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

User Manual
Pharmacy Inventory
Procurement Standard (LP)

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Application reference: PhIS & CPS v2.5.1

Table of Contents

1.0 Introduction

1.1 Overview of PhIS

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

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

1. Order Management
2. Inpatient Pharmacy
3. Outpatient Pharmacy
4. Medication Counselling
5. Ward Pharmacy
6. Pharmacy Inventory
7. Manufacturing of Cytotoxic Drug Reconstitution (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
	Reset Login Screen		Expand Menu
Home	Display Home Tab		Expand Module
	Close All Open Tabs		Refresh Screen
	Add/Create New Record		Show Help
*	Mandatory Field	31	Calendar Icon
	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	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 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

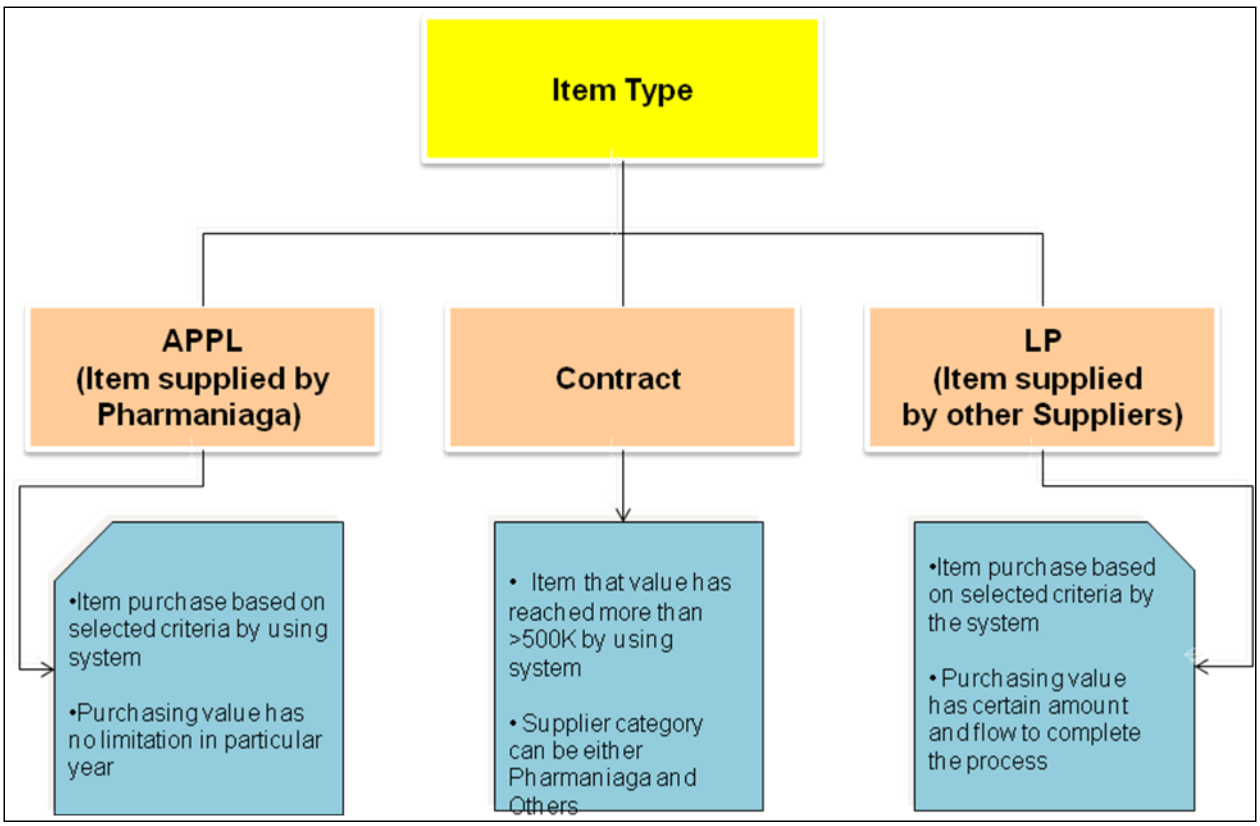


Figure 3.0-1

Functional Description

Slow Moving comprises of three (2) main functions:

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

3.1 Recommended Purchase List (RPL) Listing Page

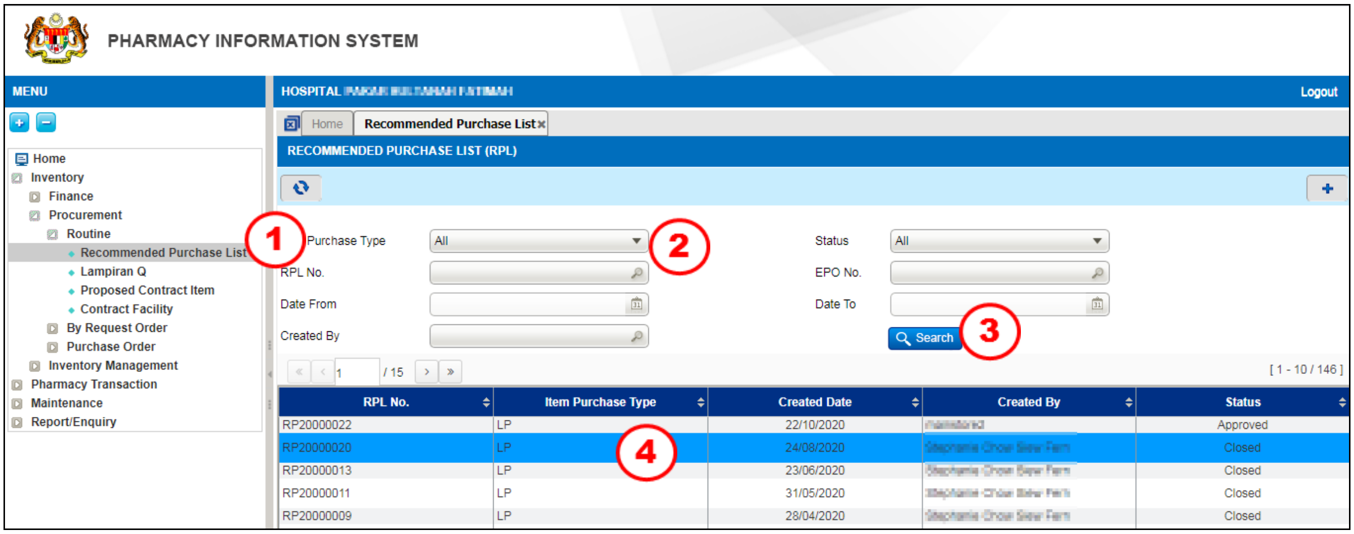


Figure 3.1-1 Recommended Purchase List (RPL) Listing Page

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 - 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 - Pending For Approval - Pending For Verification - Rejected	Filter and search existing records based on Status

f	Created by	Select created from the drop down menu	Filter and search existing records based on creator
g	Date to	Search by selecting a date to the calendar	Filter and search existing records based on date. The date format will be 'dd/mm/yyyy'. i.e. 31/12/2015

Table 3.1-1

STEP 3

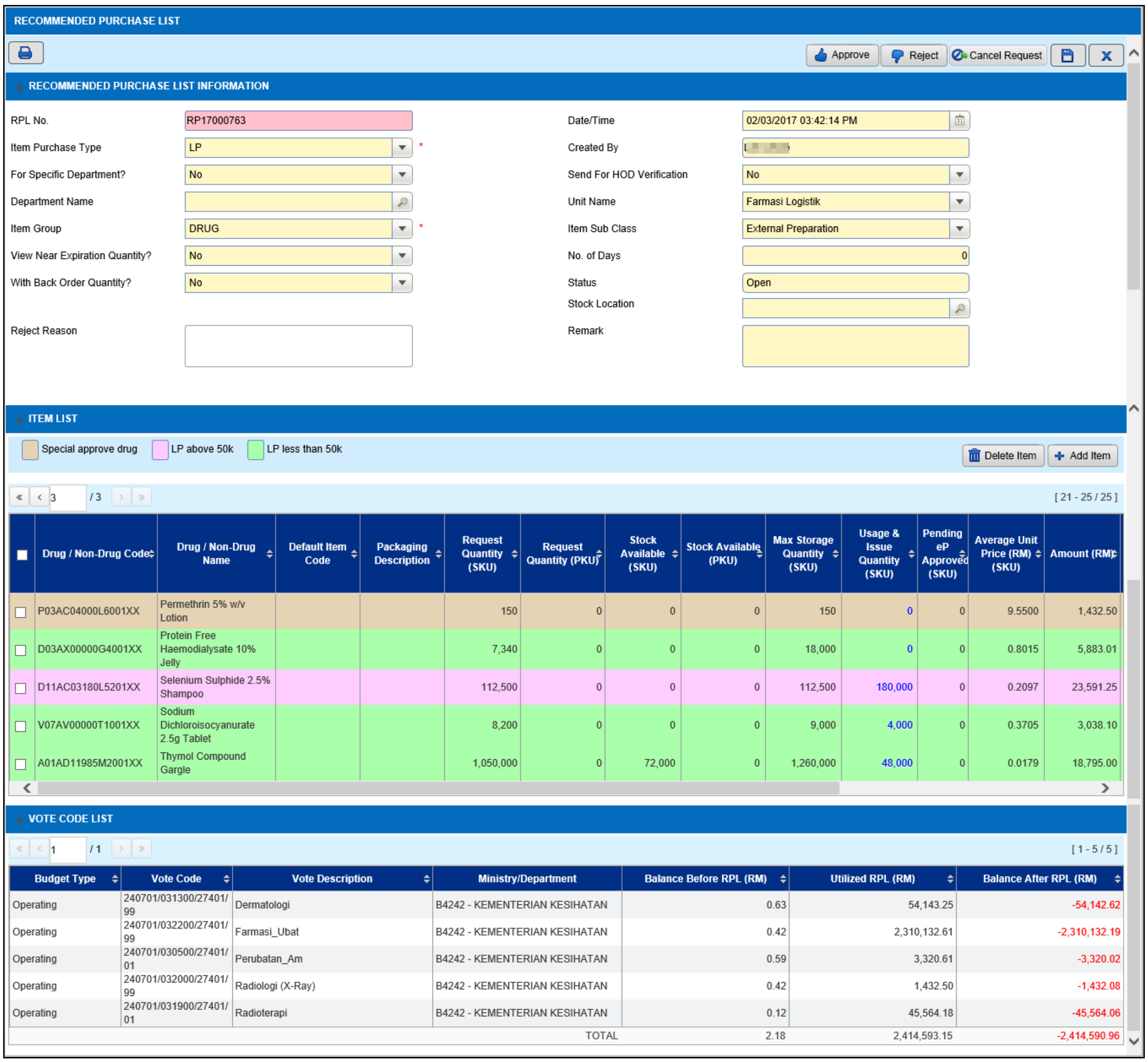
Click on the Search button after input criteria and the result display will be based on the criteria entered

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

Approve | Reject | Cancel Request

RECOMMENDED PURCHASE LIST INFORMATION

RPL No.	RP17000763	Date/Time	02/03/2017 03:42:14 PM
Item Purchase Type	LP	Created By	
For Specific Department?	No	Send For HOD Verification	No
Department Name		Unit Name	Farmasi Logistik
Item Group	DRUG	Item Sub Class	External Preparation
View Near Expiration Quantity?	No	No. of Days	0
With Back Order Quantity?	No	Status	Open
		Stock Location	
Reject Reason		Remark	

ITEM LIST

Special approve drug | LP above 50k | LP less than 50k

Delete Item | Add Item

3 / 3 [21 - 25 / 25]

Drug / Non-Drug Code	Drug / Non-Drug Name	Default Item Code	Packaging Description	Request Quantity (SKU)	Request Quantity (PKU)	Stock Available (SKU)	Stock Available (PKU)	Max Storage Quantity (SKU)	Usage & Issue Quantity (SKU)	Pending eP Approved (SKU)	Average Unit Price (RM) (SKU)	Amount (RM)
P03AC04000L6001XX	Permethrin 5% w/v Lotion			150	0	0	0	150	0	0	9.5500	1,432.50
D03AX00000G4001XX	Protein Free Haemodialysate 10% Jelly			7,340	0	0	0	18,000	0	0	0.8015	5,883.01
D11AC03180L5201XX	Selenium Sulphide 2.5% Shampoo			112,500	0	0	0	112,500	180,000	0	0.2097	23,591.25
V07AV00000T1001XX	Sodium Dichloroisocyanurate 2.5g Tablet			8,200	0	0	0	9,000	4,000	0	0.3705	3,038.10
A01AD11985M2001XX	Thymol Compound Gargle			1,050,000	0	72,000	0	1,260,000	48,000	0	0.0179	18,795.00

VOTE CODE LIST

1 / 1 [1 - 5 / 5]

Budget Type	Vote Code	Vote Description	Ministry/Department	Balance Before RPL (RM)	Utilized RPL (RM)	Balance After RPL (RM)
Operating	240701/031300/27401/99	Dermatologi	B4242 - KEMENTERIAN KESIHATAN	0.63	54,143.25	-54,142.62
Operating	240701/032200/27401/99	Farmasi_Ubat	B4242 - KEMENTERIAN KESIHATAN	0.42	2,310,132.61	-2,310,132.19
Operating	240701/030500/27401/01	Perubatan_Am	B4242 - KEMENTERIAN KESIHATAN	0.59	3,320.61	-3,320.02
Operating	240701/032000/27401/99	Radiologi (X-Ray)	B4242 - KEMENTERIAN KESIHATAN	0.42	1,432.50	-1,432.08
Operating	240701/031900/27401/01	Radioterapi	B4242 - KEMENTERIAN KESIHATAN	0.12	45,564.18	-45,564.06
			TOTAL	2.18	2,414,593.15	-2,414,590.96

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:

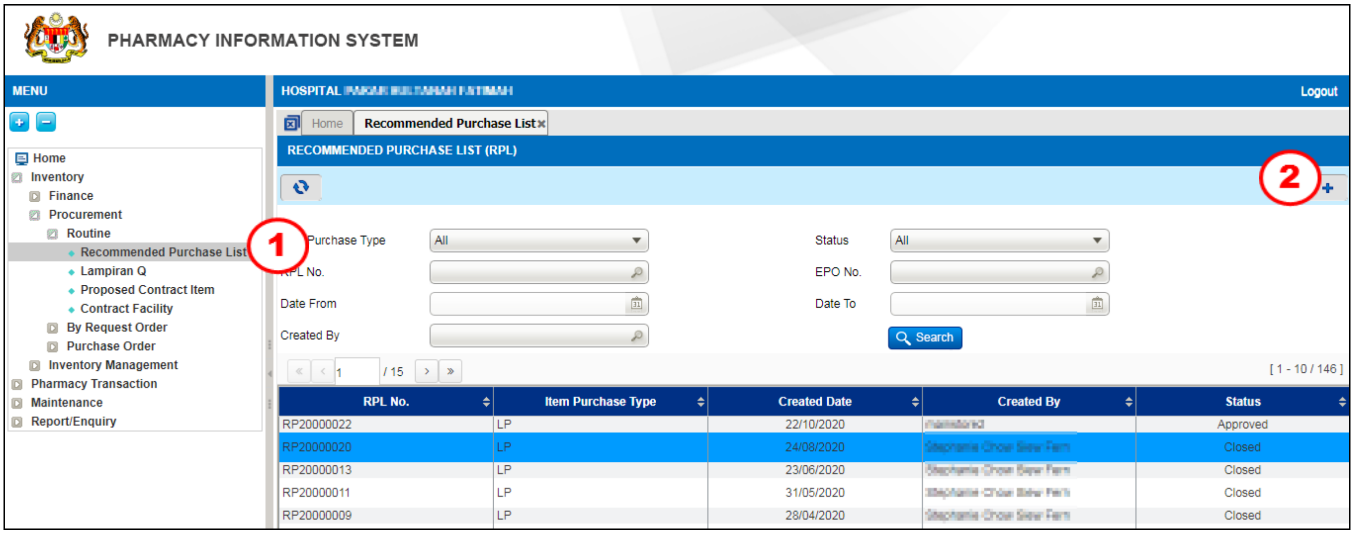


Figure 3.2-1 Recommended Purchase List

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

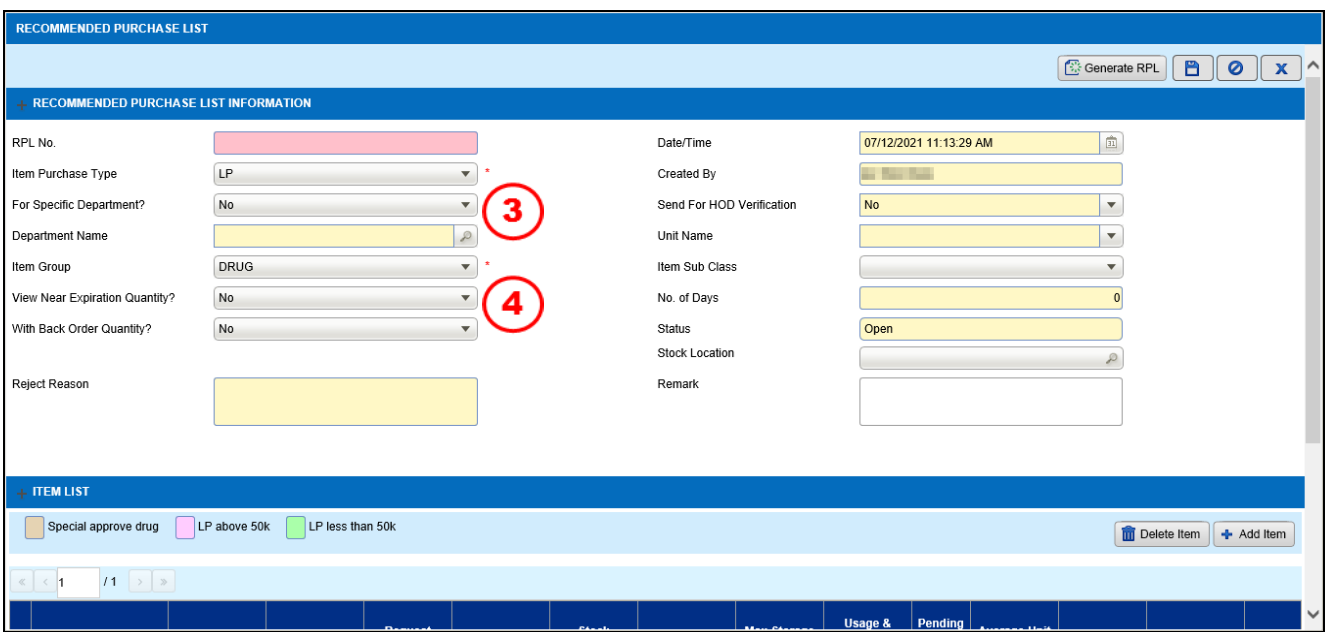


Figure 3.2-2 Recommended Purchase List

STEP 3

Select ***Item Purchase Type*** as LP

STEP 4
Select Item Group from the drop down box:
- DRUG
- NON DRUG

Note

- *By selecting Item Group as 'DRUG', there will be 3 (three) Color Indicator will be display at the Item List section which is: -*
  - *a)* Special approve drug
    - *will display Drug that configured as Special Approved Drug at Drug Master and after approving RPL record, this Drug will not flow to Purchase Order*
  - *b)* LP above 50k
    - *Will display Drug where Estimated Annual Purchase Value is more than RM50,000*
  - *c)* LP less than 50k
    - *Will display Drug where Estimated Annual Purchase Value is less than RM50,000*
- *If user selecting Item Group as 'NON DRUG', there will only 2 (two) color indicator will be display which is "LP above 50K" and "LP less than 50K"*
- *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*

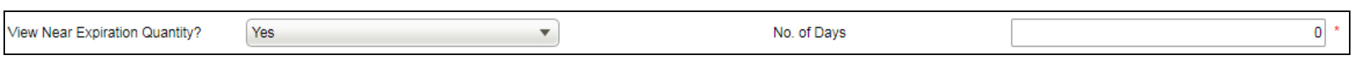


Figure 3.2-3 View Near Expiration Quantity?

- *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.*

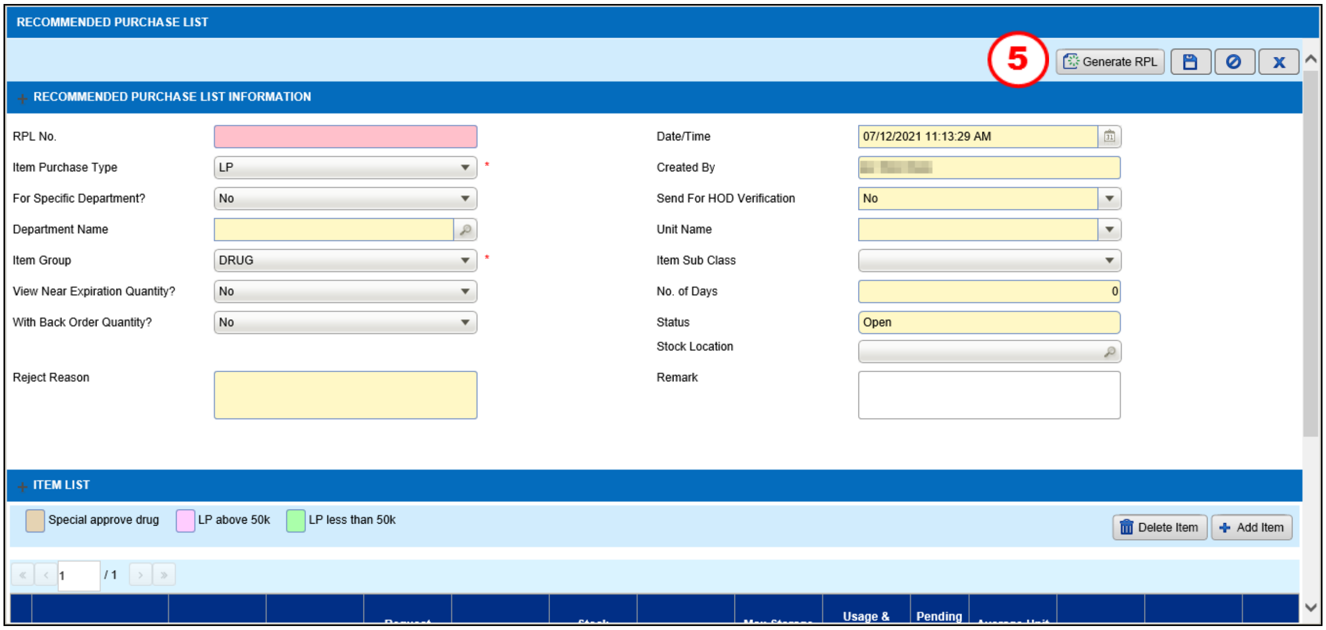


Figure 3.2-4 Recommended Purchase List

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 / 2 [1 - 10 / 17]

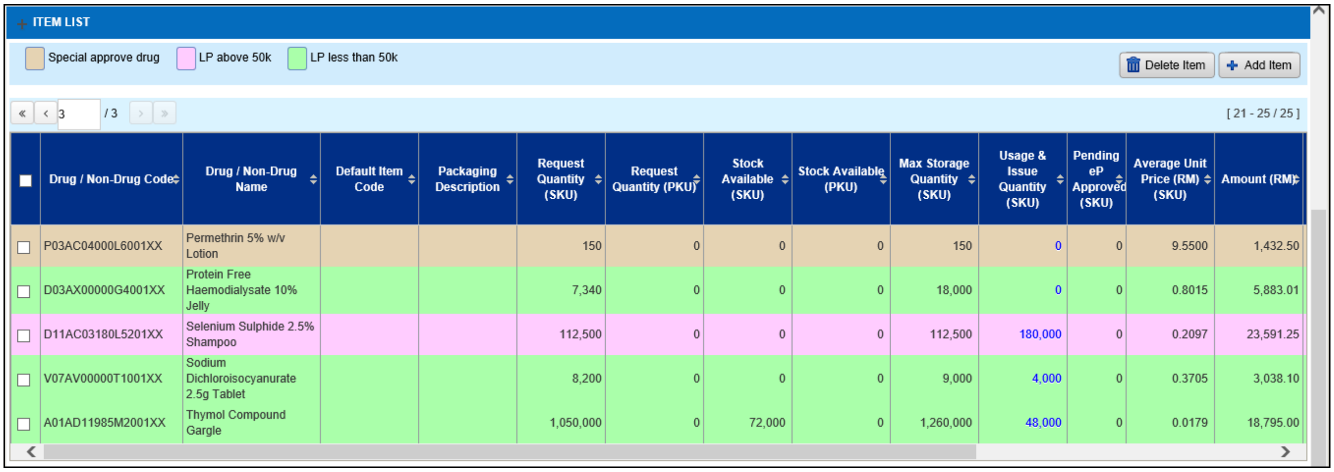
Budget Type	Vote Code	Vote Description	Ministry/Department	Balance Before RPL (RM)	Utilized RPL (RM)	Balance After RPL (RM)
Operating	090401/011000/27401/99	ANAESTESIOLOGI DAN RAWATAN RAPI	B4242 - KEMENTERIAN KESIHATAN	99,950.00	4,205.00	95,745.00
Operating	090401/011300/27401/99	DERMATOLOGI	B4242 - KEMENTERIAN KESIHATAN	0.00	19,204.65	-19,204.65
Operating	090401/021300/27401/99	Dermatologi (Ubat)	B4242 - KEMENTERIAN KESIHATAN	9,993,995.00	785.25	9,993,209.75
Operating	090401/022200/27401/99	FARMASI DAN BEKALAN (UBAT)	B4242 - KEMENTERIAN KESIHATAN	2,759,577.41	28,051.14	2,731,526.27
Operating	090401/012200/27401/99	FARMASI DAN BEKALAN	B4242 - KEMENTERIAN KESIHATAN	0.00	278,704.36	-278,704.36
Operating	090401/111100/27401/99	Farmasi dan Bekalan (ubat)	B4242 - KEMENTERIAN KESIHATAN	1,096.95	926,851.00	-925,754.05

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)*
- *Ministry Department*


ITEM LIST

Special approve drug | LP above 50k | LP less than 50k

Delete Item | Add Item

3 / 3 [21 - 25 / 25]

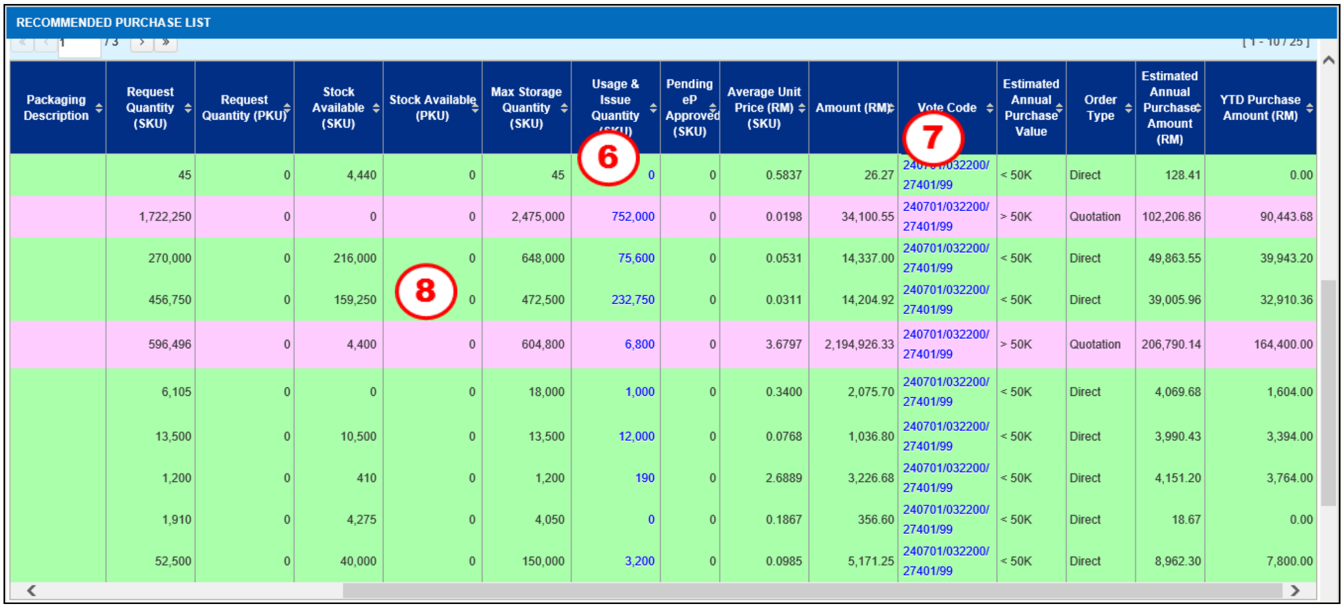
	Drug / Non-Drug Code	Drug / Non-Drug Name	Default Item Code	Packaging Description	Request Quantity (SKU)	Request Quantity (PKU)	Stock Available (SKU)	Stock Available (PKU)	Max Storage Quantity (SKU)	Usage & Issue Quantity (SKU)	Pending eP Approved (SKU)	Average Unit Price (RM) (SKU)	Amount (RM)
	P03AC04000L6001XX	Permethrin 5% w/v Lotion			150	0	0	0	150	0	0	9.5500	1,432.50
	D03AX00000G4001XX	Protein Free Haemodialysate 10% Jelly			7,340	0	0	0	18,000	0	0	0.8015	5,883.01
	D11AC03180L5201XX	Selenium Sulphide 2.5% Shampoo			112,500	0	0	0	112,500	180,000	0	0.2097	23,591.25
	V07AV00000T1001XX	Sodium Dichloroisocyanurate 2.5g Tablet			8,200	0	0	0	9,000	4,000	0	0.3705	3,038.10
	A01AD11985M2001XX	Thymol Compound Gargle			1,050,000	0	72,000	0	1,260,000	48,000	0	0.0179	18,795.00

Figure 3.2-6 Item List

Note

- ***Item List*** *content an information of:*
    - *Drug/Non-Drug Code*
    - *Drug/Non-Drug Name*
    - *Default Item Code*
    - *Packaging Description*
    - *Request Quantity (SKU)*
    - *Request Quantity (PKU)*
    - *Stock Available (SKU)*
    - *Stock Available (PKU)*
    - *Max Storage Quantity (SKU)*
    - *Usage & Issue Quantity (SKU)*
    - *Pending eP Approved*
    - *Average Unit Price (RM) (SKU)*
    - *Amount (RM)*
    - *Vote Code*
    - *Estimated Annual Purchase Value*
    - *Order Type*
    - *Estimated Annual Purchase Amount (RM)*
    - *YTD Purchase Amount (RM)*

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

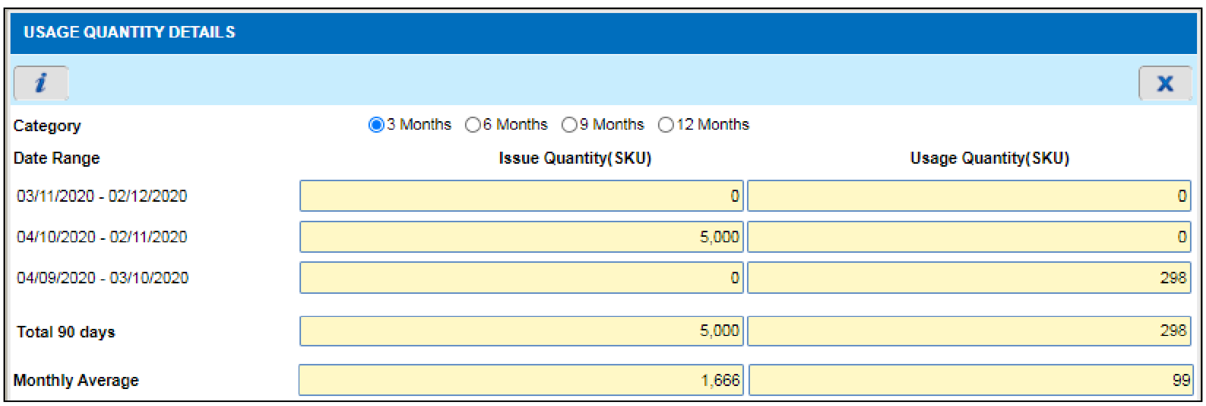


RECOMMENDED PURCHASE LIST

Packaging Description	Request Quantity (SKU)	Request Quantity (PKU)	Stock Available (SKU)	Stock Available (PKU)	Max Storage Quantity (SKU)	Usage & Issue Quantity (SKU)	Pending eP Approved (SKU)	Average Unit Price (RM) (SKU)	Amount (RM)	Vote Code	Estimated Annual Purchase Value	Order Type	Estimated Annual Purchase Amount (RM)	YTD Purchase Amount (RM)
	45	0	4,440	0	45	0	0	0.5837	26.27	240[illegible]/032200/ 27401/99	< 50K	Direct	128.41	0.00
	1,722,250	0	0	0	2,475,000	752,000	0	0.0198	34,100.55	240701/032200/ 27401/99	> 50K	Quotation	102,206.86	90,443.68
	270,000	0	216,000	0	648,000	75,600	0	0.0531	14,337.00	240701/032200/ 27401/99	< 50K	Direct	49,863.55	39,943.20
	456,750	0	159,250	0	472,500	232,750	0	0.0311	14,204.92	240701/032200/ 27401/99	< 50K	Direct	39,005.96	32,910.36
	596,496	0	4,400	0	604,800	6,800	0	3.6797	2,194,926.33	240701/032200/ 27401/99	> 50K	Quotation	206,790.14	164,400.00
	6,105	0	0	0	18,000	1,000	0	0.3400	2,075.70	240701/032200/ 27401/99	< 50K	Direct	4,069.68	1,604.00
	13,500	0	10,500	0	13,500	12,000	0	0.0768	1,036.80	240701/032200/ 27401/99	< 50K	Direct	3,990.43	3,394.00
	1,200	0	410	0	1,200	190	0	2.6889	3,226.68	240701/032200/ 27401/99	< 50K	Direct	4,151.20	3,764.00
	1,910	0	4,275	0	4,050	0	0	0.1867	356.60	240701/032200/ 27401/99	< 50K	Direct	18.67	0.00
	52,500	0	40,000	0	150,000	3,200	0	0.0985	5,171.25	240701/032200/ 27401/99	< 50K	Direct	8,962.30	7,800.00

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

Category: 3 Months / 6 Months / 9 Months / 12 Months

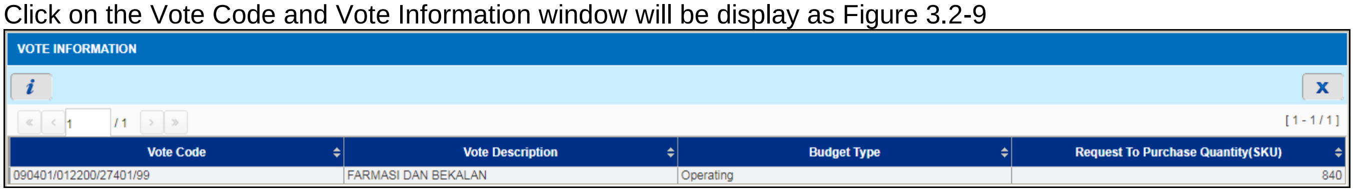
Date Range	Issue Quantity(SKU)	Usage Quantity(SKU)
03/11/2020 - 02/12/2020	0	0
04/10/2020 - 02/11/2020	5,000	0
04/09/2020 - 03/10/2020	0	298
Total 90 days	5,000	298
Monthly Average	1,666	99

Figure 3.2-8 Usage Quantity Details

Note

Click on the X *button to close Usage Quantity Details*

STEP 7
Click on the Vote Code and Vote Information window will be display as Figure 3.2-9



VOTE INFORMATION

Vote Code	Vote Description	Budget Type	Request To Purchase Quantity(SKU)
090401/012200/27401/99	FARMASI DAN BEKALAN	Operating	840

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

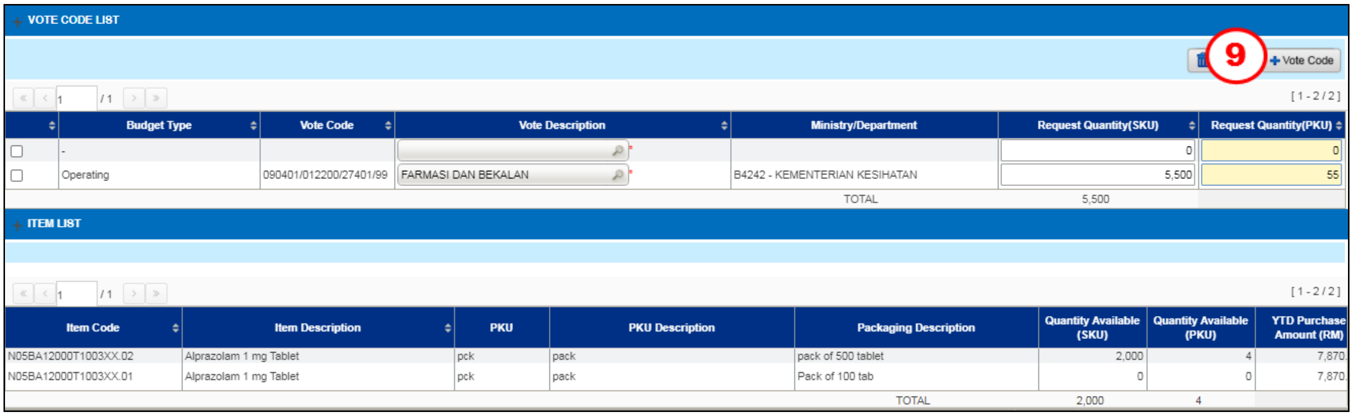


Figure 3.2-10 Item Information

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

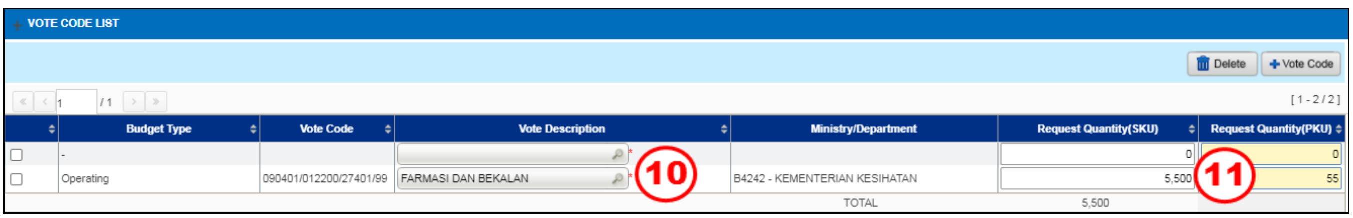


Figure 3.2-11 Vote Information

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*

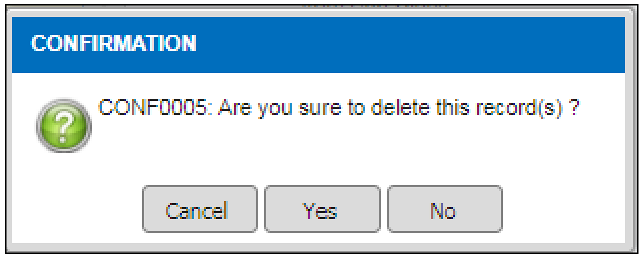


Figure 3.2-12 Confirmation Message

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

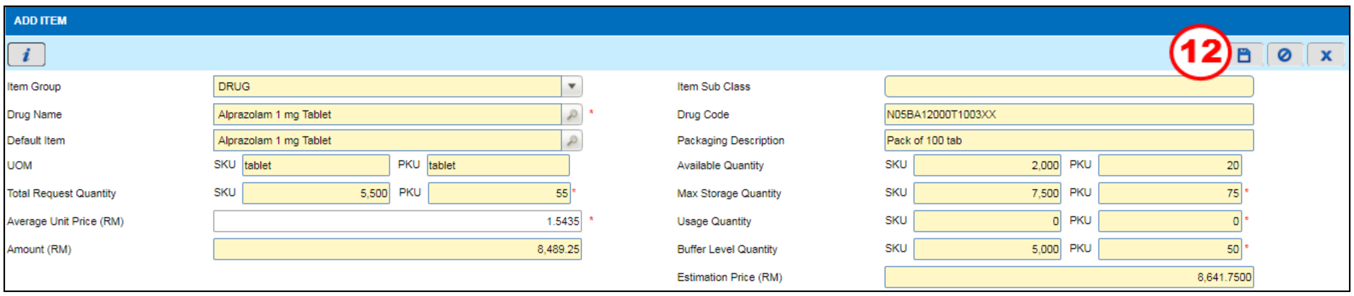


Figure 3.2-13 Item Information

STEP 12

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

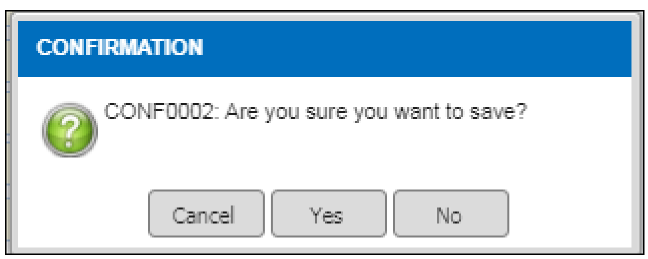


Figure 3.2-14 Confirmation Message

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*

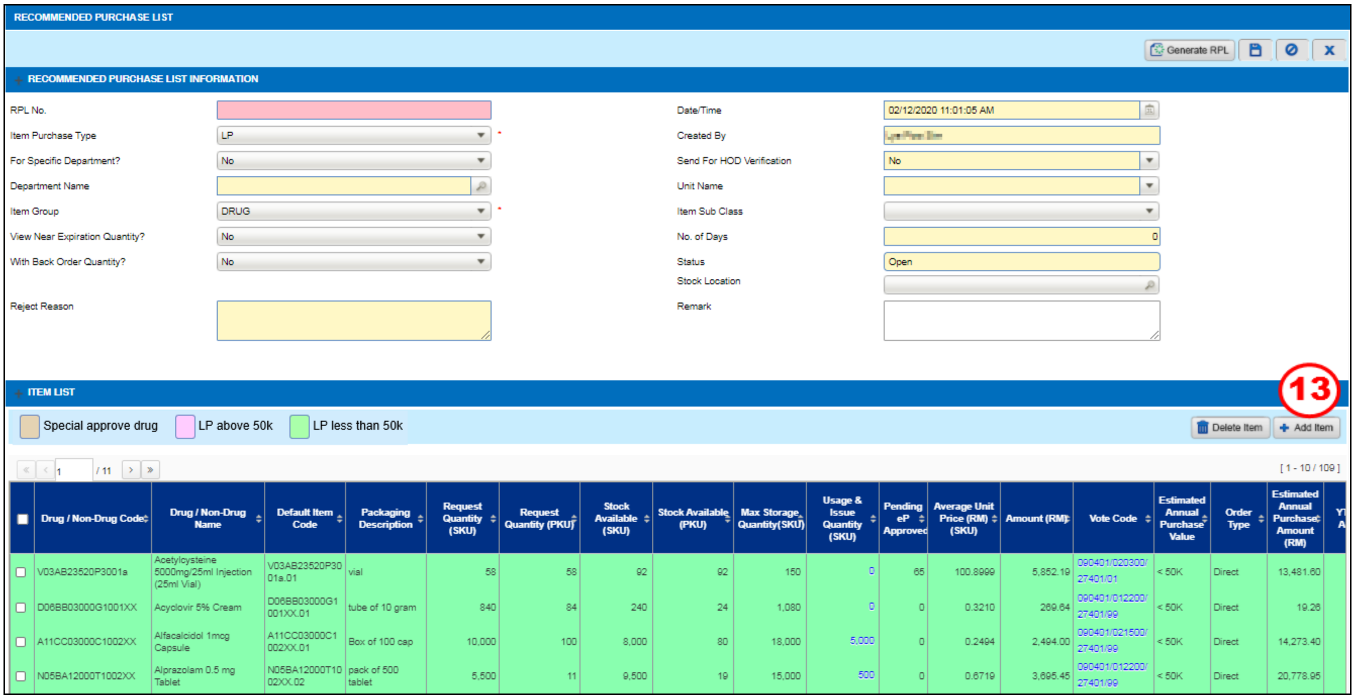


Figure 3.2-15 Recommended Purchase List

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

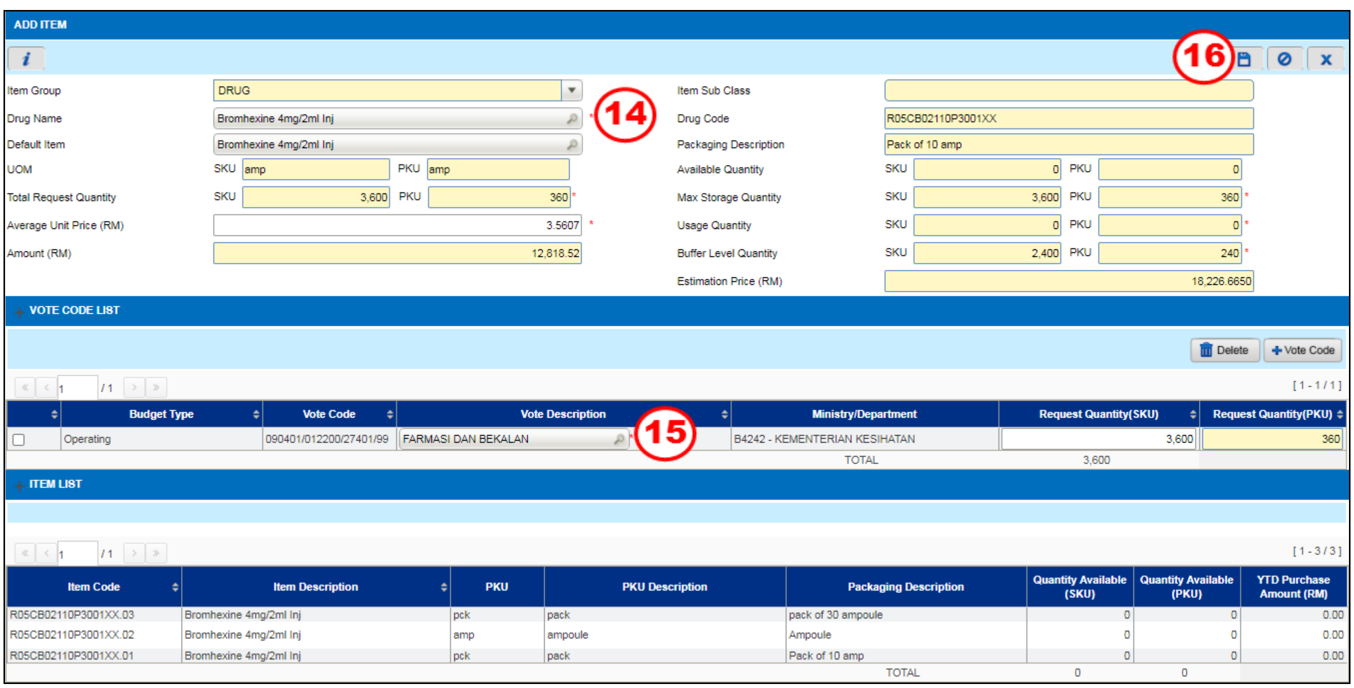


Figure 3.2-16 Add Item

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

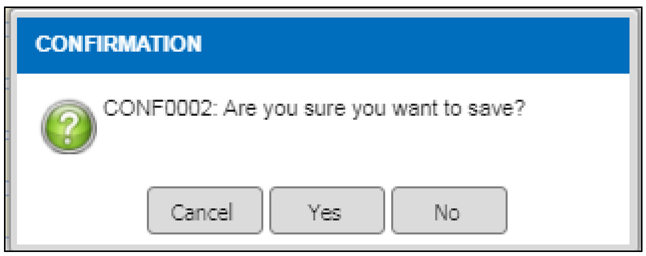
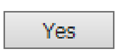


Figure 3.2-17 Confirmation Message

Note

- *Click on the* 

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

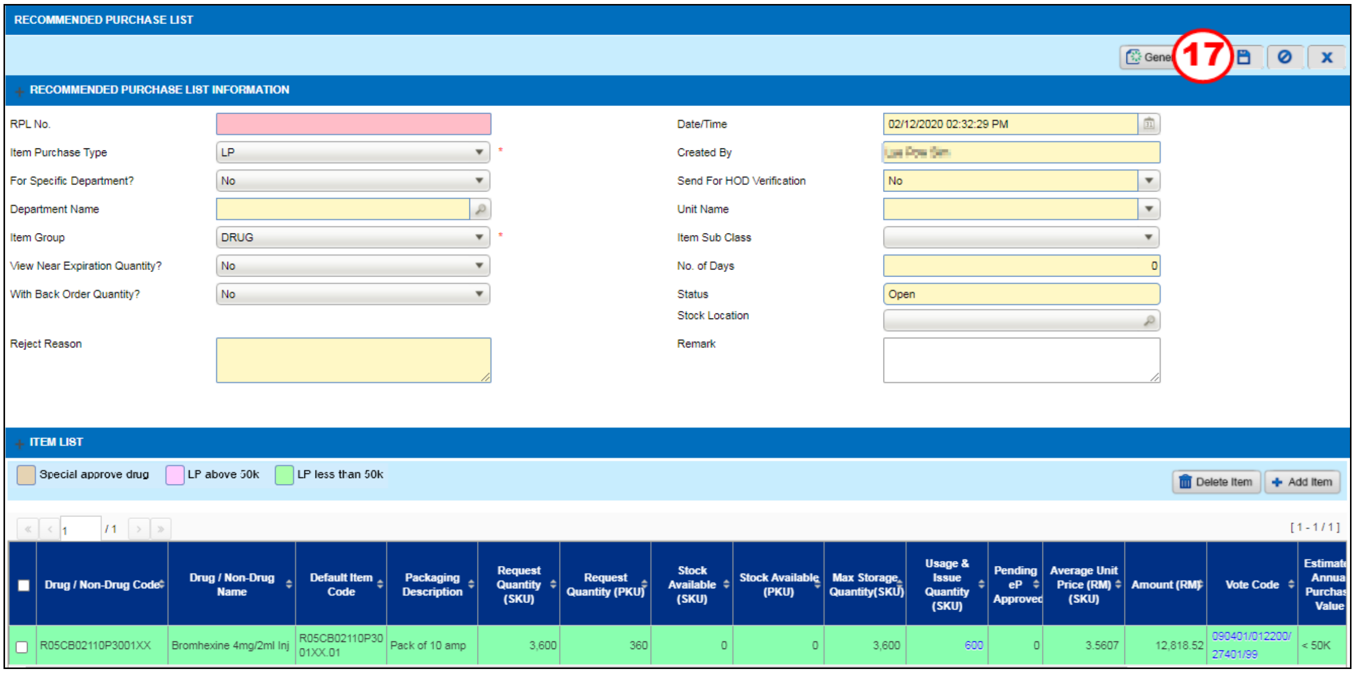


Figure 3.2-18 Recommended Purchase List

STEP 17

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

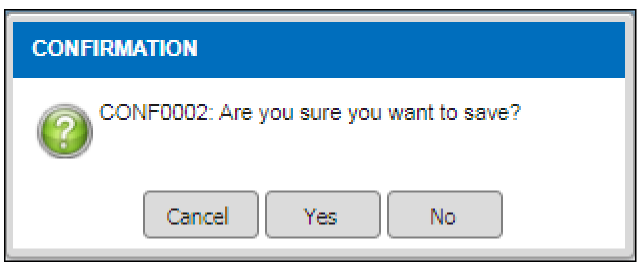


Figure 3.2-19 Information Message

<u>Note</u>

- *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*

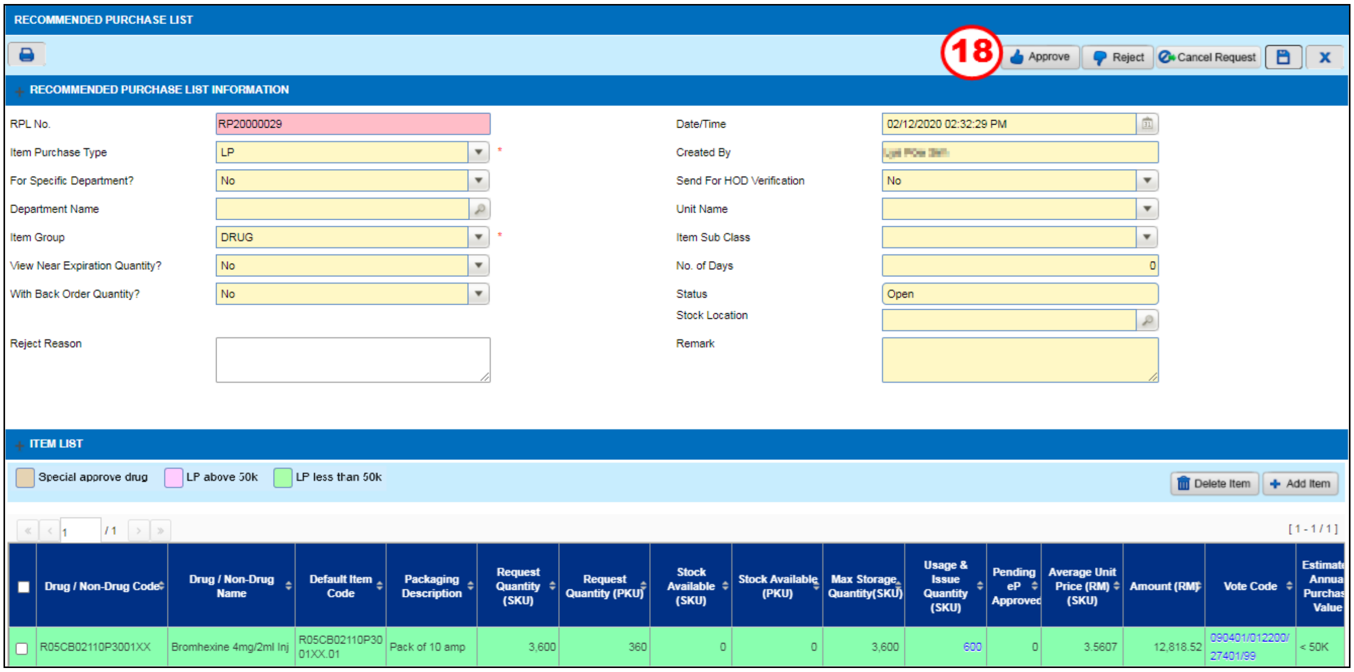


Figure 3.2-20 Recommended Purchase List

STEP 18

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

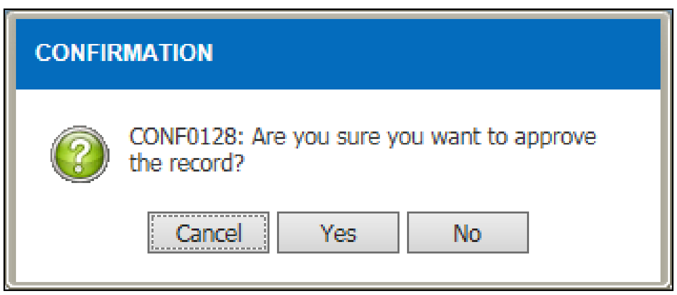


Figure 3.2-21 Confirmation Message

Note

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

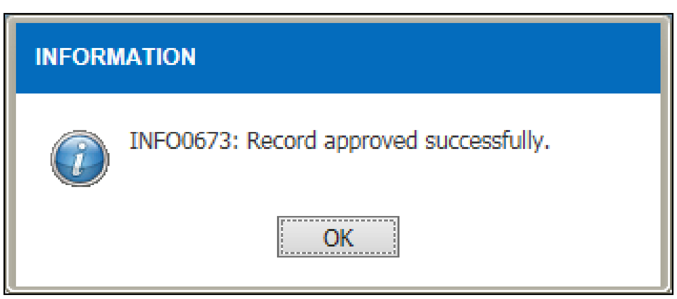


Figure 3.2-22 Information Message

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*

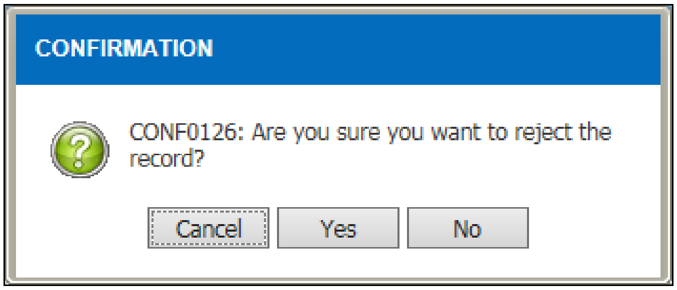


Figure 3.2-23 Confirmation Message

Note

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

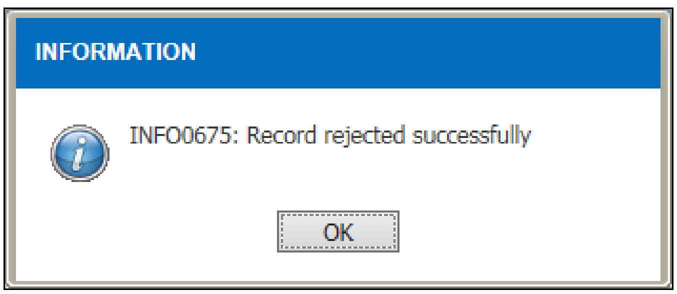


Figure 3.2-24 Information Message

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

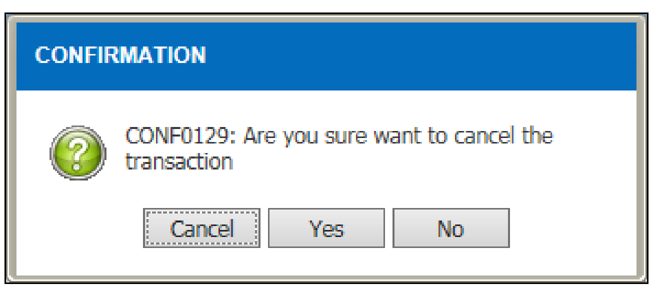


Figure 3.2-25 Confirmation Message

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:

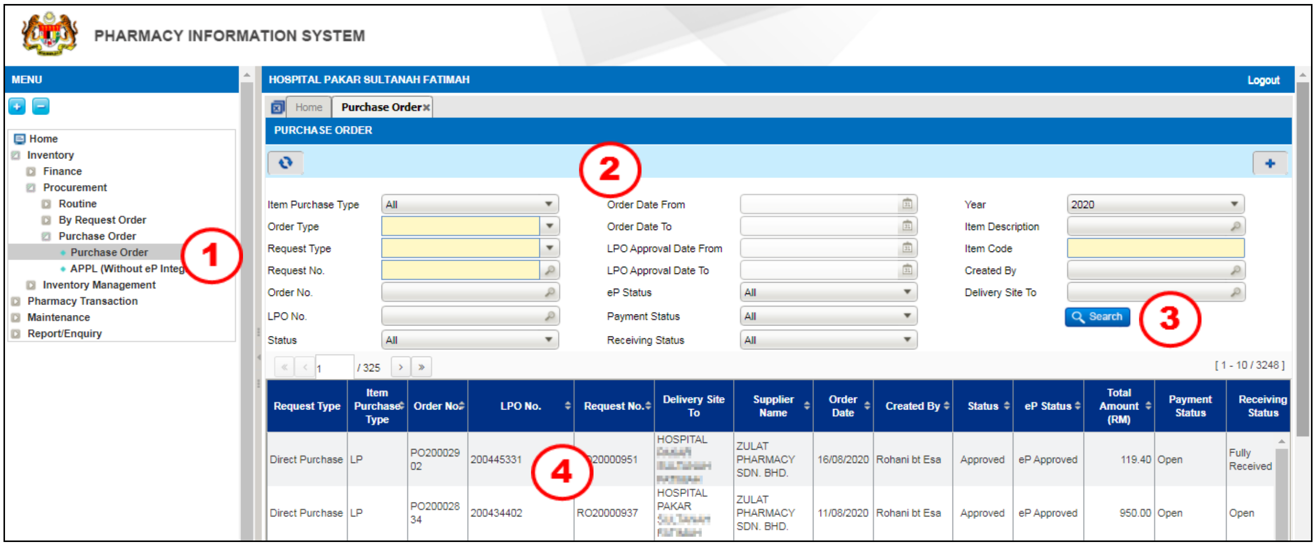


Figure 3.3.1-1 Purchase Order Listing Page

STEP 1

Click on 'Inventory' menu followed by 'Procurement' and 'Purchase Order', 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
   - Lampiran Q
c) Request Type
   - Approved Special Drug
   - Indent Based
   - RPL
   - Requisition Order
   - Supplementary Order
d) Request No
e) Order No
f) LPO No
g) Status
   - ALL
   - Approved
   - Cancelled
   - Cancelled LPO
   - Cancelled Order
   - Closed
   - LPO Cancelled By eP
   - Open
   - Pending for Approval

- Rejected

h) Order Date From
i) Order Date To
j) LPO Approval Date From
k) LPO Approval Date To
l) eP Status
  - eP Approved
  - eP Rejected
  - Pending for eP Approval
  - eP Cancelled

m) Payment Status
  - Closed
  - Full Payment
  - Payment with Credit Note
  - Open

n) Receiving Status
  - Fully Received
  - Open
  - Partially Received

o) Year
p) Item Description
q) Item Code
r) Created By
s) Delivery Site To

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

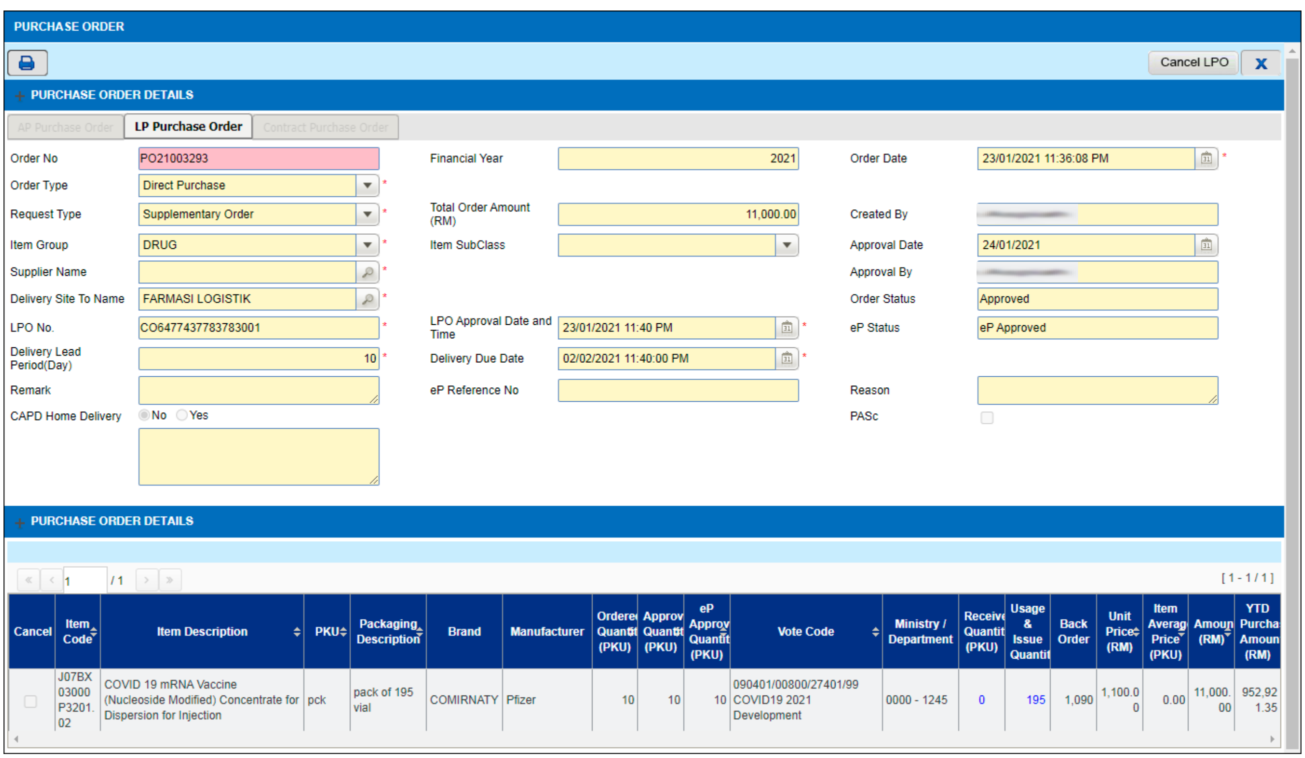


Figure 3.3.1-2 Purchase Order Listing Page

3.3.2 New Purchase Order LP Direct Purchase: RPL

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

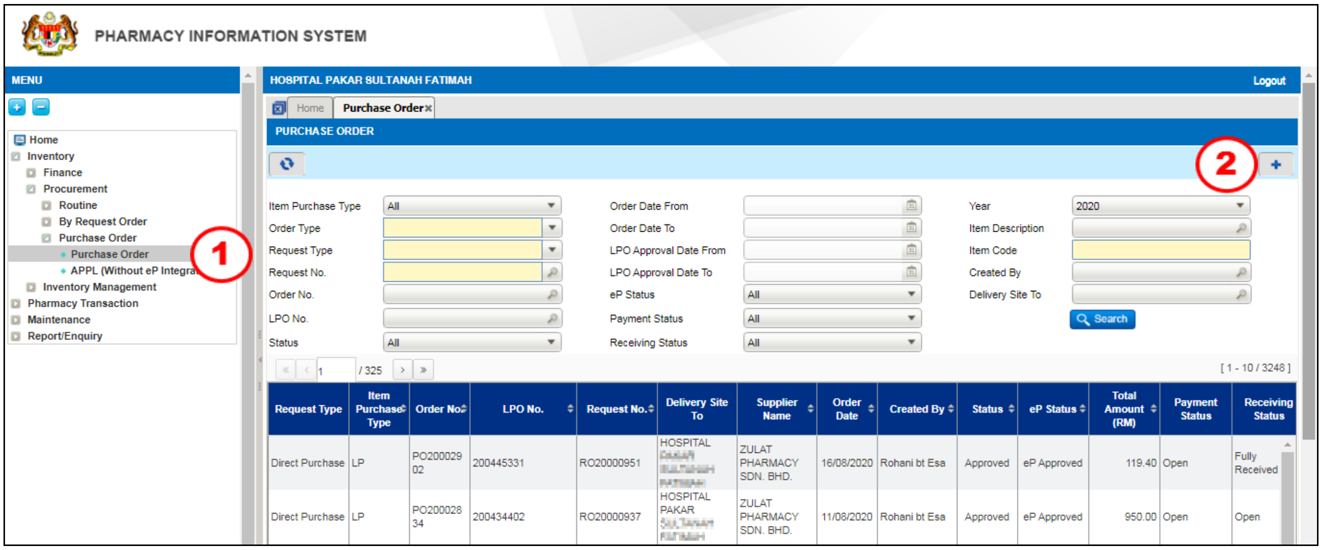


Figure 3.3.2-1 LP Purchase Order

STEP 1
Click on ‘Inventory’ menu followed by ‘Procurement’ and ‘Purchase Order’, and select ‘Purchase Order’

STEP 2
Click on the  button and the Purchase Order screen will be displayed.

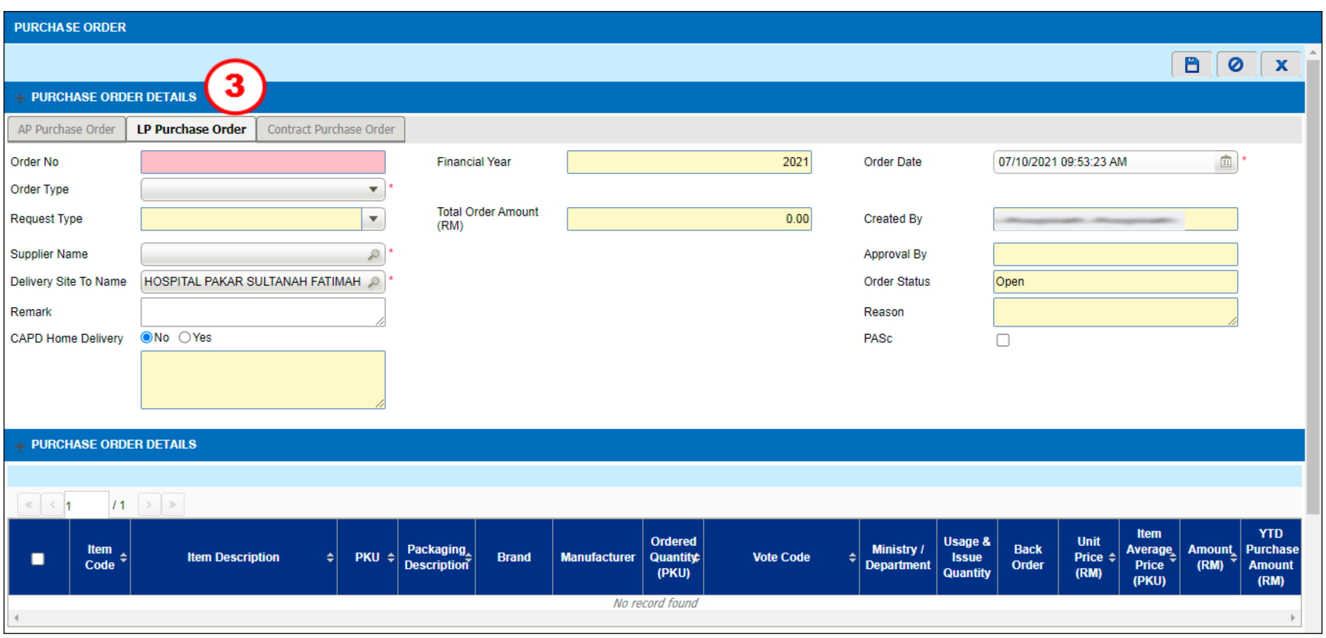


Figure 3.3.2-2 LP Purchase Order

STEP 3
Select ‘LP Purchase Order’ tab

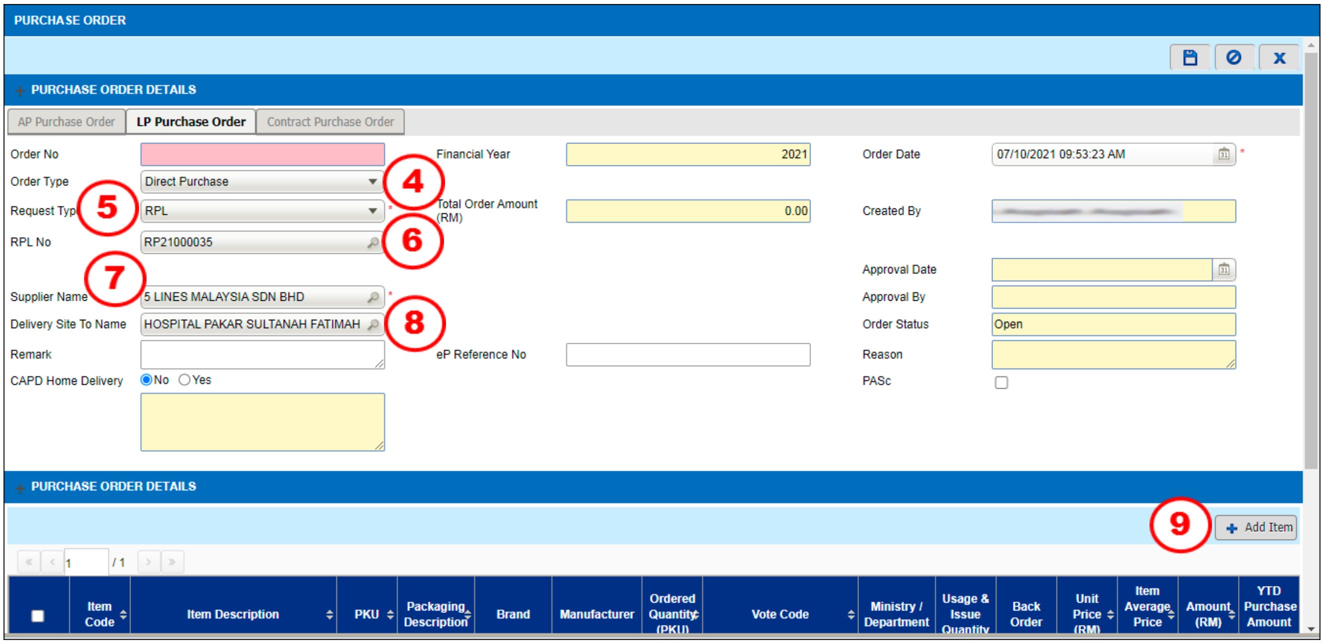


Figure 3.3.2-3 LP Purchase Order

STEP 4
Select on ***Order 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

Select ***Delivery Site To Name***

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

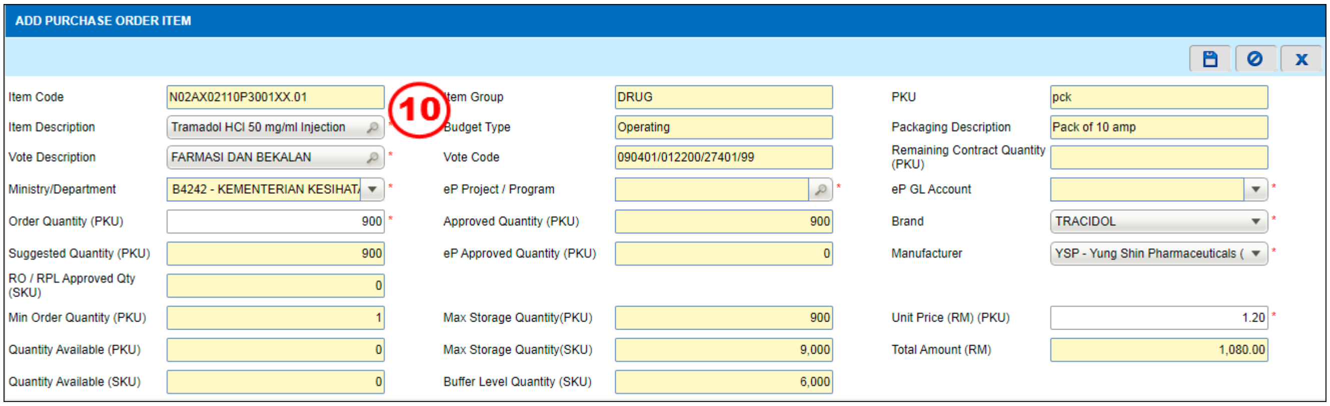


Figure 3.3.2-4 Add Purchase Order Item

STEP 10
Select ***Item Description*** and Product Search window will be display as Figure 3.3.2-5

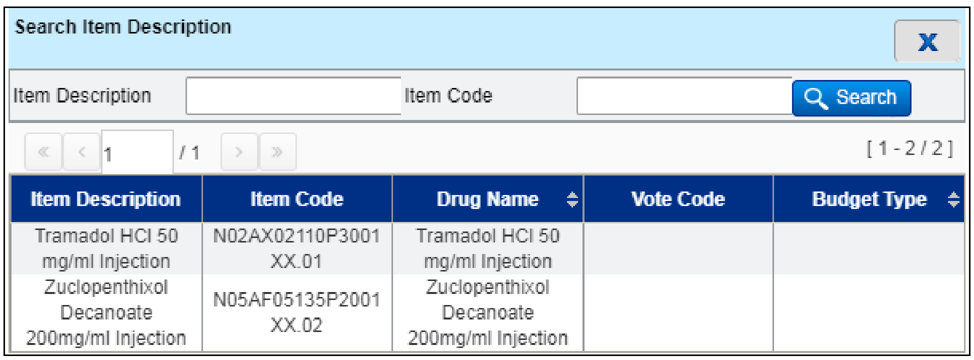


Figure 3.3.2-5 Product Search

Note

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

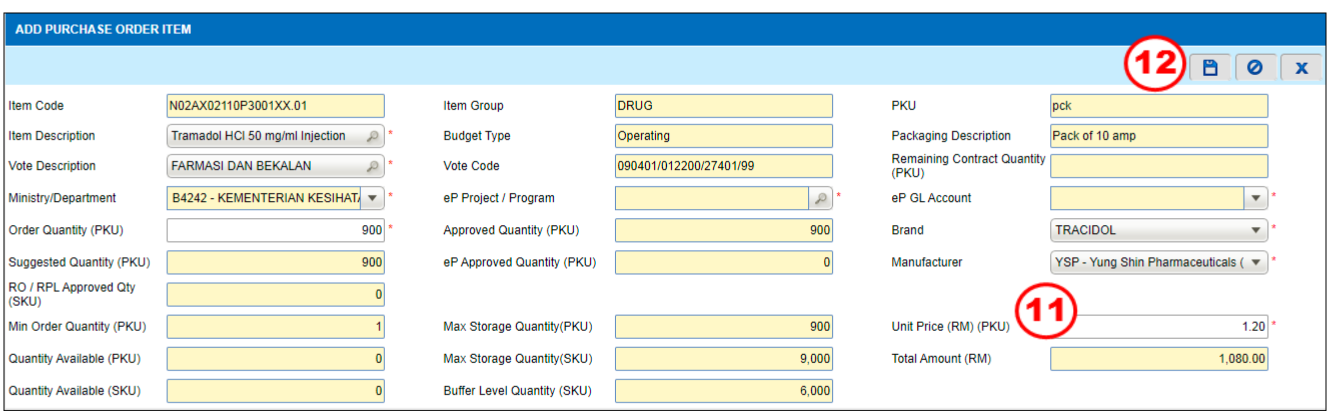


Figure 3.3.2-6 Add Purchase Order Item

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.*
- ***Ministry/Department Vote Code** will be based on the selected **Item 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 11
Enter ***Unit Price (RM) (PKU)***

STEP 12
Click on the button to save the record and confirmation message will be display as Figure 3.3.2-7

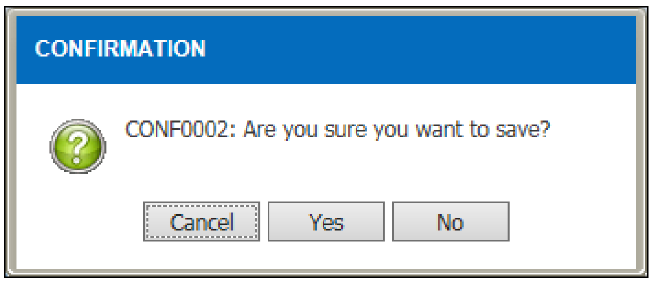


Figure 3.3.2-7 Confirmation Message

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

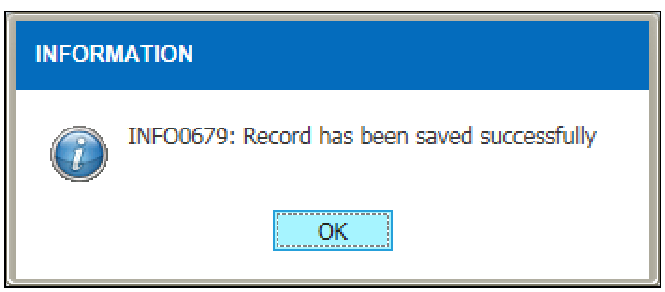


Figure 3.3.2-8 Information Message

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

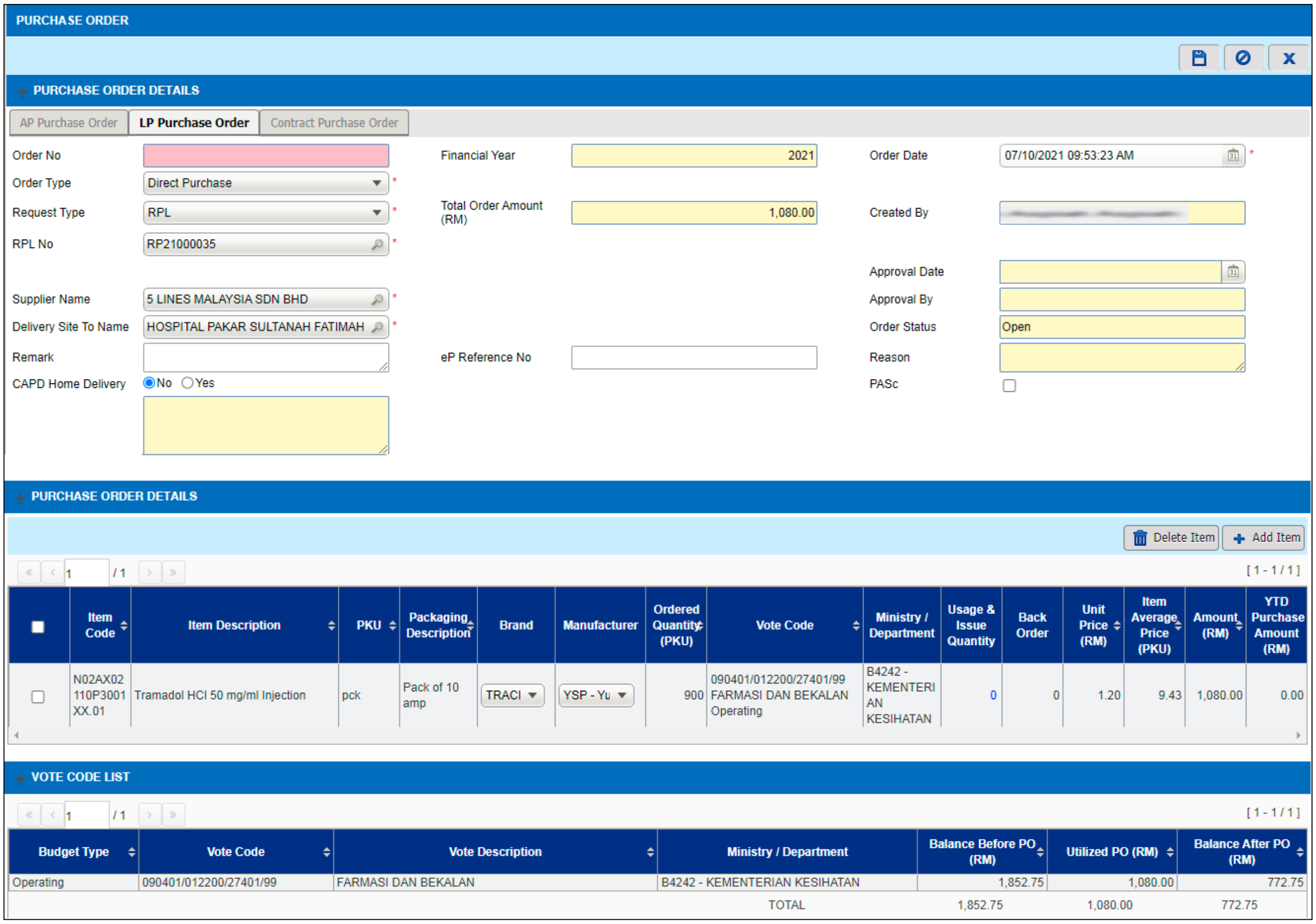


Figure 3.3.2-9 LP Purchase Order

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.*
- *User can view the vote code in the section Vote Code List as shown in figure 3.3.2-10*

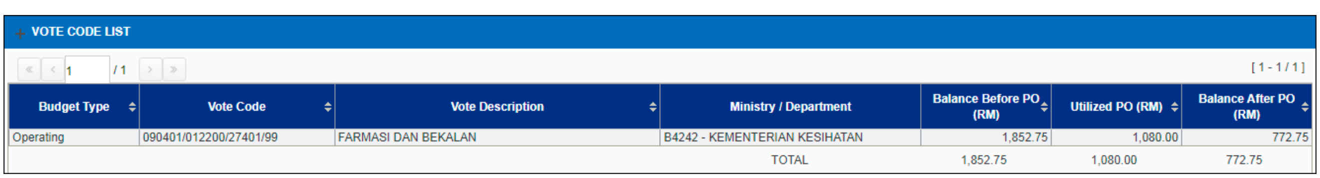


Figure 3.3.2-10 Vote Code List

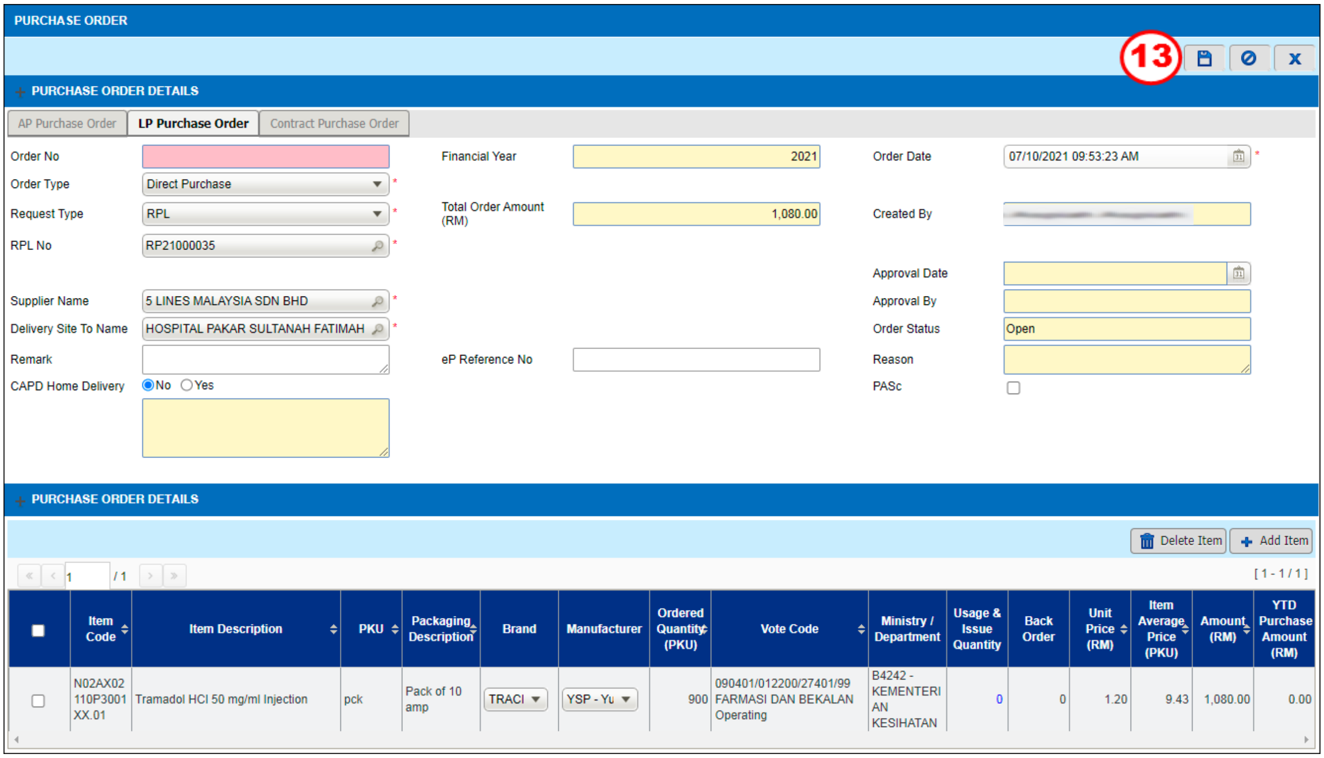


Figure 3.3.2-11 LP Purchase Order

STEP 13

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

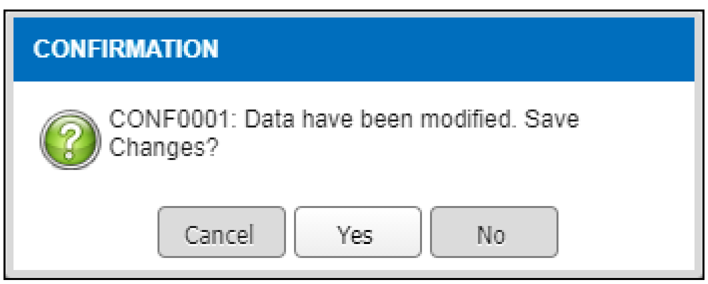
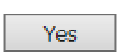


Figure 3.3.2-12 Confirmation Message

Note

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

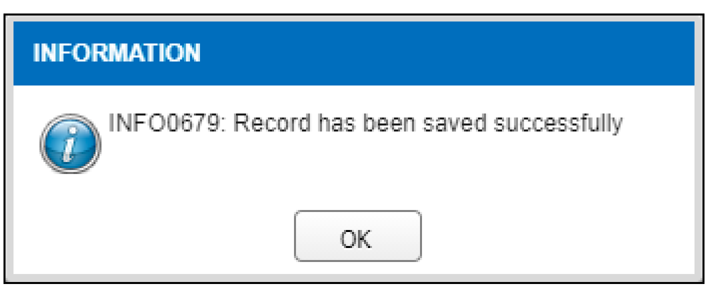


Figure 3.3.2-13 Information Message

Note

- *Click on the* 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*

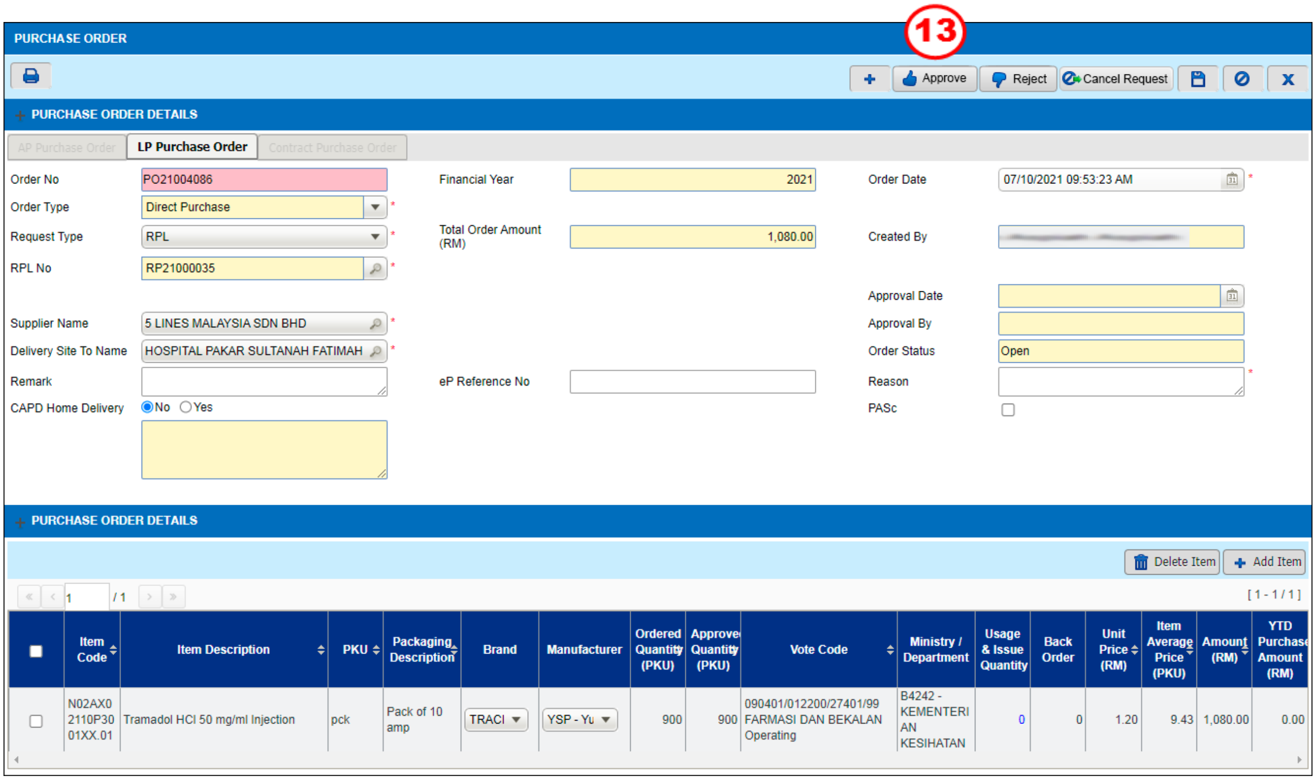


Figure 3.3.2-14 LP Purchase Order

STEP 14

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

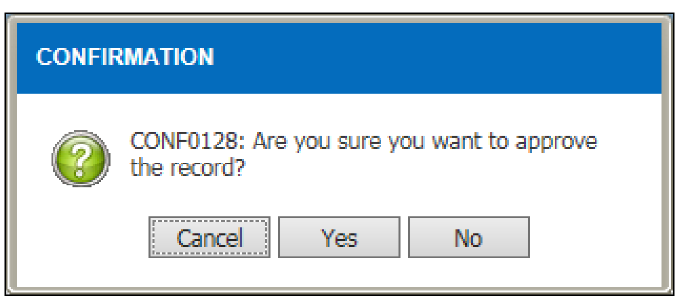


Figure 3.3.2-15 Confirmation Message

Note

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

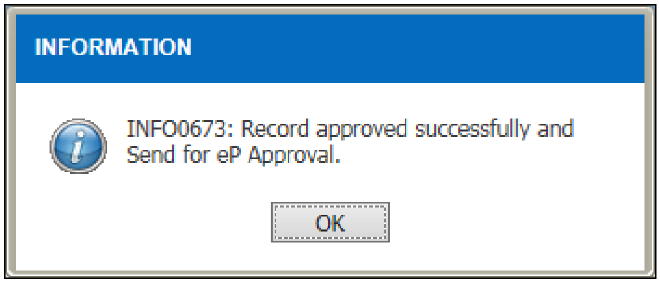


Figure 3.3.2-16 Information Message

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*

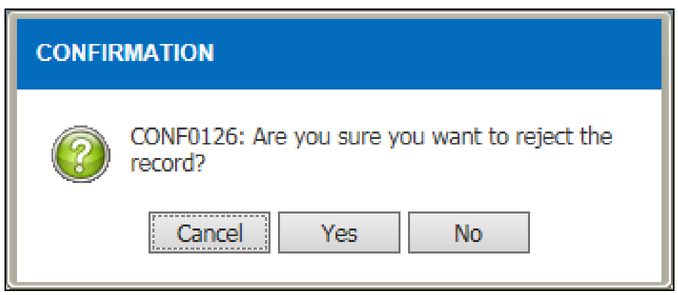


Figure 3.3.2-17 Confirmation Message

Note

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

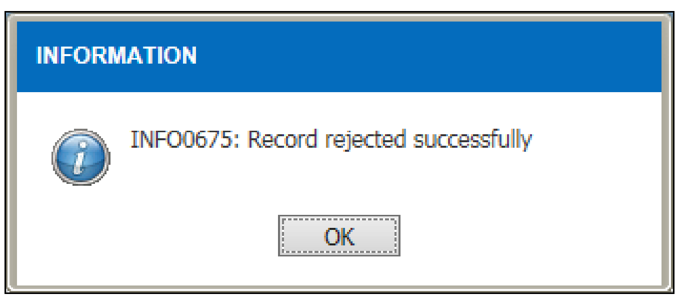


Figure 3.3.2-18 Information Message

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

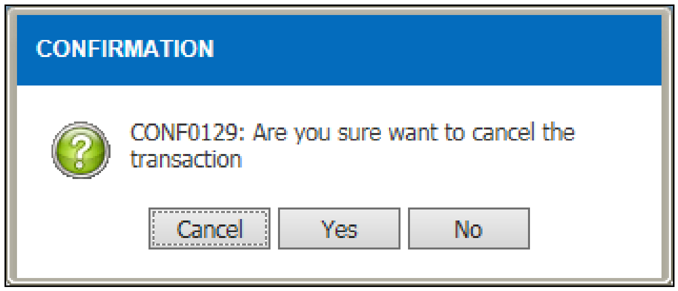


Figure 3.3.2-19 Confirmation Message

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:

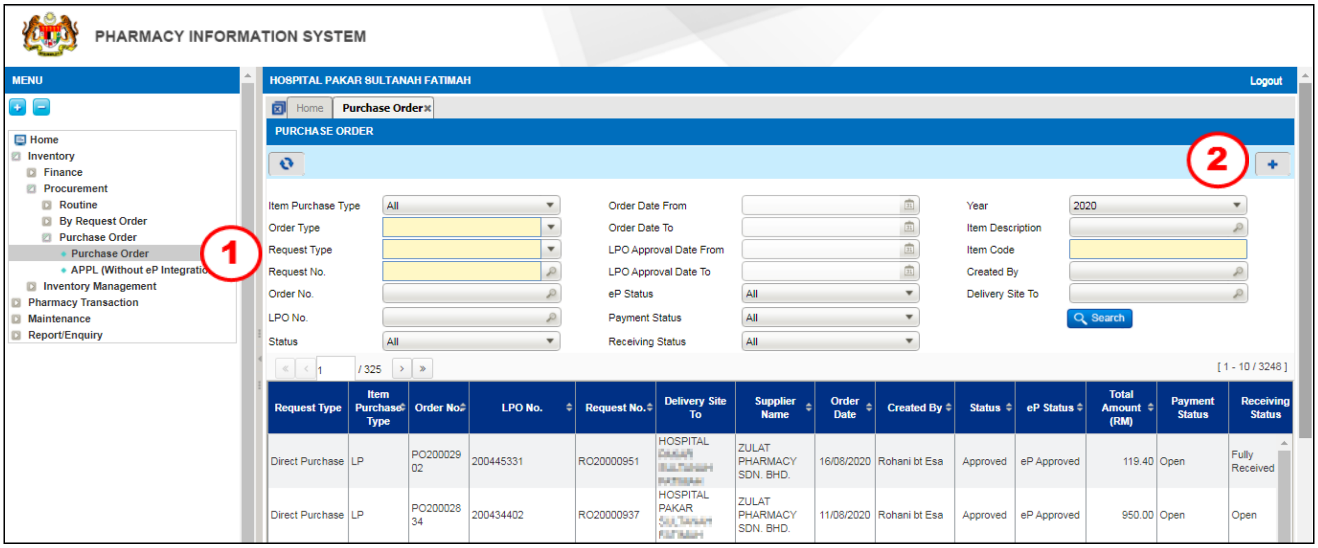


Figure 3.3.3-1 LP Purchase Order

STEP 1
Click on 'Inventory' menu followed by 'Procurement' and 'Purchase Order', and select 'Purchase Order'

STEP 2
Click on the button and the Purchase Order screen will be displayed.

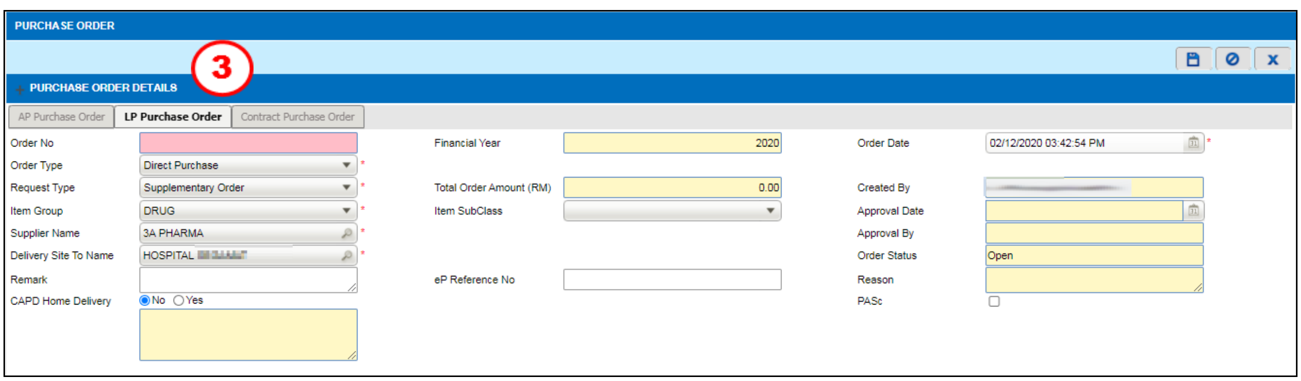


Figure 3.3.3-2 LP Purchase Order

STEP 3
Select 'LP Purchase Order' tab

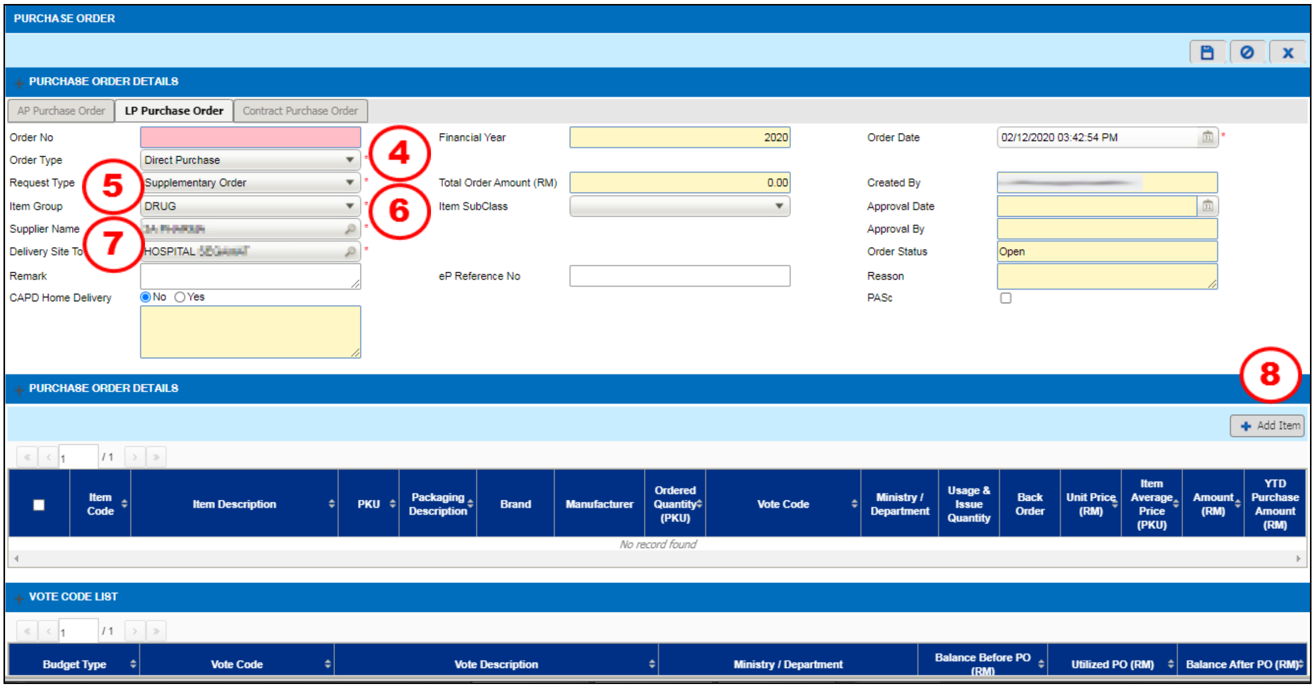


Figure 3.3.3-3 LP Purchase Order

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*
- ***Order Date** will auto refill based calendar date. User able to change accordingly*

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

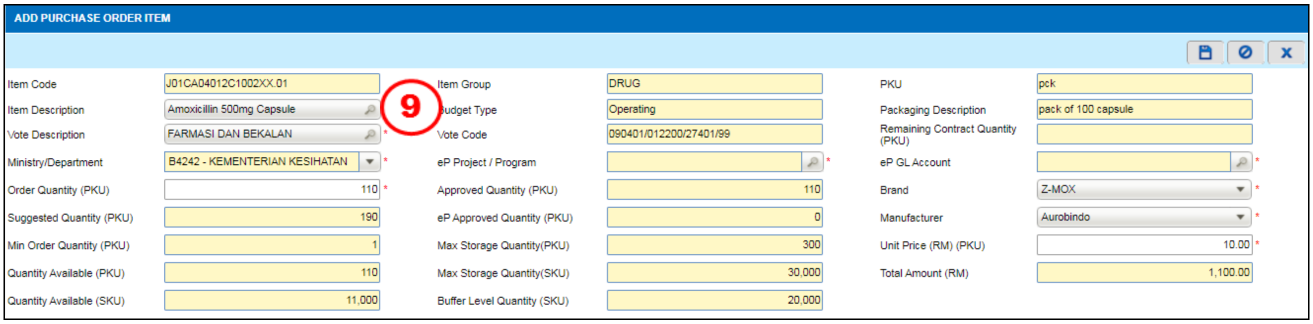


Figure 3.3.3-4 LP Add Purchase Order Details

STEP 9

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

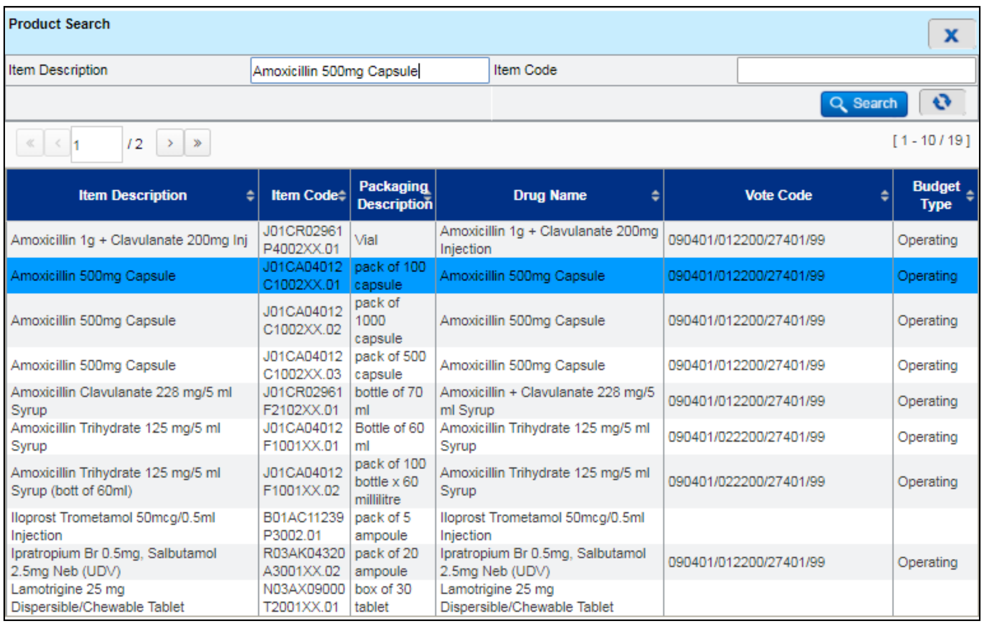


Figure 3.3.3-5 Product Search

Note

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

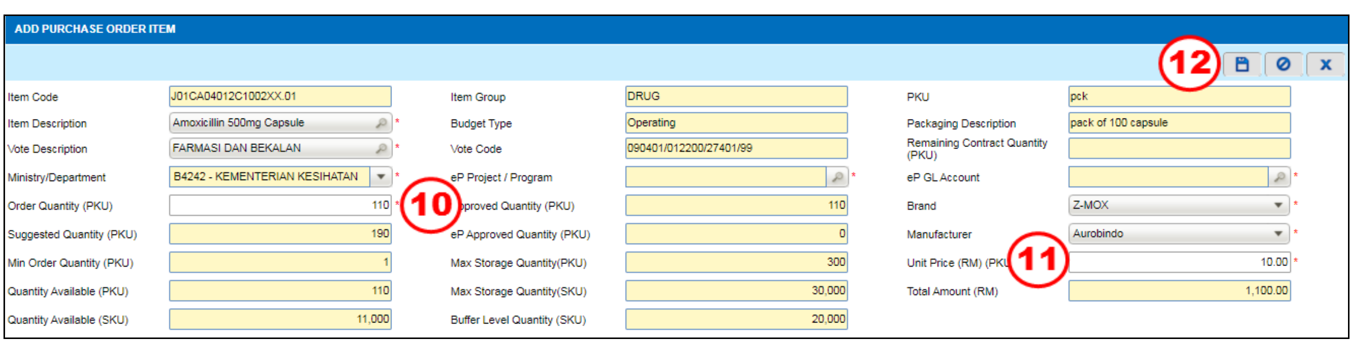


Figure 3.3.3-6 LP Add Purchase Order Details

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

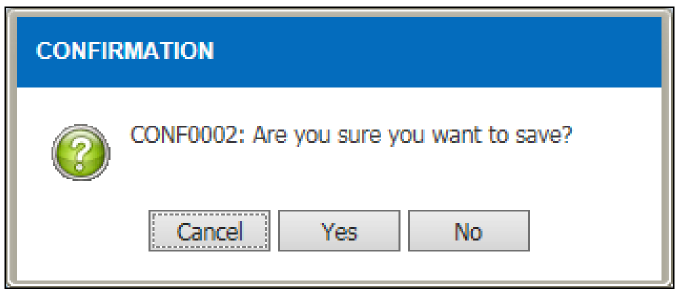
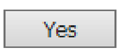


Figure 3.3.3-7 Confirmation Message

Note
Click on the 

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

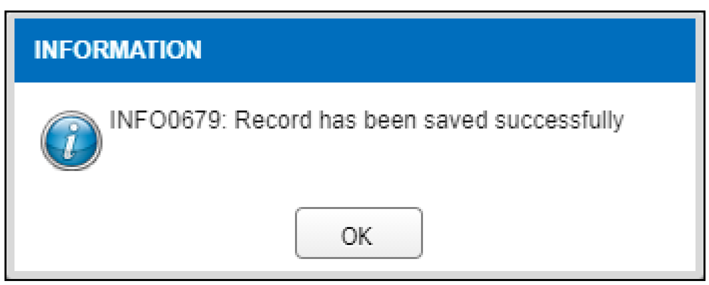
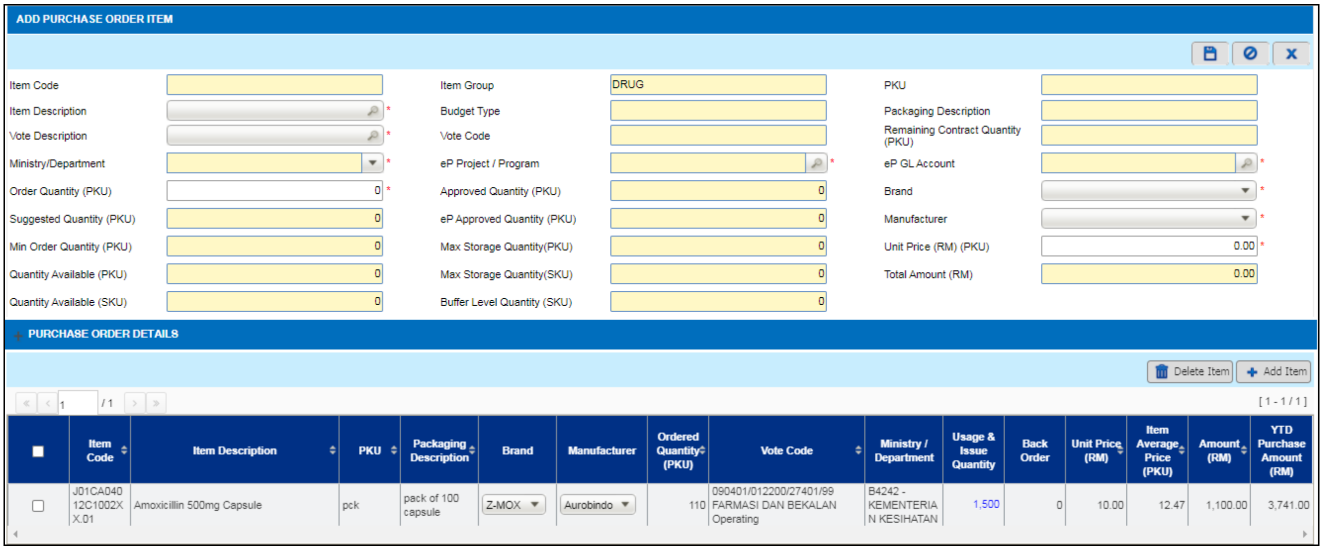


Figure 3.3.3-8 Information Message

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

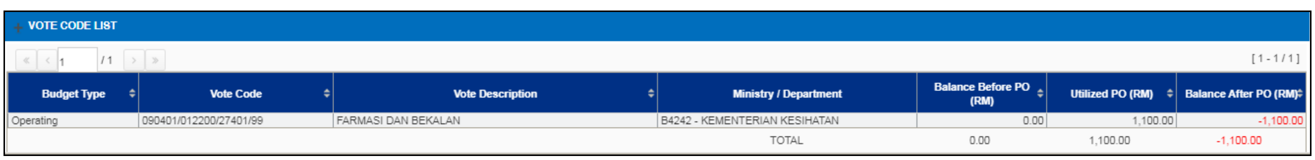


	Item Code	Item Description	PKU	Packaging Description	Brand	Manufacturer	Ordered Quantity (PKU)	Vote Code	Ministry / Department	Usage & Issue Quantity	Back Order	Unit Price (RM)	Item Average Price (PKU)	Amount (RM)	YTD Purchase Amount (RM)
	J01CA04012C1002XX.01	Amoxicillin 500mg Capsule	pck	pack of 100 capsule	Z-MOX	Aurobindo	110	090401/012200/27401/99 FARMASI DAN BEKALAN Operating	B4242 - KEMENTERIAN KESIHATAN	1,500	0	10.00	12.47	1,100.00	3,741.00

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* 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*



Budget Type	Vote Code	Vote Description	Ministry / Department	Balance Before PO (RM)	Utilized PO (RM)	Balance After PO (RM)
Operating	090401/012200/27401/99	FARMASI DAN BEKALAN	B4242 - KEMENTERIAN KESIHATAN	0.00	1,100.00	-1,100.00
			TOTAL	0.00	1,100.00	-1,100.00

Figure 3.3.3-10 Vote Code List

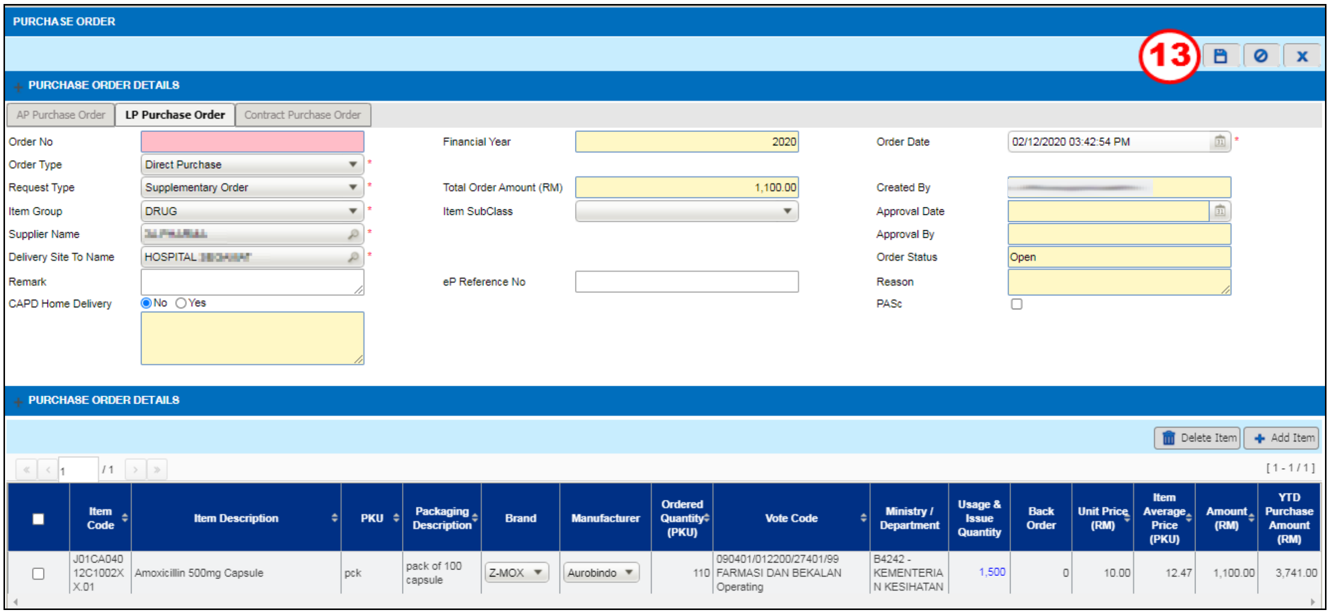


Figure 3.3.3-11 LP Purchase Order

STEP 13

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

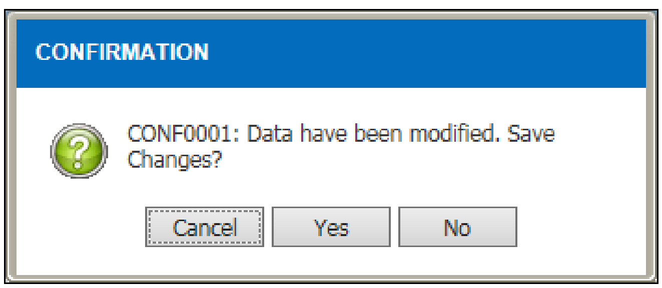


Figure 3.3.3-12 Confirmation Message

<u>Note</u>

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

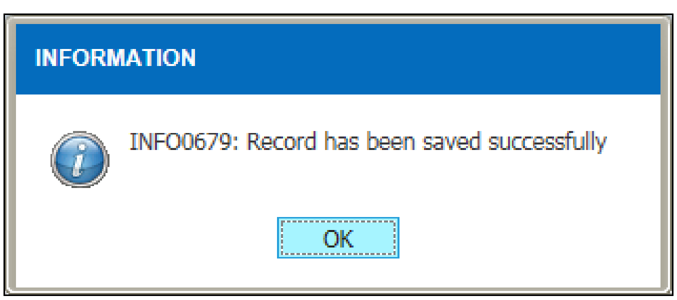


Figure 3.3.3-13 Information Message

<u>Note</u>

- *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*

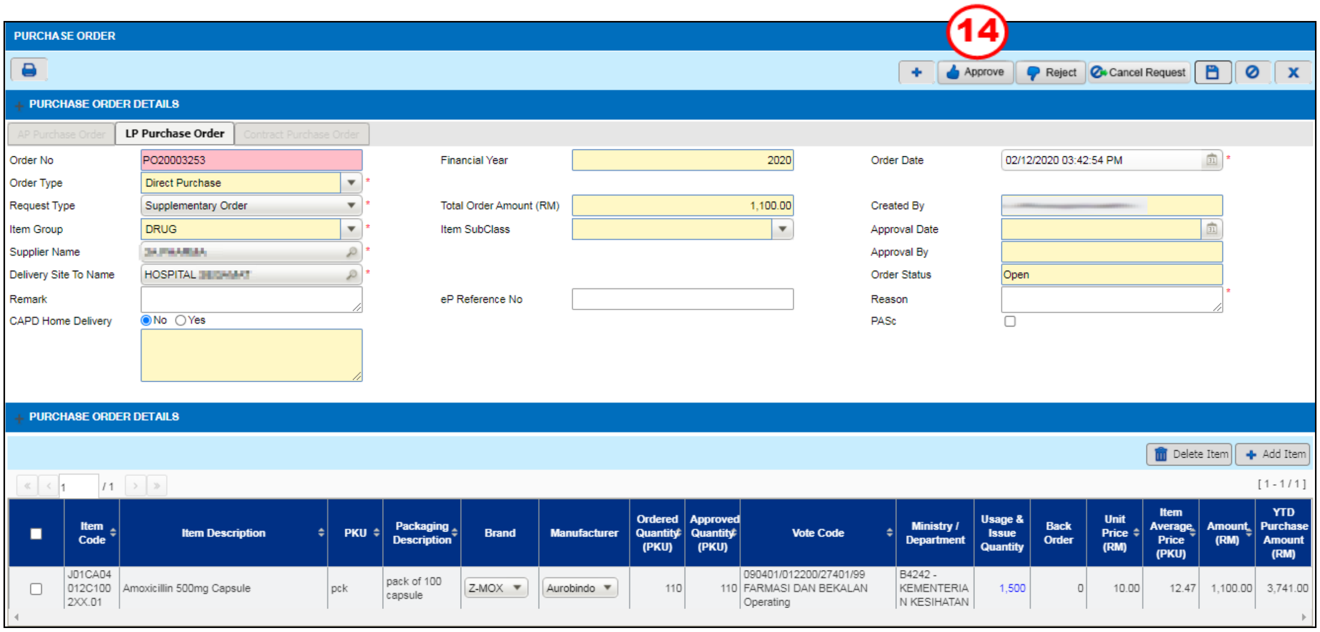


Figure 3.3.3-14 LP Purchase Order

STEP 14

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

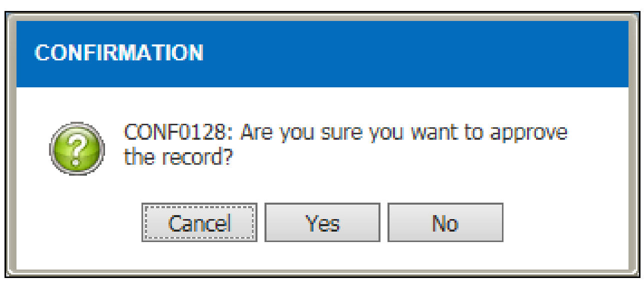


Figure 3.3.3-15 Confirmation Message

<u>Note</u>

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

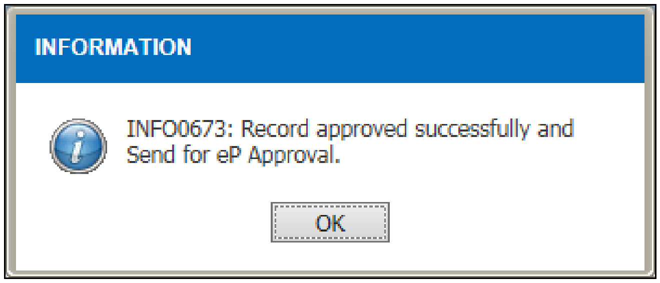


Figure 3.3.3-16 Information Message

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*

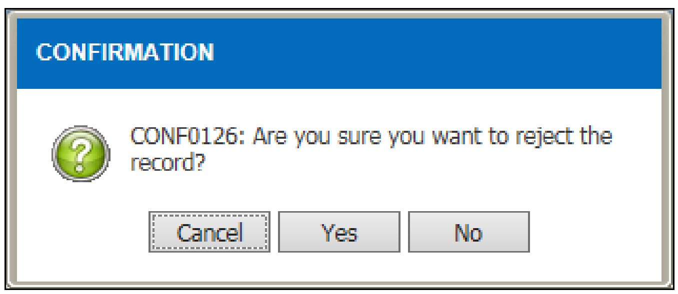


Figure 3.3.3-17 Confirmation Message

Note

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

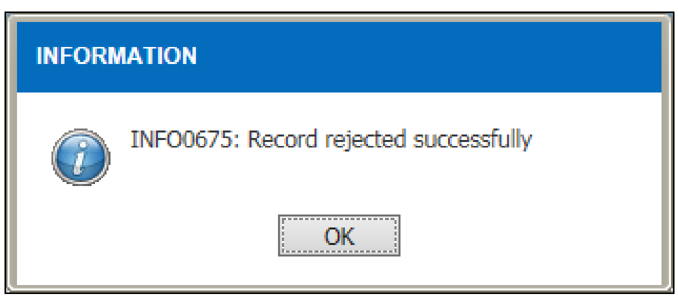


Figure 3.3.3-18 Information Message

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

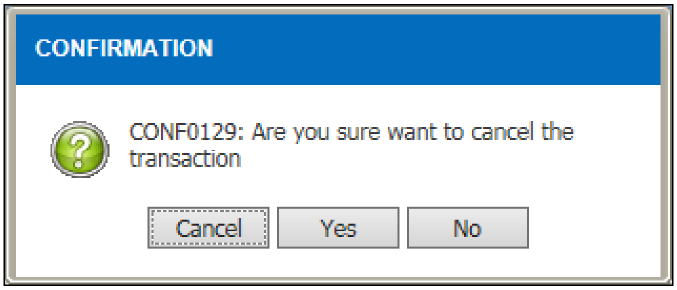


Figure 3.3.3-19 Confirmation Message

<u>Note</u>

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:

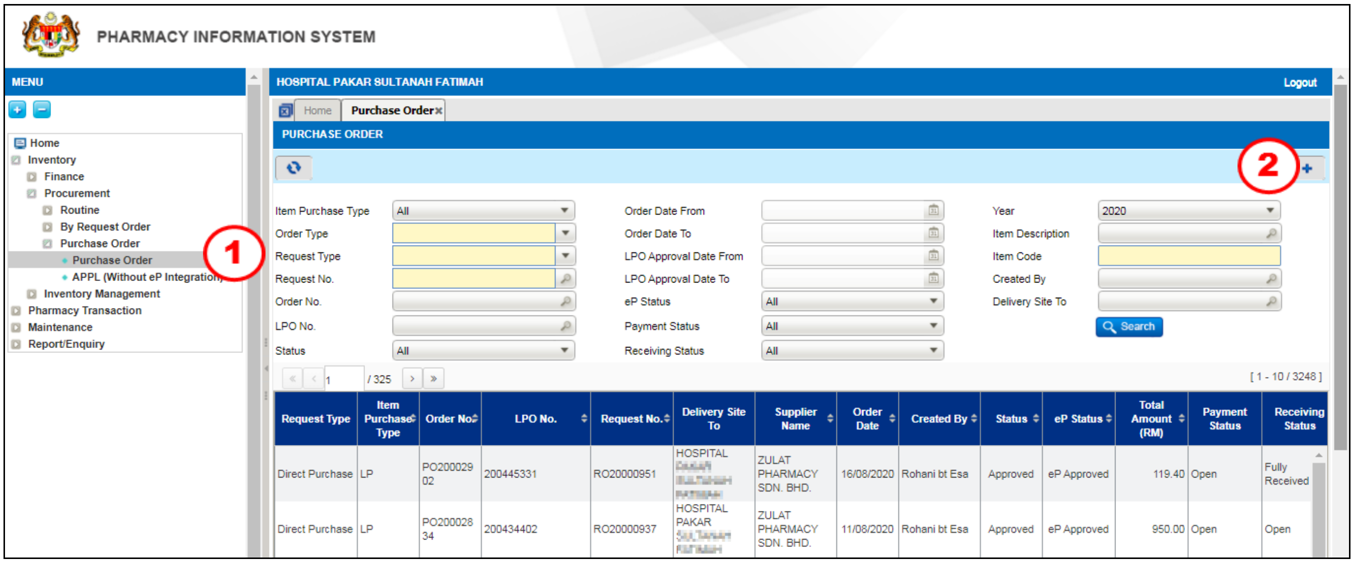


Figure 3.3.4-1 LP Purchase Order

STEP 1
Click on 'Inventory' menu followed by 'Procurement' and 'Purchase Order', and select 'Purchase Order'

STEP 2
Click on the [+] button and the Purchase Order screen will be displayed.

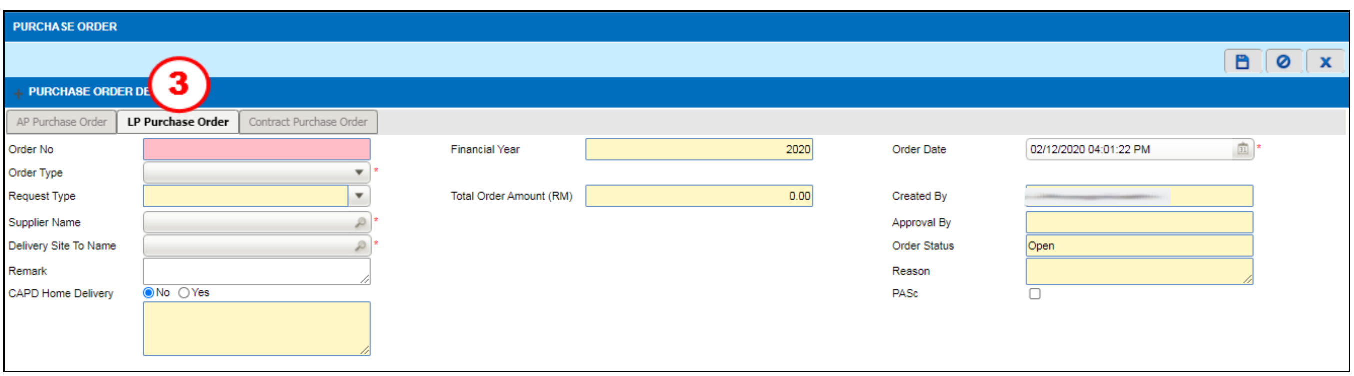


Figure 3.3.4-2 LP Purchase Order

STEP 3
Select 'LP Purchase Order' tab

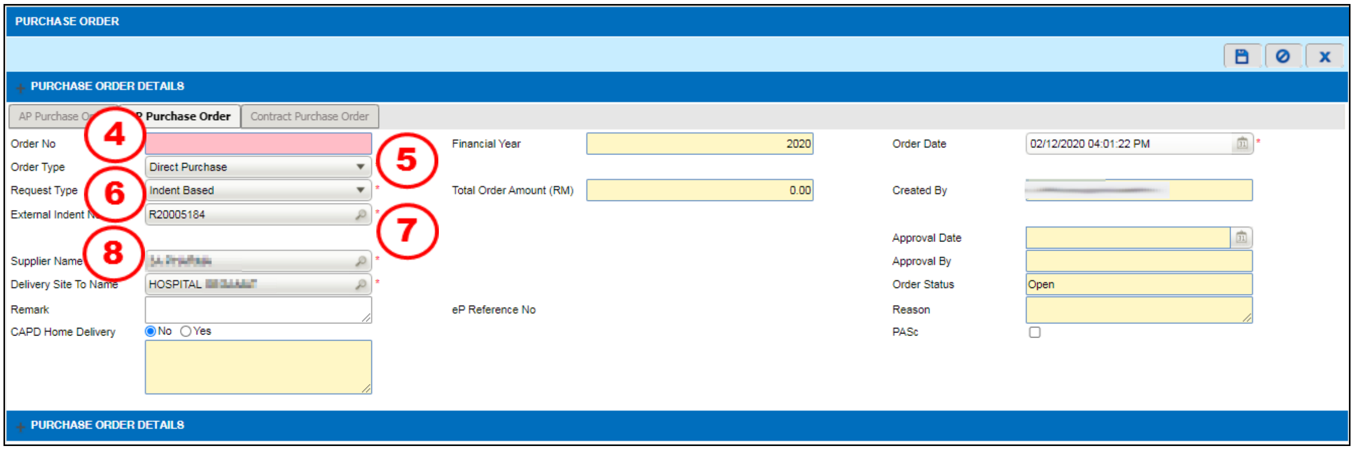


Figure 3.3.4-3 LP Purchase Order

STEP 4
Select on ***Order Type*** as Direct Purchase

STEP 5
Select ***Request Type*** as Indent

STEP 6
Select ***External Indent No***

<u>Note</u>
*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 8
Select ***Delivery Site To Name***

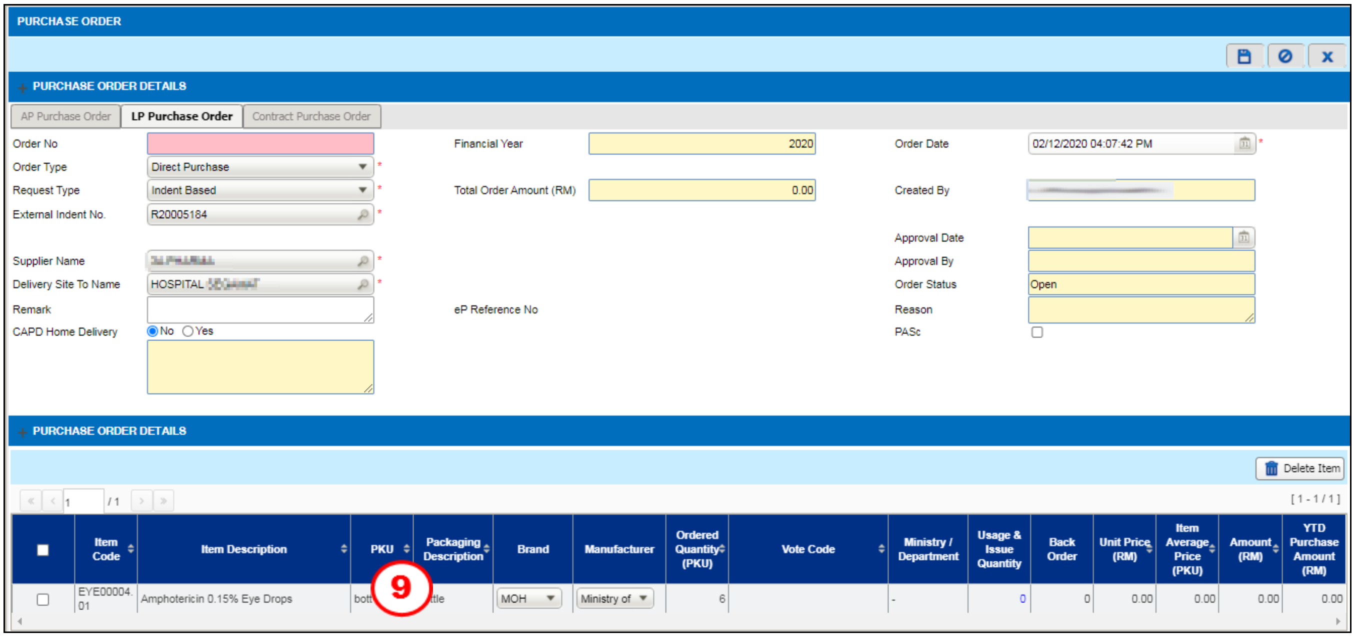


Figure 3.3.4-4 Purchase Order Details

STEP 9
Double click on the list of item to update the necessary information

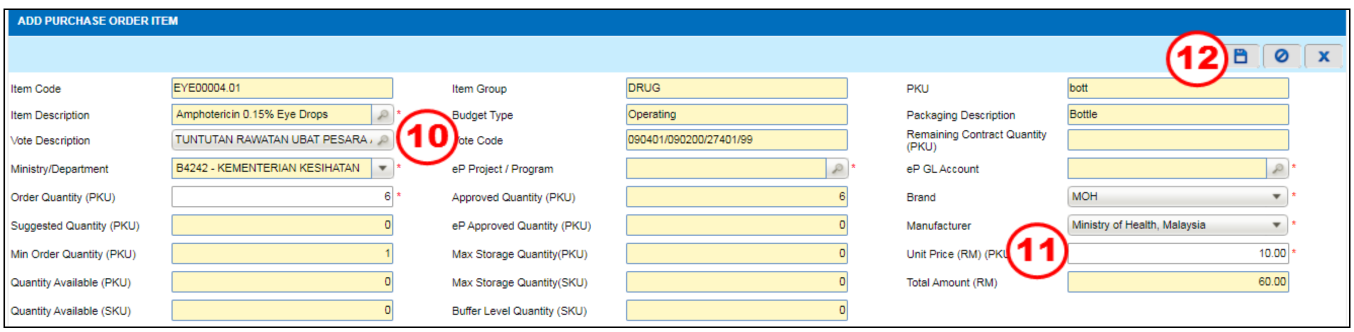


Figure 3.3.4-5 Add Purchase Order Item

STEP 10
Select ***Vote Description***

<u>Note</u>

- ***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

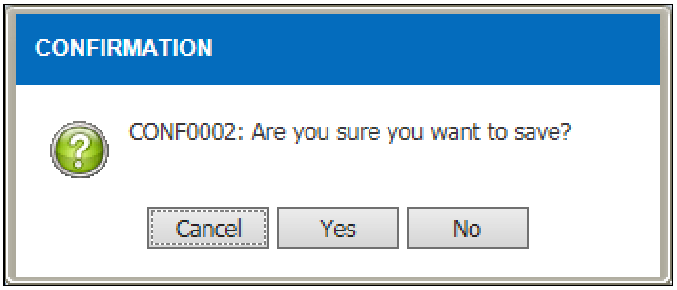


Figure 3.3.4-6 Confirmation Message

Note

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

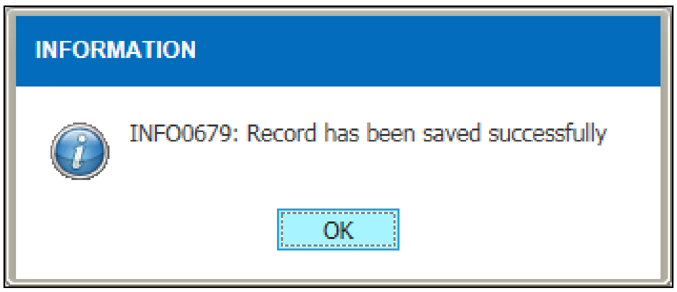


Figure 3.3.4-7 Information Message

Note

- *Click on the* 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*

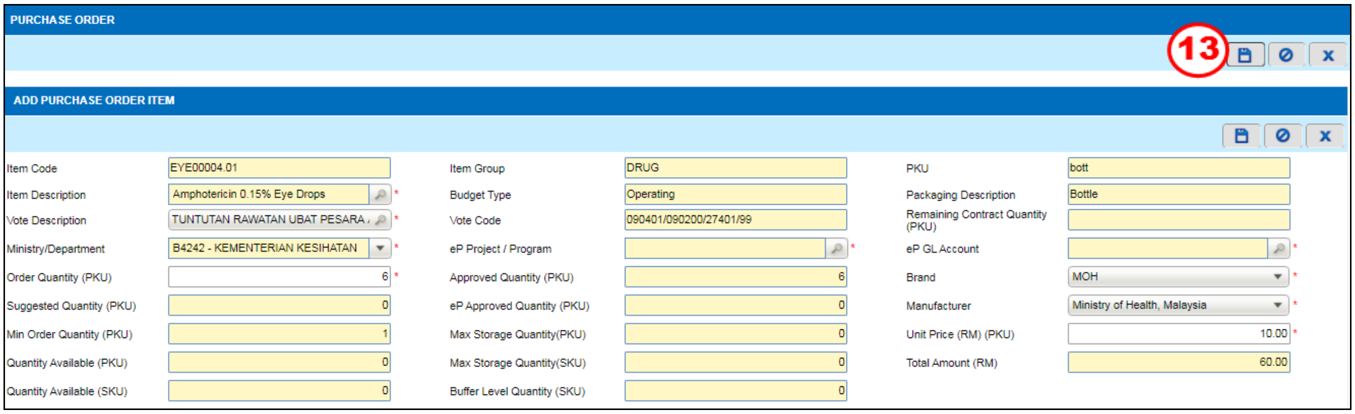


Figure 3.3.4-8 LP Purchase Order

STEP 13

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

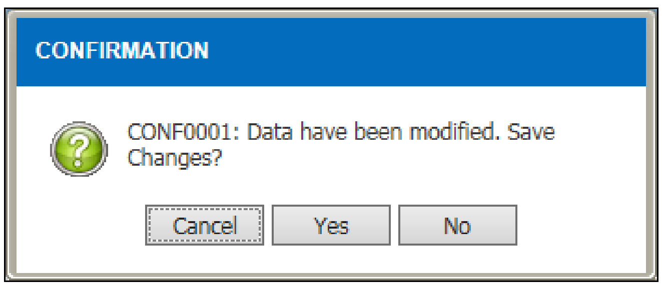


Figure 3.3.4-9 Confirmation Message

<u>Note</u>

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

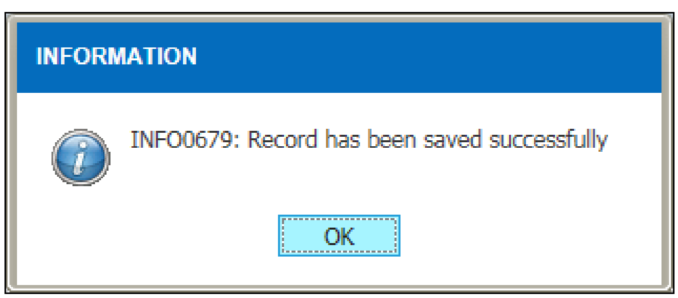


Figure 3.3.4-10 Information Message

<u>Note</u>

- *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*

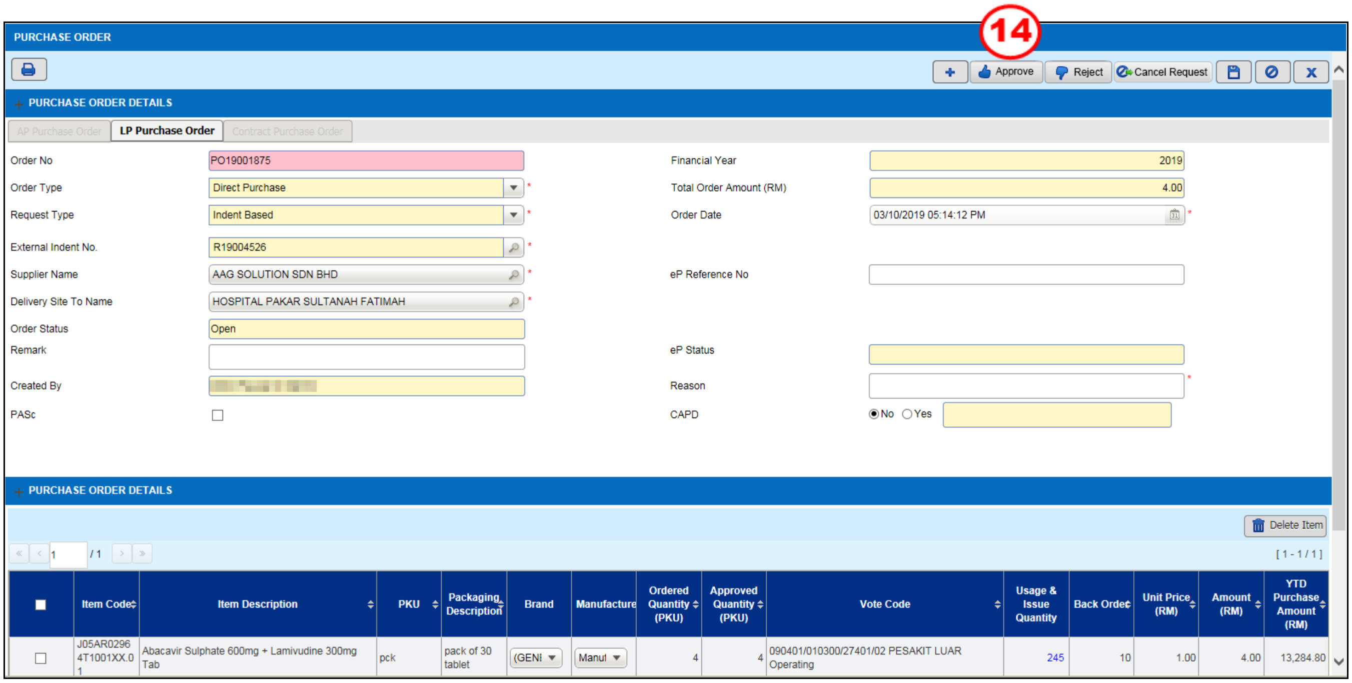


Figure 3.3.4-11 LP Purchase Order

STEP 14

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

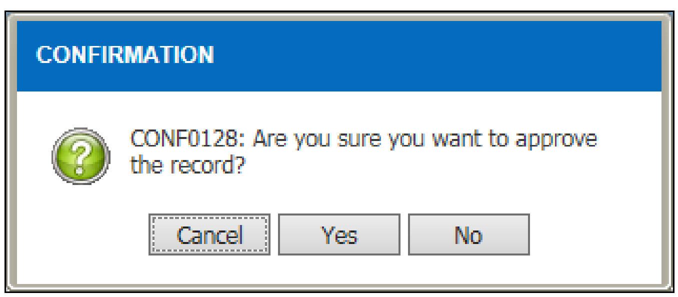


Figure 3.3.4-12 Confirmation Message

Note

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

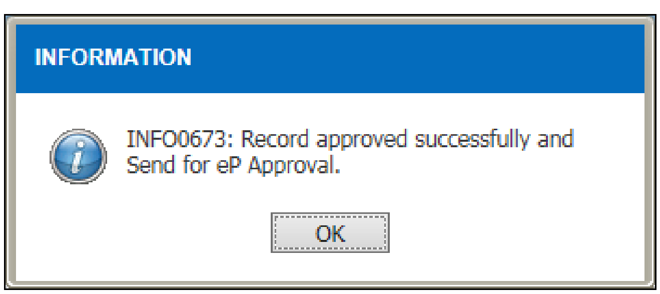


Figure 3.3.4-13 Information Message

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*

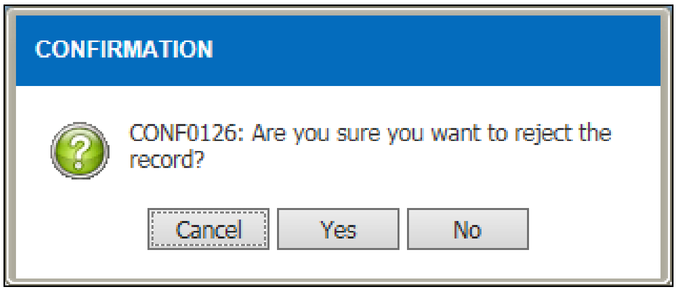


Figure 3.3.4-14 Confirmation Message

Note

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

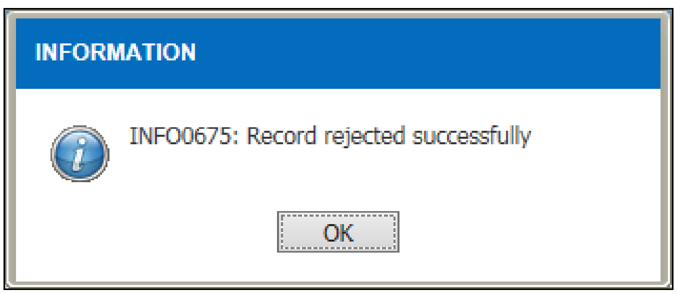


Figure 3.3.4-15 Information Message

Note

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

3.3.5 New Purchase Order LP Direct Purchase: Darurat

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

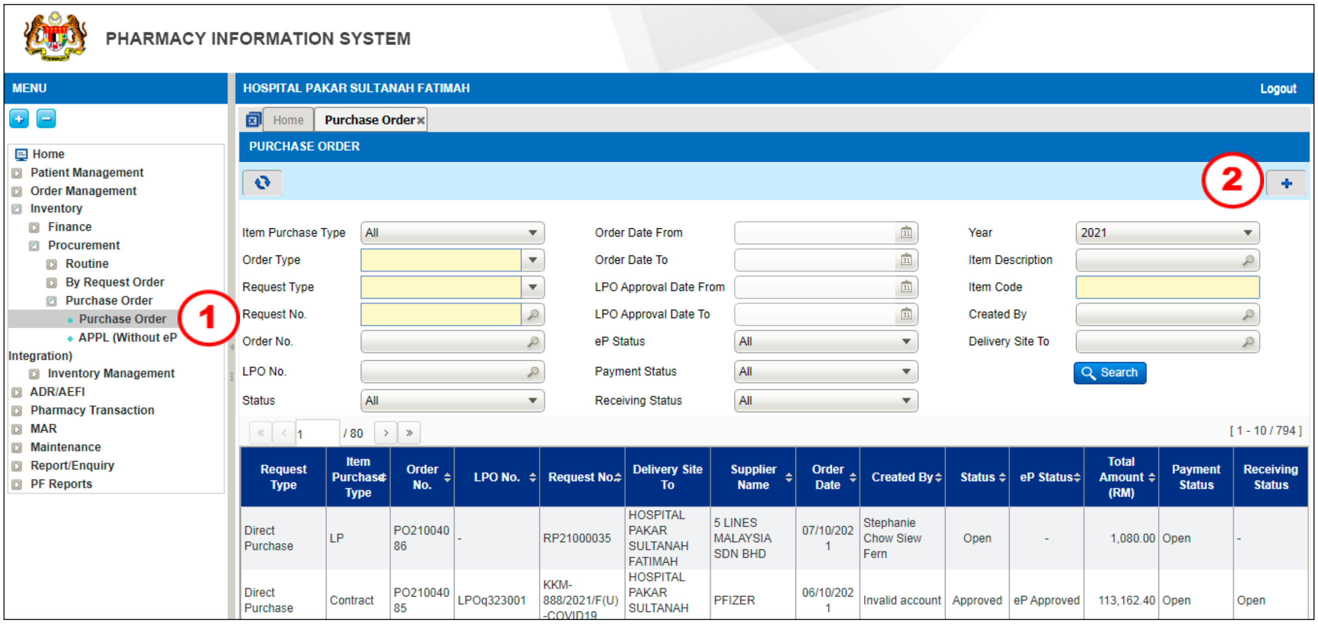


Figure 3.3.5-1 LP Purchase Order

STEP 1
Click on 'Inventory' menu followed by 'Procurement' and 'Purchase Order', and select 'Purchase Order'

STEP 2
Click on the + button and the Purchase Order screen will be displayed.

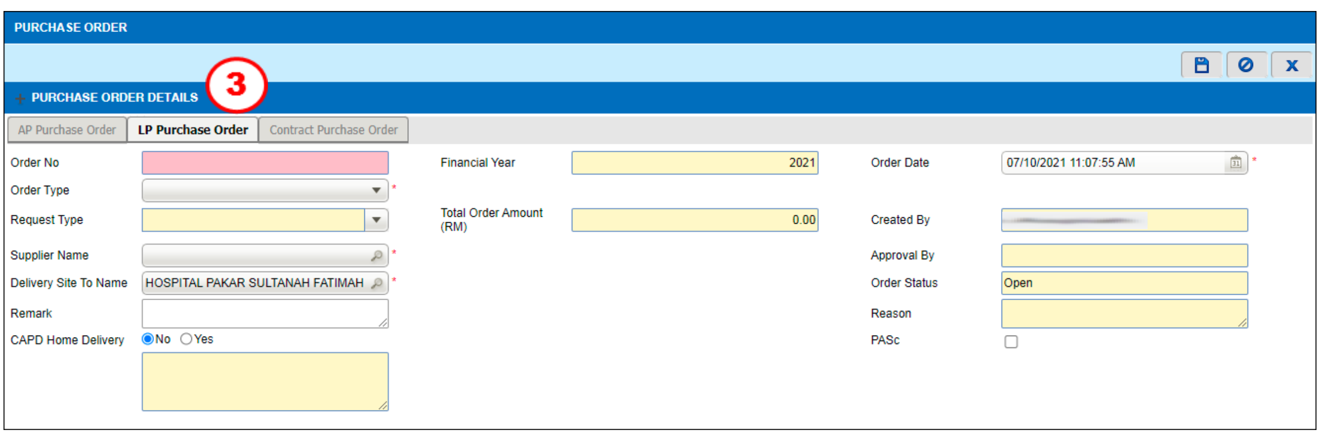


Figure 3.3.5-2 LP Purchase Order

STEP 3
Select 'LP Purchase Order' tab

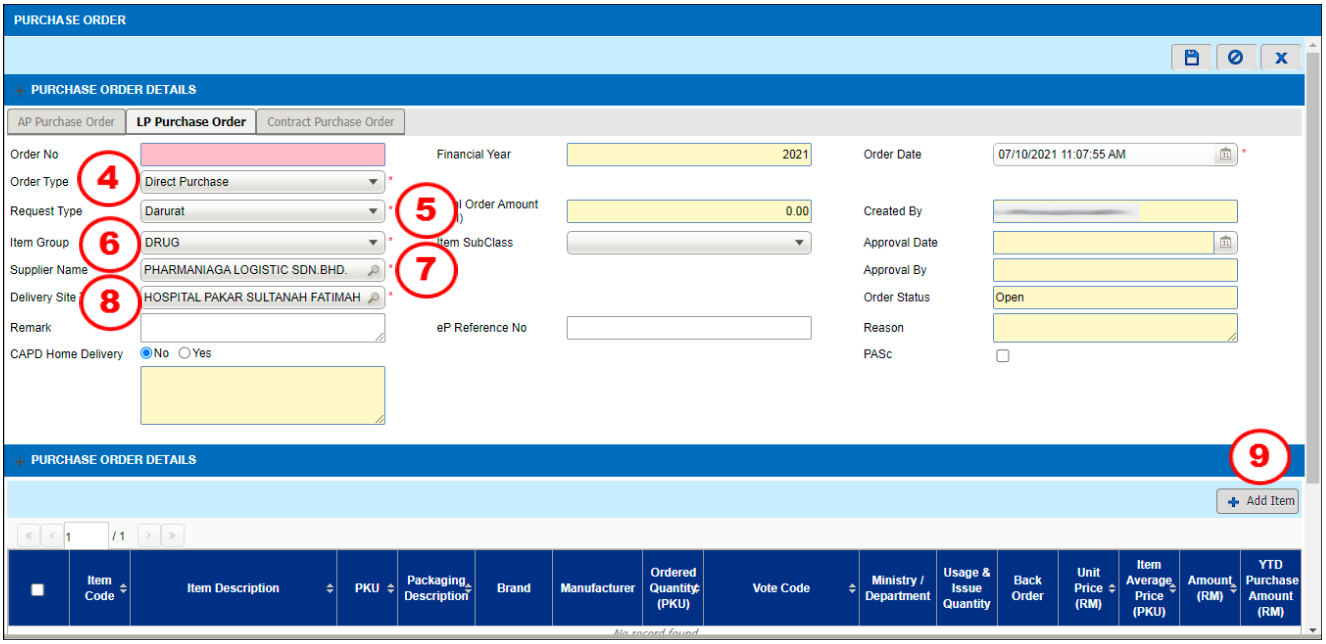


Figure 3.3.5-3 LP Purchase Order

STEP 4
Select on ***Order Type*** as Direct Purchase

STEP 5
Select ***Request Type*** as Darurat

STEP 6
Select ***Item Group***

STEP 7
Select ***Supplier Name***

STEP 8
Select ***Delivery Site To Name***

STEP 9
Click on the Add Item button to add item to be procure and Add Purchase Order Item screen will be display as Figure 3.3.5-4

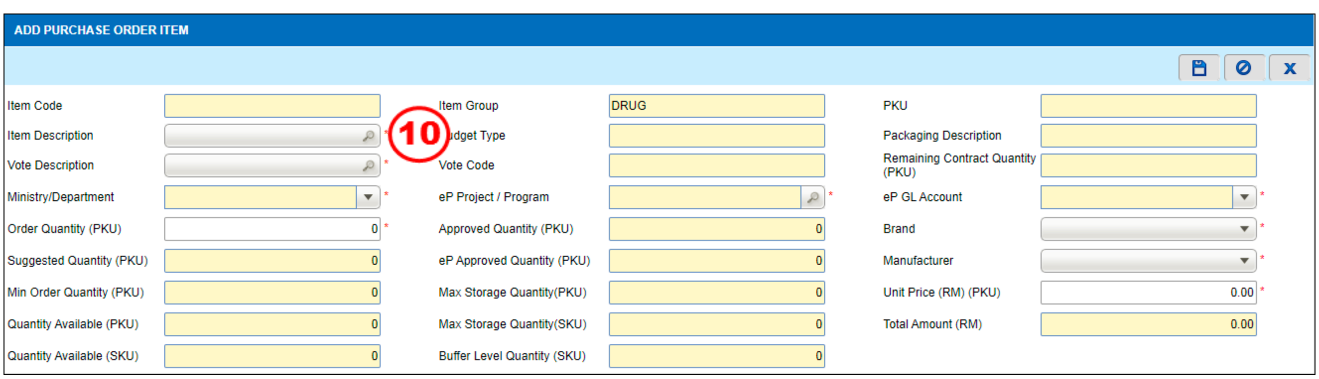
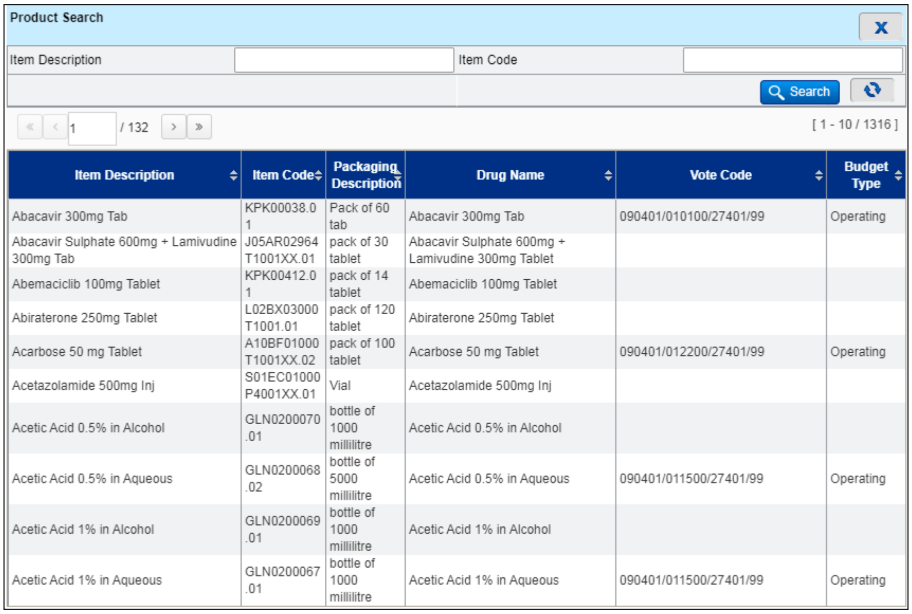


Figure 3.3.5-4 Add Purchase Order Item

STEP 10
Select ***Item Description*** and Product Search window will be display as Figure 3.3.5-5


Product Search

Item Description		Item Code	

Search

1 / 132 [1 - 10 / 1316]

Item Description	Item Code	Packaging Description	Drug Name	Vote Code	Budget Type
Abacavir 300mg Tab	KPK00038.01	Pack of 60 tab	Abacavir 300mg Tab	090401/010100/27401/99	Operating
Abacavir Sulphate 600mg + Lamivudine 300mg Tab	J05AR02964T1001XX.01	pack of 30 tablet	Abacavir Sulphate 600mg + Lamivudine 300mg Tablet		
Abemaciclib 100mg Tablet	KPK00412.01	pack of 14 tablet	Abemaciclib 100mg Tablet		
Abiraterone 250mg Tablet	L02BX03000T1001.01	pack of 120 tablet	Abiraterone 250mg Tablet		
Acarbose 50 mg Tablet	A10BF01000T1001XX.02	pack of 100 tablet	Acarbose 50 mg Tablet	090401/012200/27401/99	Operating
Acetazolamide 500mg Inj	S01EC01000P4001XX.01	Vial	Acetazolamide 500mg Inj		
Acetic Acid 0.5% in Alcohol	GLN0200070.01	bottle of 1000 millilitre	Acetic Acid 0.5% in Alcohol		
Acetic Acid 0.5% in Aqueous	GLN0200068.02	bottle of 5000 millilitre	Acetic Acid 0.5% in Aqueous	090401/011500/27401/99	Operating
Acetic Acid 1% in Alcohol	GLN0200069.01	bottle of 1000 millilitre	Acetic Acid 1% in Alcohol		
Acetic Acid 1% in Aqueous	GLN0200067.01	bottle of 1000 millilitre	Acetic Acid 1% in Aqueous	090401/011500/27401/99	Operating

Figure 3.3.5-5 Product Search

Note

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

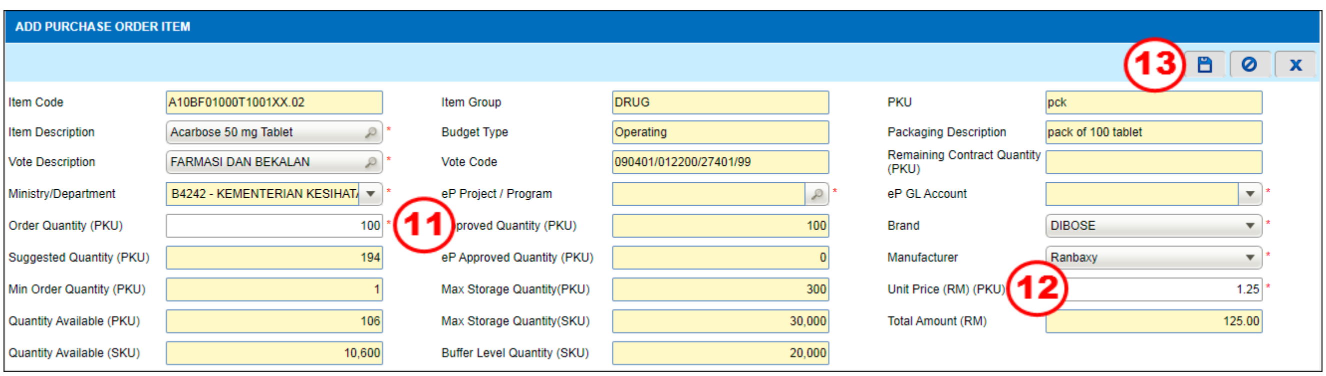


Figure 3.3.5-6 LP Add Purchase Order Details

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 11
Enter ***Order Quantity (PKU)***

STEP 12
Enter ***Unit Price (RM) (PKU)***

STEP 13
Click on the button to save the record and confirmation message will be display as Figure 3.3.5-7

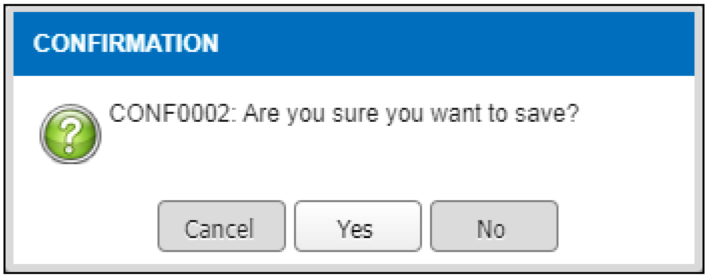


Figure 3.3.5-7 Confirmation Message

Note
Click on the Yes *button to save the record and information message will be display as Figure 3.3.5-8*

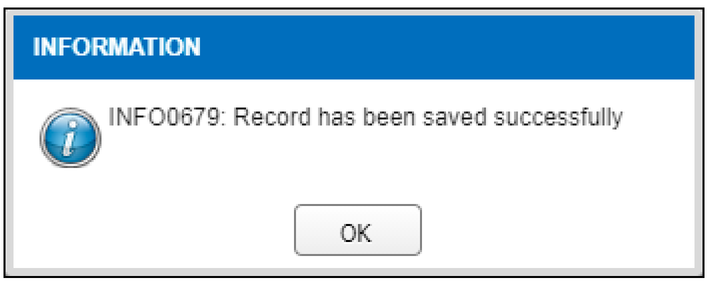


Figure 3.3.5-8 Information Message

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 3.3.5-9*

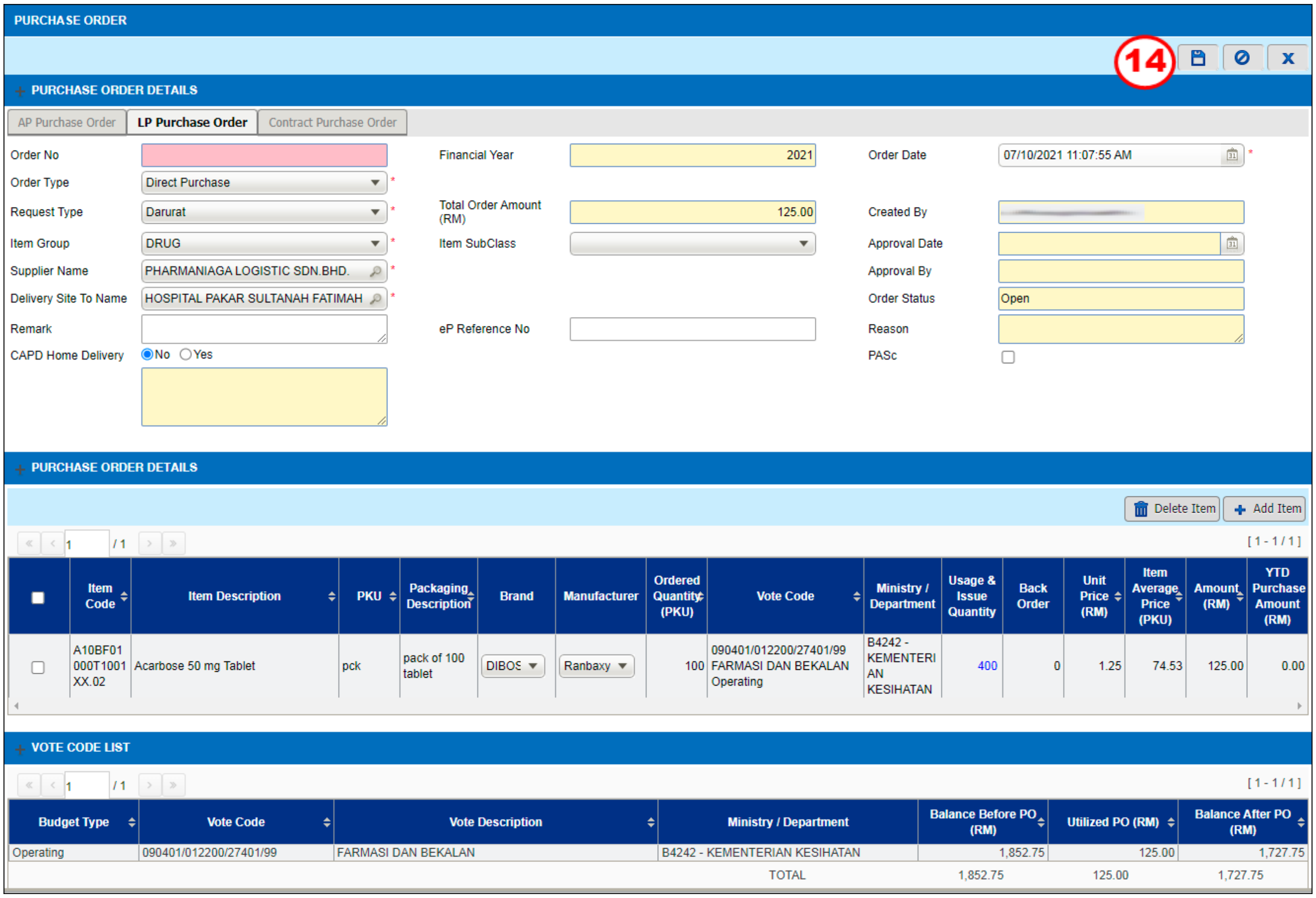


Figure 3.3.5-9 Purchase Order Details

STEP 14

Click on the button to save the record and confirmation message will be display as Figure 3.3.5-10

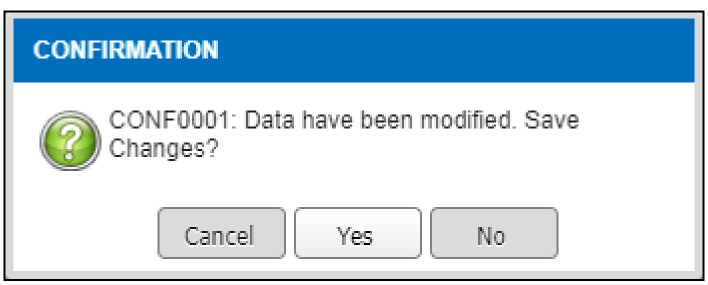


Figure 3.3.5-10 Confirmation Message

<u>Note</u>

Click on the Yes *button to save the record and information message will be display as Figure 3.3.5-11*

Figure 3.3.5-11 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 3.3.5-12*

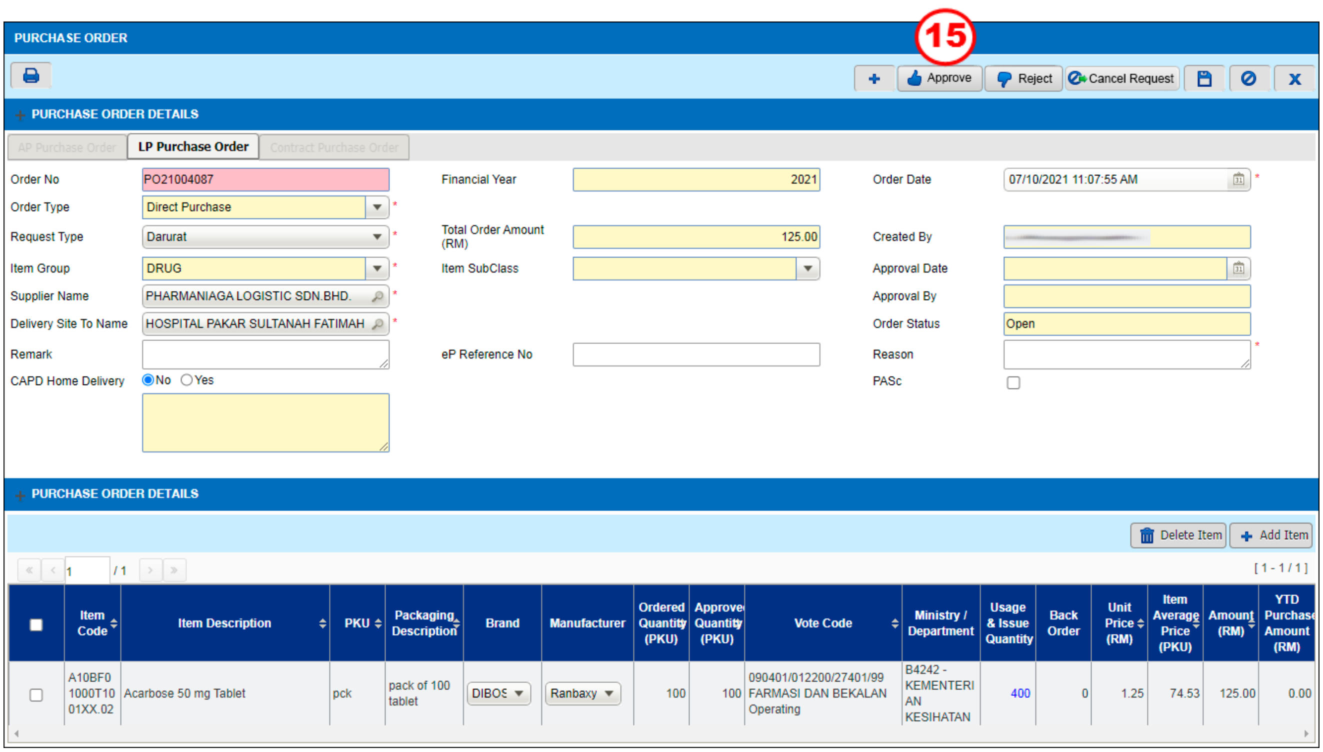


Figure 3.3.5-12 LP Purchase Order

STEP 15

a) Click on the Approve button to approve the record and confirmation message will be display as Figure 3.3.5-13

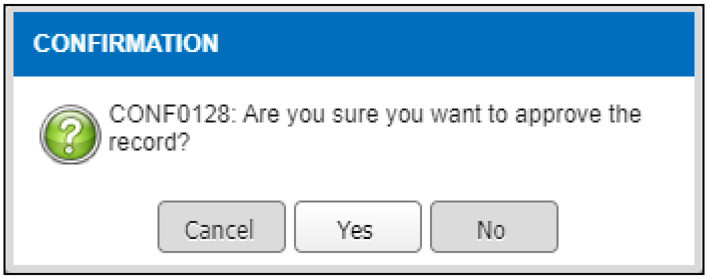


Figure 3.3.5-13 Confirmation Message

Note

- *Click on the* Yes *button to approved record and information message will be display as Figure 3.3.5-14*

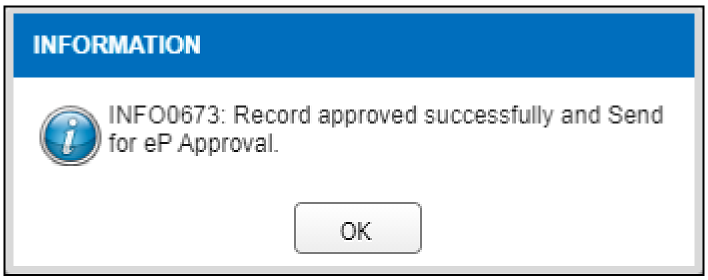


Figure 3.3.5-14 Information Message

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 3.3.5-15

Note

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

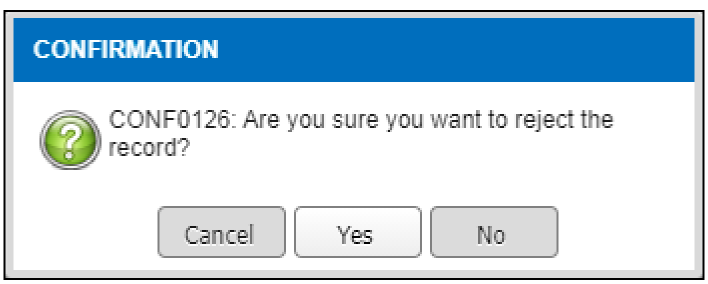


Figure 3.3.5-15 Confirmation Message

Note

- *Click on the* Yes *button to reject record and information message will be display as Figure 3.3.5-16*

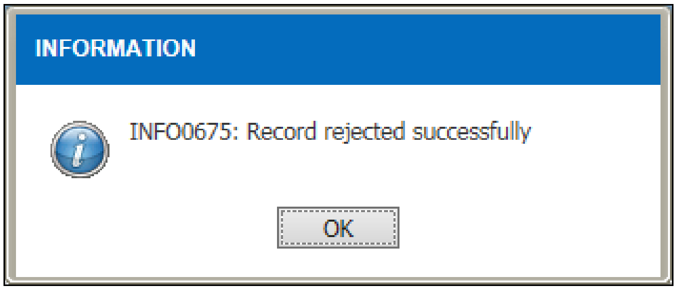


Figure 3.3.5-16 Information Message

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 3.3.5-17

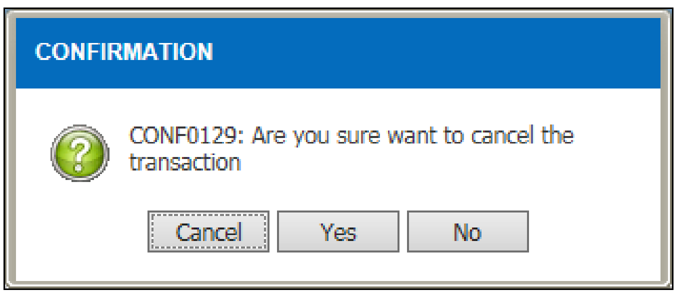


Figure 3.3.5-18 Confirmation Message

Note

Click on the Yes *button to cancel the transaction*

3.3.6 Purchase Order LP: eP Approval

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

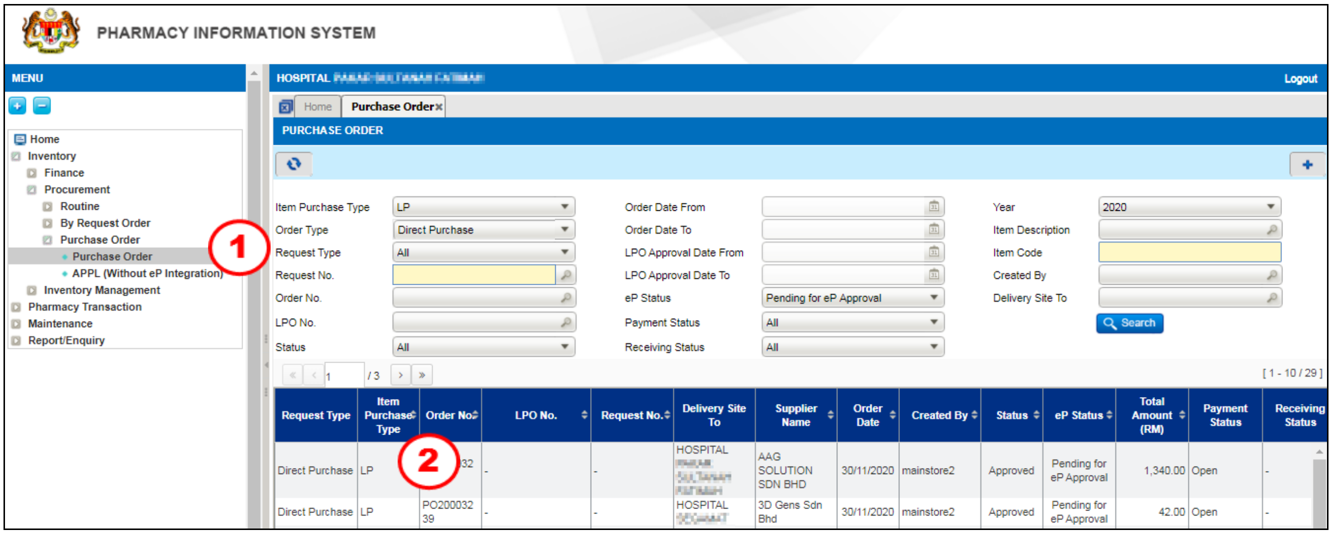


Figure 3.3.6-1 LP Purchase Order Listing Page

STEP 1
Click on 'Inventory' menu followed by 'Procurement' and 'Purchase Order, and select 'Purchase Order'

STEP 2
Search for LP Order Type with status 'Pending for eP Approval' and double click on the record

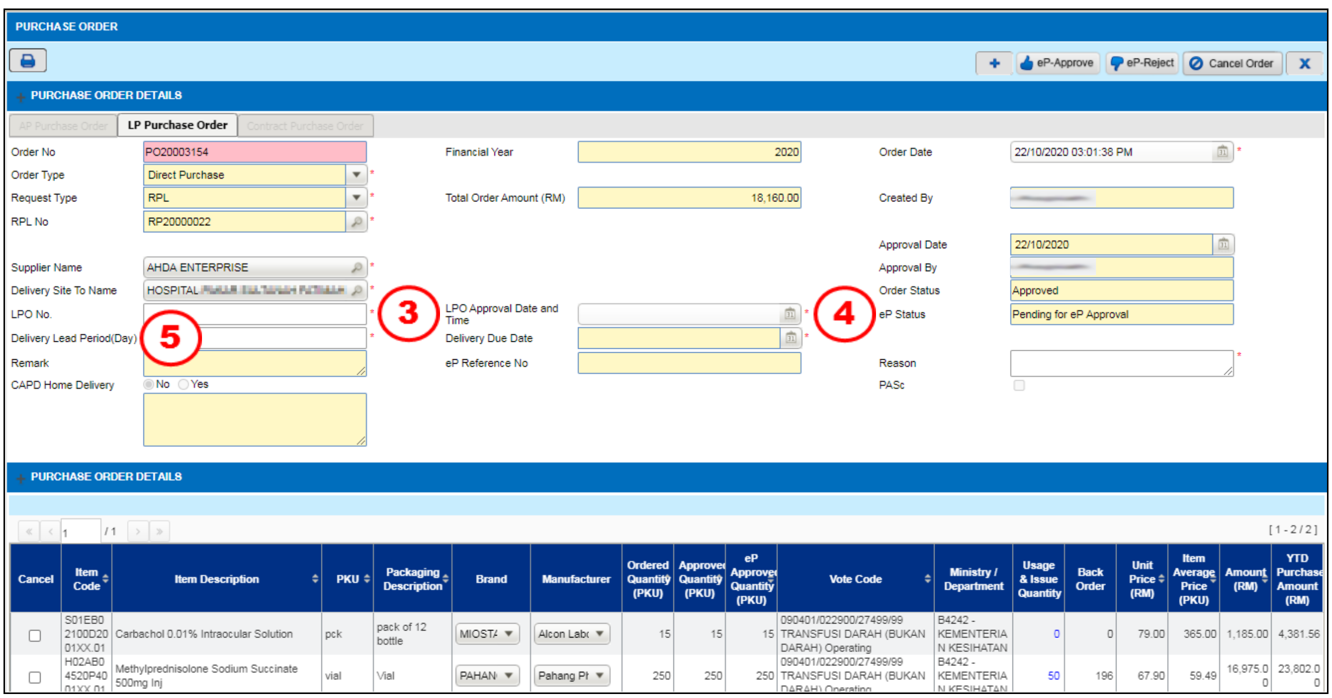


Figure 3.3.6-2 LP Purchase Order

STEP 3
Enter ***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*

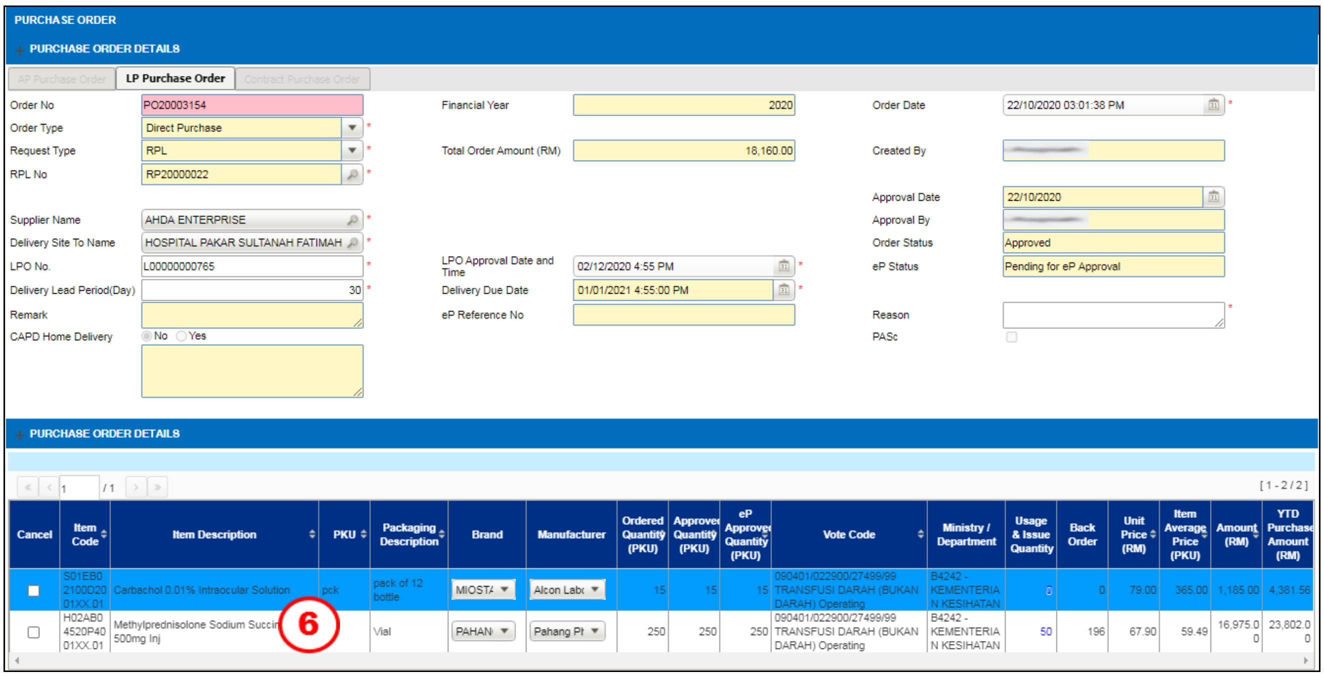


Figure 3.3.6-3 LP Purchase Order

STEP 6
Double click on the selected item and Add Purchase Order Item screen will be display as Figure 3.3.6-4

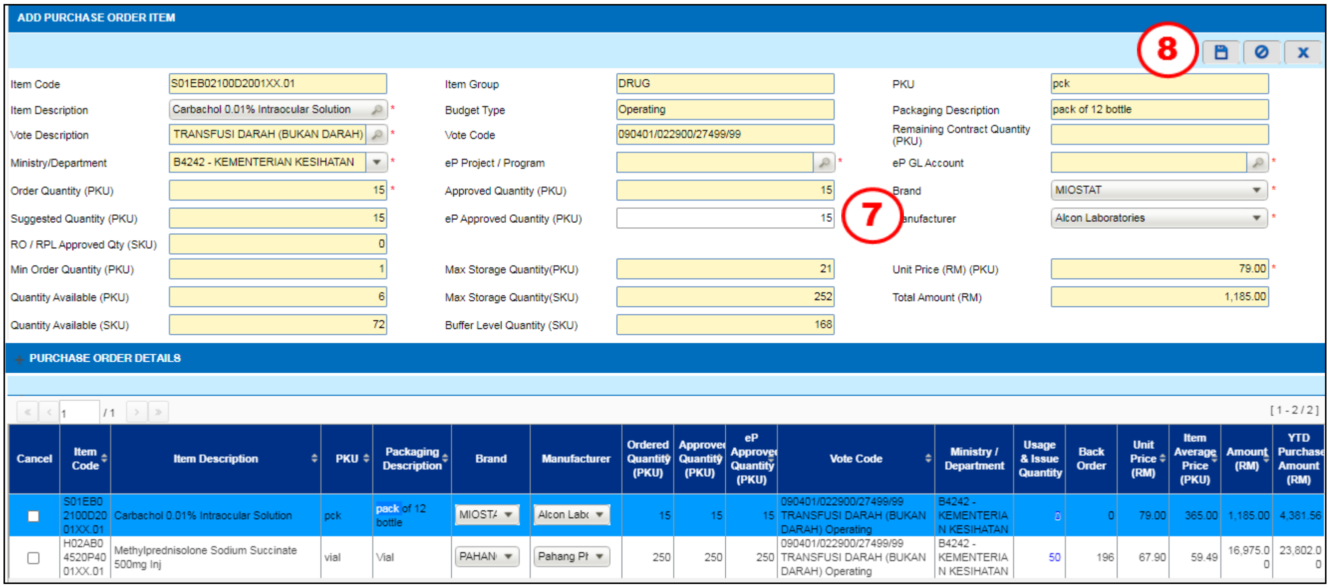


Figure 3.3.6-4 Add Purchase Order Item

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 3.3.6-5

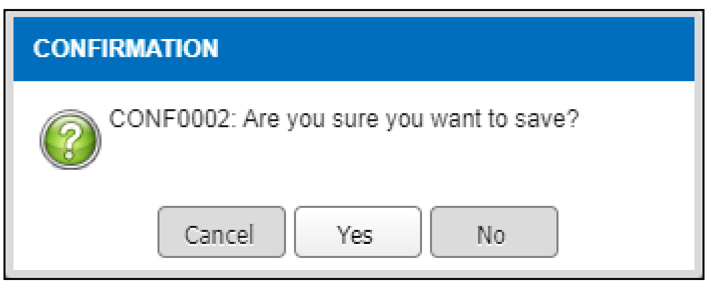


Figure 3.3.6-5 Confirmation Message

Note

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

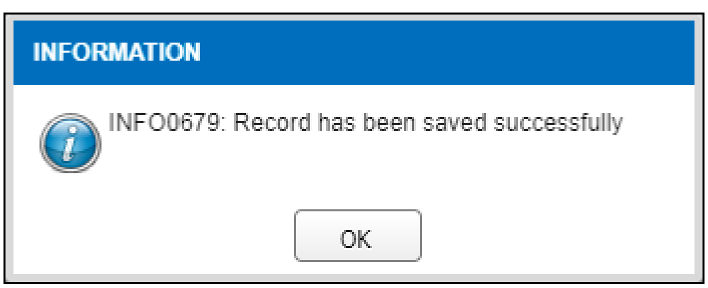


Figure 3.3.6-6 Information Message

Note

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

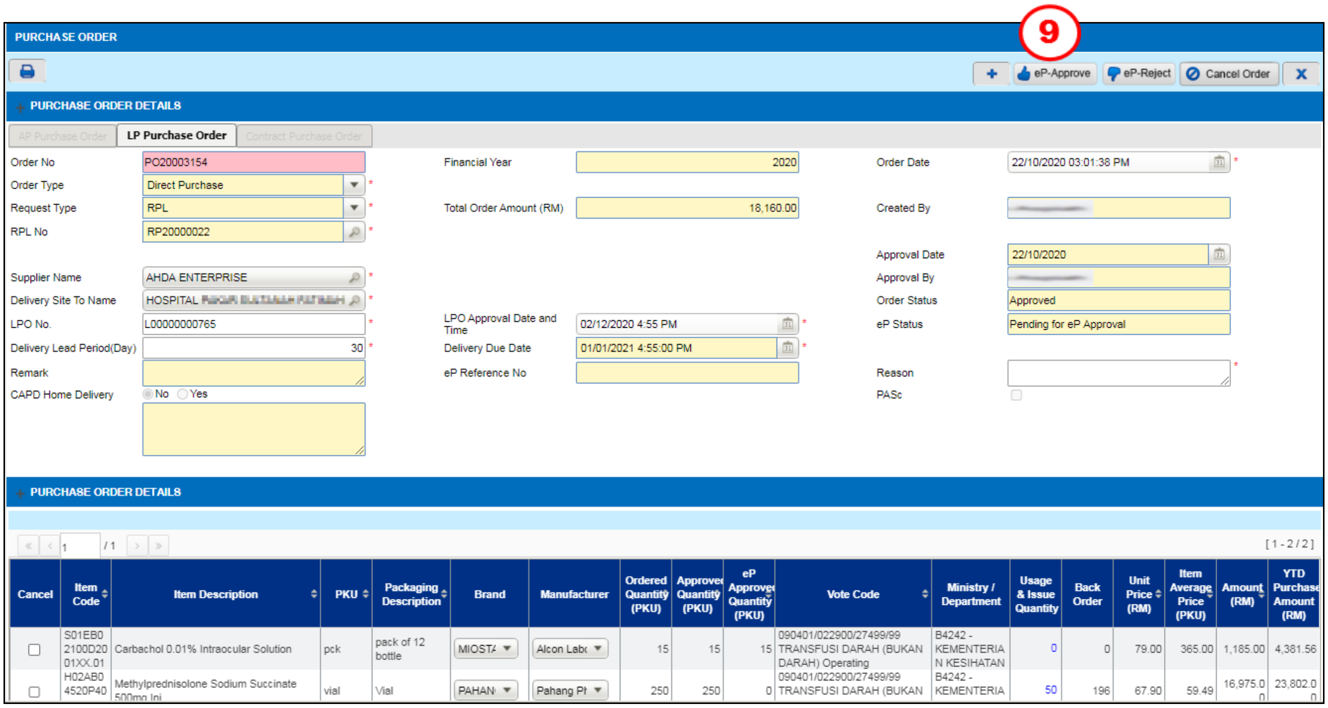


Figure 3.3.6-7 LP Purchase Order

STEP 9

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

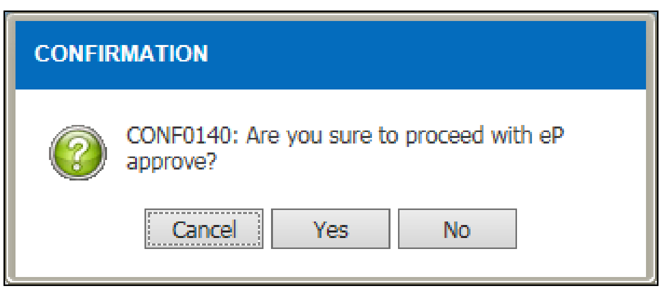


Figure 3.3.6-8 Confirmation Message

Note

Click on the Yes *button to save the record and information message will be display as Figure 3.3.6-9*

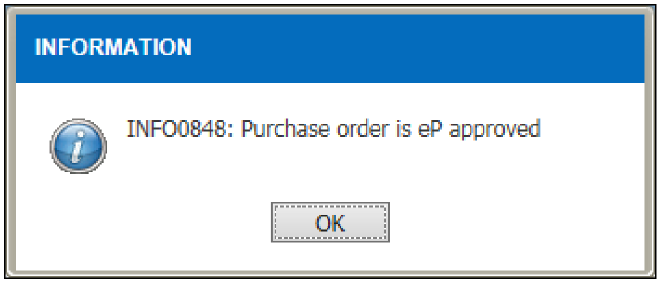


Figure 3.3.6-9 Information Message

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 3.3.6-10*

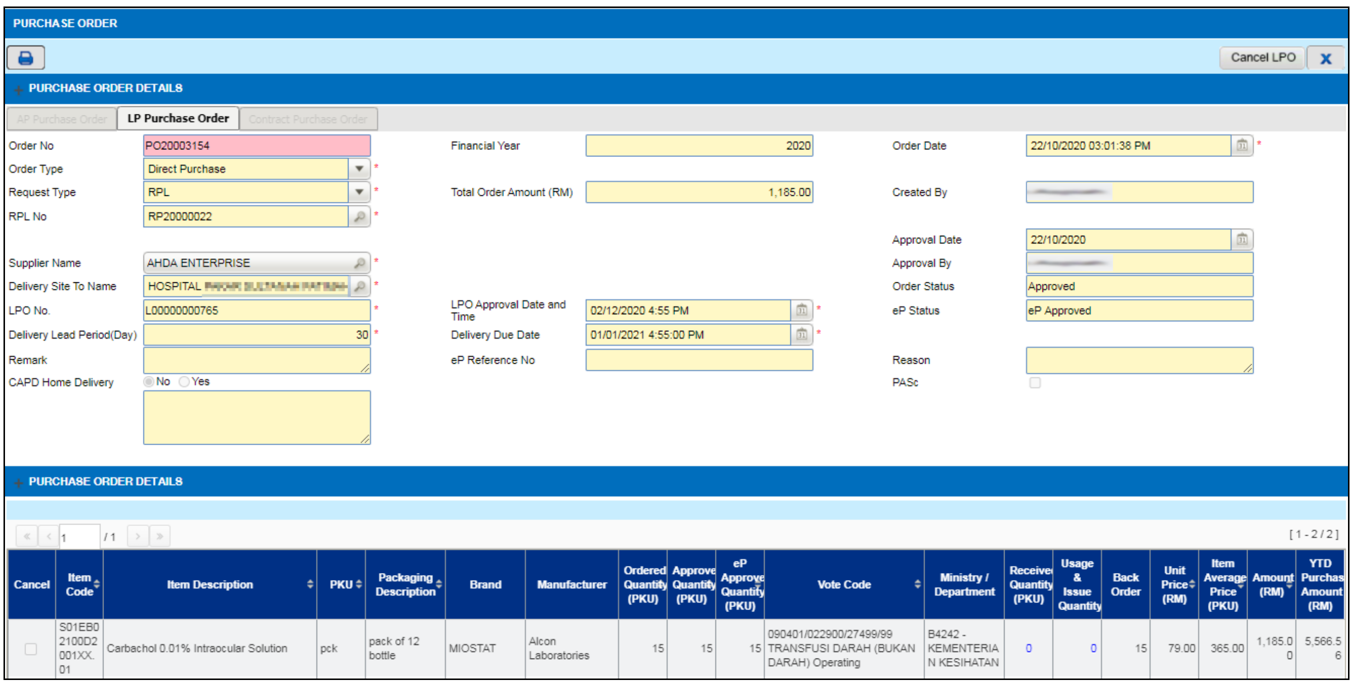


Figure 3.3.6-10 LP Purchase Order

Note

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

3.3.7 Purchase Order LP: eP Reject/Cancel

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

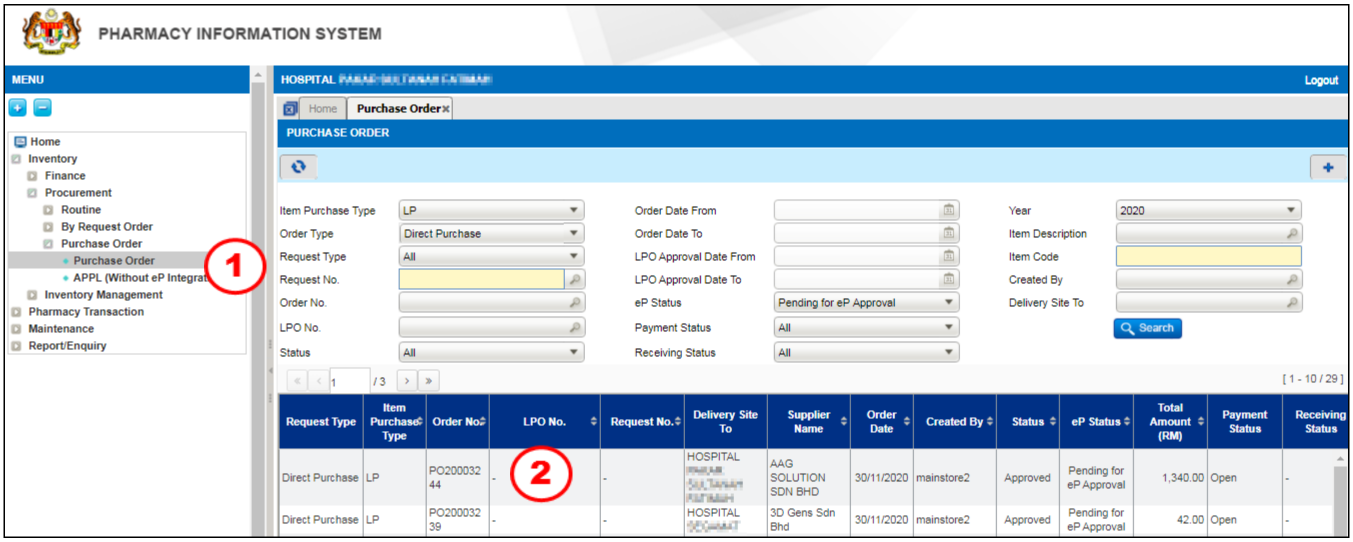


Figure 3.3.7-1 LP Purchase Order Listing Page

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

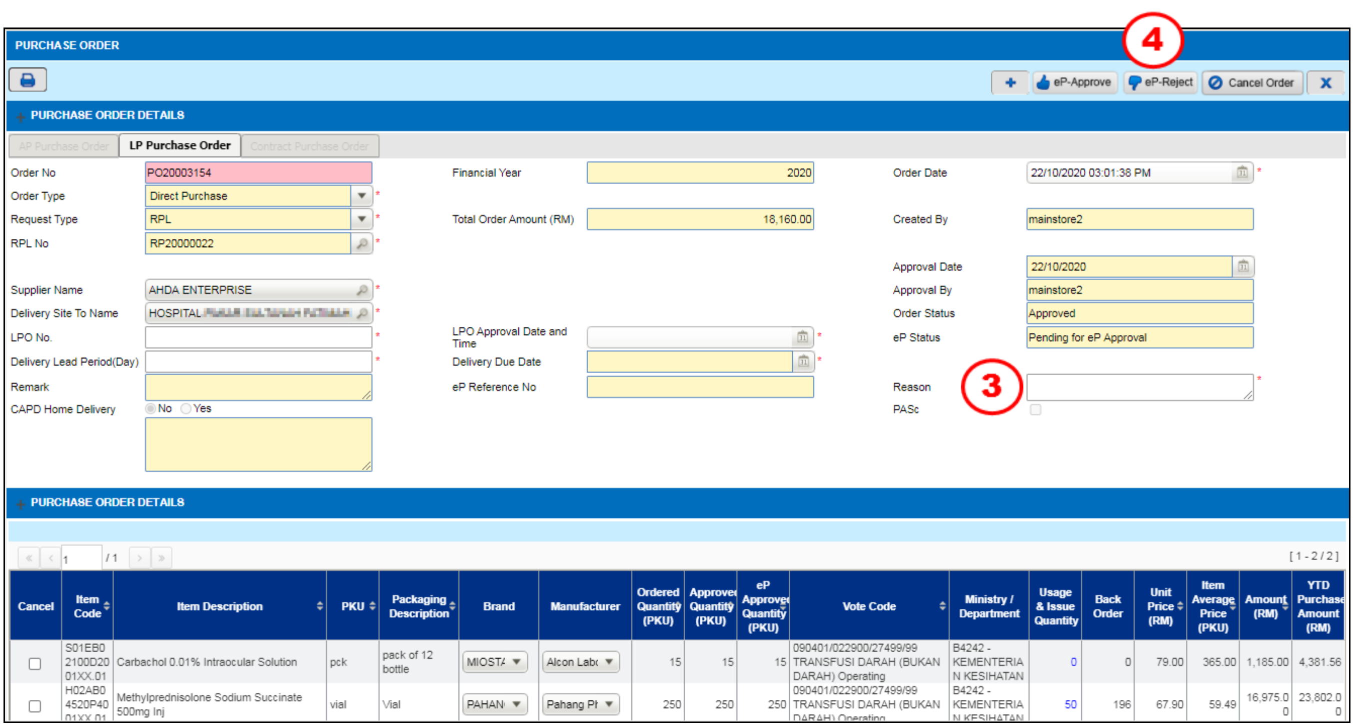


Figure 3.3.7-2 LP Purchase Order

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 3.3.7-3

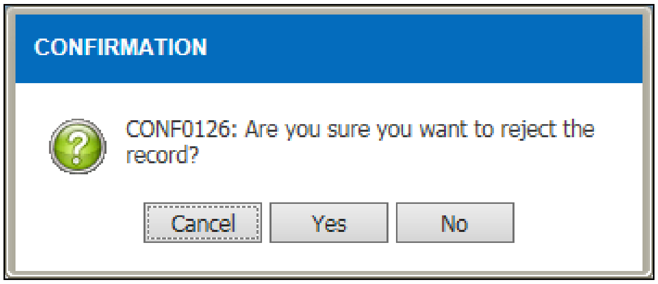


Figure 3.3.7-3 Confirmation Message

Note

- *Click on the* Yes *button to reject record and information message will be display as Figure 3.3.7-4*

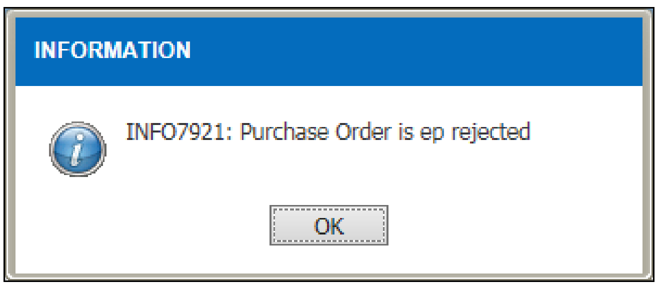


Figure 3.3.7-4 Information Message

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 3.3.7-5

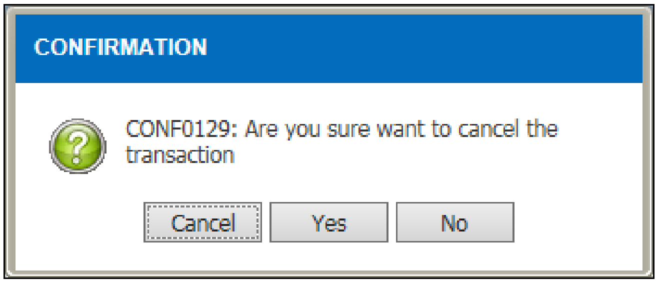


Figure 3.3.7-5 Confirmation Message

Note

- *Click on the* Yes *button to cancel record and information message will be display as Figure 3.3.7-6*

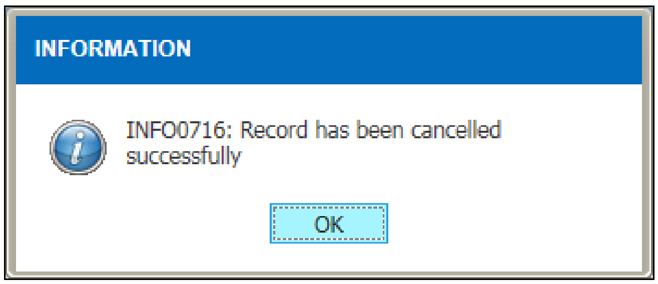


Figure 3.3.7-6 Information Message

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