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

User Manual
Pharmacy Inventory
Procurement Standard (LP)

Version   : 10th EDITION
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Application reference: PhIS & CPS v2.1 & v2.2

Table of Contents

1.0   Introduction

1.1 Overview of PhIS

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

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

1. Order Management
2. Inpatient Pharmacy
3. Outpatient Pharmacy
4. Medication Counselling
5. Ward Pharmacy
6. Pharmacy Inventory
7. Manufacturing of Cytotoxic Drug Reconstitution (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
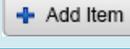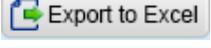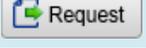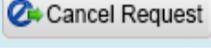- Create Purchase Order LP
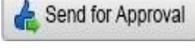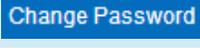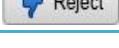- Purchase Order Approval

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	Login to PhIS	**Logout**	Logout from PhIS
C	Reset Login Screen	+	Expand Menu
Home	Display Home Tab	▷	Expand Module
⊠	Close All Open Tabs	↻	Refresh Screen
+	Add/Create New Record	i	Show Help
*	Mandatory Field	31	Calendar Icon
X	Close Window	◯	Radio Button
✎	Edit Record	⊘	Cancel
💾	Save	+ Add Item	Add Item to the list
Export to Excel	Export and Open Report in Excel Format		Automatically Display/Retrieve Box
Request	Request for Approval	Cancel Request	Cancel the Request
Send for Approval	Send for Approval	👍 Approve	Approve Transaction
Change Password	Change Login Password	−	Collapse Menu
◹	Collapse Module	Q Search	Search Record
🖨	Print	🔍	Search Icon
☐	Checkbox	🗑	Delete Record
🗑 Delete	Delete Item from the list		Empty Text Box
▼	Dropdown Box	👎 Reject	Reject Transaction

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

Note

To learn more about Login Information, kindly click <u>*Login Information*</u> *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
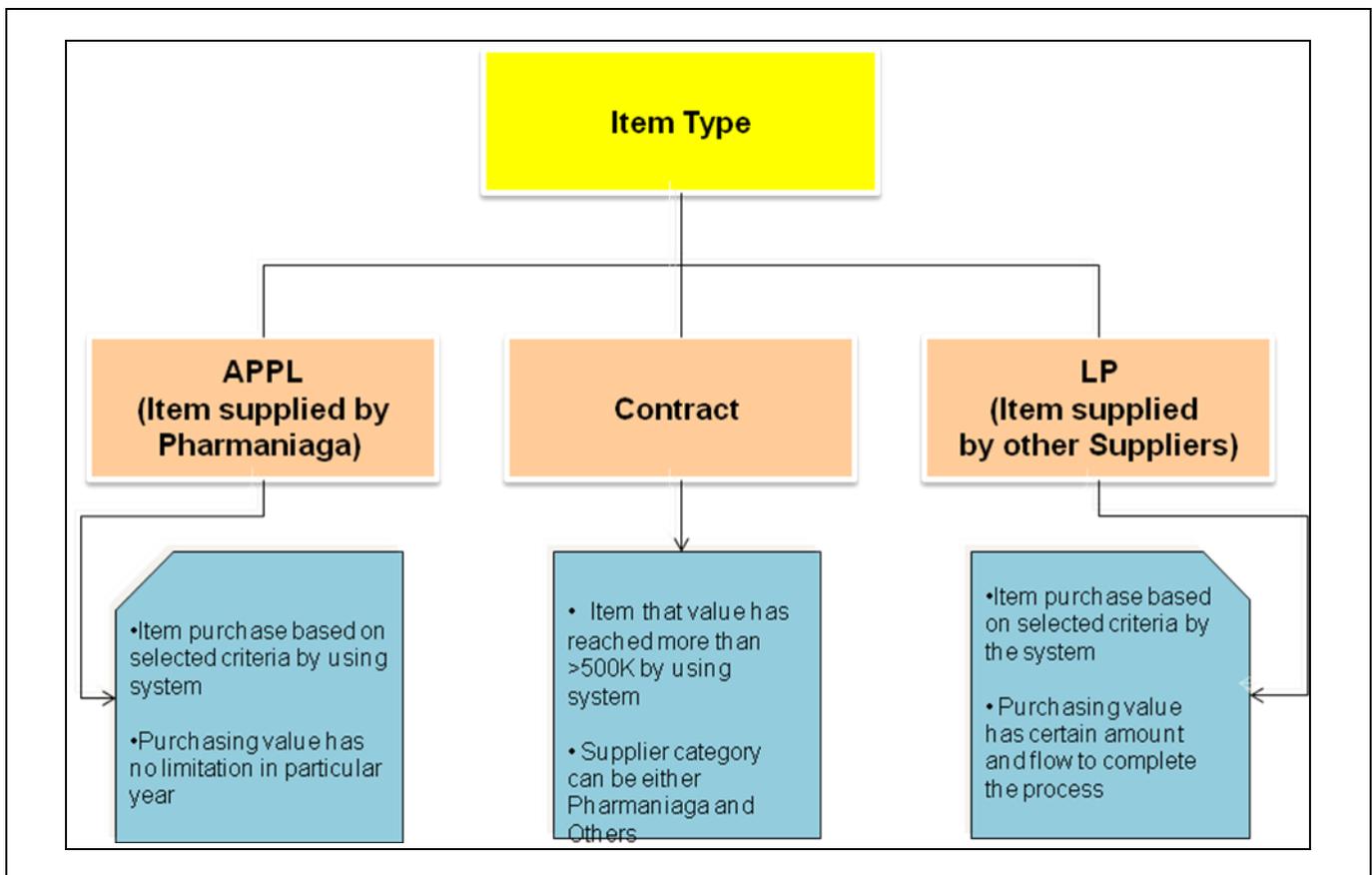
Figure 3.0-1

Functional Description
Slow Moving comprises of three (2) main functions:

- **Recommended Purchase List (RPL)**

- **Purchase Order**

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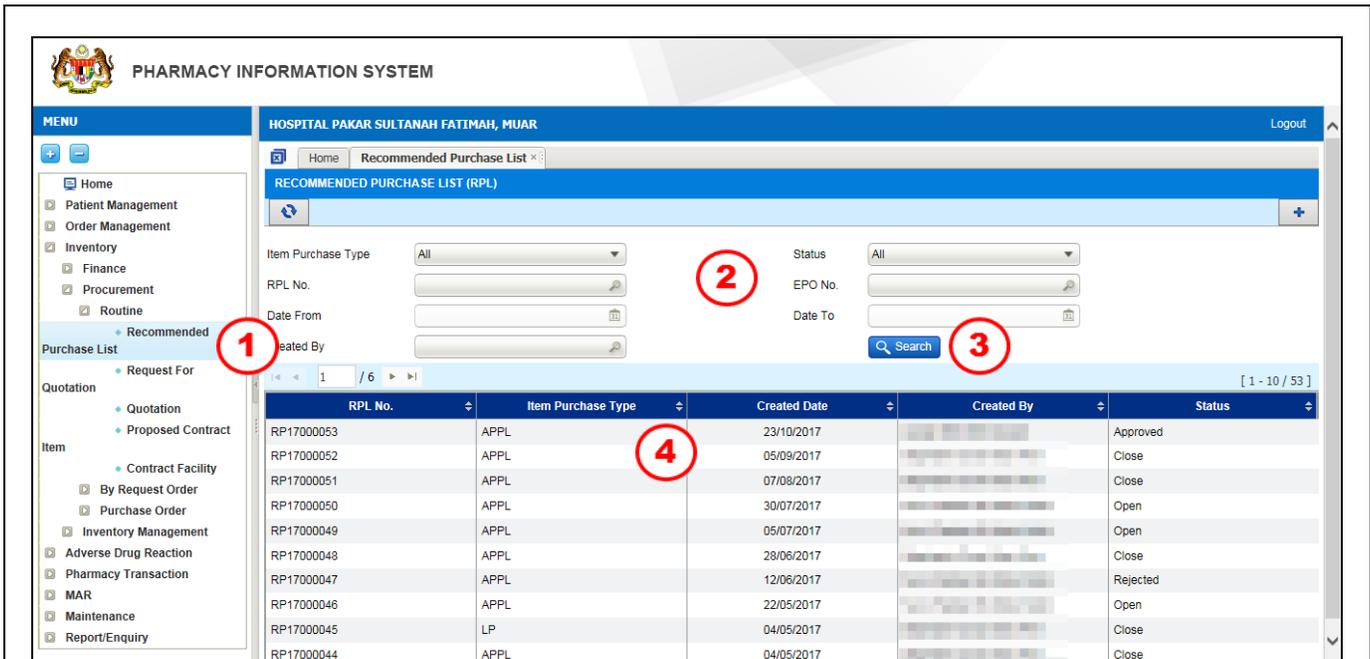
Figure 3.1-1 Recommended Purchase List (RPL) Listing Page

Recommended Purchase List (RPL) is a list generated item by the system based under buffer level to help user to proceed with the purchase
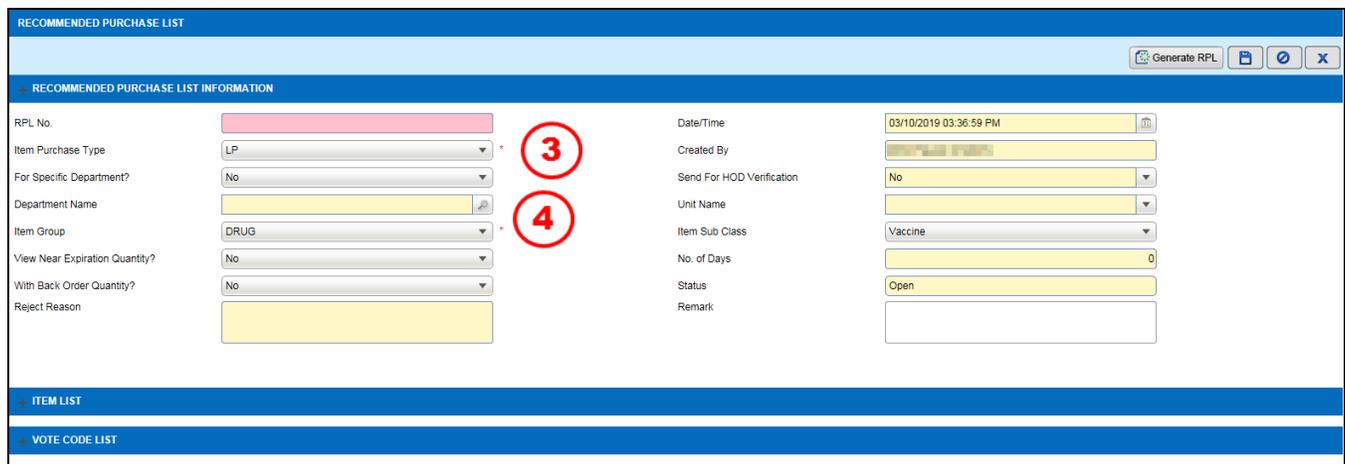
STEP 1
Click on the 'Inventory' menu followed by 'Procurement' and 'Routine', and select 'Recommended Purchase List'

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 - All - APPL - Contract - 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: - All - Approved - Cancelled - Closed - Open	Filter and search existing records based on Status

		- Pending For Approval - Pending For Verification - Rejected	
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 [🔍 Search] button after input criteria and the result display will be based on the criteria entered

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

STEP 4
Double click on the selected record and the details will be displayed as figure 3.1-2
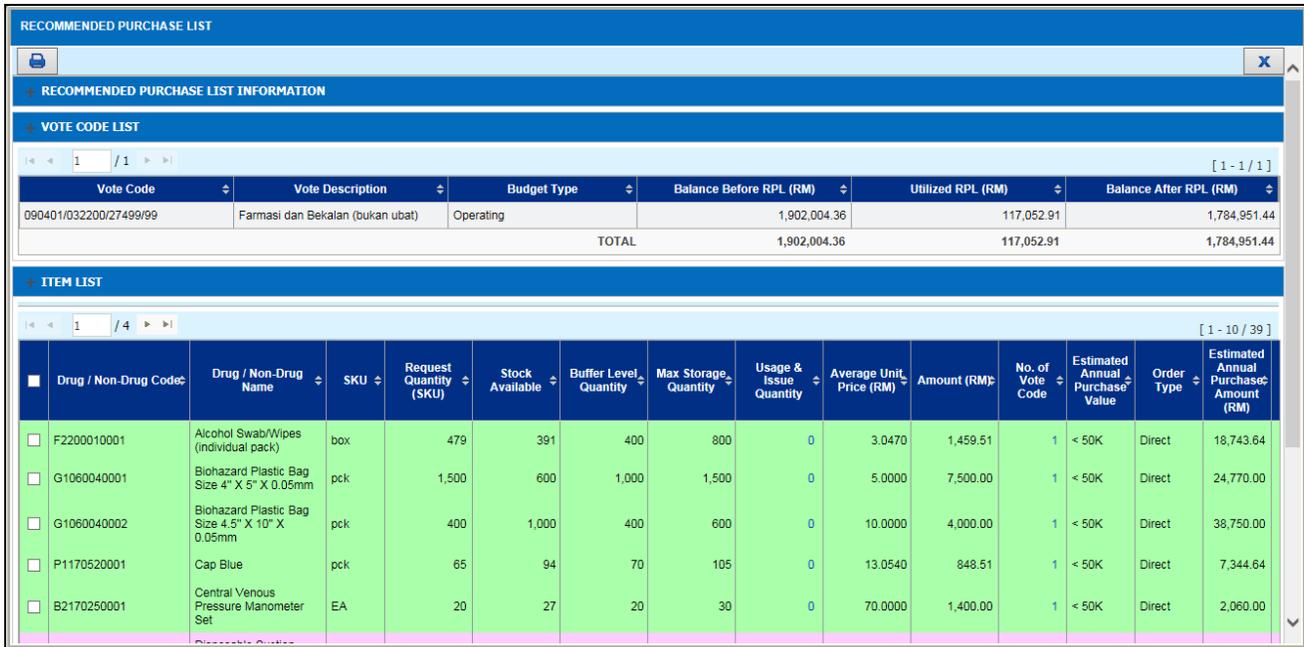
RECOMMENDED PURCHASE LIST

RECOMMENDED PURCHASE LIST INFORMATION

VOTE CODE LIST

|◄ ◄ 1 / 1 ► ►| [1 - 1 / 1]

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

ITEM LIST

|◄ ◄ 1 / 4 ► ►| [1 - 10 / 39]

☐	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:

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

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.*

Figure 3.2-4 Recommended Purchase List

STEP 9

Click on the [Generate RPL] 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

[1 - 10 / 10]

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

🗑 Delete Item   ➕ Add Item

[1 - 10 / 42]

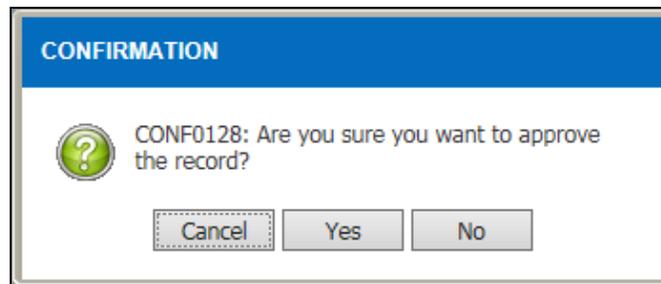| ☐	Drug / Non-Drug Code	Drug / Non-Drug Name	SKU	Default Item Code	Packaging Description	Request Quantity (SKU)	Request Quantity (PKU)	Stock Available (SKU)	Stock Available (PKU)	Buffer Level Quantity (SKU)	Max Storage Quantity (SKU)	Usage & Issue Quantity (SKU)	Pending eP Approved	Average Unit Price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

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

Figure 3.2-8 Usage Quantity Details

Note

Click on the [X] *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

Figure 3.2-9 Vote Information

Note

Click on the [X] *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

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 [+ Vote Code] button to add Vote Code and Vote Information screen will be display as Figure 3.2-11

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* 🗑 Delete *button and confirmation message will be display as shown in Figure 3.2-12*
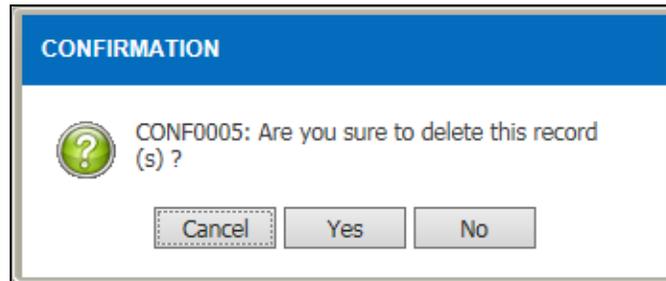
Figure 3.2-12 Confirmation Message
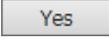
- *Click on the* Yes *button and the information of the vote code will be removed from the list*
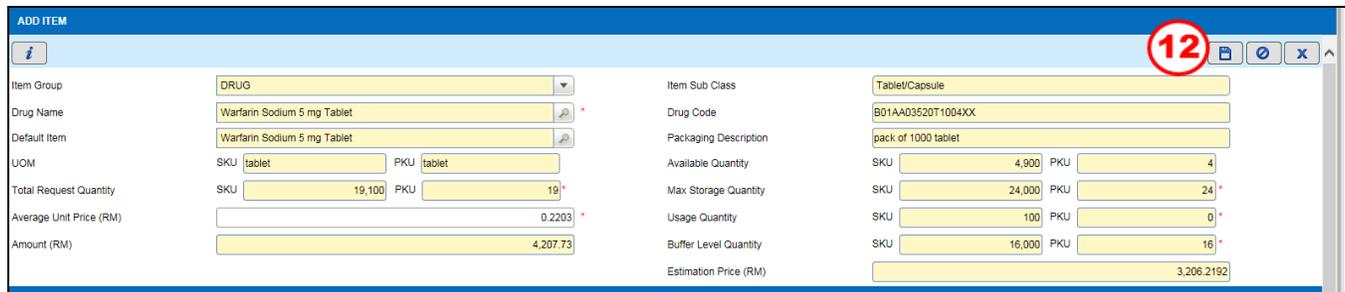
Figure 3.2-13 Item Information

STEP 12

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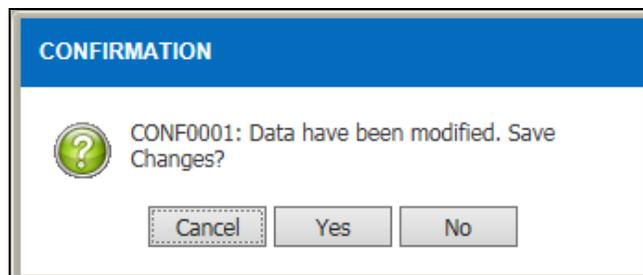
Figure 3.2-14 Confirmation Message

Note
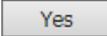
- *Click on the* [Yes] *button so save the modified record*

- *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 [+ Add Item] 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
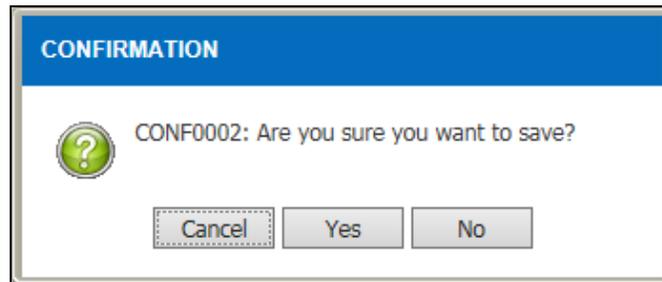
Figure 3.2-17 Confirmation Message

Note
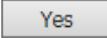
- *Click on the* Yes *button to save record*

- *After saved, the record will be updated on the Item List*

Figure 3.2-18 Recommended Purchase List

STEP 17

Click on the [💾] button to save the RPL transaction and information message will be display as Figure 3.2-19

Figure 3.2-19 Information Message

Note

- _Click on the_ OK _button to successfully save the record_

- **_RPL No_** _will be auto generated after successfully saved the record_

- _Button_ 👍 Approve , 👎 Reject _and_ 🔄 Cancel Request _will be enable after successfully saved the record as shown in Figure 3.2-20_

Figure 3.2-20 Recommended Purchase List

STEP 18

a) Click on the [👍 Approve] 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 [Yes] 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_ [OK] _button to successfully approved the record_

b) Click on the [👎 Reject] button to reject the record and confirmation message will be display as Figure 3.2-23

Note

User need to enter **Reject Reason** before click on the [👎 Reject] _button_
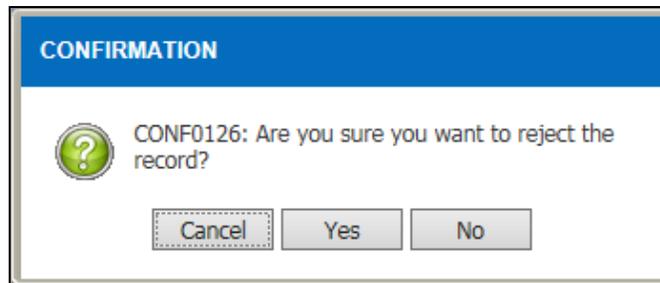
Figure 3.2-23 Confirmation Message

Note
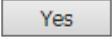
- _Click on the_ [Yes] _button to reject record and information message will be display as Figure 3.2-24_
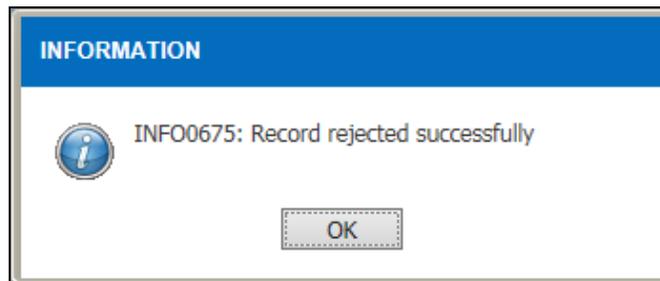
Figure 3.2-24 Information Message

Note

- _Click on the_ [OK] _button to successfully rejected the record_
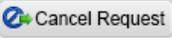
c) Click on the [🔄 Cancel Request] button to cancel the record and confirmation message will be display as Figure 3.2-25
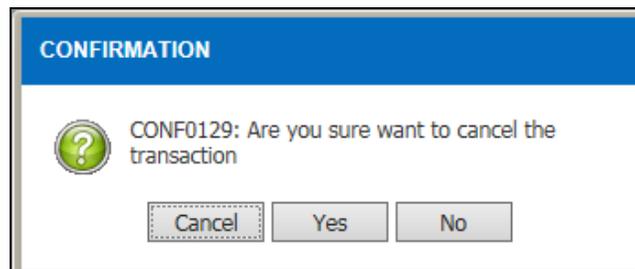
Figure 3.2-25 Confirmation Message

Note
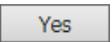
Click on the [Yes] _button to cancel the transaction_

3.3 Purchase Order
3.3.1 Purchase Order Listing Page
To view existing Purchase order Record, perform the steps below:

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
  a) Item Purchase Type
     - APPL
     - Contract
     - LP
  b) Order Type
     - Direct Purchase
     - Quotation
  c) Request Type
     - Approved Special Drug
     - Indent Based
     - RPL
     - Requisition Order
     - Supplementary Order
  d) Order No
  e) LPO No
  f) Date From
  g) Date To
  h) Item Description
  i) Item Code
  j) Status
  k) 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 [🔍 Search] 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
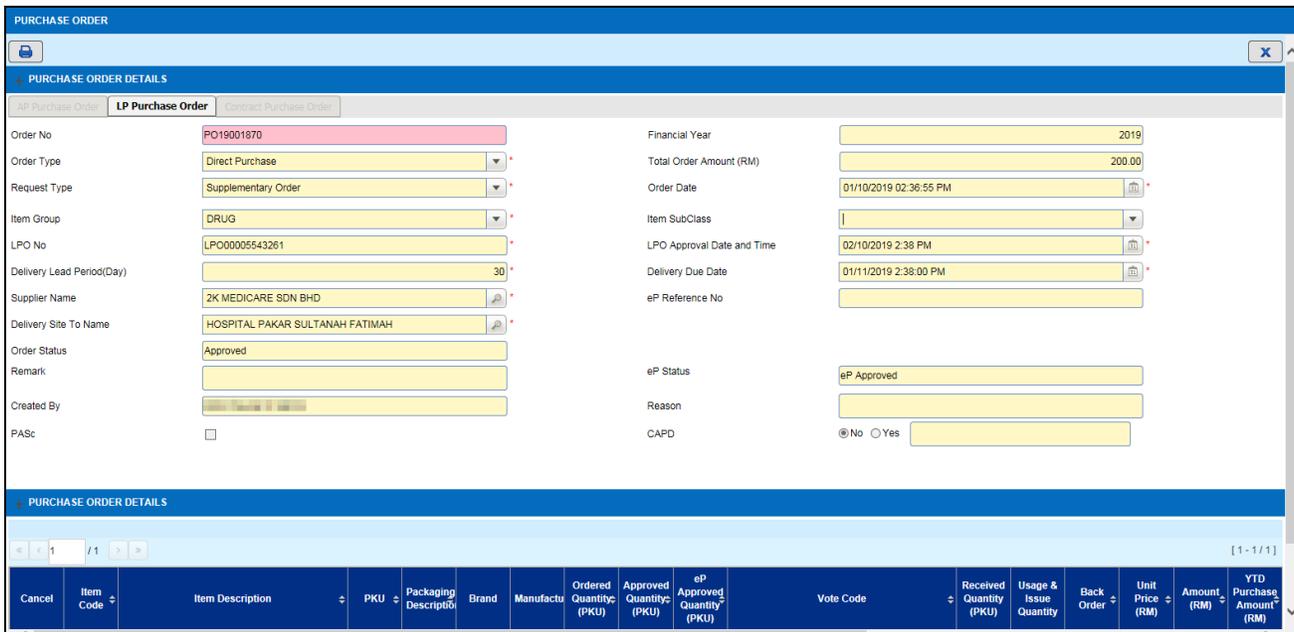
PURCHASE ORDER		

PURCHASE ORDER DETAILS

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

Field	Value	Field	Value
Order No	PO19001870	Financial Year	2019
Order Type	Direct Purchase	Total Order Amount (RM)	200.00
Request Type	Supplementary Order	Order Date	01/10/2019 02:36:55 PM
Item Group	DRUG	Item SubClass	
LPO No	LPO00005543261	LPO Approval Date and Time	02/10/2019 2:38 PM
Delivery Lead Period(Day)	30	Delivery Due Date	01/11/2019 2:38:00 PM
Supplier Name	2K MEDICARE SDN BHD	eP Reference No	
Delivery Site To Name	HOSPITAL PAKAR SULTANAH FATIMAH		
Order Status	Approved		
Remark		eP Status	eP Approved
Created By		Reason	
PASc	☐	CAPD	◉No ○Yes

PURCHASE ORDER DETAILS

[1] / 1 [1 - 1 / 1]

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:

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.

Figure 3.3.2-2 LP Purchase Order

STEP 3
Select 'LP Purchase Order' tab

Figure 3.3.2-3 LP Purchase Order

STEP 4
Select on **Order Typr** 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
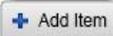
Click on the [+ Add Item] button to add item to be procure and Add Purchase Order Item screen will be display as Figure 3.3.2-4

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

Figure 3.3.2-5 Product Search

Note
- *List of item display is the list from approved RPL*

- *Click on the selected item*

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 [icon] button to save the record and confirmation message will be display as Figure 3.3.2-7
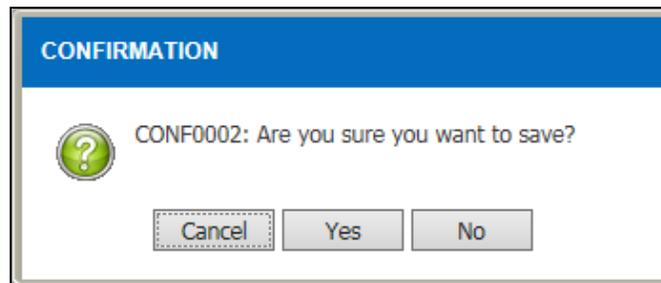
Figure 3.3.2-7 Confirmation Message

Note
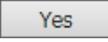
Click on the [Yes] button to save the record and information message will be display as Figure 3.3.2-8
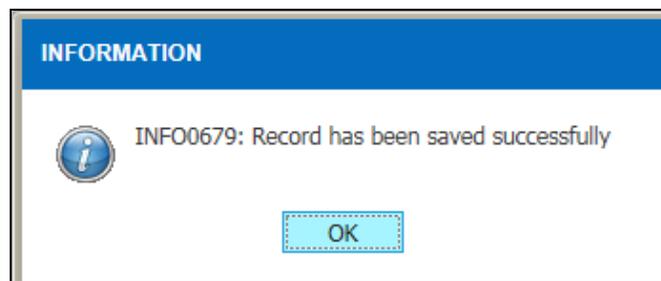
**Figure 3.3.2-8 Information Message**
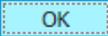
Note

Click on the [OK] 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

Field	Value	Field	Value	Field	Value
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)	0	Approved Quantity (PKU)	0	Brand	
Suggested Quantity (PKU)	0	eP Approved Quantity (PKU)	0	Manufacturer	
Min Order Quantity (PKU)	0	Max Storage Quantity(PKU)	0	Unit Price (RM) (PKU)	0.00
Quantity Available (PKU)	0	Max Storage Quantity(SKU)	0	Total Amount (RM)	0.00
Quantity Available (SKU)	0	Buffer Level Quantity (SKU)	0		

PURCHASE ORDER DETAILS

🗑 Delete Item ➕ Add Item

1 / 1 [1 - 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)
☐	B01AA03520 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 [1 - 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.*
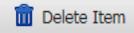
- *User is allowed to delete the list of Purchase Order Details by click on the check box then click the* 🗑 Delete Item *button.*

- *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 [1 - 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
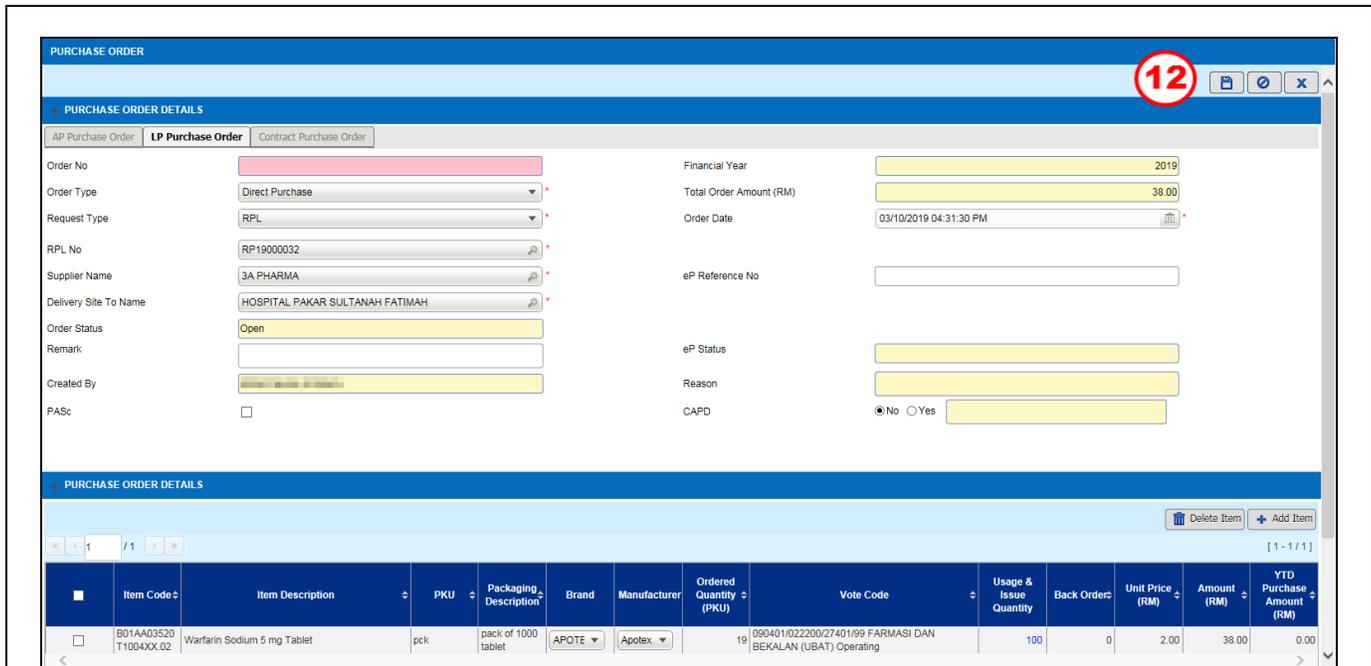
Figure 3.3.2-11 LP Purchase Order

STEP 12

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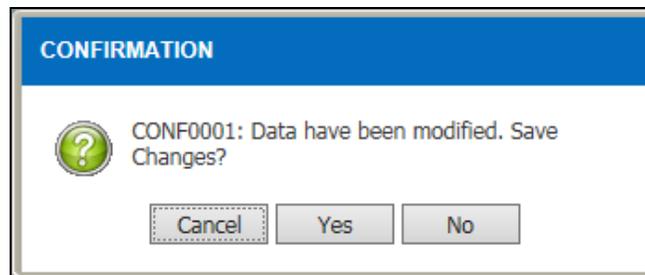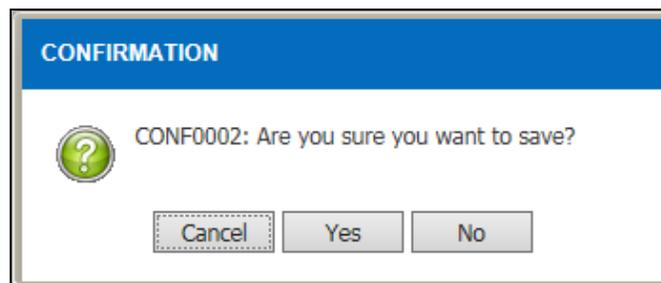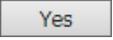

Figure 3.3.2-12 Confirmation Message

Note

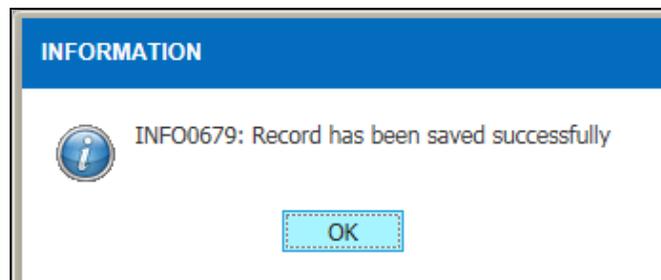*Click on the [Yes] button to save the record and information message will be display as Figure 3.3.2-13*
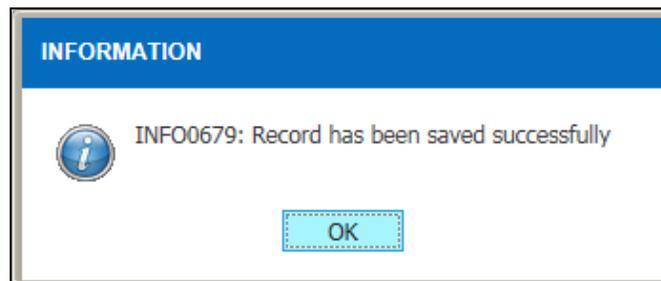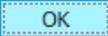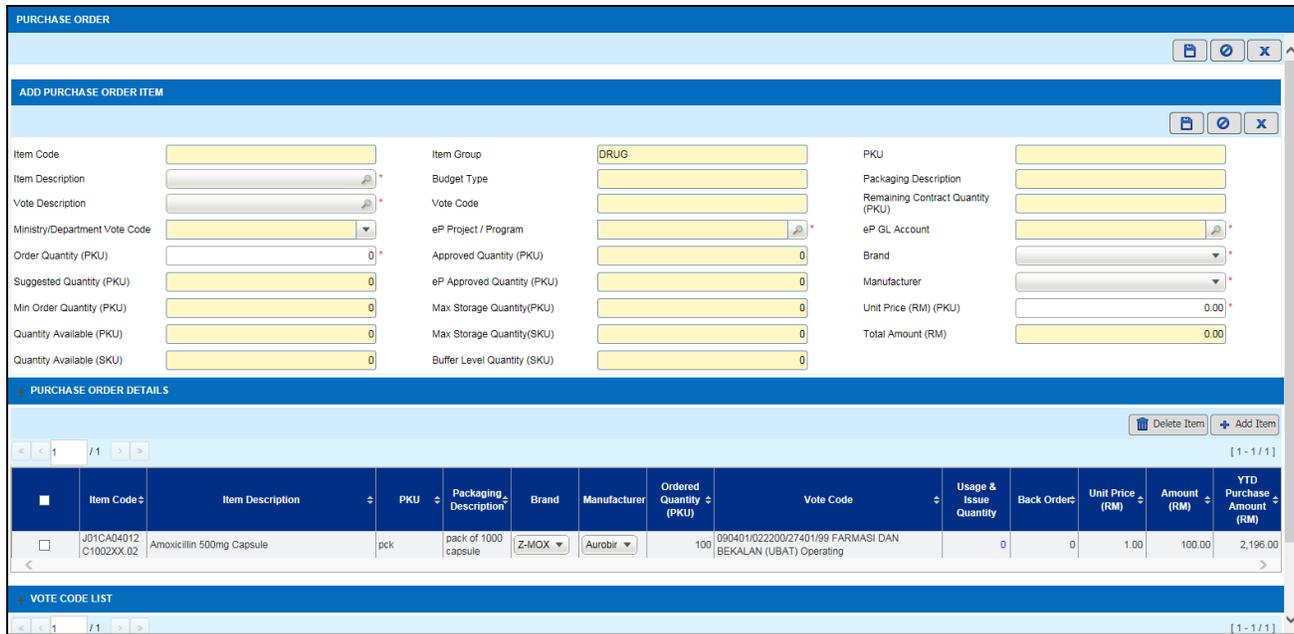

Figure 3.3.2-13 Information Message

Note

• *Click on the [OK] button to successfully save the record*

- **Order No** will be auto generated after successfully saved the record

- *Button* [Approve] , [Reject] *and* [Cancel Request] *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

a) Click on the [Approve] 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* [Yes] *button to approved record and information message will be display as Figure 3.3.2-16*
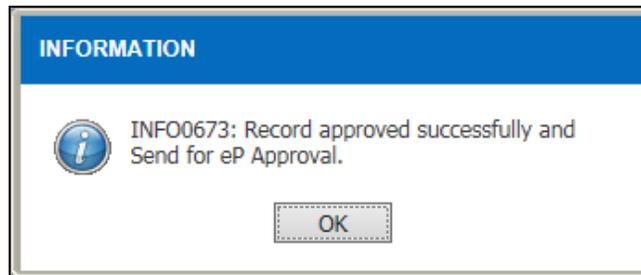
Figure 3.3.2-16 Information Message

Note

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

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

Note

*User need to enter **Reject Reason** before click on the* Reject *button*
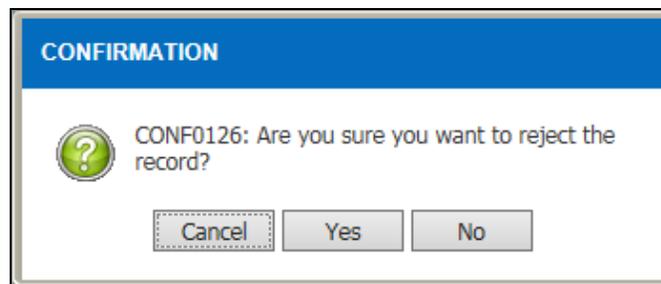
Figure 3.3.2-17 Confirmation Message

Note
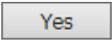
- *Click on the* Yes *button to reject record and information message will be display as Figure 3.3.2-18*
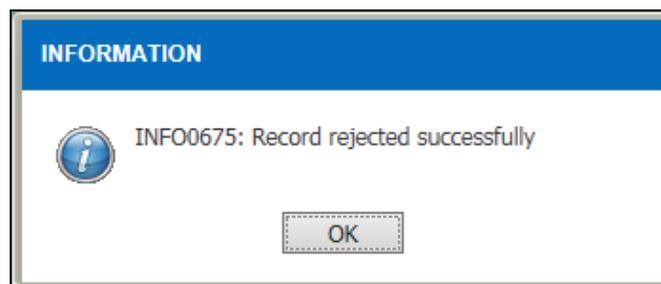
Figure 3.3.2-18 Information Message
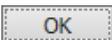
Note

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

c) Click on the [Cancel Request] button to cancel the record and confirmation message will be display as Figure 3.3.2-19
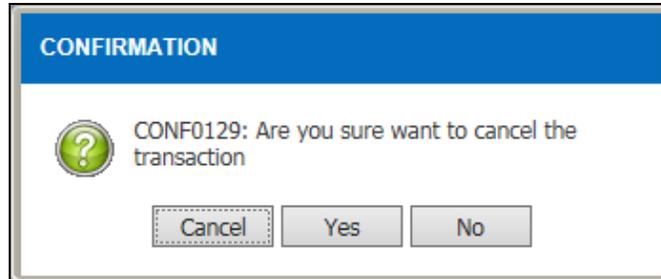
Figure 3.3.2-19 Confirmation Message

Note
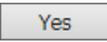
Click on the [Yes] button to cancel the transaction

3.3.3 New Purchase Order LP Direct Purchase: Supplementary

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

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.

Figure 3.3.3-2 LP Purchase Order

STEP 3

Select 'LP Purchase Order' tab

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 [+ Add Item] button to add item to be procure and Add Purchase Order Item screen will be display as Figure 3.3.3-4

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

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*

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 [Yes] button to save the record and information message will be display as Figure 3.3.3-8
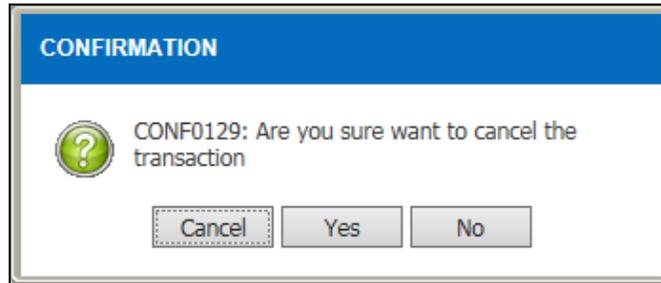

Figure 3.3.3-8 Information Message

Note

Click on the OK *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*

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* Delete Item *button.*

- *Click on the* X *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*

Figure 3.3.3-10 Vote Code List

Figure 3.3.3-11 LP Purchase Order

STEP 13

Click on the [save] 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 Yes _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 [OK] button to successfully save the record

- **Order No** will be auto generated after successfully saved the record

- *Button* [👍 Approve] , [👎 Reject] *and* [↻ Cancel Request] *will be enable after successfully saved the record as shown in Figure 3.3.3-14*

Figure 3.3.3-14 LP Purchase Order

STEP 14

a) Click on the [👍 Approve] button to approve the record and confirmation message will be display as Figure 3.3.3-15
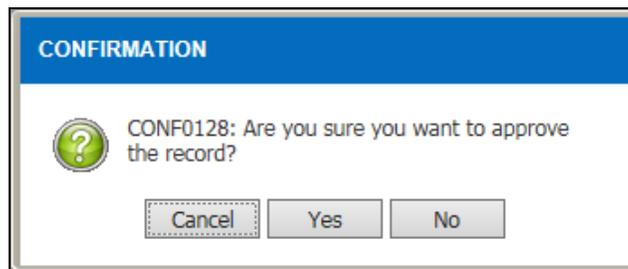
Figure 3.3.3-15 Confirmation Message

Note
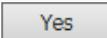
- *Click on the* [Yes] *button to approved record and information message will be display as Figure 3.3.3-16*
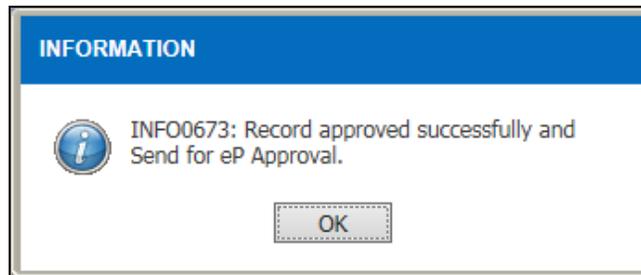
Figure 3.3.3-16 Information Message

Note

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

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

Note

User need to enter **Reject Reason** before click on the Reject button
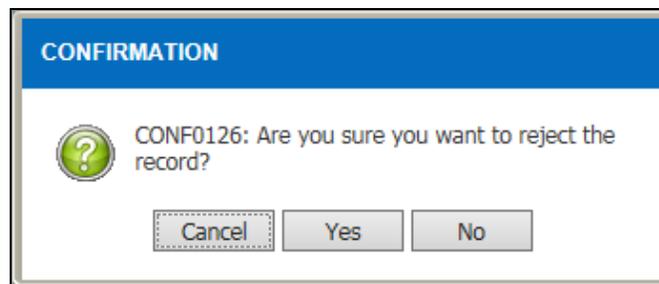
Figure 3.3.3-17 Confirmation Message

Note
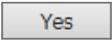
- *Click on the* Yes *button to reject record and information message will be display as Figure 3.3.3-18*
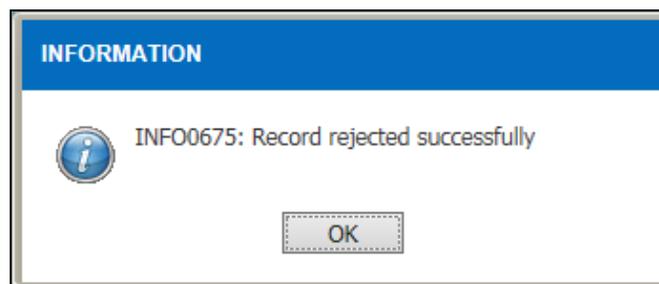
Figure 3.3.3-18 Information Message

Note

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

c) Click on the Cancel Request 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
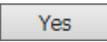
Click on the [Yes] *button to cancel the transaction*

3.3.4 New Purchase Order LP Direct Purchase: Indent

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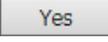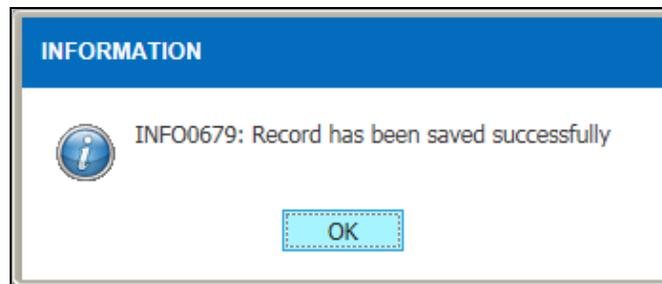

Figure 3.3.4-1 LP Purchase Order

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.

Figure 3.3.4-2 LP Purchase Order

STEP 3

Select 'LP Purchase Order' tab

Figure 3.3.4-3 LP Purchase Order

STEP 4
Select on *Order Typr* 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*

Figure 3.3.4-4 Purchase Order Details

STEP 9

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

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
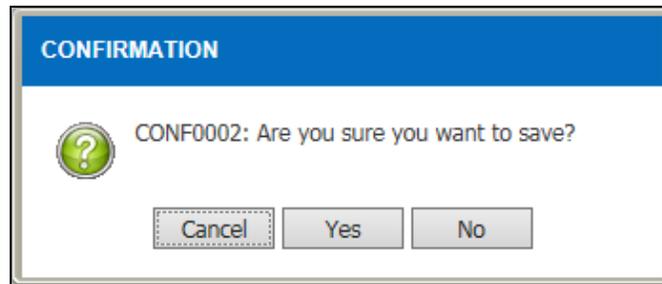
CONFIRMATION

CONF0002: Are you sure you want to save?

Cancel   Yes   No

Figure 3.3.4-6 Confirmation Message

Note

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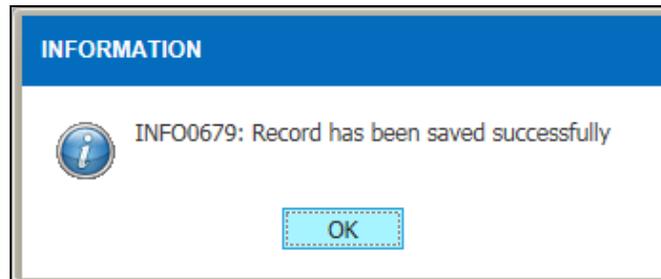
INFORMATION

INFO0679: Record has been saved successfully

OK

Figure 3.3.4-7 Information Message

Note
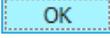
- *Click on the* OK *button to successfully save the record.*

- *User is allowed to delete the list of Purchase Order Details by click on the check box then click the* 🗑 Delete Item *button.*

- *Repeat from STEP 9 to STEP 12 for updating the order information.*

- *Click on the* X *button to close the Add Purchase Order Details screen*
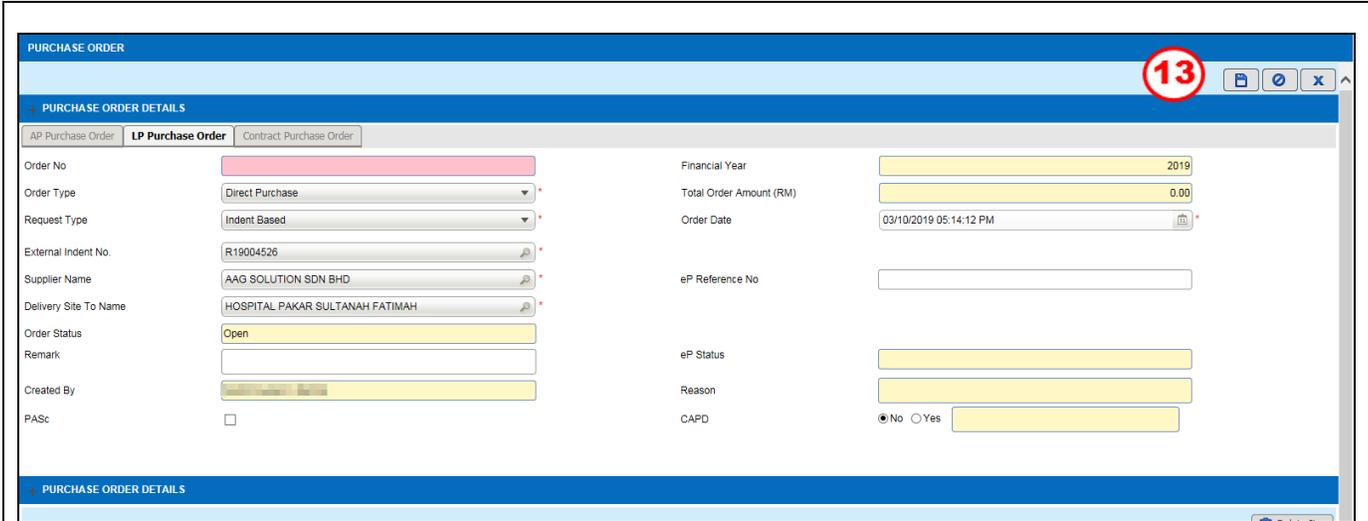
Figure 3.3.4-8 LP Purchase Order

STEP 13

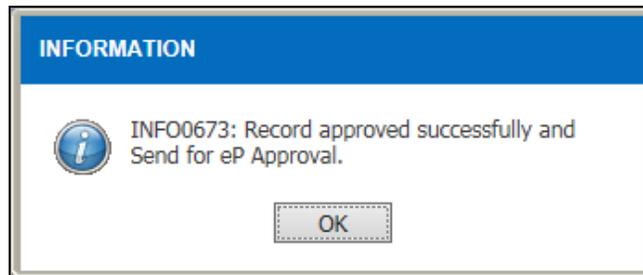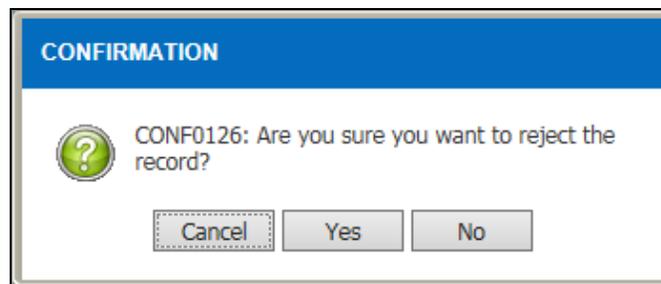Click on the [save] button to save the record and confirmation message will be display as Figure 3.3.4-9
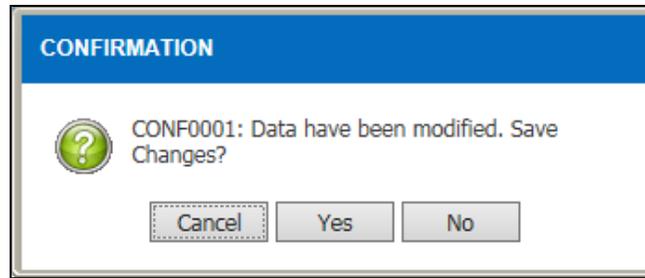
Figure 3.3.4-9 Confirmation Message

Note
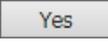
Click on the [Yes] *button to save the record and information message will be display as Figure 3.3.4-10*

Figure 3.3.4-10 Information Message
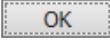
Note

- *Click on the* [OK] *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* [Approve] *,* [Reject] *and* [Cancel Request] *will be enable after successfully saved the record as shown in Figure 3.3.4-11*

Figure 3.3.4-11 LP Purchase Order

STEP 14

a) Click on the [Approve] 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?

Cancel   Yes   No

Figure 3.3.4-12 Confirmation Message

Note

- *Click on the* [Yes] *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* OK *button to successfully approved the record*

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

Note

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

Figure 3.3.4-14 Confirmation Message
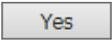
Note
- *Click on the* Yes *button to reject record and information message will be display as Figure 3.3.4-15*
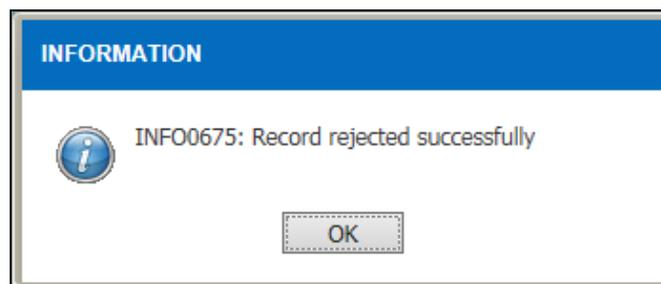
Figure 3.3.4-15 Information Message

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

3.3.5 Purchase Order LP: eP Approval
To proceed with eP Approval process, perform the steps below:

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

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

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

Figure 3.3.5-4 Add Purchase Order Item

STEP 7
Modify *eP Approved Quantity (PKU)* if necessary

STEP 8
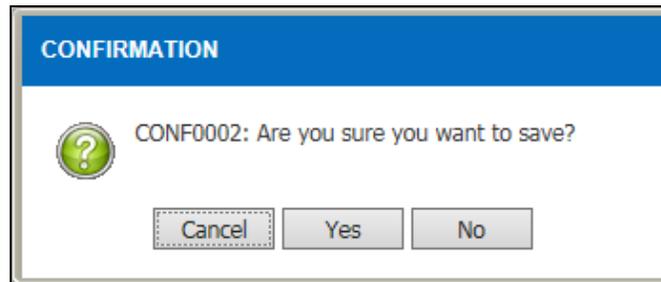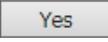Click on the [save] button to save the record and confirmation message will be display as Figure 3.3.5-5

Figure 3.3.5-5 Confirmation Message

Note

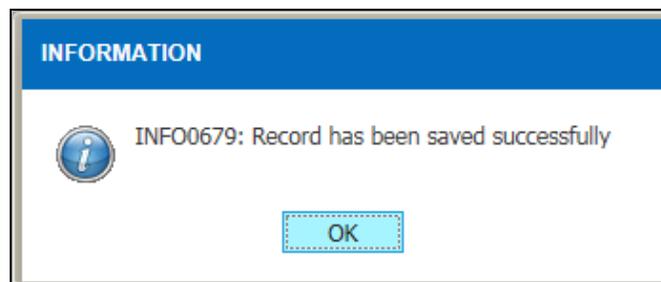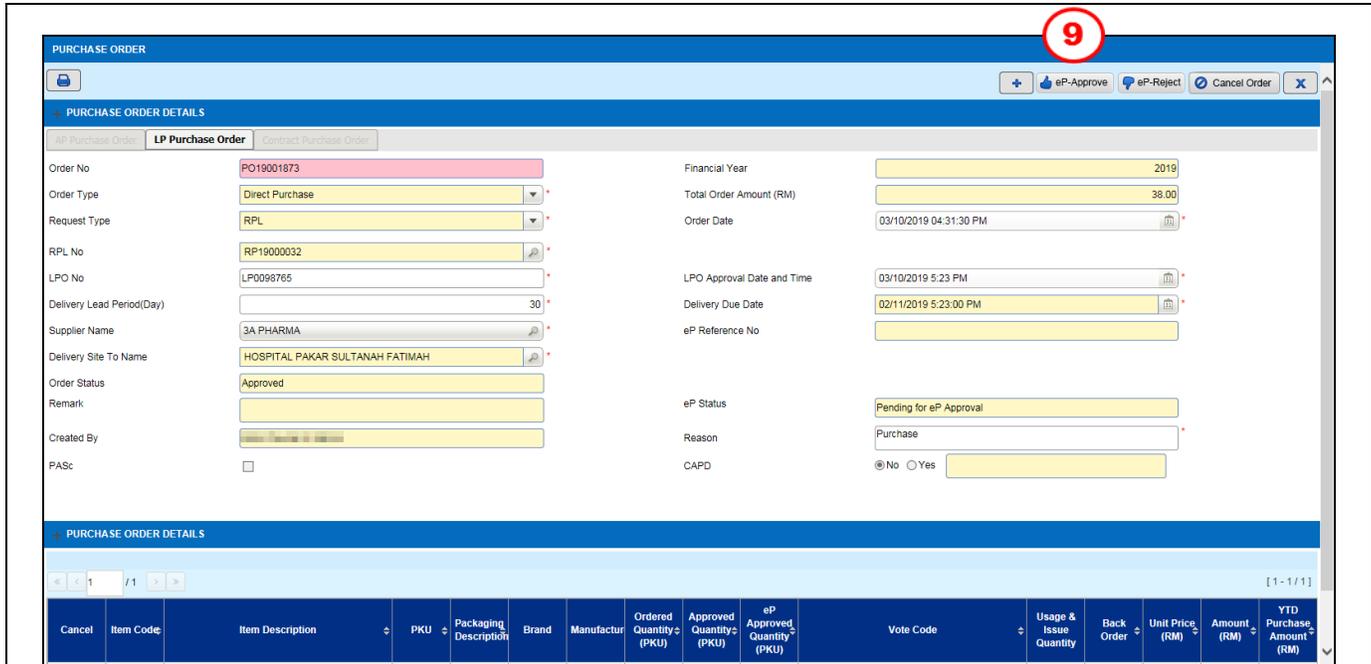Click on the [Yes] button to save the record and information message will be display as Figure 3.3.5-6

Figure 3.3.5-6 Information Message

Note

- *Click on the [OK] button to successfully saved the record*

- *Click on the [X] button to close the Add Purchase Order Item screen*

Figure 3.3.5-7 LP Purchase Order

STEP 9

Click on the ⟨👍 eP-Approve⟩ button to approve the transaction and confirmation message will be display as Figure 3.3.5-8
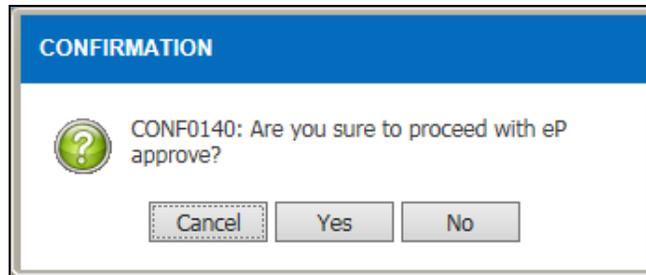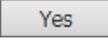

Figure 3.3.5-8 Confirmation Message

Note

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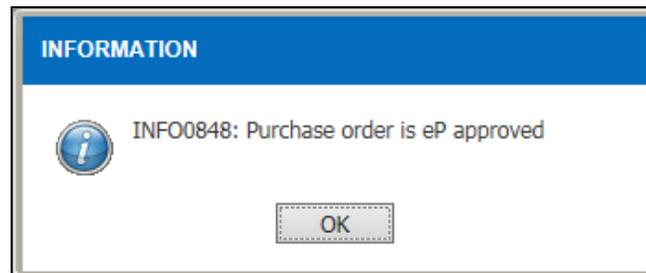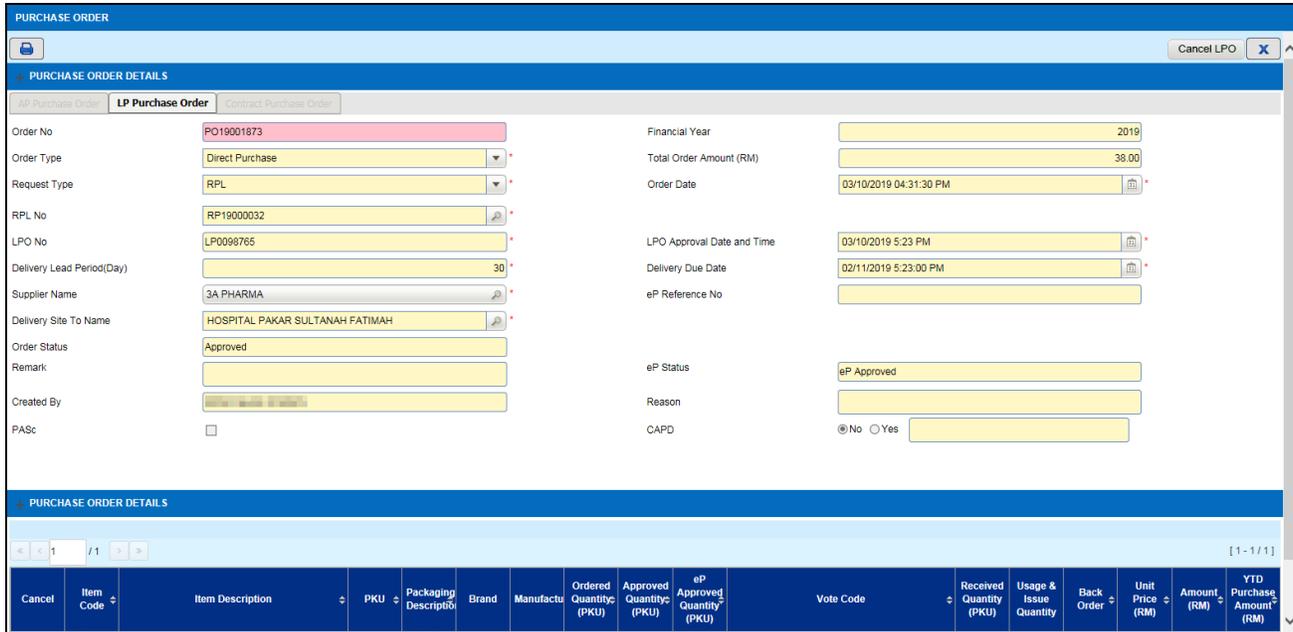

Figure 3.3.5-9 Information Message

Note

- *Click on the* ⟨OK⟩ *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

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:

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

Figure 3.3.6-2 LP Purchase Order

STEP 3
Enter *Reason*

STEP 4

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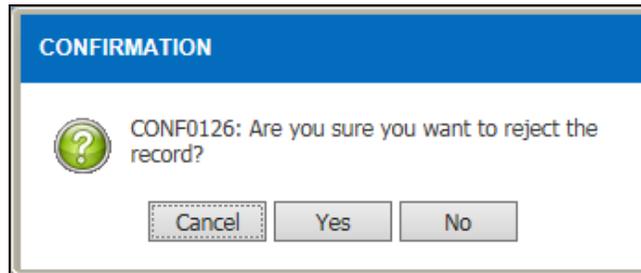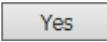
CONFIRMATION

CONF0126: Are you sure you want to reject the record?

Cancel | Yes | No

Figure 3.3.6-3 Confirmation Message

Note

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

INFORMATION

INFO7921: Purchase Order is ep rejected

OK
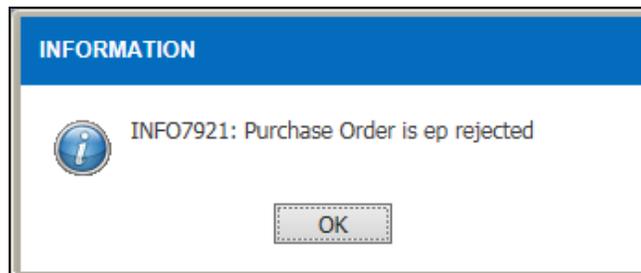
Figure 3.3.6-4 Information Message

Note

- *Click on the [OK] button*

- ***eP Status** will change to eP Rejected*

b) Click on the [Cancel Request] 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 [Yes] 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 [OK] button to successfully cancelled the record*

- ***eP Status** will change to eP Cancelled*

4.0 Acronyms

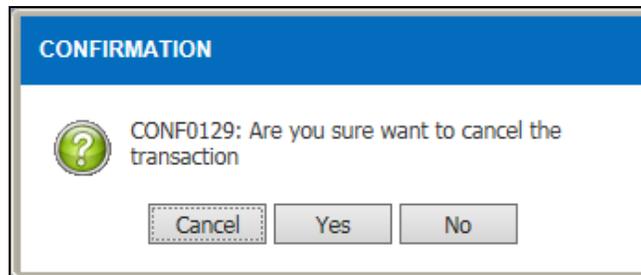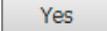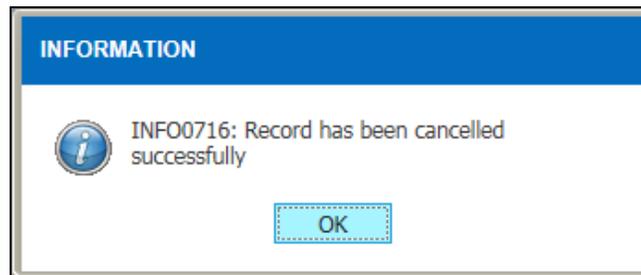| Abbreviation	Definition
MOH	Ministry of Health
KKM	Kementerian Kesihatan Malaysia
PhIS	Pharmacy Information System
CPS	Clinical Pharmacy System
PKU	Packaging Keeping Unit
SKU	Store Keeping Unit
TDM	Therapeutic Drug Monitoring
CDR	Cytotoxic Drug Reconstitution
APPL	Approved Product Purchase List
RPL	Recommended Purchase List
EPO	Electronic Purchase Order

5.0 Links to Inventory Modules

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