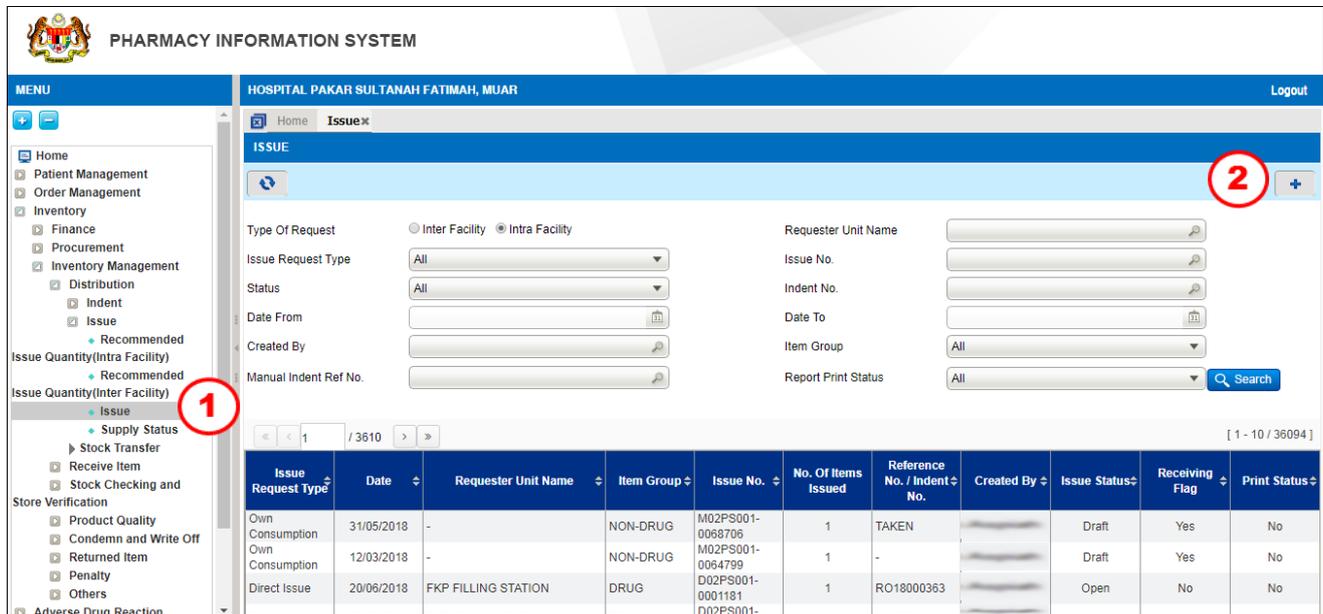
- Issue Note No. will be auto generated for future reference.
- Confirmation alert message will appear after user click on  as shown in Figure 3.4.2-17
- System will display an alert message as display in Figure 3.4.2-18
- 'Borang Permohonan Stok' will display as in Figure 3.4.2-19

		<b>KEMENTERIAN KESIHATAN MALAYSIA</b>										Salinan Pengeluaran			
		<b>Hospital Pakar Sultanah Fatimah, Muar</b>										<b>KEW.PS-7</b>			
		<b>BORANG PERMOHONAN STOK</b>										No. BPPS : N02PS001-0002845			
Nama dan Alamat Pemesan : DEWAN BEDAH				Nama dan Alamat Pengeluaran : STOR FARMASI											
Dilengkapkan Oleh Pemesan				Dilengkapkan Oleh Pengeluaran											
				BAHAGIAN BEKALAN KAWALAN DAN AKAUN					BAHAGIAN SIMPANAN						
No. Kod	Perihal Stok	Kuantiti Dimohon	SKU	No. Kod	PKU	Deskripsi Pembungkusan	Baki Sedia Ada	Kuantiti Diluluskan	Harga (RM)		Kuantiti Dikeluarkan	No Kelompok	Tarikh Luput	Pembungkusan (Perlu/Tidak)	No. Borang Pembungkusan Stok(BPS)
									Seunit	Jumlah					
D08AA03000L6001XX	Acriflavine 0.1% Lotion	2,400	ml	01.0016.04	bott	bottle of 120 millilitre	350	20	2.4480	48.96	20	18941	31/12/2019		
C01CA04110P3001XX	Dopamine 40 mg / ml in 5 ml Injection (200mg/5ml)	300	amp	03.0609.07	pck	pack of 10 ampoule	50	30	34.8000	1,044.00	30	181238T	31/05/2021		
				Jumlah :					1,092.96						
Dilengkapkan Oleh Pemesan				Dilengkapkan Oleh Pengeluaran											
Pemohon :		Pegawai Penerima :			Pegawai Pelulus :					Dikeluarkan dan Direkod oleh :					
Nama : _____		Nama : _____			Nama : _____					Nama : _____					
Jawatan : _____		Jawatan : _____			Jawatan : Pegawai Perubatan Pakar					Jawatan : _____					
Unit : DEWAN BEDAH		Unit : _____			Unit : STOR FARMASI					Unit : _____					
Jabatan : _____		Jabatan : _____			Jabatan : General Surgery					Jabatan : _____					
Tarikh : 15/08/2019		Tarikh : _____			Tarikh : 15/08/2019					Tarikh : _____					
Tarikh pesanan diluluskan :		(Dilengkapkan setelah stok diterima)													
Printed Date : 15/08/2019		Printed By : _____			Unit Name : STOR FARMASI					Source : PhIS					

Figure 3.4.2-19 Borang Pesanan dan Pengeluaran Stok (KEW.PS-7)

### 3.5 Consumption

This function is used to create an offline issue for own consumption.



Issue Request Type	Date	Requester Unit Name	Item Group	Issue No.	No. Of Items Issued	Reference No. / Indent No.	Created By	Issue Status	Receiving Flag	Print Status
Own Consumption	31/05/2018	-	NON-DRUG	M02PS001-0068706	1	TAKEN		Draft	Yes	No
Own Consumption	12/03/2018	-	NON-DRUG	M02PS001-0064799	1	-		Draft	Yes	No
Direct Issue	20/06/2018	FKP FILLING STATION	DRUG	D02PS001-0001181	1	RO18000363		Open	No	No
Direct Issue	20/03/2018	FKP FILLING STATION	DRUG	D02PS001-	1	RO17001716		Open	No	No

Figure 3.5-1 Create New Issue

#### STEP 1

Click on 'Inventory' menu follow by 'Inventory Management' then 'Distribution' then 'Issue' then click on 'Issue'

#### STEP 2

Click on the  button to add new record.

#### Note

- Issue screen will be displayed as shown in Figure 3.5-1.
- A newly-created Indent Record **Status** is defaulted as 'Open'.
- **Unit Name** is defaulted to the user's login ID.
- **Issue Date** is defaulted to the system date and time.

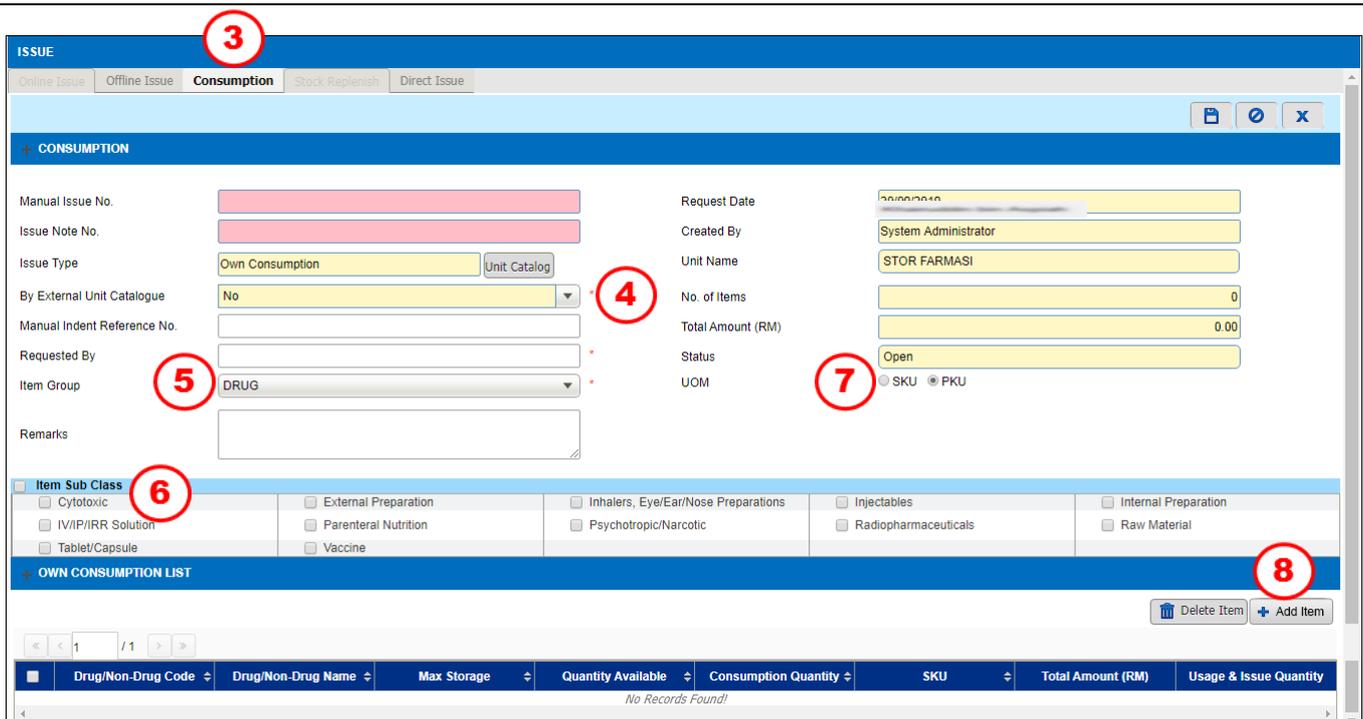


Figure 3.5-2 Consumption

**STEP 3**

Click on the Consumption tab

**STEP 4**

Enter the **Request By**

**Note**

*Own Consumption is selected to deduct stock from the user's unit.*

**STEP 5**

Select the **Item Group** from the drop down:

- Drug
- Non Drug

**Note**

*Character for remarks section up to 200 words.*

**STEP 6**

Select the **Item Sub Class** checkbox

**STEP 7**

Select the **UOM** from the checkbox:

- PKU
- SKU

**Note**

*Only main store user is allowing to choose the UOM and sub store user is default to SKU*

**STEP 8**

Click on the  to add the item to issue

ADD ITEM

Item Code

Drug/Non-Drug Code

Item Sub Class

Item Description

Drug/Non-Drug Name

With Stock  Without Stock

9 11

9

[ 1 - 10 / 732 ]

Drug/Non-Drug Code	Drug/Non-Drug Name	Item Code	Item Description	Max Storage	Item Sub Class	Batch No.	Brand Name	Expiry Date	Packaging Description	Stock Available (SKU)	Conversion Factor	Stock Available (PKU)	Average Unit Price (RM)	Issue Quantity (SKU)	Issue Quantity (PKU)
S01EC01000T1001XX	Acetazolamide 250 mg Tablet	02.0001.02	Acetazolamide 250mg Tab BP/USP	900	Tablet/Capsule	NN4023	APOTEX (APO)	31/12/2022	Pack of 100 tabs	300	100	3.00	0.4547	<input type="text"/>	<input type="text"/>
S01EC01000T1001XX	Acetazolamide 250 mg Tablet	02.0001.02	Acetazolamide 250mg Tab BP/USP	900	Tablet/Capsule	LPO1824A	APOTEX (APO)	14/12/2019	Pack of 100 tabs	15,797	100	157.97	0.4547	<span style="border: 1px solid red; border-radius: 50%; padding: 2px 5px;">10</span> <input type="text"/>	<input type="text"/>
S01EC01000T1001XX	Acetazolamide 250 mg Tablet	02.0001.02	Acetazolamide 250mg Tab BP/USP	900	Tablet/Capsule	AAA010	APOTEX (APO)	13/12/2019	Pack of 100 tabs	2,860	100	28.60	0.4547	<input type="text"/>	<input type="text"/>
V03AB23520P3001a	Acetylcysteine 500mg/25ml Injection (25ml Vial)	V03AB23520P3001a.01	Acetylcysteine 500mg/25ml Vial	300	Injectables	19908	HIDONAC	30/11/2020	vial	100	1	100.00	106.5023	<input type="text"/>	<input type="text"/>
B01AC06259T1001XX	Acetylsalicylic Acid 100 mg, Glycine 45 mg Tablet	B01AC06259T1001XX.01	Acetylsalicylic Acid 100 mg, Glycine 45 mg Tablet	207,000	Tablet/Capsule	Jyu76	GLYPRIN	30/12/2022	box of 30 tablet	270	30	9.00	4.0000	<input type="text"/>	<input type="text"/>
B01AC06259T1001XX	Acetylsalicylic Acid 100 mg, Glycine 45 mg Tablet	B01AC06259T1001XX.03	Acetylsalicylic Acid 100 mg, Glycine 45 mg Tablet	207,000	Tablet/Capsule	1902161	GLYPRIN	28/02/2021	pack of 30 tablet	197,880	30	6,596.00	0.0777	<input type="text"/>	<input type="text"/>

Figure 3.5-3 Add Item

**STEP 9**

Click on the Search button and system will display all the item as per Figure 3.5-3

**STEP 10**

Enter the requested **Issue Quantity**

**STEP 11**

Click on the Add button to add the item selected to the **Add Issue Item** section

**ISSUE**

Online Issue | Offline Issue | **Consumption** | Stock Replenish | Direct Issue

**12** [Save] [Refresh] [Close]

---

**CONSUMPTION**

Manual Issue No. [ ] Request Date: 20/09/2019  
 Issue Note No. [ ] Created By: [ ]  
 Issue Type: Own Consumption [Unit Catalog] Unit Name: STOR FARMASI  
 By External Unit Catalogue: No [ ] No. of Items: 3  
 Manual Indent Reference No. [ ] Total Amount (RM): 527.87  
 Requested By: [ ] Status: Open  
 Item Group: DRUG [ ] UOM:  SKU  PKU  
 Remarks: [ ]

**Item Sub Class**

Cytotoxic  External Preparation  Inhalers, Eye/Ear/Nose Preparations  Injectables  Internal Preparation  
 IV/IP/IRR Solution  Parenteral Nutrition  Psychotropic/Narcotic  Radiopharmaceuticals  Raw Material  
 Tablet/Capsule  Vaccine

**OWN CONSUMPTION LIST** [Delete Item] [Add Item]

[1 - 3 / 3]

Drug/Non-Drug Code	Drug/Non-Drug Name	Max Storage	Quantity Available	Consumption Quantity	SKU	Total Amount (RM)	Usage & Issue Quantity
S01EC01000T1001XX	Acetazolamide 250 mg Tablet	0	18,957	100	tablet	45.47	1,740
B01AC06259T1001XX	Acetylsalicylic Acid 100 mg, Glycine 45 mg Tablet	0	198,150	90	tablet	360.00	120
D08AA03000L6001XX	Acriflavine 0.1% Lotion	0	119,880	6,000	ml	122.40	2,400

Figure 3.5-4 Consumption

**STEP 12**

Click on the [Save] button to save the transaction

**Note**

- After saving the record, an alert message will be displayed as per Figure 3.5-5 and Figure 3.5-6.

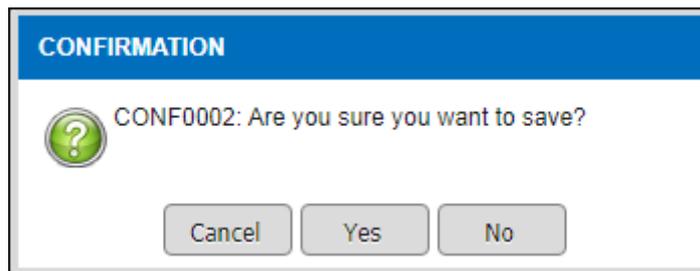


Figure 3.5-5 Save Alert Message

- Click on the [Yes] button.

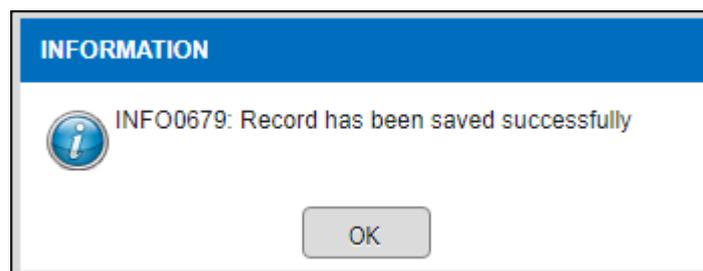
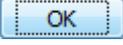
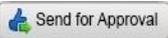


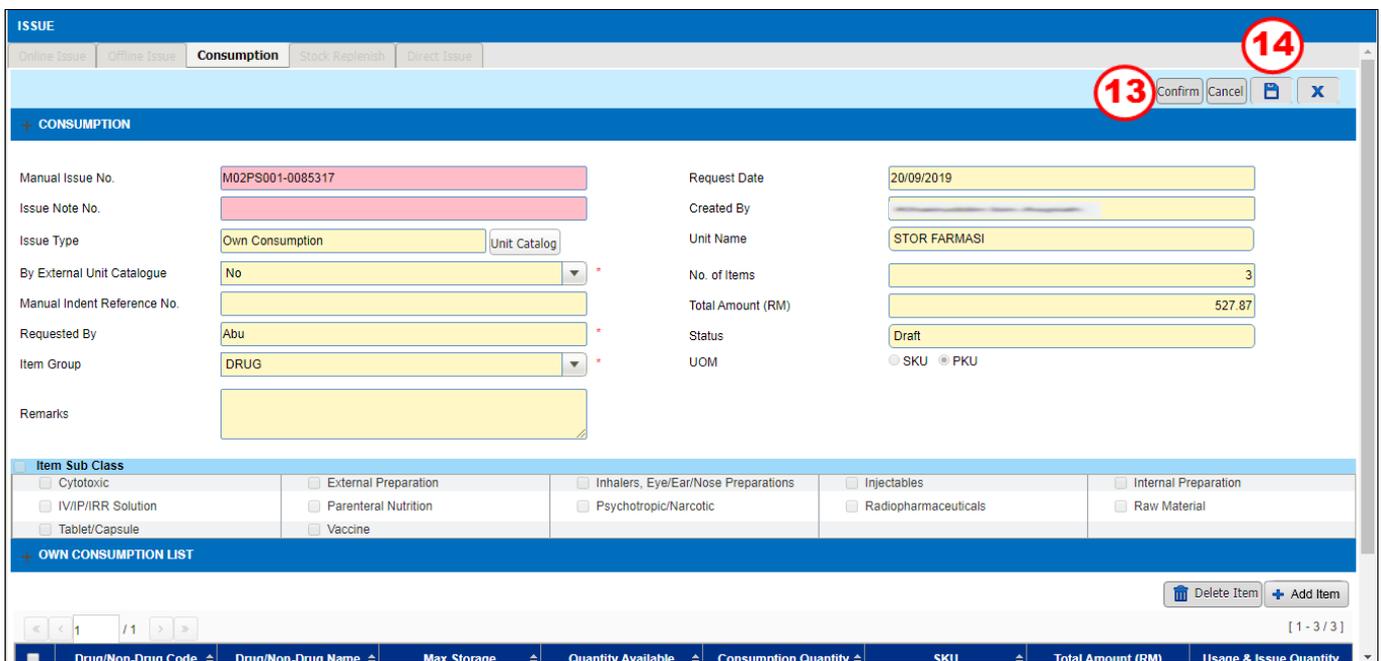
Figure 3.5-6 Record Saved Alert Message

- Click on the  button.

- Manual Issue No.** will be automatically generated by the system for future reference and the  button will be enabled.

Character	Description	Value
1-2	Manual	'M'
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 3.5-1



The screenshot shows the 'ISSUE' form with the 'Consumption' tab selected. The form contains several input fields and buttons. A red circle with the number '13' highlights the 'Confirm' button, and another red circle with the number '14' highlights the 'Send for Approval' button. The form fields are as follows:

- Manual Issue No.: M02PS001-0085317
- Issue Note No.: (Empty)
- Issue Type: Own Consumption
- Request Date: 20/09/2019
- Unit Name: STOR FARMASI
- No. of Items: 3
- Total Amount (RM): 527.87
- Status: Draft
- UOM: PKU

Figure 3.5-7 Consumption Confirm/Save

**STEP 13**

Click on the  button

**Note**

The **Status** will be changed to 'Draft'. User allow to save as 'Draft' and 'Confirm'

**STEP 14**

Click on the  button to approve the transaction

**Note**

- If user want to cancel the transaction click on the  button.
- The **Status** will be changed to 'Approved'.

### 3.6 Stock Replenish

This function is used to replenishment of stock from Inpatient sub-store to the level 3 ward/unit.

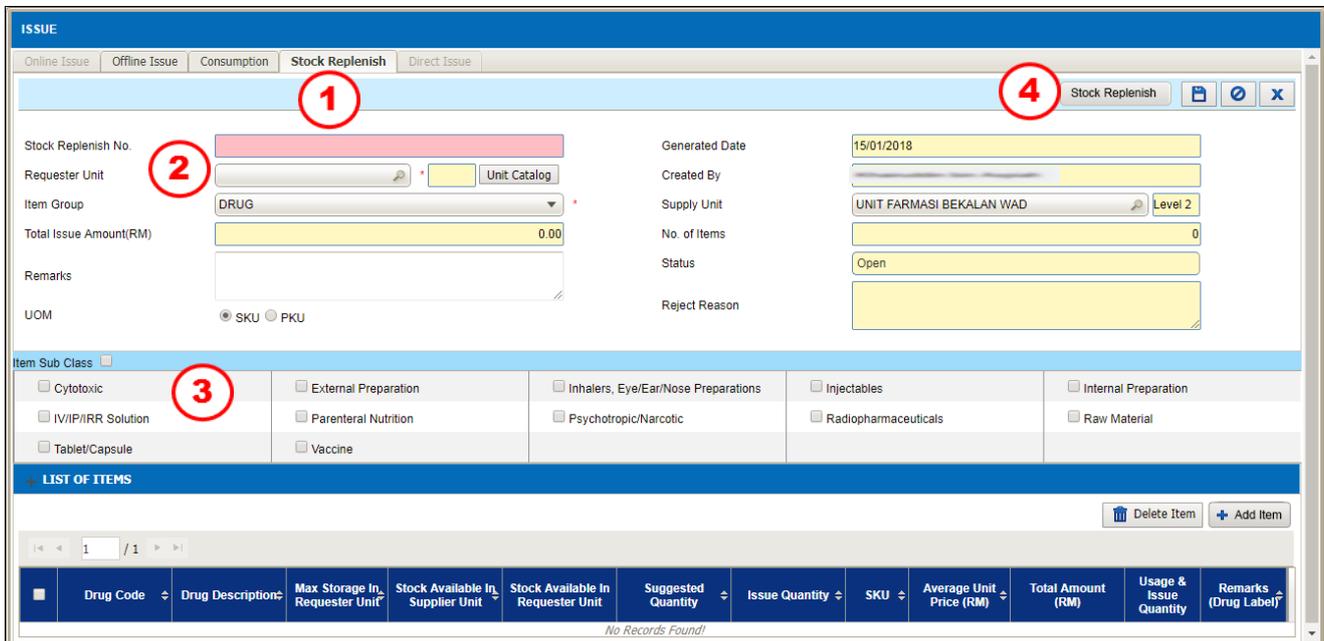


Figure 3.6-1 Stock Replenish

#### STEP 1

Click on the 'Stock Replenish' tab

#### STEP 2

Click on the  to search for the **Requester Unit Name**

#### Note

- A list of **Requester Unit Name** will be displayed
- Double click to select the **Requester Unit Name**.

#### STEP 3

Click on the check box for Item Sub class

#### Note

User is allowed to select more than one check box.

#### STEP 4

Click on the  button.

#### Note

- The system will generate a list of items that has been set up in the Unit Catalogue List master where the Stock Available is less than the Buffer Level Quantity and the Ward/Unit Stock status is 'Yes'.
- The system will suggest the quantity depends on Max Storage in the Requester Unit as per Figure 3.6-2.
- The supplying Unit can be changed to level 3 from level 2 user.

ISSUE

Online Issue   Offline Issue   Consumption   **Stock Replenish**   Direct Issue

Stock Replenish No. [ ]   Generated Date: 15/01/2018

Requester Unit: WAD 7 (MED - L)   Level 3   Unit Catalog   Created By: [ ]

Item Group: DRUG   Supply Unit: UNIT FARMASI BEKALAN WAD   Level 2

Total Issue Amount(RM): 315.88   No. of Items: 52

Remarks: [ ]   Status: Open

UOM:  SKU    PKU   Reject Reason: [ ]

Item Sub Class

Cytotoxic    External Preparation    Inhalers, Eye/Ear/Nose Preparations    Injectables    Internal Preparation

IV/IP/IRR Solution    Parenteral Nutrition    Psychotropic/Narcotic    Radiopharmaceuticals    Raw Material

Tablet/Capsule    Vaccine

**LIST OF ITEMS**

Delete Item   Add Item

Drug Code	Drug Description	Max Storage In Requester Unit	Stock Available In Supplier Unit	Stock Available In Requester Unit	Suggested Quantity	Issue Quantity	SKU	Average Unit Price (RM)	Total Amount (RM)	Usage & Issue Quantity	Remarks (Drug Label)
RAW00042	Sodium Bicarbonate Powder BP/USP	5	0	0	0	0	g	0.0033	0.00	0	
C01EB10000P3001X	Adenosine 6mg/2ml Injection (3mg/ml) - 2ml amp	10	0	5	0	0	amp	31.4693	0.00	0	
N05BA06000T1001X	Lorazepam 1 mg Tablet	10	0	9	0	0	tablet	0.3447	0.00	0	

Figure 3.6-2 Stock Replenish

**INFORMATION**

INFO5072: No stock available for RAW00042 in UNIT FARMASI BEKALAN WAD

OK

Figure 3.6-3 Information Box

**STEP 5**

Double-click on the item in the 'List of Items'.

**Note**

- An Information Box as per Figure 3.6-3 will appear if there is no stock available at **Supplying Unit**.
- The system will display *Item Allocation* as per Figure 3.6-4 once double click on the item.

ITEM ALLOCATION

1 / 1

Item Code	Item Description	Drug Code	Drug Description	Brand Name	Batch No	Expiry Date	Packaging Description	Stock Available (SKU)	Conversion Factor	Stock Available (PKU)	Average Unit Price (RM)	Issue Quantity (SKU)	Issue Quantity (PKU)
02.1403.02	Hyoscine Butylbromide 10mg Tab	A03BB01320T1001XX	Hyoscine N-Butylbromide 10 mg Tablet	IDAMAN	15J1723	30/09/2018	Pack of 500 tabs	740 (tablet)	500	1.48 (pck)		500	1.00
02.1403.02	Hyoscine Butylbromide 10mg Tab	A03BB01320T1001XX	Hyoscine N-Butylbromide 10 mg Tablet	IDAMAN	16H1923	31/08/2019	Pack of 500 tabs	500 (tablet)	500	1.00 (pck)		0	0.00
Total Quantity												500	

Figure 3.6-4 Item Allocation Stock Replenish

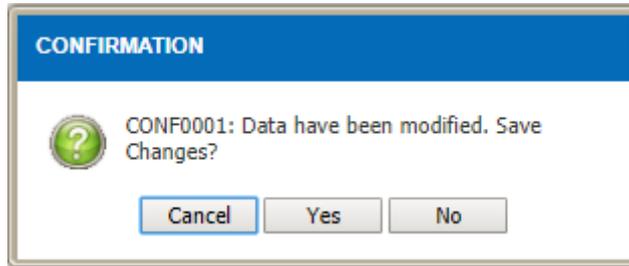


Figure 3.6-5 Information box

**STEP 6**

Enter or change the quantity under **Issue Quantity (SKU)** if required

**STEP 7**

Click on the  button to save the changes.

**Note**

- An Information Box as per Figure 3.6-5 will appear after click .
- User able to confirm the transaction by clicking  button. If user want to go back to previous screen click on  button and click on  button to cancel the transaction.

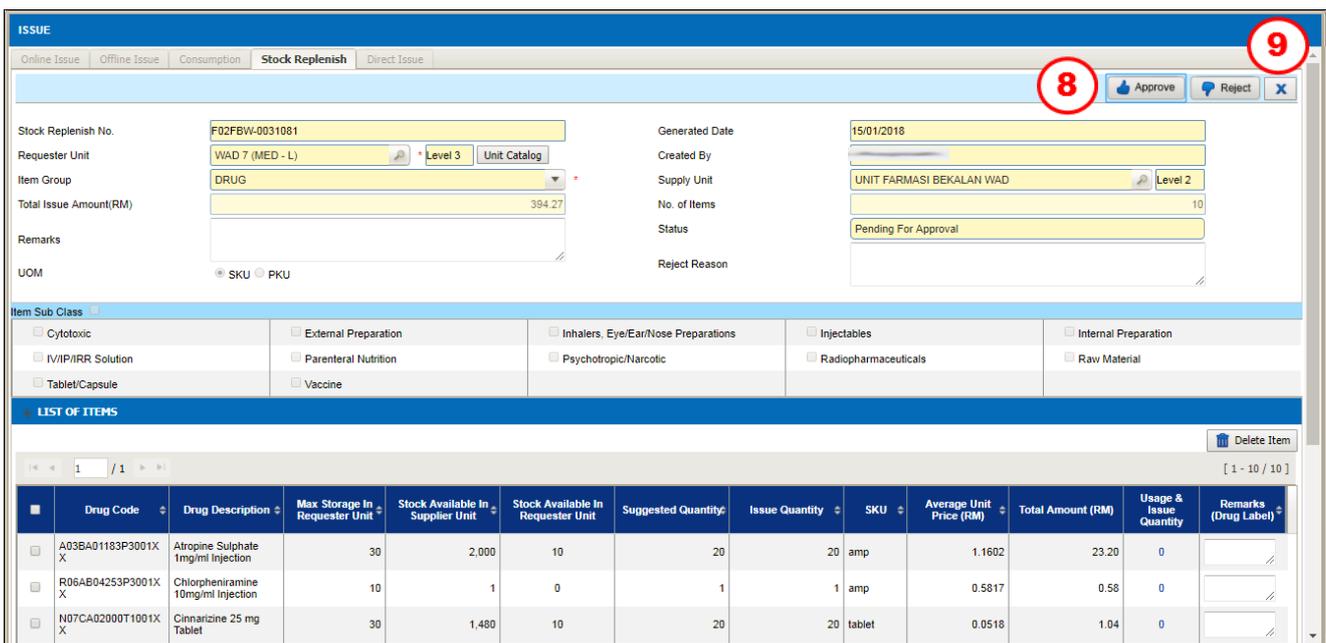


Figure 3.6-6 Approval Screen Stock Replenish

**Note**

**Stock Replenish No.** will be automatically generated by the system for future reference.

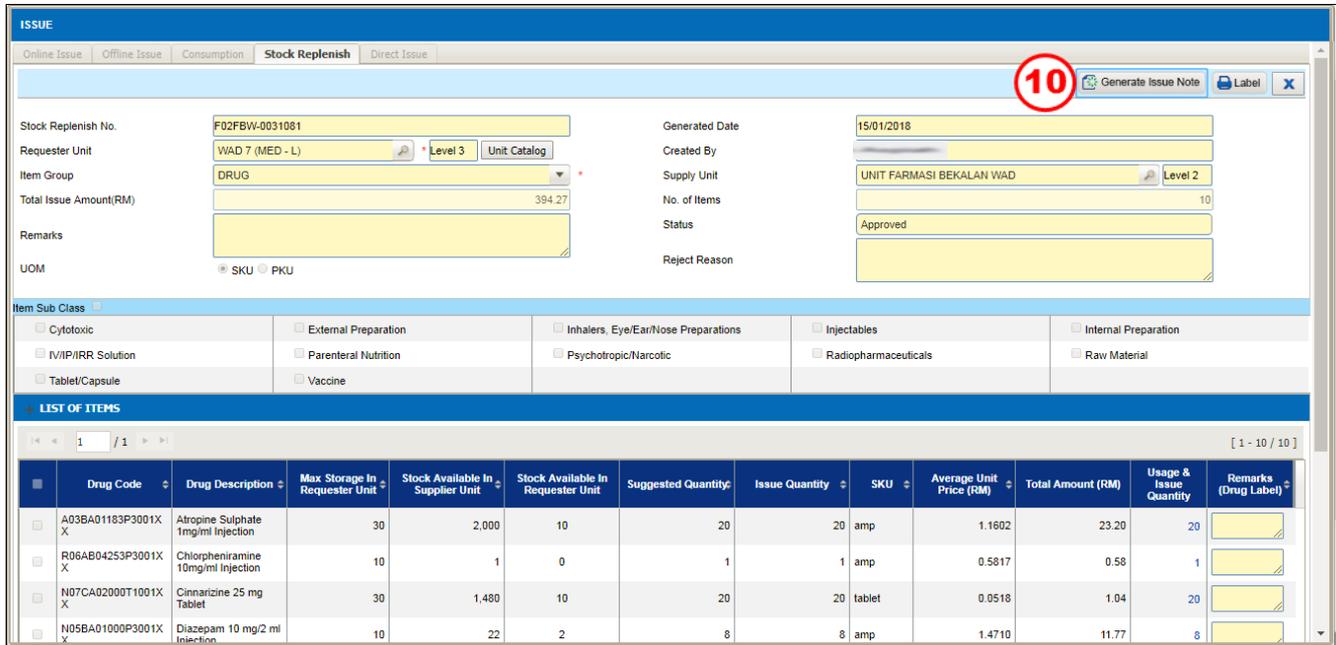
**STEP 8**

Click on the  button to approve the Stock Replenish transaction as shown in Figure 3.6-6 and the status will change to Approved

Click on the  button to reject the transaction and the status will be changed to Rejected

**STEP 9**

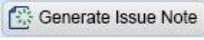
Click on the  button to close the transaction



Drug Code	Drug Description	Max Storage In Requester Unit	Stock Available In Supplier Unit	Stock Available In Requester Unit	Suggested Quantity	Issue Quantity	SKU	Average Unit Price (RM)	Total Amount (RM)	Usage & Issue Quantity	Remarks (Drug Label)
A03BA01103P3001X	Atropine Sulphate 1mg/ml Injection	30	2,000	10	20	20	amp	1.1602	23.20	20	
R06AB04253P3001X	Chlorpheniramine 10mg/ml Injection	10	1	0	1	1	amp	0.5817	0.58	1	
N07CA02000T1001X	Cinnarizine 25 mg Tablet	30	1,480	10	20	20	tablet	0.0518	1.04	20	
N05BA01000P3001X	Diazepam 10 mg/2 ml Injection	10	22	2	8	8	amp	1.4710	11.77	8	

**Figure 3.6-7 Stock Replenish**

**STEP 10**

Click on the  button to view/save or print the 'Borang Permohonan Stok' (KEW.PS-7) as shown in Figure 3.6-8 and drug label as shown in Figure 3.6-9

		<b>KEMENTERIAN KESIHATAN MALAYSIA</b>								Salinan Pengeluar					
		<b>Hospital Pakar Sultanah Fatimah, Muar</b>								<b>KEW.PS-7</b>					
		<b>BORANG PERMOHONAN STOK</b>								No. BPPS : <u>NO Issue Note</u>					
Nama dan Alamat Pemesan : FARMASI DISCAJ				Nama dan Alamat Pengeluar : FARMASI BEKALAN WAD ( SATELIT FILLING STATION )											
Dilengkapkan Oleh Pemesan				Dilengkapkan Oleh Pengeluar											
				BAHAGIAN BEKALAN KAWALAN DAN AKAUN						BAHAGIAN SIMPANAN					
No. Kod	Perihal Stok	Kuantiti Dimohon	SKU	No. Kod	SKU	Deskripsi Pembungkusan	Baki Sedia Ada	Kuantiti Diluluskan	Harga (RM)		Kuantiti Dikeluarkan	No Kelompok	Tarikh Luput	Pembungkusan (Perlu/Tidak)	No. Borang Pembungkusan Stok(BPS)
									Seunit	Jumlah					
N02BA01000T4001XX	Acetylsalicylic Acid 300 mg Soluble Tablet	477	tablet	02.0003.05	tablet	Pack of 30 tabs (Blister)	40	9	0.2167	1.95	9	T1807018	31/07/2020		
Jumlah :										1.95					
Dilengkapkan Oleh Pemesan				Dilengkapkan Oleh Pengeluar											
Pemohon :		Pegawai Penerima :		Pegawai Pelulus :				Dikeluarkan dan Direkod oleh:							
Nama : _____		Nama : _____		Nama : _____				Nama : _____							
Jawatan : _____		Jawatan : _____		Jawatan : Penolong Pegawai Farnasi U36				Jawatan : _____							
Unit : FARMASI DISCAJ		Unit : _____		Unit : FARMASI BEKALAN WAD ( SATELIT FILLING STATION )				Unit : _____							
Jabatan : _____		Jabatan : _____		Jabatan : Pharmacy				Jabatan : _____							
Tarikh : 11/07/2019		Tarikh : _____		Tarikh : 11/07/2019				Tarikh : 11/07/2019							
Tarikh pesanan diluluskan :		(Dilengkapkan setelah stok diterima)													
Printed Date : 15/06/2019		Printed By : _____		Unit Name : FARMASI BEKALAN WAD				Source : PhIS							
Page 1 of 2															

Figure 3.6-8 Borang Permohonan Stok KEW.PS-7

<b>Hospital Pakar Sultanah Fatimah, Muar</b>	
<b>Acetylsalicylic Acid 300 mg Soluble Tablet</b>	
Qty : <b>9 tablet</b>	
Batch No: <b>T1807018</b>	Worksheet ID:
Date Prepared: <b>11/07/2019</b>	Date Exp: <b>31/07/2020</b>

Figure 3.6-9 Label

### 3.7 Direct Issue

This function is used to issue an Approved Special Drug item or Requisition Order item requested by unit or specialist.

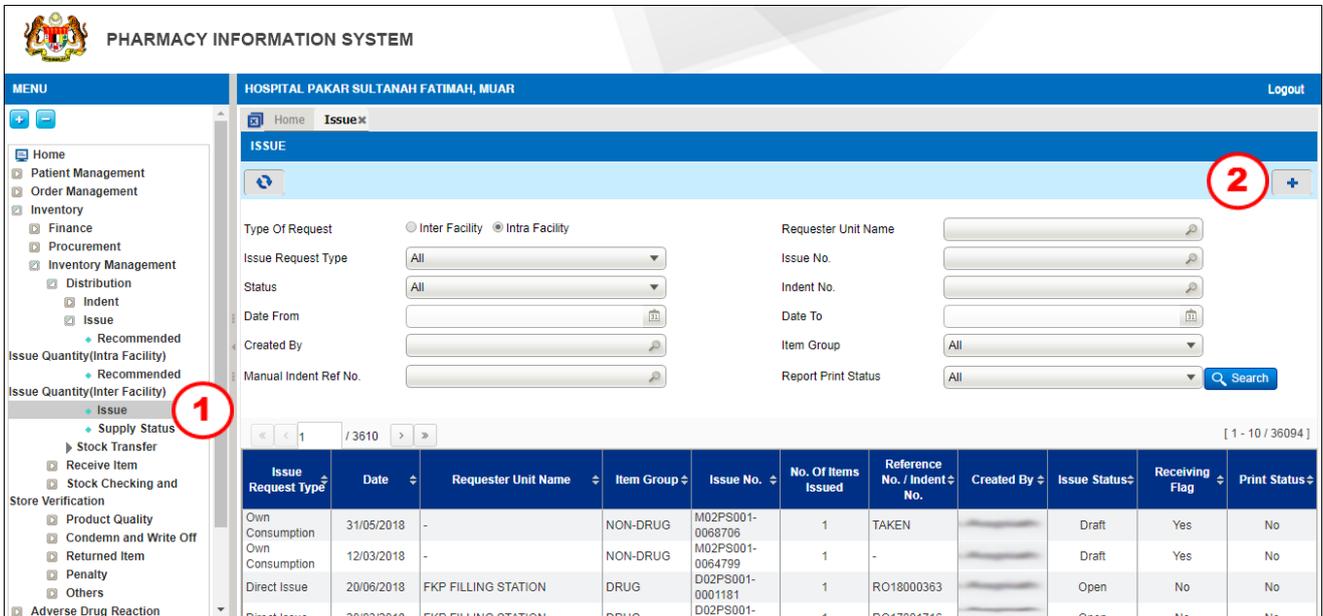


Figure 3.7-1 Create New Issue

**STEP 1**

Click on 'Inventory' menu follow by 'Inventory Management' then 'Distribution' then 'Issue' then click on 'Issue'

**STEP 2**

Click on the  button

**Note**

Issue screen will be displayed as shown in Figure 3.7-2.

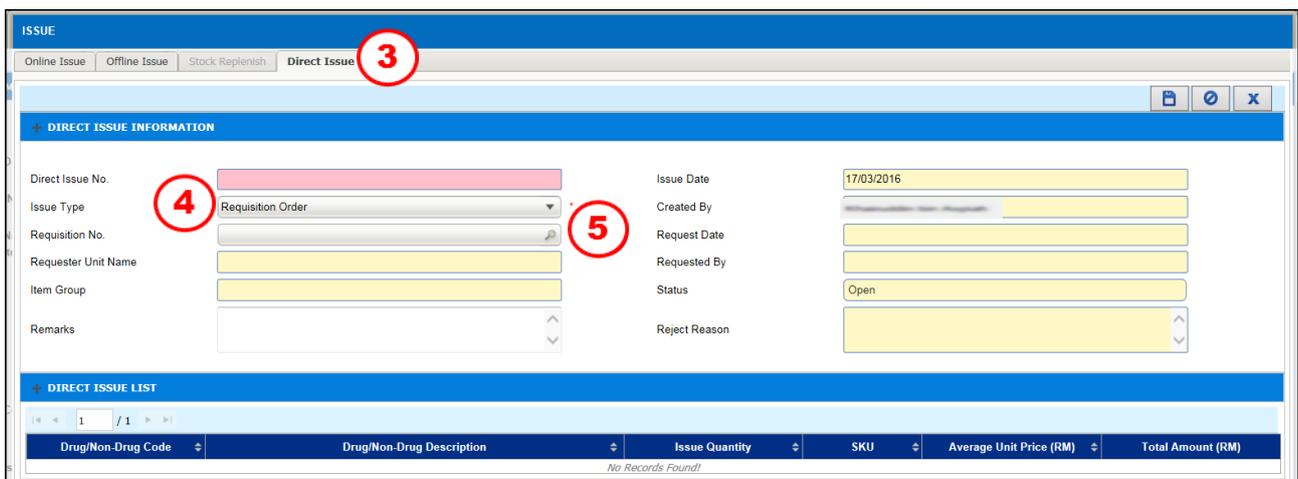


Figure 3.7-2 Create New Issue

Request Order No	Drug/NonDrug Description	LPO No	DO No	DO Date	Requester Unit Name
RO16000675	Cetrimide 1% Lotion	PHIS1234	AIN1234		WAD 6

Figure 3.7-3 Requisition Order List

**STEP 3**

Click on the 'Direct Issue' tab

**STEP 4**

Select **Issue Type** as Requisition Order

**Note**

- a) A newly-created Issue Record **Status** is defaulted as 'Open'.
- b) **Issue Date** is defaulted to the system date and time.
- c) The system will display **Requisition No.** field.

**STEP 5**

Click on the  button to search for the **Requisition No.**

**Note**

- The list of **Requisition Order No.** will be displayed as per Figure 3.7-3.
- Double-click to select the **Requisition Order No.**
- The system allowed entering **the Requisition Order No** partially or fully at the searching criteria.

ISSUE

Online Issue | Offline Issue | Stock Replenish | **Direct Issue**

---

**DIRECT ISSUE INFORMATION**

Direct Issue No.	<input type="text"/>	Issue Date	17/03/2016
Issue Type	Requisition Order	Created By	
Requisition No.	RO16000675	Request Date	17/03/2016
Requester Unit Name	WAD 6	Requested By	
Item Group	DRUG	Status	Open
Remarks	<input type="text"/>		
		Reject Reason	<input type="text"/>

---

**DIRECT ISSUE LIST**

Drug/Non-Drug Code	Drug/Non-Drug Description	Issue Quantity	SKU	Average Unit Price (RM)	Total Amount (RM)
GLN0200005	Cetrimide 1% Lotion	5,000 ml		0.0000	0.00

Figure 3.7-4 Direct Issue

Item Code	Item Description	Drug Code	Drug Description	Brand Name	Batch No	Expiry Date	Packaging Description	Stock Available (SKU)	Conversion Factor	Stock Available (PKU)	Average Unit Price (RM)	Issue Quantity (SKU)	Issue Quantity (PKU)
GLN0200005 05	Cetrimide 1% Lotion	GLN0200005	Cetrimide 1% Lotion	MOH	XYZ4321	05/06/2018	bottle of 5000 millilitre	5,000 (ml)	5,000	1.00 (bott)	0.0020	5,000	1.00
Total Quantity												5,000	

Figure 3.7-5 Item Allocation

### STEP 6

Double click on the item information to view the item details

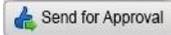
#### **Note**

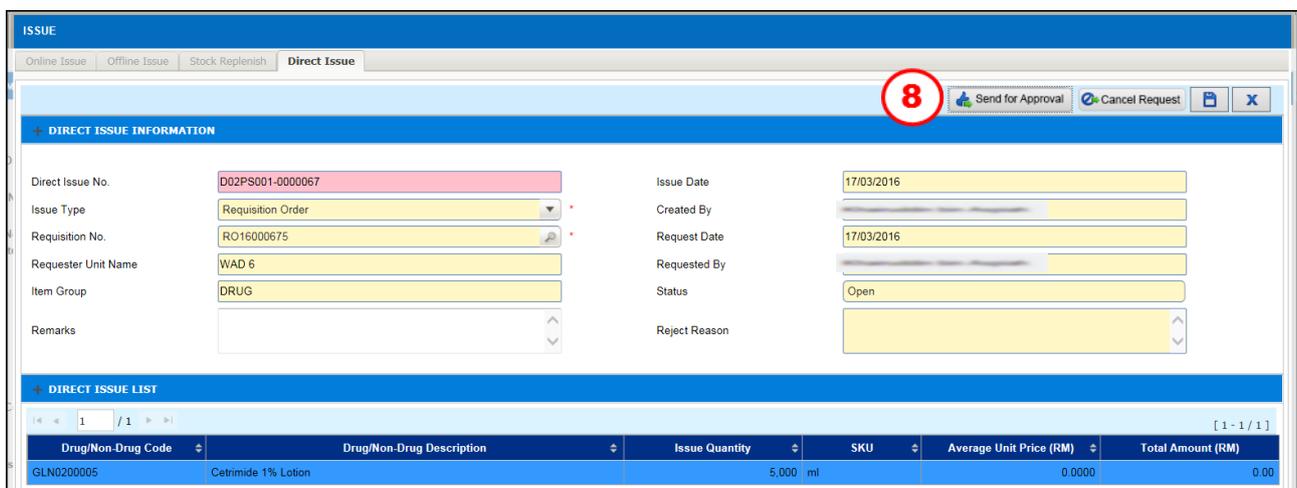
The 'Item Allocation' screen will be displayed.

### STEP 7

Click on the  button to save the transaction

#### **Note**

**Direct Issue No.** will be automatically generated by the system for future reference and the  button will be enabled.



Drug/Non-Drug Code	Drug/Non-Drug Description	Issue Quantity	SKU	Average Unit Price (RM)	Total Amount (RM)
GLN0200005	Cetrimide 1% Lotion	5.000 ml		0.0000	0.00

Figure 3.7-6 Direct Issue Send for Approval

### STEP 8

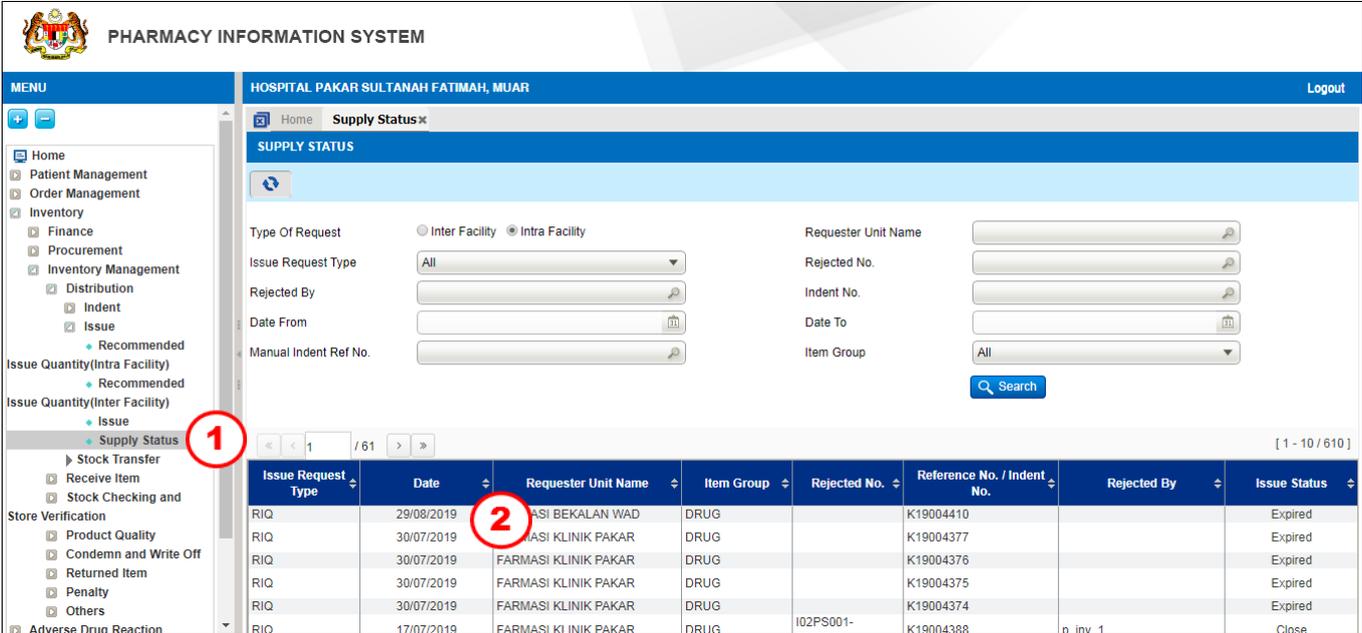
Click on the  button to send request to HOD for approval

#### **Note**

The **Status** will be changed to 'Pending for Approval'.

### 3.8 Supply Status

This function is used to display supply status transaction once the RIQ is closed.



**PHARMACY INFORMATION SYSTEM**

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

Home Supply Status

**SUPPLY STATUS**

Type Of Request:  Inter Facility  Intra Facility

Requester Unit Name: [Text Field]

Issue Request Type: [Dropdown: All]

Rejected No.: [Text Field]

Rejected By: [Text Field]

Indent No.: [Text Field]

Date From: [Date Picker]

Date To: [Date Picker]

Manual Indent Ref No.: [Text Field]

Item Group: [Dropdown: All]

[Search]

[ 1 - 10 / 610 ]

Issue Request Type	Date	Requester Unit Name	Item Group	Rejected No.	Reference No. / Indent No.	Rejected By	Issue Status
RIQ	29/08/2019	ASI BEKALAN WAD	DRUG		K19004410		Expired
RIQ	30/07/2019	FARMASI KLINIK PAKAR	DRUG		K19004377		Expired
RIQ	30/07/2019	FARMASI KLINIK PAKAR	DRUG		K19004376		Expired
RIQ	30/07/2019	FARMASI KLINIK PAKAR	DRUG		K19004375		Expired
RIQ	30/07/2019	FARMASI KLINIK PAKAR	DRUG		K19004374		Expired
RIQ	17/07/2019	FARMASI KLINIK PAKAR	DRUG	102PS001-	K19004388	p. inv. 1	Close

Figure 3.8-1 Supply Status List

**STEP 1**

Click on 'Inventory' menu, followed by 'Inventory Management', followed by 'Distribution', followed by 'Issue' and then click 'Supply Status'

**STEP 2**

Click on the Transaction No. and the rejected issue screen will be displayed as per Figure 3.8-1

**Note**

A new screen will be displayed as shown in Figure 3.8-2

**ISSUE**

Online Issue
Offline Issue
Consumption
Stock Replenish
Direct Issue

X

**ONLINE ISSUE INFORMATION**

Type Of Request	<input type="radio"/> Inter Facility <input checked="" type="radio"/> Intra Facility		Rejected Date	<input type="text" value="29/05/2019"/>
Rejected No.	<input type="text" value=""/>		Rejected By	<input type="text" value=""/>
Indent No.	<input type="text" value="K19004268"/>		Unit Name	<input type="text" value="STOR FARMASI"/>
Facility	<input type="text" value=""/>		Supplying Unit	<input type="text" value="STOR FARMASI"/>
Requester Unit Name	<input type="text" value="WAD 12"/>		No. of Items	<input type="text" value="1"/>
Indent Date	<input type="text" value="29/05/2019 7:24:39 AM"/>		Total Amount (RM)	<input type="text" value="77.40"/>
Indent By	<input type="text" value=""/>		Indent Status	<input type="text" value="Closed"/>
Item Group	<input type="text" value="DRUG"/>		Approval Status	<input type="text" value="Close"/>
UOM	<input type="text" value="PKU"/>		Reject Reason	<input type="text" value="SILA RUJUK INDEN K19004267"/>
Indent category	<input type="text" value=""/>			

**ONLINE ISSUE LIST**

[ 1 - 1 / 1 ]

Drug/Non-Drug Code	Drug/Non-Drug Name	Preferred Item	Packaging description	SKU	Total Amount (RM)	Item Status	Usage & Issue Quantity
B05XA03100P6002b	Sodium Chloride 0.9% 100mL IV soln	Sodium Chloride 0.9% 100mL IV soln	Bottle of 100ml	bott	77.40	Closed	0

**Figure 3.8-2 Rejected Issue Information**

### 3.9 Issue Approval

This function is used HOD to approve the issue quantity

#### 3.9.1 Online Issue Approval

This function is used to perform Online Issue approval.

TASK LIST						
Transaction Type: All <input type="text" value="Search"/>						
						[ 51 - 53 / 53 ]
Transaction Type	Transaction No.	Item Group	Date/Time	Task Status	From Unit/Department	From User
Indent(External)	R1901PS001-0004408	Drug	14/08/2019 12:33 PM	Pending For Approval	PHARMACY (Klinik Kesihatan Greentown)	
Product Complaint	PC19000026	Drug	22/08/2019 01:06 PM	Investigation - Pending	FARMASI BEKALAN WAD	
RIQ	K19004411	Drug	18/09/2019 04:44 PM	Pending For Approval	FARMASI BEKALAN WAD	

Figure 3.9.1-1 Task List

#### STEP 1

Click on the Transaction No. hyperlink and the Online Issue screen will be displayed

#### Note

A new screen will be displayed as shown in Figure 3.9.1-2.

RECOMMENDED ISSUE QUANTITY (INTRA FACILITY)																		
															<input type="button" value="Approve"/>	<input type="button" value="Reject"/>	<input type="button" value="Print"/>	<input type="button" value="Close"/>
<b>RECOMMENDED ISSUE QUANTITY INFORMATION</b>																		
Indent No.	K19004411				Indent Date	18/09/2019												
Unit Name	FARMASI BEKALAN WAD				RIQ Type	FIFO												
Send Indent To	STOR FARMASI				Indent By													
Supplying Unit	STOR FARMASI		Level 1		Indenter Remark													
Indent Type	Online Indent				Item Group	DRUG												
Total No. of Items Fully Supply	5				Total Amount (RM)	1,927.34												
Total No. of Items Partially Supply	0				Indent Status	Open												
Total No. of Items	5				RIQ Status	Draft												
UOM	<input type="radio"/> SKU <input checked="" type="radio"/> PKU				Issuer Remarks													
<b>RECOMMENDED ISSUE QUANTITY ITEM LIST</b>																		
															[ 1 - 5 / 5 ]			
Drug/Non-Drug Name	Drug/Non-Drug Code	Preferred Item	Default Packaging Description	SKU	Indenter's Information (SKU)					Supplying Unit Information (Quantity) (SKU)						Last Issued Date	Last Issued Quantity	Close
					Buffer Level	Stock Available	Usage & Issue Quantity	Indent Quantity	Max Storage	Stock Available	Recomm Issue	Pending	Amount (RM)	Supply Status				
Acyclovir 250mg/10ml Injection	J05AB01000P4001XX	Acyclovir 250 mg Injection	set of 10 vial	vial	750	420	0	200	1,500	700	200	0	1,392.00	Fully Supply	-	0	<input type="checkbox"/>	
Alfacalcidol 1mcg/0.5ml Injection (0.5ml amp)	A11CC03000P3001XX	Alfacalcidol 1mcg/0.5ml Inj	pack of 10 ampoule	amp	250	0	0	100	500	0	0	100	0.00	Closed	-	0	<input checked="" type="checkbox"/>	
Amphotericin B 50mg/10ml powder for Injection	J02AA01801P4001XX	Amphotericin B 50mg/10ml Vial Intravenous Inj	Pack of 1 vial	vial	20	10	0	30	40	34	30	0	522.00	Fully Supply	-	0	<input type="checkbox"/>	
Benzoyl Peroxide 5% Gel	D10AE01241G3001XX	Benzoyl Peroxide 5% Gel	tube of 40 gram	g	50	0	0	20	75	2,400	0	20	0.00	Closed	-	0	<input checked="" type="checkbox"/>	
Carbamazepine 200mg Tablet	N03AF01000T1001XX	Carbamazepine 200 mg Tablet	pack of 100 tablet	tablet	1,000	1,000	0	50	1,500	3,000	100	0	13.34	Fully Supply	-	0	<input type="checkbox"/>	
Total Amount (RM)												1,927.34						

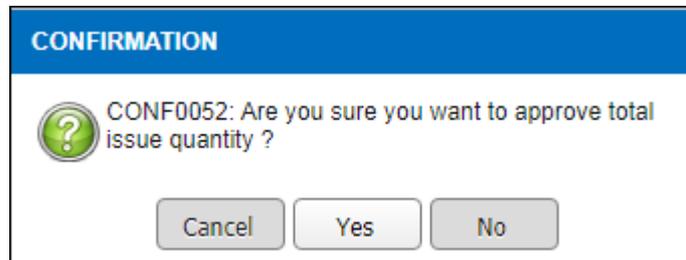
Figure 3.9.1-2 Approve Record

#### STEP 2

Click on the  button to approve the RIQ transaction.

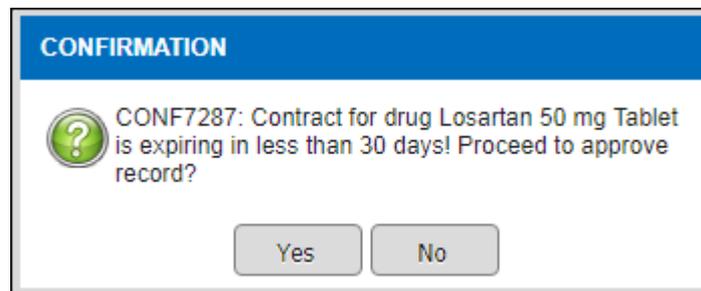
**Note**

- Stock at the Supplying Unit will be deducted after RIQ is approved.
- Once click approve confirmation alert message will be displayed as shown in Figure 3.9.1-3

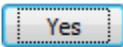
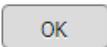


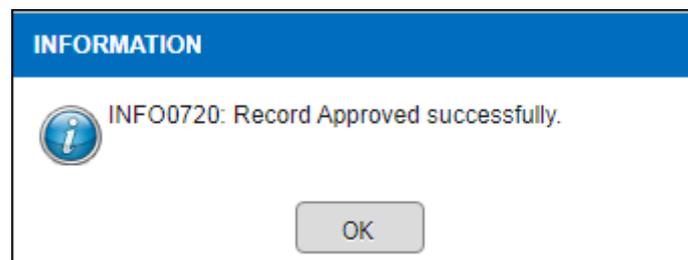
**Figure 3.9.1-3 Confirmation Alert Message**

- If there have drug will expire in 30-day alert message will be displayed as shown in Figure 3.9.1-4



**Figure 3.9.1-4 Expiring Alert Message**

- Click on the  button.
- After record has been approved, an alert message will be displayed as shown in Figure 3.9.1-5.
- Click on the  button.



**Figure 3.9.1-5 Save Record Alert Message**

3
Generate Issue Note X

RECOMMENDED ISSUE QUANTITY INFORMATION

Indent No. <span style="float: right;">K19004411</span>	Indent Date <span style="float: right;">18/09/2019</span>
Unit Name <span style="float: right;">FARMASI BEKALAN WAD</span>	RIQ Type <span style="float: right;">FIFO</span>
Send Indent To <span style="float: right;">STOR FARMASI</span>	Indent By <span style="float: right;">[User Name]</span>
Supplying Unit <span style="float: right;">STOR FARMASI <span style="border: 1px solid #ccc; padding: 0 5px;">Level 1</span></span>	Indenter Remark <span style="float: right;">[Text Area]</span>
Indent Type <span style="float: right;">Online Indent</span>	Item Group <span style="float: right;">DRUG</span>
Total No. of Items Fully Supply <span style="float: right;">5</span>	Total Amount (RM) <span style="float: right;">1,927.34</span>
Total No. of Items Partially Supply <span style="float: right;">0</span>	Indent Status <span style="float: right;">Closed</span>
Total No. of Items <span style="float: right;">5</span>	RIQ Status <span style="float: right;">Approved</span>
UOM <span style="float: right;"><input type="radio"/> SKU <input checked="" type="radio"/> PKU</span>	Issuer Remarks <span style="float: right;">[Text Area]</span>

RECOMMENDED ISSUE QUANTITY ITEM LIST

Drug/Non-Drug Name		Drug/Non-Drug Code		Preferred Item		Default Packaging Description		Indenter's Information (SKU)					Supplying Unit Information (Quantity) (SKU)					Last Issued Date	Last Issued Quantity	Close	
								SKU	Buffer Level	Stock Available	Usage & Issue Quantity	Indent Quantity	Max Storage	Stock Available	Recommen Issue	Pending	Amount (RM)				Supply Status
Acyclovir 250mg/10ml Injection		J05AB01000P400		Acyclovir 250 mg Injection		set of 10 vial		vial	750	420	0	200	1,500	500	200	0	1,392.0	Fully	19/09/2019	200	Waiting

Figure 3.9.1-6 Online Issue Generate Issue Note

**STEP 3**

Click on the  Generate Issue Note to print out the issue note

**Note**

- Once click generate issue note alert message will be display as shown in Figure 3.9.1-7

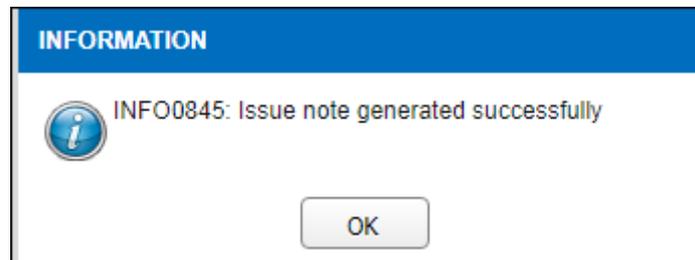
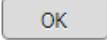


Figure 3.9.1-7 Alert Message

- Click on the  button.



KEMENTERIAN KESIHATAN MALAYSIA  
Hospital Pakar Sultanah Fatimah, Muar  
BORANG PERMOHONAN STOK

Salinan Pengeluar

KEW.PS-7

No. BPPS : K19004411/N02PS001-0041394

Nama dan Alamat Pemesan : FARMASI BEKALAN WAD				Nama dan Alamat Pengeluar : STOR FARMASI											
Dilengkapkan Oleh Pemesan				Dilengkapkan Oleh Pengeluar											
				BAHAGIAN BEKALAN KAWALAN DAN AKAUN						BAHAGIAN SIMPANAN					
No. Kod	Perihal Stok	Kuantiti Dimohon	SKU	No. Kod	PKU	Deskripsi Pembungkusan	Baki Sedia Ada	Kuantiti Diluluskan	Harga (RM)		Kuantiti Dikeluarkan	No Kelompok	Tarikh Luput	Pembungkusan (Perlu/Tidak)	No. Borang Pembungkusan Stok(BPS)
									Seunit	Jumlah					
J05AB01000P40 01XX	Acyclovir 250mg/10ml Injection	200	vial	07.0017.04	set	set of 10 vial	50	20	69.6000	1,392.00	20	B1811030	30/11/2020		
J02AA01801P40 01XX	Amphotericin B 50mg/10ml powder for Injection	30	vial	07.0014.01	vial	Pack of 1 vial	4	30	17.4000	522.00	30	GI80156	31/05/2020		
N03AF01000T10 01XX	Carbamazepine 200mg Tablet	50	tablet	02.0405.04	pck	pack of 100 tablet	29	1	13.3400	13.34	1	BJ07692	30/06/2021		

Nama dan Alamat Pemesan : FARMASI BEKALAN WAD				Nama dan Alamat Pengeluar : STOR FARMASI											
Dilengkapkan Oleh Pemesan				Dilengkapkan Oleh Pengeluar											
				BAHAGIAN BEKALAN KAWALAN DAN AKAUN						BAHAGIAN SIMPANAN					
				Jumlah : 1,927.34											
Dilengkapkan Oleh Pemesan				Dilengkapkan Oleh Pengeluar											
<b>Pemohon :</b> Nama : ..... Jawatan : Pegawai Farmasi UF44 Unit : FARMASI BEKALAN Jabatan : Pharmacy Tarikh : 18/09/2019 Tarikh pesanan diluluskan : 18/09/2019				<b>Pegawai Penerima :</b> Nama : ..... Jawatan : Unit : Jabatan : Tarikh : (Dilengkapkan setelah stok diterima)				<b>Pegawai Pelulus :</b> Nama : ..... Jawatan : Pegawai Perubatan Pakar Unit : STOR FARMASI Jabatan : General Surgery Tarikh : 19/09/2019				<b>Dikeluarkan dan Direkod oleh:</b> Nama : ..... Jawatan : Unit : Jabatan : Tarikh :			

Figure 3.9.1-8 Borang Permohonan Stok (KEW.PS-7)

### 3.9.2 Offline Issue Approval

This function is used to perform Offline Issue Approval.

TASK LIST						
Transaction Type: All		Search		[ 11 - 20 / 51 ]		
<<	<	2	>	>>		
Transaction Type	Transaction No.	Item Group	Date/Time	Task Status	From Unit/Department	From User
Requisition Order	RO19000614	Non-Drug	28/05/2019 11:56 AM	Pending For Approval	JABATAN RADIOLOGI	
Received From Supplier	P190002253	Non-Drug	29/05/2019 11:40 AM	Pending for Approval	STOR FARMASI	
Received From Supplier	P190002254	Non-Drug	29/05/2019 11:44 AM	Pending for Approval	STOR FARMASI	
Issuing	I02PS001-0060495	Drug	29/05/2019 11:53 AM	Pending To Issue	FARMASI REKONSTITUSI UBAT SITOKSIK	
Requisition Order	RO19000627	Non-Drug	29/05/2019 11:57 AM	Pending For Approval	FARMASI NUTRISI PARENTERAL	
Requisition Order	RO19000628	Non-Drug	29/05/2019 12:25 PM	Pending For Approval	FARMASI NUTRISI PARENTERAL	
Requisition Order	RO19000629	Non-Drug	29/05/2019 12:36 PM	Pending For Approval	JABATAN RADIOLOGI	
Indent(External)	R1901PS001-0004318	Non-Drug	30/05/2019 09:17 AM	Pending For Approval	PHARMACY (Klinik Kesihatan Bandar Maharani)	
Received From Supplier	P190002271	Drug	30/05/2019 12:35 PM	Pending for Approval	STOR FARMASI	
Received From Supplier	P190002272	Drug	30/05/2019 12:35 PM	Pending for Approval	STOR FARMASI	

Figure 3.9.2-1 Task List

#### STEP 1

Click on the Transaction No. hyperlink and the Offline Issue screen will be displayed as per Figure 3.9.2-1

#### Note

A new screen will be displayed as shown in Figure 3.9.2-2.

ISSUE							
Online Issue	Offline Issue						
<div style="text-align: right;"> <input type="button" value="Approve"/> <input type="button" value="Reject"/> <input type="button" value="X"/> </div>							
OFFLINE ISSUE INFORMATION							
Manual Issue No.	M02PS001-0085316						
Issue Note No.	NO Issue Note						
Issue Type	Intra Facility						
By External Unit Catalogue	No						
Requester Unit Name	DEWAN BEDAH						
Manual Indent Reference No.							
Requested By							
Item Group	DRUG						
Request Date	15/08/2019						
Created By							
Unit Name	STOR FARMASI						
No. of Items	2						
Total Amount (RM)	1,092.96						
Status	Pending For Approval						
UOM	<input type="radio"/> SKU <input checked="" type="radio"/> PKU						
Order Date							
Remarks							
Item Sub Class :							
<input type="checkbox"/> Cytotoxic	<input type="checkbox"/> External Preparation						
<input type="checkbox"/> IV/IP/IRR Solution	<input type="checkbox"/> Parenteral Nutrition						
<input type="checkbox"/> Tablet/Capsule	<input type="checkbox"/> Vaccine						
<input type="checkbox"/> Inhalers, Eye/Ear/Nose Preparations	<input type="checkbox"/> Psychotropic/Narcotic						
<input type="checkbox"/> Injectables	<input type="checkbox"/> Radiopharmaceuticals						
<input type="checkbox"/> Internal Preparation	<input type="checkbox"/> Raw Material						
OFFLINE ISSUE LIST							
<input type="button" value="Delete Item"/> <input type="button" value="Add Item"/>							
[ 1 - 2 / 2 ]							
Drug/Non-Drug Code	Drug/Non-Drug Name	Storage	Quantity Available	Issue Quantity	SKU	Total Amount (RM)	Usage & Issue Quantity
D08AA03000L6001XX	Acriflavine 0.1% Lotion	540,000	122,280	2,400	ml	48.96	0
C01CA04110P3001XX	Dopamine 40 mg / ml in 5 ml Injection (200mg/5ml)	3,000	800	300	amp	1,044.00	0

Figure 3.9.2-2 Offline Issue Approval

#### STEP 2

Double click on the **Item information** under Add Issue Items

**Note**

A new screen will be displayed as shown in Figure 3.9.2-3.

Item Code	Item Description	Drug Code	Drug Description	Brand Name	Batch No	Expiry Date	Packaging Description	Stock Available (SKU)	Conversion Factor	Stock Available (PKU)	Average Unit Price (RM)	Issue Quantity (SKU)	Issue Quantity (PKU)
03.1002.02	Flupenthixol Decanoate 20 mg / ml Injection	N054F01135P2001XX	Flupenthixol Decanoate Depot 20mg/ml Inj	FLUANXOL	2386502	28/02/2018	Pack of 10 amps	550 (amp)	10	55.00 (pck)	16.2400	100	10.00
Total Quantity												100	

Figure 3.9.2-3 Add Issue Quantity

**STEP 3**

User is allowed to change the quantity if required

**STEP 4**

Click on the button to save the transaction

ISSUE

Offline Issue
Approve
Reject
X

OFFLINE ISSUE INFORMATION

Manual Issue No. <input type="text" value="M02PS001-0085316"/>	Request Date <input type="text" value="15/08/2019"/>
Issue Note No. <input type="text" value="NO Issue Note"/>	Created By <input type="text"/>
Issue Type <input type="text" value="Intra Facility"/> <small>Unit Catalog</small>	Unit Name <input type="text" value="STOR FARMASI"/>
By External Unit Catalogue <input type="text" value="No"/>	No. of Items <input type="text" value="2"/>
Requester Unit Name <input type="text" value="DEWAN BEDAH"/>	Total Amount (RM) <input type="text" value="1,092.96"/>
Manual Indent Reference No. <input type="text"/>	Status <input type="text" value="Pending For Approval"/>
Requested By <input type="text"/>	UOM <input type="text" value="SKU"/> <input checked="" type="radio"/> PKU
Item Group <input type="text" value="DRUG"/>	Order Date <input type="text"/>
Remarks <input type="text"/>	

Item Sub Class :

<input type="checkbox"/> Cytotoxic	<input type="checkbox"/> External Preparation	<input type="checkbox"/> Inhalers, Eye/Ear/Nose Preparations	<input type="checkbox"/> Injectables	<input type="checkbox"/> Internal Preparation
<input type="checkbox"/> IV/IP/IRR Solution	<input type="checkbox"/> Parenteral Nutrition	<input type="checkbox"/> Psychotropic/Narcotic	<input type="checkbox"/> Radiopharmaceuticals	<input type="checkbox"/> Raw Material
<input type="checkbox"/> Tablet/Capsule	<input type="checkbox"/> Vaccine			

OFFLINE ISSUE LIST

	Drug/Non-Drug Code	Drug/Non-Drug Name	Max Storage	Quantity Available	Issue Quantity	SKU	Total Amount (RM)	Usage & Issue Quantity
<input type="checkbox"/>	D08AA03000L6001XX	Acriflavine 0.1% Lotion	540,000	122,280	2,400	ml	48.96	0
<input type="checkbox"/>	C01CA04110P3001XX	Dopamine 40 mg / ml in 5 ml Injection (200mg/5ml)	3,000	800	300	amp	1,044.00	0

Figure 3.9.2-4 Offline Issue Approval

**STEP 5**

- b) Click on the button to approve the Offline Issue transaction and the **Status** will automatically change to Approved

**Note**

- Click on the button in Figure 3.6.1-5 and the will be displayed in Figure 3.9.2-6.

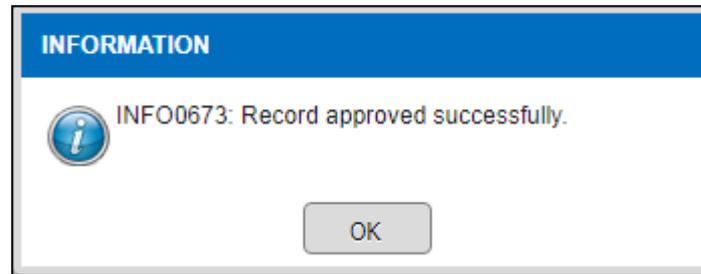


Figure 3.9.2-5 Approved Alert Message

b) Click on the  button to reject the Offline Issue transaction and the **Status** will be changed to 'Rejected'.

- **Reject Reason** is mandatory to be entered to reject the Offline Issue transaction.

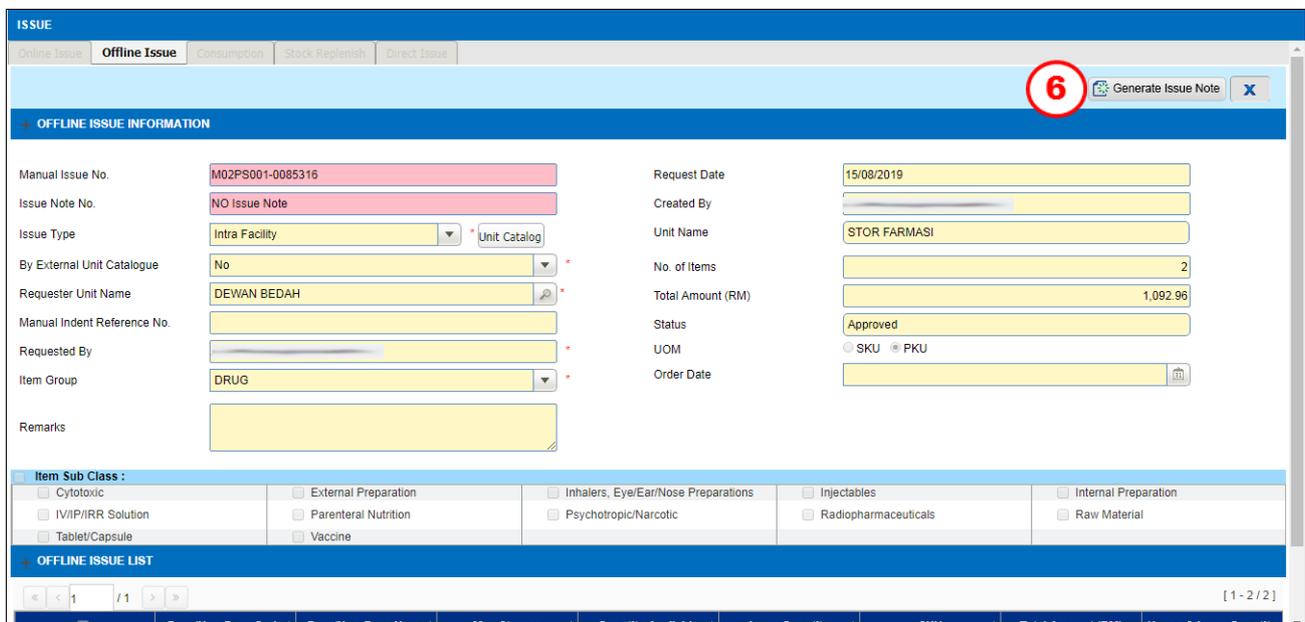
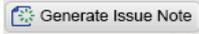


Figure 3.9.2-6 Offline Issue Generate Issue Note

**STEP 6**

Click on the  to print out the issue note

		<b>KEMENTERIAN KESIHATAN MALAYSIA</b> <b>Hospital Pakar Sultanah Fatimah, Muar</b> <b>BORANG PERMOHONAN STOK</b>										Salinan Pengeluar <b>KEW.PS-7</b>					
Nama dan Alamat Pemesan : DEWAN BEDAH				Nama dan Alamat Pengeluar : STOR FARMASI													
Dilengkapkan Oleh Pemesan				Dilengkapkan Oleh Pengeluar													
				BAHAGIAN BEKALAN KAWALAN DAN AKAUN							BAHAGIAN SIMPANAN						
No. Kod	Perihal Stok	Kuantiti Dimohon	SKU	No. Kod	PKU	Deskripsi Pembungkusan	Baki Sedia Ada	Kuantiti Diluluskan	Harga (RM)		Kuantiti Dikeluarkan	No Kelompok	Tarikh Luput	Pembungkusan (Perlu/Tidak)	No. Borang Pembungkusan Stok(BPS)		
									Seunit	Jumlah							
D08AA03000L6001XX	Acriflavine 0.1% Lotion	2,400	ml	01.0016.04	bott	bottle of 120 millilitre	350	20	2,4480	48.96	20	18941	31/12/2019				
C01CA04110P3001XX	Dopamine 40 mg / ml in 5 ml Injection (200mg/5ml)	300	amp	03.0609.07	pck	pack of 10 ampoule	50	30	34,8000	1,044.00	30	181238T	31/05/2021				
				Jumlah : 1,092.96													
Dilengkapkan Oleh Pemesan				Dilengkapkan Oleh Pengeluar													
<b>Pemohon :</b> Nama : Jawatan : Unit : DEWAN BEDAH Jabatan : Tarikh : 15/08/2019 Tarikh pesanan diluluskan :				<b>Pegawai Penerima :</b> Nama : Jawatan : Unit : Jabatan : Tarikh : (Dilengkapkan setelah stok diterima)				<b>Pegawai Pelulus :</b> Nama : Jawatan : Pegawai Perubatan Pakar Unit : STOR FARMASI Jabatan : General Surgery Tarikh : 15/08/2019				<b>Dikeluarkan dan Direkod oleh:</b> Nama : Jawatan : Unit : Jabatan : Tarikh :					
Printed Date : 15/08/2019				Printed By :				Unit Name : STOR FARMASI				Source : PhIS					

Figure 3.4.2-19 Borang Pesanan dan Pengeluaran Stok (KEW.PS-7)

**Note**

- For all types of Offline Issue, the approval steps are the same.

### 3.9.3 Stock Replenish Approval

This function is used to perform Stock Replenish approval.

**Note**

HOD will receive the 'Pending for Approval' for Stock Replenish transactions in the Task List as shown in Figure 3.6.2-1.

TASK LIST						
No	Transaction Type	Transaction No.	Date/Time	Task Status	From Unit/Department	From User
1	RCL Transaction type	RC14000003	11/03/2014 06:38 PM	Pending for Approval	UNIT FARMASI BEKALAN WAD	...
2	Indent	K14000007	12/03/2014 10:41 AM	Pending For Approval	UNIT FARMASI BEKALAN WAD	...
3	Indent	K14000008	12/03/2014 10:52 AM	Pending For Approval	UNIT FARMASI BEKALAN WAD	...
4	Issue	F02FBW-0000002	12/03/2014 11:35 AM	Pending For Approval	UNIT FARMASI BEKALAN WAD	...
5	Issue	M02FBW-0000016	06/04/2014 05:10 AM	Pending For Approval	UNIT FARMASI BEKALAN WAD	...

Figure 3.9.3-1 Task List

**STEP 1**

Click on the Transaction No. hyperlink and the Stock Replenish screen will be displayed as per Figure 3.9.3-2

ISSUE

Online Issue | Offline Issue | **Stock Replenish** | Direct Issue

Approve | Reject | X

Stock Replenish No. F02FBW-0008735 | Generated Date 01/06/2015

Requester Unit WAD 8 (MED - L) | Level 3 | Unit Catalog | Created By ...

Total Issue Amount(RM) 74.43 | Supply Unit UNIT FARMASI BEKALAN WAD | Level 2

Remarks | No. of Items 11 | Status Pending For Approval

Reject Reason

Item Sub Class (Drug)

Cytotoxic |  External Preparation |  Inhalers, Eye/Ear/Nose Preparations |  Injectables |  Internal Preparation

IV/IP/IRR Solution |  Parenteral Nutrition |  Psychotropic/Narcotic |  Radiopharmaceuticals |  Raw Material

Tablet/Capsule |  Vaccine

LIST OF ITEMS

Delete Item

Drug Code	Drug Description	Max Storage In Requester Unit	Stock Available In Supplier Unit	Stock Available In Requester Unit	Suggested Quantity	Issue Quantity	SKU	Average Unit Price (RM)	Total Amount (RM)	Usage & Issue Quantity	Remarks (Drug Label)
RAW00042	Sodium Bicarbonate	75	0	0	75	0	g	0.0056	0.00	0	

Figure 3.9.3-2 Ward/Unit Stock Approval

**STEP 2**

Double-click on the **Item information** under List of Items

**Note**

A new screen will be displayed as shown in Figure 3.9.3-3.

Item Code	Item Description	Drug Code	Drug Description	Brand Name	Batch No	Expiry Date	Packaging Description	Stock Available (SKU)	Conversion Factor	Stock Available (PKU)	Average Unit Price (RM)	Issue Quantity (SKU)	Issue Quantity (PKU)
03.1007.01	Glyceril Trinitrate 25mg/5ml Inj	C01DA02221 P3001XX	Glyceril Trinitrate 25mg/5ml Inj	DBL	131131T	30/06/2016	Pack of 5 amps	375 (amp)	1	375.00 (amp)	0.0	5	5.00
Total Quantity												5	

Figure 3.9.3-3 Add Issue Quantity

**STEP 3**

User is allowed to change the issue quantity if required

**STEP 4**

Click on the button to save the transaction

**ISSUE**

Online Issue   Offline Issue   **Stock Replenish**   Direct Issue

Stock Replenish No.       Generated Date

Requester Unit         Created By

Total Issue Amount(RM)       Supply Unit

Remarks

No. of Items

Status

Reject Reason

Item Sub Class (Drug)

<input type="checkbox"/> Cytotoxic	<input type="checkbox"/> External Preparation	<input type="checkbox"/> Inhalers, Eye/Ear/Nose Preparations	<input type="checkbox"/> Injectables	<input type="checkbox"/> Internal Preparation
<input type="checkbox"/> IV/IP/IRR Solution	<input type="checkbox"/> Parenteral Nutrition	<input type="checkbox"/> Psychotropic/Narcotic	<input type="checkbox"/> Radiopharmaceuticals	<input type="checkbox"/> Raw Material
<input type="checkbox"/> Tablet/Capsule	<input type="checkbox"/> Vaccine			

**LIST OF ITEMS**

	Drug Code	Drug Description	Max Storage In Requester Unit	Stock Available In Supplier Unit	Stock Available In Requester Unit	Suggested Quantity	Issue Quantity	SKU	Average Unit Price (RM)	Total Amount (RM)	Usage & Issue Quantity	Remarks (Drug Label)
<input type="checkbox"/>	RAW00042	Sodium Bicarbonate	75	0	0	75	0	g	0.0056	0.00	0	

Figure 3.9.3-4 Ward/Unit Stock Approval

**STEP 5**

- a) Click on the button to approve the Ward/Unit Stock transaction and the **Status** will be automatically changed to Approved

**Note**

The button will be displayed as per Figure 3.9.3-5.

- b) Click on the button to reject the Ward/Unit Stock transaction and the **Status** will be changed to 'Rejected'

**Note**

**Reject Reason** is mandatory to be entered to reject the Ward/Unit Stock transaction.

ISSUE

Online Issue | Offline Issue | Ward/Unit Stock | Direct Issue

6 7

Generate Issue Note Label X

Ward/Unit stock No	F02FBW-0000002	Generated Date	12/03/2014 11:34:48 AM
Requester Unit Name	WAD 1 (PSY - P)	Created By	
Subclass	Injectables	Unit Name	UNIT FARMASI BEKALAN WAD
Total Issue Amount(RM)	0.00	No Of Items	5
Remarks			

LIST OF ITEMS

☐	Drug Code	Drug Description	Stock Available in Supplier Unit	Stock Available in Requester Unit	Suggested Quantity	Issue Quantity	SKU	Average Unit Price (RM)	Total Amount (RM)	Usage & Issue Quantity	Remarks
☐	C01DA02221P3001X	Glycerol Trinitrate 25mg/5ml Inj	375	0	5	5	amp	0.0000	0.00	0	
☐	N05AF05135P2001X	Zuclopenthixol Decanoate 200mg/ml Injection	600	5	25	25	amp	0.0000	0.00	0	
☐	C01AA05000P3001X	Digoxin 500mcg/2ml Inj	225	0	3	3	vial	0.0000	0.00	0	
☐	C01BD01110P3001X	Amlodarone 150mg/3ml Inj	75	0	3	3	amp	0.0000	0.00	0	
☐	N05AD01000P3001X	Haloperidol 5mg/ml Inj	600	5	35	35	EA	0.0000	0.00	0	

**Figure 3.9.3-5 Ward/Unit Stock Issue Generate Issue Note and Label**

**STEP 6**

Click on the  Generate Issue Note as per Figure 3.9.3-5 to print out the issue note as per Figure 3.9.3-6

**STEP 7**

Click on the  Label as per Figure 3.9.3-5 to print out the label as per Figure 3.9.3-7

		<b>KEMENTERIAN KESIHATAN MALAYSIA</b> <b>Hospital Pakar Sultanah Fatimah, Muar</b> <b>BORANG PERMOHONAN STOK</b>								Salinan Pengeluar <b>KEW.PS-7</b> No. BPPS : <u>NO Issue Note</u>					
Nama dan Alamat Pemesan : FARMASI DISCAJ				Nama dan Alamat Pengeluar : FARMASI BEKALAN WAD ( SATELIT FILLING STATION )											
Dilengkapkan Oleh Pemesan				Dilengkapkan Oleh Pengeluar											
				BAHAGIAN BEKALAN KAWALAN DAN AKAUN						BAHAGIAN SIMPANAN					
No. Kod	Perihal Stok	Kuantiti Dimohon	SKU	No. Kod	SKU	Deskripsi Pembungkusan	Baki Sedia Ada	Kuantiti Diluluskan	Harga (RM)		Kuantiti Dikeluarkan	No Kelompok	Tarikh Luput	Pembungkusan (Perlu/Tidak)	No. Borang Pembungkusan Stok(BPS)
									Seunit	Jumlah					
N02BA01000T4001XX	Acetylsalicylic Acid 300 mg Soluble Tablet	477	tablet	02.0003.05	tablet	Pack of 30 tabs (Blister)	40	9	0.2167	1.95	9	T1807018	31/07/2020		
									Jumlah :		1.95				
Dilengkapkan Oleh Pemesan				Dilengkapkan Oleh Pengeluar											
Pemohon :		Pegawal Penerima :			Pegawal Pelulus :						Dikeluarkan dan Direkod oleh:				
Nama :		Nama :			Nama :						Nama :				
Jawatan :		Jawatan :			Jawatan : Penolong Pegawai Farmasi U36						Jawatan :				
Unit : FARMASI DISCAJ		Unit :			Unit : FARMASI BEKALAN WAD ( SATELIT FILLING STATION )						Unit :				
Jabatan :		Jabatan :			Jabatan : Pharmacy						Jabatan :				
Tarikh : 11/07/2019		Tarikh :			Tarikh : 11/07/2019						Tarikh : 11/07/2019				
Tarikh pesanan diluluskan :		(Dilengkapkan setelah stok diterima)													
Printed Date : 15/08/2019				Printed By :				Unit Name : FARMASI BEKALAN WAD				Source : PhIS			
Page 1 of 2															

Figure 3.9.3-6 Borang Permohonan Stok KEW.PS-7

<b>Hospital Pakar Sultanah Fatimah, Muar</b>	
<b>Acetylsalicylic Acid 300 mg Soluble Tablet</b>	
Qty : <b>9 tablet</b>	
Batch No: <b>T1807018</b>	Worksheet ID:
Date Prepared: <b>11/07/2019</b>	Date Exp: <b>31/07/2020</b>

Figure 3.9.3-7 Label

### 3.9.4 Direct Issue Approval

This function is used to perform Direct Issue approval.

**Note**

Head of Department (HOD) will receive the 'Pending for Approval' for Direct Issue transactions in the Task List as shown in Figure 3.9.4-1.

TASK LIST					
Transaction Type: All <input type="text"/> Search					
[ 1 - 10 / 52 ]					
Transaction Type	Transaction No.	Date/Time	Task Status	From Unit/Department	From User
Received From Supplier	P18000028	18/01/2018 01:18 PM	Pending for Approval	STOR FARMASI	
Receive Internal	RT18000002	18/01/2018 03:23 PM	Pending to Receive	UNIT FARMASI BEKALAN WAD	
Receive Internal	RT18000003	18/01/2018 06:26 PM	Pending to Receive	UNIT FARMASI BEKALAN WAD	
Indent(External)	R1801PS001-0000020	19/01/2018 12:18 PM	Pending For Approval	PHARMACY (Hospital Kulim)	
Issue (Offline)	M02PS001-0051617	19/01/2018 09:26 PM	Pending For Approval	STOR FARMASI	
Issue (Offline)	M02PS001-0051618	19/01/2018 09:29 PM	Pending For Approval	STOR FARMASI	
Issue (Direct)	D02PS001-0000623	23/01/2018 11:51 AM	Pending For Approval	STOR FARMASI	

Figure 3.9.4-1 Task List

**STEP 1**

Click on the Transaction No. hyperlink and the Direct Issue screen will be displayed as per Figure 3.9.4-2

ISSUE					
Online Issue   Offline Issue   Consumption   Stock Replenish   <b>Direct Issue</b>					
Approve   Reject   X					
+ DIRECT ISSUE INFORMATION					
Direct Issue No.	D02PS001-0000623	Issue Date	23/01/2018		
Issue Type	Requisition Order	Created By			
Requisition No.	RO18000012	Request Date	23/01/2018		
Requester Unit Name	WAD 15 (PEAD)	Requested By			
Item Group	DRUG	Status	Pending For Approval		
Remarks					
Reject Reason					
+ DIRECT ISSUE LIST					
[ 1 - 1 / 1 ]					
Drug/Non-Drug Code	Drug/Non-Drug Description	Issue Quantity	SKU	Average Unit Price (RM)	Total Amount (RM)
GLN0200005	Cetrimide 1% Lotion	5,000 ml		0.0005	2.50

Figure 3.9.4-2 Direct Issue

**STEP 2**

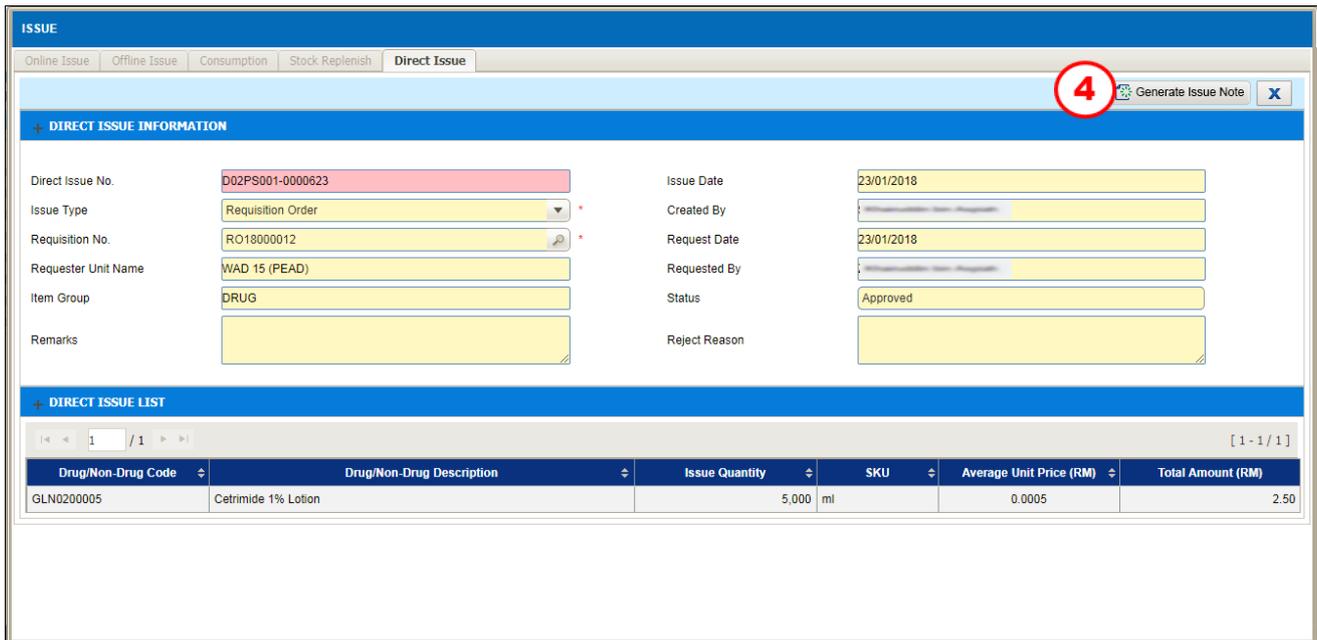
Double-click on the **Item information** under Direct Issue

### STEP 3

- Click on the  button to approve the Direct Issue transaction and the **Status** will be automatically changed to Approved
- Click on the  button to reject the Direct Issue transaction and the **Status** will be changed to 'Rejected'

### Note

**Reject Reason** is mandatory to be entered to reject the Direct Issue transaction.



The screenshot shows the 'ISSUE' form with the 'Direct Issue' tab selected. The 'DIRECT ISSUE INFORMATION' section contains the following fields:

Direct Issue No.	D02PS001-0000623	Issue Date	23/01/2018
Issue Type	Requisition Order	Created By	
Requisition No.	RO18000012	Request Date	23/01/2018
Requester Unit Name	WAD 15 (PEAD)	Requested By	
Item Group	DRUG	Status	Approved
Remarks		Reject Reason	

The 'DIRECT ISSUE LIST' section shows a table with the following data:

Drug/Non-Drug Code	Drug/Non-Drug Description	Issue Quantity	SKU	Average Unit Price (RM)	Total Amount (RM)
GLN0200005	Cetrimide 1% Lotion	5,000 ml		0.0005	2.50

The 'Generate Issue Note' button is circled in red with the number 4.

Figure 3.9.4-4 Direct Issue Generate Issue Note

### STEP 4

Click on the  as per Figure 3.9.4-4 to print out the issue note as per Figure 3.9.4-5

Dilengkapkan Oleh Pemesan		Dilengkapkan Oleh Pengeluar													
Dilengkapkan Oleh Pemesan		BAHAGIAN BEKALAN KAWALAN DAN AKAUN							BAHAGIAN SIMPANAN						
No. Kod	Perihal Stok	Kuantiti Dimohon	SKU	No. Kod	SKU	Deskripsi Pembungkusan	Baki Sedia Ada	Kuantiti Diluluskan	Harga (RM)		Kuantiti Dikeluarkan	No Kelompok	Tarikh Luput	Pembungkusan (Perlu/Tidak)	No. Borang Pembungkusan Stok(BPS)
									Seunit	Jumlah					
N02BA01000T4 001XX	Acetylsalicylic Acid 300 mg Soluble Tablet	479	tablet	02.0003.05	tablet	Pack of 30 tabs (Blister)	1,498	2	0.2167	0.43	2	T1811016	30/11/2020		
Jumlah :									0.43						
Dilengkapkan Oleh Pemesan		Dilengkapkan Oleh Pengeluar													
<b>Pemohon :</b> Nama : Jawatan : Unit : FARMASI DISCAJ Jabatan : Tarikh : 11/07/2019 Tarikh pesanan diluluskan :		<b>Pegawai Penerima :</b> Nama : Jawatan : Unit : Jabatan : Tarikh : (Dilengkapkan setelah stok diterima)			<b>Pegawai Pelulus :</b> Nama : Jawatan : Penolong Pegawai Farmasi U36 Unit : FARMASI BEKALAN WAD Jabatan : Pharmacy Tarikh : 11/07/2019					<b>Dikeluarkan dan Direkod oleh:</b> Nama : Jawatan : Unit : Jabatan : Tarikh : 11/07/2019					
Printed Date : 15/08/2019		Printed By :			Unit Name : FARMASI BEKALAN WAD					Source : PhIS					

Figure 3.9.4-5 Borang Pesanan dan Pengeluaran Stok

## 4.0 Acronyms

Abbreviation	Definition
MOH	Ministry of Health
KKM	Kementerian Kesihatan Malaysia
PhIS	Pharmacy Information System
CPS	Clinical Pharmacy System
PKU	Packaging Keeping Unit
SKU	Store Keeping Unit
RIQ	Recommended Issue Quantity

## 5.0 Links To Inventory Modules

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