



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

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

<b>Version</b>	<b>: 11<sup>th</sup> Edition</b>
<b>Document ID</b>	<b>: U.MANUAL_INV_ISSUE</b>



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Application reference: PhIS & CPS v2.3.1



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## 1.0 Introduction

### 1.1 Overview of PhIS

Pharmacy Information System or better known as PhIS is a complete and comprehensive system that integrates pharmacy related services that geared toward pharmacy excellence. This implementation would transform most of the current manual process to electronic system would benefit facility end user in the health care sector.

There are twelve (12) modules to assist service delivery by the health care sector which comprises of:

1. Order Management
2. Inpatient Pharmacy
3. Outpatient Pharmacy
4. Medication Counselling
5. Ward Pharmacy
6. Pharmacy Inventory
7. Manufacturing of Cytotoxic Drug Reconstitution, 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

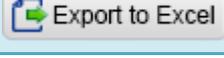
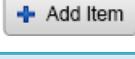
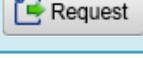
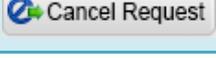
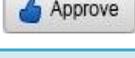
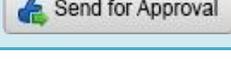
### 1.3 Organised Sections

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
External Indent Approval	13
Consumption	68
Stock Replenish	74
Stock Supply	86
KEW.PS-7 & KEW.PS-17	6-106

## 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

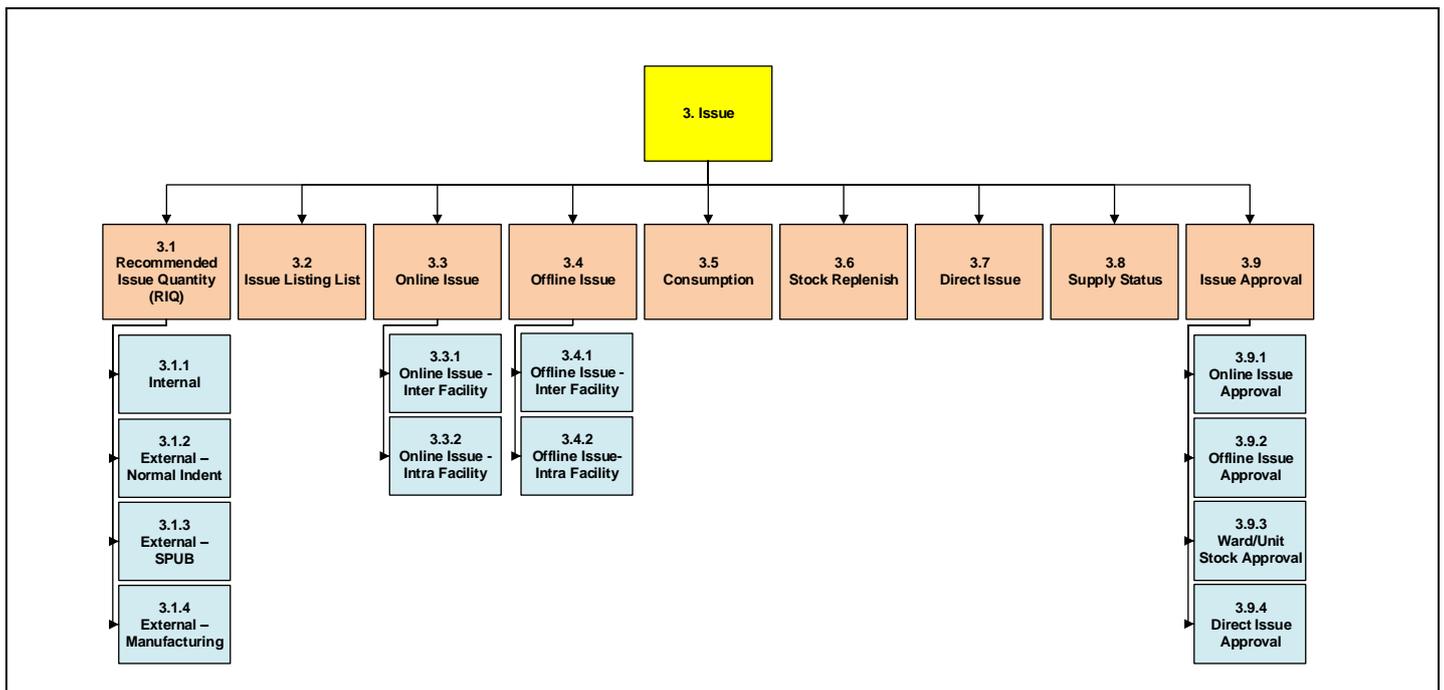


Figure 3-1

### Functional Description

Distribution Issue 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.

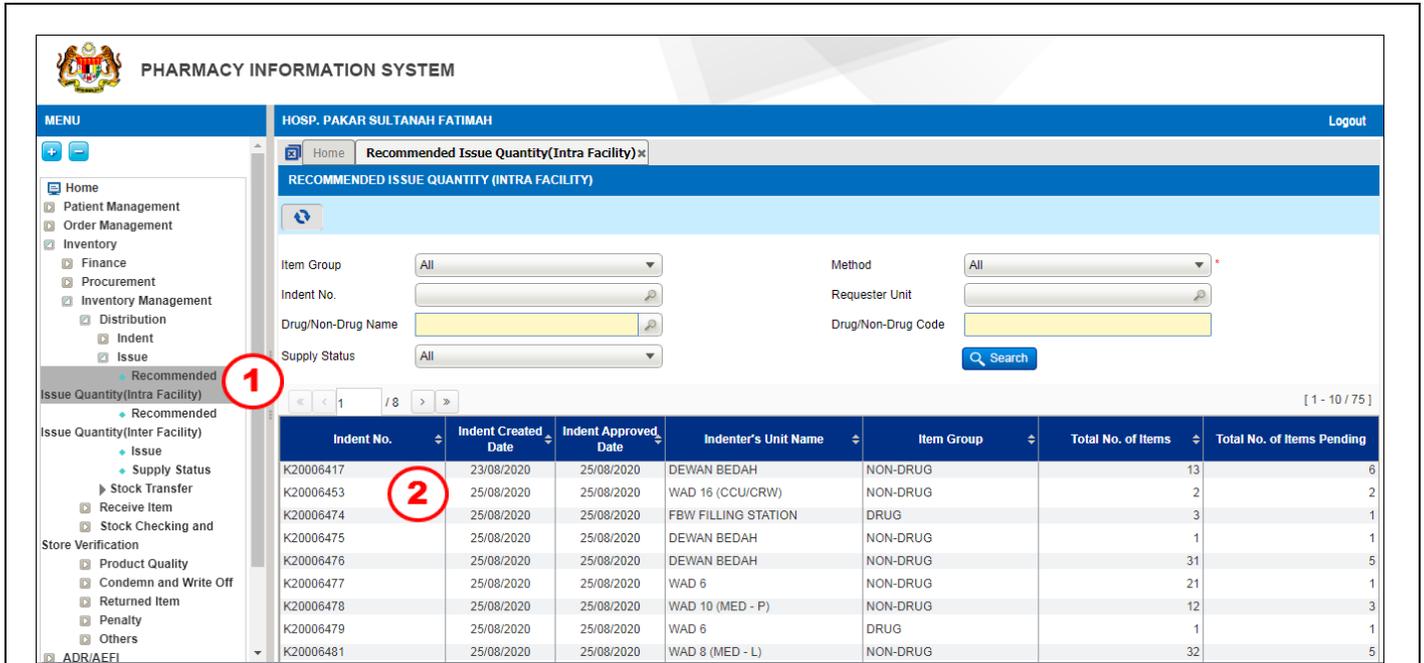


- **Direct Issue**  
This function allows level 1 user only to view all existing transaction and create a new transaction.
- **Supply Status**  
This function allows user to view all existing supply status list.
- **Issue Approval**  
This function is used for HOD to either approve or reject any issue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

HOSP. PAKAR SULTANAH FATIMAH

Home Recommended Issue Quantity(Intra Facility) Logout

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 Search

Indent No.	Indent Created Date	Indent Approved Date	Indenter's Unit Name	Item Group	Total No. of Items	Total No. of Items Pending
K20006417	23/08/2020	25/08/2020	DEWAN BEDAH	NON-DRUG	13	6
K20006453	25/08/2020	25/08/2020	WAD 16 (CCU/CRW)	NON-DRUG	2	2
K20006474	25/08/2020	25/08/2020	FBW FILLING STATION	DRUG	3	1
K20006475	25/08/2020	25/08/2020	DEWAN BEDAH	NON-DRUG	1	1
K20006476	25/08/2020	25/08/2020	DEWAN BEDAH	NON-DRUG	31	5
K20006477	25/08/2020	25/08/2020	WAD 6	NON-DRUG	21	1
K20006478	25/08/2020	25/08/2020	WAD 10 (MED - P)	NON-DRUG	12	3
K20006479	25/08/2020	25/08/2020	WAD 6	DRUG	1	1
K20006481	25/08/2020	25/08/2020	WAD 8 (MED - L)	NON-DRUG	32	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

Transaction Type	Transaction No.	Item Group	Date/Time	Task Status	From Unit/Department	From User
Requisition Order	RO20001040	Non-Drug	07/09/2020 07:46 PM	Pending For Approval	NICU	
Requisition Order	RO20001041	Non-Drug	07/09/2020 07:48 PM	Pending For Approval	NICU	
Requisition Order	RO20001042	Non-Drug	07/09/2020 07:50 PM	Pending For Approval	NICU	
Requisition Order	RO20001043	Non-Drug	07/09/2020 07:59 PM	Pending For Approval	NICU	
Requisition Order	RO20001044	Non-Drug	08/09/2020 11:21 AM	Pending For Approval	NICU	
Received From Supplier	P200003737	Non-Drug	08/09/2020 05:00 PM	Pending for Approval	STOR FARMASI	
RIQ	K20006874	Drug	08/09/2020 05:11 PM	Pending For Approval	UNIT RAWATAN RAPI	
Received From Supplier	P200003738	Non-Drug	08/09/2020 05:14 PM	Pending for Approval	STOR FARMASI	
RIQ	K20006875	Non-Drug	08/09/2020 05:54 PM	Pending For Approval	WAD 10 (MED - P)	
Indent(External)	R20006877	Drug	15/10/2020 02:51 PM	Pending For Approval	PHARMACY (Hosp. Pakar Sultanah Fatimah)	

Figure 3.1.1-2 RIQ in Task List Screen

**RECOMMENDED ISSUE QUANTITY (INTRA FACILITY)**

RECOMMENDED ISSUE QUANTITY INFORMATION

Indent No.	K20006417	Indent Date	23/08/2020
Unit Name	DEWAN BEDAH	RIQ Type	FIFO
Send Indent To	STOR FARMASI	Indent By	
Supplying Unit	STOR FARMASI Level 1	Indenter Remark	
Indent Type	Online Indent	Item Group	NON-DRUG
Total No. of Items Fully Supply	4	Total Amount (RM)	768.85
Total No. of Items Partially Supply	2	Indent Status	Open
Total No. of Items	13	RIQ Status	Draft
UOM	<input type="radio"/> SKU <input checked="" type="radio"/> PKU	Issuer Remarks	

RECOMMENDED ISSUE QUANTITY ITEM LIST

Drug/Non-Drug Name	Drug/Non-Drug Code	Preferred Item	Default Packaging Description	SKU	Indenter's Information (SKU)					Supplying Unit Information (Quantity) (SKU)							Close
					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	
Apron Plastic, Disposable (Large)	P1050460001	Apron Plastic, Disposable (Large)	pack of 100 each	EA	15,000	0	0	1,500	3,000	0	0	500	0.00	Open	26/08/2020	1,000	<input type="checkbox"/>
Autoclave Tape	N2100010001	Autoclave Tape 2cm Width	roll	roll	8	0	0	15	15	3	10	0	127.60	Fully Supply	26/08/2020	10	<input type="checkbox"/>
Bandage Orthopaedic 15cm x 2.7M	N1080430003	Orthopedic Bandage 15 cm x 2.7 m	Pack of 12 roll	roll	120	0	0	120	360	60	60	12	314.60	Partially Supply	26/08/2020	48	<input type="checkbox"/>
Chlorhexidine Dressing Sz: 10cm x 10cm (4" x 4")	N1360040001	Chlorhexidine Dressing Sz: 10cm x 10cm (4" x 4") - Bactigras	box of 10 each	EA	80	0	0	120	120	2,040	20	0	51.94	Fully Supply	26/08/2020	100	<input type="checkbox"/>
Dressing Retention Rolls (Non Woven, Adhesive) Sz: 10cm x 10m	N1360400002	Dressing Retention Rolls (Non Woven, Adhesive) Sz: 10cm x 10m	box of 1 each	EA	10	0	0	15	15	518	5	0	49.41	Fully Supply	26/08/2020	10	<input type="checkbox"/>
Suture, Silk Black Usp, Size 0,1 X 75cm, 3/8 Circle R/C 39mm	T2070550001	Suture, Silk Black Usp, Size 0,1 X 75cm, 3/8 Circle R/C 39mm	Box of 12's	box	10	0	0	15	15	20	5	0	225.30	Fully Supply	26/08/2020	10	<input type="checkbox"/>
Total Amount (RM)											768.85						

ISSUE HISTORY

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: -
  - 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)
- 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;">5</div>													
Preferred Item code: 09.0202.06				Preferred Item Desc: Orthopedic Bandage 15 cm x 2.7 m									
[ 1 - 1 / 1 ]													
Non-Drug Name	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
Bandage Orthopaedic 15cm x 2.7M	N1080430003	09.0202.06	roll	pack	Pack of 12 roll	2019.12.16	SSE	16/12/2022	60	5	5.2433	60	5
Total Quantity												60	5

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)

RECOMMENDED ISSUE QUANTITY INFORMATION

Indent No.

Unit Name

Send Indent To

Supplying Unit

Indent Type

Total No. of Items Fully Supply

Total No. of Items Partially Supply

Total No. of Items

UOM  SKU  PKU

Indent Date

RIQ Type

Indent By

Indenter Remark

Item Group

Total Amount (RM)

Indent Status

RIQ Status

Issuer Remarks

RECOMMENDED ISSUE QUANTITY ITEM LIST

[ 1 - 6 / 6 ]

Drug/Non-Drug Name	Drug/Non-Drug Code	Preferred Item	Default Packaging Description	SKU	Indenter's Information (SKU)					Supplying Unit Information (Quantity) (SKU)							Close
					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	
Apron Plastic, Disposable (Large)	P1050460001	Apron Plastic, Disposable (Large)	pack of 100 each	EA	15,000	0	0	1,500	3,000	0	<input type="checkbox"/>	500	0.00	Open	26/08/2020	1,000	<input type="checkbox"/>

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.

**CONFIRMATION**

CONF0002: Are you sure you want to save?

Figure 3.1.1-5 Save Record Alert Message

**INFORMATION**

INFO0679: Record has been saved successfully

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**

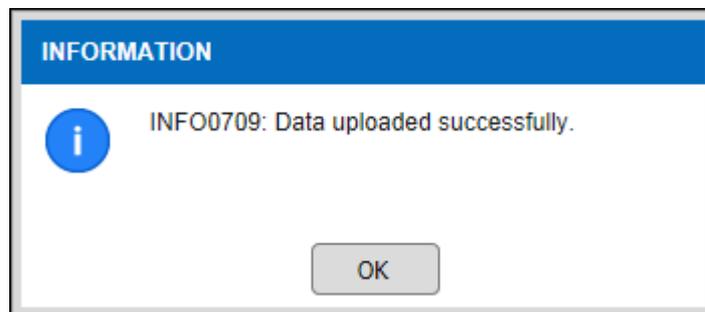
This function is used for online indent that had been requested via External Indent by requester and done at the main store between facilities that using PhIS.

#### 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.

**PHARMACY INFORMATION SYSTEM**

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

Home Inter Facility (Received) × 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

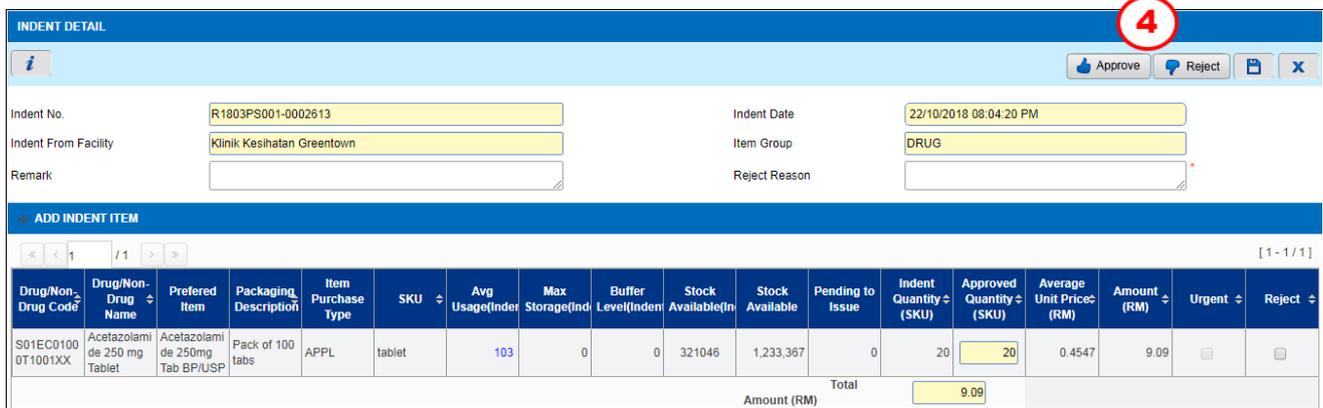
**STEP 3**

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.



Drug/Non-Drug Code	Drug/Non-Drug Name	Preferred Item	Packaging Description	Item Purchase Type	SKU	Avg Usage	Max Storage	Buffer Level	Stock Available	Stock Available	Pending to Issue	Indent Quantity	Approved Quantity	Average Unit Price	Amount	Urgent	Reject
S01EC0100 0T1001XX	Acetazolami de 250 mg Tablet	Acetazolami de 250mg Tab BP/USP	Pack of 100 tabs	APPL	tablet	103	0	0	321046	1,233,367	0	20	20	0.4547	9.09	<input type="checkbox"/>	<input type="checkbox"/>
Total													Amount (RM)	9.09			

Figure 3.1.2-5 Indent Detail

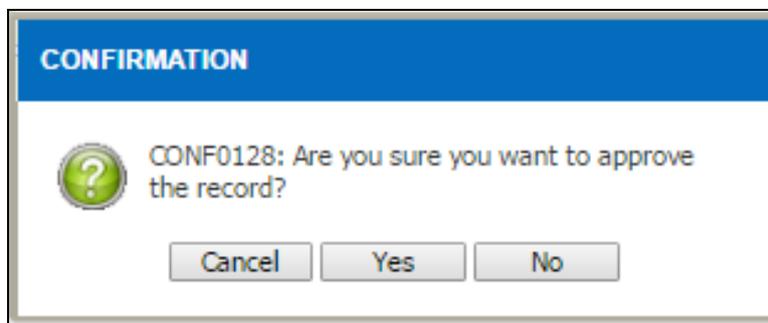


Figure 3.1.2-6 Confirmation Alert Message

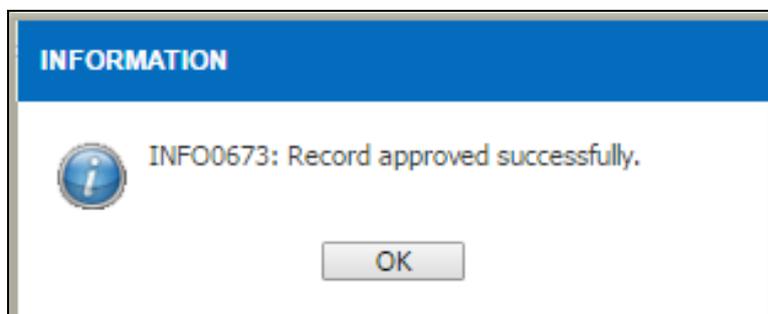


Figure 3.1.2-7 Information Alert Message

**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**

- Once rejected by issuer, notification will be sent to indenter facility.
- At indenter facility, notification 'Indent Rejected, will be displayed at home screen to displayed rejected record as shown in Figure 3.1.2-8

NOTIFICATION					
Notification Type	Notification No	Title	Date	From Facility/Unit	Attachment
Rejected Indent	NO2000025	Indent Inter Facility - R20000336	25/05/2021 01:54 PM	Klinik Kesihatan Bakri	

Figure 3.1.2-8 Notification

- Once click on notification record, indent screen for the rejected indent record will be displayed as shown in Figure 3.1.2-9

INTER FACILITY INDENT




INDENT INFORMATION

Indent No. <input type="text" value="R20000336"/> Request Indent Type <input type="text" value="Inter Facility"/> Indent category <input type="text" value="Normal"/> * Facility <input type="text" value="Hospital"/> * Send Indent To (Facility) <input type="text" value="Hospital Pakar Sultanah Fatimah"/> * Send to Facility Status <input type="text" value="Yes"/> View Near Expiration Quantity <input type="radio"/> No <input type="radio"/> Yes Total Amount (RM) <input type="text" value="1,177.75"/> No. of Items <input type="text" value="2"/>	Indent Date <input type="text" value="25/05/2021"/> Created By <input type="text"/> Indent Status <input type="text" value="Closed"/> Approval Status <input type="text" value="Rejected"/> Item Group <input type="text" value="DRUG"/> * Item Purchase Type <input type="text" value="All"/> Item Sub Class <input type="text"/> Remark <input type="text"/> Reject Reason <input type="text" value="DUPLICATE"/>
---	---

ADD INDENT LIST

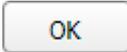

[ 1 - 2 / 2 ]

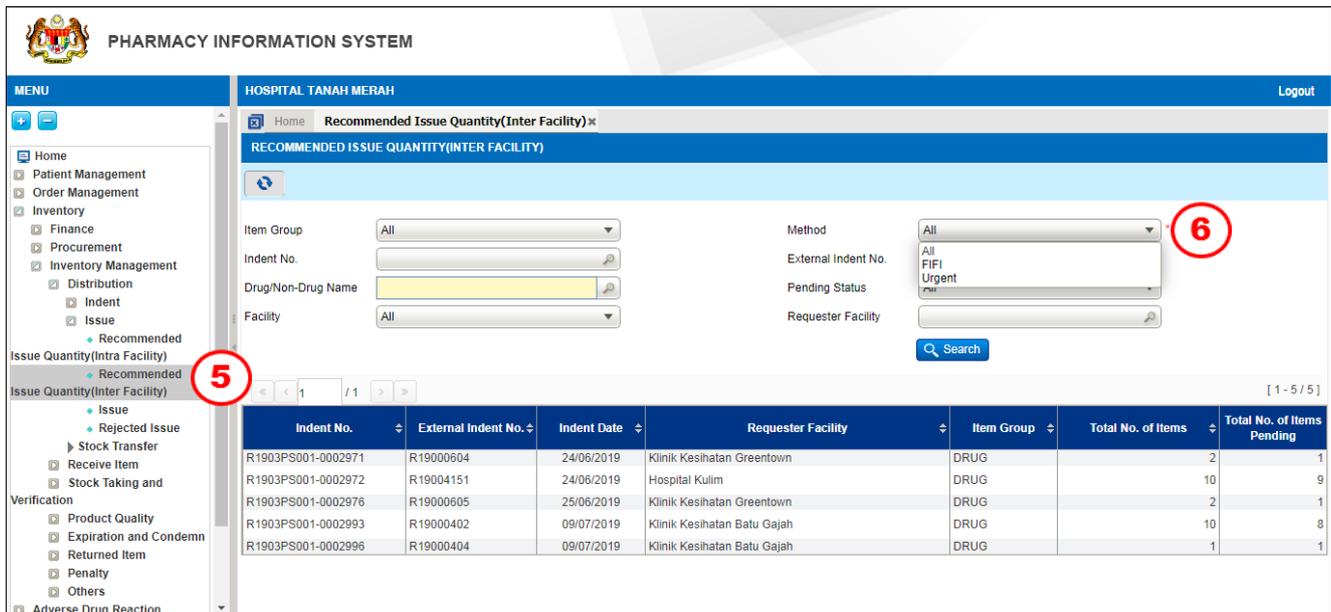
Preferred Item																		
	Drug/Non-Drug Code	Drug/Non-Drug Name	Item Type	Item Name	Item Code	Packaging Description	SKU	Usage & Issue Quantity	Stock Available Quantity	Indent Quantity (SKU)	Approve Quantity (SKU)	Back Order Quantity (Indent)	Pending Receive Quantity	Average Unit Price (RM)	Amount (RM)	Item Status	Urgent	Reject
<input type="checkbox"/>	S01CA01990D2001XX	Dexamethasone, Neomycin, Polymyxin B Eye Drop (Maxitrol)	LP	Dexamethasone and Neomycin	S01CA01990D2001XX.01	Bottle	bott	0	0	100	100	0	0	6.8900	689.00	Closed	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	C01BB01110P3001XX	Lignocaine HCl (Lidocaine) 100 mg/5 ml Injection (2%) IV/IM	APPL	Lignocaine HCl 100 mg / 5 ml	03.2201.04	pack of 20 vial	vial	0	0	500	500	0	0	0.9775	488.75	Closed	<input type="checkbox"/>	<input type="checkbox"/>

Figure 3.1.2-9 Inter Facility Indent

- Notification will be displayed for 7 days from the rejected date.

**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 Logout

Home Recommended Issue Quantity(Inter Facility) x

**RECOMMENDED ISSUE QUANTITY(INTER FACILITY)**

Item Group: All Method: All 6

Indent No. External Indent No. All

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 3.1.2-10 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 3.1.2-10

**Note**

- Recommended Issue Quantity consists of 2 methods: -
- *FIFI* – 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', 'FIFI', or 'Urgent'

**Note**

- The system will display all approved indent requests on the listing page as per Figure 3.1.2-10.
- Select on the 'FIFI' dropdown list in **Method** to display all the approved indent requests and will sort by First Indent as shown in Figure 3.1.2-10.
- 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 3.1.2-10. 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.

Figure 3.1.2-11 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 3.1.2-11.
- New field added to display Indenter Remarks.
- Urgent item will be highlighted in pink color.

Figure 3.1.2-12 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 3.1.2-13

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		 Albendazole 200 mg Tablet(02.0005.02)	tablet	300	0	0	10	450	0	<input type="checkbox"/>	10	0.00	Open	-	0	<input type="checkbox"/>
Total Amount (RM)													0.00				

Figure 3.1.2-13 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 3.1.2-14.
- 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 - 10 / 30 ]													
Drug/Non-Drug Name	Drug/Non-Drug Code	Item Code	SKU	PKU	Packaging Description	Batch No.	Brand Name	Batch Expiry Date	Stock Available (SKU)	Stock Available (PKU)	Average Unit Price	Issue Quantity (SKU)	PKU Issue Quantity
COVID-19 mRNA Vaccine (Nucleoside Modified) Concentrate for Dispersion for Injection	J07BX03000P3201	J07BX03000P3201.01	vial	pack	pack of 195 vial	BT0003	COMIRNATY	28/06/2021	975	5	4.3590	195	9
COVID-19 mRNA Vaccine (Nucleoside Modified) Concentrate for Dispersion for Injection	J07BX03000P3201	J07BX03000P3201.01	vial	pack	pack of 195 vial	BN06	COMIRNATY	31/12/2021	780	4	4.3590	0	0

Figure 3.1.2-14 Issue Quantity

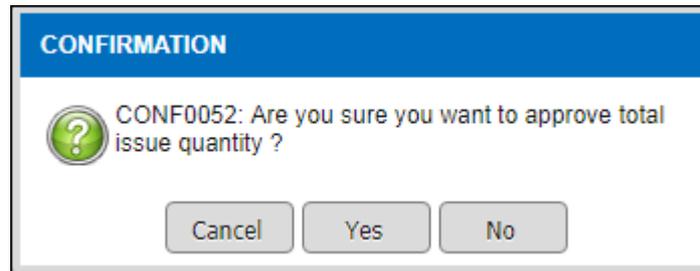


Figure 3.1.2-15 Confirmation Alert Message

**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 3.1.2-17.
- Click on the  button.

RECOMMENDED ISSUE QUANTITY (INTER FACILITY)

Reject Save Close

---

RECOMMENDED ISSUE QUANTITY INFORMATION

External Indent No:	R21000002	Indent Date:	27/01/2021
External Facility Name:	Klinik Kesihatan Bandar Maharani	RIQ Type:	FIFI
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):	850.00
Total No. of Items:	1	Indent Status:	Open
UOM:	<input type="radio"/> SKU <input checked="" type="radio"/> PKU	RIQ Status:	Draft
		Issuer Remarks:	

---

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	
COVID-19 mRNA Vaccine (Nucleoside Modified) Concentrate for Dispersion for Injection	J07BX03000P3201	COVID-19 mRNA Vaccine (Nucleoside Modified) Concentrate for Dispersion for Injection	pack of 195 vial	vial	1950	0	0	50	3900	70,960	195 <input type="checkbox"/>	0	850.00	Fully Supply	-	0	<input type="checkbox"/>	
Total Amount (RM)													850.00					

---

ISSUE HISTORY

Figure 3.1.2-16 Recommended Issue Quantity Confirmation Page

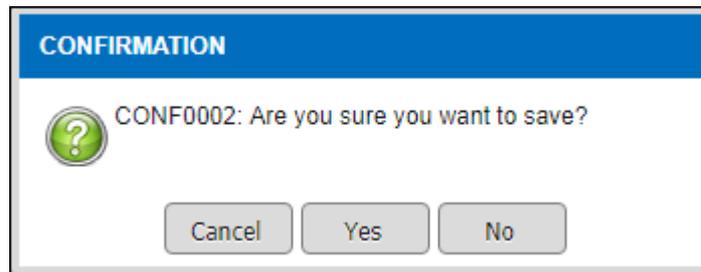


Figure 3.1.2-17 Confirmation Alert Message

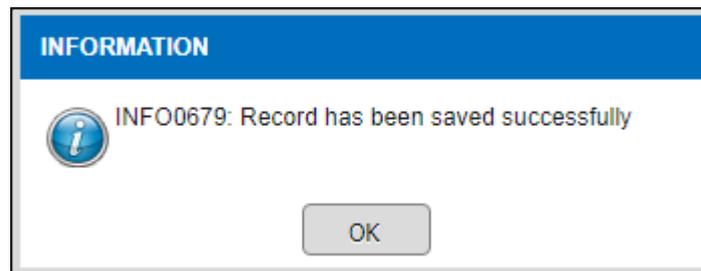
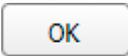


Figure 3.1.2-18 Confirmation Alert Message

#### STEP 11

Click on the  button to save record.

#### **Note**

- Confirmation alert message will appear as shown in Figure 3.1.2-17.
- Click  as shown in Figure 3.1.2-18.
- 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
Close

RECOMMENDED ISSUE QUANTITY INFORMATION

External Indent No. <input type="text" value="R21000002"/>	Indent Date <input type="text" value="27/01/2021"/>
External Facility Name <input type="text" value="Klinik Kesihatan Bandar Maharani"/>	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="850.00"/>
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]

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		
COVID-19 mRNA Vaccine (Nucleoside Modified) Concentrate for Dispersion for Injection	J07BX03000P3201	COVID-19 mRNA Vaccine (Nucleoside Modified) Concentrate for Dispersion for Injection	pack of 195 vial	vial	1950	0	0	50	3900	70,960	195	<input type="checkbox"/>	0	850.00	Fully Supply	-	0	<input type="checkbox"/>	
Total Amount (RM)												850.00							

ISSUE HISTORY

Figure 3.1.2-19 Recommended Issue Quantity

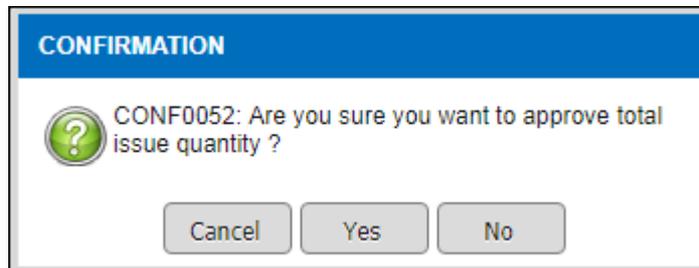


Figure 3.1.2-20 Confirmation Alert Message

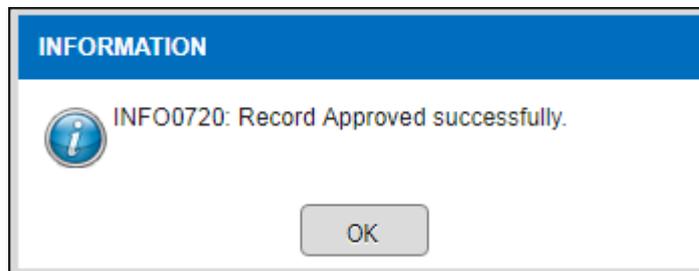


Figure 3.1.2-21 Confirmation Alert Message

**STEP 12**

Click on the button to approve the RIQ transaction as shown in *Figure 3.1.2-19*.

**Note**

- Stock at the Supplying Unit will be deducted after RIQ is approved.
- Confirmation alert message will appear as shown in *Figure 3.1.2-20*.

Click as shown in *Figure 3.1.2-21*.

RECOMMENDED ISSUE QUANTITY(INTER FACILITY)
13

Generate Issue Note X

RECOMMENDED ISSUE QUANTITY INFORMATION

External Indent No. <input style="width: 95%;" type="text" value="R21000002"/>	Indent Date <input style="width: 95%;" type="text" value="27/01/2021"/>
External Facility Name <input style="width: 95%;" type="text" value="Klinik Kesihatan Bandar Maharani"/>	RIQ Type <input style="width: 95%;" type="text" value="FIFO"/>
Indent Type <input style="width: 95%;" type="text" value="Online Indent"/>	Indent Remarks <input style="width: 95%;" type="text"/>
Total No. of Items Fully Supply <input style="width: 95%;" type="text" value="1"/>	Item Group <input style="width: 95%;" type="text" value="DRUG"/>
Total No. of Items Partially Supply <input style="width: 95%;" type="text" value="0"/>	Total Amount (RM) <input style="width: 95%;" type="text" value="850.00"/>
Total No. of Items <input style="width: 95%;" type="text" value="1"/>	Indent Status <input style="width: 95%;" type="text" value="Closed"/>
UOM <input type="radio"/> SKU <input checked="" type="radio"/> PKU	RIQ Status <input style="width: 95%;" type="text" value="Approved"/>
	Issuer Remarks <input style="width: 95%;" type="text"/>

RECOMMENDED ISSUE QUANTITY ITEM LIST

1 / 1
[ 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	
COVID-19 mRNA Vaccine (Nucleoside Modified) Concentrate for Dispersion for Injection	J07BX03000P3201	COVID-19 mRNA Vaccine (Nucleoside Modified) Concentrate for Dispersion for Injection	pack of 195 vial	vial	1950	0	0	50	3900	70,765	195	0	850.00	Fully Supply	01/06/2021	195	
Total Amount (RM)												850.00					

ISSUE HISTORY

Figure 3.1.2-22 Recommended Issue Quantity

**STEP 13**

Click on the button to generate issue note

**Note**

Alert message screen will be displayed as Figure 3.1.2-23.

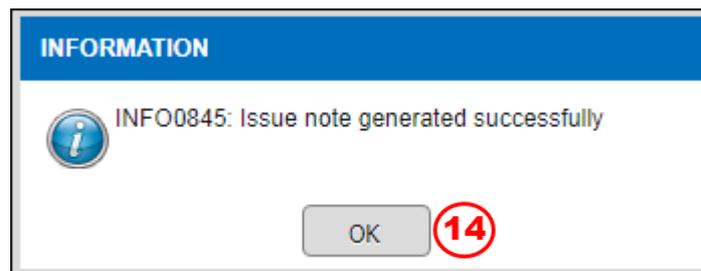


Figure 3.1.2-23 Alert Message

**STEP 14**

Click on the button to close the alert message

**Note**

- KEW.PS-7 (Borang Permohonan Stok) form will be displayed as Figure 3.1.2-24.

KEMENTERIAN KESIHATAN MALAYSIA													Salinan Pengeluar				
Hospital Pakar Sultanah Fatimah, Muar													KEW.PS-7				
BORANG PERMOHONAN STOK													No. BPSS : B21000002 / E02PS001-0005085				
													No. Nota Keluaran: N02PS001-0043079				
Nama dan Alamat Pemesan : Pharmacy ( Klinik Kesihatan Bandar Maharani )						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	SKU	Kuantiti Dimohon	Kuantiti Diterima	No. Kod	PKU	Deskripsi Pembungkusan	Baki Sedia Ada	Kuantiti Diluluskan	Harga (RM)		Kuantiti Dikeluarkan	No. Kelompok	Tarikh Luput	Baki Selepas Pengeluaran	Pembungkusan (Perlu/Tidak)	No. Borang Pembungkusan Stok(BPS)
										Seunit	Jumlah						
J07BX03000P3201	COVID-19 mRNA Vaccine (Nucleoside Modified) Concentrate for Dispersion for Injection	vial	50	195	J07BX03000P3201.01	pck	pack of 195 vial	5	1	850.0050	850.00	1	BT0003	28/06/2021	4		
Jumlah										850.00							
Dilengkapkan Oleh Pemesan						Dilengkapkan Oleh Pengeluar											
Pemohon :			Pegawai Penerima :			Pegawai Pelulus :			Dikeluarkan dan Direkod oleh:								
Nama : _____			Nama : _____			Nama : _____			Nama : _____								
Jawatan : Pegawai Farmasi UF48			Jawatan : _____			Jawatan : Ketua Pegawai Farmasi			Jawatan : _____								
Unit : Pharmacy			Unit : _____			Unit : STOR FARMASI			Unit : _____								
Jabatan : Pharmacy			Jabatan : _____			Jabatan : Pharmacy			Jabatan : _____								
Tarikh : 27/01/2021			Tarikh : _____			Tarikh : 01/06/2021			Tarikh : _____								
Tarikh pesanan diluluskan : 26/01/2021			(Dilengkapkan setelah stok diterima)														
<p>Printed Date : 01/06/2021      Printed By : _____      Unit Name : STOR FARMASI      Source : PhIS</p> <p style="text-align: right;">Page 1 of 2</p>																	

**Figure 3.1.2-24 KEW.PS-7**

- For non MOH user, KEW.PS-17 (Borang Pindahan Stok) form able to print as shown in Figure 3.1.2-25



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



KEMENTERIAN KESIHATAN MALAYSIA															Salinan Pengeluar		
Hospital Pakar Sultanah Fatimah															KEW.PS-17		
BORANG PINDAHAN STOK															No. BPSS : M02PS001-0205370		
															No. Nota Keluaran N02PS001-0003624		
Nama dan Alamat Pemesan : Pharmacy ( Hospital Angkatan Tentera Lumut )					Nama dan Alamat Pengeluar : Pharmacy ( Hospital Pakar Sultanah Fatimah ) Jalan Salleh, Taman Utama Satu, 84000 Muar, Johor.												
Dilengkapkan Oleh Pemohon					Dilengkapkan Oleh Pengeluar												
					BAHAGIAN BEKALAN KAWALAN DAN AKAUN					BAHAGIAN SIMPANAN							
No. Kod	Perihal Stok	SKU	Kuantiti Dimohon	Kuantiti Diterima	No. Kod	PKU	Deskripsi Pembungkusan	Baki Sedia Ada	Kuantiti Diluluskan	Harga (RM)		Kuantiti Dikeluarkan	No. Kelompok	Tarikh Luput	Baki Selepas Pengeluaran	Pembungkusan (Perlu/Tidak)	No. Borang Pembungkusan Stok(BPS)
										Seunit	Jumlah						
N04AA04 110P3001 XX	Procyclidine HCl 10 mg/2 ml Injection	EA	2	1	N04AA0411 0P3001XX.0 2	amp	Ampoule	50	1	79.3312	79.33	1	19012	31/10/2021	49		
N04AA04 110P3001 XX	Procyclidine HCl 10 mg/2 ml Injection	EA		1	N04AA0411 0P3001XX.0 2	amp	Ampoule	210	1	79.3312	79.33	1	20004	31/03/2022	209		
										Jumlah		158.66					
Dilengkapkan Oleh Pemohon					Dilengkapkan Oleh Pengeluar Stok												
Pemohon :			Pegawal Penerima :			Pegawai Pelulus :			Dikeluarkan dan Direkod oleh:								
Nama : tester			Nama : [REDACTED]			Nama : [REDACTED]			Nama : [REDACTED]								
Jawatan :			Jawatan :			Jawatan : Pegawai Farmasi UF44			Jawatan : [REDACTED]								
Jabatan :			Unit :			Unit : STOR FARMASI			Unit : [REDACTED]								
Tarikh : 30/11/2020			Tarikh :			Tarikh : Pharmacy			Tarikh : [REDACTED]								
			(Dilengkapkan setelah stok diterima)			Tarikh : 30/11/2020			Tarikh : [REDACTED]								
<p>Printed Date : 01/06/2021      Printed By : [REDACTED]      Unit Name : STOR FARMASI      Source : PhIS</p> <p style="text-align: right;">Page 1 of 2</p>																	

Figure 3.1.2-25 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:

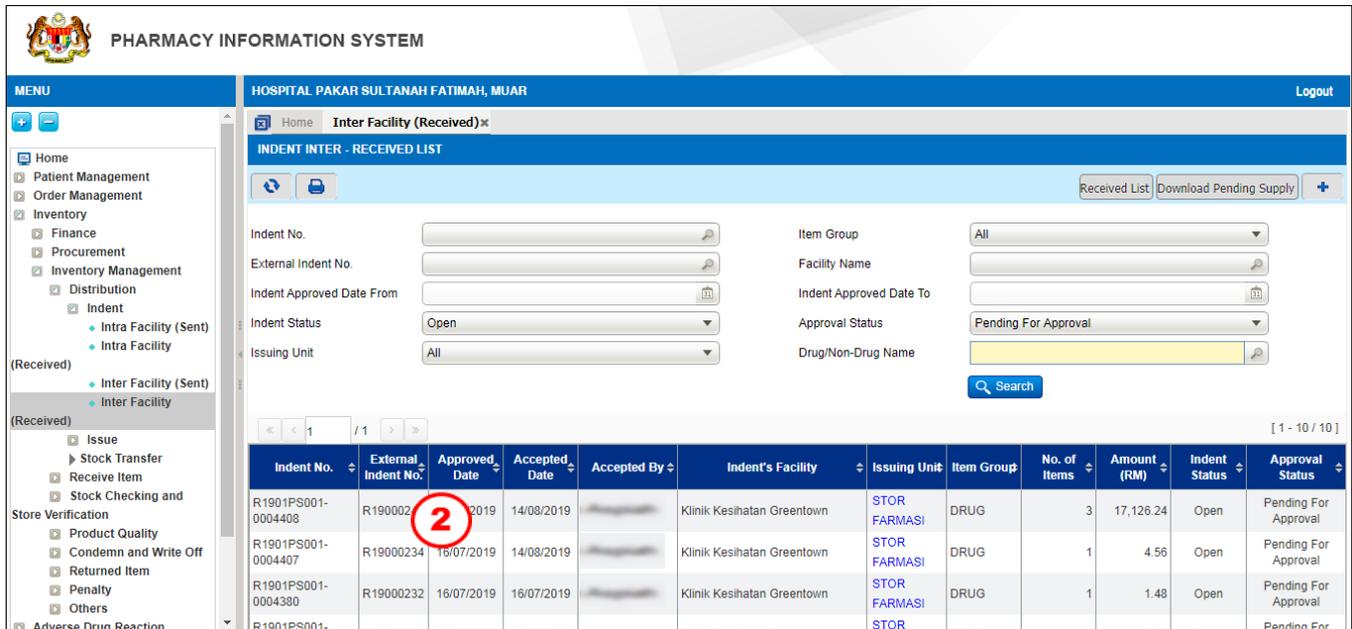
External Notification			
Online Indent Request Received:	0	Online Issue Request Received:	3
Online External CDR Request Received:	0	Online External CDR Result Received:	0
Online External PN Request Received:	55	Online External PN Result Received:	0
External Radio Order Request Received:	0	External Radio 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.



PHARMACY INFORMATION SYSTEM

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

Logout

Home Inter Facility (Received) x

INDENT INTER - RECEIVED LIST

Received List Download Pending Supply +

Indent No.  Item Group

External Indent No.  Facility Name

Indent Approved Date From  Indent Approved Date To

Indent Status  Approval Status

Issuing Unit  Drug/Non-Drug Name

[ 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	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

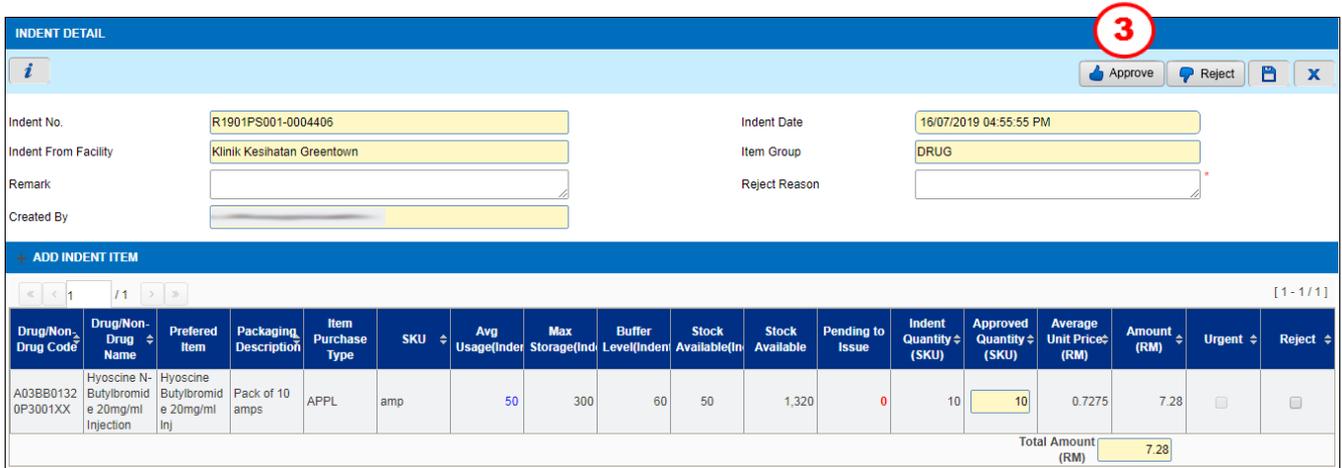
User can assign the indent to other unit for issuing process. Re-route function only applicable for indent with 'Pending for Approval' status only.

#### STEP 2

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

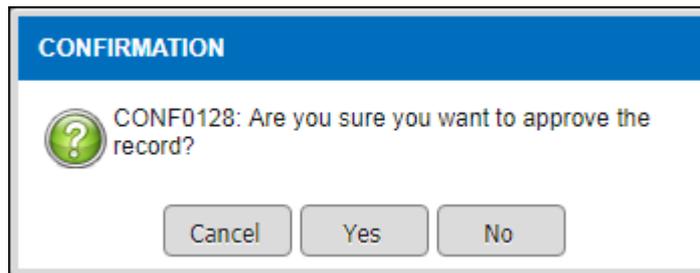
**Note**

- 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.

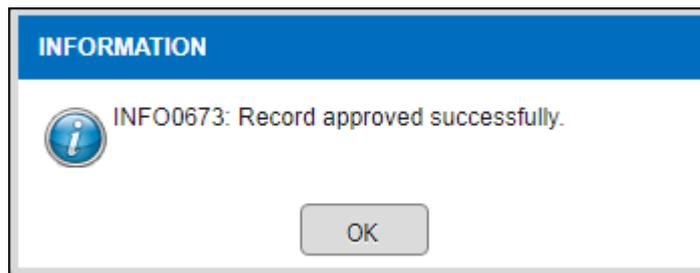


Drug/Non-Drug Code	Drug/Non-Drug Name	Preferred Item	Packaging Description	Item Purchase Type	SKU	Avg Usage	Max Storage	Buffer Level	Stock Available	Stock Available	Pending to Issue	Indent Quantity (SKU)	Approved Quantity (SKU)	Average Unit Price (RM)	Amount (RM)	Urgent	Reject
A03BB0132 0P3001XX	Hyoscine 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**



**Figure 3.1.3-4 Confirmation Alert Message**



**Figure 3.1.3-5 Information Alert Message**

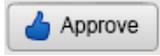
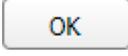
**STEP 3**

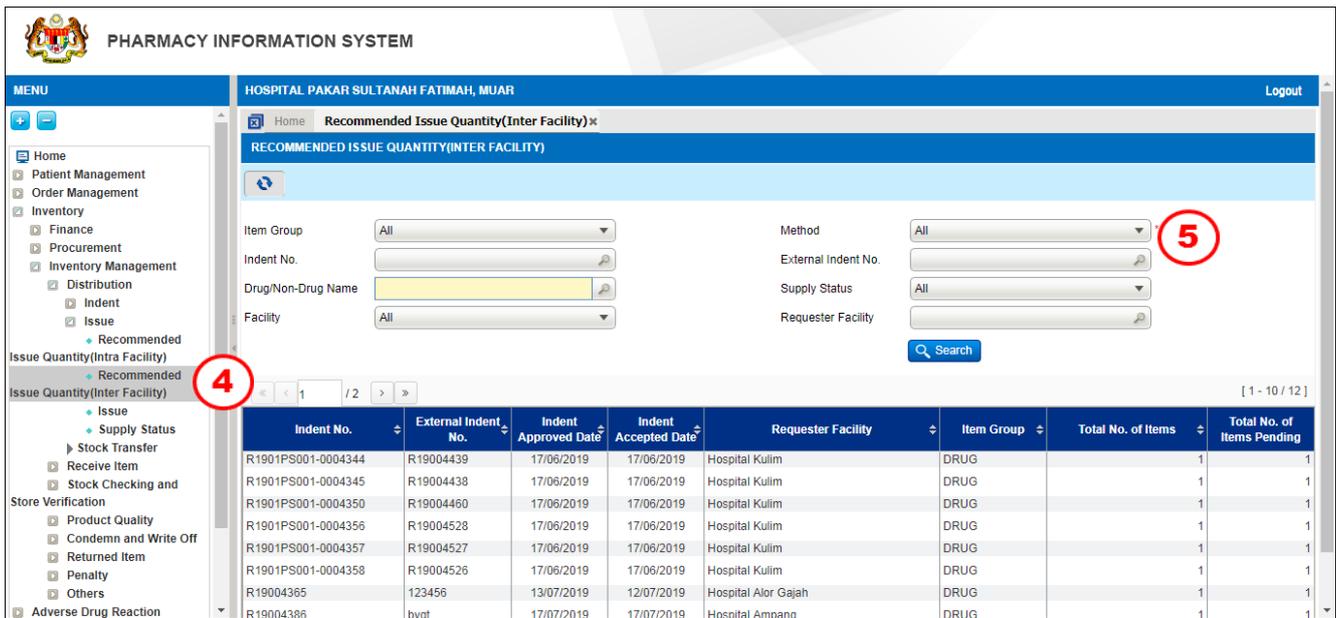
Click on the  button to Approve Indent Detail.

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, 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: All

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
R19004385	123456	13/07/2019	12/07/2019	Hospital Alor Gajah	DRUG	1	1
R19004386	bvqt	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: -
  - FIFI
  - Urgent/Priority
- FIFI – 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 'FIFI' 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 'FIFI' 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;">9</span>													
Preferred Item code				Preferred Item Desc									
03.1406.06				Hyoscine Butylbromide 20mg/ml Inj									
[ 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
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 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 3.1.3-10.

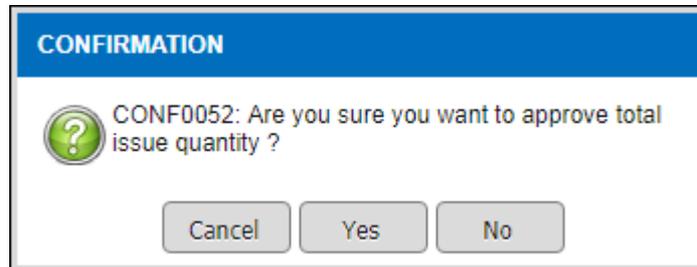
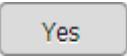


Figure 3.1.3-10 Confirmation Alert Message

- 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

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	10	0	7.30	Fully Supply	-	0		
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 10**

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) 11

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

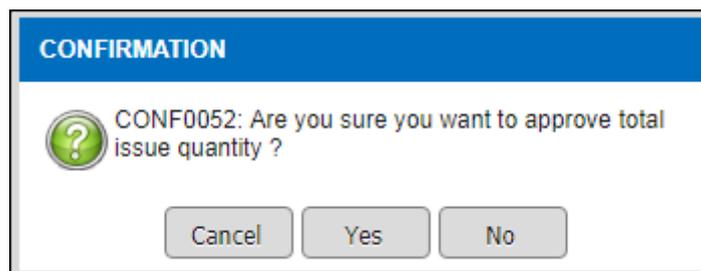


Figure 3.1.3-15 Confirmation Alert Message

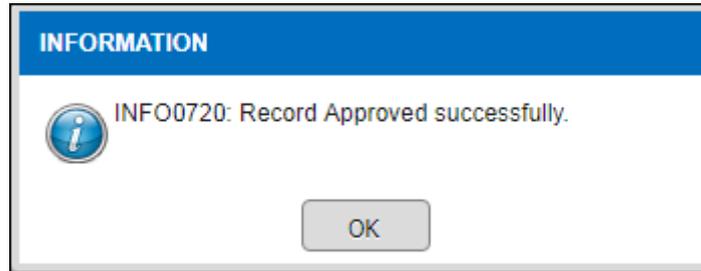
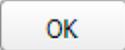


Figure 3.1.3-16 Information Alert Message

**STEP 11**

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.

12

RECOMMENDED ISSUE QUANTITY (INTER FACILITY)


Generate Issue Note 

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="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 ]

Drug/Non-Drug Name	Drug/Non-Drug Code	Preferred Item	Packaging description	Indenter's Information (SKU)						Supplying Information (Quantity) (SKU)						Last Issued Date	Last Issued Quantity	Close
				SKU	Buffer Level	Stock Available	Usage Issue Quantity	Indent Quantity	Max Storage	Stock Available	Recommended Issue	Pending	Amount (RM)	Supply Status				
Hyoscine N-Butylbromide 20mg/ml Injection	A03BB01320P3001XX		amp	amp	60	50	50	10	300	1,310	10	0	7.28	Fully Supply	14/08/2019	10	<input type="checkbox"/>	
												Total Amount (RM)		7.28				

ISSUE HISTORY

Figure 3.1.3-17 Recommended Issue Quantity

**STEP 12**

Click on the  button to generate issue note

**Note**

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

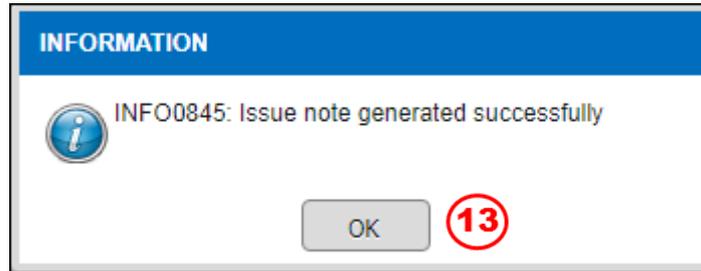
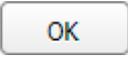


Figure 3.1.3-21 Alert Message

**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.

KEMENTERIAN KESIHATAN MALAYSIA												Salinan Pengeluar					
Hospital Pakar Sultanah Fatimah												KEW.PS-7					
BORANG PERMOHONAN STOK												No. BPSS : R21000352 / E02PS001-0001005					
												No. Nota Keluaran: N02PS001-0101746					
Nama dan Alamat Pemesan : Pharmacy ( Klinik Kesihatan Greentown )						Nama dan Alamat Pengeluar : Pharmacy ( Hospital Pakar Sultanah Fatimah )											
Dilengkapkan Oleh Pemesan						Dilengkapkan Oleh Pengeluar											
						BAHAGIAN BEKALAN KAWALAN DAN AKAUN						BAHAGIAN SIMPANAN					
No. Kod	Perihal Stok	SKU	Kuantiti Dimohon	Kuantiti Diterima	No. Kod	SKU	Deskripsi Pembungkusan	Baki Sedia Ada	Kuantiti Diluluskan	Harga (RM)		Kuantiti Dikeluarkan	No. Kelompok	Tarikh Luput	Baki Selepas Pengeluaran	Pembungkusan (Perlu/Tidak)	No. Borang Pembungkusan Stok(BPS)
										Seunit	Jumlah						
J07BX03000P3201	COVID-19 mRNA Vaccine (Nucleoside Modified) Concentrate for Dispersion for Injection	vial	50	20	J07BX03000P3201.01	vial	pack of 195 vial	185	20	0.0289	0.58	20	BP00011	31/07/2021	165		
J07BX03000P3201	COVID-19 mRNA Vaccine (Nucleoside Modified) Concentrate for Dispersion for Injection	vial		30	J07BX03000P3201.01	vial	pack of 195 vial	360	30	0.0289	0.87	30	PB00010	31/07/2021	330		
										Jumlah		1.44					
Dilengkapkan Oleh Pemesan						Dilengkapkan Oleh Pengeluar											
Pemohon :			Pegawai Penerima :			Pegawai Pelulus :			Dikeluarkan dan Direkod oleh:								
Nama : [REDACTED]			Nama : [REDACTED]			Nama : [REDACTED]			Nama : [REDACTED]								
Jawatan : Penolong Pegawai Farmasi U36			Jawatan : [REDACTED]			Jawatan : Pegawai Perubatan Pakar			Jawatan : [REDACTED]								
Unit : PHARMACY			Unit : [REDACTED]			Unit : STOR FARMASI			Unit : [REDACTED]								
Jabatan : Pharmacy			Jabatan : [REDACTED]			Jabatan : Psychiatric			Jabatan : [REDACTED]								
Tarikh : 27/01/2021			Tarikh : [REDACTED]			Tarikh : 27/01/2021			Tarikh : [REDACTED]								
Tarikh pesanan diluluskan : 27/01/2021			(Dilengkapkan setelah stok diterima)														
<p>Printed Date : 01/06/2021      Printed By : [REDACTED]      Unit Name : STOR FARMASI      Source : PhIS</p> <p style="text-align: right;">Page 1 of 2</p>																	

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:

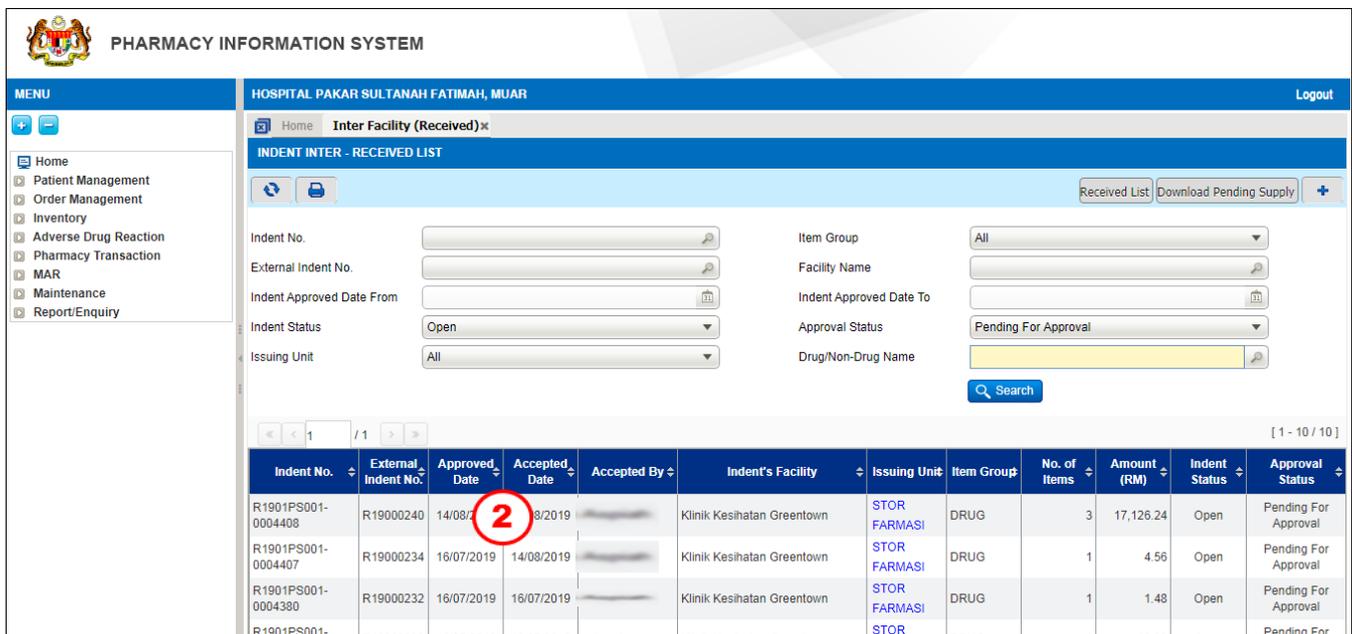
External Notification			
Online Indent Request Received:	0	Online Issue Request Received:	3
Online External CDR Request Received:	0	Online External CDR Result Received:	0
Online External PN Request Received:	55	Online External PN Result Received:	0
External Radio Order Request Received:	0	External Radio 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.

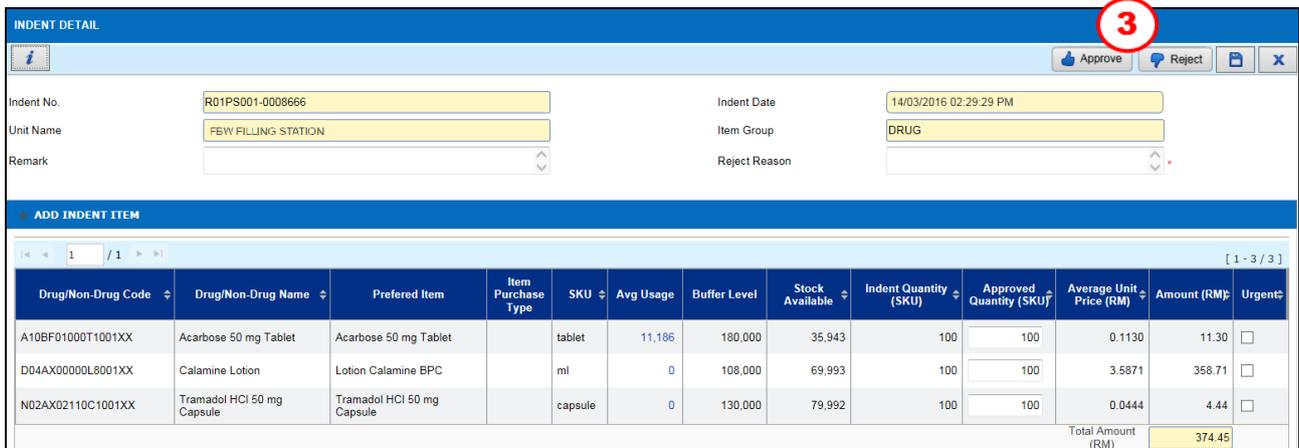


Indent No.	External Indent No.	Approved Date	Accepted Date	Accepted By	Indent's Facility	Issuing Unit	Item Group	No. of Items	Amount (RM)	Indent Status	Approval Status
R1901PS001-0004408	R19000240	14/08/2019	14/08/2019		Klinik Kesihatan Greentown	STOR FARMASI	DRUG	3	17,126.24	Open	Pending For Approval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



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

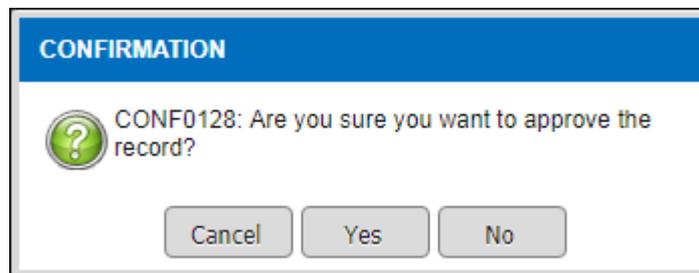


Figure 3.1.4-4 Confirmation Alert Message

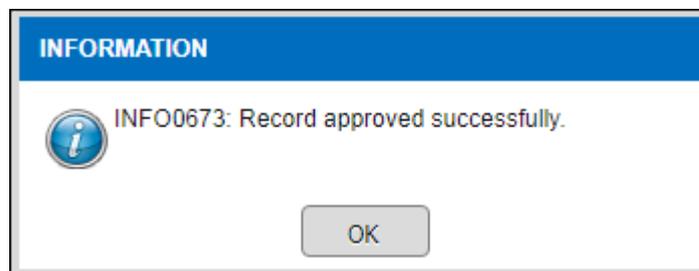


Figure 3.1.4-5 Information Alert Message

**STEP 3**

Click on the  button to Approve Indent Detail.

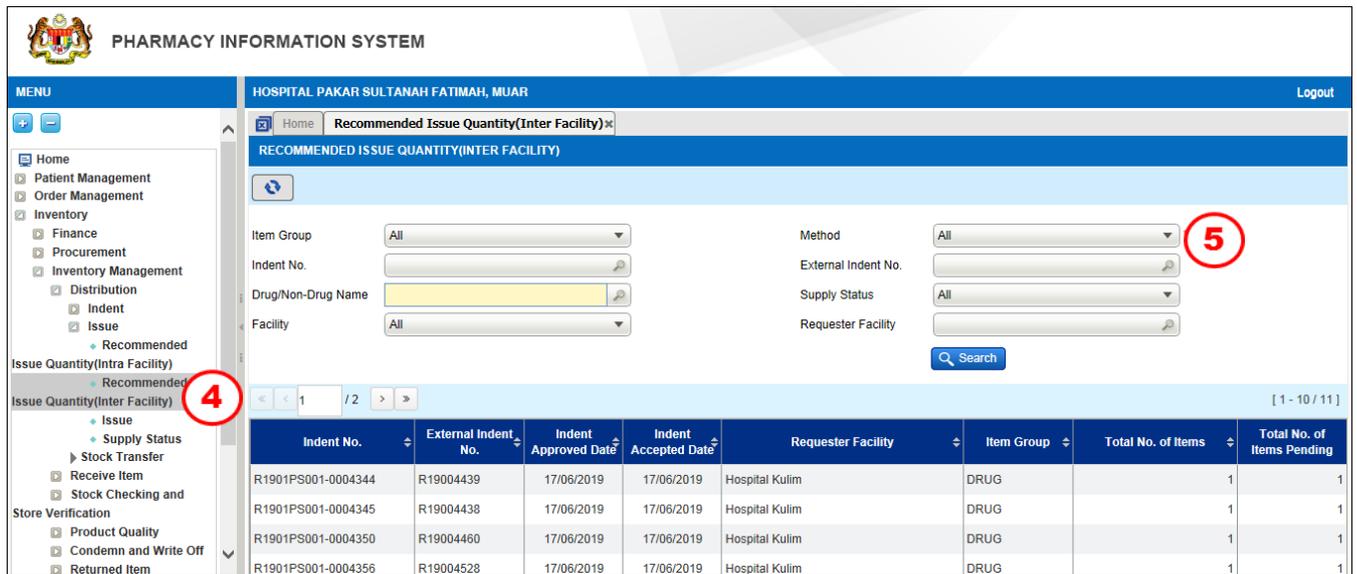
Or

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

Indent No. External Indent No.

Drug/Non-Drug Name Supply Status

Facility: All 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

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)x

**RECOMMENDED ISSUE QUANTITY(INTER FACILITY)**

Item Group: All Method: All

Indent No. External Indent No.

Drug/Non-Drug Name Supply Status

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	17/06/2019	17/06/2019	Hospital Kulim	DRUG	1	1
R1901PS001-0004345	R19004436	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: FIFI

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	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													
i													
Preferred Item code: A02AA10912L2101XX.03				Preferred Item Desc: Magnesium Trisilicate Mixture									
[ 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
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

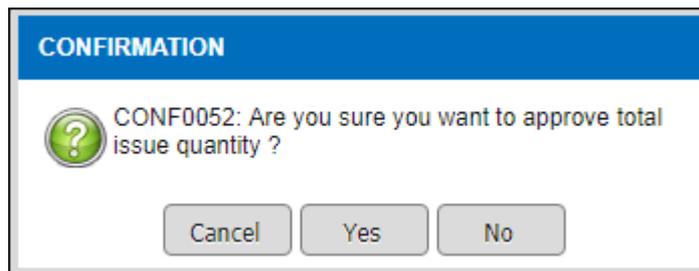


Figure 3.1.4-10 Confirmation Alert Message

**STEP 8**

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

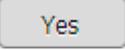
**Note**

**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

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	200	0	1.90	Fully Supply	-	0	
Total Amount (RM)												1.90					

ISSUE HISTORY

Figure 3.1.4-11 Recommended Issue Quantity Confirmation Page

**CONFIRMATION**

CONF0002: Are you sure you want to save?

Figure 3.1.4-12 Confirmation Alert Message

**INFORMATION**

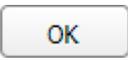
INFO0679: Record has been saved successfully

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](#)

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

Drug/Non-Drug Name			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*.

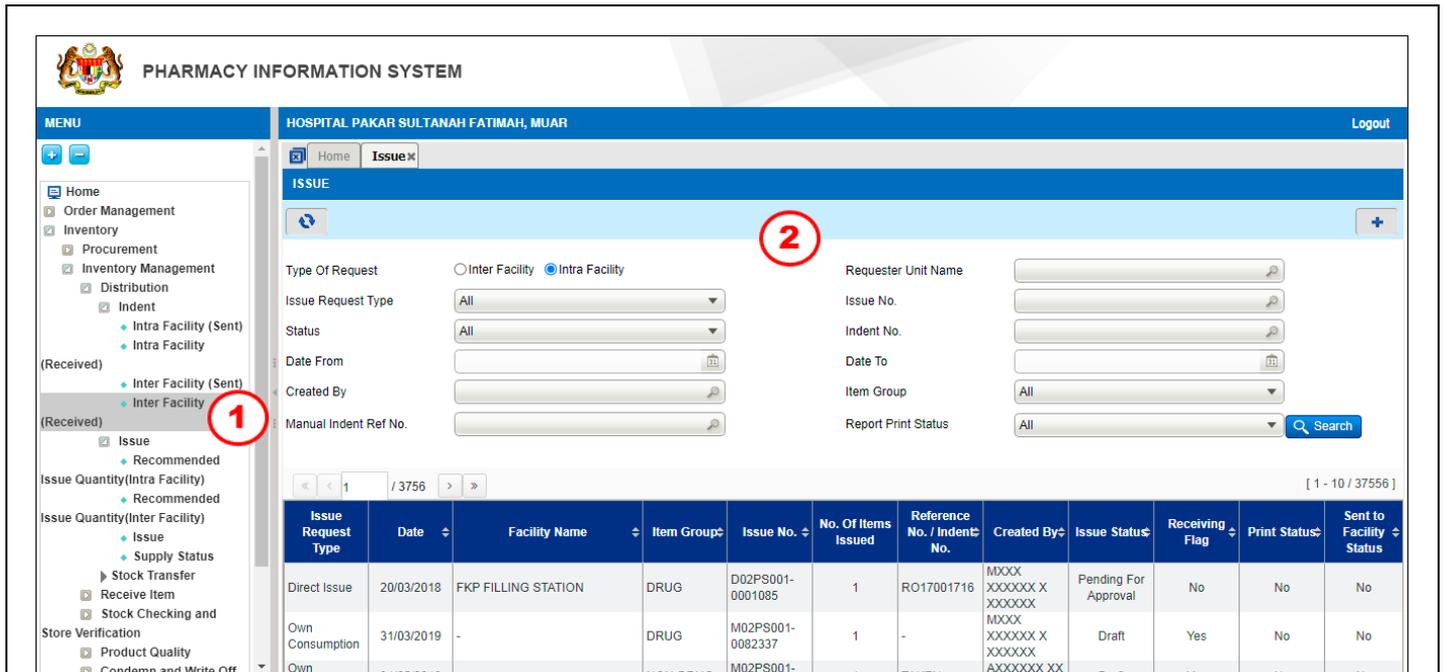
**Note**

- 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	Facility Name	Item Group	Issue No.	No. Of Items Issued	Reference No. / Indent No.	Created By	Issue Status	Receiving Flag	Print Status	Sent to Facility Status
Direct Issue	20/03/2018	FKP FILLING STATION	DRUG	D02PS001-0001085	1	RO17001716	M000 XXXXXX X XXXXXX	Pending For Approval	No	No	No
Own Consumption	31/03/2019	-	DRUG	M02PS001-0082337	1	-	M000 XXXXXX X XXXXXX	Draft	Yes	No	No
Own	31/03/2019	-	NON-DRUG	M02PS001-	1	TAKEN	XXXXXX XX	Draft	Yes	No	No

Figure 3.2-1 Issue Listing Page

#### STEP 1

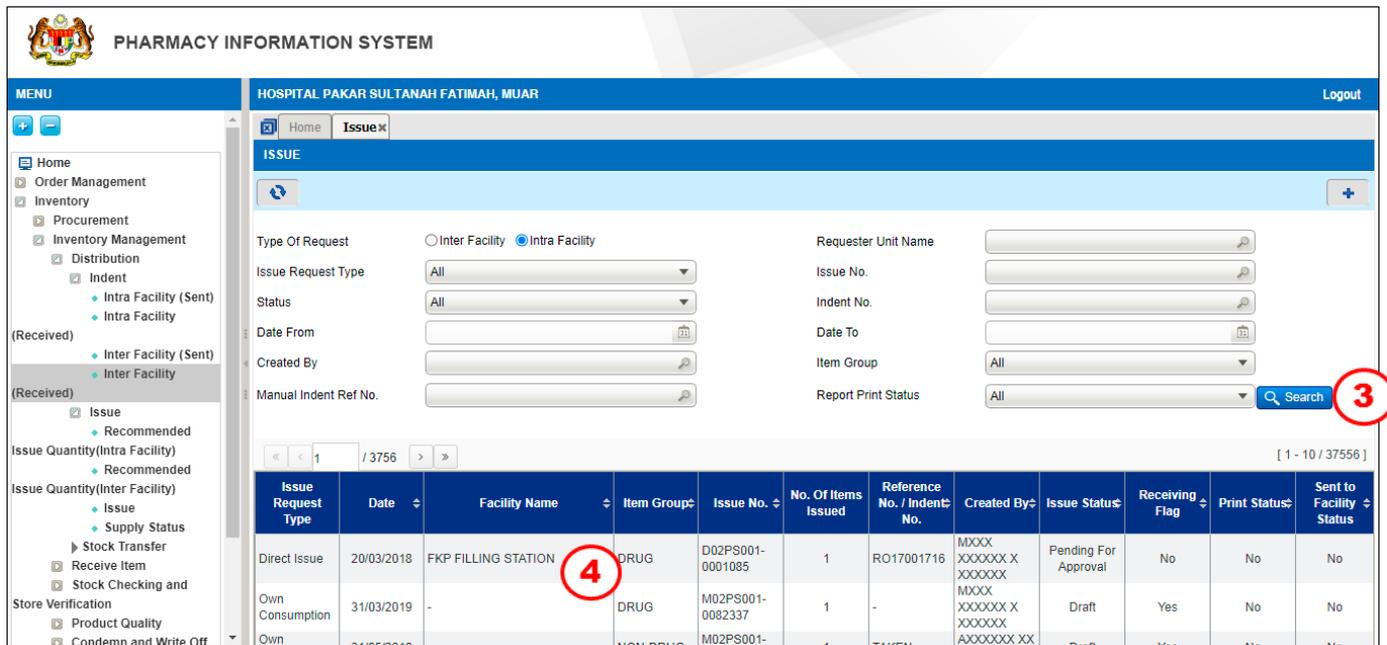
Click on 'Inventory' menu follow by 'Inventory Management' then 'Distribution' then 'Issue' then click on 'Issue'

#### 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
  - Own Consumption
  - 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

Logout

Home Issue x

**ISSUE**

Type Of Request:  Inter Facility  Intra Facility

Requester Unit Name:

Issue Request Type:

Issue No.:

Status:

Indent No.:

Date From:

Date To:

Created By:

Item Group:

Manual Indent Ref No.:

Report Print Status:   **3**

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Issue Request Type	Date	Facility Name	Item Group	Issue No.	No. Of Items Issued	Reference No. / Indent No.	Created By	Issue Status	Receiving Flag	Print Status	Sent to Facility Status
Direct Issue	20/03/2018	FKP FILLING STATION <b>4</b>	DRUG	D02PS001-0001085	1	RO17001716	M000 XXXXXXXX X XXXXXXXX	Pending For Approval	No	No	No
Own Consumption	31/03/2019	-	DRUG	M02PS001-0082337	1	-	M000 XXXXXXXX X XXXXXXXX	Draft	Yes	No	No
Own	31/03/2019	-	NON-DRUG	M02PS001-	1	TAKEN	A0000000 XX	Draft	Yes	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**

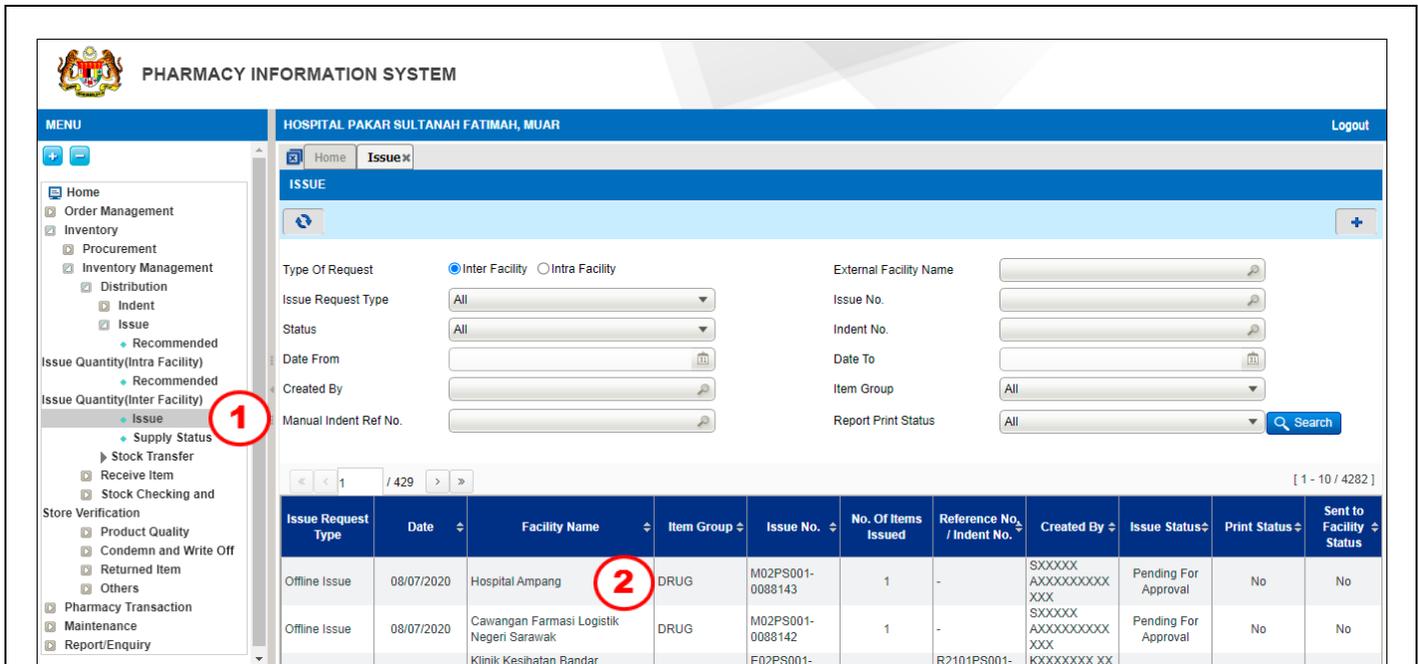
Double-click on the details of selected record

### 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	Sent to Facility Status
Offline Issue	08/07/2020	Hospital Ampang	DRUG	M02PS001-0088143	1	-	SXXXXX AXXXXXXXXX XXX	Pending For Approval	No	No
Offline Issue	08/07/2020	Cawangan Farmasi Logistik Negeri Sarawak	DRUG	M02PS001-0088142	1	-	SXXXXX AXXXXXXXXX XXX	Pending For Approval	No	No
Offline Issue	04/08/2020	Klinik Kesihatan Bandar	DRUG	E02PS001-	4	R2101PS001-	KXXXXXXXXX XX	Approved	Yes	No

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** 3

Online Issue   Offline Issue   Consumption   Stock Replenish   Direct Issue

Generate Issue Note X

---

**ONLINE ISSUE INFORMATION**

Type Of Request	<input checked="" type="radio"/> Inter Facility <input type="radio"/> Intra Facility	Issue Date	08/09/2020
Issue No.	E02PS001-0005748	Created By	
Indent No.	R2001PS001-0006852	Unit Name	STOR FARMASI
Facility	Hospital Alor Gajah	Supplying Unit	STOR FARMASI
Requester Unit Name	UNIT FARMASI LOGISTIK HAG	No. of Items	1
Indent Date	08/09/2020 10:21:35 AM	Total Amount (RM)	25.20
Indent By		Indent Status	Closed
Item Group	DRUG	Approval Status	Approved
UOM	PKU	Reject Reason	
Indent category	Normal		

---

**ONLINE ISSUE LIST**

[ 1 - 1 / 1 ]

Drug/Non-Drug Code	Drug/Non-Drug Name	Request Quantity	Stock Available	Issue Quantity	SKU	Total Amount (RM)	Item Status	Usage & Issue Quantity
N06AB10124T1001XX	Escitalopram 10 mg Tablet	210	2,100	210	tablet	35.43	Fully Supply	0

Figure 3.9.2-2 Online Issue Information

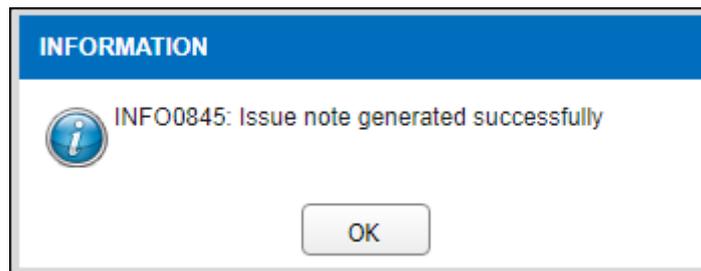


Figure 3.9.2-3 Information Alert Message

**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</b> <b>BORANG PERMOHONAN STOK</b>										Salinan Pengeluaran <b>KEW.PS-7</b> No. BPSS : R20005590 / E02PS001-0005748 No. Nota Keluaran: N02PS001-0051714							
Nama dan Alamat Pemesan : Pharmacy ( Hospital Alor Gajah )					Nama dan Alamat Pengeluaran : Pharmacy ( Hospital Pakar Sultanah Fatimah )														
Dilengkapkan Oleh Pemesan					Dilengkapkan Oleh Pengeluaran														
					BAHAGIAN BEKALAN KAWALAN DAN AKAUN							BAHAGIAN SIMPANAN							
No. Kod	Perihal Stok	SKU	Kuantiti Dimohon	Kuantiti Diterima	No. Kod	PKU	Deskripsi Pembungkusan	Baki Sedia Ada	Kuantiti Diluluskan	Harga (RM)		Kuantiti Dikeluarkan	No. Kelompok	Tarikh Luput	Baki Selepas Pengeluaran	Pembungkusan (Perlu/Tidak)	No. Borang Pembungkusan Stok(BPS)		
										Seunit	Jumlah								
N06AB10 124T1001 XX	Escitalopram 10 mg Tablet	tablet	210	210	N06AB1012 4T1001XX.0 5	pck	pack of 30 tablet	77	7	5.0610	35.43	7	BQ37F00 6	30/04/2022	70				
<b>Jumlah</b>																			
											35.43								
Dilengkapkan Oleh Pemesan					Dilengkapkan Oleh Pengeluaran														
Pemohon :					Pegawal Penerima :					Pegawal Pelulus :					Dikeluarkan dan Direkod oleh:				
Nama : <input type="text"/>					Nama : <input type="text"/>					Nama : <input type="text"/>					Nama : <input type="text"/>				
Jawatan : Pegawai Farmasi UF52					Jawatan : <input type="text"/>					Jawatan : Pegawai Farmasi UF48					Jawatan : <input type="text"/>				
Unit : UNIT FARMASI LOGISTIK HAG					Unit : <input type="text"/>					Unit : STOR FARMASI					Unit : <input type="text"/>				
Jabatan : Pharmacy					Jabatan : <input type="text"/>					Jabatan : Pharmacy					Jabatan : <input type="text"/>				
Tarikh : 08/09/2020					Tarikh : <input type="text"/>					Tarikh : 08/09/2020					Tarikh : <input type="text"/>				
Tarikh pesanan diluluskan : 08/09/2020					(Dilengkapkan setelah stok diterima)														
Printed Date : 01/06/2021					Printed By : <input type="text"/>					Unit Name : STOR FARMASI					Source : PhIS				
Page 1 of 2																			

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

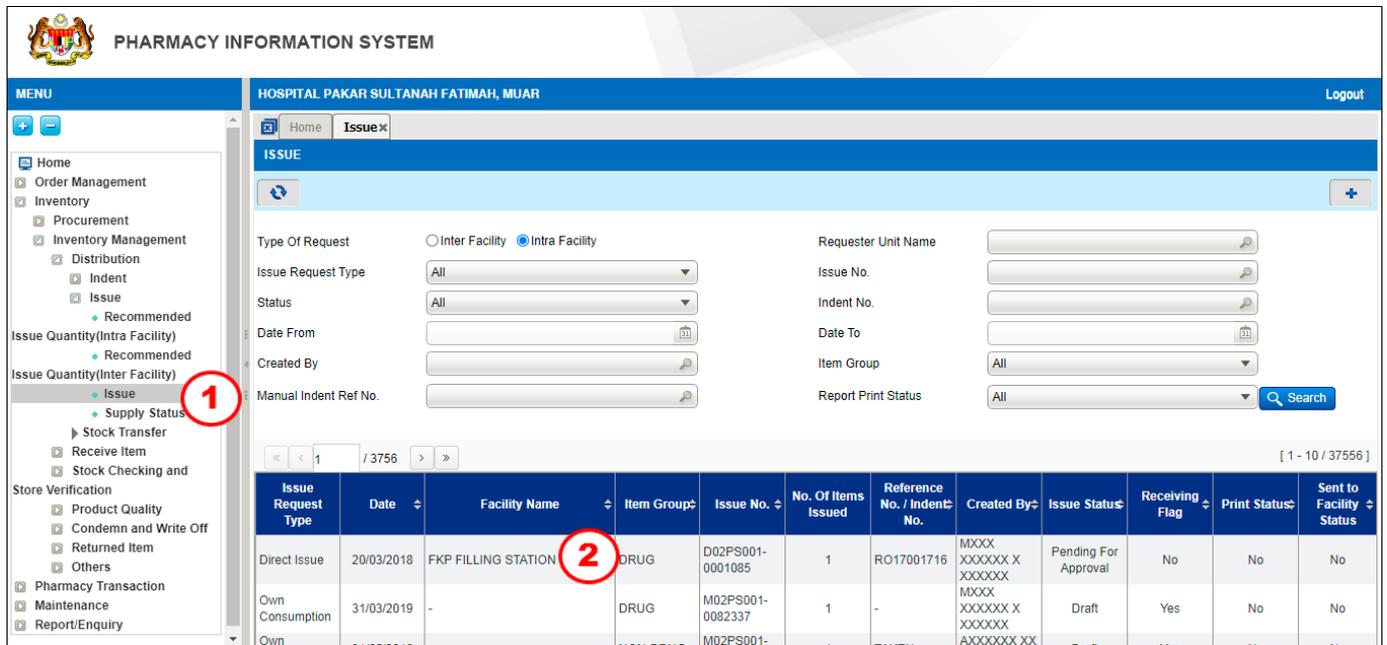
- For non MOH user, KEW.PS-17 (Borang Pindahan Stok) form able to print as shown in Figure 3.9.2-5

		<b>KEMENTERIAN KESIHATAN MALAYSIA</b> <b>Hospital Pakar Sultanah Fatimah</b> <b>BORANG PINDAHAN STOK</b>										Salinan Pengeluar <b>KEW.PS-17</b>					
Nama dan Alamat Pemesan : Pharmacy ( Hospital Angkatan Tentera Lumut )					Nama dan Alamat Pengeluar : Pharmacy ( Hospital Pakar Sultanah Fatimah ) Jalan Salleh, Taman Utama Satu, 84000 Muar, Johor.												
Dilengkapkan Oleh Pemohon					Dilengkapkan Oleh Pengeluar												
<b>BAHAGIAN BEKALAN KAWALAN DAN AKAUN</b>											<b>BAHAGIAN SIMPANAN</b>						
No. Kod	Perihal Stok	SKU	Kuantiti Dimohon	Kuantiti Diterima	No. Kod	PKU	Deskripsi Pembungkusan	Baki Sedia Ada	Kuantiti Diluluskan	Harga (RM)		Kuantiti Dikeluarkan	No. Kelompok	Tarikh Luput	Baki Selepas Pengeluaran	Pembungkusan (Perlu/Tidak)	No. Borang Pembungkusan Stok(BPS)
										Seunit	Jumlah						
N04AA04 110P3001 XX	Procyclidine HCl 10 mg/2 ml Injection	EA	2	1	N04AA0411 0P3001XX.0 2	amp	Ampoule	50	1	79.3312	79.33	1	19012	31/10/2021	49		
N04AA04 110P3001 XX	Procyclidine HCl 10 mg/2 ml Injection	EA		1	N04AA0411 0P3001XX.0 2	amp	Ampoule	210	1	79.3312	79.33	1	20004	31/03/2022	209		
Jumlah										158.66							
Dilengkapkan Oleh Pemohon					Dilengkapkan Oleh Pengeluar Stok												
Pemohon : Nama : Jawatan : Jabatan : Tarikh : 30/11/2020		Pegawai Penerima : Nama : Jawatan : Unit : Jabatan : Tarikh : (Dilengkapkan setelah stok diterima)			Pegawai Pelulus : Nama : Jawatan : Pegawai Farmasi UF44 Unit : STOR FARMASI Jabatan : Pharmacy Tarikh : 30/11/2020						Dikeluarkan dan Direkod oleh: Nama : Jawatan : Unit : Jabatan : Tarikh :						
Printed Date : 01/06/2021		Printed By :			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	Facility Name	Item Group	Issue No.	No. of Items Issued	Reference No. / Indent No.	Created By	Issue Status	Receiving Flag	Print Status	Sent to Facility Status
Direct Issue	20/03/2018	FKP FILLING STATION	DRUG	D02PS001-0001085	1	RO17001716	M0000000 X XXXXXXXX X XXXXXXXX	Pending For Approval	No	No	No
Own Consumption	31/03/2019	-	DRUG	M02PS001-0082337	1	-	M0000000 X XXXXXXXX X XXXXXXXX	Draft	Yes	No	No
Own	31/03/2019	-	NON-DRUG	M02PS001-	1	TAKEN	A0000000 XX	Draft	Yes	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 X

**ONLINE ISSUE INFORMATION**

<p>Type Of Request: <input type="radio"/> Inter Facility <input checked="" type="radio"/> Intra Facility</p> <p>Issue No.: I02PS001-0049687</p> <p>Indent No.: K18001931</p> <p>Facility: [Search]</p> <p>Requester Unit Name: FARMASI KLINIK PAKAR</p> <p>Indent Date: 06/03/2018 11:51:46 AM</p> <p>Indent By: [Search]</p> <p>Item Group: DRUG</p> <p>UOM: PKU</p> <p>Indent category: [Search]</p>	<p>Issue Date: 07/03/2018</p> <p>Created By: [Search]</p> <p>Unit Name: STOR FARMASI</p> <p>Supplying Unit: STOR FARMASI</p> <p>No. of Items: 5</p> <p>Total Amount (RM): 11,375.06</p> <p>Indent Status: Closed</p> <p>Approval Status: Approved</p> <p>Reject Reason: [Text Area]</p>
--	---

**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	0
R01AD08139A4101XX	Fluticasone Furoate 27.5 mcg/dose Nasal Spray	192	352	172	cannister	4,238.08	Partially Supply	0

Figure 3.9.3-2 Online Issue Information

**STEP 3**

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

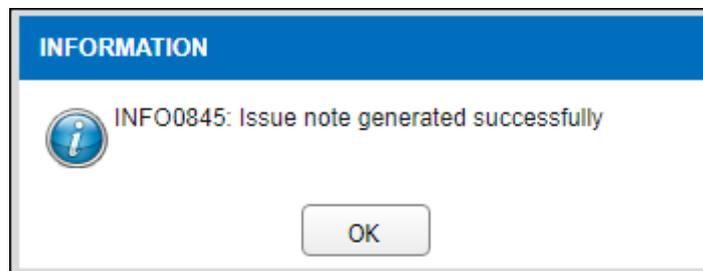


Figure 3.9.3-3 Information Alert Message

**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

KEMENTERIAN KESIHATAN MALAYSIA															Salinan Pengeluar		
Hospital Pakar Sultanah Fatimah, Muar															KEW.PS-7		
BORANG PERMOHONAN STOK															No. BPSS : K18001931 / I02PS001-0049687		
															No. Nota Keluaran: N02PS001-0028840		
Nama dan Alamat Pemesan : FARMASI KLINIK PAKAR					Nama dan Alamat Pengeluar : STOR FARMASI												
Dilengkapkan Oleh Pemesan					Dilengkapkan Oleh Pengeluar												
					BAHAGIAN BEKALAN KAWALAN DAN AKAUN					BAHAGIAN SIMPANAN							
No. Kod	Perihal Stok	SKU	Kuantiti Dimohon	Kuantiti Diterima	No. Kod	PKU	Deskripsi Pembungkusan	Baki Sedia Ada	Kuantiti Diluluskan	Harga (RM)		Kuantiti Dikeluarkan	No. Kelompok	Tarikh Luput	Baki Selepas Pengeluaran	Pembungkusan (Perlu/Tidak)	No. Borang Pembungkusan Stok(BPS)
										Seunit	Jumlah						
J05AG03000T1001XX	Efavirenz 600 mg Tablet	tablet	1,800	1,800	J05AG0300T1001XX.01	pck	pack of 30 tablet	141	60	15.2910	917.46	60	GD72762	30/09/2020	81		
R01AD08139A4101XX	Fluticasone Furoate 27.5 mcg/dose Nasal Spray (120 doses)	cannister	192	124	R01AD08139A4101XX.01	cannister	cannister	124	124	24.6400	3,055.36	124	C814600	30/06/2020	0		
R01AD08139A4101XX	Fluticasone Furoate 27.5 mcg/dose Nasal Spray (120 doses)	cannister		48	R01AD08139A4101XX.01	cannister	cannister	400	48	24.6400	1,182.72	48	C824815	05/09/2020	352		
A06AD1100L5001XX	Lactulose 3.35 g/5 ml Liquid	ml	57,600	57,600	A06AD1100L5001XX.02	box	box of 12 x 100ml	96	48	36.9600	1,774.08	48	BI046	30/09/2020	48		
C09CA07000T1001XX	Telmisartan 40 mg Tablet	tablet	8,700	9,600	C09CA0700T1001XX.01	box	Box of 30 tab	1800	320	6.9270	2,216.64	320	O18107	30/09/2019	1480		
Nama dan Alamat Pemesan : FARMASI KLINIK PAKAR					Nama dan Alamat Pengeluar : STOR FARMASI												
Dilengkapkan Oleh Pemesan					Dilengkapkan Oleh Pengeluar												
					BAHAGIAN BEKALAN KAWALAN DAN AKAUN					BAHAGIAN SIMPANAN							
					Jumlah					11,513.46							
Dilengkapkan Oleh Pemesan					Dilengkapkan Oleh Pengeluar												
Pemohon :		Pegawai Penerima :		Pegawai Pelulus :		Dikeluarkan dan Direkod oleh:											
Nama : .....		Nama : .....		Nama : .....		Nama : .....											
Jawatan : Penolong Pegawai Farmasi U32		Jawatan : .....		Jawatan : .....		Jawatan : .....											
Unit : FARMASI KLINIK PAKAR		Unit : .....		Unit : .....		Unit : .....											
Jabatan : Pharmacy		Jabatan : .....		Jabatan : .....		Jabatan : .....											
Tarikh : 06/03/2018		Tarikh : .....		Tarikh : .....		Tarikh : .....											
Tarikh pesanan diluluskan : 06/03/2018		(Dilengkapkan setelah stok diterima)															

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.

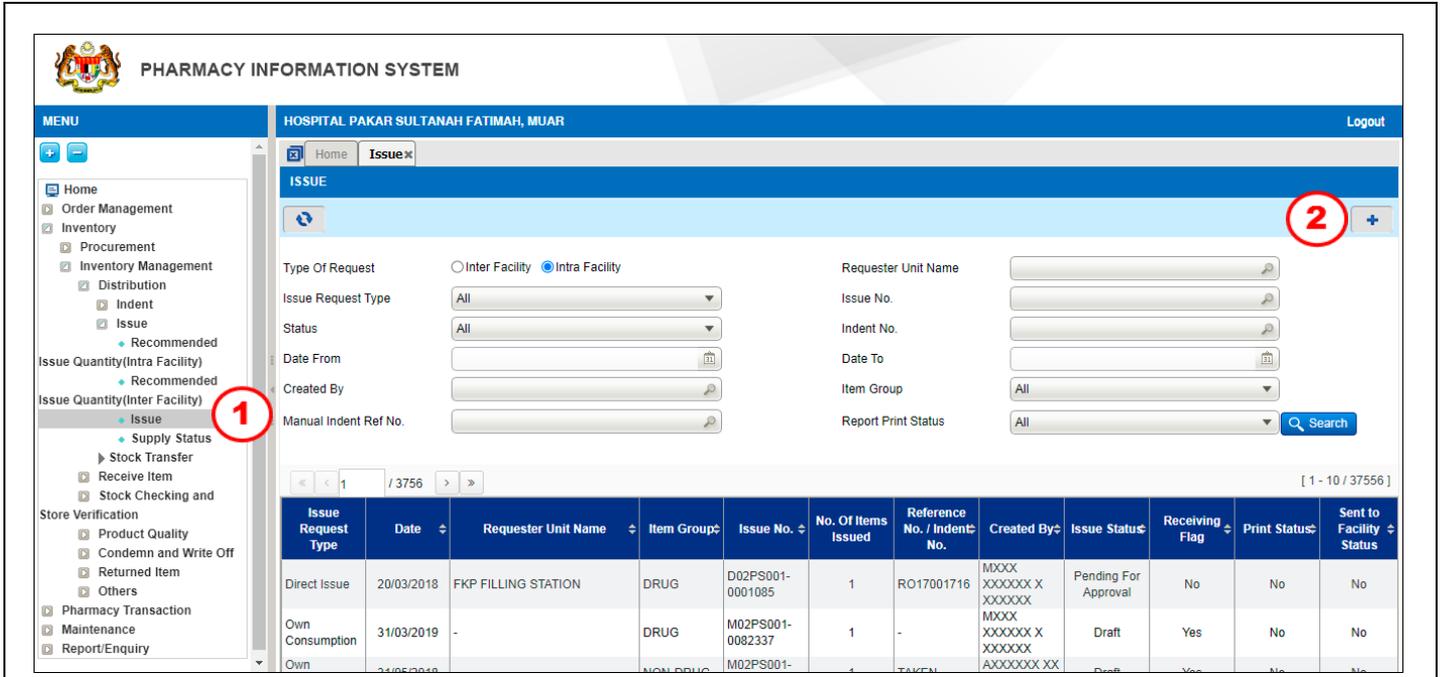


Figure 3.4.1-1 Create New Issue

#### 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.

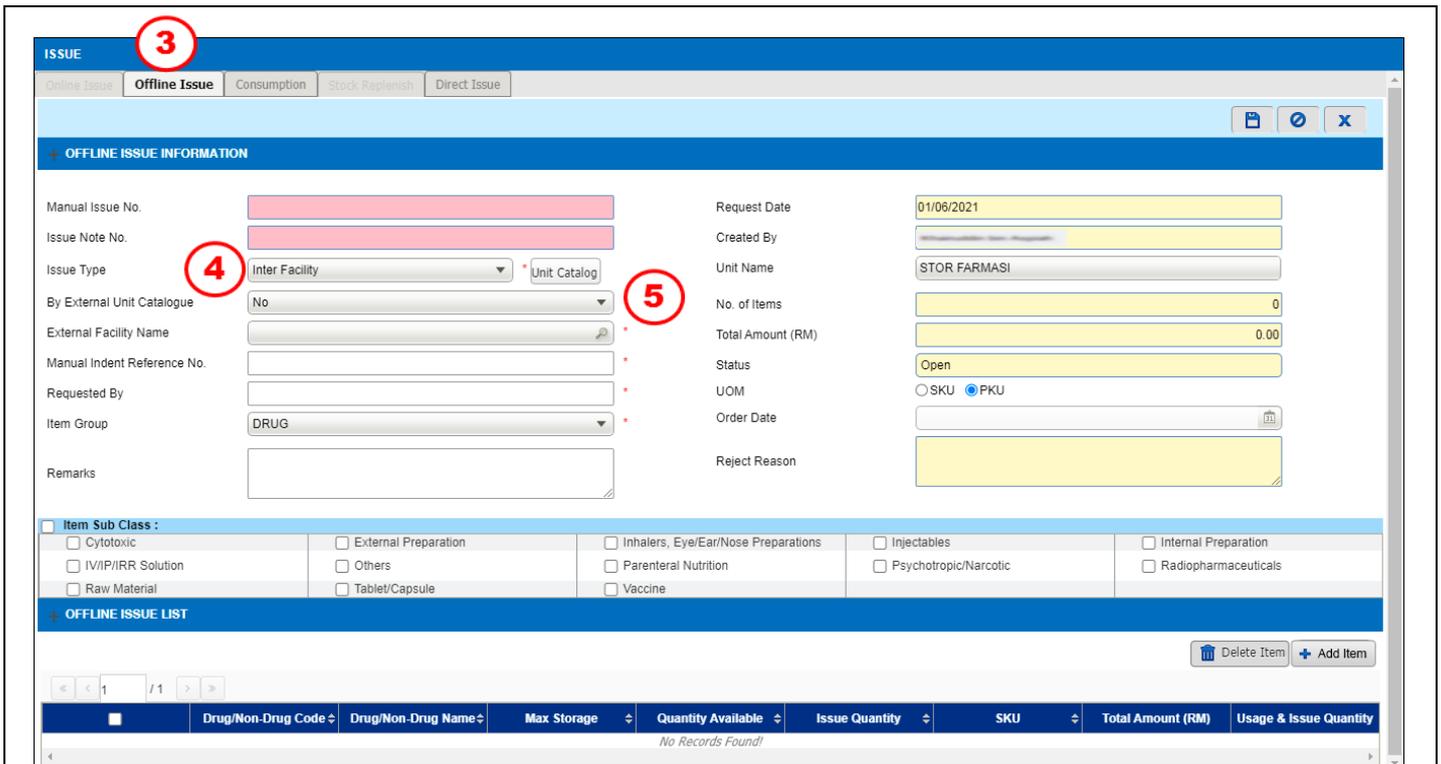


Figure 3.4.1-2 Offline Issue Inter Facility

Search External Facility		
Facility Name	<input type="text"/>	Facility Code <input type="text"/>
State	<input type="text"/>	<input type="button" value="Search"/> <input type="button" value="Refresh"/>
1 / 1		[ 1 - 2 / 2 ]
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**

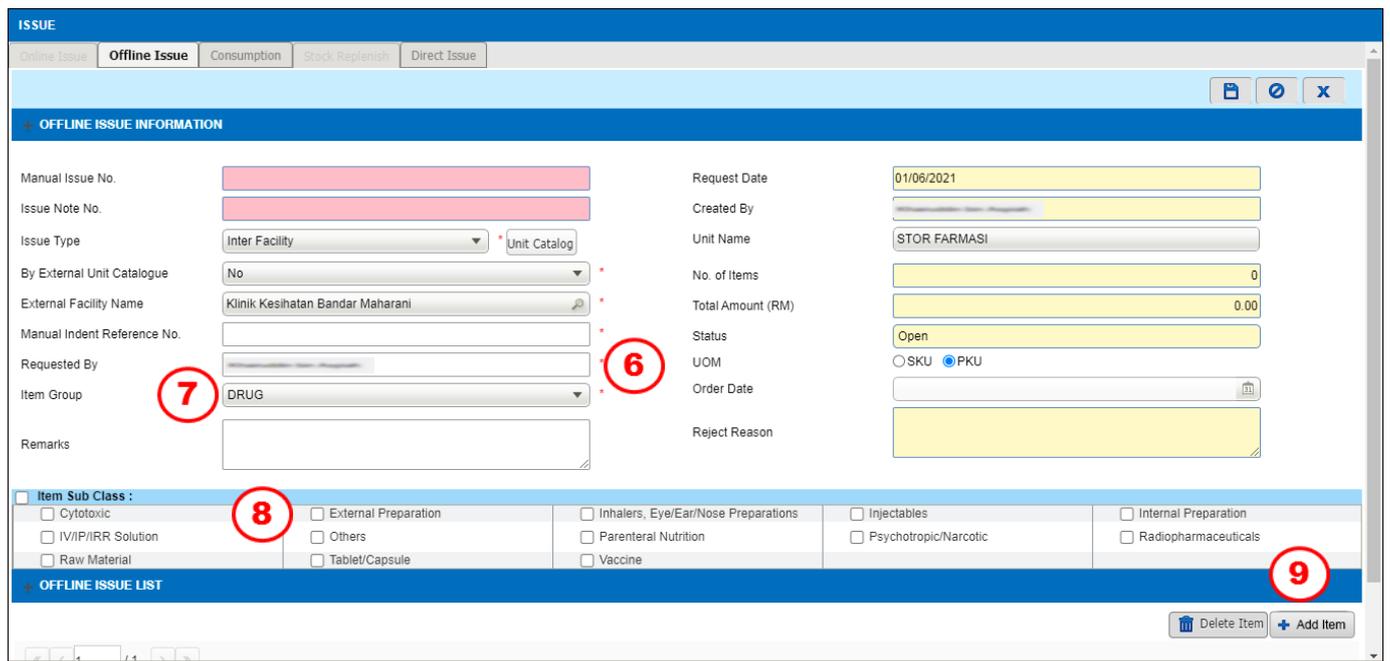
Select **Issue Type** as Inter Facility from the dropdown box

**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**.



**ISSUE**

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

**OFFLINE ISSUE INFORMATION**

Manual Issue No. [ ] Request Date: 01/06/2021

Issue Note No. [ ] Created By: [ ]

Issue Type: Inter Facility \* Unit Catalog

By External Unit Catalogue: No

External Facility Name: Klinik Kesihatan Bandar Maharani

Manual Indent Reference No. [ ]

Requested By: [ ] (6)

Item Group: DRUG (7)

Remarks: [ ]

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"/> Others	<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** (9)

Delete Item + Add Item

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
📄
🔄
✕

OFFLINE ISSUE INFORMATION

Manual Issue No.

Issue Note No.

Issue Type: Inter Facility  \* Unit Catalog

By External Unit Catalogue: No

External Facility Name: Klinik Kesihatan Bandar Maharani

Manual Indent Reference No.

Requested By:

Item Group: DRUG

Remarks:

Request Date: 01/06/2021

Created By:

Unit Name: STOR FARMASI

No. of Items: 3

Total Amount (RM): 329.35

Status: Open

UOM:  SKU  PKU

Order Date:

Reject Reason:

Item Sub Class :

Cytotoxic

External Preparation

Inhalers, Eye/Ear/Nose Preparations

Injectables

Internal Preparation

IV/IP/IRR Solution

Others

Parenteral Nutrition

Psychotropic/Narcotic

Radiopharmaceuticals

Raw Material

Tablet/Capsule

Vaccine

OFFLINE ISSUE LIST

🗑️ Delete Item ➕ Add Item

<< 1 / 1 >> [ 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"/>	KPK00038	Abacavir 300mg Tab	0	2,930	780	tablet	125.35	0
<input type="checkbox"/>	GLN0200070	Acetic Acid 0.5% in Alcohol	0	33,000	3,000	ml	15.00	0
<input type="checkbox"/>	B01AC06259T1001XX	Acetylsalicylic Acid 100 mg, Glycine 45 mg Tablet	0	89,100	2,100	tablet	189.00	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

i
INFO0679: Record has been saved successfully

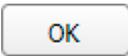
OK

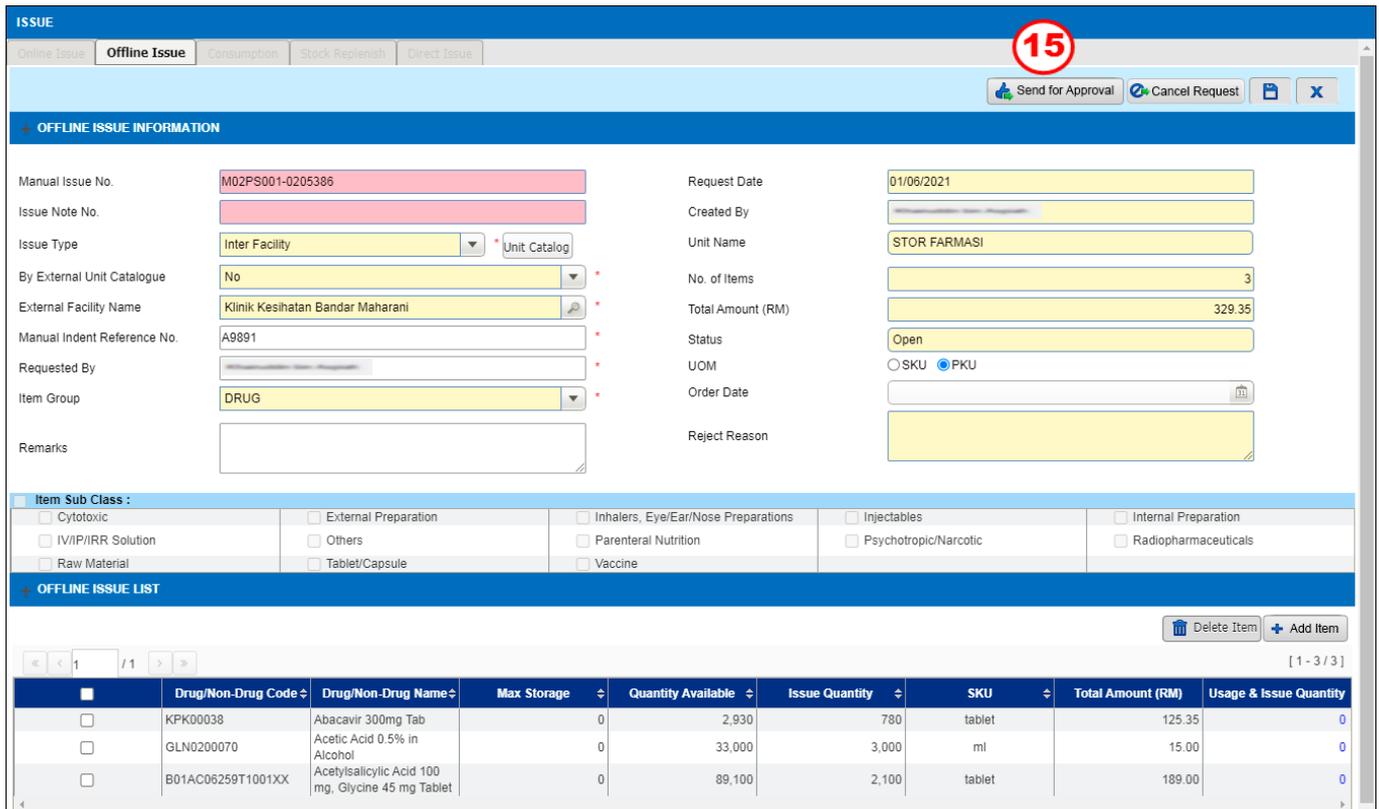
Figure 3.4.1-9 Information Alert Message

**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.



**ISSUE**

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

Send for Approval | Cancel Request

**OFFLINE ISSUE INFORMATION**

Manual Issue No. M02PS001-0205306  
 Issue Note No.  
 Issue Type Inter Facility \* Unit Catalog  
 By External Unit Catalogue No  
 External Facility Name Klinik Kesihatan Bandar Maharani  
 Manual Indent Reference No. A9891  
 Requested By  
 Item Group DRUG  
 Remarks

Request Date 01/06/2021  
 Created By  
 Unit Name STOR FARMASI  
 No. of Items 3  
 Total Amount (RM) 329.35  
 Status Open  
 UOM  SKU  PKU  
 Order Date  
 Reject Reason

**Item Sub Class :**

Cytotoxic  External Preparation  Inhalers, Eye/Ear/Nose Preparations  Injectables  Internal Preparation  
 IV/IP/IRR Solution  Others  Parenteral Nutrition  Psychotropic/Narcotic  Radiopharmaceuticals  
 Raw Material  Tablet/Capsule  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"/>	KPK00038	Abacavir 300mg Tab	0	2,930	780	tablet	125.35	0
<input type="checkbox"/>	GLN0200070	Acetic Acid 0.5% in Alcohol	0	33,000	3,000	ml	15.00	0
<input type="checkbox"/>	B01AC06259T1001XX	Acetylsalicylic Acid 100 mg, Glycine 45 mg Tablet	0	89,100	2,100	tablet	189.00	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'.

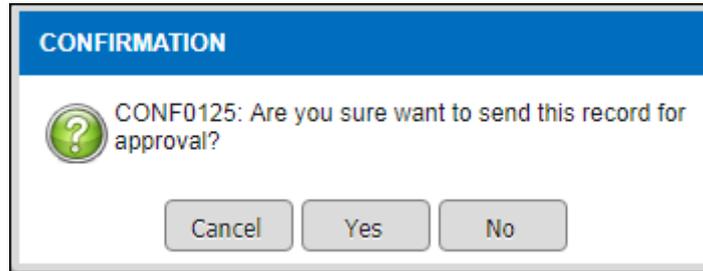


Figure 3.4.1-11 Alert Message

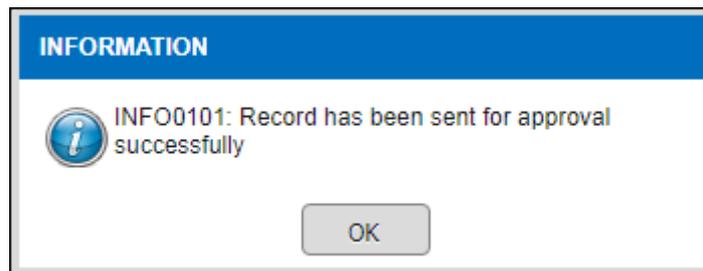


Figure 3.4.1.12 Alert Message

**ISSUE** 16

Online Issue Offline Issue Consumption Stock Replenish Direct Issue

Approve Reject X

**OFFLINE ISSUE INFORMATION**

Manual Issue No. M02PS001-0205386 Request Date 01/06/2021

Issue Note No. NO Issue Note Created By

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

By External Unit Catalogue No No. of Items 3

External Facility Name Klinik Kesihatan Bandar Maharani Total Amount (RM) 329.35

Manual Indent Reference No. A9891 Status Pending For Approval

Requested By 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/IR Solution  Others  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"/>	KPK00038	Abacavir 300mg Tab	0	2,930	780	tablet	125.35	0
<input type="checkbox"/>	GLN0200070	Acetic Acid 0.5% in Alcohol	0	33,000	3,000	ml	15.00	0
<input type="checkbox"/>	B01AC06259T1001XX	Acetylsalicylic Acid 100 mg, Glycine 45 mg Tablet	0	89,100	2,100	tablet	189.00	0

Figure 3.4.1-13 Issue Approve Page

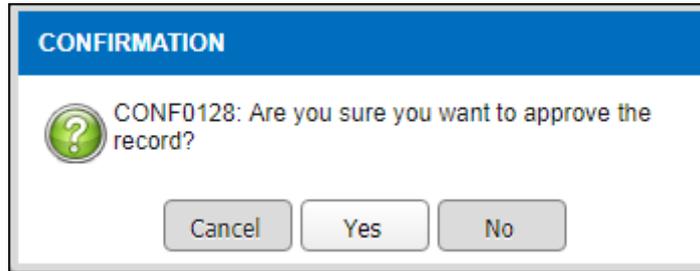


Figure 3.4.1-14 Confirmation Alert Message

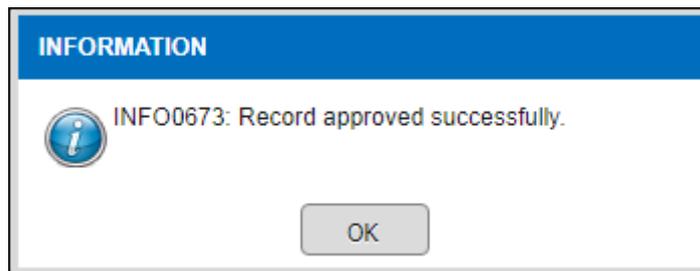
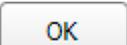


Figure 3.4.1-15 Information Alert Message

**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.  Request Date

Issue Note No.  Created By

Issue Type  \* Unit Catalog

By External Unit Catalogue  No. of Items

External Facility Name  Total Amount (RM)

Manual Indent Reference No.  Status

Requested By  UOM

Item Group  Order Date

Remarks

---

**Item Sub Class :**

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

IV/IP/IRR Solution  Others  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"/>	KPK00038	Abacavir 300mg Tab	0	2,930	780	tablet	125.35	780
<input type="checkbox"/>	GLN0200070	Acetic Acid 0.5% in Alcohol	0	33,000	3,000	ml	15.00	3,000
<input type="checkbox"/>	B01AC06259T1001XX	Acetylsalicylic Acid 100 mg, Glycine 45 mg Tablet	0	89,100	2,100	tablet	189.00	2,100

Figure 3.4.1-16 Issue Information

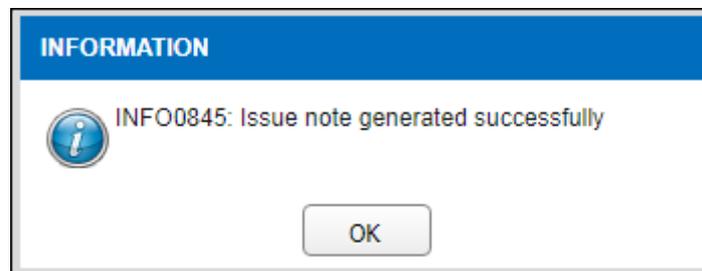


Figure 3.4.1-17 Information Alert Message

**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

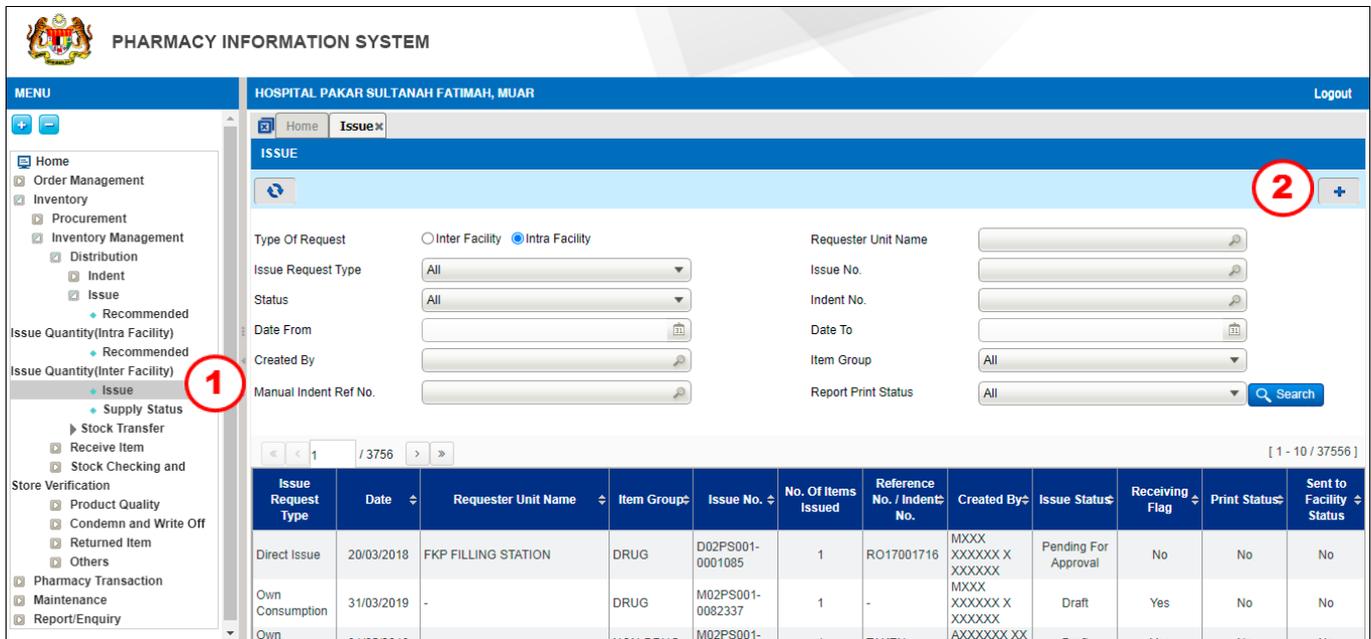
- System will display an alert message as display in Figure 3.4.1-17
- 'Borang Permohonan Stok' will display as in Figure 3.4.1-18

 <b>KEMENTERIAN KESIHATAN MALAYSIA</b> <b>Hospital Pakar Sultanah Fatimah</b> <b>BORANG PERMOHONAN STOK</b>										Salinan Pengeluar <b>KEW.PS-7</b>							
Nama dan Alamat Pemesan : Pharmacy ( Klinik Kesihatan Bandar Maharani )					Nama dan Alamat Pengeluar : Pharmacy ( Hospital Pakar Sultanah Fatimah )					No. BPSS. : M02PS001-0205386 No. Nota Keluaran: N02PS001-0003625							
Dilengkapkan Oleh Pemesan					Dilengkapkan Oleh Pengeluar												
					BAHAGIAN BEKALAN KAWALAN DAN AKAUN				BAHAGIAN SIMPANAN								
No. Kod	Perihal Stok	SKU	Kuantiti Dimohon	Kuantiti Diterima	No. Kod	PKU	Deskripsi Pembungkusan	Baki Sedia Ada	Kuantiti Diluluskan	Harge (RM)		Kuantiti Dikeluarkan	No. Kelompok	Tarikh Luput	Baki Selepas Pengeluaran	Pembungkusan (Perlu/Tidak)	No. Borang Pembungkusan Stok(BPS)
										Seunit	Jumlah						
KPK00038	Abacavir 300mg Tab	tablet	780	780	KPK00038.01	pck	Pack of 60 tab	48	13	9.6420	125.35	13	PK0	04/01/2031	35		
GLN0200070	Acetic Acid 0.5% in Alcohol	ml	3,000	3,000	GLN0200070.01	bott	bottle of 1000 millilitre	33	3	5.0000	15.00	3	N020	28/12/2030	30		
B01AC06259T1001XX	Acetylsalicylic Acid 100 mg, Glycine 45 mg Tablet	tablet	2,100	2,100	B01AC06259T1001XX.01	box	box of 30 tablet	2970	70	2.7000	189.00	70	2002271	28/02/2022	2900		
<b>Jumlah</b>																	
					Dilengkapkan Oleh Pengeluar												
Pemohon : Nama : Jawatan : Unit : Jabatan : Tarikh : 01/06/2021 Tarikh pesanan diluluskan :		Pegawai Penerima : Nama : Jawatan : Unit : Jabatan : Tarikh : (Dilengkapkan setelah stok diterima)		Pegawai Pelulus : Nama : Jawatan : Pegawai Farmasi UF48 Unit : STOR FARMASI Jabatan : Pharmacy Tarikh : 01/06/2021				Dikeluarkan dan Direkod oleh: Nama : Jawatan : Unit : Jabatan : Tarikh :									
Printed Date : 01/06/2021		Printed By :		Unit Name : STOR FARMASI				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	Sent to Facility Status
Direct Issue	20/03/2018	FKP FILLING STATION	DRUG	D02PS001-0001085	1	RO17001716	MXXX XXXXXX X XXXXXX	Pending For Approval	No	No	No
Own Consumption	31/03/2019	-	DRUG	M02PS001-0082337	1	-	MXXX XXXXXX X XXXXXX	Draft	Yes	No	No
Own	31/03/2019	-	DRUG	M02PS001-	1	-	MXXX XXXXXX X XXXXXX	Draft	Yes	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.

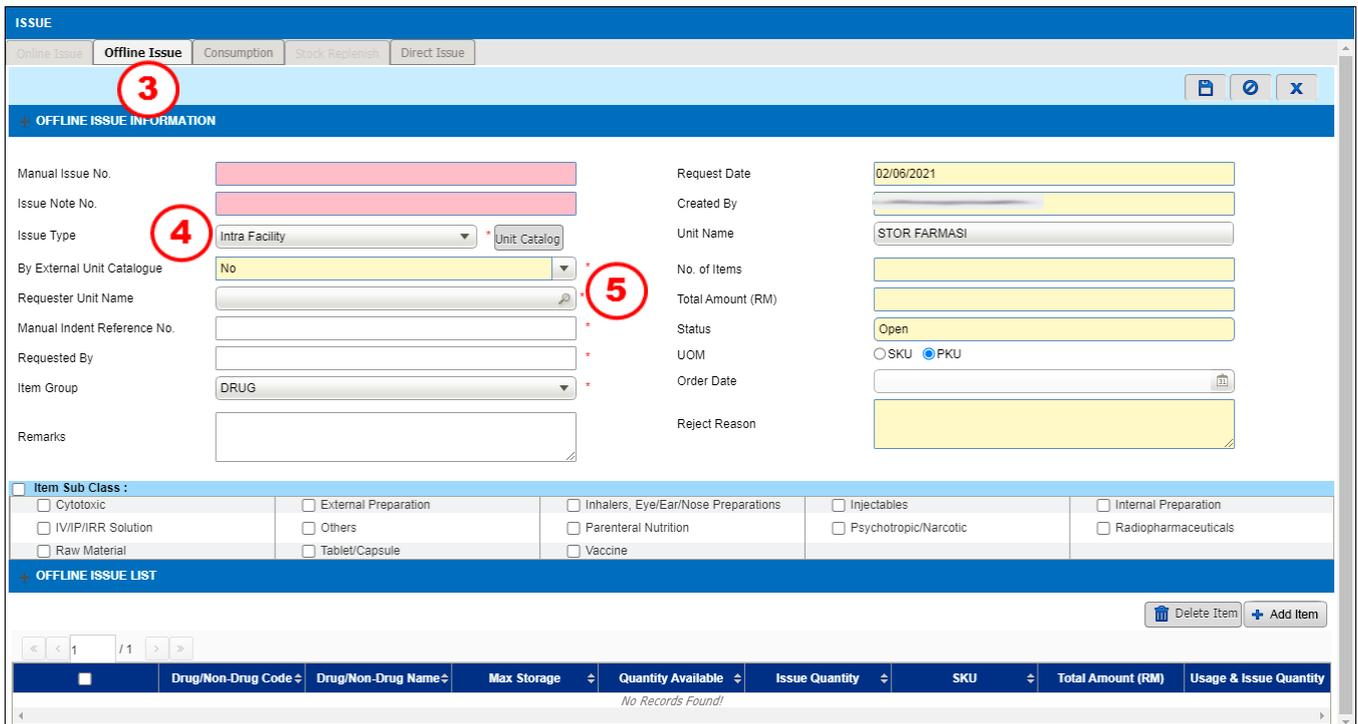


Figure 3.4.2-2 Offline Issue Inter Facility

**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="text"/> <input type="text"/> <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

ISSUE

Online Issue Offline Issue Consumption Stock Replenish Direct Issue

+ OFFLINE ISSUE INFORMATION

Manual Issue No.

Issue Note No.

Issue Type: Intra Facility Unit Catalog

By External Unit Catalogue: No

Requester Unit Name:

Manual Indent Reference No.:

Requested By:

Item Group: DRUG

Remarks:

Request Date: 02/06/2021

Created By:

Unit Name: STOR FARMASI

No. of Items:

Total Amount (RM):

Status: Open

UOM:  SKU  PKU

Order Date:

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"/> Others	<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
No Records Found!							

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.

The screenshot shows the 'ISSUE' form with the following fields and sections:

- ISSUE** (Title)
- Navigation tabs: Online Issue, **Offline Issue**, Consumption, Stock Replenish, Direct Issue
- OFFLINE ISSUE INFORMATION** (Section):
  - Manual Issue No. (Text input)
  - Issue Note No. (Text input)
  - Issue Type (Dropdown: Intra Facility, Unit Catalog)
  - By External Unit Catalogue (Dropdown: No)
  - Requester Unit Name (Text input)
  - Manual Indent Reference No. (Text input)
  - Requested By (Text input)
  - Item Group (Dropdown: DRUG)
  - Remarks (Text area)
  - Request Date (Text input: 02/06/2021)
  - Created By (Text input)
  - Unit Name (Text input: STOR FARMASI)
  - No. of Items (Text input)
  - Total Amount (RM) (Text input)
  - Status (Dropdown: Open)
  - UOM (Radio buttons: SKU, PKU)
  - Order Date (Text input)
  - Reject Reason (Text input)
- Item Sub Class :** (Section with checkboxes):
  - Cytotoxic
  - External Preparation
  - Inhalers, Eye/Ear/Nose Preparations
  - Injectables
  - Internal Preparation
  - IV/IP/IRR Solution
  - Others
  - Parenteral Nutrition
  - Psychotropic/Narcotic
  - Radiopharmaceuticals
  - Raw Material
  - Tablet/Capsule
  - Vaccine
- OFFLINE ISSUE LIST** (Section):
  - Buttons: Delete Item, Add Item (highlighted with red circle 9)
  - Table with columns: Drug/Non-Drug Code, Drug/Non-Drug Name, Max Storage, Quantity Available, Issue Quantity, SKU, Total Amount (RM), Usage & Issue Quantity
  - Text below table: No Records Found!

Figure 3.4.2-5 Add Item

**STEP 9**

Click on the **Add Item** 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.

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

- ADD ITEM** (Title)
- Item Code (Text input, highlighted with red circle 10)
- Item Description (Text input)
- Drug/Non-Drug Code (Text input)
- Drug/Non-Drug Name (Text input)
- Item Sub Class (Text input)
- With Stock  (Checked)
- Without Stock  (Unchecked)
- Search button (highlighted with red circle 11)
- Table with columns: 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)
- Text below table: No Record Found

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 **Search** 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 / 188 ]

Item Code	Drug/Non-Drug Code	Drug/Non-Drug Name	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)
02.0003.05	N02BA01000T4001XX	Acetylsalicylic Acid 300 mg Soluble Tablet	Acetylsalicylic Acid 300 mg Soluble Tablet	12,000	Tablet/Capsule	T2002013	MILLISPIRIN	28/02/2022	Pack of 30 tabs (Blister)	4,200	30	140.00	0.2167	1,200	40.00
01.0016.05	D08AA03000L6001XX	Acriflavine 0.1% Lotion	Acriflavine 0.1% Lotion	240,000	External Preparation	PM20M23118	NW	31/03/2023	bottle of 100 ml	2,200	100	22.00	0.0246	12	2.00
01.0016.05	D08AA03000L6001XX	Acriflavine 0.1% Lotion	Acriflavine 0.1% Lotion	240,000	External Preparation	PM20M23119	NW	31/03/2023	bottle of 100 ml	117,800	100	1,178.00	0.0246		
01.0016.05	D08AA03000L6001XX	Acriflavine 0.1% Lotion	Acriflavine 0.1% Lotion	240,000	External Preparation	PM19M22482	NW	31/12/2022	bottle of 100 ml	22,000	100	220.00	0.0246		
03.0006.01	C01CA24123P3001XX	Adrenaline Acid Tartrate 1mg/ml Injection	Adrenaline Acid Tartrate 1 mg / ml Injection	3,000	Injectables	200262T	CCM	31/01/2022	pack of 10 ampoule	500	10	50.00	1.7400	100	10.00

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

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

14

OFFLINE ISSUE INFORMATION

Manual Issue No.:   
 Issue Note No.:   
 Issue Type:  Unit Catalog  
 By External Unit Catalogue:   
 Requester Unit 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:   
 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"/> Others	<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 - 3 / 3 ]

Item Code	Drug/Non-Drug Code	Drug/Non-Drug Name	Max Storage	Quantity Available	Issue Quantity	SKU	Total Amount (RM)	Usage & Issue Quantity
	N02BA01000T4001XX	Acetylsalicylic Acid 300 mg Soluble Tablet	12,000	4,200	1,200	tablet	260.04	0
	D08AA03000L6001XX	Acriflavine 0.1% Lotion	240,000	142,000	200	ml	4.92	0
	C01CA24123P3001XX	Adrenaline Acid Tartrate 1mg/ml Injection	3,000	2,500	100	amp	174.00	0

Figure 3.4.2-8 Offline Issue

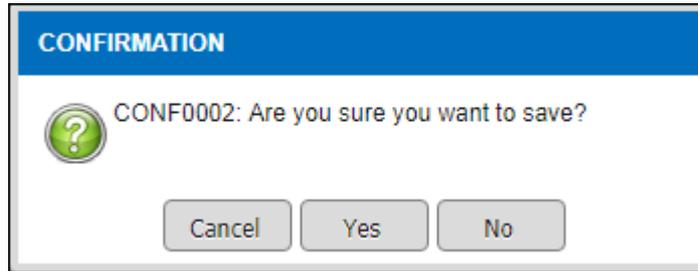


Figure 3.4.2-9 Confirmation Alert Message

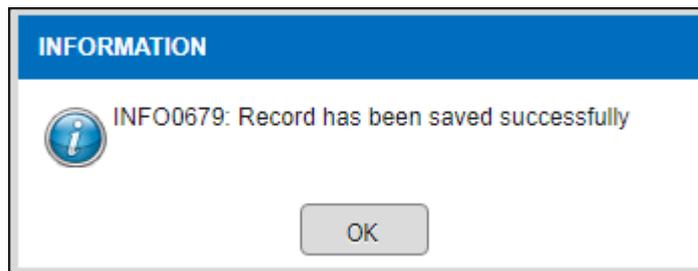


Figure 3.4.2-10 Information Alert Message

#### 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.

ISSUE

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

15

Send for Approval | Cancel Request | X

+ OFFLINE ISSUE INFORMATION

Manual Issue No.

Issue Note No.

Issue Type  Unit Catalog

By External Unit Catalogue

Requester Unit 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

Reject Reason

Item Sub Class :

Cytotoxic

External Preparation

Inhalers, Eye/Ear/Nose Preparations

Injectables

Internal Preparation

IV/IP/IRR Solution

Others

Parenteral Nutrition

Psychotropic/Narcotic

Radiopharmaceuticals

Raw Material

Tablet/Capsule

Vaccine

+ OFFLINE ISSUE LIST

Delete Item | + Add Item

[ 1 - 3 / 3 ]

<input type="checkbox"/>	Drug/Non-Drug Code	Drug/Non-Drug Name	Max Storage	Quantity Available	Issue Quantity	SKU	Total Amount (RM)	Usage & Issue Quantity
<input type="checkbox"/>	N02BA01000T4001XX	Acetylsalicylic Acid 300 mg Soluble Tablet	12,000	4,200	1,200	tablet	260.04	0
<input type="checkbox"/>	D08AA03000L6001XX	Acriflavine 0.1% Lotion	240,000	142,000	200	ml	4.92	0
<input type="checkbox"/>	C01CA24123P3001XX	Adrenaline Acid Tartrate 1mg/ml Injection	3,000	2,500	100	amp	174.00	0

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'.

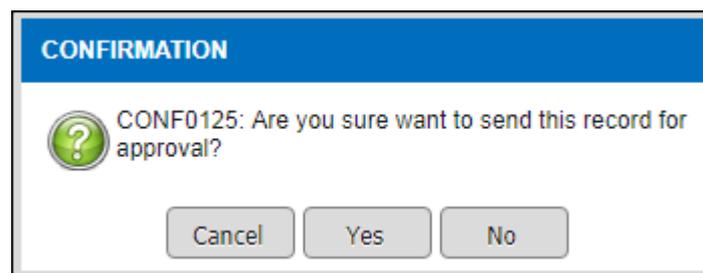


Figure 3.4.2-12 Alert Message

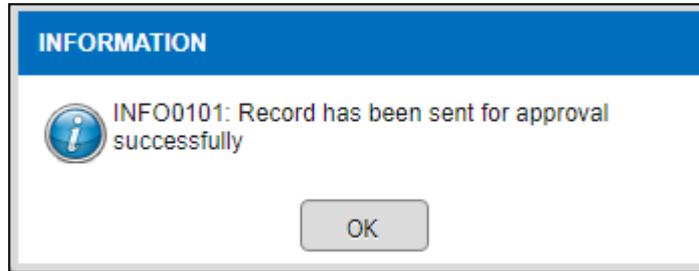


Figure 3.4.2-13 Alert Message

**ISSUE** 16

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

Approve | Reject | X

**OFFLINE ISSUE INFORMATION**

Manual Issue No.  Request Date

Issue Note No.  Created By

Issue Type  \* Unit Catalog

By External Unit Catalogue  \* No. of Items

Requester Unit Name  \* Total Amount (RM)

Manual Indent Reference No.  \* Status

Requested By  \* UOM  SKU  PKU

Item Group  \* Order Date

Remarks

**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"/> Others	<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 - 3 / 3 ]

<input type="checkbox"/>	Drug/Non-Drug Code	Drug/Non-Drug Name	Max Storage	Quantity Available	Issue Quantity	SKU	Total Amount (RM)	Usage & Issue Quantity
<input type="checkbox"/>	N02BA01000T4001XX	Acetylsalicylic Acid 300 mg Soluble Tablet	12,000	4,200	1,200	tablet	260.04	0
<input type="checkbox"/>	D08AA03000L6001XX	Acriflavine 0.1% Lotion	240,000	142,000	200	ml	4.92	0
<input type="checkbox"/>	C01CA24123P3001XX	Adrenaline Acid Tartrate 1mg/ml Injection	3,000	2,500	100	amp	174.00	0

Figure 3.4.2-14 Approve Issue Page

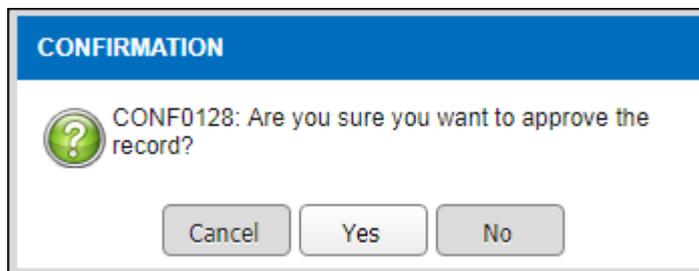


Figure 3.4.2-15 Confirmation Alert Message

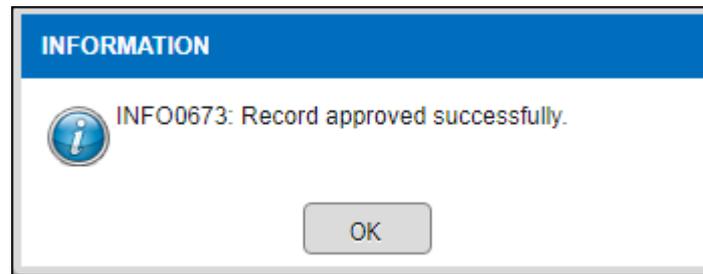


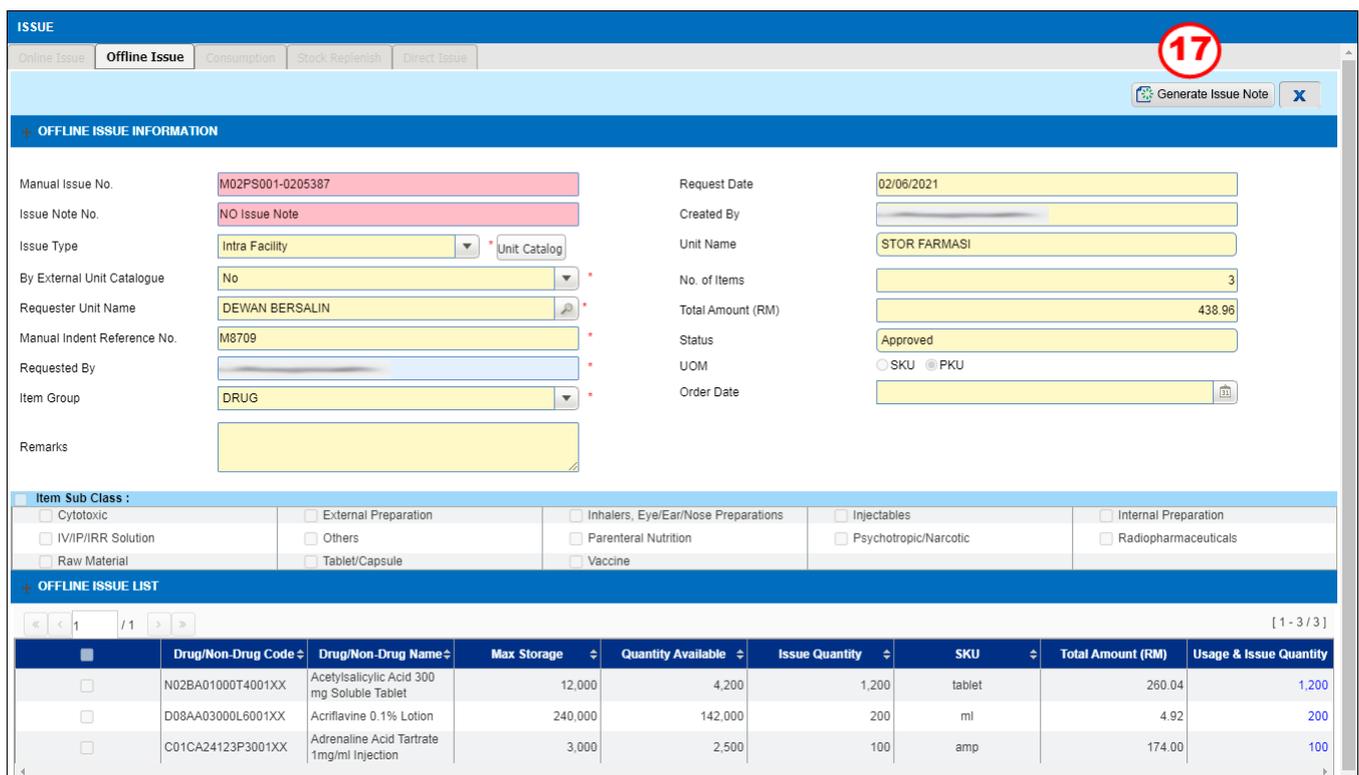
Figure 3.4.2-16 Information Alert Message

**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.



**ISSUE**

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

Generate Issue Note X

**OFFLINE ISSUE INFORMATION**

Manual Issue No. M02PS001-0205387 Request Date 02/06/2021

Issue Note No. NO Issue Note Created By

Issue Type Intra Facility Unit Catalog Unit Name STOR FARMASI

By External Unit Catalogue No No. of Items 3

Requester Unit Name DEWAN BERSALIN Total Amount (RM) 438.96

Manual Indent Reference No. M8709 Status Approved

Requested By UOM  SKU  PKU

Item Group DRUG Order Date

Remarks

**Item Sub Class :**

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

IV/PI/IRR Solution  Others  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"/>	N02BA01000T4001XX	Acetylsalicylic Acid 300 mg Soluble Tablet	12,000	4,200	1,200	tablet	260.04	1,200
<input type="checkbox"/>	D08AA03000L6001XX	Acriflavine 0.1% Lotion	240,000	142,000	200	ml	4.92	200
<input type="checkbox"/>	C01CA24123P3001XX	Adrenaline Acid Tartrate 1mg/ml Injection	3,000	2,500	100	amp	174.00	100

Figure 3.4.2-17 Issue Information

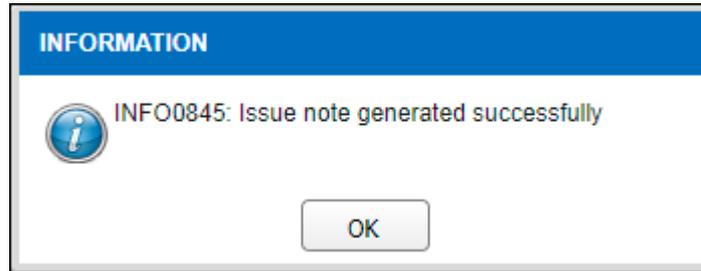


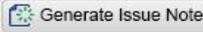
Figure 3.4.2-18 Information Alert Message

**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

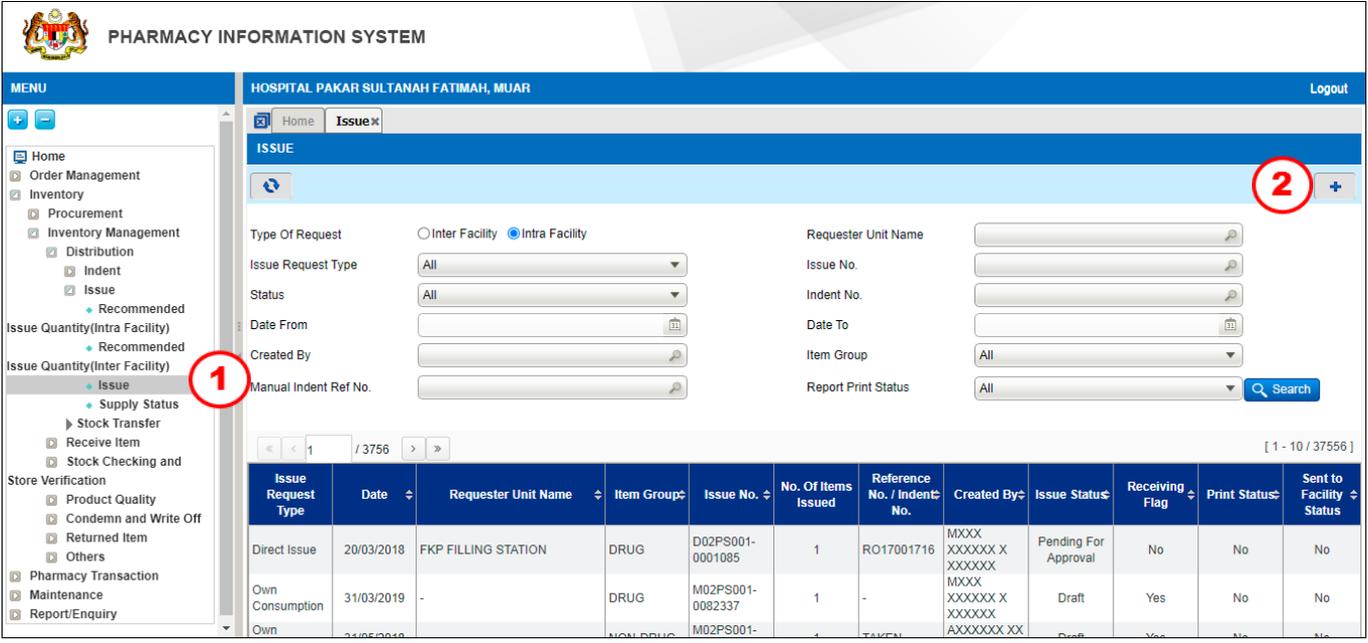
- System will display an alert message as display in Figure 3.4.2-18
- 'Borang Permohonan Stok' will display as in Figure 3.4.2-19

KEMENTERIAN KESIHATAN MALAYSIA													Salinan Pengeluar				
Hospital Pakar Sultanah Fatimah													KEW.PS-7				
BORANG PERMOHONAN STOK													No. BPSS : M02PS001-0205387				
													No. Nota Keluaran : N02PS001-0003626				
Nama dan Alamat Pemesan : DEWAN BERSALIN						Nama dan Alamat Pengeluar : STOR FARMASI											
Dilengkapkan Oleh Pemesan						Dilengkapkan Oleh Pengeluar											
						BAHAGIAN BEKALAN KAWALAN DAN AKAUN					BAHAGIAN SIMPANAN						
No. Kod	Perihal Stok	SKU	Kuantiti Dimohon	Kuantiti Diterima	No. Kod	PKU	Deskripsi Pembungkusan	Baki Sedia Ada	Kuantiti Diluluskan	Harga (RM)		Kuantiti Dikeluarkan	No. Kelompok	Tarikh Luput	Baki Selepas Pengeluaran	Pembungkusan (Perlu/Tidak)	No. Borang Pembungkusan Stok(BPS)
										Seunit	Jumlah						
N02BA01 000T4001 XX	Acetylsalicylic Acid 300 mg Soluble Tablet	tablet	1,200	1,200	02.0003.05	pck	Pack of 30 tabs (Blister)	140	40	6.5010	260.04	40	T2002013	28/02/2022	100		
D08AA03 000L6001 XX	Acritavine 0.1% Lotion	ml	200	200	01.0016.05	bott	bottle of 100 ml	22	2	2.4600	4.92	2	PM20M23 118	31/03/2023	20		
C01CA24 123P3001 XX	Adrenaline Acid Tartrate 1mg/ml Injection	amp	100	100	03.0006.01	pck	pack of 10 ampoule	50	10	17.4000	174.00	10	200262T	31/01/2022	40		
<b>Jumlah</b>										438.96							
Dilengkapkan Oleh Pemesan						Dilengkapkan Oleh Pengeluar											
Pemohon :			Pegawai Penerima :			Pegawai Pelulus :						Dikeluarkan dan Direkod oleh :					
Nama : _____			Nama : _____			Nama : _____						Nama : _____					
Jawatan : _____			Jawatan : _____			Jawatan : Pegawai Farmasi UF48						Jawatan : _____					
Unit : DEWAN BERSALIN			Unit : _____			Unit : STOR FARMASI						Unit : _____					
Jabatan : _____			Jabatan : _____			Jabatan : Pharmacy						Jabatan : _____					
Tarikh : 02/06/2021			Tarikh : _____			Tarikh : 02/06/2021						Tarikh : _____					
Tarikh pesanan diluluskan :			(Dilengkapkan setelah stok diterima)														
<p>Printed Date : 02/06/2021      Printed By : _____      Unit Name : STOR FARMASI      Source : PhIS</p> <p style="text-align: right;">Page 1 of 2</p>																	

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.



**PHARMACY INFORMATION SYSTEM**

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

Logout

Home Issue x

**ISSUE**

1

2

Type Of Request  Inter Facility  Intra Facility

Requester Unit Name

Issue Request Type: All

Issue No.

Status: All

Indent No.

Date From

Date To

Created By

Item Group: All

Manual Indent Ref No.

Report Print Status: All

Search

1 / 3756 [ 1 - 10 / 37556 ]

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	Sent to Facility Status
Direct Issue	20/03/2018	FKP FILLING STATION	DRUG	D02PS001-0001085	1	RO17001716	MXXX XXXXXX X XXXXXX	Pending For Approval	No	No	No
Own Consumption	31/03/2019	-	DRUG	M02PS001-0082337	1	-	MXXX XXXXXX X XXXXXX	Draft	Yes	No	No
Own	31/03/2019	-	NON-DRUG	M02PS001-	1	-	MXXX XXXXXX X XXXXXX	Draft	Yes	No	No

Figure 3.5-1 Create New Issue

**STEP 1**

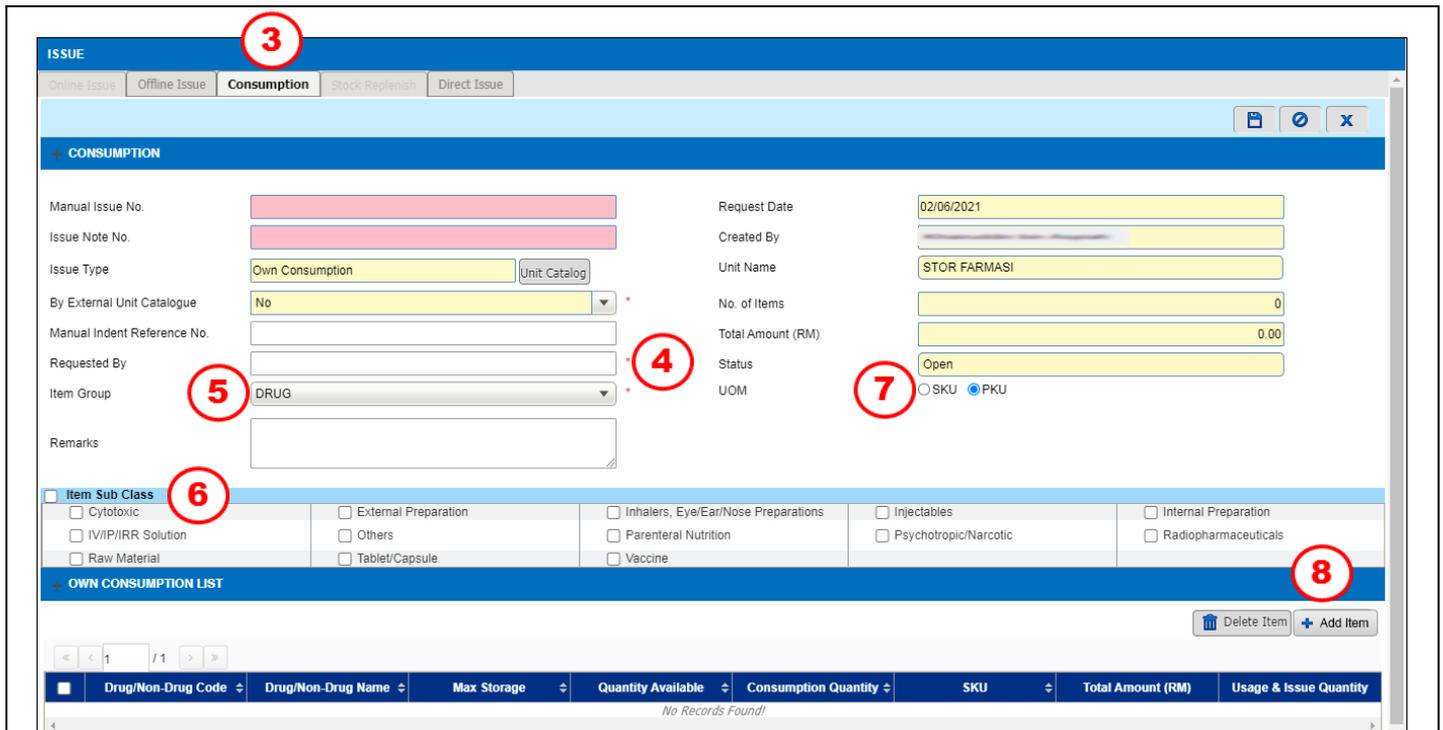
Click on 'Inventory' menu follow by 'Inventory Management' then 'Distribution' then 'Issue' then click on 'Issue'

**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.



The screenshot shows the 'ISSUE' window with the 'Consumption' tab selected. The form contains several input fields and sections:

- 3**: 'Consumption' tab selected in the top navigation bar.
- 4**: 'Requested By' field.
- 5**: 'Item Group' dropdown menu set to 'DRUG'.
- 6**: 'Item Sub Class' section with various checkboxes.
- 7**: 'UOM' radio buttons, with 'PKU' selected.
- 8**: 'OWN CONSUMPTION LIST' table area.

The table below shows the columns for the 'OWN CONSUMPTION LIST':

Drug/Non-Drug Code	Drug/Non-Drug Name	Max Storage	Quantity Available	Consumption Quantity	SKU	Total Amount (RM)	Usage & Issue Quantity
No Records Found!							

Figure 3.5-2 Consumption

**STEP 3**

Click on the Consumption tab

**STEP 4**

Enter the **Requested 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**

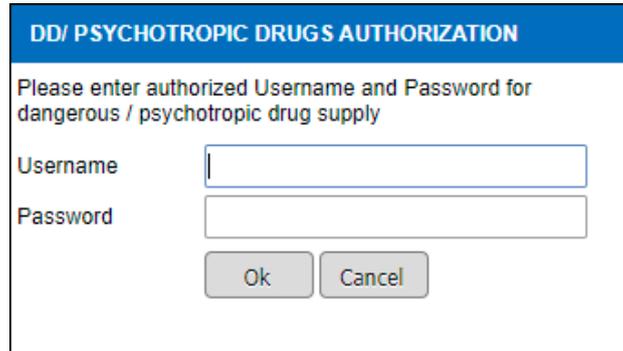
*Character for remarks section up to 200 words.*

**STEP 6**

Select the **Item Sub Class** checkbox

**Note**

- *If select any drug with item sub class = 'Psychotropic/Narcotic', once click on confirm the transaction DD/Psychotropic Drug Authorization alert will be display as shown in Figure 3.5-3*



**DD/ PSYCHOTROPIC DRUGS AUTHORIZATION**

Please enter authorized Username and Password for dangerous / psychotropic drug supply

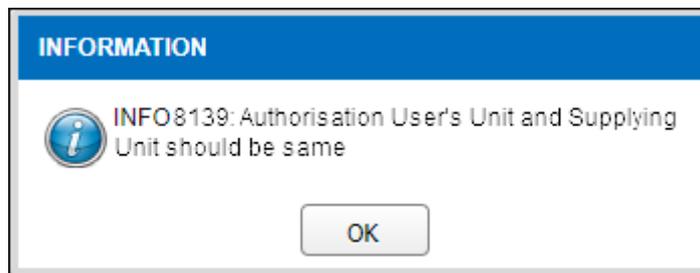
Username

Password

Ok Cancel

**Figure 3.5-3 Drug Authorization**

- Authorizer for 'DD/Psychotropic Drug supply' will able to do:
  - Authorized user must have same unit as supplying unit. Alert message will be display in Figure 3.5-4 if user from different unit do the authorization.



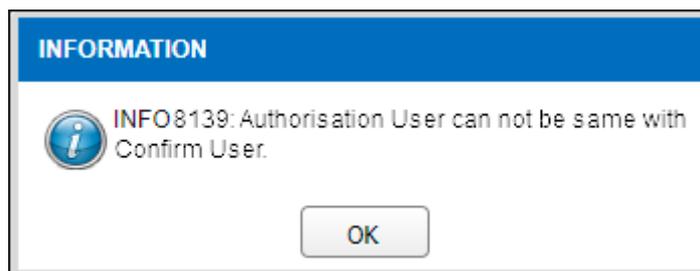
**INFORMATION**

 INFO8139: Authorisation User's Unit and Supplying Unit should be same

OK

**Figure 3.5-4 Alert Message**

- Authorized user must be different user from user who confirmed/approved the record. Alert message will be display in Figure 3.5-5 if same user who confirm the record do the authorization



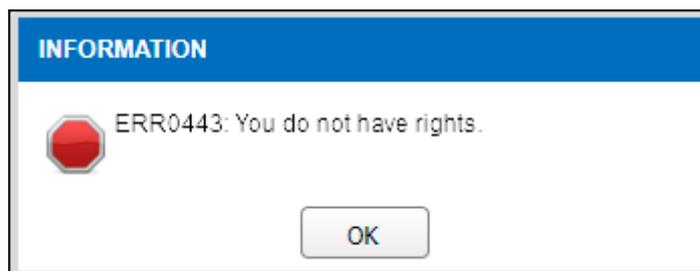
**INFORMATION**

 INFO8139: Authorisation User can not be same with Confirm User.

OK

**Figure 3.5-5 Alert Message**

- Alert message will be display in Figure 3.5-6 if user without authorization role do the authorization



**INFORMATION**

 ERR0443: You do not have rights.

OK

**Figure 3.5-6 Alert Message**

**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

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		
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	10	
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		
V03AB23520P3001a	Acetylcysteine 5000mg/25ml Injection (25ml Vial)	V03AB23520P3001a.01	Acetylcysteine 5000mg/25ml Vial	300	Injectables	19908	HIDONAC	30/11/2020	vial	100	1	100.00	106.5023		
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		
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		

Figure 3.5-7 Add Item

**STEP 9**

Click on the  button and system will display all the item as per Figure 3.5-7

**STEP 10**

Enter the requested **Issue Quantity**

**STEP 11**

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

ISSUE

Online Issue
Offline Issue
Consumption
Stock Replenish
Direct Issue

12
📄
🔄
✕

← CONSUMPTION

Manual Issue No. <input style="width: 90%;" type="text"/>	Request Date <input style="width: 90%;" type="text" value="20/09/2019"/>
Issue Note No. <input style="width: 90%;" type="text"/>	Created By <input style="width: 90%;" type="text"/>
Issue Type <input style="width: 80%;" type="text" value="Own Consumption"/> <input style="width: 10%; border: none;" type="button" value="Unit Catalog"/>	Unit Name <input style="width: 90%;" type="text" value="STOR FARMASI"/>
By External Unit Catalogue <input style="width: 80%;" type="text" value="No"/> <input style="width: 10%; border: none;" type="button" value="v"/>	No. of Items <input style="width: 90%;" type="text" value="3"/>
Manual Indent Reference No. <input style="width: 90%;" type="text"/>	Total Amount (RM) <input style="width: 90%;" type="text" value="527.87"/>
Requested By <input style="width: 90%;" type="text"/>	Status <input style="width: 90%;" type="text" value="Open"/>
Item Group <input style="width: 80%;" type="text" value="DRUG"/> <input style="width: 10%; border: none;" type="button" value="v"/>	UOM <input type="radio"/> SKU <input checked="" type="radio"/> PKU
Remarks <input style="width: 95%; height: 20px;" 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			

+ OWN CONSUMPTION LIST

⏪ < 1 / 1 > ⏩
[ 1 - 3 / 3 ]

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

Figure 3.5-8 Consumption

**STEP 12**

Click on the button to save the transaction

**Note**

- After saving the record, an alert message will be displayed as per Figure 3.5-9 and Figure 3.5-10.

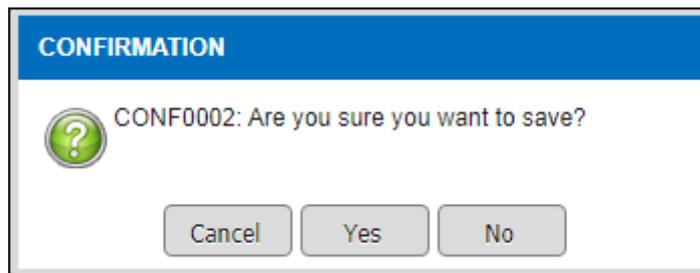


Figure 3.5-9 Save Alert Message

- Click on the button.

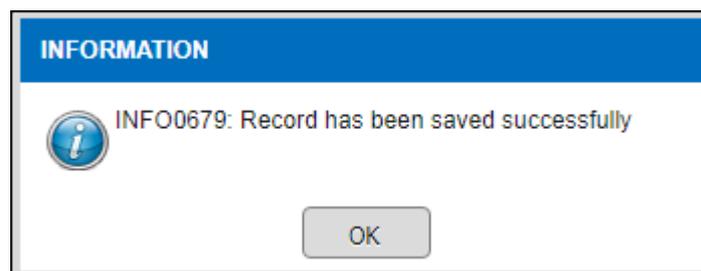
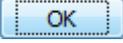
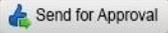


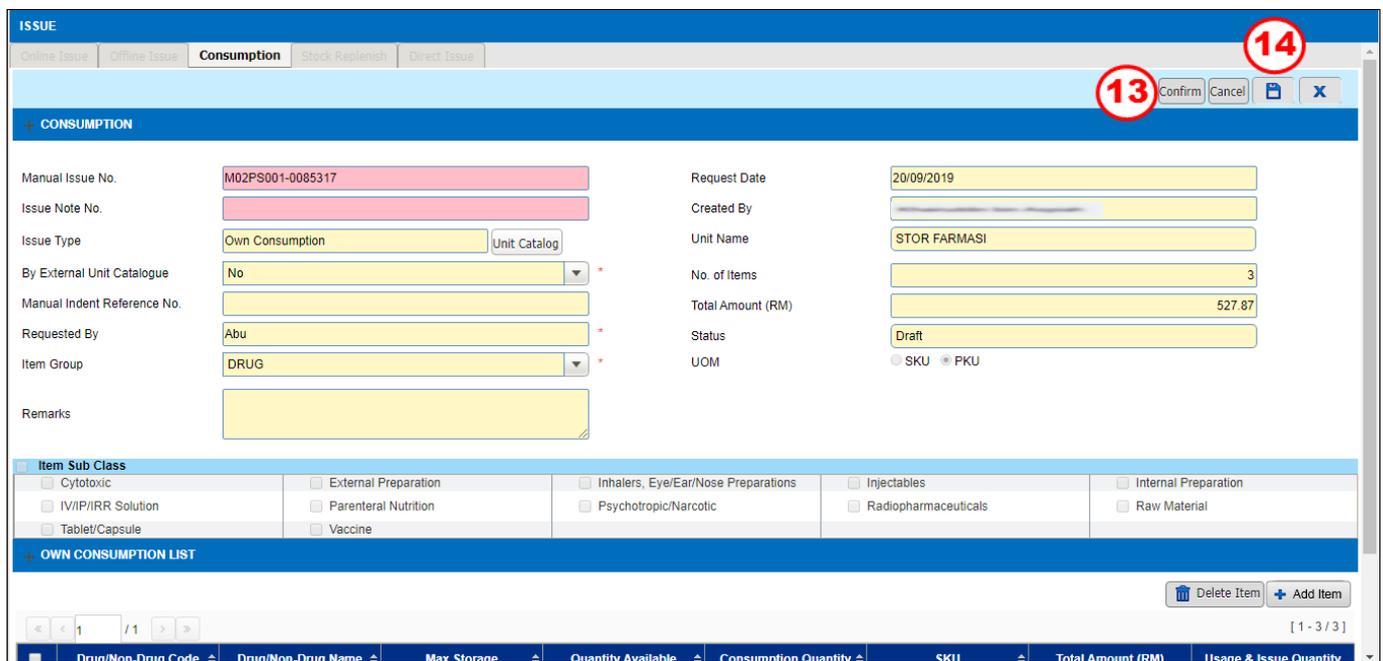
Figure 3.5-10 Record Saved Alert Message

- 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 include: Manual Issue No. (M02PS001-0085317), Issue Note No., Issue Type (Own Consumption), By External Unit Catalogue (No), Manual Indent Reference No., Requested By (Abu), Item Group (DRUG), Request Date (20/09/2019), Created By, Unit Name (STOR FARMASI), No. of Items (3), Total Amount (RM) (527.87), Status (Draft), and UOM (PKU). There is also an 'Item Sub Class' section with various checkboxes for drug categories.

Figure 3.5-11 Consumption Confirm/Save

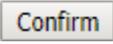
**STEP 13**

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.

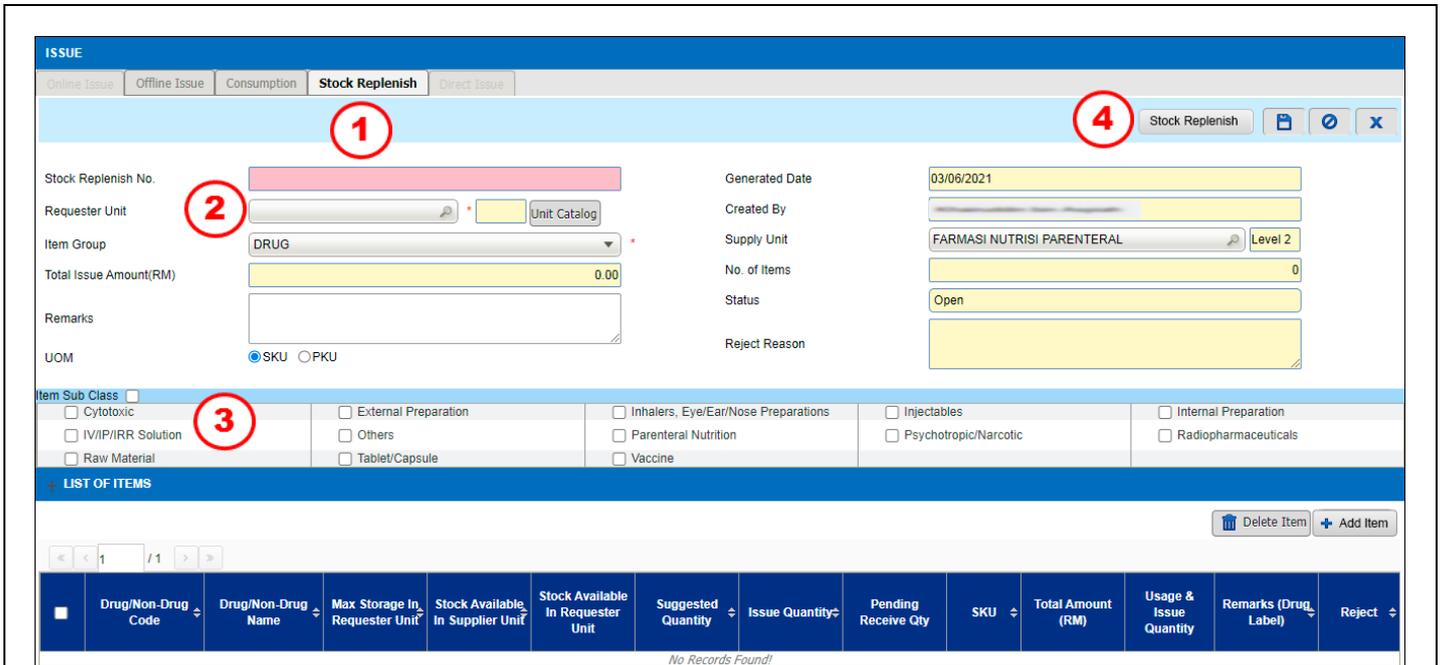


Figure 3.6-1 Stock Replenish

#### 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 allowed to select more than one check box.
- If select any drug with item sub class = 'Psychotropic/Narcotic', once click on confirm the transaction DD/Psychotropic Drug Authorization alert will be display as shown in Figure 3.6-2

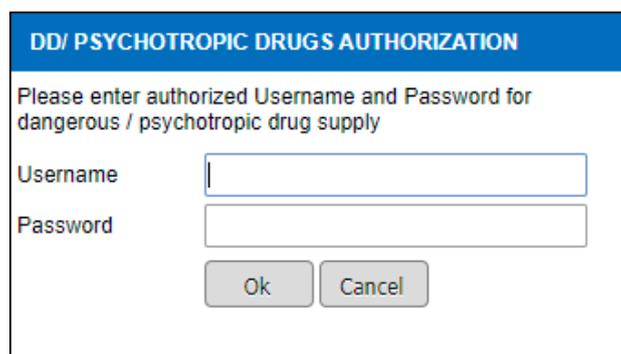
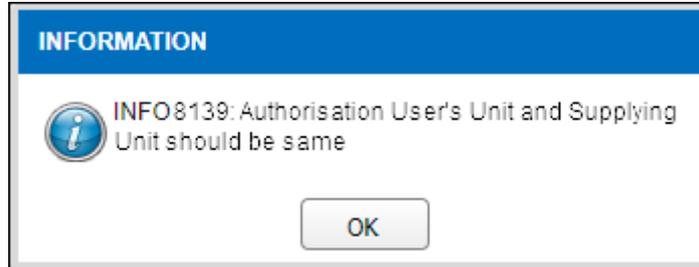


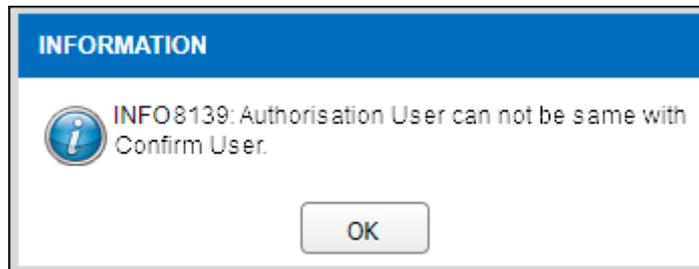
Figure 3.6-2 Drug Authorization

- Authorizer for 'DD/Psychotropic Drug supply' will able to do:
  - Authorized user must have same unit as supplying unit. Alert message will be display in Figure 3.6-3 if user from different unit do the authorization.



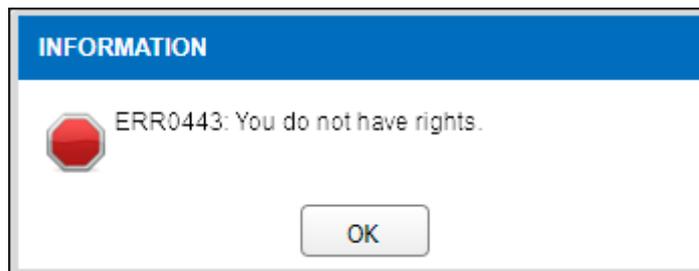
**Figure 3.6-3 Alert Message**

- Authorized user must be different user from user who confirmed/approved the record. Alert message will be display in Figure 3.6-4 if same user who confirm the record do the authorization



**Figure 3.6-4 Alert Message**

- Alert message will be display in Figure 3.6-5 if user without authorization role do the authorization



**Figure 3.6-5 Alert Message**

#### **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 3.6-6.
- 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: 03/06/2021

Requester Unit: WAD 10 (MED - P) \* Level 3 Unit Catalog Created By: [ ]

Item Group: DRUG \* Supply Unit: FARMASI BEKALAN WAD Level 2

Total Issue Amount(RM): 11.86 No. of Items: 3

Remarks: [ ] Status: Open

UOM:  SKU  PKU 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"/> Others	<input type="checkbox"/> Parenteral Nutrition	<input checked="" 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**

Delete Item + Add Item [ 1 - 3 / 3 ]

	Drug/Non-Drug Code	Drug/Non-Drug Name	Max Storage In Requester Unit	Stock Available In Supplier Unit	Stock Available In Requester Unit	Suggested Quantity	Issue Quantity	Pending Receive Qty	SKU	Total Amount (RM)	Usage & Issue Quantity	Remarks (Drug Label)	Reject
<input type="checkbox"/>	N05BA06000T1001XX	Lorazepam 1 mg Tablet	5	10	47	0	10	10	0 tablet	4.46	0	[ ]	<input type="checkbox"/>
<input type="checkbox"/>	N03AE01000T1002XX	Clonazepam 2 mg Tablet		10	89	0	10	10	0 tablet	2.60	0	[ ]	<input type="checkbox"/>
<input type="checkbox"/>	N05BA01000T1002XX	Diazepam 5 mg Tablet		10	259	0	10	10	0 tablet	4.80	0	[ ]	<input type="checkbox"/>

Figure 3.6-6 Stock Replenish



Figure 3.6-7 Information Box

**STEP 5**

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

**Note**

- An Information Box as per Figure 3.6-7 will appear if there is no stock available at **Supplying Unit**.
- The system will display *Item Allocation* as per Figure 3.6-8 once double click on the item.

ITEM ALLOCATION													
Item Code	Item Description	Drug/Non-Drug Code	Drug/Non-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)
02.3001.01	Paracetamol 500 mg Tablet	N02BE01000T1001XX	Paracetamol 500 mg Tablet	UPHAMOL	20A21	31/01/2023	pack of 1000 tablet	11,530 (tablet)	1,000	11.53 (pck)	0.0481	40	0.04
02.3001.01	Paracetamol 500 mg Tablet	N02BE01000T1001XX	Paracetamol 500 mg Tablet	UPHAMOL	PA 19C 086	28/02/2023	pack of 1000 tablet	360 (tablet)	1,000	0.36 (pck)	0.0481	0	0.00
Total Quantity												40	

Figure 3.6-8 Item Allocation Stock Replenish

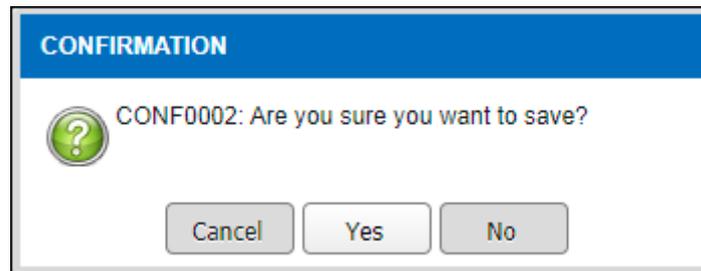


Figure 3.6-9 Information box

#### 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 3.6-9 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.

ISSUE

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

8





9

Stock Replenish No. F02FBW-0101199

Requester Unit WAD 10 (MED - P) \* Level 3 Unit Catalog

Item Group DRUG \*

Total Issue Amount(RM) 11.86

Remarks

UOM  SKU  PKU

Generated Date 03/06/2021

Created By [User Name]

Supply Unit FARMASI BEKALAN WAD \* Level 2

No. of Items 3

Status Pending For Approval

Reject Reason

**Item Sub Class**

Cytotoxic

External Preparation

Inhalers, Eye/Ear/Nose Preparations

Injectables

Internal Preparation

IV/IP/IRR Solution

Others

Parenteral Nutrition

Psychotropic/Narcotic

Radiopharmaceuticals

Raw Material

Tablet/Capsule

Vaccine

**LIST OF ITEMS**

[ 1 - 3 / 3 ]

#	Drug/Non-Drug Code	Drug/Non-Drug Name	Max Storage In Requester Unit	Stock Available In Supplier Unit	Stock Available In Requester Unit	Suggested Quantity	Issue Quantity	Pending Receive Qty	SKU	Total Amount (RM)	Usage & Issue Quantity	Remarks (Drug Label)	Reject
<input type="checkbox"/>	N03AE01000T1002XX	Clonazepam 2 mg Tablet	10	89	0	10	10	0	tablet	2.60	0		<input type="checkbox"/>
<input type="checkbox"/>	N05BA01000T1002XX	Diazepam 5 mg Tablet	10	259	0	10	10	0	tablet	4.80	0		<input type="checkbox"/>
<input type="checkbox"/>	N05BA06000T1001XX	Lorazepam 1 mg Tablet	10	47	0	10	10	0	tablet	4.46	0		<input type="checkbox"/>

**Figure 3.6-10 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 3.6-10 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

10

Generate Issue Note    Label    X

Stock Replenish No.

Requester Unit  \* Level 3

Item Group  \*

Total Issue Amount(RM)

Remarks

UOM  SKU  PKU

Generated Date

Created By

Supply Unit  Level 2

No. of Items

Status

Reject Reason

Item Sub Class

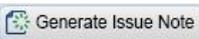
<input type="checkbox"/> Cytotoxic	<input type="checkbox"/> External Preparation	<input type="checkbox"/> Inhalers, Eye/Ear/Nose Preparations	<input type="checkbox"/> Injectables	<input type="checkbox"/> Internal Preparation
<input type="checkbox"/> IV/IP/IRR Solution	<input type="checkbox"/> Others	<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 checked="" type="checkbox"/> Vaccine		

LIST OF ITEMS

Drug/Non-Drug Code	Drug/Non-Drug Name	Max Storage In Requester Unit	Stock Available In Supplier Unit	Stock Available In Requester Unit	Suggested Quantity	Issue Quantity	Pending Receive Qty	SKU	Total Amount (RM)	Usage & Issue Quantity	Remarks (Drug Label)	Reject
J07AN01000P4001XX	BCG Vaccine Freeze-Dried Inj	50	444,444	0	50	50	0	amp	705.86	0	<input style="width: 100%; height: 20px;" type="text"/>	<input type="checkbox"/>

Figure 3.6-11 Stock Replenish

**STEP 10**

Click on the  button to view/save or print the 'Borang Permohonan Stok' (KEW.PS-7) as shown in Figure 3.6-12 and drug label as shown in Figure 3.6-13

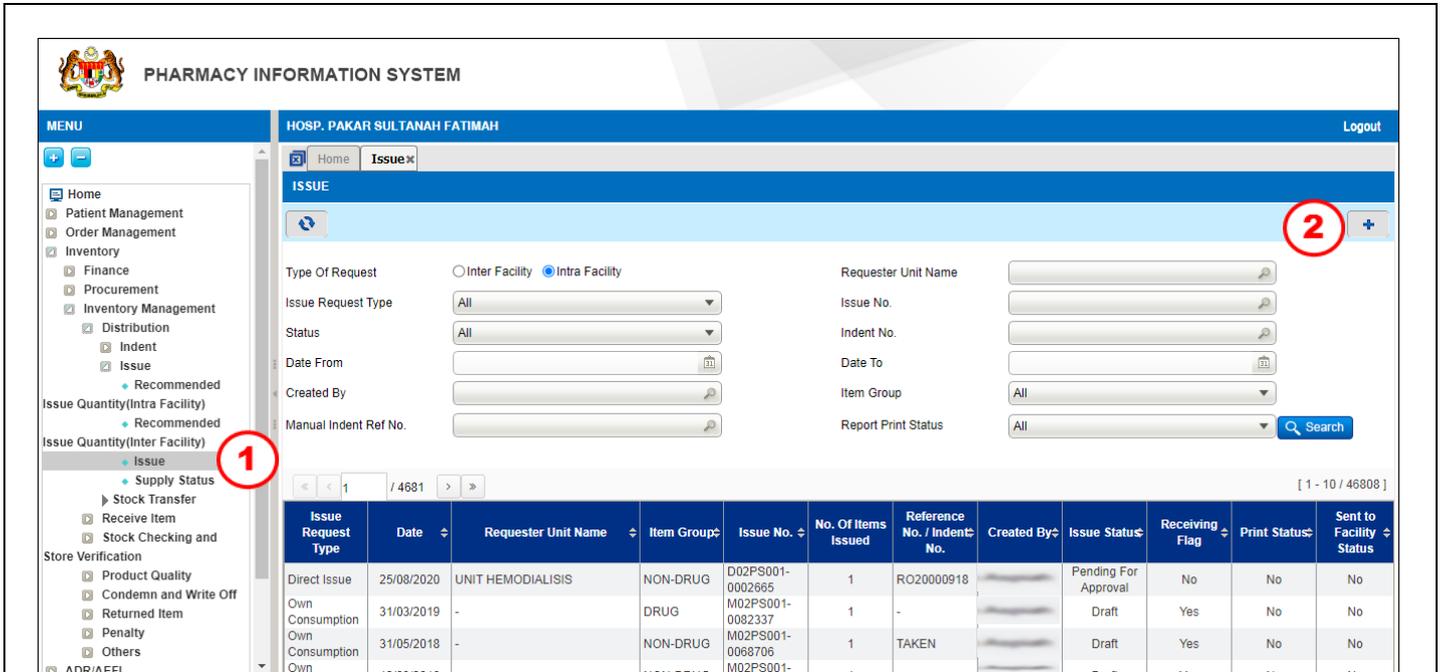
U.MANUAL\_INV\_ISSUE-11<sup>th</sup> E

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### 3.7 Direct Issue

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



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	Sent to Facility Status
Direct Issue	25/08/2020	UNIT HEMODIALYSIS	NON-DRUG	D02PS001-0002865	1	RO20000918		Pending For Approval	No	No	No
Own Consumption	31/03/2019	-	DRUG	M02PS001-0002337	1	-		Draft	Yes	No	No
Own Consumption	31/05/2018	-	NON-DRUG	M02PS001-0068706	1	TAKEN		Draft	Yes	No	No
Own Consumption	31/03/2019	-	NON-DRUG	M02PS001-	1			Draft	Yes	No	No

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.

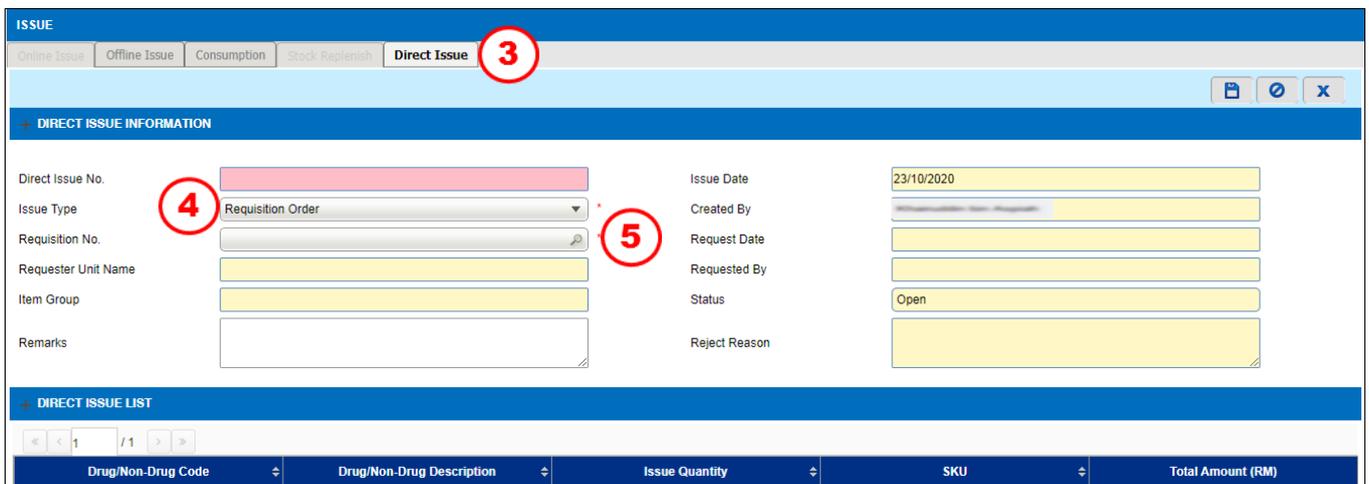


Figure 3.7-2 Create New Issue

Request Order No.	Drug/NonDrug Description	LPO No	DO No	DO Date	Requester Unit Name
RO19001024	Pigtail Drainage Catheter Set Size 10fr X 40cm	191188055	GLS-14867	23/10/2019	JABATAN RADIOLOGI
RO15000562	Calcipotriol 50 mcg/g Betamethasone 0.5 mg/g Gel	151059	PBD240791	30/03/2015	FARMASI KLINIK PAKAR

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 | Consumption | Stock Replenish | **Direct Issue**

**7**   

**DIRECT ISSUE INFORMATION**

Direct Issue No. <input type="text"/>	Issue Date <input type="text" value="23/10/2020"/>
Issue Type <input type="text" value="Requisition Order"/>	Created By <input type="text"/>
Requisition No. <input type="text" value="RO19001024"/>	Request Date <input type="text" value="10/10/2019"/>
Requester Unit Name <input type="text" value="JABATAN RADIOLOGI"/>	Requested By <input type="text"/>
Item Group <input type="text" value="NON-DRUG"/>	Status <input type="text" value="Open"/>
Remarks <input type="text"/>	Reject Reason <input type="text"/>

**DIRECT ISSUE LIST**

[ 1 - 1 / 1 ]

Drug/Non-Drug Code	Drug/Non-Drug Description	Issue Quantity	SKU	Total Amount (RM)
B1200000001	Pigtail Drainage Catheter Set Size 10fr X 40cm	<b>6</b>	10 EA	2,200.00

Figure 3.7-4 Direct Issue

ITEM ALLOCATION													
Item Code	Item Description	Drug/Non-Drug Code	Drug/Non-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)
B1200000001.01	Pigtail Drainage Catheter Set Size 10fr X 40cm	B1200000001	Pigtail Drainage Catheter Set Size 10fr X 40cm	NO BRAND	D199718	30/09/2022	Each	10 (EA)	1	10.00 (EA)	220.0000	10	10.00
Total Quantity											10		

Figure 3.7-5 Item Allocation

**STEP 6**

Double click on the item information to view the item details

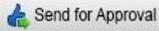
**Note**

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.

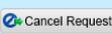
ISSUE			
Online Issue	Offline Issue	Consumption	Stock Replenish
		<b>Direct Issue</b>	
   			
DIRECT ISSUE INFORMATION			
Direct Issue No.	D02PS001-0002690	Issue Date	23/10/2020
Issue Type	Requisition Order	Created By	
Requisition No.	RO19001024	Request Date	10/10/2019
Requester Unit Name	JABATAN RADIOLOGI	Requested By	
Item Group	NON-DRUG	Status	Open
Remarks		Reject Reason	
DIRECT ISSUE LIST			
[ 1 - 1 / 1 ]			
Drug/Non-Drug Code	Drug/Non-Drug Description	Issue Quantity	SKU
B1200000001	Pigtail Drainage Catheter Set Size 10fr X 40cm	10 EA	
			Total Amount (RM)
			2,200.00

Figure 3.7-6 Direct Issue Send for Approval

**STEP 8**

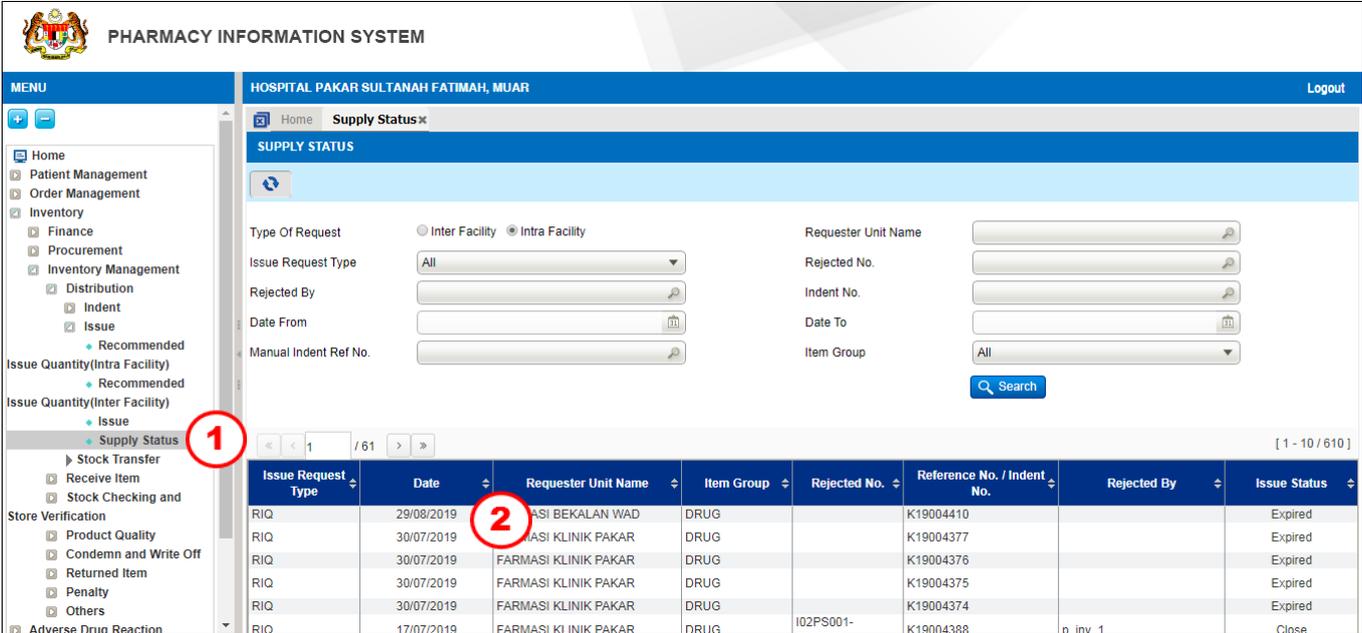
Click on the  button to send request to HOD for approval

**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:

Issue Request Type:

Rejected No.:

Rejected By:

Indent No.:

Date From:

Date To:

Manual Indent Ref No.:

Item Group:

[ 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

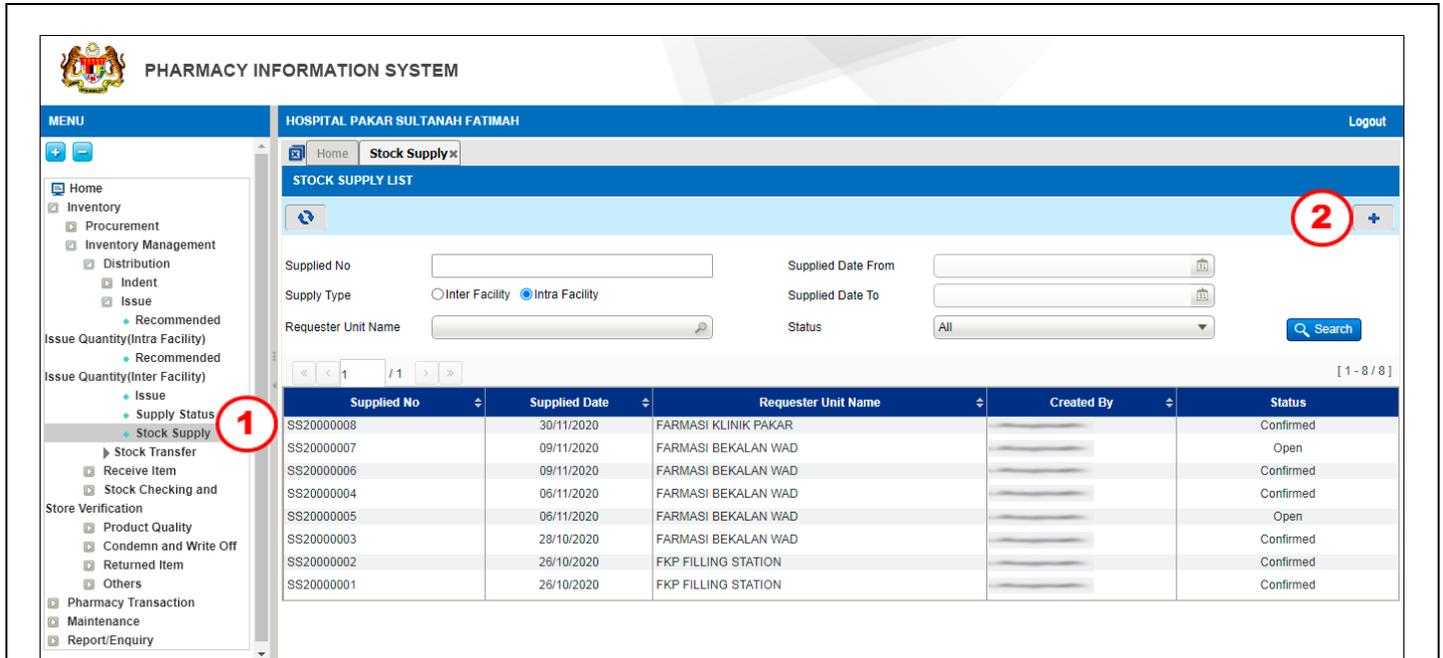
[ 1 - 1 / 1 ]

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 Stock Supply

This function is used to generate stock packaging form.



**PHARMACY INFORMATION SYSTEM**

HOSPITAL PAKAR SULTANAH FATIMAH Logout

Home Stock Supply x

**STOCK SUPPLY LIST**

Supplied No:  Supplied Date From:

Supply Type:  Inter Facility  Intra Facility Supplied Date To:

Requester Unit Name:  Status:  Search

Supplied No	Supplied Date	Requester Unit Name	Created By	Status
SS20000008	30/11/2020	FARMASI KLINIK PAKAR		Confirmed
SS20000007	09/11/2020	FARMASI BEKALAN WAD		Open
SS20000006	09/11/2020	FARMASI BEKALAN WAD		Confirmed
SS20000004	06/11/2020	FARMASI BEKALAN WAD		Confirmed
SS20000005	06/11/2020	FARMASI BEKALAN WAD		Open
SS20000003	28/10/2020	FARMASI BEKALAN WAD		Confirmed
SS20000002	26/10/2020	FKP FILLING STATION		Confirmed
SS20000001	26/10/2020	FKP FILLING STATION		Confirmed

**Figure 3.9-1 Stock Supply List**

**STEP 1**

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

**Note**

User able to filter the list by the following criteria:

- Supplied No.
- Supplied Date
- Supply Type
- Requester Name / Facility Name
- Supplied Date From
- Supplied Date To
- Status

**STEP 2**

Click on the  button to add new record

**Note**

New Stock Supply screen will be display as shown in Figure 3.9-2

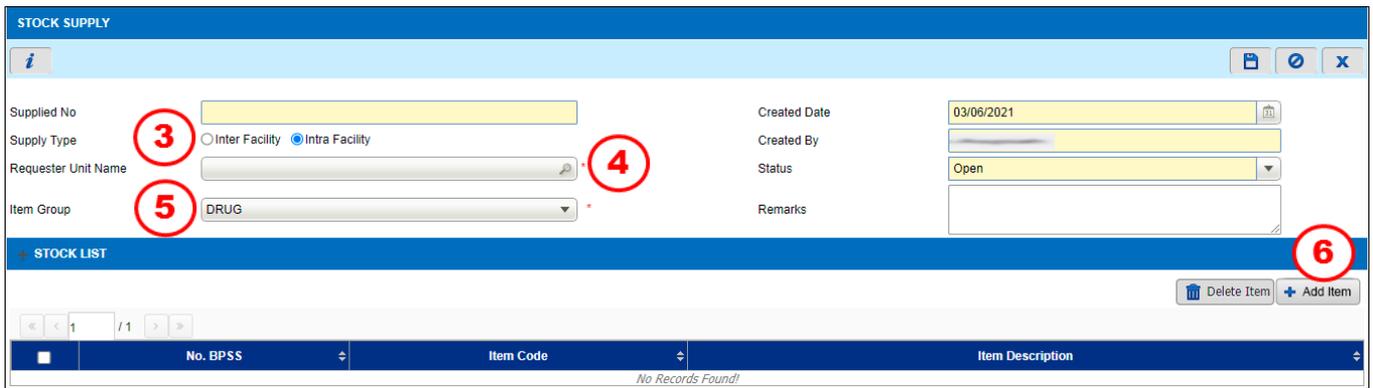


Figure 3.9-2 Stock Supply

**STEP 3**

Select Supply Type

- Inter Facility
- Intra Facility

**STEP 4**

Select Requester Unit Name

**STEP 5**

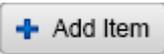
Select Item Group

- Drug
- Non Drug

**Note**

User able to select multiple issue record to be supplied at the same time

**STEP 6**

Click on  button to add item

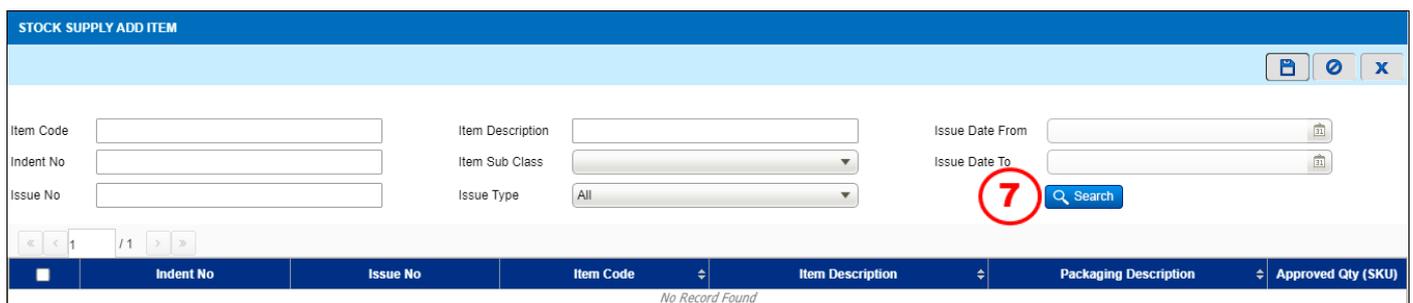


Figure 3.9-3 Add Item

**Note**

User able to filter the list by the following criteria:

- Item Code
- Indent No
- Issue No
- Item Discription
- Item Sub Class
- Issue Type
- Issue Date From
- Issue Date To

**STEP 7**

Click on  button

**STOCK SUPPLY ADD ITEM**

Item Code:  Item Description:  Issue Date From:

Indent No:  Item Sub Class:  Issue Date To:

Issue No:  Issue Type:

< 1 / 239 >

<input type="checkbox"/>	Indent No	Issue No	Item Code	Item Description	Packaging Description	Approved Qty (SKU)
<input type="checkbox"/>		M02FBW-0037083	V03AB23520P3001XX.01	Acetylcysteine 200mg/ml Inj (10ml vial/amp)	Vial/Amp	90
<input type="checkbox"/>		M02FBW-0000267	B01AC06259T1001XX.01	Acetylsalicylic Acid 100 mg, Glycine 45 mg Tablet	box of 30 tablet	10
<input checked="" type="checkbox"/>		M02FBW-0205381	B01AC06259T1001XX.01	Acetylsalicylic Acid 100 mg, Glycine 45 mg Tablet	box of 30 tablet	50
<input type="checkbox"/>		M02FBW-0043479	07.0017.02	Acyclovir 250mg/10ml Inj	vial	525
<input type="checkbox"/>		M02FBW-0045493	07.0017.02	Acyclovir 250mg/10ml Inj	vial	150
<input type="checkbox"/>		M02FBW-0047549	07.0017.02	Acyclovir 250mg/10ml Inj	vial	235
<input type="checkbox"/>		M02FBW-0070464	07.0017.02	Acyclovir 250mg/10ml Inj	vial	150
<input type="checkbox"/>		M02FBW-0034793	43.0001.02	Adrenaline Acid Tartrate 1mg/ml Injection	Pack of 10 amps	1280
<input type="checkbox"/>		M02FBW-0034793	43.0001.02	Adrenaline Acid Tartrate 1mg/ml Injection	Pack of 10 amps	2190
<input type="checkbox"/>		M02FBW-0034793	43.0001.02	Adrenaline Acid Tartrate 1mg/ml Injection	Pack of 10 amps	510

[ 1 - 10 / 2388 ]

**Figure 3.9-4 Add Item List**

**Note**

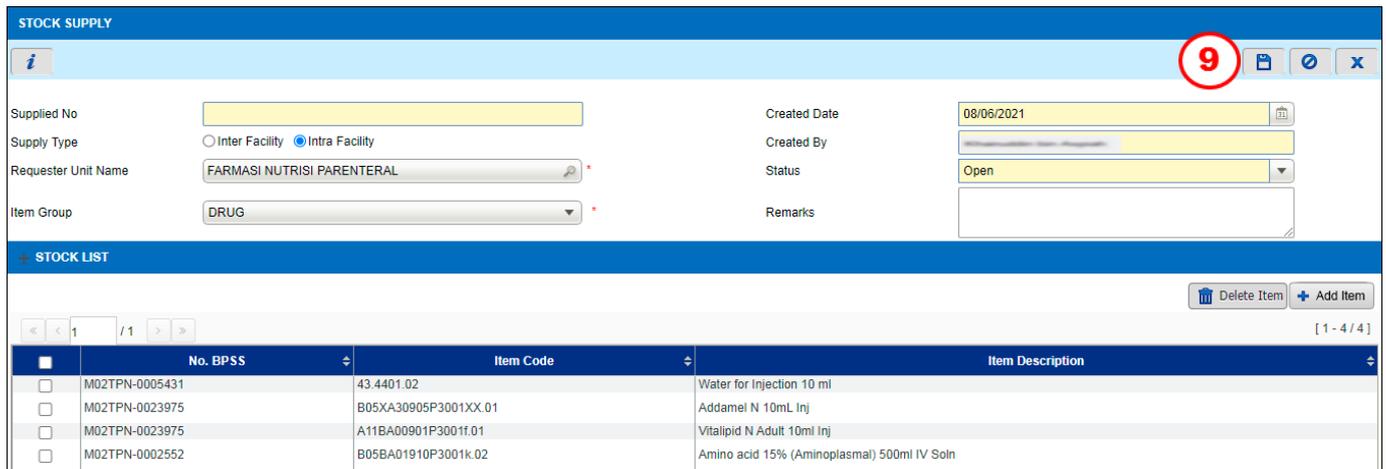
- Item will be displayed based on issuer unit catalogue and selected criteria.
- List will display the following information:
  - Indent No (For RIQ will display Indent No. For others , value will be blank)
  - Issue No
  - Item Code
  - Item Description
  - Packaging Description
  - Approve Quantity SKU (Approve issue quantity in SKU)

**STEP 8**

Select item from supply list

**Note**

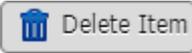
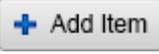
- Check on checkbox to manually add item to the list. Click on  button to add item to the item list.
- User is allowed to select multiple item to add into the list.
- Once save the record list of items selected will be display as shown in Figure 3.9-5



No. BPSS	Item Code	Item Description
M02TPN-0005431	43.4401.02	Water for injection 10 ml
M02TPN-0023975	B05XA30905P3001XX.01	Addamel N 10mL Inj
M02TPN-0023975	A11BA00901P3001f.01	Vitalipid N Adult 10ml Inj
M02TPN-0002552	B05BA01910P3001k.02	Amino acid 15% (Aminoplasmal) 500ml IV Soln

Figure 3.9-5 Stock Supply

**Note**

- Once added to item list, user can delete it by click on  button.
- User still can add item from supply list by click on  button

**STEP 9**

Click on  button to save the record

**Note**

- After saving the record, an alert message will be displayed as per Figure 3.9-6 and Figure 3.9-7.

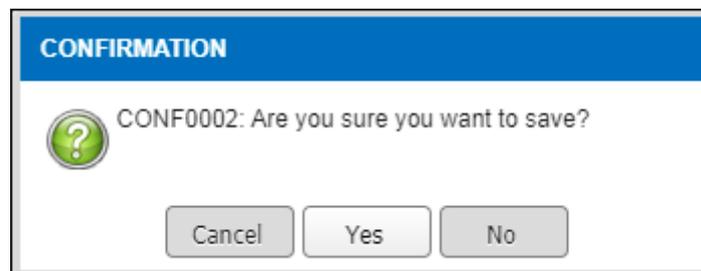
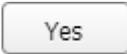


Figure 3.9-6 Save Alert Message

- Click on the  button.

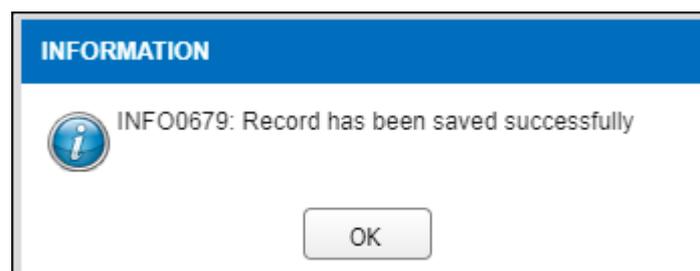


Figure 3.9-7 Record Saved Alert Message

- Click on the  button.

**STOCK SUPPLY**

10

KEW.PS-9
 Confirm
 Cancel Request

Supplied No:

Supply Type:  Inter Facility  Intra Facility

Requester Unit Name:  \*

Item Group:  \*

Created Date:

Created By:

Status:

Remarks:

**STOCK LIST**

/ 1
[ 1 - 4 / 4 ]

	No. BPSS	Item Code	Item Description
<input type="checkbox"/>	M02TPN-0005431	43.4401.02	Water for Injection 10 ml
<input type="checkbox"/>	M02TPN-0023975	B05XA30905P3001XX.01	Addamel N 10mL Inj
<input type="checkbox"/>	M02TPN-0023975	A11BA00901P3001F.01	Vitalipid N Adult 10ml Inj
<input type="checkbox"/>	M02TPN-0002552	B05BA01910P3001K.02	Amino acid 15% (Aminoplasmal) 500ml IV Soln

Figure 3.9-8 Stock Supply

**Note**

- User able to cancel record once already save record but before confirming by click on button. Status will be updated to 'Cancelled' after user cancel request. All field will be displayed as red-only.
- User able to edit the record to add item or delete item by click on button

**STEP 10**

Click on button

**Note**

- Status updated to 'Confirmed'
- All fields will be displayed as read-only
- Once click on confirm alert message will be shown in Figure 3.9-9

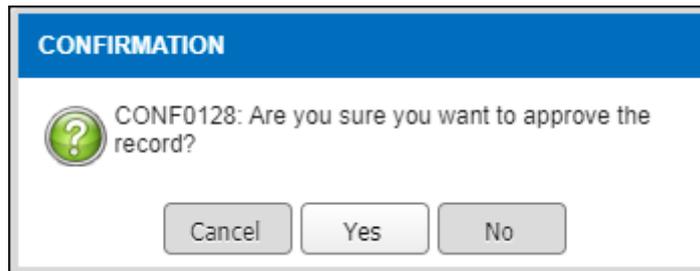


Figure 3.9-9 Alert Message

**STOCK SUPPLY**

**11** KEW.PS-9 X

Supplied No: SS21000009      Created Date: 08/06/2021

Supply Type:  Inter Facility  Intra Facility      Created By: [User Name]

Requester Unit Name: FARMASI NUTRISI PARENTERAL      Status: Confirmed

Item Group: DRUG      Remarks: [Empty]

---

**STOCK LIST** [1 - 4 / 4]

No. BPSS	Item Code	Item Description
M02TPN-002552	B05BA01910P3001k.02	Amino acid 15% (Aminoplasmal) 500ml IV Soln
M02TPN-0023975	B05XA30905P3001XX.01	Addamel N 10mL Inj
M02TPN-0023975	A11BA00901P3001f.01	Vitalipid N Adult 10ml Inj
M02TPN-0005431	43.4401.02	Water for Injection 10 ml

Figure 3.9-10 Stock Supply

**STEP 11**

Click on  button to view Borang Pembungkusan Stok (BPS)



**KEMENTERIAN KESIHATAN MALAYSIA**  
Hospital Pakar Sultanah Fatimah  
**BORANG PEMBUNGKUSAN STOK (BPS)**

KEW.PS-9  
No. BPS : SS21000009

---

Kepada: FARMASI NUTRISI PARENTERAL      Daripada: FARMASI NUTRISI PARENTERAL

Bill	Nombor Permohonan (Rujuk KEW.PS-7)	Nombor Kod	Perihal Stok	Kuantiti Dibungkus	Maklumat Bungkus	Maklumat Penghantaran
1	M02TPN-0005431	43.4401.02	Water for Injection 10 ml			
2	M02TPN-0023975	B05XA30905P3001XX.01	Addamel N 10mL Inj			
3	M02TPN-002552	B05BA01910P3001k.02	Amino acid 15% (Aminoplasmal) 500ml IV Soln			
4	M02TPN-0023975	A11BA00901P3001f.01	Vitalipid N Adult 10ml Inj			

---

<p><b>Diperiksa oleh :</b></p> <p>.....</p> <p>Nama : Jawatan : Tarikh :</p>	<p><b>Dibungkus oleh :</b></p> <p>.....</p> <p>Nama : Jawatan : Tarikh : Cap Jabatan :</p>	<p><b>Diterima oleh :</b></p> <p>.....</p> <p>Nama : Jawatan : Tarikh : Cap Jabatan :</p>
--	--	---

---

Salinan 1 -Disimpan oleh Bahagian Bungkus dan Penghantaran      Salinan 2 -Dimasukkan kedalam peti atau kotak bungkus      Salinan 3 -Dihantar terus kepada Pemohon

Figure 3.9-11 KEW.PS-9

### 3.10 Issue Approval

This function is used HOD to approve the issue quantity

#### 3.10.1 Online Issue Approval

This function is used to perform Online Issue approval.

TASK LIST						
Transaction Type: All <input type="button" value="Search"/>						
<input type="button" value="Previous"/> <input type="button" value="1"/> / 1 <input type="button" value="Next"/>						[ 1 - 5 / 5 ]
Transaction Type	Transaction No.	Item Group	Date/Time	Task Status	From Unit/Department	From User
Receive Internal	<a href="#">I02PS001-0062058</a>	Drug	04/08/2019 08:45 AM	Pending For Approval	STOR FARMASI	NXXXX XXXXXXXX XX XXXXX XXXXX
Receive Internal	<a href="#">I02PS001-0062106</a>	Drug	06/08/2019 10:20 AM	Pending For Approval	STOR FARMASI	NXXXX XXXXXXXX XX XXXXX XXXXX
Receive Internal	<a href="#">I02PS001-0062111</a>	Drug	06/08/2019 12:28 PM	Pending For Approval	STOR FARMASI	NXXXX XXXXXXXX XX XXXXX XXXXX
Receive Internal	<a href="#">RT20000001</a>	Drug	15/05/2020 03:23 PM	Pending For Approval	KLINIK PAKAR PERUBATAN	SXXXXX AXXXXXXXXXXXXX
RIQ	<b>1</b> <a href="#">K21000053</a>	Drug	04/06/2021 10:57 AM	Pending For Approval	UNIT RAWATAN RAPI	MXXXXX XXXXX XXXXX

Figure 3.10.1-1 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 3.10.1-2.

**RECOMMENDED ISSUE QUANTITY (INTRA FACILITY)**

**2**

**RECOMMENDED ISSUE QUANTITY INFORMATION**

Indent No.	K21000053	Indent Date	04/06/2021
Unit Name	UNIT RAWATAN RAPI	RIQ Type	FIFI
Send Indent To	FARMASI BEKALAN WAD	Indent By	
Supplying Unit	FARMASI BEKALAN WAD <input type="button" value="Level 2"/>	Indenter Remark	
Indent Type	Online Indent	Item Group	DRUG
Total No. of Items Fully Supply	3	Total Amount (RM)	128.31
Total No. of Items Partially Supply	6	Indent Status	Open
Total No. of Items	9	RIQ Status	Draft
UOM	<input checked="" type="radio"/> SKU <input type="radio"/> PKU	Issuer Remarks	

**RECOMMENDED ISSUE QUANTITY ITEM LIST** [1 - 9 / 9]

Drug/Non-Drug Name	Drug/Non-Drug Code	Preferred Item	Default Packaging Description	SKU	Indenter's Information (SKU)				Supplying Unit Information (Quantity) (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
Adrenaline Acid Tartrate 1mg/ml Injection	C01CA24123P3001XX	Adrenaline Acid (Epinephrine) Tartrate 1 mg / ml Injection	pack of 10 ampoule	amp	150	0	0	150	150	0	<input type="checkbox"/>	150	0.00	Open	-	0	<input type="checkbox"/>
Amlodipine 5 mg Tablet	C08CA01000T1001XX	Amlodipine 5 mg Tablet	pack of 100 tablet	tablet	5	0	0	5	5	0	<input type="checkbox"/>	5	0.00	Open	-	0	<input type="checkbox"/>
Dextrose 50% IV soln 500ml	B05BA03000P3005a	Dextrose 50% IV soln 500ml	Pack of 10 bott	bott	5	4	0	1	5	0	<input type="checkbox"/>	1	0.00	Open	-	0	<input type="checkbox"/>
Labetalol HCl 25 mg/5 ml Injection	C07AG01110P3001XX	Labetalol HCl 25 mg/5 ml Injection	pack of 5 ampoule	amp	10	0	0	10	10	0	<input type="checkbox"/>	10	0.00	Open	-	0	<input type="checkbox"/>
Mannitol 20% 500mL IV soln	B05BC01000P3002XX	Mannitol 20% in 500 ml Injection	bottle	bott	5	0	0	5	5	0	<input type="checkbox"/>	5	0.00	Open	-	0	<input type="checkbox"/>
Propranolol HCl 40 mg Tablet	C07AA05110T1002XX	Propranolol HCl 40 mg Tablet	pack of 1000 tablet	tablet	10	0	0	10	10	800	<input type="checkbox"/>	10	0.98	Fully Supply	-	0	<input type="checkbox"/>
Terbutaline Sulphate 0.5mg/ml Injection	R03CC03183P3001XX	Terbutaline Sulphate 0.5mg/ml Inj	pack of 50 each	EA	25	0	0	25	25	250	<input type="checkbox"/>	25	123.67	Fully Supply	-	0	<input type="checkbox"/>
Tranexamic acid 100mg/ml Injection (5ml)	B02AA02000P3002	Tranexamic acid 100mg/ml Injection (5ml)	pack of 50 ampoule	amp	10	9	0	1	10	750	<input type="checkbox"/>	1	3.66	Fully Supply	-	0	<input type="checkbox"/>
Verapamil HCl 5mg/2ml Injection	C08DA01110P3001XX	Verapamil HCl 5mg/2ml Injection	Box of 25 amp	amp	2	0	0	2	2	0	<input type="checkbox"/>	2	0.00	Open	-	0	<input type="checkbox"/>
<b>Total Amount (RM)</b>												128.31					

**ISSUE HISTORY**

Figure 3.10.1-2 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 3.10.1-3

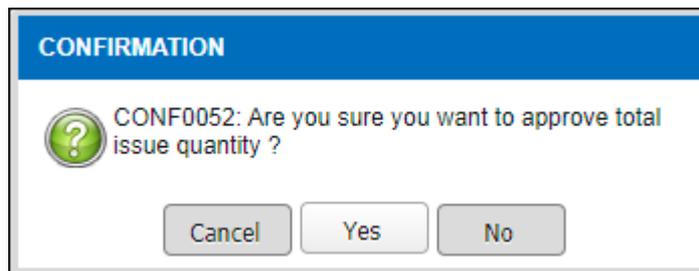


Figure 3.10.1-3 Confirmation Alert Message

- If there have drug will expire in 30-day alert message will be displayed as shown in Figure 3.10.1-4



**Note**

- Once click generate issue note alert message will be display as shown in Figure 3.10.1-7

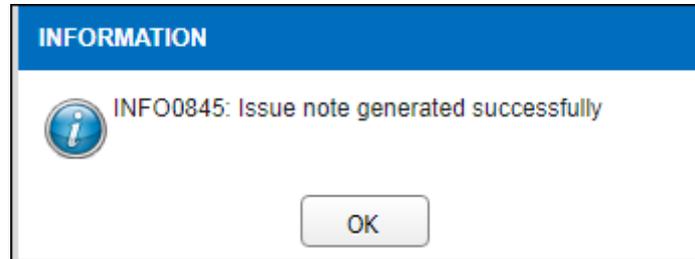
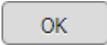


Figure 3.10.1-7 Alert Message

- Click on the  button.

KEMENTERIAN KESIHATAN MALAYSIA												Salinan Pengeluar					
Hospital Pakar Sultanah Fatimah, Muar												KEW.PS-7					
BORANG PERMOHONAN STOK												No. BPSS : K21000053 / I02FBW-0062135					
												No. Nota Keluaran: N02FBW-0043080					
Nama dan Alamat Pemesan : UNIT RAWATAN RAPI						Nama dan Alamat Pengeluar : FARMASI BEKALAN WAD											
Dilengkapkan Oleh Pemesan						Dilengkapkan Oleh Pengeluar											
						BAHAGIAN BEKALAN KAWALAN DAN AKAUN						BAHAGIAN SIMPANAN					
No. Kod	Perihal Stok	SKU	Kuantiti Dimohon	Kuantiti Diterima	No. Kod	SKU	Deskripsi Pembungkusan	Baki Sedia Ada	Kuantiti Diluluskan	Harga (RM)		Kuantiti Diketuarkan	No. Kelompok	Tarikh Luput	Baki Setepas Pengeluaran	Pembungkusan (Perlu/Tidak)	No. Borang Pembungkusan Stok (BPS)
										Seunit	Jumlah						
C07AA05 110T1002 XX	Propranolol HCl 40 mg Tablet	tablet	10	10	02.3028.02	tablet	pack of 1000 tablet	800	10	0.0981	0.98	10	5004440	23/07/2021	790		
R03CC03 183P3001 XX	Terbutaline Sulphate 0.5mg/ml Injection	EA	25	25	R03CC0318 3P3001XX.0 1	EA	pack of 50 each	250	25	4.9470	123.67	25	0170097	29/08/2021	225		
B02AA02 000P3002	Tranexamic acid 100mg/ml Injection (5ml)	amp	1	1	B02AA0200 0P3002.01	amp	pack of 50 ampoule	250	1	3.6608	3.66	1	K008	30/06/2023	249		
<b>Jumlah</b>										128.32							
Dilengkapkan Oleh Pemesan						Dilengkapkan Oleh Pengeluar											
<b>Pemohon :</b>			<b>Pegawal Penerima :</b>			<b>Pegawai Pelulus :</b>			<b>Dikeluarkan dan Direkod oleh:</b>								
Nama : .....			Nama : .....			Nama : .....			Nama : .....								
Jawatan : Ketua Jururawat			Jawatan : .....			Jawatan : Pegawal Farmasi UF52			Jawatan : .....								
Unit : UNIT RAWATAN RAPI			Unit : .....			Unit : FARMASI BEKALAN WAD			Unit : .....								
Jabatan : Anaesthesiology			Jabatan : .....			Jabatan : Pharmacy			Jabatan : .....								
Tarikh : 04/06/2021			Tarikh : .....			Tarikh : 04/06/2021			Tarikh : .....								
Tarikh pesanan dituluskan : 04/06/2021			(Dilengkapkan setelah stok diterima)														
<p>Printed Date : 04/06/2021      Printed By : .....      Unit Name : FARMASI BEKALAN WAD      Source : PhIS</p> <p style="text-align: right;">Page 1 of 2</p>																	

Figure 3.10.1-8 Borang Permohonan Stok (KEW.PS-7)

### 3.10.2 Offline Issue Approval

This function is used to perform Offline Issue Approval.

TASK LIST						
Transaction Type: <span>All</span> <span>Search</span>						
<span>&lt;&lt;</span> <span>&lt;</span> <span>2</span> / 6 <span>&gt;</span> <span>&gt;&gt;</span>						[ 11 - 20 / 51 ]
Transaction Type	Transaction No.	Item Group	Date/Time	Task Status	From Unit/Department	From User
Requisition Order	<a href="#">RO19000614</a>	Non-Drug	28/05/2019 11:56 AM	Pending For Approval	JABATAN RADIOLOGI	
Received From Supplier	<a href="#">P190002253</a>	Non-Drug	29/05/2019 11:40 AM	Pending for Approval	STOR FARMASI	
Received From Supplier	<a href="#">P190002254</a>	Non-Drug	29/05/2019 11:44 AM	Pending for Approval	STOR FARMASI	
Issuing	<a href="#">I02PS001-0060495</a>	Drug	29/05/2019 11:53 AM	Pending To Issue	FARMASI REKONSTITUSI UBAT SITOKSIK	
Requisition Order	<a href="#">RO19000627</a>	Non-Drug	29/05/2019 11:57 AM	Pending For Approval	FARMASI NUTRISI PARENTERAL	
Requisition Order	<a href="#">RO19000628</a>	Non-Drug	29/05/2019 12:25 PM	Pending For Approval	FARMASI NUTRISI PARENTERAL	
Requisition Order	<a href="#">RO19000629</a>	Non-Drug	29/05/2019 12:36 PM	Pending For Approval	JABATAN RADIOLOGI	
Indent(External)	<a href="#">R1901PS001-0004318</a>	Non-Drug	30/05/2019 09:17 AM	Pending For Approval	PHARMACY (Klinik Kesihatan Bandar Maharani)	
Received From Supplier	<a href="#">P190002271</a>	Drug	30/05/2019 12:35 PM	Pending for Approval	STOR FARMASI	
Received From Supplier	<a href="#">P190002272</a>	Drug	30/05/2019 12:35 PM	Pending for Approval	STOR FARMASI	

Figure 3.10.2-1 Task List

#### STEP 1

Click on the Transaction No. hyperlink and the Offline Issue screen will be displayed as per Figure 3.10.2-1

#### Note

A new screen will be displayed as shown in Figure 3.10.2-2.

ISSUE								
<span>Offline Issue</span> <span>Offline Issue</span> <span>Consumption</span> <span>Stock Replenish</span> <span>Direct Issue</span>								
<span>Approve</span> <span>Reject</span> <span>X</span>								
OFFLINE ISSUE INFORMATION								
Manual Issue No.	<input type="text" value="M02PS001-0085316"/>							
Issue Note No.	<input type="text" value="NO Issue Note"/>							
Issue Type	<input type="text" value="Intra Facility"/> <span>Unit Catalog</span>							
By External Unit Catalogue	<input type="text" value="No"/>							
Requester Unit Name	<input type="text" value="DEWAN BEDAH"/>							
Manual Indent Reference No.	<input type="text"/>							
Requested By	<input type="text"/>							
Item Group	<input type="text" value="DRUG"/>							
Remarks	<input type="text"/>							
Request Date	<input type="text" value="15/08/2019"/>							
Created By	<input type="text"/>							
Unit Name	<input type="text" value="STOR FARMASI"/>							
No. of Items	<input type="text" value="2"/>							
Total Amount (RM)	<input type="text" value="1,092.96"/>							
Status	<input type="text" value="Pending For Approval"/>							
UOM	<input type="radio"/> SKU <input checked="" type="radio"/> PKU							
Order Date	<input type="text"/>							
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								
<span>Delete Item</span> <span>Add Item</span>								
<span>&lt;&lt;</span> <span>&lt;</span> <span>1</span> / 1 <span>&gt;</span> <span>&gt;&gt;</span>						[ 1 - 2 / 2 ]		
	Drug/Non-Drug Code	Drug/Non-Drug Name	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 3.10.2-2 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 3.10.2-3.

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	N05AF01135P2001XX	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 3.10.2-3 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 | Consumption | Stock Replenish | Direct 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

Delete Item | Add Item

	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 3.10.2-4 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 Generate Issue Note will be displayed in Figure 3.10.2-6.

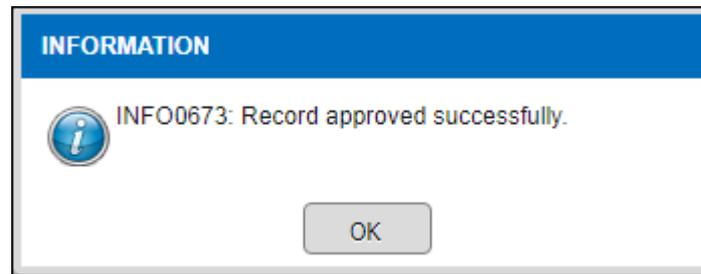


Figure 3.10.2-5 Approved Alert Message

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.

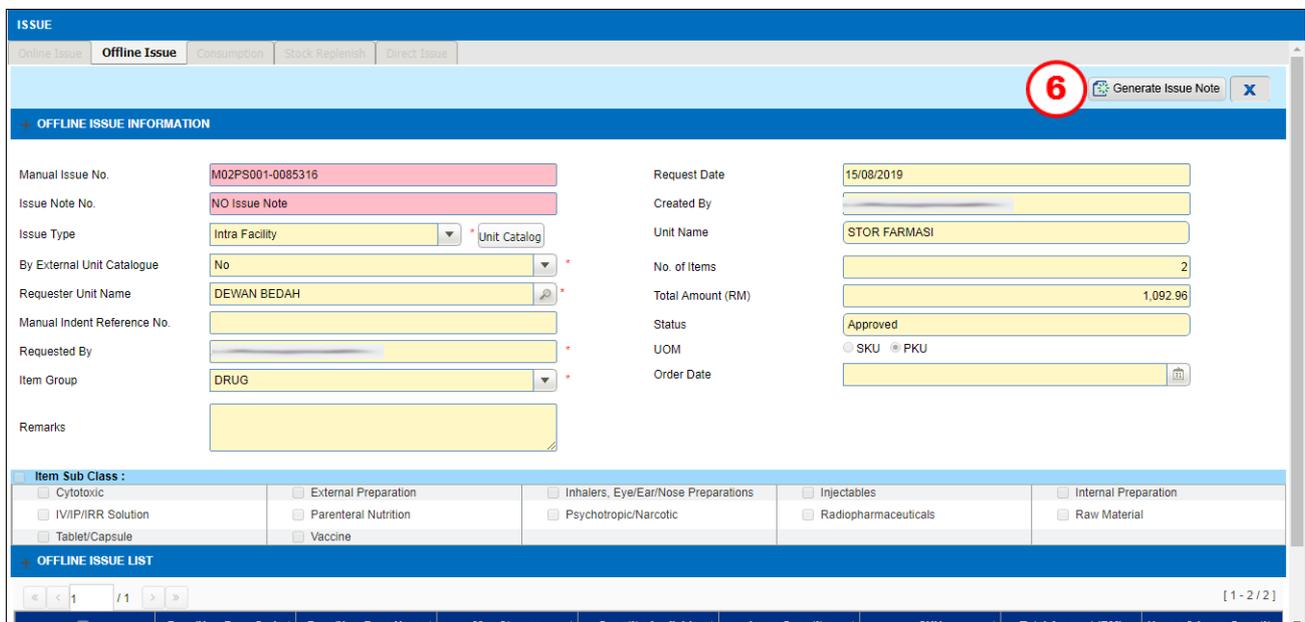


Figure 3.10.2-6 Offline Issue Generate Issue Note

### STEP 6

Click on the  to print out the issue note

KEMENTERIAN KESIHATAN MALAYSIA										Salinan Pengeluar							
Hospital Pakar Sultanah Fatimah										KEW.PS-7							
BORANG PERMOHONAN STOK										No. BPSS : M02PS001-020538Z							
										No. Nota Keluaran: N02PS001-0003626							
Nama dan Alamat Pemesan : DEWAN BERSALIN					Nama dan Alamat Pengeluar : STOR FARMASI												
Dilengkapkan Oleh Pemesan					Dilengkapkan Oleh Pengeluar												
BAHAGIAN BEKALAN KAWALAN DAN AKAUN										BAHAGIAN SIMPANAN							
No. Kod	Perihal Stok	SKU	Kuantiti Dimohon	Kuantiti Diterima	No. Kod	PKU	Deskripsi Pembungkusan	Baki Sedia Ada	Kuantiti Diluluskan	Harga (RM)		Kuantiti Dikeluarkan	No. Kelompok	Tarikh Luput	Baki Selepas Pengeluaran	Pembungkusan (Perlu/Tidak)	No. Borang Pembungkusan Stok(BPS)
										Seunit	Jumlah						
N02BA01 000T4001 XX	Acetylsalicylic Acid 300 mg Soluble Tablet	tablet	1,200	1,200	02.0003.05	pck	Pack of 30 tabs (Blister)	140	40	6.5010	260.04	40	T2002013	28/02/2022	100		
D08AA03 000L6001 XX	Acriflavine 0.1% Lotion	ml	200	200	01.0016.05	bott	bottle of 100 ml	22	2	2.4600	4.92	2	PM20M23 118	31/03/2023	20		
C01CA24 123P3001 XX	Adrenaline Acid Tartrate 1mg/ml Injection	amp	100	100	03.0006.01	pck	pack of 10 ampoule	50	10	17.4000	174.00	10	200262T	31/01/2022	40		
Jumlah										438.96							
Dilengkapkan Oleh Pemesan					Dilengkapkan Oleh Pengeluar												
Pemohon :		Pegawai Penerima :			Pegawai Pelulus :			Dikeluarkan dan Direkod oleh:									
Nama : _____		Nama : _____			Nama : _____			Nama : _____									
Jawatan : _____		Jawatan : _____			Jawatan : Pegawai Farmasi UF48			Jawatan : _____									
Unit : DEWAN BERSALIN		Unit : _____			Unit : STOR FARMASI			Unit : _____									
Jabatan : _____		Jabatan : _____			Jabatan : Pharmacy			Jabatan : _____									
Tarikh : 02/06/2021		Tarikh : _____			Tarikh : 02/06/2021			Tarikh : _____									
Tarikh pesanan diluluskan :		(Dilengkapkan setelah stok diterima)															
Printed Date : 02/06/2021		Printed By : _____			Unit Name : STOR FARMASI			Source : PhIS									
Page 1 of 2																	

Figure 3.10.2-7 Borang Pesanan dan Pengeluaran Stok (KEW.PS-7)

**Note**

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

### 3.10.3 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 3.10.3-1 Task List

**STEP 1**

Click on the Transaction No. hyperlink and the Stock Replenish screen will be displayed as per Figure 3.10.3-2

**ISSUE**

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

2
Approve
Reject
X

Stock Replenish No. **F02FBW-0101199** | Generated Date **03/06/2021**

Requester Unit **WAD 10 (MED - P)** | Level 3 | Unit Catalog | Created By

Item Group **DRUG** | Supply Unit **FARMASI BEKALAN WAD** | Level 2

Total Issue Amount(RM) **11.86** | No. of Items **3**

Status **Pending For Approval**

UOM  SKU  PKU | 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"/> Others	<input type="checkbox"/> Parenteral Nutrition	<input checked="" 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/Non-Drug Code	Drug/Non-Drug Name	Max Storage In Requester Unit	Stock Available In Supplier Unit	Stock Available In Requester Unit	Suggested Quantity	Issue Quantity	Pending Receive Qty	SKU	Total Amount (RM)	Usage & Issue Quantity	Remarks (Drug Label)	Reject
N03AE01000T1002XX	Clonazepam 2 mg Tablet	10	89	0	10	10	0	tablet	2.60	0		<input type="checkbox"/>
N05BA01000T1002XX	Diazepam 5 mg Tablet	10	259	0	10	10	0	tablet	4.80	0		<input type="checkbox"/>
N05BA06000T1001XX	Lorazepam 1 mg Tablet	10	47	0	10	10	0	tablet	4.46	0		<input type="checkbox"/>

Figure 3.10.3-2 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 3.10.3-3.

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 3.10.3-3 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 | Consumption | **Stock Replenish** | Direct Issue

Approve Reject

Stock Replenish No.  Generated Date

Requester Unit   Unit Catalog Created By

Item Group  Supply Unit

Total Issue Amount(RM)  No. of Items

Status

Remarks

UOM  SKU  PKU 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"/> Others	<input type="checkbox"/> Parenteral Nutrition	<input checked="" 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/Non-Drug Code	Drug/Non-Drug Name	Max Storage In Requester Unit	Stock Available In Supplier Unit	Stock Available In Requester Unit	Suggested Quantity	Issue Quantity	Pending Receive Qty	SKU	Total Amount (RM)	Usage & Issue Quantity	Remarks (Drug Label)	Reject
<input type="checkbox"/> N03AE01000T1002XX	Clonazepam 2 mg Tablet	10	89	0	10	10	0	tablet	2.60	0		<input type="checkbox"/>
<input type="checkbox"/> N05BA01000T1002XX	Diazepam 5 mg Tablet	10	259	0	10	10	0	tablet	4.80	0		<input type="checkbox"/>
<input type="checkbox"/> N05BA06000T1001XX	Lorazepam 1 mg Tablet	10	47	0	10	10	0	tablet	4.46	0		<input type="checkbox"/>

Figure 3.10.3-4 Ward/Unit Stock Approval

**STEP 5**

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

**Note**

The Generate Issue Note button will be displayed as per Figure 3.10.3-5.

- b) Click on the Reject 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
Consumption
Stock Replenish
Direct Issue

6
7

Generate Issue Note
Label
X

Stock Replenish No. <span style="border: 1px solid gray; padding: 2px;">F02FBW-0101197</span>	Generated Date <span style="border: 1px solid gray; padding: 2px;">20/01/2021</span>
Requester Unit <span style="border: 1px solid gray; padding: 2px;">SATELIT FILLING STATION</span> <span style="font-size: small;">* Level 3 Unit Catalog</span>	Created By <span style="border: 1px solid gray; padding: 2px;"></span>
Item Group <span style="border: 1px solid gray; padding: 2px;">DRUG</span> <span style="font-size: small;">*</span>	Supply Unit <span style="border: 1px solid gray; padding: 2px;">FARMASI BEKALAN WAD</span> <span style="font-size: small;">Level 2</span>
Total Issue Amount(RM) <span style="border: 1px solid gray; padding: 2px;">705.86</span>	No. of Items <span style="border: 1px solid gray; padding: 2px;">1</span>
Remarks <span style="border: 1px solid gray; padding: 2px;"></span>	Status <span style="border: 1px solid gray; padding: 2px;">Approved</span>
UOM <span style="font-size: small;">● SKU ○ PKU</span>	Reject Reason <span style="border: 1px solid gray; padding: 2px;"></span>

**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"/> Others	<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 checked="" type="checkbox"/> Vaccine		

**LIST OF ITEMS**

[ 1 - 1 / 1 ]

☐	Drug/Non-Drug Code	Drug/Non-Drug Name	Max Storage In Requester Unit	Stock Available In Supplier Unit	Stock Available In Requester Unit	Suggested Quantity	Issue Quantity	Pending Receive Qty	SKU	Total Amount (RM)	Usage & Issue Quantity	Remarks (Drug Label)	Reject
☐	J07AN01000P4001XX	BCG Vaccine Freeze-Dried Inj	50	444,444	0	50	50	0	amp	705.86	0		☐

**Figure 3.10.3-5 Ward/Unit Stock Issue Generate Issue Note and Label**

**STEP 6**

Click on the  Generate Issue Note as per Figure 3.10.3-5 to print out the issue note as per Figure 3.10.3-6

**STEP 7**

Click on the  Label as per Figure 3.10.3-5 to print out the label as per Figure 3.10.3-7



### 3.10.4 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 3.10.4-1 Task List

**STEP 1**

Click on the Transaction No. hyperlink and the Direct Issue screen will be displayed as per Figure 3.10.4-2

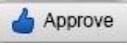
ISSUE					
Online Issue   Offline Issue   Consumption   Stock Replenish   <b>Direct Issue</b>					
Approve   Reject   X					
+ DIRECT ISSUE INFORMATION					
Direct Issue No.	D02PS001-0000623	Issue Date	23/01/2018		
Issue Type	Requisition Order	Created By			
Requisition No.	RO18000012	Request Date	23/01/2018		
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 3.10.4-2 Direct Issue

**STEP 2**

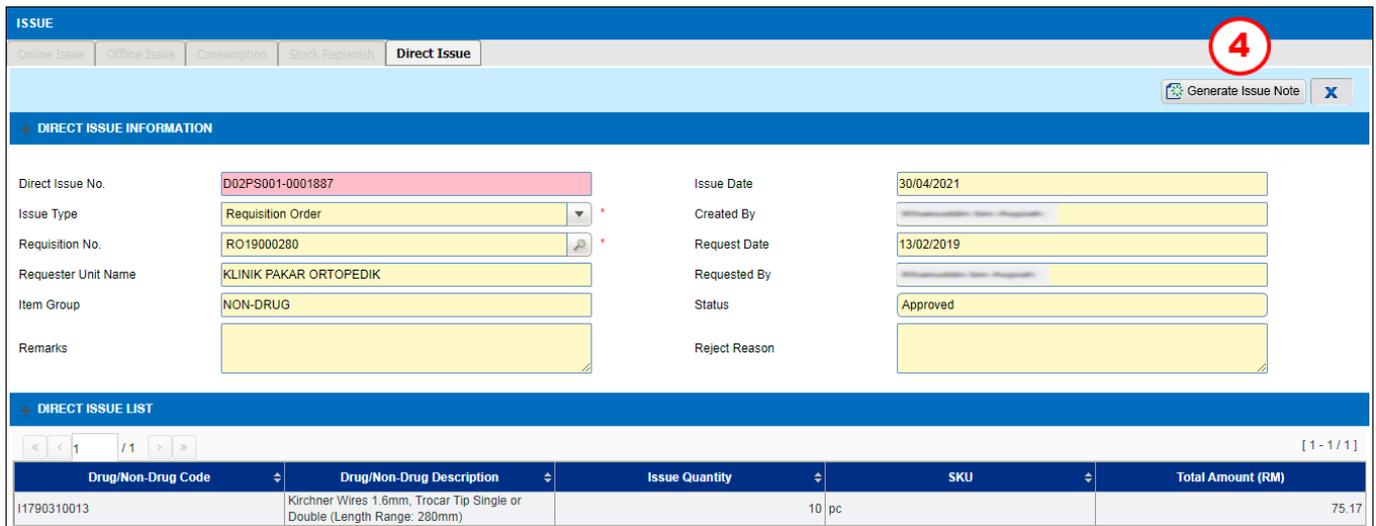
Double-click on the *Item information* under Direct Issue

**STEP 3**

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

**Note**

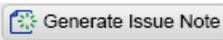
**Reject Reason** is mandatory to be entered to reject the Direct Issue transaction.



Drug/Non-Drug Code	Drug/Non-Drug Description	Issue Quantity	SKU	Total Amount (RM)
I1790310013	Kirchner Wires 1.6mm, Trocar Tip Single or Double (Length Range: 280mm)	10 pc		75.17

**Figure 3.10.4-4 Direct Issue Generate Issue Note**

**STEP 4**

Click on the  as per Figure 3.10.4-4 to print out the issue note as per Figure 3.10.4-5

		<b>KEMENTERIAN KESIHATAN MALAYSIA</b>										Salinan Pengeluar						
		Hospital Pakar Sultanah Fatimah, Muar										<b>KEW.PS-7</b>						
		<b>BORANG PERMOHONAN STOK</b>										No. BPSS : D02PS001-0001887						
												No. Nota Keluaran: J02PS001-0062133						
Nama dan Alamat Pemesan : KLINIK PAKAR ORTOPEDIK					Nama dan Alamat Pengeluar : STOR FARMASI													
Dilengkapkan Oleh Pemesan					Dilengkapkan Oleh Pengeluar													
					BAHAGIAN BEKALAN KAWALAN DAN AKAUN						BAHAGIAN SIMPANAN							
No. Kod	Perihal Stok	SKU	Kuantiti Dimohon	Kuantiti Diterima	No. Kod	PKU	Deskripsi Pembungkusan	Baki Sedia Ada	Kuantiti Diluluskan	Harga (RM)		Kuantiti Dikeluarkan	No. Kelompok	Tarikh Luput	Baki Setlepas Pengeluaran	Pembungkusan (Perlu/Tidak)	No. Borang Pembungkusan Stok(BPS)	
										Seunit	Jumlah							
11790310013	Kirschner Wires 1.6mm, Trocar Tip Single or Double (Length Range: 280mm)	pc	10	10	46.4402.06B	pck	Pack of 10 pc	1	1	75.1700	75.17	1	021518-02-CG		0			
Jumlah										75.17								
Dilengkapkan Oleh Pemesan					Dilengkapkan Oleh Pengeluar													
Pemohon :			Pegawal Penerima :			Pegawal Pelulus :			Dikeluarkan dan Direkod oleh:									
Nama : .....			Nama : .....			Nama : .....			Nama : .....									
Jawatan : Penolong Pegawai Perubatan			Jawatan : .....			Jawatan : Pegawai Farmasi UF52			Jawatan : .....									
Unit : KLINIK PAKAR ORTOPEDIK			Unit : .....			Unit : STOR FARMASI			Unit : .....									
Jabatan : General Orthopaedics			Jabatan : .....			Jabatan : Pharmacy			Jabatan : .....									
Tarikh : 30/04/2021			Tarikh : .....			Tarikh : 30/04/2021			Tarikh : 30/04/2021									
Tarikh pesanan diluluskan : 13/02/2019			(Dilengkapkan setelah stok diterima)															
<p>Printed Date : 04/06/2021      Printed By : .....</p> <p style="text-align: center;">Unit Name : STOR FARMASI</p> <p style="text-align: right;">Source : PhIS Page 1 of 2</p>																		

Figure 3.10.4-5 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>