



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

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## **User Manual Pharmacy Inventory Procurement Standard (LP)**

**Version : 10<sup>th</sup> EDITION**  
**Document ID : U.MANUAL\_INV\_PROCUREMENT STANDARD (LP)**



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Reference ID : U. MANUAL\_INV\_PROCUREMENT STANDARD (LP)-10<sup>th</sup> EDITION

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



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## 1.0 Introduction

### 1.1 Overview of PhIS

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

There are 12 modules to assist service delivery by the health care sector which comprises of:

1. Order Management
2. Inpatient Pharmacy
3. Outpatient Pharmacy
4. Medication Counselling
5. Ward Pharmacy
6. Pharmacy Inventory
7. Manufacturing of Cytotoxic Drug Reconstitution (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 – Procurement standard LP sub-module and its key features and functionalities. The primary objective is to guide users through the process of completing PhIS application process.

User will understand the following activities in details:

- Create RPL Standard Procurement LP
- RPL Approval
- Create Purchase Order LP
- Purchase Order Approval

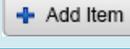
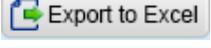
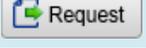
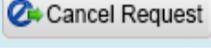
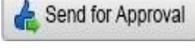
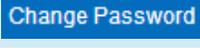
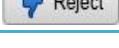
### 1.3 Organised Sections

These are the sections within this document:

- Section 1 : Introduction
- Section 2 : Application Standard Features
- Section 3 : Procurement Standard LP
- Section 4 : Acronyms
- Section 5 : Links to Inventory Modules

## 2.0 Application Standard Features

### 2.1 PhIS Legend

| Standard Legend   |  |  |                                    |
|---|--|--|------------------------------------|
|    | Login to PhIS                          |     | Logout from PhIS                   |
|    | Reset Login Screen                     |     | Expand Menu                        |
|    | Display Home Tab                       |     | Expand Module                      |
|    | Close All Open Tabs                    |     | Refresh Screen                     |
|    | Add/Create New Record                  |     | Show Help                          |
| *   | Mandatory Field                        |     | Calendar Icon                      |
|    | Close Window                           |     | Radio Button                       |
|    | Edit Record                            |     | Cancel                             |
|    | Save                                   |     | Add Item to the list               |
|  | Export and Open Report in Excel Format |   | Automatically Display/Retrieve Box |
|  | Request for Approval                   |  | Cancel the Request                 |
|  | Send for Approval                      |   | Approve Transaction                |
|  | Change Login Password                  |   | Collapse Menu                      |
|  | Collapse Module                        |   | Search Record                      |
|  | Print                                  |   | Search Icon                        |
| <input type="checkbox"/>  | Checkbox                               |   | Delete Record                      |
|  | Delete Item from the list              |  | Empty Text Box                     |
|  | Dropdown Box                           |   | Reject Transaction                 |



| Module Legend |                                |  |                   |
|---------------|--------------------------------|--|-------------------|
|               | Generate Request Purchase List |  | Add Vote Code     |
|               | Verify record                  |  | Add Drug/Non Drug |
|               | Send for Approval              |  | Approve record    |
|               | Reject record                  |  |                   |

**Note**

To learn more about Login Information, kindly click [Login Information](#) Modules for descriptive step.

### 3.0 Procurement Standard LP

#### Overview

Procurement Standard-LP is item supplied by supplier other than Pharmaniaga. Items are purchased based on selected criteria using the system. Purchasing value has a limit in a particular year. Purchasing item via Recommended Purchase List (RPL) is for the routine activity at the main store level. Before using Recommended Purchase List (RPL), the facility has to set a buffer level of minimum and maximum stock level. The system will then calculate the difference in the current stock level and buffer to suggest a list of items that needs to be purchased via Recommended Purchase List (RPL).

#### User Group

This module is intended for inventory user at the Pharmacy Store (subject to user assigned by the facility).

#### Functional Diagram

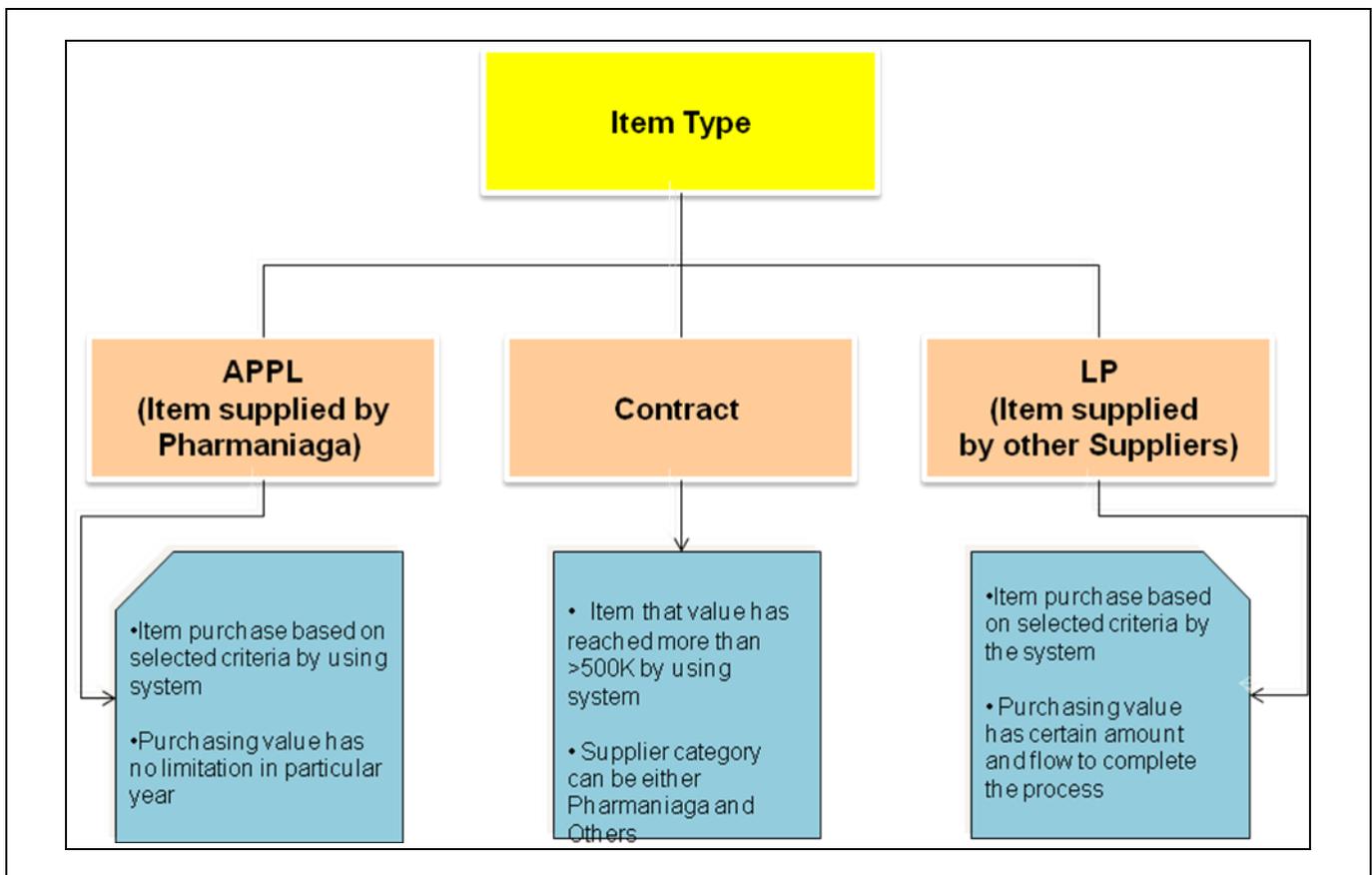


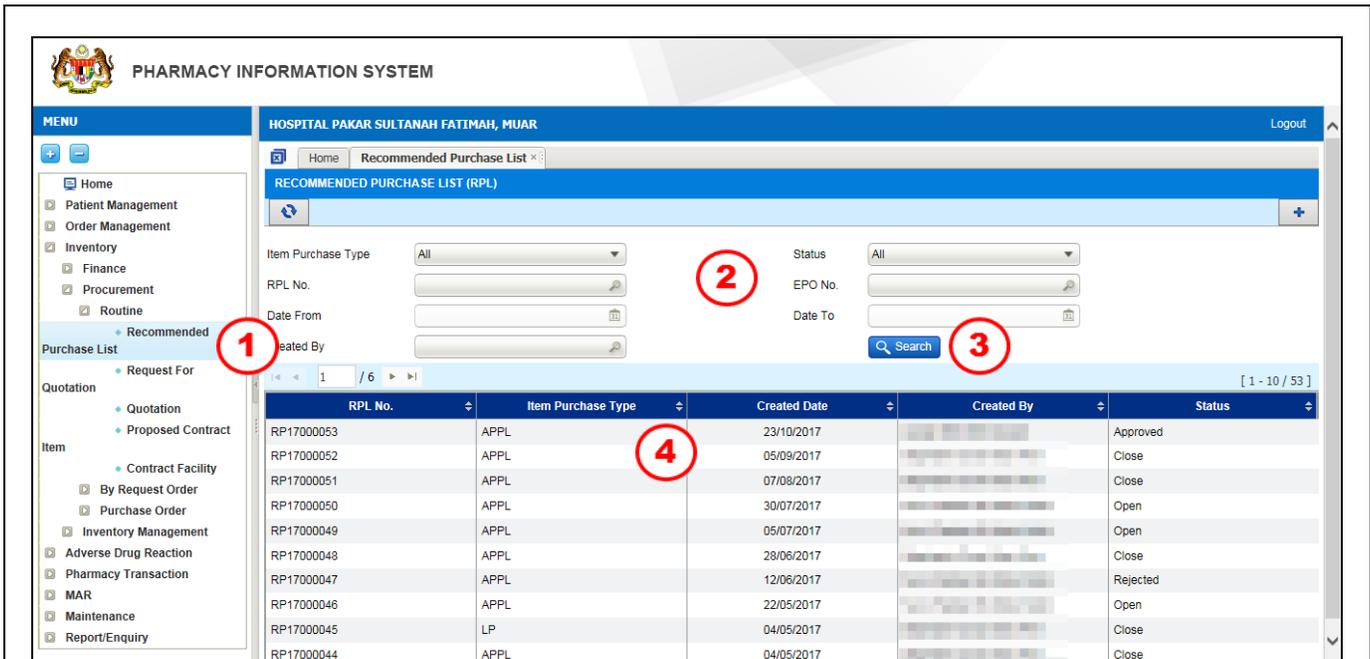
Figure 3.0-1

#### Functional Description

Slow Moving comprises of three (2) main functions:

- **Recommended Purchase List (RPL)**
- **Purchase Order**

### 3.1 Recommended Purchase List (RPL) Listing Page



**Figure 3.1-1 Recommended Purchase List (RPL) Listing Page**

Recommended Purchase List (RPL) is a list generated item by the system based under buffer level to help user to proceed with the purchase

#### STEP 1

Click on the 'Inventory' menu followed by 'Procurement' and 'Routine', and select 'Recommended Purchase List'

#### STEP 2

To search for existing Recommended Purchase List (RPL) transaction, these search criteria can be used:

| No | Field              | Description  | Remark  |
|----|--------------------|--|---|
| a  | Item Purchase Type | Item Type<br>- All<br>- APPL<br>- Contract<br>- LP   | Allow user to search existing transaction based on Item Type  |
| b  | RPL No.            | Search by selecting a number from the RPL  | Will be automatically displayed once a RPL no is selected   |
| c  | ePO No.            | Search by selecting a number from the ePO  | Will be automatically displayed once a ePO no is selected   |
| 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. 31/12/2015 |
| e  | Status             | Select Status from the drop down menu:<br>- All<br>- Approved<br>- Cancelled<br>- Closed<br>- Open | Filter and search existing records based on Status  |

|   |            |  |   |
|---|------------|--|---|
|   |            | <ul style="list-style-type: none"> <li>- Pending For Approval</li> <li>- Pending For Verification</li> <li>- Rejected</li> </ul> |   |
| f | Created by | Select created from the drop down menu   | Filter and search existing records based on creator |

**Table 3.1-1**

**STEP 3**

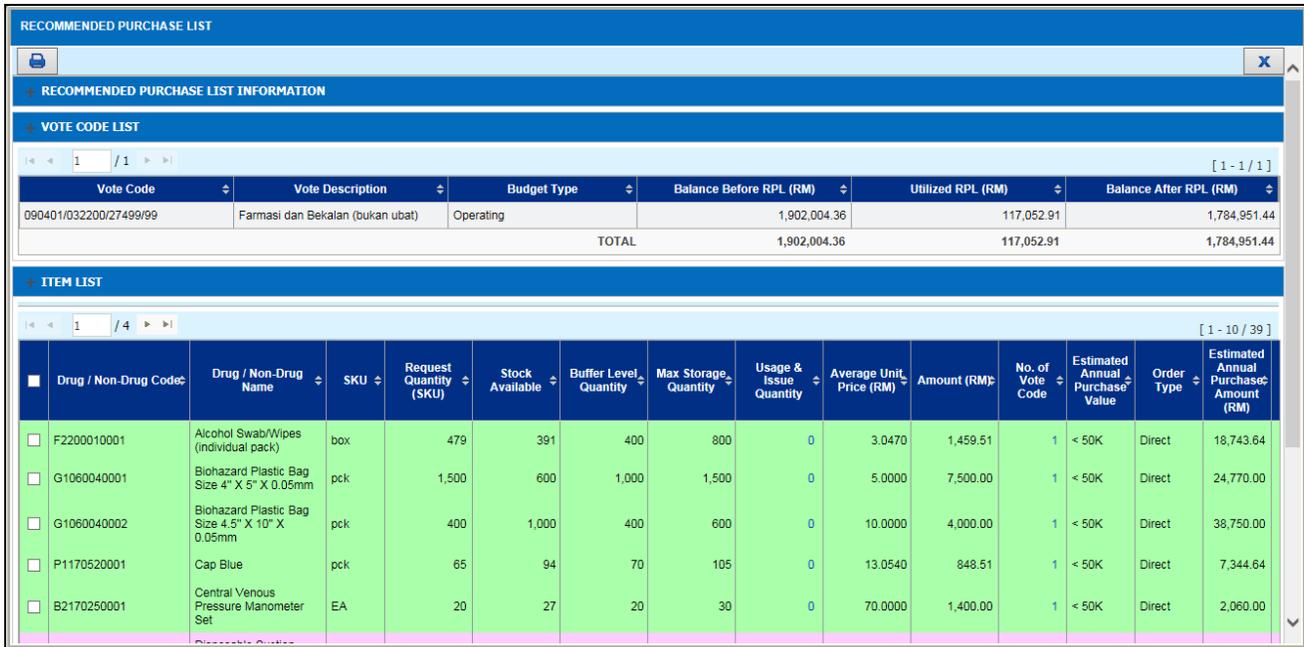
Click on the  button after input criteria and the result display will be based on the criteria entered

**Note**

*In circumstances of no criteria is input, the entire list of previous transaction will be not displayed.*

**STEP 4**

Double click on the selected record and the details will be displayed as figure 3.1-2



The screenshot displays a software interface for a Recommended Purchase List. It features two main sections: 'VOTE CODE LIST' and 'ITEM LIST'. The 'VOTE CODE LIST' table shows financial data for a specific vote code, and the 'ITEM LIST' table provides detailed information for various items, including their codes, names, quantities, and prices.

| Vote Code              | Vote Description                 | Budget Type | Balance Before RPL (RM) | Utilized RPL (RM) | Balance After RPL (RM) |
|------------------------|----------------------------------|-------------|-------------------------|-------------------|------------------------|
| 090401/032200/27499/99 | Farmasi dan Bekalan (bukan ubat) | Operating   | 1,902,004.36            | 117,052.91        | 1,784,951.44           |
| TOTAL                  |                                  |             | 1,902,004.36            | 117,052.91        | 1,784,951.44           |

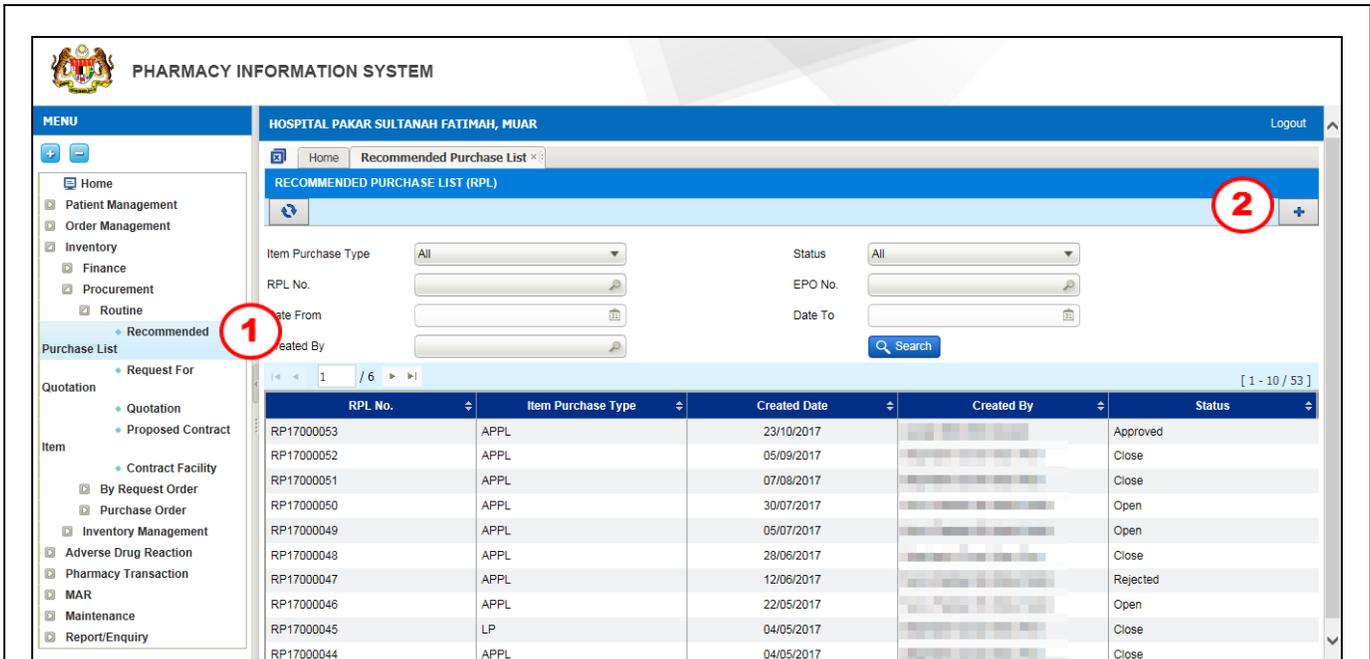
  

| Drug / Non-Drug Code | Drug / Non-Drug Name                           | SKU | Request Quantity (SKU) | Stock Available | Buffer Level Quantity | Max Storage Quantity | Usage & Issue Quantity | Average Unit Price (RM) | Amount (RM) | No. of Vote Code | Estimated Annual Purchase Value | Order Type | Estimated Annual Purchase Amount (RM) |
|----------------------|--|-----|------------------------|-----------------|-----------------------|----------------------|------------------------|-------------------------|-------------|------------------|---------------------------------|------------|---------------------------------------|
| F2200010001          | Alcohol Swab/Wipes (individual pack)           | box | 479                    | 391             | 400                   | 800                  | 0                      | 3.0470                  | 1,459.51    | 1                | < 50K                           | Direct     | 18,743.64                             |
| G1060040001          | Biohazard Plastic Bag Size 4" X 5" X 0.05mm    | pck | 1,500                  | 600             | 1,000                 | 1,500                | 0                      | 5.0000                  | 7,500.00    | 1                | < 50K                           | Direct     | 24,770.00                             |
| G1060040002          | Biohazard Plastic Bag Size 4.5" X 10" X 0.05mm | pck | 400                    | 1,000           | 400                   | 600                  | 0                      | 10.0000                 | 4,000.00    | 1                | < 50K                           | Direct     | 38,750.00                             |
| P1170520001          | Cap Blue                                       | pck | 65                     | 94              | 70                    | 105                  | 0                      | 13.0540                 | 848.51      | 1                | < 50K                           | Direct     | 7,344.64                              |
| B2170250001          | Central Venous Pressure Manometer Set          | EA  | 20                     | 27              | 20                    | 30                   | 0                      | 70.0000                 | 1,400.00    | 1                | < 50K                           | Direct     | 2,060.00                              |

**Figure 3.1-2 Recommended Purchase List**

### 3.2 New Recommended Purchase List (RPL): LP

To create new Recommended Purchase List (RPL) transaction for LP, perform the steps below:



**PHARMACY INFORMATION SYSTEM**

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

Home Recommended Purchase List

RECOMMENDED PURCHASE LIST (RPL)

Item Purchase Type: All Status: All

RPL No. EPO No.

Date From Date To

Created By Search

| RPL No.    | Item Purchase Type | Created Date | Created By | Status   |
|------------|--------------------|--------------|------------|----------|
| RP17000053 | APPL               | 23/10/2017   |            | Approved |
| RP17000052 | APPL               | 05/09/2017   |            | Close    |
| RP17000051 | APPL               | 07/08/2017   |            | Close    |
| RP17000050 | APPL               | 30/07/2017   |            | Open     |
| RP17000049 | APPL               | 05/07/2017   |            | Open     |
| RP17000048 | APPL               | 28/06/2017   |            | Close    |
| RP17000047 | APPL               | 12/06/2017   |            | Rejected |
| RP17000046 | APPL               | 22/05/2017   |            | Open     |
| RP17000045 | LP                 | 04/05/2017   |            | Close    |
| RP17000044 | APPL               | 04/05/2017   |            | Close    |

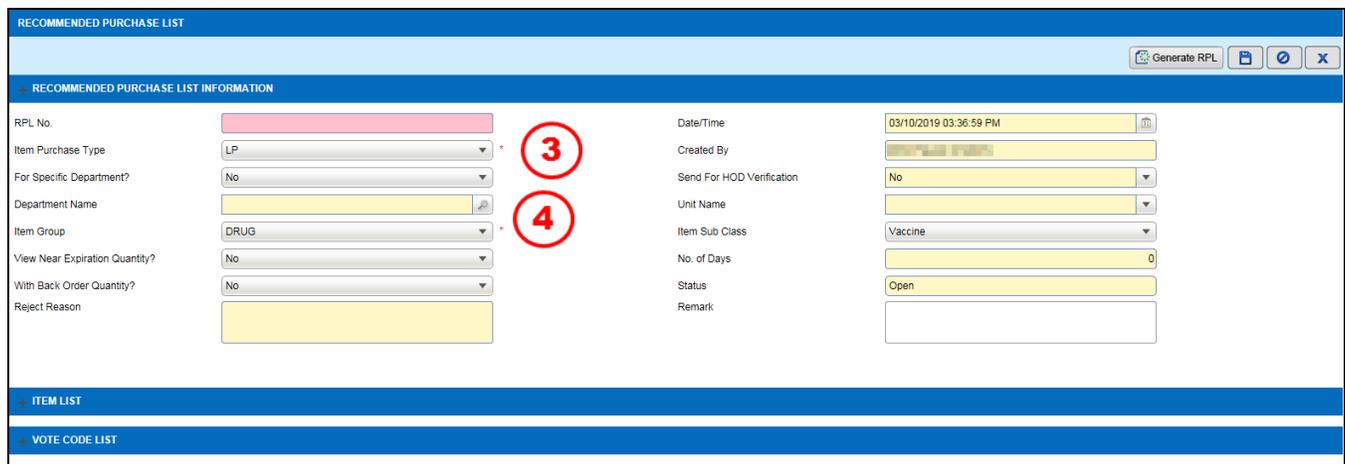
Figure 3.2-1 Recommended Purchase List

#### STEP 1

Click on the 'Inventory' menu followed by 'Procurement' and 'Routine', and select 'Recommended Purchase List'

#### STEP 2

Click on the  button and the Recommended Purchase List screen will be displayed as shown below



RECOMMENDED PURCHASE LIST

Generate RPL

RECOMMENDED PURCHASE LIST INFORMATION

RPL No. [ ]

Item Purchase Type: LP (3)

For Specific Department? No

Department Name: [ ] (4)

Item Group: DRUG

View Near Expiration Quantity? No

With Back Order Quantity? No

Reject Reason: [ ]

Date/Time: 03/10/2019 03:36:59 PM

Created By: [ ]

Send For HOD Verification: No

Unit Name: [ ]

Item Sub Class: Vaccine

No. of Days: 0

Status: Open

Remark: [ ]

ITEM LIST

VOTE CODE LIST

Figure 3.2-2 Recommended Purchase List

#### STEP 3

Select *Item Purchase Type* as LP

**STEP 4**

Select Item Group from the drop down box:

- DRUG
- NON DRUG

**Note**

- User is allowed to select **For Specific Department**. If user select as 'Yes', **Send For HOD Verification** field will be enable.
- Refer 3.2.1 and 3.2.2 section for function **For Specific Department** and **Send For HOD Verification**.
- User is allowed to select **View Near Expiration Quantity?** As 'Yes'. If the selection is 'Yes', user has to enter value in the 'No of Days' field as shown in Figure 3.2-3

|                                |     |             |    |
|--------------------------------|-----|-------------|----|
| View Near Expiration Quantity? | Yes | No. of Days | 30 |
|--------------------------------|-----|-------------|----|

**Figure 3.2-3 View Near Expiration Quantity?**

- User is allowed to select **With Back Order Quantity?** As 'Yes'. Back Order Quantity represents the pending receive quantity that has not been supply yet by the suppliers.

RECOMMENDED PURCHASE LIST
5
Generate RPL

RECOMMENDED PURCHASE LIST INFORMATION

|                                |  |                           |  |
|--------------------------------|--|---------------------------|--|
| RPL No.                        | <input style="width: 95%;" type="text"/> | Date/Time                 | 03/10/2019 03:36:59 PM                   |
| Item Purchase Type             | LP                                       | Created By                | <input style="width: 95%;" type="text"/> |
| For Specific Department?       | No                                       | Send For HOD Verification | No                                       |
| Department Name                | <input style="width: 95%;" type="text"/> | Unit Name                 | <input style="width: 95%;" type="text"/> |
| Item Group                     | DRUG                                     | Item Sub Class            | Vaccine                                  |
| View Near Expiration Quantity? | No                                       | No. of Days               | 0  |
| With Back Order Quantity?      | No                                       | Status                    | Open                                     |
| Reject Reason                  | <input style="width: 95%;" type="text"/> |                           |  |
|                                |  | Remark                    | <input style="width: 95%;" type="text"/> |

ITEM LIST

VOTE CODE LIST

**Figure 3.2-4 Recommended Purchase List**

**STEP 9**

Click on the  button to generate item based on selection criteria

**Note**

- System will be able to generate a list of items where the stock's quantity is less than the buffer level quantity as shown in Figure 3.2-6.
- Buffer Level Quantity is set up at Item/Product Buffer Level master.
- System will be able to cater for 'With Back Order Quantity' that is still not delivered by the Supplier
- Vote Code List will contain summary information of Vote Code based on the items list generated from the RPL as shown in Figure 3.2-5.

| VOTE CODE LIST         |                                |             |                         |                   |                        |  |
|------------------------|--------------------------------|-------------|-------------------------|-------------------|------------------------|--|
| Vote Code              | Vote Description               | Budget Type | Balance Before RPL (RM) | Utilized RPL (RM) | Balance After RPL (RM) |  |
| 090401/022200/27401/99 | FARMASI DAN BEKALAN (UBAT)     | Operating   | 1,554,153.98            | 124,385.10        | 1,429,768.88           |  |
| 090401/012200/27401/99 | FARMASI DAN BEKALAN            | Operating   | 0.00                    | 141,228.16        | -141,228.16            |  |
| 090401/111100/27401/99 | Farmasi dan Bekalan (ubat)     | Operating   | 0.00                    | 16,515.96         | -16,515.96             |  |
| 090401/011500/27401/99 | NEFROLOGI                      | Operating   | 0.00                    | 7,250.49          | -7,250.49              |  |
| 090401/021500/27401/99 | Nefrologi (Ubat)               | Operating   | 603,597.25              | 3,493.56          | 600,103.69             |  |
| 090401/010700/27401/99 | OBSTETRIK DAN GINEKOLOGI       | Operating   | 0.00                    | 3,489.40          | -3,489.40              |  |
| 090401/011200/27401/99 | OTORINOLARINGOLOGI (ENT)       | Operating   | 0.00                    | 2,607.50          | -2,607.50              |  |
| 090401/010500/27401/01 | PERUBATAN AM                   | Operating   | 0.00                    | 18,670.50         | -18,670.50             |  |
| 090401/012700/27401/99 | PSIKIATRI DAN KESIHATAN MENTAL | Operating   | 0.00                    | 1,663.47          | -1,663.47              |  |
| 090401/030500/27401/01 | Perubatan Am (ubat)            | Operating   | 0.00                    | 3,150.60          | -3,150.60              |  |
| TOTAL                  |                                |             | 2,157,751.23            | 322,454.74        | 1,835,296.49           |  |

Figure 3.2-5 Vote Code List

**Note**

Vote Code List content an information of:

- Vote Code
- Vote Description
- Budget Type
- Balance Before RPL (RM)
- Utilized RPL (RM)
- Balance After RPL (RM)

| ITEM LIST            |   |         |                      |                       |                        |                        |                       |                       |                             |                            |                              |                     |                               |             |                  |   |
|----------------------|---|---------|----------------------|-----------------------|------------------------|------------------------|-----------------------|-----------------------|-----------------------------|----------------------------|------------------------------|---------------------|-------------------------------|-------------|------------------|---|
| Drug / Non-Drug Code | Drug / Non-Drug Name                        | SKU     | Default Item Code    | Packaging Description | Request Quantity (SKU) | Request Quantity (PKU) | Stock Available (SKU) | Stock Available (PKU) | Buffer Level Quantity (SKU) | Max Storage Quantity (SKU) | Usage & Issue Quantity (SKU) | Pending eP Approved | Average Unit Price (RM) (SKU) | Amount (RM) | No. of Vote Code |   |
| A11CC03000C1002XX    | Alfacalcidol 1mcg Capsule                   | capsule | A11CC03000C1002XX.01 | Box of 100 cap        | 8,400                  | 84                     | 9,600                 | 96                    | 12,000                      | 18,000                     | 0                            | 0                   | 0.4159                        | 3,493.56    | 1                | < |
| C01BD01110T1001XX    | Amiodarone 200 mg Tablet                    | tablet  |                      |                       | 3,500                  | 0                      | 1,000                 | 0                     | 3,000                       | 4,500                      | 0                            | 0                   | 0.8976                        | 3,141.60    | 1                | < |
| J01CA04012C1002XX    | Amoxicillin 500mg Capsule                   | capsule |                      |                       | 30,000                 | 0                      | 0                     | 0                     | 20,000                      | 30,000                     | 0                            | 0                   | 0.1091                        | 3,273.00    | 1                | < |
| R05CB02110T1001XX    | Bromhexine HCl 8mg Tablet                   | tablet  | R05CB02110T1001XX.01 | pack of 1000 tablet   | 99,000                 | 99                     | 51,000                | 51                    | 100,000                     | 150,000                    | 0                            | 0                   | 0.0207                        | 2,049.30    | 1                | < |
| C07AG02000T1001XX    | Carvedilol 6.25mg Tablet                    | tablet  | C07AG02000T1001XX.01 | Box of 100 tab        | 37,800                 | 378                    | 0                     | 0                     | 25,200                      | 37,800                     | 0                            | 0                   | 0.1312                        | 4,959.36    | 1                | < |
| R06AE07110T1001XX    | Cetirizine HCl 10mg Tablet                  | tablet  | R06AE07110T1001XX.01 | pack of 500 tablet    | 22,000                 | 44                     | 8,000                 | 16                    | 20,000                      | 30,000                     | 0                            | 0                   | 0.0492                        | 1,082.40    | 1                | < |
| J01FF01110C1001XX    | Cisindamycin HCl 300mg Capsule              | capsule | J01FF01110C1001XX.01 | Box of 100 cap        | 2,100                  | 21                     | 900                   | 9                     | 2,000                       | 3,000                      | 0                            | 0                   | 0.6609                        | 1,387.89    | 1                | < |
| G03GB02136T1001XX    | Clomiphene (Clomifene) Citrate 50 mg Tablet | tablet  |                      |                       | 900                    | 0                      | 600                   | 0                     | 1,000                       | 1,500                      | 0                            | 600                 | 0.6663                        | 599.67      | 1                | < |
| M04AC01000T1001XX    | Colchicine 0.5 mg Tablet                    | tablet  | M04AC01000T1001XX.02 | pack of 1000 tablet   | 21,000                 | 21                     | 24,000                | 24                    | 30,000                      | 45,000                     | 0                            | 0                   | 0.0831                        | 1,745.10    | 1                | < |
| G03CA57000T1001XX    | Conjugated Oestrogens 0.625mg Tablet        | tablet  | G03CA57000T1001XX.01 | box of 28 tablet      | 7,840                  | 280                    | 560                   | 20                    | 5,600                       | 8,400                      | 0                            | 0                   | 1.4821                        | 11,619.66   | 1                | < |

Figure 3.2-6 Item List

**Note**

Item List content an information of:

- Drug/Non-Drug Code
- Drug/Non-Drug Name
- SKU
- Default Item Code
- Packaging Description
- Request Quantity (SKU)
- Request Quantity (PKU)
- Stock Available (PKU)
- Buffer Level Quantity (SKU)
- Max Storage Quantity (SKU)
- Usage & Issue Quantity (SKU)
- Pending eP Approved

- Average Unit Price (RM) (SKU)
- Amount (RM)
- No. of Vote Code
- YTD Purchase Amount (RM)

- 'Estimated Annual Purchase Value' will show the 'Order Type' of the item whether Direct, Quotation or Request for Contract

| Drug / Non-Drug Code | Drug / Non-Drug Name                        | SKU               | Default Item Code | Packaging Description | Request Quantity (SKU) | Request Quantity (PKU) | Stock Available (SKU) | Stock Available (PKU) | Buffer Level (SKU) | Max Storage Quantity (SKU) | Usage & Issue Quantity (SKU) | Pending eP Approved | Average Unit Price (RM) (SKU) | Amount (RM) | No. of Vote Code |
|----------------------|---|-------------------|-------------------|-----------------------|------------------------|------------------------|-----------------------|-----------------------|--------------------|----------------------------|------------------------------|---------------------|-------------------------------|-------------|------------------|
| A11CC0300C1002XX     | Alfacalcidol 1mcg Capsule                   | A11CC030002XX.01  | 8                 | 100 cap               | 8,400                  | 84                     | 9,600                 | 96                    | 12,000             | 18,000                     | 0                            | 0                   | 0.4159                        | 3,493.56    | 1                |
| C01BD01110T1001XX    | Amiodarone 200 mg Tablet                    | C01BD01110T1001XX |                   |                       | 3,500                  | 0                      | 1,000                 | 0                     | 3,000              | 4,500                      | 0                            | 0                   | 0.8976                        | 3,141.60    | 1                |
| J01CA04012C1002XX    | Amoxicillin 500mg Capsule                   | J01CA04012C1002XX |                   |                       | 30,000                 | 0                      | 0                     | 0                     | 20,000             | 30,000                     | 0                            | 0                   | 0.1091                        | 3,273.00    | 1                |
| R05CB02110T1001XX    | Bromhexine HCl 8mg Tablet                   | R05CB02110T1001XX |                   | pack of 1000 tablet   | 99,000                 | 99                     | 51,000                | 51                    | 100,000            | 150,000                    | 0                            | 0                   | 0.0207                        | 2,049.30    | 1                |
| C07AG02000T1001XX    | Carvedilol 6.25mg Tablet                    | C07AG02000T1001XX |                   | Box of 100 tab        | 37,800                 | 378                    | 0                     | 0                     | 25,200             | 37,800                     | 6                            | 0                   | 0.1312                        | 4,959.30    | 1                |
| R06AE07110T1001XX    | Cetirizine HCl 10mg Tablet                  | R06AE07110T1001XX |                   | pack of 500 tablet    | 22,000                 | 44                     | 8,000                 | 16                    | 20,000             | 30,000                     | 0                            | 0                   | 0.0492                        | 1,082.40    | 1                |
| J01FF01110C1001XX    | Clindamycin HCl 300mg Capsule               | J01FF01110C1001XX |                   | Box of 100 cap        | 2,100                  | 21                     | 900                   | 9                     | 2,000              | 3,000                      | 0                            | 0                   | 0.6609                        | 1,387.89    | 1                |
| G03GB02136T1001XX    | Clomiphene (Clomifene) Citrate 50 mg Tablet | G03GB02136T1001XX |                   |                       | 900                    | 0                      | 600                   | 0                     | 1,000              | 1,500                      | 0                            | 600                 | 0.6663                        | 599.67      | 1                |
| M04AC01000T1001XX    | Colchicine 0.5 mg Tablet                    | M04AC01000T1001XX |                   | pack of 1000 tablet   | 21,000                 | 21                     | 24,000                | 24                    | 30,000             | 45,000                     | 0                            | 0                   | 0.0831                        | 1,745.10    | 1                |
| G03CA57000T1001XX    | Conjugated Oestrogens 0.625mg Tablet        | G03CA57000T1001XX |                   | box of 28 tablet      | 7,840                  | 280                    | 560                   | 20                    | 5,600              | 8,400                      | 0                            | 0                   | 1.4821                        | 11,619.66   | 1                |

Figure 3.2-7 Item List

**STEP 6**

Click on the Usage & Issue Quantity hyperlink and Usage Quantity details window will be display as Figure 3.2-8

| USAGE QUANTITY DETAILS  |                     |                     |
|---|---------------------|---------------------|
| <input checked="" type="radio"/> 3 Months <input type="radio"/> 6 Months <input type="radio"/> 9 Months <input type="radio"/> 12 Months |                     |                     |
| Date Range  | Issue Quantity(SKU) | Usage Quantity(SKU) |
| 04/09/2019 - 03/10/2019   | 0                   | 0                   |
| 05/08/2019 - 03/09/2019   | 0                   | 0                   |
| 06/07/2019 - 04/08/2019   | 100                 | 0                   |
| <b>Total 90 days</b>  | <b>100</b>          | <b>0</b>            |
| <b>Monthly Average</b>  | <b>33</b>           | <b>0</b>            |

Figure 3.2-8 Usage Quantity Details

**Note**

Click on the button to close Usage Quantity Details

**STEP 7**

Click on the No. of Vote Code and Vote Information window will be display as Figure 3.2-9

| VOTE INFORMATION      |                     |             |                                   |
|-----------------------|---------------------|-------------|-----------------------------------|
| Vote Description      | Vote Code           | Budget Type | Request To Purchase Quantity(SKU) |
| 090401/012200/2740199 | FARMASI DAN BEKALAN | Operating   | 18,500                            |

Figure 3.2-9 Vote Information

**Note**

Click on the button to close Usage Quantity Details

**STEP 8**

Double click on the selected item list to view item information as shown in Figure 3.2-10

| Vote Code              | Vote Description    | Budget Type | Request Quantity(SKU) | Request Quantity(PKU) |
|------------------------|---------------------|-------------|-----------------------|-----------------------|
| 090401/012200/27401/99 | FARMASI DAN BEKALAN | Operating   | 19,100                | 19                    |
| TOTAL                  |                     |             | 19,100                |                       |

| Item Code            | Item Description            | PKU | PKU Description | Packaging Description | Quantity Available (SKU) | Quantity Available (PKU) | YTD Purchase Amount (RM) |
|----------------------|-----------------------------|-----|-----------------|-----------------------|--------------------------|--------------------------|--------------------------|
| B01AA03520T1004-1    | Warfarin Sodium 5 mg Tablet | pck | pack            | pack of 1 tablet      | 0                        | 0                        | 2,002.50                 |
| B01AA03520T1004-14   | Warfarin Sodium 5 mg Tablet | pck | pack            | pack of 14 tablet     | 0                        | 0                        | 2,002.50                 |
| B01AA03520T1004-7    | Warfarin Sodium 5 mg Tablet | pck | pack            | pack of 7 tablet      | 0                        | 0                        | 2,002.50                 |
| B01AA03520T1004XX.02 | Warfarin Sodium 5 mg Tablet | pck | pack            | pack of 1000 tablet   | 0                        | 0                        | 2,002.50                 |
| B01AA03520T1004-30   | Warfarin Sodium 5 mg Tablet | pck | pack            | pack of 30 tablet     | 0                        | 0                        | 2,002.50                 |
| B01AA03520T1004-28   | Warfarin Sodium 5 mg Tablet | pck | pack            | pack of 28 tablet     | 0                        | 0                        | 2,002.50                 |
| B01AA03520T1004-15   | Warfarin Sodium 5 mg Tablet | pck | pack            | pack of 15 tablet     | 0                        | 0                        | 2,002.50                 |
| B01AA03520T1004XX.01 | Warfarin Sodium 5 mg Tablet | box | box             | Box of 100 tab        | 4,900                    | 49                       | 2,002.50                 |
| B01AA03520T1004-10   | Warfarin Sodium 5 mg Tablet | pck | pack            | pack of 10 tablet     | 0                        | 0                        | 2,002.50                 |
| TOTAL                |                             |     |                 |                       | 4,900                    | 49                       |                          |

**Figure 3.2-10 Item Information**

**Note**

- User can view details information of the selected item
- User is allowed to edit the Average Unit Price (RM). By editing Average Unit Price (RM) value will impact the total Amount (RM)

**STEP 9**

Click on the button to add Vote Code and Vote Information screen will be display as Figure 3.2-11

| Vote Code              | Vote Description           | Budget Type | Request Quantity(SKU) | Request Quantity(PKU) |
|------------------------|----------------------------|-------------|-----------------------|-----------------------|
| 090401/012200/27401/99 | FARMASI DAN BEKALAN        | Operating   | 19,100                | 19                    |
| 090401/022200/27401/99 | FARMASI DAN BEKALAN (UBAT) | Operating   | 200                   | 0                     |
| TOTAL                  |                            |             | 19,300                |                       |

**Figure 3.2-11 Vote Information**

**STEP 10**

Select **Vote Description**

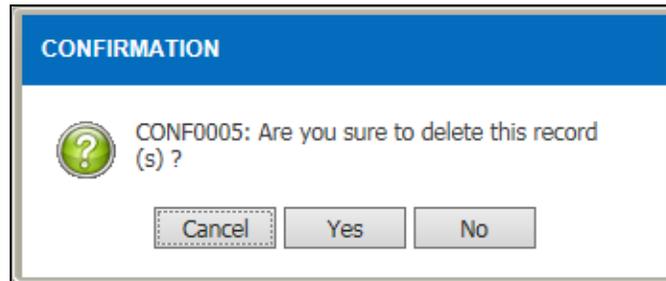
**STEP 11**

Enter **Request Quantity (SKU)**

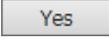
**Note**

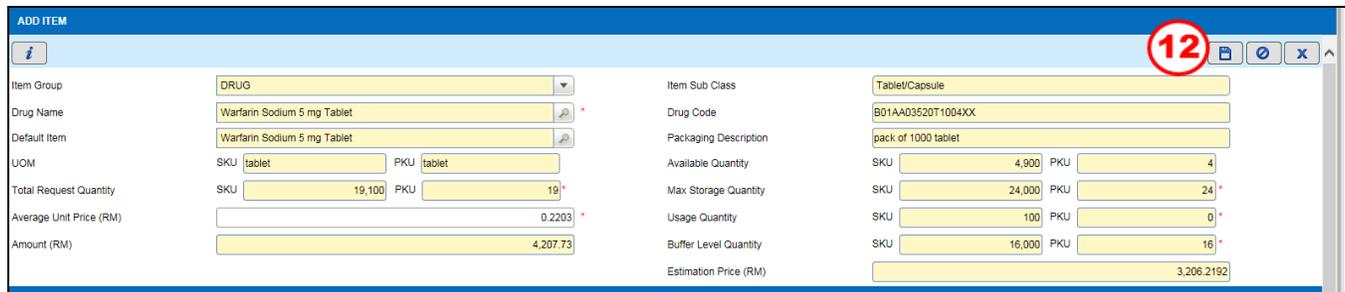
User is allowed to delete the Vote Code by following the step below:

- Check on the check box of the selected Vote Code
- Click on the  button and confirmation message will be display as shown in Figure 3.2-12



**Figure 3.2-12 Confirmation Message**

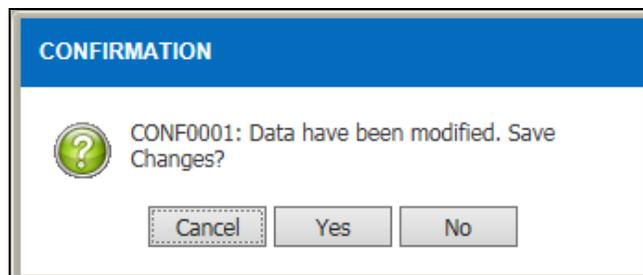
- Click on the  button and the information of the vote code will be removed from the list



**Figure 3.2-13 Item Information**

**STEP 12**

Click on the  button to save the record and confirmation message will be display as Figure 3.2-14



**Figure 3.2-14 Confirmation Message**

**Note**

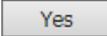
- Click on the  button so save the modified record
- After save, system will go back to main screen as shown in Figure 3.2-15

Figure 3.2-15 Recommended Purchase List

**STEP 13**

Click on the  button to add additional item to be purchased and Add Item screen will be display as Figure 3.2-16

Figure 3.2-16 Add Item

#### STEP 14

Select **Drug Name**

#### Note

- **Drug Name** will display drug that is above buffer level.
- **Default Item** will be automatically display and user is allowed to edit the value
- System will auto calculate **Request Quantity(SKU)** and user is allowed to edit the value.
- **Unit Price** will be automatically display and user is allowed to edit the value.

#### STEP 15

Select **Vote Description**

#### STEP 16

Click on the  button to save the record and confirmation message will be display as Figure 3.2-17

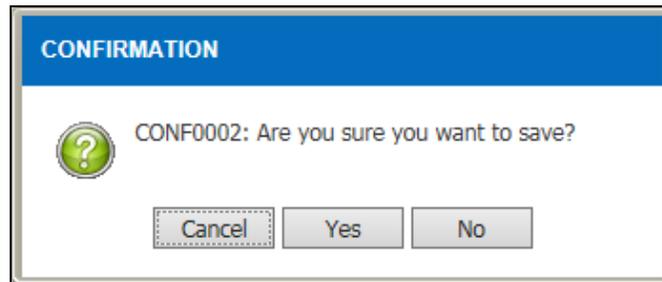
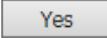


Figure 3.2-17 Confirmation Message

#### Note

- Click on the  button to save record
- After saved, the record will be updated on the Item List



18

**RECOMMENDED PURCHASE LIST**

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**RECOMMENDED PURCHASE LIST INFORMATION**

|  |   |
|--|---|
| RPL No. <input type="text" value="RP19000032"/>                | Date/Time <input type="text" value="03/10/2019 03:36:59 PM"/> |
| Item Purchase Type <input type="text" value="LP"/>             | Created By <input type="text" value=""/>                      |
| For Specific Department? <input type="text" value="No"/>       | Send For HOD Verification <input type="text" value="No"/>     |
| Department Name <input type="text" value=""/>                  | Unit Name <input type="text" value=""/>                       |
| Item Group <input type="text" value="DRUG"/>                   | Item Sub Class <input type="text" value="Tablet/Capsule"/>    |
| View Near Expiration Quantity? <input type="text" value="No"/> | No. of Days <input type="text" value="0"/>                    |
| With Back Order Quantity? <input type="text" value="No"/>      | Status <input type="text" value="Open"/>                      |
| Reject Reason <input type="text" value=""/>                    | Remark <input type="text" value=""/>                          |

---

**ITEM LIST**

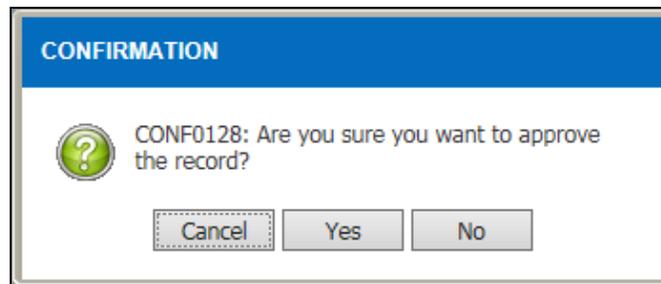
[ 1 - 10 / 42 ]

| Drug / Non-Drug Code                       | Drug / Non-Drug Name      | SKU     | Default Item Code    | Packaging Description | Request Quantity (SKU) | Request Quantity (PKU) | Stock Available (SKU) | Stock Available (PKU) | Buffer Level Quantity (SKU) | Max Storage Quantity (SKU) | Usage & Issue Quantity (SKU) | Pending op Approved | Average Unit Price (RM) | Amount (RM) | No. of Vote Code |
|--|---------------------------|---------|----------------------|-----------------------|------------------------|------------------------|-----------------------|-----------------------|-----------------------------|----------------------------|------------------------------|---------------------|-------------------------|-------------|------------------|
| <input type="checkbox"/> A11CC03000C1002XX | Alfalcaldol 1mg Capsule   | capsule | A11CC03000C1002XX.01 | Box of 100 cap        | 8,400                  | 84                     | 9,600                 | 96                    | 12,000                      | 18,000                     | 0                            | 0                   | 0.4159                  | 3,493.56    | 1                |
| <input type="checkbox"/> C01BD01110T1001XX | Amiodarone 200 mg Tablet  | tablet  |                      |                       | 3,500                  | 0                      | 1,000                 | 0                     | 3,000                       | 4,500                      | 0                            | 0                   | 0.8976                  | 3,141.60    | 1                |
| <input type="checkbox"/> J01CA04012C1002XX | Amoxicillin 500mg Capsule | capsule |                      |                       | 30,000                 | 0                      | 0                     | 0                     | 20,000                      | 30,000                     | 0                            | 0                   | 0.1091                  | 3,273.00    | 1                |

**Figure 3.2-20 Recommended Purchase List**

**STEP 18**

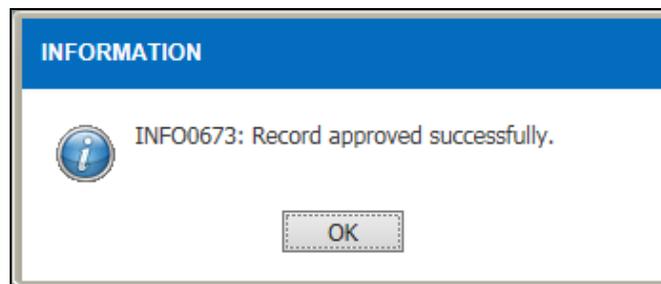
- a) Click on the  button to approve the record and confirmation message will be display as Figure 3.2-21



**Figure 3.2-21 Confirmation Message**

**Note**

- Click on the  button to approved record and information message will be display as Figure 3.2-22



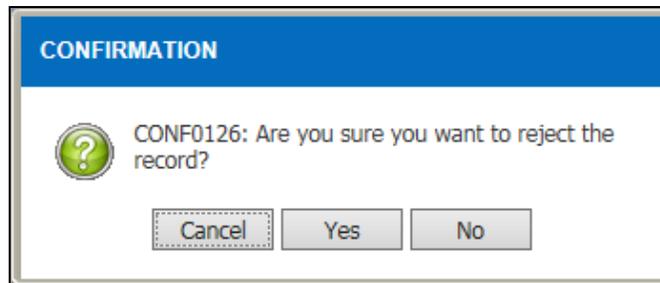
**Figure 3.2-22 Information Message**

**Note**

- Click on the  button to successfully approved the record
- b) Click on the  button to reject the record and confirmation message will be display as Figure 3.2-23

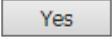
**Note**

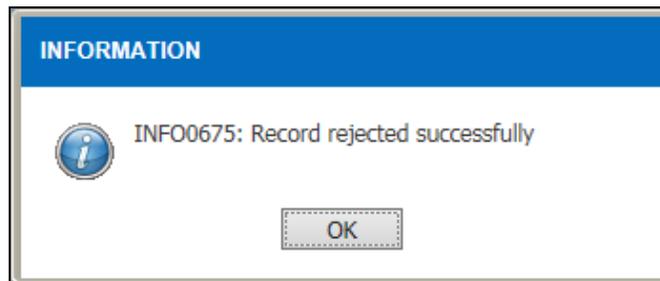
User need to enter **Reject Reason** before click on the  button



**Figure 3.2-23 Confirmation Message**

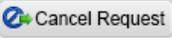
**Note**

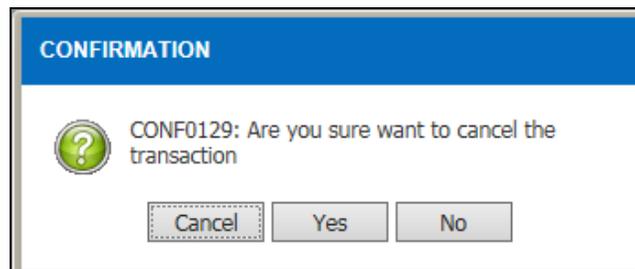
- Click on the  button to reject record and information message will be display as Figure 3.2-24



**Figure 3.2-24 Information Message**

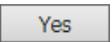
**Note**

- Click on the  button to successfully rejected the record
- c) Click on the  button to cancel the record and confirmation message will be display as Figure 3.2-25



**Figure 3.2-25 Confirmation Message**

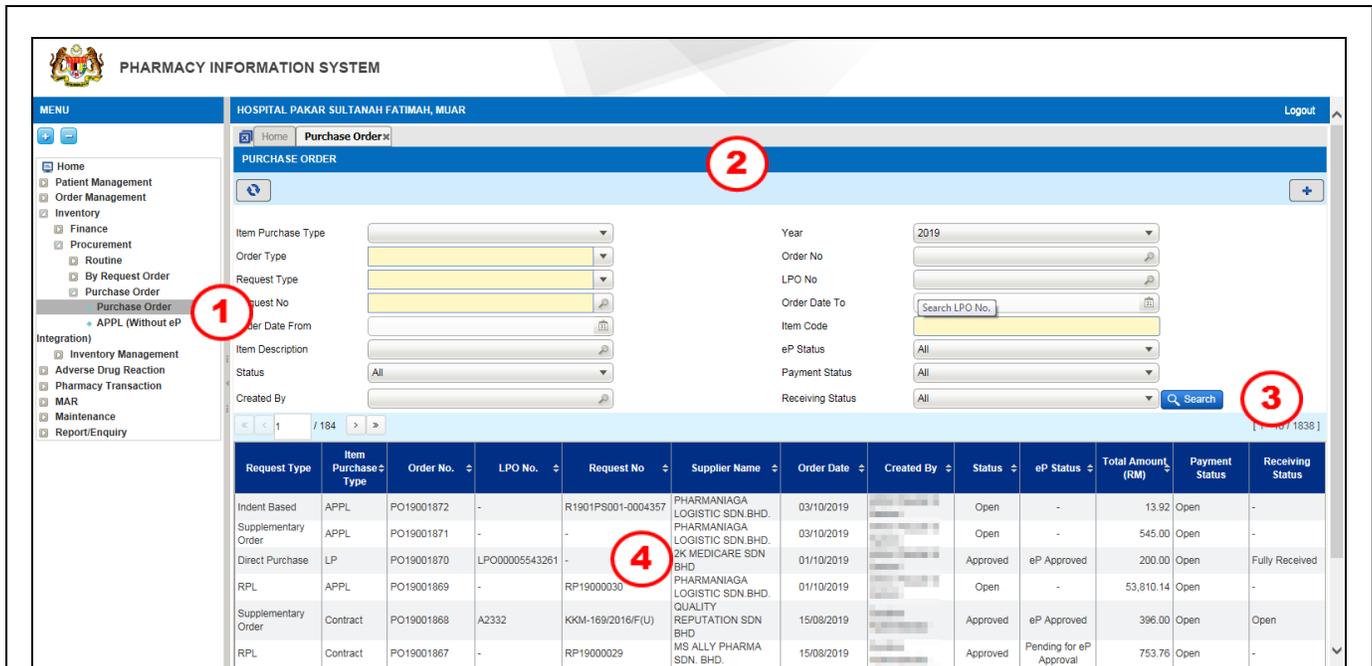
**Note**

Click on the  button to cancel the transaction

### 3.3 Purchase Order

#### 3.3.1 Purchase Order Listing Page

To view existing Purchase order Record, perform the steps below:



**PHARMACY INFORMATION SYSTEM**

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

MENU: Home, Patient Management, Order Management, Inventory, Finance, Procurement, Routine, By Request Order, Purchase Order, **Purchase Order**, APPL (Without eP Integration), Inventory Management, Adverse Drug Reaction, Pharmacy Transaction, MAR, Maintenance, Report/Enquiry

Search and Filter Area: Year (2019), Order No., LPO No., Order Date To, Item Code, eP Status (All), Payment Status (All), Receiving Status (All), Search

| Request Type        | Item Purchase Type | Order No.  | LPO No.        | Request No.        | Supplier Name                  | Order Date | Created By | Status   | eP Status               | Total Amount (RM) | Payment Status | Receiving Status |
|---------------------|--------------------|------------|----------------|--------------------|--------------------------------|------------|------------|----------|-------------------------|-------------------|----------------|------------------|
| Indent Based        | APPL               | PO19001872 | -              | R1901PS001-0004357 | PHARMANIAGA LOGISTIC SDN. BHD. | 03/10/2019 |            | Open     | -                       | 13.92             | Open           | -                |
| Supplementary Order | APPL               | PO19001871 | -              |                    | PHARMANIAGA LOGISTIC SDN. BHD. | 03/10/2019 |            | Open     | -                       | 545.00            | Open           | -                |
| Direct Purchase     | LP                 | PO19001870 | LPO00005543261 |                    | 2K MEDICARE SDN BHD            | 01/10/2019 |            | Approved | eP Approved             | 200.00            | Open           | Fully Received   |
| RPL                 | APPL               | PO19001869 | -              | RP19000030         | PHARMANIAGA LOGISTIC SDN. BHD. | 01/10/2019 |            | Open     | -                       | 53,810.14         | Open           | -                |
| Supplementary Order | Contract           | PO19001868 | A2332          | KKM-169/2016/F(U)  | QUALITY REPUTATION SDN BHD     | 15/08/2019 |            | Approved | eP Approved             | 396.00            | Open           | Open             |
| RPL                 | Contract           | PO19001867 | -              | RP19000029         | MS ALLY PHARMA SDN. BHD.       | 15/08/2019 |            | Approved | Pending for eP Approval | 753.76            | Open           | -                |

Figure 3.3.1-1 Purchase Order Listing Page

#### STEP 1

Click on 'Inventory' menu followed by 'Procurement' and 'Routine', and select 'Purchase Order'

#### STEP 2

To search for existing purchase order transaction, these search criteria can be used

- Item Purchase Type
  - APPL
  - Contract
  - LP
- Order Type
  - Direct Purchase
  - Quotation
- Request Type
  - Approved Special Drug
  - Indent Based
  - RPL
  - Requisition Order
  - Supplementary Order
- Order No
- LPO No
- Date From
- Date To
- Item Description
- Item Code
- Status
- eP Status
  - eP Approved
  - eP Rejected

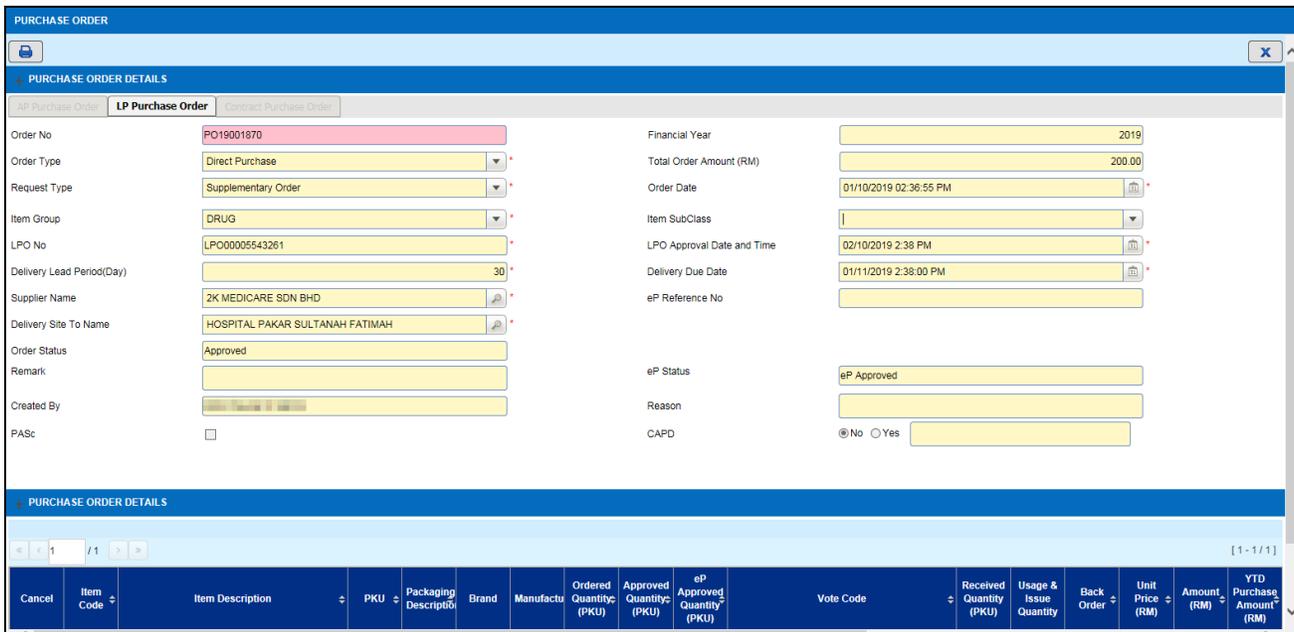
- Pending for eP Approval
  - eP Cancelled
- l) Payment Status
- Closed
  - Full Payment
  - Payment with Credit Note
  - Open
- m) Status
- ALL
  - Approved
  - Cancelled
  - Cancelled LPO
  - Cancelled Order
  - Closed
  - LPO Cancelled By eP
  - Open
  - Pending for Approval
  - Rejected
- n) Receiving Status
- Fully Received
  - Open
  - Partially Received

**STEP 3**

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

**STEP 4**

Double click on the selected record and the details will be displayed as figure 3.3.1-2



The screenshot displays the 'PURCHASE ORDER' details for order PO19001870. The details include:

- Order No: PO19001870
- Order Type: Direct Purchase
- Request Type: Supplementary Order
- Item Group: DRUG
- LPO No: LPO0000543261
- Delivery Lead Period(Day): 30
- Supplier Name: 2K MEDICARE SDN BHD
- Delivery Site To Name: HOSPITAL PAKAR SULTANAH FATIMAH
- Order Status: Approved
- Remark: (empty)
- Created By: (empty)
- PASc:
- Financial Year: 2019
- Total Order Amount (RM): 200.00
- Order Date: 01/10/2019 02:36:55 PM
- Item SubClass: (empty)
- LPO Approval Date and Time: 02/10/2019 2:38 PM
- Delivery Due Date: 01/11/2019 2:38:00 PM
- eP Reference No: (empty)
- eP Status: eP Approved
- Reason: (empty)
- CAPD:  No  Yes

Below the details is a table header for the listing page:

| Cancel | Item Code | Item Description | PKU | Packaging Description | Brand | Manufactu | Ordered Quantity (PKU) | Approved Quantity (PKU) | eP Approved Quantity (PKU) | Vote Code | Received Quantity (PKU) | Usage & Issue Quantity | Back Order | Unit Price (RM) | Amount (RM) | YTD Purchase Amount (RM) |
|--------|-----------|------------------|-----|-----------------------|-------|-----------|------------------------|-------------------------|----------------------------|-----------|-------------------------|------------------------|------------|-----------------|-------------|--------------------------|
|--------|-----------|------------------|-----|-----------------------|-------|-----------|------------------------|-------------------------|----------------------------|-----------|-------------------------|------------------------|------------|-----------------|-------------|--------------------------|

Figure 3.3.1-2 Purchase Order Listing Page

### 3.3.2 New Purchase Order LP Direct Purchase: RPL

To create new Purchase Order LP Direct Purchase for RPL, perform the steps below:

**PHARMACY INFORMATION SYSTEM**

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

Home Purchase Order

**PURCHASE ORDER**

Item Purchase Type: [Dropdown] Year: 2019

Order Type: [Dropdown] Order No: [Text]

Request Type: [Dropdown] LPO No: [Text]

Request No: [Text] Order Date To: [Text]

Order Date From: [Text] Item Code: [Text]

Item Description: [Text] eP Status: All

Status: All Payment Status: All

Created By: [Text] Receiving Status: All

| Request Type        | Item Purchase Type | Order No.  | LPO No.        | Request No.        | Supplier Name                  | Order Date | Created By | Status   | eP Status               | Total Amount (RM) | Payment Status | Receiving Status |
|---------------------|--------------------|------------|----------------|--------------------|--------------------------------|------------|------------|----------|-------------------------|-------------------|----------------|------------------|
| Indent Based        | APPL               | PO19001872 | -              | R1901PS001-0004357 | PHARMANIAGA LOGISTIC SDN. BHD. | 03/10/2019 |            | Open     | -                       | 13.92             | Open           | -                |
| Supplementary Order | APPL               | PO19001871 | -              | -                  | PHARMANIAGA LOGISTIC SDN. BHD. | 03/10/2019 |            | Open     | -                       | 545.00            | Open           | -                |
| Direct Purchase     | LP                 | PO19001870 | LPO00005543261 | -                  | 2K MEDICARE SDN BHD            | 01/10/2019 |            | Approved | eP Approved             | 200.00            | Open           | Fully Received   |
| RPL                 | APPL               | PO19001869 | -              | RP19000030         | PHARMANIAGA LOGISTIC SDN. BHD. | 01/10/2019 |            | Open     | -                       | 53,810.14         | Open           | -                |
| Supplementary Order | Contract           | PO19001868 | A2332          | KKM-169/2016/F(U)  | QUALITY REPUTATION SDN BHD     | 15/08/2019 |            | Approved | eP Approved             | 396.00            | Open           | Open             |
| RPL                 | Contract           | PO19001867 | -              | RP19000029         | MIS ALLY PHARMA SDN. BHD.      | 15/08/2019 |            | Approved | Pending for eP Approval | 753.76            | Open           | -                |

Figure 3.3.2-1 LP Purchase Order

#### STEP 1

Click on 'Inventory' menu followed by 'Procurement' and 'Routine', and select 'Purchase Order'

#### STEP 2

Click on the button and the Purchase Order screen will be displayed.

**PURCHASE ORDER**

PURCHASE ORDER DETAILS

AP Purchase Order LP Purchase Order Contract Purchase Order

Order No: [Text] Financial Year: 2019

Order Type: Direct Purchase Total Order Amount (RM): 0.00

Request Type: RPL Order Date: 03/10/2019 04:31:30 PM

RPL No: RP19000032

Supplier Name: 3A PHARMA eP Reference No: [Text]

Delivery Site To Name: HOSPITAL PAKAR SULTANAH FATIMAH

Order Status: Open

Remark: [Text] eP Status: [Text]

Created By: [Text] Reason: [Text]

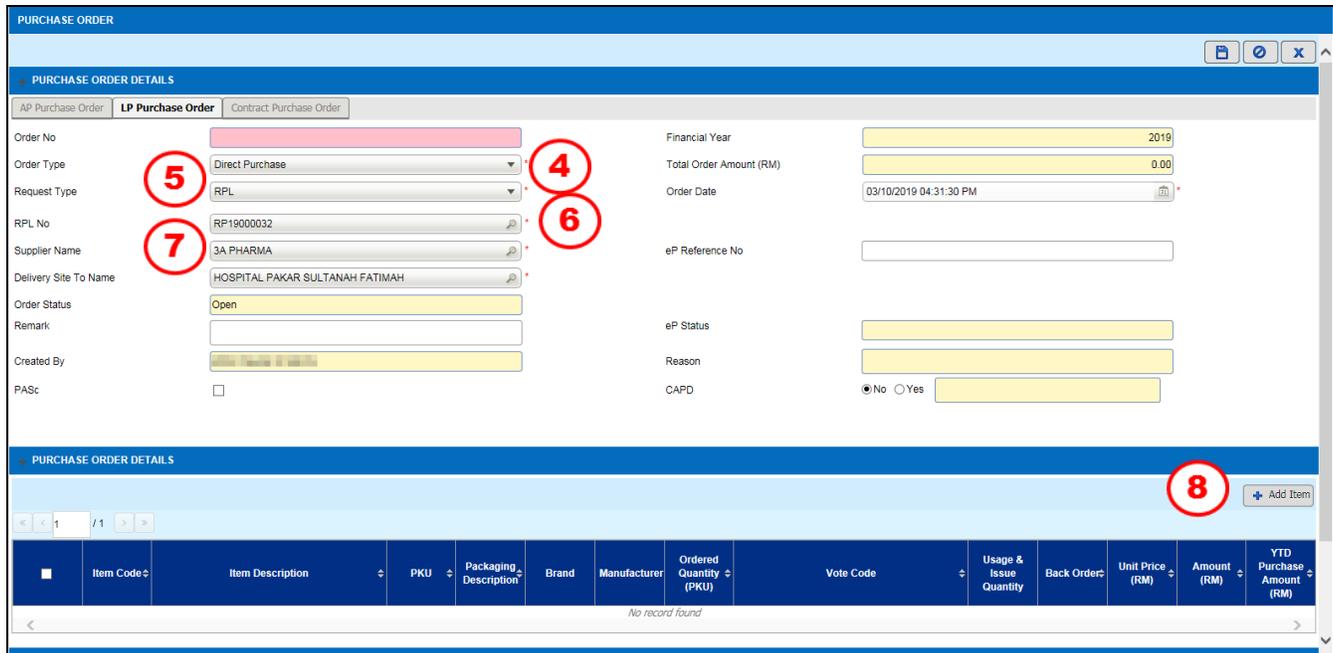
PASC:  CAPD:  No  Yes

| Item Code       | Item Description | PKU | Packaging Description | Brand | Manufacturer | Ordered Quantity (PKU) | Vote Code | Usage & Issue Quantity | Back Order | Unit Price (RM) | Amount (RM) | YTD Purchase Amount (RM) |
|-----------------|------------------|-----|-----------------------|-------|--------------|------------------------|-----------|------------------------|------------|-----------------|-------------|--------------------------|
| No record found |                  |     |                       |       |              |                        |           |                        |            |                 |             |                          |

Figure 3.3.2-2 LP Purchase Order

**STEP 3**

Select 'LP Purchase Order' tab



The screenshot shows the 'PURCHASE ORDER' form with the following fields and callouts:

- 4**: Financial Year (2019)
- 5**: Order Type (Direct Purchase)
- 6**: RPL No (RP19000032)
- 7**: Supplier Name (3A PHARMA)
- 8**: Add Item button

Other visible fields include: Order No, Request Type (RPL), Delivery Site To Name (HOSPITAL PAKAR SULTANAH FATIMAH), Order Status (Open), Total Order Amount (RM) (0.00), Order Date (03/10/2019 04:31:30 PM), eP Reference No, eP Status, Reason, CAPD (No/Yes), and a table with columns: Item Code, Item Description, PKU, Packaging Description, Brand, Manufacturer, Ordered Quantity (PKU), Vote Code, Usage & Issue Quantity, Back Order, Unit Price (RM), Amount (RM), and YTD Purchase Amount (RM). The table currently shows 'No record found'.

**Figure 3.3.2-3 LP Purchase Order**

**STEP 4**

Select on **Order Type** as Direct Purchase

**STEP 5**

Select **Request Type** as RPL

**STEP 6**

Select **RPL No**

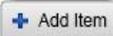
**STEP 7**

Select **Supplier Name**

**Note**

- If select **PASc** , user need to enter **PASc Reference No**
- if select **CAPD** as 'Yes' , user need to enter value in the field

**STEP 8**

Click on the  button to add item to be procure and Add Purchase Order Item screen will be display as Figure 3.3.2-4

**ADD PURCHASE ORDER ITEM**

|                               |                             |                             |                        |                                   |                     |
|-------------------------------|-----------------------------|-----------------------------|------------------------|-----------------------------------|---------------------|
| Item Code                     | B01AA03520T1004XX.02        | Item Group                  | DRUG                   | PKU                               | pck                 |
| Item Description              | Warfarin Sodium 5 mg Tablet | Budget Type                 | Operating              | Packaging Description             | pack of 1000 tablet |
| Vote Description              | FARMASI DAN BEKALAN (UBAT)  | Vote Code                   | 090401/022200/27401/99 | Remaining Contract Quantity (PKU) |                     |
| Ministry/Department Vote Code |                             | eP Project / Program        |                        | eP GL Account                     |                     |
| Order Quantity (PKU)          | 19                          | Approved Quantity (PKU)     | 19                     | Brand                             | APOTEX (APO)        |
| Suggested Quantity (PKU)      | 24                          | eP Approved Quantity (PKU)  | 0                      | Manufacturer                      | Apotex              |
| Min Order Quantity (PKU)      | 1                           | Max Storage Quantity(PKU)   | 24                     | Unit Price (RM) (PKU)             | 2.00                |
| Quantity Available (PKU)      | 0                           | Max Storage Quantity(SKU)   | 24,000                 | Total Amount (RM)                 | 38.00               |
| Quantity Available (SKU)      | 0                           | Buffer Level Quantity (SKU) | 16,000                 |                                   |                     |

Figure 3.3.2-4 Add Purchase Order Item

**STEP 9**

Select **Item Description** and Product Search window will be display as Figure 3.3.2-5

**Product Search**

Item Description:  Item Code:

< 1 / 117 >

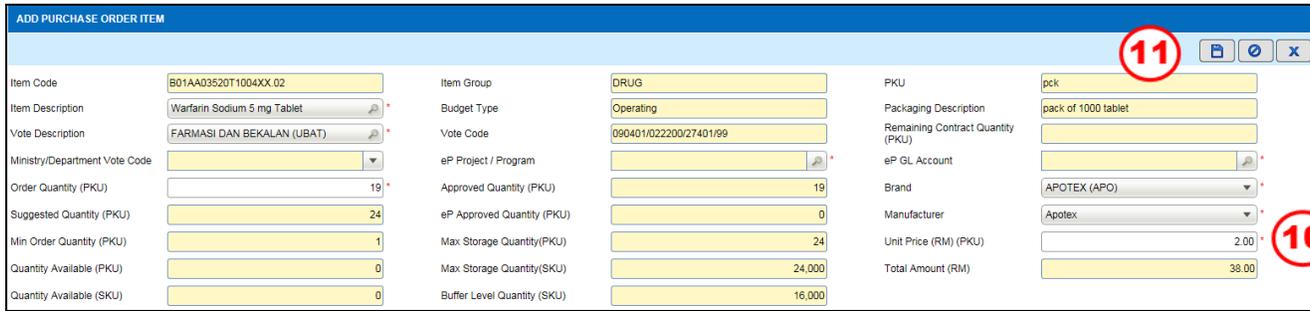
[ 1 - 10 / 1162 ]

| Item Description                                | Item Code             | Packaging Description      | Drug Name   | Vote Code              | Budget Type |
|---|-----------------------|----------------------------|---|------------------------|-------------|
| 5-Hydroxytryptophan (5-HTP) 50mg Capsule/tablet | KPK00285              | pack of 180 each           | 5-Hydroxytryptophan (5-HTP) 50mg Capsule/tablet   |                        |             |
| 5-Hydroxytryptophan (5-HTP) 50mg Capsule/tablet | KPK00285.02           | pack of 180 each           | 5-Hydroxytryptophan (5-HTP) 50mg Capsule/tablet   |                        |             |
| 5-Hydroxytryptophan (5-HTP) 50mg Capsule/tablet | KPK00285.04           | finger tip unit of 10 each | 5-Hydroxytryptophan (5-HTP) 50mg Capsule/tablet   |                        |             |
| Abacavir 20mg/ml Oral Soln                      | KPK00037.01           | bottle of 240 millilitre   | Abacavir 20mg/ml Oral Soln                        |                        |             |
| Abacavir 300mg Tab                              | KPK00038.01           | Pack of 60 tab             | Abacavir 300mg Tab                                |                        |             |
| Abacavir Sulphate 600mg + Lamivudine 300mg Tab  | J05AR02964 T1001XX.01 | pack of 30 tablet          | Abacavir Sulphate 600mg + Lamivudine 300mg Tablet |                        |             |
| Acetazolamide 500mg Inj                         | S01EC01000 P4001XX.01 | Vial                       | Acetazolamide 500mg Inj                           | 050801/010500/27401/02 | Operating   |
| Acetic Acid 0.5% in Aqueous                     | GLN0200068.02         | bottle of 5000 millilitre  | Acetic Acid 0.5% in Aqueous                       |                        |             |
| Acetic Acid 1% in Aqueous                       | GLN0200067.01         | bottle of 1000 millilitre  | Acetic Acid 1% in Aqueous                         |                        |             |
| Acetic Acid 3% in Aqueous                       | GLN0200091.01         | bottle of 1000 ml          | Acetic Acid 3% in Aqueous                         |                        |             |

Figure 3.3.2-5 Product Search

**Note**

- List of item display is the list from approved RPL
- Click on the selected item



| ADD PURCHASE ORDER ITEM       |                             |                             |                        |                                   |                     |
|-------------------------------|-----------------------------|-----------------------------|------------------------|-----------------------------------|---------------------|
| Item Code                     | B01AA03520T1004XX.02        | Item Group                  | DRUG                   | PKU                               | pck                 |
| Item Description              | Warfarin Sodium 5 mg Tablet | Budget Type                 | Operating              | Packaging Description             | pack of 1000 tablet |
| Vote Description              | FARMASI DAN BEKALAN (UBAT)  | Vote Code                   | 090401/022200/27401/99 | Remaining Contract Quantity (PKU) |                     |
| Ministry/Department Vote Code |                             | eP Project / Program        |                        | eP GL Account                     |                     |
| Order Quantity (PKU)          | 19                          | Approved Quantity (PKU)     | 19                     | Brand                             | APOTEX (APO)        |
| Suggested Quantity (PKU)      | 24                          | eP Approved Quantity (PKU)  | 0                      | Manufacturer                      | Apotex              |
| Min Order Quantity (PKU)      | 1                           | Max. Storage Quantity(PKU)  | 24                     | Unit Price (RM) (PKU)             | 2.00                |
| Quantity Available (PKU)      | 0                           | Max. Storage Quantity(SKU)  | 24,000                 | Total Amount (RM)                 | 38.00               |
| Quantity Available (SKU)      | 0                           | Buffer Level Quantity (SKU) | 16,000                 |                                   |                     |

Figure 3.3.2-6 Add Purchase Order Item

**Note**

- **Vote Description** will be display after selecting **Item Description** and user is allowed to change the **Vote Description**.
- **Order Quantity** will be display value based on the approved quantity at RPL stage.
- **Brand** and **Manufacturer** will be based on the selected **Item Description** and user is allowed to change the value. If there is no value for **Brand** and **Manufacturing**, user needs to select from the drop down box.

**STEP 10**

Enter **Unit Price (RM) (PKU)**

**STEP 11**

Click on the  button to save the record and confirmation message will be display as Figure 3.3.2-7

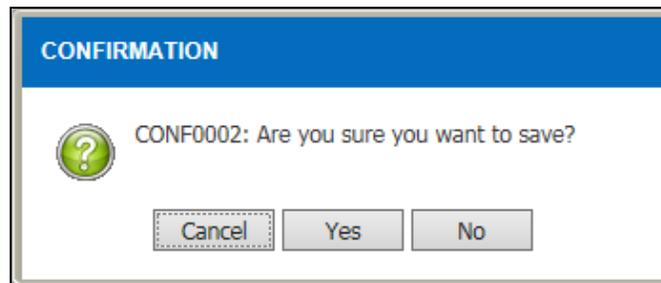
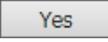


Figure 3.3.2-7 Confirmation Message

**Note**

Click on the  button to save the record and information message will be display as Figure 3.3.2-8

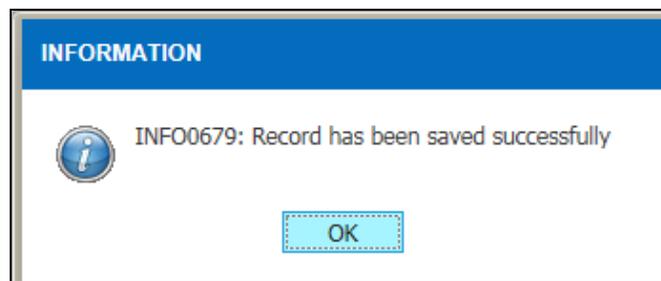
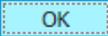


Figure 3.3.2-8 Information Message

**Note**

Click on the  button to successfully saved the record and the details will be appeared on Purchase Order Details as shown in the Figure 3.3.2-9

**PURCHASE ORDER**

Item Code: [ ] Item Group: DRUG PKU: [ ]  
 Item Description: [ ] Budget Type: [ ] Packaging Description: [ ]  
 Vote Description: [ ] Vote Code: [ ] Remaining Contract Quantity (PKU): [ ]  
 Ministry/Department Vote Code: [ ] eP Project / Program: [ ] eP GL Account: [ ]  
 Order Quantity (PKU): [ ] Approved Quantity (PKU): [ ] Brand: [ ]  
 Suggested Quantity (PKU): [ ] eP Approved Quantity (PKU): [ ] Manufacturer: [ ]  
 Min Order Quantity (PKU): [ ] Max Storage Quantity (PKU): [ ] Unit Price (RM) (PKU): 0.00  
 Quantity Available (PKU): [ ] Max Storage Quantity (SKU): [ ] Total Amount (RM): 0.00  
 Quantity Available (SKU): [ ] Buffer Level Quantity (SKU): [ ]

---

**PURCHASE ORDER DETAILS**

1 / 1 [Delete Item] [Add Item]

| Item Code                | Item Description            | PKU | Packaging Description | Brand | Manufacturer | Ordered Quantity (PKU) | Vote Code   | Usage & Issue Quantity | Back Order | Unit Price (RM) | Amount (RM) | YTD Purchase Amount (RM) |
|--------------------------|-----------------------------|-----|-----------------------|-------|--------------|------------------------|---|------------------------|------------|-----------------|-------------|--------------------------|
| B01AA03520<br>T1004XX.02 | Warfarin Sodium 5 mg Tablet | pck | pack of 1000 tablet   | APOTE | Apotex       | 19                     | 090401/022200/27401/99 FARMASI DAN BEKALAN (UBAT) Operating | 100                    | 0          | 2.00            | 38.00       | 0.00                     |

---

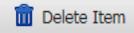
**VOTE CODE LIST**

1 / 1

| Vote Code              | Vote Description           | Budget Type | Balance Before PO (RM) | Utilized PO (RM) | Balance After PO (RM) |
|------------------------|----------------------------|-------------|------------------------|------------------|-----------------------|
| 090401/022200/27401/99 | FARMASI DAN BEKALAN (UBAT) | Operating   | 1,554,153.98           | 38.00            | 1,554,115.98          |
| TOTAL                  |                            |             | 1,554,153.98           | 38.00            | 1,554,115.98          |

Figure 3.3.2-9 LP Purchase Order

**Note**

- To add more items to purchase, please repeat form STEP 8 to STEP 11.
- User is allowed to delete the list of Purchase Order Details by click on the check box then click the  button.
- User can view the vote code in the section Vote Code List as shown in figure 3.3.2-10

**VOTE CODE LIST**

1 / 1

| Vote Code              | Vote Description   | Budget Type | Balance Before PO (RM) | Utilized PO (RM) | Balance After PO (RM) |
|------------------------|--------------------|-------------|------------------------|------------------|-----------------------|
| 090401/031900/27401/01 | Radioterapi (ubat) | Operating   | 5,661.42               | 778.40           | 4,883.02              |
| TOTAL                  |                    |             | 5,661.42               | 778.40           | 4,883.02              |

Figure 3.3.2-10 Vote Code List

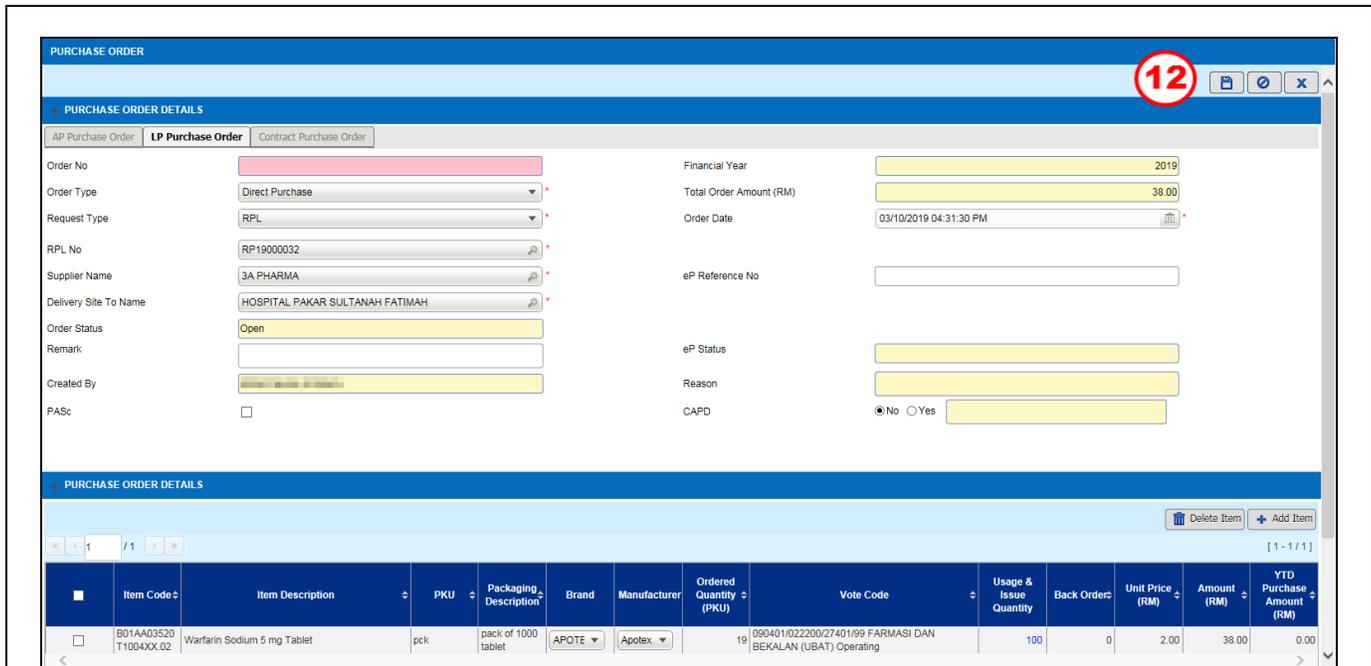


Figure 3.3.2-11 LP Purchase Order

**STEP 12**

Click on the  button to save the record and confirmation message will be display as Figure 3.3.2-12

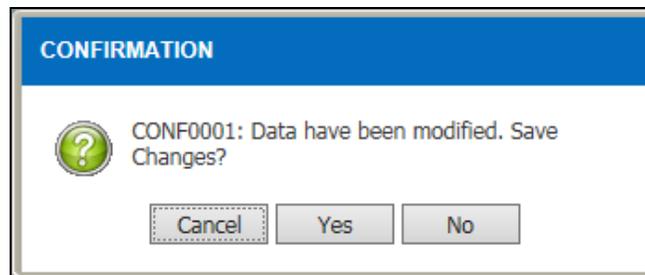


Figure 3.3.2-12 Confirmation Message

**Note**

Click on the  button to save the record and information message will be display as Figure 3.3.2-13

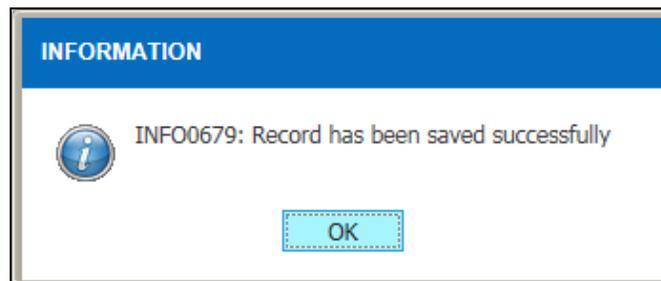


Figure 3.3.2-13 Information Message

**Note**

- Click on the  button to successfully save the record

- **Order No** will be auto generated after successfully saved the record
- Button , and will be enable after successfully saved the record as shown in Figure 3.3.2-14

Figure 3.3.2-14 LP Purchase Order

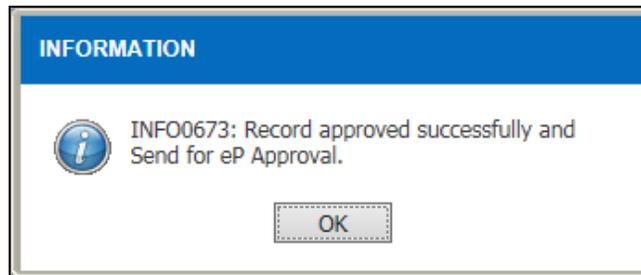
**STEP 13**

- Click on the button to approve the record and confirmation message will be display as Figure 3.3.2-15

Figure 3.3.2-15 Confirmation Message

**Note**

- Click on the button to approved record and information message will be display as Figure 3.3.2-16



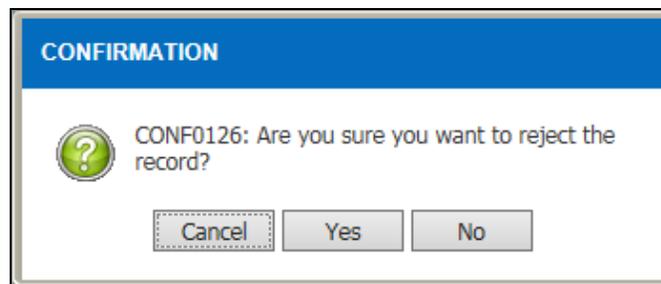
**Figure 3.3.2-16 Information Message**

**Note**

- Click on the  button to successfully approved the record
- b) Click on the  button to reject the record and confirmation message will be display as Figure 3.3.2-17

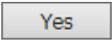
**Note**

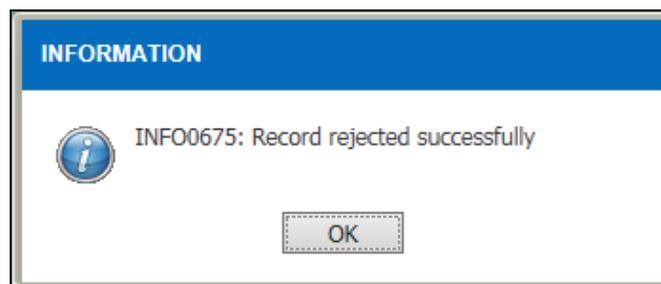
User need to enter **Reject Reason** before click on the  button



**Figure 3.3.2-17 Confirmation Message**

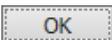
**Note**

- Click on the  button to reject record and information message will be display as Figure 3.3.2-18

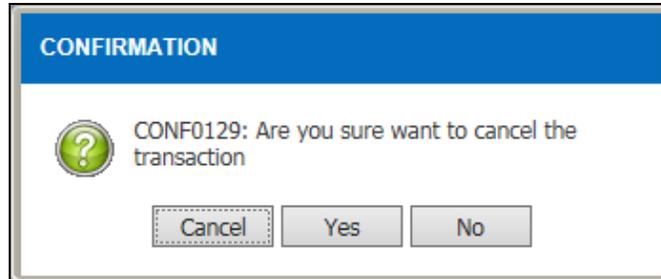


**Figure 3.3.2-18 Information Message**

**Note**

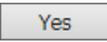
- Click on the  button to successfully rejected the record

- c) Click on the  button to cancel the record and confirmation message will be display as Figure 3.3.2-19



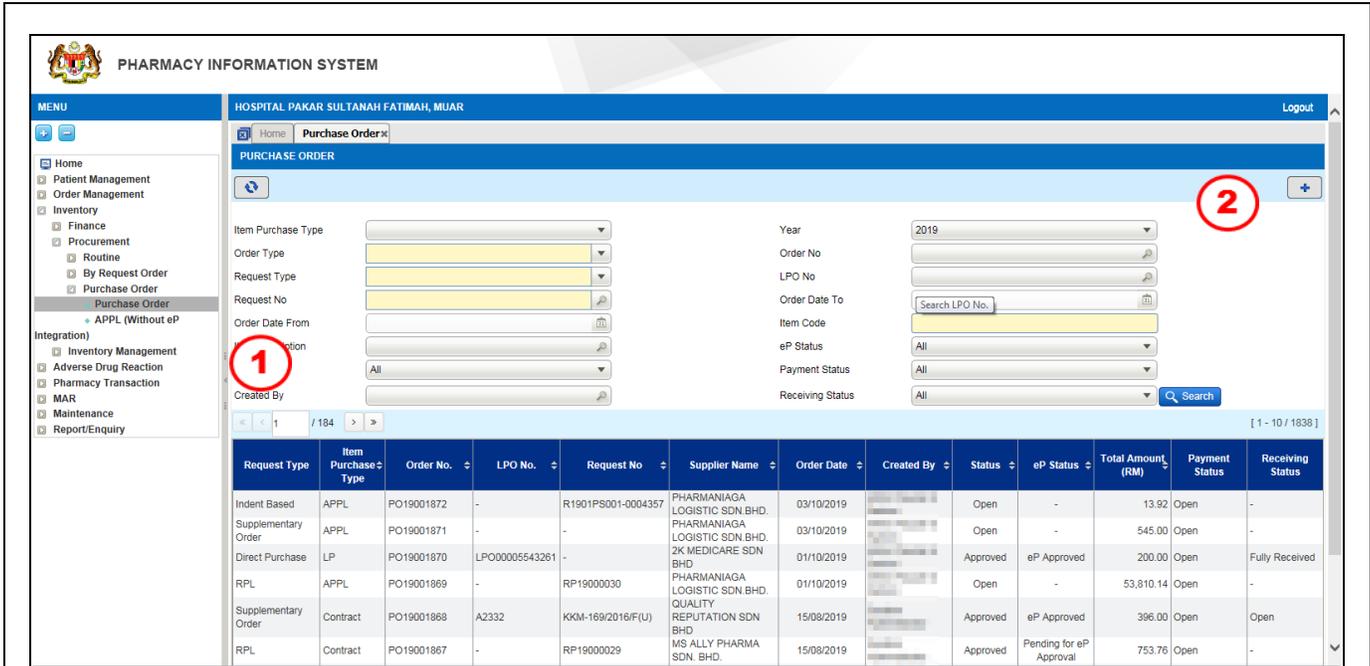
**Figure 3.3.2-19 Confirmation Message**

**Note**

Click on the  button to cancel the transaction

### 3.3.3 New Purchase Order LP Direct Purchase: Supplementary

To create new Purchase Order LP Direct Purchase for Supplementary, perform the steps below:



| Request Type        | Item Purchase Type | Order No.  | LPO No.        | Request No.        | Supplier Name                  | Order Date | Created By | Status   | eP Status               | Total Amount (RM) | Payment Status | Receiving Status |
|---------------------|--------------------|------------|----------------|--------------------|--------------------------------|------------|------------|----------|-------------------------|-------------------|----------------|------------------|
| Indent Based        | APPL               | PO19001872 | -              | R1901PS001-0004357 | PHARMANIAGA LOGISTIC SDN. BHD. | 03/10/2019 |            | Open     | -                       | 13.92             | Open           | -                |
| Supplementary Order | APPL               | PO19001871 | -              | -                  | PHARMANIAGA LOGISTIC SDN. BHD. | 03/10/2019 |            | Open     | -                       | 545.00            | Open           | -                |
| Direct Purchase     | LP                 | PO19001870 | LPO00005543261 | -                  | 2K MEDICARE SDN BHD            | 01/10/2019 |            | Approved | eP Approved             | 200.00            | Open           | Fully Received   |
| RPL                 | APPL               | PO19001869 | -              | RP19000030         | PHARMANIAGA LOGISTIC SDN. BHD. | 01/10/2019 |            | Open     | -                       | 53,810.14         | Open           | -                |
| Supplementary Order | Contract           | PO19001868 | A2332          | KKM-169/2016/F(U)  | REPUTATION SDN BHD             | 15/08/2019 |            | Approved | eP Approved             | 396.00            | Open           | Open             |
| RPL                 | Contract           | PO19001867 | -              | RP19000029         | MS ALLY PHARMA SDN. BHD.       | 15/08/2019 |            | Approved | Pending for eP Approval | 753.76            | Open           | -                |

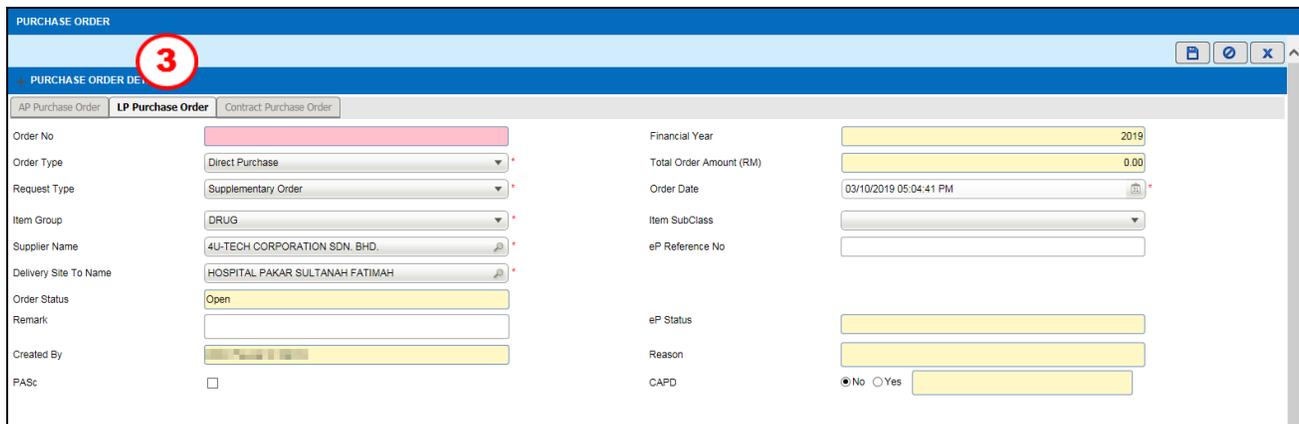
Figure 3.3.3-1 LP Purchase Order

#### STEP 1

Click on 'Inventory' menu followed by 'Procurement' and 'Routine', and select 'Purchase Order'

#### STEP 2

Click on the  button and the Purchase Order screen will be displayed.



Order No.

Financial Year: 2019

Order Type: Direct Purchase

Total Order Amount (RM): 0.00

Request Type: Supplementary Order

Order Date: 03/10/2019 05:04:41 PM

Item Group: DRUG

Item SubClass:

Supplier Name: 4U-TECH CORPORATION SDN. BHD.

eP Reference No:

Delivery Site To Name: HOSPITAL PAKAR SULTANAH FATIMAH

Order Status: Open

Remark:

eP Status:

Created By:

Reason:

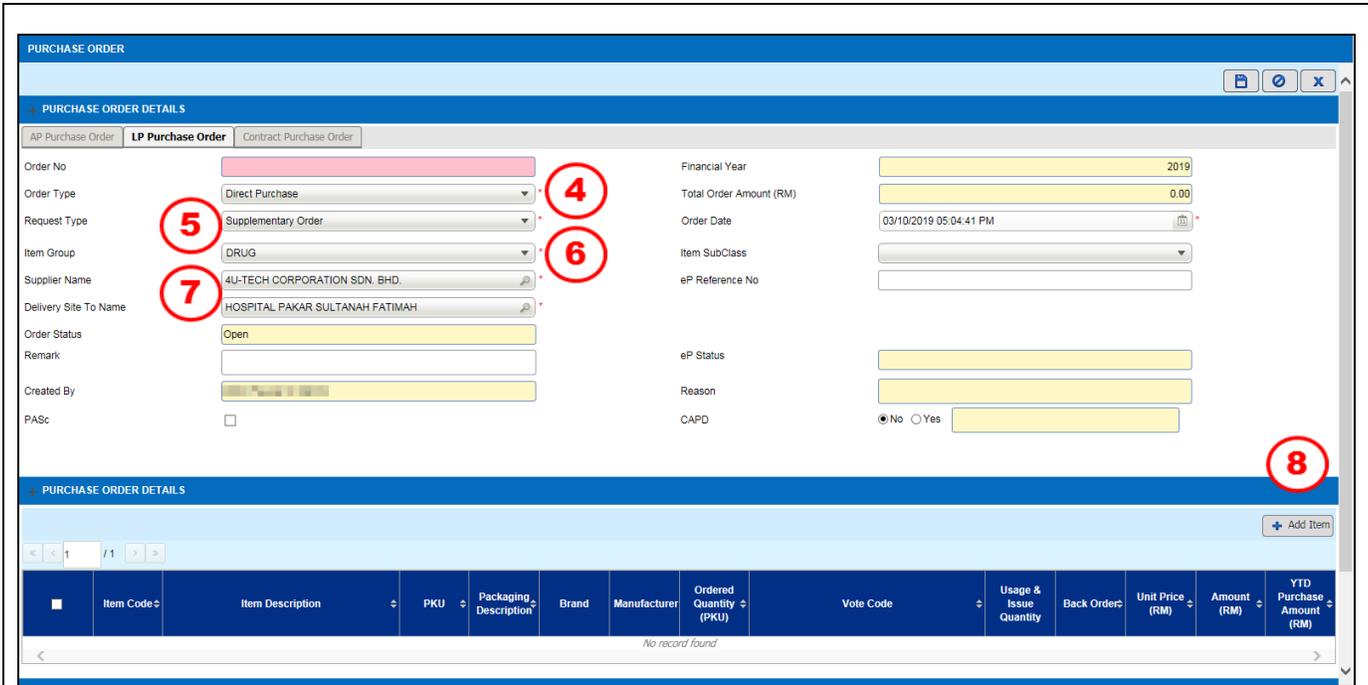
PASc:

CAFD:  No  Yes

Figure 3.3.3-2 LP Purchase Order

#### STEP 3

Select 'LP Purchase Order' tab



The screenshot shows the 'PURCHASE ORDER' form with the following fields and callouts:

- 4**: Order Type dropdown menu (Direct Purchase)
- 5**: Request Type dropdown menu (Supplementary Order)
- 6**: Item Group dropdown menu (DRUG)
- 7**: Supplier Name dropdown menu (4U-TECH CORPORATION SDN. BHD.)
- 8**: Add Item button

Other visible fields include: Order No, Financial Year (2019), Total Order Amount (RM) (0.00), Order Date (03/10/2019 05:04:41 PM), Item SubClass, eP Reference No, Order Status (Open), Remark, Created By, PASC, eP Status, Reason, CAPD (No/Yes), and a table with columns: Item Code, Item Description, PKU, Packaging Description, Brand, Manufacturer, Ordered Quantity (PKU), Vote Code, Usage & Issue Quantity, Back Order, Unit Price (RM), Amount (RM), and YTD Purchase Amount (RM). The table currently shows 'No record found'.

Figure 3.3.3-3 LP Purchase Order

**STEP 4**

Select on **Order Type** as Direct Purchase

**STEP 5**

Select **Request Type** as Supplementary Order

**STEP 6**

Select **Item Group**

- Drug
- Non-Drug

**Note**

Select **Item SubClass** if required

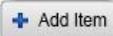
**STEP 7**

Select **Supplier Name**

**Note**

- If select **PASC** , user need to enter **PASC Reference No**
- if select **CAPD** as 'Yes' , user need to enter value in the field

**STEP 8**

Click on the  button to add item to be procure and Add Purchase Order Item screen will be display as Figure 3.3.3-4

**ADD PURCHASE ORDER ITEM**

|                               |                            |                             |                        |                                   |                      |
|-------------------------------|----------------------------|-----------------------------|------------------------|-----------------------------------|----------------------|
| Item Code                     | J01CA04012C1002XX.02       | Item Group                  | DRUG                   | PKU                               | pck                  |
| Item Description              | Amoxicillin 500mg Capsule  | Item Type                   | Operating              | Packaging Description             | pack of 1000 capsule |
| Vote Description              | FARMASI DAN BEKALAN (UBAT) | Vote Code                   | 090401/022200/27401/99 | Remaining Contract Quantity (PKU) |                      |
| Ministry/Department Vote Code |                            | eP Project / Program        |                        | eP GL Account                     |                      |
| Order Quantity (PKU)          | 100                        | Approved Quantity (PKU)     | 100                    | Brand                             | Z-MOX                |
| Suggested Quantity (PKU)      | 30                         | eP Approved Quantity (PKU)  | 0                      | Manufacturer                      | Aurobindo            |
| Min Order Quantity (PKU)      | 1                          | Max Storage Quantity(PKU)   | 30                     | Unit Price (RM) (PKU)             | 1.00                 |
| Quantity Available (PKU)      | 0                          | Max Storage Quantity(SKU)   | 30,000                 | Total Amount (RM)                 | 100.00               |
| Quantity Available (SKU)      | 0                          | Buffer Level Quantity (SKU) | 20,000                 |                                   |                      |

Figure 3.3.3-4 LP Add Purchase Order Details

**STEP 9**

Select **Item Description** and Product Search window will be display as Figure 3.3.3-5

**Product Search**

Item Description:  Item Code:

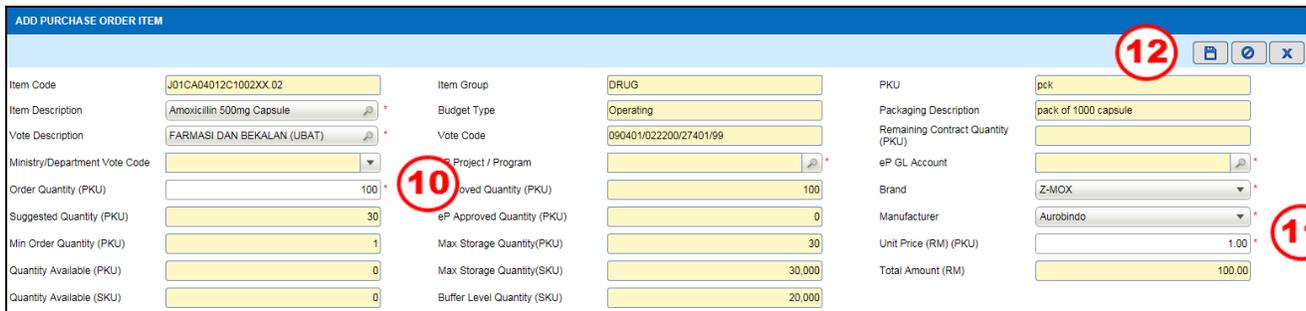
<< 1 / 117 >> [ 1 - 10 / 1162 ]

| Item Description                                | Item Code             | Packaging Description      | Drug Name   | Vote Code              | Budget Type |
|---|-----------------------|----------------------------|---|------------------------|-------------|
| 5-Hydroxytryptophan (5-HTP) 50mg Capsule/tablet | KPK00285              | pack of 180 each           | 5-Hydroxytryptophan (5-HTP) 50mg Capsule/tablet   |                        |             |
| 5-Hydroxytryptophan (5-HTP) 50mg Capsule/tablet | KPK00285.02           | pack of 180 each           | 5-Hydroxytryptophan (5-HTP) 50mg Capsule/tablet   |                        |             |
| 5-Hydroxytryptophan (5-HTP) 50mg Capsule/tablet | KPK00285.04           | finger tip unit of 10 each | 5-Hydroxytryptophan (5-HTP) 50mg Capsule/tablet   |                        |             |
| Abacavir 20mg/ml Oral Soln                      | KPK00037.01           | bottle of 240 millilitre   | Abacavir 20mg/ml Oral Soln                        |                        |             |
| Abacavir 300mg Tab                              | KPK00038.01           | Pack of 60 tab             | Abacavir 300mg Tab                                |                        |             |
| Abacavir Sulphate 600mg + Lamivudine 300mg Tab  | J05AR02964 T1001XX.01 | pack of 30 tablet          | Abacavir Sulphate 600mg + Lamivudine 300mg Tablet |                        |             |
| Acetazolamide 500mg Inj                         | S01EC01000 P4001XX.01 | Vial                       | Acetazolamide 500mg Inj                           | 050801/010500/27401/02 | Operating   |
| Acetic Acid 0.5% in Aqueous                     | GLN0200068.02         | bottle of 5000 millilitre  | Acetic Acid 0.5% in Aqueous                       |                        |             |
| Acetic Acid 1% in Aqueous                       | GLN0200067.01         | bottle of 1000 millilitre  | Acetic Acid 1% in Aqueous                         |                        |             |
| Acetic Acid 3% in Aqueous                       | GLN0200091.01         | bottle of 1000 ml          | Acetic Acid 3% in Aqueous                         |                        |             |

Figure 3.3.3-5 Product Search

**Note**

- List of item display is the list from the Item/Product Buffer Level
- Click on the selected item



|                               |                            |                             |                        |                                   |                      |
|-------------------------------|----------------------------|-----------------------------|------------------------|-----------------------------------|----------------------|
| Item Code                     | J01CA04012C1002XX.02       | Item Group                  | DRUG                   | PKU                               | pck                  |
| Item Description              | Amoxicillin 500mg Capsule  | Budget Type                 | Operating              | Packaging Description             | pack of 1000 capsule |
| Vote Description              | FARMASI DAN BEKALAN (UBAT) | Vote Code                   | 090401/022200/27401/99 | Remaining Contract Quantity (PKU) |                      |
| Ministry/Department Vote Code |                            | Project / Program           |                        | eP GL Account                     |                      |
| Order Quantity (PKU)          | 100                        | Approved Quantity (PKU)     | 100                    | Brand                             | Z-MOX                |
| Suggested Quantity (PKU)      | 30                         | eP Approved Quantity (PKU)  | 0                      | Manufacturer                      | Aurobindo            |
| Min Order Quantity (PKU)      | 1                          | Max Storage Quantity(PKU)   | 30                     | Unit Price (RM) (PKU)             | 1.00                 |
| Quantity Available (PKU)      | 0                          | Max Storage Quantity(SKU)   | 30,000                 | Total Amount (RM)                 | 100.00               |
| Quantity Available (SKU)      | 0                          | Buffer Level Quantity (SKU) | 20,000                 |                                   |                      |

Figure 3.3.3-6 LP Add Purchase Order Details

**Note**

- **Vote Description** will be display after selecting **Item Description** and user is allowed to change the **Vote Description**.
- **Brand** and **Manufacturer** will be based on the selected **Item Description** and user is allowed to change the value. If there is no value for **Brand** and **Manufacturing**, user needs to select from the drop down box.

**STEP 10**

Enter **Order Quantity (PKU)**

**STEP 11**

Enter **Unit Price (RM) (PKU)**

**STEP 12**

Click on the  button to save the record and confirmation message will be display as Figure 3.3.3-7

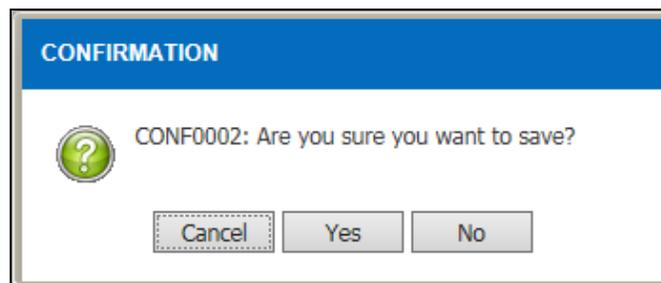
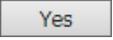


Figure 3.3.3-7 Confirmation Message

**Note**

Click on the  button to save the record and information message will be display as Figure 3.3.3-8

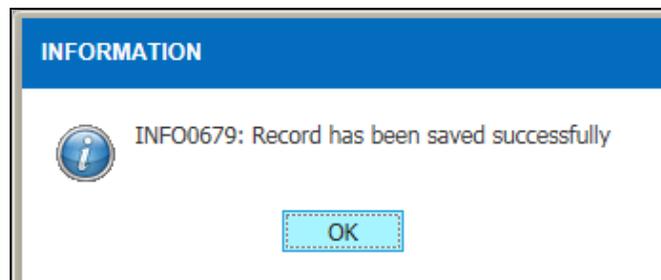
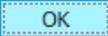
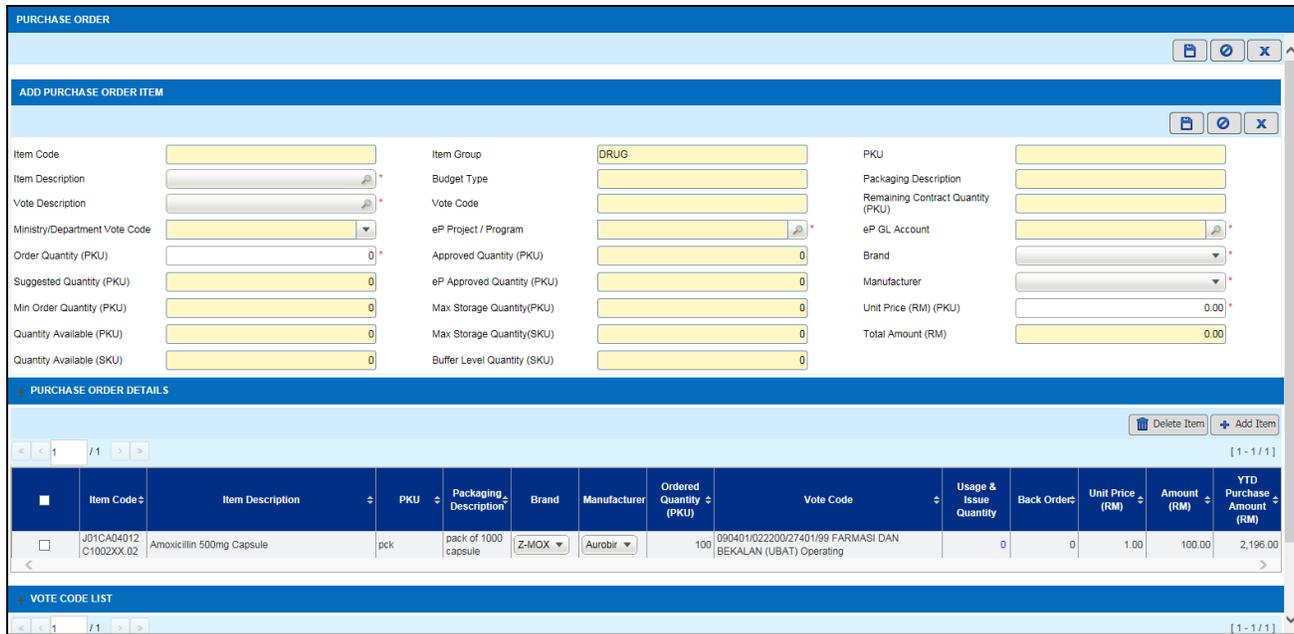


Figure 3.3.3-8 Information Message

**Note**

Click on the  button to successfully saved the record and the details will be appeared on Purchase Order Details as shown in the Figure 3.3.3-9

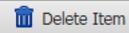


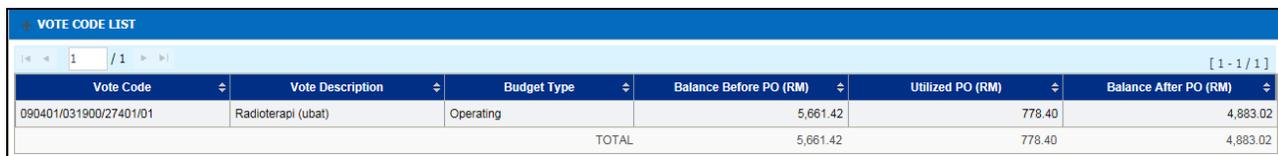
The screenshot shows the 'PURCHASE ORDER' system interface. It includes a form for adding purchase order items with fields for Item Code, Item Description, Vote Description, Ministry/Department Vote Code, Order Quantity (PKU), Suggested Quantity (PKU), Min Order Quantity (PKU), Quantity Available (PKU), Quantity Available (SKU), Item Group (DRUG), Budget Type, Vote Code, eP Project / Program, Approved Quantity (PKU), eP Approved Quantity (PKU), Max Storage Quantity (PKU), Max Storage Quantity (SKU), Buffer Level Quantity (SKU), PKU, Packaging Description, Remaining Contract Quantity (PKU), eP GL Account, Brand, Manufacturer, Unit Price (RM) (PKU), and Total Amount (RM). Below the form is a table titled 'PURCHASE ORDER DETAILS' with columns for Item Code, Item Description, PKU, Packaging Description, Brand, Manufacturer, Ordered Quantity (PKU), Vote Code, Usage & Issue Quantity, Back Order, Unit Price (RM), Amount (RM), and YTD Purchase Amount (RM). The table contains one row for Amoxicillin 500mg Capsule.

| Item Code                | Item Description          | PKU | Packaging Description | Brand | Manufacturer | Ordered Quantity (PKU) | Vote Code   | Usage & Issue Quantity | Back Order | Unit Price (RM) | Amount (RM) | YTD Purchase Amount (RM) |
|--------------------------|---------------------------|-----|-----------------------|-------|--------------|------------------------|---|------------------------|------------|-----------------|-------------|--------------------------|
| J01CA04012<br>C1002XX.02 | Amoxicillin 500mg Capsule | pck | pack of 1000 capsule  | Z-MOX | Aurobir      | 100                    | 090401/022200/27401/99 FARMASI DAN BEKALAN (UBAT) Operating | 0                      | 0          | 1.00            | 100.00      | 2,196.00                 |

**Figure 3.3.3-9 Purchase Order Details**

**Note**

- To add more items to purchase, please repeat form STEP 8 to STEP 12.
- User is allowed to delete the list of Purchase Order Details by click on the check box then click the  button.
- Click on the  button to close the Add Purchase Order Details screen
- User can view the vote code in the section Vote Code List as shown in figure 3.3.3-10



| Vote Code              | Vote Description   | Budget Type | Balance Before PO (RM) | Utilized PO (RM) | Balance After PO (RM) |
|------------------------|--------------------|-------------|------------------------|------------------|-----------------------|
| 090401/031900/27401/01 | Radioterapi (ubat) | Operating   | 5,661.42               | 778.40           | 4,883.02              |
| TOTAL                  |                    |             | 5,661.42               | 778.40           | 4,883.02              |

**Figure 3.3.3-10 Vote Code List**

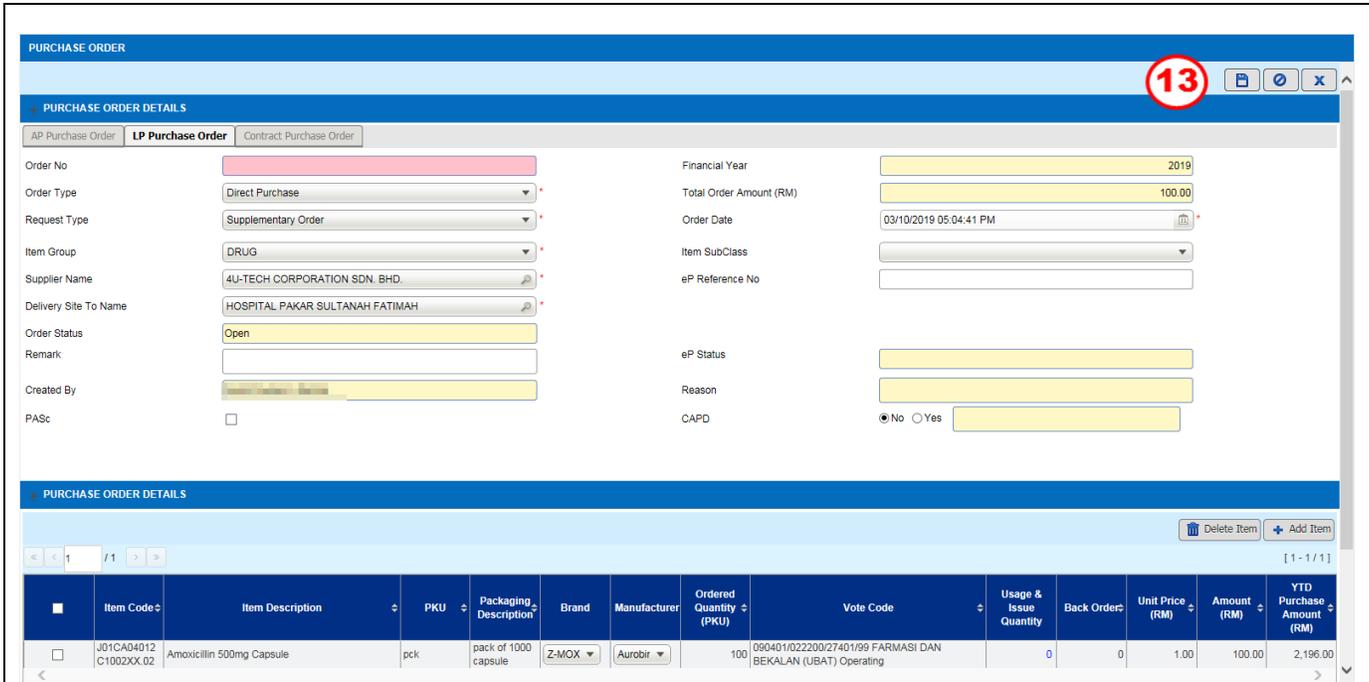


Figure 3.3.3-11 LP Purchase Order

**STEP 13**

Click on the  button to save the record and confirmation message will be display as Figure 3.3.3-12

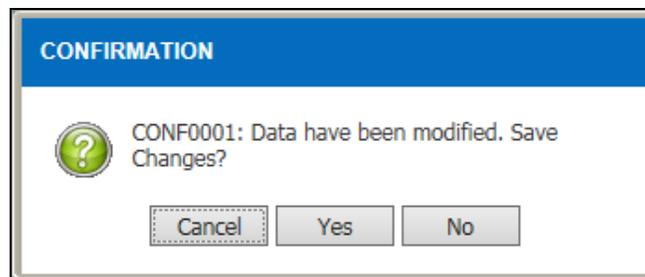


Figure 3.3.3-12 Confirmation Message

**Note**

Click on the  button to save the record and information message will be display as Figure 3.3.3-13

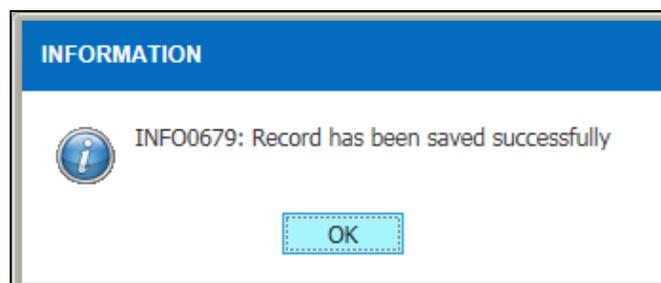
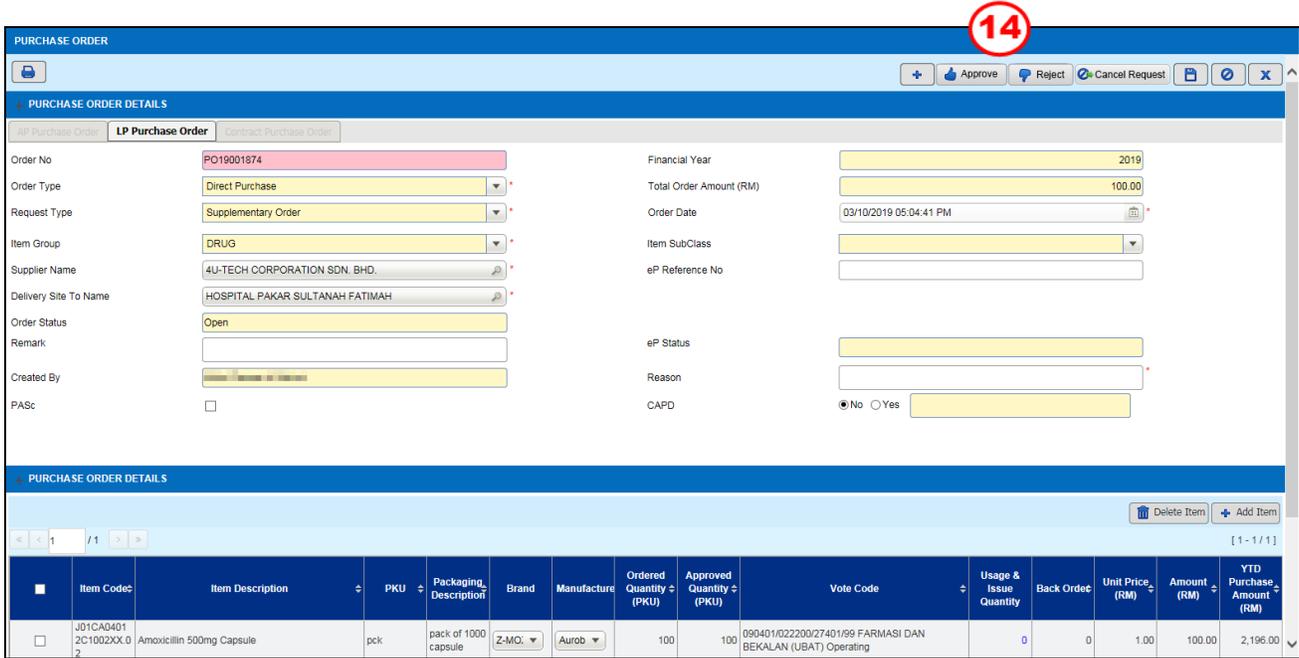


Figure 3.3.3-13 Information Message

**Note**

- Click on the  button to successfully save the record
- **Order No** will be auto generated after successfully saved the record
- Button ,  and  will be enable after successfully saved the record as shown in Figure 3.3.3-14



| Item Code               | Item Description          | PKU | Packaging Description | Brand | Manufacture | Ordered Quantity (PKU) | Approved Quantity (PKU) | Vote Code  | Usage & Issue Quantity | Back Order | Unit Price (RM) | Amount (RM) | YTD Purchase Amount (RM) |
|-------------------------|---------------------------|-----|-----------------------|-------|-------------|------------------------|-------------------------|--|------------------------|------------|-----------------|-------------|--------------------------|
| J01CAD401<br>ZC1002XX.0 | Amoxicillin 500mg Capsule | pck | pack of 1000 capsule  | Z-MO. | Aurob       | 100                    | 100                     | 0904010222002740199 FARMASI DAN BEKALAN (UBAT) Operating | 0                      | 0          | 1.00            | 100.00      | 2,196.00                 |

Figure 3.3.3-14 LP Purchase Order

**STEP 14**

- a) Click on the  button to approve the record and confirmation message will be display as Figure 3.3.3-15

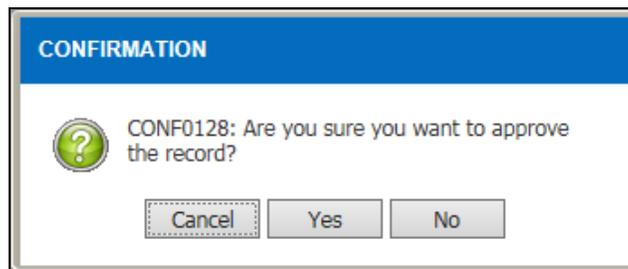
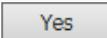
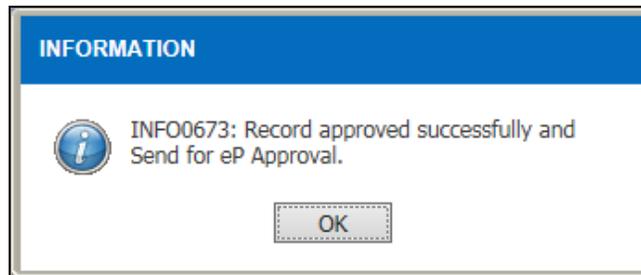


Figure 3.3.3-15 Confirmation Message

**Note**

- Click on the  button to approved record and information message will be display as Figure 3.3.3-16



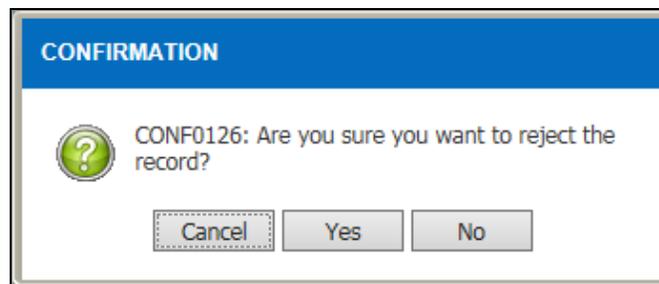
**Figure 3.3.3-16 Information Message**

**Note**

- Click on the  button to successfully approved the record
- b) Click on the  button to reject the record and confirmation message will be display as Figure 3.3.3-17

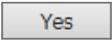
**Note**

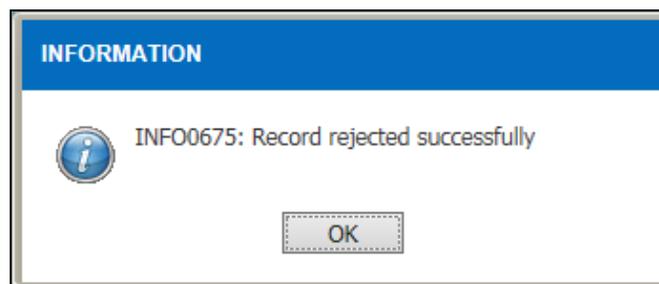
User need to enter **Reject Reason** before click on the  button



**Figure 3.3.3-17 Confirmation Message**

**Note**

- Click on the  button to reject record and information message will be display as Figure 3.3.3-18

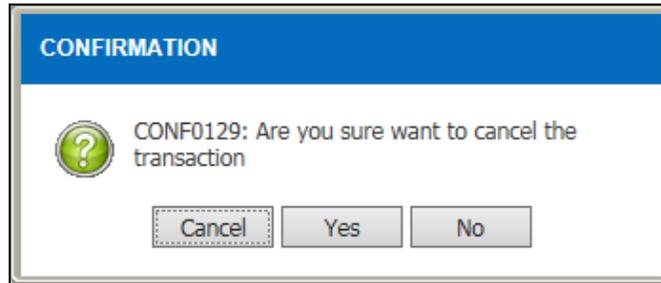


**Figure 3.3.3-18 Information Message**

**Note**

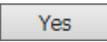
- Click on the  button to successfully rejected the record

- c) Click on the  button to cancel the record and confirmation message will be display as Figure 3.3.3-19



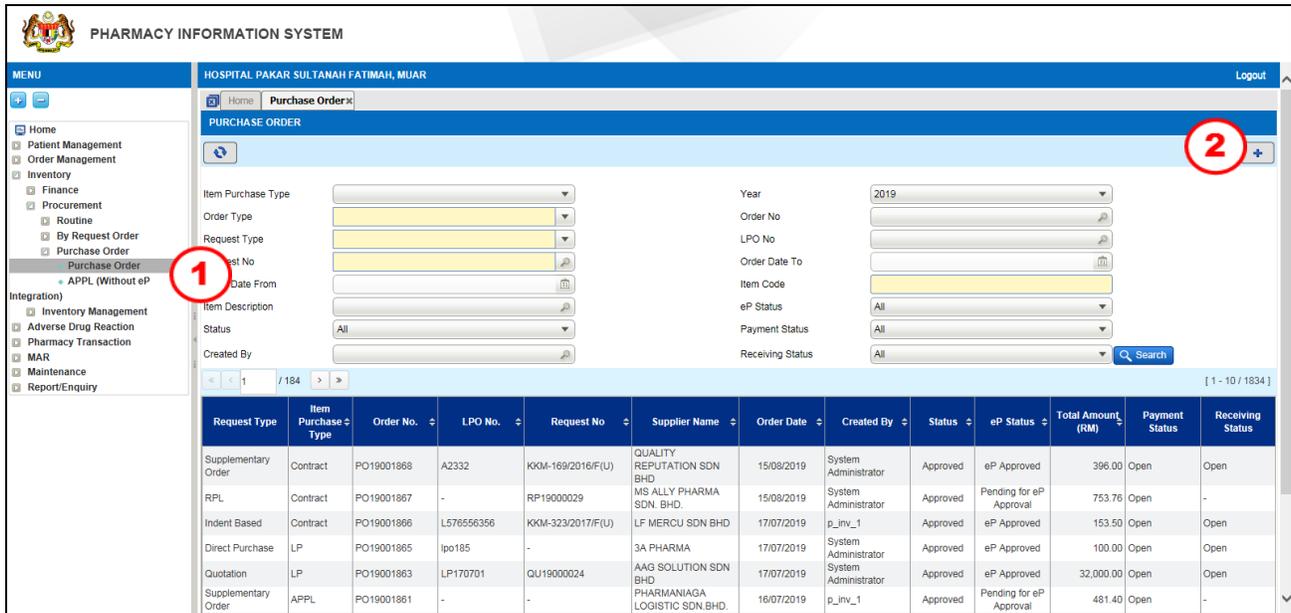
**Figure 3.3.3-19 Confirmation Message**

**Note**

Click on the  button to cancel the transaction

### 3.3.4 New Purchase Order LP Direct Purchase: Indent

To create new Purchase Order LP Direct Purchase for Indent, perform the steps below:



**PHARMACY INFORMATION SYSTEM**

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

MENU: Home, Patient Management, Order Management, Inventory, Finance, Procurement, Routine, By Request Order, Purchase Order, APPL (Without eP), Integration, Inventory Management, Adverse Drug Reaction, Pharmacy Transaction, MAR, Maintenance, Report/Enquiry

**PURCHASE ORDER**

Item Purchase Type: [Dropdown] Year: 2019  
 Order Type: [Dropdown] Order No: [Text]  
 Request Type: [Dropdown] LPO No: [Text]  
 Order Date To: [Text]  
 Item Code: [Text]  
 eP Status: All  
 Payment Status: All  
 Receiving Status: All

| Request Type        | Item Purchase Type | Order No.  | LPO No.    | Request No.       | Supplier Name                 | Order Date | Created By           | Status   | eP Status               | Total Amount (RM) | Payment Status | Receiving Status |
|---------------------|--------------------|------------|------------|-------------------|-------------------------------|------------|----------------------|----------|-------------------------|-------------------|----------------|------------------|
| Supplementary Order | Contract           | PO19001868 | A2332      | KQM-169/2016/F(U) | QUALITY REPUTATION SDN BHD    | 15/08/2019 | System Administrator | Approved | eP Approved             | 396.00            | Open           | Open             |
| RPL                 | Contract           | PO19001867 | -          | RP19000029        | MS ALLY PHARMA SDN. BHD.      | 15/08/2019 | System Administrator | Approved | Pending for eP Approval | 753.76            | Open           | -                |
| Indent Based        | Contract           | PO19001866 | L576556356 | KQM-323/2017/F(U) | LF MERCU SDN BHD              | 17/07/2019 | p_inv_1              | Approved | eP Approved             | 153.50            | Open           | Open             |
| Direct Purchase     | LP                 | PO19001865 | lpo185     | -                 | 3A PHARMA                     | 17/07/2019 | System Administrator | Approved | eP Approved             | 100.00            | Open           | Open             |
| Quotation           | LP                 | PO19001863 | LP170701   | QU19000024        | AAG SOLUTION SDN BHD          | 17/07/2019 | System Administrator | Approved | eP Approved             | 32,000.00         | Open           | Open             |
| Supplementary Order | APPL               | PO19001861 | -          | -                 | PHARMANIAGA LOGISTIC SDN BHD. | 16/07/2019 | p_inv_1              | Approved | Pending for eP Approval | 481.40            | Open           | -                |

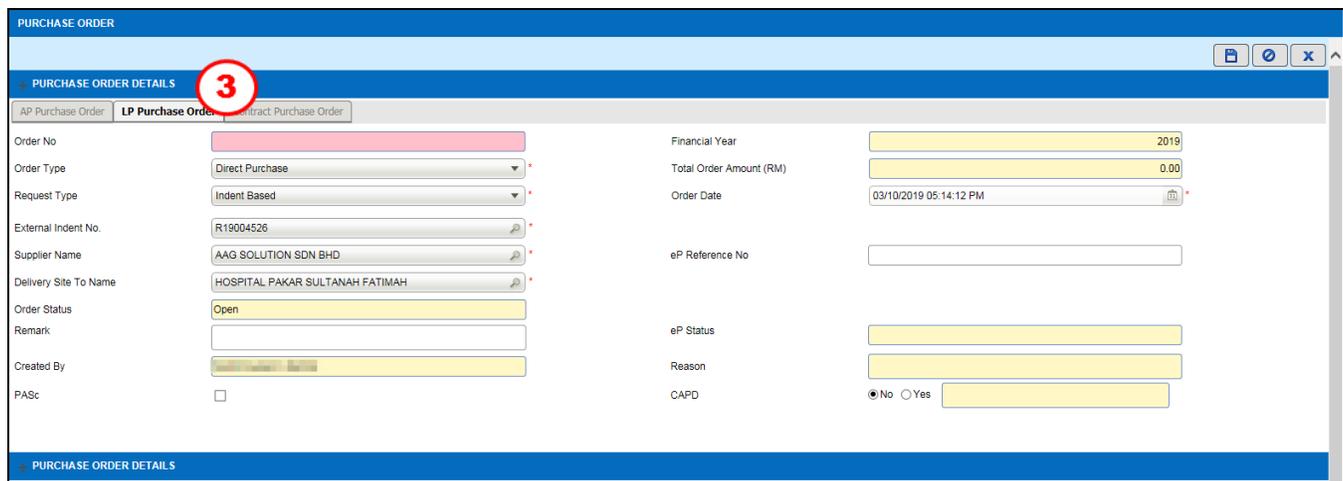
Figure 3.3.4-1 LP Purchase Order

#### STEP 1

Click on 'Inventory' menu followed by 'Procurement' and 'Routine', and select 'Purchase Order'

#### STEP 2

Click on the  button and the Purchase Order screen will be displayed.



**PURCHASE ORDER**

**PURCHASE ORDER DETAILS**

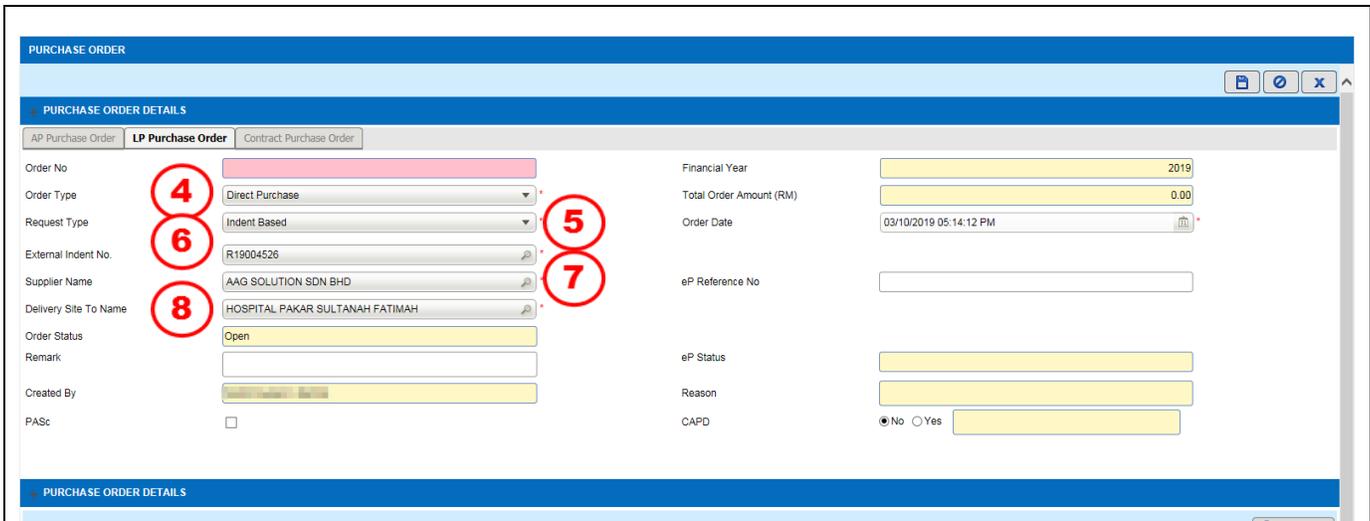
AP Purchase Order | **LP Purchase Order** | Contract Purchase Order

Order No: [Text] Financial Year: 2019  
 Order Type: Direct Purchase Total Order Amount (RM): 0.00  
 Request Type: Indent Based Order Date: 03/10/2019 05:14:12 PM  
 External Indent No: R19004526  
 Supplier Name: AAG SOLUTION SDN BHD eP Reference No: [Text]  
 Delivery Site To Name: HOSPITAL PAKAR SULTANAH FATIMAH  
 Order Status: Open  
 Remark: [Text] eP Status: [Text]  
 Created By: [Text] Reason: [Text]  
 PASC:  CAPD:  No  Yes

Figure 3.3.4-2 LP Purchase Order

#### STEP 3

Select 'LP Purchase Order' tab



The screenshot shows the 'PURCHASE ORDER' form in the PhIS system. The 'LP Purchase Order' tab is selected. The form contains the following fields and values:

| Field                   | Value   |
|-------------------------|---|
| Order No                | [Redacted]  |
| Order Type              | Direct Purchase (4)   |
| Request Type            | Indent Based (6)  |
| External Indent No.     | R19004526 (6)   |
| Supplier Name           | AAG SOLUTION SDN BHD (7)                                      |
| Delivery Site To Name   | HOSPITAL PAKAR SULTANAH FATIMAH (8)                           |
| Order Status            | Open  |
| Remark                  | [Redacted]  |
| Created By              | [Redacted]  |
| PASc                    | <input type="checkbox"/>                                      |
| Financial Year          | 2019  |
| Total Order Amount (RM) | 0.00  |
| Order Date              | 03/10/2019 05:14:12 PM  |
| eP Reference No         | [Redacted]  |
| eP Status               | [Redacted]  |
| Reason                  | [Redacted]  |
| CAPD                    | <input checked="" type="radio"/> No <input type="radio"/> Yes |

Figure 3.3.4-3 LP Purchase Order

**STEP 4**

Select on **Order Type** as Direct Purchase

**STEP 5**

Select **Request Type** as Indent

**STEP 6**

Select **External Indent No**

**Note**

After selecting **External Indent No**, the list of item will be display at the Purchase Order Details section as shown in Figure 3.3.4-4

**STEP 7**

Select **Supplier Name**

**STEP 7**

Select **Delivery Site To Name**

**PURCHASE ORDER**

Request Type: Indent Based \*      Order Date: 03/10/2019 05:14:12 PM \*

External Indent No.: R19004526 \*

Supplier Name: AAG SOLUTION SDN BHD \*

Delivery Site To Name: HOSPITAL PAKAR SULTANAH FATIMAH \*

Order Status: Open

Remark: \*

Created By: \*

PASc:

eP Reference No: \*

eP Status: \*

Reason: \*

CAPD:  No  Yes \*

---

**PURCHASE ORDER DETAILS**

1 / 1

| Item Code            | Item Description                               | PKU | Packaging Description | Brand | Manufacturer | Ordered Quantity (PKU) | Vote Code                                     | Usage & Issue Quantity | Back Order | Unit Price (RM) | Amount (RM) | YTD Purchase Amount (RM) |
|----------------------|--|-----|-----------------------|-------|--------------|------------------------|---|------------------------|------------|-----------------|-------------|--------------------------|
| J05AR02964T1001XX.01 | Abacavir Sulphate 600mg + Lamivudine 300mg Tab | 9   | pack of 30 tablet     |       |              | 4                      | 090401/010300/27401/02 PESAKIT LUAR Operating | 245                    | 10         | 0.00            | 0.00        | 13,284.80                |

---

**VOTE CODE LIST**

1 / 1

| Vote Code              | Vote Description | Budget Type | Balance Before PO (RM) | Utilized PO (RM) | Balance After PO (RM) |
|------------------------|------------------|-------------|------------------------|------------------|-----------------------|
| 090401/010300/27401/02 | PESAKIT LUAR     | Operating   | 0.00                   | 0.00             | 0.00                  |
| TOTAL                  |                  |             | 0.00                   | 0.00             | 0.00                  |

Figure 3.3.4-4 Purchase Order Details

**STEP 9**

Double click on the list of item to update the necessary information

**ADD PURCHASE ORDER ITEM**

12

|                               |  |                             |                        |                                   |                      |
|-------------------------------|--|-----------------------------|------------------------|-----------------------------------|----------------------|
| Item Code                     | J05AR02964T1001XX.01                           | Item Group                  | DRUG                   | PKU                               | pack                 |
| Item Description              | Abacavir Sulphate 600mg + Lamivudine 300mg Tab | Budget Type                 | Operating              | Packaging Description             | pack of 30 tablet    |
| Vote Description              | PESAKIT LUAR                                   | Code                        | 090401/010300/27401/02 | Remaining Contract Quantity (PKU) |                      |
| Ministry/Department Vote Code |  | eP Project / Program        |                        | eP GL Account                     |                      |
| Order Quantity (PKU)          | 4  | Approved Quantity (PKU)     | 4                      | Brand                             | (GENERIC NAME)       |
| Suggested Quantity (PKU)      | 133,333  | eP Approved Quantity (PKU)  | 0                      | Manufacturer                      | Manufacturer Unknown |
| Min Order Quantity (PKU)      | 1  | Max Storage Quantity (PKU)  | 133,333                | Unit Price (RM) (PKU)             | 1.00                 |
| Quantity Available (PKU)      | 0  | Max Storage Quantity (SKU)  | 4,000,000              | Total Amount (RM)                 | 4.00                 |
| Quantity Available (SKU)      | 0  | Buffer Level Quantity (SKU) | 4                      |                                   |                      |

10

11

Figure 3.3.4-5 Add Purchase Order Item

**STEP 10**

Select **Vote Description**

**Note**

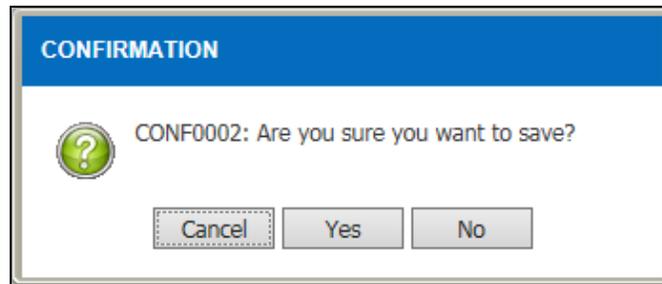
- **Order Quantity** will be display value based on the external indent
- **Brand** and **Manufacturer** will be based on the selected **Item Description** and user is allowed to change the value. If there is no value for **Brand** and **Manufacturing**, user needs to select from the drop down box.

**STEP 11**

Enter **Unit Price (RM) (PKU)**

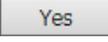
**STEP 12**

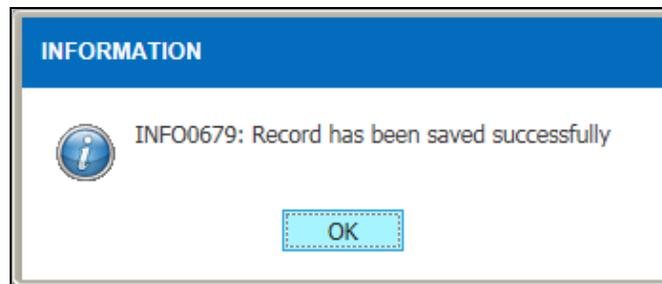
Click on the button to save the record and confirmation message will be display as Figure 3.3.4-6



**Figure 3.3.4-6 Confirmation Message**

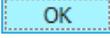
**Note**

Click on the  button to save the record and information message will be display as Figure 3.3.4-7



**Figure 3.3.4-7 Information Message**

**Note**

- Click on the  button to successfully save the record.
- User is allowed to delete the list of Purchase Order Details by click on the check box then click the  button.
- Repeat from STEP 9 to STEP 12 for updating the order information.
- Click on the  button to close the Add Purchase Order Details screen

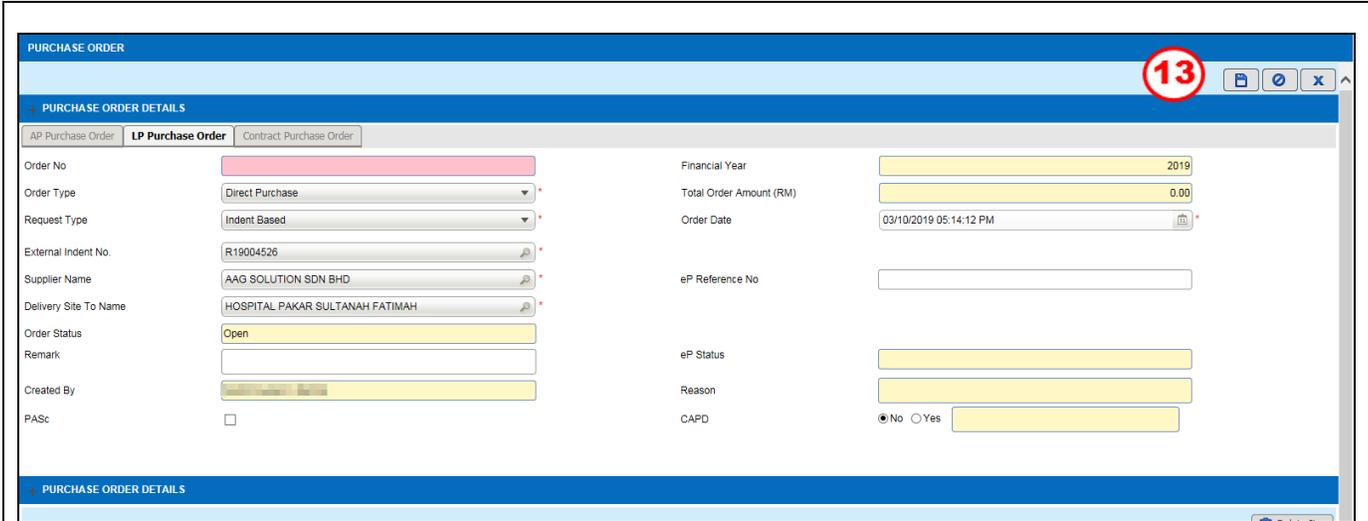


Figure 3.3.4-8 LP Purchase Order

**STEP 13**

Click on the  button to save the record and confirmation message will be display as Figure 3.3.4-9

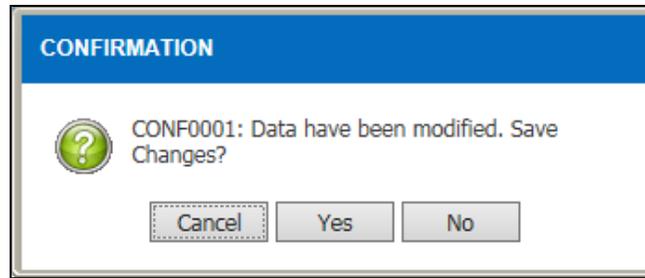
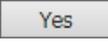


Figure 3.3.4-9 Confirmation Message

**Note**

Click on the  button to save the record and information message will be display as Figure 3.3.4-10

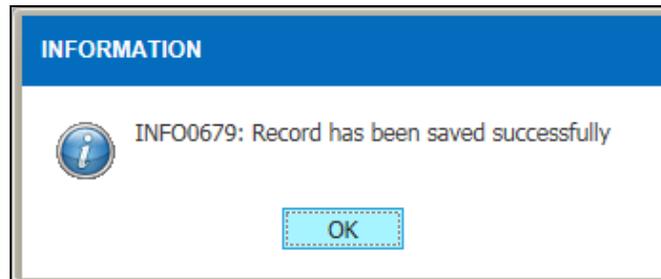
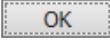


Figure 3.3.4-10 Information Message

**Note**

- Click on the  button to successfully save the record
- **Order No** will be auto generated after successfully saved the record
- Only five (5) item is allowed for each order

- Button , and will be enable after successfully saved the record as shown in Figure 3.3.4-11

**PURCHASE ORDER**

**PURCHASE ORDER DETAILS**

Order No: PO19001875  
 Order Type: Direct Purchase  
 Request Type: Indent Based  
 External Indent No: R19004526  
 Supplier Name: AAG SOLUTION SDN BHD  
 Delivery Site To Name: HOSPITAL PAKAR SULTANAH FATIMAH  
 Order Status: Open  
 Remark:  
 Created By:  
 PASC:

Financial Year: 2019  
 Total Order Amount (RM): 4.00  
 Order Date: 03/10/2019 05:14:12 PM  
 eP Reference No:  
 eP Status:  
 Reason:  
 CAPD:  No  Yes

| Item Code                    | Item Description                               | PKU | Packaging Description | Brand  | Manufacture | Ordered Quantity (PKU) | Approved Quantity (PKU) | Vote Code                                     | Usage & Issue Quantity | Back Order | Unit Price (RM) | Amount (RM) | YTD Purchase Amount (RM) |
|------------------------------|--|-----|-----------------------|--------|-------------|------------------------|-------------------------|---|------------------------|------------|-----------------|-------------|--------------------------|
| J05AR0296<br>4T1001XX.0<br>1 | Abacavir Sulphate 600mg + Lamivudine 300mg Tab | pck | pack of 30 tablet     | (GENI) | (Manut)     | 4                      | 4                       | 090401/010300/27401/02 PESAKIT LUAR Operating | 245                    | 10         | 1.00            | 4.00        | 13,284.80                |

Figure 3.3.4-11 LP Purchase Order

**STEP 14**

- Click on the button to approve the record and confirmation message will be display as Figure 3.3.4-12

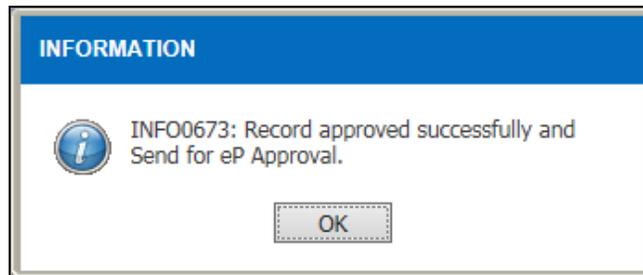
**CONFIRMATION**

CONF0128: Are you sure you want to approve the record?

Figure 3.3.4-12 Confirmation Message

**Note**

- Click on the button to approved record and information message will be display as Figure 3.3.4-13



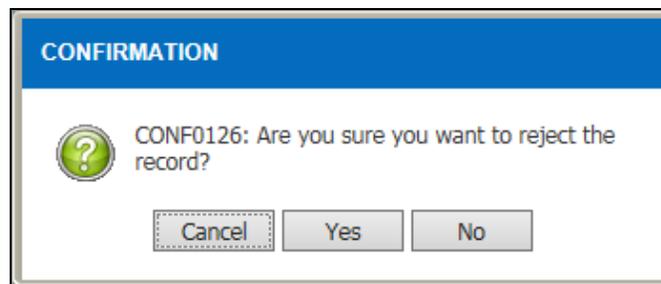
**Figure 3.3.4-13 Information Message**

**Note**

- Click on the  button to successfully approved the record
- b) Click on the  button to reject the record and confirmation message will be display as Figure 3.3.4-14

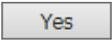
**Note**

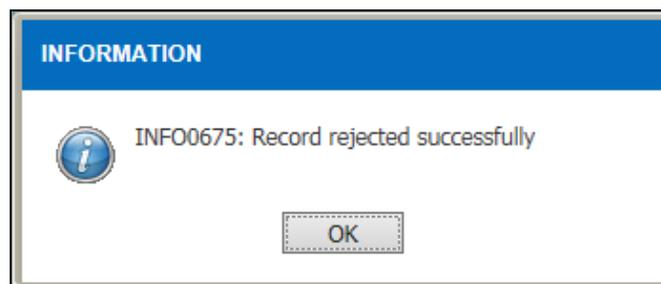
User need to enter **Reject Reason** before click on the  button



**Figure 3.3.4-14 Confirmation Message**

**Note**

- Click on the  button to reject record and information message will be display as Figure 3.3.4-15



**Figure 3.3.4-15 Information Message**

**Note**

- Click on the  button to successfully rejected the record

### 3.3.5 Purchase Order LP: eP Approval

To proceed with eP Approval process, perform the steps below:

| Request Type    | Item Purchase Type | Order No.  | LPO No.        | Request No.        | Supplier Name                 | Order Date | Created By | Status   | eP Status               | Total Amount (RM) | Payment Status | Receiving Status |
|-----------------|--------------------|------------|----------------|--------------------|-------------------------------|------------|------------|----------|-------------------------|-------------------|----------------|------------------|
| Indent Based    | LP                 | PO19001875 | -              | R1901PS001-0004358 | AAG SOLUTION SDN BHD          | 03/10/2019 |            | Approved | Pending for eP Approval | 4.00              | Open           | -                |
| Direct Purchase | LP                 | PO19001874 | -              | -                  | 4U-TECH CORPORATION SDN. BHD. | 03/10/2019 |            | Approved | Pending for eP Approval | 100.00            | Open           | -                |
| Direct Purchase | LP                 | PO19001873 | -              | RP19000032         | 3A PHARMA                     | 03/10/2019 |            | Approved | Pending for eP Approval | 38.00             | Open           | -                |
| Direct Purchase | LP                 | PO19001870 | LPO00005543261 | -                  | 2K MEDICARE SDN BHD           | 01/10/2019 |            | Approved | eP Approved             | 200.00            | Open           | Fully Received   |
| Direct Purchase | LP                 | PO19001865 | lpo185         | -                  | 3A PHARMA                     | 17/07/2019 |            | Approved | eP Approved             | 100.00            | Open           | Open             |
| Direct Purchase | LP                 | PO19001859 | LP160702       | -                  | 3A PHARMA                     | 16/07/2019 |            | Approved | eP Approved             | 20.00             | Open           | Fully Received   |

Figure 3.3.5-1 LP Purchase Order Listing Page

#### STEP 1

Click on 'Inventory' menu followed by 'Procurement' and 'Routine', and select 'Purchase Order'

#### STEP 2

Search for LP Order Type with status 'Pending for eP Approval' and double click on the record

| Request Type    | Item Purchase Type | Order No.  | LPO No. | Request No. | Supplier Name | Order Date | Created By | Status   | eP Status               | Total Amount (RM) | Payment Status | Receiving Status |
|-----------------|--------------------|------------|---------|-------------|---------------|------------|------------|----------|-------------------------|-------------------|----------------|------------------|
| Direct Purchase | LP                 | PO19001873 | -       | -           | 3A PHARMA     | 03/10/2019 |            | Approved | Pending for eP Approval | 38.00             | Open           | -                |

Figure 3.3.5-2 LP Purchase Order

**STEP 3**

Enter **LPO No**

**STEP 4**

Select **LPO Approval Date and Time**

**STEP 5**

Enter **Delivery Lead Period (Day)**

**Note**

**Delivery Due Date will be auto calculated**

**PURCHASE ORDER**

|                           |  |  |                            |                         |
|---------------------------|--|--|----------------------------|-------------------------|
| Request Type              | RPL                                    |  | LPO Approval Date and Time | 15/01/2018 2:16 PM      |
| RPL No                    | RP18000054                             |  | Delivery Due Date          | 14/02/2018 2:16:00 PM   |
| LPO No                    | L0000000067524                         |  | Created Date               | 15/01/2018 12:08:52 PM  |
| Delivery Lead Period(Day) | 30                                     |  | Effective End Date         |                         |
| Supplier Name             | ACET MEDIC SUPPLIES                    |  | Created By                 |                         |
| Delivery Site To Name     | STOR INTEGRASI HOSPITAL PAKAR SULTANAH |  | eP Status                  | Pending for eP Approval |
| Order Status              | Approved                               |  | Reason                     |                         |
| Remark                    |  |  |                            |                         |

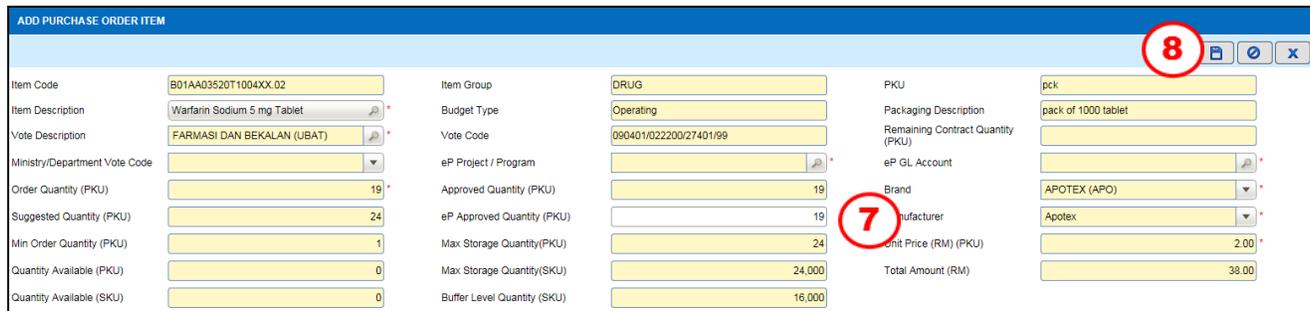
**PURCHASE ORDER DETAILS**

| Item Code                | Item Description                     | PKU | Packaging Description | Brand   | Manufacturer         | Ordered Quantity (PKU) | Approved Quantity (PKU) | eP Approved Quantity (PKU) | Vote Code   | Usage & Issue Quantity | Unit Price (RM) | Amount (RM) |
|--------------------------|--------------------------------------|-----|-----------------------|---|----------------------|------------------------|-------------------------|----------------------------|---|------------------------|-----------------|-------------|
| G03CA57000T1001<br>XX.01 | Conjugated Oestrogens 0.625mg Tablet | box | box of 28 tablet      | NO BRAND <span style="border: 2px solid red; border-radius: 50%; padding: 2px; font-weight: bold;">6</span> | Manufacturer Unknown | 280                    | 280                     | 0                          | 090401/031900/2740<br>1/01 Radioterapi (ubat) Operating | 0                      | 3.56            | 996.80      |

**Figure 3.3.5-3 LP Purchase Order**

**STEP 6**

Double click on the selected item and Add Purchase Order Item screen will be display as Figure 3.3.5-4



|                               |                             |                             |                        |                                   |                     |
|-------------------------------|-----------------------------|-----------------------------|------------------------|-----------------------------------|---------------------|
| Item Code                     | B01AA03520T1004XX.02        | Item Group                  | DRUG                   | PKU                               | pck                 |
| Item Description              | Warfarin Sodium 5 mg Tablet | Budget Type                 | Operating              | Packaging Description             | pack of 1000 tablet |
| Vote Description              | FARMASI DAN BEKALAN (UBAT)  | Vote Code                   | 090401/022200/27401/99 | Remaining Contract Quantity (PKU) |                     |
| Ministry/Department/Vote Code |                             | eP Project / Program        |                        | eP GL Account                     |                     |
| Order Quantity (PKU)          | 19                          | Approved Quantity (PKU)     | 19                     | Brand                             | APOTEX (APO)        |
| Suggested Quantity (PKU)      | 24                          | eP Approved Quantity (PKU)  | 19                     | Manufacturer                      | Apotex              |
| Min Order Quantity (PKU)      | 1                           | Max Storage Quantity (PKU)  | 24                     | Unit Price (RM) (PKU)             | 2.00                |
| Quantity Available (PKU)      | 0                           | Max Storage Quantity (SKU)  | 24,000                 | Total Amount (RM)                 | 38.00               |
| Quantity Available (SKU)      | 0                           | Buffer Level Quantity (SKU) | 16,000                 |                                   |                     |

Figure 3.3.5-4 Add Purchase Order Item

**STEP 7**

Modify **eP Approved Quantity (PKU)** if necessary

**STEP 8**

Click on the  button to save the record and confirmation message will be display as Figure 3.3.5-5

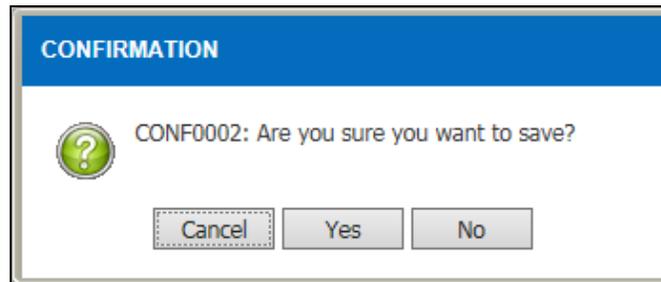
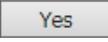


Figure 3.3.5-5 Confirmation Message

**Note**

Click on the  button to save the record and information message will be display as Figure 3.3.5-6

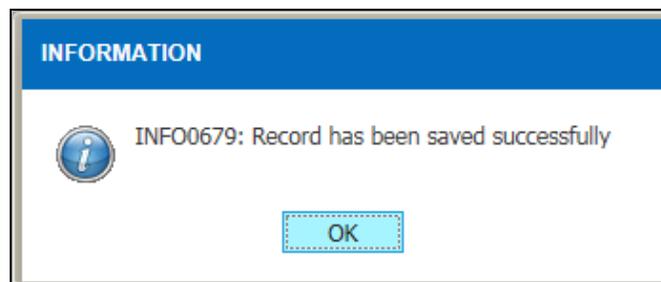
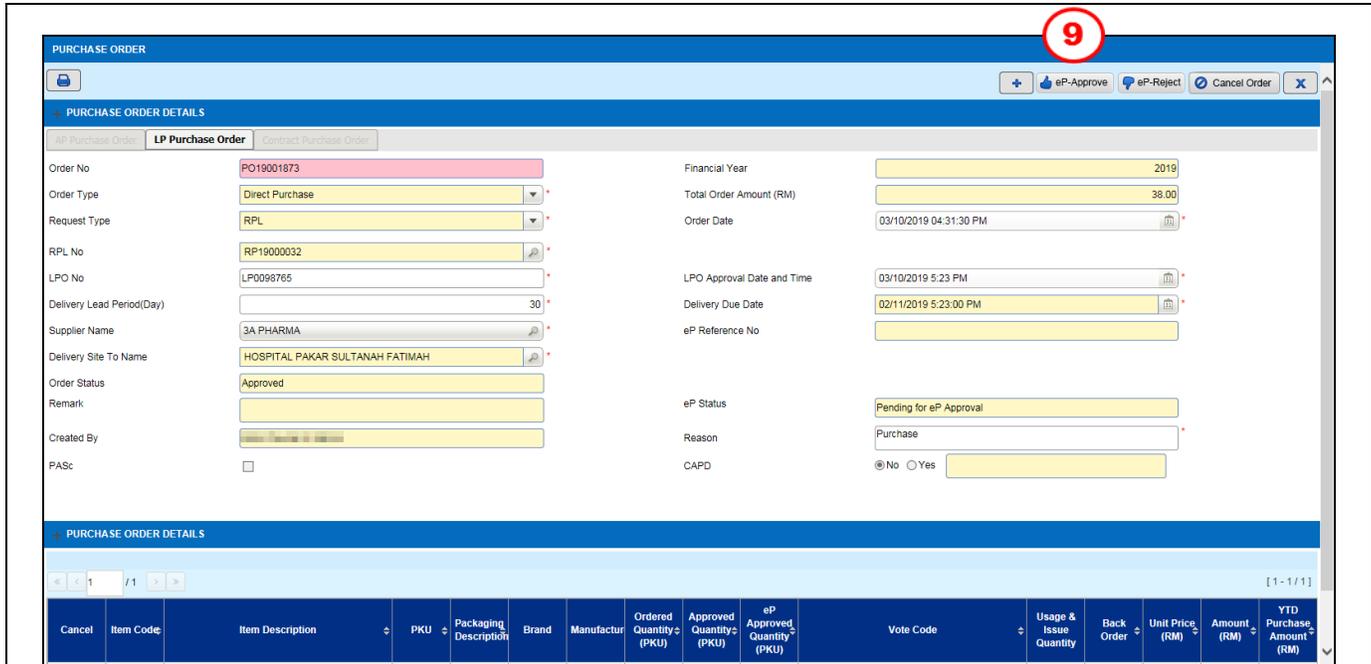


Figure 3.3.5-6 Information Message

**Note**

- Click on the  button to successfully saved the record
- Click on the  button to close the Add Purchase Order Item screen



**PURCHASE ORDER**

**PURCHASE ORDER DETAILS**

Order No: PO19001873  
 Order Type: Direct Purchase  
 Request Type: RPL  
 RPL No: RP19000032  
 LPO No: LP0098765  
 Delivery Lead Period(Day): 30  
 Supplier Name: 3A PHARMA  
 Delivery Site To Name: HOSPITAL PAKAR SULTANAH FATIMAH  
 Order Status: Approved  
 Remark:  
 Created By:  
 PASC:

Financial Year: 2019  
 Total Order Amount (RM): 38.00  
 Order Date: 03/10/2019 04:31:30 PM  
 LPO Approval Date and Time: 03/10/2019 5:23 PM  
 Delivery Due Date: 02/11/2019 5:23:00 PM  
 eP Reference No:  
 eP Status: Pending for eP Approval  
 Reason: Purchase  
 CAPD:  No  Yes

| Cancel | Item Code | Item Description | PKU | Packaging Description | Brand | Manufactur | Ordered Quantity (PKU) | Approved Quantity (PKU) | eP Approved Quantity (PKU) | Vote Code | Usage & Issue Quantity | Back Order | Unit Price (RM) | Amount (RM) | YTD Purchase Amount (RM) |
|--------|-----------|------------------|-----|-----------------------|-------|------------|------------------------|-------------------------|----------------------------|-----------|------------------------|------------|-----------------|-------------|--------------------------|
|--------|-----------|------------------|-----|-----------------------|-------|------------|------------------------|-------------------------|----------------------------|-----------|------------------------|------------|-----------------|-------------|--------------------------|

Figure 3.3.5-7 LP Purchase Order

**STEP 9**

Click on the  button to approve the transaction and confirmation message will be display as Figure 3.3.5-8

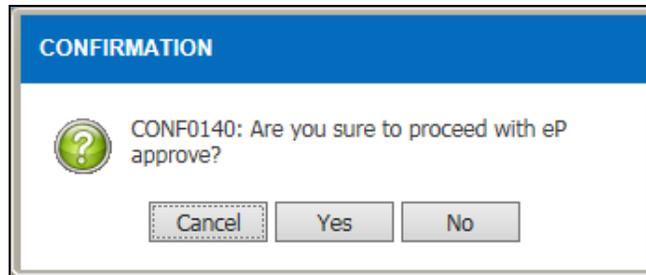
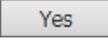


Figure 3.3.5-8 Confirmation Message

**Note**

Click on the  button to save the record and information message will be display as Figure 3.3.5-9

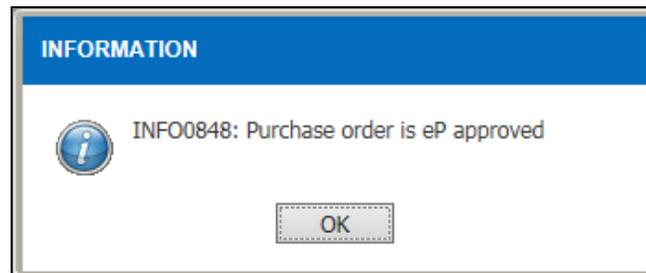
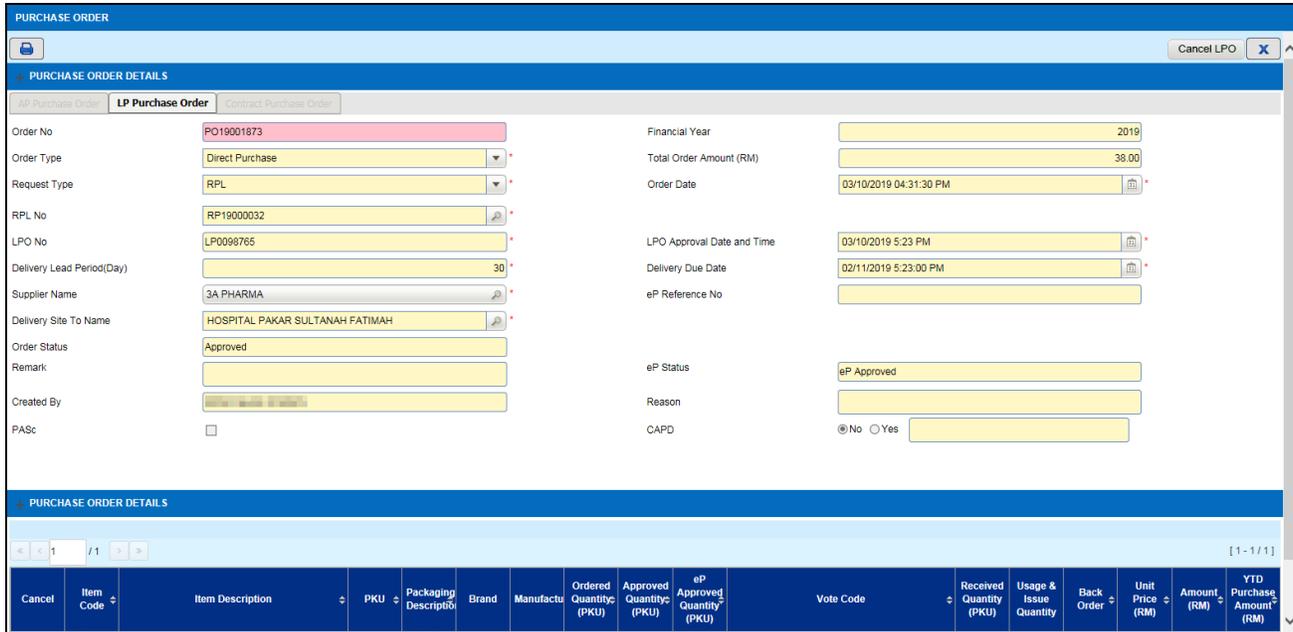


Figure 3.3.5-9 Information Message

**Note**

- Click on the  button to approve the purchase order

- **eP status** of the order will change to 'eP Approved'
- Button **Cancel LPO** will be enable after eP approval as Figure 3.3.5-10



**PURCHASE ORDER**

**PURCHASE ORDER DETAILS**

AP Purchase Order | **LP Purchase Order** | Contract Purchase Order

Order No: PO19001873 | Financial Year: 2019

Order Type: Direct Purchase | Total Order Amount (RM): 38.00

Request Type: RPL | Order Date: 03/10/2019 04:31:30 PM

RPL No: RP19000032 | LPO Approval Date and Time: 03/10/2019 5:23 PM

LPO No: LP0099765 | Delivery Due Date: 02/11/2019 5:23:00 PM

Delivery Lead Period(Day): 30 | Supplier Name: 3A PHARMA | eP Reference No:

Delivery Site To Name: HOSPITAL PAKAR SULTANAH FATIMAH | Order Status: Approved | eP Status: eP Approved

Remark: | Reason: | CAPD:  No  Yes

Created By: | PASC:

**Cancel LPO**

| Cancel  | Item Code | Item Description | PKU | Packaging Description | Brand | Manufactu | Ordered Quantity (PKU) | Approved Quantity (PKU) | eP Approved Quantity (PKU) | Vote Code | Received Quantity (PKU) | Usage & Issue Quantity | Back Order | Unit Price (RM) | Amount (RM) | YTD Purchase Amount (RM) |
|---------|-----------|------------------|-----|-----------------------|-------|-----------|------------------------|-------------------------|----------------------------|-----------|-------------------------|------------------------|------------|-----------------|-------------|--------------------------|
| [1-1/1] |           |                  |     |                       |       |           |                        |                         |                            |           |                         |                        |            |                 |             |                          |

Figure 3.3.5-10 LP Purchase Order

**Note**

Click on the **Cancel LPO** button to cancel the approved LPO

### 3.3.6 Purchase Order LP: eP Reject/Cancel

To proceed with eP Reject/Cancel process, perform the steps below:

| Request Type    | Item Purchase Type | Order No.  | LPO No.        | Request No.        | Supplier Name                 | Order Date | Created By | Status   | eP Status               | Total Amount (RM) | Payment Status | Receiving Status |
|-----------------|--------------------|------------|----------------|--------------------|-------------------------------|------------|------------|----------|-------------------------|-------------------|----------------|------------------|
| Indent Based    | LP                 | PO19001875 | -              | R1901PS001-0004358 | AAG SOLUTION SDN BHD          | 03/10/2019 |            | Approved | Pending for eP Approval | 4.00              | Open           | -                |
| Direct Purchase | LP                 | PO19001874 | -              | -                  | 4U-TECH CORPORATION SDN. BHD. | 03/10/2019 |            | Approved | Pending for eP Approval | 100.00            | Open           | -                |
| Direct Purchase | LP                 | PO19001873 | -              | RP19000032         | 3A PHARMA                     | 03/10/2019 |            | Approved | Pending for eP Approval | 38.00             | Open           | -                |
| Direct Purchase | LP                 | PO19001870 | LPO00005543261 | -                  | 2K MEDICARE SDN BHD           | 01/10/2019 |            | Approved | eP Approved             | 200.00            | Open           | Fully Received   |
| Direct Purchase | LP                 | PO19001865 | lpo185         | -                  | 3A PHARMA                     | 17/07/2019 |            | Approved | eP Approved             | 100.00            | Open           | Open             |
| Direct Purchase | LP                 | PO19001859 | LP160702       | -                  | 3A PHARMA                     | 16/07/2019 |            | Approved | eP Approved             | 20.00             | Open           | Fully Received   |

Figure 3.3.6-1 LP Purchase Order Listing Page

#### STEP 1

Click on 'Inventory' menu followed by 'Procurement' and 'Routine', and select 'Purchase Order'

#### STEP 2

Search for LP Order Type with status 'Pending for eP Approval' and double click on the record

**PURCHASE ORDER**

**PURCHASE ORDER DETAILS**

Order No: PO19001875  
 Order Type: Direct Purchase  
 Request Type: Indent Based  
 External Indent No: R19004526  
 LPO No:  
 Delivery Lead Period(Day):  
 Supplier Name: AAG SOLUTION SDN BHD  
 Delivery Site To Name: HOSPITAL PAKAR SULTANAH FATIMAH  
 Order Status: Approved  
 Remark:  
 Created By:  
 PASC:

Financial Year: 2019  
 Total Order Amount (RM): 4.00  
 Order Date: 03/10/2019 05:14:12 PM  
 LPO Approval Date and Time:  
 Delivery Due Date:  
 eP Reference No:  
 eP Status: Pending for eP Approval  
 Reason:  
 CAPD:  No  Yes

**PURCHASE ORDER DETAILS**

| Cancel | Item Code | Item Description | PKU | Packaging Description | Brand | Manufactur | Ordered Quantity (PKU) | Approved Quantity (PKU) | eP Approved Quantity (PKU) | Vote Code | Usage & Issue Quantity | Back Order | Unit Price (RM) | Amount (RM) | YTD Purchase Amount (RM) |
|--------|-----------|------------------|-----|-----------------------|-------|------------|------------------------|-------------------------|----------------------------|-----------|------------------------|------------|-----------------|-------------|--------------------------|
|--------|-----------|------------------|-----|-----------------------|-------|------------|------------------------|-------------------------|----------------------------|-----------|------------------------|------------|-----------------|-------------|--------------------------|

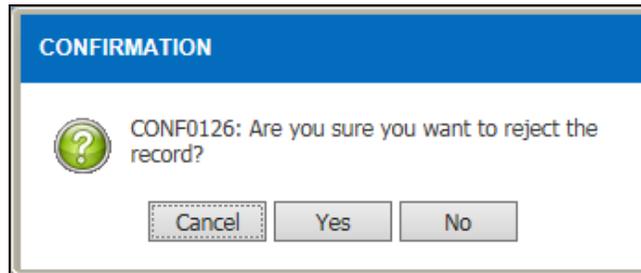
Figure 3.3.6-2 LP Purchase Order

**STEP 3**

Enter **Reason**

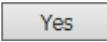
**STEP 4**

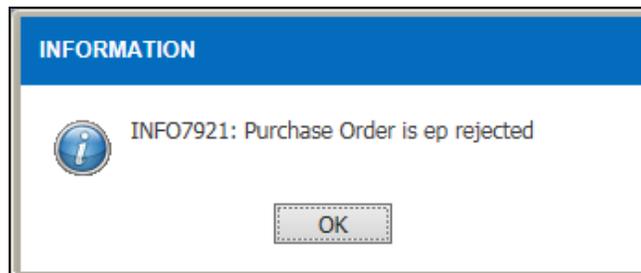
- a) Click on the  button to reject the record and confirmation message will be display as Figure 3.3.6-3



**Figure 3.3.6-3 Confirmation Message**

**Note**

- Click on the  button to reject record and information message will be display as Figure 3.3.6-4

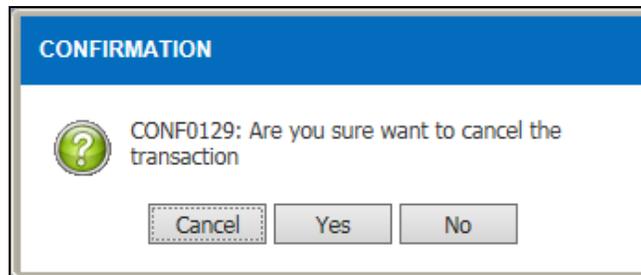


**Figure 3.3.6-4 Information Message**

**Note**

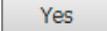
- Click on the  button
- **eP Status** will change to eP Rejected

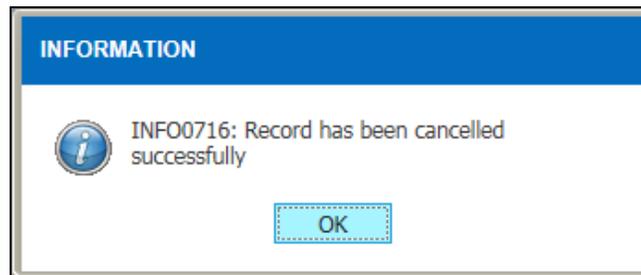
- b) Click on the  button to cancel the record and confirmation message will be display as Figure 3.3.6-5



**Figure 3.3.6-5 Confirmation Message**

**Note**

- Click on the  button to cancel record and information message will be display as Figure 3.3.6-6



**Figure 3.3.6-6 Information Message**

**Note**

- Click on the  button to successfully cancelled the record
- **eP Status** will change to eP Cancelled

## 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             |
| TDM          | Therapeutic Drug Monitoring    |
| CDR          | Cytotoxic Drug Reconstitution  |
| APPL         | Approved Product Purchase List |
| RPL          | Recommended Purchase List      |
| EPO          | Electronic Purchase Order      |

## 5.0 Links to Inventory Modules

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