



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

User Manual Inventory (External Indent)

Version	: 11th Edition
Document ID	: U. MANUAL_INV_EXTERNAL INDENT



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Reference ID : U.MANUAL_INV_EXTERNAL INDENT-11th Edition

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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 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 (Expiration & Condemn) sub-module and its key features and functionalities. The primary objective is to guide users through the process of completing PhIS application process.

User will understand the following activities in details:

- Create a new Indent Intra Facility
- Create a new Indent Inter Facility
- Indent Approval

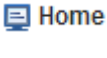
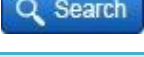
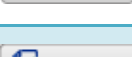
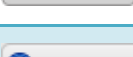
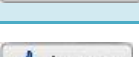
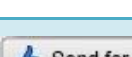
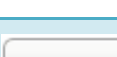
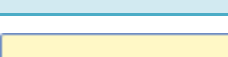
1.3 Organised Sections

These are the sections within this document:

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

2.0 Application Standard Features

2.1 PhIS Legend

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

Module Legend

 Generate RIL	Recommended Indent List	 Send for Approval	Send for HOD approval
--	-------------------------	---	-----------------------

Note

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

2.2 Latest Enhancement and Updates

Latest Functions	Page
Inter Facility (Receive) External Indent	14
KEW.PS-7	39

3.0 Indent

3.1 Overview

Indent in the PhIS consist of indenting from within the facility or outside from the facility. Within the facility the indenting process begins at the sub-store level where the personnel indent drugs and non-drugs routinely via Request Indent Quantity or at ad-hoc situation via supplementary where there is a sudden need to require the items.

3.1.1 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).

3.1.2 Functional Diagram

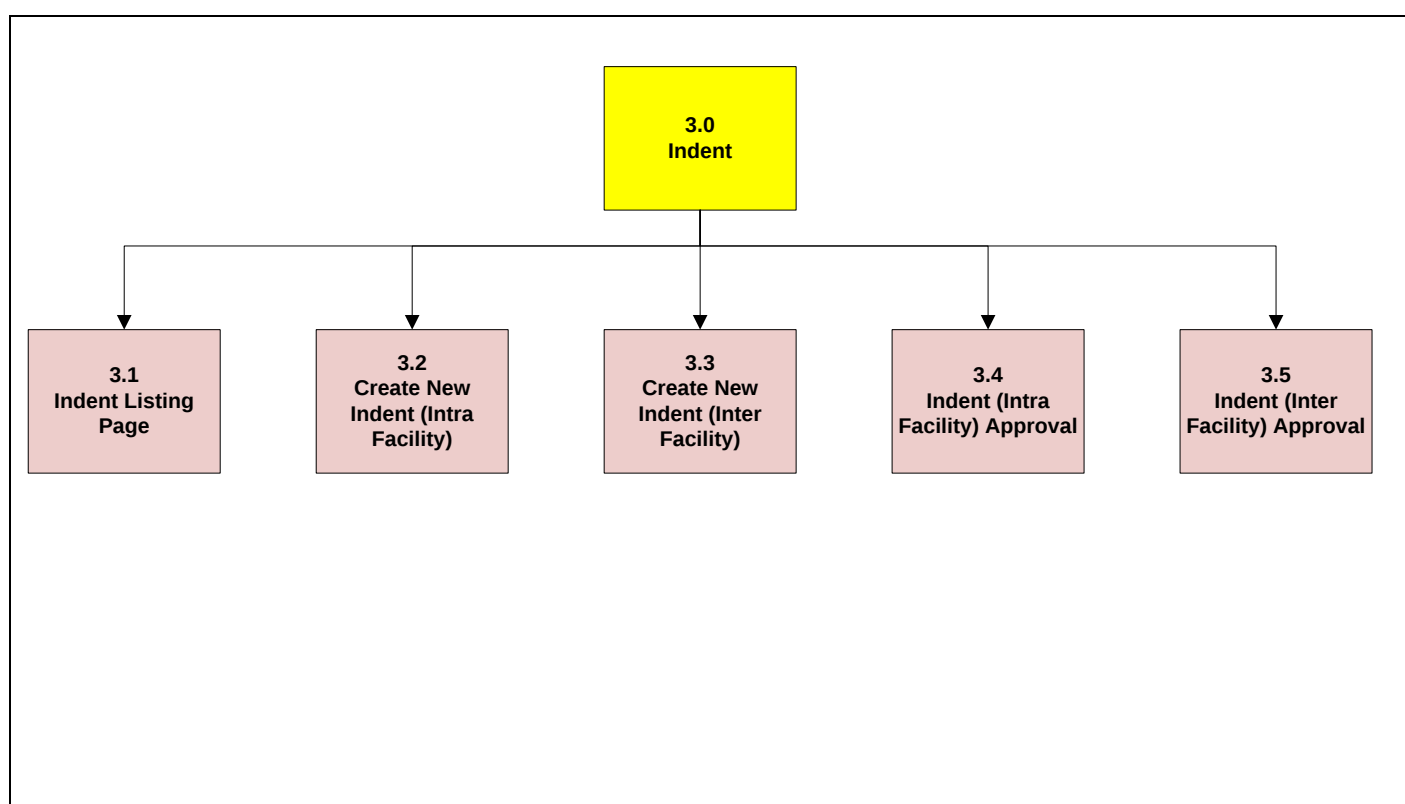


Figure 3.1

3.1.3 Functional Description

Indent comprises of three (3) main functions:

- **Indent (Intra)**
Indent (Intra) is the indenting within facility
This function allows user to view all existing transaction and create a new transaction
- **Indent (Inter)**
Indent (Inter) is the indenting to externally facility
This function allows user to view all existing transaction and create a new transaction
- **Indent Approval**
This function is used for HOD to either approve or reject any indent transaction

3.2 External Indent

Requesting Unit will indent Drug/Non Drug items from the Supplying unit at different facility. In the indent process, the system will generate a list of items to indent where the quantity available of that item in store is less than the buffer level quantity as set in the Unit Catalogue of that unit.

3.2.1 View Existing Transaction

This page will display all the existing transaction of this sub-module based on the user's Requester Unit.

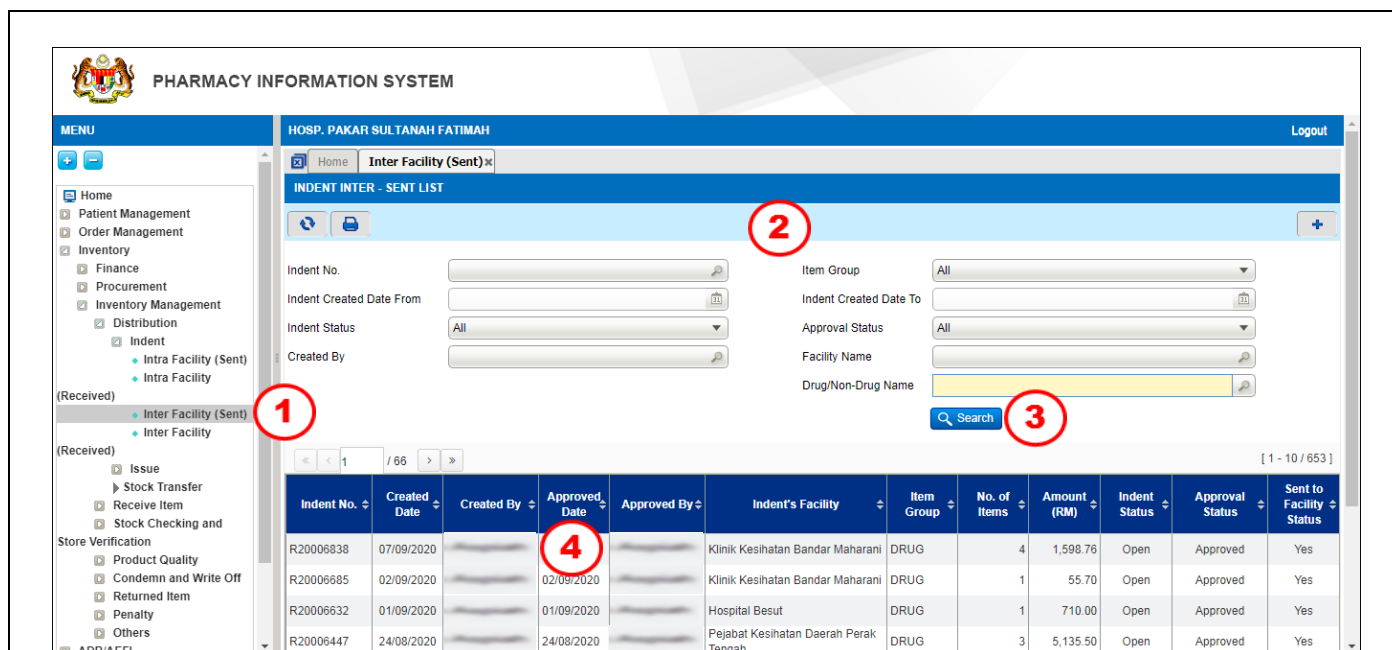


Figure 3.2-1 Indent listing Page

STEP 1

Click on 'Inventory' menu followed by 'Inventory Management', followed by click 'Distribution', click 'Indent' then 'Inter Facility Indent (Sent)' / 'Inter Facility Indent (Received)'

STEP 2

To search for existing Indent record(s), user may search by criteria as follows:

No	Field	Description	Remarks
a	Indent No	Indent Number	Display all existing Indent No. belongs to the requester unit.
b	Item Group	Search by : - All - Drug - Non Drug	Able to filter and search record(s)
c	Indent Created Date From	Start date for the indent transaction	Format field (dd/mm/yy)
d	Indent Created Date To	Start date for the indent transaction	Format field (dd/mm/yy)
e	Indent Status	Search by : - All - Cancel - Close - Open	Able to filter and search record(s)
f	Approval Status	Search by: - All - Approved - Open - Pending For Approval	Able to filter and search record(s)

		- Rejected	
g	Created By	Name of the person who created the transaction	
h	Facility Name	Search facility name	Able to filter and search by facility name
i	Drug and Non Drug	-	-

Table 3.1-1

STEP 3

Click on the  button after input of criteria

STEP 4

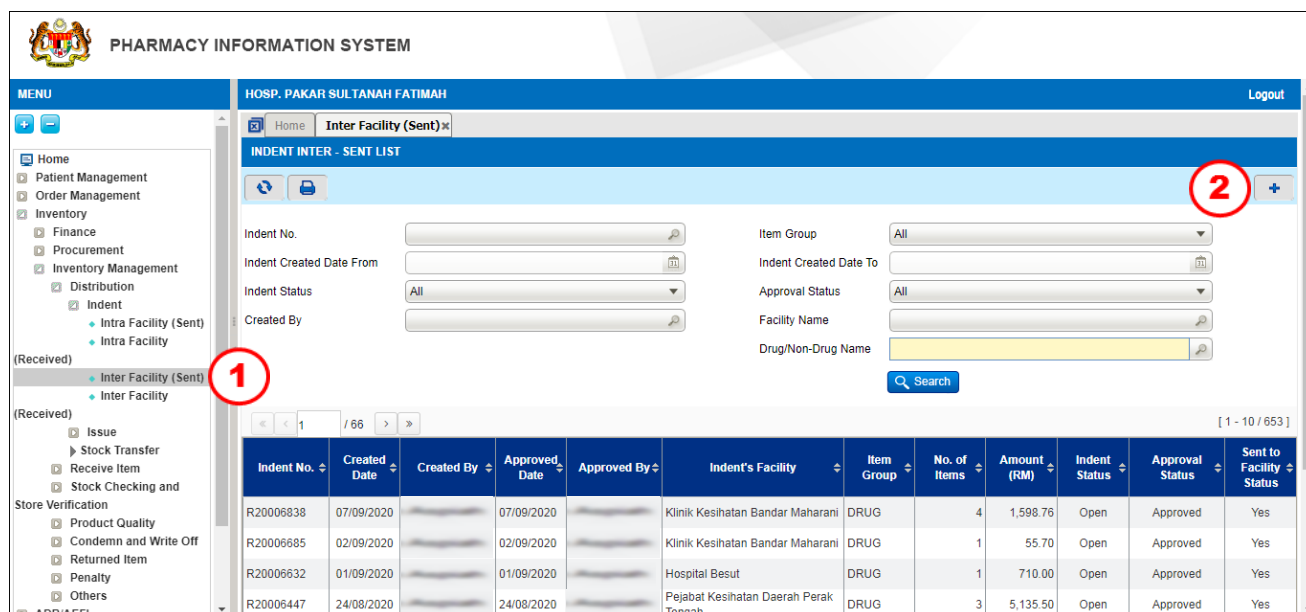
Double-click on the selected record details listed as per Figure 3.2-1

Note

- *Red coloured Indent line indicates that there is an urgent item inside the indent.*
- *The screen will display the indent details.*

3.3 Inter Facility (Sent) External Indent

To create a new record for Indent, perform steps below:



PHARMACY INFORMATION SYSTEM

HOSP. PAKAR SULTANAH FATIMAH Logout

Home Inter Facility (Sent) x

INDENT INTER - SENT LIST

Indent No. [] Item Group [All]

Indent Created Date From [] Indent Created Date To []

Indent Status [All] Approval Status [All]

Created By [] Facility Name []

Drug/Non-Drug Name []

[Search]

[1 - 10 / 653]

Indent No.	Created Date	Created By	Approved Date	Approved By	Indent's Facility	Item Group	No. of Items	Amount (RM)	Indent Status	Approval Status	Sent to Facility Status
R20006838	07/09/2020		07/09/2020		Klinik Kesihatan Bandar Maharani	DRUG	4	1,598.76	Open	Approved	Yes
R20006885	02/09/2020		02/09/2020		Klinik Kesihatan Bandar Maharani	DRUG	1	55.70	Open	Approved	Yes
R20006632	01/09/2020		01/09/2020		Hospital Besut	DRUG	1	710.00	Open	Approved	Yes
R20006447	24/08/2020		24/08/2020		Pejabat Kesihatan Daerah Perak Tengah	DRUG	3	5,135.50	Open	Approved	Yes

Figure 3.3-1 Create New External Indent

STEP 1

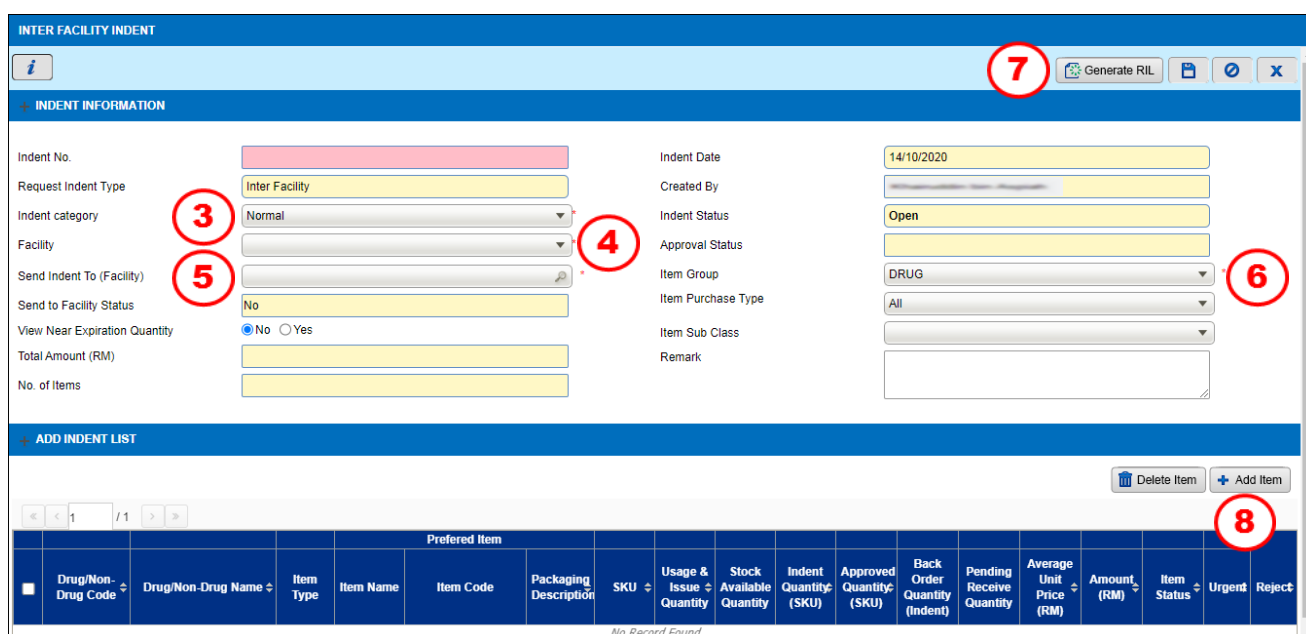
Click on 'Inventory' menu followed by 'Inventory Management', followed by click Distribution, click 'Indent' then 'Inter Facility Indent (Sent)'

STEP 2

Click on the  button to create new record

Note

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



INTER FACILITY INDENT

Generate RIL [] [] [] []

INDENT INFORMATION

Indent No. [] Indent Date [14/10/2020]

Request Indent Type [Inter Facility] Created By []

Indent category [Normal] Indent Status [Open]

Facility [] Approval Status []

Send Indent To (Facility) [] Item Group [DRUG]

Send to Facility Status [No] Item Purchase Type [All]

View Near Expiration Quantity [No] Item Sub Class []

Total Amount (RM) [] Remark []

No. of Items []

ADD INDENT LIST

Delete Item [] Add Item []

Drug/Non-Drug Code	Drug/Non-Drug Name	Item Type	Item Name	Item Code	Packaging Description	SKU	Usage & Issue Quantity	Stock Available Quantity	Indent Quantity (SKU)	Approved Quantity (SKU)	Back Order Quantity (Indent)	Pending Receive Quantity	Average Unit Price (RM)	Amount (RM)	Item Status	Urgent	Reject
No Record Found																	

Figure 3.3-2 New Indent Information

Note

- Newly created Indent Record **Status** will default to 'Open'.
- **Unit Name** will be defaulted based on user's login ID.
- **Indent Date** will be defaulted to the system date/time.

STEP 3

Select **Indent Category**

- Manufacturing
- Normal
- SPUB

Note

By default, system will be select for normal **Indent Category**

STEP 4

Select **Facility**

- Clinic
- Hospital
- MUSN/PBFN
- PKD

STEP 5

Click on the  to search **Sent to Indent To (Facility)**

Note

- List of **Facility** will be displayed as per Figure 3.3-3.

Search Facility Name		
Facility Name		Facility Code
State		Search Refresh
Previous First 1 / 101 Next Last		[1 - 10 / 1006]
Facility Name	Facility Code	State
Klinik Kesihatan Abuan	21-12020367	Sabah
Klinik Kesihatan Air Itam	21-07050018	Pulau Pinang
Klinik Kesihatan Air Kuning Perak	21-08090104	Perak
Klinik Kesihatan Air Kuning Tampin	21-05070018	Negeri Sembilan
Klinik Kesihatan Air Puteh	21-11040017	Terengganu
Klinik Kesihatan Air Tawar 2	21-01040027	Johor
Klinik Kesihatan Air Tawar 5 (Felda)	21-01040129	Johor
Klinik Kesihatan Ajil	21-11030018	Terengganu
Klinik Kesihatan Al Muktafi Billah Shah	21-11020019	Terengganu
Klinik Kesihatan Alor Gajah	21-04010009	Melaka

Figure 3.3-3 List of Facility Name

- Double click to select the **Facility Name**.

STEP 6

Select **Item Group**

- DRUG
- NON DRUG

Note

- *Item Sub Class is an optional field.*
- *View Near Expiration Quantity will default to 'NO'.*
- *If 'YES' radio button is selected for 'View Near Expiration Quantity', 'Number of Days' field will be enabled and mandatory for the user to enter.*
- *The system will display the quantity of drug that will expire prior to the number of days entered.*

STEP 7

Click on the  button

Note

- *The system will generate the Recommended Indent List (RIL) based on the drug/non drug buffer level in the Unit Catalogue.*
- *Only item that has available quantity below buffer level will be displayed.*
- *Indent quantity will be suggested by system using Quantity Calculation below:
Indent Quantity = Maximum Storage Quantity – (Stock Available + Pending Receive Quantity + Back Order Quantity)*
- *Upon generate RIL, if (Stock Available + Pending Receive Quantity + Back Order Quantity) >= Maximum Storage Quantity, it will not be included in RIL.*
- *Upon add new item, if user enter indent quantity more than Maximum Storage Quantity – (Stock Available + Pending Receive Quantity + Back Order Quantity), alert message will be displayed.*
- *This checking applies to normal and manufacturing indent only. No checking for SPUB indent.*

STEP 8

Click on the  button to add an item to indent if the item is not listed from the  button

Note

For indent category – SPUB or Manufacturing, ward stock item will be displayed in the list.

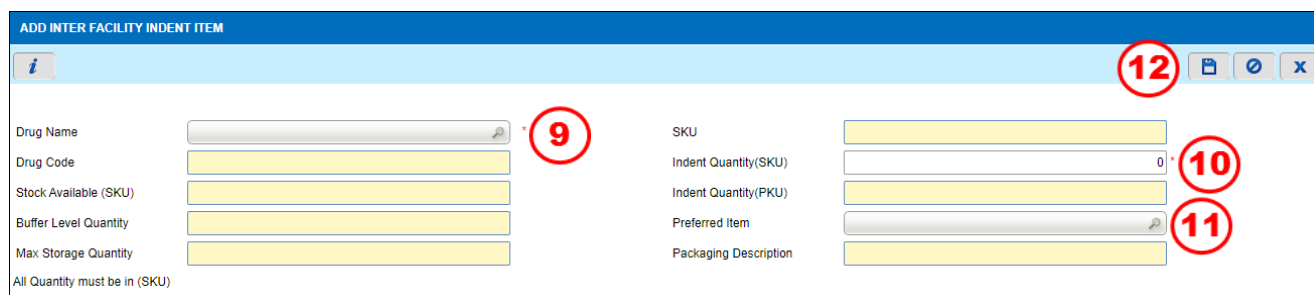


Figure 3.3-4 Add Indent Item

STEP 9

Click on the  to search for **Drug Name**

Note

List of **Drug Name** will be displayed as shown in Figure 3.3-5.

STEP 10

Enter the **Indent Quantity(SKU)** to be indent

STEP 11

Enter the **preferred item** to be indent

Note

- Preferred Item listing is displayed together with:
 - Item Description
 - Item Code
 - Packaging Description
 - Default Item (Default: Y/N)
- 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 default preferred item.

Search Drug/Non-Drug Name	
Drug/Non-Drug Name	
Drug/Non-Drug Code	
Search Refresh	
<< < 1 / 132 > >> [1 - 10 / 1313]	
Drug/Non-Drug Name	Drug/Non-Drug Code
Abacavir 300mg Tab	KPK00038
Abacavir Sulphate 600mg + Lamivudine 300mg Tablet	J05AR02964T1001XX
Abiraterone 250mg Tablet	L02BX03000T1001
Acarbose 50 mg Tablet	A10BF01000T1001XX
Acetazolamide 250 mg Tablet	S01EC01000T1001XX
Acetazolamide 500mg Inj	S01EC01000P4001XX
Acetic Acid 0.5% in Alcohol	GLN0200070
Acetic Acid 5% in Aqueous	GLN0200021
Acetic Acid BP/USP (Acid Acetic Glacial BP)	RAW00001
Acetylcysteine 5000mg/25ml Injection (25ml Vial)	V03AB23520P3001a

Figure 3.3-5 List of Item

STEP 12

Click on the  button to save the Add Indent Item

INTER FACILITY INDENT

Generate RIL

INDENT INFORMATION

Indent No.

Request Indent Type

Inter Facility

Indent category

Normal

Facility

Clinic

Send Indent To (Facility)

Klinik Kesihatan Bandar Maharani

Send to Facility Status

No

View Near Expiration Quantity

☒ No ☐ Yes

Total Amount (RM)

2,337.67

No. of Items

2

Indent Date

14/10/2020

Created By

Indent Status

Open

Approval Status

Item Group

DRUG

Item Purchase Type

All

Item Sub Class

Remark

ADD INDENT LIST

Delete Item

Add Item

1 / 1

[1 - 2 / 2]

	Drug/Non-Drug Code	Drug/Non-Drug Name	Item Type	Item Name	Item Code	Packaging Description	SKU	Usage & Issue Quantity	Stock Available Quantity	Indent Quantity (SKU)	Approve Quantity (SKU)	Back Order Quantity (Indent)	Pending Receive Quantity	Average Unit Price (RM)	Amount (RM)	Item Status	Urgent	Reject
☐	V03AB23520P3001a	Acetylcysteine 5000mg/25ml Injection (25ml Vial)	LP	Acetylcysteine 5000mg/25n	V03AB23520P3001a.01	vial	vial	10	80	20	0	0	0	114.0739	2,281.48	Open	☐	☐
☐	J05AB01000T1002XX	Acyclovir 800 mg Tablet	LP	Acyclovir 800 mg Tablet	J05AB01000T1002XX.01	box of 35 tablet	tablet	0	3,150	100	0	0	0	0.5619	56.19	Open	☐	☐

Figure 3.3-7 Indent List

STEP 13

Change the quantity to be indent in the **Indent Quantity** field if needed

Note

If the drugs are urgently needed, select on the **Urgent** check box.

STEP 14

Click on the  button to save the Indent transaction

Note

- After saving record, alert message will be displayed as per Figure 3.3-8 & Figure 3.3-9

CONFIRMATION

?

CONF0002: Are you sure you want to save?

Cancel

Yes

No

Figure 3.3-8 Save Record Alert Message

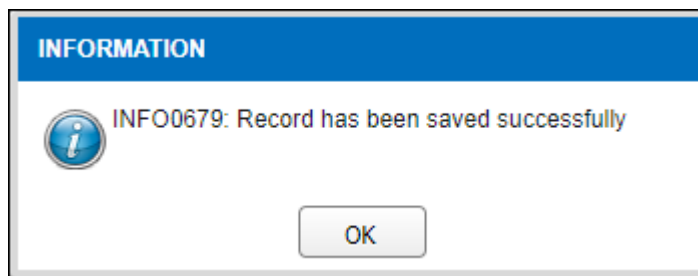
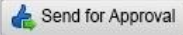
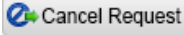


Figure 3.3-9 Save Record Alert Message

- **Indent No** will be auto generated by system for future reference and the  button and  button will be enabled.

Character	Description	Value
1-2	Indent No	'R'
3-4	Current year in 'YY' format	14
5-10	Running no	Starting from 000001. This running number will be restarted to 000001 of every new financial year

Table 3.3-1

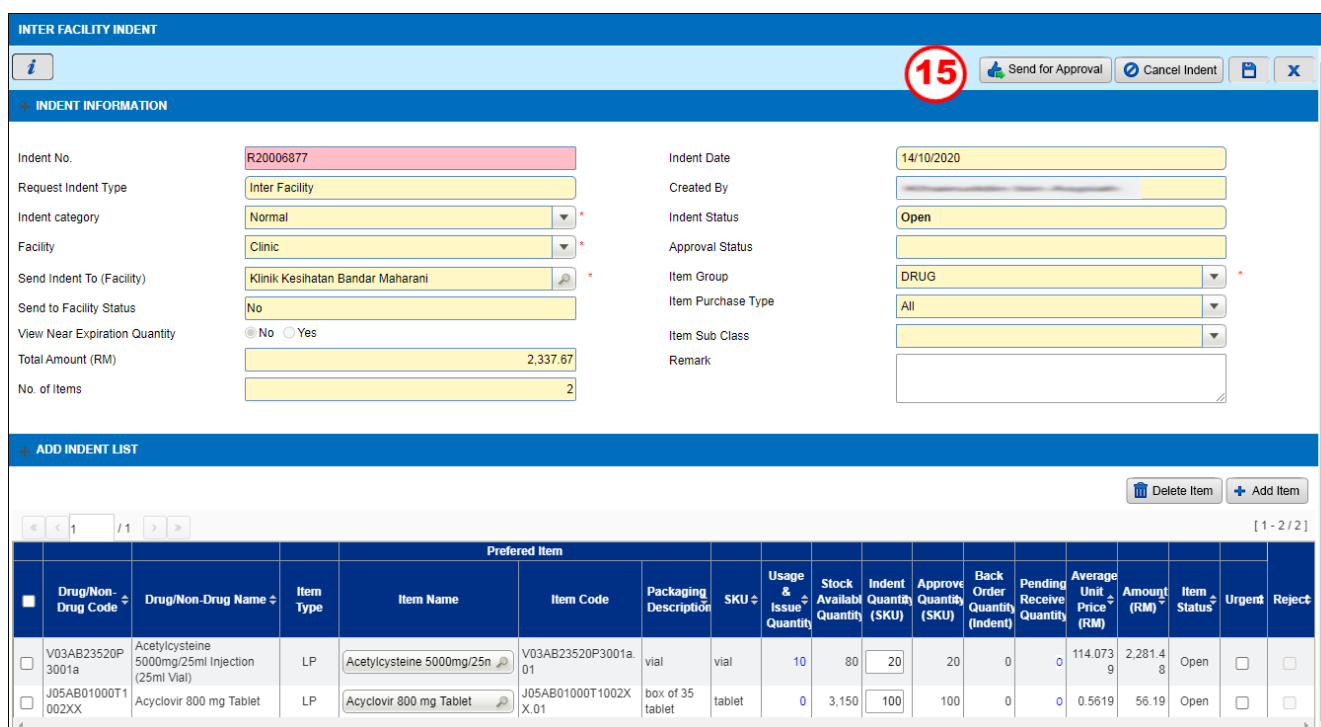
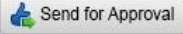
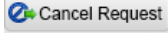


Figure 3.3-10 Send for Approval

STEP 15

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

Note

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

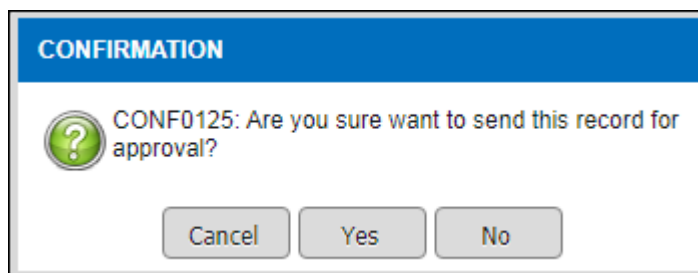


Figure 3.3-11 Send for Approval Record Alert Message

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

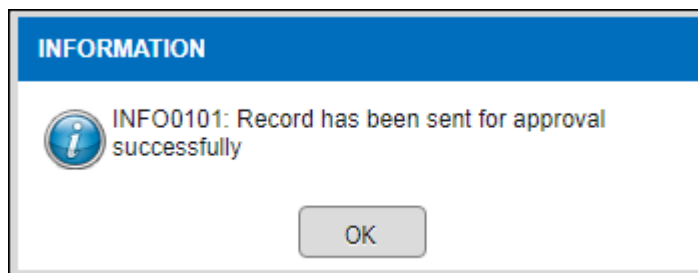


Figure 3.3-12 Alert Message

- Once confirm record will be displayed in RIQ listing page
- User should able to proceed with purchasing in Purchase Order screen too (for indent based).

3.4 Inter Facility (Receive) External Indent

To create a new record for External Offline Indent, perform step below:

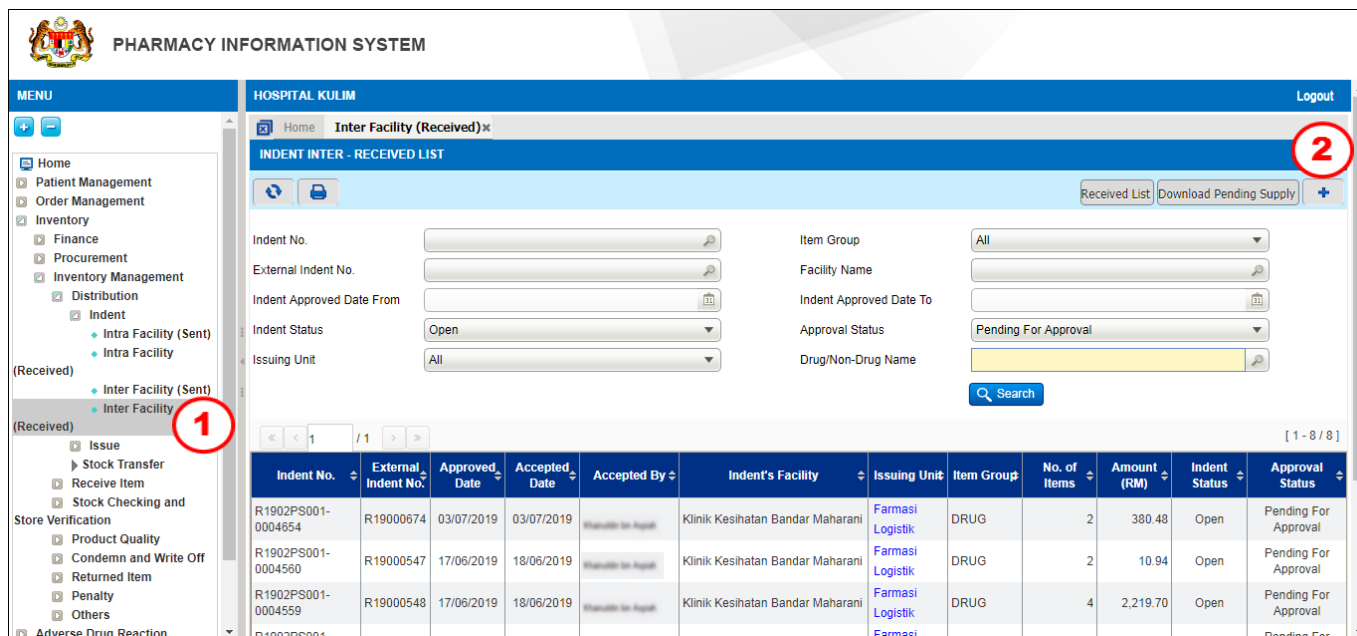


Figure 3.4-1 Indent Listing Page

STEP 1

Click on 'Inventory' menu followed by 'Inventory Management', click Distribution, click 'Indent' and then click 'Inter Facility Indent (Received)'

STEP 2

Click on the  button to create a new record

Note

- Indent screen will be displayed as shown in Figure 3.4-2.

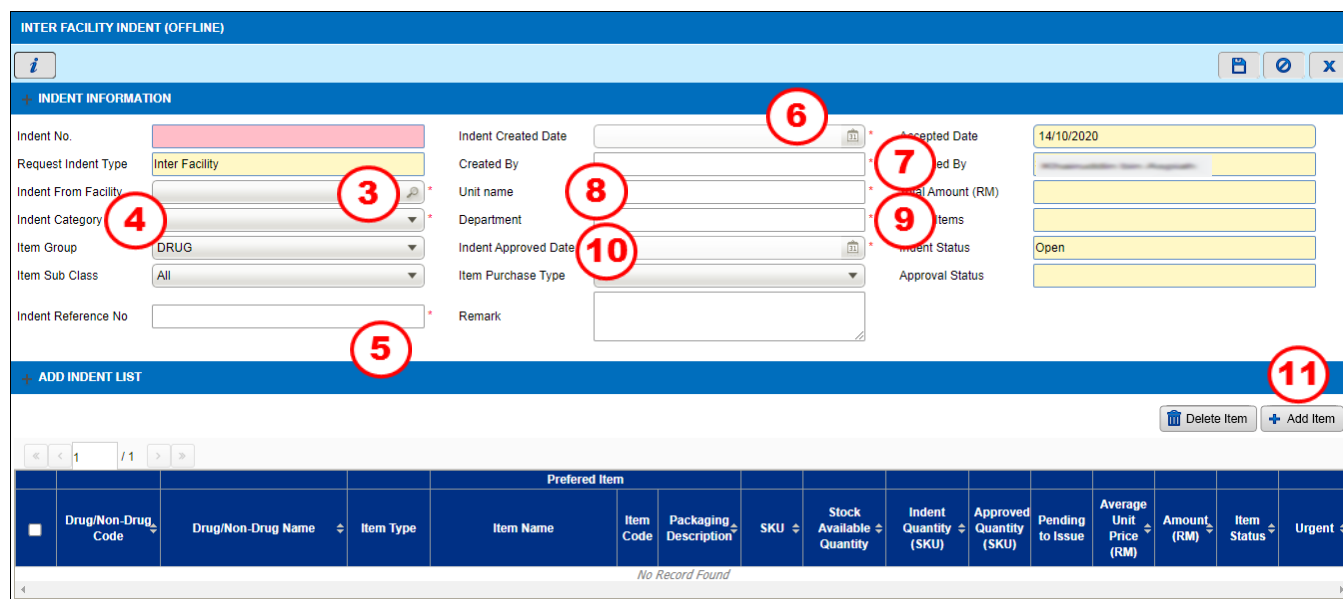


Figure 3.4-2 Create New Offline Indent Information

- New created Indent Record **Status** is defaulted as 'Open'.
- **Request Indent Type** is defaulted based on system setting
- **Accepted By** is defaulted based on user's login ID.
- **Accepted Date** is display based on the record created date.

STEP 3

Click on the  to search for **Indent From Facility**

Note

- List of **Indent From Facility** will be displayed as shown in Figure 3.4-3

Search Facility Name		
Facility Name		Facility Code
State		Search Refresh
Previous First 1 / 357 Next Last [1 - 10 / 3570]		
Facility Name	Facility Code	State
Cawangan Farmasi Logistik Negeri Sabah	140301	Sabah
Cawangan Farmasi Logistik Negeri Sarawak	154600	Sarawak
Cawangan Pengurusan Farmasi Logistik A&P	CPFL-ANP	Selangor
Hospital Alor Gajah	11-04010006	Melaka
Hospital Ampang	11-10020022	Selangor
Hospital Angkatan Tentera Lumut	11-MOD3	
Hospital Angkatan Tentera Terendak	11-MOD2	
Hospital Angkatan Tentera Tuanku Mizan	11-MOD1	
Hospital Angkatan Tentera Wilayah Kota Kinabalu	11-MOD5	
Hospital Bahagia Ulu Kinta	11-08050025	Perak

Figure 3.4-3 Facility Name List

- User can only choose either Drug or Non-Drug for the **Item Group** in one Indent transaction.
- **Item Sub Class** is an optional field.
- **Item Purchase Type** is an optional field

STEP 4

Select the **Indent Category** drop box:

- Manufacturing
- Normal
- SPUB

STEP 5

Enter the **Indent Reference No**

STEP 6

Enter the **Indent Created Date**

STEP 7

Enter the **Created By**

STEP 8

Enter the **Unit Name**

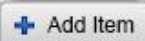
STEP 9

Enter the **Department**

STEP 10

Enter the **Indent Approved Date**

STEP 11

Click on the  button to add an item to indent

Note

To create new Indent Intra Facility transaction, when adding new item, can be add in the same screen.

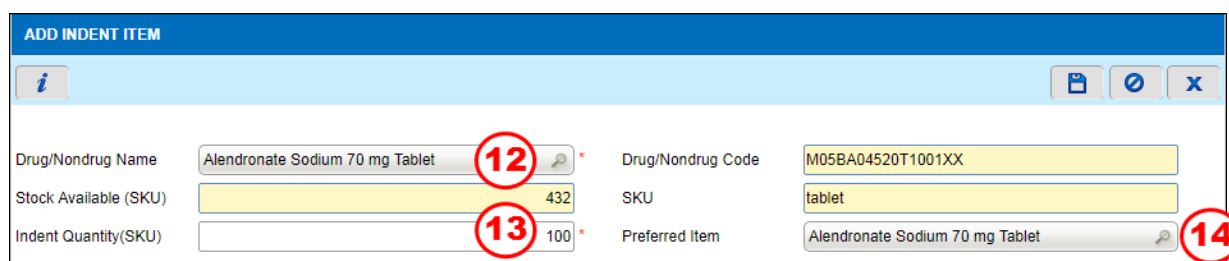


Figure 3.4-4 Add Indent Item

STEP 12

Click on the  to search for **Drug/Non-Drug Name**

Note

List of **Drug/Non-Drug Name** will be displayed as shown in Figure 3.4-5.

Search Drug/Non-Drug Name	
Drug/Non-Drug Name	
Drug/Non-Drug Code	
Search Refresh	
Previous Next 1 / 123 [1 - 10 / 1227]	
Drug/Non-Drug Name	Drug/Non-Drug Code
Abacavir 300mg Tab	KPK00038
Abacavir Sulphate 600mg + Lamivudine 300mg Tablet	J05AR02964T1001XX
Acarbose 50 mg Tablet	A10BF01000T1001XX
Acetazolamide 250 mg Tablet	S01EC01000T1001XX
Acetazolamide 500mg Inj	S01EC01000P4001XX
Acetic Acid BP/USP (Acid Acetic Glacial BP)	RAW00001
Acetone	RAW00056
Acetylcysteine 200mg/ml Injection, 10ml	V03AB23520P3001XX
Acetylcysteine 5000mg/25ml Injection (25ml Vial)	V03AB23520P3001a
Acetylsalicylic Acid 100 mg, Glycine 45 mg Tablet	B01AC06259T1001XX

Figure 3.4-5 Drug Name List

STEP 13

Enter the **Indent Quantity(SKU)**

STEP 14

Click on the  to search for **Preferred Item**

Note

List of **Preferred Item** will be displayed as shown in Figure 3.4-6.

Product Search			
Item Description	Alendronate Sodium 70 m	Item Code	
Packaging Description		Default Item	
		Search	
1 / 1		[1 - 2 / 2]	
Item Description	Item Code	Packaging Description	Default Item
Alendronate Sodium 70 mg Tablet	M05BA04520T1001	box of 4 tab	Yes
Alendronate Sodium 70 mg Tablet	M05BA04520T1001-1	pack of 1 tablet	No

Figure 3.4-6 Preferred Item

Note

- Preferred Item listing is displayed together with:
 - Item Description
 - Item Code
 - Packaging Description
 - Default Item (Default: Y/N)
- 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 default preferred item.
- By default if user not select the preferred item system will select default item

STEP 15

Double click on the **preferred item**.

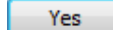
ADD INDENT ITEM			
? 16 Save Cancel X			
Drug/Nondrug Name	Alendronate Sodium 70 mg Tablet	Drug/Nondrug Code	M05BA04520T1001XX
Stock Available (SKU)	432	SKU	tablet
Indent Quantity(SKU)	100 *	Preferred Item	Alendronate Sodium 70 mg Tablet

Figure 3.4-7 Add Indent Item

STEP 16

Click on the  button to save the Add Indent Item

Note

- After clicking save, an alert message will be displayed as per Figure 3.4-8, click on the  button to confirm saving of the record.

CONFIRMATION	
?	CONF0002: Are you sure you want to save?
Cancel	Yes No

Figure 3.4-8 Save Record Alert Message

- User will be redirected to the Indent Information screen as shown in Figure 3.4-9

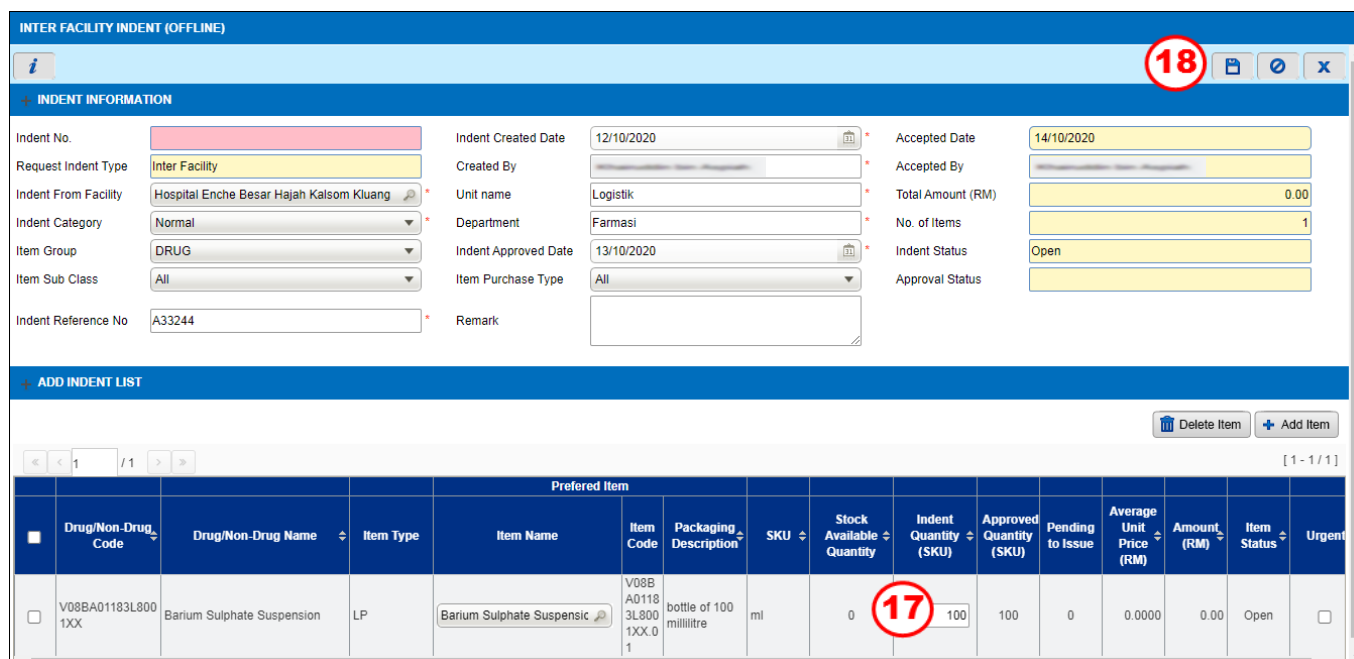


Figure 3.4-9 Indent List

STEP 17

Change the quantity to indent in the **Indent Qty** field if required

Note

If the drugs are urgently required, select on the **Urgent** checkbox.

STEP 18

Click on the  button to save the Indent transaction

Note

After clicking save, an alert message will be displayed as per Figure 3.4-10 and Figure 3.4-11.

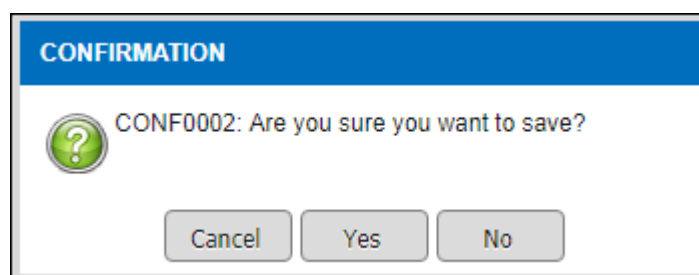
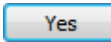


Figure 3.4-10 Save Record Alert Message

- Click on the  button.

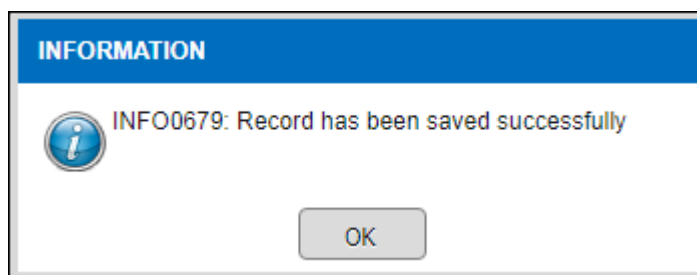
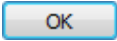
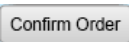


Figure 3.4-11 Save Record Alert Message

- Click on the  button.
- Indent No.** will be automatically generated by the system for future reference and the  button and  button will be enabled.

Character	Description	Value
1-2	Indent No	'K'
3-4	Current year in 'YY' format	14
5-10	Running no	Starting from 000001. This running number will be restarted to 000001 of every new financial year

Table 3.4-1

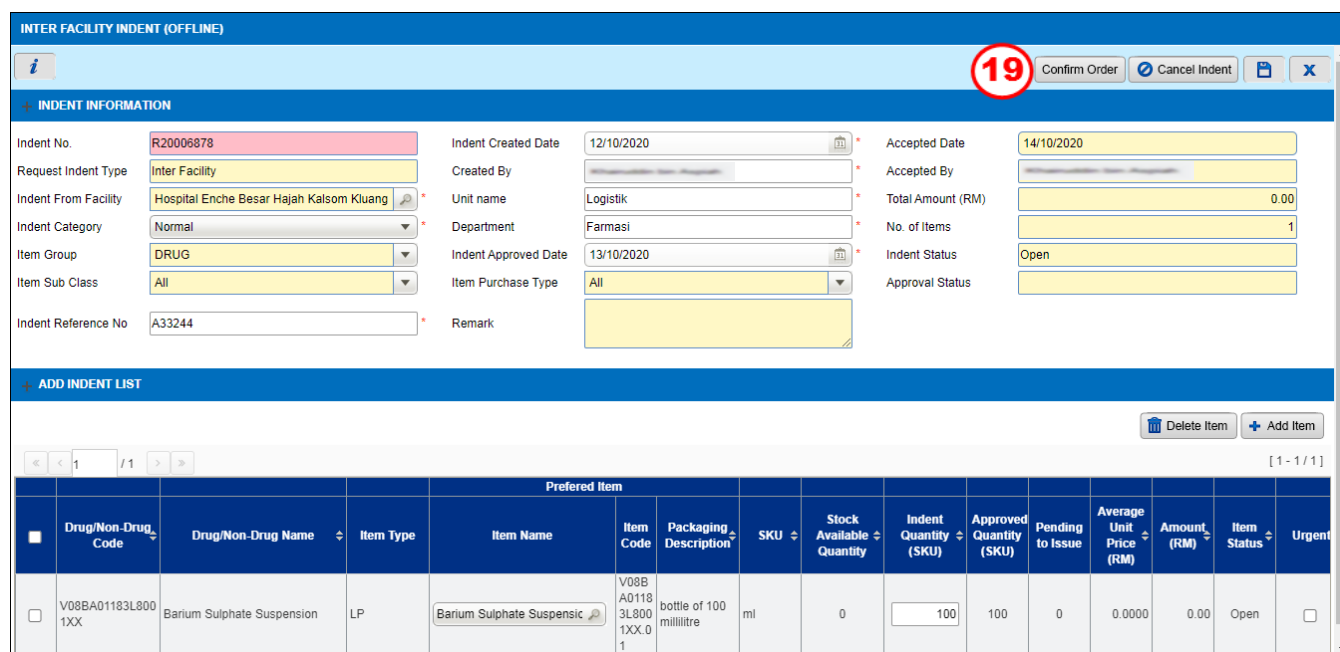
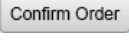
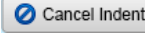


Figure 3.4-12 Indent Confirmation

STEP 19

Click on the  button to confirm the Indent transaction or click on the  to cancel the indent

Note

- Click on the button to confirm the record. An alert message will be displayed, and the **Status** will change to 'Approve'.
- If user clicks on the button or button, there will be no changes applied and the screen will return to the Indent screen.

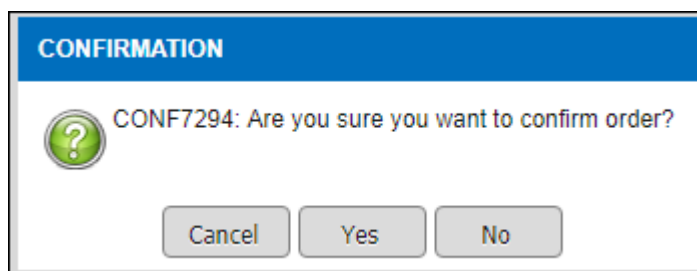


Figure 3.4-13 Send for Approval Record Alert Message

- Click on the button to confirm the request.

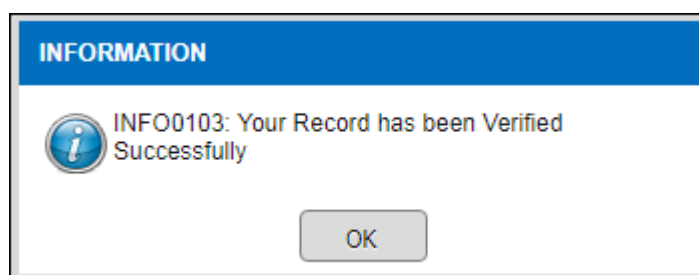


Figure 3.4-14 Alert Message

INTER FACILITY INDENT (OFFLINE)
20
x

+ INDENT INFORMATION

Indent No.	R20006878	Indent Created Date	12/10/2020	Accepted Date	14/10/2020
Request Indent Type	Inter Facility	Created By	Hospital Enche Besar Hajah Kalsom Kluang	Accepted By	Hospital Enche Besar Hajah Kalsom Kluang
Indent From Facility	Hospital Enche Besar Hajah Kalsom Kluang	Unit name	Logistik	Total Amount (RM)	0.00
Indent Category	Normal	Department	Farmasi	No. of Items	1
Item Group	DRUG	Indent Approved Date	13/10/2020	Indent Status	Open
Item Sub Class	All	Item Purchase Type	All	Approval Status	Approved
Indent Reference No	A33244	Remark			

+ ADD INDENT LIST

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

	Drug/Non-Drug Code	Drug/Non-Drug Name	Item Type	Item Name	Item Code	Packaging Description	SKU	Stock Available Quantity	Indent Quantity (SKU)	Approved Quantity (SKU)	Pending to Issue	Average Unit Price (RM)	Amount (RM)	Item Status	Urgent
☐	V08BA01183L800 1XX	Barium Sulphate Suspension	LP	Barium Sulphate Suspensio	V08BA01183L800 1XX.0 1	bottle of 100 millilitre	ml	0	100	100	0	0.0000	0.00	Open	☐

Figure 3.4-15 Inter Facility Indent (Offline)

STEP 20

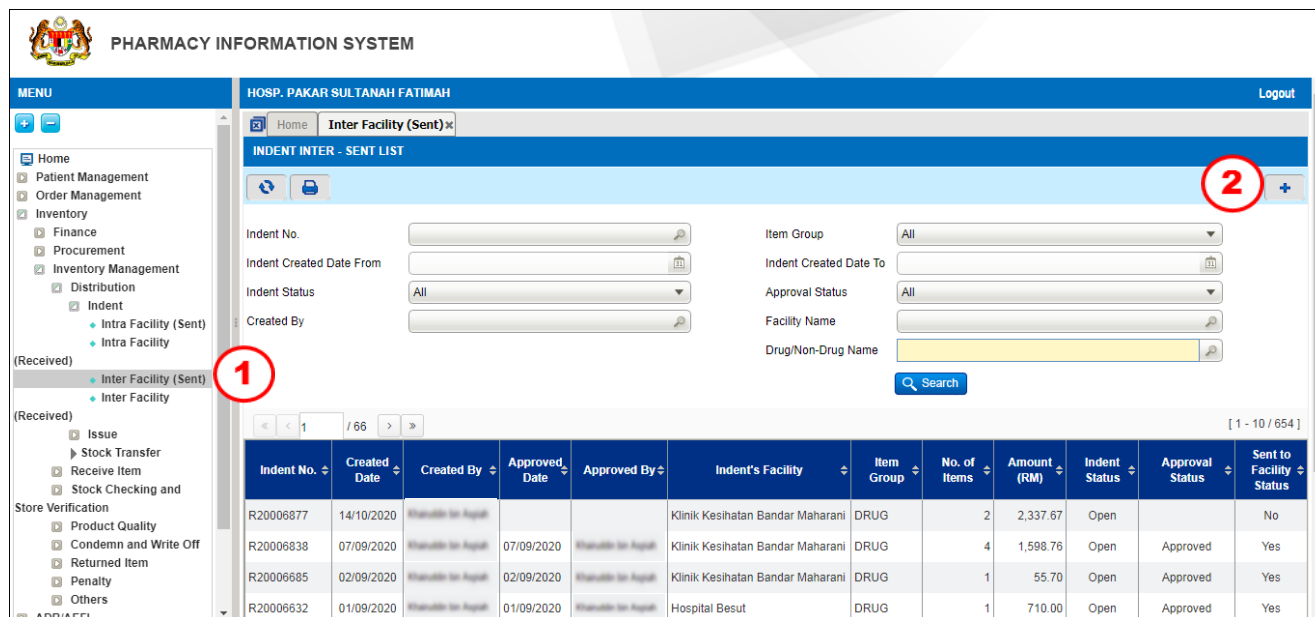
Click on  button to close the transaction

Note

- *Once confirm the transaction, record will be display in Recommended Issue Quantity (RIQ)*
- *For Indent Based user should able to proceed with purchasing in Purchase Order Screen.*

3.5 New Indent (SPUB)

To create a new record for SPUB Indent, perform steps below:



PHARMACY INFORMATION SYSTEM

HOSP. PAKAR SULTANAH FATIMAH

Logout

Home Inter Facility (Sent) x

INDENT INTER - SENT LIST

Indent No. [] Item Group [All]

Indent Created Date From [] Indent Created Date To []

Indent Status [All] Approval Status [All]

Created By [] Facility Name []

Drug/Non-Drug Name []

Search

[1 - 10 / 654]

Indent No.	Created Date	Created By	Approved Date	Approved By	Indent's Facility	Item Group	No. of Items	Amount (RM)	Indent Status	Approval Status	Sent to Facility Status
R20006877	14/10/2020	Available for Approval			Klinik Kesihatan Bandar Maharani	DRUG	2	2,337.67	Open		No
R20006838	07/09/2020	Available for Approval	07/09/2020	Available for Approval	Klinik Kesihatan Bandar Maharani	DRUG	4	1,598.76	Open	Approved	Yes
R20006685	02/09/2020	Available for Approval	02/09/2020	Available for Approval	Klinik Kesihatan Bandar Maharani	DRUG	1	55.70	Open	Approved	Yes
R20006632	01/09/2020	Available for Approval	01/09/2020	Available for Approval	Hospital Besut	DRUG	1	710.00	Open	Approved	Yes

Figure 3.5-1 Create New External Indent

STEP 1

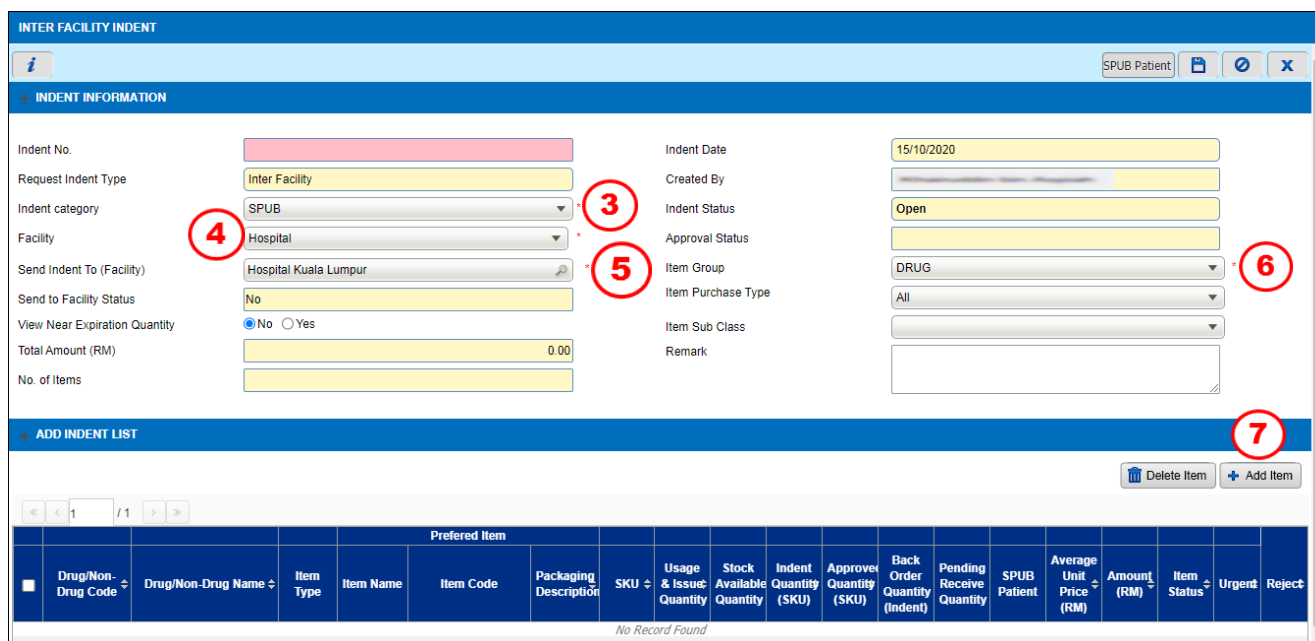
Click on 'Inventory' menu followed by 'Inventory Management', followed by click Distribution, click 'Indent' then 'Inter Facility Indent'

STEP 2

Click on the  button to create new record

Note

Indent screen will be displayed as shown in the Figure 3.5-2.



INTER FACILITY INDENT

SPUB Patient

INDENT INFORMATION

Indent No. [] Indent Date [15/10/2020]

Request Indent Type [Inter Facility] Created By []

Indent category [SPUB] Indent Status [Open]

Facility [Hospital] Approval Status []

Send Indent To (Facility) [Hospital Kuala Lumpur] Item Group [DRUG]

Send to Facility Status [No] Item Purchase Type [All]

View Near Expiration Quantity [No] Item Sub Class []

Total Amount (RM) [0.00] Remark []

No. of Items []

ADD INDENT LIST

Delete Item Add Item

Drug/Non-Drug Code	Drug/Non-Drug Name	Item Type	Item Name	Item Code	Packaging Description	SKU	Usage & Issue Quantity	Stock Available Quantity	Indent Quantity (SKU)	Approved Quantity (SKU)	Back Order Quantity (Indent)	Pending Receive Quantity	SPUB Patient	Average Unit Price (RM)	Amount (RM)	Item Status	Urgent	Reject
No Record Found																		

Figure 3.5-2 New Indent Information

Note

- Newly created Indent Record **Status** will default to 'Open'.
- Unit Name** will be defaulted based on user's login ID.
- Indent Date** will be defaulted to the system date/time.
- Allow user to select patient name from SPUB list. Indent quantity will be auto calculating based selected drug and patient.
- Indent can be done by any pharmacy unit.
- Approval shall be done by approver from same unit.
- User can either add drug using **SPUB Patient** list or manually add using 'Add Item'. User cannot use both function at the same time.
- On click of **SPUB Patient** button, list of SPUB patient received for selected 'Send Indent To (Facility)' will displayed.
- Once click on **SPUB Patient** button, SPUB Patient list will be displayed as shown in Figure 3.5-3

ADD ITEM

i

Drug/Non-Drug Code

Drug/Non-Drug Name

Patient ID

Patient Name

Q

Search

<

1

/3

>

>>

[1 - 10 / 30]

☐	Drug/Non-Drug Code	Drug/Non-Drug Name	Preferred Item Code	Preferred Item Description	Packaging Description	SKU	Patient ID	Patient Name	SPUB No	Stock Available (SKU)	Maximu Storage (SKU)	Prescrip Quantit (SKU)	Dispens Quantit (SKU)	Balance Quantit (SKU)	Indent Quantity (SKU)
☐	S01AD03000G 5101XX	Acyclovir 3% Eye Ointment			tube	530626015502	530626015502	AXXXXX XXXXX XXXXX	HKLS PUB_0002 3856	100	150	5	0	5	5
☐	S01XA20000D 2003	Artificial Tears/Eye Lubricant Ophthalmic Solution (Single Use)			EA	530626015502	530626015502	AXXXXX XXXXX XXXXX	HKLS PUB_0002 3856	0	0	134	0	134	134
☐	A11GA01000T 1002XX	Ascorbic Acid 100 mg Tablet			tablet	040819010351	040819010351	SXXXXXX XXX XXXXX	HKLS PUB_0002 2401	1,060,000	140,000	145	30	115	115
☐	C10AA05000T 1002XX	Atorvastatin 20 mg Tablet			tablet	520327015394	520327015394	ZXXXXX XXXXXXXX	HKLS PUB_0002 2182	55,000	10,000	328	60	268	268
☐	L02BB03000T 1001XX	Bicalutamide 50mg Tablet			tablet	350626015133	350626015133	TXX XXX @ XXX XXXX XXXX	HKLS PUB_0002 1593	0	0	144	60	84	84
☐	R05CB02110T 1001XX	Bromhexine HCl 8mg Tablet			tablet	710211025256	710211025256	NXXXXXXXX XXXXX XXXXXXXX	HKLS PUB_0002 3820	2,600,000	45,000	80	0	80	80
☐	A11CC04000C 1001XX	Calcitriol 0.25mcg Capsule			capsule	350626015133	350626015133	TXX XXX @ XXX XXXX XXXX	HKLS PUB_0002 1593	90,000	100,000	144	60	84	84
☐	A11CC04000C 1001XX	Calcitriol 0.25mcg Capsule			capsule	490105015087	490105015087	MXXX XXXXX XXX XXXXXXXX XXXXX	HKLS PUB_0002 1455	90,000	100,000	145	60	85	85
☐	A12AA04121T	Calcium Carbonate			tablet	400405015007	400405015007	MXXXX XXXXX XXX XXXXXXXX XXXXX	HKLS PUB_0002	14,750,000	600,000	435	100	355	355

Figure 3.5-3 SPUB Patient list

- Only prescription that still active will be display in 'SPUB Patient' list. Active prescription criteria are:
 - Drug status is not cancelled, stop or discontinued.
 - Drug prescription date still not expired (order end date less than current date).
 - Fully dispensed drug still will be displayed as long as date is not expired.

STEP 3

Select Indent Category as **SPUB**

STEP 4

Select **Facility**

- Clinic
- Hospital
- MUSN/PBFN
- PKD

STEP 5

Click on the  to search **Sent to Indent To (Facility)**

Note

- List of **Facility** will be displayed as per Figure 3.5-4.

Search Facility Name		
Facility Name		Facility Code
State		Search Refresh
Previous First 1 / 15 Next Last		[1 - 10 / 146]
Facility Name	Facility Code	State
Hospital Alor Gajah	11-04010006	Melaka
Hospital Ampang	11-10020022	Selangor
Hospital Bahagia Ulu Kinta	11-08050025	Perak
Hospital Balik Pulau	11-07010010	Pulau Pinang
Hospital Baling	11-02010014	Kedah
Hospital Banting	11-10050014	Selangor
Hospital Batu Gajah	11-08050012	Perak
Hospital Bau	11-13020019	Sarawak
Hospital Beaufort	11-12010026	Sabah
Hospital Beluran	11-12020027	Sabah

Figure 3.5-4 List of Facility Name

- Double click to select the **Facility Name**.

STEP 6

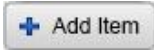
Select **Item Group**

- DRUG
- NON DRUG

Note

- **Item Sub Class** is an optional field.
- **View Near Expiration Quantity** will default to 'NO'.
- If 'YES' radio button is selected for 'View Near Expiration Quantity', 'Number of Days' field will be enabled and mandatory for the user to enter.
- The system will display the quantity of drug that will expire prior to the number of days entered.
- Able to indent for all item standard and non-standard item.

STEP 7

Click on the  button to add an item to indent.

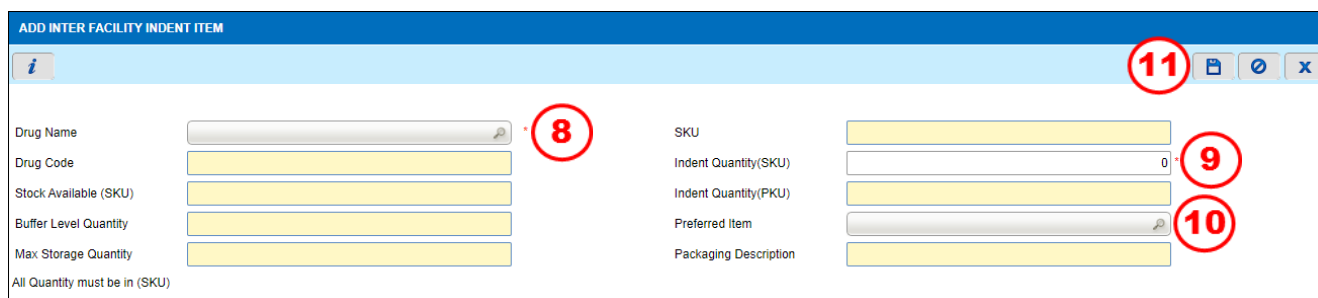


Figure 3.5-5 Add Indent Item

STEP 8

Click on the  to search for **Drug Name**

Note

List of **Drug Name** will be displayed as shown in Figure 3.5-6.

STEP 9

Enter the **Indent Quantity(SKU)** to be indent

STEP 10

Enter the **preferred item** to be indent

Note

- Preferred Item listing is displayed together with:
 - Item Description
 - Item Code
 - Packaging Description
 - Default Item (Default: Y/N)
- 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 default preferred item.
- By default if user not select the preferred item system will select default item

Product Search			
Item Description		Item Code	
Packaging Description		Default Item	
		Search	Refresh
<< < 1 / 1 > >>		[1 - 3 / 3]	
Item Description	Item Code	Packaging Description	Default Item
Sodium Chloride 0.9% 1000mL IV Solution	B05XA03100 P6002h.01	bottle	Yes
Sodium Chloride 0.9% 1000mL IV Solution	B05XA03100 P6002h.02	pack of 12 each	No
Sodium Chloride 0.9% 1000mL IV Solution	B05XA03100 P6002h.03	pack of 10 each	No

Figure 3.5-6 Add Indent Item

STEP 11

Click on the  button to save the Add Indent Item

INTER FACILITY INDENT

SPUB Patient

13

INDENT INFORMATION

Indent No.

Request Indent Type

Inter Facility

Indent category

SPUB

Facility

Hospital

Send Indent To (Facility)

Hospital Kuala Lumpur

Send to Facility Status

No

View Near Expiration Quantity

☒ No ☐ Yes

Total Amount (RM)

0.00

No. of Items

2

Indent Date

15/10/2020

Created By

Indent Status

Open

Approval Status

Item Group

DRUG

Item Purchase Type

All

Item Sub Class

Remark

ADD INDENT LIST

Delete Item

[1 - 2 / 2]

	Drug/Non-Drug Code	Drug/Non-Drug Name	Item Type	Item Name	Item Code	Packaging Description	SKU	Usage & Issue Quantit	Stock Availab Quantit	Indent Quantit (SKU)	Approv Quantit (SKU)	Back Order Quantit (Indent)	Pending Receiv Quantit	SPUB Patient	Average Unit Price (RM)	Amount (RM)	Item Status	Urgent	Reject
☐	S01AD03000G5101XX	Acyclovir 3% Eye Ointment	LP	Acyclovir 3% Eye Ointment	S01AD03000G5101XX.01	Tube	tube	25	100	5	12	0	0	1	16.6667	83.33	Open	☐	☐
☐	S01XA20000D2003	Artificial Tears/Eye Lubricant Ophthalmic Solution (Single Use)	LP	Artificial Tears/Eye Lubricar	S01XA20000D2003.02	pack of 32 each	EA	0	0	134	0	0	0	1	0.5234	70.14	Open	☐	☐

Figure 3.5-7 Indent List

STEP 12

Change the quantity to indent in the **Indent Quantity** field if needed

Note

If the drugs are urgently needed, select on the **Urgent** check box.

STEP 13

Click on the  button to save the Indent transaction

Note

- After saving record, alert message will be displayed as per Figure 3.5-8 & Figure 3.5-9

CONFIRMATION


CONF0002: Are you sure you want to save?

Cancel

Yes

No

Figure 3.5-8 Save Record Alert Message

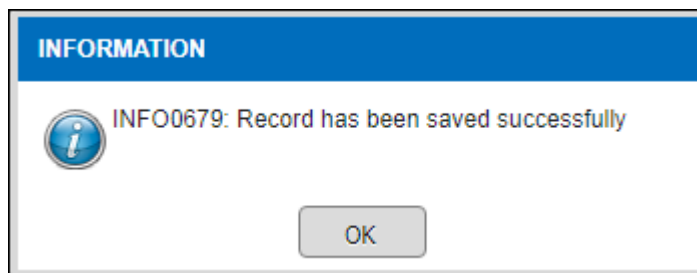
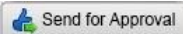
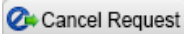


Figure 3.5-9 Save Record Alert Message

- **Indent No** will be auto generated by system for future reference and the  button and  button will be enabled.

Character	Description	Value
1-2	Indent No	'R'
3-4	Current year in 'YY' format	14
5-10	Running no	Starting from 000001. This running number will be restarted to 000001 of every new financial year

Table 3.5-1

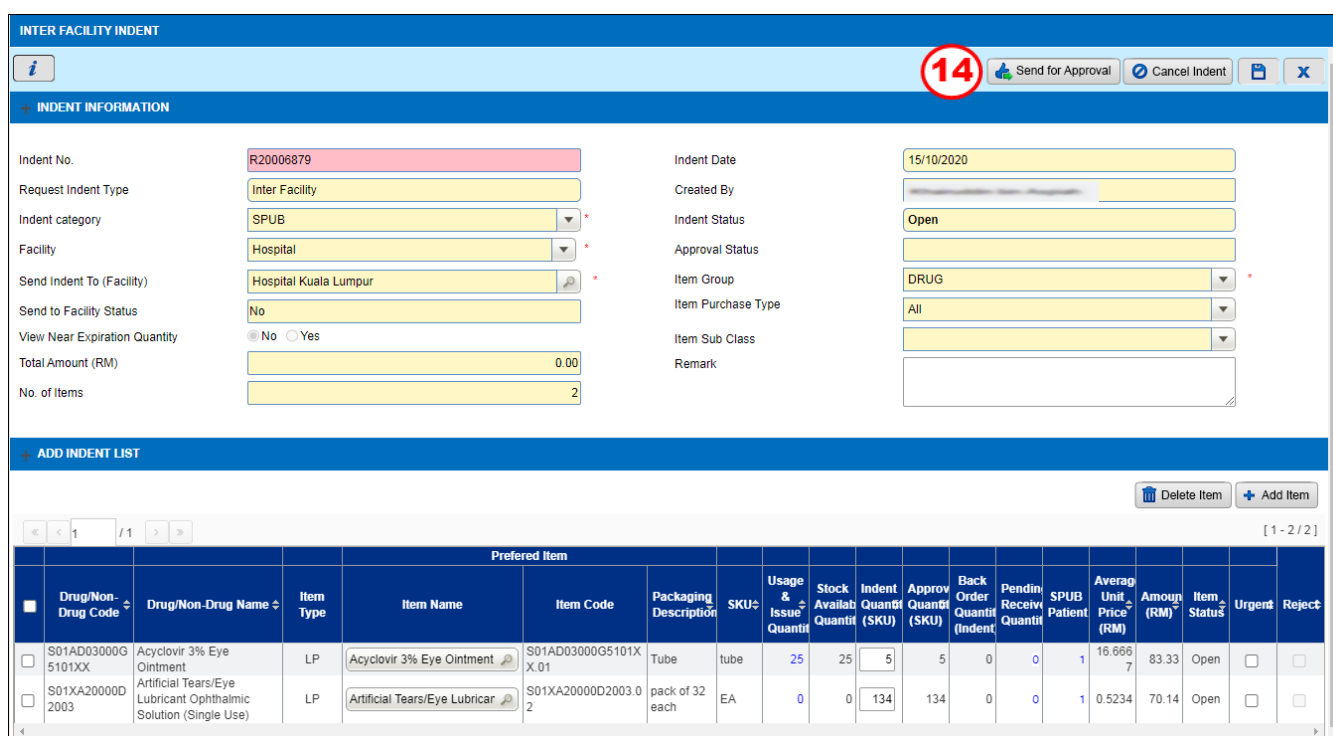
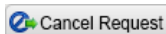


Figure 3.5-10 Send For Approval

STEP 14

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

Note

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

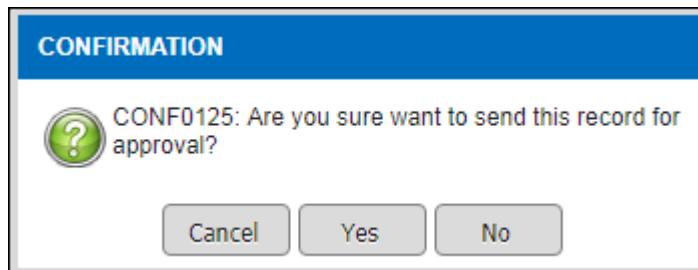


Figure 3.5-11 Send for Approval Record Alert Message

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

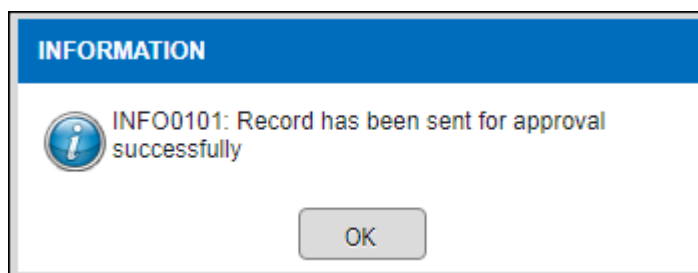
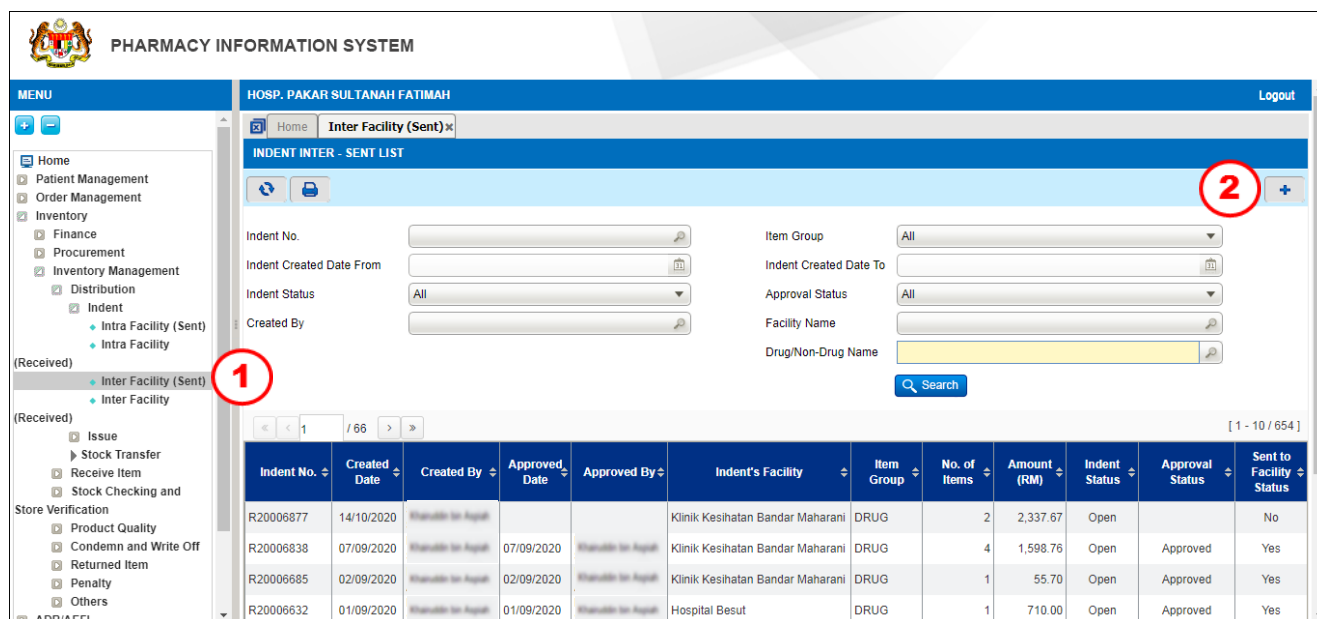


Figure 3.5-12 Alert Message

3.6 New Indent (Manufacturing)

To create a new record for Manufacturing Indent, perform steps below:



PHARMACY INFORMATION SYSTEM

HOSP. PAKAR SULTANAH FATIMAH

Logout

Home Inter Facility (Sent) x

INDENT INTER - SENT LIST

Indent No. [Text Box] Item Group [All]

Indent Created Date From [Text Box] Indent Created Date To [Text Box]

Indent Status [All] Approval Status [All]

Created By [Text Box] Facility Name [Text Box]

Drug/Non-Drug Name [Text Box]

Search

[1 - 10 / 654]

Indent No.	Created Date	Created By	Approved Date	Approved By	Indent's Facility	Item Group	No. of Items	Amount (RM)	Indent Status	Approval Status	Sent to Facility Status
R20006877	14/10/2020	Available for Approval			Klinik Kesihatan Bandar Maharani	DRUG	2	2,337.67	Open		No
R20006838	07/09/2020	Available for Approval	07/09/2020	Available for Approval	Klinik Kesihatan Bandar Maharani	DRUG	4	1,598.76	Open	Approved	Yes
R20006685	02/09/2020	Available for Approval	02/09/2020	Available for Approval	Klinik Kesihatan Bandar Maharani	DRUG	1	55.70	Open	Approved	Yes
R20006632	01/09/2020	Available for Approval	01/09/2020	Available for Approval	Hospital Besut	DRUG	1	710.00	Open	Approved	Yes

Figure 3.6-1 Create New External Indent

STEP 1

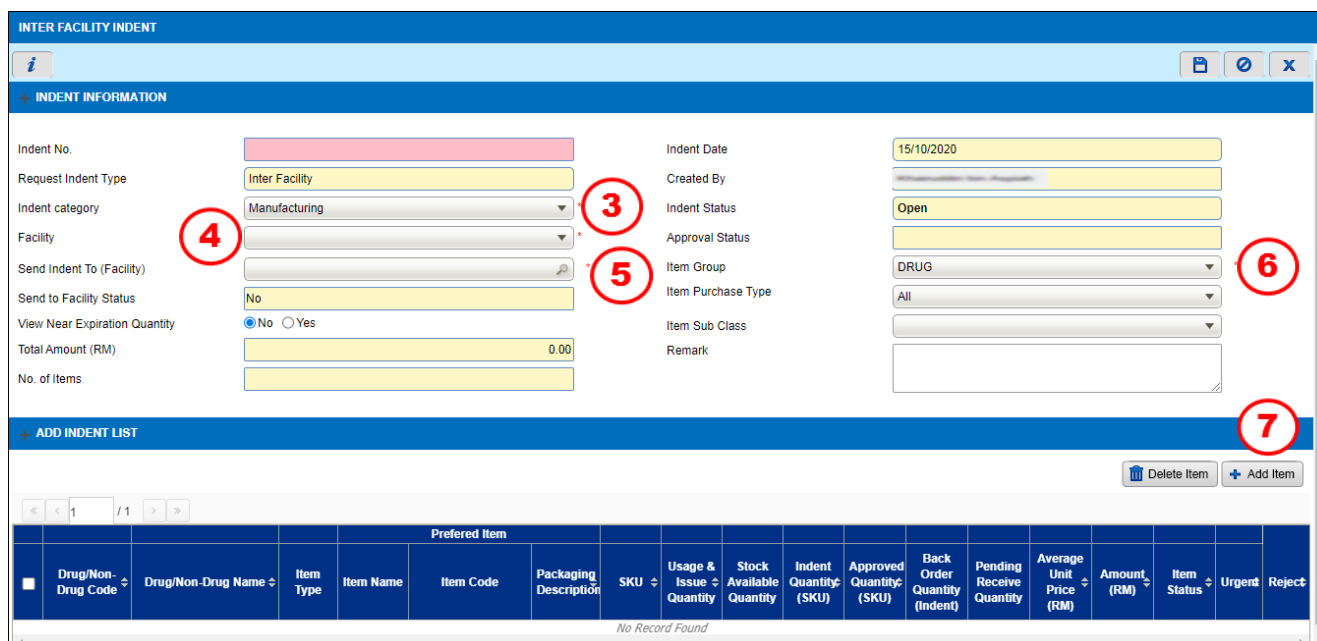
Click on 'Inventory' menu followed by 'Inventory Management', followed by click Distribution, click 'Indent' then 'Inter Facility Indent'

STEP 2

Click on the  button to create new record

Note

Indent screen will be displayed as shown in the Figure 3.6-2.



INTER FACILITY INDENT

INDENT INFORMATION

Indent No. [Text Box] Indent Date 15/10/2020

Request Indent Type Inter Facility Created By [Text Box]

Indent category Manufacturing Indent Status Open

Facility [Text Box] Approval Status [Text Box]

Send Indent To (Facility) [Text Box] Item Group DRUG

Send to Facility Status No Item Purchase Type All

View Near Expiration Quantity ☒ No ☐ Yes Item Sub Class [Text Box]

Total Amount (RM) 0.00 Remark [Text Box]

No. of Items [Text Box]

ADD INDENT LIST

Delete Item Add Item

Drug/Non-Drug Code	Drug/Non-Drug Name	Item Type	Item Name	Item Code	Packaging Description	SKU	Usage & Issue	Stock Available Quantity	Indent Quantity (SKU)	Approved Quantity (SKU)	Back Order Quantity (Indent)	Pending Receive Quantity	Average Unit Price (RM)	Amount (RM)	Item Status	Urgent	Reject
No Record Found																	

Figure 3.6-2 New Indent Information

Note

- Newly created Indent record **Status** will default to 'Open'.
- **Unit Name** will be defaulted based on user's login ID.
- **Indent Date** will be defaulted to the system date/time.

STEP 3

Select **Indent Category** as Manufacturing

STEP 4

Select **Facility**

- Clinic
- Hospital
- MUSN/PBFN
- PKD

STEP 5

Click on the  to search **Sent to Indent To (Facility)**

Note

- List of **Facility** will be displayed as per Figure 3.6-3.

Search Facility Name		
Facility Name		Facility Code
State		Search Refresh
Previous 1 Next [1 - 10 / 146]		
Facility Name	Facility Code	State
Hospital Alor Gajah	11-04010006	Melaka
Hospital Ampang	11-10020022	Selangor
Hospital Bahagia Ulu Kinta	11-08050025	Perak
Hospital Balik Pulau	11-07010010	Pulau Pinang
Hospital Baling	11-02010014	Kedah
Hospital Banting	11-10050014	Selangor
Hospital Batu Gajah	11-08050012	Perak
Hospital Bau	11-13020019	Sarawak
Hospital Beaufort	11-12010026	Sabah
Hospital Beluran	11-12020027	Sabah

Figure 3.6-3 List of Facility Name

- Double click to select the **Facility Name**.

STEP 6

Select **Item Group**

- DRUG
- NON DRUG

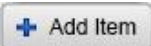
Note

- **Item Sub Class** is an optional field.
- **View Near Expiration Quantity** will default to 'NO'.
- If 'YES' radio button is selected for 'View Near Expiration Quantity', 'Number of Days' field will be enabled and mandatory for the user to enter.
- The system will display the quantity of drug that will expire prior to the number of days entered.

Note

- The system will generate the drug/non drug name based on the list of drug/non drug available in the Unit Catalogue.
- Only item that has available quantity below buffer level will be displayed.
- **Indent Qty** will be suggested by the system.
 $\text{Indent Qty} = \text{Max Storage Qty (SKU)} - \text{Available Qty (SKU)}$.

STEP 7

Click on the  button to add an item to indent

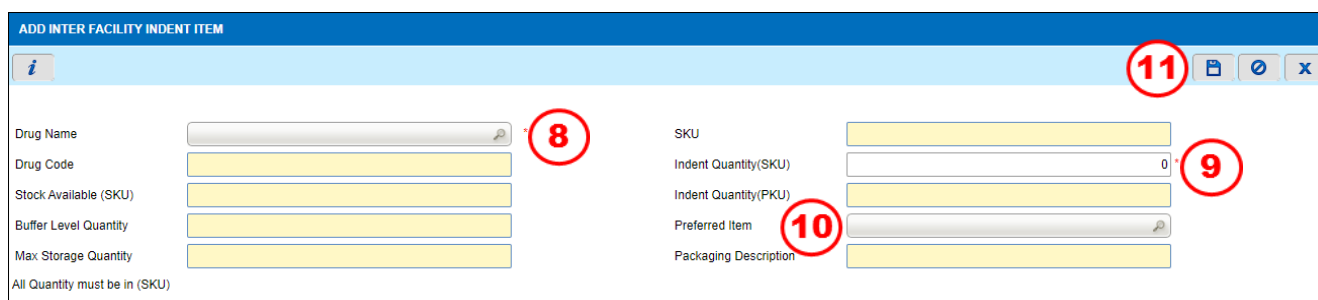


Figure 3.6-4 Add Indent Item

STEP 8

Click on the  to search for **Drug Name**

Note

List of **Drug Name** will be displayed as shown in Figure 3.6-5.

STEP 9

Enter the **Indent Quantity(SKU)** to be indent

STEP 10

Enter the **preferred item** to be indent

Note

Preferred Item listing is displayed together with:

- Item Description,
- Item Code,
- Packaging Description, and
- Item Status (Default: Y/N).

Product Search

X

Item Description

Item Code

Packaging Description

Default Item

Search

<<

<

1

/ 1

>

>>

[1 - 3 / 3]

Item Description	Item Code	Packaging Description	Default Item
Sodium Chloride 0.9% 1000mL IV Solution	B05XA03100 P6002h.01	bottle	Yes
Sodium Chloride 0.9% 1000mL IV Solution	B05XA03100 P6002h.02	pack of 12 each	No
Sodium Chloride 0.9% 1000mL IV Solution	B05XA03100 P6002h.03	pack of 10 each	No

Figure 3.6-5 Add Indent Item

STEP 11

Click on the  button to save the Add Indent Item

INTER FACILITY INDENT

13

INDENT INFORMATION

Indent No.

Request Indent Type

Inter Facility

Indent category

Manufacturing

Facility

Hospital

Send Indent To (Facility)

Hospital Kuala Lumpur

Send to Facility Status

No

View Near Expiration Quantity

☒ No ☐ Yes

Total Amount (RM)

0.00

No. of Items

Indent Date

15/10/2020

Created By

Indent Status

Open

Approval Status

Item Group

DRUG

Item Purchase Type

All

Item Sub Class

Remark

ADD INDENT LIST

Delete Item

Add Item

<<

<

1

/ 1

>

>>

	Drug/Non-Drug Code	Drug/Non-Drug Name	Item Type	Item Name	Item Code	Packaging Description	SKU	Usage & Issue Quantity	Stock Available Quantity	Indent Quantity (SKU)	Approve Quantity (SKU)	Back Order Quantity (Indent)	Pending Receive Quantity	Average Unit Price (RM)	Amount (RM)	Item Status	Urgent	Reject
☐	N06AA01110T 1001XX	Chlorpromazine HCl 25mg Tablet	APPL	Chlorpromazine HCl 25mg	02.0412.01	Pack of 500 tabs	tablet	0	1,500	500	12	0	0	0.2761	138.05	Open	☐	☐
☐	N06AA04110T 1001XX	Clomipramine HCl 25mg Tablet	LP	Clomipramine HCl 25mg	N06AA04110T1001X X.02	pack of 100 tablet	tablet	0	0	200	0	0	0	4.8366	967.32	Open	☐	☐

Figure 3.6-6 Indent List

STEP 12

Change the quantity to be indent in the **Indent Quantity** field if needed

Note

If the drugs are urgently needed, select on the **Urgent** check box.

STEP 13

Click on the  button to save the Indent transaction

Note

- After saving record, alert message will be displayed as per Figure 3.6-7 & Figure 3.6-8

U.MANUAL_INV_EXTERNAL INDENT-11th E

Page 32

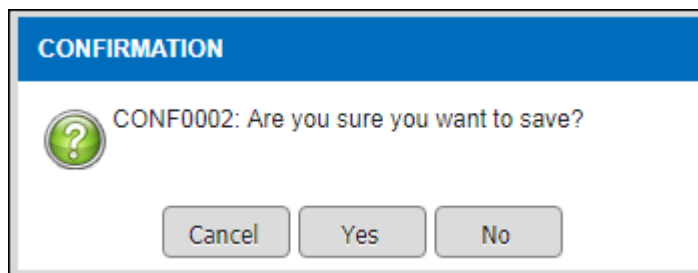


Figure 3.6-7 Save Record Alert Message

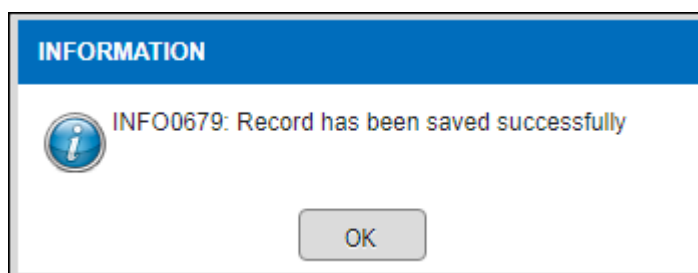
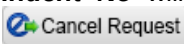


Figure 3.6-8 Save Record Alert Message

- **Indent No** will be auto generated by system for future reference and the  button and  button will be enabled.

Character	Description	Value
1-2	Indent No	'R'
3-4	Current year in 'YY' format	14
5-10	Running no	Starting from 000001. This running number will be restarted to 000001 of every new financial year

Table 3.6-1

INTER FACILITY INDENT
14
Send for Approval Cancel Indent

INDENT INFORMATION

Indent No.

Request Indent Type

Indent category

Facility

Send Indent To (Facility)

Send to Facility Status

View Near Expiration Quantity ☒ No ☐ Yes

Total Amount (RM)

No. of Items

Indent Date

Created By

Indent Status

Approval Status

Item Group

Item Purchase Type

Item Sub Class

Remark

ADD INDENT LIST

Delete Item Add Item

	Drug/Non-Drug Code	Drug/Non-Drug Name	Item Type	Item Name	Item Code	Packaging Description	SKU	Usage & Issue Quantity	Stock Available Quantity	Indent Quantity (SKU)	Approve Quantity (SKU)	Back Order Quantity (Indent)	Pending Receive Quantity	Average Unit Price (RM)	Amount (RM)	Item Status	Urgent	Reject
☐	N05AA01110T1001XX	Chlorpromazine HCl 25 mg Tablet	APPL	Chlorpromazine HCl 25mg	02.0412.01	Pack of 500 tabs	tablet	0	1,500	500	0	0	0	0.2761	138.05	Open	☐	☐
☐	N06AA04110T1001XX	Clomipramine HCl 25mg Tablet	LP	Clomipramine HCl 25mg	N06AA04110T1001XX.02	pack of 100 tablet	tablet	0	0	200	0	0	0	4.8306	967.32	Open	☐	☐

Figure 3.6-9 Send for Approval

STEP 14

Click on the Send for Approval button to send the Indent transaction to HOD for approval or click on the Cancel Request to cancel the request

Note

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

CONFIRMATION



CONF0125: Are you sure want to send this record for approval?

Cancel Yes No

Figure 3.6-10 Send for Approval Record Alert Message

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

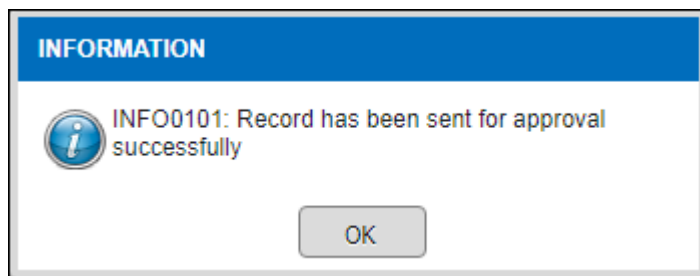


Figure 3.6-11 Alert Message

3.7 Indent (Inter Facility) Approval

The Head of Department (HOD) / Head of Unit will receive the Pending for Approval' Indent transaction in the Task List

TASK LIST						
Transaction Type: All		Search		[21 - 26 / 26]		
<<	<	3	/ 3	>	>>	
Transaction Type	Transaction No.	Item Group	Date/Time	Task Status	From Unit/Department	From User
Indent(External)	R1902PS001-0004559	Drug	18/06/2019 04:03 PM	Pending For Approval	PHARMACY (Klinik Kesihatan Bandar Maharani)	
Indent(External)	R1902PS001-0004560	Drug	18/06/2019 04:03 PM	Pending For Approval	PHARMACY (Klinik Kesihatan Bandar Maharani)	
RCL	RC19000010		24/06/2019 03:17 PM	Pending for Approval	Farmasi Logistik	
Indent(External)	R1902PS001-0004654	Drug	03/07/2019 02:43 PM	Pending For Approval	PHARMACY (Klinik Kesihatan Bandar Maharani)	
RIQ	K19004677	Drug	26/08/2019 11:58 AM	Pending For Approval	Farmasi Bekalan Wad (FBW)	
Indent(External)	R19004679	Drug	26/08/2019 01:57 PM	Pending For Approval	PHARMACY (Hospital Kulim)	

Figure 3.7-1 Task List

STEP 1

Click on the Transaction No. hyperlink and the Indent screen will be displayed as shown in the Figure 3.7-2

Note

User also able to refer to section [3.1 Indent Listing Page](#) to search for the 'Pending for Approval' Indent record.

INDENT DETAIL																									
3 Approve Reject																									
Indent No.		R19004679				Indent Date		26/08/2019 01:56:39 PM																	
Send Indent To		Hospital Pakar Sultanah Fatimah, Muar				Item Group		DRUG																	
Remark																									
Created By																									
Reject Reason																									
ADD INDENT ITEM																									
<<	<	1	/ 1	>	>>																				
Drug/Non-Drug Code	Drug/Non-Drug Name	Preferred Item	Packaging Description	Item Purchase Type	SKU	Avg Usage	Max Storage	Buffer Level	Stock Available	Back Order Quantity (Indent)	Indent Quantity (SKU)	Approved Quantity (SKU)	Average Unit Price (RM)	Amount (RM)	Urgent	Reject									
J05AF08000 T1001XX	Adefovir Dipivoxil 10 mg Tablet	Adefovir Dipivoxil 10 mg Tablet	pack of 30 tablet	LP	tablet	0	360	240	0	0	100	100	553	825.53	☐	☐									
KPK00045	Amitriptyline 10mg Tablet	Amitriptyline 10mg Tablet	Pack of 100 tab	LP	tablet	0	0	0	0	0	200	200	1.0962	219.24	☐	☐									
RAW00002	Benzoic Acid	Acid Benzoic BP	Bottle of 0.5 Kg	APPL	g	0	0	0	0	0	50	50	0.0562	2.81	☐	☐									
A11CC0400 0P3001XX	Calcitriol 1mcg/ml Injection	Calcitriol 1mcg/ml Inj	Pack of 10 amp	LP	amp	0	0	0	0	0	20	20	16.5610	331.22	☐	☐									
Total Amount (RM)													1,378.80												

Figure 3.7-2 Indent Approval

STEP 2

Change the Indent **Approved Quantity** if necessary

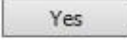
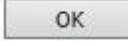
Note

- Approved Quantity will default to indent quantity but HOD is allowed to change the quantity.
- User is allowed to perform this:
 - Change the transaction to urgent by tick on check box
 - Reject the item by tick on check box

STEP 3

Click on the  button to approve the Indent record and the **Status** will be 'Approved'

Note

- Click on the  button in Figure 3.7-3 followed by the  button in Figure 3.7-4.

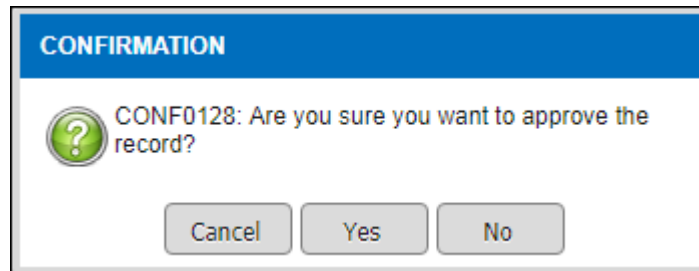


Figure 3.7-3 Approve Record Alert Message

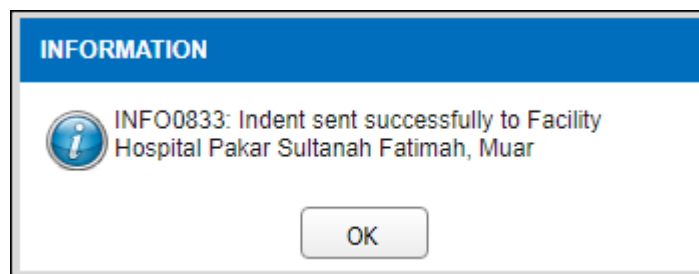


Figure 3.7-4 Approve Record Alert Message

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

INDENT DETAIL
4
KEW.PS-7 X

Indent No.

Send Indent To

Remark

Created By

Indent Date

Item Group

Reject Reason

ADD INDENT ITEM

< > 1 / 1

[1 - 4 / 4]

Drug/Non-Drug Code	Drug/Non-Drug Name	Preferred Item	Packaging Description	Item Purchase Type	SKU	Avg Usage	Max Storage	Buffer Level	Stock Available	Back Order Quantity (Indent)	Indent Quantity (SKU)	Approved Quantity (SKU)	Average Unit Price (RM)	Amount (RM)	Urgent	Reject
J05AF08000 T1001XX	Adefovir Dipivoxil 10 mg Tablet	Adefovir Dipivoxil 10 mg Tablet	pack of 30 tablet	LP	tablet	0	360	240	0	0	100	100	8.2553	825.53	☐	☐
KPK00045	Amitriptyline 10mg Tablet	Amitriptyline 10mg Tablet	Pack of 100 tab	LP	tablet	0	0	0	0	0	200	200	1.0962	219.24	☐	☐
RAW00002	Benzoic Acid	Acid Benzoic BP	Bottle of 0.5 Kg	APPL	g	0	0	0	0	0	50	50	0.0562	2.81	☐	☐
A11CC0400 0P3001XX	Calcitriol 1mcg/ml Injection	Calcitriol 1mcg/ml Inj	Pack of 10 amp	LP	amp	0	0	0	0	0	20	20	16.5610	331.22	☐	☐
Total Amount (RM)														1,378.80		

Figure 3.7-5 Indent Detail

STEP 4

Click on the  button to print indent detail

Note

- The report will be in PDF format. The user is allowed to view/save/print the report.
- The issuer will retrieve the 'External Indent' in their Task List as 'Pending for Approval'. They have the right approve or reduce the number of requests or reject the request. After the request is approved, they will proceed to issue the item and generate the Issue Note at Issue Screen. The requestor will receive a notification and will need to perform Receiving Inter Facility.

 KEMENTERIAN KESIHATAN MALAYSIA Hospital Kulim BORANG PERMOHONAN STOK															KEW.PS-7						
Nama dan Alamat Pemesan : Pharmacy (Hospital Kulim)					Nama dan Alamat Pengeluar : Pharmacy (Hospital Pakar Sultanah Fatimah, Muar)										No. BPPS : R19004679						
Dilengkapkan Oleh Pemesan					Dilengkapkan Oleh Pengeluar																
					BAHAGIAN BEKALAN KAWALAN DAN AKAUN					BAHAGIAN SIMPANAN											
No. Kod	Perihal Stok	Kuantiti Dimohon	SKU		No. Kod	SKU	Deskripsi Pembungkusan	Baki Sedia Ada	Kuantiti Diluluskan	Harga (RM)		Kuantiti Dikeluarkan	No. Kelompok	Tarikh Luput	Pembungkusan (Perlu/Tidak)	No. Borang Pembungkusan Stok (BPS)					
										Seunit	Jumlah										
J05AF08000T1001XX	Adefovir Dipivoxil 10 mg Tablet	100	tablet																		
KPK00045	Amitriptyline 10mg Tablet	200	tablet																		
RAW00002	Benzoic Acid	50	g																		
A11CC04000P3001XX	Calcitriol 1mcg/ml Injection	20	amp																		
Jumlah :																					
Dilengkapkan Oleh Pemesan					Dilengkapkan Oleh Pengeluar																
Pemohon : Nama : _____ Jawatan : Pegawai Farmasi UF48 Unit : Farmasi Logistik Jabatan : Pharmacy Tarikh : 26/08/2019 Tarikh pesanan diluluskan : 26/08/2019					Pegawai Penerima : Nama : _____ Jawatan : _____ Unit : _____ Jabatan : _____ Tarikh : _____ <i>(Dilengkapkan setelah stok diterima)</i>					Pegawai Pelulus : Nama : _____ Jawatan : _____ Unit : _____ Jabatan : _____ Tarikh : _____					Dikeluarkan dan Direkod oleh : Nama : _____ Jawatan : _____ Unit : _____ Jabatan : _____ Tarikh : _____						

Printed Date : 26/08/2019
Printed By : 
Unit Name : Farmasi Logistik
Source : PhIS

Page 1 of 1

Figure 3.7-6 KEW.PS-7 Borang Permohonan 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