

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

User Manual Pharmacy Inventory Procurement Standard (LP)

Version : 12th Edition Document ID : U.MANUAL_INV_PROCUREMENT STANDARD (LP)



© 2011-2021 Pharmacy Information System & Clinic Pharmacy System (PhIS& CPS) Project

CONFIDENTIAL COPYRIGHTED MATERIAL – the information includes all concepts, comments, recommendations, and material, contained herein shall remain the property of Pharmacy Information System & Clinic Pharmacy System (PhIS& CPS) Project. No portion of this document shall be disclosed, duplicated or used in whole or in part of any purpose other than the purpose of the Pharmacy Information System & Clinic Pharmacy System (PhIS& CPS) Project execution only.

Reference ID : U.MANUAL_INV_PROCUREMENT STANDARD (LP)-12th E

Application reference: PhIS & CPS v2.5.1

Table of Contents

1.0	Introduction	1
1.1	Overview of PhIS.....	1
1.2	Purpose and Objectives.....	1
1.3	Organised Sections	1
2.0	Application Standard Features	2
2.1	PhIS Legend.....	2
3.0	Procurement Standard LP	4
	Overview	4
	User Group.....	4
	Functional Diagram	4
	Functional Description.....	4
3.1	Recommended Purchase List (RPL) Listing Page	5
3.2	New Recommended Purchase List (RPL): LP	7
3.3	Purchase Order	19
3.3.1	Purchase Order Listing Page.....	19
3.3.2	New Purchase Order LP Direct Purchase: RPL	21
3.3.3	New Purchase Order LP Direct Purchase: Supplementary	30
3.3.4	New Purchase Order LP Direct Purchase: Indent	39
3.3.5	New Purchase Order LP Direct Purchase: Darurat	46
3.3.6	Purchase Order LP: eP Approval.....	54
3.3.7	Purchase Order LP: eP Reject/Cancel.....	59
4.0	Acronyms.....	62
5.0	Links to Inventory Modules.....	62

1.0 Introduction

1.1 Overview of PhIS

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

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

1. Order Management
2. Inpatient Pharmacy
3. Outpatient Pharmacy
4. Medication Counselling
5. Ward Pharmacy
6. Pharmacy Inventory
7. Manufacturing of Cytotoxic Drug Reconstitution (CDR), Parenteral Nutrition (PN), IV Admixture & Eye Drop, Radiopharmaceuticals and Extemporaneous
8. Adverse Drug Reaction & Drug Allergic Card (ADR & DAC)
9. Clinical Pharmacokinetics Services (TDM)
10. Drug Information & Consumer Education (DICE)
11. Medication Therapy Adherence Clinic (MTAC)
12. Data Mining (PhARM)

1.2 Purpose and Objectives

This user manual outlines the Pharmacy Inventory – Procurement standard LP sub-module and its key features and functionalities. The primary objective is to guide users through the process of completing PhIS application process.

User will understand the following activities in details:

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

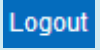
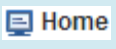
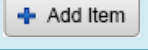
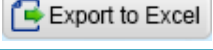
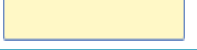
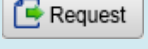
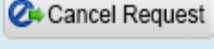
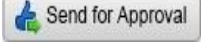
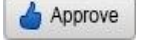
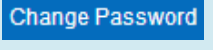
1.3 Organised Sections

These are the sections within this document:

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

2.0 Application Standard Features

2.1 PhIS Legend

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

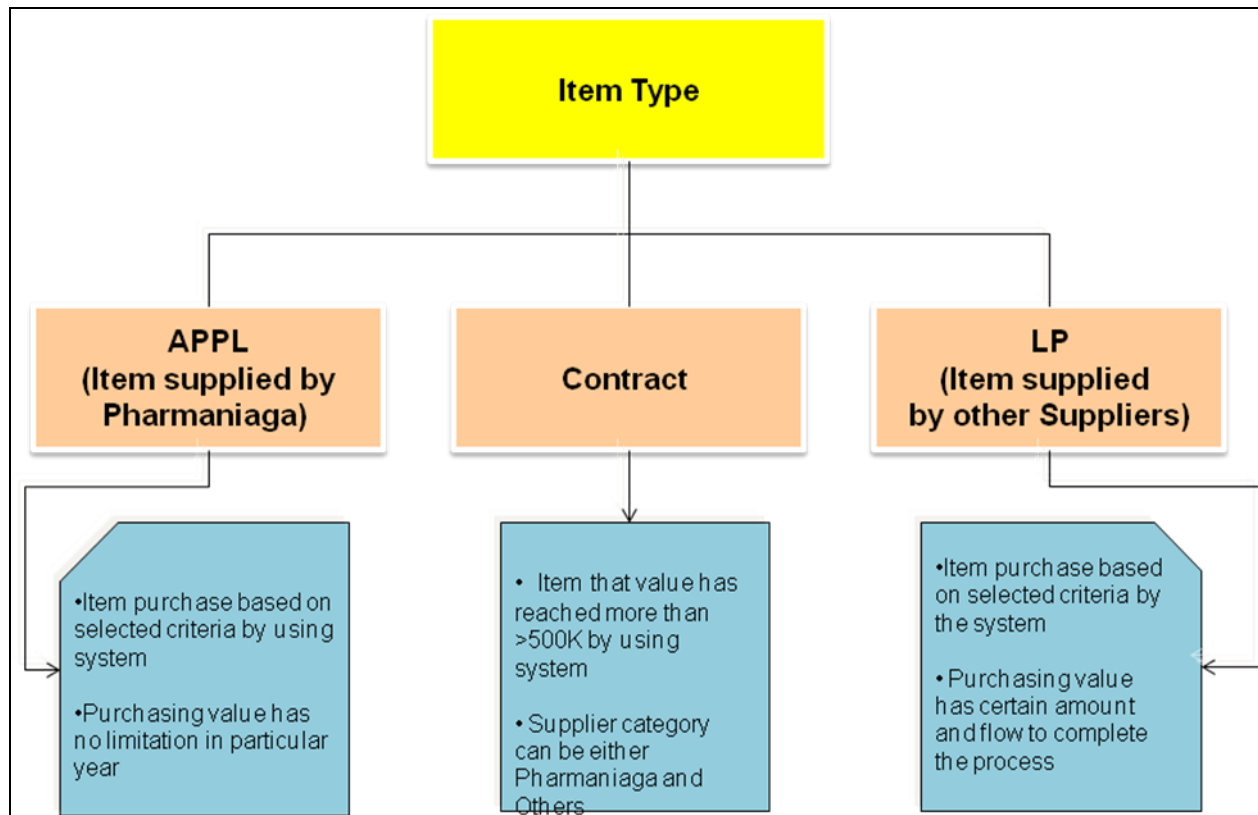


Figure 3.0-1

Functional Description

Slow Moving comprises of three (2) main functions:

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

3.1 Recommended Purchase List (RPL) Listing Page

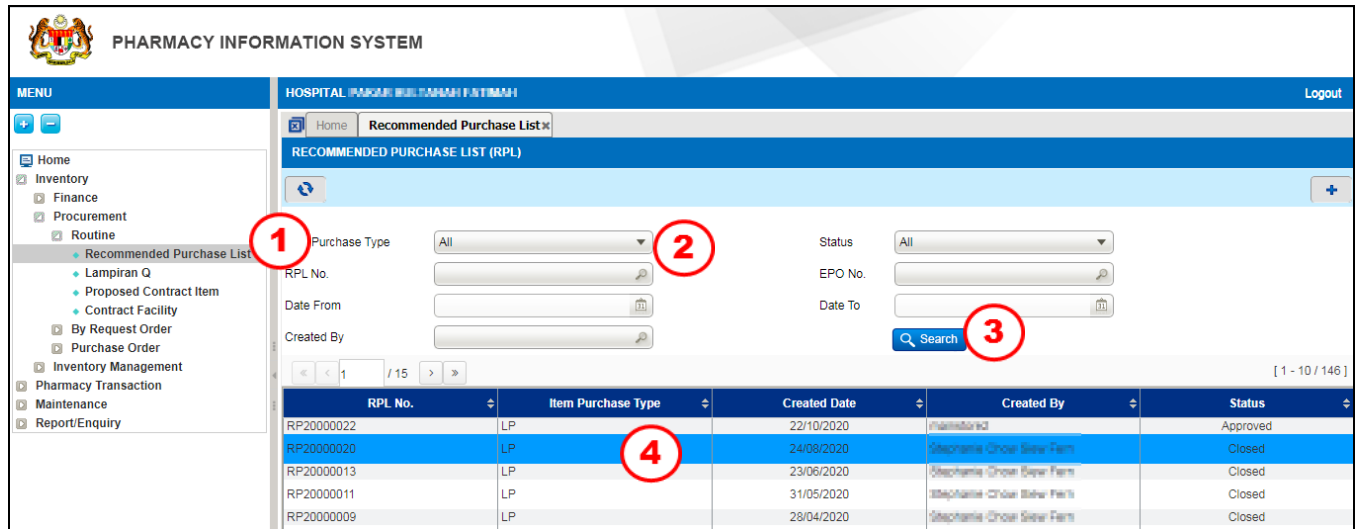


Figure 3.1-1 Recommended Purchase List (RPL) Listing Page

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  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



 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

Reject Reason

Stock Location

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 Codes	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 >

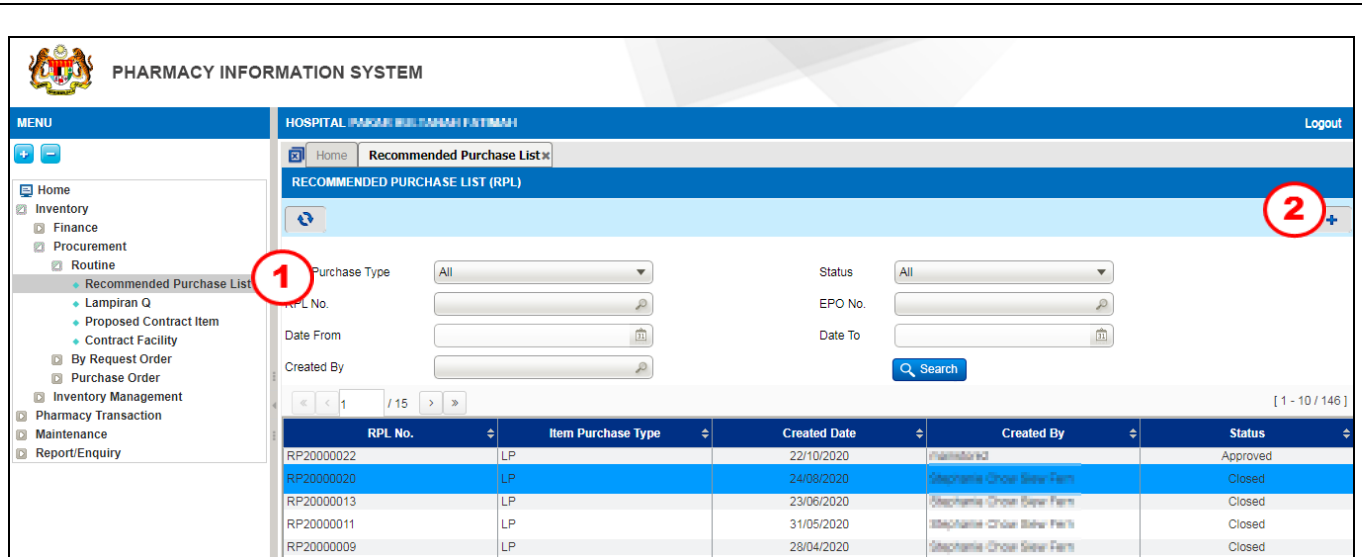
[1 - 5 / 5]

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:



PHARMACY INFORMATION SYSTEM

HOSPITAL IPANG BUKIT TANGGAH P. T. M. M. H.

Logout

Home Recommended Purchase List*

RECOMMENDED PURCHASE LIST (RPL)

Purchase Type: All Status: All

RPL No. EPO No.

Date From Date To

Created By

Search

[1 - 10 / 146]

RPL No.	Item Purchase Type	Created Date	Created By	Status
RP20000022	LP	22/10/2020	Pharmacist	Approved
RP20000020	LP	24/08/2020	Pharmacist Chuan Siew Fern	Closed
RP20000013	LP	23/06/2020	Pharmacist Chuan Siew Fern	Closed
RP20000011	LP	31/05/2020	Pharmacist Chuan Siew Fern	Closed
RP20000009	LP	28/04/2020	Pharmacist Chuan Siew Fern	Closed

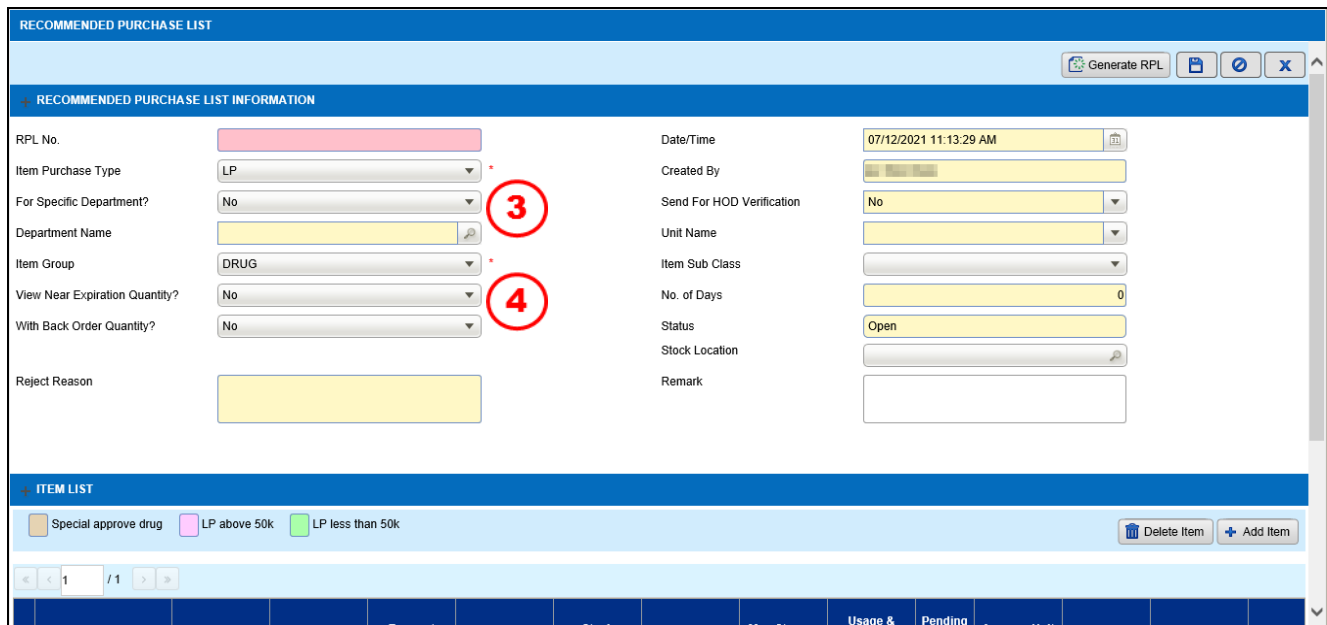
Figure 3.2-1 Recommended Purchase List

STEP 1

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

STEP 2

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



RECOMMENDED PURCHASE LIST

Generate RPL

RECOMMENDED PURCHASE LIST INFORMATION

RPL No. Date/Time: 07/12/2021 11:13:29 AM

Item Purchase Type: LP Created By: [User Name]

For Specific Department?: No Send For HOD Verification: No

Department Name: [Text Box] Unit Name: [Text Box]

Item Group: DRUG Item Sub Class: [Text Box]

View Near Expiration Quantity?: No No. of Days: 0

With Back Order Quantity?: No Status: Open

Reject Reason: [Text Box] Stock Location: [Text Box]

Remark: [Text Box]

ITEM LIST

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

Delete Item Add Item

[1 / 1]

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

View Near Expiration Quantity?	Yes	No. of Days	0
--------------------------------	-----	-------------	---

Figure 3.2-3 View Near Expiration Quantity?

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

RECOMMENDED PURCHASE LIST

5 Generate RPL [Icons]

RECOMMENDED PURCHASE LIST INFORMATION

RPL No. [Text Box] Date/Time 07/12/2021 11:13:29 AM [Icon]

Item Purchase Type LP [Dropdown] Created By [Text Box]

For Specific Department? No [Dropdown] Send For HOD Verification No [Dropdown]

Department Name [Text Box] Unit Name [Text Box]

Item Group DRUG [Dropdown] Item Sub Class [Text Box]

View Near Expiration Quantity? No [Dropdown] No. of Days 0 [Text Box]

With Back Order Quantity? No [Dropdown] Status Open [Text Box]

Reject Reason [Text Box] Stock Location [Text Box]

Remark [Text Box]

ITEM LIST

Special approve drug LP above 50k LP less than 50k [Icons] Delete Item Add Item

1 / 1 [Icons]

Item List Table Headers: Item Code, Description, Unit, Price, Usage & Pending, Approved Item

Figure 3.2-4 Recommended Purchase List

STEP 9

Click on the  button to generate item based on selection criteria

Note

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

VOTE CODE LIST

1 / 2 [Icons] [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	240701/032200/27401/99	< 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  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			
 			
1 / 1 [1 - 1 / 1]			
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  button to close Usage Quantity Details

STEP 8

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

VOTE CODE LIST							
						[1 - 2 / 2]	
Budget Type	Vote Code	Vote Description	Ministry/Department	Request Quantity(SKU)	Request Quantity(PKU)		
-				0	0		
Operating	090401/012200/27401/99	FARMASI DAN BEKALAN	B4242 - KEMENTERIAN KESIHATAN	5,500	55		
TOTAL				5,500			

ITEM LIST							
						[1 - 2 / 2]	
Item Code	Item Description	PKU	PKU Description	Packaging Description	Quantity Available (SKU)	Quantity Available (PKU)	YTD Purchase Amount (RM)
N05BA12000T1003XX.02	Alprazolam 1 mg Tablet	pck	pack	pack of 500 tablet	2,000	4	7,870
N05BA12000T1003XX.01	Alprazolam 1 mg Tablet	pck	pack	Pack of 100 tab	0	0	7,870
TOTAL					2,000	4	

Figure 3.2-10 Item Information

Note

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

STEP 9

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

VOTE CODE LIST							
						[1 - 2 / 2]	
Budget Type	Vote Code	Vote Description	Ministry/Department	Request Quantity(SKU)	Request Quantity(PKU)		
-				0	0		
Operating	090401/012200/27401/99	FARMASI DAN BEKALAN	B4242 - KEMENTERIAN KESIHATAN	5,500	55		
TOTAL				5,500			

Figure 3.2-11 Vote Information

STEP 10

Select **Vote Description**

STEP 11

Enter **Request Quantity (SKU)**

Note

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

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

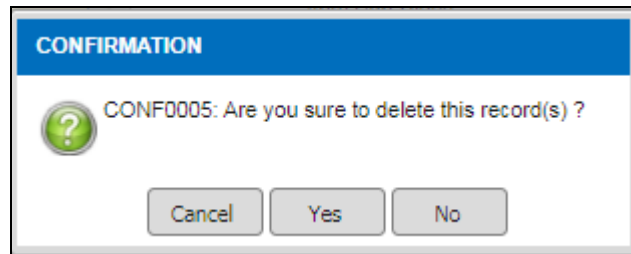
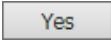
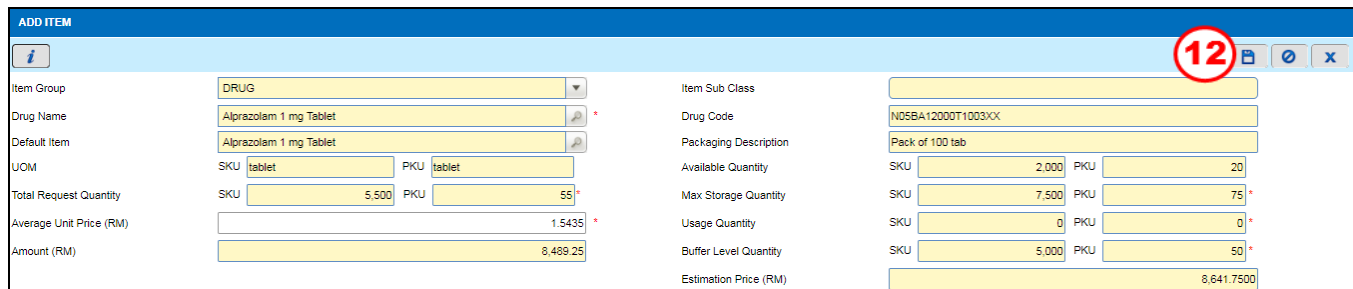


Figure 3.2-12 Confirmation Message

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



The 'ADD ITEM' form is divided into two columns. The left column contains fields for Item Group (DRUG), Drug Name (Alprazolam 1 mg Tablet), Default Item (Alprazolam 1 mg Tablet), UOM (SKU: tablet, PKU: tablet), Total Request Quantity (SKU: 5,500, PKU: 55), Average Unit Price (RM) (1.5435), and Amount (RM) (8,489.25). The right column contains fields for Item Sub Class, Drug Code (N05BA12000T1003XX), Packaging Description (Pack of 100 tab), Available Quantity (SKU: 2,000, PKU: 20), Max Storage Quantity (SKU: 7,500, PKU: 75), Usage Quantity (SKU: 0, PKU: 0), Buffer Level Quantity (SKU: 5,000, PKU: 50), and Estimation Price (RM) (8,641.7500). A red circle with the number '12' is in the top right corner.

Figure 3.2-13 Item Information

STEP 12

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

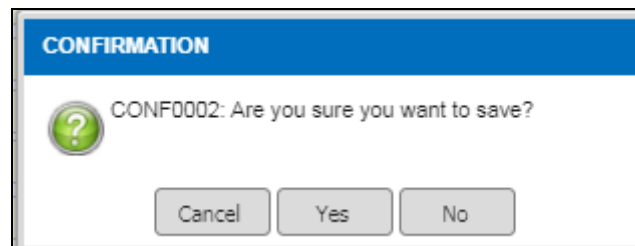
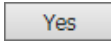


Figure 3.2-14 Confirmation Message

Note

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

RECOMMENDED PURCHASE LIST

Generate RPL

RECOMMENDED PURCHASE LIST INFORMATION

RPL No.
Item Purchase Type
For Specific Department?
Department Name
Item Group
View Near Expiration Quantity?
With Back Order Quantity?
Reject Reason

Date/Time
Created By
Send For HOD Verification
Unit Name
Item Sub Class
No. of Days
Status
Stock Location
Remark

ITEM LIST

Special approve drug LP above 50k LP less than 50k
Delete Item Add Item

1 / 11

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)	Amount (RM)	Vote Code	Estimated Annual Purchase Value	Order Type	Estimated Annual Purchase Amount (RM)	YTD
V03AB23520P3001a	Acetylsalicylic acid 500mg/25ml Injection (25ml Vial)	V03AB23520P3001a.01	vial	58	58	92	92	150	0	65	100.8999	5,852.19	090401/020300/27401/01	< 50K	Direct	13,481.60	
D06BB03000G1001XX	Acyclovir 5% Cream	D06BB03000G1001XX.01	tube of 10 gram	840	84	240	24	1,080	0	0	0.3210	269.64	090401/012200/27401/99	< 50K	Direct	19.26	
A11CC03000C1002XX	Alfacaolol 1mg Capsule	A11CC03000C1002XX.01	Box of 100 cap	10,000	100	8,000	80	18,000	5,000	0	0.2494	2,494.00	090401/021500/27401/99	< 50K	Direct	14,273.40	
N05BA12000T1002XX	Alprazolam 0.5 mg Tablet	N05BA12000T1002XX.02	pack of 500 tablet	5,500	11	9,500	19	15,000	500	0	0.6719	3,695.45	090401/012200/27401/99	< 50K	Direct	20,778.95	

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

ADD ITEM

Item Group
Drug Name
Default Item
UOM
Total Request Quantity
Average Unit Price (RM)
Amount (RM)

Item Sub Class
Drug Code
Packaging Description
Available Quantity
Max Storage Quantity
Usage Quantity
Buffer Level Quantity
Estimation Price (RM)

VOTE CODE LIST

Delete + Vote Code

1 / 1

Budget Type	Vote Code	Vote Description	Ministry/Department	Request Quantity(SKU)	Request Quantity(PKU)
Operating	090401/012200/27401/99	FARMASI DAN BEKALAN	B4242 - KEMENTERIAN KESIHATAN	3,600	360
TOTAL				3,600	360

ITEM LIST

1 / 3

Item Code	Item Description	PKU	PKU Description	Packaging Description	Quantity Available (SKU)	Quantity Available (PKU)	YTD Purchase Amount (RM)
R05CB02110P3001XX.03	Bromhexine 4mg/2ml Inj	pack	pack	pack of 30 ampoule	0	0	0.00
R05CB02110P3001XX.02	Bromhexine 4mg/2ml Inj	amp	ampoule	Ampoule	0	0	0.00
R05CB02110P3001XX.01	Bromhexine 4mg/2ml Inj	pack	pack	Pack of 10 amp	0	0	0.00
TOTAL					0	0	

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

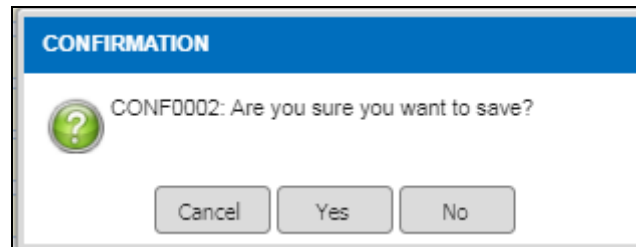
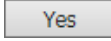


Figure 3.2-17 Confirmation Message

Note

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

RECOMMENDED PURCHASE LIST
Generate 17

RECOMMENDED PURCHASE LIST INFORMATION

RPL No.

Item Purchase Type:

For Specific Department?

Department Name:

Item Group:

View Near Expiration Quantity?

With Back Order Quantity?

Reject Reason:

Date/Time:

Created By:

Send For HOD Verification:

Unit Name:

Item Sub Class:

No. of Days:

Status:

Stock Location:

Remark:

ITEM LIST

☐ Special approve drug
 ☐ LP above 50k
 ☐ LP less than 50k
 Delete Item Add Item

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

	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	Estimate Annual Purchase Value
☐	R05CB02110P3001XX	Bromhexine 4mg/2ml Inj	R05CB02110P3001XX.01	Pack of 10 amp	3,600	360	0	0	3,600	600	0	3.5607	12,618.52	090401/012200/27421/99	< 50K

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

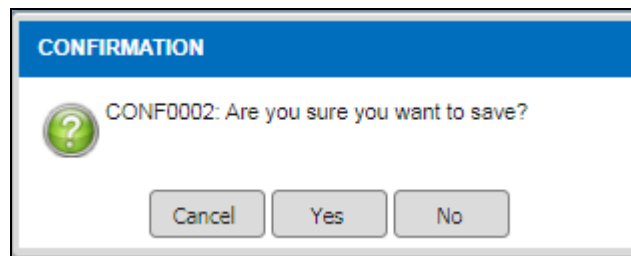
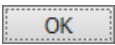


Figure 3.2-19 Information Message

Note

- Click on the  button to successfully save the record
- RPL No** will be auto generated after successfully saved the record
- Button ,  and  will be enable after successfully saved the record as shown in Figure 3.2-20

RECOMMENDED PURCHASE LIST

18
Approve Reject Cancel Request

RECOMMENDED PURCHASE LIST INFORMATION

RPL No. RP20000029

Item Purchase Type LP

For Specific Department? No

Department Name

Item Group DRUG

View Near Expiration Quantity? No

With Back Order Quantity? No

Reject Reason

Date/Time 02/12/2020 02:32:29 PM

Created By User [Name]

Send For HOD Verification No

Unit Name

Item Sub Class

No. of Days 0

Status Open

Stock Location

Remark

ITEM LIST

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

Delete Item Add Item

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

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 or Approved	Average Unit Price (RM) (SKU)	Amount (RM)	Vote Code	Estimate Annual Purchase Value
☐ R05CB02110P3001XX	Bromhexine 4mg/2ml Inj	R05CB02110P3001XX.01	Pack of 10 amp	3,600	360	0	0	3,600	600	0	3.5607	12,818.52	050401/012200/27401/89	< 50K

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

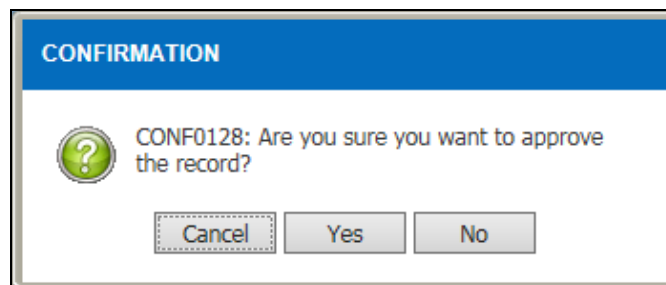


Figure 3.2-21 Confirmation Message

Note

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

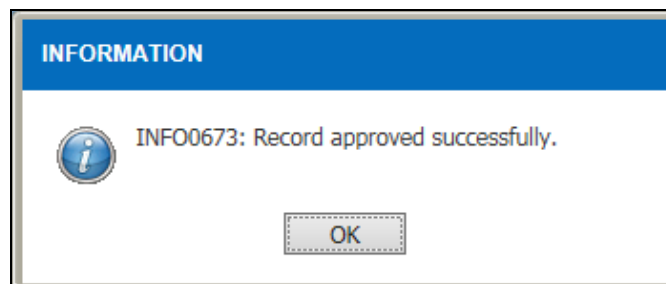
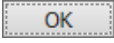


Figure 3.2-22 Information Message

Note

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

Note

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

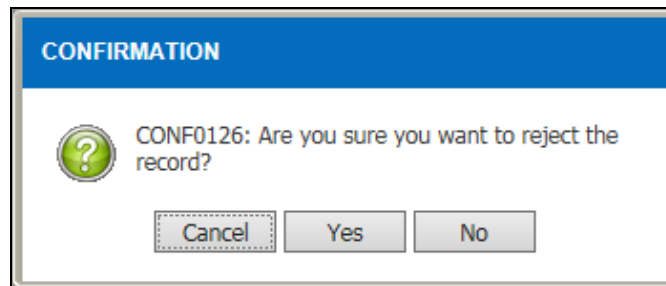
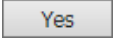


Figure 3.2-23 Confirmation Message

Note

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

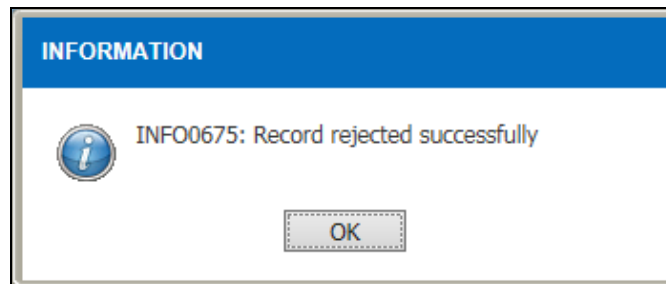
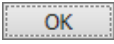


Figure 3.2-24 Information Message

Note

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

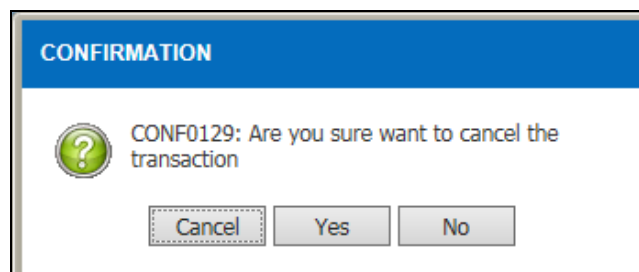
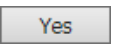


Figure 3.2-25 Confirmation Message

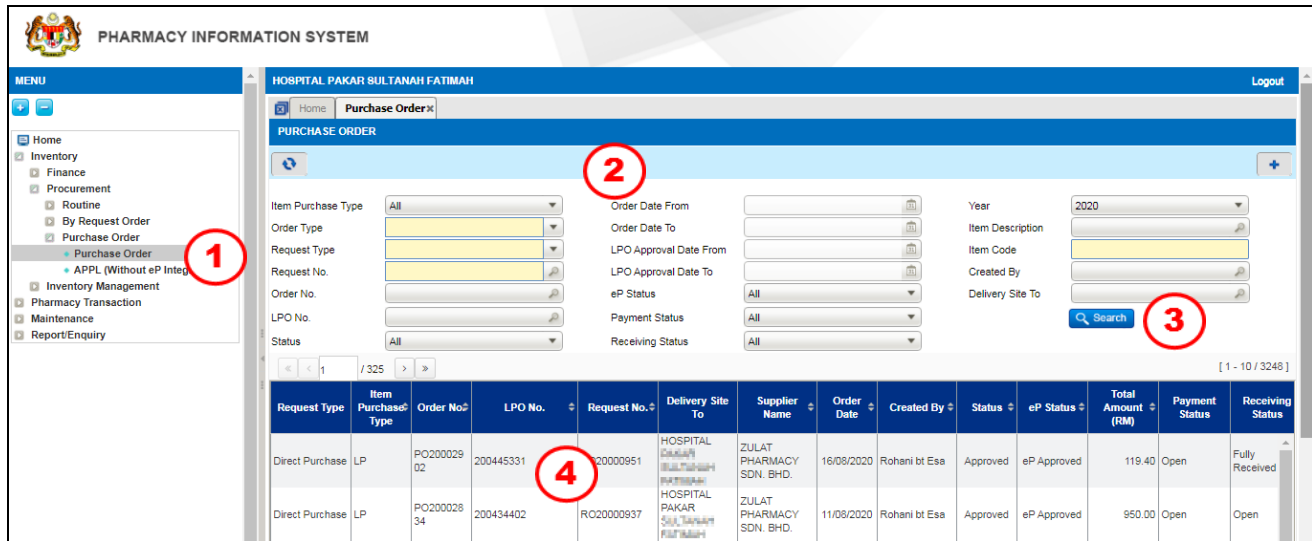
Note

Click on the  button to cancel the transaction

3.3 Purchase Order

3.3.1 Purchase Order Listing Page

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



PHARMACY INFORMATION SYSTEM

HOSPITAL PAKAR SULTANAH FATIMAH

PURCHASE ORDER

Item Purchase Type: All
Order Type: [Dropdown]
Request Type: [Dropdown]
Request No.: [Text]
Order No.: [Text]
LPO No.: [Text]
Status: All

Order Date From: [Text]
Order Date To: [Text]
LPO Approval Date From: [Text]
LPO Approval Date To: [Text]
eP Status: All
Payment Status: [Dropdown]
Receiving Status: All

Year: 2020
Item Description: [Text]
Item Code: [Text]
Created By: [Text]
Delivery Site To: [Text]

Search

Request Type	Item Purchase Type	Order No.	LPO No.	Request No.	Delivery Site To	Supplier Name	Order Date	Created By	Status	eP Status	Total Amount (RM)	Payment Status	Receiving Status
Direct Purchase	LP	PO20002902	200445331	200000951	HOSPITAL PAKAR SULTANAH FATIMAH	ZULAT PHARMACY SDN. BHD.	16/08/2020	Rohani bt Esa	Approved	eP Approved	119.40	Open	Fully Received
Direct Purchase	LP	PO20002834	200434402	RO20000937	HOSPITAL PAKAR SULTANAH FATIMAH	ZULAT PHARMACY SDN. BHD.	11/08/2020	Rohani bt Esa	Approved	eP Approved	950.00	Open	Open

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

- Item Purchase Type
 - APPL
 - Contract
 - LP
- Order Type
 - Direct Purchase
 - Lampiran Q
- Request Type
 - Approved Special Drug
 - Indent Based
 - RPL
 - Requisition Order
 - Supplementary Order
- Request No
- Order No
- LPO No
- 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

PURCHASE ORDER

Cancel LPO

X

PURCHASE ORDER DETAILS

AP Purchase Order

LP Purchase Order

Contract Purchase Order

Order No

PO21003293

Financial Year

2021

Order Date

23/01/2021 11:36:08 PM

Order Type

Direct Purchase

Total Order Amount (RM)

11,000.00

Created By

Request Type

Supplementary Order

Item SubClass

Approval Date

24/01/2021

Item Group

DRUG

Supplier Name

Approval By

Delivery Site To Name

FARMASI LOGISTIK

Order Status

Approved

LPO No.

CO6477437783783001

LPO Approval Date and Time

23/01/2021 11:40 PM

eP Status

eP Approved

Delivery Lead Period(Day)

10

Delivery Due Date

02/02/2021 11:40:00 PM

Reason

Remark

eP Reference No

PASc

☐

CAPD Home Delivery

☒ No ☐ Yes

PURCHASE ORDER DETAILS

< 1 / 1 >

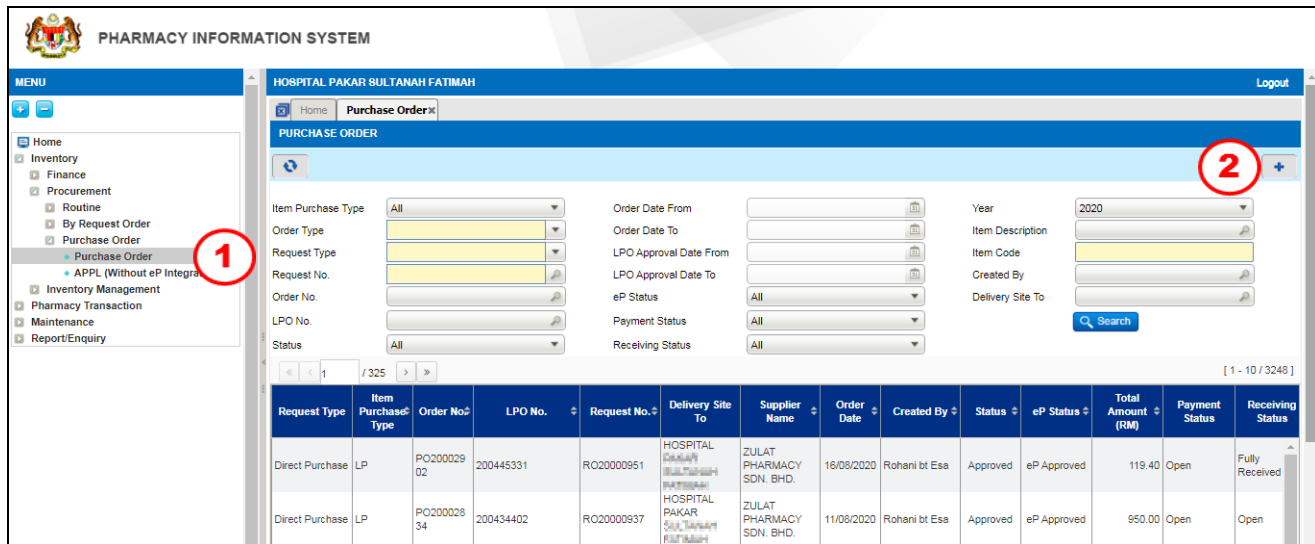
[1 - 1 / 1]

Cancel	Item Code	Item Description	PKU	Packaging Description	Brand	Manufacturer	Order Qty (PKU)	Approv Qty (PKU)	eP Approv Qty (PKU)	Vote Code	Ministry / Department	Receive Quantit (PKU)	Usage & Issue Quantit	Back Order	Unit Price (RM)	Item Averag Price (PKU)	Amount (RM)	YTD Purcha Amount (RM)
☐	J07BX 03000 P3201 02	COVID 19 mRNA Vaccine (Nucleoside Modified) Concentrate for Dispersion for Injection	pck	pack of 195 vial	COMIRNATY	Pfizer	10	10	10	090401/00800/27401/99 COVID19 2021 Development	0000 - 1245	0	195	1,090	1,100.00	0.00	11,000.00	952.92 1.35

Figure 3.3.1-2 Purchase Order Listing Page

3.3.2 New Purchase Order LP Direct Purchase: RPL

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



PHARMACY INFORMATION SYSTEM

HOSPITAL PAKAR SULTANAH FATIMAH

PURCHASE ORDER

Item Purchase Type: All | Order Date From: | Year: 2020
 Order Type: | Order Date To: | Item Description: |
 Request Type: | LPO Approval Date From: | Item Code: |
 Request No.: | LPO Approval Date To: | Created By: |
 Order No.: | eP Status: All | Delivery Site To: |
 LPO No.: | Payment Status: All | Search
 Status: All | Receiving Status: All

Request Type	Item Purchase Type	Order No.	LPO No.	Request No.	Delivery Site To	Supplier Name	Order Date	Created By	Status	eP Status	Total Amount (RM)	Payment Status	Receiving Status
Direct Purchase	LP	PO20002902	200445331	RC20000951	HOSPITAL PAKAR SULTANAH FATIMAH	ZULAT PHARMACY SDN. BHD.	16/08/2020	Rohani bt Esa	Approved	eP Approved	119.40	Open	Fully Received
Direct Purchase	LP	PO20002834	200434402	RC20000937	HOSPITAL PAKAR SULTANAH FATIMAH	ZULAT PHARMACY SDN. BHD.	11/08/2020	Rohani bt Esa	Approved	eP Approved	950.00	Open	Open

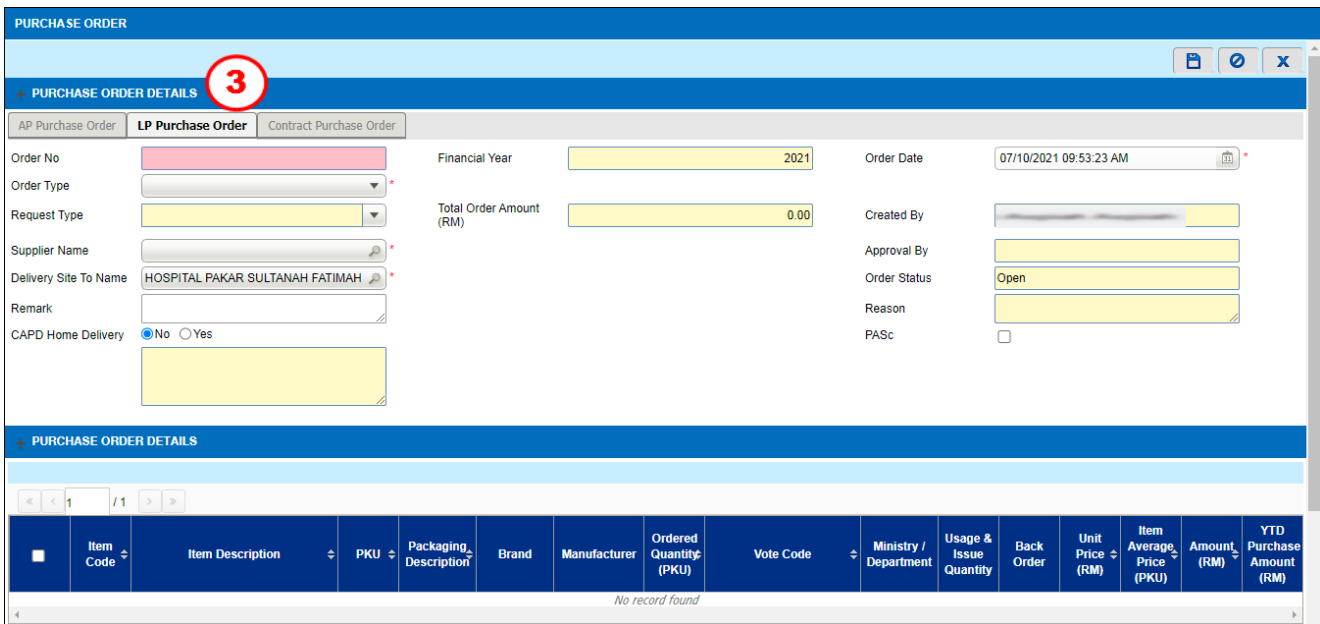
Figure 3.3.2-1 LP Purchase Order

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.



PURCHASE ORDER

PURCHASE ORDER DETAILS

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

Order No: | Financial Year: 2021 | Order Date: 07/10/2021 09:53:23 AM
 Order Type: | Total Order Amount (RM): 0.00 | Created By: |
 Request Type: | Supplier Name: | Approval By: |
 Delivery Site To Name: HOSPITAL PAKAR SULTANAH FATIMAH | Order Status: Open
 Remark: | Reason: |
 CAPD Home Delivery: ☒ No ☐ Yes | PASC: ☐

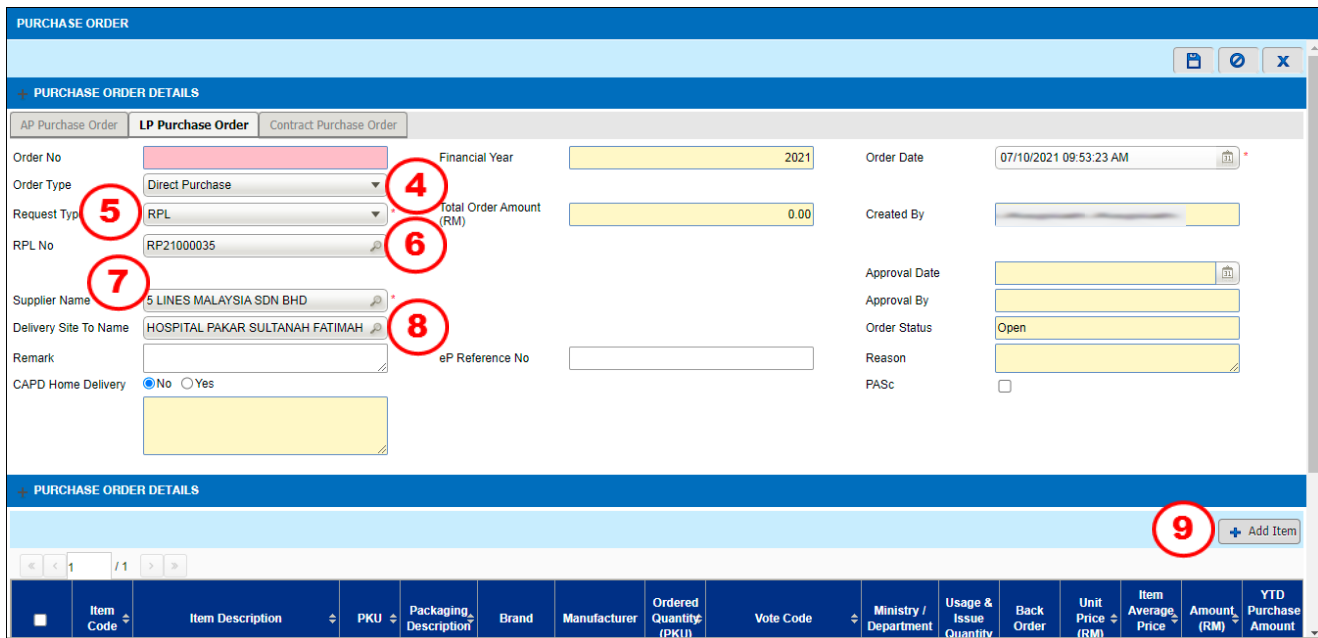
PURCHASE ORDER DETAILS

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)
No record found														

Figure 3.3.2-2 LP Purchase Order

STEP 3

Select 'LP Purchase Order' tab



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

- 4**: Order Type (Direct Purchase)
- 5**: Request Type (RPL)
- 6**: RPL No (RP21000035)
- 7**: Supplier Name (5 LINES MALAYSIA SDN BHD)
- 8**: Delivery Site To Name (HOSPITAL PAKAR SULTANAH FATIMAH)
- 9**: Add Item button

Other visible fields include: Order No, Financial Year (2021), Order Date (07/10/2021 09:53:23 AM), Total Order Amount (RM) (0.00), Created By, Approval Date, Approval By, Order Status (Open), Reason, PASC, CAPD Home Delivery (No/Yes), Remark, and eP Reference No.

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	Amount (RM)	YTD Purchase Amount
+ Add Item														

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

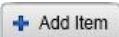
Select **Supplier Name**

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

ADD PURCHASE ORDER ITEM

Item Code	N02AX02110P3001XX.01	Item Group	DRUG	PKU	pck
Item Description	Tramadol HCl 50 mg/ml Injection	Budget Type	Operating	Packaging Description	Pack of 10 amp
Vote Description	FARMASI DAN BEKALAN	Vote Code	090401/012200/27401/99	Remaining Contract Quantity (PKU)	
Ministry/Department	B4242 - KEMENTERIAN KESIHAT	eP Project / Program		eP GL Account	
Order Quantity (PKU)	900	Approved Quantity (PKU)	900	Brand	TRACIDOL
Suggested Quantity (PKU)	900	eP Approved Quantity (PKU)	0	Manufacturer	YSP - Yung Shin Pharmaceuticals
RO / RPL Approved Qty (SKU)	0				
Min Order Quantity (PKU)	1	Max Storage Quantity(PKU)	900	Unit Price (RM) (PKU)	1.20
Quantity Available (PKU)	0	Max Storage Quantity(SKU)	9,000	Total Amount (RM)	1,080.00
Quantity Available (SKU)	0	Buffer Level Quantity (SKU)	6,000		

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

Search Item Description

Item Description Item Code

<< < 1 / 1 > >> [1 - 2 / 2]

Item Description	Item Code	Drug Name	Vote Code	Budget Type
Tramadol HCl 50 mg/ml Injection	N02AX02110P3001XX.01	Tramadol HCl 50 mg/ml Injection		
Zuclopenthixol Decanoate 200mg/ml Injection	N05AF05135P2001XX.02	Zuclopenthixol Decanoate 200mg/ml Injection		

Figure 3.3.2-5 Product Search

Note

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

ADD PURCHASE ORDER ITEM

Item Code	N02AX02110P3001XX.01	Item Group	DRUG	PKU	pck
Item Description	Tramadol HCl 50 mg/ml Injection	Budget Type	Operating	Packaging Description	Pack of 10 amp
Vote Description	FARMASI DAN BEKALAN	Vote Code	090401/012200/27401/99	Remaining Contract Quantity (PKU)	
Ministry/Department	B4242 - KEMENTERIAN KESIHAT	eP Project / Program		eP GL Account	
Order Quantity (PKU)	900	Approved Quantity (PKU)	900	Brand	TRACIDOL
Suggested Quantity (PKU)	900	eP Approved Quantity (PKU)	0	Manufacturer	YSP - Yung Shin Pharmaceuticals
RO / RPL Approved Qty (SKU)	0				
Min Order Quantity (PKU)	1	Max Storage Quantity(PKU)	900	Unit Price (RM) (PKU)	1.20
Quantity Available (PKU)	0	Max Storage Quantity(SKU)	9,000	Total Amount (RM)	1,080.00
Quantity Available (SKU)	0	Buffer Level Quantity (SKU)	6,000		

Figure 3.3.2-6 Add Purchase Order Item

Note

- **Vote Description** will be display after selecting **Item Description** and user is allowed to change the **Vote Description**.
- **Order Quantity** will be display value based on the approved quantity at RPL stage.
- **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

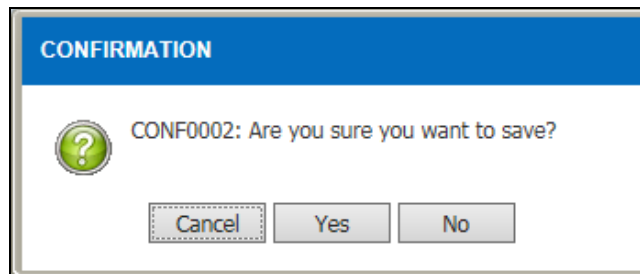
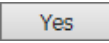


Figure 3.3.2-7 Confirmation Message

Note

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

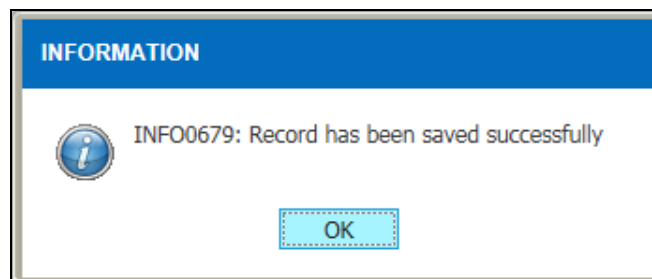


Figure 3.3.2-8 Information Message

Note

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

PURCHASE ORDER

+

PURCHASE ORDER DETAILS

AP Purchase Order

LP Purchase Order

Contract Purchase Order

Order No

Order Type

Request Type

RPL No

Supplier Name

Delivery Site To Name

Remark

CAPD Home Delivery

Financial Year

Total Order Amount (RM)

eP Reference No

Order Date

Created By

Approval Date

Approval By

Order Status

Reason

PASc

+

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	Ministry / Department	Usage & Issue Quantity	Back Order	Unit Price (RM)	Item Average Price (PKU)	Amount (RM)	YTD Purchase Amount (RM)
☐	N02AX02 110P3001 XX.01	Tramadol HCl 50 mg/ml Injection	pck	Pack of 10 amp	TRACI	YSP - Yu	900	090401/012200/27401/99 FARMASI DAN BEKALAN Operating	B4242 - KEMENTERIAN KESIHATAN	0	0	1.20	9.43	1,080.00	0.00

+

VOTE CODE LIST

1 / 1

[1 - 1 / 1]

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	1,852.75	1,080.00	772.75
TOTAL				1,852.75	1,080.00	772.75

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  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]

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	1,852.75	1,080.00	772.75
TOTAL				1,852.75	1,080.00	772.75

Figure 3.3.2-10 Vote Code List

PURCHASE ORDER
13

+ PURCHASE ORDER DETAILS

AP Purchase Order
LP Purchase Order
Contract Purchase Order

Order No

Order Type Direct Purchase

Request Type RPL

RPL No RP21000035

Supplier Name 5 LINES MALAYSIA SDN BHD

Delivery Site To Name HOSPITAL PAKAR SULTANAH FATIMAH

Remark

CAPD Home Delivery ☒ No ☐ Yes

Financial Year 2021

Total Order Amount (RM) 1,080.00

eP Reference No

Order Date 07/10/2021 09:53:23 AM

Created By

Approval Date

Approval By

Order Status Open

Reason

PASc ☐

+ 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	Ministry / Department	Usage & Issue Quantity	Back Order	Unit Price (RM)	Item Average Price (PKU)	Amount (RM)	YTD Purchase Amount (RM)
☐	N02AX02 110P3001 XX.01	Tramadol HCl 50 mg/ml Injection	pck	Pack of 10 amp	TRACI	YSP - Yt	900	090401/012200/27401/99 FARMASI DAN BEKALAN Operating	B4242 - KEMENTERI AN KESIHATAN	0	0	1.20	9.43	1,080.00	0.00

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

CONFIRMATION



CONF0001: Data have been modified. Save Changes?

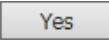
Cancel

Yes

No

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

INFORMATION

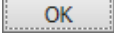


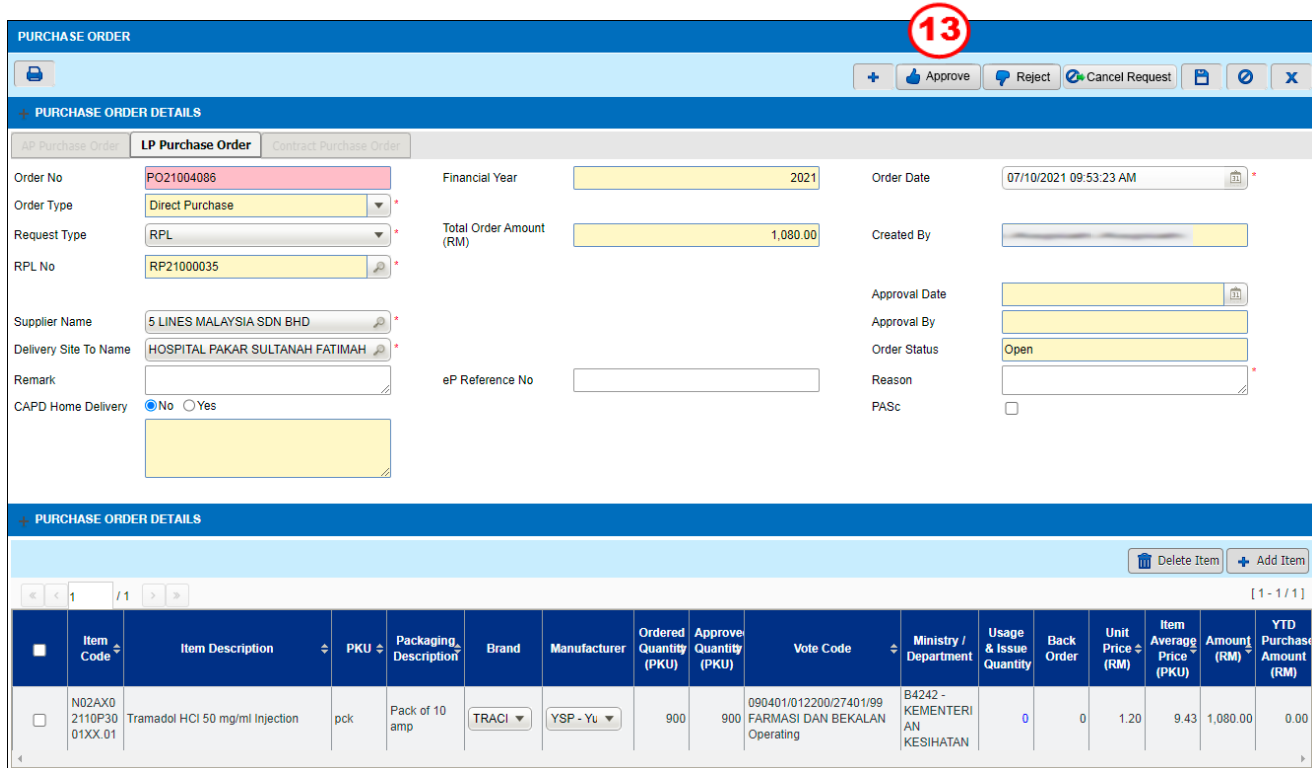
INFO0679: Record has been saved successfully

OK

Figure 3.3.2-13 Information Message

Note

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



Item Code	Item Description	PKU	Packaging Description	Brand	Manufacturer	Ordered Quantity (PKU)	Approve Quantity (PKU)	Vote Code	Ministry / Department	Usage & Issue Quantity	Back Order	Unit Price (RM)	Item Average Price (PKU)	Amount (RM)	YTD Purchase Amount (RM)
N02AX0 2110P30 01XX.01	Tramadol HCl 50 mg/ml Injection	pck	Pack of 10 amp	TRACI	YSP - Yu	900	900	090401/012200/27401/99 FARMASI DAN BEKALAN Operating	B4242 - KEMENTERI AN KESIHATAN	0	0	1.20	9.43	1,080.00	0.00

Figure 3.3.2-14 LP Purchase Order

STEP 14

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

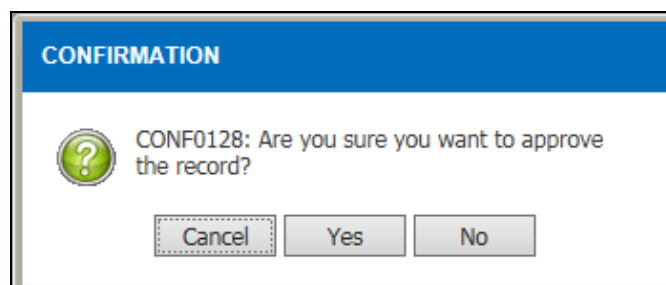
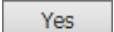


Figure 3.3.2-15 Confirmation Message

Note

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

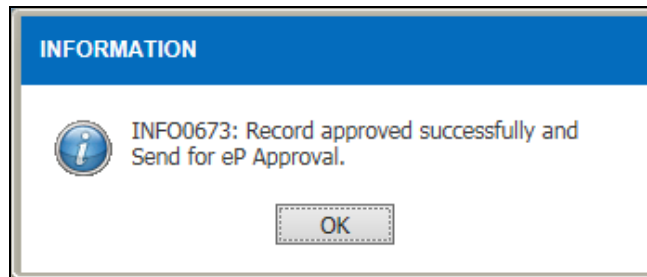
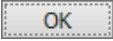


Figure 3.3.2-16 Information Message

Note

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

Note

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

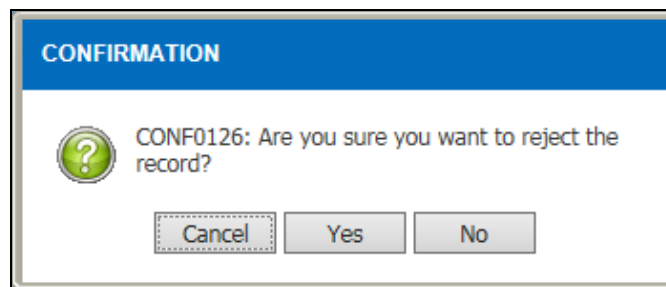
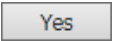


Figure 3.3.2-17 Confirmation Message

Note

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

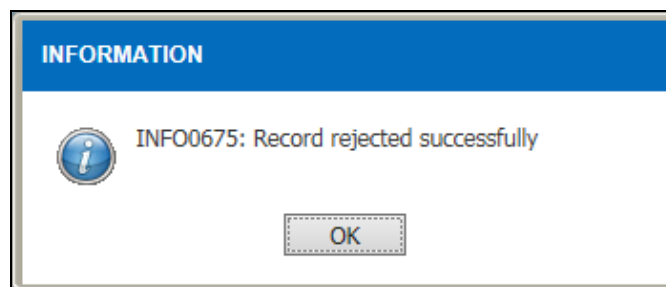
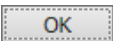


Figure 3.3.2-18 Information Message

Note

- Click on the  button to successfully rejected the record

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

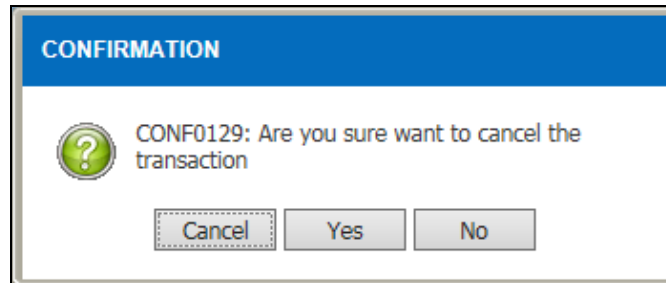
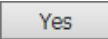


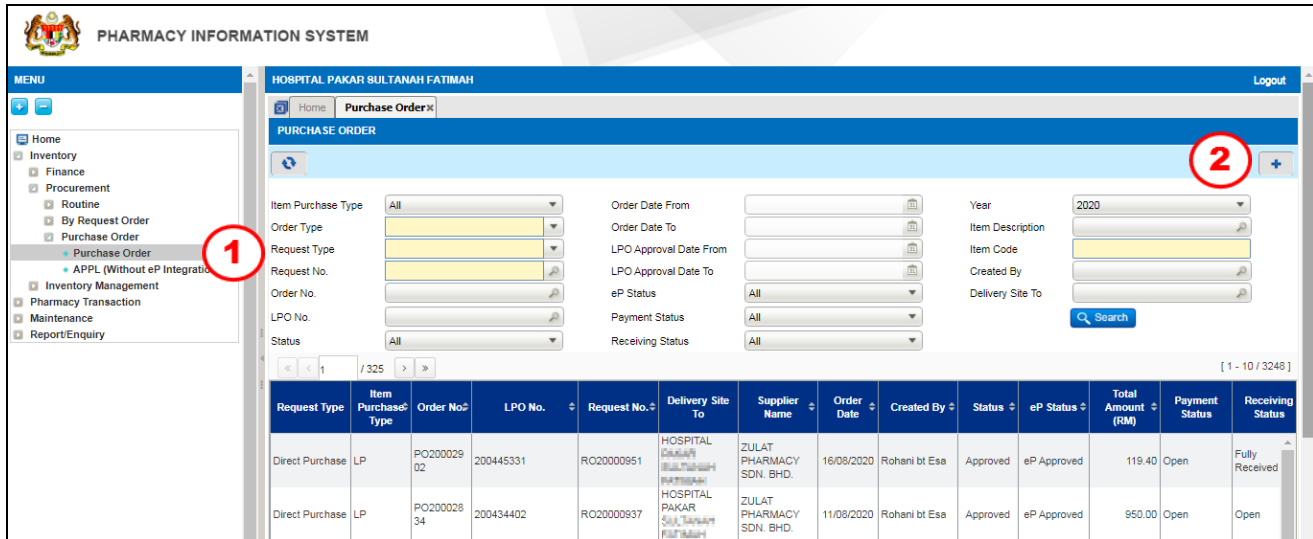
Figure 3.3.2-19 Confirmation Message

Note

Click on the  button to cancel the transaction

3.3.3 New Purchase Order LP Direct Purchase: Supplementary

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



PHARMACY INFORMATION SYSTEM

HOSPITAL PAKAR SULTANAH FATIMAH

PURCHASE ORDER

Item Purchase Type: All, Order Date From: , Order Date To: , Year: 2020, Item Description: , Item Code: , Created By: , Delivery Site To: , Search: [Search]

Order Type: , Request Type: , Request No.: , Order No.: , LPO No.: , Status: All, LPO Approval Date From: , LPO Approval Date To: , eP Status: All, Payment Status: All, Receiving Status: All

Request Type	Item Purchase Type	Order No.	LPO No.	Request No.	Delivery Site To	Supplier Name	Order Date	Created By	Status	eP Status	Total Amount (RM)	Payment Status	Receiving Status
Direct Purchase	LP	PO200029 02	200445331	RO20000951	HOSPITAL PAKAR SULTANAH FATIMAH	ZULAT PHARMACY SDN. BHD.	16/08/2020	Rohani bt Esa	Approved	eP Approved	119.40	Open	Fully Received
Direct Purchase	LP	PO200028 34	200434402	RO20000937	HOSPITAL PAKAR SULTANAH FATIMAH	ZULAT PHARMACY SDN. BHD.	11/08/2020	Rohani bt Esa	Approved	eP Approved	950.00	Open	Open

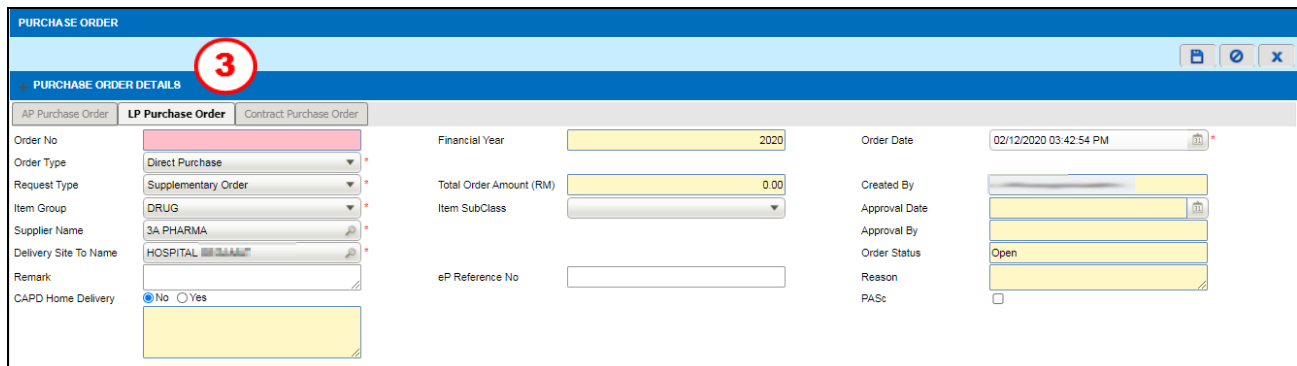
Figure 3.3.3-1 LP Purchase Order

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.



PURCHASE ORDER

PURCHASE ORDER DETAILS

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

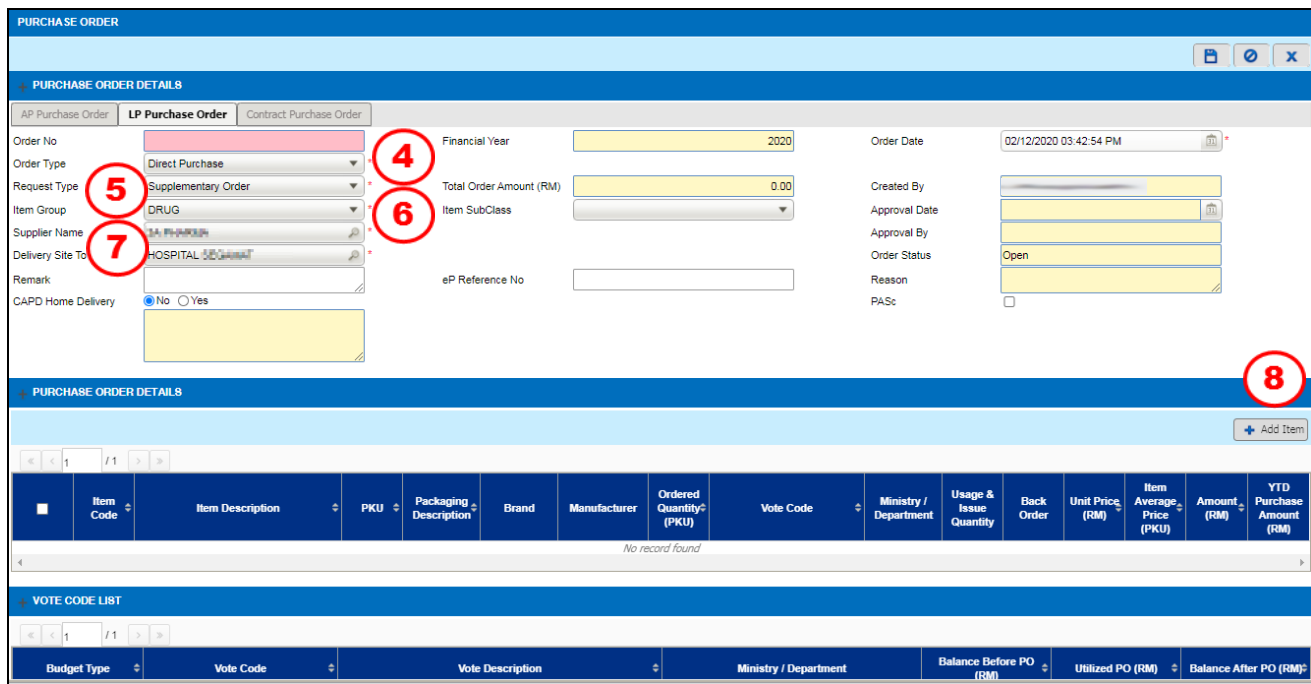
Order No: , Order Type: Direct Purchase, Request Type: Supplementary Order, Item Group: DRUG, Supplier Name: 3A PHARMA, Delivery Site To Name: HOSPITAL PAKAR SULTANAH FATIMAH, Remark: , CAPD Home Delivery: ☒ No ☐ Yes

Financial Year: 2020, Total Order Amount (RM): 0.00, Item SubClass: , eP Reference No: , Order Date: 02/12/2020 03:42:54 PM, Created By: , Approval Date: , Approval By: , Order Status: Open, Reason: , PASC: ☐

Figure 3.3.3-2 LP Purchase Order

STEP 3

Select 'LP Purchase Order' tab



The screenshot shows the 'PURCHASE ORDER' form with the following details:

- 4** Financial Year: 2020
- 5** Order Type: Direct Purchase
- 6** Item SubClass: (dropdown menu)
- 7** Supplier Name: HOSPITAL S... (dropdown menu)
- 8** Add Item button

The form also includes sections for 'PURCHASE ORDER DETAILS', 'VOTE CODE LIST', and a table for item details.

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)
No record found														

Budget Type	Vote Code	Vote Description	Ministry / Department	Balance Before PO (RM)	Utilized PO (RM)	Balance After PO (RM)
-------------	-----------	------------------	-----------------------	------------------------	------------------	-----------------------

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

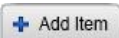
STEP 7

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

ADD PURCHASE ORDER ITEM

Item Code	J01CA04012C1002XX.01	Item Group	DRUG	PKU	pck
Item Description	Amoxicillin 500mg Capsule	Budget Type	Operating	Packaging Description	pack of 100 capsule
Vote Description	FARMASI DAN BEKALAN	Vote Code	090401/012200/27401/99	Remaining Contract Quantity (PKU)	
Ministry/Department	B4242 - KEMENTERIAN KESIHATAN	eP Project / Program		eP GL Account	
Order Quantity (PKU)	110	Approved Quantity (PKU)	110	Brand	Z-MOX
Suggested Quantity (PKU)	190	eP Approved Quantity (PKU)	0	Manufacturer	Aurobindo
Min Order Quantity (PKU)	1	Max Storage Quantity(PKU)	300	Unit Price (RM) (PKU)	10.00
Quantity Available (PKU)	110	Max Storage Quantity(SKU)	30,000	Total Amount (RM)	1,100.00
Quantity Available (SKU)	11,000	Buffer Level Quantity (SKU)	20,000		

Figure 3.3.3-4 LP Add Purchase Order Details

STEP 9

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

Product Search

Item Description: Amoxicillin 500mg Capsule | Item Code: []

[Search] [Refresh]

[1 - 10 / 19]

Item Description	Item Code	Packaging Description	Drug Name	Vote Code	Budget Type
Amoxicillin 1g + Clavulanate 200mg Inj	J01CR02961 P4002XX.01	Vial	Amoxicillin 1g + Clavulanate 200mg Injection	090401/012200/27401/99	Operating
Amoxicillin 500mg Capsule	J01CA04012 C1002XX.01	pack of 100 capsule	Amoxicillin 500mg Capsule	090401/012200/27401/99	Operating
Amoxicillin 500mg Capsule	J01CA04012 C1002XX.02	pack of 1000 capsule	Amoxicillin 500mg Capsule	090401/012200/27401/99	Operating
Amoxicillin 500mg Capsule	J01CA04012 C1002XX.03	pack of 500 capsule	Amoxicillin 500mg Capsule	090401/012200/27401/99	Operating
Amoxicillin Clavulanate 228 mg/5 ml Syrup	J01CR02961 F2102XX.01	bottle of 70 ml	Amoxicillin + Clavulanate 228 mg/5 ml Syrup	090401/012200/27401/99	Operating
Amoxicillin Trihydrate 125 mg/5 ml Syrup	J01CA04012 F1001XX.01	Bottle of 60 ml	Amoxicillin Trihydrate 125 mg/5 ml Syrup	090401/022200/27401/99	Operating
Amoxicillin Trihydrate 125 mg/5 ml Syrup (bott of 60ml)	J01CA04012 F1001XX.02	pack of 100 bottle x 60 millilitre	Amoxicillin Trihydrate 125 mg/5 ml Syrup	090401/022200/27401/99	Operating
Iloprost Trometamol 50mcg/0.5ml Injection	B01AC11239 P3002.01	pack of 5 ampoule	Iloprost Trometamol 50mcg/0.5ml Injection		
Ipratropium Br 0.5mg, Salbutamol 2.5mg Neb (UDV)	R03AK04320 A3001XX.02	pack of 20 ampoule	Ipratropium Br 0.5mg, Salbutamol 2.5mg Neb (UDV)	090401/012200/27401/99	Operating
Lamotrigine 25 mg Dispersible/Chewable Tablet	N03AX09000 T2001XX.01	box of 30 tablet	Lamotrigine 25 mg Dispersible/Chewable Tablet		

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

ADD PURCHASE ORDER ITEM

Item Code	J01CA04012C1002XX.01	Item Group	DRUG	PKU	pck
Item Description	Amoxicillin 500mg Capsule	Budget Type	Operating	Packaging Description	pack of 100 capsule
Vote Description	FARMASI DAN BEKALAN	Vote Code	090401/012200/27401/99	Remaining Contract Quantity (PKU)	
Ministry/Department	B4242 - KEMENTERIAN KESIHATAN	eP Project / Program		eP GL Account	
Order Quantity (PKU)	110	Approved Quantity (PKU)	110	Brand	Z-MOX
Suggested Quantity (PKU)	190	eP Approved Quantity (PKU)	0	Manufacturer	Aurobindo
Min Order Quantity (PKU)	1	Max Storage Quantity(PKU)	300	Unit Price (RM) (PKU)	10.00
Quantity Available (PKU)	110	Max Storage Quantity(SKU)	30,000	Total Amount (RM)	1,100.00
Quantity Available (SKU)	11,000	Buffer Level Quantity (SKU)	20,000		

Figure 3.3.3-6 LP Add Purchase Order Details

Note

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

STEP 10

Enter **Order Quantity (PKU)**

STEP 11

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

STEP 12

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

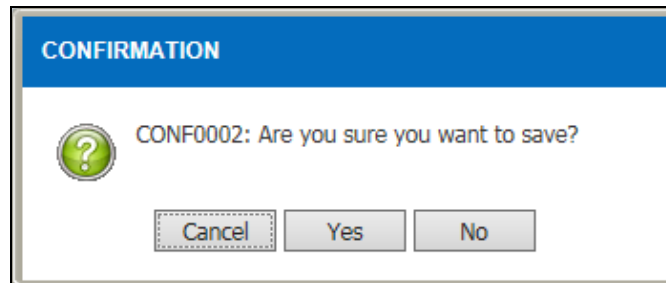
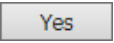


Figure 3.3.3-7 Confirmation Message

Note

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

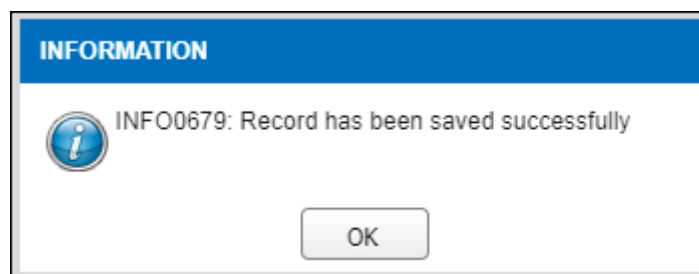
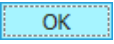


Figure 3.3.3-8 Information Message

Note

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

ADD PURCHASE ORDER ITEM

Item Code
Item Description
Vote Description
Ministry/Department
Order Quantity (PKU)
Suggested Quantity (PKU)
Min Order Quantity (PKU)
Quantity Available (PKU)
Quantity Available (SKU)

Item Group
Budget Type
Vote Code
eP Project / Program
Approved Quantity (PKU)
eP Approved Quantity (PKU)
Max Storage Quantity(PKU)
Max Storage Quantity(SKU)
Buffer Level Quantity (SKU)

PKU
Packaging Description
Remaining Contract Quantity (PKU)
eP GL Account
Brand
Manufacturer
Unit Price (RM) (PKU)
Total Amount (RM)

PURCHASE ORDER DETAILS

Delete Item
Add Item

	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)
☐	J01CA040 12C1002X X.01	Amoxicillin 500mg Capsule	pck	pack of 100 capsule	Z-MOX	Aurobindo	110	090401/012200/27401/99 FARMASI DAN BEKALAN Operating	B4242 - KEMENTERIA N 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  button.
- Click on the  button to close the Add Purchase Order Details screen
- User can view the vote code in the section Vote Code List as shown in figure 3.3.3-10

VOTE CODE LIST							[1 - 1 / 1]		
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

PURCHASE ORDER

13

PURCHASE ORDER DETAILS

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

Order No: [Text Box] Financial Year: 2020 Order Date: 02/12/2020 03:42:54 PM

Order Type: Direct Purchase Request Type: Supplementary Order Total Order Amount (RM): 1,100.00 Created By: [Text Box]

Item Group: DRUG Item SubClass: [Text Box] Approval Date: [Text Box]

Supplier Name: [Text Box] Approval By: [Text Box]

Delivery Site To Name: HOSPITAL [Text Box] Order Status: Open

Remark: [Text Box] Reason: [Text Box]

CAPD Home Delivery: ☒ No ☐ Yes PASC: ☐

PURCHASE ORDER DETAILS

Delete Item Add Item

[1 - 1 / 1]

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)
J01GA040 12C1002K X.01	Amoxicillin 500mg Capsule	pck	pack of 100 capsule	Z-MOX	Aurobindo	110	090401/012200/27401/99 FARMASI DAN BEKALAN Operating	B4242 - KEMENTERIA N KESIHATAN	1.500	0	10.00	12.47	1,100.00	3,741.00

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

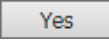
CONFIRMATION

CONF0001: Data have been modified. Save Changes?

Cancel Yes No

Figure 3.3.3-12 Confirmation Message

Note

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

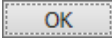
INFORMATION

INFO0679: Record has been saved successfully

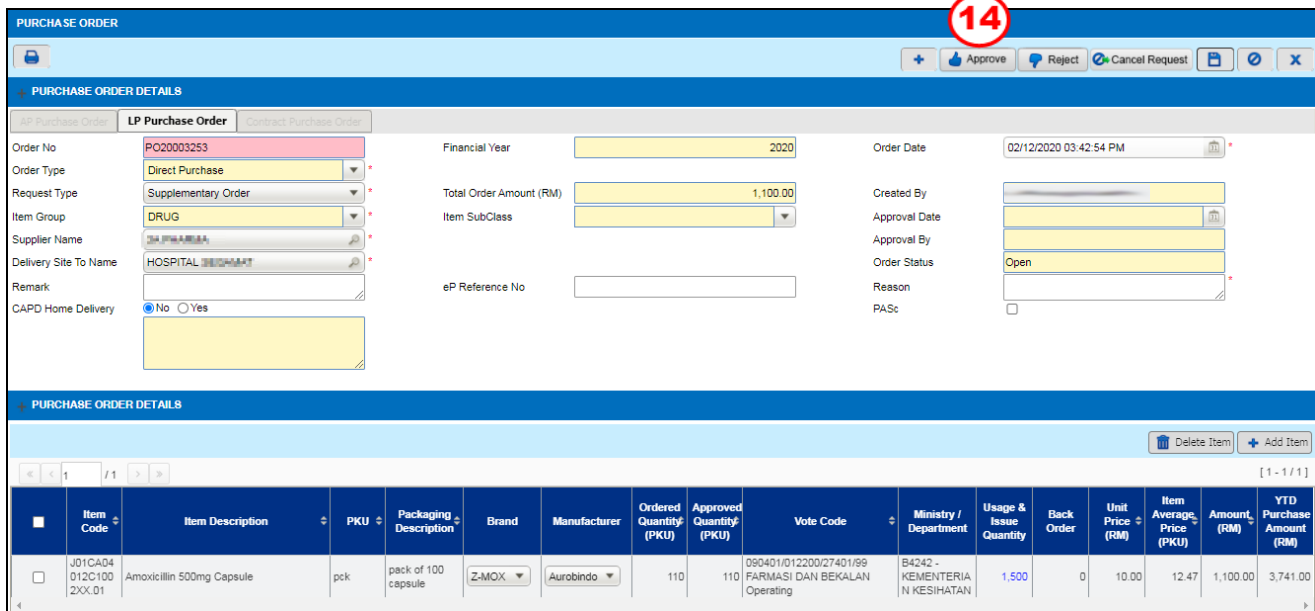
OK

Figure 3.3.3-13 Information Message

Note

- Click on the  button to successfully save the record

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



Item Code	Item Description	PKU	Packaging Description	Brand	Manufacturer	Ordered Quantity (PKU)	Approved Quantity (PKU)	Vote Code	Ministry / Department	Usage & Issue Quantity	Back Order	Unit Price (RM)	Item Average Price (PKU)	Amount (RM)	YTD Purchase Amount (RM)
J01CAD4 D12C100 2XX.01	Amoxicillin 500mg Capsule	pck	pack of 100 capsule	Z-MOX	Aurobindo	110	110	090401/012200/27401/99 FARMASI DAN BEKALAN Operating	B4242 - KEMENTERIA N KESIHATAN	1.500	0	10.00	12.47	1,100.00	3,741.00

Figure 3.3.3-14 LP Purchase Order

STEP 14

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

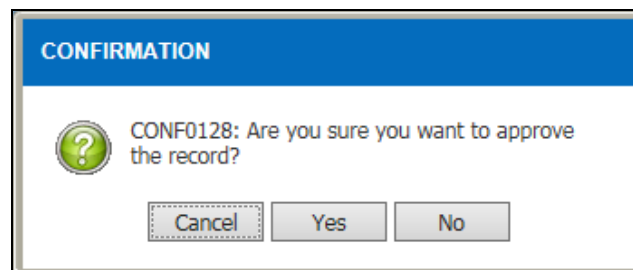
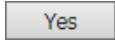


Figure 3.3.3-15 Confirmation Message

Note

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

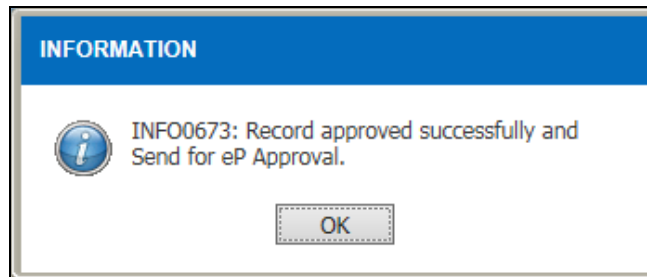


Figure 3.3.3-16 Information Message

Note

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

Note

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

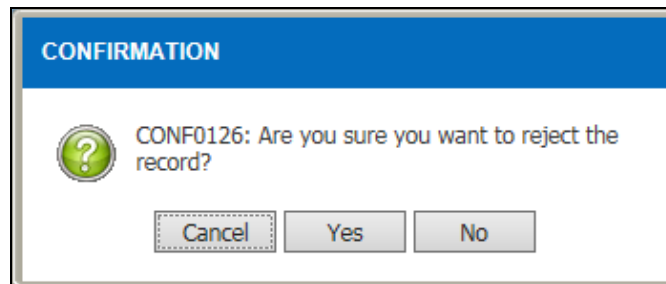
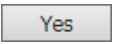


Figure 3.3.3-17 Confirmation Message

Note

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

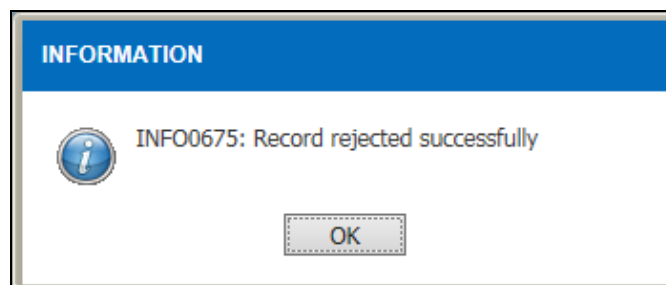
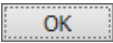


Figure 3.3.3-18 Information Message

Note

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

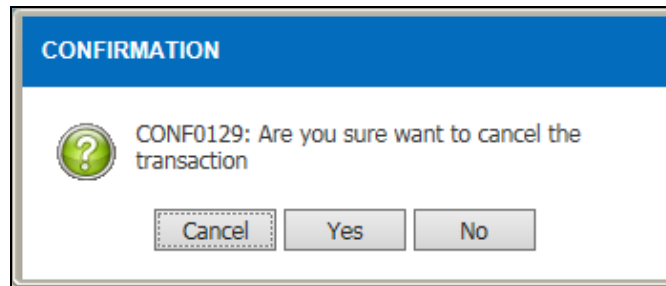
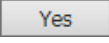


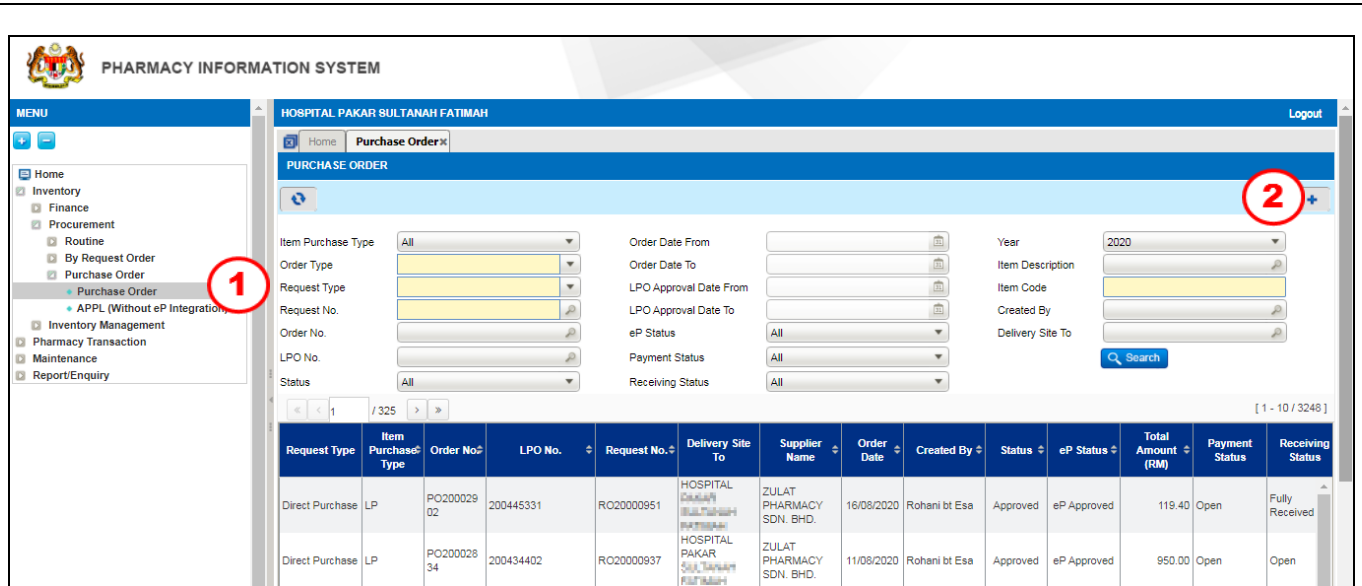
Figure 3.3.3-19 Confirmation Message

Note

Click on the  button to cancel the transaction

3.3.4 New Purchase Order LP Direct Purchase: Indent

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



PHARMACY INFORMATION SYSTEM

HOSPITAL PAKAR SULTANAH FATIMAH

PURCHASE ORDER

Item Purchase Type: All, Order Date From: , Year: 2020, Order Type: , Order Date To: , Item Description: , Request Type: , LPO Approval Date From: , Item Code: , Request No.: , LPO Approval Date To: , Created By: , Order No.: , eP Status: All, Delivery Site To: , LPO No.: , Payment Status: All, Status: All, Receiving Status: All

[1 - 10 / 3248]

Request Type	Item Purchase Type	Order No.	LPO No.	Request No.	Delivery Site To	Supplier Name	Order Date	Created By	Status	eP Status	Total Amount (RM)	Payment Status	Receiving Status
Direct Purchase	LP	PO20002902	200445331	RO20000951	HOSPITAL PAKAR SULTANAH FATIMAH	ZULAT PHARMACY SDN. BHD.	16/08/2020	Rohani bt Esa	Approved	eP Approved	119.40	Open	Fully Received
Direct Purchase	LP	PO20002834	200434402	RO20000937	HOSPITAL PAKAR SULTANAH FATIMAH	ZULAT PHARMACY SDN. BHD.	11/08/2020	Rohani bt Esa	Approved	eP Approved	950.00	Open	Open

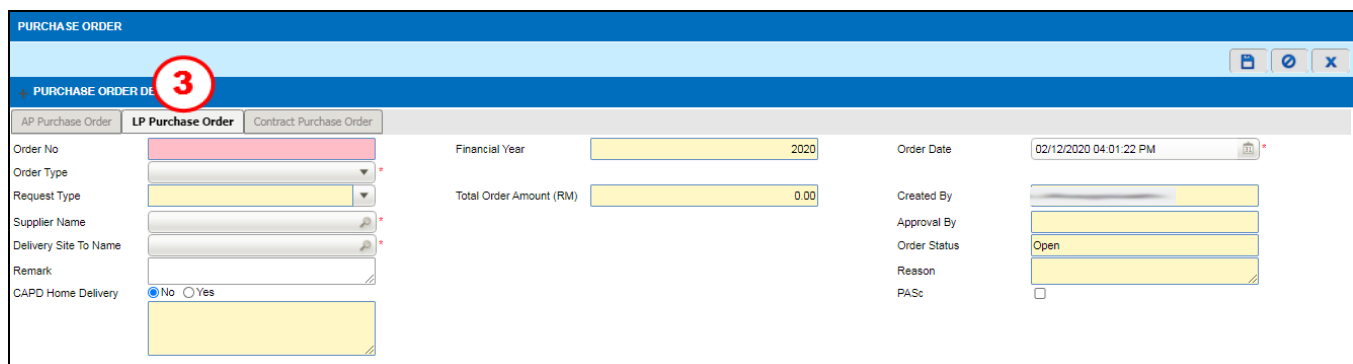
Figure 3.3.4-1 LP Purchase Order

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.



PURCHASE ORDER

PURCHASE ORDER DE

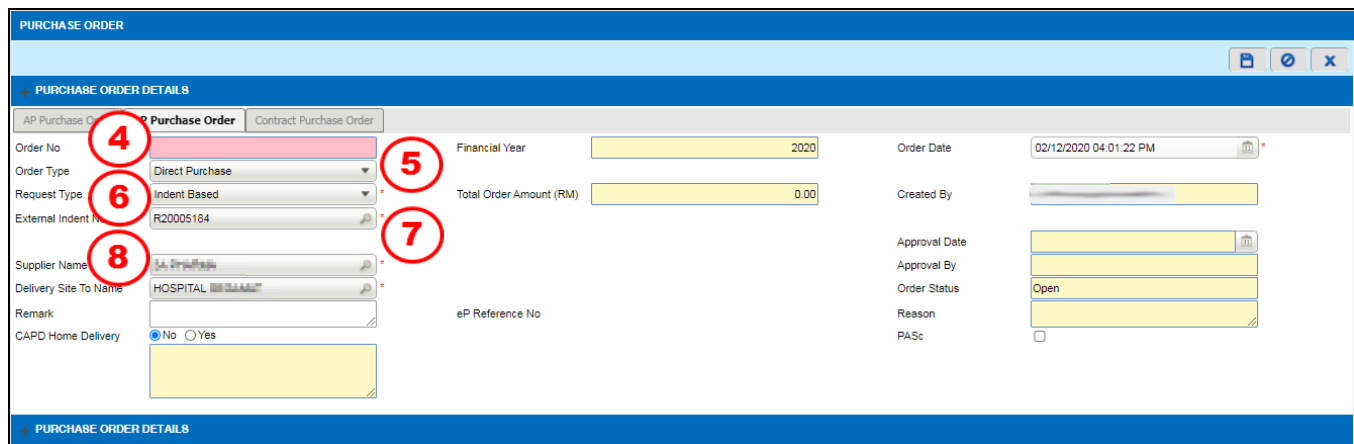
AP Purchase Order | **LP Purchase Order** | Contract Purchase Order

Order No: , Financial Year: 2020, Order Date: 02/12/2020 04:01:22 PM, Order Type: , Total Order Amount (RM): 0.00, Request Type: , Created By: , Supplier Name: , Approval By: , Delivery Site To Name: , Order Status: Open, Remark: , Reason: , CAPD Home Delivery: ☒ No ☐ Yes, PASC: ☐

Figure 3.3.4-2 LP Purchase Order

STEP 3

Select 'LP Purchase Order' tab



The screenshot shows the 'PURCHASE ORDER' form in the PhIS system. The form is divided into two tabs: 'Purchase Order' (selected) and 'Contract Purchase Order'. The form contains several fields and sections:

- Order No:** Field with a red circle 4 around it.
- Order Type:** Dropdown menu with 'Direct Purchase' selected, and a red circle 5 around it.
- Request Type:** Dropdown menu with 'Indent Based' selected, and a red circle 6 around it.
- External Indent No:** Field with 'R20005184' entered, and a red circle 7 around it.
- Supplier Name:** Field with a red circle 8 around it.
- Delivery Site To Name:** Field with 'HOSPITAL' entered.
- Remark:** Text area.
- CAPD Home Delivery:** Radio buttons for 'No' (selected) and 'Yes'.
- Financial Year:** Field with '2020' entered.
- Total Order Amount (RM):** Field with '0.00' entered.
- Order Date:** Field with '02/12/2020 04:01:22 PM' entered.
- Created By:** Field.
- Approval Date:** Field.
- Approval By:** Field.
- Order Status:** Field with 'Open' entered.
- Reason:** Field.
- PASc:** Check box.

Figure 3.3.4-3 LP Purchase Order

STEP 4

Select on **Order Type** as Direct Purchase

STEP 5

Select **Request Type** as Indent

STEP 6

Select **External Indent No**

Note

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

STEP 7

Select **Supplier Name**

STEP 8

Select **Delivery Site To Name**

PURCHASE ORDER

PURCHASE ORDER DETAILS

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

Order No: [] Financial Year: 2020 Order Date: 02/12/2020 04:07:42 PM

Order Type: Direct Purchase Request Type: Indent Based Total Order Amount (RM): 0.00 Created By: []

External Indent No: R20005184 Supplier Name: [] Approval Date: []

Delivery Site To Name: HOSPITAL [] Approval By: []

Remsirk: [] eP Reference No: [] Order Status: Open

CAPD Home Delivery: No Yes Reason: [] PASC: []

PURCHASE ORDER DETAILS

1 / 1

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)
EYE0004.01	Amphotericin 0.15% Eye Drops	bott	9	MOH	Ministry of	6			0	0	0.00	0.00	0.00	0.00

Figure 3.3.4-4 Purchase Order Details

STEP 9

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

ADD PURCHASE ORDER ITEM

Item Code: EYE0004.01 Item Group: DRUG PKU: bott

Item Description: Amphotericin 0.15% Eye Drops Budget Type: Operating

Vote Description: TUNTUTAN RAWATAN UBAT PESARA Vote Code: 090401/090200/27401/99

Ministry/Department: B4242 - KEMENTERIAN KESIHATAN eP Project / Program: []

Order Quantity (PKU): 6 Approved Quantity (PKU): 6

Suggested Quantity (PKU): 0 eP Approved Quantity (PKU): 0

Min Order Quantity (PKU): 1 Max Storage Quantity (PKU): 0

Quantity Available (PKU): 0 Max Storage Quantity (SKU): 0

Quantity Available (SKU): 0 Buffer Level Quantity (SKU): 0

Brand: MOH Manufacturer: Ministry of Health, Malaysia

Unit Price (RM) (PKU): 10.00

Total Amount (RM): 60.00

12

10

11

Figure 3.3.4-5 Add Purchase Order Item

STEP 10

Select **Vote Description**

Note

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

STEP 11

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

STEP 12

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

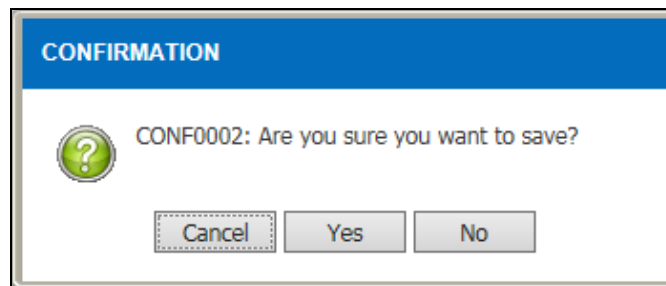
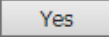


Figure 3.3.4-6 Confirmation Message

Note

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

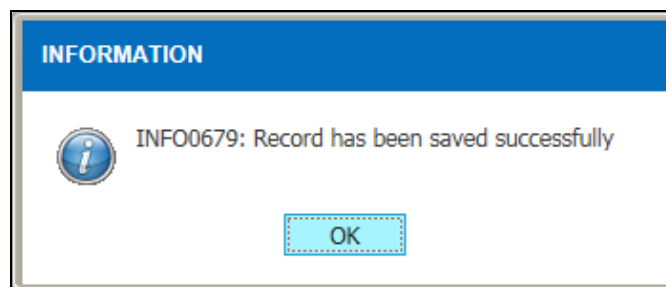
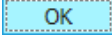
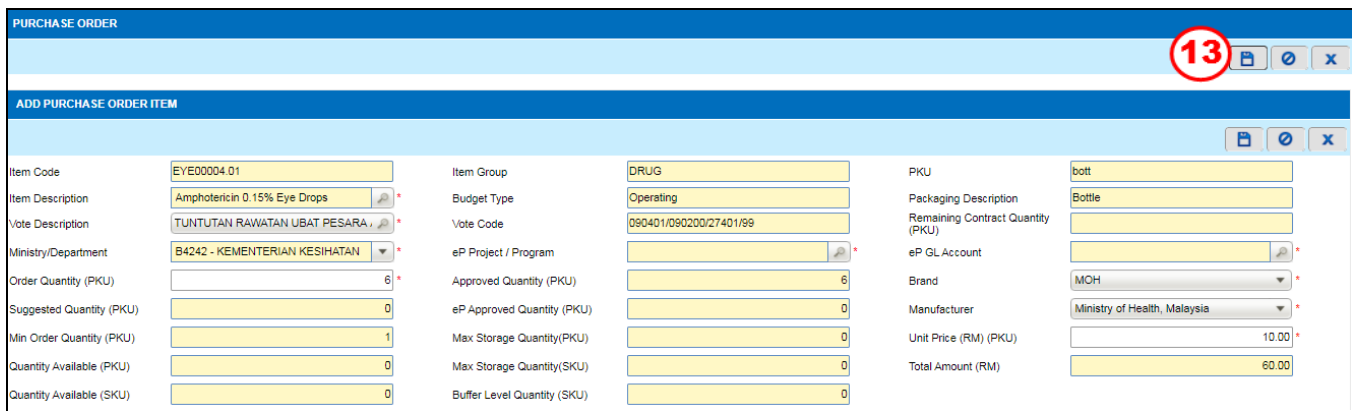


Figure 3.3.4-7 Information Message

Note

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



Item Code	EYE00004.01	Item Group	DRUG	PKU	bott
Item Description	Amphotericin 0.15% Eye Drops	Budget Type	Operating	Packaging Description	Bottle
Vote Description	TUNTUTAN RAWATAN UBAT PESARA	Vote Code	090401/090200/27401/99	Remaining Contract Quantity (PKU)	
Ministry/Department	B4242 - KEMENTERIAN KESIHATAN	eP Project / Program		eP GL Account	
Order Quantity (PKU)	6	Approved Quantity (PKU)	6	Brand	MOH
Suggested Quantity (PKU)	0	eP Approved Quantity (PKU)	0	Manufacturer	Ministry of Health, Malaysia
Min Order Quantity (PKU)	1	Max Storage Quantity(PKU)	0	Unit Price (RM) (PKU)	10.00
Quantity Available (PKU)	0	Max Storage Quantity(SKU)	0	Total Amount (RM)	60.00
Quantity Available (SKU)	0	Buffer Level Quantity (SKU)	0		

Figure 3.3.4-8 LP Purchase Order

STEP 13

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

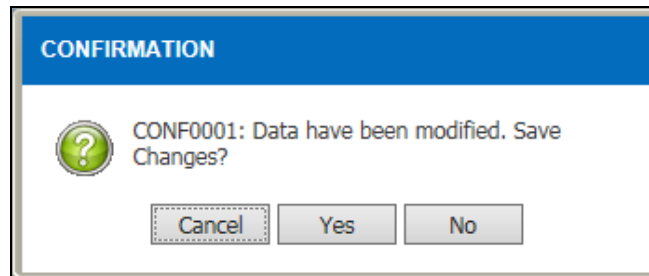
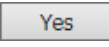


Figure 3.3.4-9 Confirmation Message

Note

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

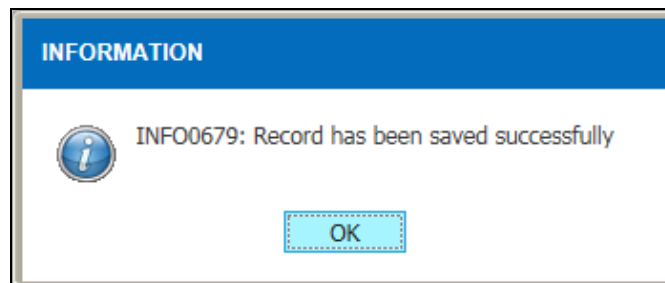
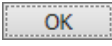


Figure 3.3.4-10 Information Message

Note

- Click on the  button to successfully save the record
- Order No** will be auto generated after successfully saved the record
- Only five (5) item is allowed for each order
- Button ,  and  will be enable after successfully saved the record as shown in Figure 3.3.4-11

14

PURCHASE ORDER

+

Approve

Reject

Cancel Request

PURCHASE ORDER DETAILS

LP Purchase Order

LP Purchase Order

Contract Purchase Order

Order No

PO19001875

Financial Year

2019

Order Type

Direct Purchase

Total Order Amount (RM)

4.00

Request Type

Indent Based

Order Date

03/10/2019 05:14:12 PM

External Indent No.

R19004526

eP Reference No

Supplier Name

AAG SOLUTION SDN BHD

eP Status

Delivery Site To Name

HOSPITAL PAKAR SULTANAH FATIMAH

Reason

Order Status

Open

CAPD

☒ No
 ☐ Yes

Remark

Created By

PASC

☐

PURCHASE ORDER DETAILS

Delete Item

1 / 1

[1 - 1 / 1]

Figure 3.3.4-11 LP Purchase Order

STEP 14

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

CONFIRMATION



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

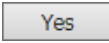
Cancel

Yes

No

Figure 3.3.4-12 Confirmation Message

Note

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

INFORMATION

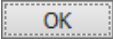


INFO0673: Record approved successfully and Send for eP Approval.

OK

Figure 3.3.4-13 Information Message

Note

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

Note

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

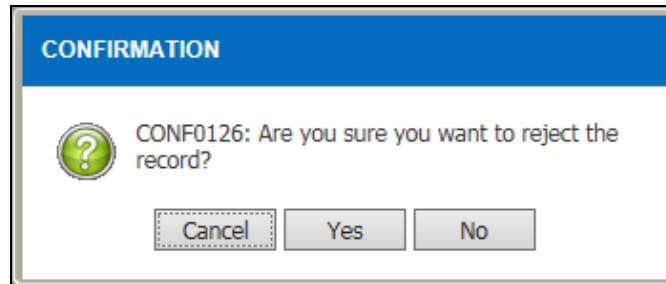
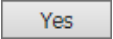


Figure 3.3.4-14 Confirmation Message

Note

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

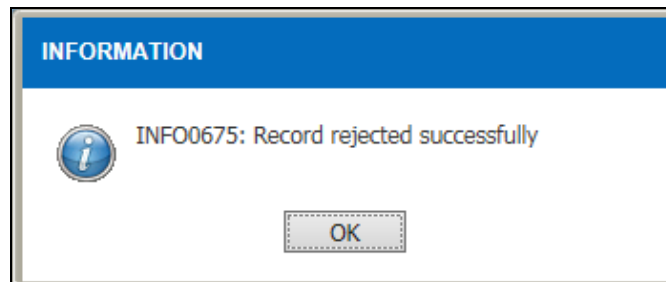
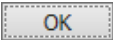


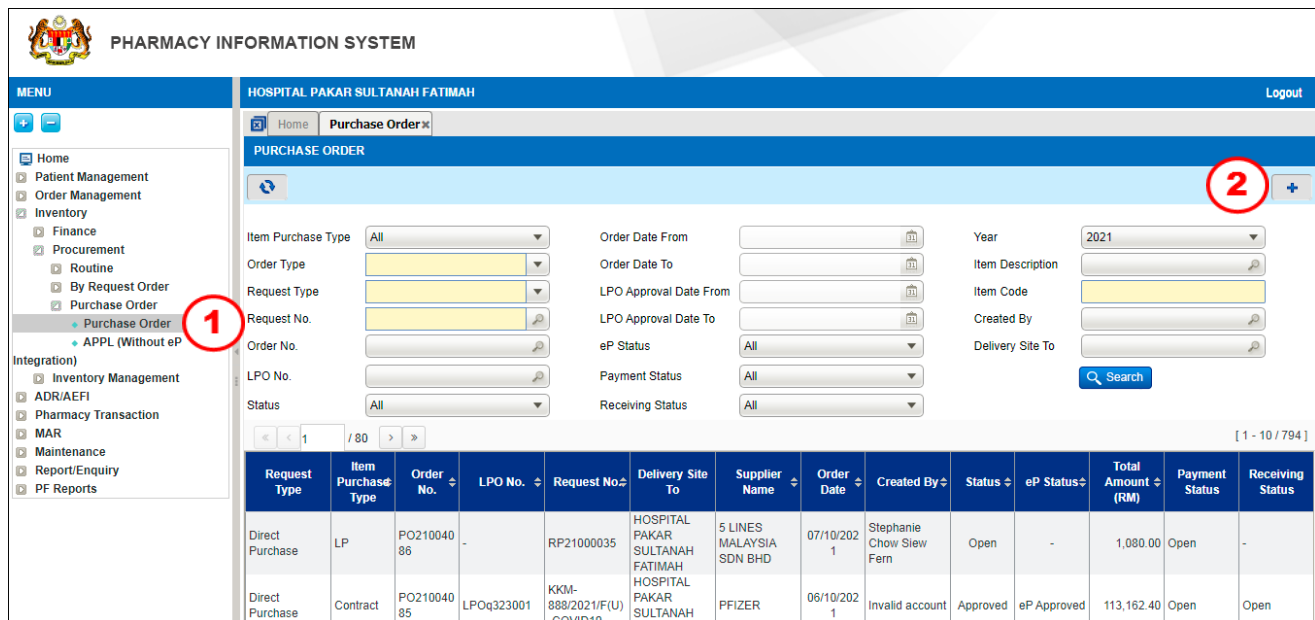
Figure 3.3.4-15 Information Message

Note

- Click on the  button to successfully rejected the record

3.3.5 New Purchase Order LP Direct Purchase: Darurat

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



PHARMACY INFORMATION SYSTEM

HOSPITAL PAKAR SULTANAH FATIMAH

Logout

Home Purchase Order

PURCHASE ORDER

Item Purchase Type: All Order Date From: Year: 2021

Order Type: Order Date To: Item Description:

Request Type: LPO Approval Date From: Item Code:

Request No.: LPO Approval Date To: Created By:

Order No.: eP Status: Delivery Site To:

LPO No.: Payment Status: All

Status: All Receiving Status: All

Search

Request Type	Item Purchase Type	Order No.	LPO No.	Request No.	Delivery Site To	Supplier Name	Order Date	Created By	Status	eP Status	Total Amount (RM)	Payment Status	Receiving Status
Direct Purchase	LP	PO21004086	-	RP21000035	HOSPITAL PAKAR SULTANAH FATIMAH	5 LINES MALAYSIA SDN BHD	07/10/2021	Stephanie Chow Siew Fern	Open	-	1,080.00	Open	-
Direct Purchase	Contract	PO21004085	LPOq323001	KQ31-888/2021/F(U)-COVID19	HOSPITAL PAKAR SULTANAH	PFIZER	06/10/2021	Invalid account	Approved	eP Approved	113,162.40	Open	Open

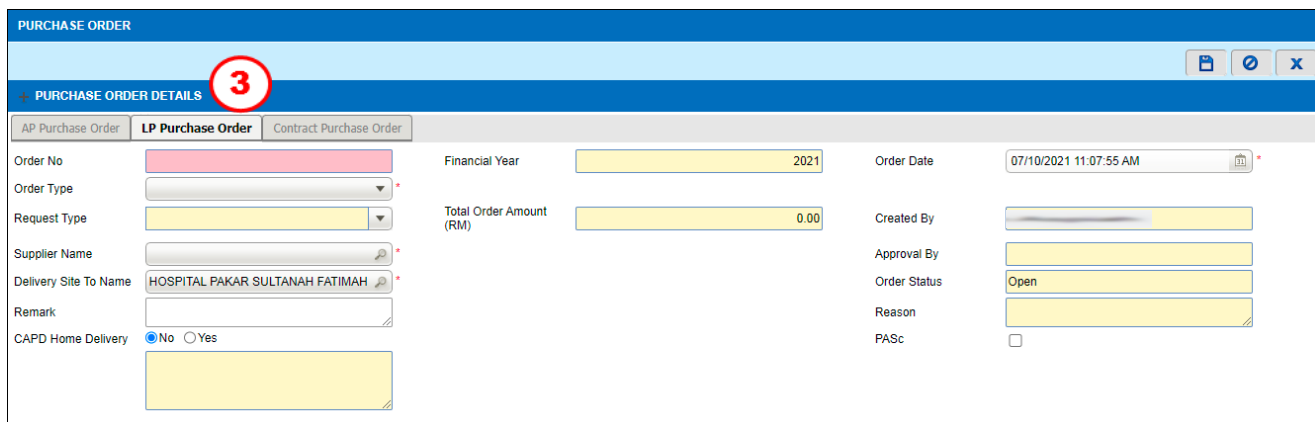
Figure 3.3.5-1 LP Purchase Order

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.



PURCHASE ORDER

PURCHASE ORDER DETAILS

AP Purchase Order LP Purchase Order Contract Purchase Order

Order No.: Financial Year: 2021 Order Date: 07/10/2021 11:07:55 AM

Order Type: Total Order Amount (RM): 0.00 Created By:

Request Type: Supplier Name: Approval By:

Delivery Site To Name: HOSPITAL PAKAR SULTANAH FATIMAH Order Status: Open

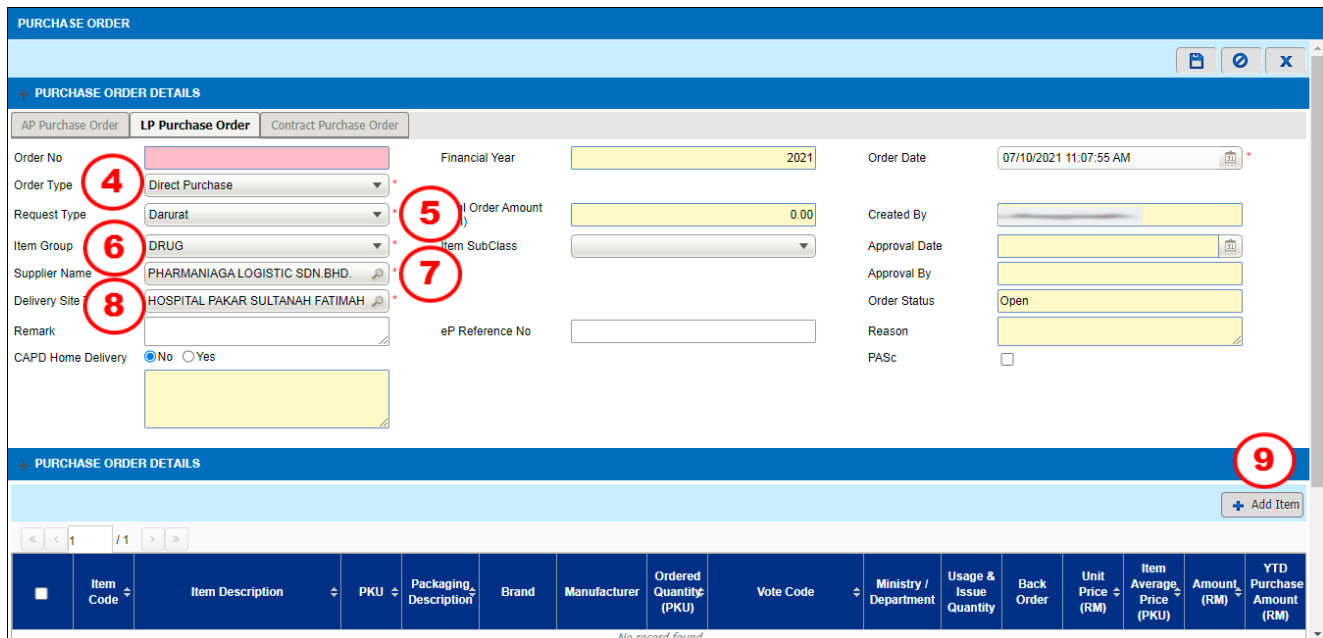
Remark: Reason:

CAPD Home Delivery: ☒ No ☐ Yes PASC: ☐

Figure 3.3.5-2 LP Purchase Order

STEP 3

Select 'LP Purchase Order' tab



PURCHASE ORDER

PURCHASE ORDER DETAILS

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

Order No: [Redacted] Financial Year: 2021 Order Date: 07/10/2021 11:07:55 AM

Order Type: **4** Direct Purchase Request Type: **5** Darurat Order Amount: 0.00

Item Group: **6** DRUG Item SubClass: [Redacted] Created By: [Redacted]

Supplier Name: **7** PHARMANIAGA LOGISTIC SDN BHD. Approval Date: [Redacted]

Delivery Site: **8** HOSPITAL PAKAR SULTANAH FATIMAH Approval By: [Redacted]

Remark: [Redacted] eP Reference No: [Redacted] Order Status: Open

CAPD Home Delivery: ☒ No ☐ Yes Reason: [Redacted]

PASc: ☐

9 **PURCHASE ORDER DETAILS**

+ Add Item

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)
No record found														

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

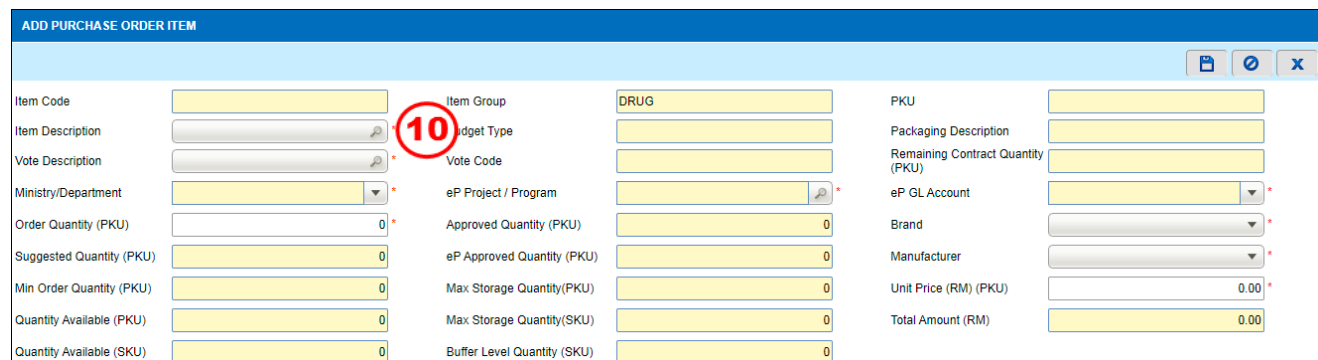
Select **Supplier Name**

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



ADD PURCHASE ORDER ITEM

Item Code: [Redacted] Item Group: DRUG PKU: [Redacted]

Item Description: [Redacted] Item SubClass: [Redacted] Packaging Description: [Redacted]

Vote Description: [Redacted] Vote Code: [Redacted] Remaining Contract Quantity (PKU): [Redacted]

Ministry/Department: [Redacted] eP Project / Program: [Redacted] eP GL Account: [Redacted]

Order Quantity (PKU): 0 Approved Quantity (PKU): 0 Brand: [Redacted]

Suggested Quantity (PKU): 0 eP Approved Quantity (PKU): 0 Manufacturer: [Redacted]

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

10

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	J05AR02964 T1001XX.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	L02BX03000 T1001.01	pack of 120 tablet	Abiraterone 250mg Tablet		
Acarbose 50 mg Tablet	A10BF01000 T1001XX.02	pack of 100 tablet	Acarbose 50 mg Tablet	090401/012200/27401/99	Operating
Acetazolamide 500mg Inj	S01EC01000 P4001XX.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

ADD PURCHASE ORDER ITEM					
Item Code	A10BF01000T1001XX.02	Item Group	DRUG	PKU	pck
Item Description	Acarbose 50 mg Tablet *	Budget Type	Operating	Packaging Description	pack of 100 tablet
Vote Description	FARMASI DAN BEKALAN *	Vote Code	090401/012200/27401/99	Remaining Contract Quantity (PKU)	
Ministry/Department	B4242 - KEMENTERIAN KESIHATAN *	eP Project / Program		eP GL Account	
Order Quantity (PKU)	100 *	Approved Quantity (PKU)	100	Brand	DIBOSE *
Suggested Quantity (PKU)	194	eP Approved Quantity (PKU)	0	Manufacturer	Ranbaxy *
Min Order Quantity (PKU)	1	Max Storage Quantity(PKU)	300	Unit Price (RM) (PKU)	1.25 *
Quantity Available (PKU)	106	Max Storage Quantity(SKU)	30,000	Total Amount (RM)	125.00
Quantity Available (SKU)	10,600	Buffer Level Quantity (SKU)	20,000		

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

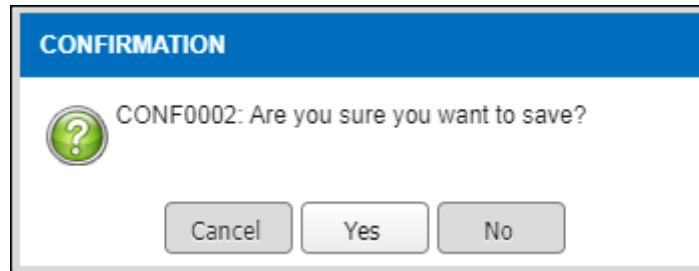
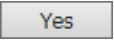


Figure 3.3.5-7 Confirmation Message

Note

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

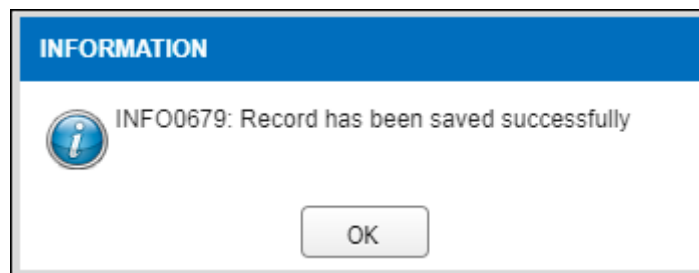


Figure 3.3.5-8 Information Message

Note

Click on the  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

PURCHASE ORDER
14

+ PURCHASE ORDER DETAILS

AP Purchase Order
LP Purchase Order
Contract Purchase Order

Order No

Order Type Direct Purchase

Request Type Darurat

Item Group DRUG

Supplier Name PHARMANIAGA LOGISTIC SDN.BHD.

Delivery Site To Name HOSPITAL PAKAR SULTANAH FATIMAH

Remark

CAPD Home Delivery ☒ No ☐ Yes

Financial Year 2021

Total Order Amount (RM) 125.00

Item SubClass

eP Reference No

Order Date 07/10/2021 11:07:55 AM

Created By

Approval Date

Approval By

Order Status Open

Reason

PASc ☐

+ PURCHASE ORDER DETAILS

Delete Item
Add Item

	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)
☐	A10BF01 000T1001 XX.02	Acarbose 50 mg Tablet	pck	pack of 100 tablet	DIBOS	Ranbaxy	100	090401/012200/27401/99 FARMASI DAN BEKALAN Operating	B4242 - KEMENTERI AN KESIHATAN	400	0	1.25	74.53	125.00	0.00

+ VOTE CODE LIST

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	1,852.75	125.00	1,727.75
TOTAL				1,852.75	125.00	1,727.75

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

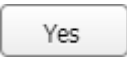
CONFIRMATION


CONF0001: Data have been modified. Save Changes?

Cancel
Yes
No

Figure 3.3.5-10 Confirmation Message

Note

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

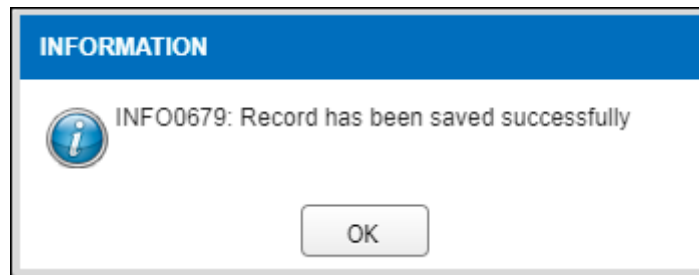
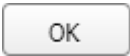


Figure 3.3.5-11 Information Message

Note

- Click on the  button to successfully save the record
- Order No** will be auto generated after successfully saved the record
- Button ,  and  will be enable after successfully saved the record as shown in Figure 3.3.5-12

PURCHASE ORDER

15

AP Purchase Order LP Purchase Order Contract Purchase Order

Order No: PO21004087 Financial Year: 2021 Order Date: 07/10/2021 11:07:55 AM

Order Type: Direct Purchase Request Type: Darurat Total Order Amount (RM): 125.00

Item Group: DRUG Item SubClass: Created By: Approval Date: Approval By: Order Status: Open

Supplier Name: PHARMANIAGA LOGISTIC SDN.BHD. Delivery Site To Name: HOSPITAL PAKAR SULTANAH FATIMAH

Remark: CAPD Home Delivery: ☒ No ☐ Yes eP Reference No: Reason: PASC: ☐

PURCHASE ORDER DETAILS

Delete Item Add Item

1 / 1

Item Code	Item Description	PKU	Packaging Description	Brand	Manufacturer	Ordered Quantity (PKU)	Approve Quantity (PKU)	Vote Code	Ministry / Department	Usage & Issue Quantity	Back Order	Unit Price (RM)	Item Average Price (PKU)	Amount (RM)	YTD Purchase Amount (RM)
A10BF0 1000T10 01XX.02	Acarbose 50 mg Tablet	pck	pack of 100 tablet	DIBOS	Ranbaxy	100	100	090401/012200/27401/99 FARMASI DAN BEKALAN Operating	B4242 - KEMENTERI AN KESIHATAN	400	0	1.25	74.53	125.00	0.00

Figure 3.3.5-12 LP Purchase Order

STEP 15

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

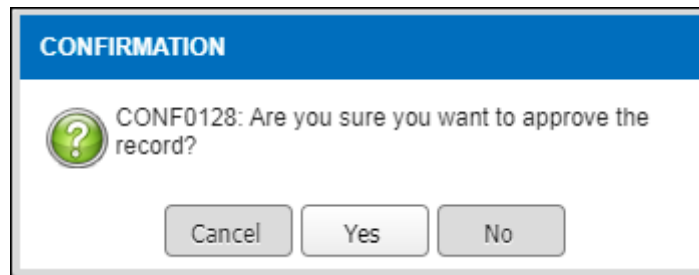
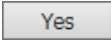


Figure 3.3.5-13 Confirmation Message

Note

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

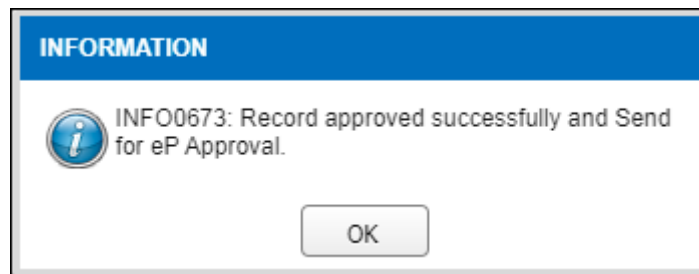


Figure 3.3.5-14 Information Message

Note

- Click on the  button to successfully approved the record
- b) Click on the  button to reject the record and confirmation message will be display as Figure 3.3.5-15

Note

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

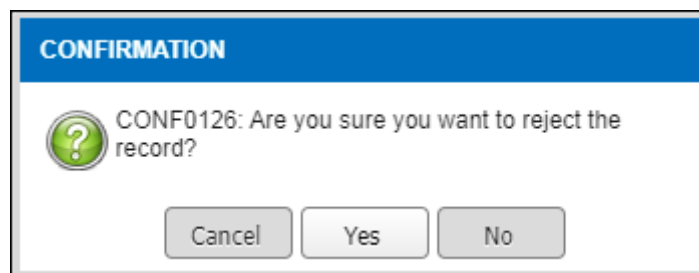
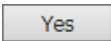


Figure 3.3.5-15 Confirmation Message

Note

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

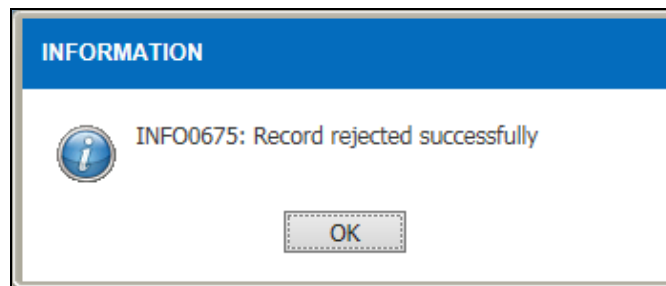


Figure 3.3.5-16 Information Message

Note

- Click on the  button to successfully rejected the record
- c) Click on the  button to cancel the record and confirmation message will be display as Figure 3.3.5-17

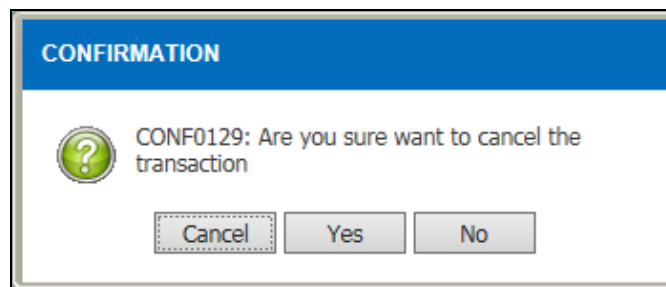
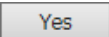


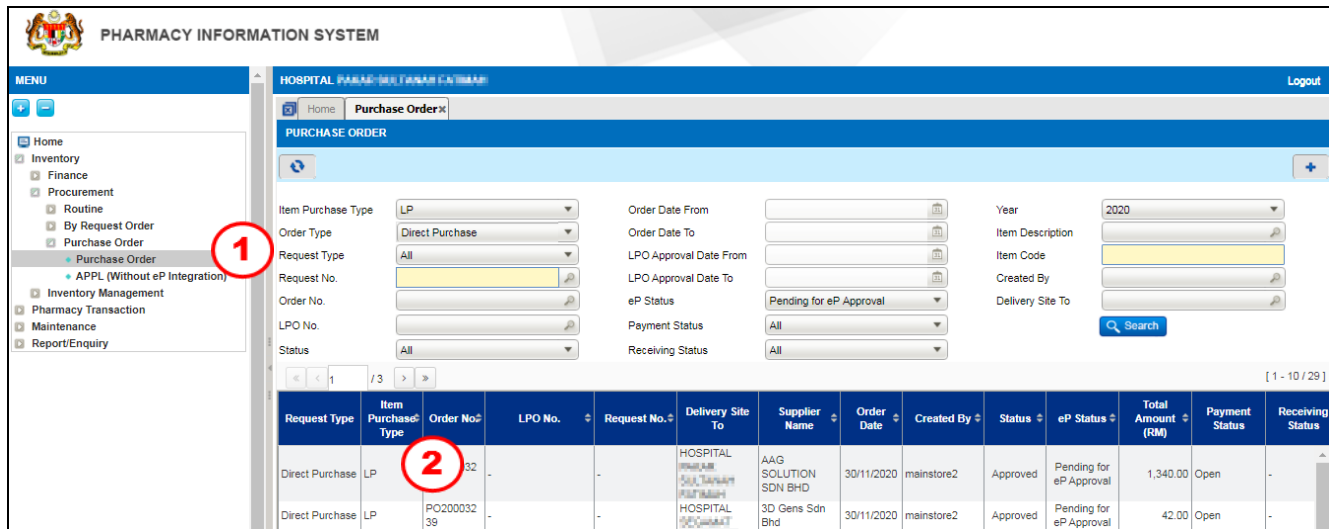
Figure 3.3.5-18 Confirmation Message

Note

Click on the  button to cancel the transaction

3.3.6 Purchase Order LP: eP Approval

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



PHARMACY INFORMATION SYSTEM

MENU

- Home
- Inventory
- Finance
- Procurement
 - Routine
 - By Request Order
 - Purchase Order
 - Purchase Order** (1)
 - APPL (Without eP Integration)
- Inventory Management
- Pharmacy Transaction
- Maintenance
- Report/Enquiry

HOSPITAL PHARMASIA

PURCHASE ORDER

Item Purchase Type: LP Order Date From: Year: 2020

Order Type: Direct Purchase Order Date To:

Request Type: All LPO Approval Date From:

Request No.: LPO Approval Date To:

Order No.: eP Status: Pending for eP Approval

LPO No.: Payment Status: All

Status: All Receiving Status: All

Search

Request Type	Item Purchase Type	Order No.	LPO No.	Request No.	Delivery Site To	Supplier Name	Order Date	Created By	Status	eP Status	Total Amount (RM)	Payment Status	Receiving Status
Direct Purchase	LP	32	-	-	HOSPITAL PHARMASIA	AAQ SOLUTION SDN BHD	30/11/2020	mainstore2	Approved	Pending for eP Approval	1,340.00	Open	-
Direct Purchase	LP	PO20003239	-	-	HOSPITAL PHARMASIA	3D Gens Sdn Bhd	30/11/2020	mainstore2	Approved	Pending for eP Approval	42.00	Open	-

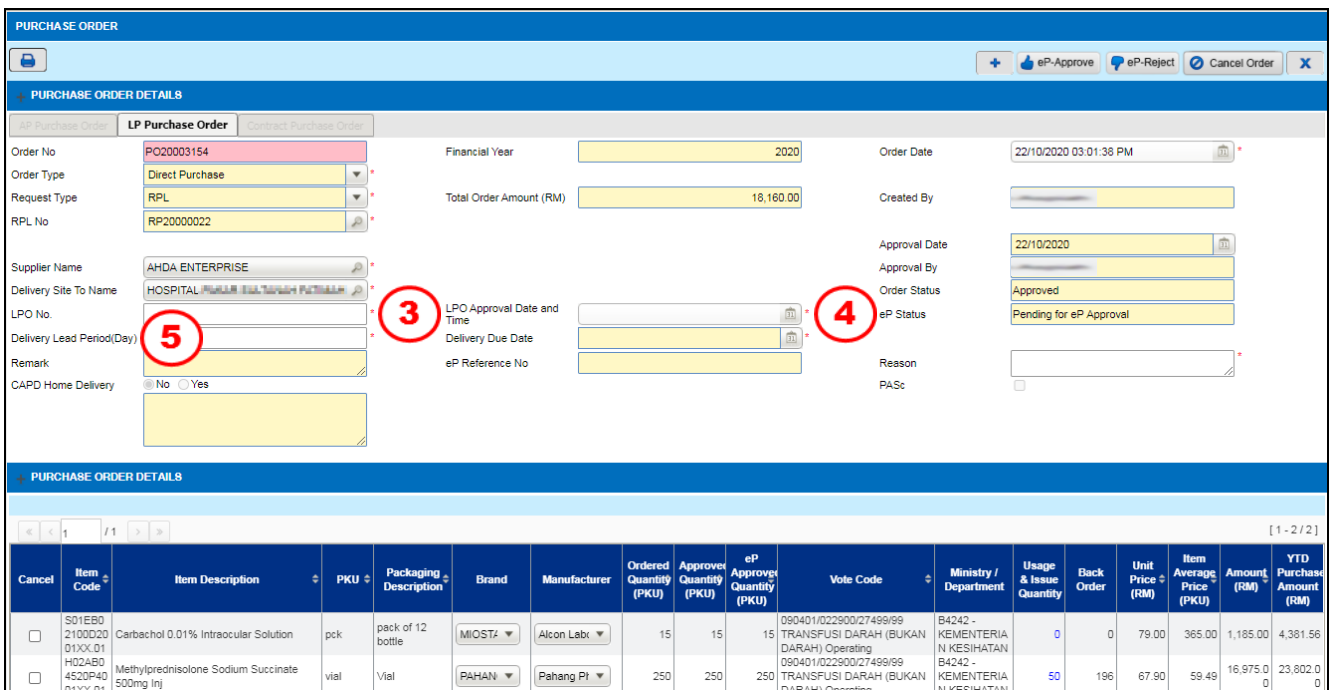
Figure 3.3.6-1 LP Purchase Order Listing Page

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



PURCHASE ORDER

PURCHASE ORDER DETAILS

AP Purchase Order LP Purchase Order Contract Purchase Order

Order No: PO20003154 Financial Year: 2020 Order Date: 22/10/2020 03:01:38 PM

Order Type: Direct Purchase Total Order Amount (RM): 18,160.00 Created By:

Request Type: RPL Approval Date: 22/10/2020

RPL No: RP20000022 Approval By:

Supplier Name: AHDA ENTERPRISE Order Status: Approved

Delivery Site To Name: HOSPITAL PHARMASIA eP Status: Pending for eP Approval (4)

LPO No.: LPO Approval Date and Time:

Delivery Lead Period(Day): (5) Delivery Due Date:

Remark: eP Reference No:

CAPD Home Delivery: No Yes Reason: PASC

Cancel	Item Code	Item Description	PKU	Packaging Description	Brand	Manufacturer	Ordered Quantity (PKU)	Approved Quantity (PKU)	eP Approved Quantity (PKU)	Vote Code	Ministry / Department	Usage & Issue Quantity	Back Order	Unit Price (RM)	Item Average Price (PKU)	Amount (RM)	YTD Purchase Amount (RM)
☐	S01EB0 2100020 01XX01	Carbetamol 0.01% Intraocular Solution	pkc	pack of 12 bottle	MIOSTA	Alcon Lab.	15	15	15	090401/022900/27499/99	B4242 - KEMENTERIA N KESIHATAN	0	0	79.00	365.00	1,185.00	4,381.56
☐	H02AB0 4520P40 01XX01	Methylprednisolone Sodium Succinate 500mg Inj	vial	Vial	PAHAN	Pahang Pl	250	250	250	090401/022900/27499/99	B4242 - KEMENTERIA N KESIHATAN	50	196	67.90	59.49	16,975.00	23,802.00

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

PURCHASE ORDER

LP Purchase Order

Contract Purchase Order

Order No

PO20003154

Financial Year

2020

Order Date

22/10/2020 03:01:38 PM

Order Type

Direct Purchase

Total Order Amount (RM)

18,160.00

Created By

Request Type

RPL

RPL No

RP20000022

Approval Date

22/10/2020

Supplier Name

AHDA ENTERPRISE

Approval By

Delivery Site To Name

HOSPITAL PAKAR SULTANAH FATIMAH

Order Status

Approved

LPO No

L00000000765

LPO Approval Date and Time

02/12/2020 4:55 PM

eP Status

Pending for eP Approval

Delivery Lead Period(Day)

30

Delivery Due Date

01/01/2021 4:55:00 PM

eP Reference No

Remark

Reason

CAPD Home Delivery

☐ No ☐ Yes

PASc

☐

PURCHASE ORDER DETAILS

1 / 1

[1 - 2 / 2]

Cancel	Item Code	Item Description	PKU	Packaging Description	Brand	Manufacturer	Ordered Quantity (PKU)	Approved Quantity (PKU)	eP Approved Quantity (PKU)	Vote Code	Ministry / Department	Usage & Issue Quantity	Back Order	Unit Price (RM)	Item Average Price (PKU)	Amount (RM)	YTD Purchase Amount (RM)
☐	S01EB0 2100D20 01XX.01	Carbachol 0.01% Intraocular Solution	pkc	pack of 12 bottle	MIOSTA	Alcon Labx	15	15	15	090401/022900/27499/99 TRANSFUSI DARAH (BUKAN DARAH) Operating	B4242 - KEMENTERIA N KESIHATAN	0	0	79.00	365.00	1,185.00	4,361.56
☐	H02AB0 4620P40 01XX.01	Methylprednisolone Sodium Succinate 500mg Inj		Vial	PAHANI	Pahang Pl	250	250	250	090401/022900/27499/99 TRANSFUSI DARAH (BUKAN DARAH) Operating	B4242 - KEMENTERIA N KESIHATAN	50	196	67.90	59.48	16,975.00	23,602.00

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

ADD PURCHASE ORDER ITEM

8

Item Code: S01EB02100D2001XX.01

Item Description: Carbachol 0.01% Intraocular Solution

Vote Description: TRANSFUSI DARAH (BUKAN DARAH)

Ministry/Department: B4242 - KEMENTERIAN KESIHATAN

Order Quantity (PKU): 15

Suggested Quantity (PKU): 15

RO / RPL Approved Qty (SKU): 0

Min Order Quantity (PKU): 1

Quantity Available (PKU): 6

Quantity Available (SKU): 72

Item Group: DRUG

Budget Type: Operating

Vote Code: 090401/022900/27499/99

eP Project / Program:

Approved Quantity (PKU): 15

eP Approved Quantity (PKU): 15

Max Storage Quantity (PKU): 21

Max Storage Quantity (SKU): 252

Buffer Level Quantity (SKU): 168

PKU: pck

Packaging Description: pack of 12 bottle

Remaining Contract Quantity (PKU):

eP GL Account:

Brand: MIOSTAT

Manufacturer: Alcon Laboratories

Unit Price (RM) (PKU): 79.00

Total Amount (RM): 1,185.00

PURCHASE ORDER DETAILS

[1 - 2 / 2]

Cancel	Item Code	Item Description	PKU	Packaging Description	Brand	Manufacturer	Ordered Quantity (PKU)	Approved Quantity (PKU)	eP Approved Quantity (PKU)	Vote Code	Ministry / Department	Usage & Issue Quantity	Back Order	Unit Price (RM)	Item Average Price (PKU)	Amount (RM)	YTD Purchase Amount (RM)
☐	S01EB02100D2001XX.01	Carbachol 0.01% Intraocular Solution	pck	pack of 12 bottle	MIOSTAT	Alcon Labs	15	15	15	090401/022900/27499/99 TRANSFUSI DARAH (BUKAN DARAH) Operating	B4242 - KEMENTERIAN KESIHATAN	0	0	79.00	365.00	1,185.00	4,381.56
☐	H02AB04520P4001XX.01	Methylprednisolone Sodium Succinate 500mg Inj	vial	Vial	PAHANI	Pahang Pl	250	250	250	090401/022900/27499/99 TRANSFUSI DARAH (BUKAN DARAH) Operating	B4242 - KEMENTERIAN KESIHATAN	50	196	67.90	59.49	16,975.00	23,802.00

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

CONFIRMATION

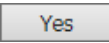


CONF0002: Are you sure you want to save?

Cancel
Yes
No

Figure 3.3.6-5 Confirmation Message

Note

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

INFORMATION

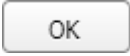


INFO0679: Record has been saved successfully

OK

Figure 3.3.6-6 Information Message

Note

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

9

PURCHASE ORDER

+ eP-Approve
eP-Reject
Cancel Order
X

PURCHASE ORDER DETAILS

AP Purchase Order

LP Purchase Order

Contract Purchase Order

Order No: PO20003154
Order Type: Direct Purchase
Request Type: RPL
RPL No: RP20000022

Financial Year: 2020
Total Order Amount (RM): 18,160.00

Order Date: 22/10/2020 03:01:38 PM
Created By:
Approval Date: 22/10/2020
Approval By:
Order Status: Approved
eP Status: Pending for eP Approval

Supplier Name: AHDA ENTERPRISE
Delivery Site To Name: HOSPITAL PAKAR BUKIT MELAKA PUTRAH
LPO No: L00000000765
Delivery Lead Period(Day): 30
Remark:
CAPD Home Delivery: ☒ No ☐ Yes

LPO Approval Date and Time: 02/12/2020 4:55 PM
Delivery Due Date: 01/01/2021 4:55:00 PM
eP Reference No:

Reason:
PASC: ☐

PURCHASE ORDER DETAILS

< 1 / 1 >
[1 - 2 / 2]

Cancel	Item Code	Item Description	PKU	Packaging Description	Brand	Manufacturer	Ordered Quantity (PKU)	Approved Quantity (PKU)	eP Approves Quantity (PKU)	Vote Code	Ministry / Department	Usage & Issue Quantity	Back Order	Unit Price (RM)	Item Average Price (PKU)	Amount (RM)	YTD Purchase Amount (RM)
☐	S01EB0 2100D20 01X0C01	Carbachol 0.01% Intraocular Solution	pck	pack of 12 bottle	MIOSTA	Aicon Labr	15	15	15	090401/022900/27499/99 TRANSFUSI DARAH (BUKAN DARAH) Operating	B4242 - KEMENTERIA N KESIHATAN	0	0	79.00	365.00	1,185.00	4,381.56
☐	H02AB0 4520P40	Methylprednisolone Sodium Succinate 500mg Inj	vial	Vial	PAHAN	Pahang Pl	250	250	0	090401/022900/27499/99 TRANSFUSI DARAH (BUKAN DARAH) Operating	B4242 - KEMENTERIA N KESIHATAN	50	196	67.90	59.49	16,975.00	23,802.00

Figure 3.3.6-7 LP Purchase Order

STEP 9

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

CONFIRMATION

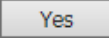


CONF0140: Are you sure to proceed with eP approve?

Cancel
Yes
No

Figure 3.3.6-8 Confirmation Message

Note

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

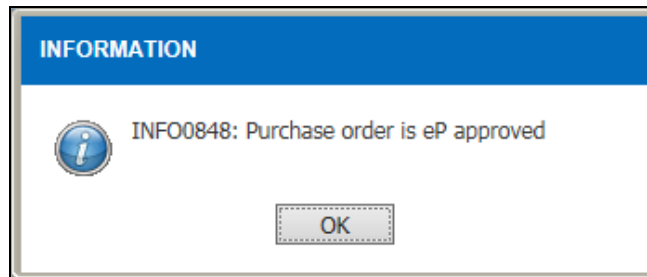
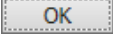
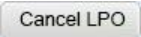
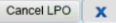


Figure 3.3.6-9 Information Message

Note

- Click on the  button to approve the purchase order
- eP status** of the order will change to 'eP Approved'
- Button  will be enable after eP approval as Figure 3.3.6-10

PURCHASE ORDER



PURCHASE ORDER DETAILS

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

Order No: PO20003154 | Financial Year: 2020 | Order Date: 22/10/2020 03:01:38 PM

Order Type: Direct Purchase | Total Order Amount (RM): 1,185.00 | Created By: [User]

Request Type: RPL | RPL No: RP20000022 | Approval Date: 22/10/2020

Supplier Name: AHDA ENTERPRISE | Approval By: [User]

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

LPO No: L00000000765 | LPO Approval Date and Time: 02/12/2020 4:55 PM | eP Status: eP Approved

Delivery Lead Period(Day): 30 | Delivery Due Date: 01/01/2021 4:55:00 PM | Reason: [Text]

Remark: [Text] | eP Reference No: [Text] | PASC: ☐

CAPD Home Delivery: ☒ No ☐ Yes

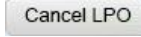
PURCHASE ORDER DETAILS

[1 - 2 / 2]

Cancel	Item Code	Item Description	PKU	Packaging Description	Brand	Manufacturer	Ordered Quantity (PKU)	Approve Quantity (PKU)	eP Approve Quantity (PKU)	Vote Code	Ministry / Department	Receive Quantity (PKU)	Usage & Issue Quantity	Back Order	Unit Price (RM)	Item Average Price (PKU)	Amount (RM)	YTD Purchase Amount (RM)
☐	S01EB02100D2001XX.01	Carbachol 0.01% Intraocular Solution	pck	pack of 12 bottle	MIOSTAT	Alcon Laboratories	15	15	15	090401/022900/27499/99	B4242 - KEMENTERIA N KESIHATAN	0	0	15	79.00	365.00	1,185.00	5,566.56

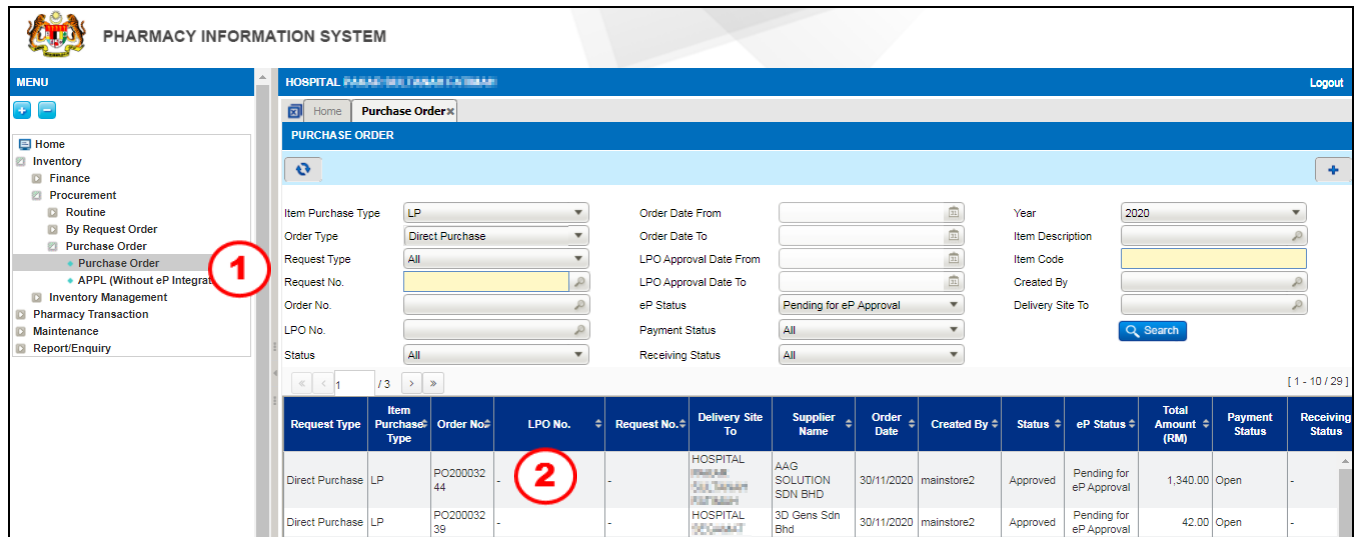
Figure 3.3.6-10 LP Purchase Order

Note

Click on the  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:



PHARMACY INFORMATION SYSTEM

HOSPITAL PABANG (BUKIT TAWAR) CANTON

Home Purchase Orderx Logout

PURCHASE ORDER

Item Purchase Type: LP Order Date From: Year: 2020
 Order Type: Direct Purchase Order Date To:
 Request Type: All LPO Approval Date From:
 Request No.: LPO Approval Date To:
 Order No.: eP Status: Pending for eP Approval
 LPO No.: Payment Status: All
 Status: All Receiving Status: All

Search

Request Type	Item Purchase Type	Order No.	LPO No.	Request No.	Delivery Site To	Supplier Name	Order Date	Created By	Status	eP Status	Total Amount (RM)	Payment Status	Receiving Status
Direct Purchase	LP	PO20003244			HOSPITAL PABANG (BUKIT TAWAR) CANTON	AAG SOLUTION SDN BHD	30/11/2020	mainstore2	Approved	Pending for eP Approval	1,340.00	Open	-
Direct Purchase	LP	PO20003239			HOSPITAL PABANG (BUKIT TAWAR) CANTON	3D Gens Sdn Bhd	30/11/2020	mainstore2	Approved	Pending for eP Approval	42.00	Open	-

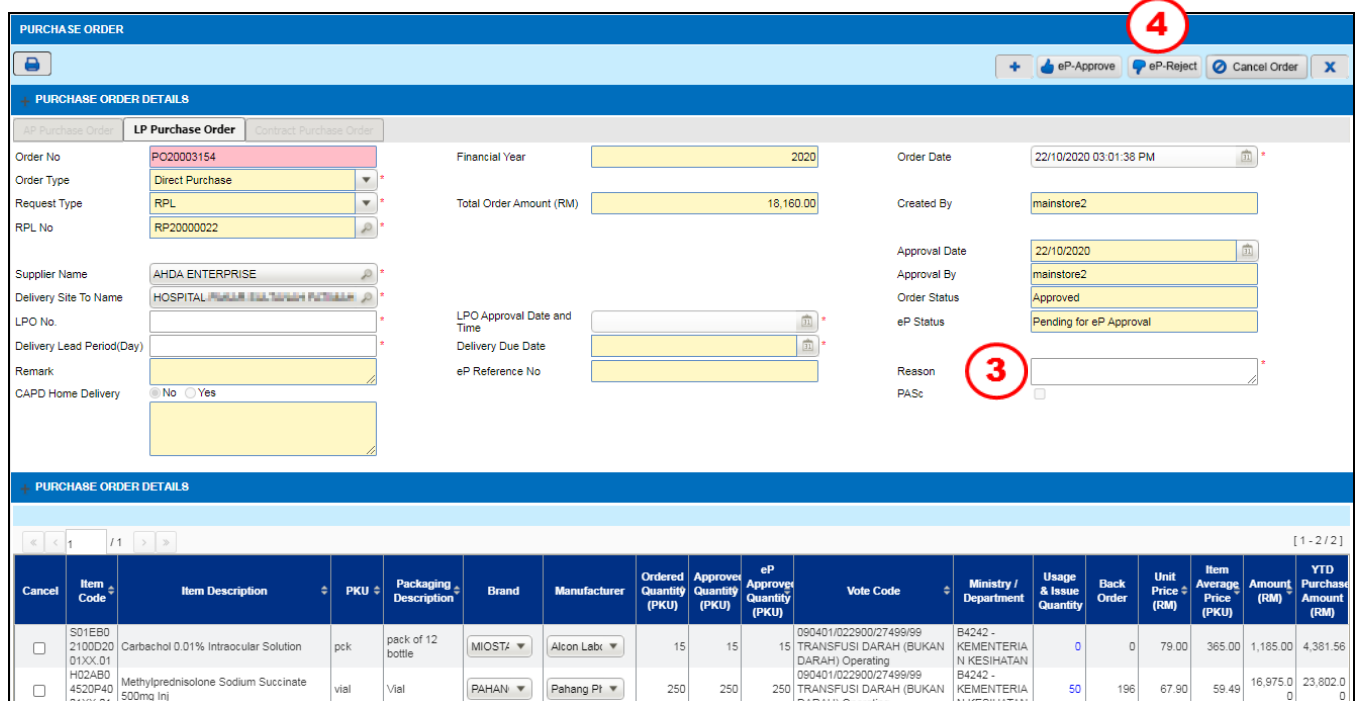
Figure 3.3.7-1 LP Purchase Order Listing Page

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



PURCHASE ORDER

Home eP-Approve eP-Reject Cancel Order X

PURCHASE ORDER DETAILS

AP Purchase Order LP Purchase Order Contract Purchase Order

Order No: PO20003154 Financial Year: 2020 Order Date: 22/10/2020 03:01:38 PM
 Order Type: Direct Purchase Total Order Amount (RM): 16,160.00 Created By: mainstore2
 Request Type: RPL RPL No: RP20000022
 Supplier Name: AHDA ENTERPRISE
 Delivery Site To Name: HOSPITAL PABANG (BUKIT TAWAR) CANTON
 LPO No.: LPO Approval Date and Time: Approval Date: 22/10/2020
 Delivery Lead Period(Day): Delivery Due Date: Approval By: mainstore2
 Remark: eP Reference No: Order Status: Approved
 CAPD Home Delivery: No Yes eP Status: Pending for eP Approval
 Reason: PASC

PURCHASE ORDER DETAILS

Cancel	Item Code	Item Description	PKU	Packaging Description	Brand	Manufacturer	Ordered Quantity (PKU)	Approved Quantity (PKU)	eP Approved Quantity (PKU)	Vote Code	Ministry / Department	Usage & Issue Quantity	Back Order	Unit Price (RM)	Item Average Price (PKU)	Amount (RM)	YTD Purchase Amount (RM)
☐	S01EB0210002001X-01	Carbachol 0.01% Intracocular Solution	pkc	pack of 12 bottle	MIOS7	Alcon Labx	15	15	15	090401/022900/27499/99	B4242 - TRANSFUSI DARAH (BUKAN DARAH) Operating	0	0	79.00	365.00	1,185.00	4,381.56
☐	H02AB04520P4001X-01	Methylprednisolone Sodium Succinate 500mg Imj	vial	Vial	PAHAN	Pahang Pl	250	250	250	090401/022900/27499/99	B4242 - TRANSFUSI DARAH (BUKAN DARAH) Operating	50	196	67.90	59.49	16,975.00	23,802.00

Figure 3.3.7-2 LP Purchase Order

STEP 3

Enter **Reason**

STEP 4

- a) Click on the  button to reject the record and confirmation message will be display as Figure 3.3.7-3

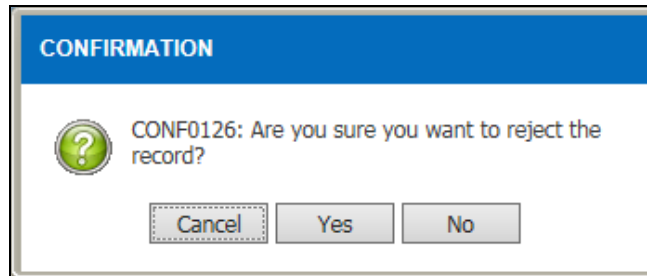
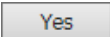


Figure 3.3.7-3 Confirmation Message

Note

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

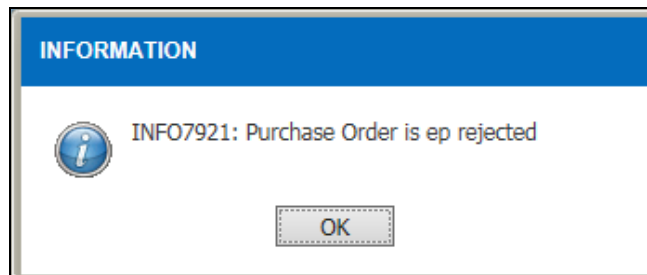
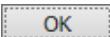


Figure 3.3.7-4 Information Message

Note

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

- b) Click on the  button to cancel the record and confirmation message will be display as Figure 3.3.7-5

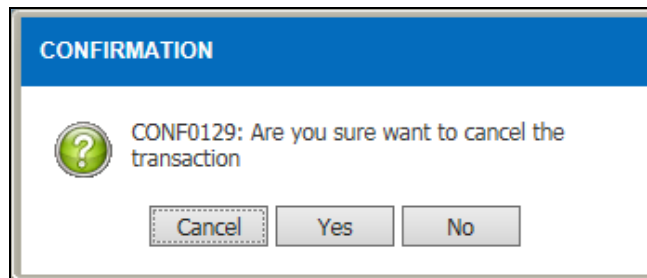
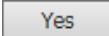


Figure 3.3.7-5 Confirmation Message

Note

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

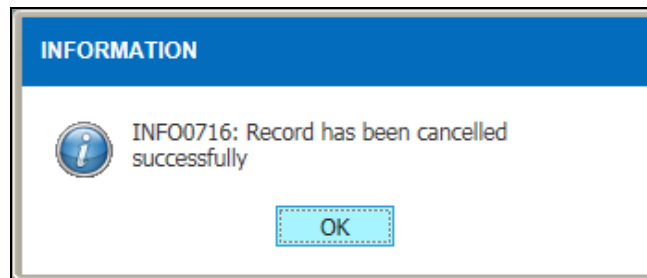
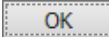


Figure 3.3.7-6 Information Message

Note

- Click on the  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