



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

User Manual Inventory (Internal Indent)

Version	: 13th 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-13th E

Application reference: PhIS & CPS v2.6.1



Table of Contents

1.0	Introduction	1
1.1	Overview of PhIS	1
1.2	Purpose and Objectives.....	1
1.3	Organised Sections	1
2.0	Application Standard Features	2
2.1	PhIS Legend.....	2
2.2	Latest Enhancement and Updates	Error! Bookmark not defined.
3.0	Internal Indent	4
	Overview	4
	User Group.....	4
	Functional Diagram	4
	Functional Description	4
3.1	Internal Indent.....	5
3.1.1	View Existing Transaction	5
3.2	Intra Facility (Sent) Internal Indent.....	7
3.3	Intra Facility (Receive) Internal Indent	17
3.4	Indent (Intra Facility) Approval.....	24
4.0	Acronyms	28
5.0	Links To Inventory Modules	28

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

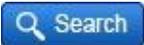
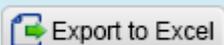
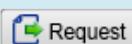
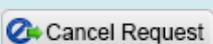
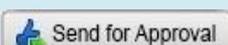
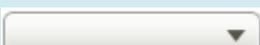
1.3 Organised Sections

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.

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

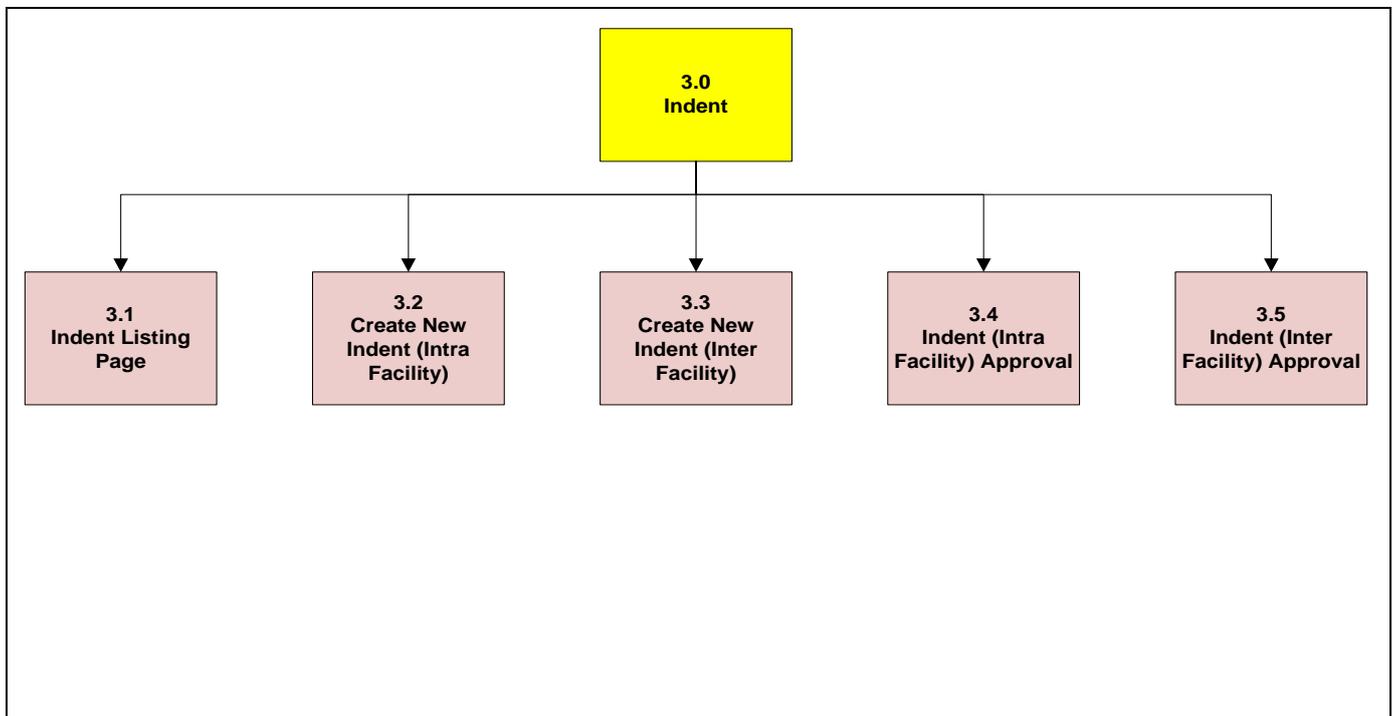


Figure 3-0-1

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.

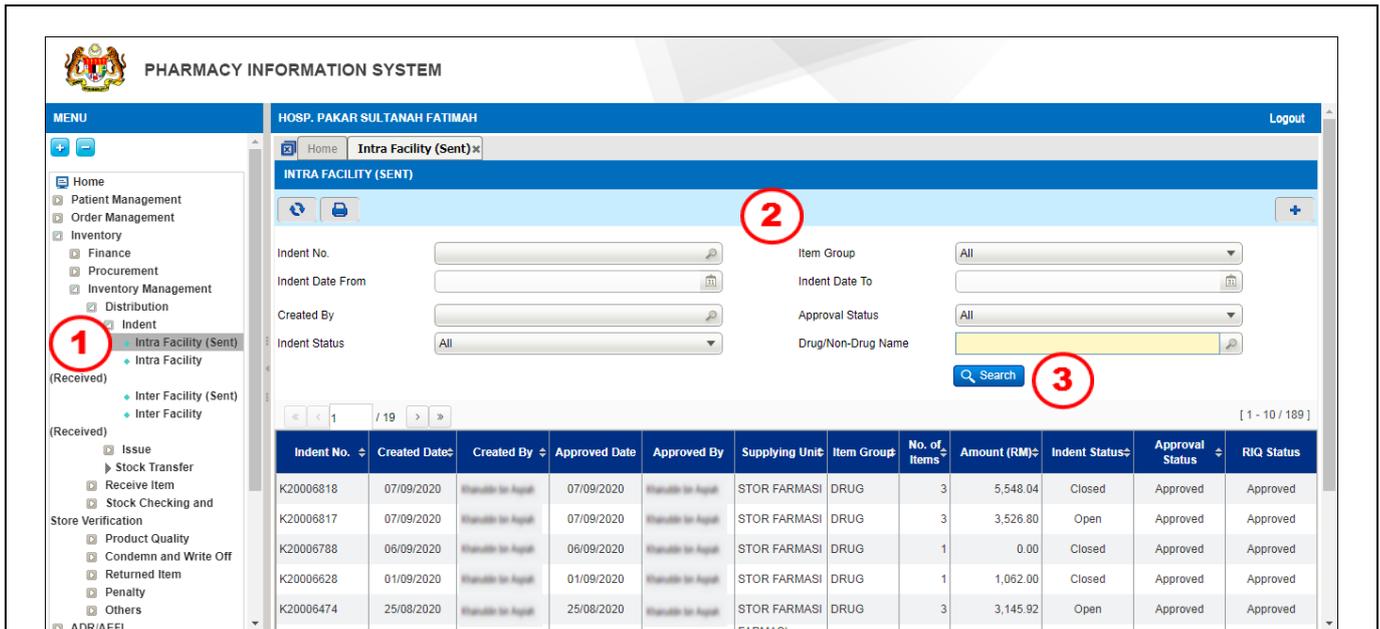


Figure 3.1.1-1 Intra Facility (Sent)

STEP 1

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

STEP 2

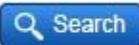
To search for existing Indent record(s), user may search by criteria as follows:

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	Able to filter and search record(s)

		- Open - 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

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:

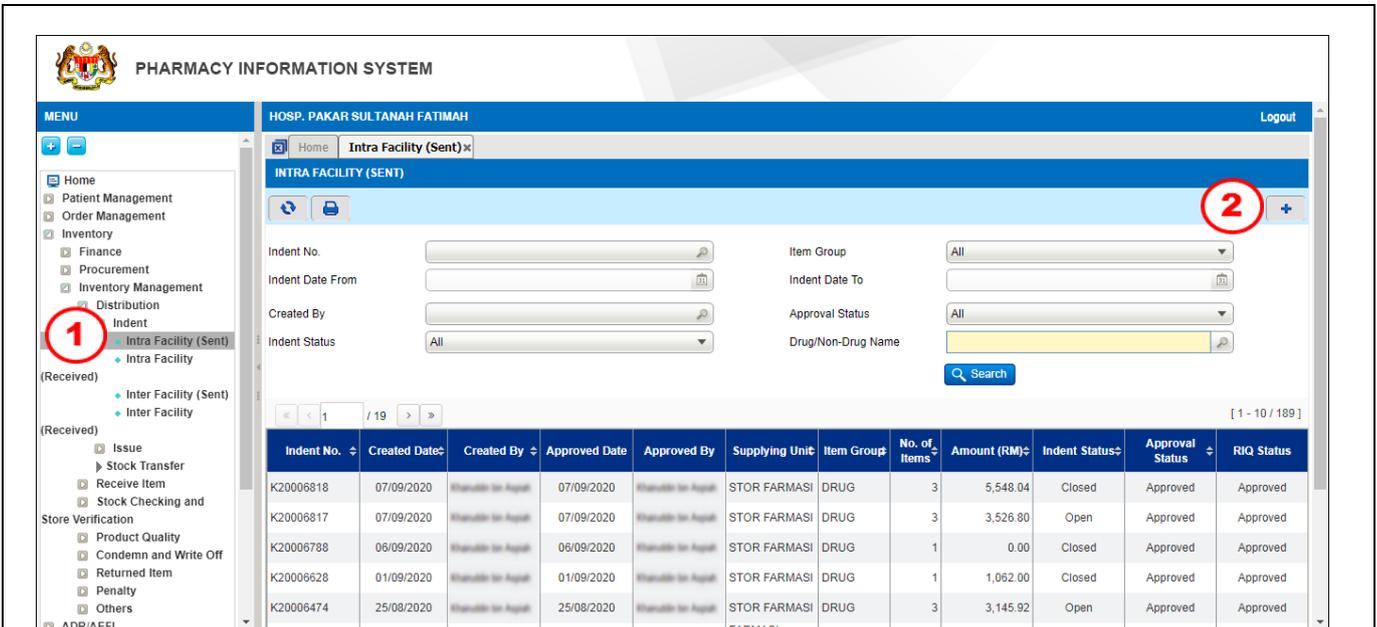


Figure 3.2-1 Indent Listing Page

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.

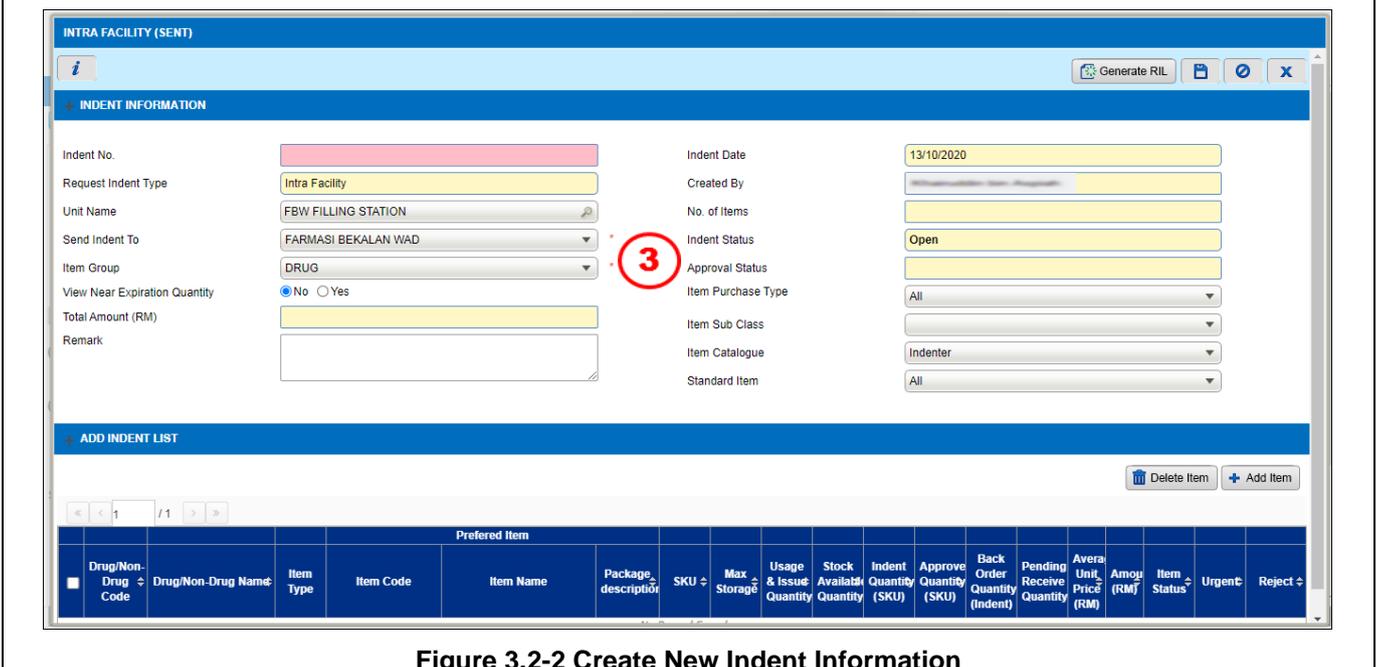


Figure 3.2-2 Create New Indent Information

- New created Indent Record **Status** is defaulted as 'Open'.
- **Unit Name** is defaulted based on user's login ID, User can indent as other unit(same level) if at facility configure Allow Indent Issue is set 'yes'
- **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
- **Sent Indent** able to select level 2 and level 1
- **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.

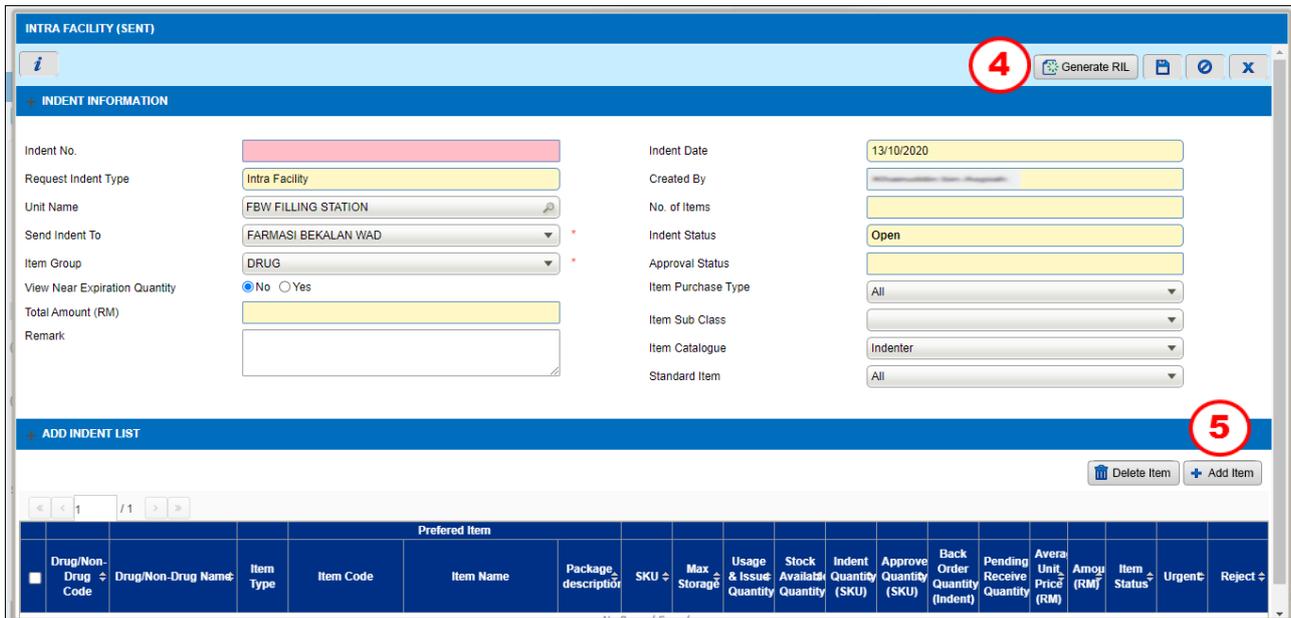


Figure 3.2-3 Recommended Indent List

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.

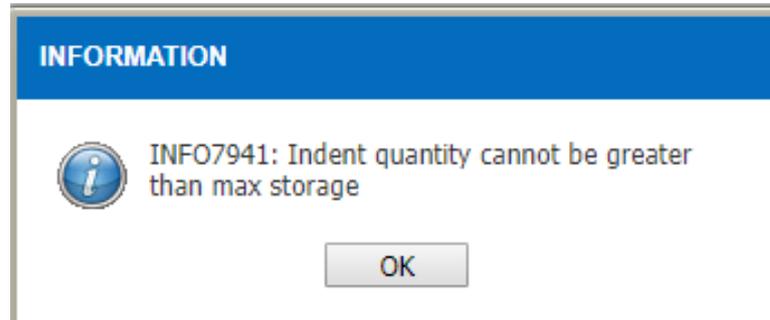
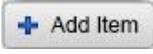


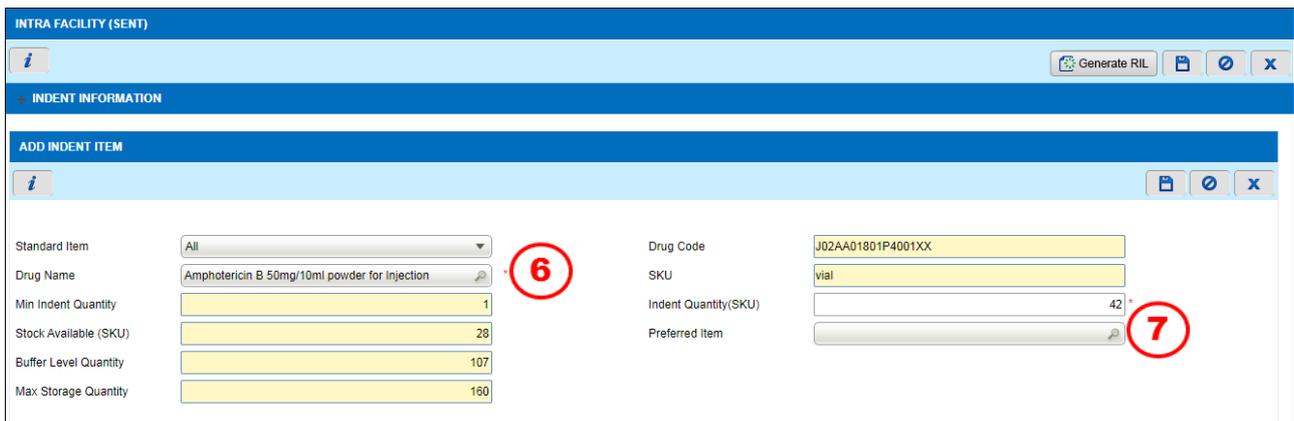
Figure 3.2-4 Information Messages

STEP 5

Click on the  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.



The screenshot shows the "INTRA FACILITY (SENT)" window with the "ADD INDENT ITEM" form. The form contains several input fields and a search icon. Red circles highlight the search icon next to the "Drug Name" field (labeled '6') and the search icon next to the "Preferred Item" field (labeled '7').

Standard Item	All	Drug Code	J02AA01801P4001XX
Drug Name	Amphotericin B 50mg/10ml powder for Injection	SKU	vial
Min Indent Quantity	1	Indent Quantity(SKU)	42
Stock Available (SKU)	28	Preferred Item	
Buffer Level Quantity	107		
Max Storage Quantity	160		

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"/>	
<input type="button" value="<"/> <input type="button" value="1"/> <input type="button" value="/ 13"/> <input type="button" value=">"/> [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
Alprostadiil 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	<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"/>			
<input type="button" value="<"/> <input type="button" value="1"/> <input type="button" value="/ 1"/> <input type="button" value=">"/> [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**.

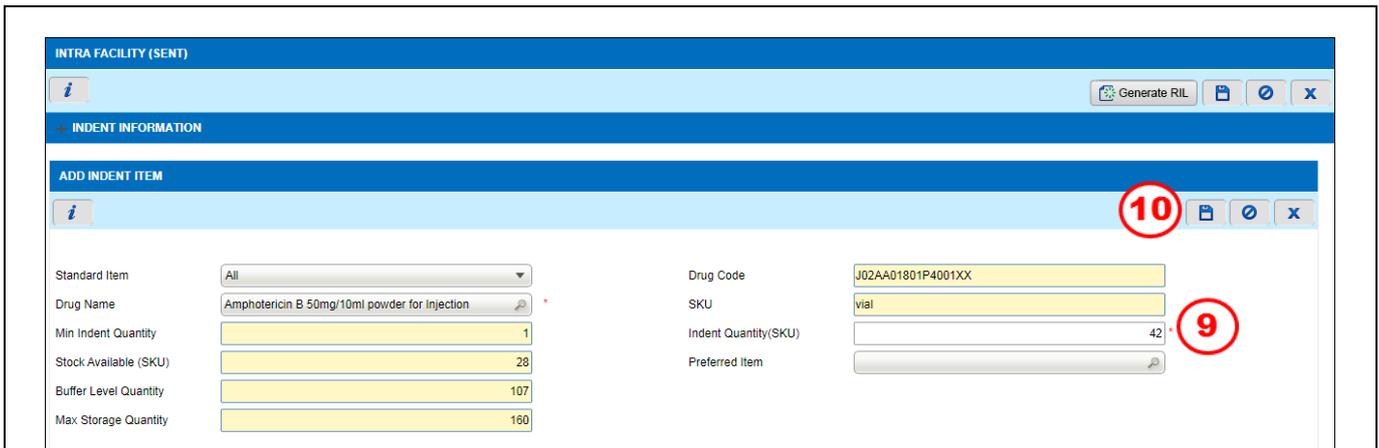


Figure 3.2-8 Add Indent Item

STEP 9

Enter the **Indent Quantity(SKU)**

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.

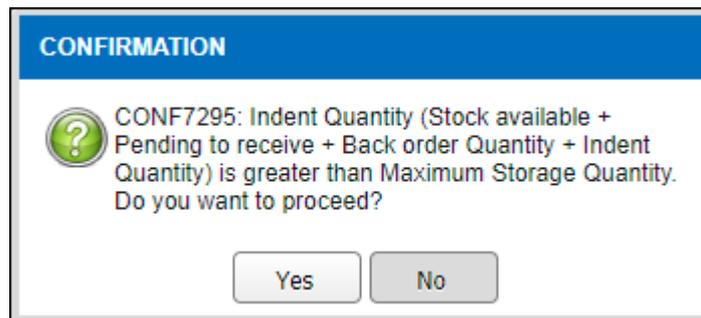


Figure 3.2-9 Alert Message

- 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.

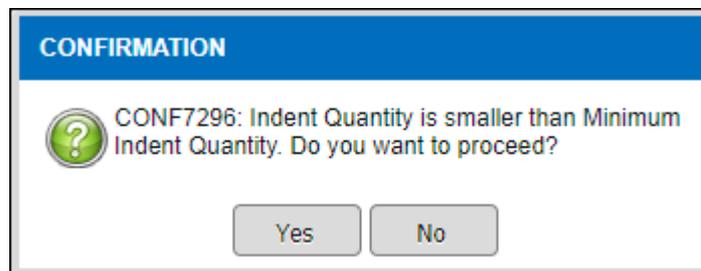
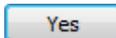


Figure 3.2-10 Alert Message

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.

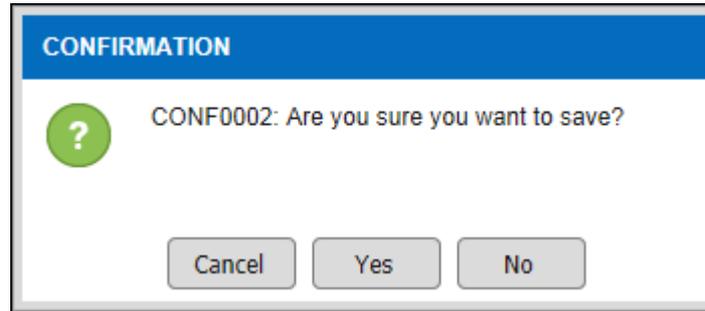
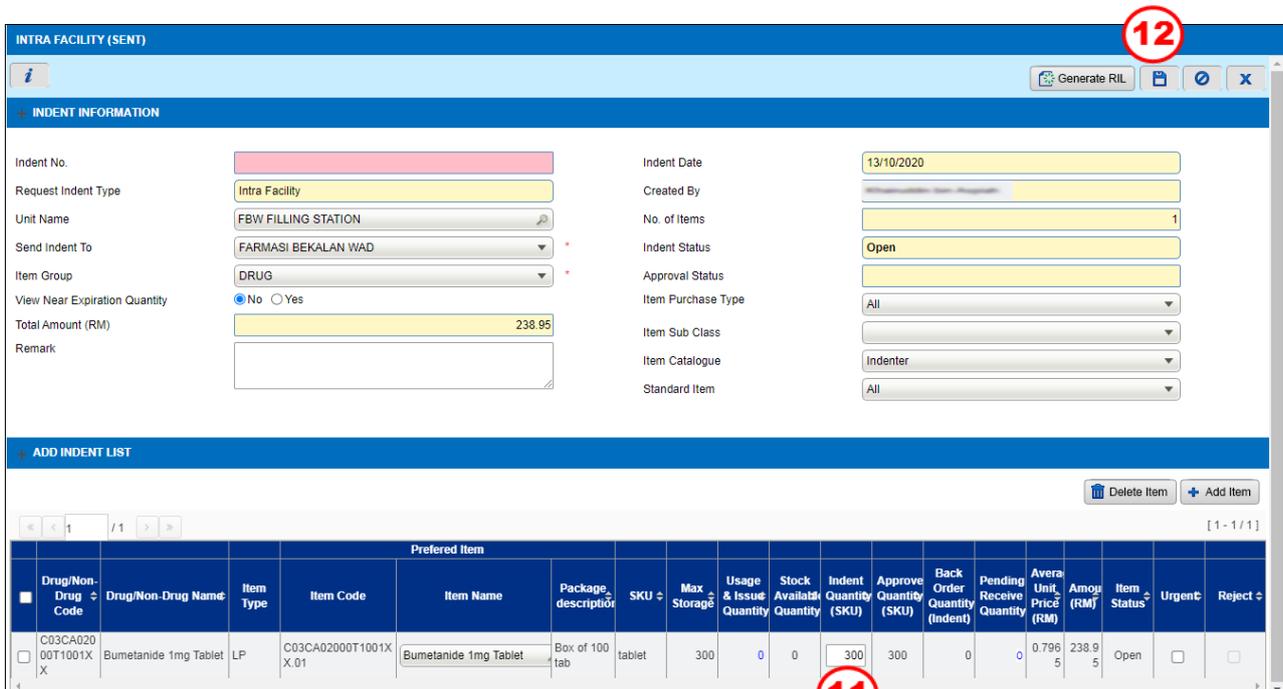


Figure 3.2-11 Save Record Alert Message

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



INTRA FACILITY (SENT)

Generate RIL

INDENT INFORMATION

Indent No. [Redacted] Indent Date: 13/10/2020
 Request Indent Type: Intra Facility Created By: [Redacted]
 Unit Name: FBW FILLING STATION No. of Items: 1
 Send Indent To: FARMASI BEKALAN WAD Indent Status: Open
 Item Group: DRUG Approval Status: [Redacted]
 View Near Expiration Quantity: No Yes Item Purchase Type: All
 Total Amount (RM): 238.95 Item Sub Class: [Redacted]
 Remark: [Redacted] Item Catalogue: Indenter
 Standard Item: All

ADD INDENT LIST

Delete Item Add Item

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
C03CA02000T1001X	Bumetanide 1mg Tablet	LP	C03CA02000T1001X.01	Bumetanide 1mg Tablet	Box of 100 tab	tablet	300	0	0	300	300	0	0	0.7965	238.95	Open	<input type="checkbox"/>	<input type="checkbox"/>

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.

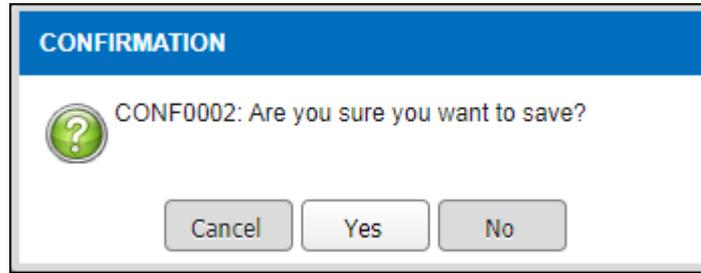
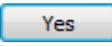


Figure 3.2-13 Save Record Alert Message

- Click on the  button.

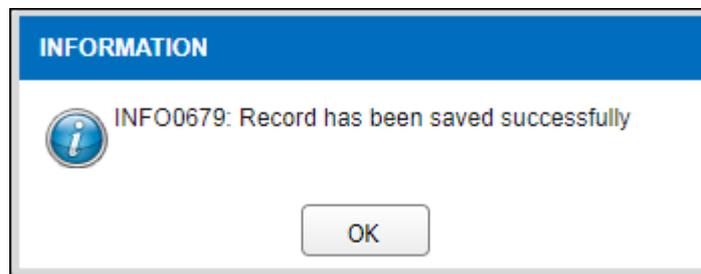
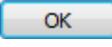
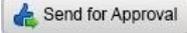


Figure 3.2-14 Save Record Alert Message

- 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

13

INDENT INFORMATION

Indent No.	K20006876	Indent Date	13/10/2020
Request Indent Type	Intra Facility	Created By	
Unit Name	FBW FILLING STATION	No. of Items	1
Send Indent To	FARMASI BEKALAN WAD	Indent Status	Open
Item Group	DRUG	Approval Status	
View Near Expiration Quantity	<input type="radio"/> No <input type="radio"/> Yes	Item Purchase Type	All
Total Amount (RM)	238.95	Item Sub Class	
Remark			
		Item Catalogue	Indenter
		Standard Item	All

ADD INDENT LIST

Preferred Item																		
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
<input type="checkbox"/> C03CA020 00T1001X X	Bumetanide 1mg Tablet	LP	C03CA02000T1001X X.01	Bumetanide 1mg Tablet	Box of 100 tab	tablet	300	0	0	300	300	0	0	0.796 5	238.9 5	Open	<input type="checkbox"/>	<input type="checkbox"/>

Figure 3.2-15 Send for Approval

STEP 13

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

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.

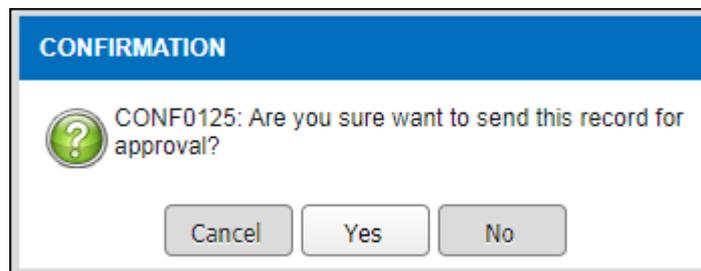


Figure 3.2-16 Send for Approval Record Alert Message

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

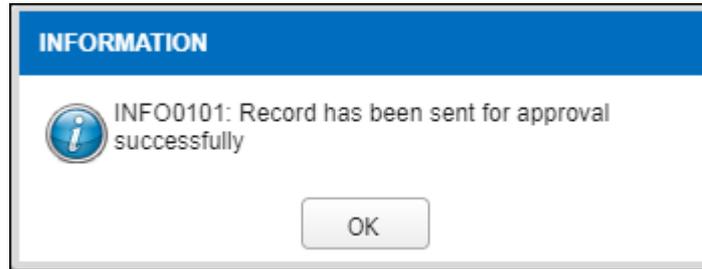


Figure 3.2-17 Alert Message

3.3

3.3 Intra Facility (Receive) Internal Indent

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

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
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  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.

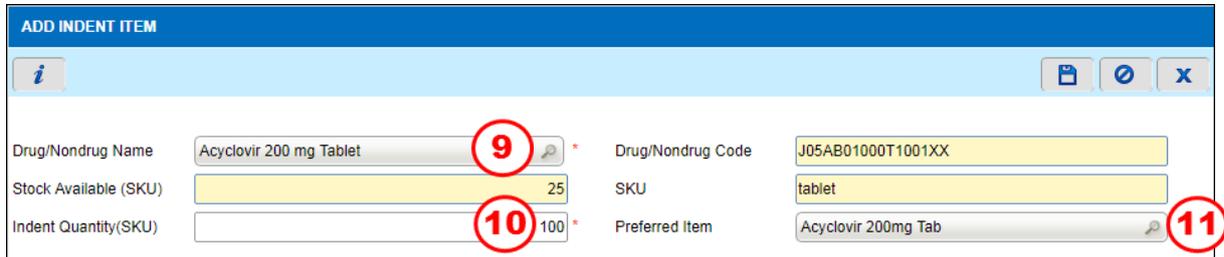


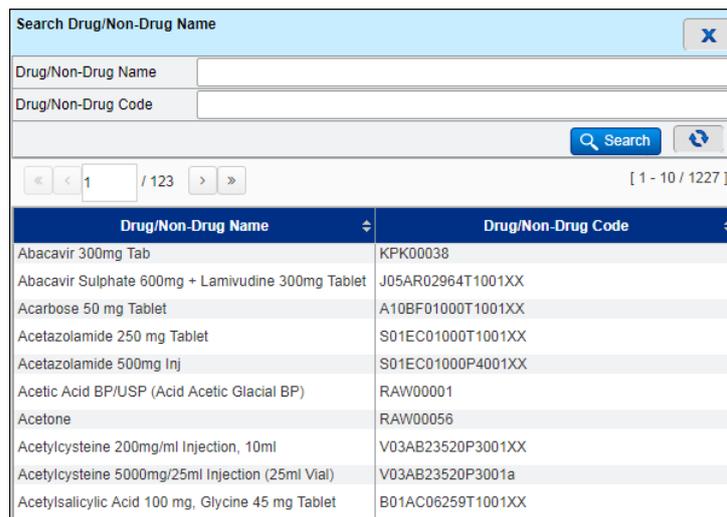
Figure 3.3-4 Add Indent Item

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
<< < 1 / 1 > >>			[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**.

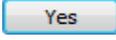
ADD INDENT ITEM			
Drug/Nondrug Name		Acyclovir 200 mg Tablet	* Drug/Nondrug Code
Stock Available (SKU)		25	SKU
Indent Quantity (SKU)		100	* Preferred Item
			Acyclovir 200mg Tab

Figure 3.3-7 Add Indent Item

STEP 13

Click on the  button to save the Add Indent Item

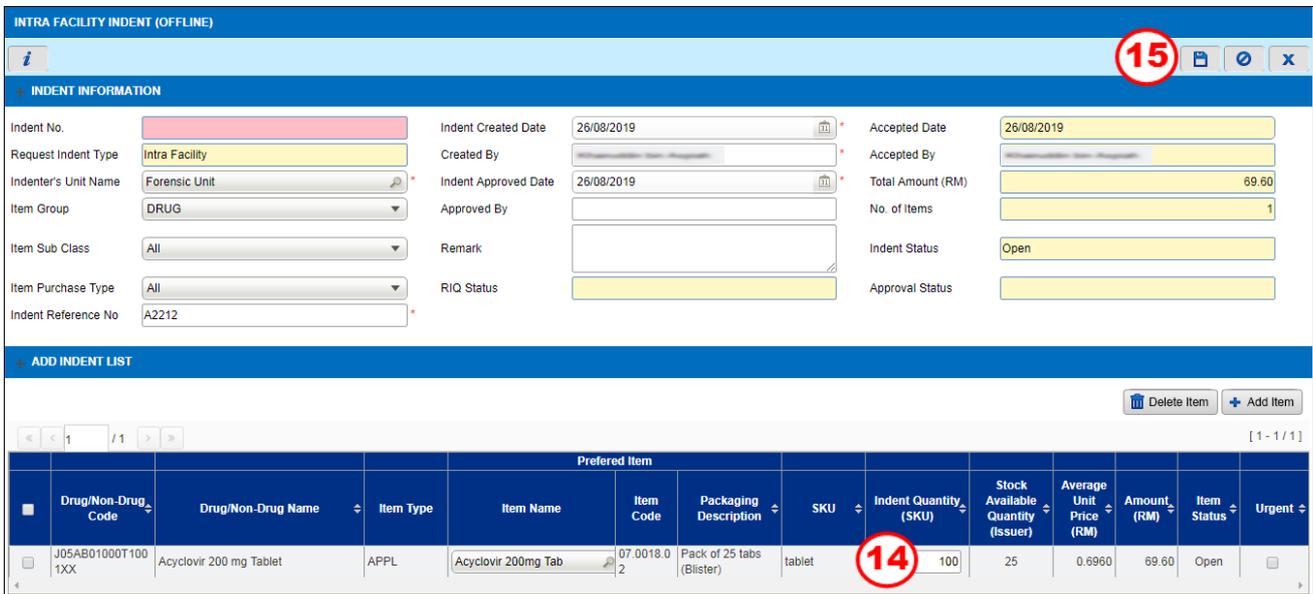
Note

- 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.

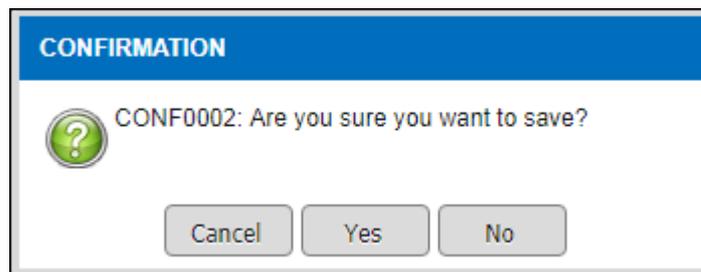
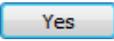


Figure 3.3-10 Save Record Alert Message

- Click on the  button.

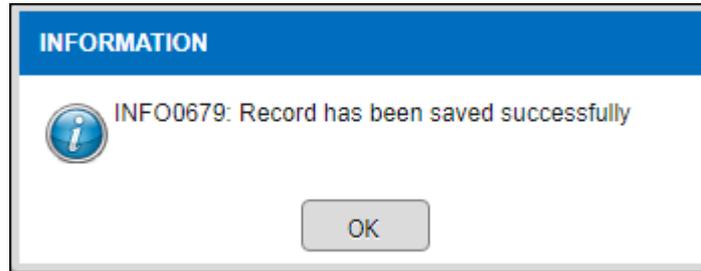
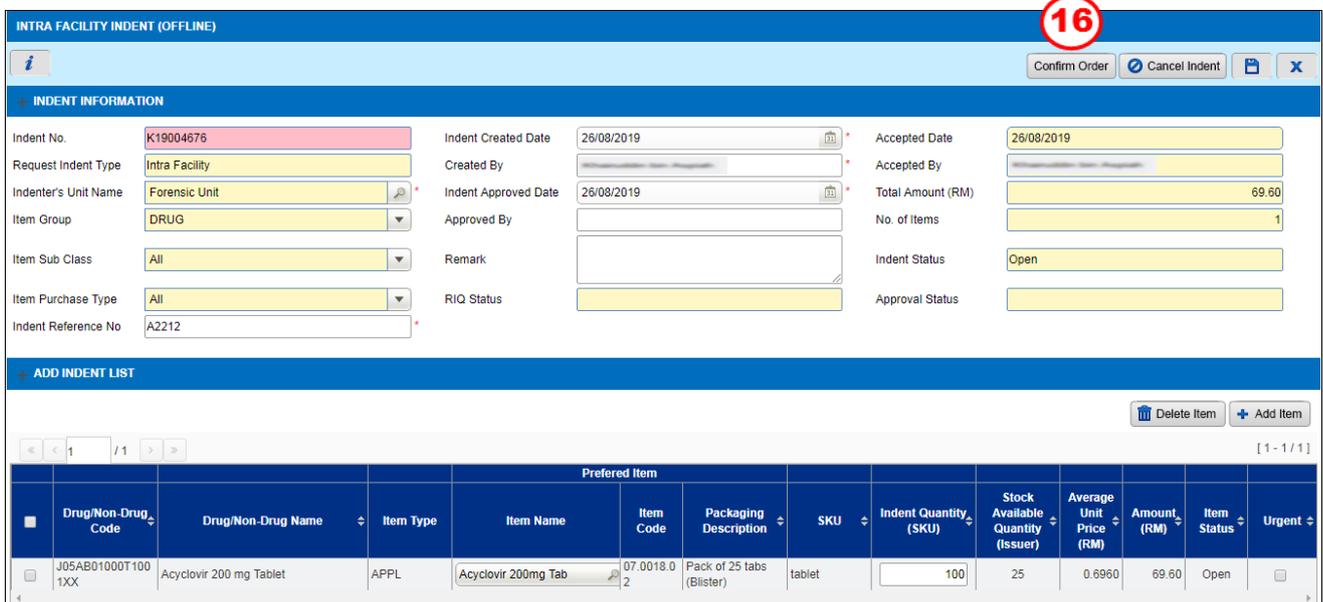


Figure 3.3-11 Save Record Alert Message

- 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

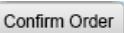
Table 3.3-1



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.

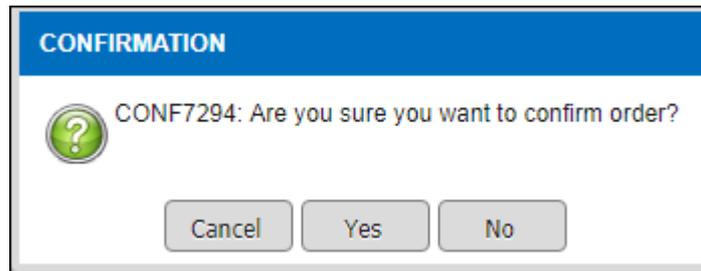


Figure 3.3-13 Send for Approval Record Alert Message

- Click on the button to confirm the request.

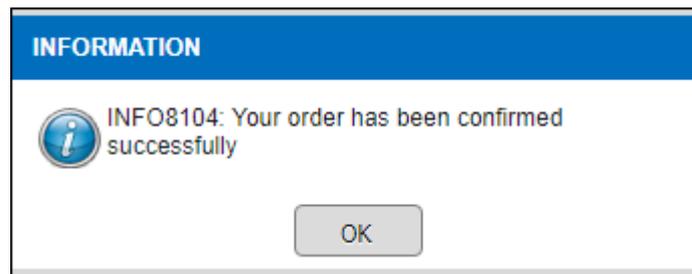


Figure 3.3-14 Alert Message

17

INTRA FACILITY INDENT (OFFLINE)

INIDENT 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

[1 - 1 / 1]

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 - 3 / 3]						
Transaction Type	Transaction No.	Item Group	Date/Time	Task Status	From Unit/Department	From User
Special Drug Request	HPSF0020/2020		10/02/2020 10:46 AM	Pending Pharmacist's Review		
Receive Internal	F02FBW-006118		08/09/2020 04:41 PM	Pending For Approval	FARMASI BEKALAN WAD	
Indent(Internal)	K20006876 1	Drug	13/10/2020 02:29 PM	Pending For Approval	FBW FILLING STATION	

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														
<input type="button" value="Approve"/> <input type="button" value="Reject"/> <input type="button" value="Print"/> <input type="button" value="Close"/>														
Indent No.	K20006876				Indent Date	13/10/2020 01:03:25 PM								
Send Indent To	FARMASI BEKALAN WAD				Item Group	DRUG								
Remark					Reject Reason									
ADD INDENT ITEM														
[1 - 1 / 1]														
Drug/Non-Drug Code	Drug/Non-Drug Name	Preferred Item	Item Purchase Type	SKU	Usage & Issue Quantity	Buffer Level	Stock Available	Indent Quantity (SKU)	Back Order Quantity (Indent)	Approved Quantity (SKU)	Average Unit Price (RM)	Amount (RM)	Urgent	Reject
C03CA02000T1001XX	Bumetanide 1mg Tablet	Bumetanide 1mg Tablet	LP	tablet	0	150	0	300	0	300	0.7965	238.95	<input type="checkbox"/>	<input type="checkbox"/>
Total Amount (RM)												238.95		

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.

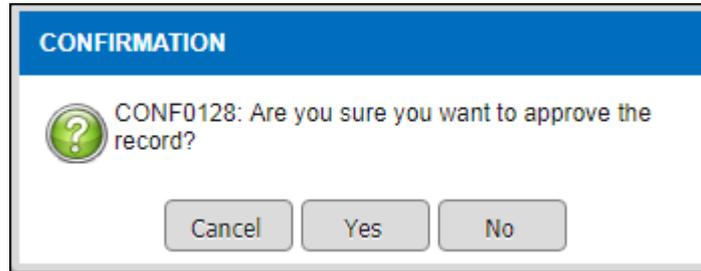


Figure 3.4-3 Approve Record Alert Message

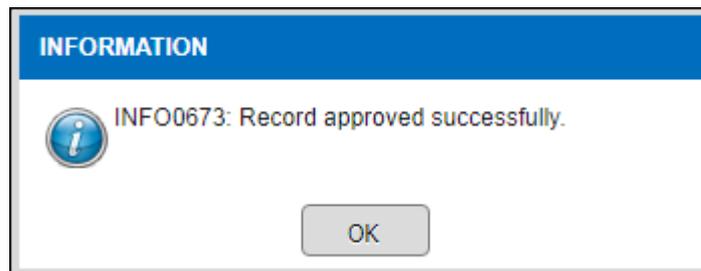
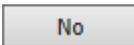


Figure 3.4-4 Approve Record Alert Message

- 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

i
KEW.PS-7 X

Indent No.	<input type="text" value="K20006876"/>	Indent Date	<input type="text" value="13/10/2020 01:03:25 PM"/>
Send Indent To	<input type="text" value="FARMASI BEKALAN WAD"/>	Item Group	<input type="text" value="DRUG"/>
Remark	<input type="text"/>	Reject Reason	<input type="text"/>

+ ADD INDENT ITEM

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

Drug/Non-Drug Code	Drug/Non-Drug Name	Preferred Item	Item Purchase Type	SKU	Usage & Issue Quantity	Buffer Level	Stock Available	Indent Quantity (SKU)	Back Order Quantity (Indent)	Approved Quantity (SKU)	Average Unit Price (RM)	Amount (RM)	Urgent	Reject
C03CA02000T1001XX	Bumetanide 1mg Tablet	Bumetanide 1mg Tablet	LP	tablet	0	150	0	300	300	300	0.7965	238.95	<input type="checkbox"/>	<input type="checkbox"/>
Total Amount (RM)												238.95		

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.

Dilengkapkan Oleh Pemesan		Dilengkapkan Oleh Pengeluar																
BAHAGIAN BEKALAN KAWALAN DAN AKAUN					BAHAGIAN SIMPANAN													
No. Kod	Perihal Stok	SKU / PKU	Kuantiti Dimohon	Kuantiti Diterima	No. Kod	SKU / PKU	Deskripsi Pembungkusan	Baki Sedia Ada	Kuantiti Diluluskan	Harga (RM)		Kuantiti Dikeluarkan	No. Kelompok	Tarikh Luput	Baki Selapas Pengeluaran	Pembungkusan (Perlu/Tidak)	No. Borang Pembungkusan Stok(BPS)	
										Seunit	Jumlah							
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 :					Pegawal Penerima :				Pegawal Pelulus :				Dikeluarkan dan Direkod oleh :					
Nama : Jawatan : Penolong Pegawai Farmasi U29 Unit : FARMASI BEKALAN WAD Jabatan : Pharmacy Tarikh : 06/08/2019 Tarikh pesanan diluluskan : 06/08/2019					Nama : Jawatan : Unit : Jabatan : Tarikh : <i>(Dilengkapkan setelah stok diterima)</i>				Nama : Jawatan : Pegawai Farmasi UF48 Unit : STOR FARMASI Jabatan : Pharmacy Tarikh : 06/08/2019				Nama : Jawatan : Unit : Jabatan : Tarikh :					
Printed Date : 04/08/2021					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	<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