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

User Manual
Pharmacy Inventory - Issue

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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 detail:

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

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:

Figure 3.1.1-1 RIQ (Internal) Listing Page

Note

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

STEP 1
Click on the Inventory' follow by 'Inventory Management' then 'Distribution' then 'Issue' and 'Recommended Issue Quantity'

STEP 2
Double click on record in RIQ list and RIQ screen will be displayed as shown in Figure 3.1.1-3

Note

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

TASK LIST

Transaction Type: All — Search

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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)

Reject

RECOMMENDED ISSUE QUANTITY INFORMATION

Indent No.	K22012944	Indent Date	11/08/2022
Unit Name	FARMASI BEKALAN WAD	RIQ Type	FIFI
Send Indent To	STOR FARMASI	Indent By	
Supplying Unit	STOR FARMASI — Level 1	Indenter Remark	
Indent Type	Online Indent	Item Group	DRUG
Total No. of Items Fully Supply	13	Total Amount (RM)	30,255.01
Total No. of Items Partially Supply	7	Indent Status	Open
Total No. of Items	20	RIQ Status	Draft
UOM	SKU / PKU	Issuer Remarks	

RECOMMENDED ISSUE QUANTITY ITEM LIST

[1 - 10 / 20]

Drug/Non-Drug Name	Drug/Non-Drug Code	Preferred Item	Default Packaging Description	Indenter's Information (SKU): SKU	Buffer Level	Stock Available	Usage & Issue Quantity	Indent Quantity	Max Storage	Supplying Unit Information (Quantity) (SKU): Stock Available	Recommend Issue	Pending	Amount (RM)	Supply Status	Last Issued Date	Last Issued Quantity	Close
Acetylcysteine 5000mg/25ml Injection (25ml Vial)	V03AB23520P3001a	Acetylcysteine 5000mg/25ml Vial	vial	vial	40	0	0	30	60	40	30 (3)	0	3,418.08	Fully Supply	-	0	
Acetylsalicylic Acid 300 mg Soluble Tablet	N02BA01000T4001XX	Acetylsalicylic Acid 300 mg Soluble Tablet	Pack of 30 tabs (Blister)	tablet	4,500	0	0	3,000	9,000	16,200	3,000	0	650.10	Fully Supply	-	0	
Acyclovir 250mg/10ml Injection	J05AB01000P4001XX	Acyclovir 250 mg Injection	set of 10 vial	vial	400	200	0	1,300	1,000	800	800	500	5,568.00	Partially Supply	-	0	
Acyclovir 800 mg Tablet	J05AB01000T1002XX	Acyclovir 800 mg Tablet	box of 35 tablet	tablet	700	0	0	250	1,050	525	35	215	19.67	Partially Supply	-	0	
Adrenaline Acid Tartrate 1mg/ml Injection	C01CA24123P3001XX	Adrenaline Acid (Epinephrine) Tartrate 1 mg / ml Injection	pack of 10 ampoule	amp	1,000	1,970	0	2,530	3,000	5,000	2,530	0	4,402.20	Fully Supply	-	0	
Alfacalcidol 1mcg Capsule	A11CC03000C1002XX	Alfacalcidol 1mcg Capsule	Box of 100 cap	capsule	12,000	0	0	5,000	18,000	4,000	4,000	1,000	1,020.80	Partially Supply	-	0	
Allopurinol 100 mg Tablet	M04AA01000T1002XX	Allopurinol 100 mg Tablet	pack of 100 tablet	tablet	0	0	0	5,000	0	0	0	5,000	0.00	Open	-	0	
Allopurinol 300 mg Tablet	M04AA01000T1001XX	Allopurinol 300 mg Tablet	pack of 1000 tablet	tablet	20,000	400	0	100	40,000	22,000	1,000	0	140.40	Fully Supply	-	0	
Alprazolam 1 mg Tablet	N05BA12000T1003XX	Alprazolam 1 mg Tablet	Pack of 100 tab	tablet	5,000	0	0	200	7,500	1,000	500	0	2,464.10	Fully Supply	-	0	
Amitriptyline HCl 25 mg Tablet	N06AA09110T1001XX	Amitriptyline HCl 25 mg Tablet	Pack of 500 tab	tablet	20,000	0	0	1,000	30,000	3,500	1,000	0	280.00	Fully Supply	-	0	
			Total Amount (RM)												17,963.35		

ISSUE HISTORY

Figure 3.1.1-3 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*
- *If allocated RIQ quantity less than 'Min Issue Qty' set at 'Item/Product Buffer Level' indicator will appear at the 'Recommended Issue' column*
- *For RIQ intra minimum issue quantity will based on Unit Catalogue List*
- *If user hover the mouse at indicator, actual 'Min Issue Qty' set at 'Item/Product Buffer Level will be display as shown in Figure 3.1.1-4*

Figure 3.1.1-4 Recommended Issue Quantity (Internal) Information

- *User can still proceed to save and approve the record even if there is indicator appearing. System will not block the transaction.*
- *If user change default UOM from 'PKU to SKU' alert message will be shown in Figure 3.1.1-5*

Figure 3.1.1-5 Alert Message

- *System will auto calculate Recommended Issue Quantity (RIQ) for SKU based on conversion factor*

STEP 3
Click on the recommended issue quantity hyperlink in the ***Recommended Issue*** column

Note

- Recommended Issue Quantity type consists of 2 methods: -
  a) FIFI (*the system will recommend the issue quantity based on the First Indent First Issue)*
  b) Urgent/Priority (*the system will recommend issue quantity by Indent that has urgent item inside)*

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

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

Figure 3.1.1-6 Issue Quantity (SKU)

STEP 4
Change the ***Issue Quantity (PKU)*** if required as shown in *Figure 3.1.1-6.*

STEP 5

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

Figure 3.1.1-7 Save Record Alert Message

STEP 6

Click on the button again to save record as shown in *Figure 3.1.1-7.*

Note

- *After saving the record, an alert message will be displayed as shown in Figure 3.1.1-8.*
- *Click on the* Yes *button.*

Figure 3.1.1-8 Save Record Alert Message

Figure 3.1.1-9 Save Record Alert Message

- Click on the OK *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:	1	Online Issue Request Received:	0
Online External CDR Request Received:	9	Online External CDR Result Received:	0
Online External PN Request Received:	8	Online External PN Result Received:	0
External Radio Order Request Received:	4	External Radio Order Result Received:	1
External TDM Request Received:	0	External TDM Result Received:	0
Online Contract Request Received:	3		
Online SPUB R1 Request Received:	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 [1] notification button for ***Online Indent Request Received*** via ***External Notification***.

Note
Alert massage screen will be displayed as Figure 3.1.2-2.

Figure 3.1.2-2 Alert Massage

STEP 2

Click on the [OK] button to close the alert massage

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

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.

Figure 3.1.2-4 External Indent List

STEP 3

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

Note

- *The system will display external indent list as per Figure 3.1.2-4.*
- *User able to view indent list for new indent quantity and 'pending issue quantity' (balance supply) by click on* Download Pending Supply *button.*

- *The system will generate 'Indent No.' and the indent information will flow to Recommended Issue Quantity (External) once the transaction is approved.*

Figure 3.1.2-5 Indent Detail

Figure 3.1.2-6 Confirmation Alert Message

Figure 3.1.2-7 Information Alert Message

STEP 4

Click on the

button to Approve Indent Detail

Or

Click on the

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

Note

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

ADD INDENT LIST

[1 - 2 / 2]

	Drug/Non-Drug Code	Drug/Non-Drug Name	Item Type	Prefered Item: 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
	S01CA01990D2001XX	Dexamethasone,Neomycin,Polymyxin B Eye Drop (Maxitrol)	LP	Dexamethasone and Neom	S01CA01990D2001XX.01	Bottle	bott	0	0	100	100	0	0	6.8900	689.00	Closed		
	C01BB01110P3001XX	Lignocaine HCl (Lidocaine) 100 mg/5 ml Injection (2%) IV/IM	APPL	Lignocaine HCl 100 mg / 5	03.2201.04	pack of 20 vial	vial	0	0	500	500	0	0	0.9775	488.75	Closed		

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.

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 re color.*

STEP 6

Select on RIQ Inter Facility method '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.*

RECOMMENDED ISSUE QUANTITY(INTER FACILITY)

Reject

RECOMMENDED ISSUE QUANTITY INFORMATION

External Indent No.	R21000184	Indent Date	25/10/2021
External Facility Name	Klinik Kesihatan Sagil	RIQ Type	FIFI
Indent Type	Online Indent	Indenter Remarks	SPUB 20/21
Total No. of Items Fully Supply	6	Item Group	DRUG
Total No. of Items Partially Supply	4	Total Amount (RM)	304.10
Total No. of Items	10	Indent Status	Open
UOM	○SKU ◉PKU	RIQ Status	Draft
		Issuer Remarks	

RECOMMENDED ISSUE QUANTITY ITEM LIST

[1 - 10 / 10]

				Indenter's Information (SKU)						Supplying Information (Quantity) (SKU)							
Drug/Non-Drug Name	Drug/Non-Drug Code	Preferred Item	Packaging description	SKU	Buffer Level	Stock Availabl	Usage & Issue Quantity	Indent Quantity	Max Storage	Stock Available	Recommended Issue	Pending	Amount (RM)	Supply Status	Last Issued Date	Last Issued Quantity	Close
Atorvastatin 40 mg Tablet	C10AA05000T1001XX	Atorvastatin 40 mg Tablet	Box of 100 tab	tablet	150	338	0	180	200	90,0	8 100	80	14.15	Partially Supply	-	0	
Brimonidine Tartrate 0.15% Ophthalmic Solution	S01EA05123D2001XX	Brimonidine Tartrate 0.15% Ophthalmic Solution	bottle	bott	0	0	0	1	0	144	1	0	41.90	Fully Supply	-	0	
Cephalexin Monohydrate 125 mg/5 ml Syrup	J01DB01010F2101XX	Cephalexin Monohydrate 125 mg/5 ml Syrup	Bottle of 60 ml	ml	0	542	0	360	0	0	0	360	0.00	Open	-	0	
Diclofenac 1% Emulgel	M02AA15520G3001XX	Diclofenac 1% Emulgel (20g)	tube of 20 gram	g	1	294	0	40	1	28,800	40	0	3.90	Fully Supply	-	0	
Dutasteride 0.5mg and Tamsulosin 0.4mg Capsule	G04CA52953C1001XX	Dutasteride 0.5mg and Tamsulosin 0.4mg Capsule	box of 30 capsule	capsule	0	0	0	30	0	7,500	30	0	105.20	Fully Supply	-	0	
Gabapentin 300 mg Capsule	N03AX12000C1001XX	Gabapentin 300 mg Capsule	pack of 100 each	capsule	0	36	0	30	0	0	0	30	0.00	Open	-	0	
Gabapentin 600 mg Tablet	N03AX12000T1001XX	Gabapentin 600 mg Tablet	pack of 100 each	tablet	0	80	0	15	0	0	0	15	0.00	Open	-	0	
Hydrocortisone 10 mg Tablet	H02AB09000T1001XX	Hydrocortisone 10 mg Tablet	Pack of 100 tab	tablet	0	117	0	90	0	3,700	100	0	84.86	Fully Supply	-	0	
Hydroxychloroquine 200 mg Tablet (PLAQUENIL)	P01BA02183T1001XX	Hydroxychloroquine 200 mg Tablet (PLAQUENIL)	pack of 60 tablet	tablet	0	30	0	15	0	7,560	60	0	28.89	Fully Supply	-	0	
Mometasone Furoate 50 mcg Aqueous Nasal Spray (Nasonex)	R01AD09139A4101a	Mometasone Furoate 50 mcg Aqueous Nasal Spray (140 doses) (Nasonex)	cannister	canniste r	0	8	0	2	0	1,600	2	0	25.20	Fully Supply	-	0	
				Total Amount (RM)											304.10		

ISSUE HISTORY

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 Availabl	Usage $ Issue Quantity	Indent Quantity	Max Storage	Stock Available	Recommended Issue	Pending	Amount (RM)	Supply Status	Last Issued Date	Last Issued Quantity	Close
Albendazole 200 mg Tablet	P02CA03000T1001XX			tablet	300	0	0	10	450	0	0	10	0.00	Open	-	0	
			Albendazole 200 mg Tablet(02.0005.02)									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)*

- *If allocated RIQ quantity less than 'Min Issue Qty' set at 'Item/Product Buffer Level' indicator will appear at the 'Recommended Issue' column*

- *If user hover the mouse at indicator, actual 'Min Issue Qty' set at 'Item/Product Buffer Level will be display as shown in Figure 3.1.2-14*

				Indenter's Information (SKU)						Supplying Information (Quantity) (SKU)							
Drug/Non-Drug Name	Drug/Non-Drug Code	Preferred Item	Packaging description	SKU	Buffer Level	Stock Availabl	Usage & Issue Quantity	Indent Quantity	Max Storage	Stock Available	Recommended Issue	Pending	Amount (RM)	Supply Status	Last Issued Date	Last Issued Quantity	Close
Atorvastatin 40 mg Tablet	C10AA05000T1001XX	Atorvastatin 40 mg Tablet	Box of 100 tab	tablet	150	338	0	180	200	90,000	100	80	14.15	Partially Supply	-	0	
Brimonidine Tartrate 0.15% Ophthalmic Solution	S01EA05123D2001XX	Brimonidine Tartrate 0.15% Ophthalmic Solution	bottle	bott	0	0	0	1	0	144	1	0	41.90	Fully Supply	-	0	
Cephalexin Monohydrate 125 mg/5 ml Syrup	J01DB01010F2101XX	Cephalexin Monohydrate 125 mg/5 ml Syrup	Bottle of 60 ml	ml	0	542	0	360	0	0	0	360	0.00	Open	-	0	
Diclofenac 1% Emulgel	M02AA15520G3001XX	Diclofenac 1% Emulgel (20g)	tube of 20 gram	g	1	294	0	40	1	28,800	40	0	3.90	Fully Supply	-	0	
Dutasteride 0.5mg and Tamsulosin 0.4mg Capsule	G04CA52953C1001XX	Dutasteride 0.5mg and Tamsulosin 0.4mg Capsule	box of 30 capsule	capsule	0	0	0	30	0	7,500	30	0	105.20	Supply	-	0	
Gabapentin 300 mg Capsule	N03AX12000C1001XX	Gabapentin 300 mg Capsule	pack of 100 each	capsule	0	36	0	30	0	0	0	30	0.00	Open	-	0	
Gabapentin 600 mg Tablet	N03AX12000T1001XX	Gabapentin 600 mg Tablet	pack of 100 each	tablet	0	80	0	15	0	0	0	15	0.00	Open	-	0	
Hydrocortisone 10 mg Tablet	H02AB09000T1001XX	Hydrocortisone 10 mg Tablet	Pack of 100 tab	tablet	0	117	0	90	0	3,700	100	0	84.86	Fully Supply	-	0	
Hydroxychloroquine 200 mg Tablet (PLAQUENIL)	P01BA02183T1001XX	Hydroxychloroquine 200 mg Tablet (PLAQUENIL)	pack of 60 tablet	tablet	0	30	0	15	0	7,560	60	0	28.89	Fully Supply	-	0	
Mometasone Furoate 50 mcg Aqueous Nasal Spray (Nasonex)	R01AD09139A4101a	Mometasone Furoate 50 mcg Aqueous Nasal Spray (140 doses) (Nasonex)	cannister	canniste r	0	8	0	2	0	1,600	2	0	25.20	Fully Supply	-	0	
				Total Amount (RM)											304.10		

Figure 3.1.2-14 Recommended Issue Quantity Item List

- *User can still proceed to save and approve the record even if there is indicator appearing. System will not block the transaction.*

- *If user change default UOM from 'PKU to SKU' alert message will be shown in Figure 3.1.2-15*

Figure 3.1.2-15 Alert Message

- *System will auto calculate Recommended Issue Quantity (RIQ) for SKU based on conversion factor*

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 3.1.2-16.*

- *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*

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
COVID-19 mRNA Vaccine (Nucleoside Modified) Concentrate for Dispersion for Injection	J07BX03000P3201	J07BX03000 P3201.01	vial	pack	pack of 195 vial	BT0003	COMIRNATY	28/06/2021	975	5	4.3590	195	1
COVID-19 mRNA Vaccine (Nucleoside Modified) Concentrate for Dispersion for Injection	J07BX03000P3201	J07BX03000 P3201.01	vial	pack	pack of 195 vial	BN06	COMIRNATY	31/12/2021	780	4	4.3590	0	0

Figure 3.1.2-16 Issue Quantity

Figure 3.1.2-17 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.*

Figure 3.1.2-18 Recommended Issue Quantity Confirmation Page

Figure 3.1.2-19 Confirmation Alert Message

Figure 3.1.2-20 Confirmation Alert Message

STEP 11

Click on the button to save record.

Note

- *Confirmation alert message will appear as shown in Figure 3.1.2-19.*
- *Click* OK *as shown in Figure 3.1.2-20.*

- *Once RIQ is saved, UOM still can change from SKU to PKU*
- *User able to reject the transaction by click on* Reject *button but user need to key in reject reason.*

Figure 3.1.2-21 Recommended Issue Quantity

Figure 3.1.2-22 Confirmation Alert Message

Figure 3.1.2-23 Confirmation Alert Message

STEP 12

Click on the Approve button to approve the RIQ transaction as shown in *Figure 3.1.2-21*.

Note

- *Stock at the Supplying Unit will be deducted after RIQ is approved.*
- *Confirmation alert message will appear as shown in Figure 3.1.2-22.*
- *Click* OK *as shown in Figure 3.1.2-23.*

Figure 3.1.2-24 Recommended Issue Quantity

STEP 13

Click on the KEW.PS-7 button to generate (*Borang Permohonan Stok*) or click on the KEW.PS-17 button to generate (*Borang Pindahan Stok*)

Note

- *KEW.PS-7 (Borang Permohonan Stok)(Salinan Pengeluar) form will be displayed as Figure 3.1.2-25*

KEMENTERIAN KESIHATAN MALAYSIA
Hosp. Pakar Sultanah Fatimah
BORANG PERMOHONAN STOK

Salinan Pengeluar
KEW.PS-7
No. BPSS. : R20000131 / E02PS001-0009939
No. Nota Keluaran: N02PS001-0066757

Nama dan Alamat Pemesan : Klinik Kesihatan Parit Bakar , Johor.

Nama dan Alamat Pengeluar : Hosp. Pakar Sultanah Fatimah , Jalan Salleh, 84000 Muar, Johor.

Dilengkapkan Oleh Pemesan					Dilengkapkan Oleh Pengeluar												
					BAHAGIAN BEKALAN KAWALAN DAN AKAUN							BAHAGIAN SIMPANAN					
										Harga (RM)							
No. Kod	Perihal Stok	SKU	Kuantiti Dimohon	Kuantiti Diterima	No. Kod	PKU	Deskripsi Pembungkusan	Baki Sedia Ada	Kuantiti Diluluskan	Seunit	Jumlah	Kuantiti Dikeluarkan	No. Kelompok	Tarikh Luput	Baki Selepas Pengeluaran	Pembungkusan (Perlu/Tidak)	No. Borang Pembungkusan Stok(BPS)
N1360400002	Dressing Retention Rolls (Non Woven, Adhesive) Sz: 10cm x 10m	EA	10	5	N13604000002.01	box	box of 1 each	745.0	5	10.7272	53.64	5	11000759	04/05/2025	740		
G1250460002	Plastic Ointment Box, 15gm	EA	500	100	G1250460002.02	pck	pack of 100 each	186.0	1	9.0000	9.00	1	NOT APPLICABLE		185		
									Jumlah		62.64						

Dilengkapkan Oleh Pemesan		Dilengkapkan Oleh Pengeluar	
Pemohon :	**Pegawai Penerima :**	**Pegawai Pelulus :**	**Dikeluarkan dan Direkod oleh:**
Nama : [redacted]	**Nama :**	**Nama :** [redacted]	**Nama :**
Jawatan : PF44	**Jawatan :**	**Jawatan :** Pembantu Tadbir	**Jawatan :**
Unit : PHARMACY	**Unit :**	**Unit :** STOR FARMASI	**Unit :**
Jabatan : Pharmacy	**Jabatan :**	**Jabatan :** Administration	**Jabatan :**
Tarikh : 18/10/2020	**Tarikh :**	**Tarikh :** 19/08/2022	**Tarikh :**
Tarikh pesanan diluluskan : 12/10/2020	*(Dilengkapkan setelah stok diterima)*		

Catatan Pengeluar :

Printed Date : 19/08/2022 **Printed By** : [redacted] **Unit Name** : STOR FARMASI **Source** : PhIS

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Figure 3.1.2-25 KEW.PS-7 (Salinan Pengeluar)

- *KEW.PS-7 (Borang Permohonan Stok)(Salinan Pemesan) form will be display as Figure 3.1.2-26*

KEMENTERIAN KESIHATAN MALAYSIA
Hosp. Pakar Sultanah Fatimah
BORANG PERMOHONAN STOK

Salinan Pemesan
KEW.PS-7
No. BPSS. : R20000131 / E02PS001-0009939
No. Nota Keluaran: N02PS001-0066757

Nama dan Alamat Pemesan : Klinik Kesihatan Parit Bakar , Johor.

Nama dan Alamat Pengeluar : Hosp. Pakar Sultanah Fatimah , Jalan Salleh, 84000 Muar, Johor.

Dilengkapkan Oleh Pemesan					Dilengkapkan Oleh Pengeluar												
					BAHAGIAN BEKALAN KAWALAN DAN AKAUN							BAHAGIAN SIMPANAN					
										Harga (RM)							
No. Kod	Perihal Stok	SKU	Kuantiti Dimohon	Kuantiti Diterima	No. Kod	PKU	Deskripsi Pembungkusan	Baki Sedia Ada	Kuantiti Diluluskan	Seunit	Jumlah	Kuantiti Dikeluarkan	No. Kelompok	Tarikh Luput	Baki Selepas Pengeluaran	Pembungkusan (Perlu/Tidak)	No. Borang Pembungkusan Stok(BPS)
N1360400002	Dressing Retention Rolls (Non Woven, Adhesive) Sz: 10cm x 10m	EA	10	5	N13604000002.01	box	box of 1 each		5	10.7272	53.64	5	11000759	04/05/2025			
G1250460002	Plastic Ointment Box, 15gm	EA	500	100	G1250460002.02	pck	pack of 100 each		1	9.0000	9.00	1	NOT APPLICABLE				
									Jumlah		62.64						

Dilengkapkan Oleh Pemesan		Dilengkapkan Oleh Pengeluar	
Pemohon :	**Pegawai Penerima :**	**Pegawai Pelulus :**	**Dikeluarkan dan Direkod oleh:**
Nama : [redacted]	**Nama :**	**Nama :** [redacted]	**Nama :**
Jawatan : PF44	**Jawatan :**	**Jawatan :** Pembantu Tadbir	**Jawatan :**
Unit : PHARMACY	**Unit :**	**Unit :** STOR FARMASI	**Unit :**
Jabatan : Pharmacy	**Jabatan :**	**Jabatan :** Administration	**Jabatan :**
Tarikh : 18/10/2020	**Tarikh :**	**Tarikh :** 19/08/2022	**Tarikh :**
Tarikh pesanan diluluskan : 12/10/2020	*(Dilengkapkan setelah stok diterima)*		

Catatan Pemesan :

Catatan Pengeluar :

Printed Date : 19/08/2022 **Printed By** : [redacted] **Unit Name** : STOR FARMASI **Source** : PhIS

Page 2 of 2

Figure 3.1.2-26 KEW.PS-7 (Salinan Pemesan)

- *For non MOH user, KEW.PS-17 (Borang Pindahan Stok)(Salinan Pengeluar) form able to print as shown in Figure 3.1.2-27*

KEMENTERIAN KESIHATAN MALAYSIA
Hosp. Pakar Sultanah Fatimah
BORANG PINDAHAN STOK

Salinan Pengeluar
KEW.PS-17

No. BPSS. : R20000131 / E02PS001-0009939
No. Nota Keluaran N02PS001-0066757

Nama dan Alamat Pemesan : Klinik Kesihatan Parit Bakar , Johor.

Nama dan Alamat Pengeluar : Hosp. Pakar Sultanah Fatimah , Jalan Salleh, 84000 Muar, Johor.

Dilengkapkan Oleh Pemohon					Dilengkapkan Oleh Pengeluar												
					BAHAGIAN BEKALAN KAWALAN DAN AKAUN							BAHAGIAN SIMPANAN					
										Harga (RM)							
No. Kod	Perihal Stok	SKU	Kuantiti Dimohon	Kuantiti Diterima	No. Kod	PKU	Deskripsi Pembungkusan	Baki Sedia Ada	Kuantiti Diluluskan	Seunit	Jumlah	Kuantiti Dikeluarkan	No. Kelompok	Tarikh Luput	Baki Selepas Pengeluaran	Pembungkusan (Perlu/Tidak)	No. Borang Pembungkusan Stok(BPS)
N1360400002	Dressing Retention Rolls (Non Woven, Adhesive) Sz: 10cm x 10m	EA	10	5	N13604000002.01	box	box of 1 each	745	5	10.7272	53.64	5	11000759	04/05/2025	740		
G1250460002	Plastic Ointment Box, 15gm	EA	500	100	G1250460002.02	pck	pack of 100 each	186	1	9.0000	9.00	1	NOT APPLICABLE		185		
									Jumlah		62.64						

Dilengkapkan Oleh Pemohon		Dilengkapkan Oleh Pengeluar Stok	
Pemohon :	**Pegawai Penerima :**	**Pegawai Pelulus :**	**Dikeluarkan dan Direkod oleh:**
Nama : [redacted]	**Nama :**	**Nama :** [redacted]	**Nama :**
Jawatan : PF44	**Jawatan :**	**Jawatan :** Pembantu Tadbir	**Jawatan :**
Jabatan : Pharmacy	**Unit :**	**Unit :** STOR FARMASI	**Unit :**
Tarikh : 12/10/2020	**Jabatan :**	**Jabatan :** Administration	**Jabatan :**
	Tarikh :	**Tarikh :** 19/08/2022	**Tarikh :**
	(Dilengkapkan setelah stok diterima)		

Catatan Pengeluar :

Printed Date : 19/08/2022 **Printed By** : [redacted] **Unit Name** : STOR FARMASI **Source** : PhIS

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Figure 3.1.2-27 KEW.PS-17 (Salinan Pengeluar)

- *KEW.PS-17 (Borang Pindahan)(Salinan Pemesan) form able to print as shown in Figure 3.1.2-28*

KEMENTERIAN KESIHATAN MALAYSIA
Hosp. Pakar Sultanah Fatimah
BORANG PINDAHAN STOK

Salinan Pemesan
KEW.PS-17
No. BPSS. : R20000131 / E02PS001-0009939
No. Nota Keluaran N02PS001-0066757

Nama dan Alamat Pemesan : Klinik Kesihatan Parit Bakar , Johor.

Nama dan Alamat Pengeluar : Hosp. Pakar Sultanah Fatimah , Jalan Salleh, 84000 Muar, Johor.

Dilengkapkan Oleh Pemohon					Dilengkapkan Oleh Pengeluar												
					BAHAGIAN BEKALAN KAWALAN DAN AKAUN							BAHAGIAN SIMPANAN					
										Harga (RM)							
No. Kod	Perihal Stok	SKU	Kuantiti Dimohon	Kuantiti Diterima	No. Kod	PKU	Deskripsi Pembungkusan	Baki Sedia Ada	Kuantiti Diluluskan	Seunit	Jumlah	Kuantiti Dikeluarkan	No. Kelompok	Tarikh Luput	Baki Selepas Pengeluaran	Pembungkusan (Perlu/Tidak)	No. Borang Pembungkusan Stok(BPS)
N1360400002	Dressing Retention Rolls (Non Woven, Adhesive) Sz: 10cm x 10m	EA	10	5	N1360400002.01	box	box of 1 each		5	10.7272	53.64	5	11000759	04/05/2025			
G1250460002	Plastic Ointment Box, 15gm	EA	500	100	G1250460002.02	pck	pack of 100 each		1	9.0000	9.00	1	NOT APPLICABLE				
									Jumlah		62.64						

Dilengkapkan Oleh Pemohon		Dilengkapkan Oleh Pengeluar Stok	
Pemohon :	**Pegawai Penerima :**	**Pegawai Pelulus :**	**Dikeluarkan dan Direkod oleh:**
.....	.....	.....	.....
Nama : [redacted]	**Nama** :	**Nama** : [redacted]	**Nama** :
Jawatan : PF44	**Jawatan** :	**Jawatan** : Pembantu Tadbir	**Jawatan** :
Jabatan : Pharmacy	**Unit** :	**Unit** : STOR FARMASI	**Unit** :
Tarikh : 12/10/2020	**Jabatan** :	**Jabatan** : Administration	**Jabatan** :
	Tarikh :	**Tarikh** : 19/08/2022	**Tarikh** :
	(Dilengkapkan setelah stok diterima)		

Catatan Pemesan :

Catatan Pengeluar :

Printed Date : 19/08/2022 **Printed By** : [redacted] **Unit Name** : STOR FARMASI **Source** : PhIS

Page 2 of 2

Figure 3.1.2-28 KEW.PS-17 (Salinan Pemesan)

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:

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.

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.*

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* Approve *button.*

- *Click* OK *as per Figure 3.1.3-5.*

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.*

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.

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.*

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

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.

Figure 3.1.3-11 Recommended Issue Quantity

Figure 3.1.3-12 Confirmation Alert Message

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* OK *as shown in Figure 3.1.3-13.*

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.*
- *SPUB minimum issue quantity:*
  - *If the issue done by Level 1 will be based on Item/Product Buffer Level*
  - *If issue done by Level 2 will based on Unit Catalogue List*
- *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.

Figure 3.1.3-17 Recommended Issue Quantity

STEP 12

Click on the KEW.PS-7 button to generate issue note

Note

KEW.PS-7 form will be displayed as Figure 3.1.3-18.

KEMENTERIAN KESIHATAN MALAYSIA
Hosp. Pakar Sultanah Fatimah
BORANG PERMOHONAN STOK

Salinan Pemesan
KEW.PS-7
No. BPSS. : R20000131 / E02PS001-0009939
No. Nota Keluaran: N02PS001-0066757

Nama dan Alamat Pemesan : Klinik Kesihatan Parit Bakar , Johor.

Nama dan Alamat Pengeluar : Hosp. Pakar Sultanah Fatimah , Jalan Salleh, 84000 Muar, Johor.

Dilengkapkan Oleh Pemesan					Dilengkapkan Oleh Pengeluar												
					BAHAGIAN BEKALAN KAWALAN DAN AKAUN							BAHAGIAN SIMPANAN					
										Harga (RM)							
No. Kod	Perihal Stok	SKU	Kuantiti Dimohon	Kuantiti Diterima	No. Kod	PKU	Deskripsi Pembungkusan	Baki Sedia Ada	Kuantiti Diluluskan	Seunit	Jumlah	Kuantiti Dikeluarkan	No. Kelompok	Tarikh Luput	Baki Selepas Pengeluaran	Pembungkusan (Perlu/Tidak)	No. Borang Pembungkusan Stok(BPS)
N1360400002	Dressing Retention Rolls (Non Woven, Adhesive) Sz: 10cm x 10m	EA	10	5	N13604000002.01	box	box of 1 each		5	10.7272	53.64	5	11000759	04/05/2025			
G1250460002	Plastic Ointment Box, 15gm	EA	500	100	G1250460002.02	pck	pack of 100 each		1	9.0000	9.00	1	NOT APPLICABLE				
									Jumlah		62.64						

Dilengkapkan Oleh Pemesan		Dilengkapkan Oleh Pengeluar	
Pemohon :	**Pegawai Penerima :**	**Pegawai Pelulus :**	**Dikeluarkan dan Direkod oleh:**
Nama : [redacted]	**Nama :**	**Nama :** [redacted]	**Nama :**
Jawatan : PF44	**Jawatan :**	**Jawatan :** Pembantu Tadbir	**Jawatan :**
Unit : PHARMACY	**Unit :**	**Unit :** STOR FARMASI	**Unit :**
Jabatan : Pharmacy	**Jabatan :**	**Jabatan :** Administration	**Jabatan :**
Tarikh : 18/10/2020	**Tarikh :**	**Tarikh :** 19/08/2022	**Tarikh :**
Tarikh pesanan diluluskan : 12/10/2020	*(Dilengkapkan setelah stok diterima)*		

Catatan Pemesan :

Catatan Pengeluar :

Printed Date : 19/08/2022 **Printed By** : [redacted] **Unit Name** : STOR FARMASI **Source** : PhIS

Page 2 of 2

Figure 3.1.3-18 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:

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.

Figure 3.1.4-2 Inter Facility Indent

STEP 2
Double-click on the ***External Indent No*** to view the Indent details.

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.

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: -*
  - *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 3.1.4-6.*

- *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 3.1.4-6.*

- *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.*

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.

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.*
- *Manufacturing minimum issue quantity:*
  - *If the issue done by Level 1 will be based on Item/Product Buffer Level*
  - *If issue done by Level 2 will based on Unit Catalogue List*

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

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.*

Figure 3.1.4-11 Recommended Issue Quantity Confirmation Page

Figure 3.1.4-12 Confirmation Alert Message

Figure 3.1.4-13 Confirmation Alert Message

STEP 10

Click on the button to save record.

Note

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

Figure 3.1.4-14 Recommended Issue Quantity Confirmation Page

Figure 3.1.4-15 Confirmation Alert Message

Figure 3.1.4-16 Information Alert Message

STEP 11

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

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
   - Draft
   - Open
   - Pending for Approval
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

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:

Figure 3.3.1-1 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 3.3.1-2.

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.*

Figure 3.3.1-2 Online Issue Information

STEP 3

Click on the KEW.PS-7 button to generate the 'Borang Permohonan Stok' and click on the KEW.PS-17 button to generate the 'Borang Pindahan Stok'.

Note

- *KEW.PS-7 (Borang Permohonan Stok) form will be display as shown in Figure 3.3.1-3*

KEMENTERIAN KESIHATAN MALAYSIA
Hosp. Pakar Sultanah Fatimah
BORANG PERMOHONAN STOK

Salinan Pengeluar
KEW.PS-7
No. BPSS. : R21001287 / E02PS001-0009937
No. Nota Keluaran: N02PS001-0066755

Nama dan Alamat Pemesan : Hospital Tangkak Ledang , Johor.
Nama dan Alamat Pengeluar : Hosp. Pakar Sultanah Fatimah , Jalan Salleh, 84000 Muar, Johor.

Dilengkapkan Oleh Pemesan					Dilengkapkan Oleh Pengeluar												
					BAHAGIAN BEKALAN KAWALAN DAN AKAUN							BAHAGIAN SIMPANAN					
										Harga (RM)							
No. Kod	Perihal Stok	SKU	Kuantiti Dimohon	Kuantiti Diterima	No. Kod	SKU	Deskripsi Pembungkusan	Baki Sedia Ada	Kuantiti Diluluskan	Seunit	Jumlah	Kuantiti Dikeluarkan	No. Kelompok	Tarikh Luput	Baki Selepas Pengeluaran	Pembungkusan (Perlu/Tidak)	No. Borang Pembungkusan Stok(BPS)
B05XA03100P6002i	Sodium Chloride 0.9% 10mL Injection	amp	39	10	B05XA03100P6002i.01	amp	pack of 20 ampoule	36178	10	0.1185	1.19	10	NA3D0018	02/08/2026	36,168		
					Jumlah						1.19						

Dilengkapkan Oleh Pemesan		Dilengkapkan Oleh Pengeluar	
Pemohon :	**Pegawai Penerima :**	**Pegawai Pelulus :**	**Dikeluarkan dan Direkod oleh:**
Nama : [redacted]	**Nama :**	**Nama :** [redacted]	**Nama :**
Jawatan : PF44	**Jawatan :**	**Jawatan :** Pegawai Farmasi UF44	**Jawatan :**
Unit : FARMASI LOGISTIK	**Unit :**	**Unit :** STOR FARMASI	**Unit :**
Jabatan : Pharmacy	**Jabatan :**	**Jabatan :** Pharmacy	**Jabatan :**
Tarikh : 26/10/2021	**Tarikh :**	**Tarikh :** 27/06/2022	**Tarikh :**
Tarikh pesanan diluluskan : 25/10/2021	*(Dilengkapkan setelah stok diterima)*		

Catatan Pengeluar :

Printed Date : 24/08/2022 **Printed By** : [redacted] **Unit Name** : STOR FARMASI **Source** : PhIS

Page 1 of 2

Figure 3.3.1-3 KEW.PS-7 (Borang Permohonan Stok)

- *For non MOH user, KEW.PS-17 (Borang Pindahan Stok) form will be display as shown in Figure 3.3.1-4*

KEMENTERIAN KESIHATAN MALAYSIA
Hosp. Pakar Sultanah Fatimah
BORANG PINDAHAN STOK

Salinan Pengeluar
KEW.PS-17

No. BPSS. : R21001287 / E02PS001-0009937
No. Nota Keluaran N02PS001-0066755

Nama dan Alamat Pemesan : Hospital Tangkak Ledang , Johor.

Nama dan Alamat Pengeluar : Hosp. Pakar Sultanah Fatimah , Jalan Salleh, 84000 Muar, Johor.

Dilengkapkan Oleh Pemohon					Dilengkapkan Oleh Pengeluar												
					BAHAGIAN BEKALAN KAWALAN DAN AKAUN							BAHAGIAN SIMPANAN					
										Harga (RM)							
No. Kod	Perihal Stok	SKU	Kuantiti Dimohon	Kuantiti Diterima	No. Kod	SKU	Deskripsi Pembungkusan	Baki Sedia Ada	Kuantiti Diluluskan	Seunit	Jumlah	Kuantiti Dikeluarkan	No. Kelompok	Tarikh Luput	Baki Selepas Pengeluaran	Pembungkusan (Perlu/Tidak)	No. Borang Pembungkusan Stok(BPS)
B05XA03100P6002i	Sodium Chloride 0.9% 10mL Injection	amp	39	10	B05XA03100P6002i.01	amp	pack of 20 ampoule	36178	10	0.1185	1.19	10	NA3D0018	02/08/2026	36168		
					Jumlah						1.19						

Dilengkapkan Oleh Pemohon		Dilengkapkan Oleh Pengeluar Stok	
Pemohon :	**Pegawai Penerima :**	**Pegawai Pelulus :**	**Dikeluarkan dan Direkod oleh:**
Nama : [redacted]	**Nama** :	**Nama** : [redacted]	**Nama** :
Jawatan : PF44	**Jawatan** :	**Jawatan** : Pegawai Farmasi UF44	**Jawatan** :
Jabatan : Pharmacy	**Unit** :	**Unit** : STOR FARMASI	**Unit** :
Tarikh : 25/10/2021	**Jabatan** :	**Jabatan** : Pharmacy	**Jabatan** :
	Tarikh :	**Tarikh** : 27/06/2022	**Tarikh** :
	(Dilengkapkan setelah stok diterima)		

Catatan Pengeluar :

Printed Date : 25/08/2022 **Printed By** : [redacted] **Unit Name** : STOR FARMASI **Source** : PhIS

Page 1 of 2

Figure 3.3.1-4 KEW.PS-17 (Borang Pindahan Stok)

3.3.2 Online Issue - Intra Facility

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

Figure 3.3.2-1 Issue Listing Page

STEP 1
Click on 'Inventory' menu follow by 'Inventory Management' then 'Distribution' then 'Issue' then click on 'Issue'

Note
Choose '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 3.3.2-2.*
- *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.*

Figure 3.3.2-2 Online Issue Information

STEP 3

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

Note

- *Once click on the button, 'Borang Permohonan Stok' (Salinan Pengeluar) will be shown in Figure 3.3.2-3*

KEMENTERIAN KESIHATAN MALAYSIA
Hosp. Pakar Sultanah Fatimah
BORANG PERMOHONAN STOK

Salinan Pengeluar
KEW.PS-7
No. BPSS. : K21012909 / I02PS001-0085355
No. Nota Keluaran: N02PS001-0066744

Nama dan Alamat Pemesan : FBW FILLING STATION

Nama dan Alamat Pengeluar : STOR FARMASI

Dilengkapkan Oleh Pemesan					Dilengkapkan Oleh Pengeluar												
					BAHAGIAN BEKALAN KAWALAN DAN AKAUN							BAHAGIAN SIMPANAN					
										Harga (RM)							
No. Kod	Perihal Stok	SKU	Kuantiti Dimohon	Kuantiti Diterima	No. Kod	PKU	Deskripsi Pembungkusan	Baki Sedia Ada	Kuantiti Diluluskan	Seunit	Jumlah	Kuantiti Dikeluarkan	No. Kelompok	Tarikh Luput	Baki Selepas Pengeluaran	Pembungkusan (Perlu/Tidak)	No. Borang Pembungkusan Stok(BPS)
J06BA02000P3001XX	Human Normal Immunoglobulin 2500mg/50ml Injection (5%)	vial	40	30	07.1301.01	vial	Pack of 1 vial	110.0	30	517.3600	15,520.80	30	352B20500	04/08/2022	80		
									Jumlah		15,520.80						

Dilengkapkan Oleh Pemesan		Dilengkapkan Oleh Pengeluar	
Pemohon :	**Pegawai Penerima :**	**Pegawai Pelulus :**	**Dikeluarkan dan Direkod oleh:**
Nama : [redacted]	**Nama :**	**Nama :** [redacted]	**Nama :**
Jawatan : Pegawai Farmasi UF48 (PFK)	**Jawatan :**	**Jawatan :** Pegawai Farmasi UF44	**Jawatan :**
Unit : FBW FILLING STATION	**Unit :**	**Unit :** STOR FARMASI	**Unit :**
Jabatan : Pharmacy	**Jabatan :**	**Jabatan :** Pharmacy	**Jabatan :**
Tarikh : 26/10/2021	**Tarikh :**	**Tarikh :** 26/10/2021	**Tarikh :**
Tarikh pesanan diluluskan : 26/10/2021	*(Dilengkapkan setelah stok diterima)*		

Catatan Pengeluar :

Printed Date : 13/12/2021 **Printed By** : [redacted] **Unit Name** : STOR FARMASI **Source** : PhIS

Page 1 of 2

Figure 3.3.2-4 Borang Permohonan Stok (KEW.PS-7) (Salinan Pengeluar)

- *'Borang Permohonan Stok' (Salinan Pemesan) will be shown in Figure 3.3.2-5*

KEMENTERIAN KESIHATAN MALAYSIA
Hosp. Pakar Sultanah Fatimah
BORANG PERMOHONAN STOK

Salinan Pemesan
KEW.PS-7
No. BPSS. : K21012909 / I02PS001-0085355
No. Nota Keluaran: N02PS001-0066744

Nama dan Alamat Pemesan : FBW FILLING STATION

Nama dan Alamat Pengeluar : STOR FARMASI

Dilengkapkan Oleh Pemesan					Dilengkapkan Oleh Pengeluar												
					BAHAGIAN BEKALAN KAWALAN DAN AKAUN							BAHAGIAN SIMPANAN					
										Harga (RM)							
No. Kod	Perihal Stok	SKU	Kuantiti Dimohon	Kuantiti Diterima	No. Kod	PKU	Deskripsi Pembungkusan	Baki Sedia Ada	Kuantiti Diluluskan	Seunit	Jumlah	Kuantiti Dikeluarkan	No. Kelompok	Tarikh Luput	Baki Selepas Pengeluaran	Pembungkusan (Perlu/Tidak)	No. Borang Pembungkusan Stok(BPS)
J06BA02000P3001XX	Human Normal Immunoglobulin 2500mg/50ml Injection (5%)	vial	40	30	07.1301.01	vial	Pack of 1 vial		30	517.3600	15,520.80	30	352B20500	04/08/2022			
									Jumlah		15,520.80						

Dilengkapkan Oleh Pemesan		Dilengkapkan Oleh Pengeluar	
Pemohon :	**Pegawai Penerima :**	**Pegawai Pelulus :**	**Dikeluarkan dan Direkod oleh:**
Nama : [redacted]	**Nama :**	**Nama :** [redacted]	**Nama :**
Jawatan : Pegawai Farmasi UF48 (PFK)	**Jawatan :**	**Jawatan :** Pegawai Farmasi UF44	**Jawatan :**
Unit : FBW FILLING STATION	**Unit :**	**Unit :** STOR FARMASI	**Unit :**
Jabatan : Pharmacy	**Jabatan :**	**Jabatan :** Pharmacy	**Jabatan :**
Tarikh : 26/10/2021	**Tarikh :**	**Tarikh :** 26/10/2021	**Tarikh :**
Tarikh pesanan diluluskan : 26/10/2021	*(Dilengkapkan setelah stok diterima)*		

Catatan Pemesan :

Catatan Pengeluar :

Printed Date : 13/12/2021 **Printed By** : [redacted] **Unit Name** : STOR FARMASI **Source** : PhIS

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Figure 3.3.2-5 Borang Permohonan Stok (KEW.PS-7) (Salinan Pemesan)

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

Figure 3.4.1-3 List of External Facility Name

STEP 3
Click on the 'Offline Issue' tab

STEP 4
Select ***Issue Type*** as Inter Facility from the dropdown box

STEP 5
Click on the to search for the ***External Facility Name***

Note

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

Figure 3.4.1-4 Add Item

STEP 6
Enter ***Requested By***

STEP 7
Select ***Item Group***
- Drug
- Non Drug

STEP 8
Select the ***Item Sub Class*** checkbox

Note
User is allowed to select more than one check box.

STEP 9
Click on the [+ Add Item] 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.

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.*

Figure 3.4.1-7 Offline Issue

Figure 3.4.1-8 Confirmation Alert Message

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* OK *as shown in Figure 3.4.1-9.*

Figure 3.4.1-10 Offline Issue External

Note

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

STEP 15

Click on the Send for Approval 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

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.

Figure 3.4.1-16 Issue Information

STEP 17

Click on the

button to generate the 'Borang Permohonan Stok' or click on the

button to generate the 'Borang Pindahan Stok'

Note

- *Issue Note No. will be auto generated for future reference.*
- *Manual indent reference number will be display at No. BPSS at the KEWPS 7 and KEWPS 17*
- *'Borang Permohonan Stok' will be display as shown in Figure 3.4.1-17*

KEMENTERIAN KESIHATAN MALAYSIA
Hosp. Pakar Sultanah Fatimah
BORANG PERMOHONAN STOK

Salinan Pengeluar
KEW.PS-7
No. BPSS. : W2002122 / M02PS001-0123673
No. Nota Keluaran: N02PS001-0004382

Nama dan Alamat Pemesan : Hospital Kampar , Perak.

Nama dan Alamat Pengeluar : Hosp. Pakar Sultanah Fatimah , Jalan Salleh, 84000 Muar, Johor.

Dilengkapkan Oleh Pemesan					Dilengkapkan Oleh Pengeluar												
					BAHAGIAN BEKALAN KAWALAN DAN AKAUN							BAHAGIAN SIMPANAN					
										Harga (RM)							
No. Kod	Perihal Stok	SKU	Kuantiti Dimohon	Kuantiti Diterima	No. Kod	PKU	Deskripsi Pembungkusan	Baki Sedia Ada	Kuantiti Diluluskan	Seunit	Jumlah	Kuantiti Dikeluarkan	No. Kelompok	Tarikh Luput	Baki Selepas Pengeluaran	Pembungkusan (Perlu/Tidak)	No. Borang Pembungkusan Stok(BPS)
KPK00038	Abacavir 300mg Tab	tablet	300	300	KPK00038.01	pck	Pack of 60 tab	232425.5	5	151.9980	759.99	5	K0033	31/12/2022	232420		
B01AC06259T1001XX	Acetylsalicylic Acid 100 mg, Glycine 45 mg Tablet	tablet	30	30	B01AC06259T1001XX.01	box	box of 30 tablet	1136.0	1	2.1510	2.15	1	T2107031	31/07/2023	1135		
D08AA03000L6001XX	Acriflavine 0.1% Lotion	ml	500	500	01.0016.05	bott	bottle of 100 ml	605.0	5	2.4600	12.30	5	PM21M24140	30/04/2024	600		
								Jumlah			774.44						

Dilengkapkan Oleh Pemesan		Dilengkapkan Oleh Pengeluar	
Pemohon :	**Pegawai Penerima :**	**Pegawai Pelulus :**	**Dikeluarkan dan Direkod oleh:**
Nama : [redacted]	**Nama :**	**Nama :** [redacted]	**Nama :**
Jawatan :	**Jawatan :**	**Jawatan :** Pegawai Farmasi UF48 (PFK)	**Jawatan :**
Unit :	**Unit :**	**Unit :** STOR FARMASI	**Unit :**
Jabatan :	**Jabatan :**	**Jabatan :** Pharmacy	**Jabatan :**
Tarikh : 03/08/2022	**Tarikh :**	**Tarikh :** 03/08/2022	**Tarikh :**
Tarikh pesanan diluluskan :	*(Dilengkapkan setelah stok diterima)*		

Catatan Pengeluar :

Printed Date : 25/08/2022 **Printed By** : [redacted] **Unit Name** : STOR FARMASI **Source** : PhIS

Page 1 of 3

Figure 3.4.1-17 KEW.PS-7 (Borang Permohonan Stok)

- *'Borang Pindahan Stok' will be display as shown in Figure 3.4.1-18*

KEMENTERIAN KESIHATAN MALAYSIA
Hosp. Pakar Sultanah Fatimah
BORANG PINDAHAN STOK

Salinan Pengeluar
KEW.PS-17

No. BPSS. : W2002122 / M02PS001-0123673
No. Nota Keluaran N02PS001-0004382

Nama dan Alamat Pemesan : Hospital Kampar , Perak.

Nama dan Alamat Pengeluar : Hosp. Pakar Sultanah Fatimah , Jalan Salleh, 84000 Muar, Johor.

Dilengkapkan Oleh Pemohon					Dilengkapkan Oleh Pengeluar												
					BAHAGIAN BEKALAN KAWALAN DAN AKAUN							BAHAGIAN SIMPANAN					
										Harga (RM)							
No. Kod	Perihal Stok	SKU	Kuantiti Dimohon	Kuantiti Diterima	No. Kod	PKU	Deskripsi Pembungkusan	Baki Sedia Ada	Kuantiti Diluluskan	Seunit	Jumlah	Kuantiti Dikeluarkan	No. Kelompok	Tarikh Luput	Baki Selepas Pengeluaran	Pembungkusan (Perlu/Tidak)	No. Borang Pembungkusan Stok(BPS)
KPK00038	Abacavir 300mg Tab	tablet	300	300	KPK00038.01	pck	Pack of 60 tab	232425	5	151.9980	759.99	5	K0033	31/12/2022	232420		
B01AC06259T1001XX	Acetylsalicylic Acid 100 mg, Glycine 45 mg Tablet	tablet	30	30	B01AC06259T1001XX.01	box	box of 30 tablet	1136	1	2.1510	2.15	1	T2107031	31/07/2023	1135		
D08AA03000L6001XX	Acriflavine 0.1% Lotion	ml	500	500	01.0016.05	bott	bottle of 100 ml	605	5	2.4600	12.30	5	PM21M24140	30/04/2024	600		
									Jumlah		774.44						

Dilengkapkan Oleh Pemohon		Dilengkapkan Oleh Pengeluar Stok	
Pemohon :	**Pegawai Penerima :**	**Pegawai Pelulus :**	**Dikeluarkan dan Direkod oleh:**
Nama : [redacted]	**Nama :**	**Nama :** [redacted]	**Nama :**
Jawatan :	**Jawatan :**	**Jawatan :** Pegawai Farmasi UF48 (PFK)	**Jawatan :**
Jabatan :	**Unit :**	**Unit :** STOR FARMASI	**Unit :**
Tarikh : 03/08/2022	**Jabatan :**	**Jabatan :** Pharmacy	**Jabatan :**
	Tarikh :	**Tarikh :** 03/08/2022	**Tarikh :**
	(Dilengkapkan setelah stok diterima)		

Catatan Pengeluar :

Printed Date : 25/08/2022 **Printed By** : [redacted] **Unit Name** : STOR FARMASI **Source** : PhIS

Page 1 of 2

Figure 3.4.1-18 KEW.PS-17 Borang Pindahan Stok

3.4.2 Offline Issue – Intra Facility

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

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 Intra Facility

STEP 3
Click on the 'Offline Issue' tab

STEP 4
Select ***Issue Type*** as 'Intra 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.***

Figure 3.4.2-3 List of Requester Unit Name

Figure 3.4.2-4 Offline Issue

STEP 6
Enter ***Requested By***

STEP 7
Select **Item Group**
- Drug
- Non Drug

STEP 8
Select the ***Item Sub Class*** checkbox

Note
User is allowed to select more than one check box.

Figure 3.4.2-5 Add Item

STEP 9
Click on the 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.

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.

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)
N02BA01000T4001XX	Acetylsalicylic Acid 300 mg Soluble Tablet	02.0003.05	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
D08AA03000L6001XX	Acriflavine 0.1% Lotion	01.0016.05	Acriflavine 0.1% Lotion	240,000	External Preparation	PM20M23118	NW	31/03/2023	bottle of 100 ml	2,200	100	22.00	0.0246		2.00
D08AA03000L6001XX	Acriflavine 0.1% Lotion	01.0016.05	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		
D08AA03000L6001XX	Acriflavine 0.1% Lotion	01.0016.05	Acriflavine 0.1% Lotion	240,000	External Preparation	PM19M22482	NW	31/12/2022	bottle of 100 ml	22,000	100	220.00	0.0246		
C01CA24123P3001XX	Adrenaline Acid Tartrate 1mg/ml Injection	03.0006.01	Adrenaline Acid (Epinephrine) 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 'Offline Issue List' section

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* OK *as shown in Figure 3.4.2-10.*

Figure 3.4.2-11 Offline Issue Internal

Note

- *User is allowed to cancel the request by clicking on the*

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

STEP 15

Click on the

button to send the transaction for approval

Note

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

Figure 3.4.2-12 Alert Message

Figure 3.4.2-13 Alert Message

Figure 3.4.2-14 Aprrove Issue Page

Figure 3.4.2-15 Confirmation Alert Message

Figure 3.4.2-16 Information Alert Message

STEP 16

Click on the Approve 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* OK *as shown in Figure 3.4.2-16.*

Figure 3.4.2-17 Issue Information

STEP 17

Click on the KEW.PS-7 button to generate the 'Borang Permohonan Stok'

Note

- *Issue Note No. will be auto generated for future reference.*
- *Manual indent reference number will be display at NO. BPSS at the KEWPS-7*
- *'Borang Permohonan Stok' will display as in Figure 3.4.2-18*

KEMENTERIAN KESIHATAN MALAYSIA
Hosp. Pakar Sultanah Fatimah
BORANG PERMOHONAN STOK

Salinan Pengeluar
KEW.PS-7
No. BPSS. : Stor 6 / M02PS001-0123357
No. Nota Keluaran: N02PS001-0004364

Nama dan Alamat Pemesan : FARMASI LOGISTIK

Nama dan Alamat Pengeluar : STOR FARMASI

Dilengkapkan Oleh Pemesan					Dilengkapkan Oleh Pengeluar												
					BAHAGIAN BEKALAN KAWALAN DAN AKAUN							BAHAGIAN SIMPANAN					
										Harga (RM)							
No. Kod	Perihal Stok	SKU	Kuantiti Dimohon	Kuantiti Diterima	No. Kod	PKU	Deskripsi Pembungkusan	Baki Sedia Ada	Kuantiti Diluluskan	Seunit	Jumlah	Kuantiti Dikeluarkan	No. Kelompok	Tarikh Luput	Baki Selepas Pengeluaran	Pembungkusan (Perlu/Tidak)	No. Borang Pembungkusan Stok(BPS)
L15900700 01	Lexmark Cartridge MS310dn (PhIS)	cartridge	1	1	L1590070001.00	cartridge	1 cartridge	121.0	1	246.0000	246.00	1	NOT APPLICABLE		120		
								Jumlah			246.00						

Dilengkapkan Oleh Pemesan		Dilengkapkan Oleh Pengeluar	
Pemohon :	**Pegawai Penerima :**	**Pegawai Pelulus :**	**Dikeluarkan dan Direkod oleh:**
Nama : [redacted]	**Nama :**	**Nama :** [redacted]	**Nama :**
Jawatan :	**Jawatan :**	**Jawatan :** Pegawai Farmasi UF52	**Jawatan :**
Unit : FARMASI LOGISTIK	**Unit :**	**Unit :** STOR FARMASI	**Unit :**
Jabatan :	**Jabatan :**	**Jabatan :** Pharmacy	**Jabatan :**
Tarikh : 18/10/2021	**Tarikh :**	**Tarikh :** 20/10/2021	**Tarikh :**
Tarikh pesanan diluluskan :	*(Dilengkapkan setelah stok diterima)*		

Catatan Pengeluar :

Printed Date : 25/08/2022 **Printed By** : [redacted] **Unit Name** : STOR FARMASI **Source** : PhIS

Page 1 of 2

Figure 3.4.2-19 Borang Permohonan Stok (KEW.PS-7)

3.5 Consumption

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

Figure 3.5-1 Create New Issue

STEP 1

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

STEP 2

Click on the button to add new record.

Note

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

Figure 3.5-2 Consumption

STEP 3
Click on the Consumption tab

STEP 4
Enter the ***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*

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.*

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*

Figure 3.5-5 Alert Message

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

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 [+ Add Item] 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		
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	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 [Search] 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

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

Character	Description	Value
1	Transaction Code	'M'
2-3	State Code	02
4-8	Supplying Unit Code	PS001
9-15	Unique running number	0000000 = 7 integer running number will reset yearly E.g.: M02PS001-0085317

Table 3.5-1

Figure 3.5-11 Consumption Send Approval

STEP 12

Click on the

button to send for approval

Note

- *After click on send for approval, an alert message will be displayed as per Figure 3.5-12 and Figure 3.5-13.*

Figure 3.5-12 Save Alert Message

- *Click on the*

button.

Figure 3.5-13 Record Saved Alert Message

- *Click on the*

button.

- *User able to cancel the transaction by click on*

button

- *Once click on*

button the transaction will be flow to approver screen and status will be appear Pending For Approval as shown in Figure 3.5-14

Figure 3.5-14 Consumption Approve

STEP 13

Click on the

button to approve

Note

- *After click on approve, an alert message will be displayed as per Figure 3.5-15.*

Figure 3.5-15 Confirmation Alert Message

- *Click on the*

button.

Figure 3.5-16 Consumption Approved

Note

- *The **Status** will be changed to 'Approved'*
- *If user want to print/view report click on* *button and report will be shown in Figure 3.5-17*

KEMENTERIAN KESIHATAN MALAYSIA

Hospital Seri Manjung

Own Consumption Report

Unit Name : Farmasi Logistik Hospital **Remarks** :

Issue Number : M02PS001-0045947

No.	Date	Drug/Non-Drug Code	Item Code	Item Description	Batch No.	Expiry Date	Quantity	SKU	Unit Price (SKU)	Quantity Balance (After Deduct)
1	23/11/2022	S01EC01000T1001XX	02.0001.02	Acetazolamide 250mg Tab BP/USP	BATCHLPO22042	15/04/2023	10,000	tablet	0.4544	15,000
2	23/11/2022	C01CA24123P3001XX	03.0006.01	Adrenaline Acid (Epinephrine) Tartrate 1 mg / ml Injection	15150121	31/12/2023	10	amp	1.7400	250
3	23/11/2022	RAW00056	RAW00056.02	Acetone	Gd8484	30/11/2022	1,000	ml	0.0200	16,000

Created By :		Approved By :	
Nama	: [redacted]	Nama	: [redacted]
Jawatan	: Pegawai Perubatan Pakar	Jawatan	: Pegawai Perubatan Pakar
Unit	: Farmasi Logistik Hospital	Unit	: Farmasi Logistik Hospital
Jabatan	: Pharmacy	Jabatan	: Pharmacy
Tarikh	: 23/11/2022	Tarikh	: 23/11/2022

Printed Date : 23/11/2022 **Printed By** : [redacted] **Unit Name** : Farmasi Logistik Hospital **Source** : PHIS

Page 1 of 1

Figure 3.5-17 Consumption Report

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 Stock Replenish 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.*

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.

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 Yes button. If user want to go back to previous screen click on No button and click on Cancel button to cancel the transaction.*

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 Approve button to approve the Stock Replenish transaction as shown in Figure 3.6-10 and the status will change to Approved

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

STEP 9

Click on the X button to close the transaction

Figure 3.6-11 Stock Replenish

STEP 10

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

STEP 11

click on Label button to view drug label as shown in Figure 3.6-13

KEMENTERIAN KESIHATAN MALAYSIA
Hosp. Pakar Sultanah Fatimah
BORANG PERMOHONAN STOK

Salinan Pengeluar
KEW.PS-7

No. BPSS. : F02FBW.Fill-0073121
No. Nota Keluaran: N02FBW.Fill-0018100

Nama dan Alamat Pemesan : WAD SEMARAK (ISOLASI)

Nama dan Alamat Pengeluar : FARMASI BEKALAN WAD (FBW FILLING STATION)

Dilengkapkan Oleh Pemesan					Dilengkapkan Oleh Pengeluar												
					BAHAGIAN BEKALAN KAWALAN DAN AKAUN							BAHAGIAN SIMPANAN					
										Harga (RM)							
No. Kod	Perihal Stok	SKU	Kuantiti Dimohon	Kuantiti Diterima	No. Kod	SKU	Deskripsi Pembungkusan	Baki Sedia Ada	Kuantiti Diluluskan	Seunit	Jumlah	Kuantiti Dikeluarkan	No. Kelompok	Tarikh Luput	Baki Selepas Pengeluaran	Pembungkusan (Perlu/Tidak)	No. Borang Pembungkusan Stok(BPS)
B05XA05183P3001XX	Magnesium Sulphate 50% Injection (49.3%/5mL)	amp	2	2	B05XA05183P3001XX.04	amp	pack of 10 ampoule	99	2	14.3260	28.65	2	047005	31/10/2025	97		
					Jumlah						28.65						

Dilengkapkan Oleh Pemesan		Dilengkapkan Oleh Pengeluar	
Pemohon :	**Pegawai Penerima :**	**Pegawai Pelulus :**	**Dikeluarkan dan Direkod oleh:**
Nama : [redacted]	**Nama :**	**Nama :** [redacted]	**Nama :**
Jawatan :	**Jawatan :**	**Jawatan :** Penolong Pegawai Farmasi U36	**Jawatan :**
Unit : WAD SEMARAK (ISOLASI)	**Unit :**	**Unit :** FARMASI BEKALAN WAD (FBW FILLING STATION)	**Unit :**
Jabatan :	**Jabatan :**	**Jabatan :** Pharmacy	**Jabatan :**
Tarikh : 25/10/2021	**Tarikh :**	**Tarikh :** 25/10/2021	**Tarikh :**
Tarikh pesanan diluluskan :	*(Dilengkapkan setelah stok diterima)*		

Catatan Pengeluar :

Printed Date : 14/12/2021 **Printed By** : [redacted] **Unit Name** : FARMASI BEKALAN WAD **Source** : PhIS

Page 1 of 2

Figure 3.6-12 Borang Permohonan Stok KEW.PS-7

Hosp. Pakar Sultanah Fatimah	
Magnesium Sulphate 50% Injection (49.3%/5mL)	
Qty : 2 amp	
Batch No: 047005	**Worksheet ID:**
Date Prepared: 25/10/2021	**Date Exp:** 31/10/2025

Figure 3.6-13 Label

3.7 Direct Issue

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

Figure 3.7-1 Create New Issue

STEP 1

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

STEP 2

Click on the button

Note

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

Figure 3.7-2 Create New Issue

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.*

Figure 3.7-4 Direct Issue

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)
B120000000 1.01	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

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* Send for Approval *button will be enabled.*

Figure 3.7-6 Direct Issue Send for Approval

STEP 8
Click on the Send for Approval 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.

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

Figure 3.8-2 Rejected Issue Information

3.9 Stock Supply

This function is used to generate stock packaging form.

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.*
- *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
Selet 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

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

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*

Figure 3.9-5 Stock Supply

Note

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

Figure 3.9-7 Record Saved Alert Message

- *Click on the* OK *button.*

Figure 3.9-8 Stock Supply

Note

- *User able to cancel record once already save record but before confirming by click on* Cancel Request *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 Confirm 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

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 Bungkusan	Maklumat Penghantaran
1	M02TPN-0005431	43.4401.02	Water for Injection 10 ml			
2	M02TPN-0023975	B05XA30905P3001XX.01	Addamel N 10mL Inj			
3	M02TPN-0002552	B05BA01910P3001k.02	Amino acid 15% (Aminoplasmal) 500ml IV Soln			
4	M02TPN-0023975	A11BA00901P3001f.01	Vitalipid N Adult 10ml Inj			

Diperiksa oleh :	Dibungkus oleh :	Diterima oleh :
.....	.....	.....
Nama :	Nama :	Nama :
Jawatan :	Jawatan :	Jawatan :
Tarikh :	Tarikh :	Tarikh :
	Cap Jabatan :	Cap Jabatan :

Salinan 1 –Disimpan oleh Bahagian Bungkusan dan Penghantaran
Salinan 2 –Dimasukkan kedalam peti atau kotak bungkusan
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.

Transaction Type	Transaction No.	Item Group	Date/Time	Task Status	From Unit/Department	From User
Receive Internal	I02PS001-0062058	Drug	04/08/2019 08:45 AM	Pending For Approval	STOR FARMASI	NXXXX XXXXXXX XX XXXXX XXXXX
Receive Internal	I02PS001-0062106	Drug	06/08/2019 10:20 AM	Pending For Approval	STOR FARMASI	NXXXX XXXXXXX XX XXXXX XXXXX
Receive Internal	I02PS001-0062111	Drug	06/08/2019 12:28 PM	Pending For Approval	STOR FARMASI	NXXXX XXXXXXX XX XXXXX XXXXX
Receive Internal	RT20000001	Drug	15/05/2020 03:23 PM	Pending For Approval	KLINIK PAKAR PERUBATAN	SXXXXX AXXXXXXXXXXXX
RIQ	K21000053	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.

Figure 3.10.1-2 Approve Record

STEP 2

Click on button to save the transaction

Note

- *Once click on save button confirmation alert message will be display as shown in Figure 3.10.1-3*

Figure 3.10.1-3 Alert Message

- *Click on* Yes *button to confirm and alert message will be display as shown in Figure 3.10.1-4*

Figure 3.10.1-4 Alert Message

- *Click on* OK *button to close*

Figure 3.10.1-5 Approve Record

STEP 3

Click on the Approve 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 3.10.1-6*

Figure 3.10.1-6 Confirmation Alert Message

- *If there have drug will expire in 30-day alert message will be displayed as shown in Figure 3.10.1-7*

Figure 3.10.1-7 Expiring Alert Message

- *Click on the* Yes *button.*
- *After record has been approved, an alert message will be displayed as shown in Figure 3.10.1-8.*
- Click on the OK *button.*

Figure 3.10.1-8 Save Record Alert Message

Figure 3.10.1-9 Online Issue Generate Issue Note

STEP 4

Click on the KEW.PS-7 to generate issue note

Note

- *Once click generate issue note alert message will be display as shown in Figure 3.10.1-10*

Figure 3.10.1-10 Alert Message

- Click on the OK *button.*

KEMENTERIAN KESIHATAN MALAYSIA
Hosp. Pakar Sultanah Fatimah
BORANG PERMOHONAN STOK

Salinan Pengeluar
KEW.PS-7
No. BPSS. : K21012917 / I02PS001-0085358
No. Nota Keluaran: N02PS001-0066747

Nama dan Alamat Pemesan : FARMASI BEKALAN WAD

Nama dan Alamat Pengeluar : STOR FARMASI

Dilengkapkan Oleh Pemesan					Dilengkapkan Oleh Pengeluar												
					BAHAGIAN BEKALAN KAWALAN DAN AKAUN							BAHAGIAN SIMPANAN					
										Harga (RM)							
No. Kod	Perihal Stok	SKU	Kuantiti Dimohon	Kuantiti Diterima	No. Kod	PKU	Deskripsi Pembungkusan	Baki Sedia Ada	Kuantiti Diluluskan	Seunit	Jumlah	Kuantiti Dikeluarkan	No. Kelompok	Tarikh Luput	Baki Selepas Pengeluaran	Pembungkusan (Perlu/Tidak)	No. Borang Pembungkusan Stok(BPS)
J05AB01000T1001XX	Acyclovir 200 mg Tablet	tablet	125	125	07.0018.02	pck	Pack of 25 tabs (Blister)	55.0	5	17.4000	87.00	5	5019876	31/07/2024	50		
M04AA01000T1001XX	Allopurinol 300 mg Tablet	tablet	1,100	1,000	02.0004.07	pck	pack of 1000 tablet	23.0	1	140.4000	140.40	1	FE008	31/05/2024	22		
C07AB03000T1002XX	Atenolol 100 mg Tablet	tablet	600	600	02.0007.03	pck	Pack of 100 tabs (Blister)	180.0	6	17.2800	103.68	6	5018603	29/02/2024	174		

Dilengkapkan Oleh Pemesan	Dilengkapkan Oleh Pengeluar	
	BAHAGIAN BEKALAN KAWALAN DAN AKAUN	BAHAGIAN SIMPANAN
	Jumlah 506.98	

Dilengkapkan Oleh Pemesan		Dilengkapkan Oleh Pengeluar	
Pemohon :	**Pegawai Penerima :**	**Pegawai Pelulus :**	**Dikeluarkan dan Direkod oleh:**
Nama : [redacted]	**Nama** :	**Nama** : [redacted]	**Nama** :
Jawatan : Pegawai Farmasi UF54	**Jawatan** :	**Jawatan** : Pegawai Farmasi UF48 (PFK)	**Jawatan** :
Unit : FARMASI BEKALAN WAD	**Unit** :	**Unit** : STOR FARMASI	**Unit** :
Jabatan : Pharmacy	**Jabatan** :	**Jabatan** : Pharmacy	**Jabatan** :
Tarikh : 14/12/2021	**Tarikh** :	**Tarikh** : 14/12/2021	**Tarikh** :
Tarikh pesanan diluluskan : 14/12/2021	*(Dilengkapkan setelah stok diterima)*		

Catatan Pengeluar :

Figure 3.10.1-11 Borang Permohonan Stok (KEW.PS-7)

3.10.2 Offline Issue Approval

This function is used to perform Offline Issue Approval.

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

Figure 3.10.2-1 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.

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

Figure 3.10.2-2 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.

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

Figure 3.10.2-4 Offline Issue Approval

STEP 5

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

Note

- *Click on the OK 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 Reject 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 KEW.PS-7 to generate issue note

KEMENTERIAN KESIHATAN MALAYSIA
Hosp. Pakar Sultanah Fatimah
BORANG PERMOHONAN STOK

Salinan Pengeluar
KEW.PS-7

No. BPSS. : Stor 6 / M02PS001-0123357
No. Nota Keluaran: N02PS001-0004364

Nama dan Alamat Pemesan : FARMASI LOGISTIK

Nama dan Alamat Pengeluar : STOR FARMASI

Dilengkapkan Oleh Pemesan					Dilengkapkan Oleh Pengeluar												
					BAHAGIAN BEKALAN KAWALAN DAN AKAUN							BAHAGIAN SIMPANAN					
										Harga (RM)							
No. Kod	Perihal Stok	SKU	Kuantiti Dimohon	Kuantiti Diterima	No. Kod	PKU	Deskripsi Pembungkusan	Baki Sedia Ada	Kuantiti Diluluskan	Seunit	Jumlah	Kuantiti Dikeluarkan	No. Kelompok	Tarikh Luput	Baki Selepas Pengeluaran	Pembungkusan (Perlu/Tidak)	No. Borang Pembungkusan Stok(BPS)
L15900700001	Lexmark Cartridge MS310dn (PhIS)	cartridge	1	1	L1590070001.00	cartridge	1 cartridge	121.0	1	246.0000	246.00	1	NOT APPLICABLE		120		
					Jumlah						246.00						

Dilengkapkan Oleh Pemesan		Dilengkapkan Oleh Pengeluar	
Pemohon :	**Pegawai Penerima :**	**Pegawai Pelulus :**	**Dikeluarkan dan Direkod oleh:**
Nama : [redacted]	**Nama :**	**Nama :** [redacted]	**Nama :**
Jawatan :	**Jawatan :**	**Jawatan :** Pegawai Farmasi UF52	**Jawatan :**
Unit : FARMASI LOGISTIK	**Unit :**	**Unit :** STOR FARMASI	**Unit :**
Jabatan :	**Jabatan :**	**Jabatan :** Pharmacy	**Jabatan :**
Tarikh : 18/10/2021	**Tarikh :**	**Tarikh :** 20/10/2021	**Tarikh :**
Tarikh pesanan diluluskan :	*(Dilengkapkan setelah stok diterima)*		

Catatan Pengeluar :

Printed Date : 23/11/2022 **Printed By** : [redacted] **Unit Name** : STOR FARMASI **Source** : PhIS

Page 1 of 2

Figure 3.10.2-7 Borang Permohonan 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.

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

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/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)
03.0006.01	Adrenaline Acid (Epinephrine) Tartrate 1 mg / ml Injection	C01CA24123P3001XX	Adrenaline Acid Tartrate 1mg/ml Injection	TACARLINE	203114T	30/11/2022	pack of 10 ampoule	1,100 (amp)	10	110.00 (pck)		130	13.00
03.0006.01	Adrenaline Acid (Epinephrine) Tartrate 1 mg / ml Injection	C01CA24123P3001XX	Adrenaline Acid Tartrate 1mg/ml Injection	TACARLINE	210115T	31/12/2022	pack of 10 ampoule	1,000 (amp)	10	100.00 (pck)	1.7400	0	0.00

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

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
C01EB10000P3001XX	Adenosine 6mg/2ml Injection (3mg/ml) - 2ml amp	47	78	0	47	47	0	amp	843.84	0		
C01CA24123P3001	Adrenaline Acid											

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 KEW.PS-7 *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.*

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

STEP 6

Click on the

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

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

KEMENTERIAN KESIHATAN MALAYSIA
Hosp. Pakar Sultanah Fatimah
BORANG PERMOHONAN STOK

Salinan Pengeluar
KEW.PS-7

No. BPSS. : F02FBW-0073147
No. Nota Keluaran: N02FBW-0018125

Nama dan Alamat Pemesan : DEWAN BEDAH

Nama dan Alamat Pengeluar : FARMASI BEKALAN WAD

Dilengkapkan Oleh Pemesan					Dilengkapkan Oleh Pengeluar												
					BAHAGIAN BEKALAN KAWALAN DAN AKAUN							BAHAGIAN SIMPANAN					
										Harga (RM)							
No. Kod	Perihal Stok	SKU	Kuantiti Dimohon	Kuantiti Diterima	No. Kod	SKU	Deskripsi Pembungkusan	Baki Sedia Ada	Kuantiti Diluluskan	Seunit	Jumlah	Kuantiti Dikeluarkan	No. Kelompok	Tarikh Luput	Baki Selepas Pengeluaran	Pembungkusan (Perlu/Tidak)	No. Borang Pembungkusan Stok(BPS)
C01EB10000P3001XX	Adenosine 6mg/2ml Injection (3mg/ml) - 2ml amp	amp	47	47	C01EB10000P3001XX.01	amp	pack of 6 ampoule	78	47	17.9540	843.84	47	200123	28/02/2023	31		
C01CA24123P3001XX	Adrenaline Acid Tartrate 1mg/ml Injection	amp	130	130	03.0006.01	amp	pack of 10 ampoule	2100	130	1.7400	226.20	130	203114T	30/11/2022	1,970		
R03DA05000P3001XX	Aminophylline 25mg/ml in 10ml Injection (250mg/10ml)	amp	42	42	03.0004.04	amp	pack of 10 ampoule	150	42	3.3640	141.29	42	203214	01/06/2023	108		

Dilengkapkan Oleh Pemesan	Dilengkapkan Oleh Pengeluar	
	BAHAGIAN BEKALAN KAWALAN DAN AKAUN	BAHAGIAN SIMPANAN
	Jumlah 2,485.03	

Dilengkapkan Oleh Pemesan		Dilengkapkan Oleh Pengeluar	
Pemohon :	**Pegawai Penerima :**	**Pegawai Pelulus :**	**Dikeluarkan dan Direkod oleh:**
Nama : [redacted]	**Nama :**	**Nama :** [redacted]	**Nama :**
Jawatan :	**Jawatan :**	**Jawatan :** Pegawai Farmasi UF54	**Jawatan :**
Unit : DEWAN BEDAH	**Unit :**	**Unit :** FARMASI BEKALAN WAD	**Unit :**
Jabatan :	**Jabatan :**	**Jabatan :** Pharmacy	**Jabatan :**
Tarikh : 14/12/2021	**Tarikh :**	**Tarikh :** 14/12/2021	**Tarikh :**
Tarikh pesanan diluluskan :	*(Dilengkapkan setelah stok diterima)*		

Catatan Pengeluar :

Figure 3.10.3-6 Borang Permohonan Stok KEW.PS-7

Hosp. Pakar Sultanah Fatimah	
Gentamicin 80mg/2ml Injection	
Qty : 20 amp	
Batch No: 202111T	**Worksheet ID:**
Date Prepared: 14/12/2021	**Date Exp:** 31/07/2023

Figure 3.10.3-7 Label

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.

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

Figure 3.10.4-2 Direct Issue

STEP 2
Double-click on the ***Item information*** under Direct Issue

STEP 3

a) Click on the Approve button to approve the Direct Issue transaction and the ***Status*** will be automatically changed to Approved

b) Click on the Reject 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.*

Figure 3.10.4-4 Direct Issue Generate Issue Note

STEP 4

Click on the KEW.PS-7 as per Figure 3.10.4-4 to print out the issue note as per Figure 3.10.4-5

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

Salinan Pengeluar
KEW.PS-7

No. BPSS. : D02PS001-0001887
No. Nota Keluaran: I02PS001-0062133

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					
										Harga (RM)							
No. Kod	Perihal Stok	SKU	Kuantiti Dimohon	Kuantiti Diterima	No. Kod	PKU	Deskripsi Pembungkusan	Baki Sedia Ada	Kuantiti Diluluskan	Seunit	Jumlah	Kuantiti Dikeluarkan	No. Kelompok	Tarikh Luput	Baki Selepas Pengeluaran	Pembungkusan (Perlu/Tidak)	No. Borang Pembungkusan Stok(BPS)
I1790310013	Kirchner 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 :	**Pegawai Penerima :**	**Pegawai Pelulus :**	**Dikeluarkan dan Direkod oleh:**
Nama : [redacted]	**Nama :**	**Nama :** [redacted]	**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)*		

Catatan Pengeluar :

Printed Date : 04/06/2021 **Printed By** : [redacted] **Unit Name** : STOR FARMASI **Source** : PhIS

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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	*Finance*	Click Here	*15*	*Internal Indent*	Click Here
2	*Procurement Standard APPL*	Click Here	*16*	*Issue*	Click Here
3	*Procurement standard LP*	Click Here	*17*	*Receive From Supplier*	Click Here
4	*Procurement Standard Contract*	Click Here	*18*	*Receive Inter Facility*	Click Here
5	*Procurement Standard Quotation*	Click Here	*19*	*Receive Intra Facility*	Click Here
6	*Procurement Standard (RFQ)*	Click Here	*20*	*Return to Supplier*	Click Here
7	*Procurement Non Standard (Requisition Order)*	Click Here	*21*	*Return to Supplying Unit*	Click Here
8	*Quarantine*	Click Here	*22*	*Slow Moving*	Click Here
9	*Product Complaint*	Click Here	*23*	*Stock Taking And Verification*	Click Here
10	*Recalculate Buffer Level*	Click Here	*24*	*Stock Transfer*	Click Here
11	*Expiration And Condemn*	Click Here	*25*	*Year End*	Click Here
12	*Recall Product*	Click Here	*26*	*Penalty*	Click Here
13	*Payment*	Click Here	*27*	*IWP Budget*	Click Here
14	*External Indent*	Click Here	*28*	*IWP Order Authorization*	Click Here