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

User Manual
Inventory (External Indent)

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Application reference: PhIS & CPS v2.3.1

Table of Contents

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	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			
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

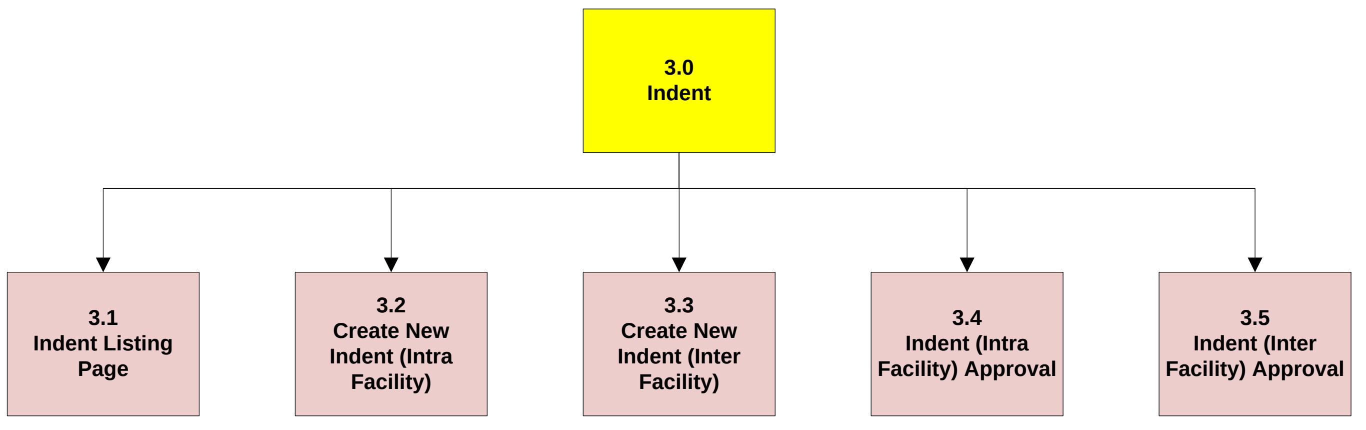


Figure 3.1

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.

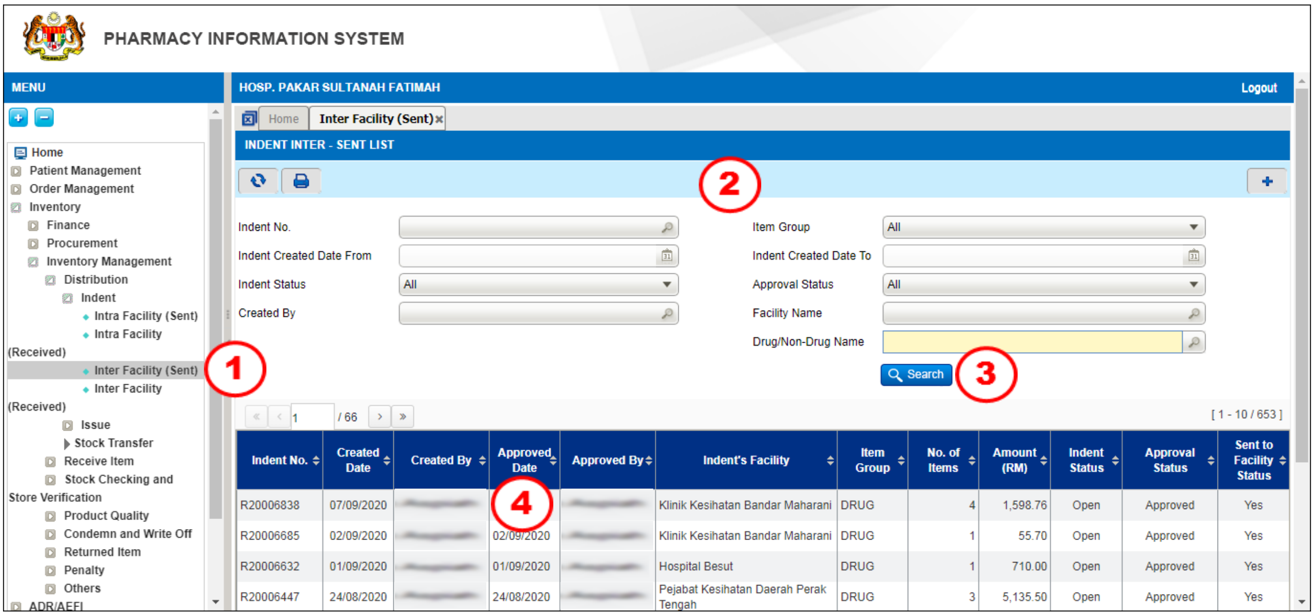


Figure 3.2-1 Indent listing Page

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:

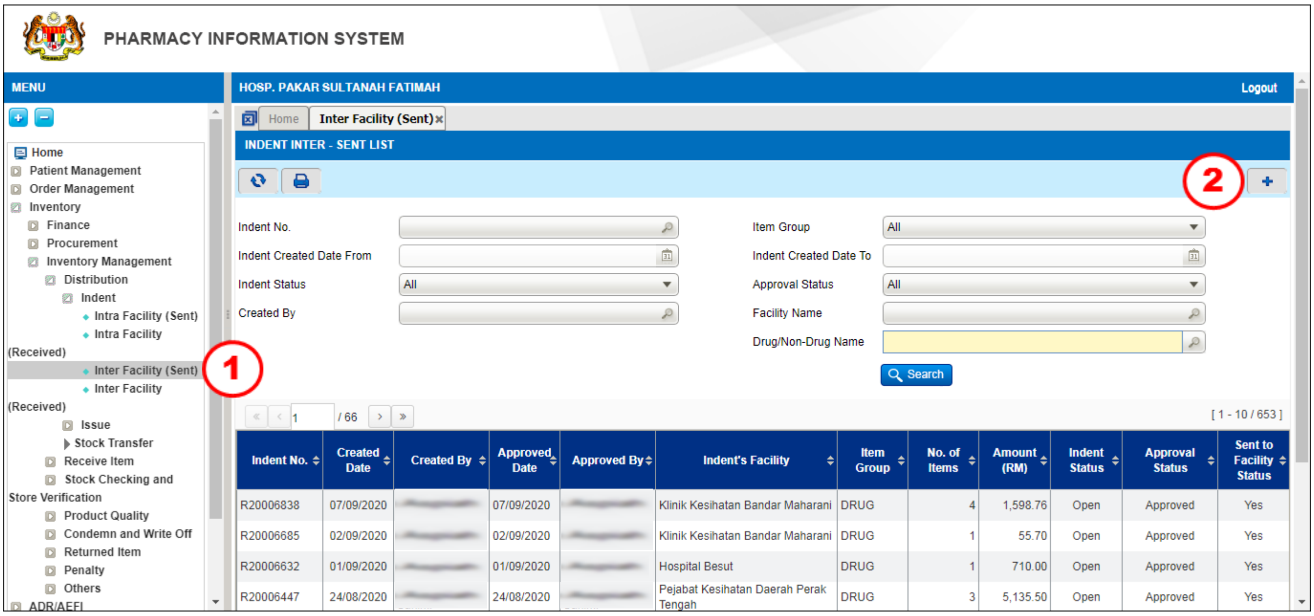


Figure 3.3-1 Create New External Indent

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.

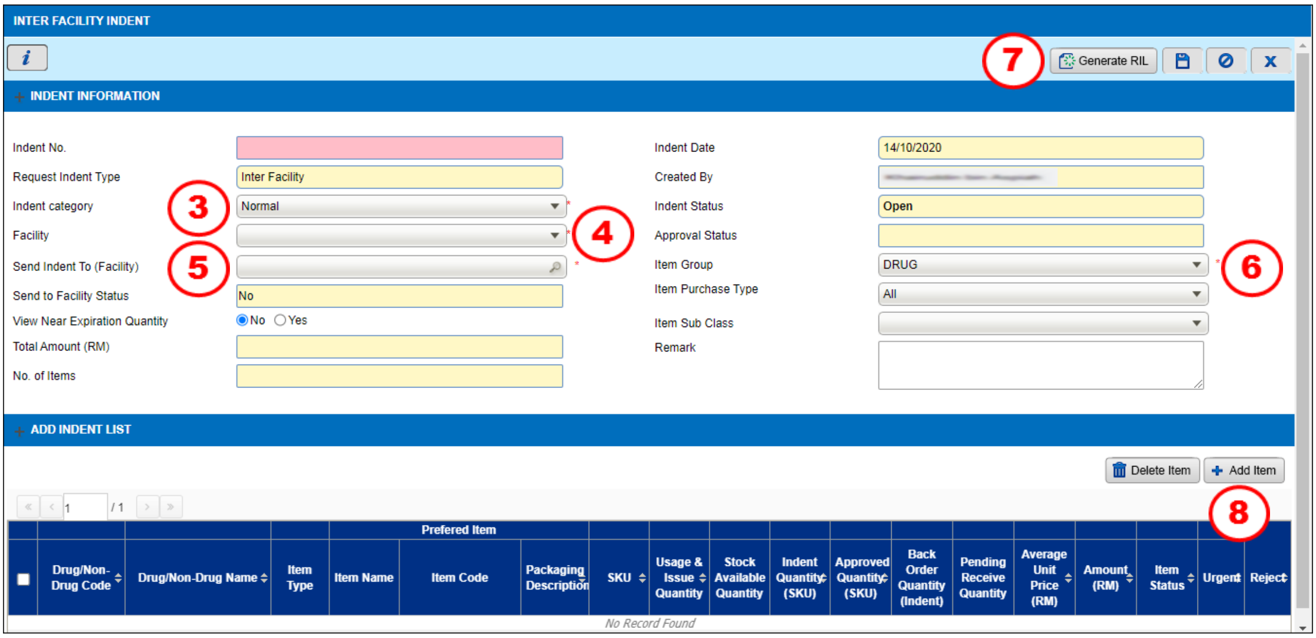


Figure 3.3-2 New Indent Information

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***

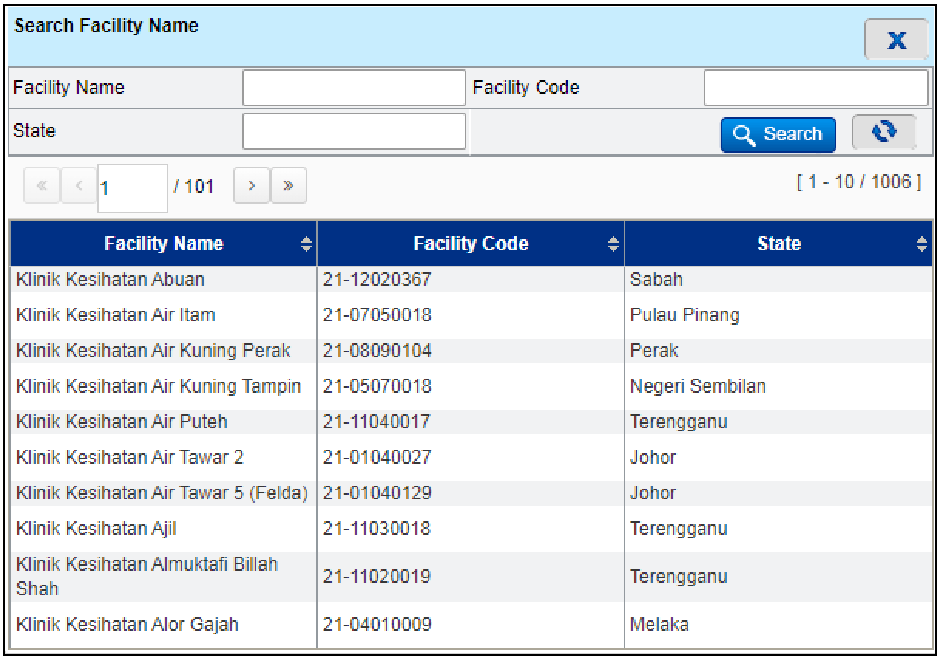
- Clinic
- Hospital
- MUSN/PBFN
- PKD

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.*



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 Almuktafi 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 Generate RIL 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 Add Item button to add an item to indent if the item is not listed from the Generate RIL button

Note

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

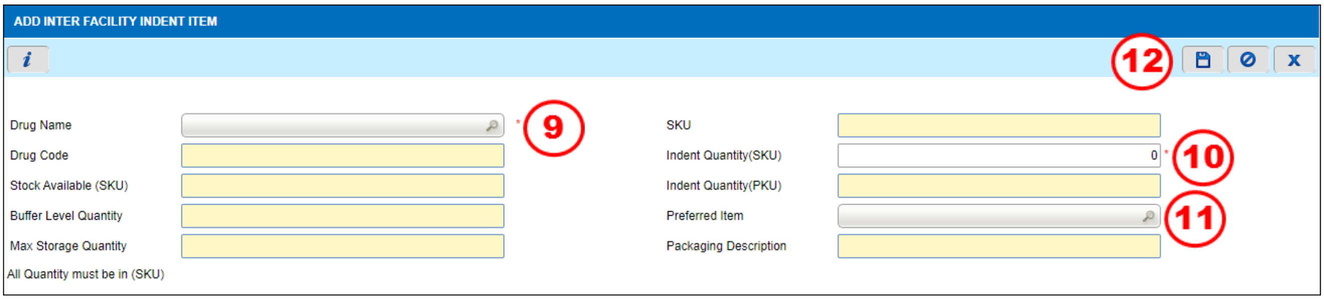


Figure 3.3-4 Add Indent Item

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

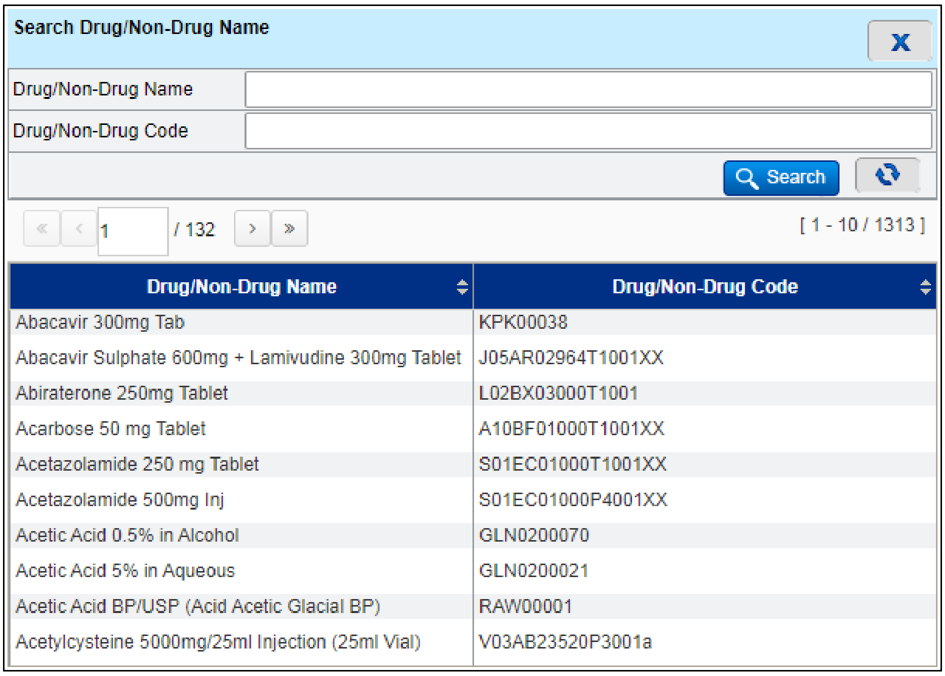
Enter the ***Indent Quantity(SKU)*** to be indent

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.*



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

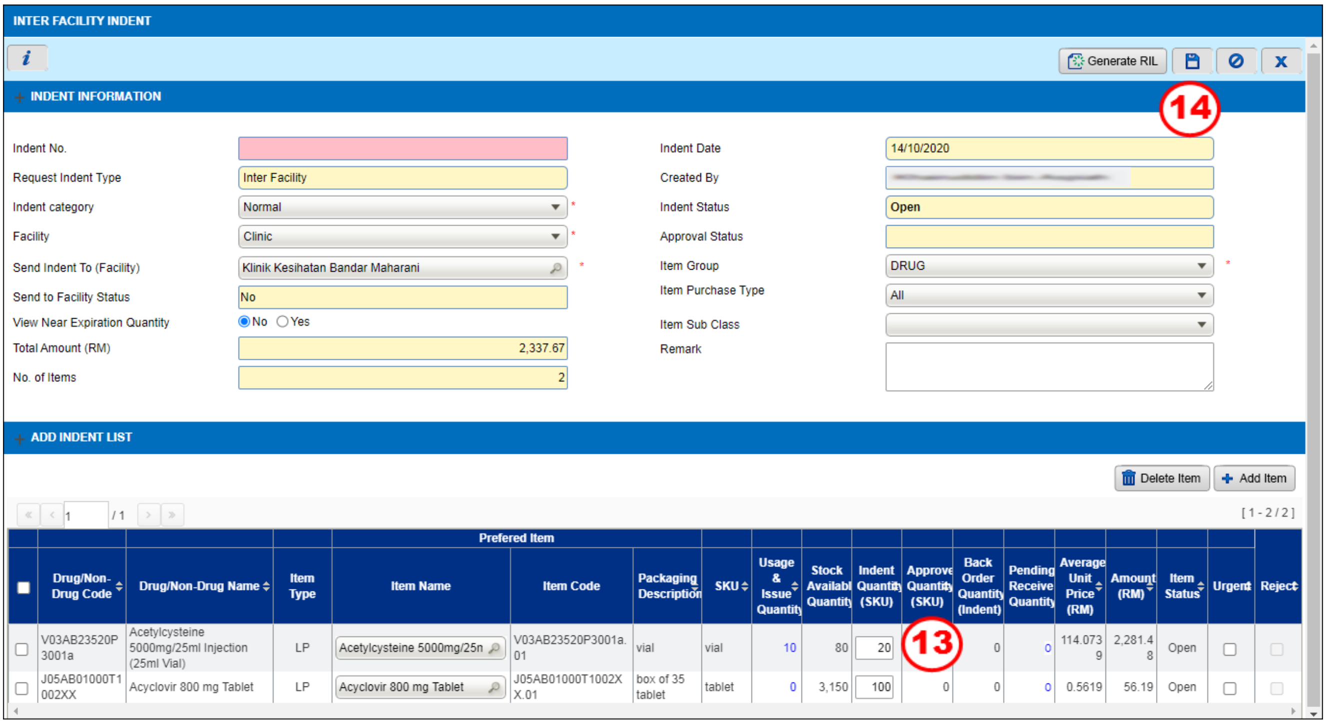


Figure 3.3-7 Indent List

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*

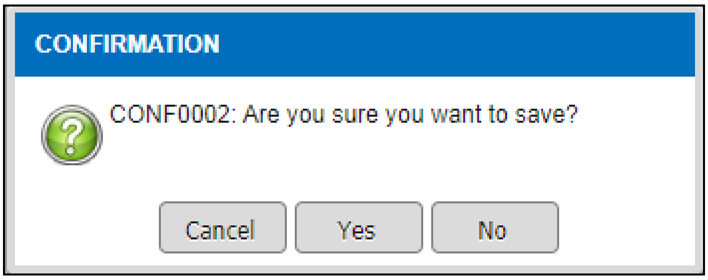


Figure 3.3-8 Save Record Alert Message

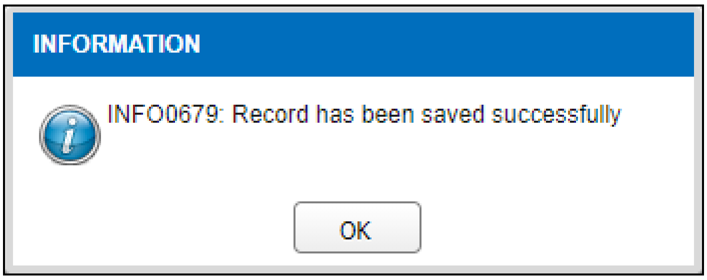


Figure 3.3-9 Save Record Alert Message

- ***Indent No*** *will be auto generated by system for future reference and the* Send for Approval *button and* Cancel Request *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

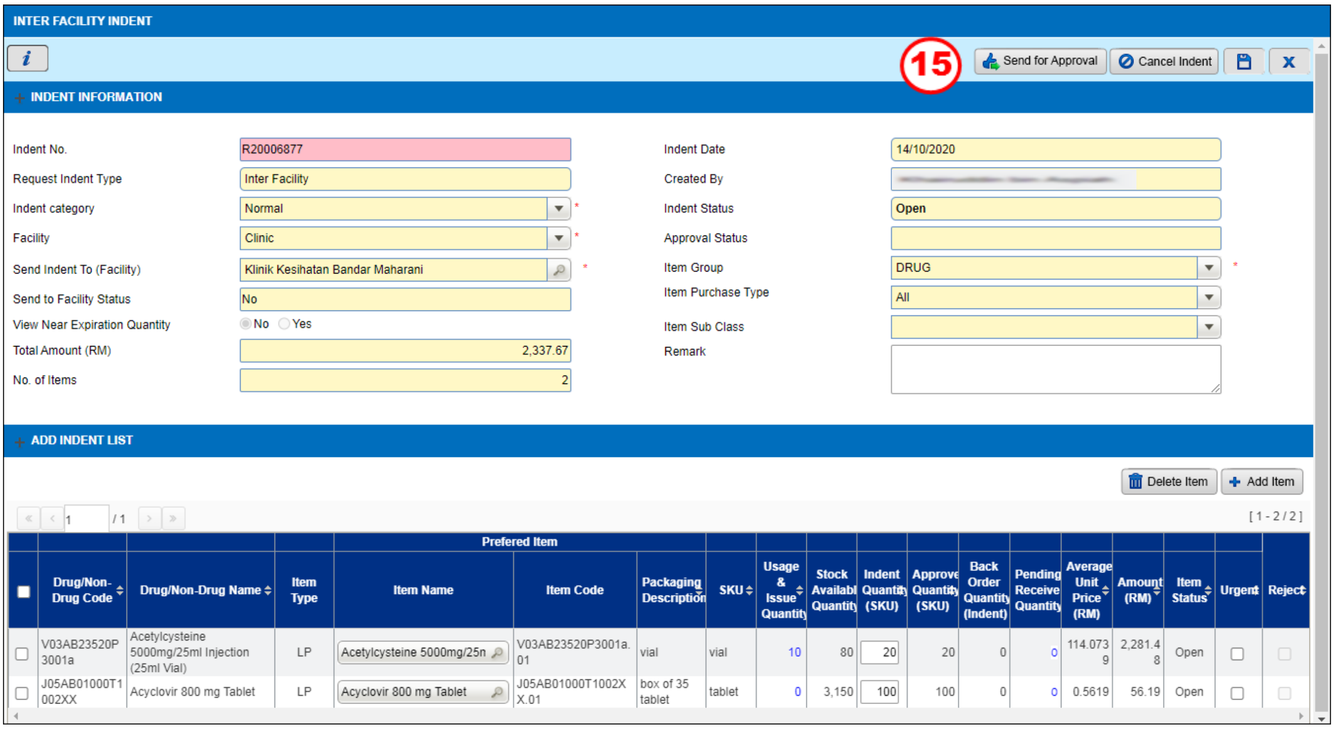


Figure 3.3-10 Send for Approval

STEP 15

Click on the 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.*

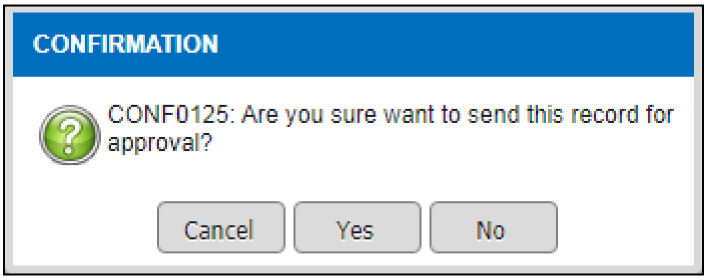


Figure 3.3-11 Send for Approval Record Alert Message

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

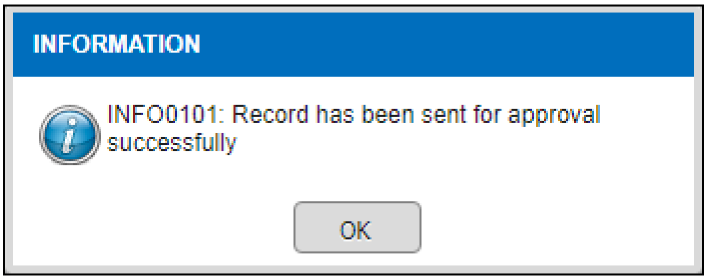


Figure 3.3-12 Alert Message

- *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:

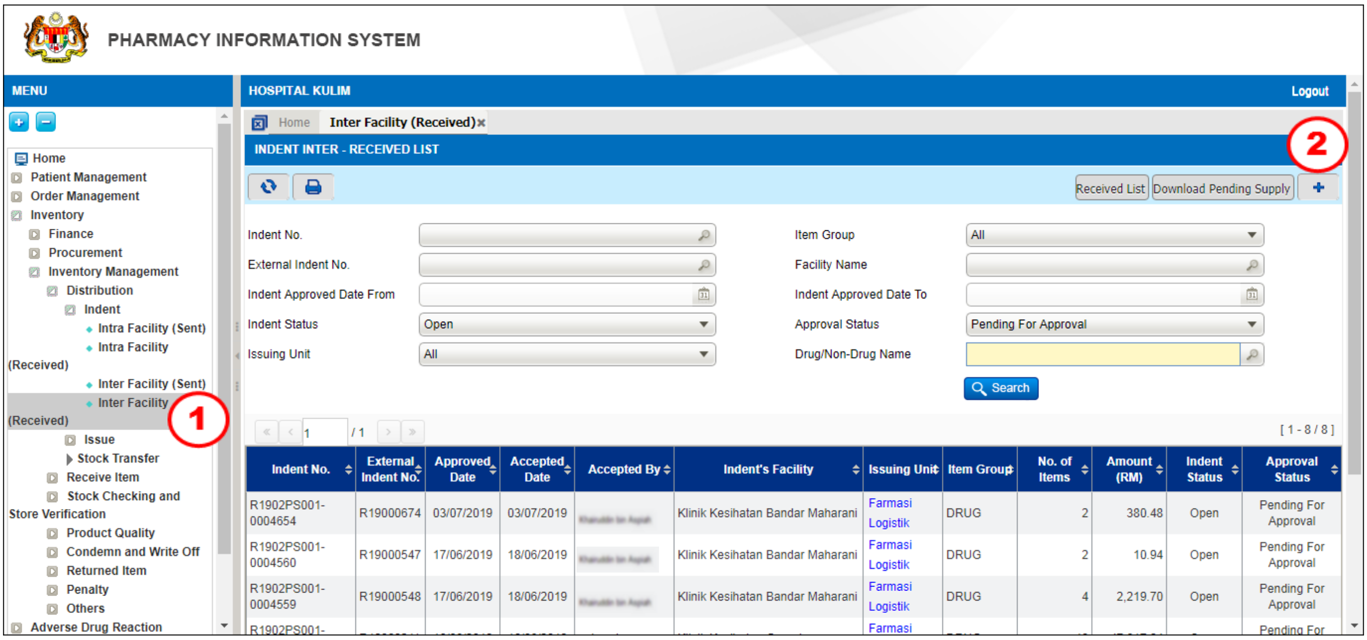


Figure 3.4-1 Indent Listing Page

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.*

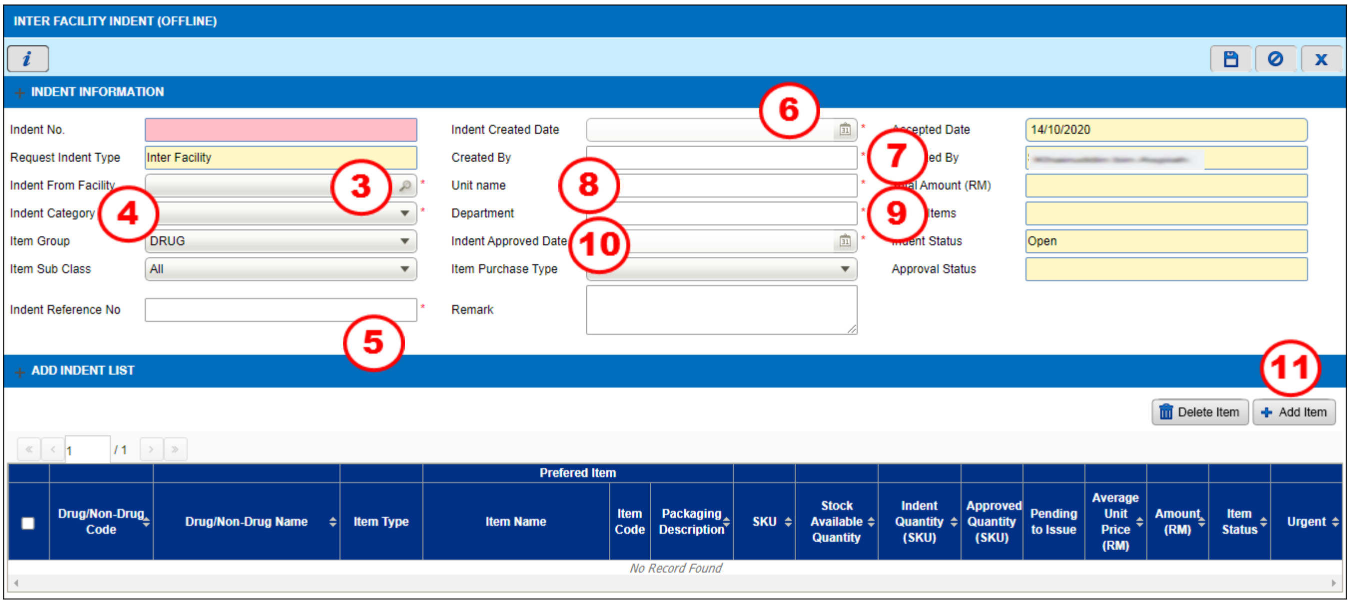


Figure 3.4-2 Create New Offline Indent Information

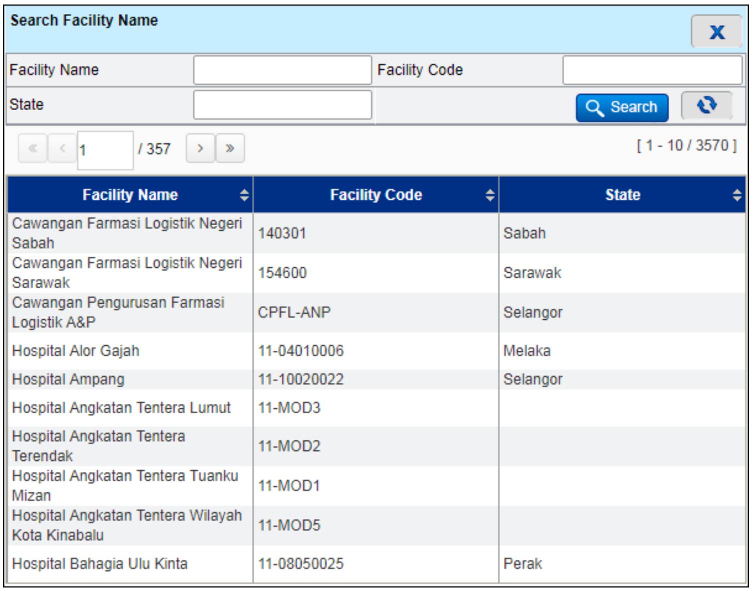
- *New created Indent Record **Status** is defaulted as 'Open'.*
- ***Request Indent** Type is defaulted based on system setting*
- ***Accepted By** is defaulted based on user's login ID.*
- ***Accepted Date** is display based on the record created date.*

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

1 / 357 [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 Add Item 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.

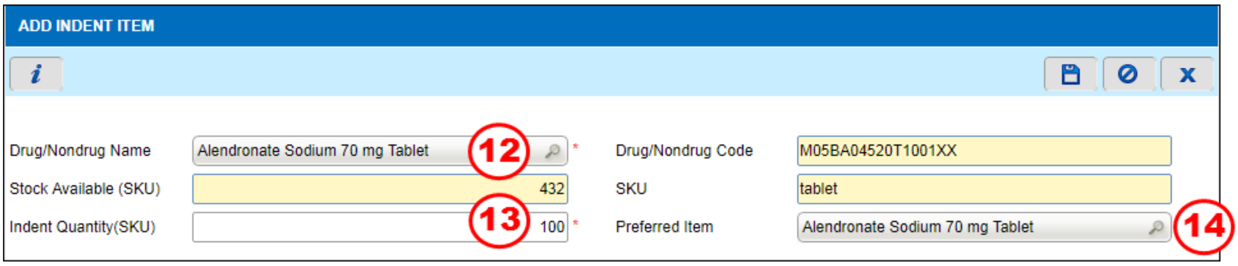


Figure 3.4-4 Add Indent Item

STEP 12
Click on the search icon to search for ***Drug/Non-Drug Name***

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

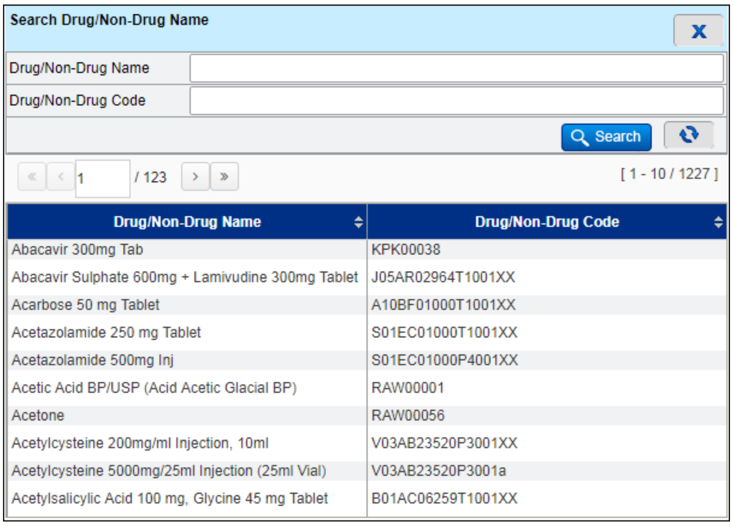


Figure 3.4-5 Drug Name List

STEP 13
Enter the ***Indent Quantity(SKU)***

STEP 14
Click on the search icon to search for ***Preferred Item***

Note

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

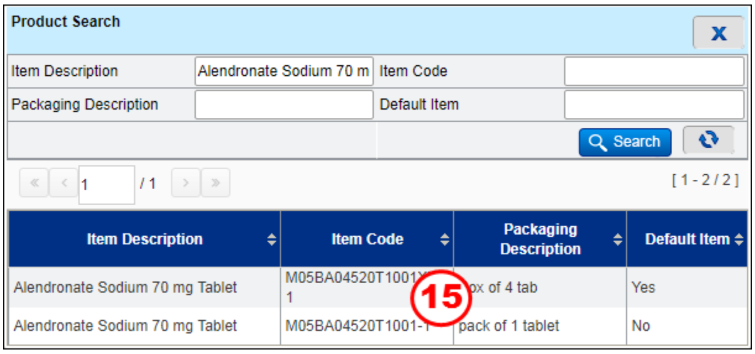


Figure 3.4-6 Preferred Item

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 defult if user not select the preferred item system will select default item*

STEP 15

Double click on the ***preferred item.***

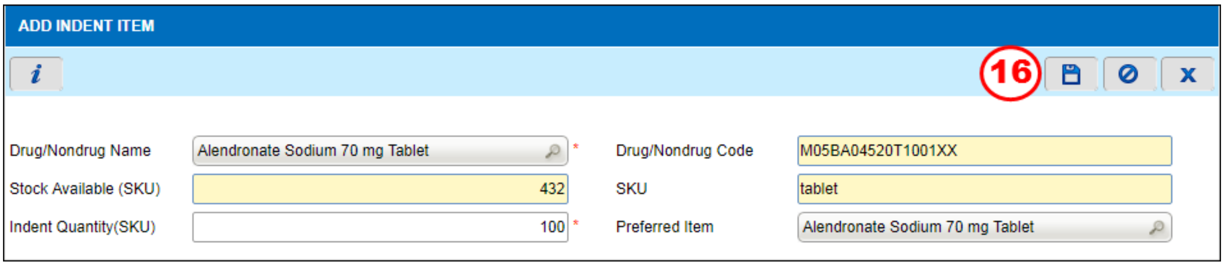


Figure 3.4-7 Add Indent Item

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* Yes *button to confirm saving of the record.*

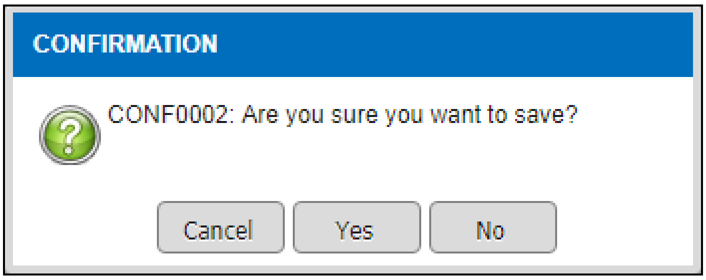


Figure 3.4-8 Save Record Alert Message

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

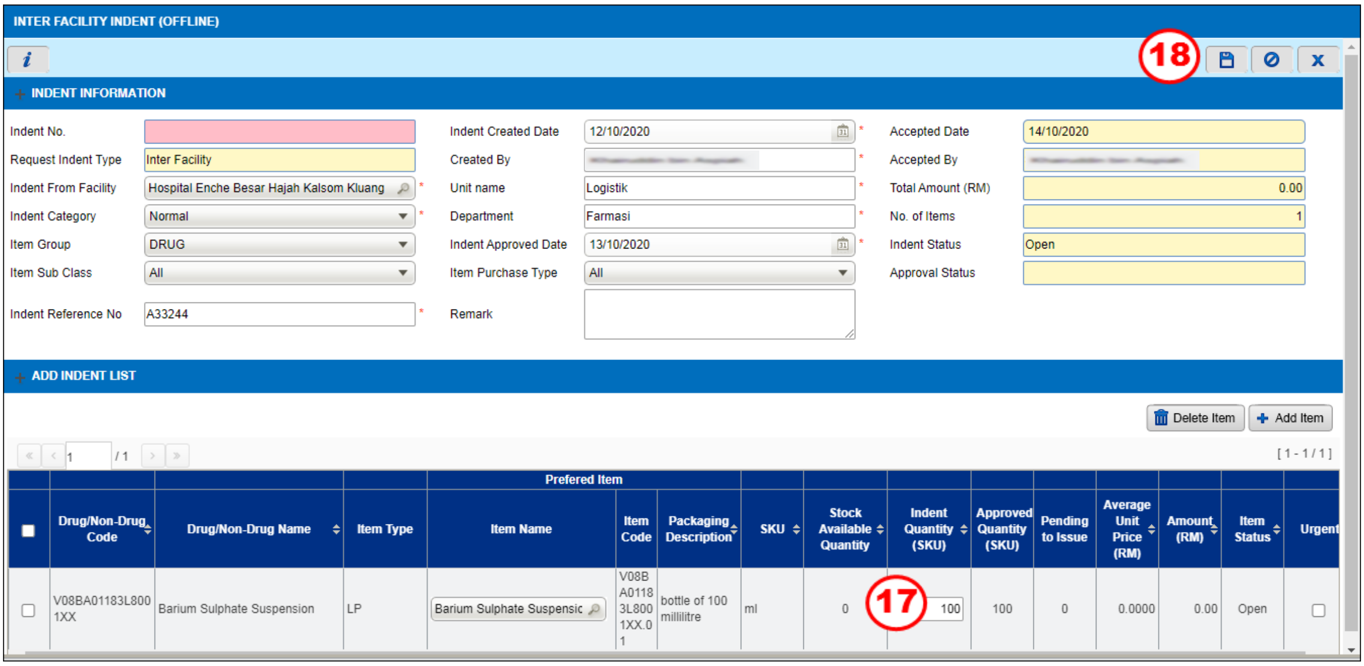


Figure 3.4-9 Indent List

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.

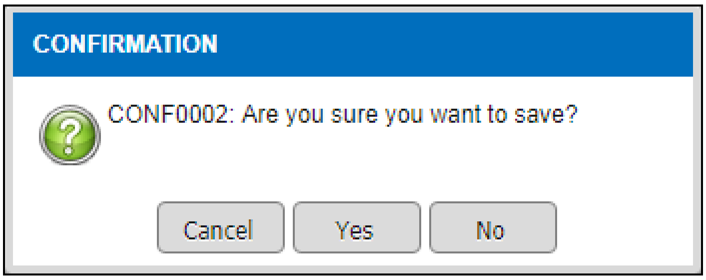


Figure 3.4-10 Save Record Alert Message

- *Click on the* Yes *button.*

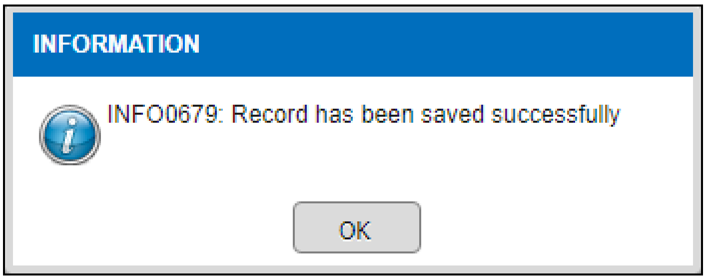


Figure 3.4-11 Save Record Alert Message

- *Click on the* OK *button.*
- ***Indent No.** will be automatically generated by the system for future reference and the* Confirm Order *button and* Cancel Indent *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

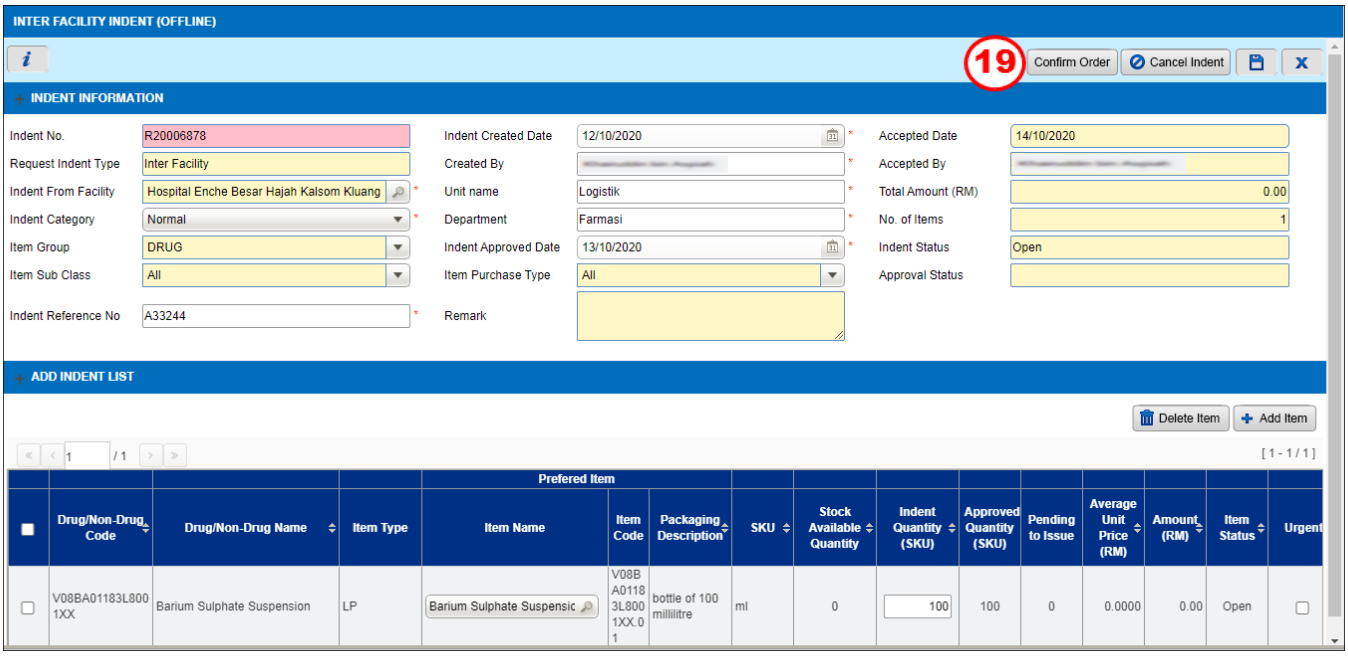


Figure 3.4-12 Indent Confirmation

STEP 19

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

Note

- *Click on the* Yes *button to confirm the record. An alert message will be displayed, and the **Status** will change to 'Approve'.*

- *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.*

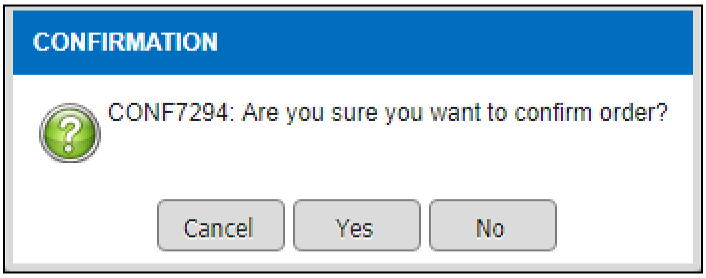


Figure 3.4-13 Send for Approval Record Alert Message

- *Click on the* OK *button to confirm the request.*

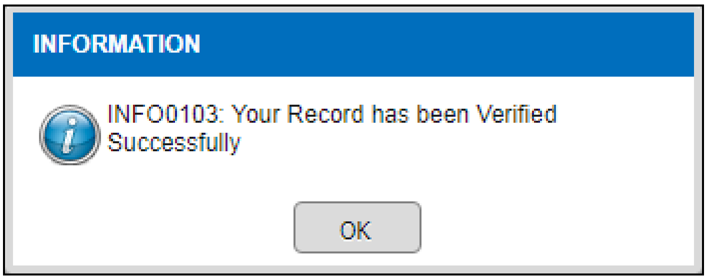


Figure 3.4-14 Alert Message

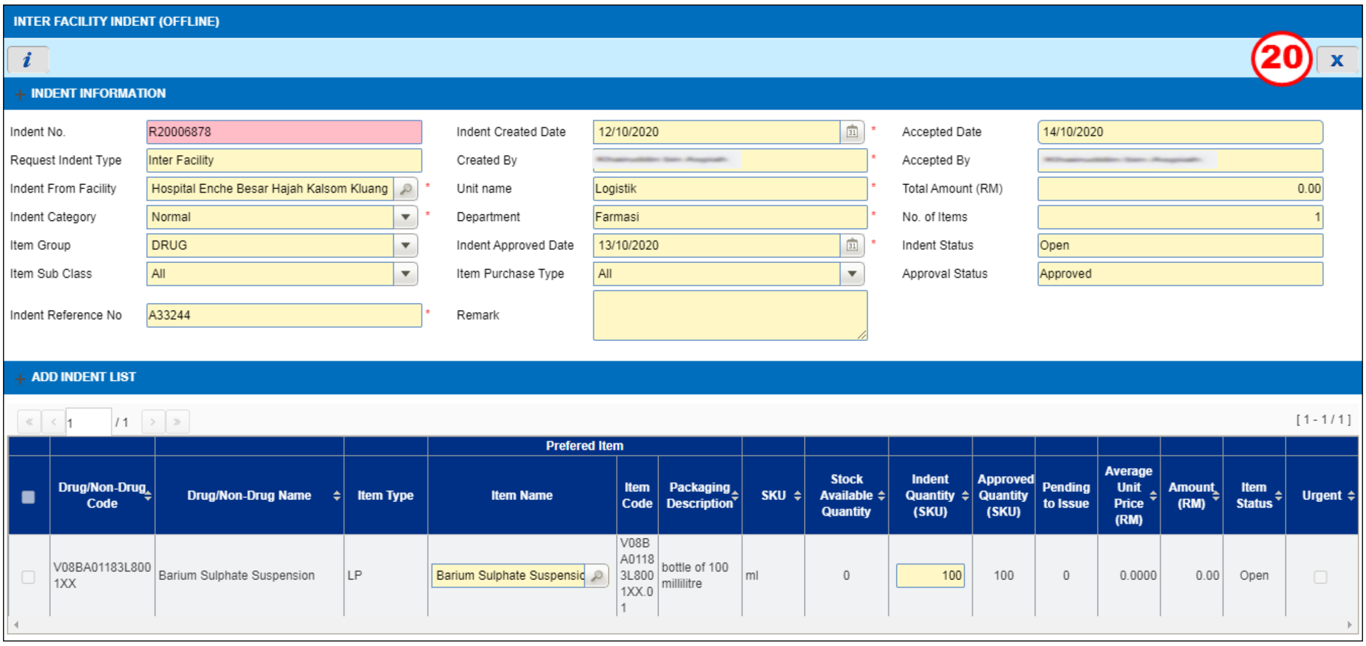


Figure 3.4-15 Inter Facility Indent (Offline)

STEP 20

Click on X 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:

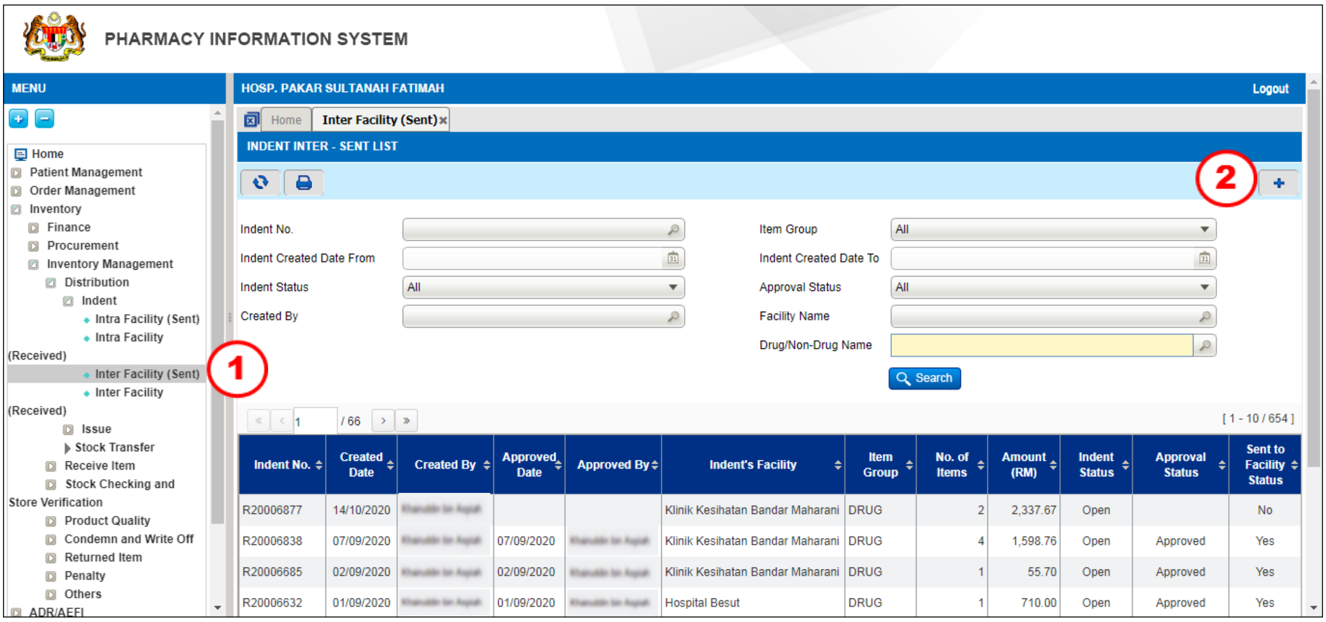


Figure 3.5-1 Create New External Indent

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.

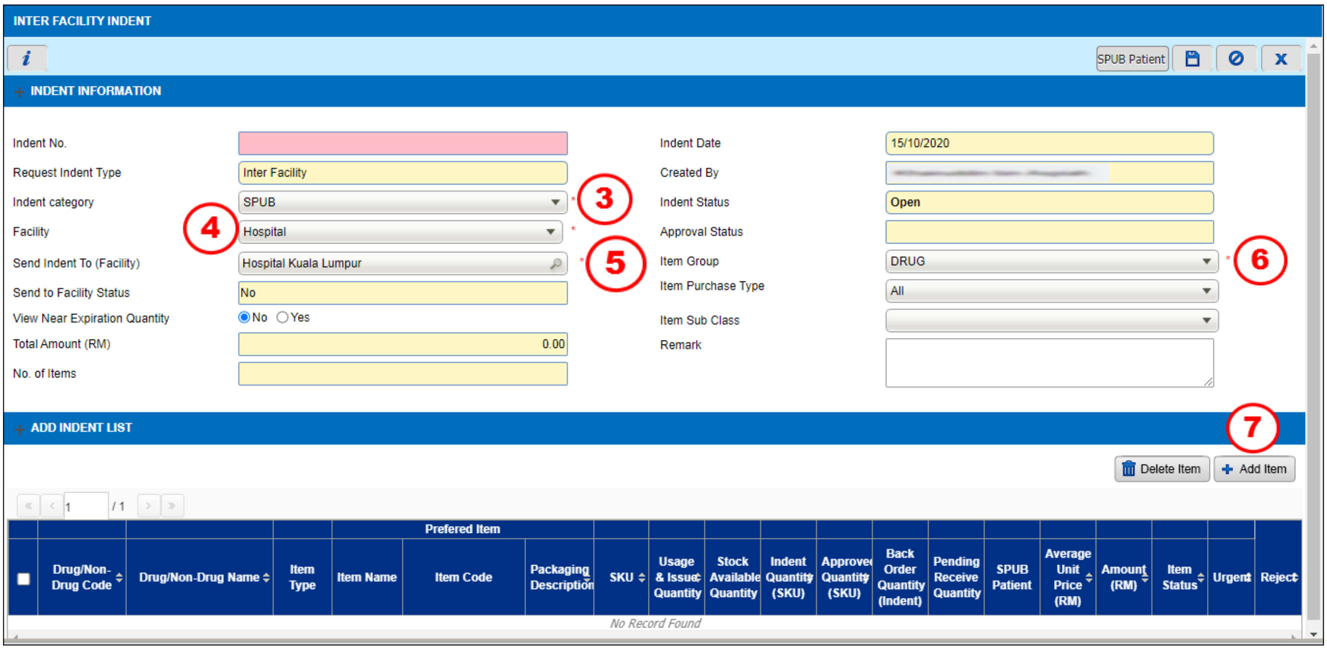
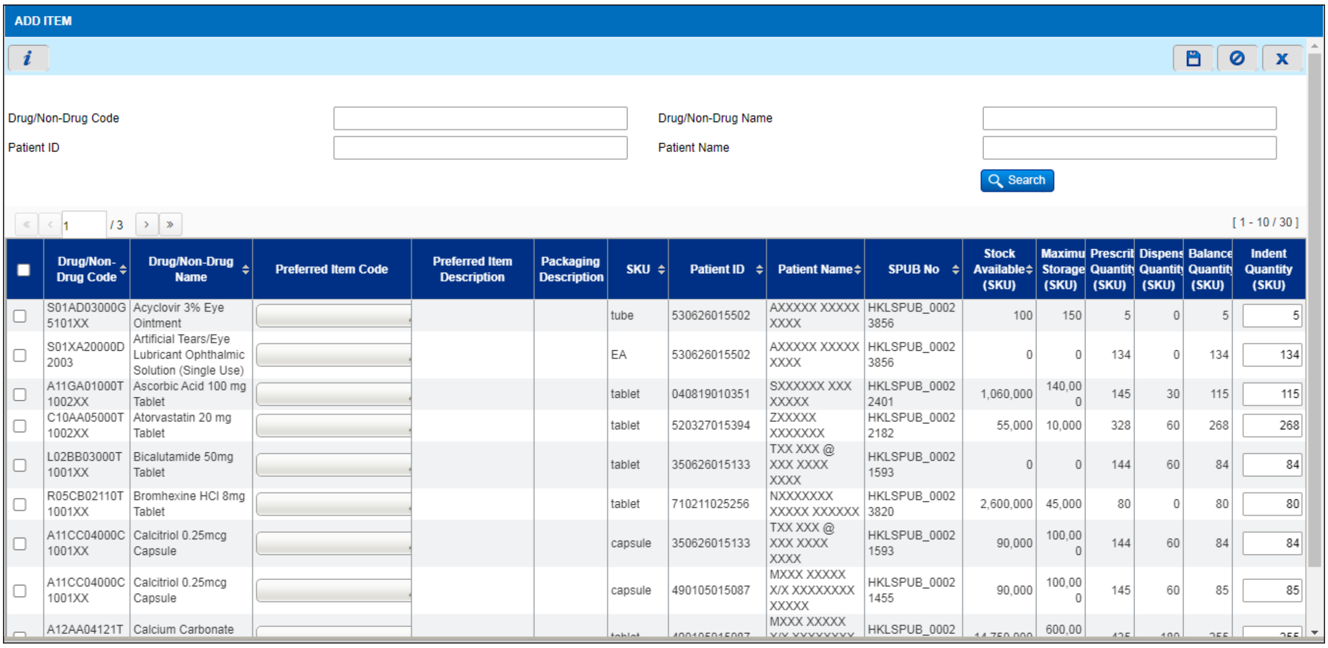


Figure 3.5-2 New Indent Information

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

Drug/Non-Drug Code | Drug/Non-Drug Name
Patient ID | Patient Name
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)	Prescrit Quantity (SKU)	Dispens Quantity (SKU)	Balance Quantity (SKU)	Indent Quantity (SKU)
	S01AD03000G 5101XX	Acyclovir 3% Eye Ointment				tube	530626015502	AXXXXX XXXXX XXXX	HKLSPUB_0002 3856	100	150	5	0	5	5
	S01XA20000D 2003	Artificial Tears/Eye Lubricant Ophthalmic Solution (Single Use)				EA	530626015502	AXXXXX XXXXX XXXX	HKLSPUB_0002 3856	0	0	134	0	134	134
	A11GA01000T 1002XX	Ascorbic Acid 100 mg Tablet				tablet	040819010351	SXXXXXX XXX XXXXX	HKLSPUB_0002 2401	1,060,000	140,00 0	145	30	115	115
	C10AA05000T 1002XX	Atorvastatin 20 mg Tablet				tablet	520327015394	ZXXXXX XXXXXXX	HKLSPUB_0002 2182	55,000	10,000	328	60	268	268
	L02BB03000T 1001XX	Bicalutamide 50mg Tablet				tablet	350626015133	TXX XXX @ XXX XXXX XXXX	HKLSPUB_0002 1593	0	0	144	60	84	84
	R05CB02110T 1001XX	Bromhexine HCl 8mg Tablet				tablet	710211025256	NXXXXXXX XXXXX XXXXXX	HKLSPUB_0002 3820	2,600,000	45,000	80	0	80	80
	A11CC04000C 1001XX	Calcitriol 0.25mcg Capsule				capsule	350626015133	TXX XXX @ XXX XXXX XXXX	HKLSPUB_0002 1593	90,000	100,00 0	144	60	84	84
	A11CC04000C 1001XX	Calcitriol 0.25mcg Capsule				capsule	490105015087	MXXX XXXXX X/X XXXXXXXX XXXXX	HKLSPUB_0002 1455	90,000	100,00 0	145	60	85	85
	A12AA04121T	Calcium Carbonate						MXXX XXXXX	HKLSPUB_0002		600,00				

Figure 3.5-3 SPUB Patient list

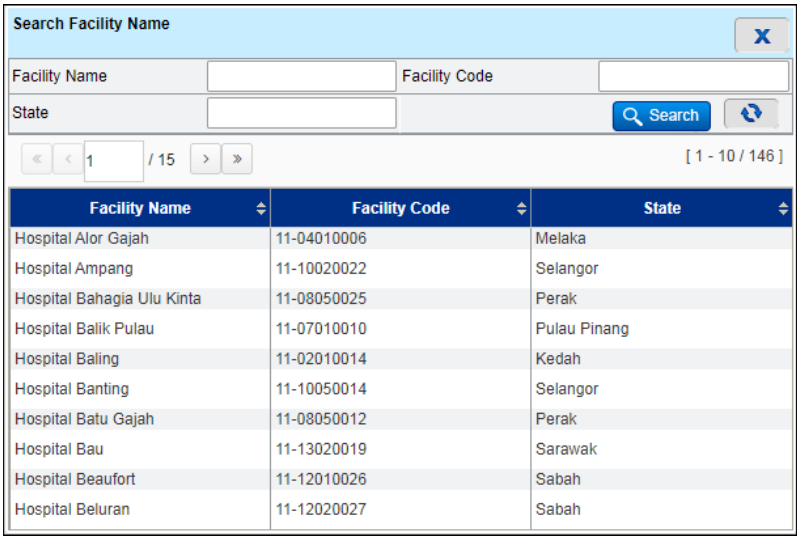
- *Only prescription that still active will be display in 'SPUB Patient' list. Active prescription criteria are:*
  a) *Drug status is not cancelled, stop or discontinued.*
  b) *Drug prescription date still not expired (order end date less than current date).*
  c) *Fully dispensed drug still will be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



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 Add Item button to add an item to indent.

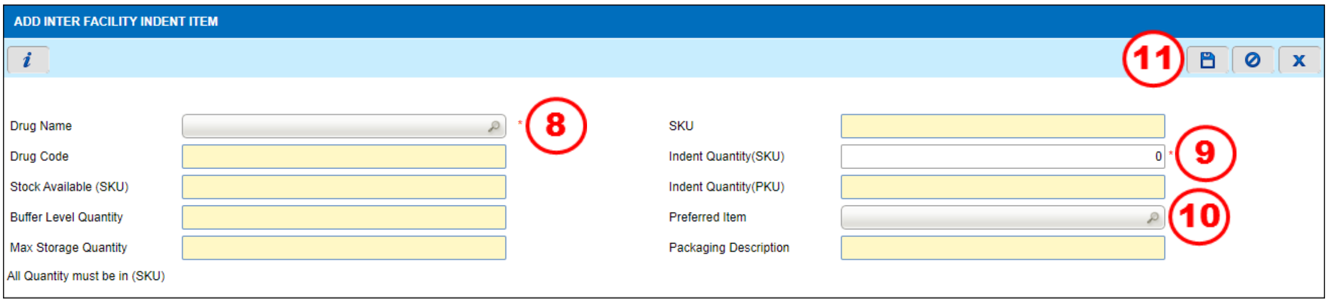


Figure 3.5-5 Add Indent Item

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 defult if user not select the preferred item system will select default item*

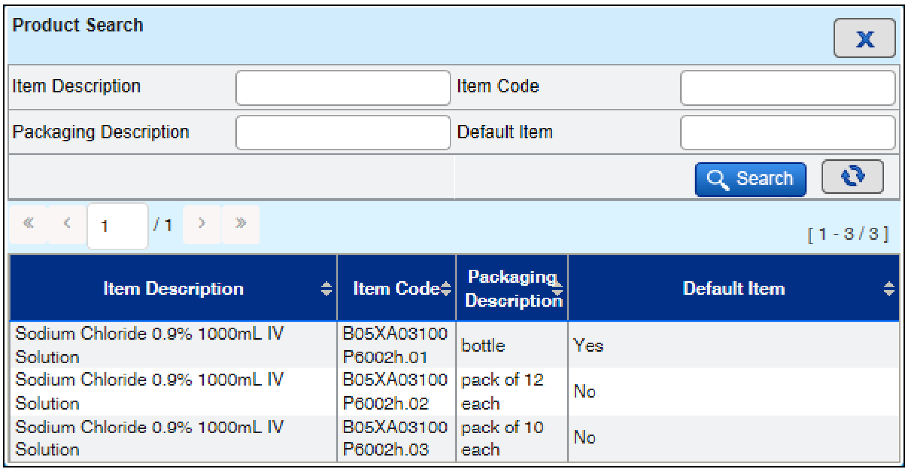


Figure 3.5-6 Add Indent Item

STEP 11

Click on the button to save the Add Indent Item

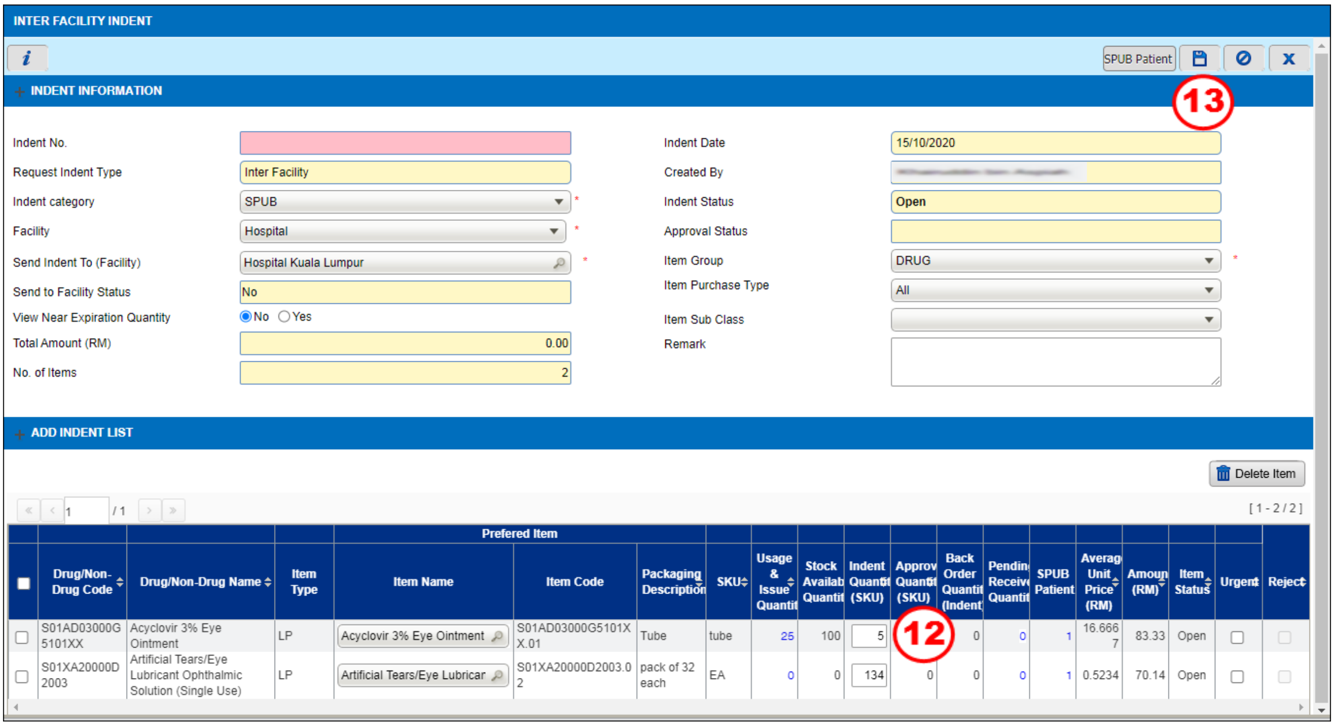


Figure 3.5-7 Indent List

STEP 12
Change the quantity to indent in the ***Indent Quantity*** field if needed

<u>Note</u>
*If the drugs are urgently needed, select on the **Urgent** check box.*

STEP 13
Click on the  button to save the Indent transaction

<u>Note</u>
- *After saving record, alert message will be displayed as per Figure 3.5-8 & Figure 3.5-9*

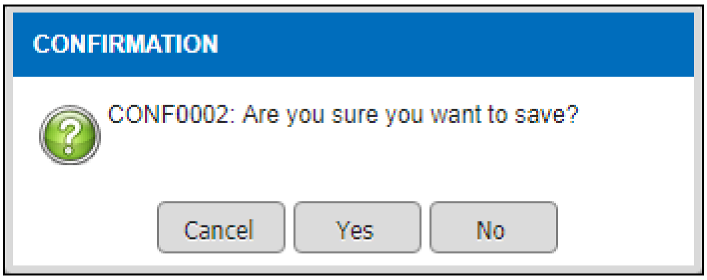


Figure 3.5-8 Save Record Alert Message

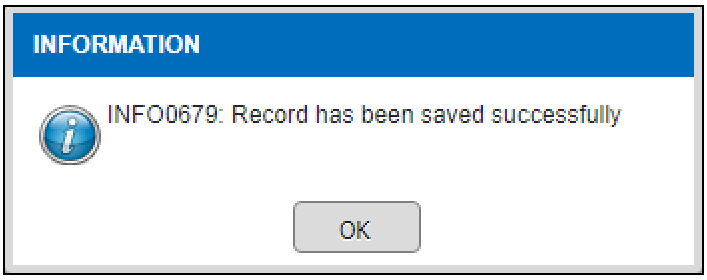


Figure 3.5-9 Save Record Alert Message

- ***Indent No*** *will be auto generated by system for future reference and the* Send for Approval *button and* Cancel Request *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

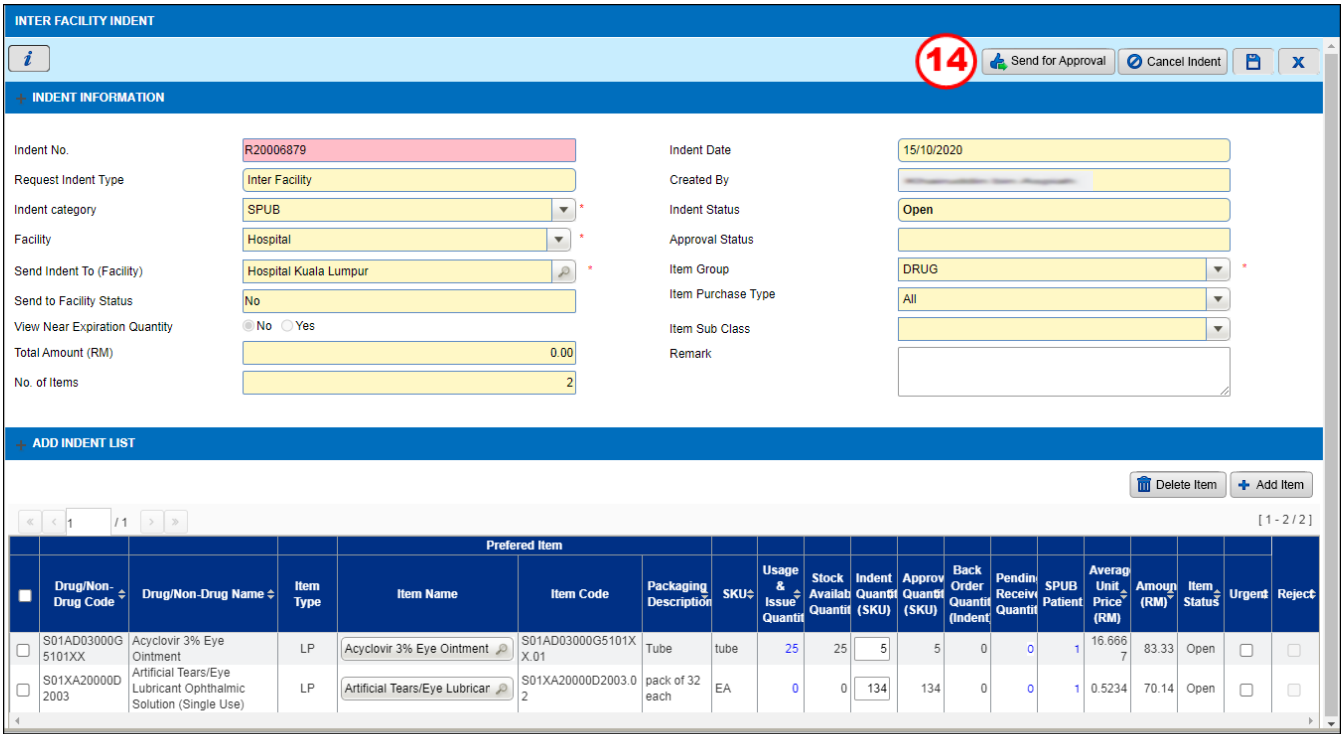


Figure 3.5-10 Send For Approval

STEP 14

Click on the 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.*

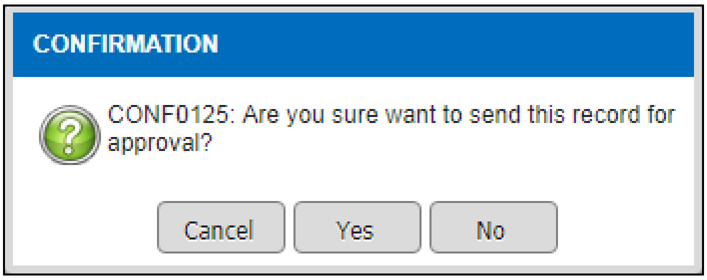


Figure 3.5-11 Send for Approval Record Alert Message

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

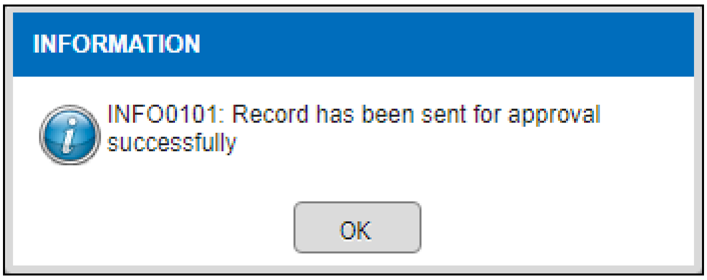


Figure 3.5-12 Alert Message

3.6 New Indent (Manufacturing)

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

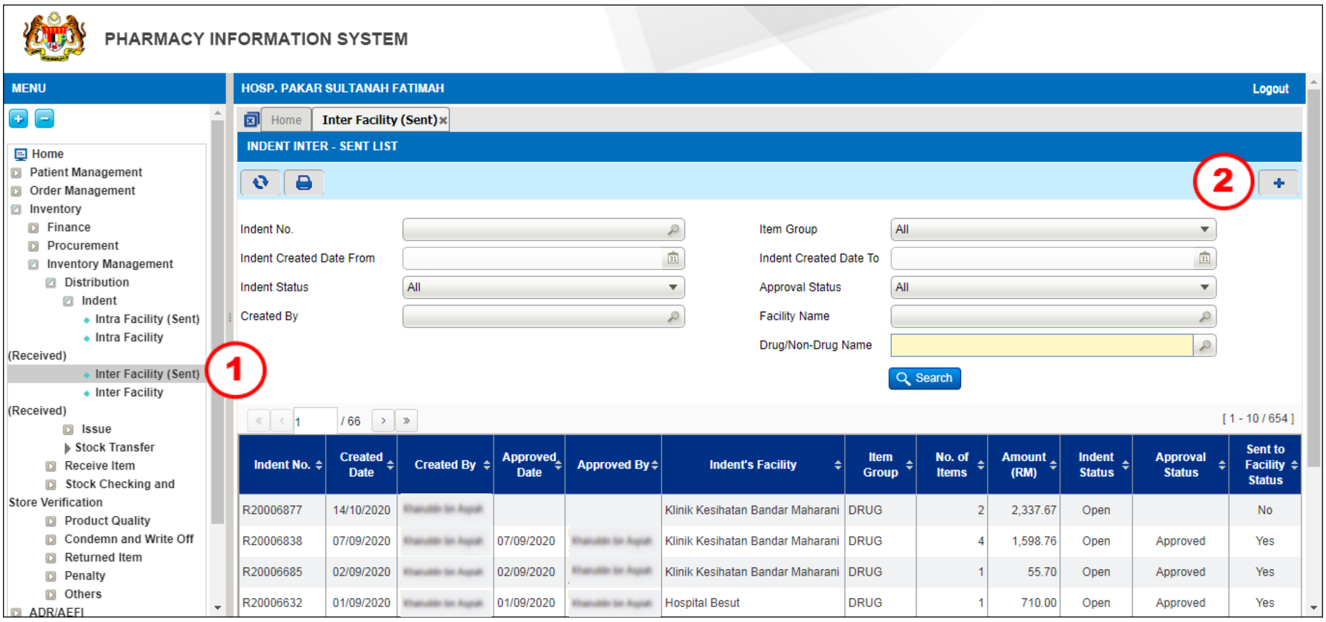


Figure 3.6-1 Create New External Indent

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.

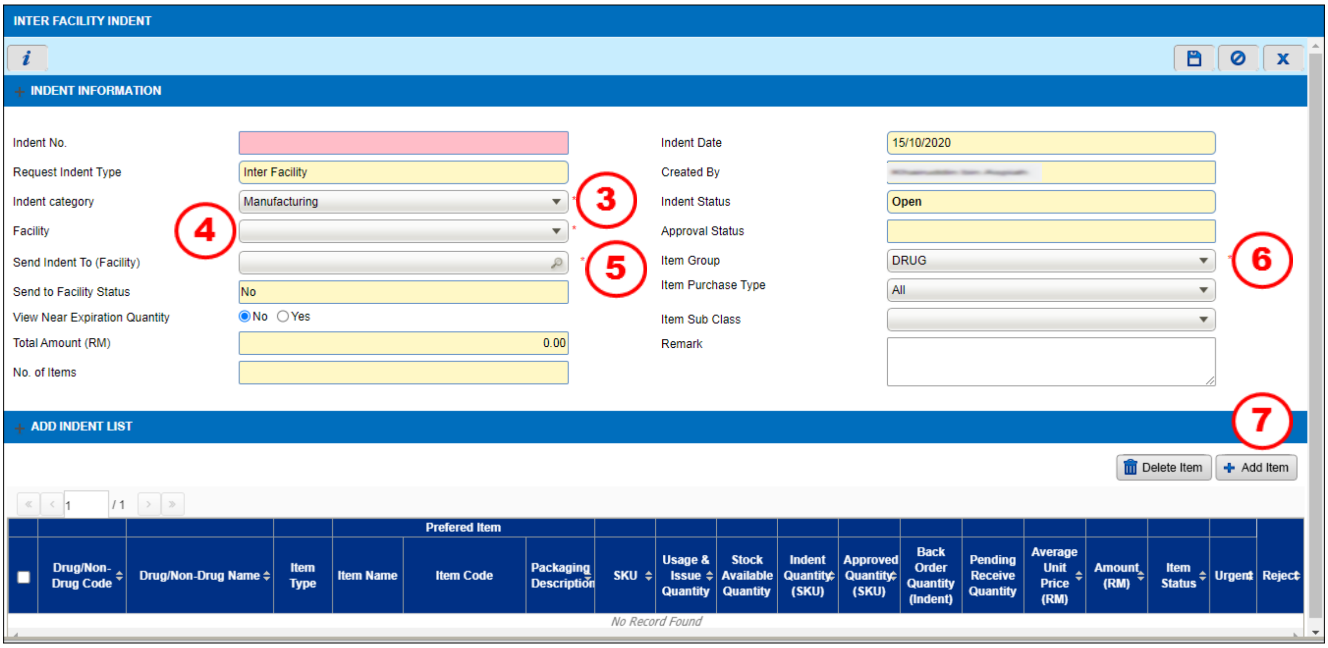


Figure 3.6-2 New Indent Information

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*

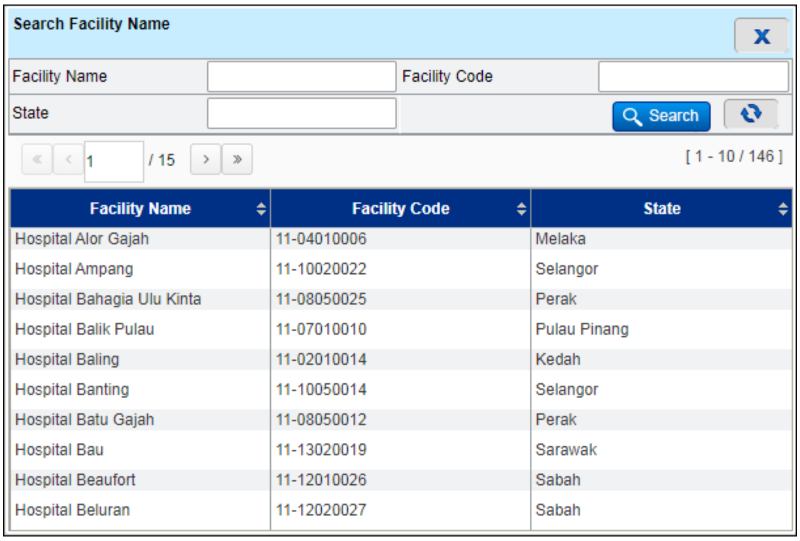
STEP 4
Select ***Facility***

- 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.*



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.*
  Indent Qty = Max Storage Qty (SKU) – Available Qty (SKU).

STEP 7

Click on the Add Item button to add an item to indent

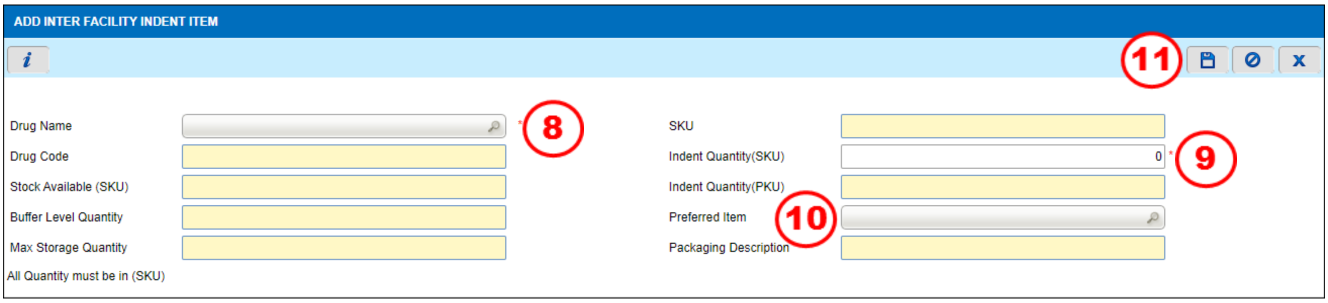


Figure 3.6-4 Add Indent Item

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).

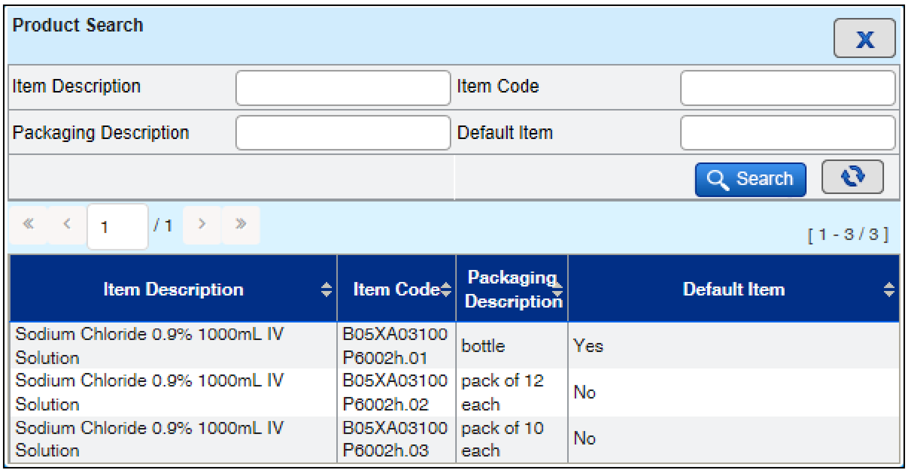


Figure 3.6-5 Add Indent Item

STEP 11

Click on the button to save the Add Indent Item

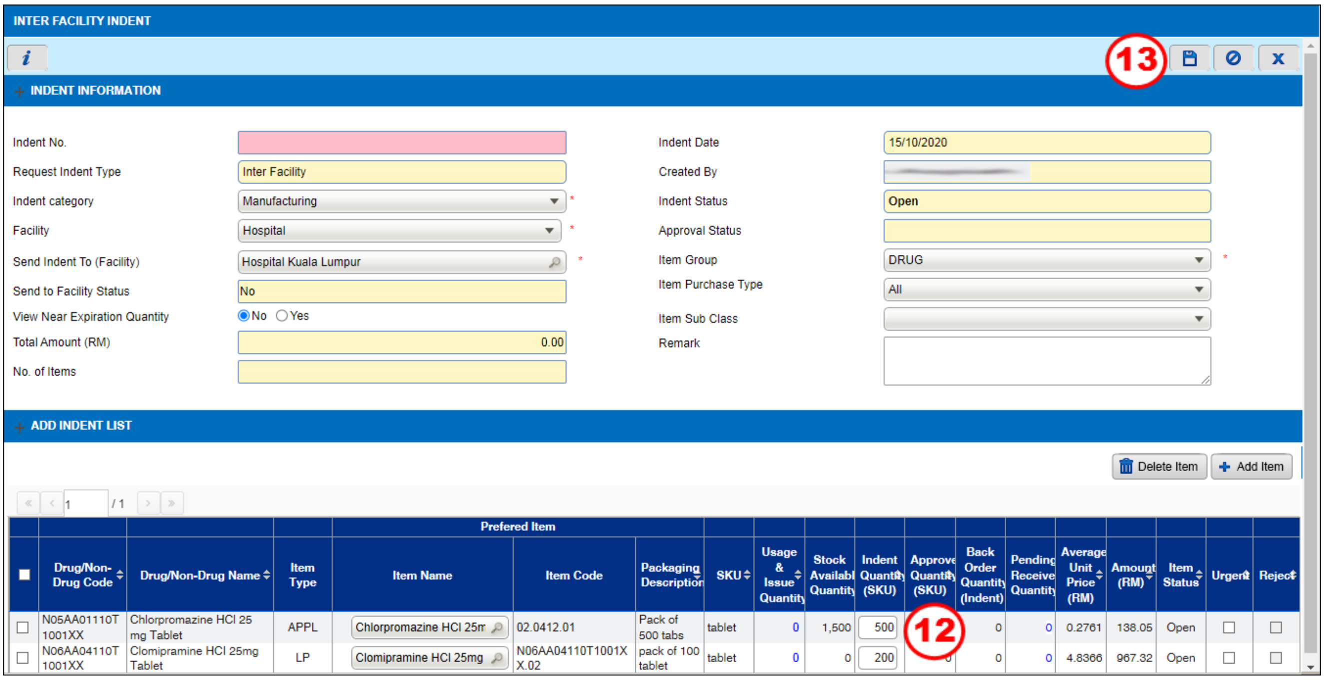


Figure 3.6-6 Indent List

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*

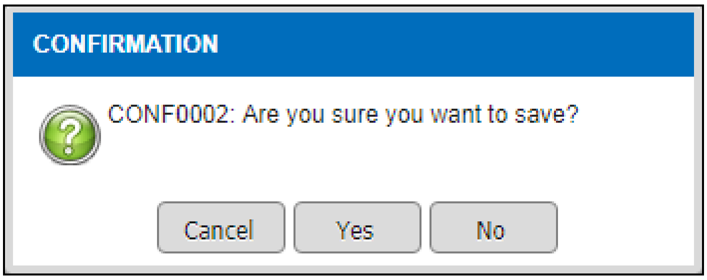


Figure 3.6-7 Save Record Alert Message

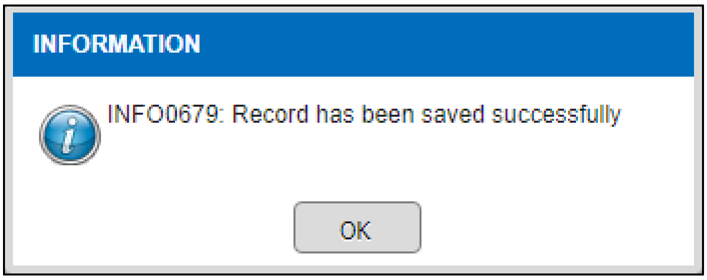


Figure 3.6-8 Save Record Alert Message

- ***Indent No*** *will be auto generated by system for future reference and the* Send for Approval *button and* Cancel Request *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

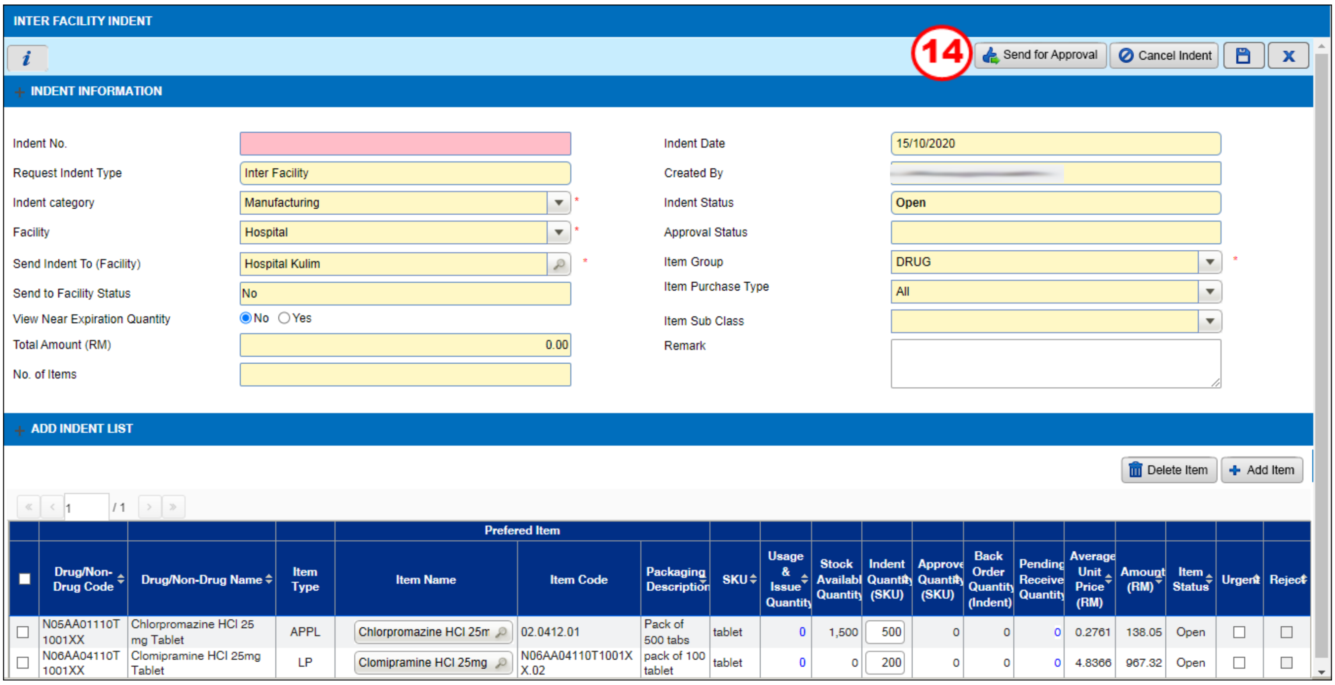


Figure 3.6-9 Send for Approval

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.*

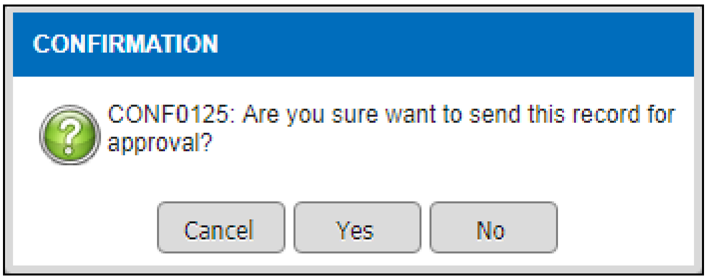


Figure 3.6-10 Send for Approval Record Alert Message

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

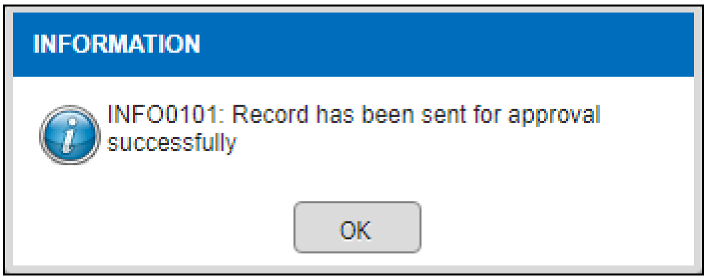


Figure 3.6-11 Alert Message

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

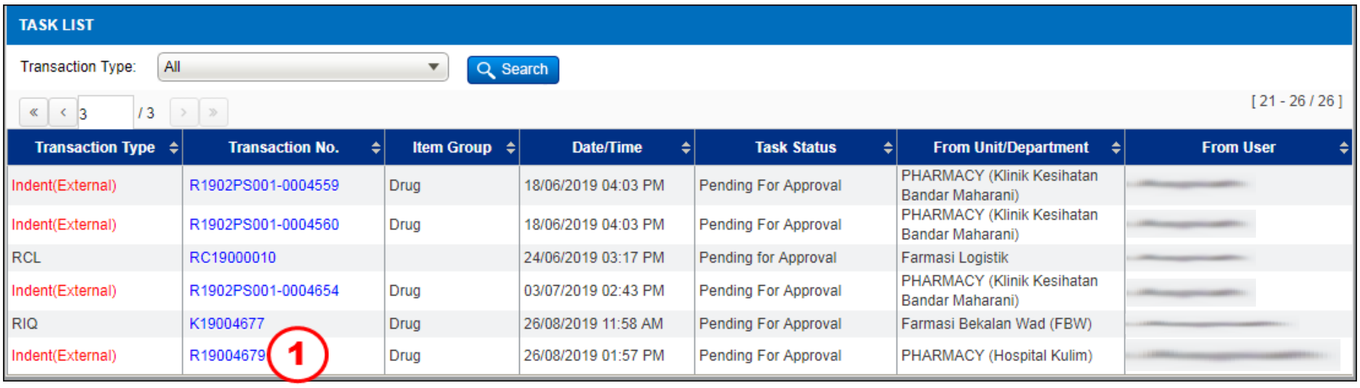


Figure 3.7-1 Task List

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.

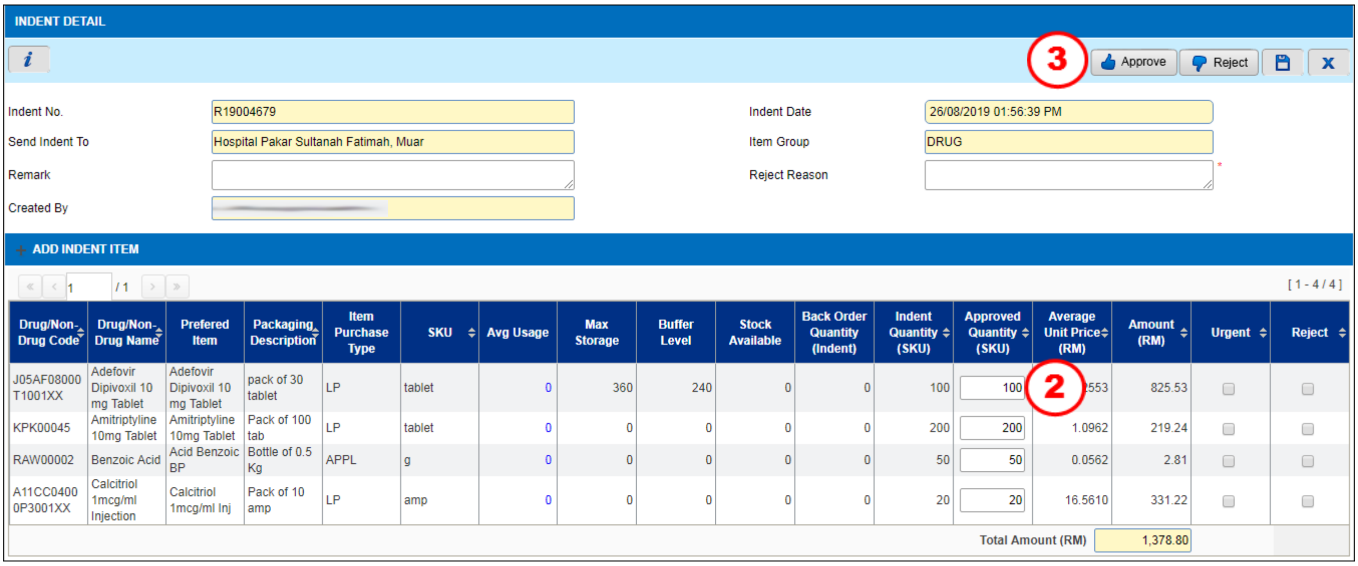


Figure 3.7-2 Indent Approval

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:*

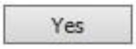
a) Change the transaction to urgent by tick on check box

b) 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.*

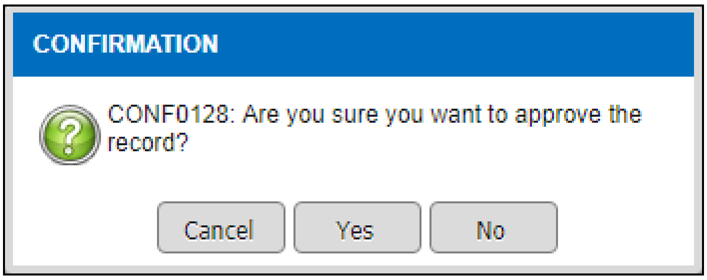


Figure 3.7-3 Approve Record Alert Message

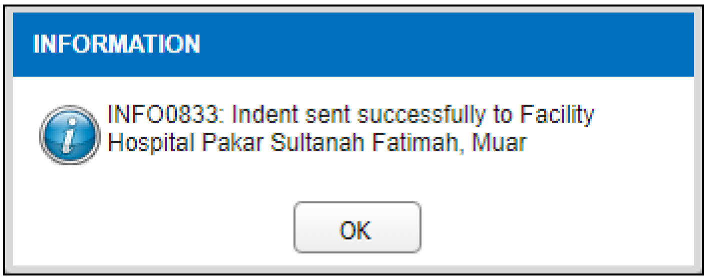
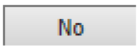


Figure 3.7-4 Approve Record Alert Message

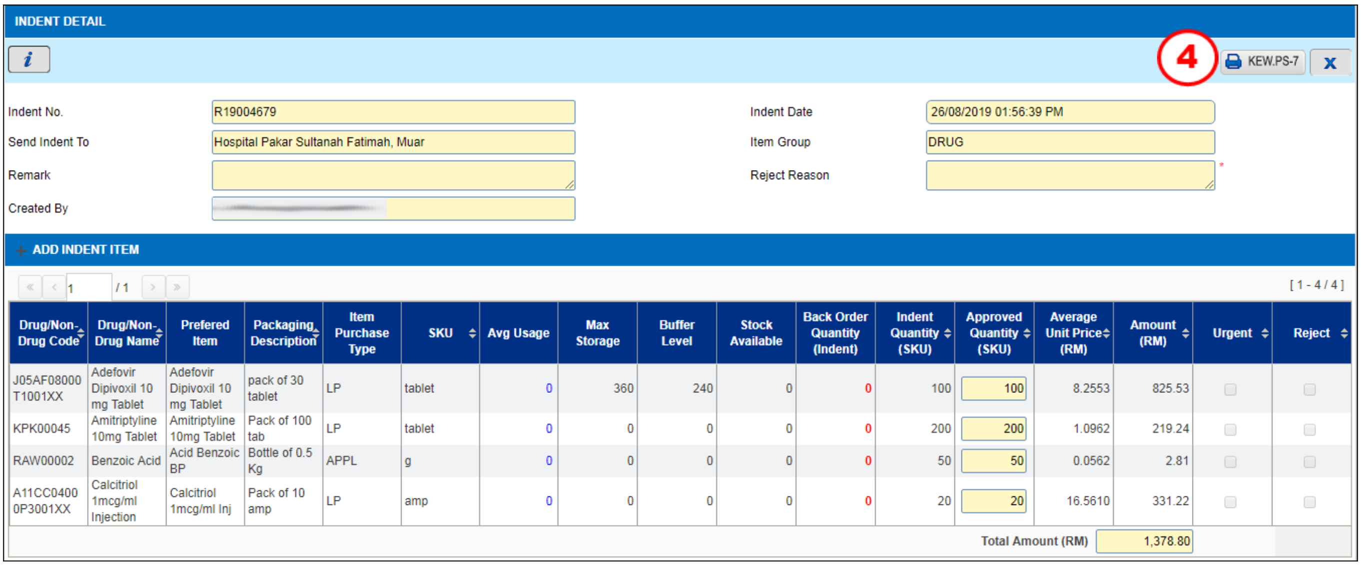
- *If user clicks on the*  *button, there will be no changes applied and the screen will return to the Indent screen.*

- 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.	R19004679	Indent Date	26/08/2019 01:56:39 PM
Send Indent To	Hospital Pakar Sultanah Fatimah, Muar	Item Group	DRUG
Remark		Reject Reason	
Created By			

+ ADD INDENT ITEM

1 / 1 [1 - 4 / 4]

Drug/Non-Drug Code	Drug/Non-Drug Name	Prefered 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 KEW.PS-7 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
No. BPPS : R19004679

Nama dan Alamat Pemesan : Pharmacy (Hospital Kulim)				**Nama dan Alamat Pengeluar :** Pharmacy (Hospital Pakar Sultanah Fatimah, Muar)											
Dilengkapkan Oleh Pemesan				**Dilengkapkan Oleh Pengeluar**											
				BAHAGIAN BEKALAN KAWALAN DAN AKAUN							**BAHAGIAN SIMPANAN**				
No. Kod	**Perihal Stok**	**Kuantiti Dimohon**	**SKU**	**No. Kod**	**SKU**	**Deskripsi Pembungkusan**	**Baki Sedia Ada**	**Kuantiti Diluluskan**	**Harga (RM) Seunit**	**Harga (RM) Jumlah**	**Kuantiti Dikeluarkan**	**No. Kelompok**	**Tarikh Luput**	**Pembungkusan (Perlu/Tidak)**	**No. Borang Pembungkusan Stok(BPS)**
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 :	**Pegawai Penerima :**	**Pegawai Pelulus :**	**Dikeluarkan dan Direkod oleh :**
....	....	....	....
Nama : [illegible]	**Nama :**	**Nama :**	**Nama :**
Jawatan : Pegawai Farmasi UF48	**Jawatan:**	**Jawatan :**	**Jawatan :**
Unit : Farmasi Logistik	**Unit :**	**Unit :**	**Unit :**
Jabatan : Pharmacy	**Jabatan :**	**Jabatan :**	**Jabatan :**
Tarikh : 26/08/2019	**Tarikh :**	**Tarikh :**	**Tarikh :**
Tarikh pesanan diluluskan : 26/08/2019	*(Dilengkapkan setelah stok diterima)*		

Printed Date : 26/08/2019 **Printed By** : [illegible] **Unit Name** : Farmasi Logistik **Source** : PhIS

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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