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

User Manual
Inventory (Internal Indent)

Version	**: 12th Edition**
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Application reference: PhIS & CPS v2.5.1

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 (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	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.*

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

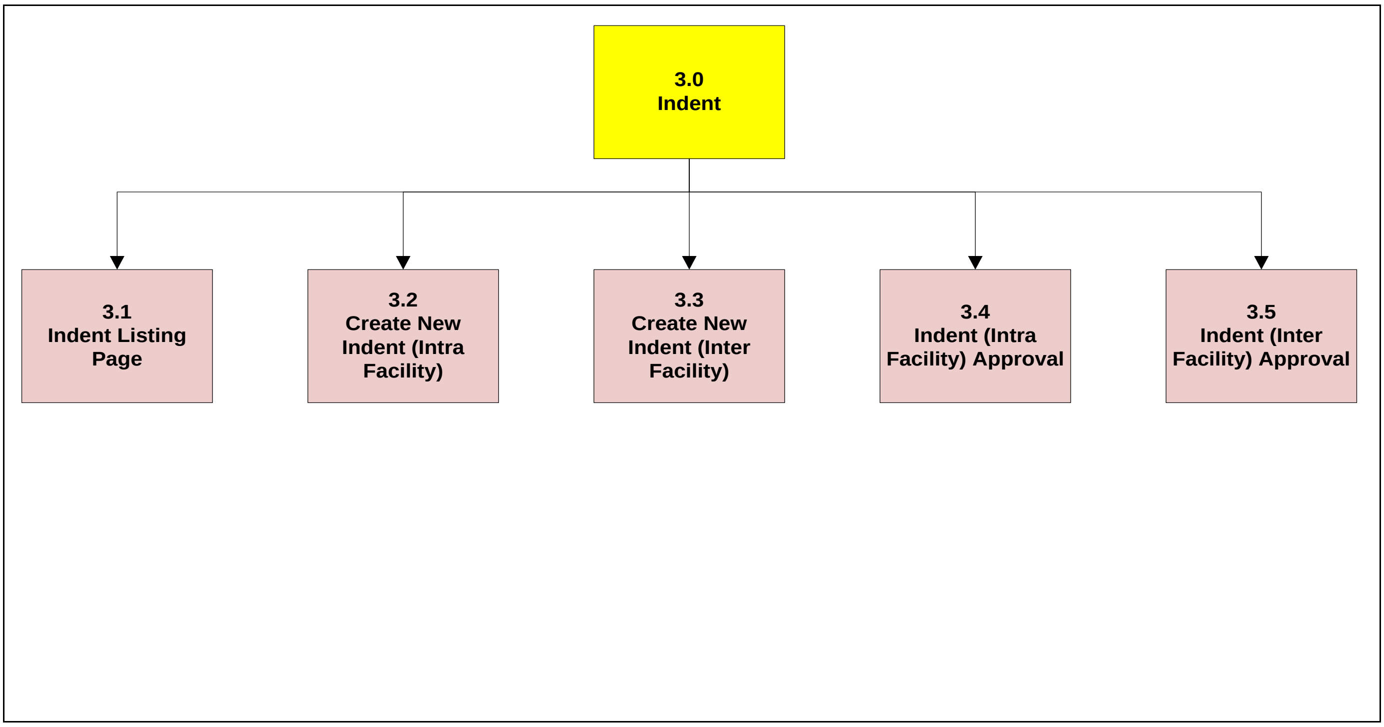


Figure 3-0-1

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.

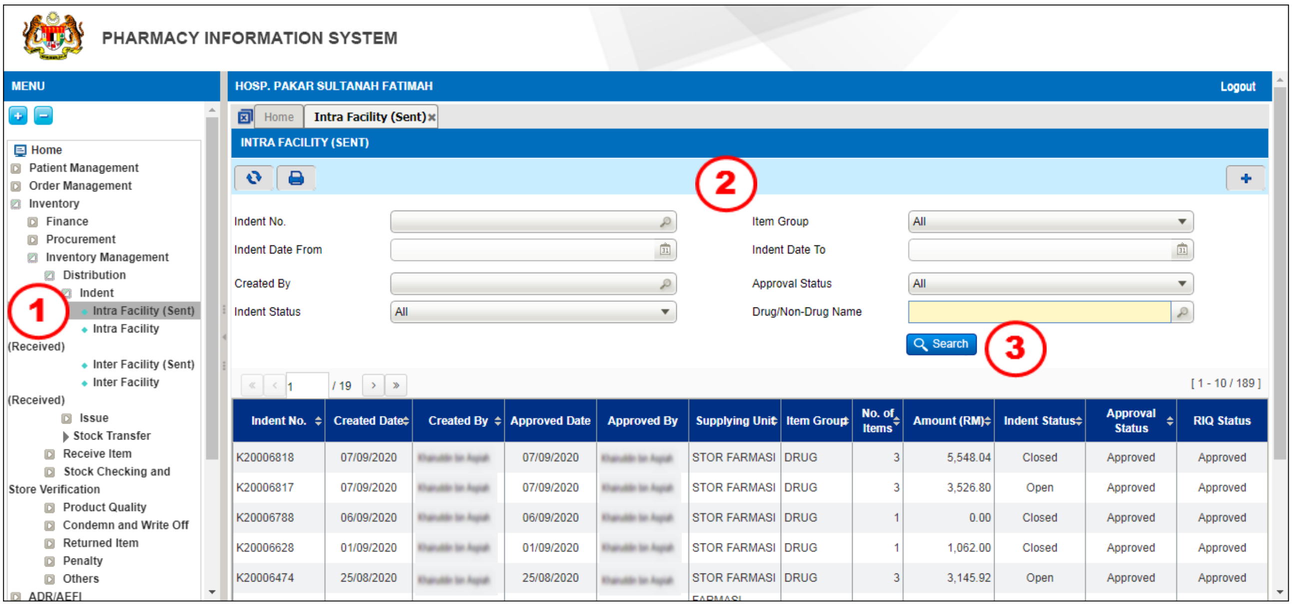


Figure 3.1.1-1 Intra Facility (Sent)

STEP 1

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

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 ward/unit
b	Item Group	Search by: - All - Drug - Non-Drug	Able to filter and search record(s)
c	Indent Date From	Start date for the indent transaction	Format field (dd/mm/yy)
d	Indent Date To	Start date for the indent transaction	Format field (dd/mm/yy)
e	Created By	Filter search by username	Able to filter and search by username
f	Approval Status	Search by: - All - Approved - Open	Able to filter and search record(s)

		- Pending for Approval - Rejected	
g	Indent Status	Search by: - All - Cancel - Close - Open	Able to filter and search record(s)
h	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

<u>Note</u>

- *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:

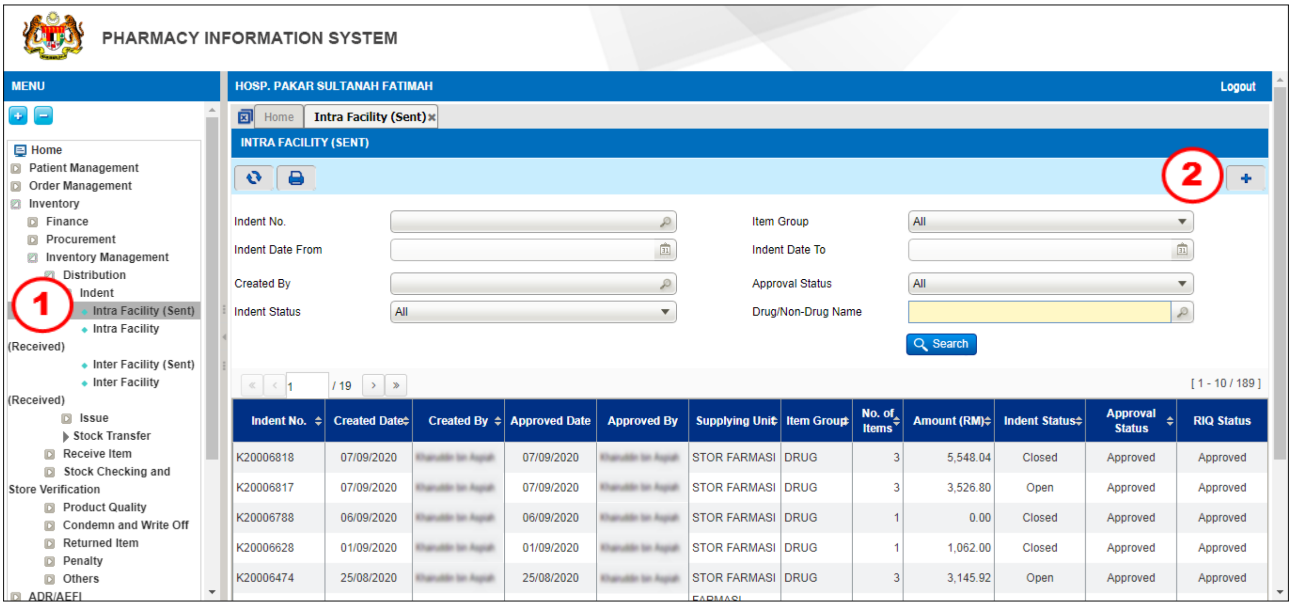


Figure 3.2-1 Indent Listing Page

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.*

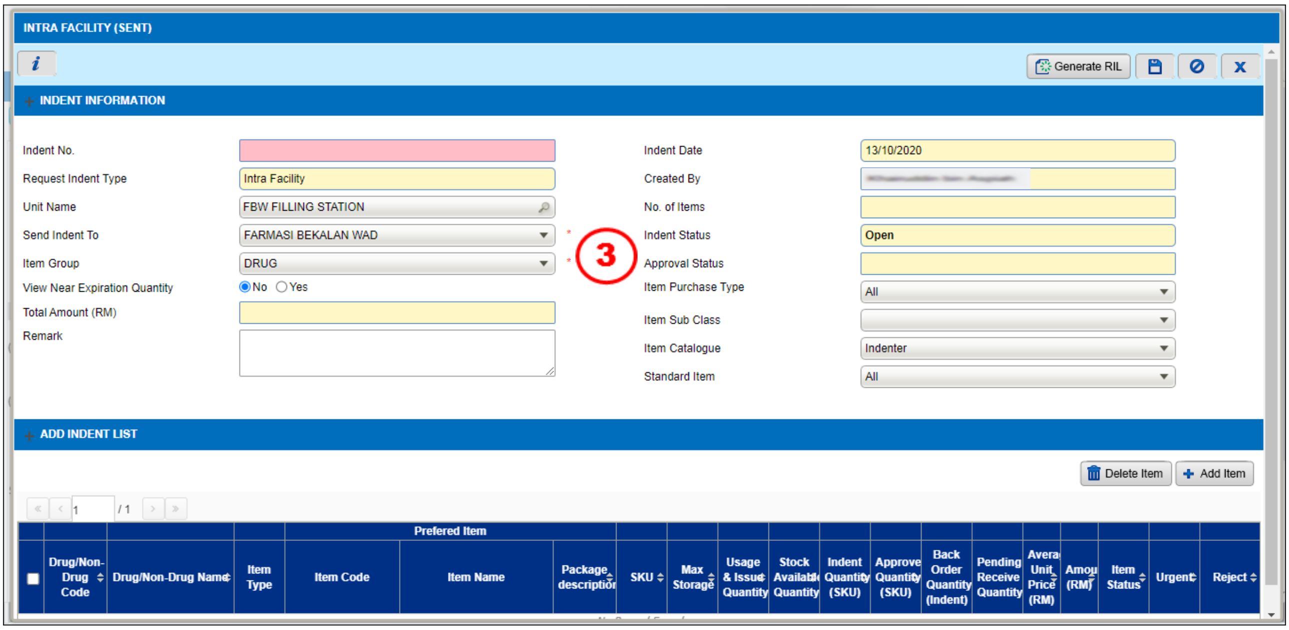


Figure 3.2-2 Create New Indent Information

- *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.*

- *User is allowed to filter by **Standard Item** when generate RIL for indent between level 3 to level 2 and level 2 to level 2*

- ***Standard Item** – Default to 'All', able to select 'Yes' or 'No' value. Standard Item setting is configured in Drug/Non-Drug Catalogue maintenance screen.*
  - *If 'All' selected, on click of 'Generate RIL', no checking on Standard/Non-Standard Item.*
  - *If 'Yes' is selected, on click of 'Generate RIL', only Standard Item will be listed.*
  - *If 'No' is selected, on click of 'Generate RIL', only Non-Standard item will be listed.*

- *The selection is not applicable for indent main store (Level 1). User only can indent standard item to Level 1. Value will be defaulted to 'Yes' and not able to change.*

- *User is allowed to generate RIL using own catalogue or issuing unit's catalogue.*
  - *Item catalogue – Default to 'Indenter', able to select 'Issuer' value.*
    - *If 'Indenter' is selected, on click of 'Generate RIL' or 'Add Item' button, item will be displayed based on indenter item status (Item active in indenter catalogue)*
    - *If 'Issuer' is selected, on click of 'Generate RIL' or 'Add Item' button, item will be displayed based on Indenter and Issuer item status (Item active in Indenter and Issuer catalogue)*
    - *Checking of stock available and indent quantity validation will always refer to indenter catalogue.*

- *The selection is applicable for all internal indent*

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.*

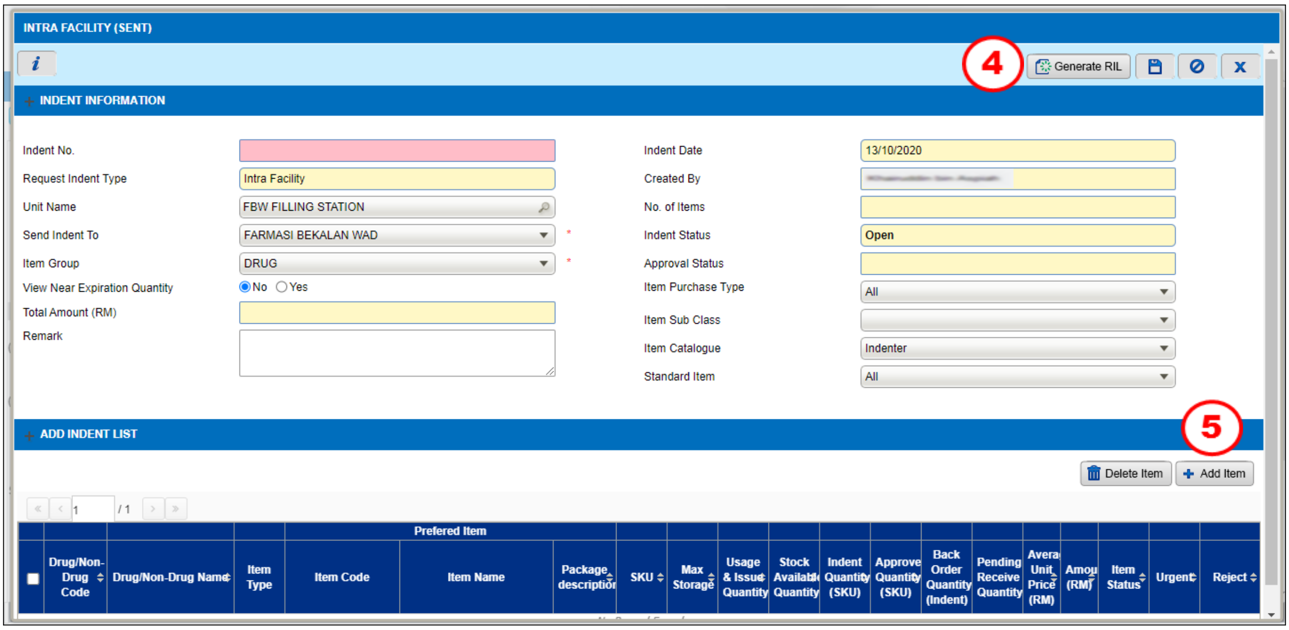


Figure 3.2-3 Recommended Indent List

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:*

  a. *Formula for Indent Quantity: **Indent Quantity = Max Storage – (Stock Available + Pending To Receive + Back Order)***

  b. *If **Stock Available + Pending to receive >= 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**.*

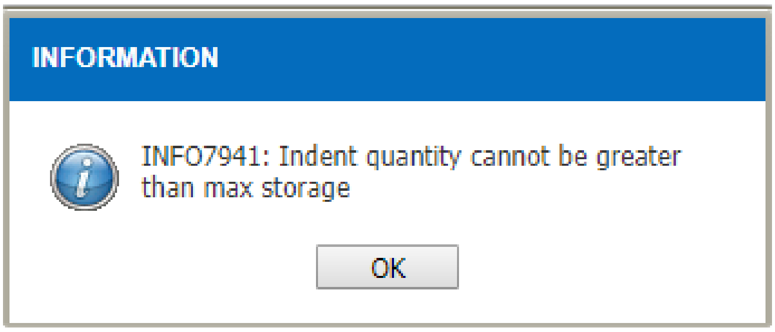


Figure 3.2-4 Information Messages

STEP 5

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

Note

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

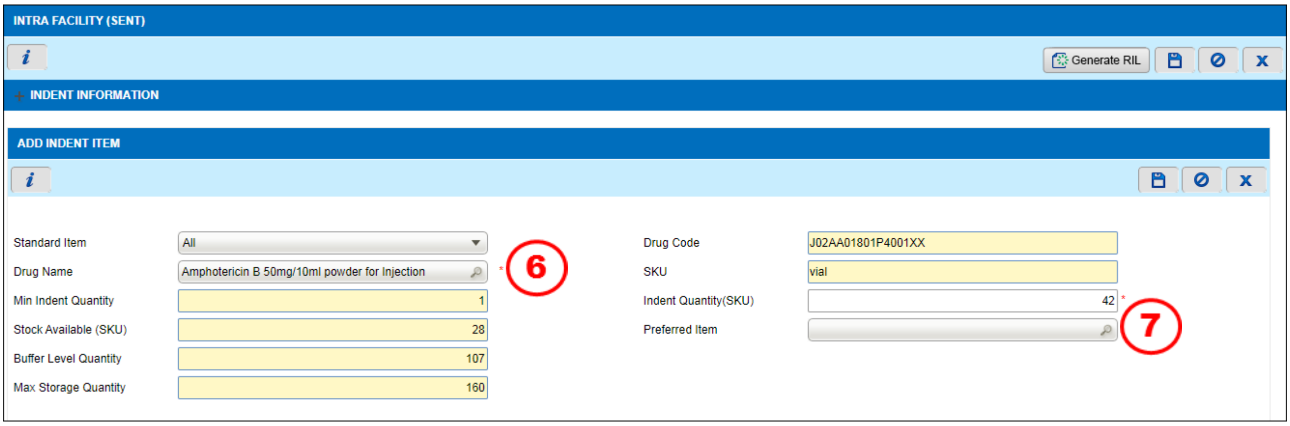


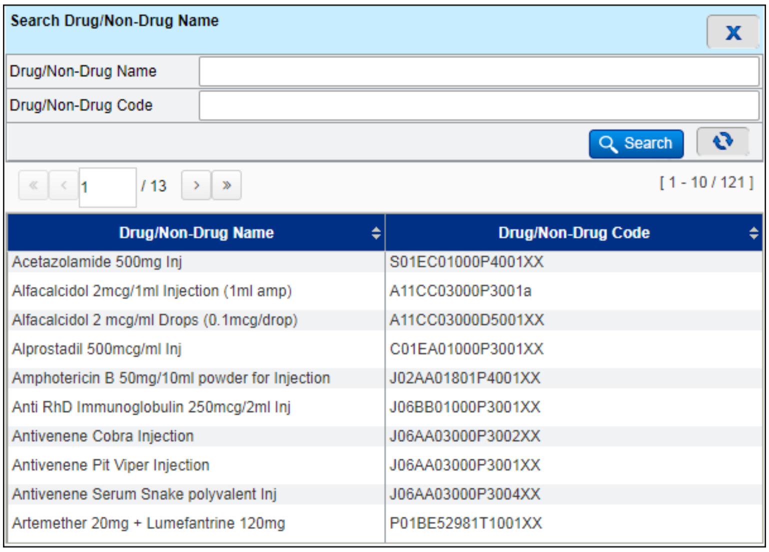
Figure 3.2-5 Add Indent Item

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

Drug/Non-Drug Code

Search

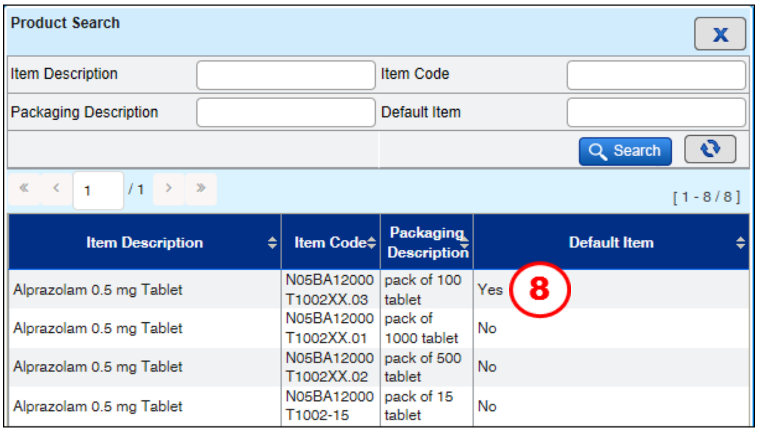
1 / 13 [1 - 10 / 121]

Drug/Non-Drug Name	Drug/Non-Drug Code
Acetazolamide 500mg Inj	S01EC01000P4001XX
Alfacalcidol 2mcg/1ml Injection (1ml amp)	A11CC03000P3001a
Alfacalcidol 2 mcg/ml Drops (0.1mcg/drop)	A11CC03000D5001XX
Alprostadil 500mcg/ml Inj	C01EA01000P3001XX
Amphotericin B 50mg/10ml powder for Injection	J02AA01801P4001XX
Anti RhD Immunoglobulin 250mcg/2ml Inj	J06BB01000P3001XX
Antivenene Cobra Injection	J06AA03000P3002XX
Antivenene Pit Viper Injection	J06AA03000P3001XX
Antivenene Serum Snake polyvalent Inj	J06AA03000P3004XX
Artemether 20mg + Lumefantrine 120mg	P01BE52981T1001XX

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 | Item Code

Packaging Description | Default Item

Search

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

STEP 8
Double click on the ***preferred item.***

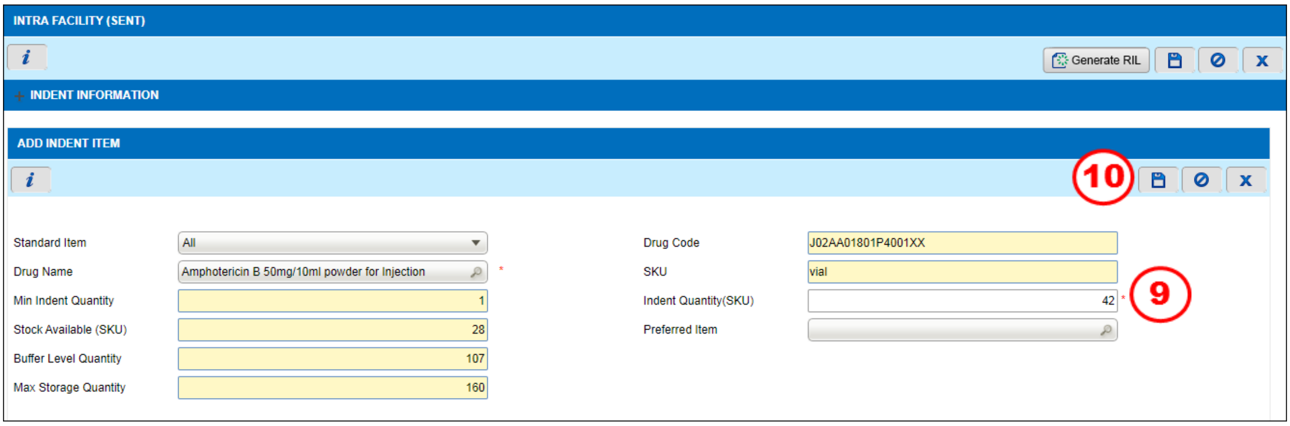


Figure 3.2-8 Add Indent Item

STEP 9
Enter the ***Indent Quantity(SKU)***

Note

- *If user enter indent quantity more than Maximum Storage Quantity. Alert message will be display in Figure 3.2-9 and user still allowed to proceed the transaction.*

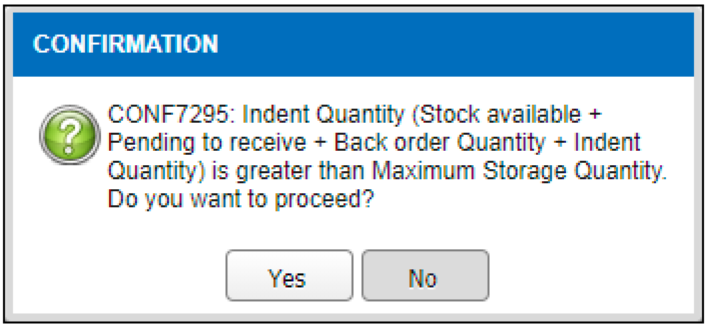


Figure 3.2-9 Alert Message

- *If user enter indent quantity less than Minimum Indent Quantity. Alert message will be display in Figure 3.2-10 and user still allowed to proceed the transaction.*

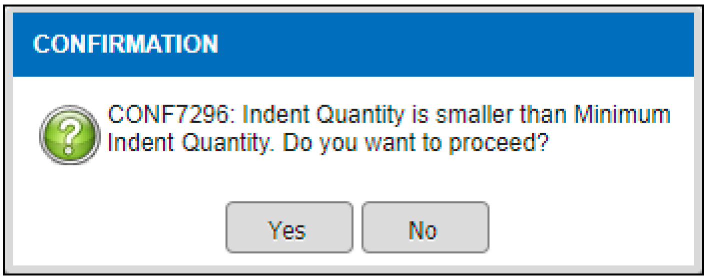
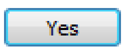


Figure 3.2-10 Alert Message

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 3.2-11, click on the* 

button to confirm saving of the record.

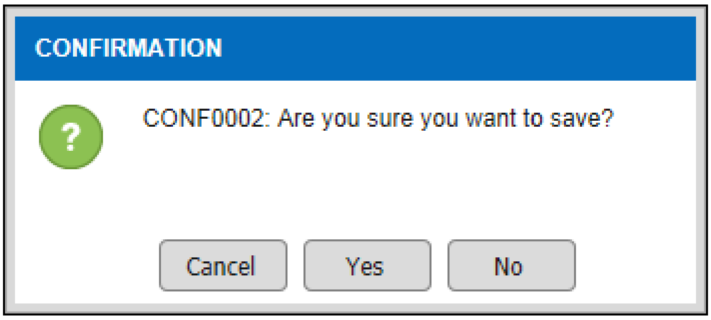


Figure 3.2-11 Save Record Alert Message

- *User will be redirected to the Indent Information screen as shown in Figure 3.2-12*

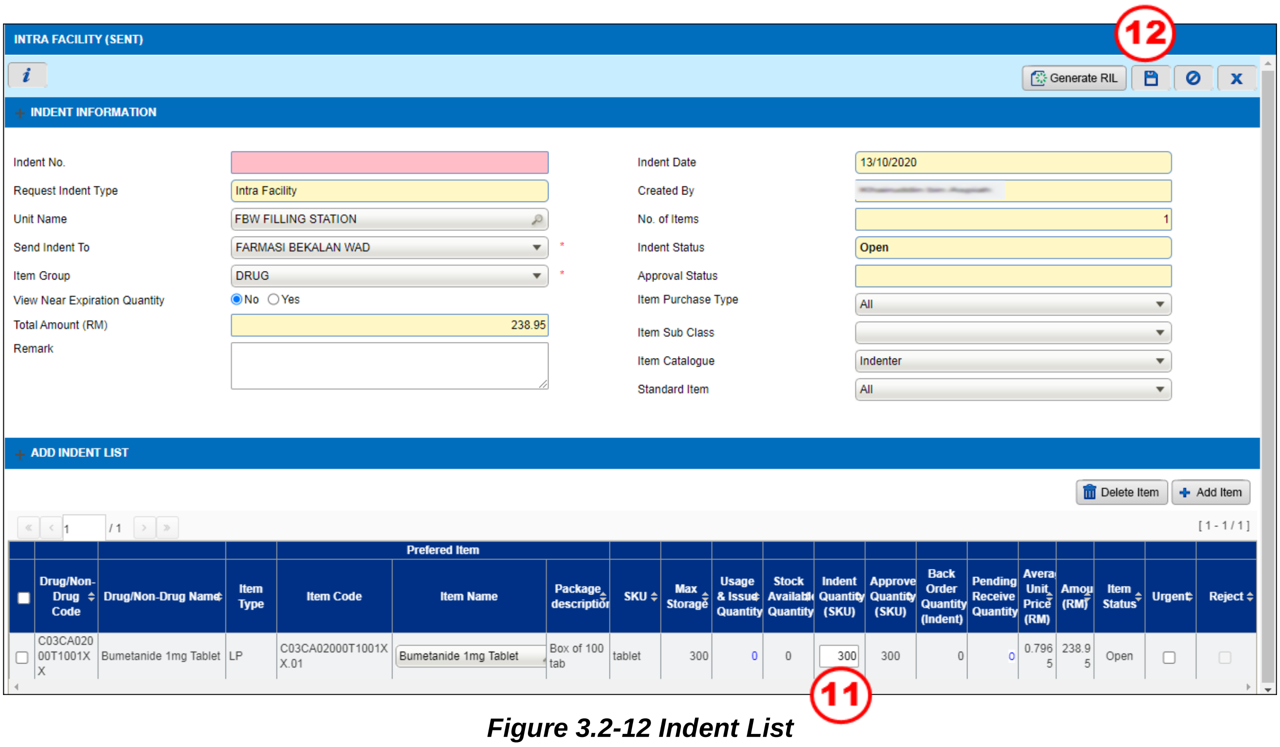


Figure 3.2-12 Indent List

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 3.2-13 and Figure 3.2-14.

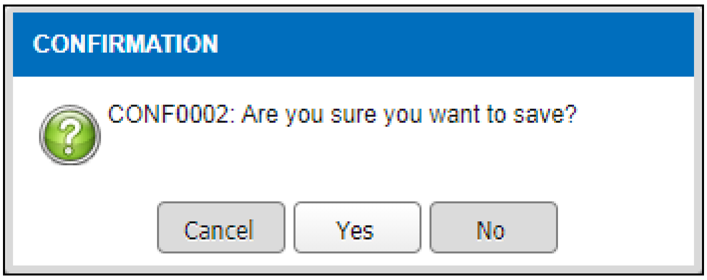


Figure 3.2-13 Save Record Alert Message

- *Click on the* Yes *button.*

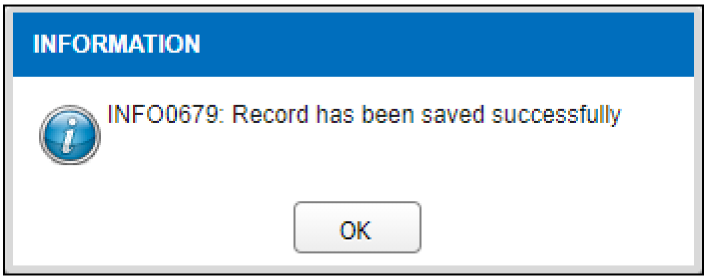


Figure 3.2-14 Save Record Alert Message

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

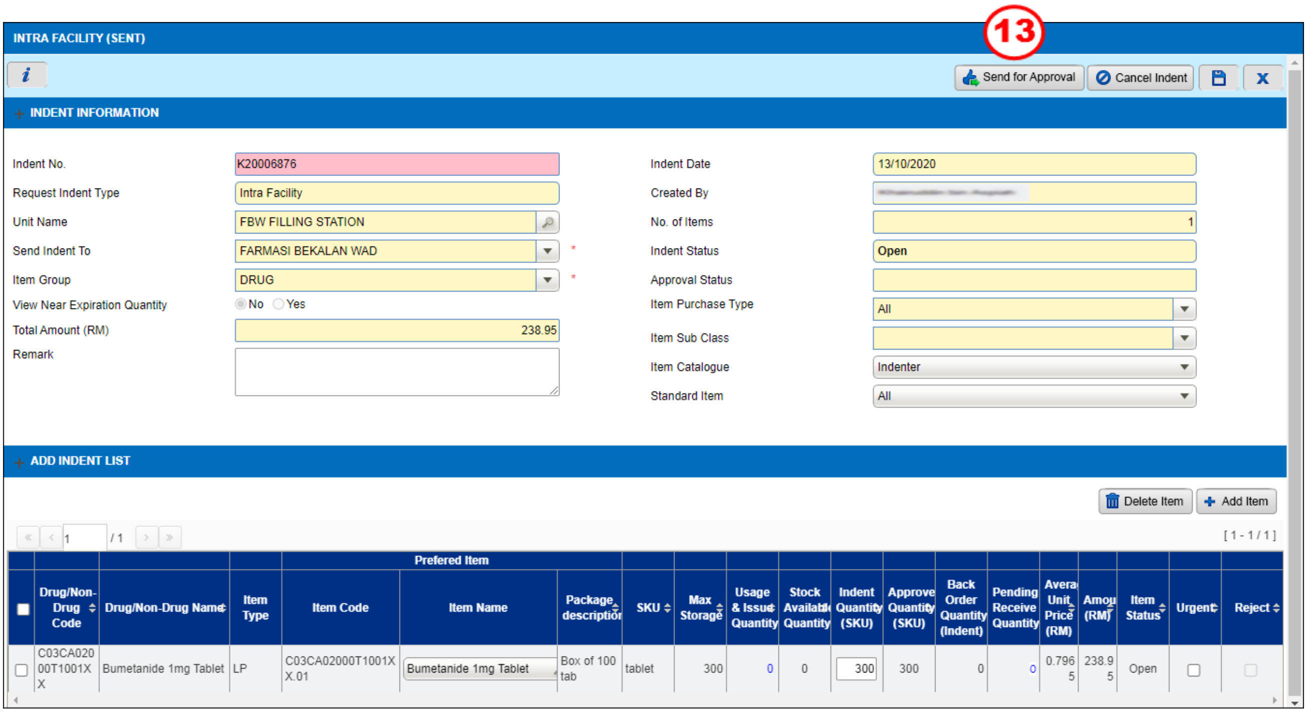


Figure 3.2-15 Send for Approval

STEP 13

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

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.*

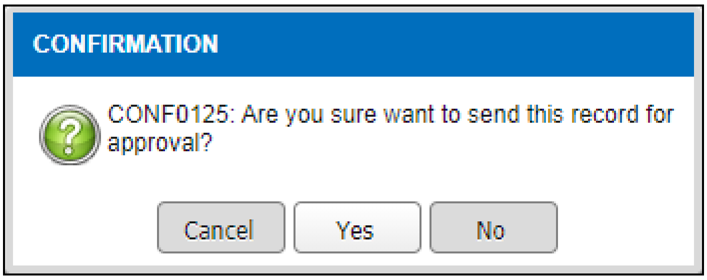


Figure 3.2-16 Send for Approval Record Alert Message

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

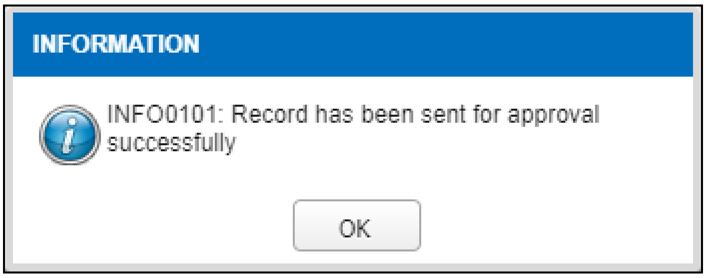


Figure 3.2-17 Alert Message

3.3

3.3 Intra Facility (Receive) Internal Indent

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

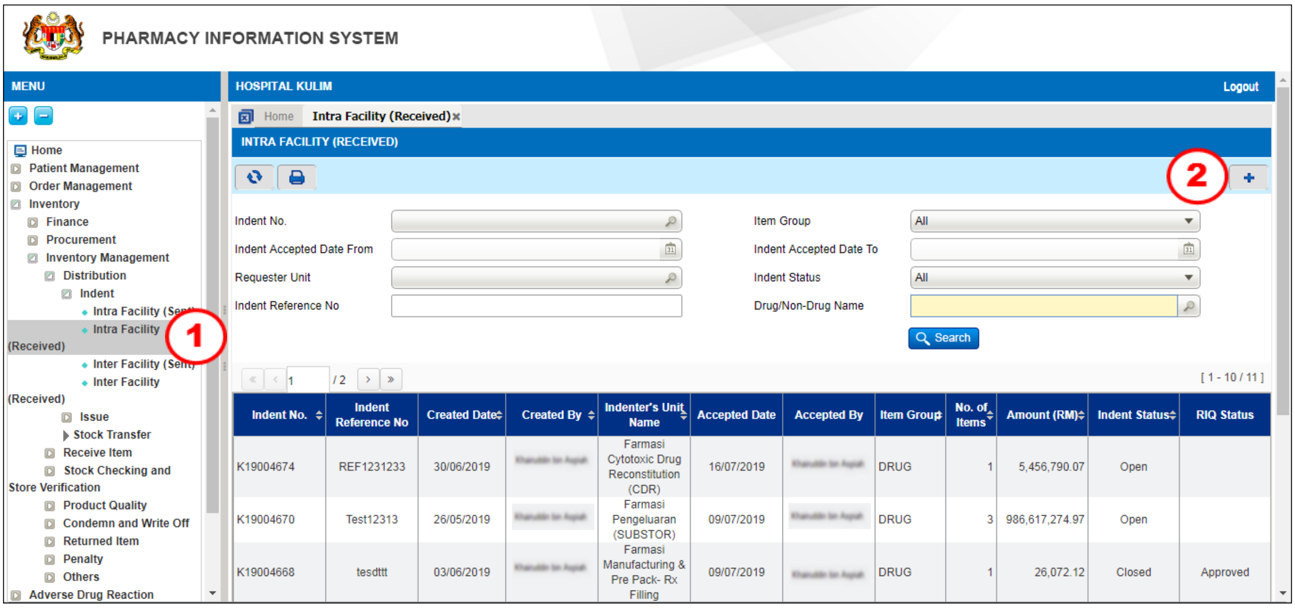


Figure 3.3-1 Indent Listing Page

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.*

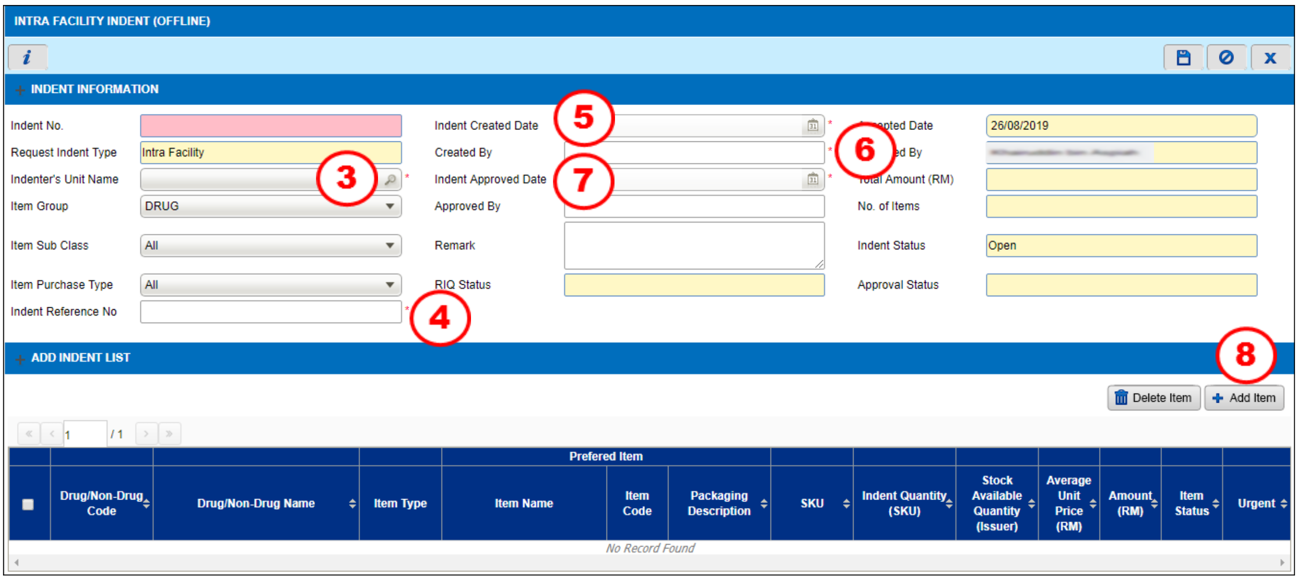


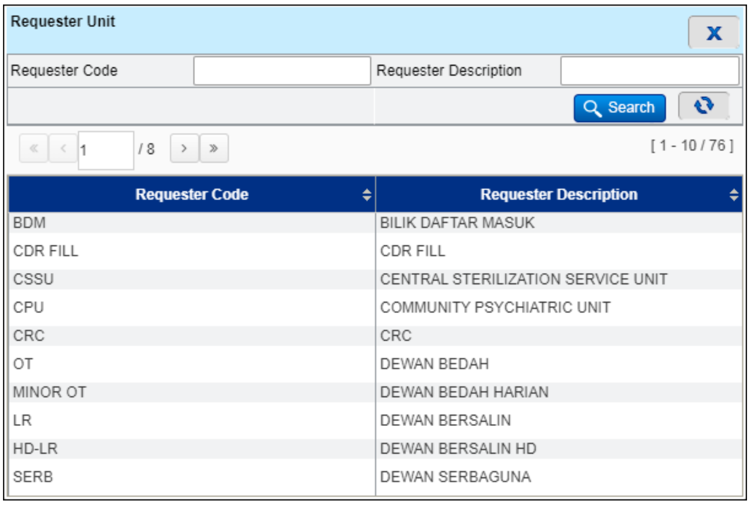
Figure 3.3-2 Create New Offline Indent Information

- *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 Code	Requester Description
BDM	BILIK DAFTAR MASUK
CDR FILL	CDR FILL
CSSU	CENTRAL STERILIZATION SERVICE UNIT
CPU	COMMUNITY PSYCHIATRIC UNIT
CRC	CRC
OT	DEWAN BEDAH
MINOR OT	DEWAN BEDAH HARIAN
LR	DEWAN BERSALIN
HD-LR	DEWAN BERSALIN HD
SERB	DEWAN SERBAGUNA

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 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.

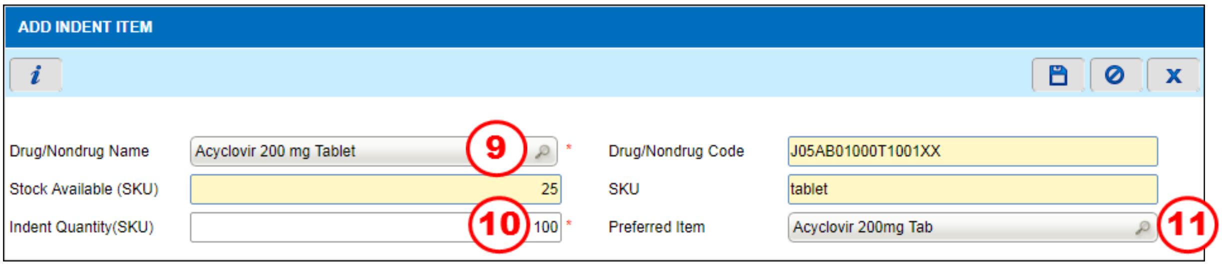


Figure 3.3-4 Add Indent Item

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.*

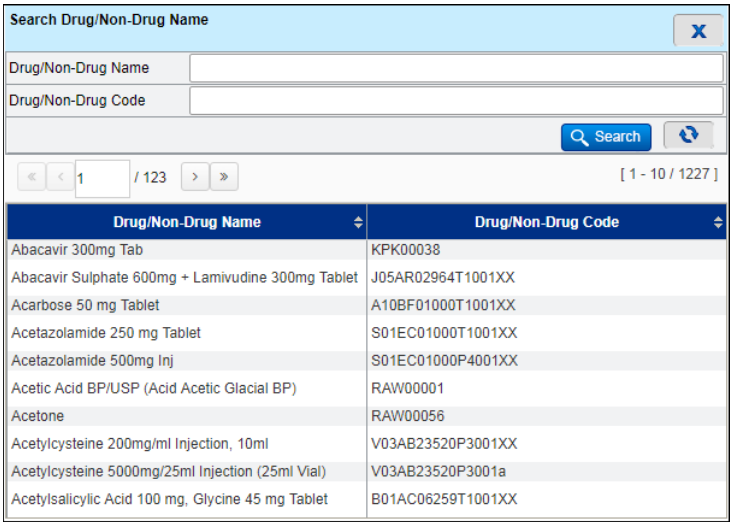


Figure 3.3-5 Drug Name List

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.*

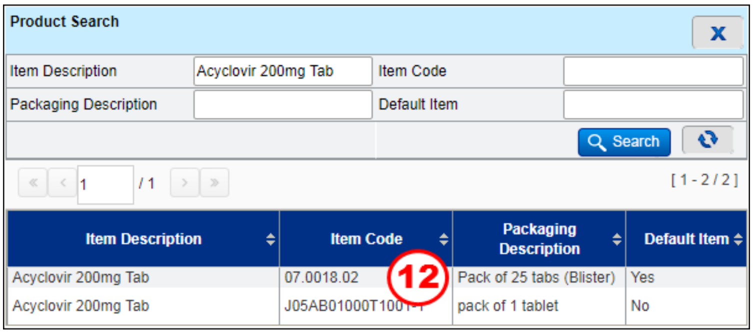


Figure 3.3-6 Preferred Item

Note

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

STEP 12

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

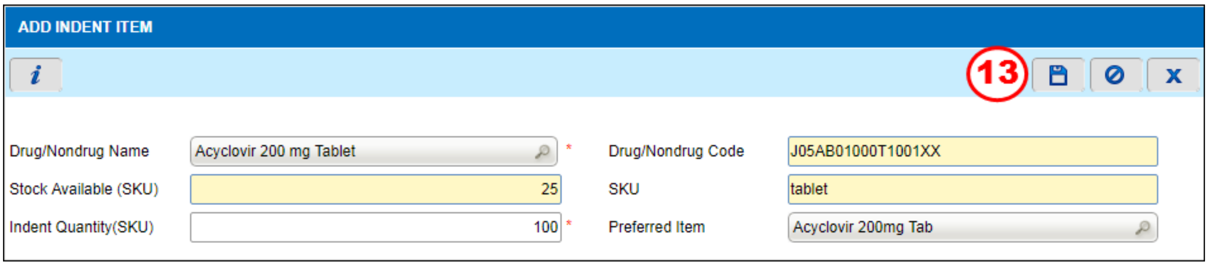


Figure 3.3-7 Add Indent Item

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

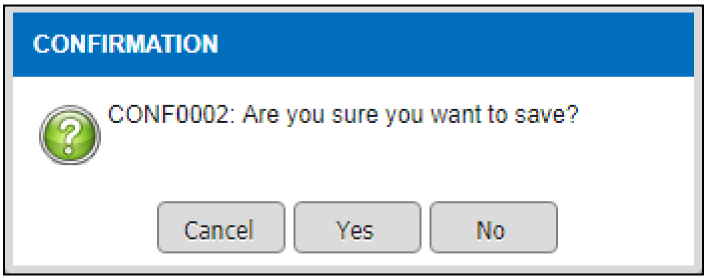


Figure 3.3-8 Save Record Alert Message

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

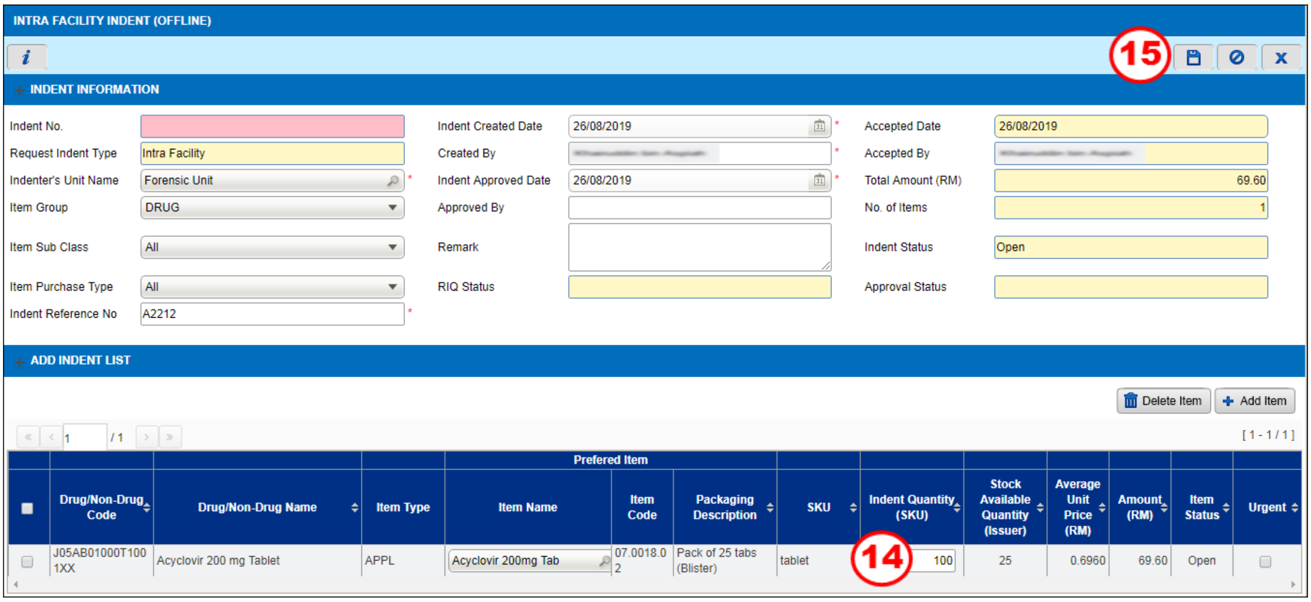


Figure 3.3-9 Indent List

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.

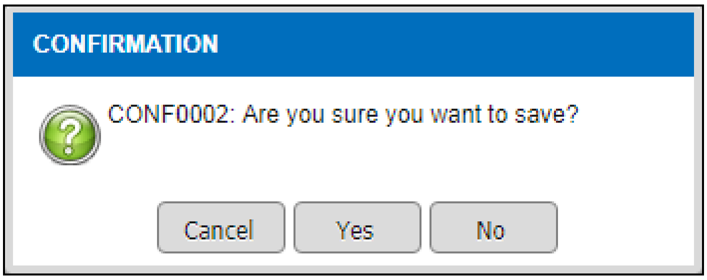
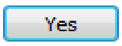


Figure 3.3-10 Save Record Alert Message

- *Click on the* 

button.

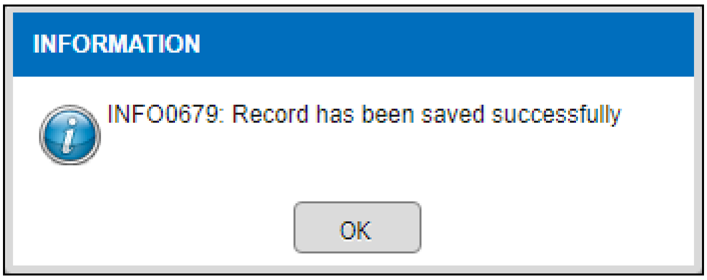


Figure 3.3-11 Save Record Alert Message

- *Click on the* 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 3.3-1

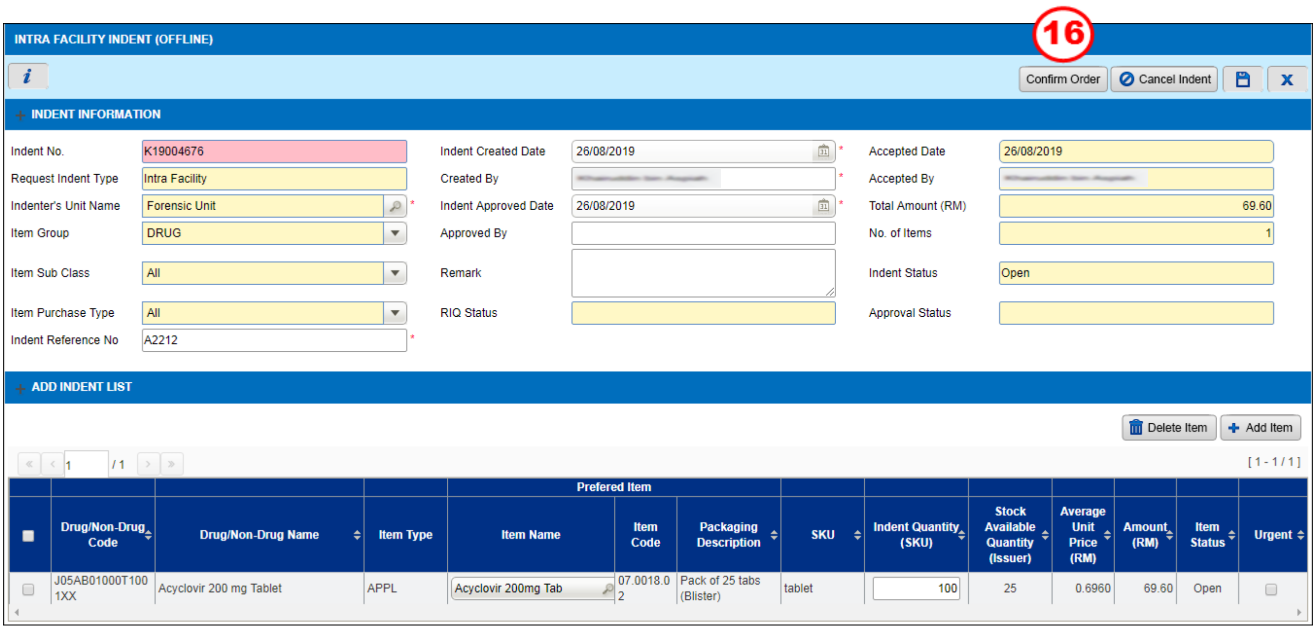


Figure 3.3-12 Indent Confirmation

STEP 16

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.*

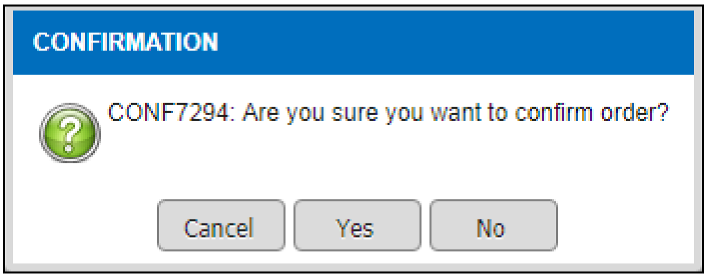


Figure 3.3-13 Send for Approval Record Alert Message

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

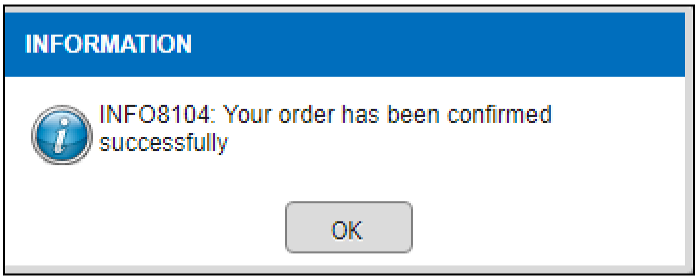


Figure 3.3-14 Alert Message

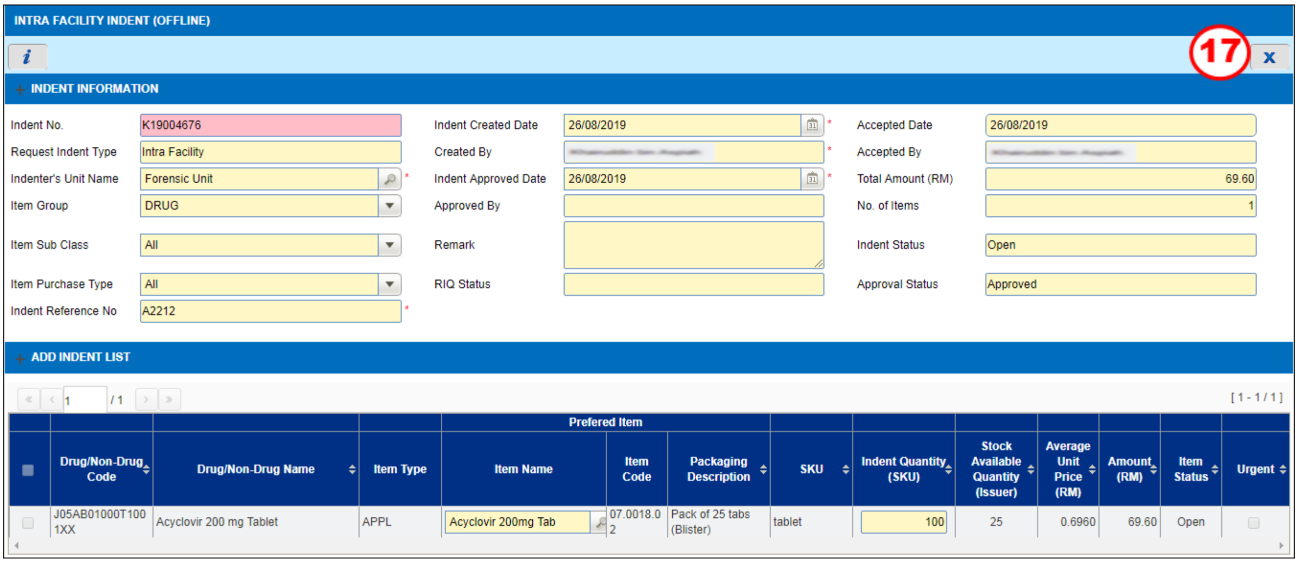


Figure 3.3-15 Intra Facility Indent (Offline)

STEP 17

Click on **X** 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.

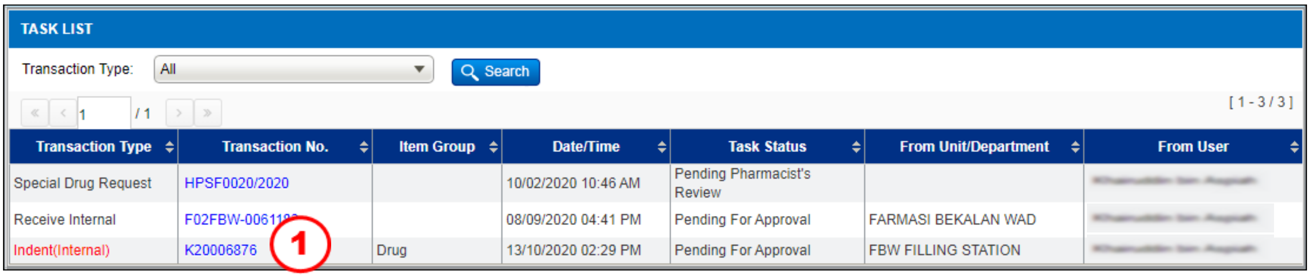


Figure 3.4-1 Task List

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.

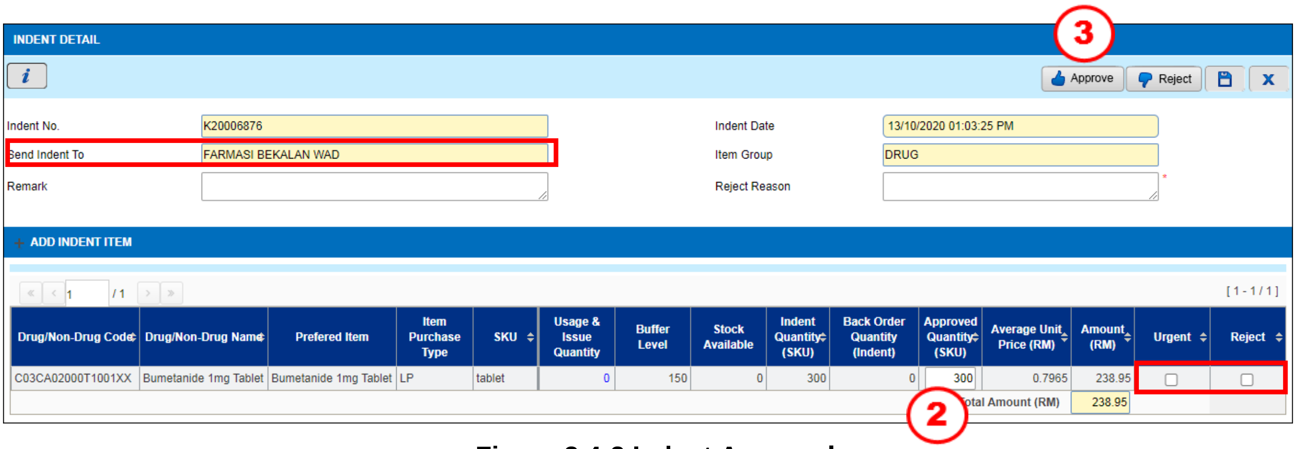


Figure 3.4-2 Indent Approval

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

Note
- *Click on the* Yes *button in Figure 3.4-3 followed by the* OK *button in Figure 3.4-4.*

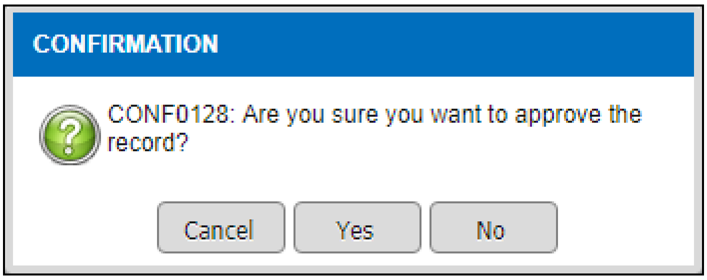


Figure 3.4-3 Approve Record Alert Message

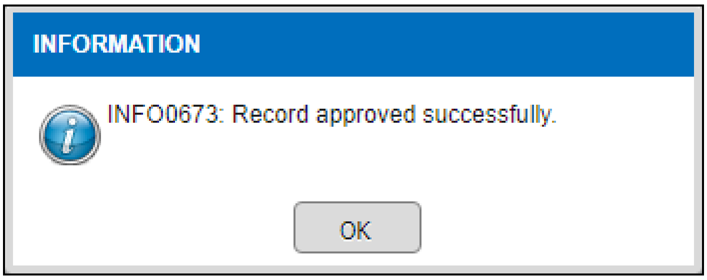
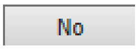


Figure 3.4-4 Approve Record Alert Message

- *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'.*

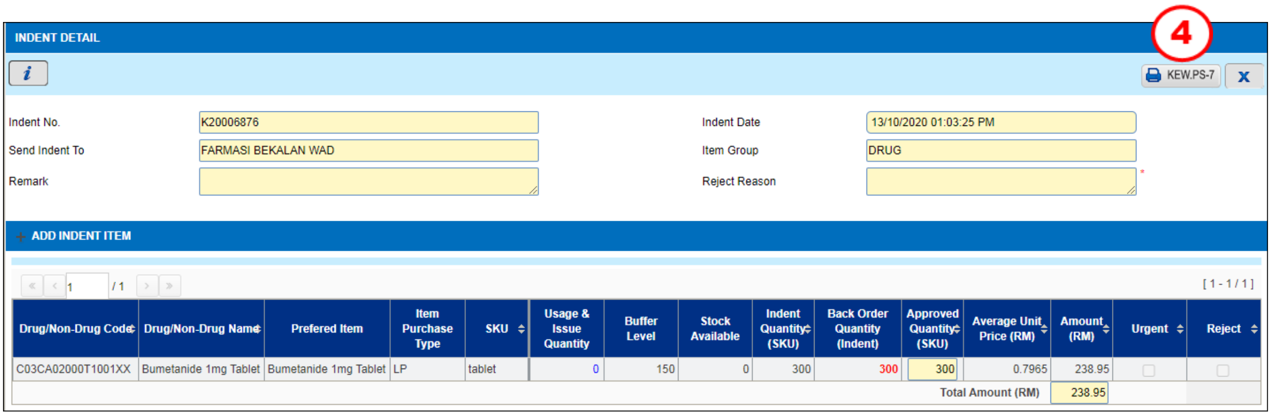


Figure 3.4-5 KEW.PS-7 Button

STEP 4

Click on the KEW.PS-7 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 Pakar Sultanah Fatimah, Muar
BORANG PERMOHONAN STOK

KEW.PS-7
No. BPSS : K19006211 / I02PS001-0062118
No. Nota N02PS001-0043060

Nama dan Alamat Pemesan : FARMASI BEKALAN WAD					**Nama dan Alamat Pengeluar :** STOR FARMASI													
Dilengkapkan Oleh Pemesan					**Dilengkapkan Oleh Pengeluar**													
					BAHAGIAN BEKALAN KAWALAN DAN AKAUN							**BAHAGIAN SIMPANAN**						
										Harga (RM)								
No. Kod	**Perihal Stok**	**SKU / PKU**	**Kuantiti Dimohon**	**Kuantiti Diterima**	**No. Kod**	**SKU / PKU**	**Deskripsi Pembungkusan**	**Baki Sedia Ada**	**Kuantiti Diluluskan**	**Seunit**	**Jumlah**	**Kuantiti Dikeluarkan**	**No. Kelompok**	**Tarikh Luput**	**Baki Selapas Pengeluran**	**Pembungkusan (Perlu/Tidak)**	**No. Borang Pembungkusan Stok(BPS)**	
B05XA06170P3001XX	Potassium Dihydrogen Phosphate Injection	amp	200	100	B05XA06170P3001XX.01	amp	Pack of 10 amp		100	16.4632	1,646.32	10	840054	31/03/2				
										Jumlah :	1,646.32							

Dilengkapkan Oleh Pemesan		**Dilengkapkan Oleh Pengeluar**	
Pemohon :	**Pegawai Penerima :**	**Pegawai Pelulus :**	**Dikeluarkan dan Direkod oleh :**
....	....	....	....
Nama :	**Nama** :	**Nama** :	**Nama** :
Jawatan :Penolong Pegawai Farmasi U29	**Jawatan**:	**Jawatan** : Pegawai Farmasi UF48	**Jawatan** :
Unit :FARMASI BEKALAN WAD	**Unit** :	**Unit** : STOR FARMASI	**Unit** :
Jabatan :Pharmacy	**Jabatan** :	**Jabatan** : Pharmacy	**Jabatan** :
Tarikh : 06/08/2019	**Tarikh** :	**Tarikh** : 06/08/2019	**Tarikh** :
Tarikh pesanan diluluskan : 06/08/2019	*(Dilengkapkan setelah stok diterima)*		

Printed Date : 04/06/2021 **Printed By** : **Unit Name** : FARMASI BEKALAN WAD **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	*Finance*	Click Here	*16*	*Issue*	Click Here
2	*Procurement Standard APPL*	Click Here	*17*	*Receive From Supplier*	Click Here
3	*Procurement standard LP*	Click Here	*18*	*Receive Inter Facility*	Click Here
4	*Procurement Standard Contract*	Click Here	*19*	*Receive Intra Facility*	Click Here
5	*Procurement Standard Quotation*	Click Here	*20*	*Return to Supplier*	Click Here
6	*Procurement Standard (RFQ)*	Click Here	*21*	*Return to Supplying Unit*	Click Here
7	*Procurement Non Standard (Requisition Order)*	Click Here	*22*	*Return to Supplying Facility*	Click Here
8	*Quarantine*	Click Here	*23*	*Slow Moving*	Click Here
9	*Product Complaint*	Click Here	*24*	*Stock Taking And Verification*	Click Here
10	*Recalculate Buffer Level*	Click Here	*25*	*Stock Transfer*	Click Here
11	*Condemn And Write Off*	Click Here	*26*	*Bad Data Management*	Click Here
12	*Recall Product*	Click Here	*27*	*Year End*	Click Here
13	*Payment*	Click Here	*28*	*Penalty*	Click Here
14	*External Indent*	Click Here	*29*	*IWP Budget*	Click Here
15	*Internal Indent*	Click Here	*30*	*IWP Order Authorization*	Click Here