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

User Manual
Pharmacy Inventory
(Penalty)

Version	**: 10th EDITION**
Document ID	**: U.MANUAL_ INV_PENALTY**

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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 (CDR), Parenteral Nutrition (PN), 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 - Penalty module and its key features and functionalities. The primary objective is to guide users through the process of completing PhIS application process.

User will understand the following activities in details:

- Penalty Incident
- Penalty Verification
- Payment

1.3 Organised Sections

These are the sections within this document:

- Section 1 : Introduction
- Section 2 : Application Standard Features
- Section 3 : Penalty
- Section 6 : Acronyms

2.0 Application Standard Features

2.1 PhIS Legend

Standard Legend			
LOGIN	Login to PhIS	Logout	Logout from PhIS
	Close All Open Tabs		Refresh Screen
	Expand Menu		Collapse Menu
	Expand Module		Collapse Module
	Add/Create New Record		Save
	Close Window		Calendar Icon
	Save Transaction		Delete Record
Export to Excel	Export Report From PDF file to Excel file	OK	OK Button
Yes	Yes Button	No	No Button
	Radio Button		Checkbox
	System Automatic Generate Record No.		Automatically Display/Retrieve Box
	Reset Login Screen		Show Help
Home	Display Home Tab	Search	Search Record
	Cancel		Dropdown Box
	Search Icon	*	Indicate Mandatory Field
	Edit Record		Empty Text Box
Cancel	Cancel Button		

Inventory Module Legend			
Cancel Incident	Cancel Incident Button	Lampiran 8	Lampiran 8 Button
Verify	Verify record	Lampiran 9	Lampiran 9 Button
Lampiran 10	Lampiran 10 Button	Lampiran 11	Lampiran 11 Button
Lampiran 14	Lampiran 14 Button	Lampiran 15	Lampiran 15 Button
Attach	Attach Button	Lampiran 16	Lampiran 16 Button

Note

- *To learn more about Login Information, kindly click Login Information Modules for descriptive step.*

3.0 Penalty

Overview

Penalty is imposed to the supplier whenever the supplier has broken any of the penalty rules. There are 18 incidents in the penalty module. One LPO can be penalized for more than one incident based on the circumstances.

User Group

This module is intended for Pharmacist and Assistant Pharmacist at Level 1(Main Store) and MOH people (subject to user assigned by the facility).

3.1 Penalty Incident

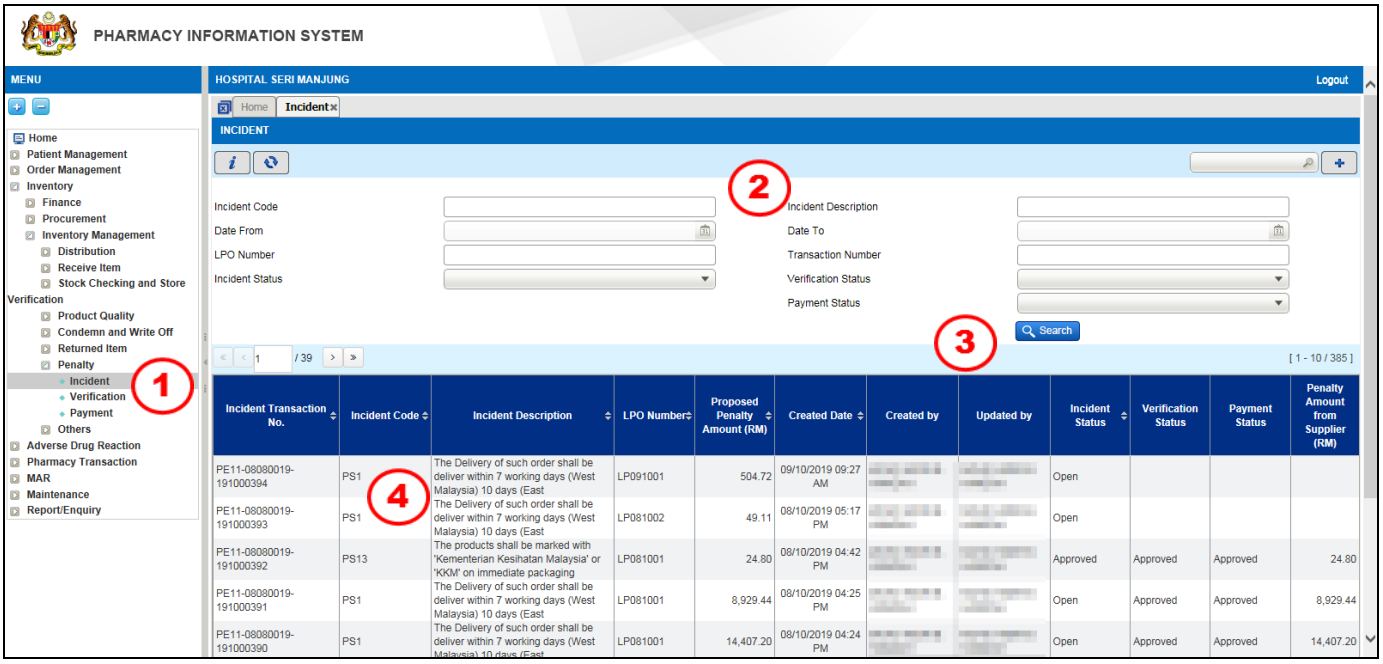


Figure 3.1-1 Incident Listing Page

Incident is type of penalty charged to the supplier.

STEP 1
Click on the 'Inventory' menu followed by 'Inventory Management' and then click 'Penalty', and then click 'Incident'

STEP 2
To search for Penalty Incident transaction, these search criteria can be used:

No	Field	Description	Remark
a	Incident Code	Incident Code - PS1 - PS2 - PS3 - PS4 - PS5 - PS6 - PS7 - PS8 - PS9A - PS9B - PS10 - PS11A - PS11B - PS12 - PS13 - PS14 - PS15 - PS16 - PS17 - PS18 - PS21	Allow user to search existing transaction based on incident code

b	Incident Description	Search by incident description	Will be automatically displayed once a description is typed
c	LPO Number	Search by selecting a number from the LPO	Will be automatically displayed once a LPO no is typed
d	Date from	Search by selecting a date from the calendar	Filter and search existing records based on date. The date format will be 'dd/mm/yyyy'. i.e. 31/12/2016
e	Date To	Search by selecting a date from the calendar	Filter and search existing records based on date. The date format will be 'dd/mm/yyyy'. i.e. 31/12/2016
f	Incident Status	Select Incident Status from the drop down menu: - Approved - Cancelled - Open - Pending For Approval - Rejected - Close	Filter and search existing records based on Status
g	Transaction Number	Type the transaction number	Filter and search existing records based on transaction number
h	Verification Status	Select Verification Status from the drop down menu: - Approved - Cancelled - Open - Pending For Approval - Rejected	Filter and search existing records based on Status
i	Payment Status	Select Payment Status from the drop down menu: - Approved - Cancelled - Open - Pending For Approval - Rejected	Filter and search existing records based on Status

Table 3.1-1

STEP 3

Click on the

button after input criteria and the result display will be based on the criteria entered

Note

In circumstances of no criteria is input, the entire list of previous transaction will be displayed

STEP 4

Double click on the selected record and the details will be displayed

3.1.1 Create New Incident PS1

To create a new Incident transaction, perform the steps below:

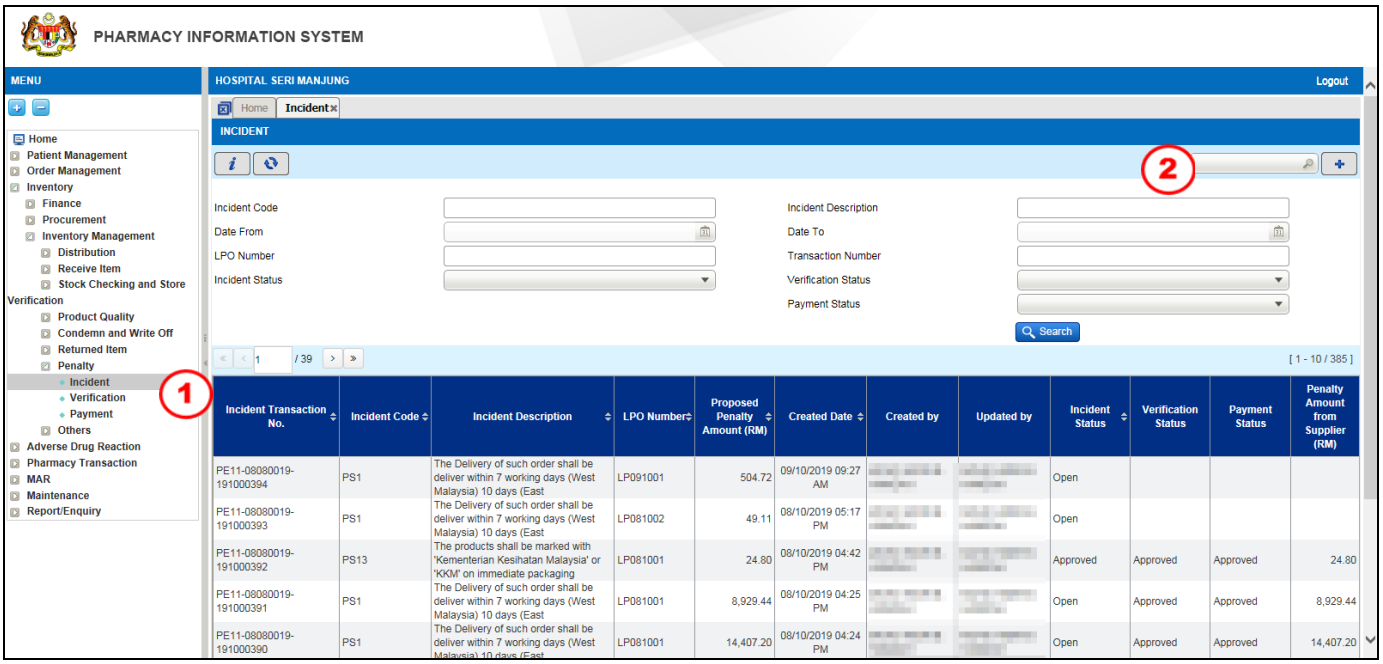


Figure 3.1.1-1 Incident

This function is to perform Penalty that will be imposed to the supplier when the supplier fails to supply the goods within 7 working days.

STEP 1

Click on the 'Inventory Management' menu followed by 'Penalty' and then 'Incident'

STEP 2

Click on the button to find the penalty code

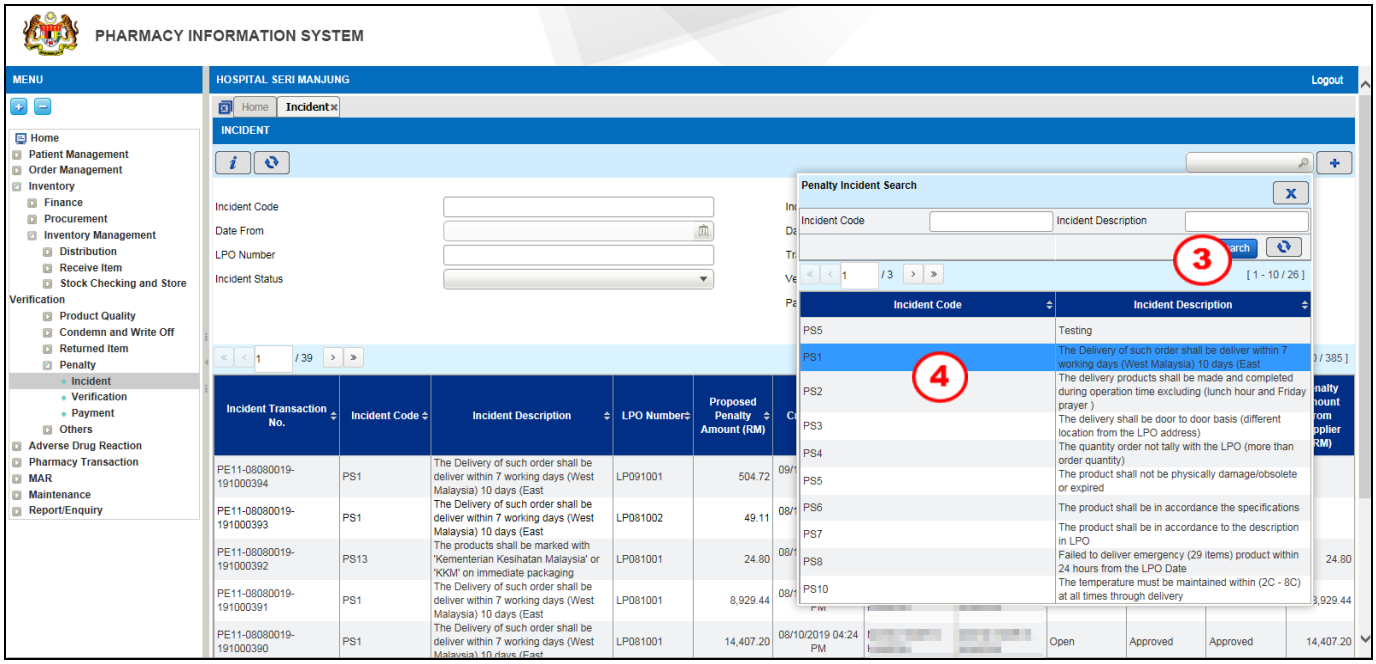


Figure 3.1.1-2 Incident

STEP 3

Click on the

button to see the list of penalty incident

STEP 4

Double click on the PS1 Incident Code

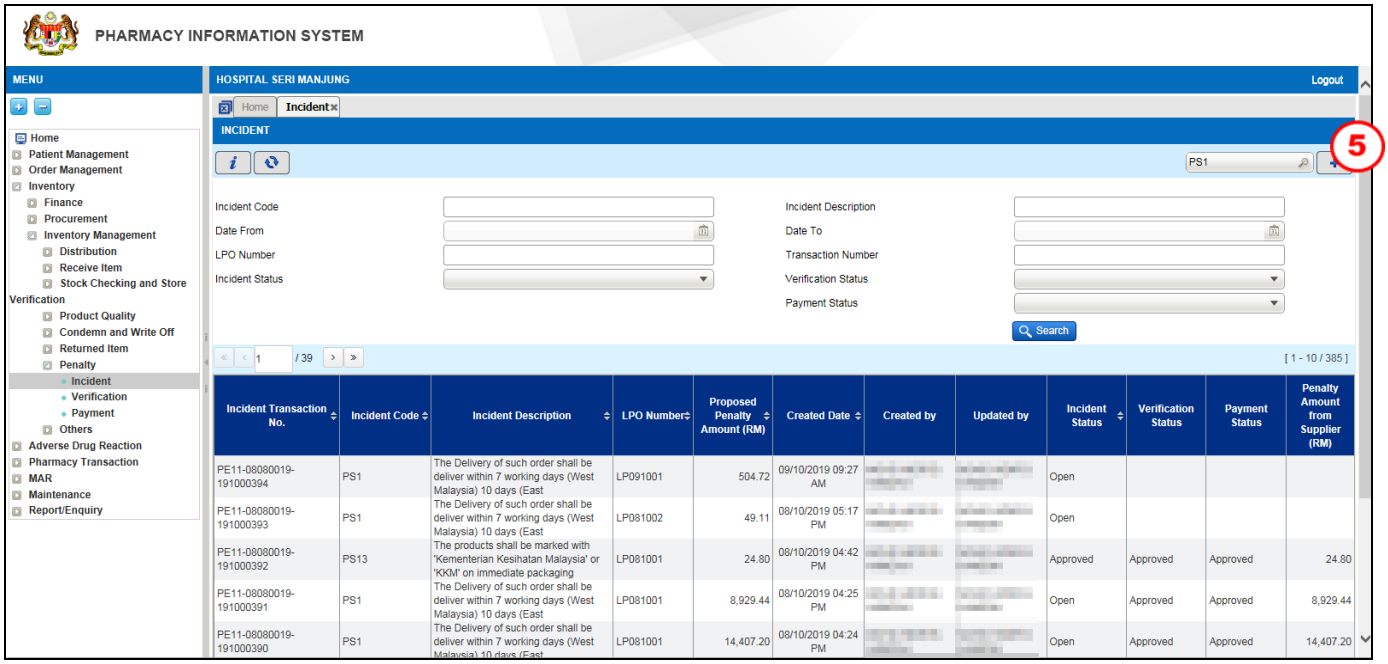


Figure 3.1.1-3 Incident

STEP 5

Click on the button to create new record

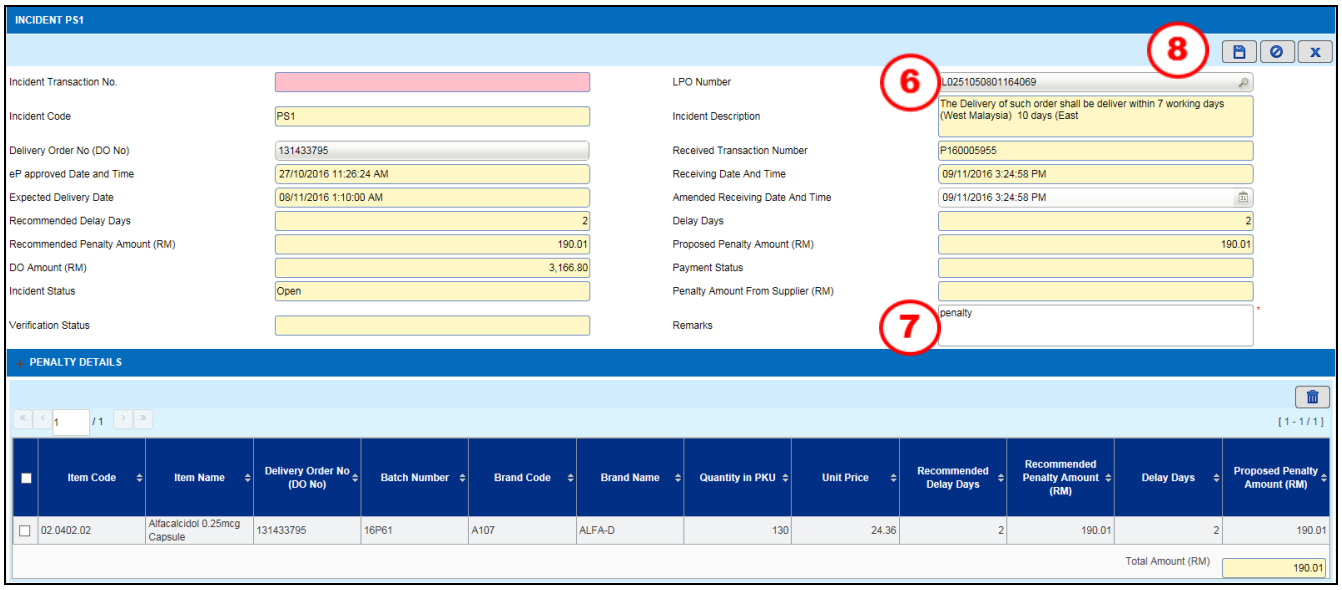


Figure 3.1.1-4 Incident PS1

STEP 6

Click on the button to find the LPO No.

STEP 7

Enter remark in the remark box

STEP 8

Click on the button to save the Penalty transaction

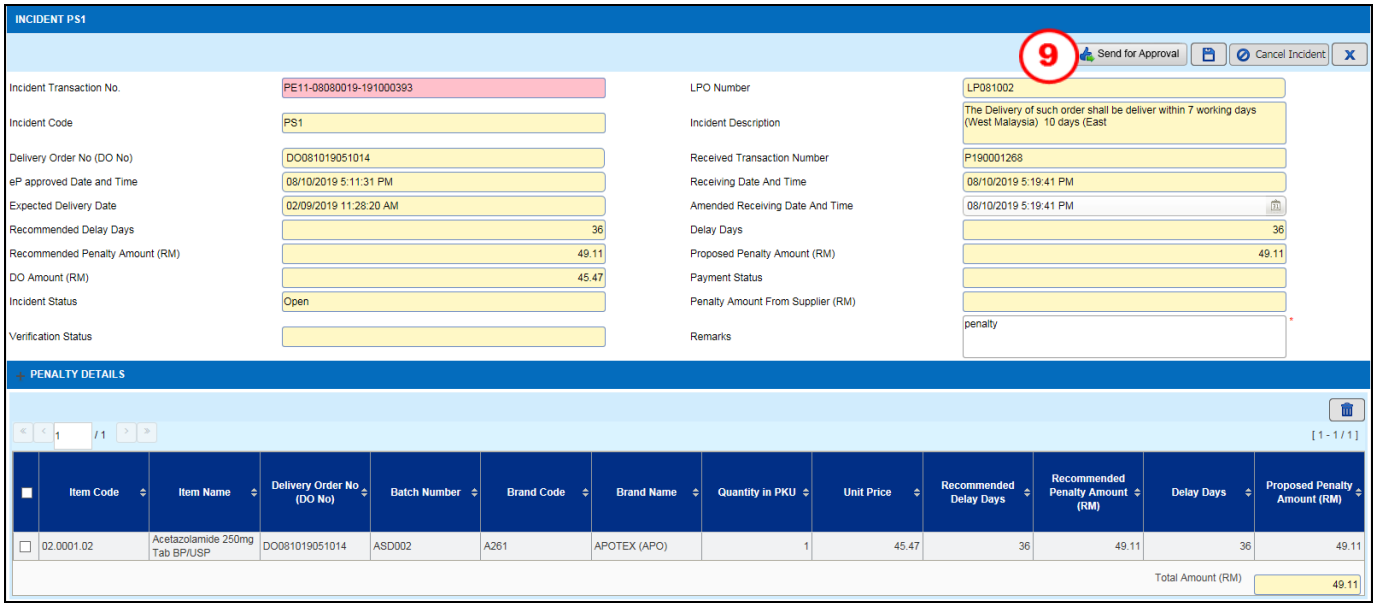


Figure 3.1.1-5 Incident PS1

STEP 9

Click on the Send for Approval button to send the Penalty transaction to HOD for approval

Note

User is allowed to cancel the penalty transaction by click on the Cancel Incident *button*

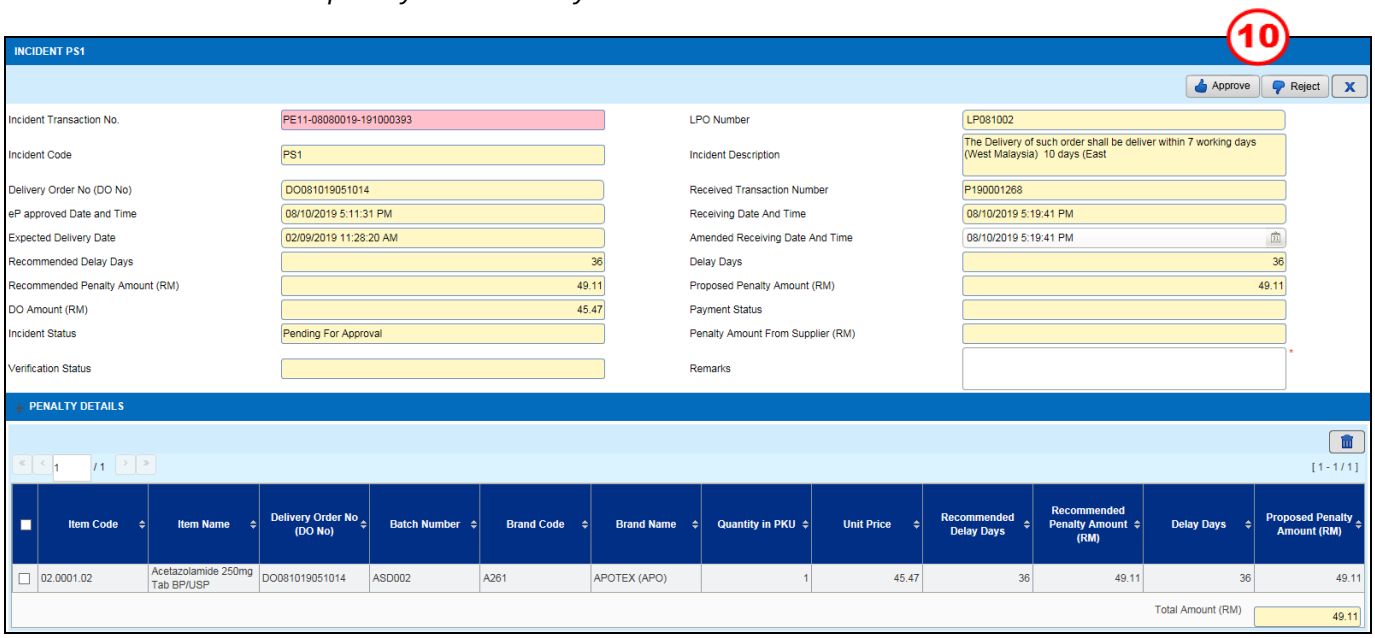


Figure 3.1.1-5 Incident PS1

STEP 10

a) Click on the Approve button to approve the record and confirmation message will be display as Figure 3.1.1-6

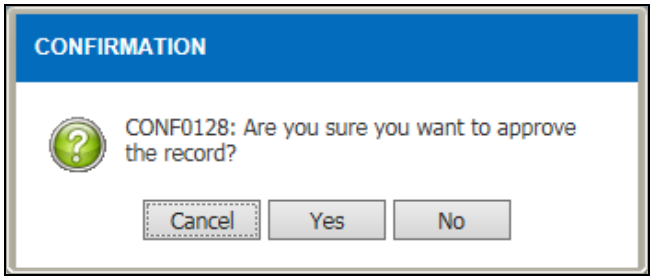


Figure 3.1.1-6 Confirmation Message

Note

- *Click on the* Yes *button to approved record and information message will be display as Figure 3.1.1-7*

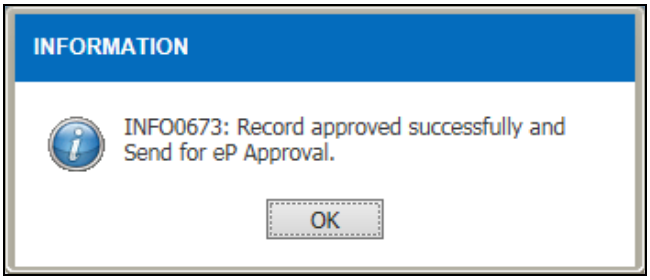


Figure 3.1.1-7 Information Message

Note

- *Click on the* OK *button to successfully approved the record*

b) Click on the Reject button to reject the record and confirmation message will be display as Figure 3.1.1-8

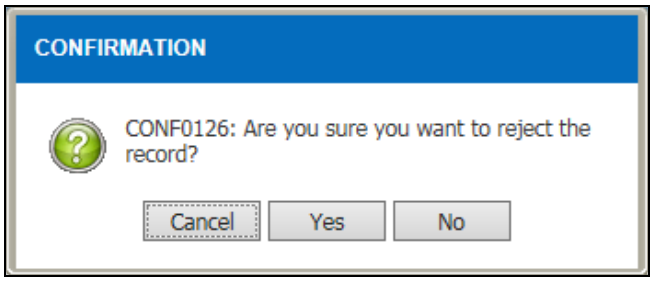


Figure 3.1.1-8 Confirmation Message

Note

- *Click on the* Yes *button to reject record and information message will be display as Figure 3.1.1-9*

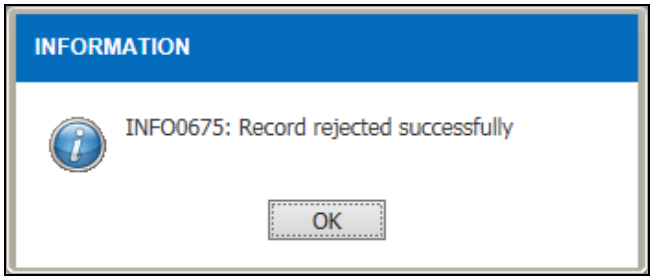


Figure 3.1.1-9 Information Message

Note

- *Click on the* OK *button to successfully rejected the record*

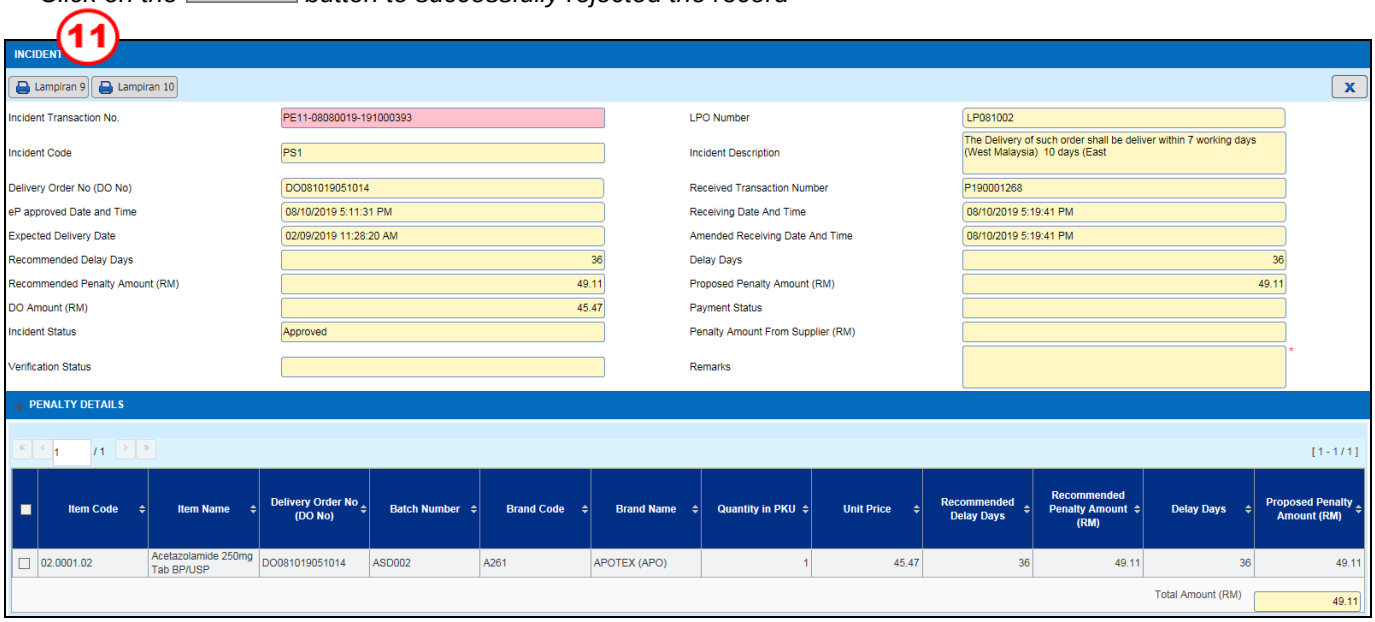
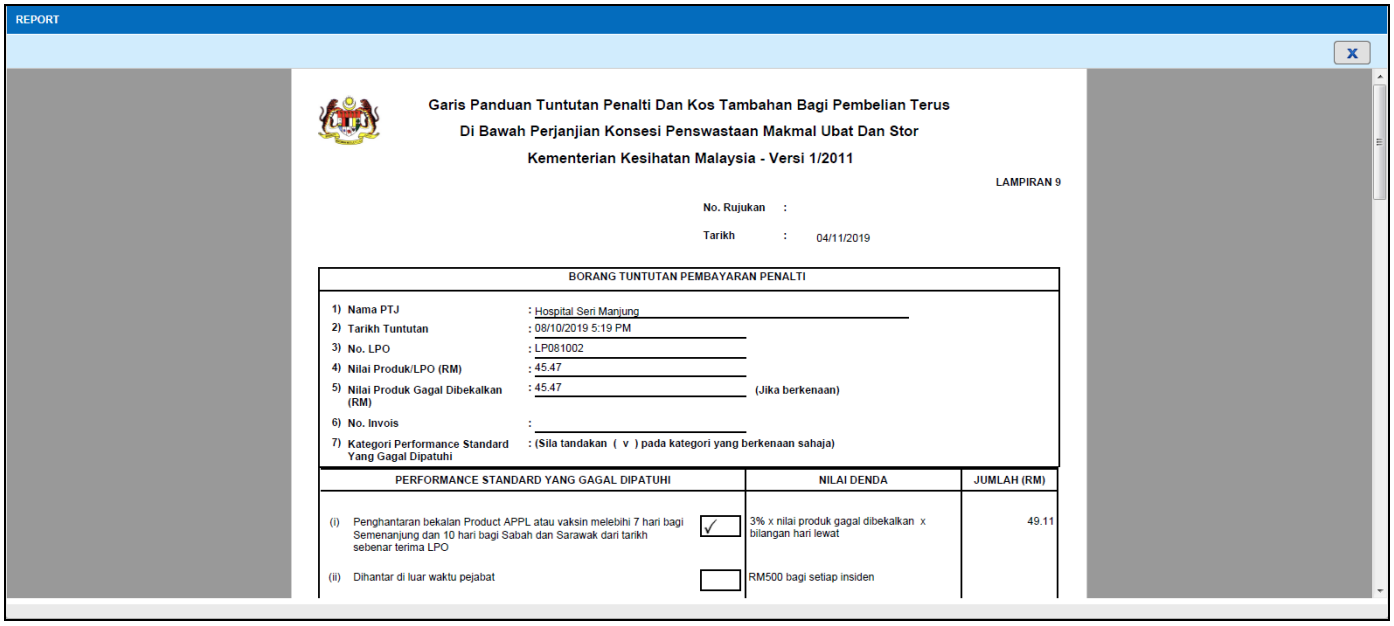


Figure 3.1.1-10 Incident PS1

STEP 11

Click on the Lampiran 9 button and Lampiran 10 button to generate PS 1 report



REPORT

Garis Panduan Tuntutan Penalti Dan Kos Tambahan Bagi Pembelian Terus
Di Bawah Perjanjian Konsesi Penswastaan Makmal Ubat Dan Stor
Kementerian Kesihatan Malaysia - Versi 1/2011

LAMPIRAN 9

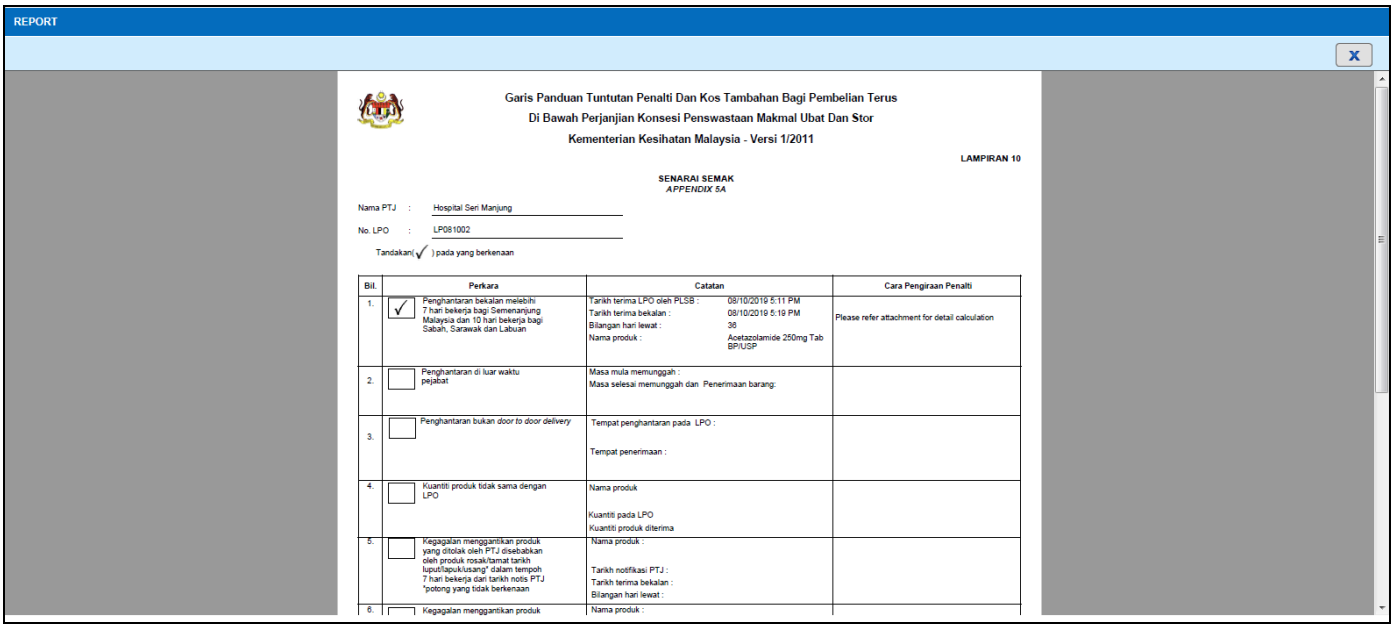
No. Rujukan :
Tarikh : 04/11/2019

BORANG TUNTUTAN PEMBAYARAN PENALTI

1) Nama PTJ : Hospital Seri Manjung
2) Tarikh Tuntutan : 08/10/2019 5:19 PM
3) No. LPO : LP081002
4) Nilai Produk/LPO (RM) : 45.47
5) Nilai Produk Gagal Dibekalkan (RM) : 45.47 (Jika berkenaan)
6) No. Invois :
7) Kategori Performance Standard Yang Gagal Dipatuhi : (Sila tandakan (v) pada kategori yang berkenaan sahaja)

PERFORMANCE STANDARD YANG GAGAL DIPATUHI		NILAI DENDA	JUMLAH (RM)
(i) Penghantaran bekalan Product APPL atau vaksin melebihi 7 hari bagi Semenanjung dan 10 hari bagi Sabah dan Sarawak dari tarikh sebenar terima LPO	✓	3% x nilai produk gagal dibekalkan x bilangan hari lewat	49.11
(ii) Dihantar di luar waktu pejabat		RM500 bagi setiap insiden	

Figure 3.1.1-11 Lampiran 9



REPORT

Garis Panduan Tuntutan Penalti Dan Kos Tambahan Bagi Pembelian Terus
Di Bawah Perjanjian Konsesi Penswastaan Makmal Ubat Dan Stor
Kementerian Kesihatan Malaysia - Versi 1/2011

LAMPIRAN 10

SENARAI SEMAK
APPENDIX 5A

Nama PTJ : Hospital Seri Manjung
No. LPO : LP081002
Tandakan(✓) pada yang berkenaan

Bil.		Perkara	Catatan	Cara Pengiraan Penalti
1.	✓	Penghantaran bekalan melebihi 7 hari bekerja bagi Semenanjung Malaysia dan 10 hari bekerja bagi Sabah, Sarawak dan Labuan	Tarikh terima LPO oleh PLSB : 08/10/2019 5:11 PM Tarikh terima bekalan : 08/10/2019 5:19 PM Bilangan hari lewat : 36 Nama produk : Acetazolamide 250mg Tab BP/USP	Please refer attachment for detail calculation
2.		Penghantaran di luar waktu pejabat	Masa mula memunggah : Masa selesai memunggah dan Penerimaan barang:	
3.		Penghantaran bukan *door to door delivery*	Tempat penghantaran pada LPO : Tempat penerimaan :	
4.		Kuantiti produk tidak sama dengan LPO	Nama produk Kuantiti pada LPO Kuantiti produk diterima	
5.		Kegagalan menggantikan produk yang ditolak oleh PTJ disebabkan oleh produk rosak/tamat tarikh luput/lapuk/usang* dalam tempoh 7 hari bekerja dari tarikh notis PTJ *potong yang tidak berkenaan	Nama produk : Tarikh notifikasi PTJ : Tarikh terima bekalan : Bilangan hari lewat :	
6.		Kegagalan menggantikan produk	Nama produk :	

Figure 3.1.1-12 Lampiran 9

3.1.2 Create New Incident PS2

To create a new record for penalty PS 2, perform the steps below:

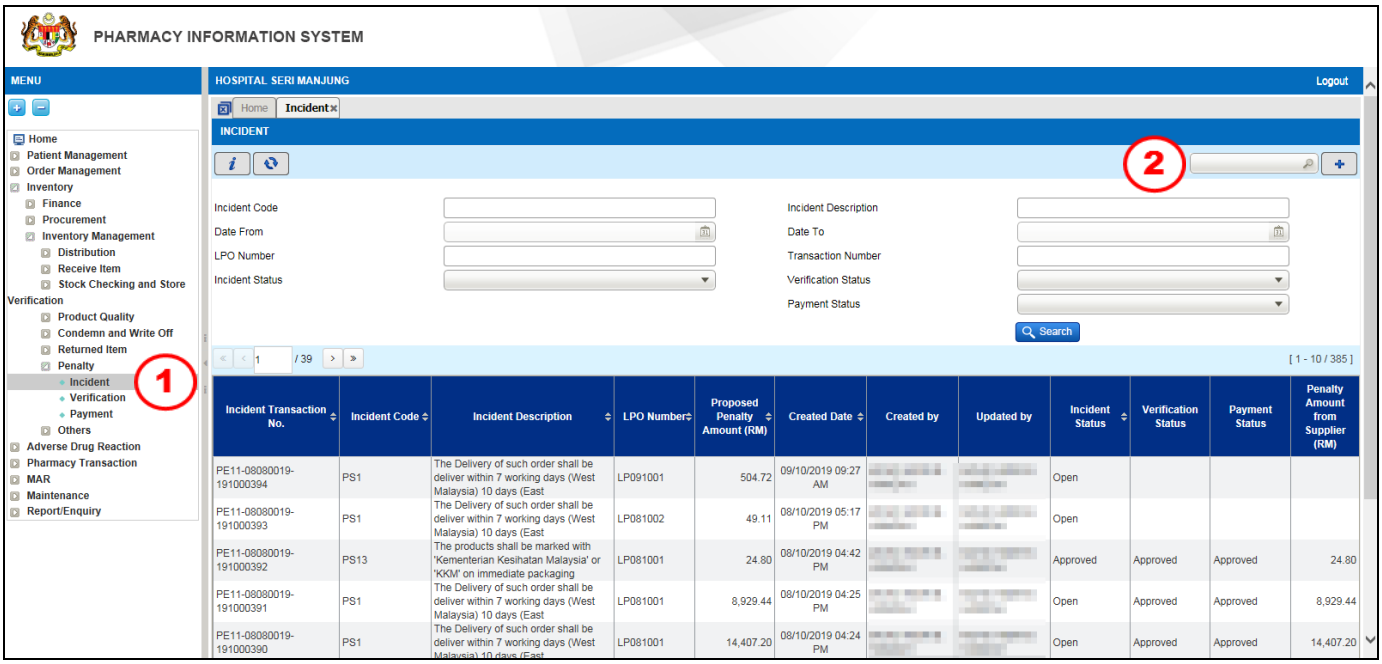


Figure 3.1.2-1 Incident

This function is to perform Penalty that will be imposed to the supplier if goods were delivered outside the office hours.

STEP 1

Click on the 'Inventory Management' menu followed by 'Penalty' and then 'Incident'

STEP 2

Click on the button to find the penalty code

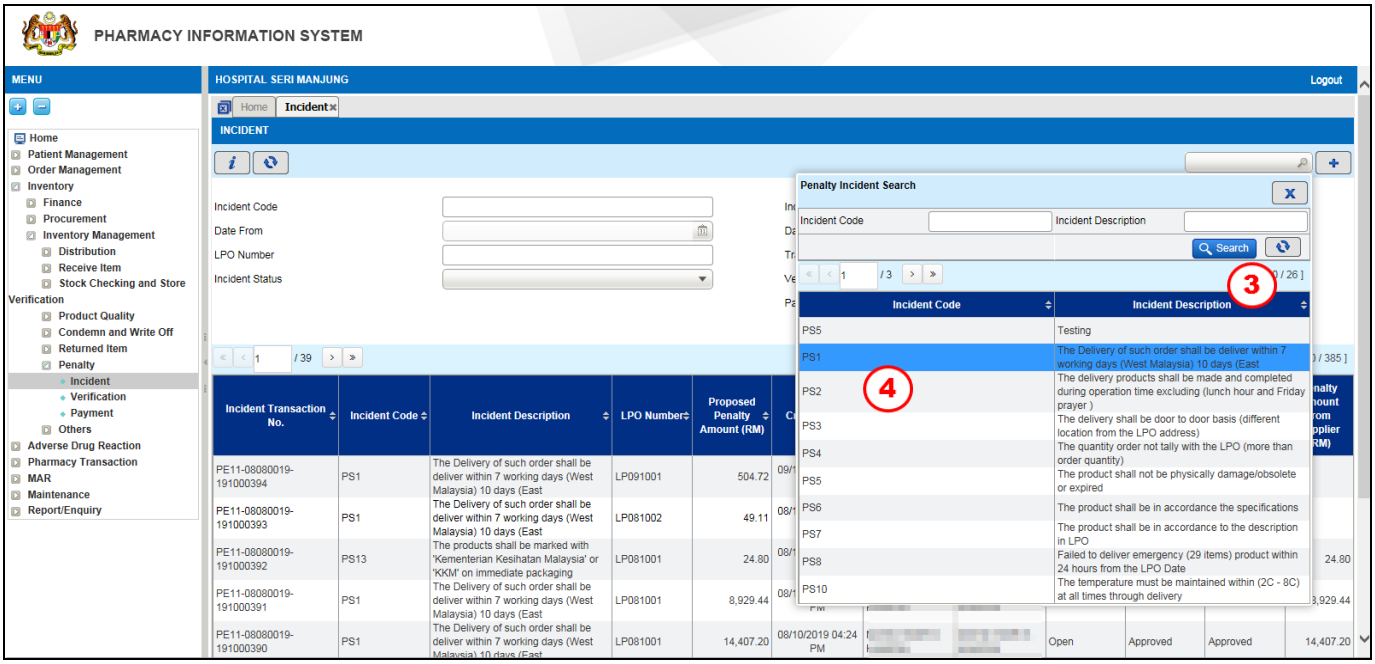


Figure 3.1.2-2 Incident

STEP 3

Click on the button to see the list of penalty incident

STEP 4

Double click on the PS2 Incident Code

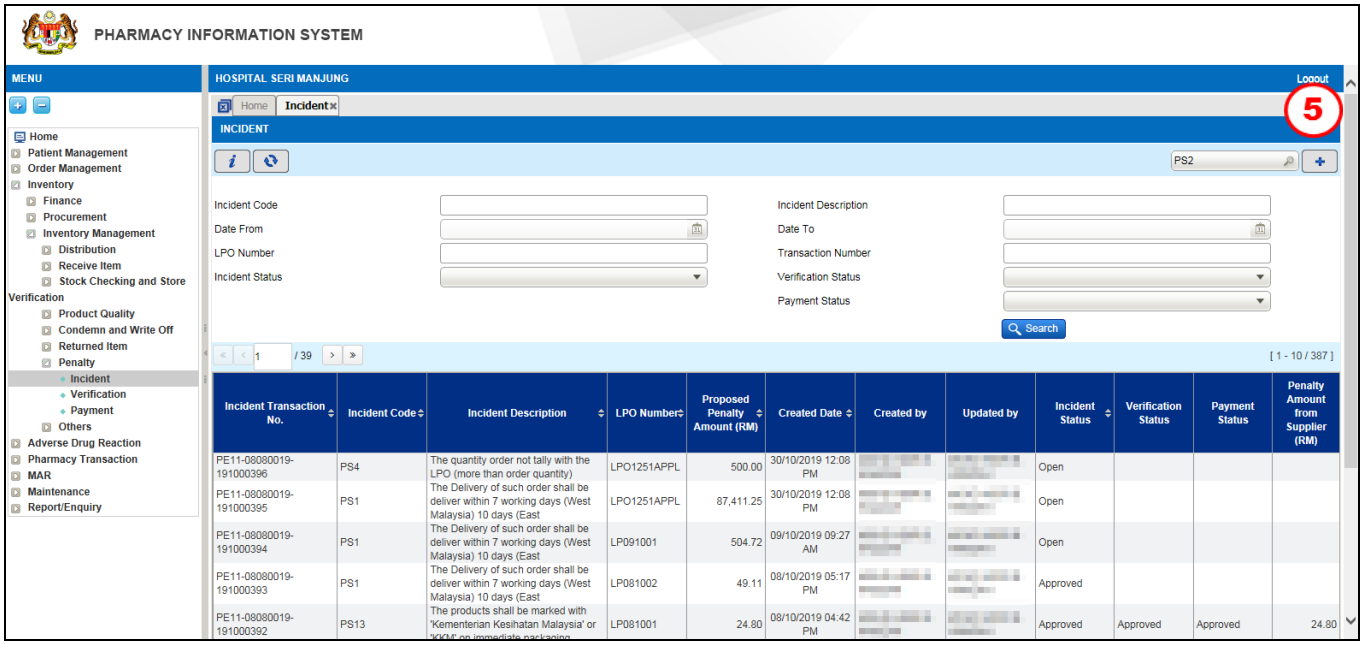


Figure 3.1.2-3 Incident

STEP 5

Click on the button to create new record

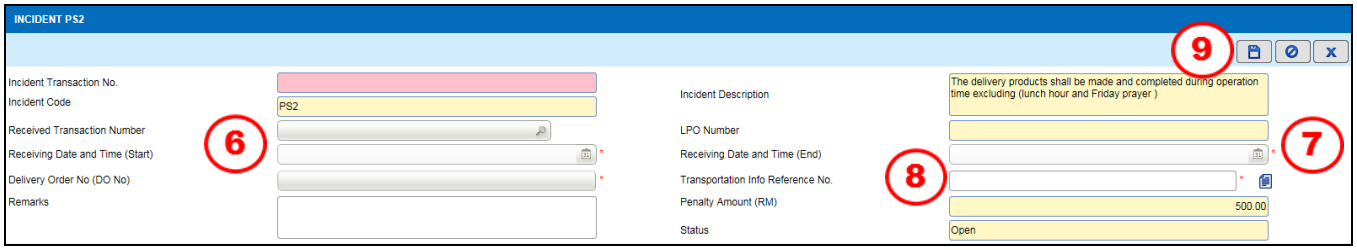


Figure 3.1.2-4 Incident PS2

STEP 6

Click on the button to find the Receiving No.

STEP 7

Enter ***Receiving Date and Time (End)***

STEP 8

Enter ***Transaction info Reference No.*** and user is able to upload document by click on the button

STEP 9

Click on the button to save the Penalty transaction

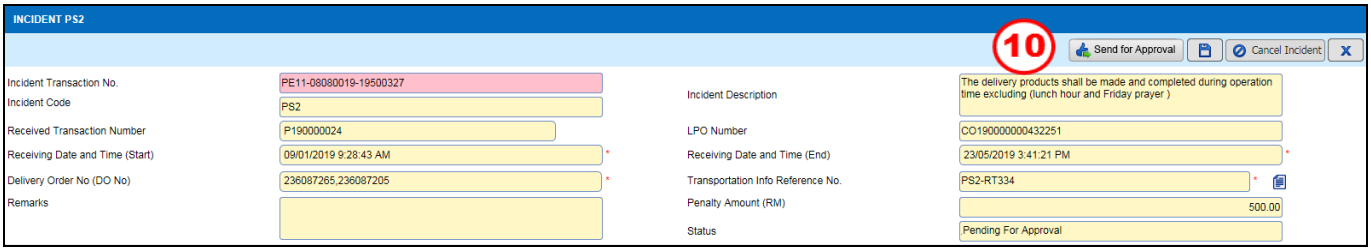


Figure 3.1.2-4 Incident PS2

STEP 10

Click on the Send for Approval button to send the Penalty transaction to HOD for approval

Note

User is allowed to cancel the penalty transaction by click on the Cancel Incident *button*

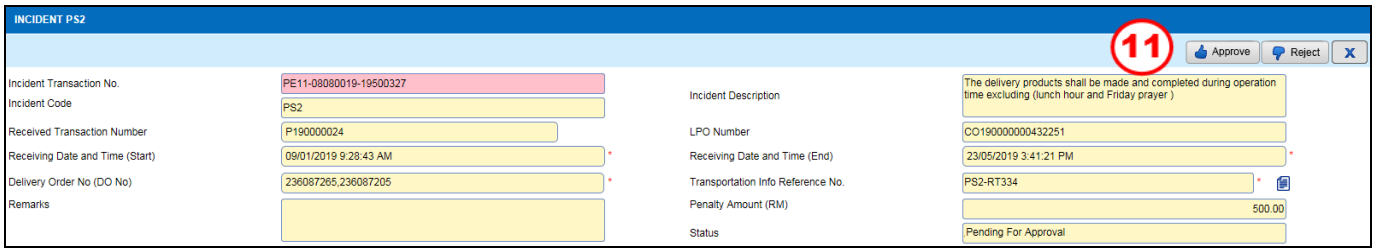


Figure 3.1.2-5 Incident PS2

STEP 10

a) Click on the Approve button to approve the record and confirmation message will be display as Figure 3.1.2-6

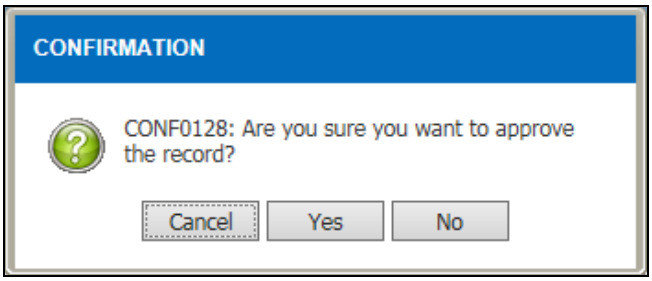


Figure 3.1.2-6 Confirmation Message

Note

- *Click on the* Yes *button to approved record and information message will be display as Figure 3.1.2-7*

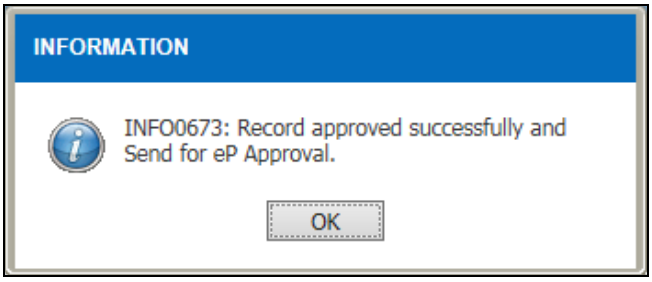


Figure 3.1.2-7 Information Message

Note

- *Click on the* OK *button to successfully approved the record*

b) Click on the Reject button to reject the record and confirmation message will be display as Figure 3.1.2-8

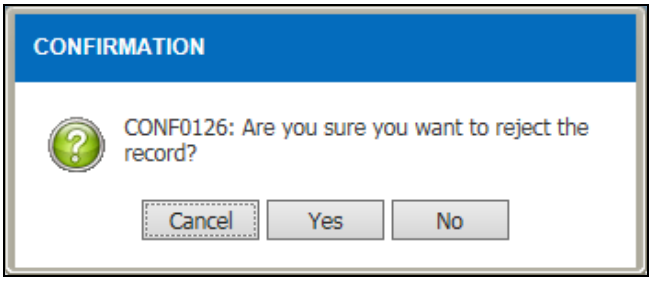


Figure 3.1.2-8 Confirmation Message

Note

- *Click on the* Yes *button to reject record and information message will be display as Figure 3.1.2-9*

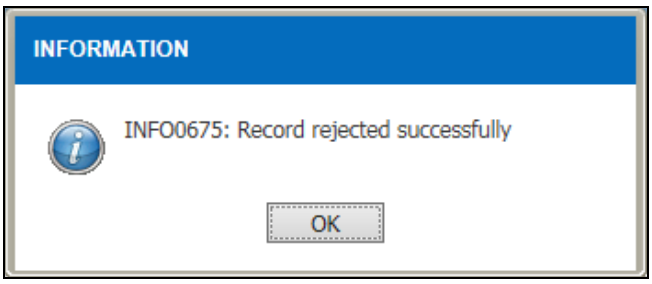


Figure 3.1.2-9 Information Message

Note

- *Click on the* OK *button to successfully rejected the record*

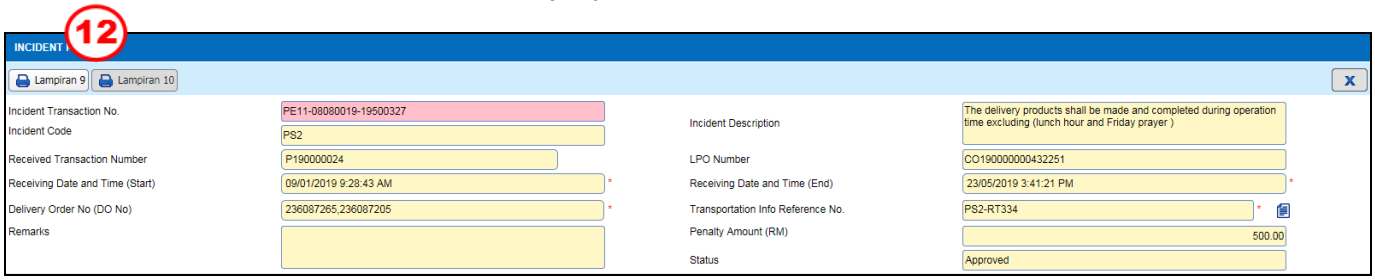


Figure 3.1.2-10 Incident PS2

STEP 12

Click on the Lampiran 9 button and Lampiran 10 button to generate PS2 report

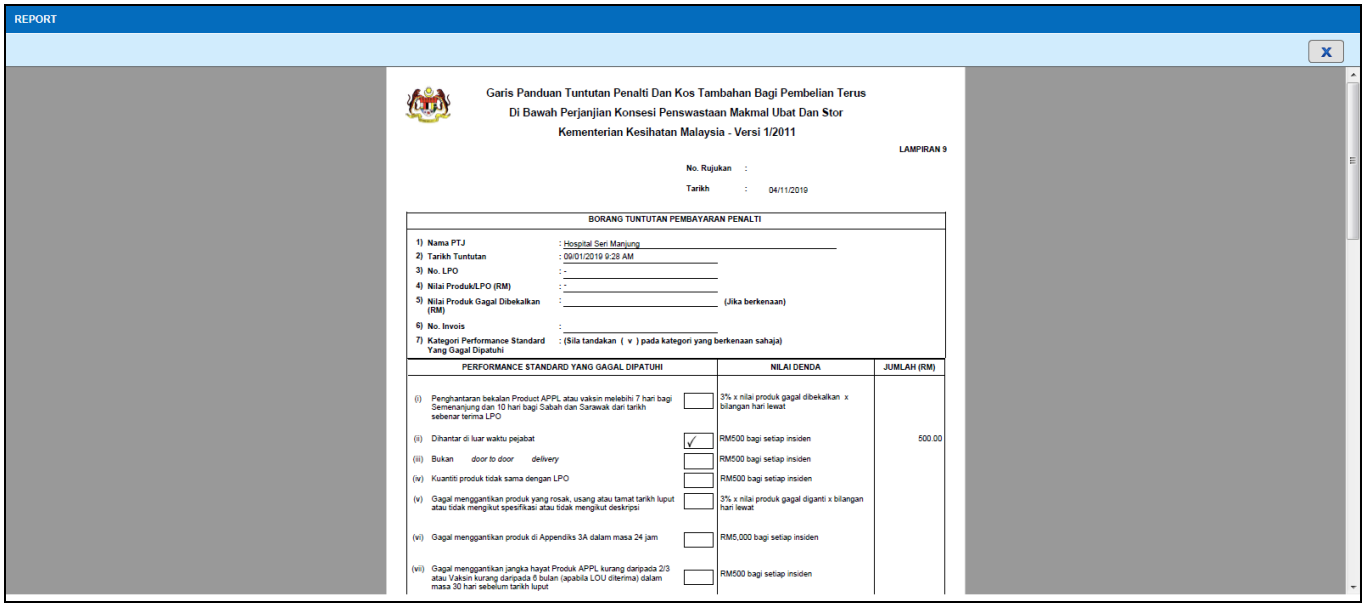
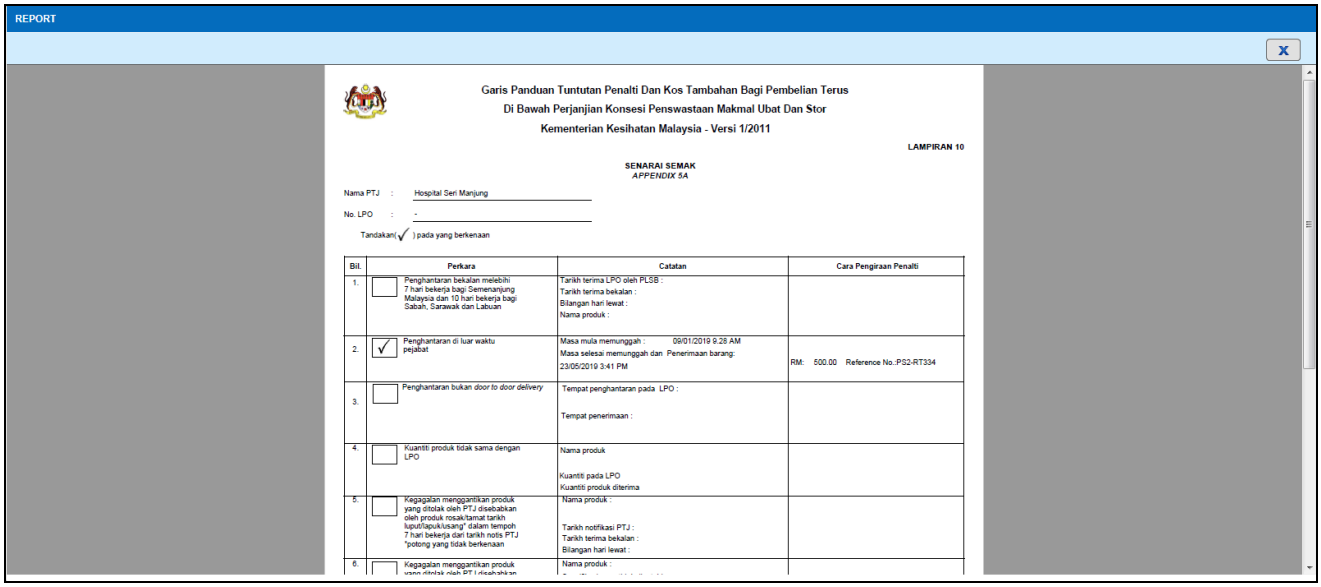


Figure 3.1.2-11 Lampiran 9



REPORT

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Di Bawah Perjanjian Konsesi Penswastaan Makmal Ubat Dan Stor
Kementerian Kesihatan Malaysia - Versi 1/2011

LAMPIRAN 10

SENARAI SEMAK
APPENDIX 5A

Nama PTJ : Hospital Seri Manjung

No. LPO : -

Tandakan(✓) pada yang berkenaan

Bil.		Perkara	Catatan	Cara Pengiraan Penalti
1.	☐	Penghantaran bekalan melebihi 7 hari bekerja bagi Semenanjung Malaysia dan 10 hari bekerja bagi Sabah, Sarawak dan Labuan	Tarikh terima LPO oleh PLSB : Tarikh terima bekalan : Bilangan hari lewat : Nama produk :	
2.	✓	Penghantaran di luar waktu pejabat	Masa mula memunggah : 09/01/2019 9:28 AM Masa selesai memunggah dan Penerimaan barang: 23/05/2019 3:41 PM	RM: 500.00 Reference No.:PS2-RT334
3.	☐	Penghantaran bukan *door to door delivery*	Tempat penghantaran pada LPO : Tempat penerimaan :	
4.	☐	Kuantiti produk tidak sama dengan LPO	Nama produk Kuantiti pada LPO Kuantiti produk diterima	
5.	☐	Kegagalan menggantikan produk yang ditolak oleh PTJ disebabkan oleh produk rosak/tamat tarikh luput/lapuk/usang" dalam tempoh 7 hari bekerja dari tarikh notis PTJ "potong yang tidak berkenaan	Nama produk : Tarikh notifikasi PTJ : Tarikh terima bekalan : Bilangan hari lewat :	
6.	☐	Kegagalan menggantikan produk	Nama produk :	

Figure 3.1.2-1 Lampiran 10

3.1.3 Create New Incident PS3

To create a new record for penalty PS3, perform the steps below:

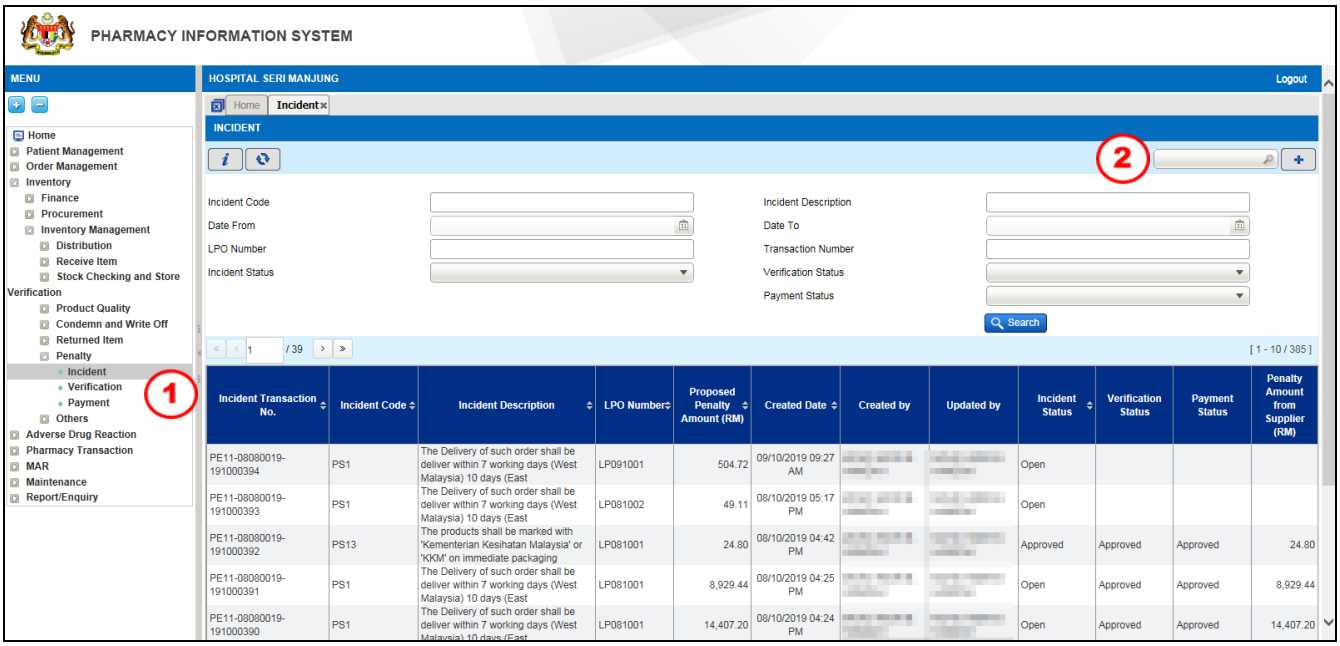


Figure 3.1.3-1 Incident

The delivery shall be door to door basis (different location from the LPO address).

STEP 1
Click on the 'Inventory Management' menu followed by 'Penalty' and then 'Incident'

STEP 2
Click on the button to find the penalty code

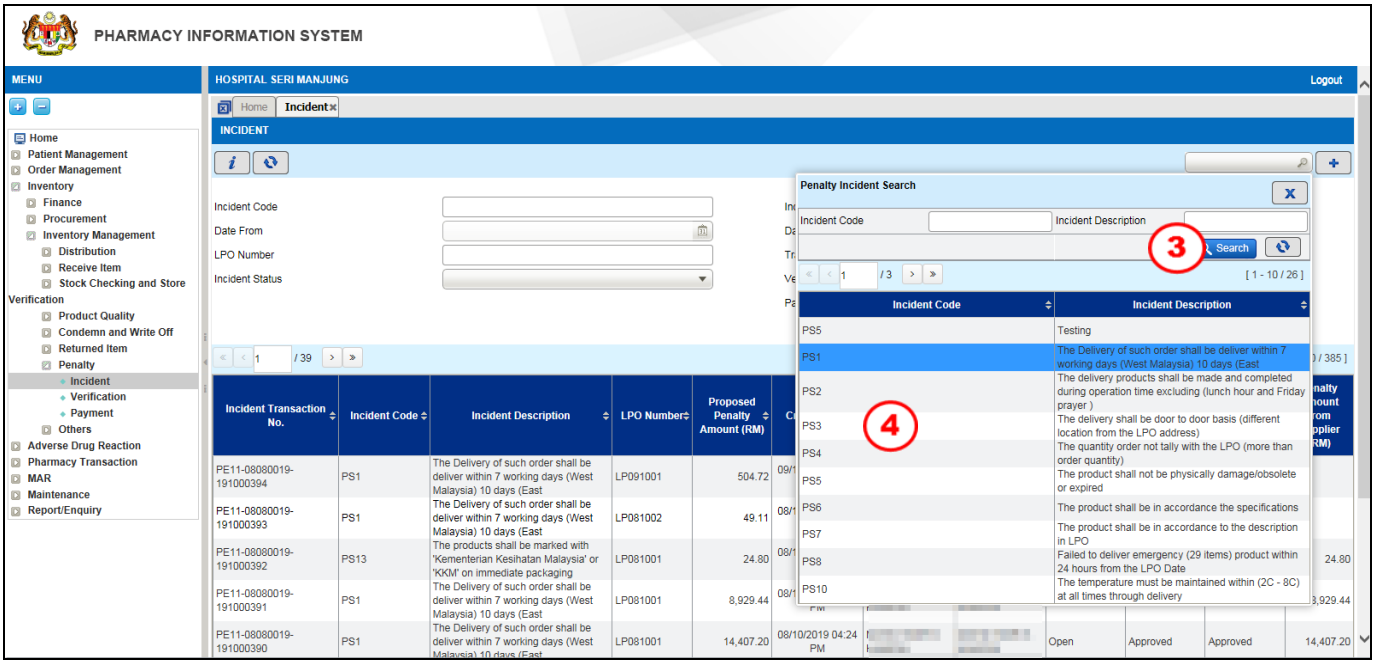


Figure 3.1.3-2 Incident

STEP 3

Click on the button to see the list of penalty incident

STEP 4

Double click on the PS3 Incident Code

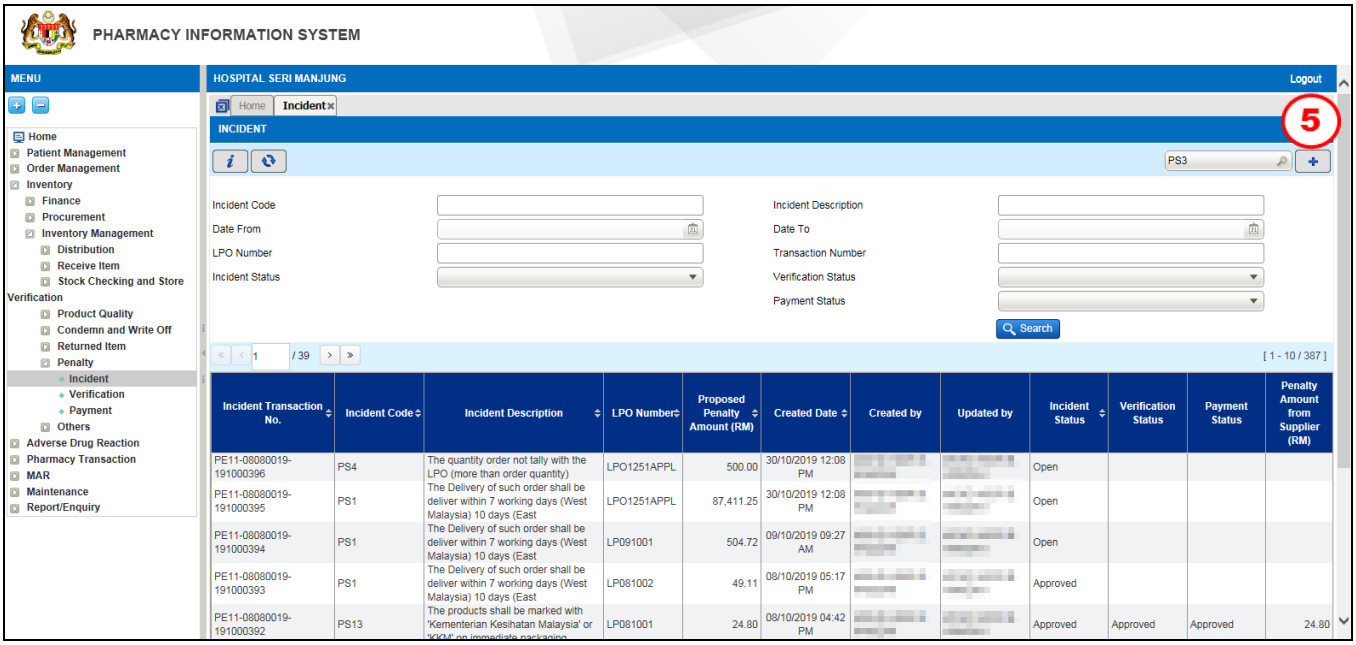


Figure 3.1.3-3 Incident PS3

STEP 5

Click on the button to create new record

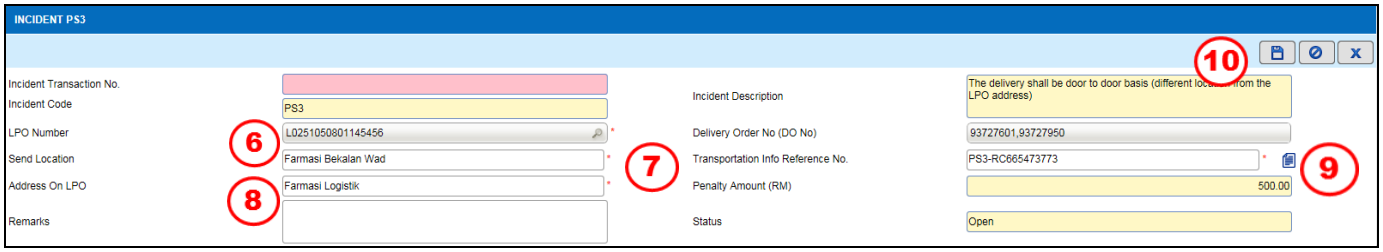


Figure 3.1.3-4 Incident PS3

STEP 6

Click on the button to find the LPO No.

STEP 7

Enter ***Send Location***

STEP 8

Enter ***Address On LPO***

STEP 9

Enter ***Transportation Info Reference No.***

STEP 10

Click on the button to save the Penalty transaction

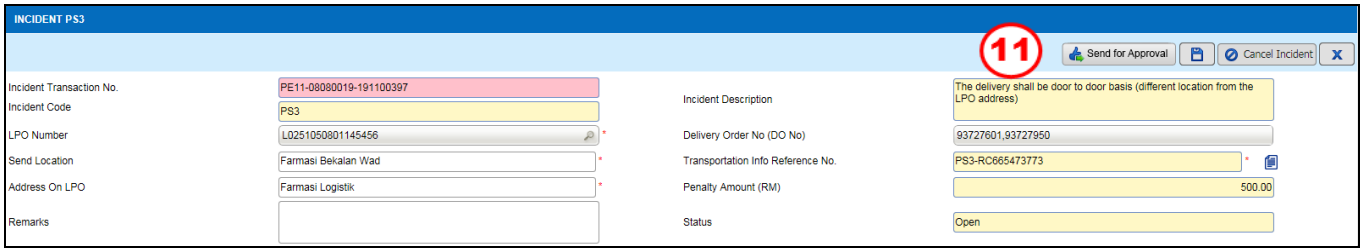


Figure 3.1.3-5 Incident PS3

STEP 11

Click on the Send for Approval button to send the Penalty transaction to HOD for approval

Note

User is allowed to cancel the penalty transaction by click on the Cancel Incident *button*

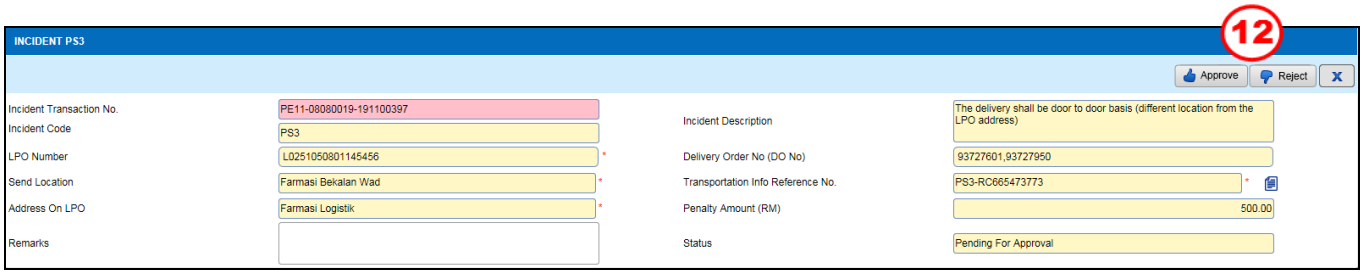


Figure 3.1.3-6 Incident PS3

STEP 12

a) Click on the Approve button to approve the record and confirmation message will be display as Figure 3.1.3-7

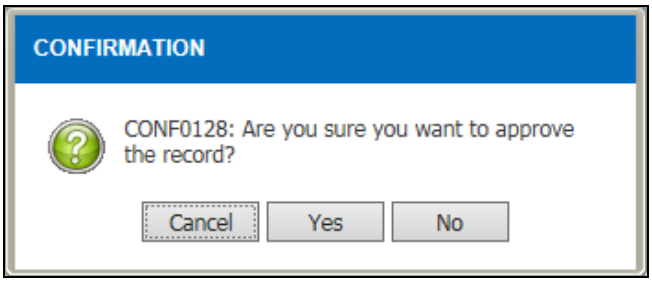


Figure 3.1.3-7 Confirmation Message

Note

- *Click on the* Yes *button to approved record and information message will be display as Figure 3.1.3-8*

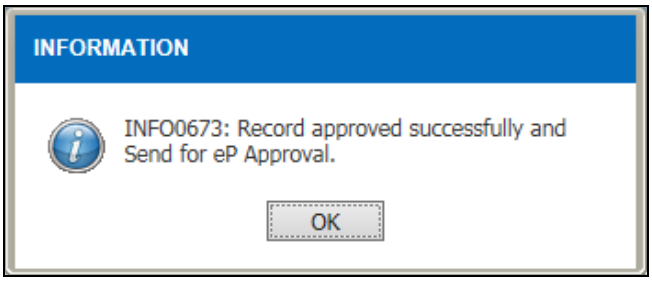


Figure 3.1.3-8 Information Message

Note

- *Click on the* OK *button to successfully approved the record*

b) Click on the Reject button to reject the record and confirmation message will be display as Figure 3.1.3-9

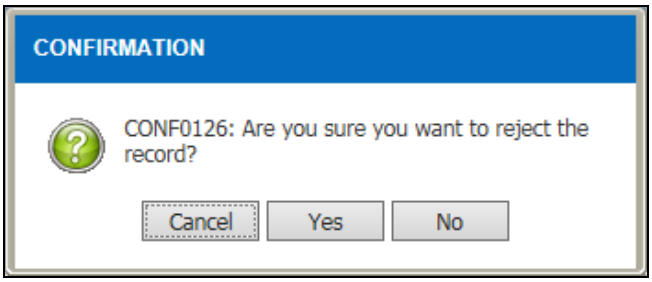


Figure 3.1.1-9 Confirmation Message

Note

- *Click on the* Yes *button to reject record and information message will be display as Figure 3.1.3-10*

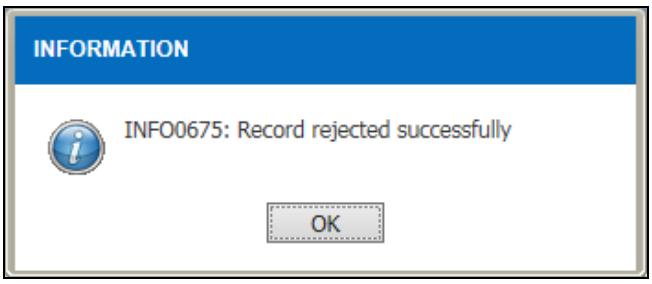


Figure 3.1.3-10 Information Message

Note

Click on the OK *button to successfully rejected the record*

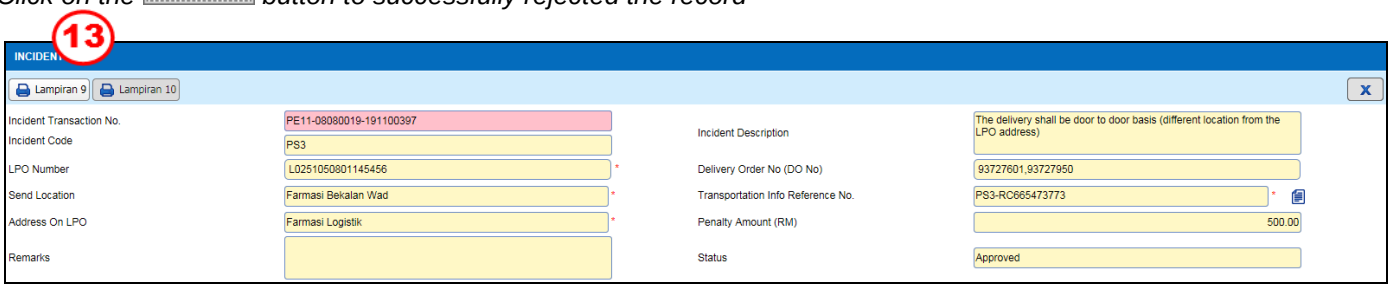


Figure 3.1.3-11 Incident PS3

STEP 13

Click on the Lampiran 9 button and Lampiran 10 button to generate PS3 report

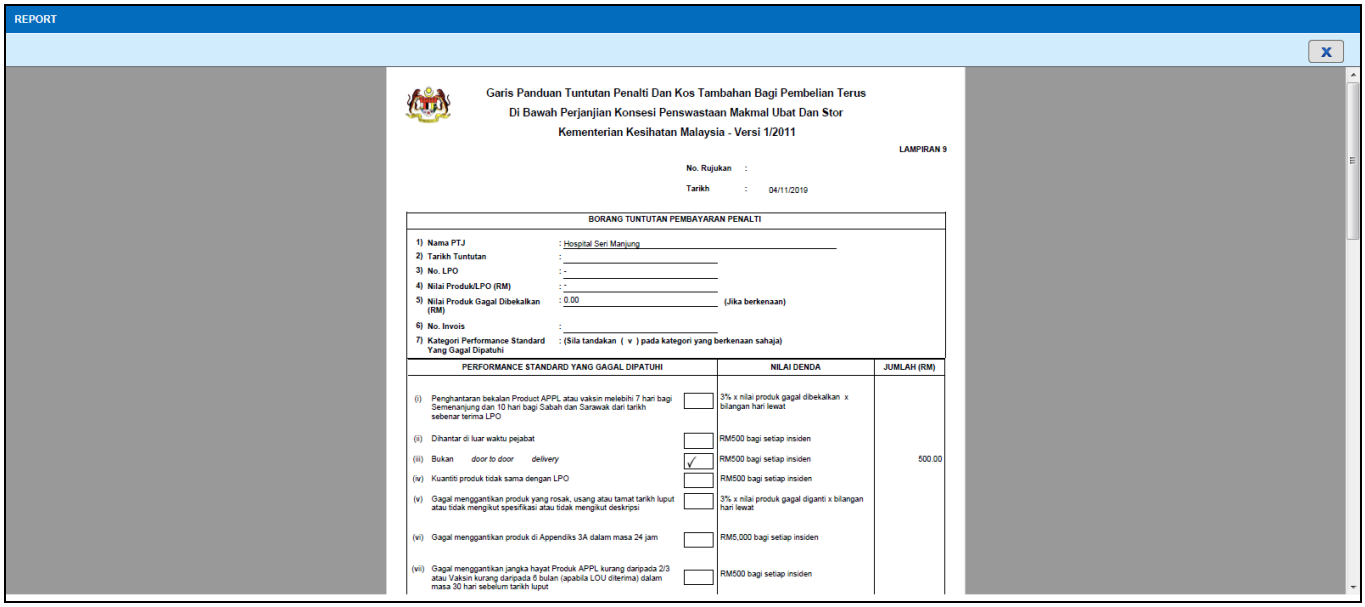
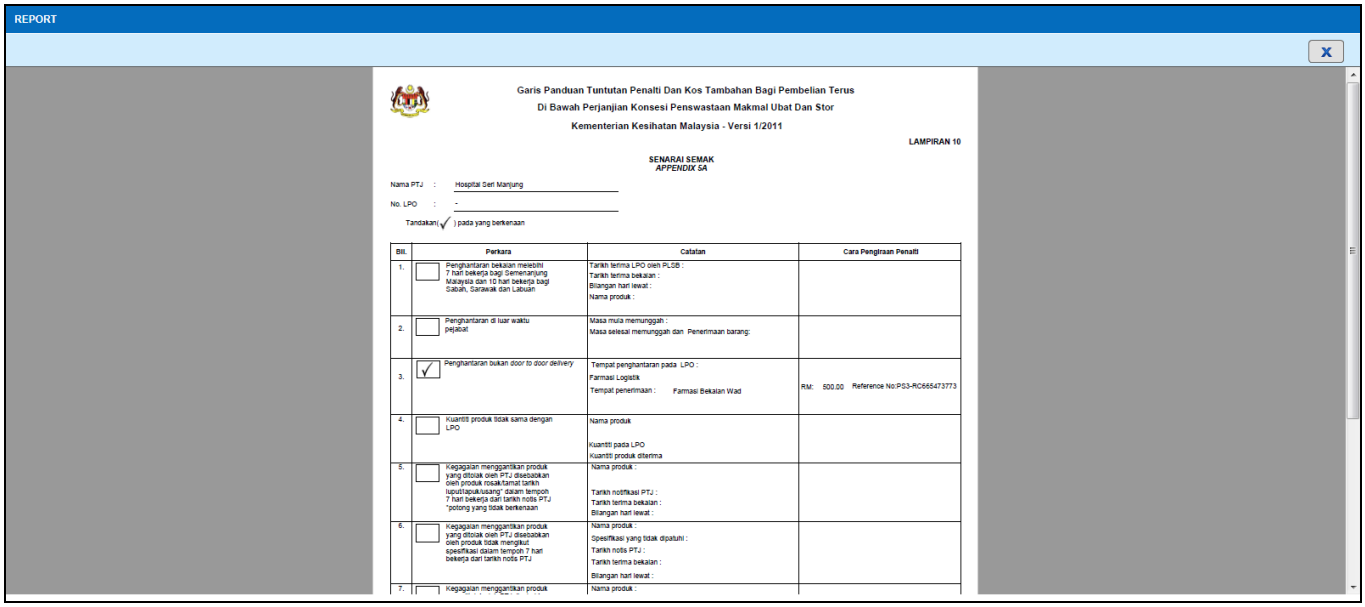


Figure 3.1.3-12 Lampiran 9



REPORT

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LAMPIRAN 10

SENARAI SEMAK
APPENDIX 5A

Nama PTJ : Hospital Seri Manjung

No. LPO : -

Tandakan(✓) pada yang berkenaan

Bil.		Perkara	Catatan	Cara Pengiraan Penalti
1.	☐	Penghantaran bekalan melebihi 7 hari bekerja bagi Semenanjung Malaysia dan 10 hari bekerja bagi Sabah, Sarawak dan Labuan	Tarikh terima LPO oleh PLSB : Tarikh terima bekalan : Bilangan hari lewat : Nama produk :	
2.	☐	Penghantaran di luar waktu pejabat	Masa mula memunggah : Masa selesai memunggah dan Penerimaan barang:	
3.	☑	Penghantaran bukan *door to door delivery*	Tempat penghantaran pada LPO : Farmasi Logistik Tempat penerimaan : Farmasi Bekalan Wad	RM: 500.00 Reference No:PS3-RC665473773
4.	☐	Kuantiti produk tidak sama dengan LPO	Nama produk Kuantiti pada LPO Kuantiti produk diterima	
5.	☐	Kegagalan menggantikan produk yang ditolak oleh PTJ disebabkan oleh produk rosak/tamat tarikh luput/tapak/usang" dalam tempoh 7 hari bekerja dari tarikh notis PTJ "potong yang tidak berkenaan	Nama produk : Tarikh notifikasi PTJ : Tarikh terima bekalan : Bilangan hari lewat :	
6.	☐	Kegagalan menggantikan produk yang ditolak oleh PTJ disebabkan oleh produk tidak mengikut spesifikasi dalam tempoh 7 hari bekerja dari tarikh notis PTJ	Nama produk : Spesifikasi yang tidak dipatuhi : Tarikh notis PTJ : Tarikh terima bekalan : Bilangan hari lewat :	
7.	☐	Kegagalan menggantikan produk	Nama produk :	

Figure 3.1.3-13 Lampiran 10

3.1.4 Create New Incident PS4

To create a new record for penalty PS4, perform the steps below:

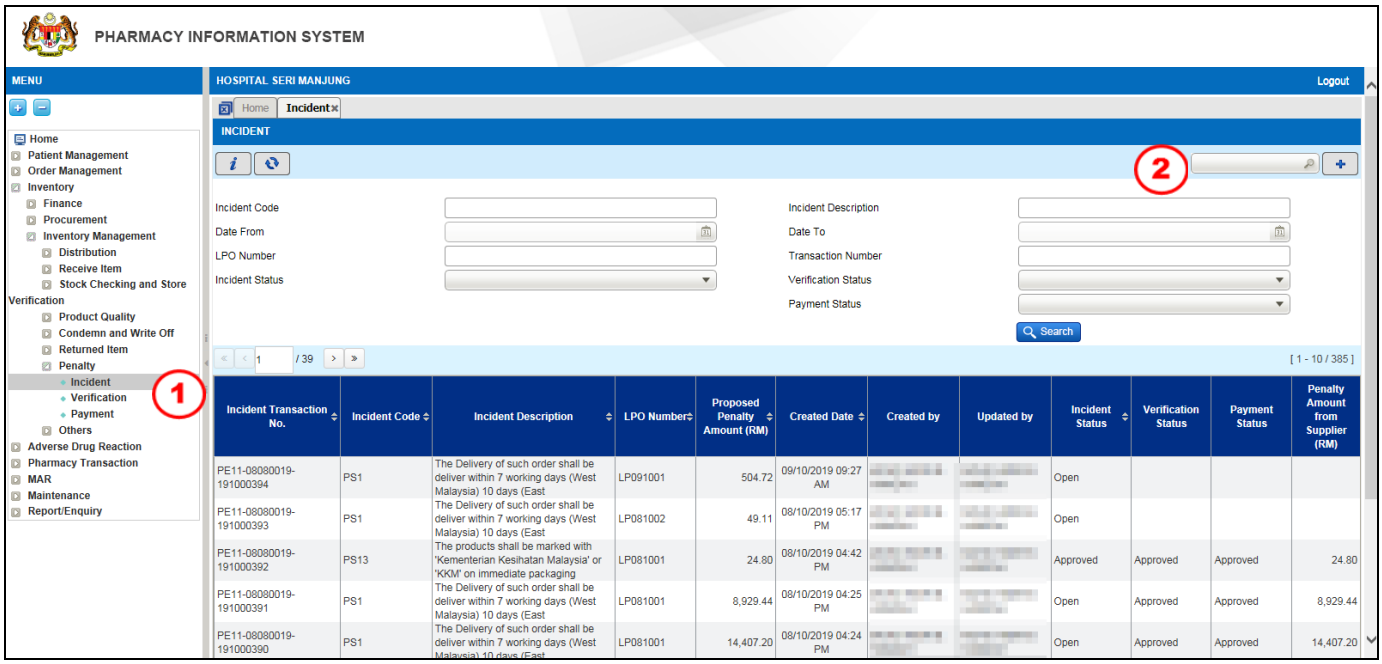


Figure 3.1.4-1 Incident

The quantity order not tally with the LPO (more than order quantity)

STEP 1

Click on the 'Inventory Management' menu followed by 'Penalty' and then 'Incident'

STEP 2

Click on the button to find the penalty code

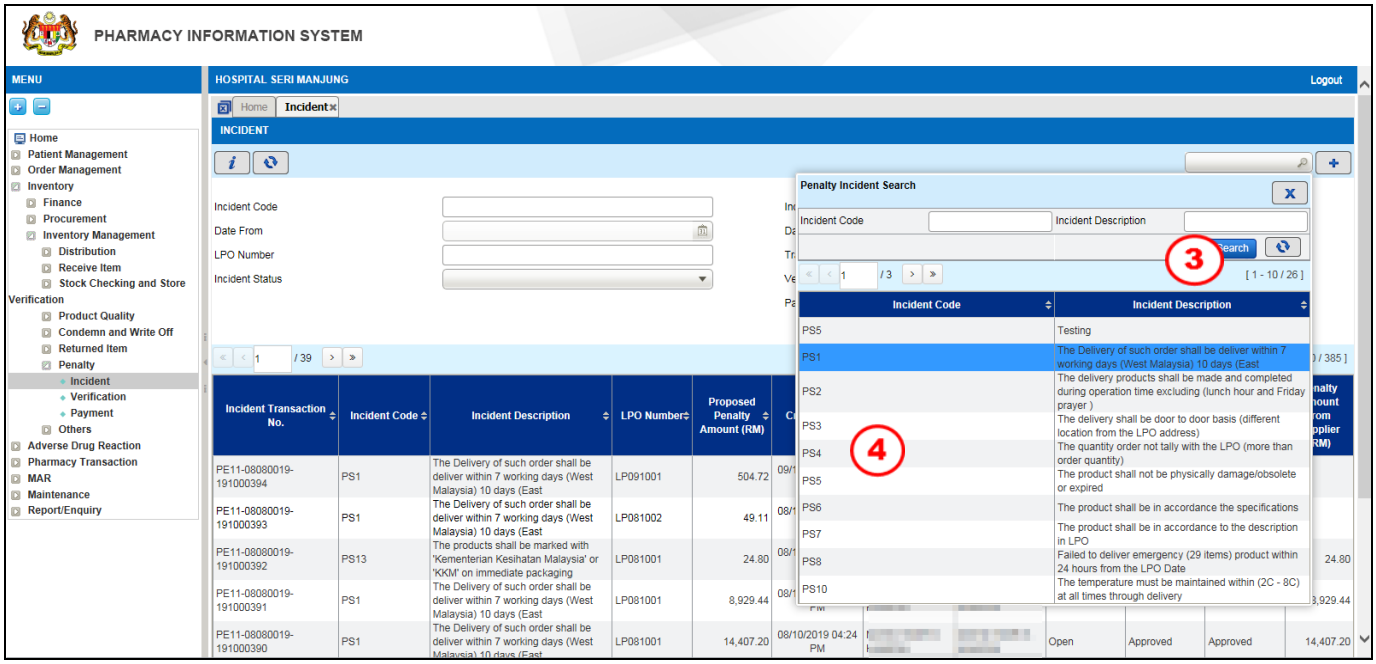


Figure 3.1.4-2 Incident

STEP 3

Click on the

button to see the list of penalty incident

STEP 4

Double click on the PS4 Incident Code

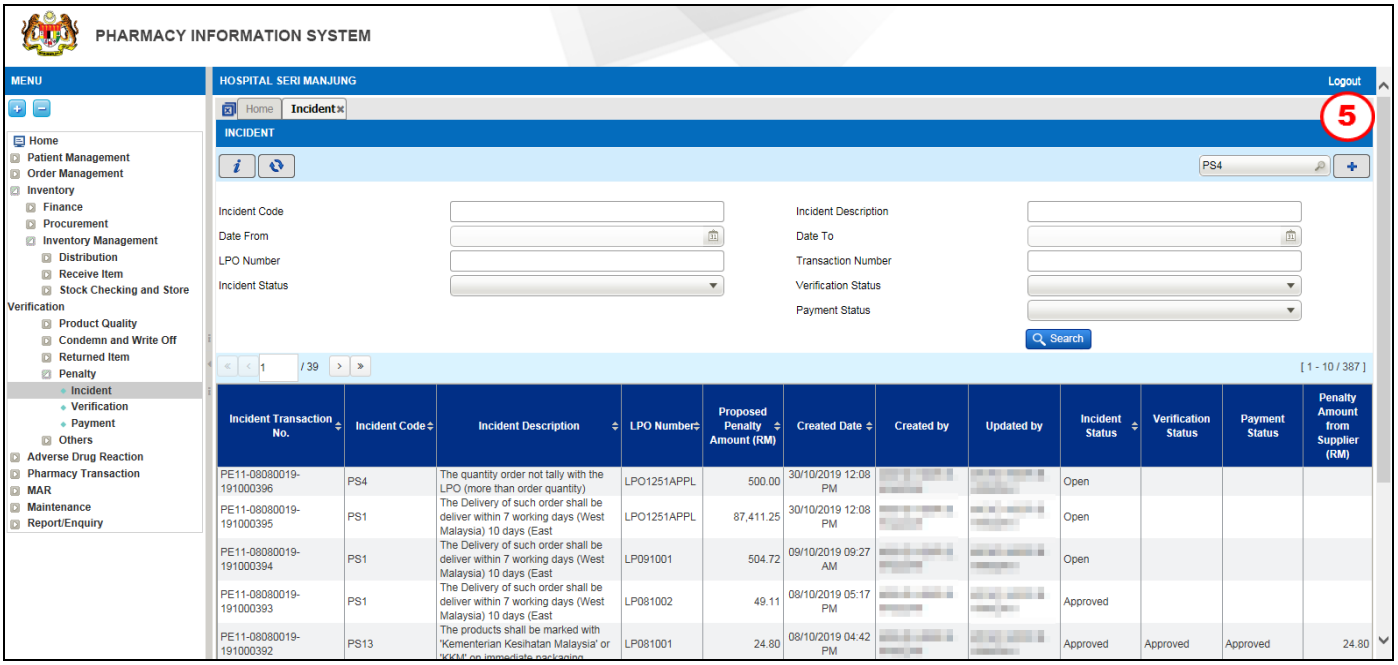


Figure 3.1.4-3 Incident

STEP 5

Click on the button to create new record

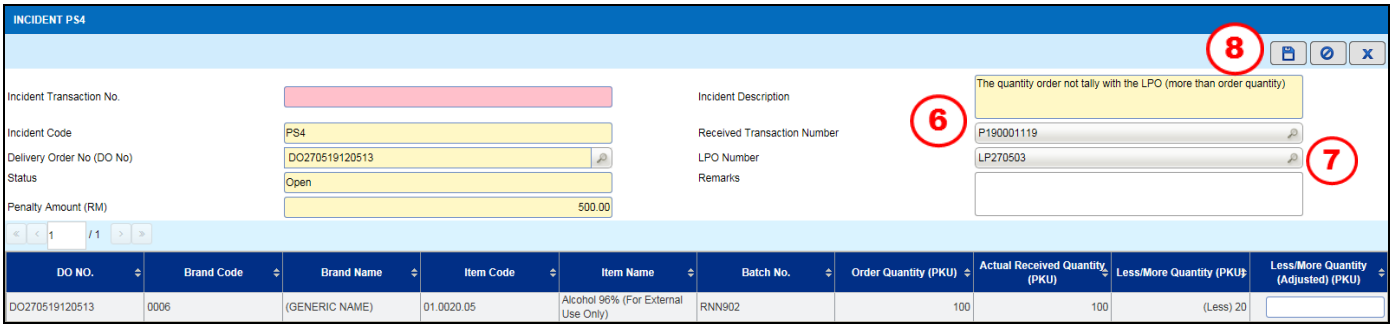


Figure 3.1.4-4 PS4 Incident

STEP 6
Select ***Received Transaction Number***

STEP 7
Select ***LPO Number***

STEP 8

Click on the button to save the Penalty transaction

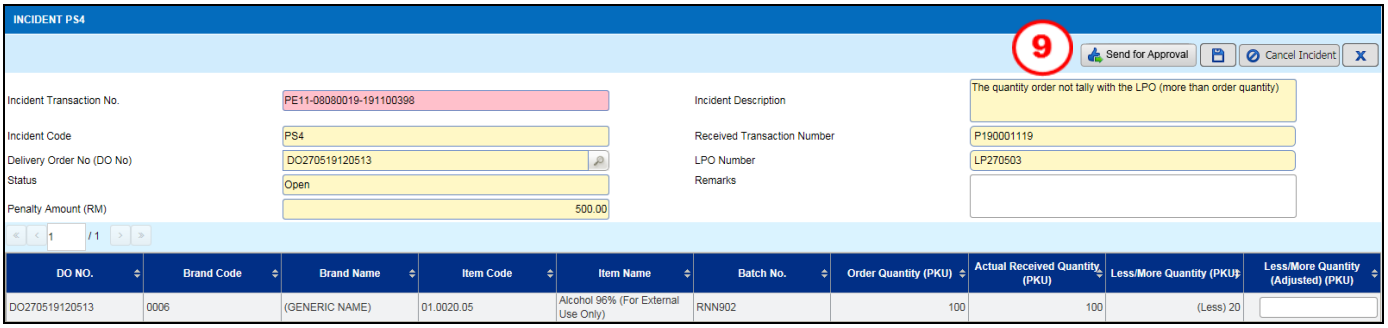


Figure 3.1.4-5 PS4 Incident

STEP 9

Click on the Send for Approval button to send the Penalty transaction to HOD for approval

Note

User is allowed to cancel the penalty transaction by click on the Cancel Incident *button*

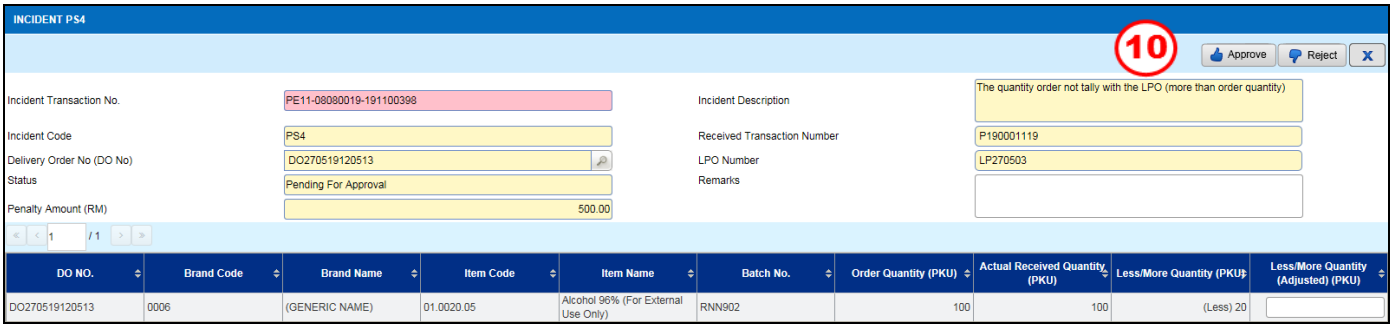


Figure 3.1.4-6 PS4 Incident

STEP 10

a) Click on the Approve button to approve the record and confirmation message will be display as Figure 3.1.4-7

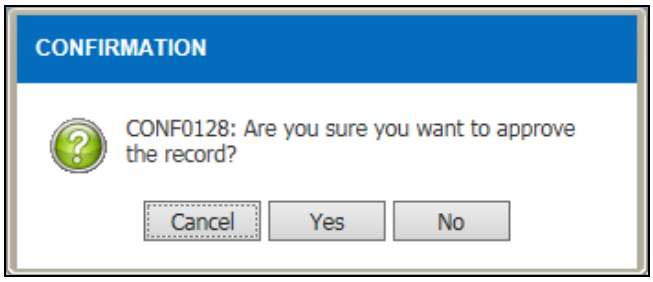


Figure 3.1.4-7 Confirmation Message

Note

- *Click on the* Yes *button to approved record and information message will be display as Figure 3.1.4-8*

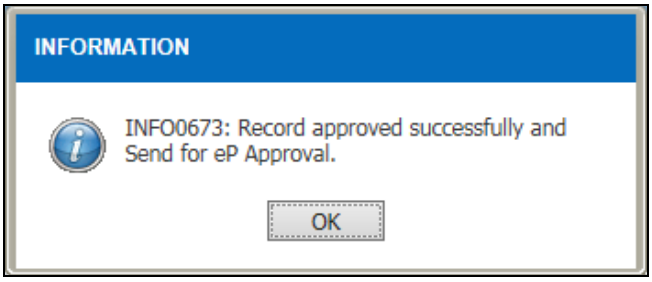


Figure 3.1.4-8 Information Message

Note

- *Click on the* OK *button to successfully approved the record*

b) Click on the Reject button to reject the record and confirmation message will be display as Figure 3.1.4-9

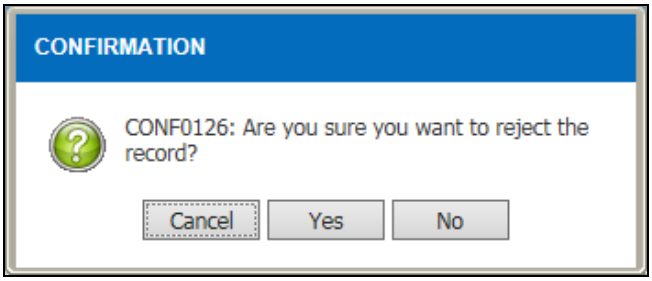


Figure 3.1.4-9 Confirmation Message

Note

- *Click on the* Yes *button to reject record and information message will be display as Figure 3.1.4-10*

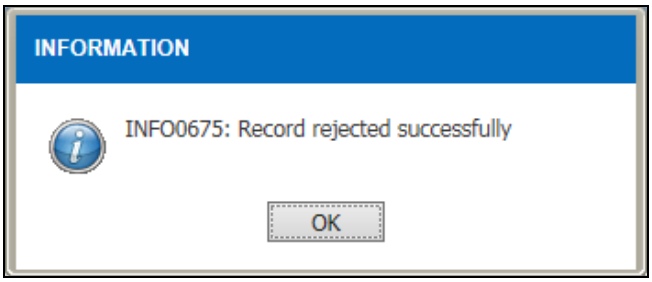


Figure 3.1.4-10 Information Message

Note

- *Click on the* OK *button to successfully rejected the record*

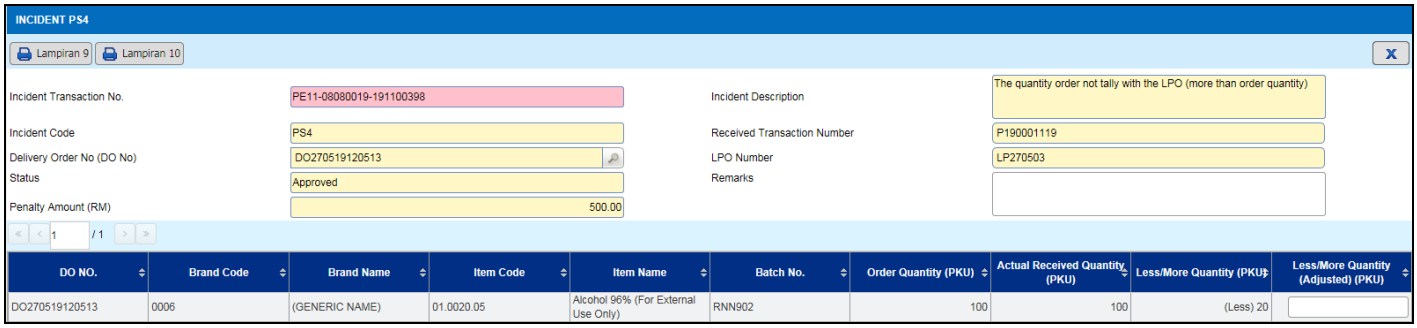


Figure 3.1.4-11 PS4 Incident

STEP 11

Click on the

button and

button to generate PS4 report

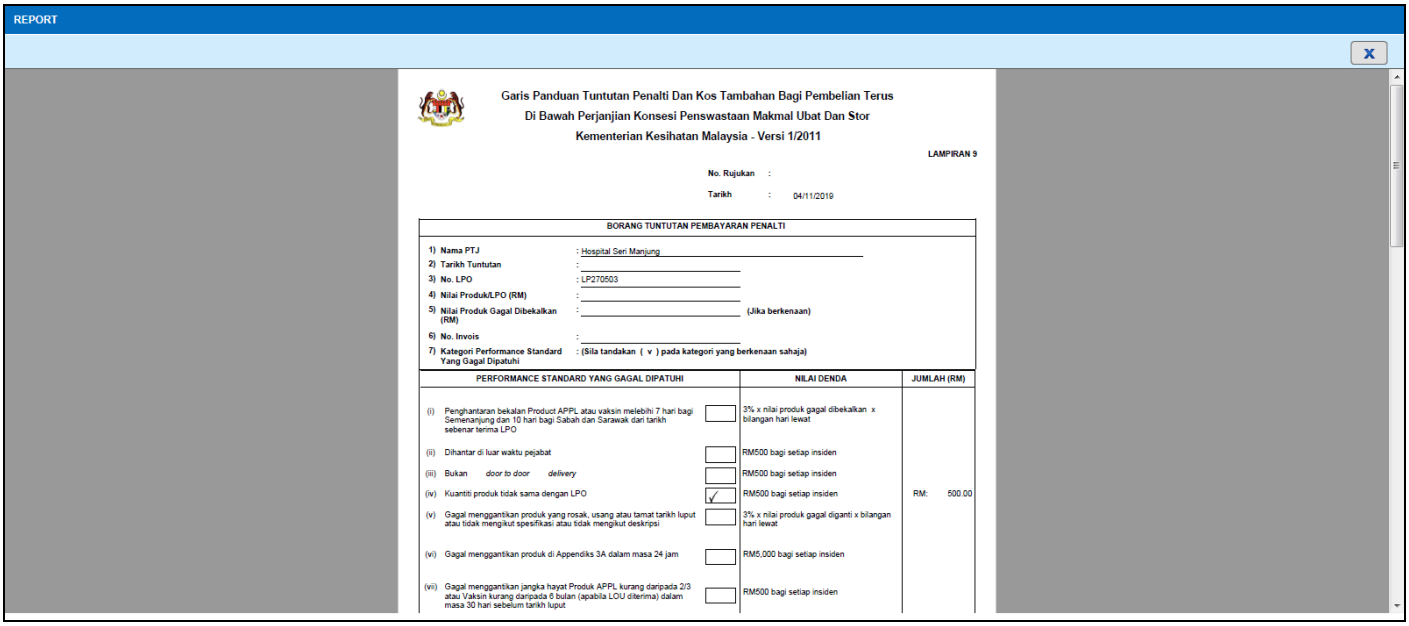
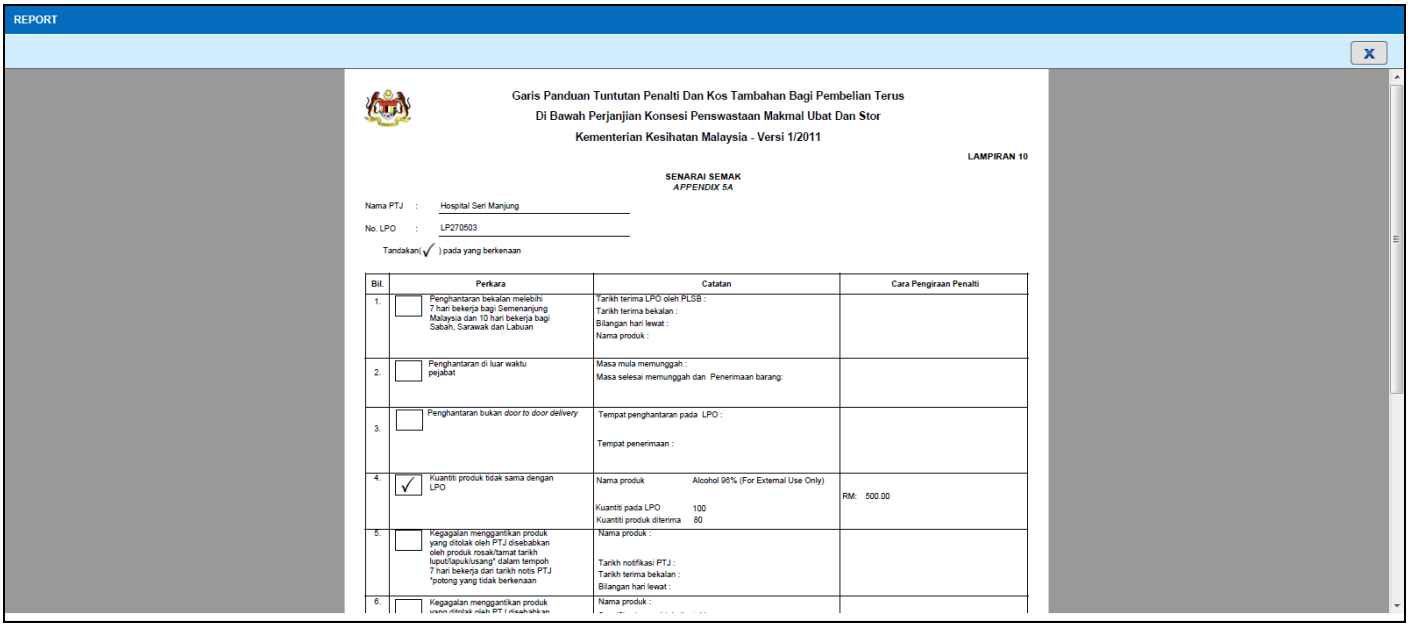


Figure 3.1.4-12 Lampiran 9



REPORT

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LAMPIRAN 10

SENARAI SEMAK
APPENDIX 5A

Nama PTJ : Hospital Seri Manjung

No. LPO : LP270503

Tandakan(✓) pada yang berkenaan

Bil.		Perkara	Catatan	Cara Pengiraan Penalti
1.	☐	Penghantaran bekalan melebihi 7 hari bekerja bagi Semenanjung Malaysia dan 10 hari bekerja bagi Sabah, Sarawak dan Labuan	Tarikh terima LPO oleh PLSB : Tarikh terima bekalan : Bilangan hari lewat : Nama produk :	
2.	☐	Penghantaran di luar waktu pejabat	Masa mula memunggah : Masa selesai memunggah dan Penerimaan barang:	
3.	☐	Penghantaran bukan *door to door delivery*	Tempat penghantaran pada LPO : Tempat penerimaan :	
4.	✓	Kuantiti produk tidak sama dengan LPO	Nama produk Alcohol 96% (For External Use Only) Kuantiti pada LPO 100 Kuantiti produk diterima 80	RM: 500.00
5.	☐	Kegagalan menggantikan produk yang ditolak oleh PTJ disebabkan oleh produk rosak/tamat tarikh luput/lapuk/usang* dalam tempoh 7 hari bekerja dari tarikh notis PTJ *potong yang tidak berkenaan	Nama produk : Tarikh notifikasi PTJ : Tarikh terima bekalan : Bilangan hari lewat :	
6.	☐	Kegagalan menggantikan produk yang ditolak oleh PTJ disebabkan	Nama produk :	

Figure 3.1.4-13 Lampiran 10

3.1.5 Create New Incident PS5/PS6/PS7/PS13

To create a new record for penalty PS5/PS6/PS7/PS13, perform the steps below:

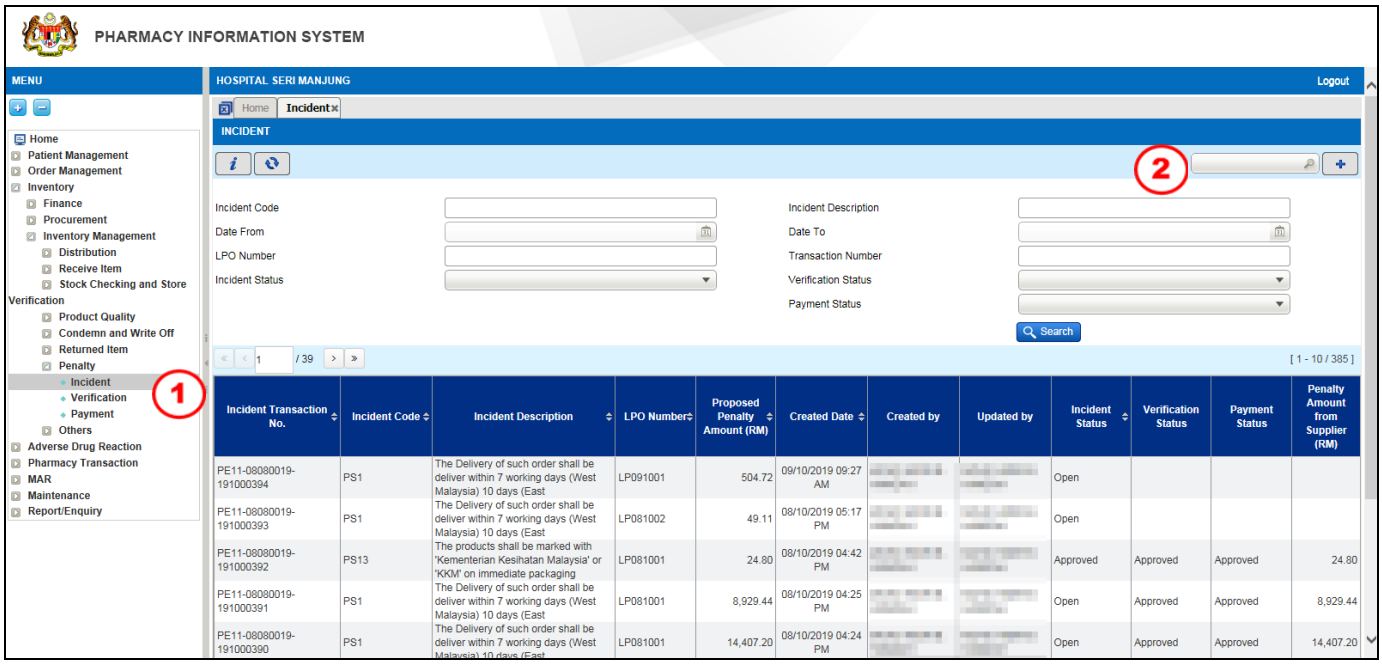


Figure 3.1.5-1 Incident

PS5: The product shall not be physically damage/obsolete or expired
PS6: The product shall be in accordance the specifications
PS7: The product shall be in accordance to the description in LPO
PS13: The products shall be marked with 'Kementerian Kesihatan Malaysia' or 'KKM' on immediate packaging

STEP 1
Click on the 'Inventory Management' menu followed by 'Penalty' and then 'Incident'

STEP 2
Click on the button to find the penalty code

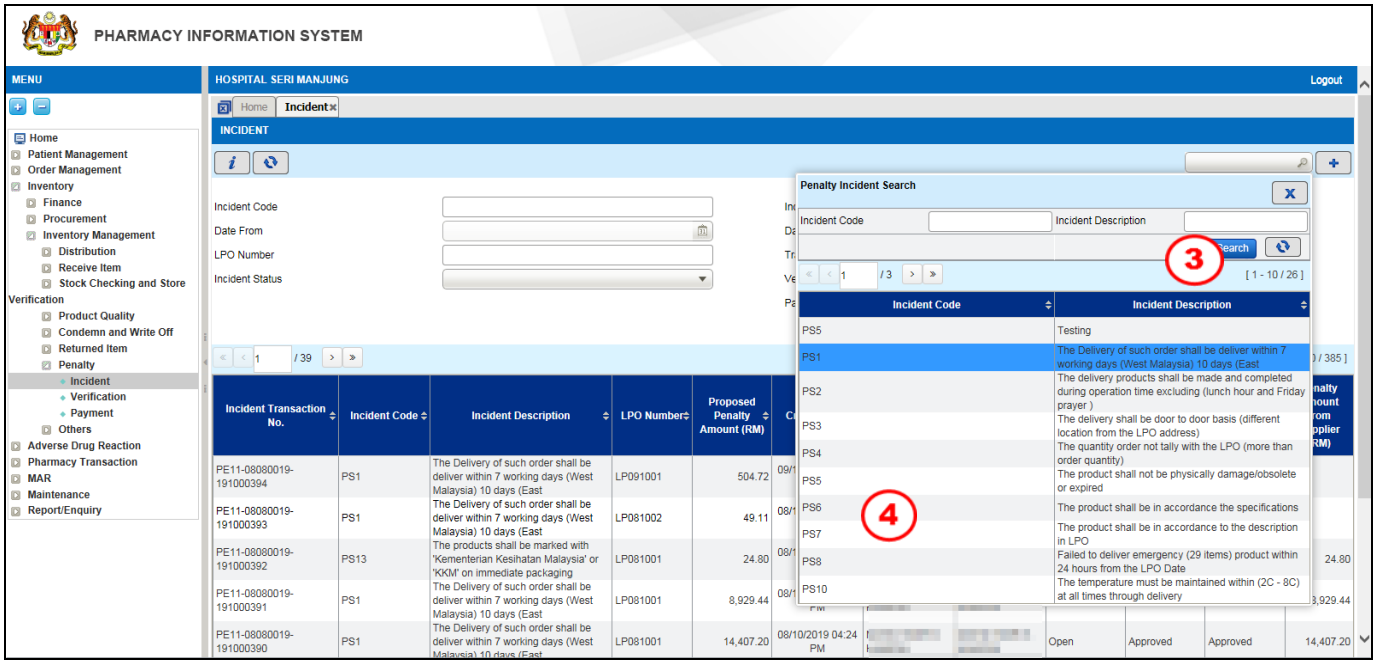


Figure 3.1.5-2 Incident

STEP 3

Click on the

button to see the list of penalty incident

STEP 4

Double click on the Incident Code for

a) PS5 or
b) PS6 or
c) PS7 or
d) PS13

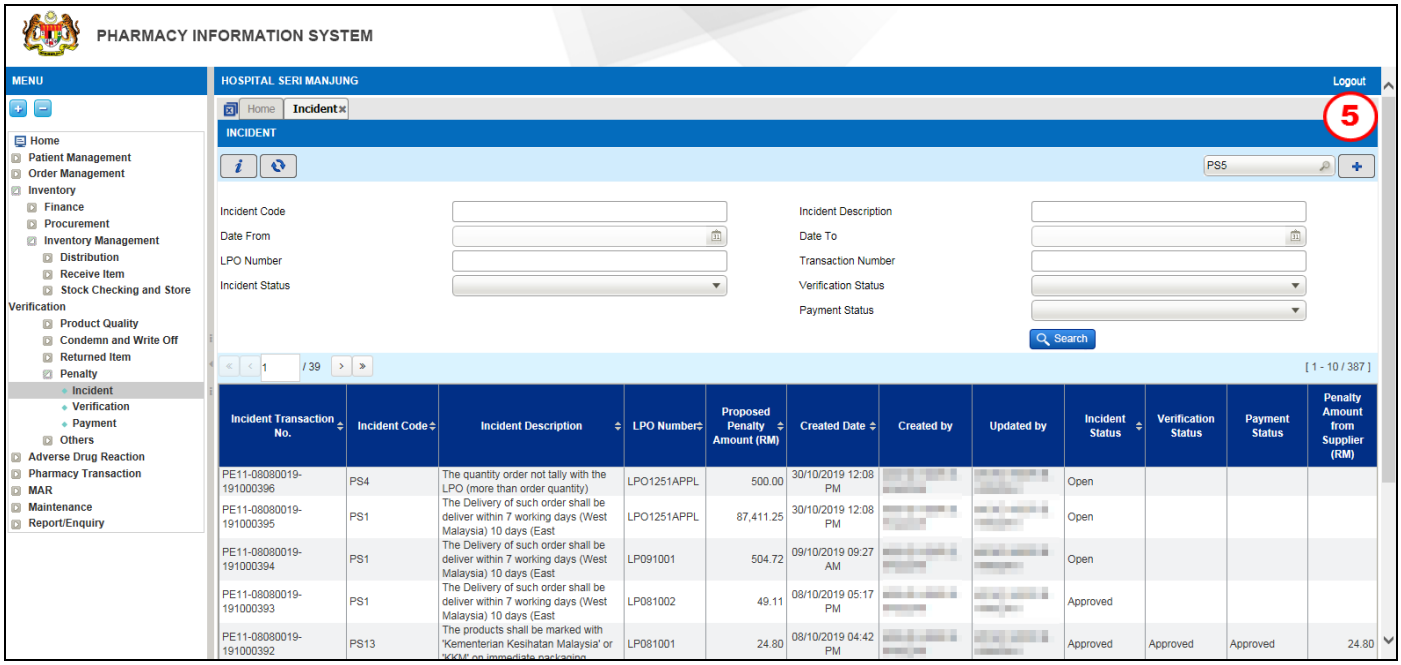


Figure 3.1.5-3 Incident

STEP 5

Click on the button to create new record

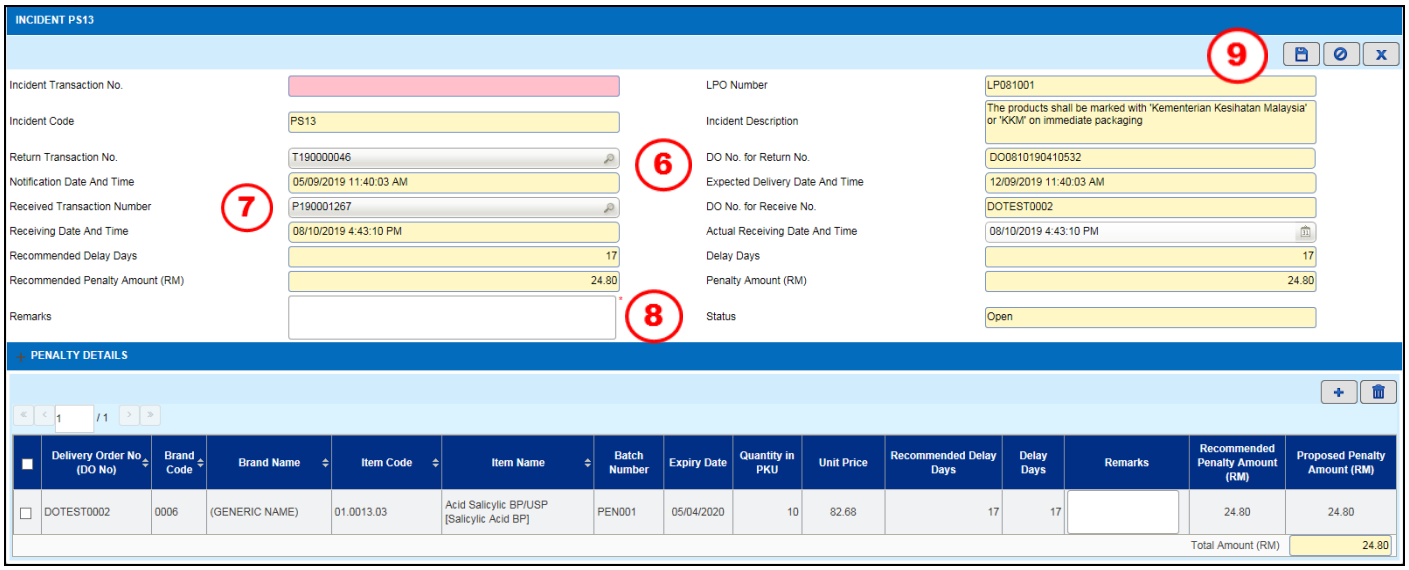


Figure 3.1.5-4 PS5/PS6/PS7/PS13 Incident

Note
Incident Code *and* ***Incident Description*** *will be display based on the selected Incident in* ***STEP 4***

STEP 6
Select ***Return Transaction No.***

STEP 7
Select ***Received Transaction Number***

STEP 8
Enter ***Remarks***

STEP 9
Click on the button to save the Penalty transaction

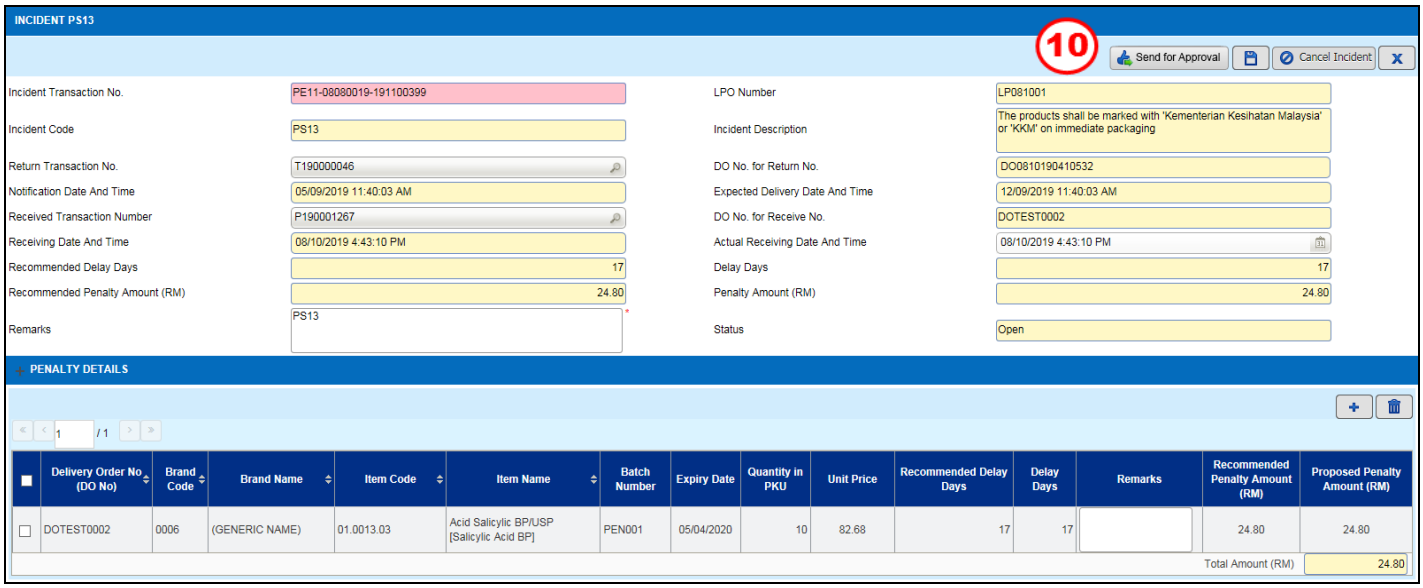


Figure 3.1.5-5 PS5/PS6/PS7/PS13 Incident

STEP 10
Click on the Send for Approval button to send the Penalty transaction to HOD for approval

Note
User is allowed to cancel the penalty transaction by click on the Cancel Incident *button*

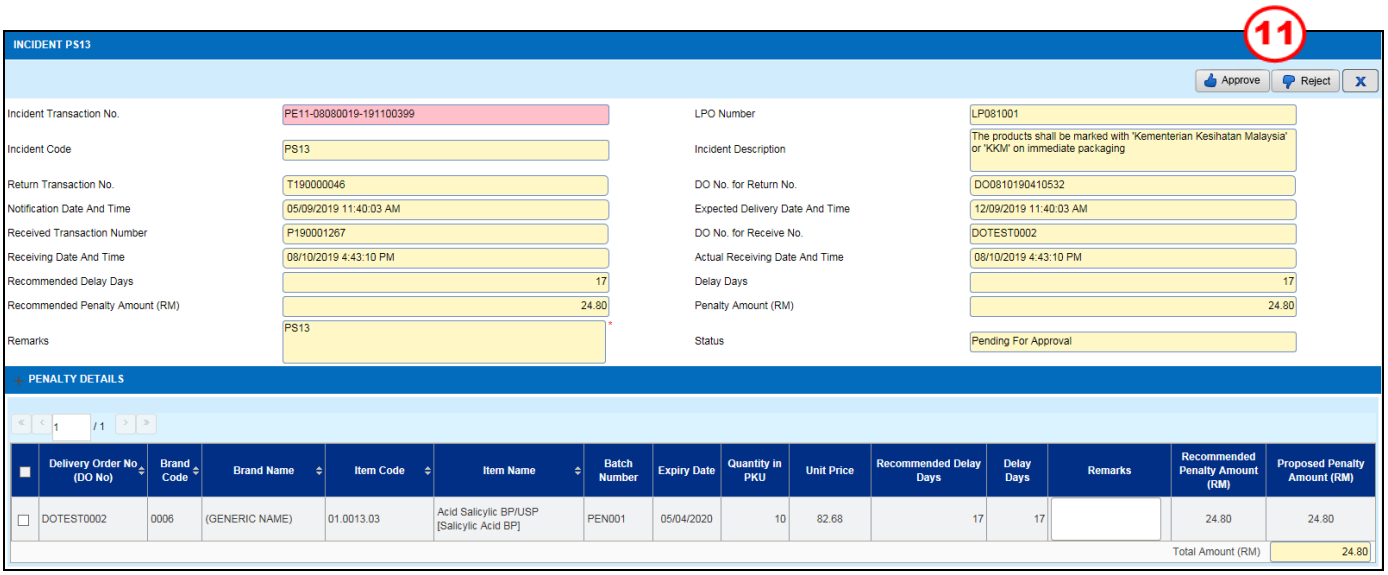


Figure 3.1.5-6 PS5/PS6/PS7/PS13 Incident

STEP 11

a) Click on the Approve button to approve the record and confirmation message will be display as Figure 3.1.5-7

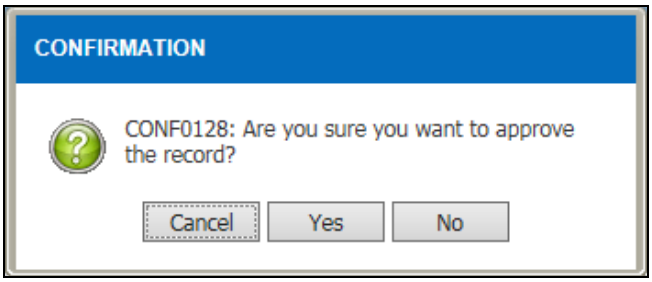


Figure 3.1.5-7 Confirmation Message

Note

- *Click on the* Yes *button to approved record and information message will be display as Figure 3.1.5-8*

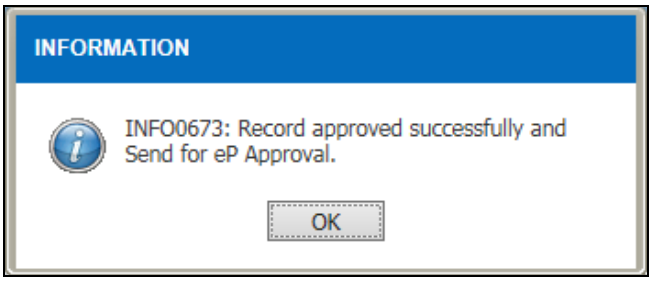


Figure 3.1.5-8 Information Message

Note

- *Click on the* OK *button to successfully approved the record*

b) Click on the Reject button to reject the record and confirmation message will be display as Figure 3.1.5-9

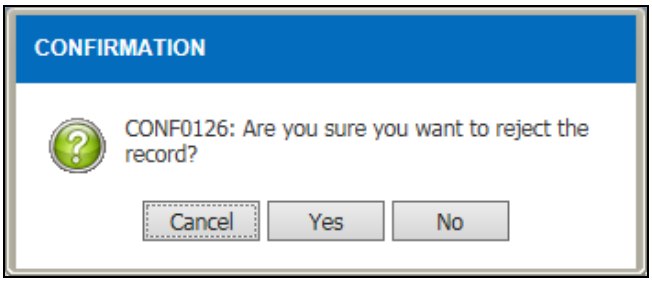


Figure 3.1.5-9 Confirmation Message

Note

- *Click on the* Yes *button to reject record and information message will be display as Figure 3.1.5-10*

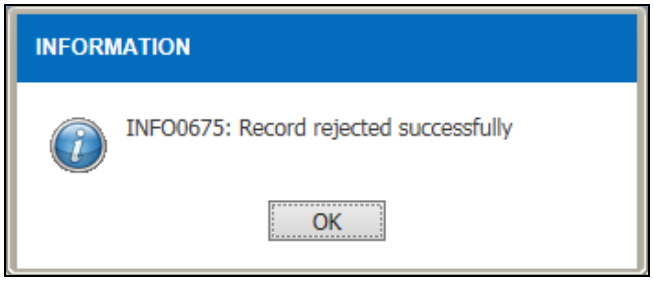


Figure 3.1.5-10 Information Message

Note

- *Click on the* OK *button to successfully rejected the record*
- *For PS5, PS6 and PS 7,* Lampiran 8 *button* Lampiran 9 *button and* Lampiran 10 *button will enable for user to generate the incident report as Figure 3.1.5-11*
- *For PS13,* Lampiran 9 *button and* Lampiran 11 *button will enable for user to ghenerate the indicent report as Figure 3.1.5-12*

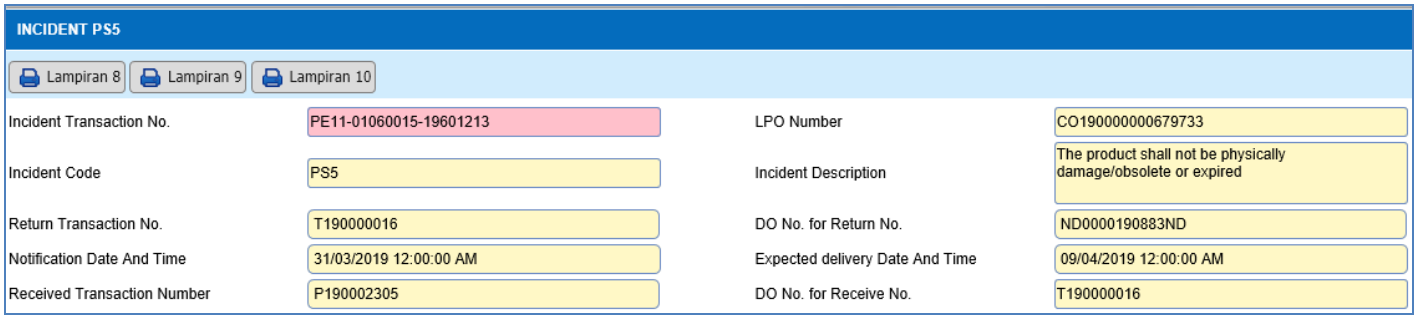


Figure 3.1.5-11 PS5/PS6/PS7 Incident Report

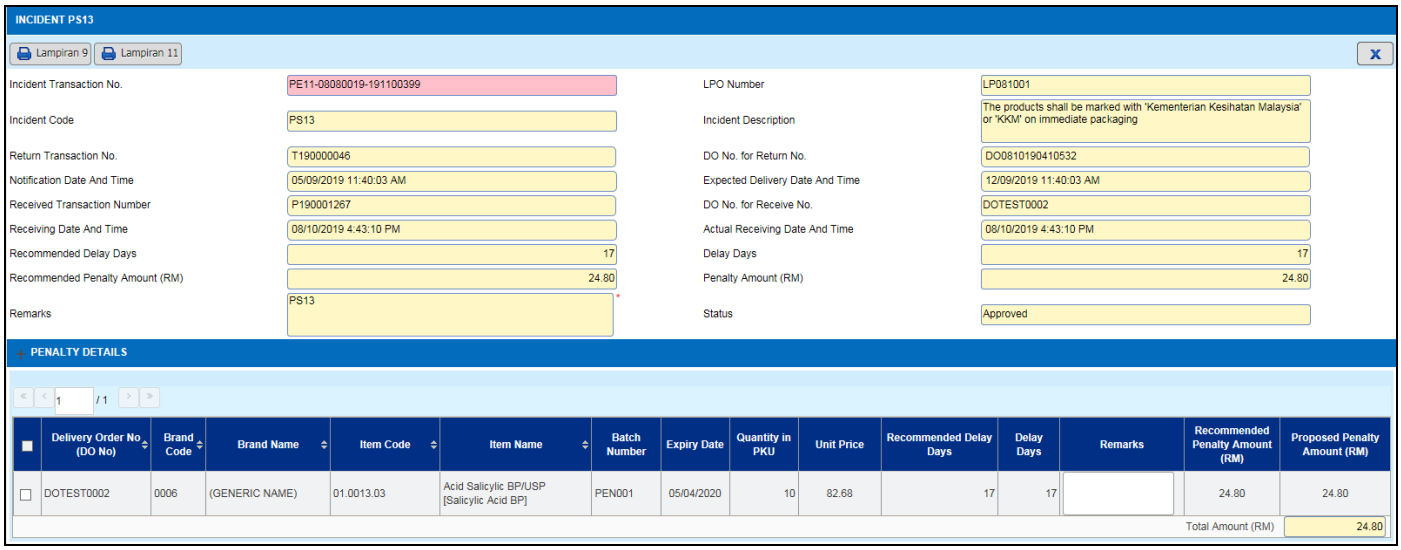


Figure 3.1.5-12 PS13 Incident Report

3.1.6 Create New Incident PS8

To create a new record for penalty PS8, perform the steps below:

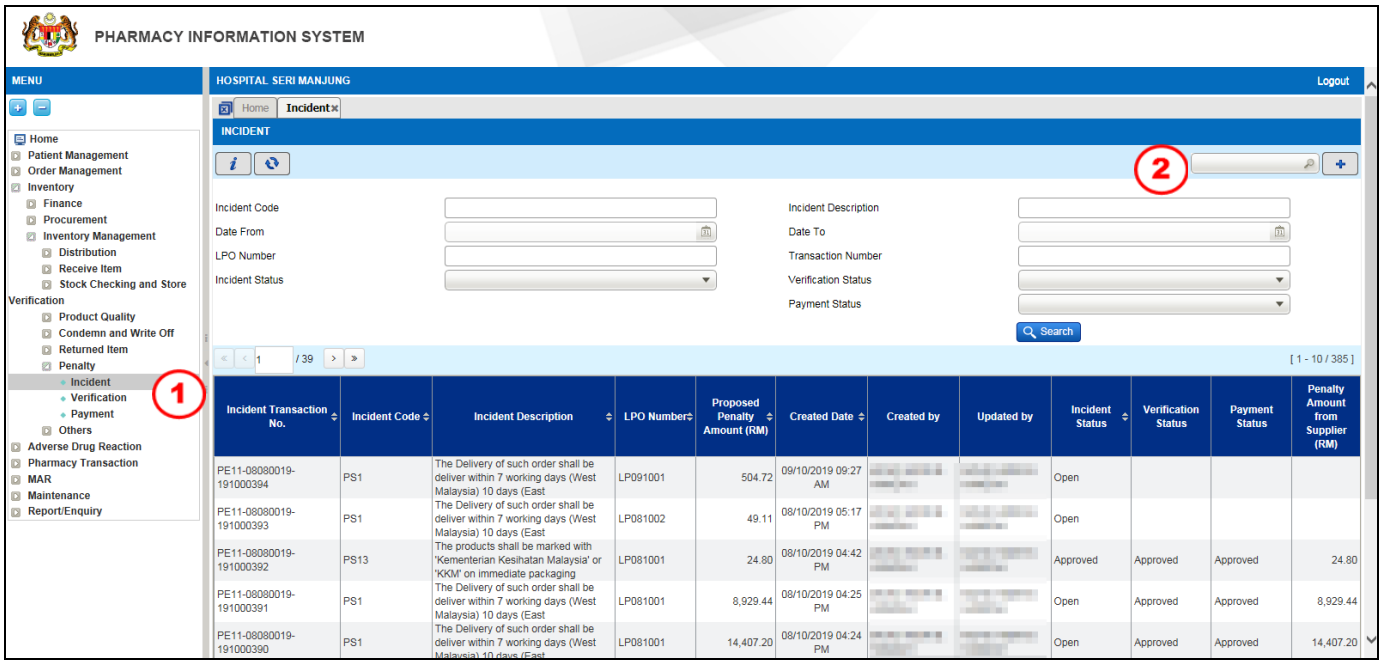


Figure 3.1.6-1 Incident

Failed to deliver emergency (29 items) product within 24 hours from the LPO Date

STEP 1

Click on the 'Inventory Management' menu followed by 'Penalty' and then 'Incident'

STEP 2

Click on the button to find the penalty code

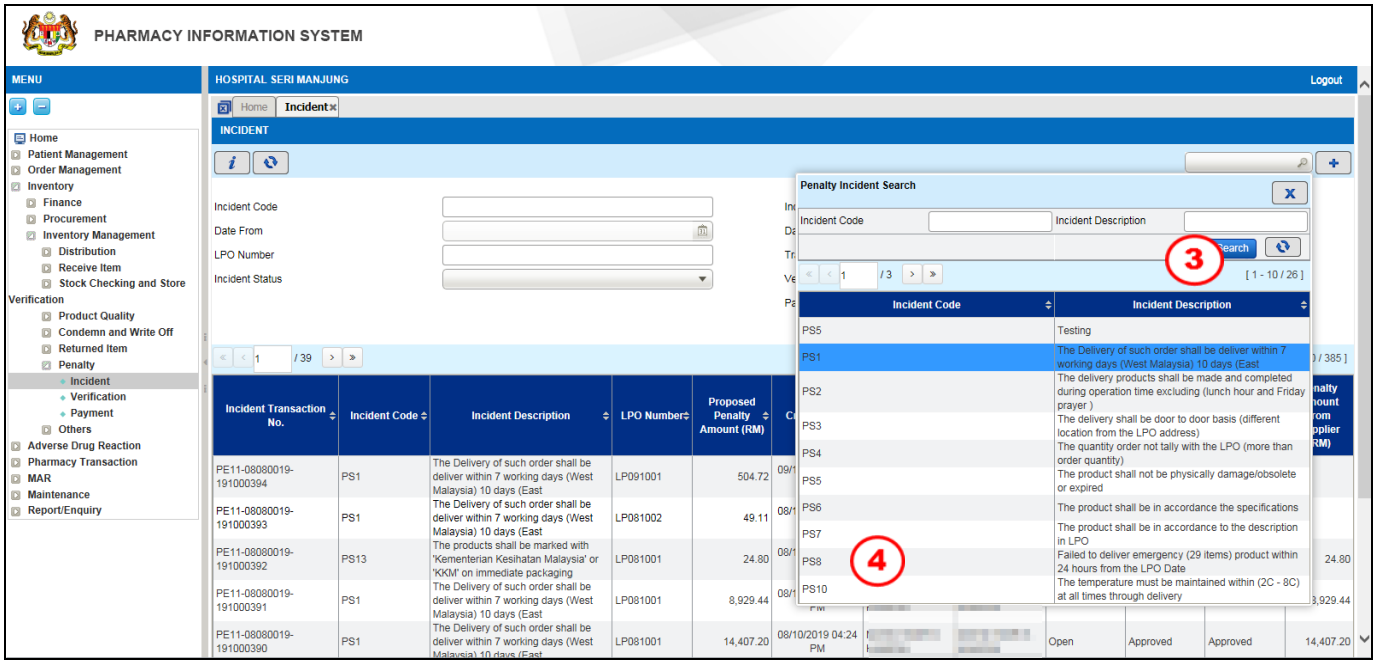


Figure 3.1.6-2 Incident

STEP 3

Click on the

button to see the list of penalty incident

STEP 4

Double click on the PS8 Incident Code

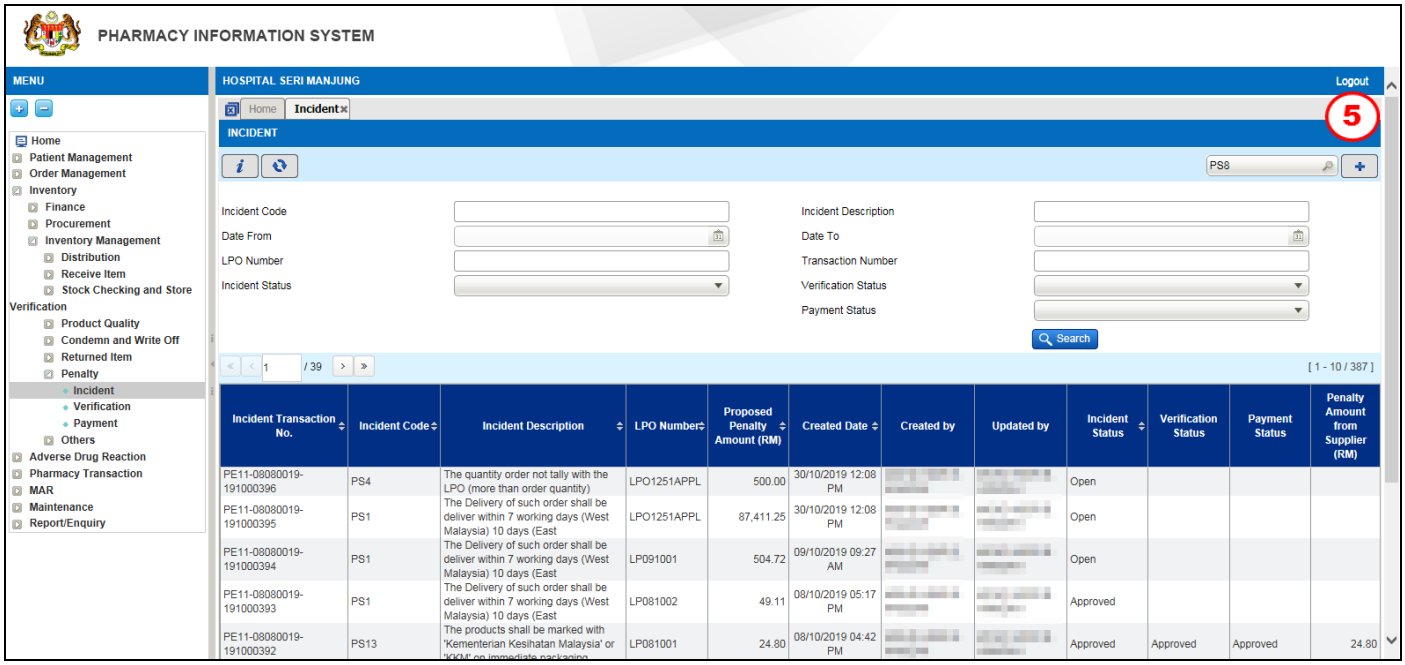


Figure 3.1.6-3 Incident

STEP 5

Click on the button to create new record

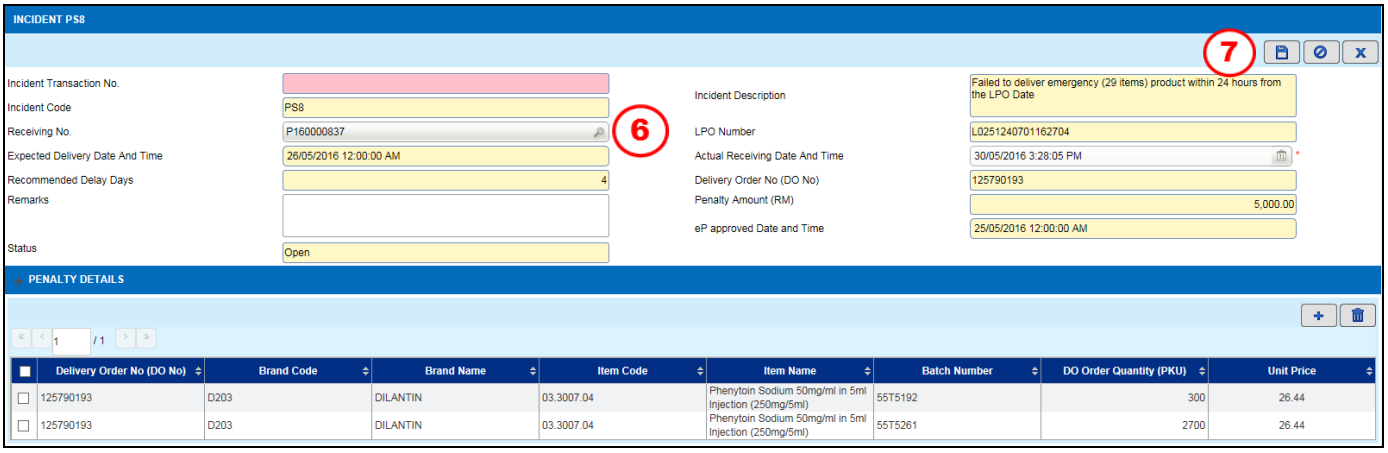


Figure 3.1.6-4 PS8 Incident

STEP 6

Select ***Received No***

STEP 7

Click on the button to save the Penalty transaction

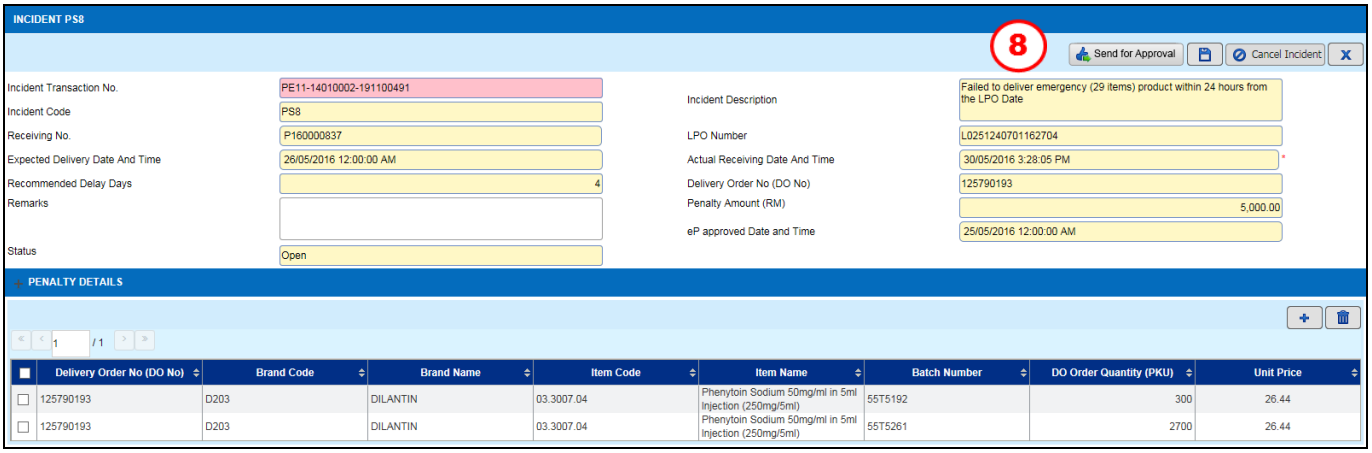


Figure 3.1.6-5 PS8 Incident

STEP 8

Click on the Send for Approval button to send the Penalty transaction to HOD for approval

Note

User is allowed to cancel the penalty transaction by click on the Cancel Incident *button*

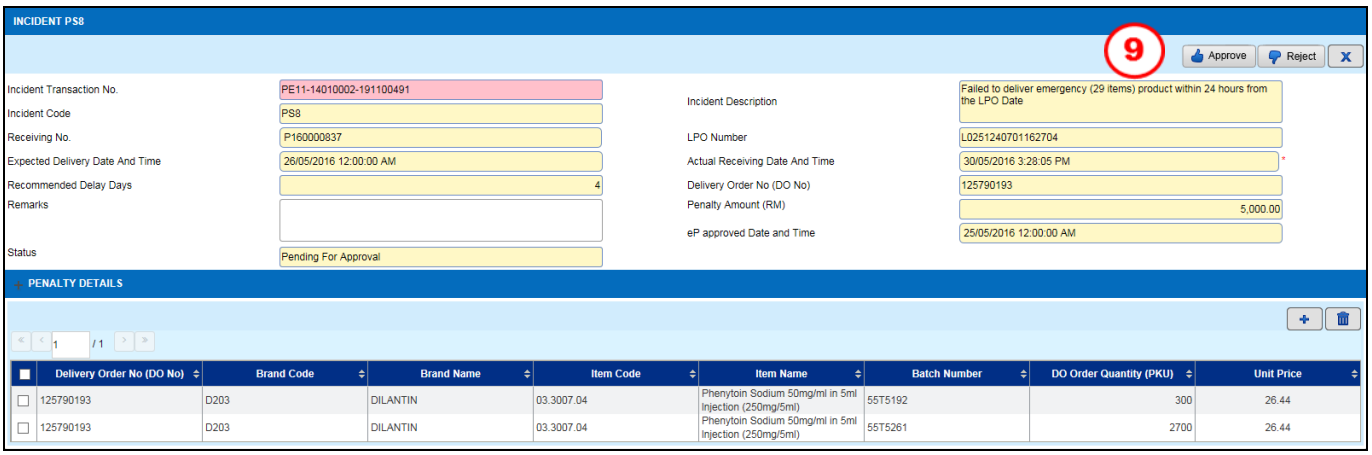


Figure 3.1.6-6 PS8 Incident

STEP 9

a) Click on the Approve button to approve the record and confirmation message will be display as Figure 3.1.6-7

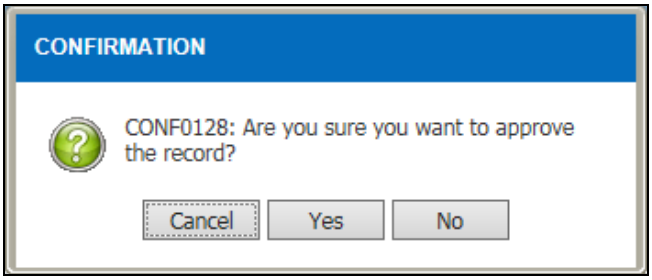


Figure 3.1.6-7 Confirmation Message

Note

- *Click on the* Yes *button to approved record and information message will be display as Figure 3.1.6-8*

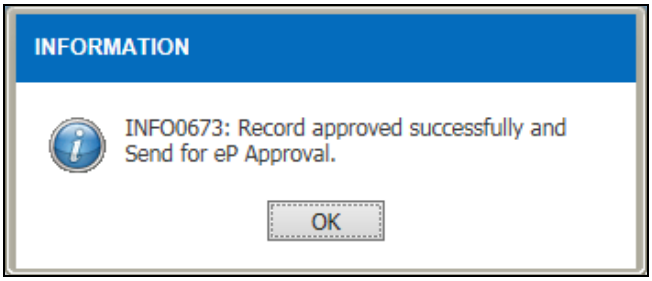


Figure 3.1.6-8 Information Message

Note

- *Click on the* OK *button to successfully approved the record*

b) Click on the Reject button to reject the record and confirmation message will be display as Figure 3.1.6-9

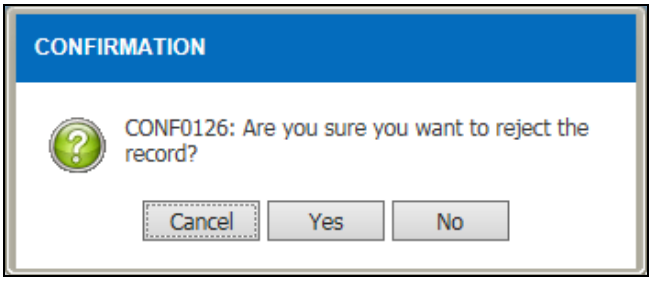


Figure 3.1.6-9 Confirmation Message

Note

- *Click on the* Yes *button to reject record and information message will be display as Figure 3.1.6-10*

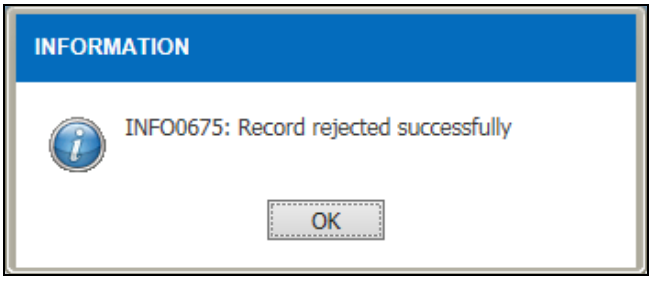


Figure 3.1.6-10 Information Message

Note

- *Click on the* OK *button to successfully rejected the record*

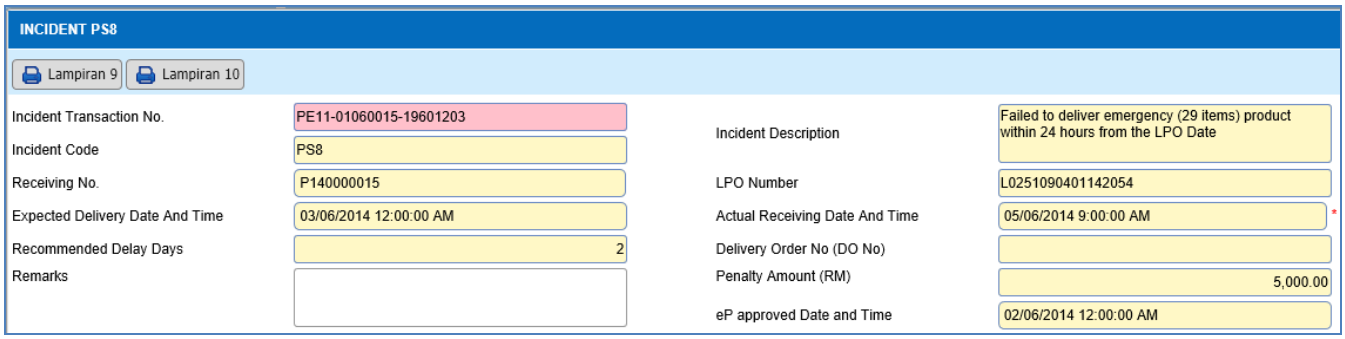


Figure 3.1.6-11 PS8 Incident

Note

Click on the

button and

button to generate PS8 report

3.1.7 Create New Incident PS9A/PS10/PS11A/PS12

To create a new record for penalty P9A/PS10/PS11A perform the steps below:

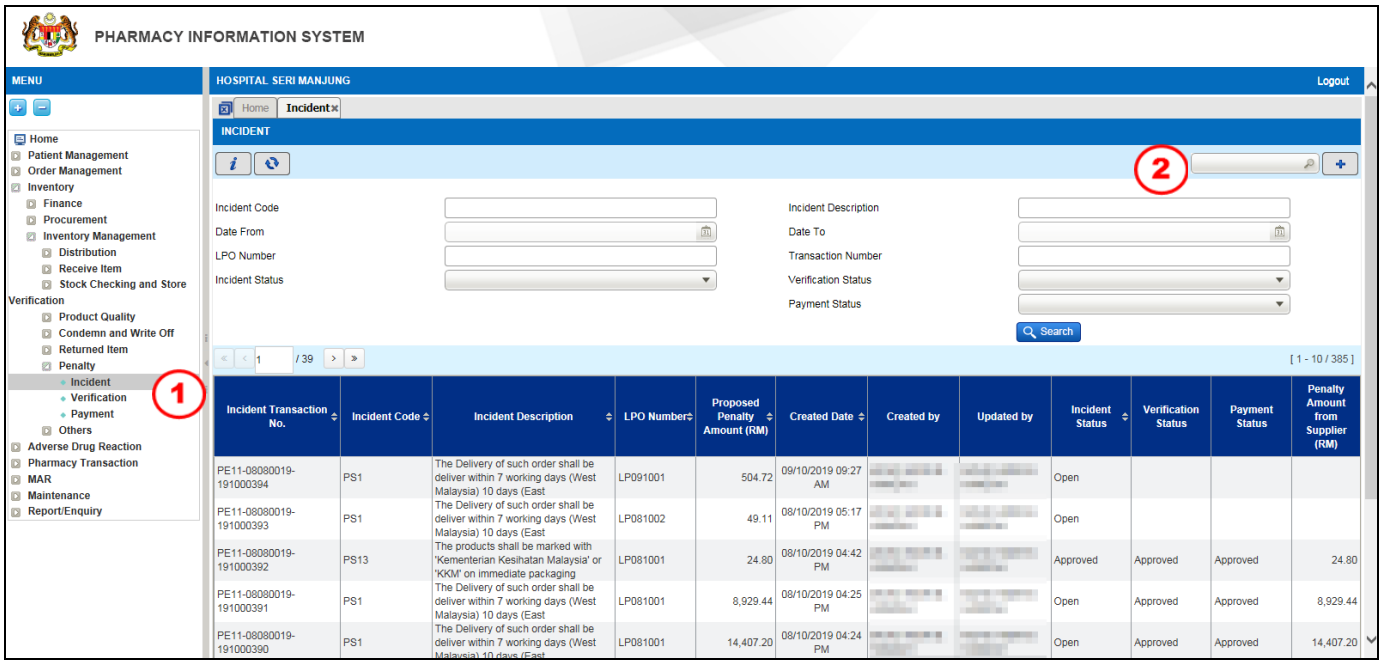


Figure 3.1.7-1 Incident

PS9A: Non Vaccine - The product delivered must have at least 2/3 of the shelf life - (reject)
PS10: The temperature must be maintained within (2C - 8C) at all times through delivery
PS11A: Vaccine - The vaccine must have at least six (6) months of the shelf life - (reject)
PS12: Vaccine to be supplied shall be under cold chain condition

STEP 1
Click on the 'Inventory Management' menu followed by 'Penalty' and then 'Incident'

STEP 2
Click on the button to find the penalty code

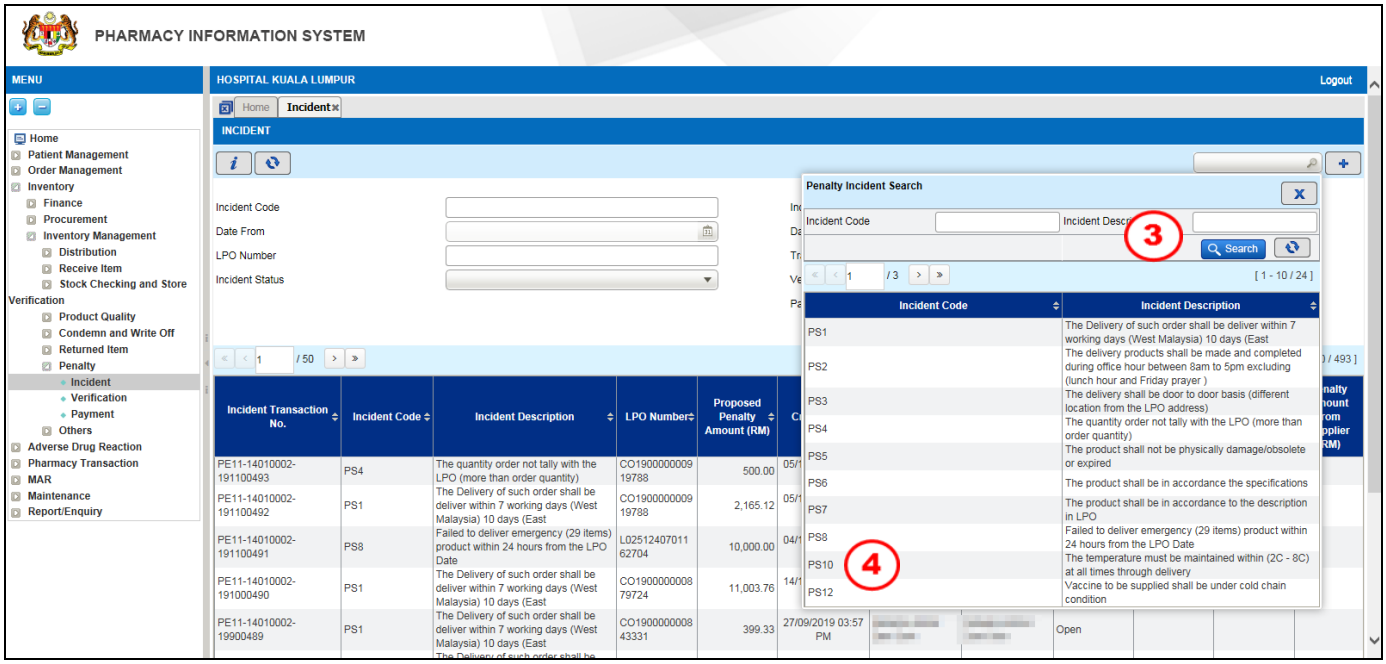


Figure 3.1.7-2 Incident

STEP 3

Click on the

button to see the list of penalty incident

STEP 4

Double click on the Incident Code:

a) PS9A or
b) PS10 or
c) PS11A or
d) PS12

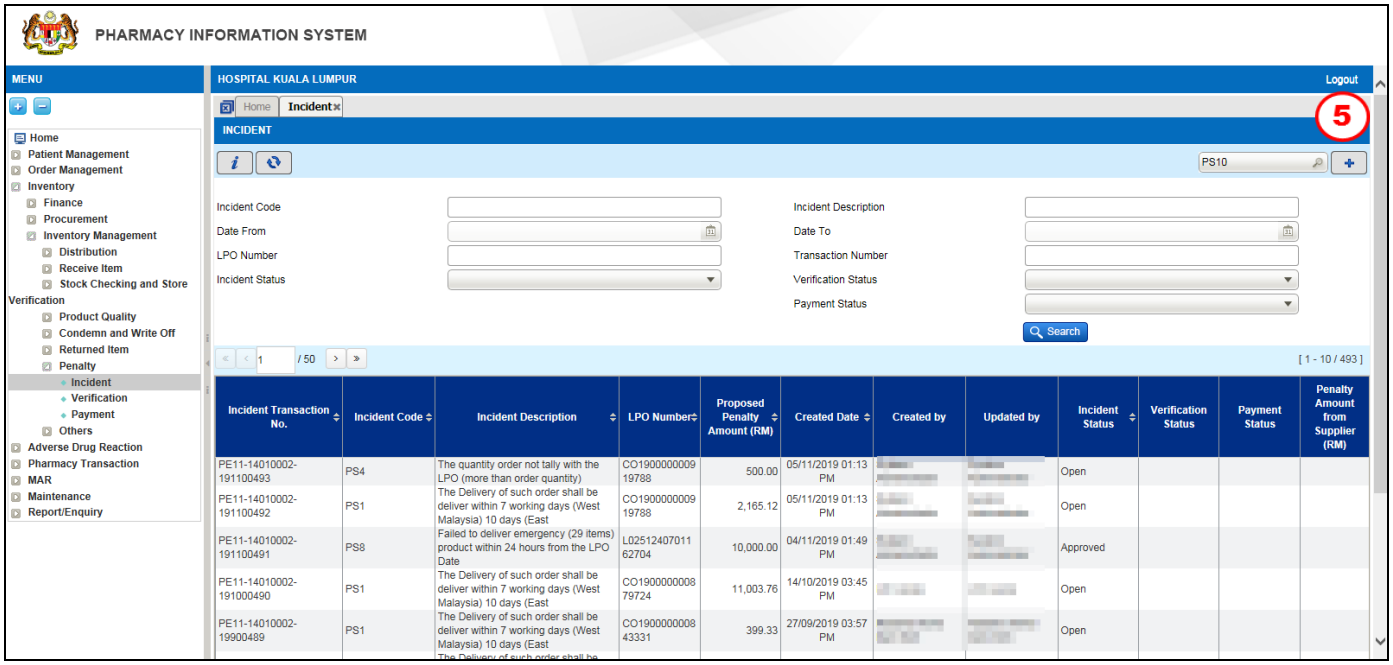


Figure 3.1.7-3 Incident

STEP 5

Click on the button to create new record

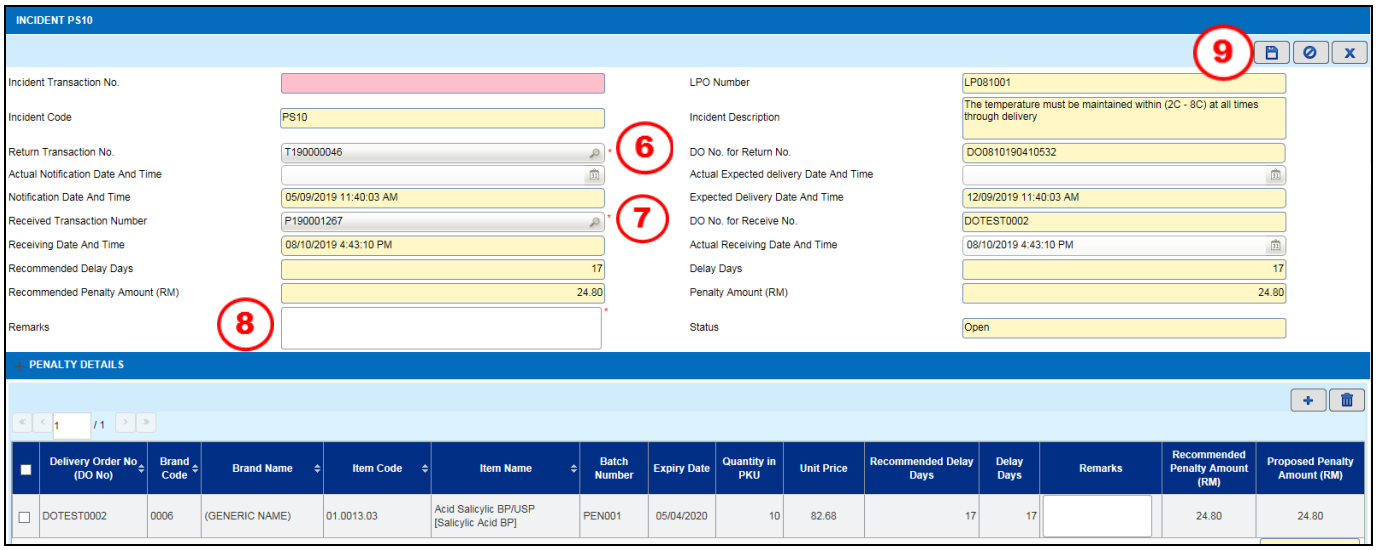


Figure 3.1.7-4 PS9A/PS10/PS11A/PS12 Incident

Note

Incident Code *and* ***Incident Description*** *will be display based on the selected Incident in* ***STEP 4***

STEP 6

Select ***Return Transaction Number***

STEP 7

Select ***Received Transaction Number***

STEP 8
Enter ***Remarks***

STEP 9
Click on the button to save the Penalty transaction

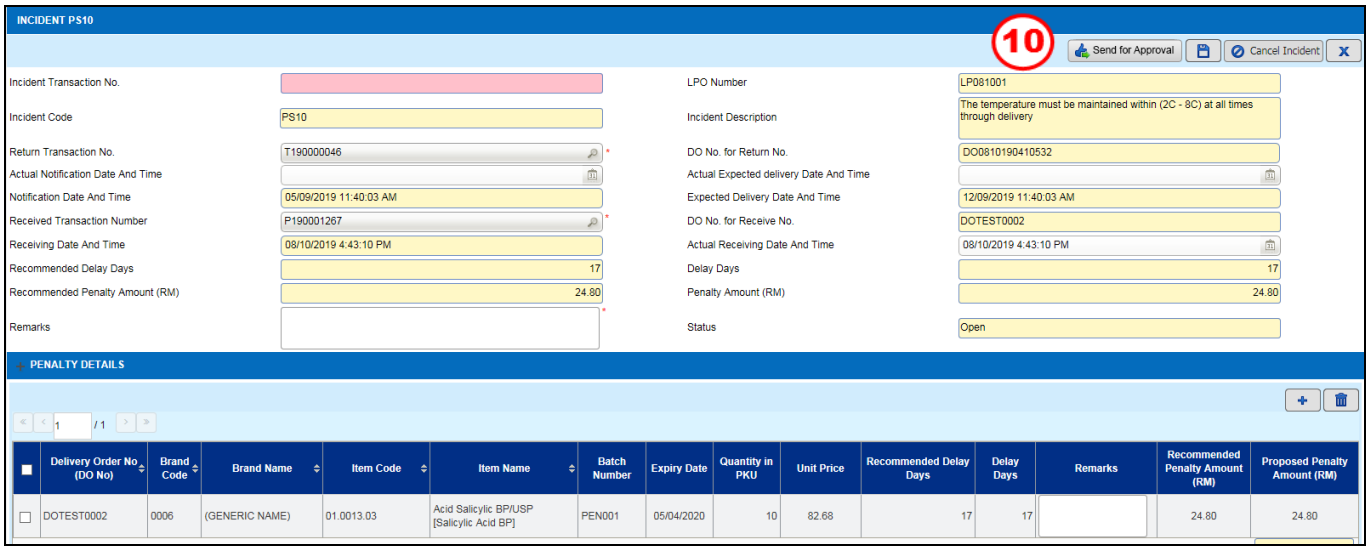


Figure 3.1.7-5 PS9A/PS10/PS11A/PS12 Incident

STEP 10
Click on the Send for Approval button to send the Penalty transaction to HOD for approval

Note
User is allowed to cancel the penalty transaction by click on the Cancel Incident button

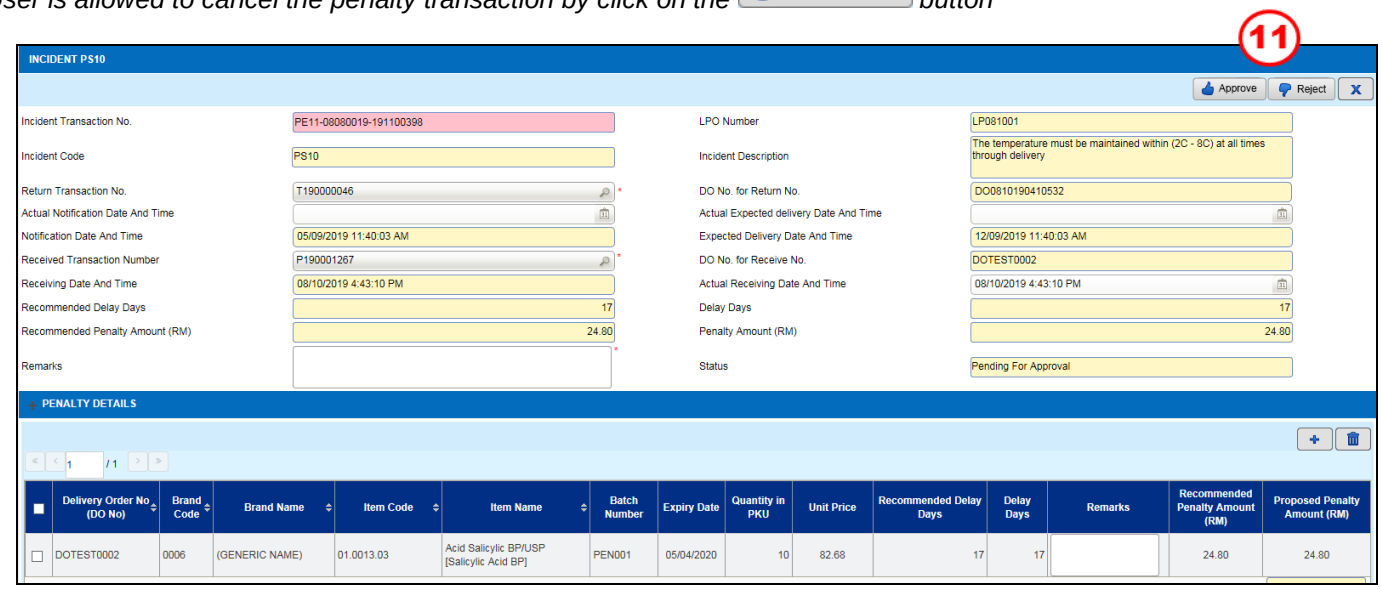


Figure 3.1.7-6 PS9A/PS10/PS11A/PS12 Incident

STEP 11

a) Click on the Approve button to approve the record and confirmation message will be display as Figure 3.1.7-7

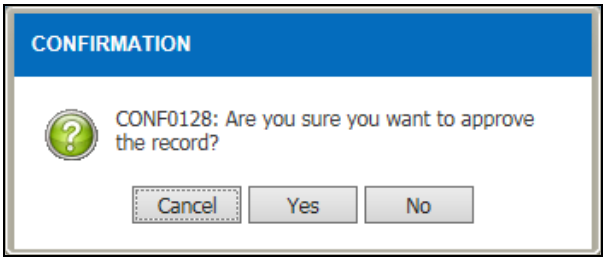


Figure 3.1.5-7 Confirmation Message

Note

- *Click on the* Yes *button to approved record and information message will be display as Figure 3.1.7-8*

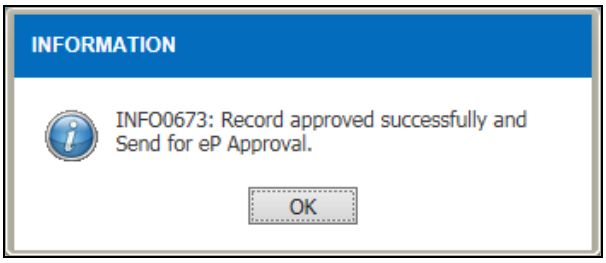


Figure 3.1.7-8 Information Message

Note

- *Click on the* OK *button to successfully approved the record*

b) Click on the Reject button to reject the record and confirmation message will be display as Figure 3.1.7-9

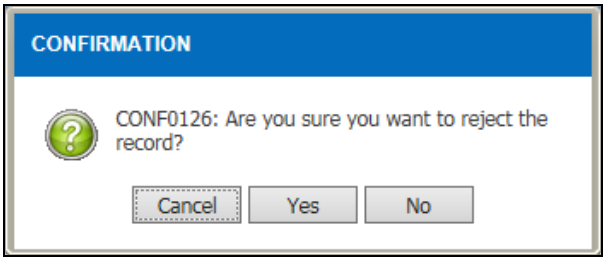


Figure 3.1.7-9 Confirmation Message

Note

- *Click on the* Yes *button to reject record and information message will be display as Figure 3.1.7-10*

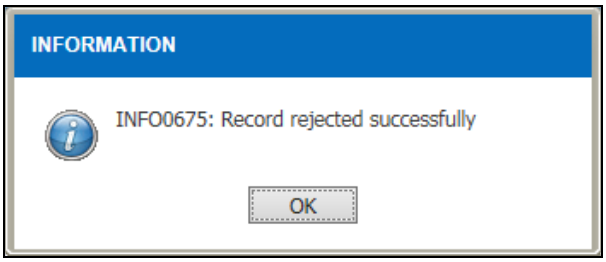


Figure 3.1.7-10 Information Message

Note

- *Click on the* OK *button to successfully rejected the record*

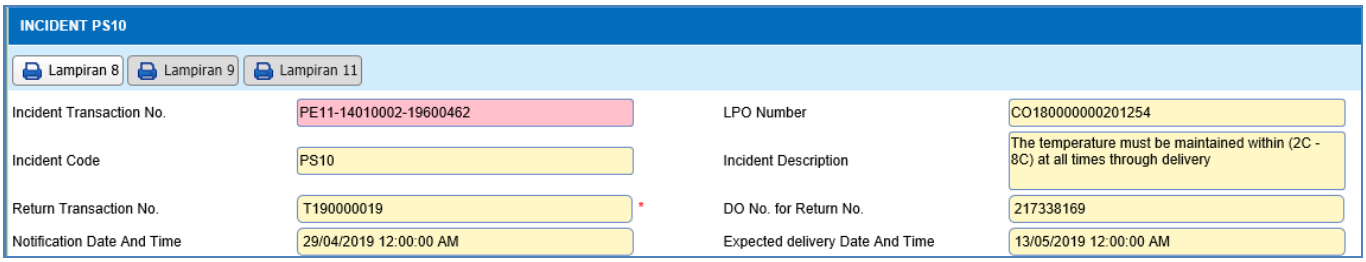


Figure 3.1.7-11 PS9A/PS10/PS11A/PS12 Incident

Note

Click on the Lampiran 8 *button,* Lampiran 9 *button and* Lampiran 11 *button to generate report*

3.1.8 Create New Incident PS9B/PS11B

To create a new record for penalty PS9B/PS11B, perform the steps below:

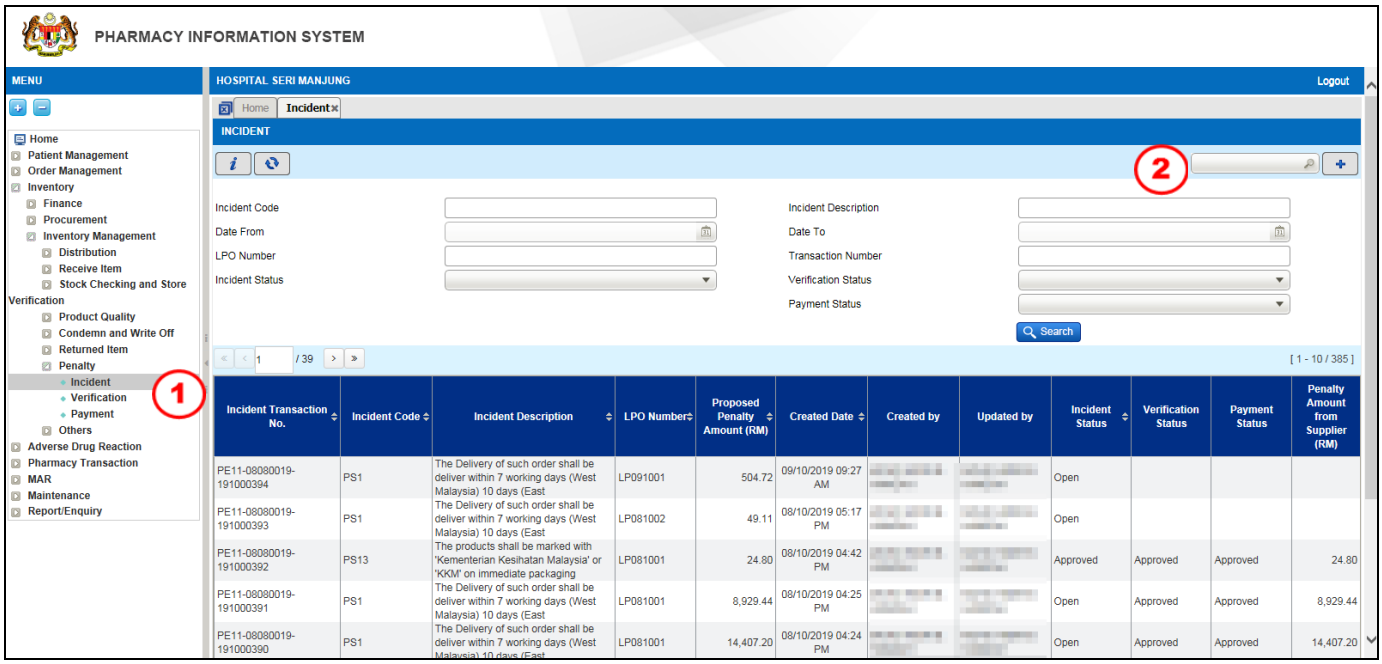


Figure 3.1.8-1 Incident

PS9B: Non Vaccine - The product delivered must have at least 2/3 of the shelf life - If (accept)
PS11B: Vaccine - The vaccine must have at least six (6) months of the shelf life - (accept)

STEP 1
Click on the 'Inventory Management' menu followed by 'Penalty' and then 'Incident'

STEP 2
Click on the button to find the penalty code

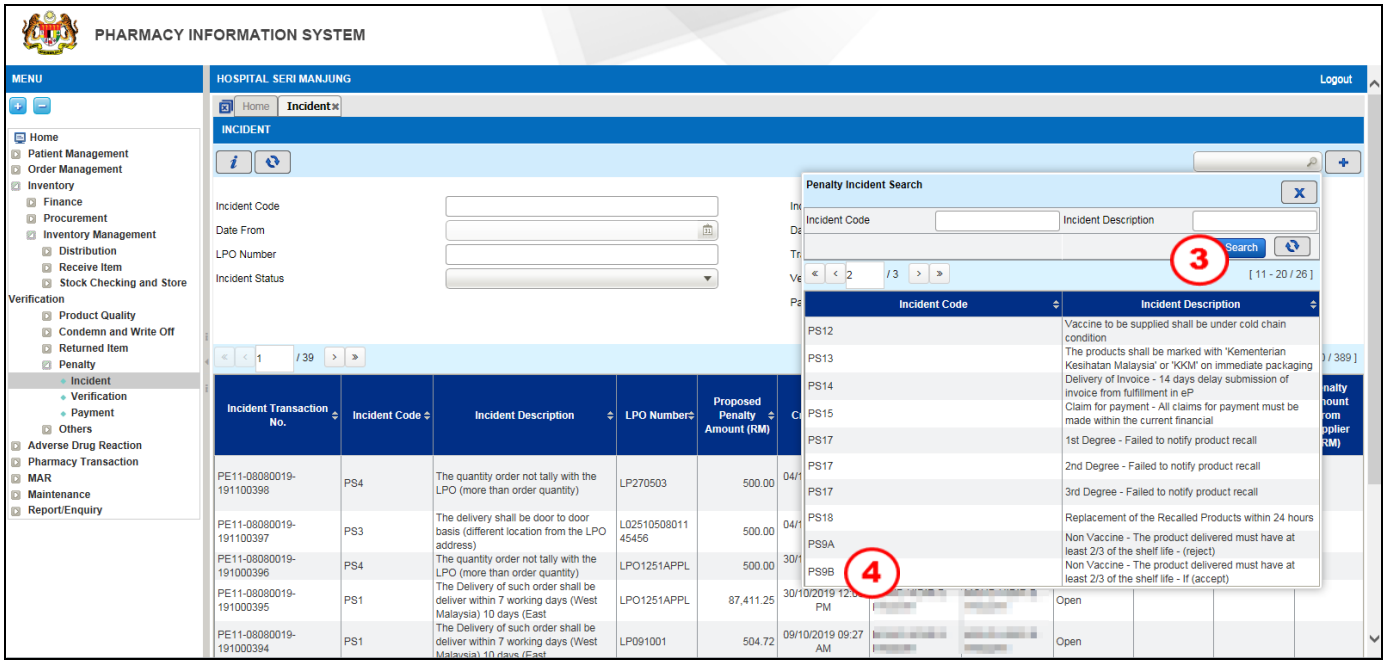


Figure 3.1.8-2 Incident

STEP 3

Click on the

button to see the list of penalty incident

STEP 4

Double click on the Incident Code

a) PS9B or
b) PS11B

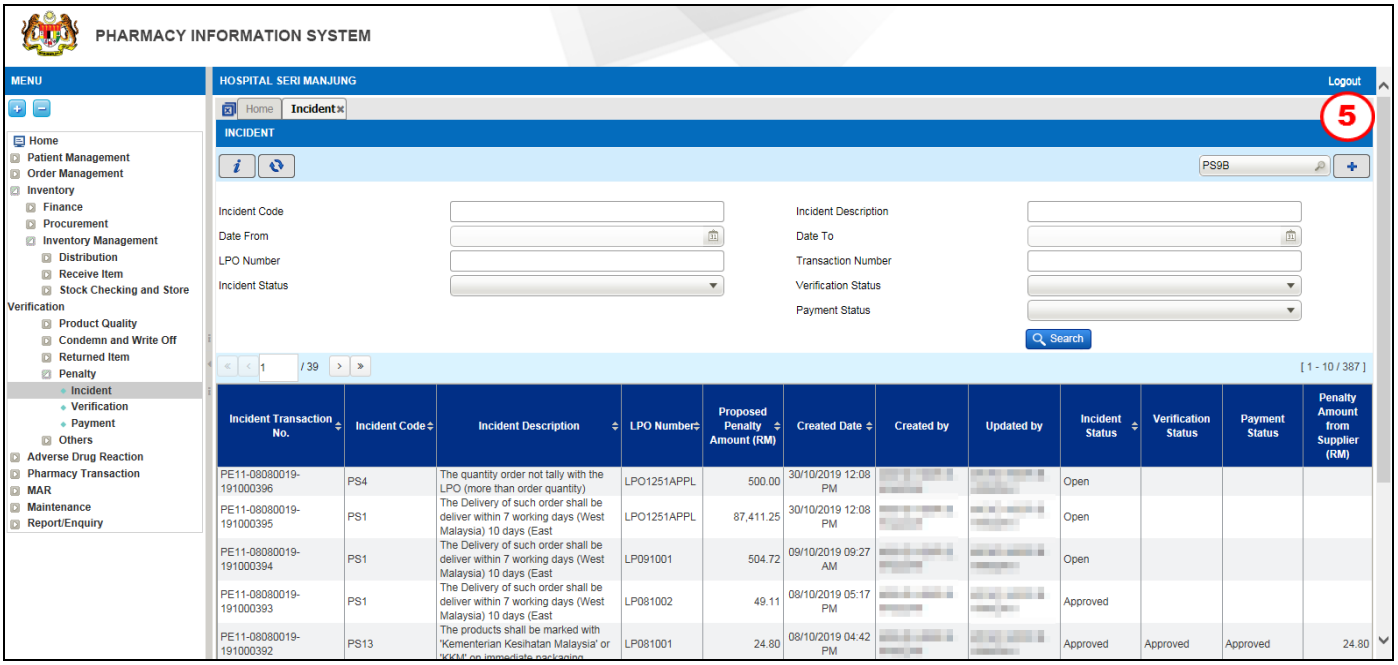


Figure 3.1.8-3 Incident

STEP 5

Click on the button to create new record

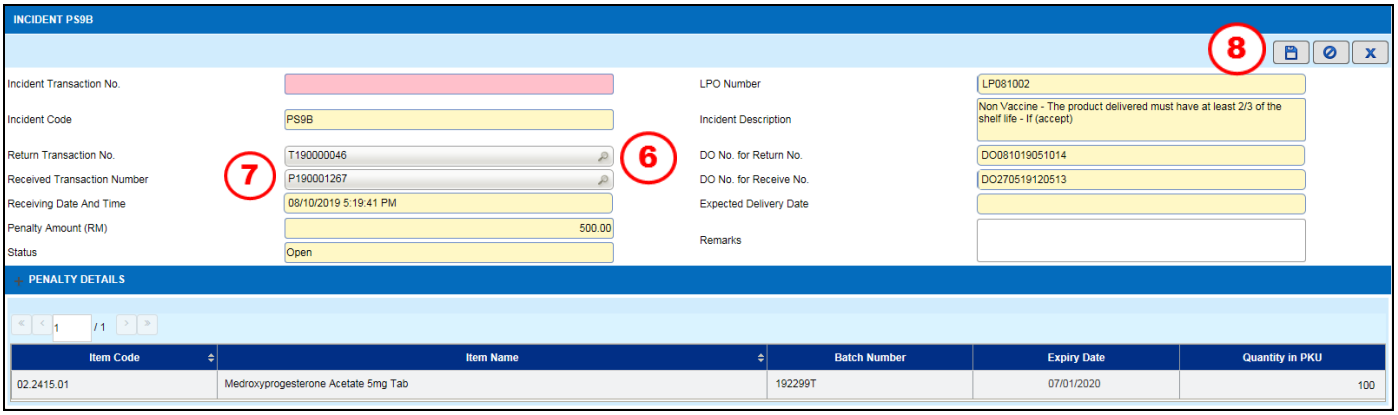


Figure 3.1.8-4 PS9B/PS11B Incident

Note
Incident Code *and* ***Incident Description*** *will be display based on the selected Incident in* ***STEP 4***

STEP 6
Select ***Return Transaction No***

STEP 7
Select ***Receiving Transaction Number***

STEP 8
Click on the button to save the Penalty transaction

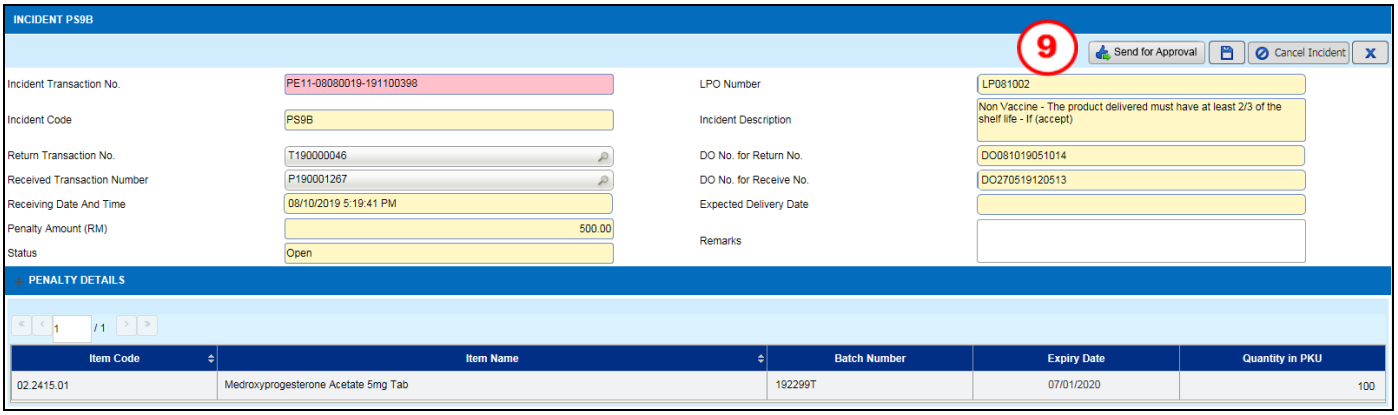


Figure 3.1.8-5 PS9B/PS11B Incident

STEP 9

Click on the Send for Approval button to send the Penalty transaction to HOD for approval

Note

User is allowed to cancel the penalty transaction by click on the Cancel Incident *button*

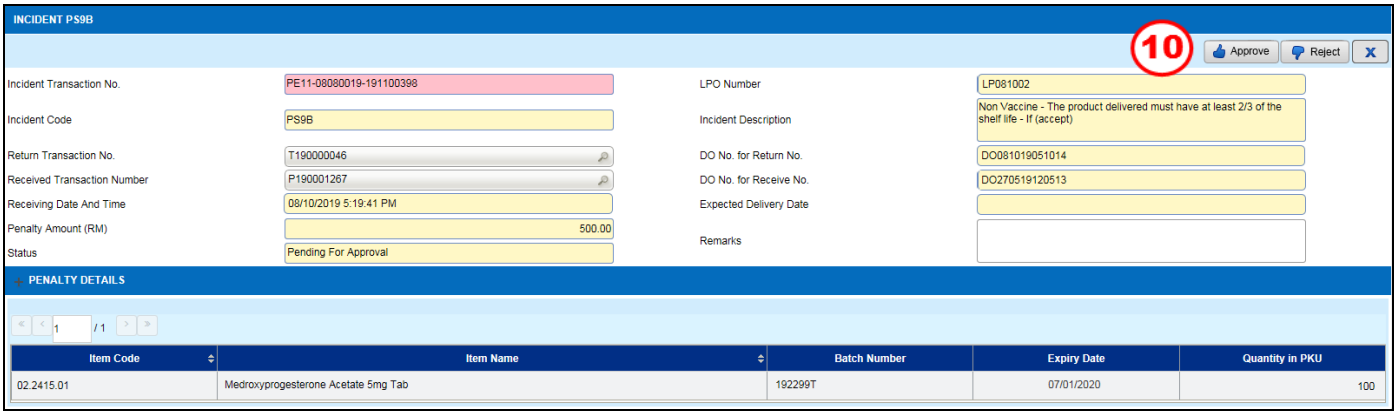


Figure 3.1.8-6 PS9B/PS11B Incident

STEP 10

a) Click on the Approve button to approve the record and confirmation message will be display as Figure 3.1.8-7

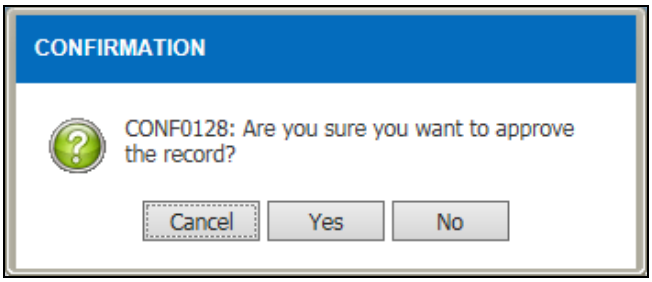


Figure 3.1.8-7 Confirmation Message

Note

- *Click on the* Yes *button to approved record and information message will be display as Figure 3.1.8-8*

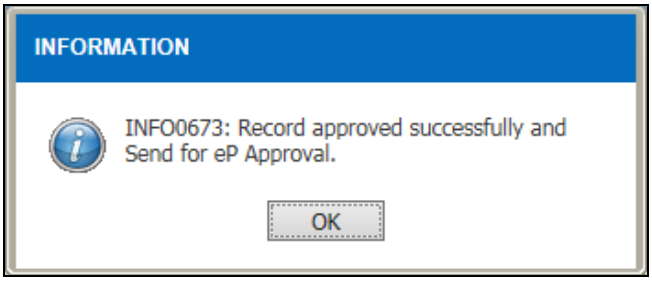


Figure 3.1.8-8 Information Message

Note

- *Click on the* OK *button to successfully approved the record*

b) Click on the Reject button to reject the record and confirmation message will be display as Figure 3.1.8-9

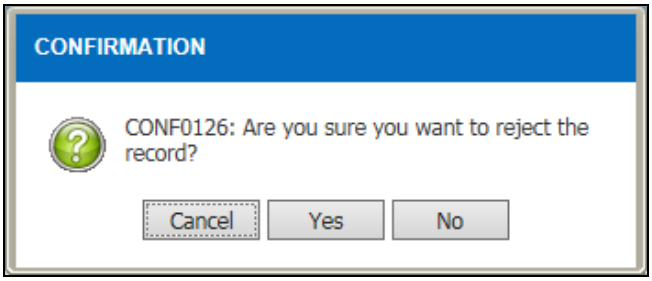


Figure 3.1.8-9 Confirmation Message

Note

- *Click on the* Yes *button to reject record and information message will be display as Figure 3.1.8-10*

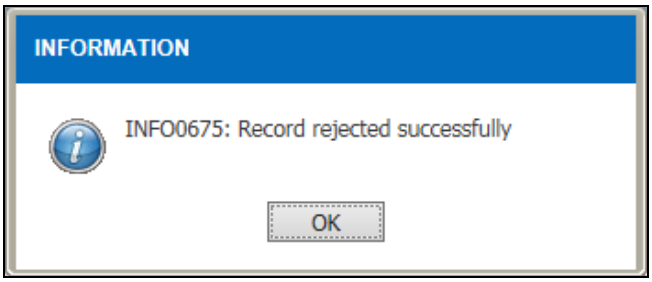


Figure 3.1.8-10 Information Message

Note

- *Click on the* OK *button to successfully rejected the record*

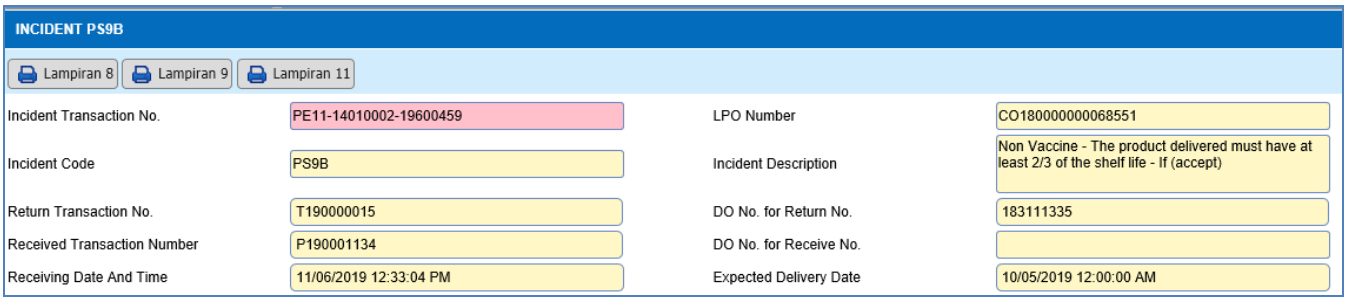


Figure 3.1.8-11 PS9B/PS11B Incident

Note

Click on the Lampiran 8 *button,* Lampiran 9 *button and* Lampiran 11 *button to generate report*

3.1.9 Create New Incident PS14

To create a new record for penalty PS14, perform the steps below:

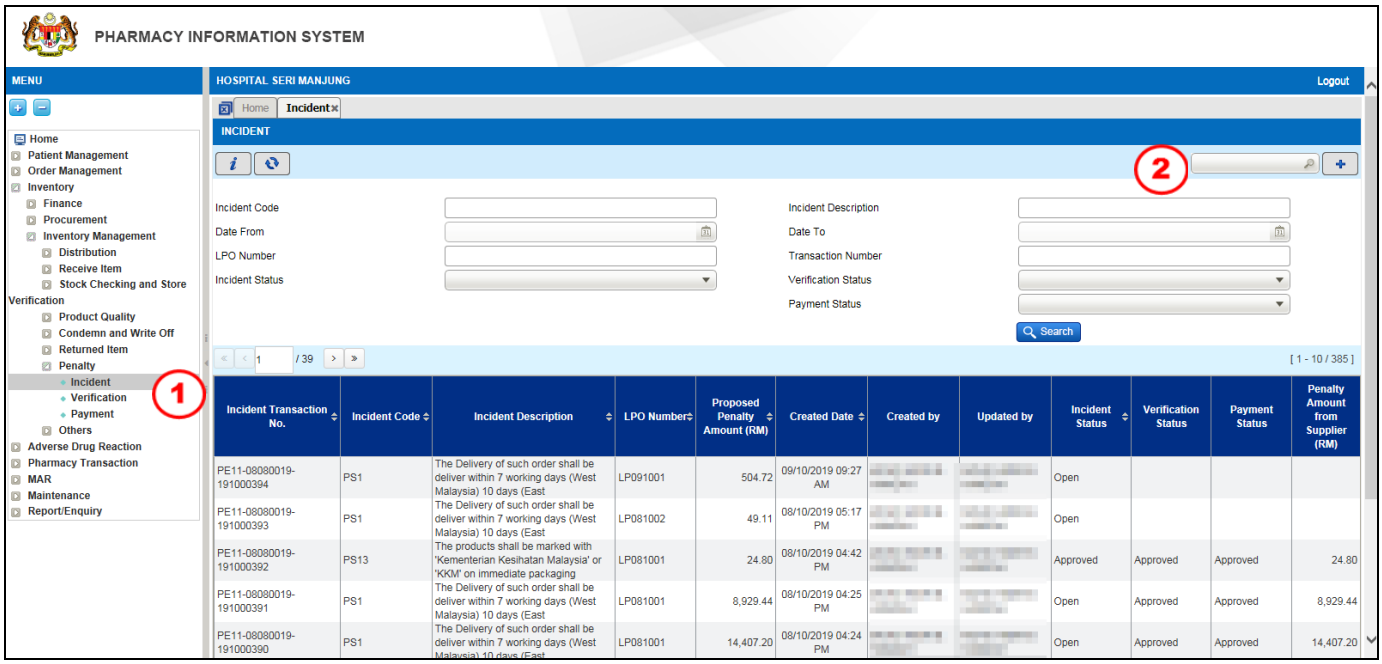


Figure 3.1.9-1 Incident

Delivery of Invoice - 14 days delay submission of invoice from fulfillment in eP

STEP 1

Click on the 'Inventory Management' menu followed by 'Penalty' and then 'Incident'

STEP 2

Click on the button to find the penalty code

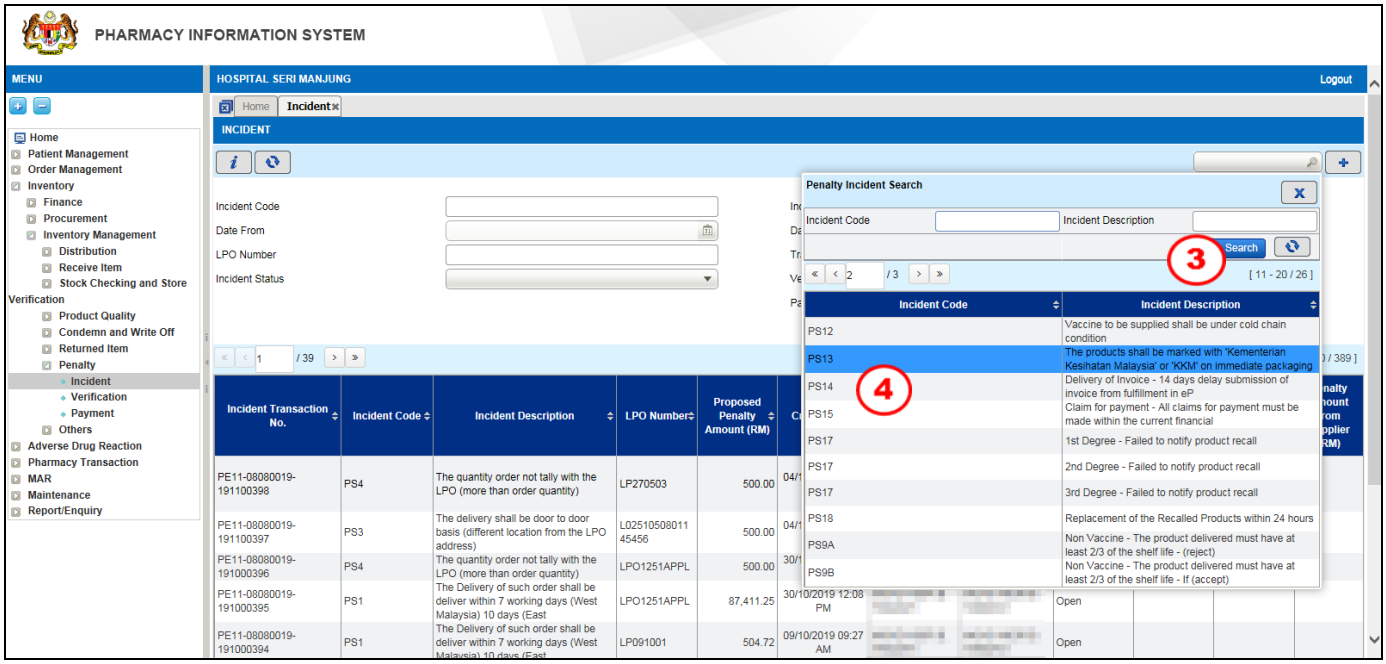


Figure 3.1.9-2 Incident

STEP 3

Click on the button to see the list of penalty incident

STEP 4

Double click on the PS14 Incident Code

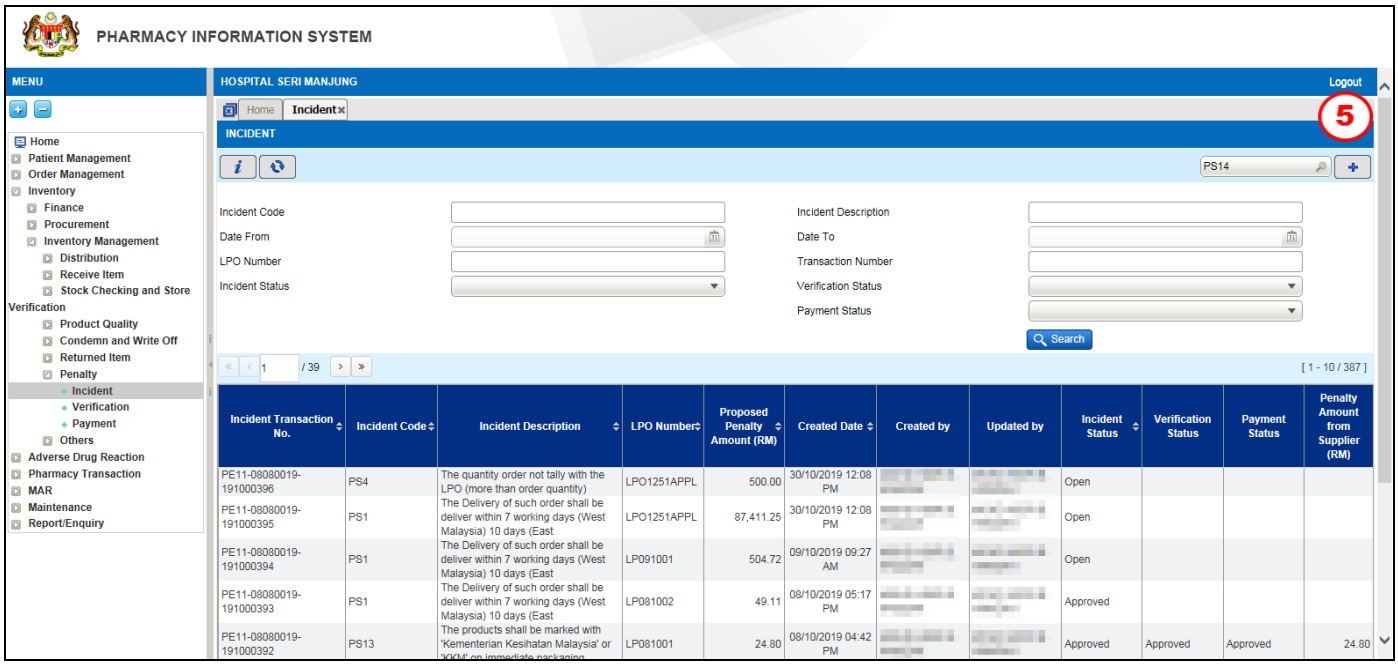


Figure 3.1.9-3 Incident

STEP 5

Click on the button to create new record

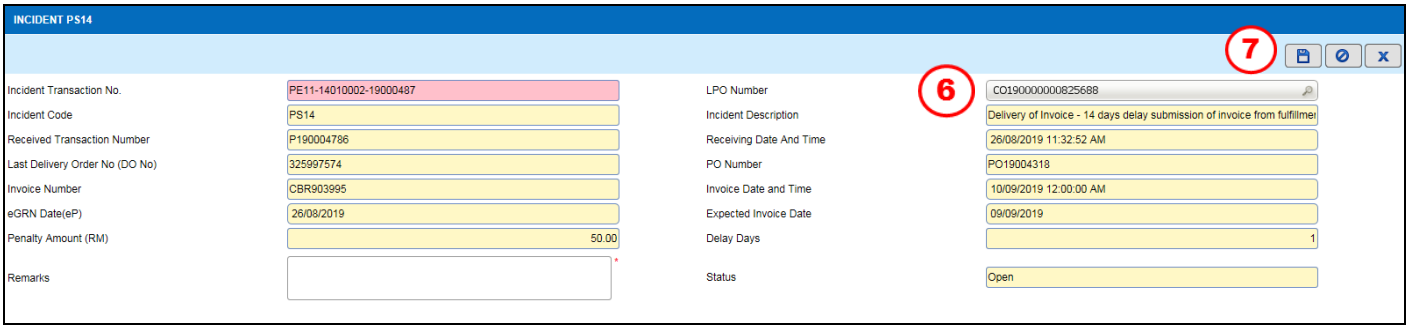


Figure 3.1.9-4 PS14 Incident

STEP 6
Select ***LPO Number***

STEP7
Click on the button to save the Penalty transaction

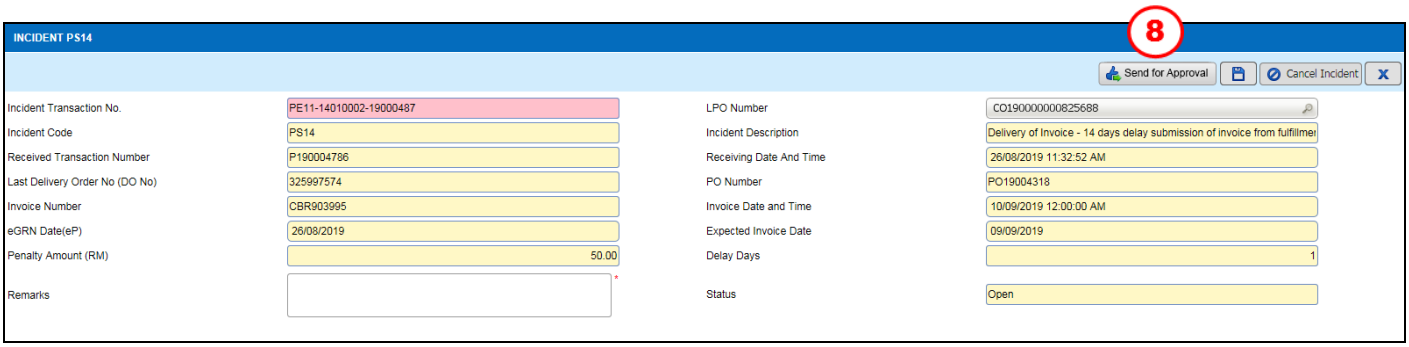


Figure 3.1.9-5 PS14 Incident

STEP 8
Click on the Send for Approval button to send the Penalty transaction to HOD for approval

Note
User is allowed to cancel the penalty transaction by click on the Cancel Incident *button*

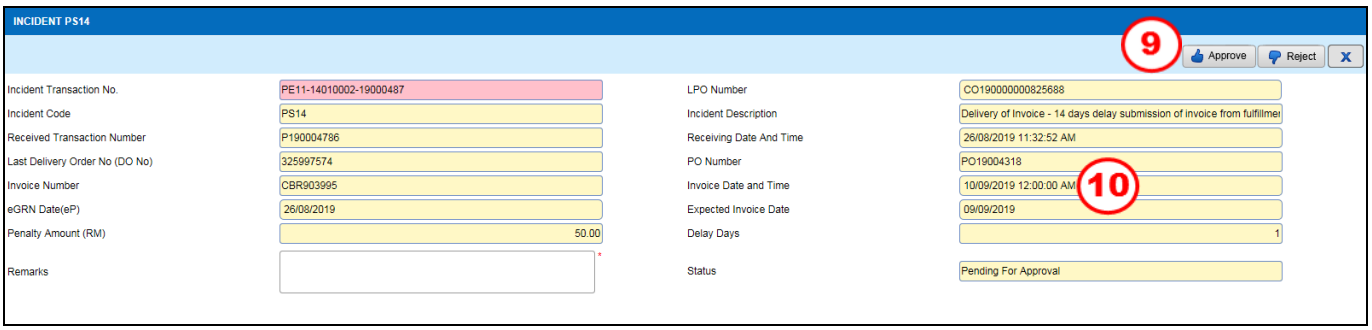


Figure 3.1.9-6 PS14 Incident

STEP 9

a) Click on the Approve button to approve the record and confirmation message will be display as Figure 3.1.9-7

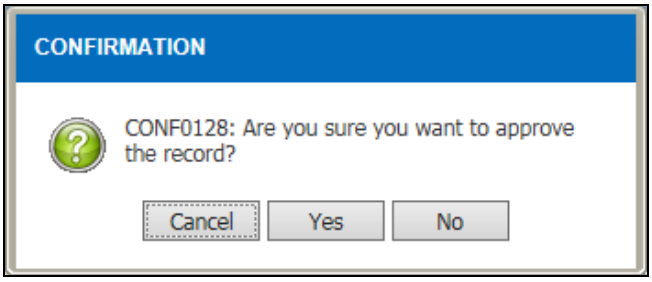


Figure 3.1.9-7 Confirmation Message

Note

- *Click on the* Yes *button to approved record and information message will be display as Figure 3.1.9-8*

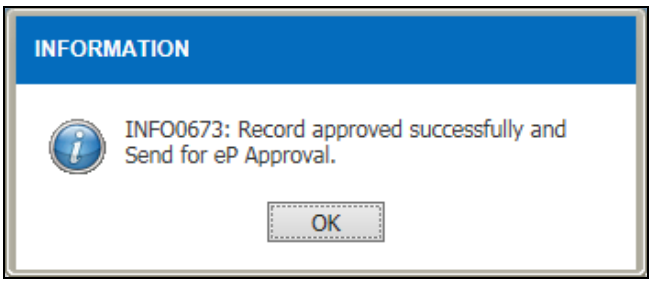


Figure 3.1.9-8 Information Message

Note

- *Click on the* OK *button to successfully approved the record*

b) Click on the Reject button to reject the record and confirmation message will be display as Figure 3.1.9-9

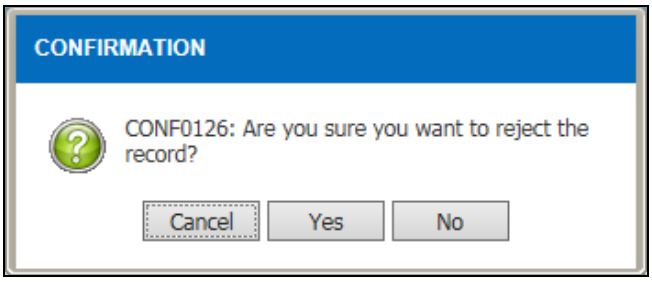


Figure 3.1.9-9 Confirmation Message

Note

- *Click on the* Yes *button to reject record and information message will be display as Figure 3.1.9-10*

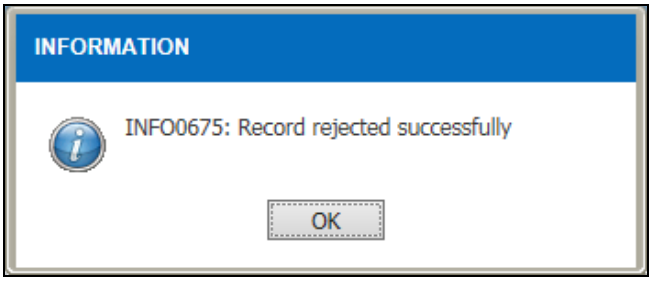


Figure 3.1.9-10 Information Message

Note

- *Click on the* OK *button to successfully rejected the record*

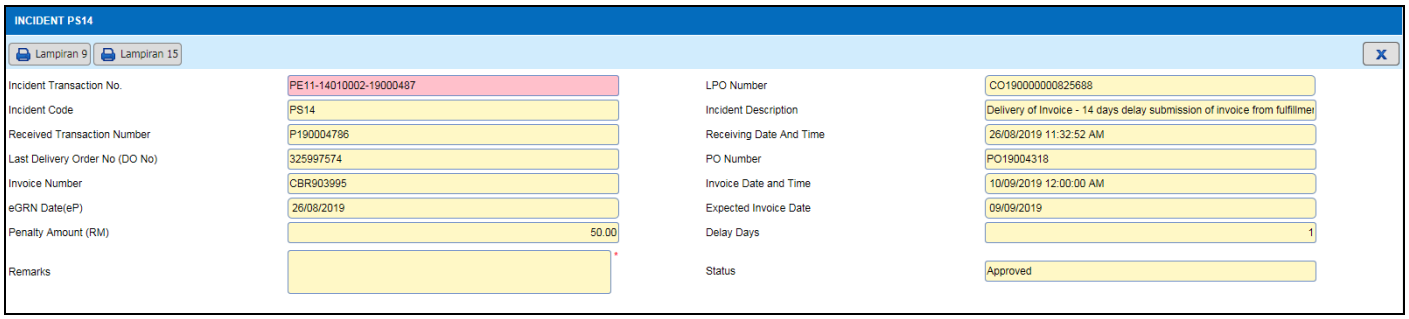


Figure 3.1.9-11 PS14 Incident

Note

Click on the Lampiran 9 *button and* Lampiran 15 *button to generate PS15 report*

3.1.10 Create New Incident PS15

To create a new record for penalty PS15, perform the steps below:

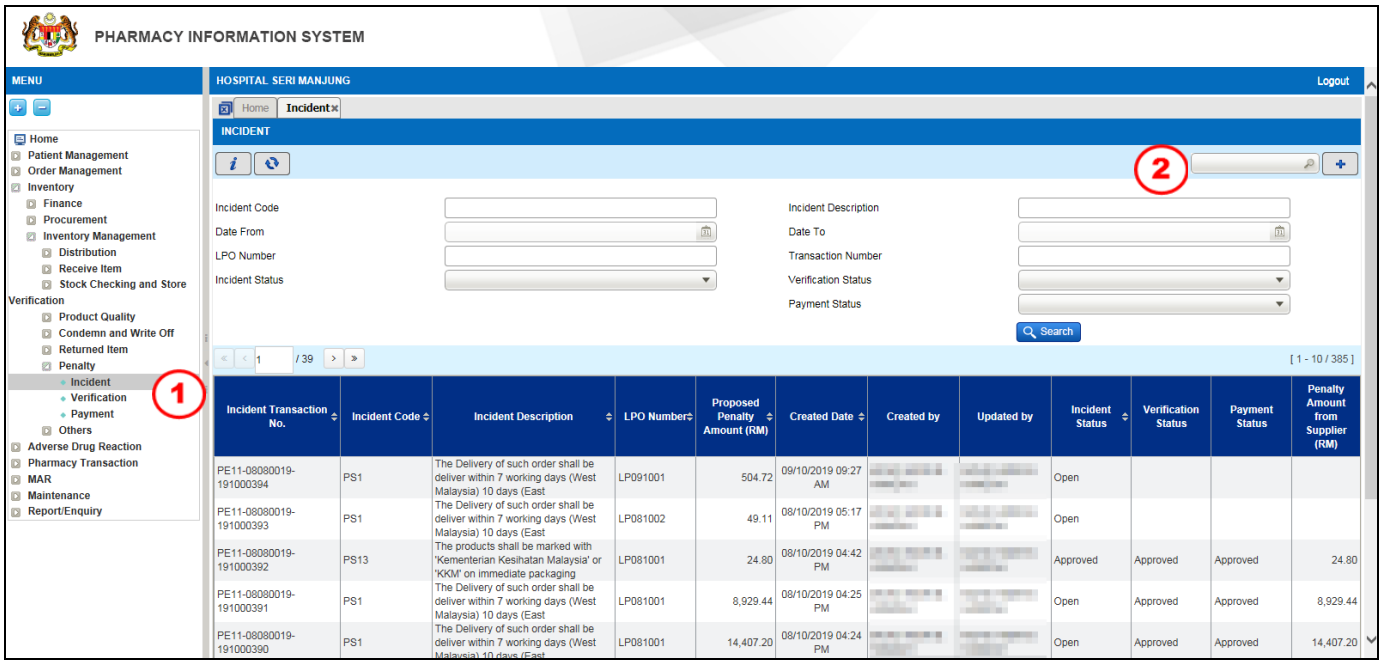


Figure 3.1.10-1 Incident

The product shall not be physically damage/obsolete or expired

STEP 1

Click on the 'Inventory Management' menu followed by 'Penalty' and then 'Incident'

STEP 2

Click on the button to find the penalty code

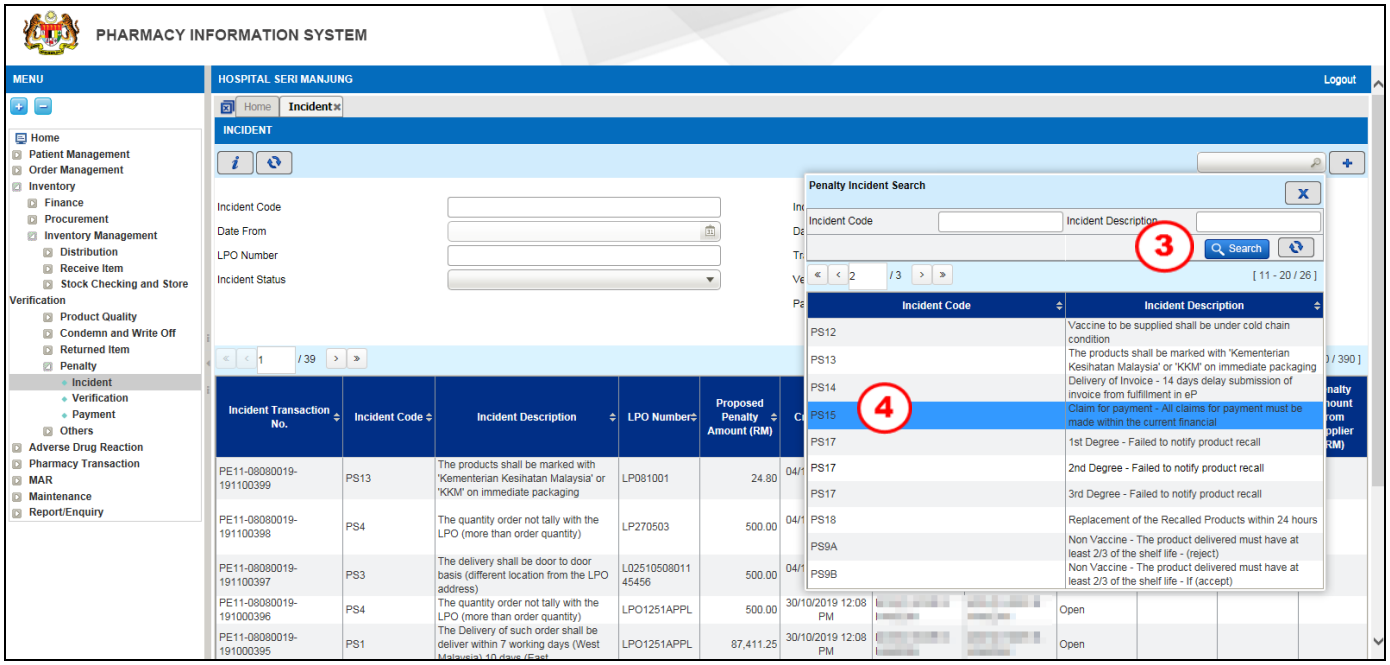


Figure 3.1.10-2 Incident

STEP 3

Click on the button to see the list of penalty incident

STEP 4

Double click on the PS15 Incident Code

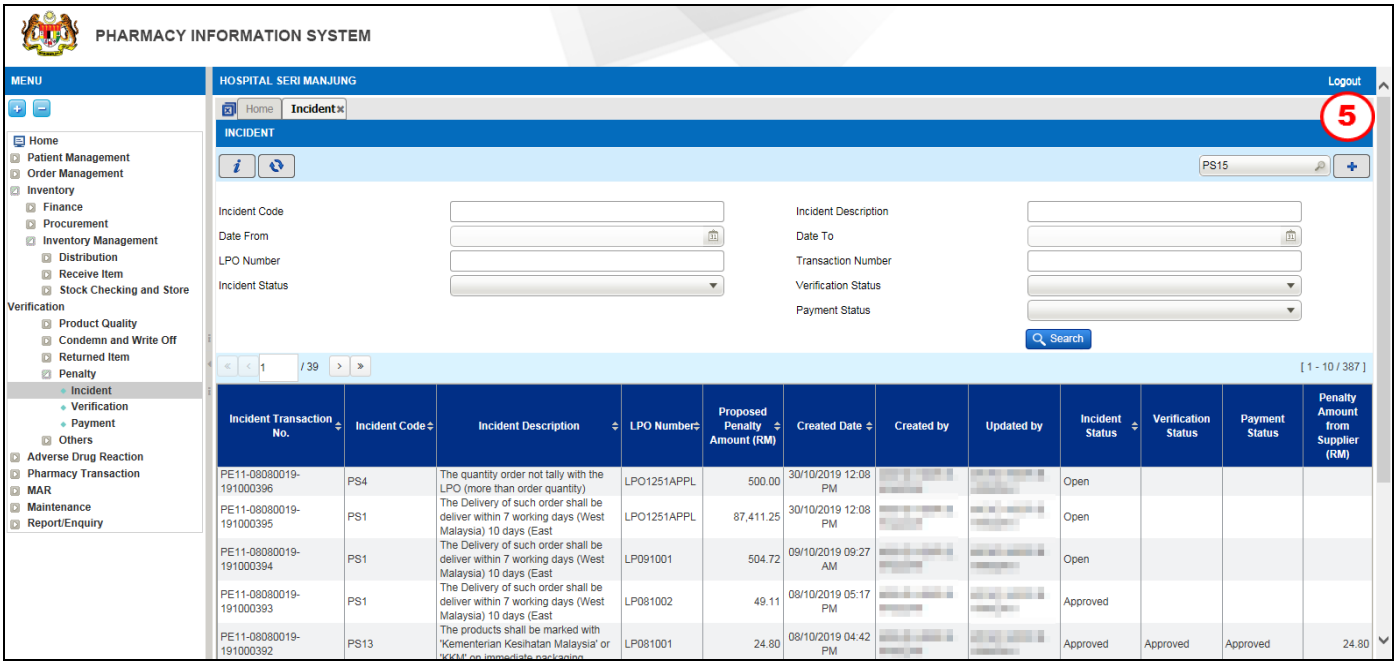


Figure 3.1.10-3 Incident

STEP 5

Click on the button to create new record

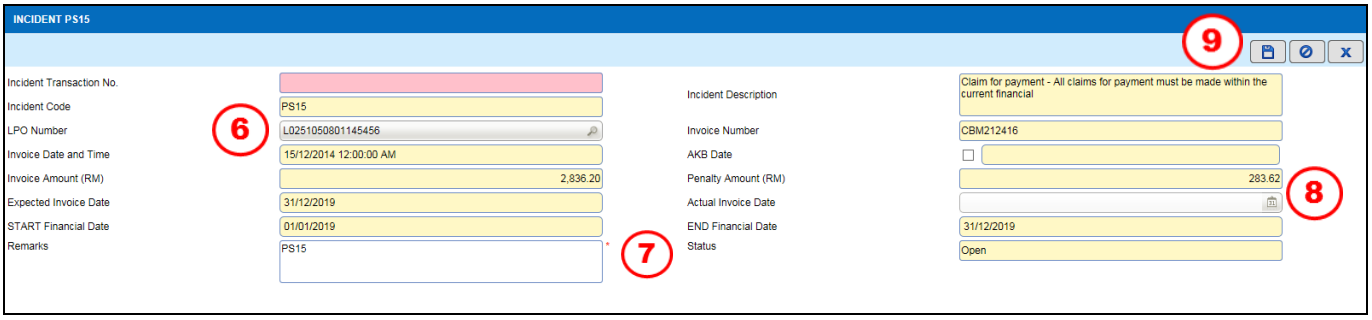


Figure 3.1.10-4 PS15 Incident

STEP 6
Select ***LPO Number***

<u>Note</u>
*If user select **AKB Date** checkbox, user is required to select date and **Expected Invoice Date** will be blank*

STEP 7
Enter ***Remarks***

STEP 8
Select ***Actual Invoice Date***

STEP 9

Click on the button to save the Penalty transaction

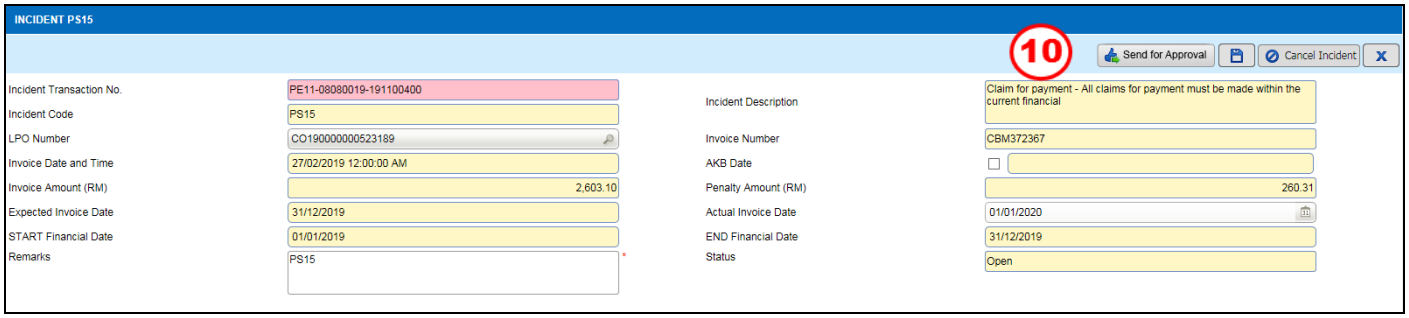


Figure 3.1.10-5 PS15 Incident

STEP 10

Click on the Send for Approval button to send the Penalty transaction to HOD for approval

Note

User is allowed to cancel the penalty transaction by click on the Cancel Incident *button*

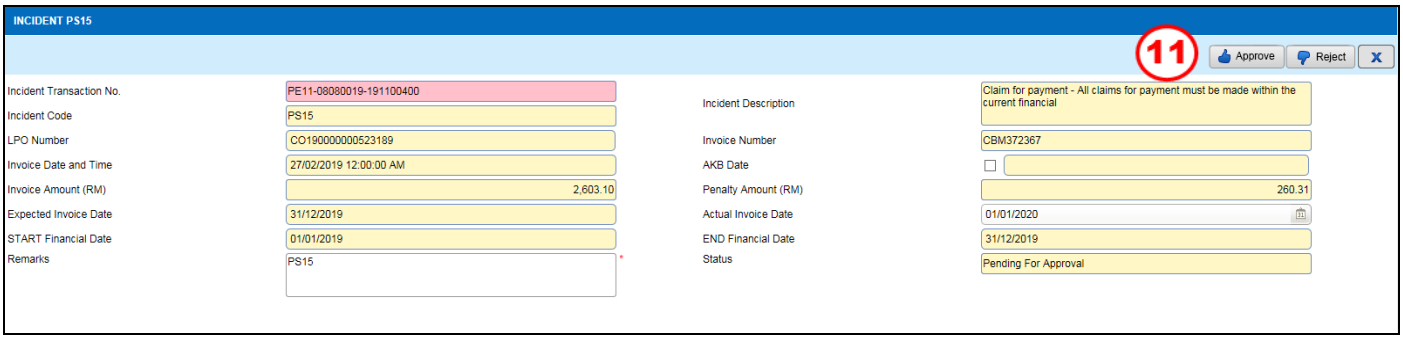


Figure 3.1.10-6 PS15 Incident

STEP 11

a) Click on the Approve button to approve the record and confirmation message will be display as Figure 3.1.10-7

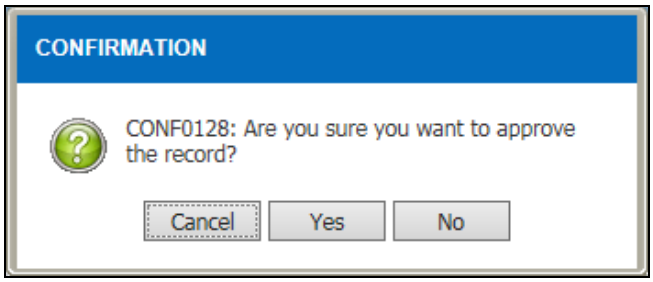


Figure 3.1.10-7 Confirmation Message

Note

- *Click on the* Yes *button to approved record and information message will be display as Figure 3.1.10-8*

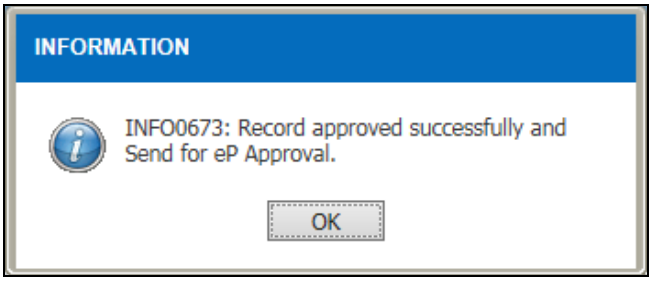


Figure 3.1.10-8 Information Message

Note

- *Click on the* OK *button to successfully approved the record*

b) Click on the Reject button to reject the record and confirmation message will be display as Figure 3.1.10-9

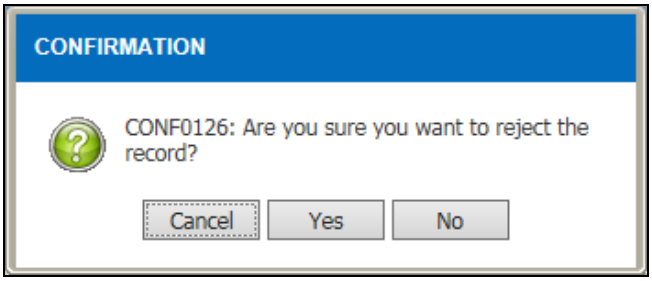


Figure 3.1.10-9 Confirmation Message

Note

- *Click on the* Yes *button to reject record and information message will be display as Figure 3.1.10-10*

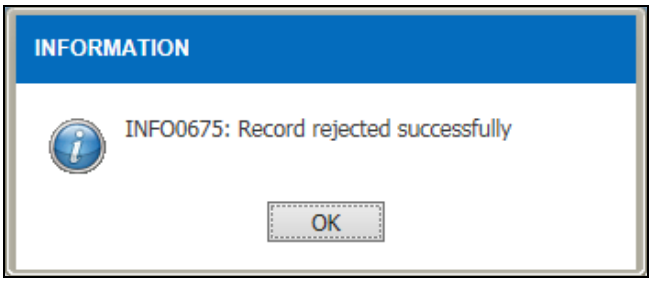


Figure 3.1.10-10 Information Message

Note

- *Click on the* OK *button to successfully rejected the record*

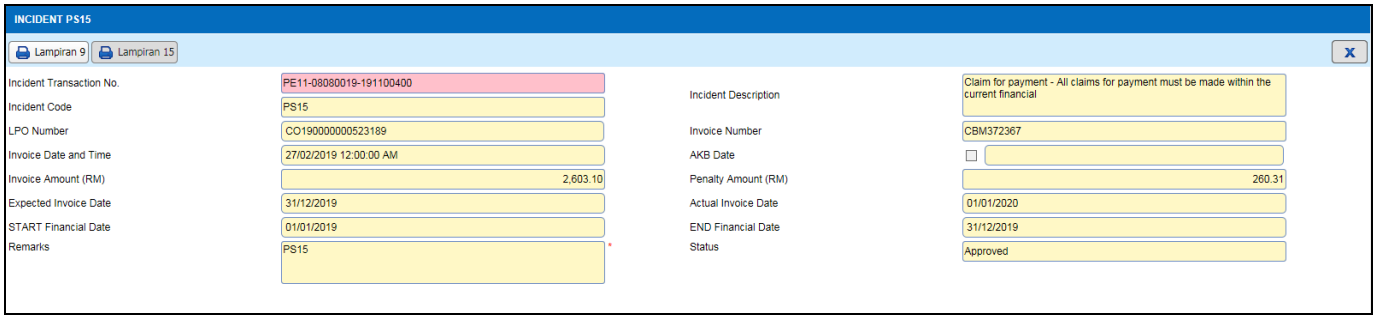


Figure 3.1.10-11 PS15 Incident

Note

Click on the Lampiran 9 *button and* Lampiran 15 *button to generate PS15 report*

3.1.11 Create New Incident PS17

To create a new record for penalty PS17, perform the steps below:

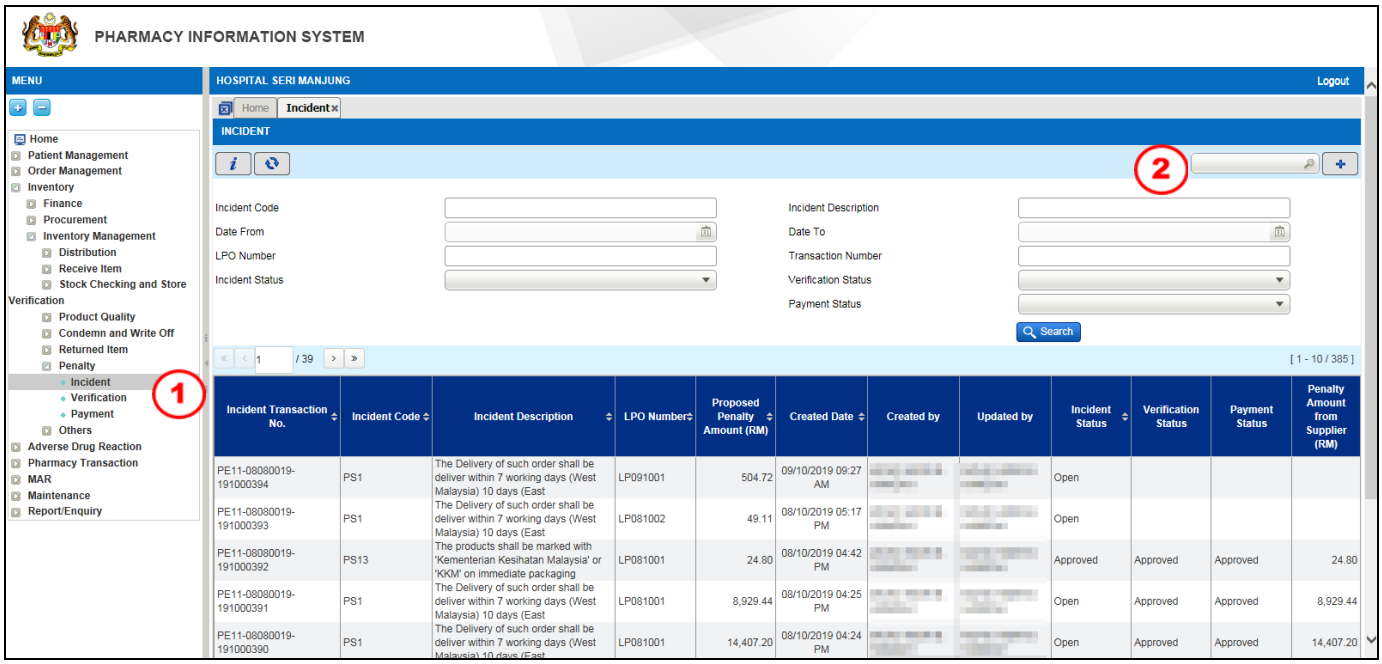


Figure 3.1.11-1 Incident

Failed to notify product recall

STEP 1

Click on the 'Inventory Management' menu followed by 'Penalty' and then 'Incident'

STEP 2

Click on the button to find the penalty code

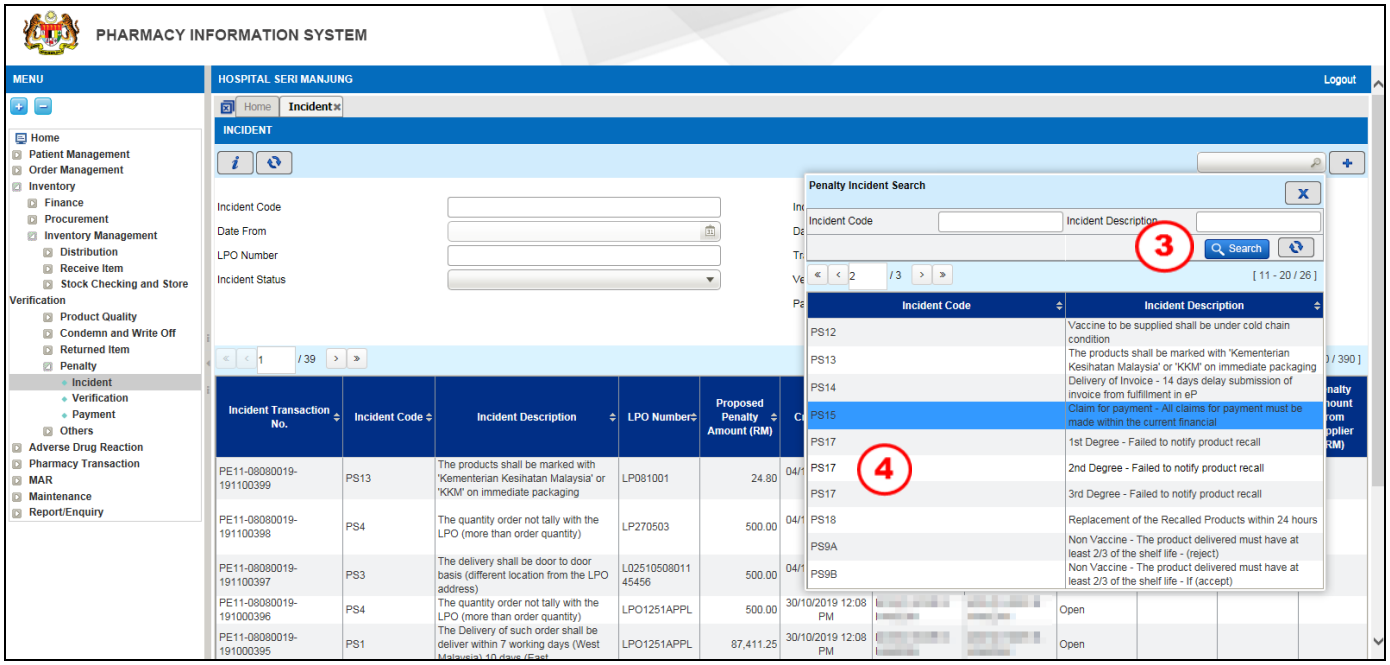


Figure 3.1.11-2 Incident

STEP 3

Click on the button to see the list of penalty incident

STEP 4

Double click on the PS17 Incident Code

Note

- *Product recall divided into 3 degree:*
  - *a) 1st Degree*
  - *b) 2nd Degree*
  - *c) 3rd Degree*

- *User need to select based on the Product Recall degree to record PS17 Penalty Incident*

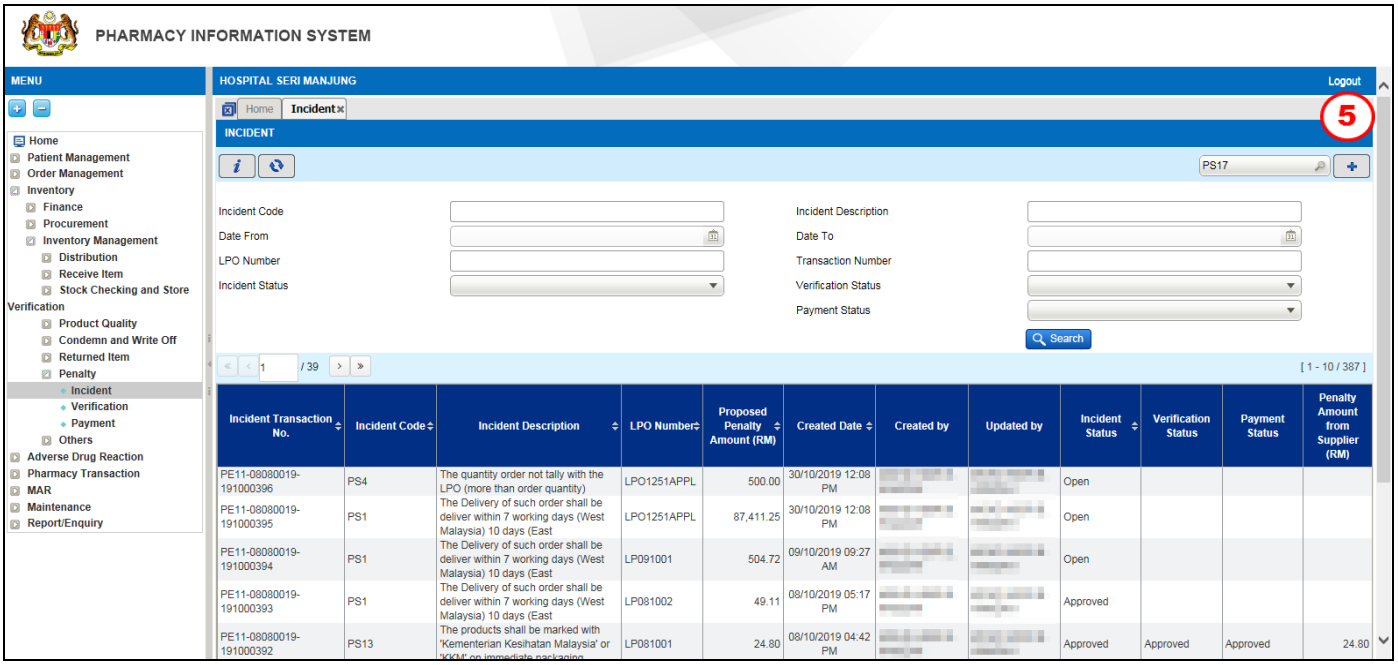


Figure 3.1.11-3 Incident

STEP 5

Click on the button to create new record

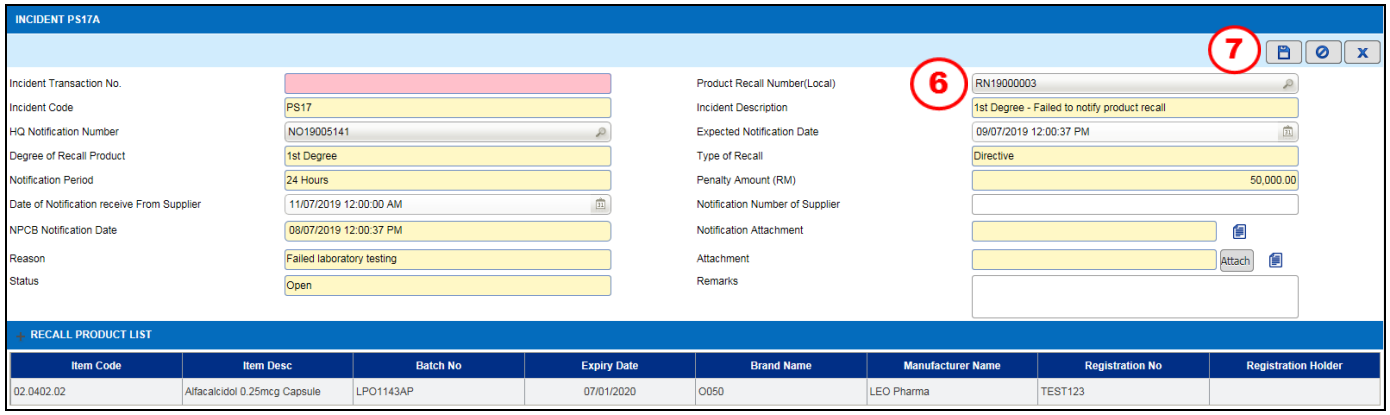


Figure 3.1.11-4 PS17 Incident

STEP 6

Select ***Product Recall Number(Local)***

Note

- *For 3rd Degree Product Recall,* ***Reason*** *will be enable for user to enter (optional)*
- ***Notification Attachment*** *only will enable for 1st Degree Product Recall only where user can click on the button to view attachment*
- *User is allowed to add an Attachment into the record by click on the* Attach *button*

STEP 7

Click on the button to save the Penalty transaction

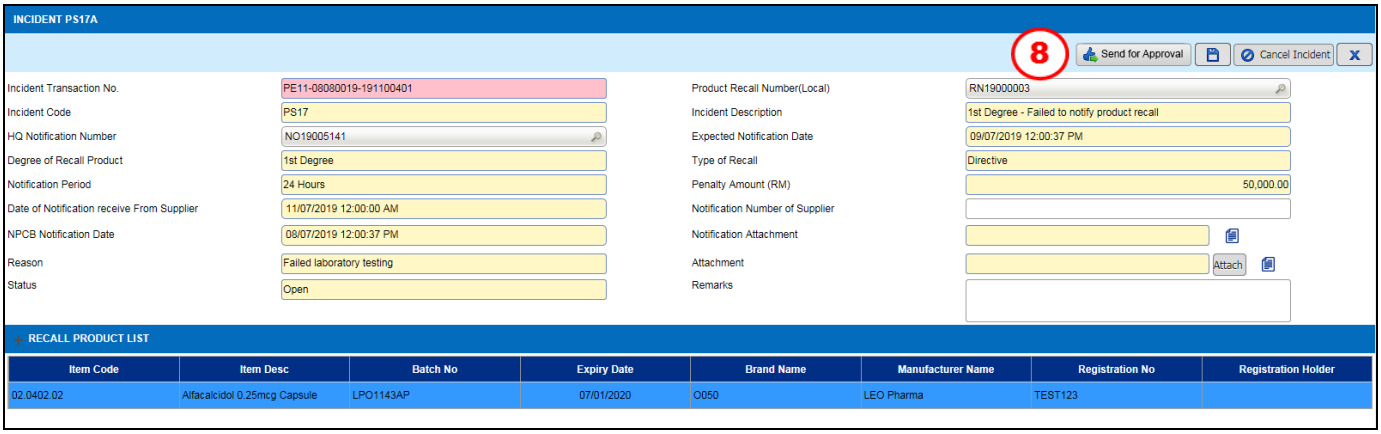


Figure 3.1.11-5 PS17 Incident

STEP 8

Click on the Send for Approval button to send the Penalty transaction to HOD for approval

Note

User is allowed to cancel the penalty transaction by click on the Cancel Incident *button*

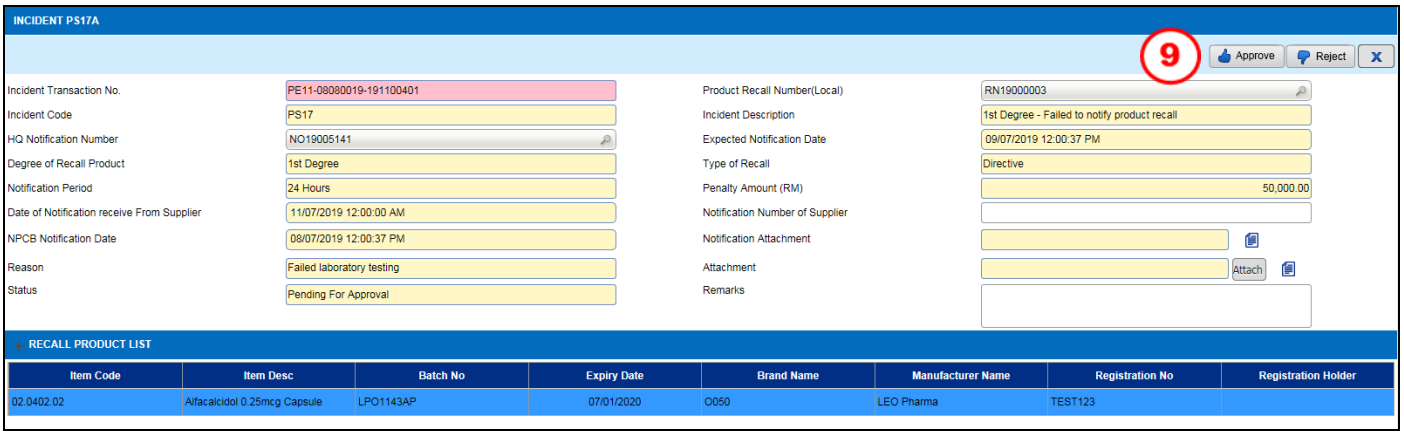


Figure 3.1.11-6 PS17 Incident

STEP 11

a) Click on the Approve button to approve the record and confirmation message will be display as Figure 3.1.11-7

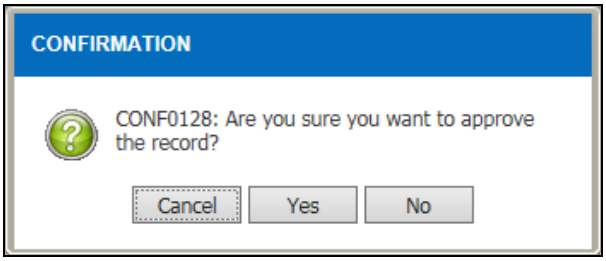


Figure 3.1.11-7 Confirmation Message

Note

- *Click on the* Yes *button to approved record and information message will be display as Figure 3.1.11-8*

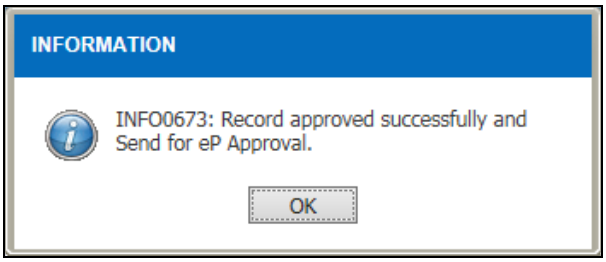


Figure 3.1.11-8 Information Message

Note

- *Click on the* OK *button to successfully approved the record*

b) Click on the Reject button to reject the record and confirmation message will be display as Figure 3.1.11-9

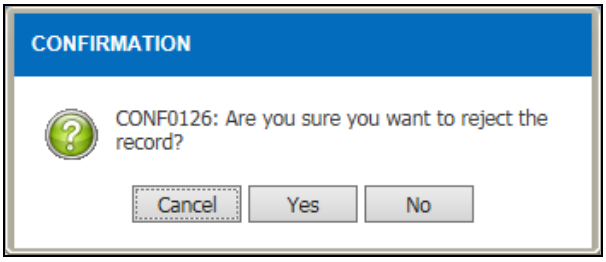


Figure 3.1.11-9 Confirmation Message

Note

- *Click on the* Yes *button to reject record and information message will be display as Figure 3.1.11-10*

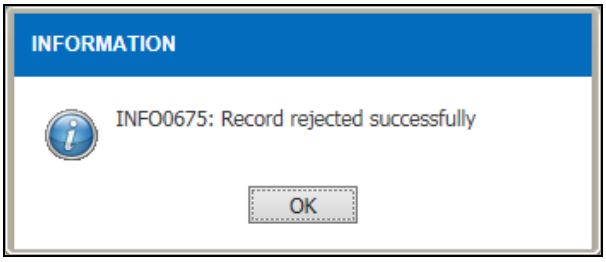


Figure 3.1.10-10 Information Message

Note

- *Click on the* OK *button to successfully rejected the record*

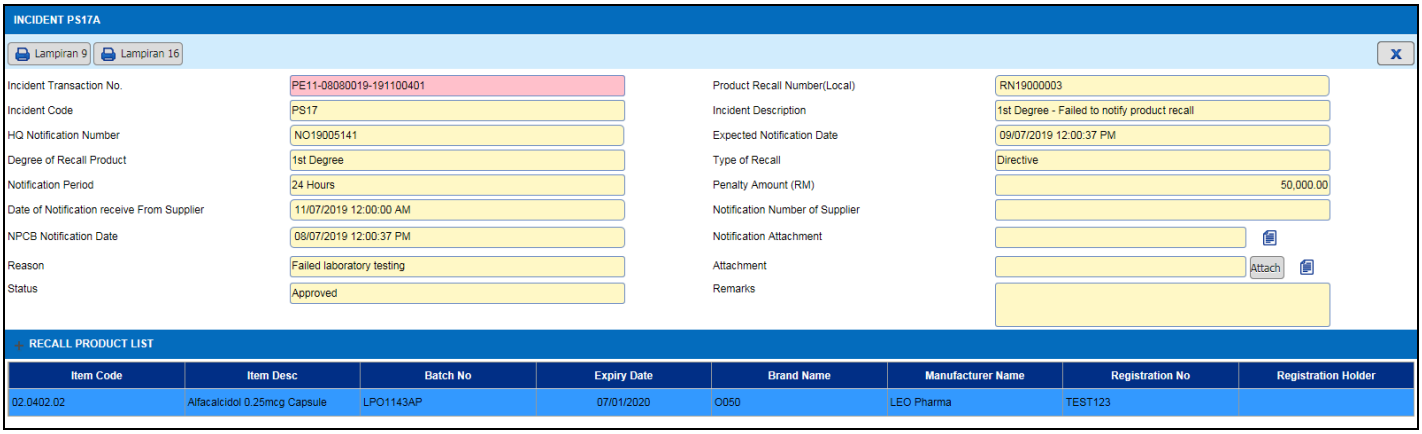


Figure 3.1.11-11 PS17 Incident

Note

Click on the

button and

button to generate PS17 report

3.1.12 Create New Incident PS18

To create a new record for penalty PS18, perform the steps below:

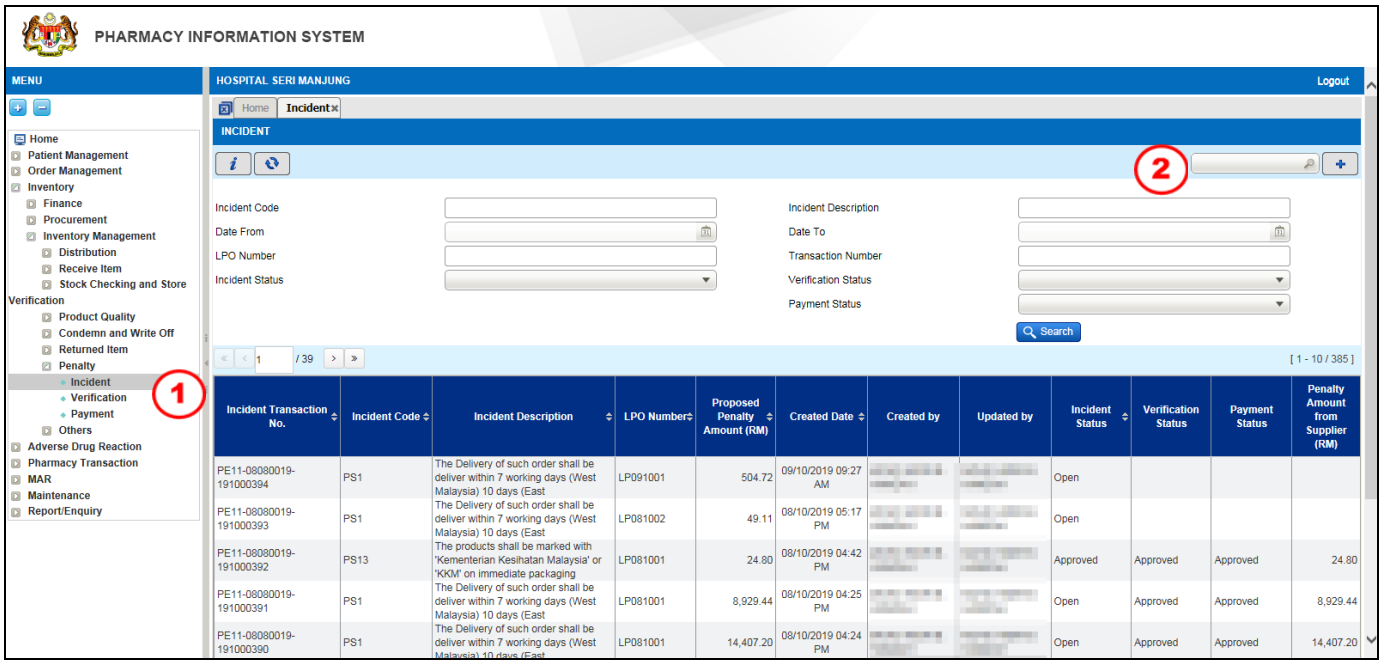


Figure 3.1.12-1 Incident

Replacement of the Recalled Products within 24 hours

STEP 1
Click on the 'Inventory Management' menu followed by 'Penalty' and then 'Incident'

STEP 2
Click on the button to find the penalty code

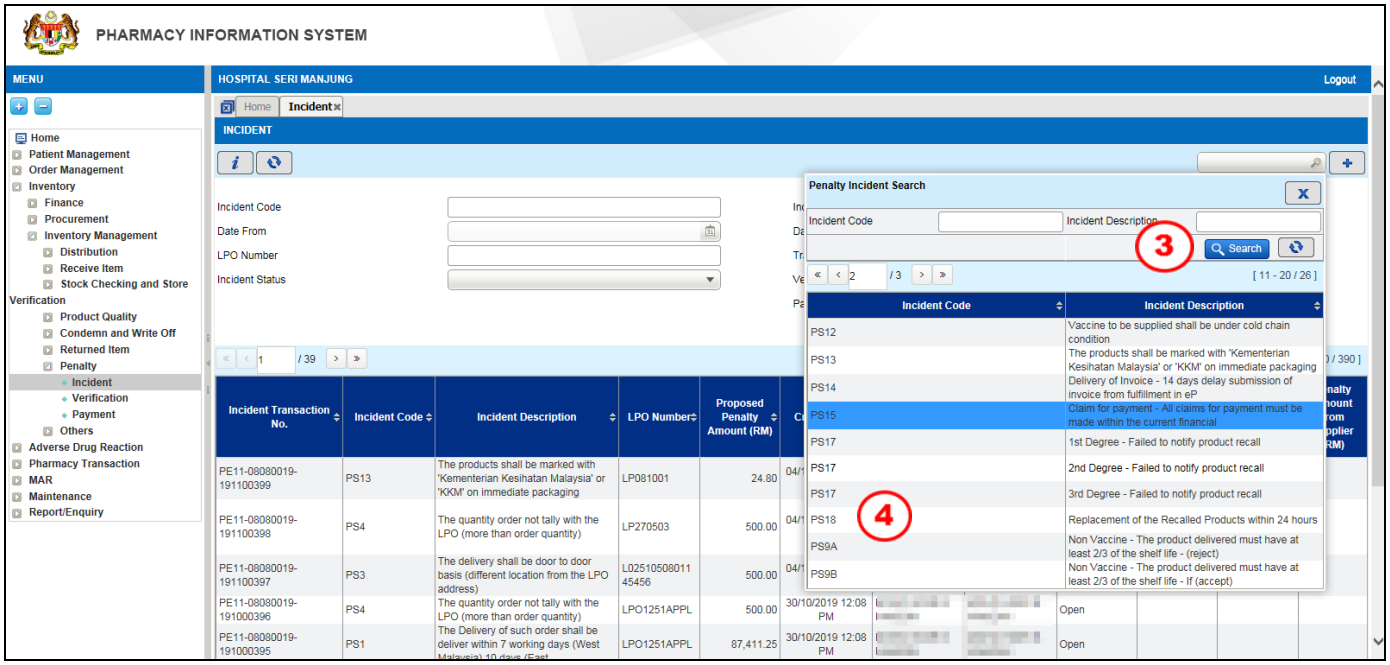


Figure 3.1.12-2 Incident

STEP 3

Click on the

button to see the list of penalty incident

STEP 4

Double click on the PS18 Incident Code

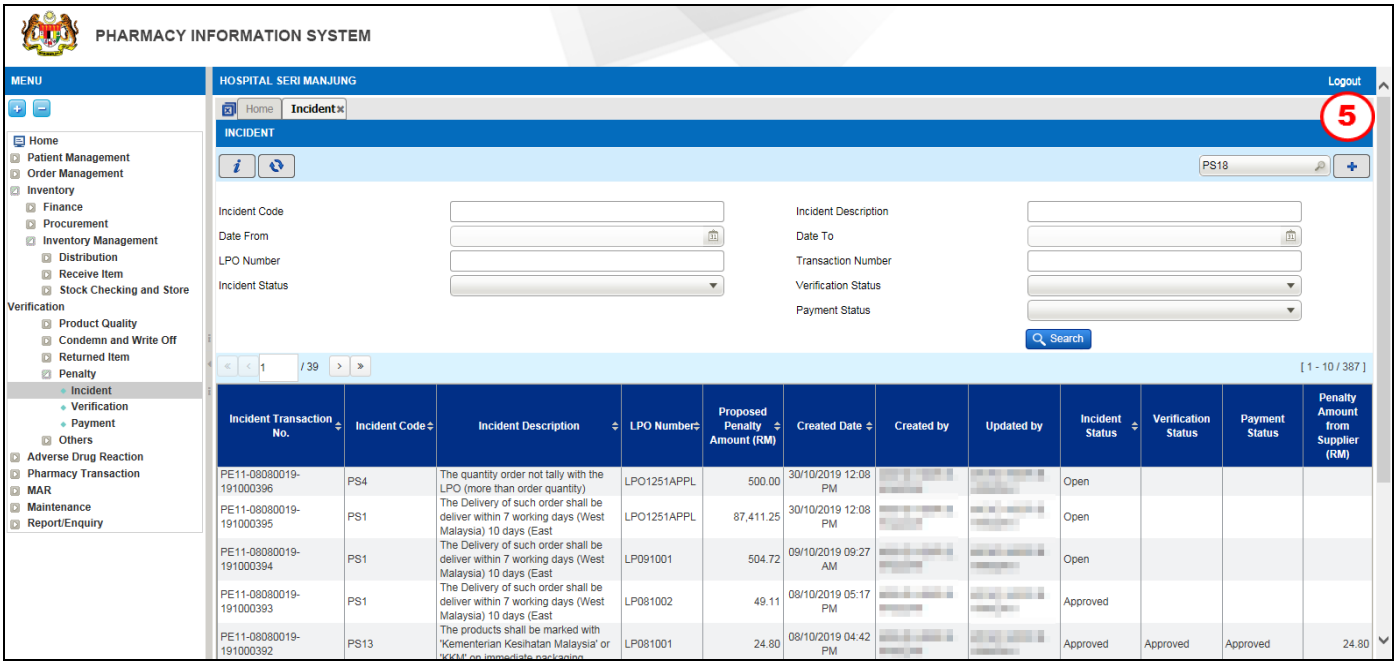


Figure 3.1.12-3 Incident

STEP 5

Click on the button to create new record

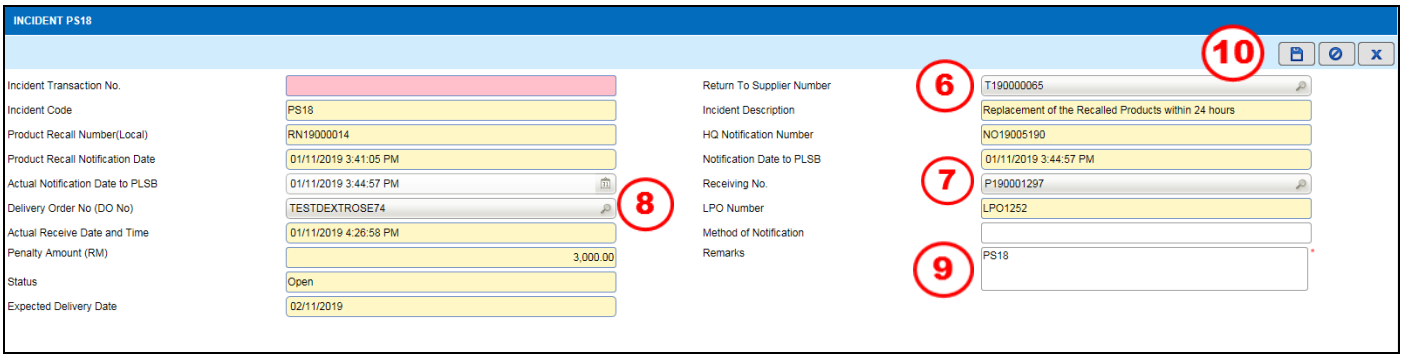


Figure 3.1.12-4 PS18 Incident

STEP 6
Select ***Return To Supplier Number***

STEP 7
Select ***Receiving No***

STEP 8
Select ***Delivery Order No (DO No)***

STEP 9
Enter ***Remarks***

STEP 10

Click on the button to save the Penalty transaction

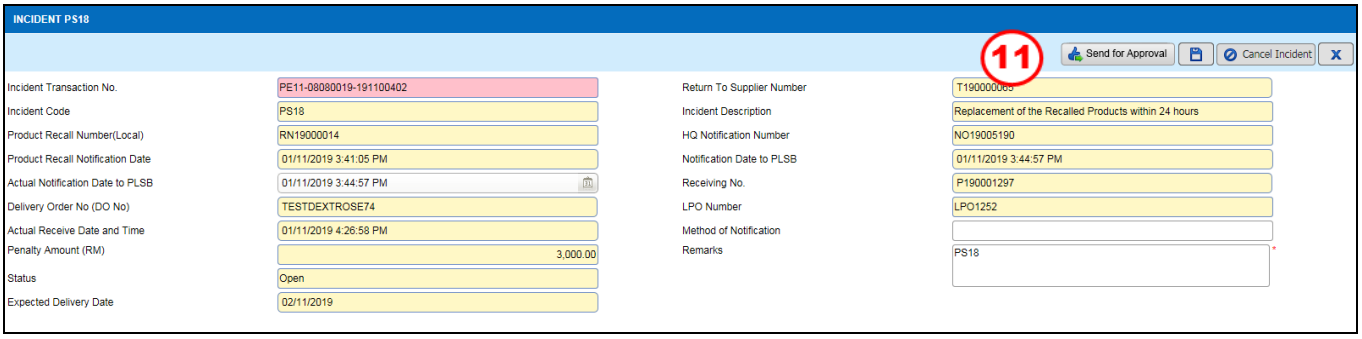


Figure 3.1.12-5 PS18 Incident

STEP 11

Click on the Send for Approval button to send the Penalty transaction to HOD for approval

Note

User is allowed to cancel the penalty transaction by click on the Cancel Incident *button*

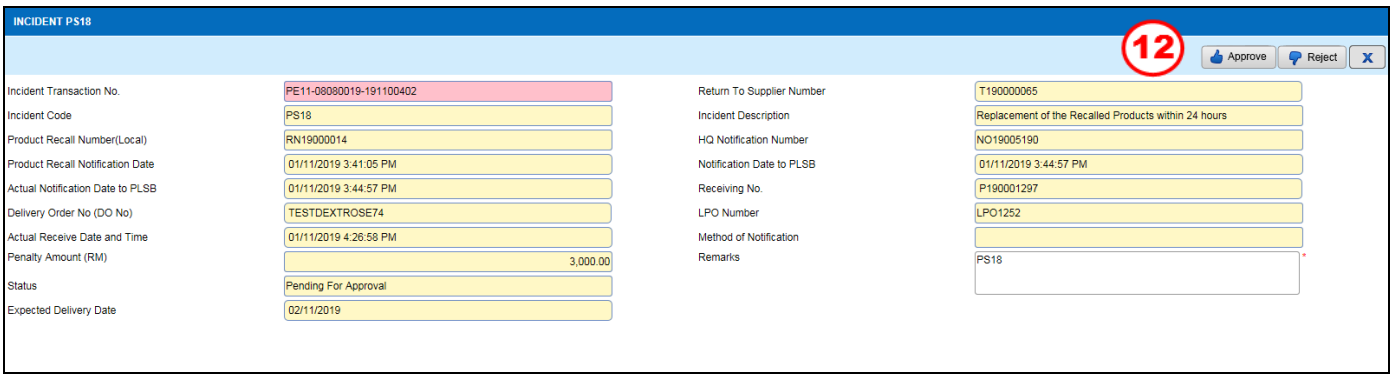


Figure 3.1.12-6 PS18 Incident

STEP 11

a) Click on the Approve button to approve the record and confirmation message will be display as Figure 3.1.12-7

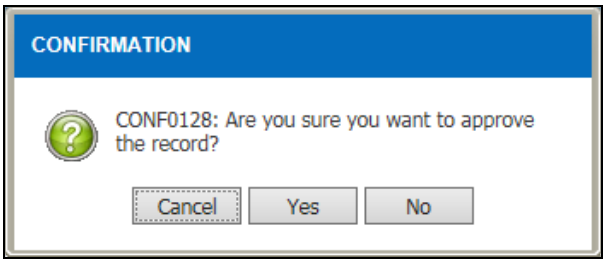


Figure 3.1.12-7 Confirmation Message

Note

- *Click on the* Yes *button to approved record and information message will be display as Figure 3.1.12-8*

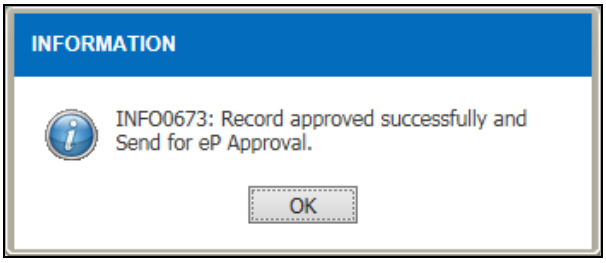


Figure 3.1.12-8 Information Message

Note

- *Click on the* OK *button to successfully approved the record*

b) Click on the Reject button to reject the record and confirmation message will be display as Figure 3.1.12-9

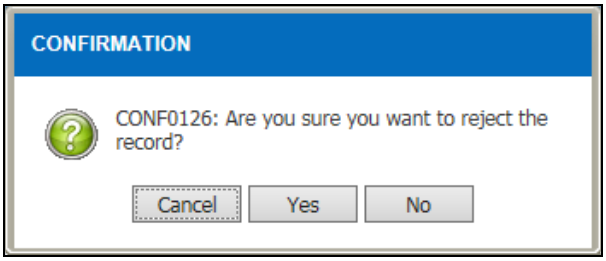


Figure 3.1.12-9 Confirmation Message

Note

- *Click on the* Yes *button to reject record and information message will be display as Figure 3.1.12-10*

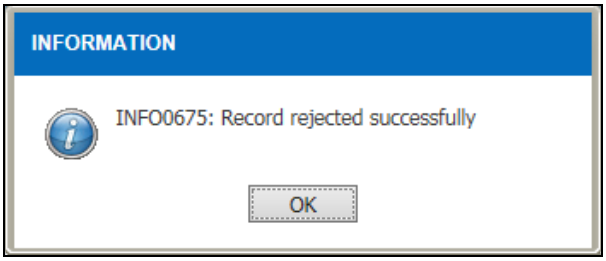


Figure 3.1.10-10 Information Message

Note

- *Click on the* OK *button to successfully rejected the record*

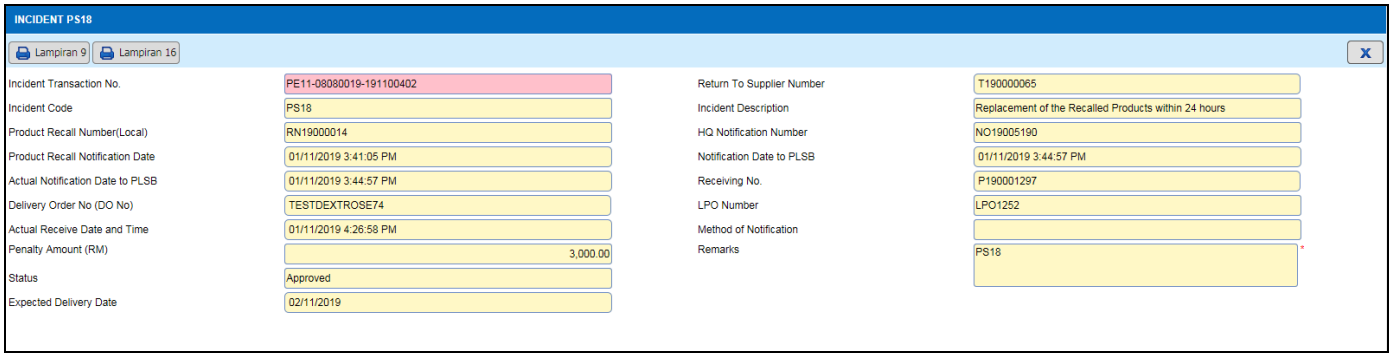
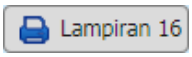


Figure 3.1.12-11 PS18 Incident

Note

Click on the

button and 

button to generate PS18 report

3.1.13 Create New Incident PS21

To create a new record for penalty PS21, perform the steps below:

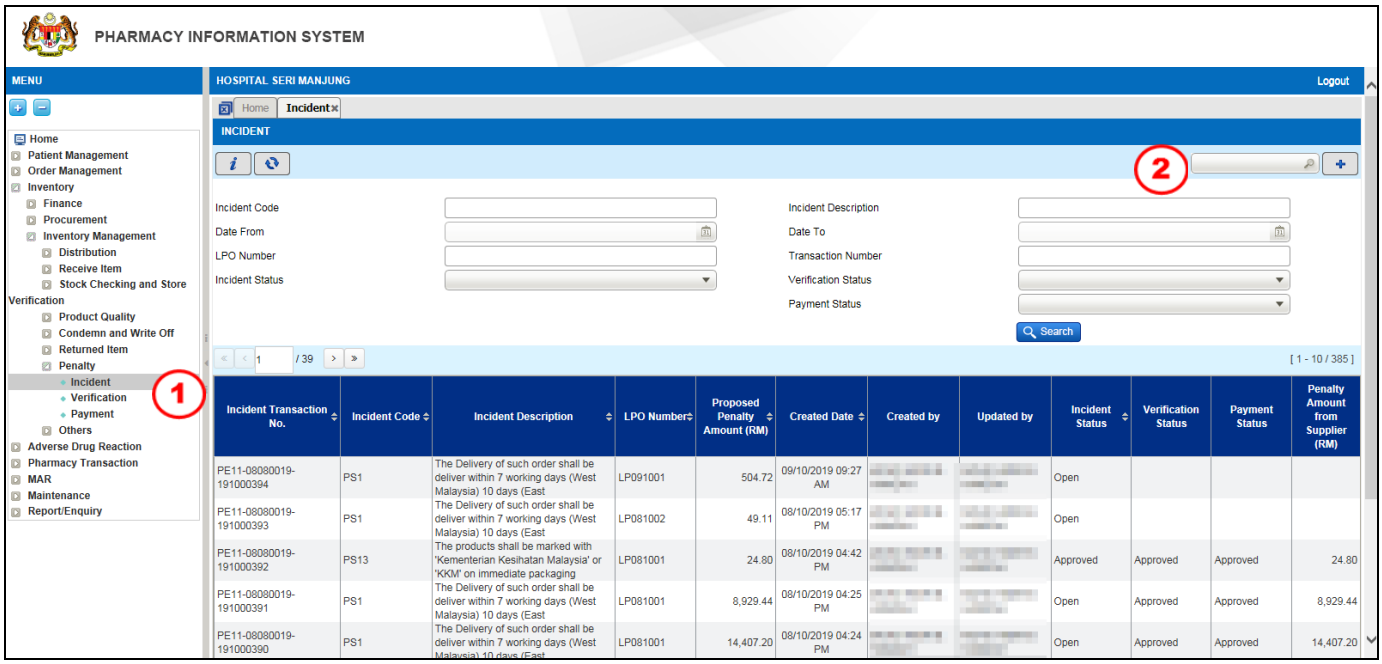


Figure 3.1.13-1 Incident

Item Contract: Supplier failed to deliver within the contract period (late delivery)

STEP 1

Click on the 'Inventory Management' menu followed by 'Penalty' and then 'Incident'

STEP 2

Click on the button to find the penalty code

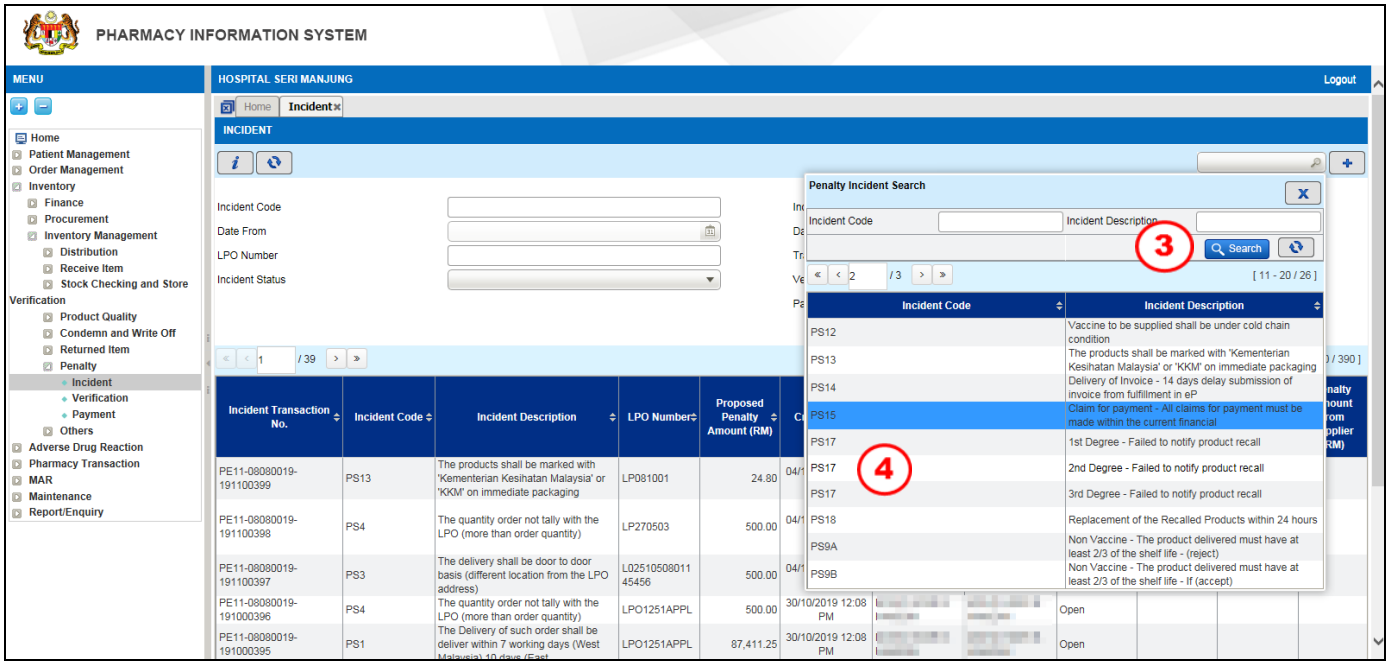


Figure 3.1.13-2 Incident

STEP 3

Click on the button to see the list of penalty incident

STEP 4

Double click on the PS21 Incident Code

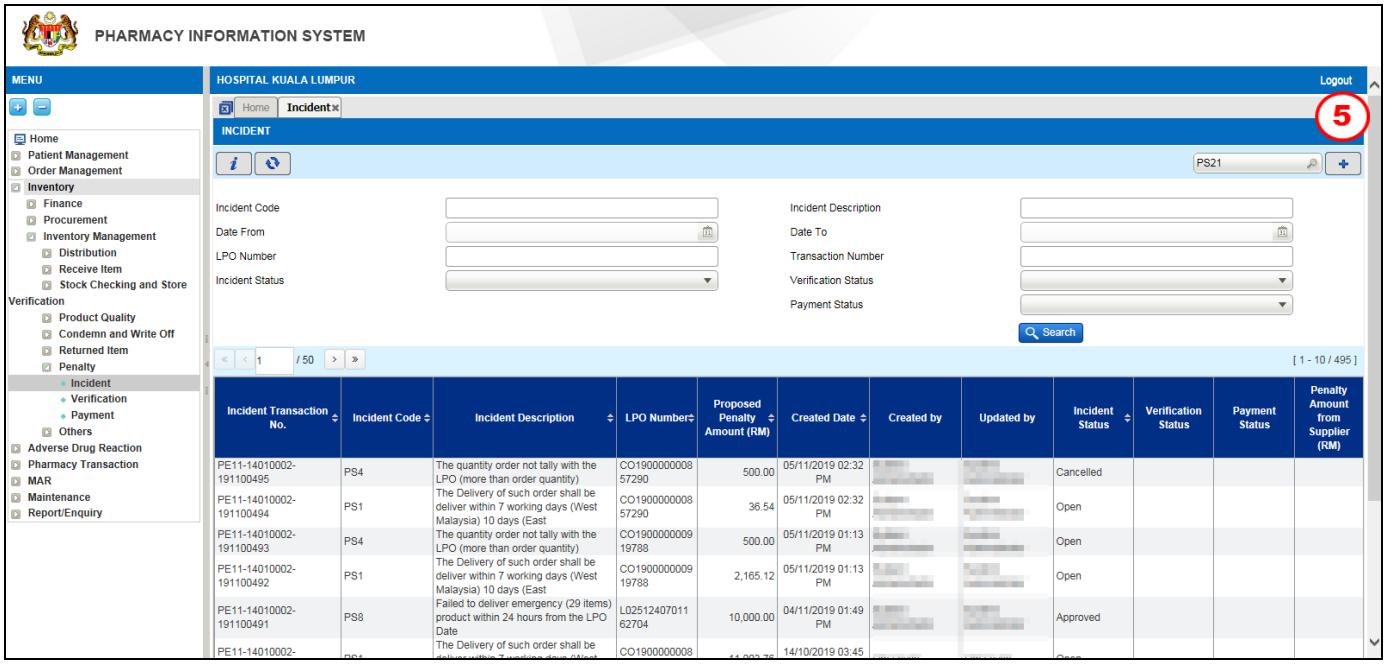


Figure 3.1.13-3 Incident

STEP 5

Click on the button to create new record

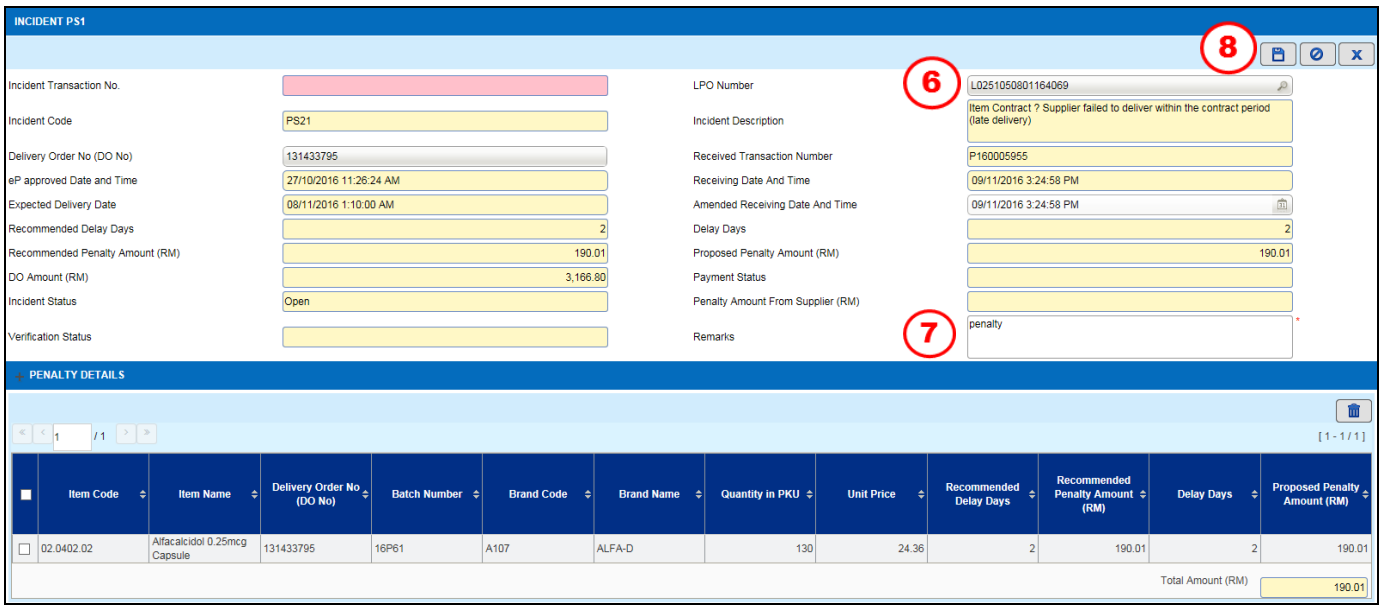


Figure 3.1.13-4 PS21 Incident

STEP 6

Click on the button to find the LPO No.

STEP 7

Enter remark in the remark box

STEP 8

Click on the button to save the Penalty transaction

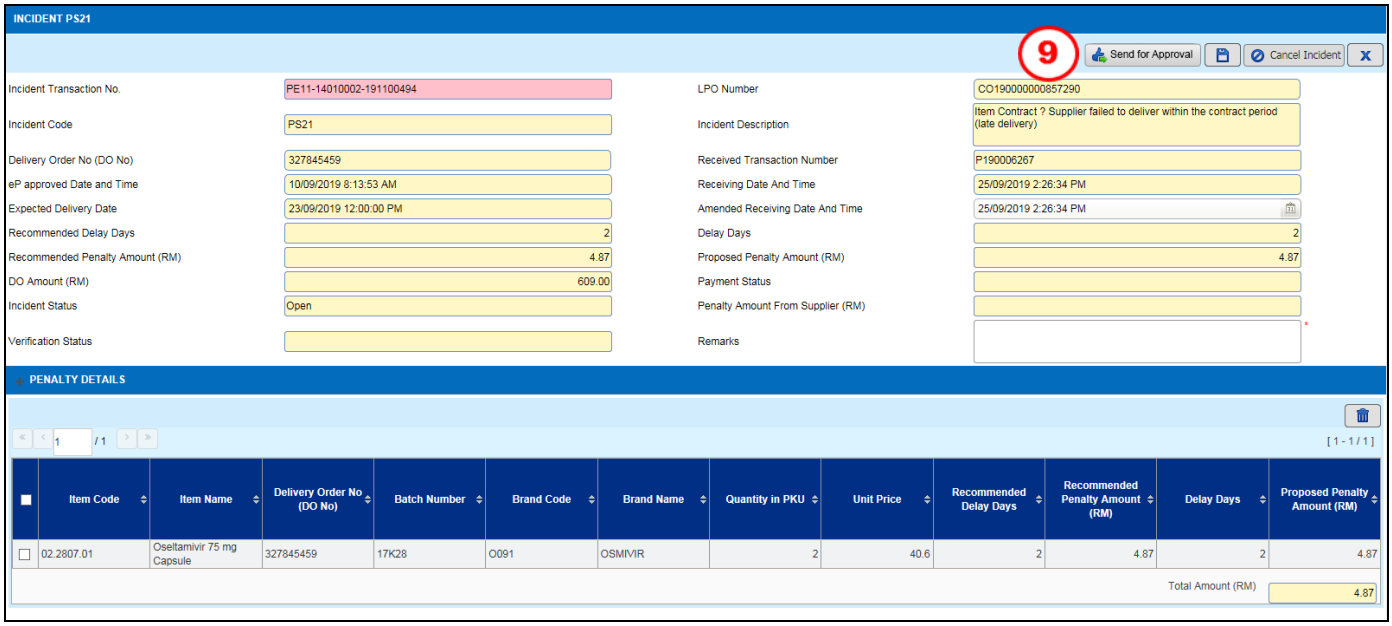


Figure 3.1.13-5 PS21 Incident

STEP 9

Click on the Send for Approval button to send the Penalty transaction to HOD for approval

Note

User is allowed to cancel the penalty transaction by click on the Cancel Incident *button*

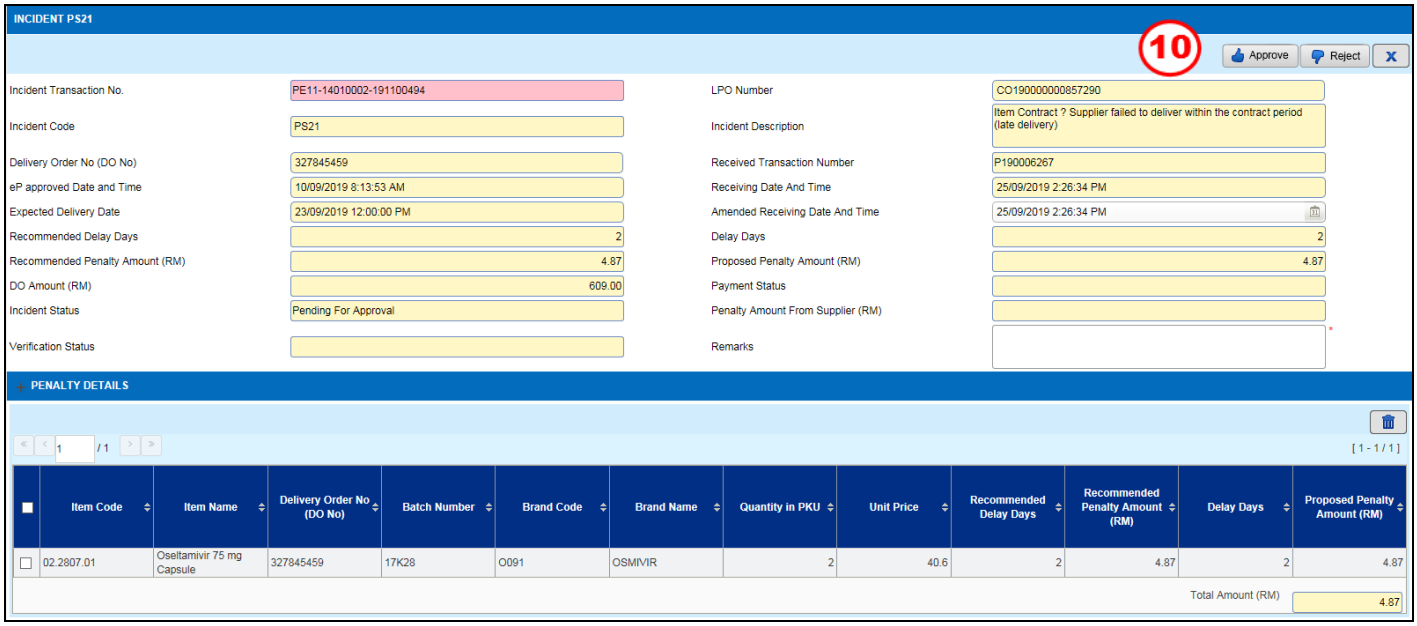


Figure 3.1.13-6 PS21 Incident

STEP 10

a) Click on the Approve button to approve the record and confirmation message will be display as Figure 3.1.13-7

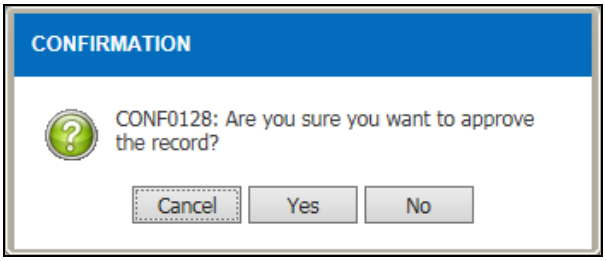


Figure 3.1.13-7 Confirmation Message

Note

- *Click on the* Yes *button to approved record and information message will be display as Figure 3.1.13-8*

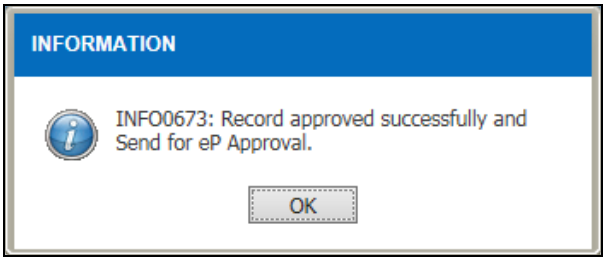


Figure 3.1.13-8 Information Message

Note

- *Click on the* OK *button to successfully approved the record*

b) Click on the Reject button to reject the record and confirmation message will be display as Figure 3.1.13-9

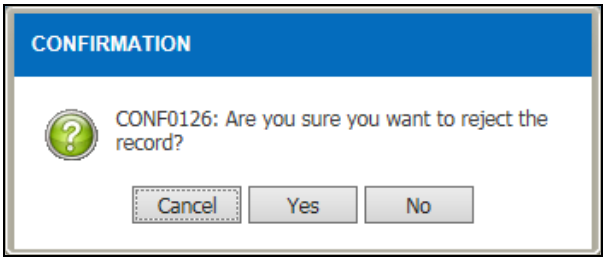


Figure 3.1.13-9 Confirmation Message

Note

- *Click on the* Yes *button to reject record and information message will be display as Figure 3.1.13-10*

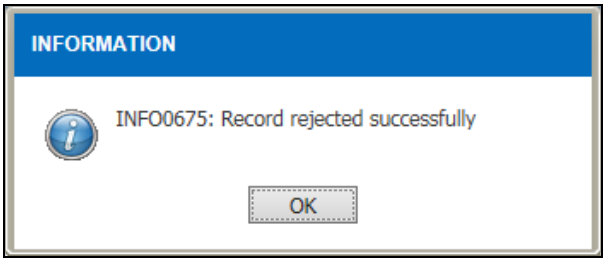


Figure 3.1.10-10 Information Message

Note

- *Click on the* OK *button to successfully rejected the record*

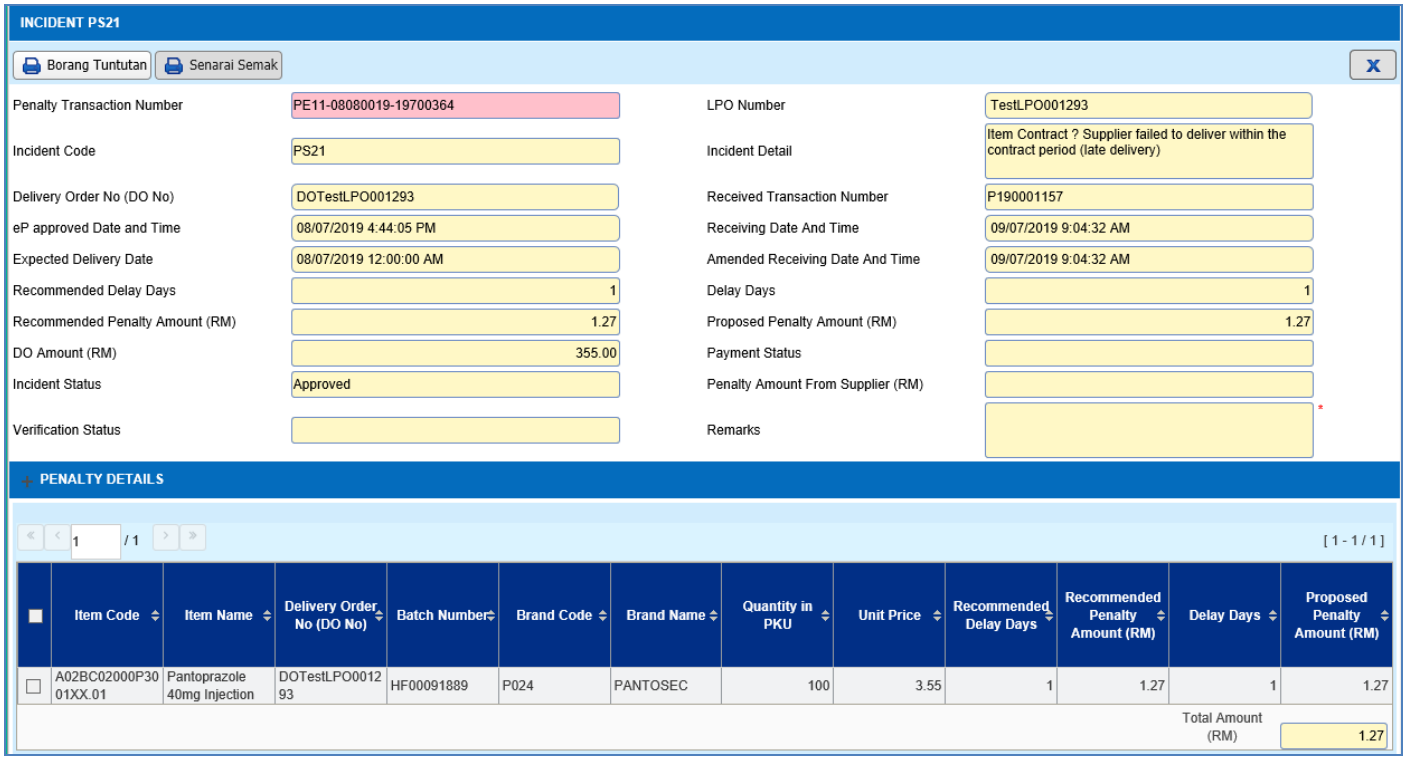


Figure 3.1.13-11 PS21 Incident

Note

Click on the Borang Tuntutan *button and* Senarai Semak *button to generate PS21 report*

3.2 Penalty Verification

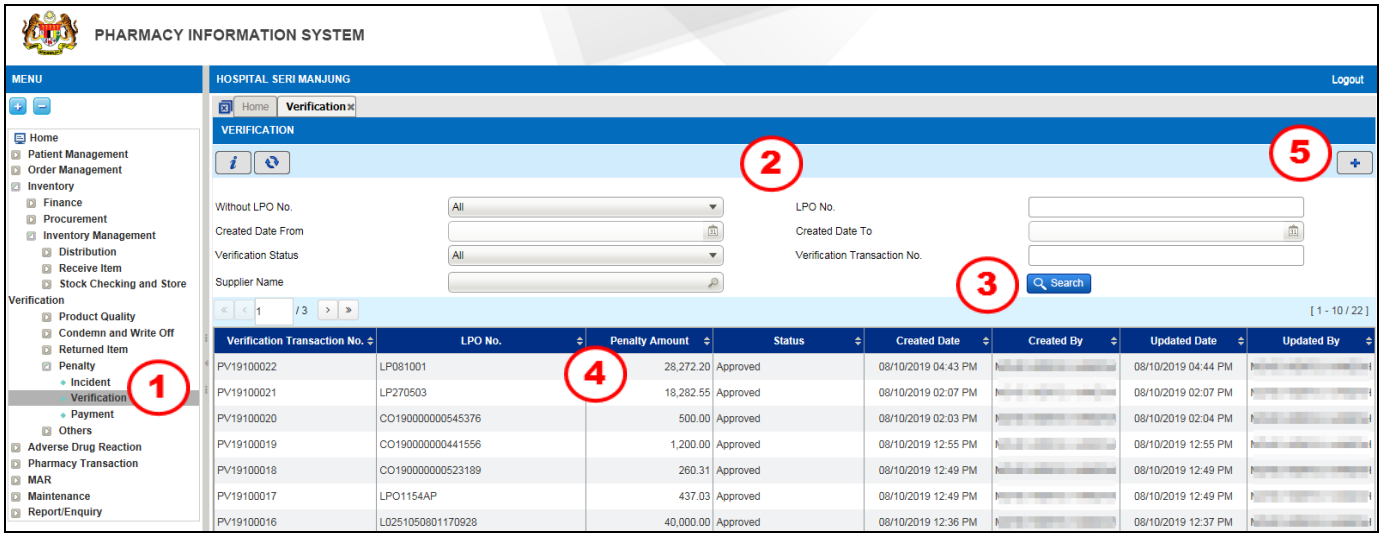


Figure 3.2-1 Penalty Verification

STEP 1
Click on the 'Inventory' menu followed by 'Inventory Management' and then click 'Penalty', and then click 'Verification'

STEP 2
To search for Penalty Verification transaction, these search criteria can be used:

No	Field	Description	Remark
a	Without LPO No	- All - Yes - No	Allow user to search existing transaction based on Without LPO no
b	LPO Number	Search by selecting a number from the LPO	Will be automatically displayed once a LPO no is typed
c	Created Date from	Search by selecting a date from the calendar	Filter and search existing records based on date. The date format will be 'dd/mm/yyyy'. i.e. 31/12/2016
d	Create Date To	Search by selecting a date from the calendar	Filter and search existing records based on date. The date format will be 'dd/mm/yyyy'. i.e. 31/12/2016
e	Verification Status	Select Verification Status from the drop down menu: - Approved - Cancelled - Open - Pending For Approval - Rejected - Close	Filter and search existing records based on Status
f	Verification Transaction No	Search by entering a number Verification Transaction No	Will be automatically displayed once Verification Transaction No is typed
g	Supplier Name	Search Supplier Name	Filter and search existing records based on Supplier Name

Table 3.2-1

STEP 3

Click on the Search button after input criteria and the result display will be based on the criteria entered

Note

In circumstances of no criteria is input, the entire list of previous transaction will be displayed

STEP 4

Double click on the selected record and the details will be displayed

STEP 5

Click on the + button to create new Penalty Verification record

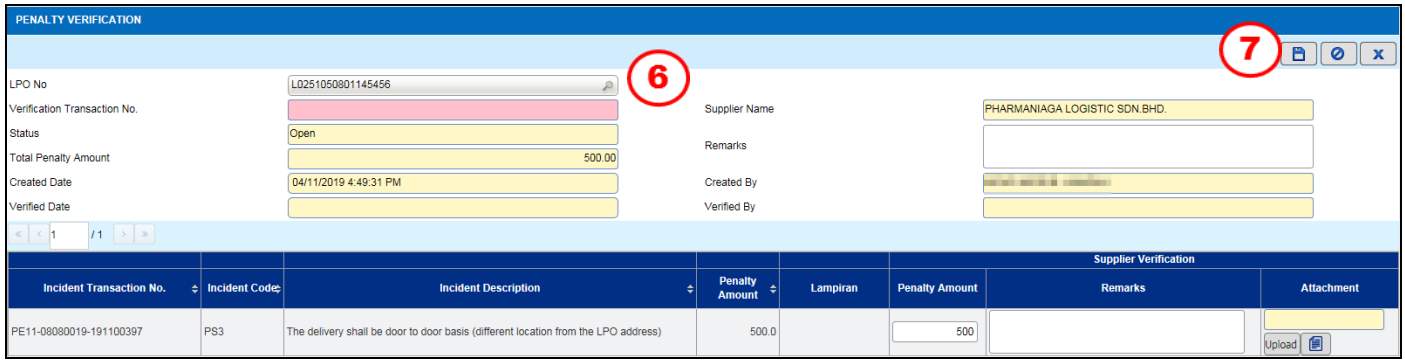


Figure 3.2-2 Penalty Verification

STEP 6

Select ***LPO No***

Note

- *Once **LPO No** is selected, details of the penalty incident will be display*
- *User is allowed to modify **Penalty Amount***
- *user is allowed to upload Attachment into the record by click on the* Upload *button*
- *Once user uploaded attachment, user is able to view by click on the* *button*

STEP 7

Click on the button to save the Penalty verification transaction

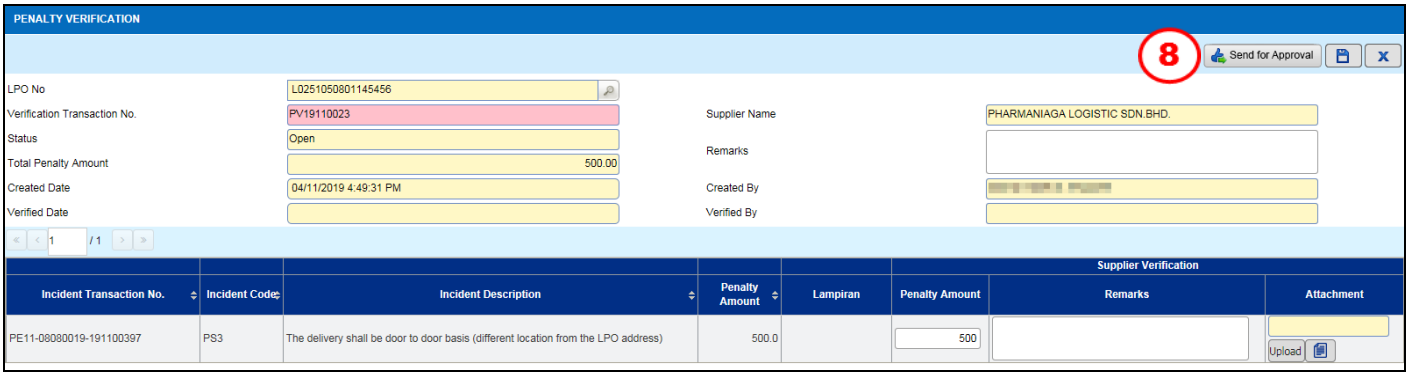


Figure 3.2-3 Penalty Verification

STEP 8

Click on the Send for Approval button to send the Penalty verification for approval

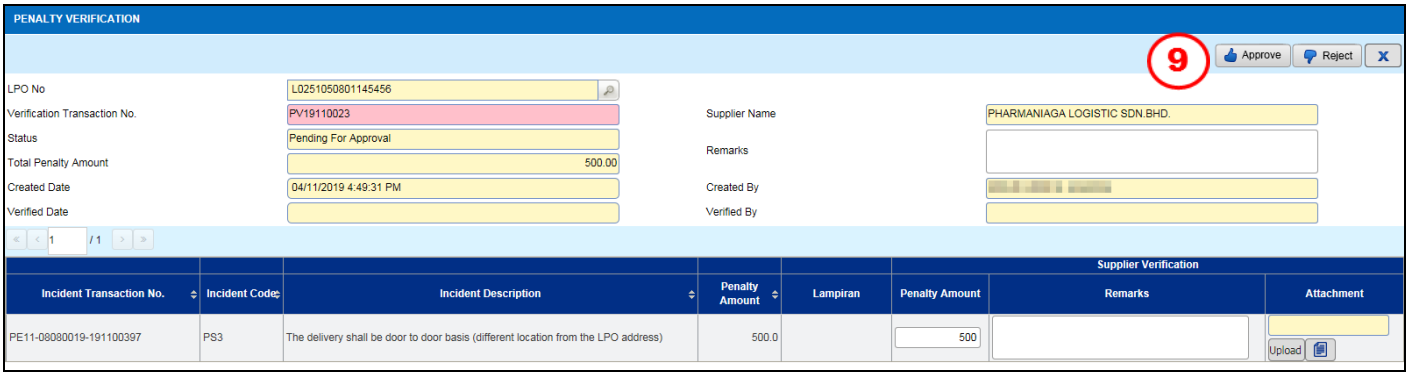


Figure 3.2-4 Penalty Verification

STEP 9

a) Click on the Approve button to approve the record and confirmation message will be display as Figure 3.2-5

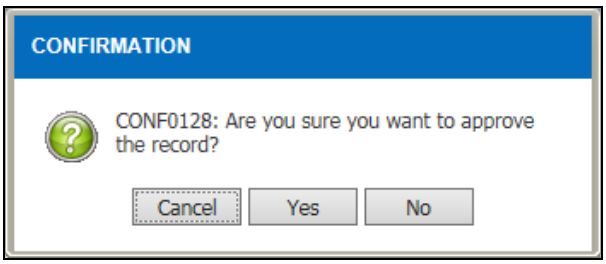


Figure 3.2-5 Confirmation Message

Note

Click on the Yes *button to approved record*

b) Click on the Reject button to reject the record and confirmation message will be display as Figure 3.2-6

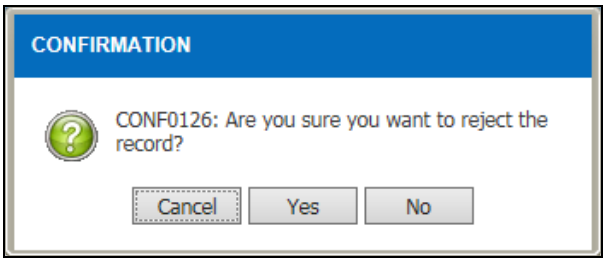


Figure 3.2-6 Confirmation Message

Note

Click on the Yes *button to reject record*

3.3 Penalty Payment

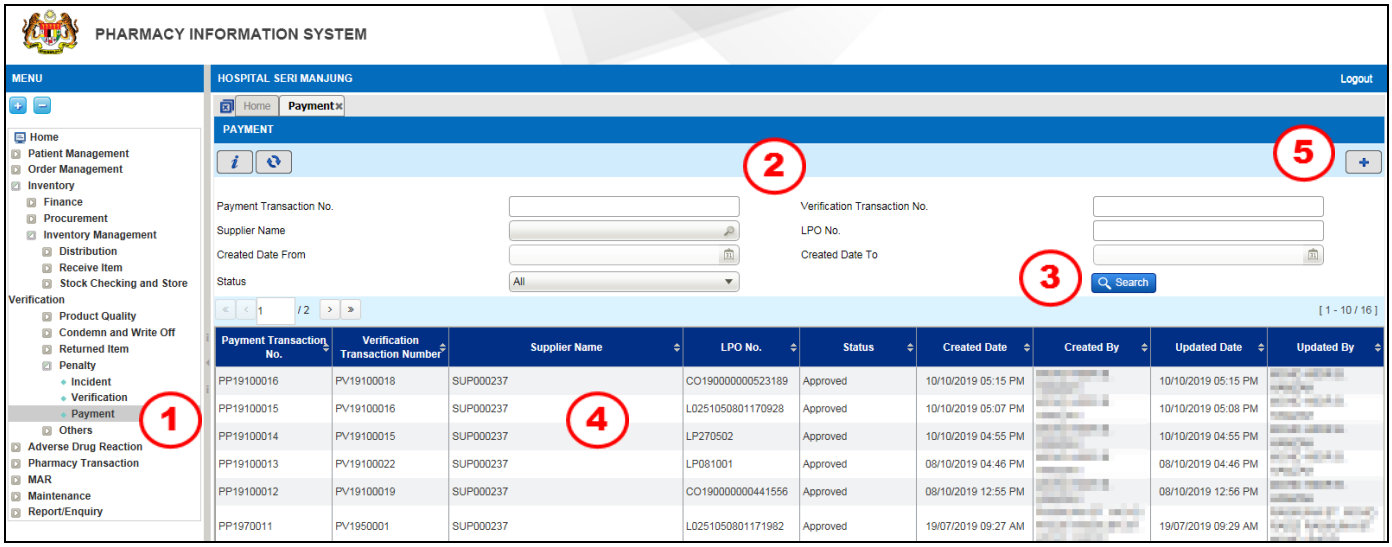


Figure 3.3-1 Penalty Payment

STEP 1
Click on the 'Inventory' menu followed by 'Inventory Management' and then click 'Penalty', and then click 'Payment'

STEP 2
To search for Penalty Payment transaction, these search criteria can be used:

No	Field	Description	Remark
a	Payment Transaction No	Search by entering a number Payment Transaction No	Will be automatically displayed once Payment Transaction No is typed
b	Verification Transaction No	Search by selecting a number Verification Transaction No	Will be automatically displayed once Verification Transaction No is typed
c	Supplier Name	Search Supplier Name	Filter and search existing records based on Supplier Name
d	LPO Number	Search by selecting a number from the LPO	Will be automatically displayed once a LPO no is typed
e	Created Date from	Search by selecting a date from the calendar	Filter and search existing records based on date. The date format will be 'dd/mm/yyyy'. i.e. 31/12/2016
f	Create Date To	Search by selecting a date from the calendar	Filter and search existing records based on date. The date format will be 'dd/mm/yyyy'. i.e. 31/12/2016
e	Status	Select Status from the drop down menu: - All - Approved - Cancelled - Open - Pending For Approval - Rejected	Filter and search existing records based on Status

Table 3.3-1

STEP 3

Click on the Search button after input criteria and the result display will be based on the criteria entered

Note

In circumstances of no criteria is input, the entire list of previous transaction will be displayed

STEP 4

Double click on the selected record and the details will be displayed

STEP 5

Click on the + button to create new Penalty Payment record

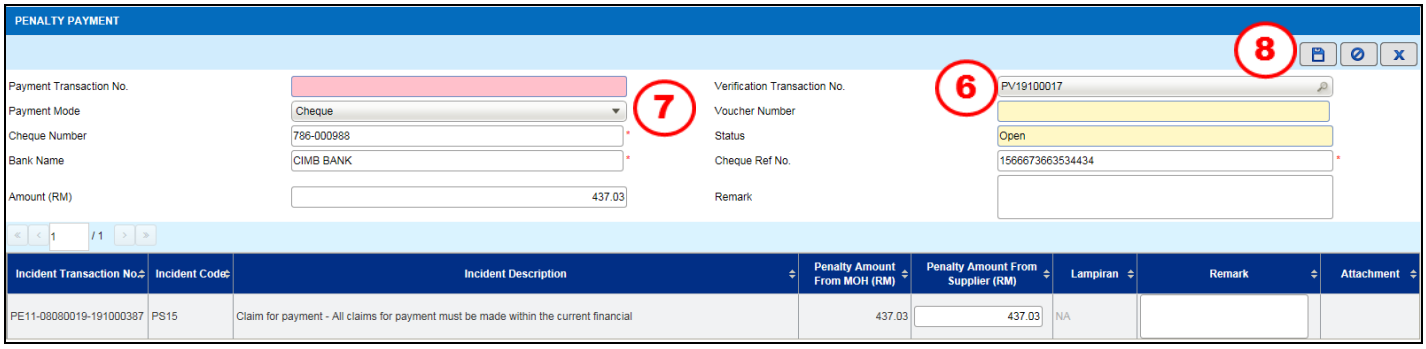


Figure 3.3-2 Penalty Payment

STEP 6

Select ***Verification Transaction No***

STEP 7

Select ***Payment Mode*** from dropdown menu

- Cheque
- Voucher

Note

- *If selecting **Payment Mode** as cheque, user need to enter **Cheque Number**, **Bank Name** and **Cheque Ref No.** where **Voucher Number** field will be dim*

- *If selecting **Payment Mode as** voucher**,** user need to enter **Voucher Number** where enter **Cheque Number**, **Bank Name** and **Cheque Ref No** will be dim*

STEP 8

Click on the button to save the Penalty Payment transaction

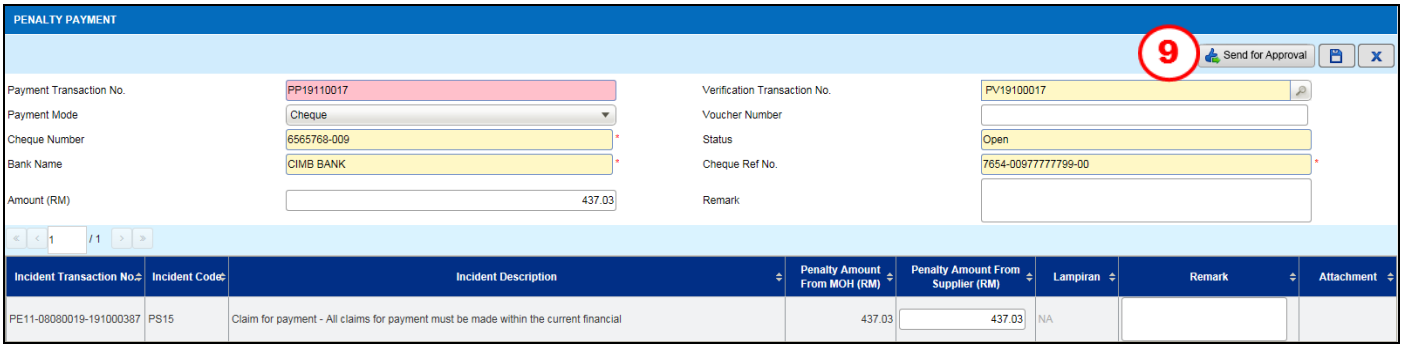


Figure 3.3-3 Penalty Payment

STEP 9

Click on the Send for Approval button to send the Penalty Payment for approval

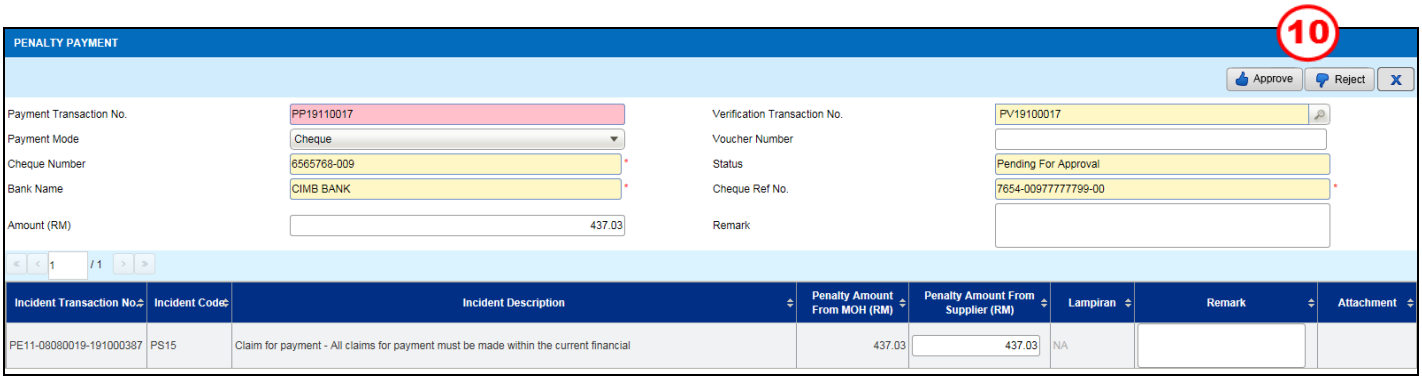


Figure 3.3-4 Penalty Payment

STEP 10

a) Click on the Approve button to approve the record and confirmation message will be display as Figure 3.3-5

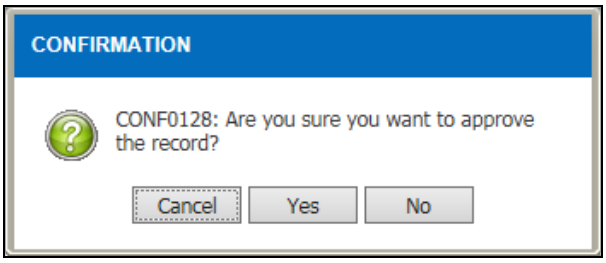


Figure 3.3-5 Confirmation Message

Note

Click on the Yes *button to approved record*

b) Click on the Reject button to reject the record and confirmation message will be display as Figure 3.3-6

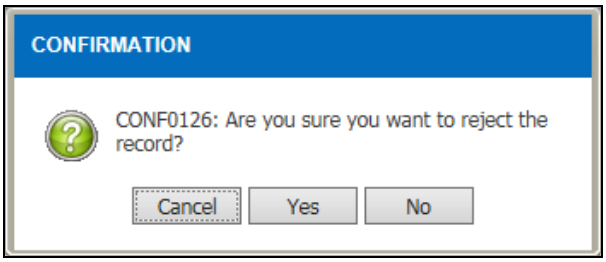


Figure 3.3-6 Confirmation Message

Note

Click on the Yes *button to reject record*

4.0 Acronyms

Abbreviation	Definition
MOH	**Ministry of Health**
KKM	**Kementerian Kesihatan Malaysia**
PhIS	**Pharmacy Information System**
BPF	**Bahagian Perkhidmatan Farmasi**
HOD	**Head of Department**
SKU	**Store Keeping Unit**
PKU	**Packaging Keeping Unit**
RPL	**Recommended Purchase List**
APPL	**Approved Product Purchase List**
LP	**Local Purchase**

5.0 Links to Inventory Modules

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