



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

User Manual Inventory (Internal Indent)

Version	: 10th EDITION
Document ID	: U. MANUAL_INV_INTERNAL INDENT



PhIS & CPS Project
User Manual – Internal Indent



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Reference ID: U. MANUAL_INV_INTERNAL INDENT-10th EDITION

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



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1.0 Introduction

1.1 Overview of PhIS

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

There are 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 (Internal Indent) sub-module and its key features and functionalities. The primary objective is to guide users through the process of completing PhIS application process.

User will understand the following activities in detail:

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

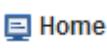
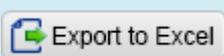
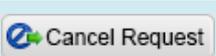
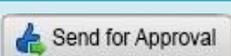
1.3 Organised Sections

These are the sections within this document:

- Section 1: Introduction
- Section 2: Application Standard Features
- Section 3: Internal 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
<input type="checkbox"/>	Checkbox		Edit Record
	Cancel		Delete Record
	Save		Export and Open Report in Excel Format
	Add Item to the list		Delete Item from the list
	Request for Approval		Cancel the Request
	Approve Transaction		Reject Transaction
	Send for Approval		Dropdown Box
	Automatically Display/Retrieve Box		Empty Text Box



Module Legend

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
Intra Facility (Receive) Internal Indent	16
KEW.PS-7	26

3.0 Internal Indent

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 Recommended Indent List (RIL) or at ad-hoc situation via supplementary where there is a sudden need to require the items.

User Group

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

Functional Diagram

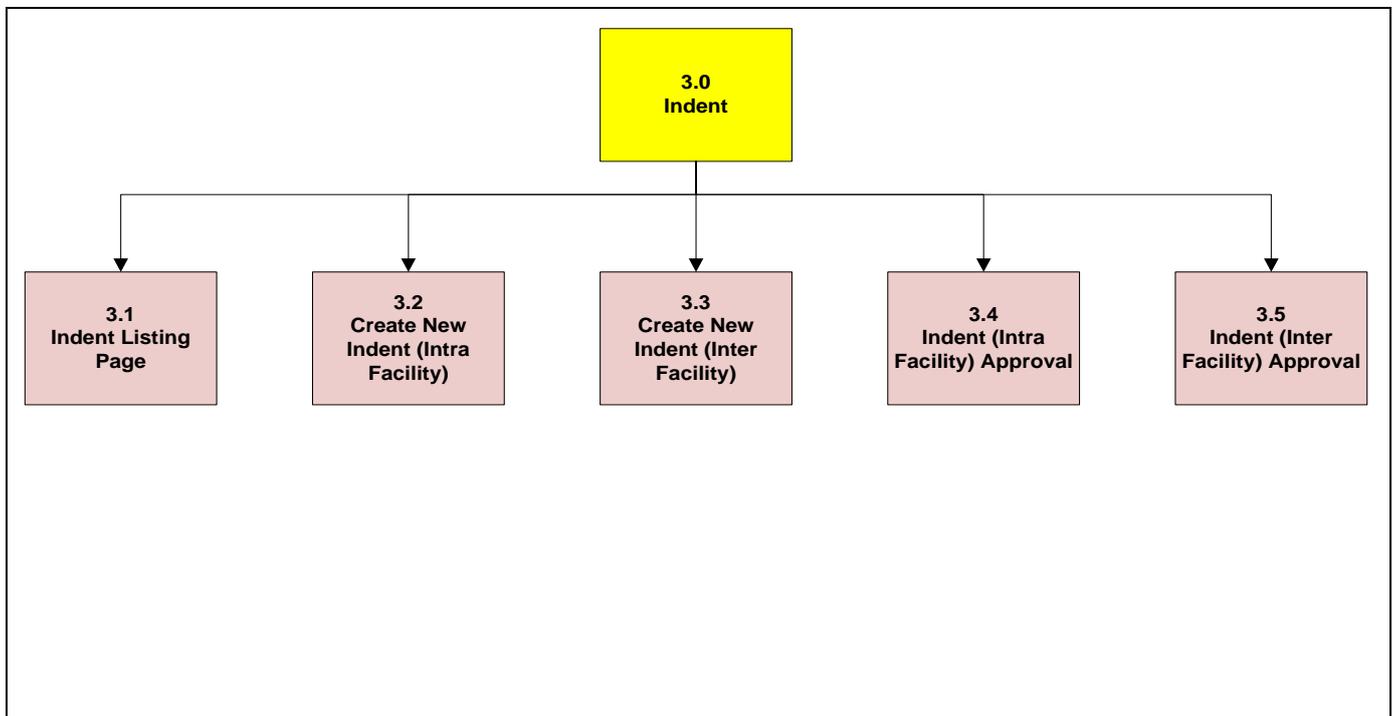


Figure 3-0-1

Functional Description

Indent comprises of three (3) main functions:

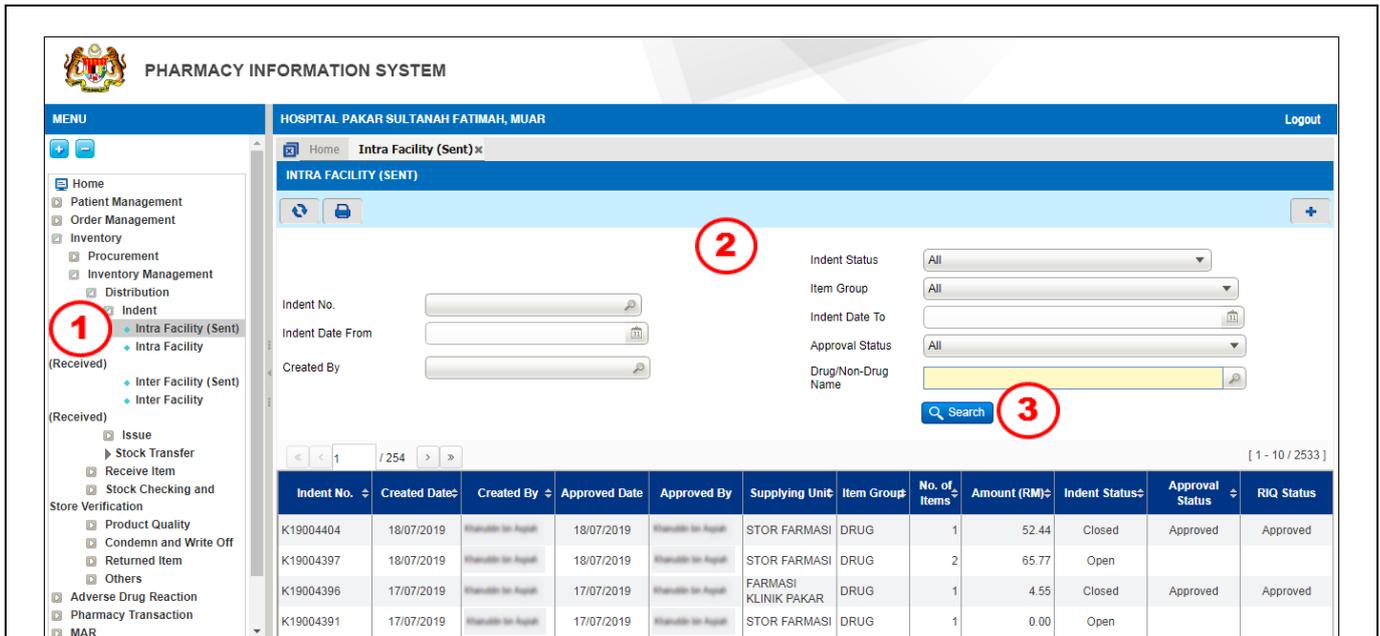
- **Indent (Intra)**
Indent (Intra) is the indenting within facility
This function allows user to view all existing transaction and create a new transaction
- **Indent (Inter)**
Indent (Inter) is the indenting to externally facility
This function allows user to view all existing transaction and create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

3.1 Internal Indent

Requesting Unit will indent Drug/Non-drug items from the Supplying unit. 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.

3.1.1 View Existing Transaction

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



Indent No.	Created Date	Created By	Approved Date	Approved By	Supplying Unit	Item Group	No. of Items	Amount (RM)	Indent Status	Approval Status	RIQ Status
K19004404	18/07/2019	Available for Approval	18/07/2019	Available for Approval	STOR FARMASI	DRUG	1	52.44	Closed	Approved	Approved
K19004397	18/07/2019	Available for Approval	18/07/2019	Available for Approval	STOR FARMASI	DRUG	2	65.77	Open		
K19004396	17/07/2019	Available for Approval	17/07/2019	Available for Approval	FARMASI KLINIK PAKAR	DRUG	1	4.55	Closed	Approved	Approved
K19004391	17/07/2019	Available for Approval	17/07/2019	Available for Approval	STOR FARMASI	DRUG	1	0.00	Open		

Figure 3.1.1-1 Indent listing Page

STEP 1

Click on 'Inventory' menu followed by 'Inventory Management', click Distribution, click Indent' and then click Intra Facility Indent'.

STEP 2

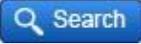
To search for existing Indent record(s), user may search by criteria as follows:

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

g	Approval Status	Search by: - All - Approved - Open - Pending for Approval - Rejected	Able to filter and search record(s)
i	Drug/Non-Drug Name	-	-

Table 3.1.1-1

STEP 3

Click on the  button after input of criteria

STEP 4

Double-click on the selected record details listed as per Figure 3.1.1-1

Note

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

3.2 Intra Facility (Sent) Internal Indent

To create a new record for Intra Facility (Sent) Internal Indent, perform steps below:

PHARMACY INFORMATION SYSTEM
HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

Home Intra Facility (Sent) x Logout

INTRA FACILITY (SENT)

Indent No. []
Indent Date From []
Created By []

Indent Status: All
Item Group: All
Indent Date To: []
Approval Status: All
Drug/Non-Drug Name: []

[Search]

[1 - 10 / 2533]

Indent No.	Created Date	Created By	Approved Date	Approved By	Supplying Unit	Item Group	No. of Items	Amount (RM)	Indent Status	Approval Status	RIQ Status
K19004404	18/07/2019	Available for Request	18/07/2019	Available for Request	STOR FARMASI	DRUG	1	52.44	Closed	Approved	Approved
K19004397	18/07/2019	Available for Request	18/07/2019	Available for Request	STOR FARMASI	DRUG	2	65.77	Open		
K19004396	17/07/2019	Available for Request	17/07/2019	Available for Request	FARMASI KLINIK PAKAR	DRUG	1	4.55	Closed	Approved	Approved
K19004391	17/07/2019	Available for Request	17/07/2019	Available for Request	STOR FARMASI	DRUG	1	0.00	Open		

Figure 3.2-1 Indent Listing Page

STEP 1

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

STEP 2

Click on the button to create a new record

Note

- Indent screen will be displayed as shown in Figure 3.2-2.

INTRA FACILITY INDENT

Generate RIL [] [] [] []

INDENT INFORMATION

Indent No. []
Request Indent Type: Intra Facility
Unit Name: Farmasi Bekalan Wad (FBW)
Item Group: DRUG
View Near Expiration Quantity: No Yes
Total Amount (RM): []
Remark: []

Indent Date: 25/01/2019
Send Indent To: Farmasi Logistik
Created By: []
Item Sub Class: []
No. of Items: []
Indent Status: Open
Approval Status: []
Item Purchase Type: All

ADD INDENT LIST

Delete Item [] Add Item []

[1 / 1]

Drug/Non-Drug Code	Drug/Non-Drug Name	Item Type	Item Code	Item Name	Package description	SKU	Max Storage	Usage & Issue Quantity	Stock Available Quantity	Indent Quantity (SKU)	Approve Quantity (SKU)	Back Order Quantity	Pending Receive Quantity	Average Unit Price	Amount (RM)	Item Status	Urgent	Reject
--------------------	--------------------	-----------	-----------	-----------	---------------------	-----	-------------	------------------------	--------------------------	-----------------------	------------------------	---------------------	--------------------------	--------------------	-------------	-------------	--------	--------

Figure 3.2-2 Create New Indent Information

- New created Indent Record **Status** is defaulted as 'Open'.
- **Unit Name** is defaulted based on user's login ID.
- **Indent Date** is defaulted to the system date and time.

STEP 3

Select **Item Group** from dropdown box:

- Drug
- Non-Drug

Note

- User can only choose either Drug or Non-Drug for the **Item Group** in one Indent transaction.
- **Item Sub Class** is an optional field.
- **View Near Expiration Quantity** is defaulted to 'NO'.
- If 'YES' radio button is selected for 'View Near Expiration Quantity', the 'Number of Days' field will be enabled and is mandatory for the user to enter.
- The system will display the quantity of drugs that will expire prior to the number of days entered.

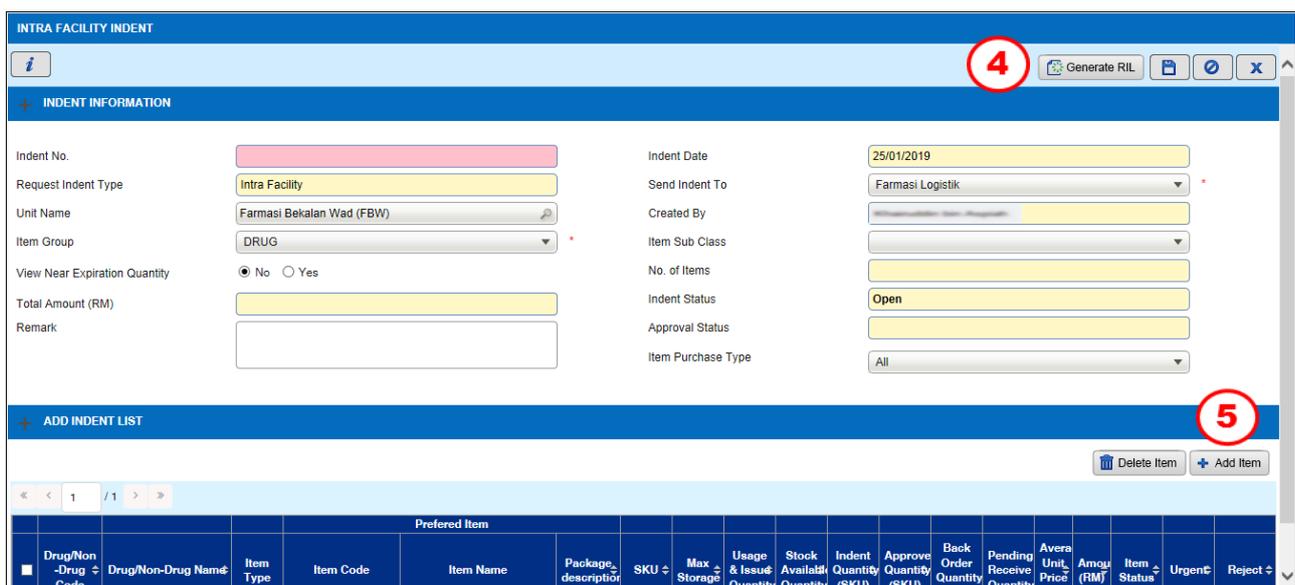


Figure 3.2-3 Recommended Indent List

STEP 4

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.
- User not allowed to add more than Max Storage. System will calculate based on the formula and validation (**Generate RIL & Add Item**) below:
 - Formula for Indent Quantity: **Indent Quantity = Max Storage – (Stock Available + Pending To Receive + Back Order)**

- b. If **Stock Available + Pending to receive** \geq **Max Storage**, system not allow user to Generate in RIL and add item manually by Add Item button.
- c. If drug still have **Pending to Receive in system but the Indent Qty is more than 0**, when Generate RIL or add item manually by Add Item button, system will prompt message 'Still have pending item which not be received'
- d. Indent Quantity also calculated based on Conversion Factor of Item Preferred. If indent quantity suggested is not same as packaging, the calculation based on round up the value based on the packaging
- e. System will prompt error message if the indent quantity is more than '**Stock Available**' + '**Pending to receive**' quantity.

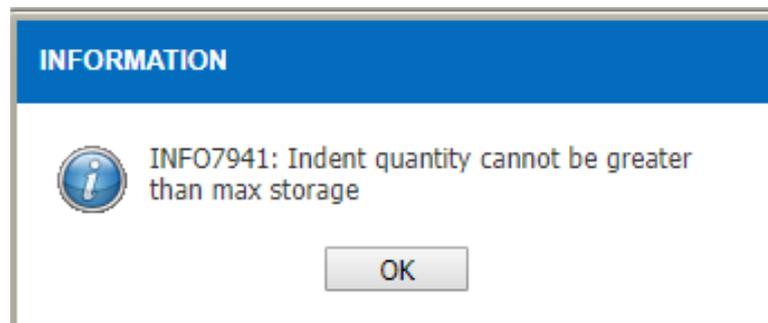


Figure 3.2-4 Information Messages

STEP 5

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

Note

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

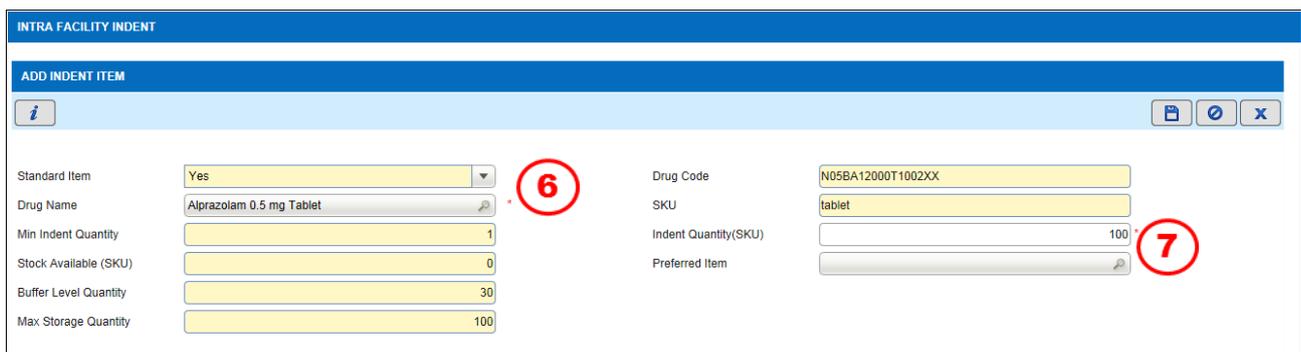


Figure 3.2-5 Add Indent Item

STEP 6

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

Note

List of **Drug/Non-Drug Name** will be displayed as shown in Figure 3.2-6.

Search Drug/Non-Drug Name	
Drug/Non-Drug Name	<input type="text"/>
Drug/Non-Drug Code	<input type="text"/>
<input type="button" value="Search"/> <input type="button" value="Refresh"/>	
[1 / 1] [1 - 7 / 7]	
Drug/Non-Drug Name	Drug/Non-Drug Code
Cimicifuga Rhizome Extract 20mg Tablet	HG03WA5001T1001XX
Digoxin 62.5 mcg Tablet	C01AA05000T1002XX
Granisetron HCl 1 mg Tablet	A04AA02110T1001XX
Lidocaine 25mg, Prilocaine 25mg Cream	N01BB52974G1001XX
Olopatadine HCl 0.2% Ophthalmic Solution	S01GX09110D2002XX
Sildenafil Citrate 100 mg Tablet	G04BE03136T1003
Zidovudine 100 mg Capsule	J05AF01000C1001XX

Figure 3.2-6 Drug Name List

STEP 7

Enter the **preferred item** to be indent

Note

List of **Preferred Item** will be displayed as shown in Figure 3.2-7.

Product Search			
Item Description	<input type="text"/>	Item Code	<input type="text"/>
Packaging Description	<input type="text"/>	Default Item	<input type="text"/>
<input type="button" value="Search"/> <input type="button" value="Refresh"/>			
[1 / 1] [1 - 8 / 8]			
Item Description	Item Code	Packaging Description	Default Item
Alprazolam 0.5 mg Tablet	N05BA12000 T1002XX.03	pack of 100 tablet	Yes 8
Alprazolam 0.5 mg Tablet	N05BA12000 T1002XX.01	pack of 1000 tablet	No
Alprazolam 0.5 mg Tablet	N05BA12000 T1002XX.02	pack of 500 tablet	No
Alprazolam 0.5 mg Tablet	N05BA12000 T1002-15	pack of 15 tablet	No

Figure 3.2-7 Preferred Item

Note

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

STEP 8

Double click on the **preferred item**.

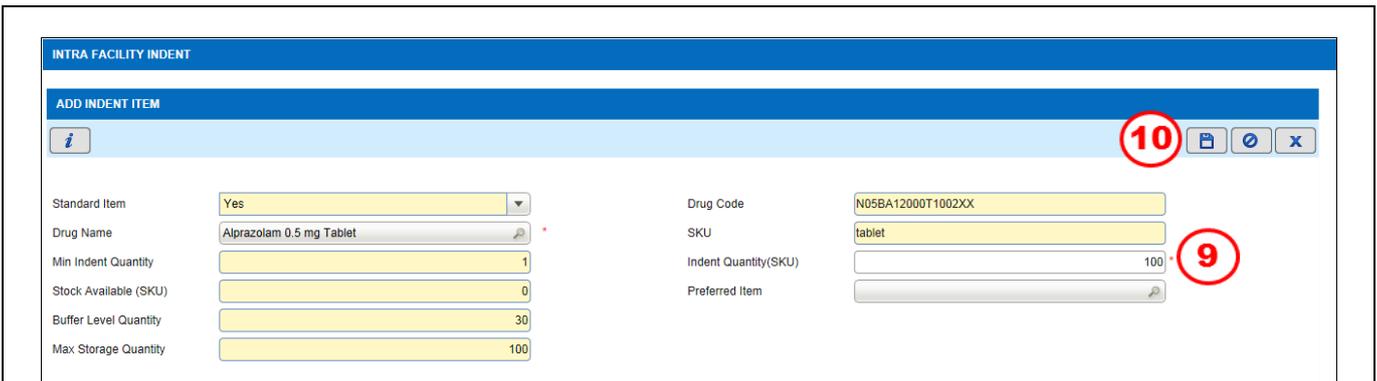


Figure 3.2-8 Add Indent Item

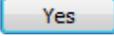
STEP 9

Enter the *Indent Quantity(SKU)*

STEP 10

Click on the  button to save the Add Indent Item

Note

- After clicking save, an alert message will be displayed as per Figure 3.2-9, click on the  button to confirm saving of the record.

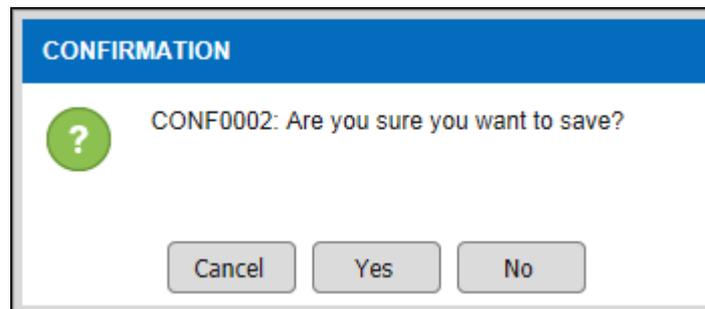


Figure 3.2-9 Save Record Alert Message

- User will be redirected to the Indent Information screen as shown in Figure 3.2-10

Generate RIL

INDENT INFORMATION

Indent No.	<input type="text"/>	Indent Date	<input type="text" value="25/01/2019"/>
Request Indent Type	<input type="text" value="Intra Facility"/>	Send Indent To	<input type="text" value="Farmasi Logistik"/>
Unit Name	<input type="text" value="Farmasi Bekalan Wad (FBW)"/>	Created By	<input type="text" value="Mikhaeludin Bin Pragasari"/>
Item Group	<input type="text" value="DRUG"/>	Item Sub Class	<input type="text"/>
View Near Expiration Quantity	<input checked="" type="radio"/> No <input type="radio"/> Yes	No. of Items	<input type="text" value="1"/>
Total Amount (RM)	<input type="text" value="63.45"/>	Indent Status	<input type="text" value="Open"/>
Remark	<input type="text"/>	Approval Status	<input type="text"/>
		Item Purchase Type	<input type="text" value="All"/>

ADD INDENT LIST

< < 1 / 1 > >

Preferred Item																		
Drug/Non-Drug Code	Drug/Non-Drug Name	Item Type	Item Code	Item Name	Package, descriptor	SKU	Max Storage	Usage & Issue Quantity	Stock Available Quantity	Indent Quantity (SKU)	Approve Quantity (SKU)	Back Order Quantity (Indent)	Pending Receive Quantity	Average Unit Price (RM)	Amount (RM)	Item Status	Urgent	Reject
<input type="checkbox"/> N05BA12000T1002XX	Alprazolam 0.5 mg Tablet	LP	N05BA12000T1002XX.03	Alprazolam 0.5 mg Table	pack of 100 tablet	tablet	100	0	0	100	100	0	0	0.6345	63.45	Open	<input type="checkbox"/>	<input type="checkbox"/>

Figure 3.2-10 Indent List

STEP 11

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 12

Click on the  button to save the Indent transaction

Note

After clicking save, an alert message will be displayed as per Figure 3.2-11 and Figure 3.2-12.

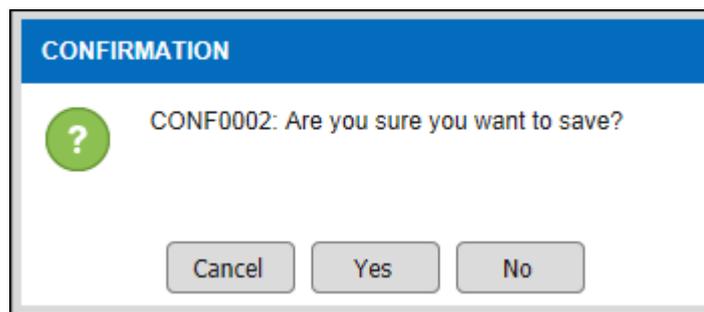
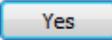


Figure 3.2-11 Save Record Alert Message

- Click on the  button.

U. MANUAL_INV_INTERNAL INDENT-10th E

Page 13

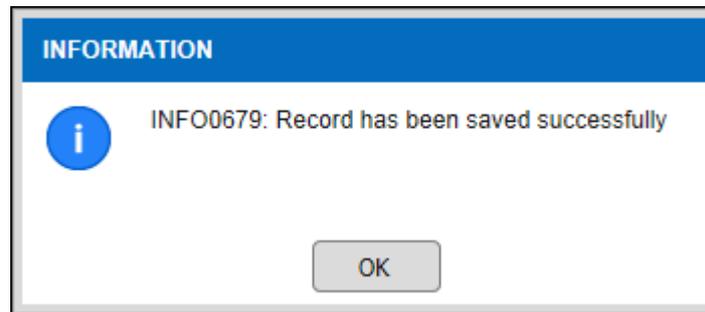
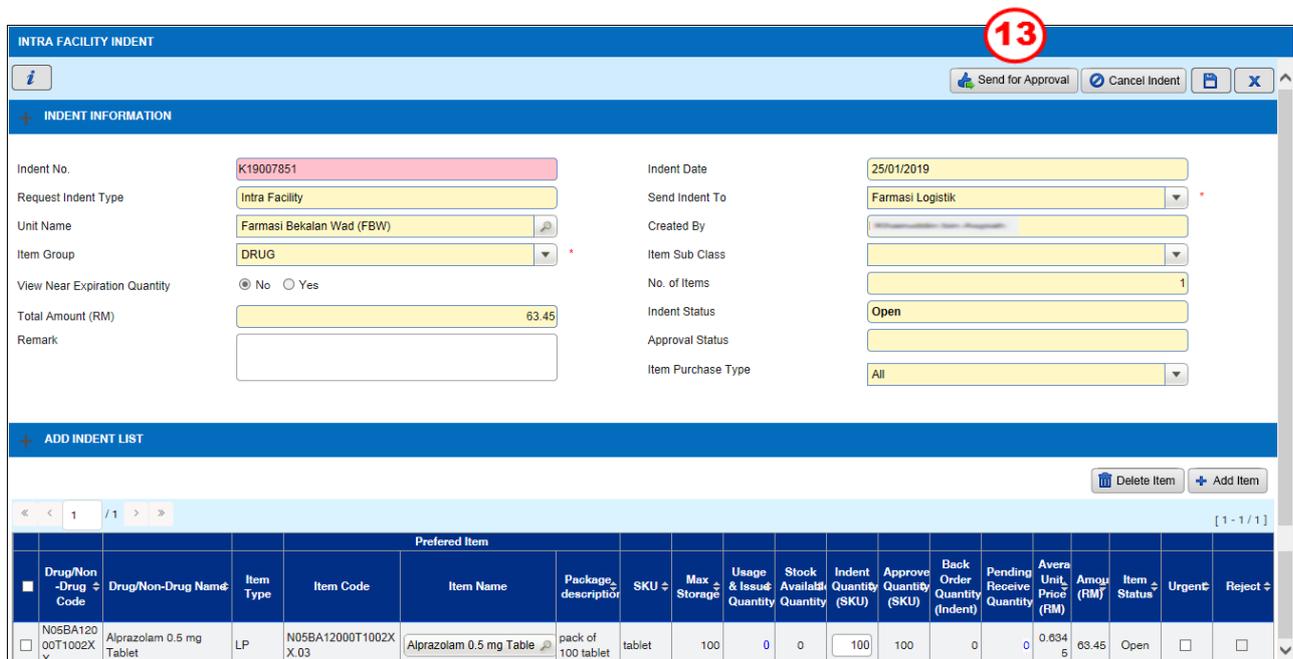


Figure 3.2-12 Save Record Alert Message

- 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

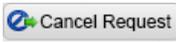
Table 3.2-1



Drug/Non-Drug Code	Drug/Non-Drug Name	Item Type	Item Code	Item Name	Package description	SKU	Max Storage	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
N05BA12D00T1002XX	Alprazolam 0.5 mg Tablet	LP	N05BA12000T1002XX.03	Alprazolam 0.5 mg Table	pack of 100 tablet	tablet	100	0	0	100	100	0	0	0.6345	63.45	Open	<input type="checkbox"/>	<input type="checkbox"/>

Figure 3.2-10 Send for Approval

STEP 13

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.

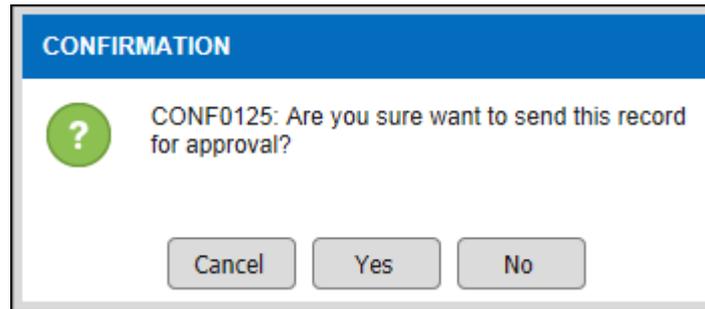


Figure 3.2-11 Send for Approval Record Alert Message

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

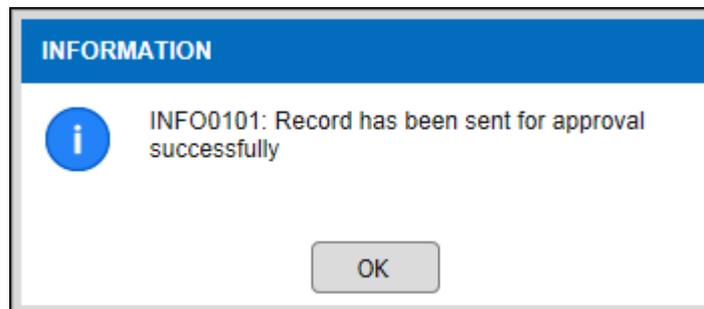


Figure 3.2-12 Alert Message

3.3 Intra Facility (Receive) Internal Indent

To create a new record for Intra Facility (Receive) Internal Indent, perform steps below:

Indent No.	Indent Reference No	Created Date	Created By	Indenter's Unit Name	Accepted Date	Accepted By	Item Group	No. of Items	Amount (RM)	Indent Status	RIQ Status
K19004674	REF1231233	30/06/2019	Available for Input	Farmasi Cytotoxic Drug Reconstitution (CDR)	16/07/2019	Available for Input	DRUG	1	5,456,790.07	Open	
K19004670	Test12313	26/05/2019	Available for Input	Farmasi Pengeluaran (SUBSTOR)	09/07/2019	Available for Input	DRUG	3	986,617,274.97	Open	
K19004668	tesdttt	03/06/2019	Available for Input	Farmasi Manufacturing & Pre Pack- Rx Filling	09/07/2019	Available for Input	DRUG	1	26,072.12	Closed	Approved

Figure 3.3-1 Indent Listing Page

STEP 1

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

STEP 2

Click on the button to create a new record

Note

- This function allow user to record indent record receive manually from other unit (not using PhIS). This will allow user to track the issue process to closure.
- Indent screen will be displayed as shown in Figure 3.3-2.

Drug/Non-Drug Code	Drug/Non-Drug Name	Item Type	Item Name	Item Code	Packaging Description	SKU	Indent Quantity (SKU)	Stock Available Quantity (Issuer)	Average Unit Price (RM)	Amount (RM)	Item Status	Urgent
No Record Found												

Figure 3.3-2 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 **Indenter's Unit Name**

Note

- List of **Indenter's Unit Name** will be displayed as shown in Figure 3.3-3

Requester Unit	
Requester Code	Requester Description
<input type="button" value="Search"/> <input type="button" value="Refresh"/>	
<< < 1 / 6 > >> [1 - 10 / 51]	
Requester Code	Requester Description
U.TDARAH	Blood Bank Unit (Tabung Darah)
U.CSSD	Central Sterilization Service Department (CSSD)
U.CCU	Coronary Care Unit (CCU)
D-MTAC	DIABETIC MTAC
U.DIET	Dietetic & Nutrition
ET A&E	Emergency Trolley A&E
FBW	Farmasi Bekalan Wad (FBW)
FBWFIII	Farmasi Bekalan Wad - Rx Filling
FCDR	Farmasi Cytotoxic Drug Reconstitution (CDR)
FKP	Farmasi Klinik Pakar (FKP)

Figure 3.3-3 Requester Unit 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

Enter the **Indent Reference No**

STEP 5

Enter the **Indent Created Date**

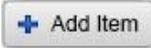
STEP 6

Enter the **Created By**

STEP 7

Enter the **Indent Approved Date**

STEP 8

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.

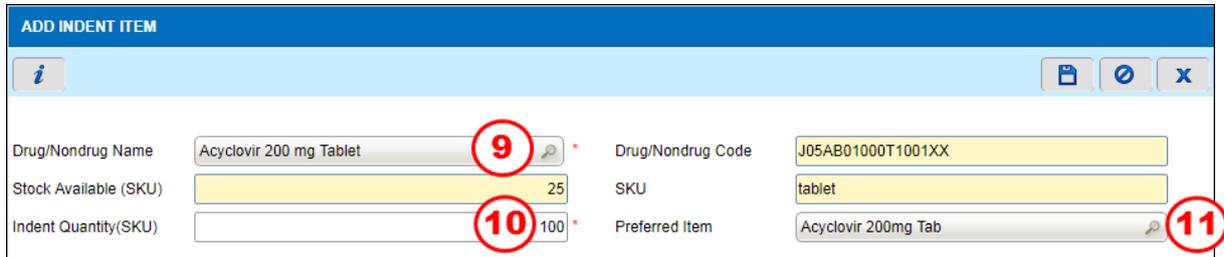


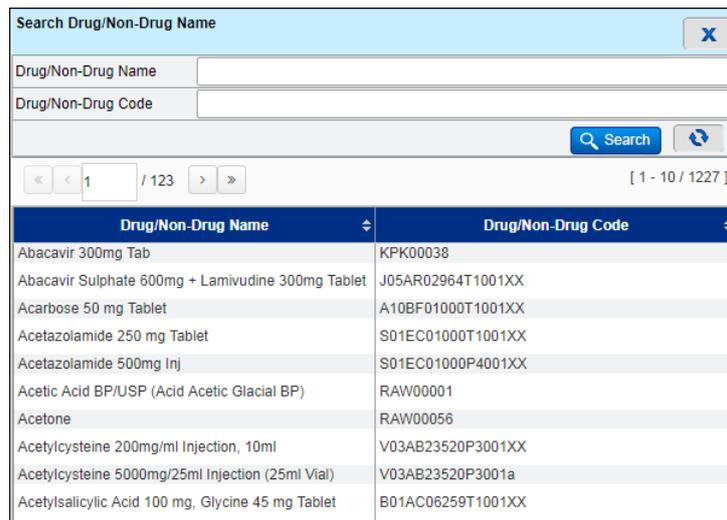
Figure 3.3-4 Add Indent Item

STEP 9

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

Note

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



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 3.3-5 Drug Name List

STEP 10

Enter the **Indent Quantity(SKU)**

STEP 11

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

Note

List of **Preferred Item** will be displayed as shown in Figure 3.3-6.

Product Search			
Item Description	Acyclovir 200mg Tab	Item Code	
Packaging Description		Default Item	
			Search
<p><< < 1 / 1 > >></p>			[1 - 2 / 2]
Item Description	Item Code	Packaging Description	Default Item
Acyclovir 200mg Tab	07.0018.02	Pack of 25 tabs (Blister)	Yes
Acyclovir 200mg Tab	J05AB01000T1001-1	pack of 1 tablet	No

Figure 3.3-6 Preferred Item

Note

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

STEP 12

Double click on the **preferred item**.

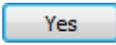
ADD INDENT ITEM			
Drug/Nondrug Name		Acyclovir 200 mg Tablet	* Drug/Nondrug Code
Stock Available (SKU)		25	SKU
Indent Quantity(SKU)		100	* Preferred Item
			Acyclovir 200mg Tab

Figure 3.3-7 Add Indent Item

STEP 13

Click on the  button to save the Add Indent Item

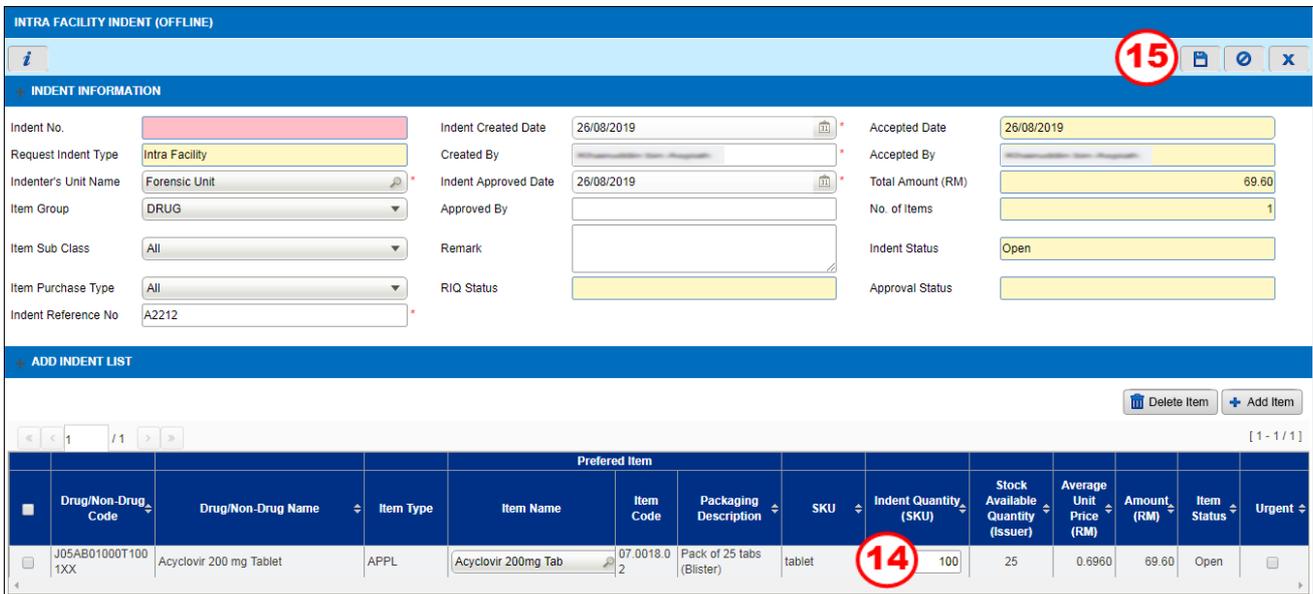
Note

- After clicking save, an alert message will be displayed as per Figure 3.3-8, click on the  button to confirm saving of the record.

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

Figure 3.3-8 Save Record Alert Message

- User will be redirected to the Indent Information screen as shown in Figure 3.3-9



Drug/Non-Drug Code	Drug/Non-Drug Name	Item Type	Item Name	Item Code	Packaging Description	SKU	Indent Quantity (SKU)	Stock Available Quantity (Issuer)	Average Unit Price (RM)	Amount (RM)	Item Status	Urgent
J05AB01000T1001XX	Acyclovir 200 mg Tablet	APPL	Acyclovir 200mg Tab	07.0018.02	Pack of 25 tabs (Blister)	tablet	100	25	0.6960	69.60	Open	<input type="checkbox"/>

Figure 3.3-9 Indent List

STEP 14

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 15

Click on the  button to save the Indent transaction

Note

After clicking save, an alert message will be displayed as per Figure 3.3-10 and Figure 3.3-11.

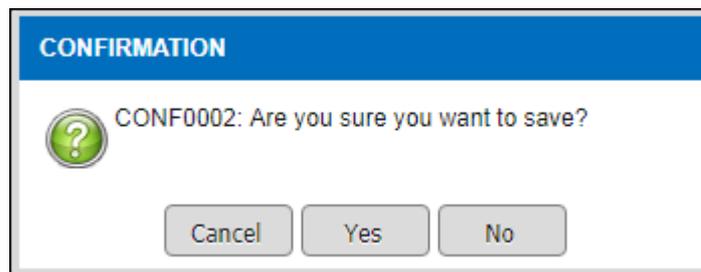
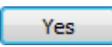


Figure 3.3-10 Save Record Alert Message

- Click on the  button.

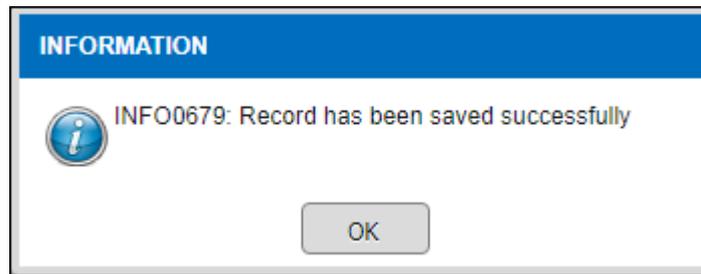
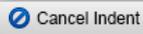
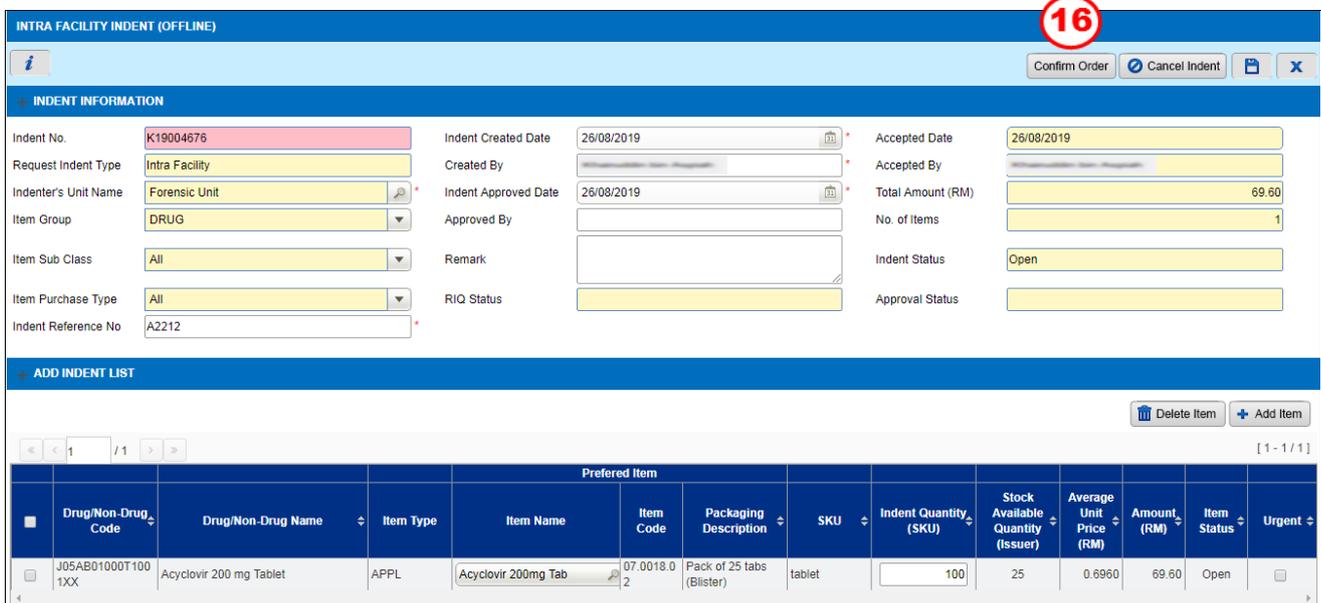


Figure 3.3-11 Save Record Alert Message

- 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

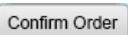
Table 3.3-1



Drug/Non-Drug Code	Drug/Non-Drug Name	Item Type	Item Name	Item Code	Packaging Description	SKU	Indent Quantity (SKU)	Stock Available Quantity (Issuer)	Average Unit Price (RM)	Amount (RM)	Item Status	Urgent
J05AB01000T1001XX	Acyclovir 200 mg Tablet	APPL	Acyclovir 200mg Tab	07.0018.02	Pack of 25 tabs (Blister)	tablet	100	25	0.6960	69.60	Open	<input type="checkbox"/>

Figure 3.3-12 Indent Confirmation

STEP 16

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.

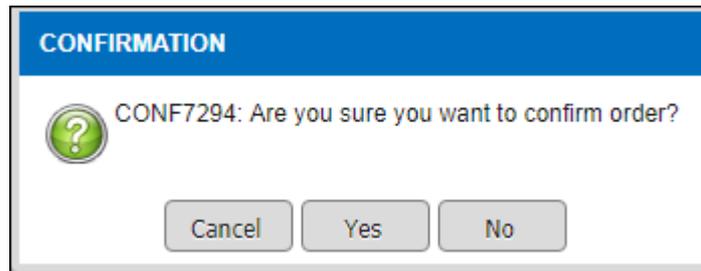


Figure 3.3-13 Send for Approval Record Alert Message

- Click on the button to confirm the request.

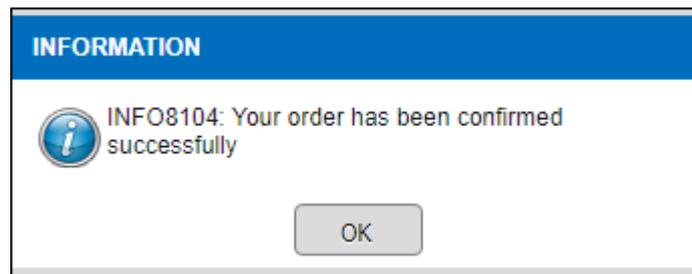


Figure 3.3-14 Alert Message

INTRAFACILITY INDENT (OFFLINE)

17

INDENT INFORMATION

Indent No.	K19004676	Indent Created Date	26/08/2019	Accepted Date	26/08/2019
Request Indent Type	Intra Facility	Created By		Accepted By	
Indenter's Unit Name	Forensic Unit	Indent Approved Date	26/08/2019	Total Amount (RM)	69.60
Item Group	DRUG	Approved By		No. of Items	1
Item Sub Class	All	Remark		Indent Status	Open
Item Purchase Type	All	RIQ Status		Approval Status	Approved
Indent Reference No	A2212				

ADD INDENT LIST

Preferred Item												
Drug/Non-Drug Code	Drug/Non-Drug Name	Item Type	Item Name	Item Code	Packaging Description	SKU	Indent Quantity (SKU)	Stock Available Quantity (Issuer)	Average Unit Price (RM)	Amount (RM)	Item Status	Urgent
J05AB01000T1001XX	Acyclovir 200 mg Tablet	APPL	Acyclovir 200mg Tab	07.0018.02	Pack of 25 tabs (Blister)	tablet	100	25	0.6960	69.60	Open	<input type="checkbox"/>

Figure 3.3-15 Intra Facility Indent (Offline)

STEP 17

Click on button to close the transaction

3.4 Indent (Intra 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 <input type="text" value="Search"/>						
[1 - 5 / 5]						
Transaction Type	Transaction No.	Item Group	Date/Time	Task Status	From Unit/Department	From User
Return To Store	RT19000059	Drug	22/01/2019 04:12 PM	Pending For Approval	Farmasi Bekalan Wad (FBW)	
Return To Store	RT19000060	Drug	23/01/2019 10:42 AM	Pending For Approval	Farmasi Bekalan Wad (FBW)	
Receive Internal	I02PS001-0037040	Drug	24/01/2019 10:56 AM	Pending For Approval	Farmasi Logistik	
Receive Internal	I02PS001-0037041	Drug	24/01/2019 11:05 AM	Pending For Approval	Farmasi Logistik	
Indent(Internal)	K19007851	Drug	25/01/2019 04:46 PM	Pending For Approval	Farmasi Bekalan Wad (FBW)	

Figure 3.4-1 Task List

STEP 1

Click on the Transaction No. hyperlink and the Indent screen will be displayed as shown in Figure 3.4-1

Note

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

INDENT DETAIL														
<div style="text-align: right;"> <input type="button" value="Approve"/> <input type="button" value="Reject"/> <input type="button" value="Print"/> <input type="button" value="Close"/> </div>														
Indent No.		K19004677		Indent Date		26/08/2019 11:50:51 AM								
Send Indent To		Farmasi Logistik		Item Group		DRUG								
Remark				Reject Reason										
ADD INDENT ITEM														
[1 - 10 / 10]														
Drug/Non-Drug Code	Drug/Non-Drug Name	Preferred Item	Item Purchase Type	SKU	Avg Usage	Buffer Level	Stock Available	Indent Quantity (SKU)	Back Order Quantity (Indent)	Approved Quantity (SKU)	Average Unit Price (RM)	Amount (RM)	Urgent	Reject
S01EC01000P4001XX	Acetazolamide 500mg Inj	Acetazolamide 500mg Inj	LP	vial	0	15	0	20	0	20	3000	100.00	<input type="checkbox"/>	<input type="checkbox"/>
V03AB23520P3001a	Acetylcysteine 5000mg/25ml Injection (25ml Vial)	Acetylcysteine 5000mg/25ml Vial	LP	vial	0	32	20	10	0	10	113.8000	1,138.00	<input type="checkbox"/>	<input type="checkbox"/>
J05AB01000P4001XX	Acyclovir 250mg/10ml Injection	Acyclovir 250 mg Injection	APPL	vial	0	300	150	150	0	150	6.9600	1,044.00	<input type="checkbox"/>	<input type="checkbox"/>
N05BA12000T1002XX	Alprazolam 0.5 mg Tablet	Alprazolam 0.5 mg Tablet	LP	tablet	0	30	0	100	0	100	0.5750	57.50	<input type="checkbox"/>	<input type="checkbox"/>
C01EA01000P3001XX	Alprostadil 500mcg/ml Inj	Alprostadil 500mcg/ml Inj	Contract	amp	0	15	5	13	0	13	1,775.7250	23,084.42	<input type="checkbox"/>	<input type="checkbox"/>
J01GB06183P3002XX	Amikacin 500mg/2ml Injection	Amikacin 250 mg / ml in 2 ml Injection	APPL	vial	0	20	0	20	0	20	6.9600	139.20	<input type="checkbox"/>	<input type="checkbox"/>
R03DA05000P3001XX	Aminophylline 25mg/ml in 10ml Injection (250mg/10ml)	Aminophylline 25mg/ml in 10ml Injection (250mg/10ml)	APPL	amp	0	200	100	100	0	100	3.3640	336.40	<input type="checkbox"/>	<input type="checkbox"/>
J01CR02961P4002XX	Amoxicillin 1g + Clavulanate 200mg	Amoxicillin 1g + Clavulanate 200mg	Contract	vial	0	2,500	1,200	1,200	0	1,200	3.0700	3,684.00	<input type="checkbox"/>	<input type="checkbox"/>

Figure 3.4-2 Indent Approval

STEP 2

Change the Indent **Approved Quantity** if necessary

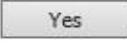
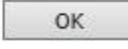
Note

- **Approved Quantity** will default to indent quantity but Head of Department (HOD) is allowed to change the quantity.

STEP 3

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

Note

- Click on the  button in Figure 3.4-3 followed by the  button in Figure 3.4-4.

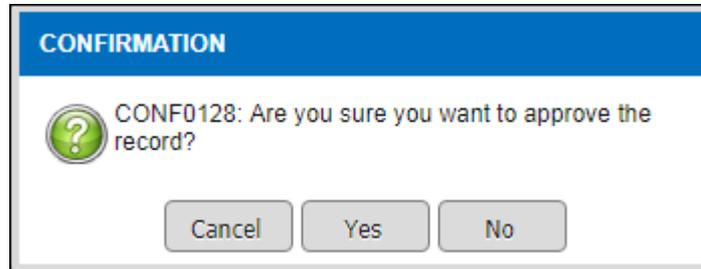


Figure 3.4-3 Approve Record Alert Message

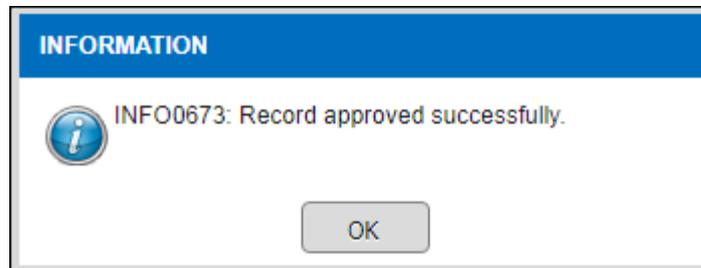
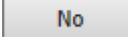


Figure 3.4-4 Approve Record Alert Message

- 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'. If approver want to reject the selected item that added by indenter, approver can just tick on 'Reject' checkbox as Figure 3.4-2
- Reject Reason** is mandatory to be entered to reject the Indent transaction
- After the indent transaction is approved,  button will be enabled.
- Approved Indent will flow to the supplying unit to proceed with the issuing process.
- If the Indent is rejected, indent **Status** will be 'Close'.

INDENT DETAIL

4

KEW.PS-7 X

Indent No.

Send Indent To

Remark

Indent Date

Item Group

Reject Reason

ADD INDENT ITEM

[1 - 10 / 10]

Drug/Non-Drug Code	Drug/Non-Drug Name	Preferred Item	Item Purchase Type	SKU	Avg Usage	Buffer Level	Stock Available	Indent Quantity (SKU)	Back Order Quantity (Indent)	Approved Quantity (SKU)	Average Unit Price (RM)	Amount (RM)	Urgent	Reject
S01EC01000P4001XX	Acetazolamide 500mg Inj	Acetazolamide 500mg Inj	LP	vial	0	15	0	20	20	20	5.0000	100.00	<input type="checkbox"/>	<input type="checkbox"/>
V03AB23520P3001a	Acetylcysteine 5000mg/25ml Injection (25ml Vial)	Acetylcysteine 5000mg/25ml Vial	LP	vial	0	32	20	10	10	10	113.8000	1,138.00	<input type="checkbox"/>	<input type="checkbox"/>
J05AB01000P4001XX	Acyclovir 250mg/10ml Injection	Acyclovir 250 mg Injection	APPL	vial	0	300	150	150	150	150	6.9600	1,044.00	<input type="checkbox"/>	<input type="checkbox"/>
N05BA12000T1002XX	Alprazolam 0.5 mg Tablet	Alprazolam 0.5 mg Tablet	LP	tablet	0	30	0	100	100	100	0.5750	57.50	<input type="checkbox"/>	<input type="checkbox"/>
C01EA01000P3001XX	Alprostadiil 500mcg/ml Inj	Alprostadiil 500mcg/ml Inj	Contract	amp	0	15	5	13	13	13	1,775.7250	23,084.42	<input type="checkbox"/>	<input type="checkbox"/>
J01GB06183P3002XX	Amikacin 500mg/2ml Injection	Amikacin 250 mg / ml in 2 ml Injection	APPL	vial	0	20	0	20	20	20	6.9600	139.20	<input type="checkbox"/>	<input type="checkbox"/>
R03DA05000P3001XX	Aminophylline 25mg/ml in 10ml Injection (250mg/10ml)	Aminophylline 25mg/ml in 10ml Injection (250mg/10ml)	APPL	amp	0	200	100	100	100	100	3.3640	336.40	<input type="checkbox"/>	<input type="checkbox"/>

Figure 3.4-5 KEW.PS-7 Button

STEP 4



Click on the button to generate the report as shown in Figure 3.4-5

Note

The report will be in PDF format. The user is allowed to view/save/print the report.

KEMENTERIAN KESIHATAN MALAYSIA Hospital Kulim BORANG PERMOHONAN STOK														KEW.PS-7 No. BPPS : K19004677	
Nama dan Alamat Pemesan : Farmasi Bekalan Wad (FBW)				Nama dan Alamat Pengeluar :											
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					
S01EC01000P4001XX	Acetazolamide 500mg Inj	20	vial												
V03AB23520P3001a	Acetylcysteine 5000mg/25ml Injection (25ml Vial)	10	vial												
J05AB01000P4001XX	Acyclovir 250mg/10ml Injection	150	vial												
N05BA12000T1002XX	Alprazolam 0.5 mg Tablet	100	tablet												
C01EA01000P3001XX	Alprostadi 500mcg/ml inj	13	amp												
J01GB06183P3002XX	Amikacin 500mg/2ml Injection	20	vial												
R03DA05000P3001XX	Aminophylline 25mg/ml in 10ml Injection (250mg/10ml)	100	amp												
J01CR02961P4002XX	Amoxicillin 1g + Clavulanate 200mg Injection	1,200	vial												
J01CA01520P4001XX	Ampicillin 500mg Injection	600	vial												
M03AC04197P3001XX	Atracurium Besylate 25mg/2.5ml Injection	200	amp												
									Jumlah :						
Dilengkapkan Oleh Pemesan				Dilengkapkan Oleh Pengeluar											
Pemohon :				Pegawai Penerima :			Pegawai Pelulus :			Dikeluarkan dan Direkod oleh :					
Nama : <i>[Redacted]</i>				Nama : <i>[Redacted]</i>			Nama : <i>[Redacted]</i>			Nama : <i>[Redacted]</i>					
Jawatan : Pegawai Farmasi UF44				Jawatan : <i>[Redacted]</i>			Jawatan : <i>[Redacted]</i>			Jawatan : <i>[Redacted]</i>					
Unit : Farmasi Bekalan Wad (FBW)				Unit : <i>[Redacted]</i>			Unit : <i>[Redacted]</i>			Unit : <i>[Redacted]</i>					
Jabatan : Pharmacy				Jabatan : <i>[Redacted]</i>			Jabatan : <i>[Redacted]</i>			Jabatan : <i>[Redacted]</i>					
Tarikh : 26/08/2019				Tarikh : <i>[Redacted]</i>			Tarikh : <i>[Redacted]</i>			Tarikh : <i>[Redacted]</i>					
Tarikh pesanan diluluskan : 26/08/2019				(Dilengkapkan setelah stok diterima)											
Printed Date : 26/08/2019				Printed By : <i>[Redacted]</i>			Unit Name : Farmasi Bekalan Wad (FBW)			Source : PhIS					
Page 1 of 1															

Figure 3.4-6 KEW.PS-7 Print Out

4.0 Acronyms

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

5.0 Links To Inventory Modules

No	Module	PDF Links	No	Module	PDF Links
1	<i>Finance</i>	Click Here	16	<i>Issue</i>	Click Here
2	<i>Procurement Standard APPL</i>	Click Here	17	<i>Receive From Supplier</i>	Click Here
3	<i>Procurement standard LP</i>	Click Here	18	<i>Receive Inter Facility</i>	Click Here
4	<i>Procurement Standard Contract</i>	Click Here	19	<i>Receive Intra Facility</i>	Click Here
5	<i>Procurement Standard Quotation</i>	Click Here	20	<i>Return to Supplier</i>	Click Here
6	<i>Procurement Standard (RFQ)</i>	Click Here	21	<i>Return to Supplying Unit</i>	Click Here
7	<i>Procurement Non Standard (Requisition Order)</i>	Click Here	22	<i>Return to Supplying Facility</i>	Click Here
8	<i>Quarantine</i>	Click Here	23	<i>Slow Moving</i>	Click Here
9	<i>Product Complaint</i>	Click Here	24	<i>Stock Taking And Verification</i>	Click Here
10	<i>Recalculate Buffer Level</i>	Click Here	25	<i>Stock Transfer</i>	Click Here
11	<i>Condemn And Write Off</i>	Click Here	26	<i>Bad Data Management</i>	Click Here
12	<i>Recall Product</i>	Click Here	27	<i>Year End</i>	Click Here
13	<i>Payment</i>	Click Here	28	<i>Penalty</i>	Click Here
14	<i>External Indent</i>	Click Here	29	<i>IWP Budget</i>	Click Here
15	<i>Internal Indent</i>	Click Here	30	<i>IWP Order Authorization</i>	Click Here