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

User Manual
Pharmacy Inventory
Procurement Standard
(APPL)

Version	**: 10th EDITION**
Document ID	**: U.MANUAL_INV_PROCUREMENT STANDARD_APPL**

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1.0 Introduction

1.1 Overview of PhIS

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

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

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

1.2 Purpose and Objectives

This user manual outlines the Pharmacy Inventory - Procurement Standard (APPL) 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 new Procurement Standard (APPL) record
- Procurement Standard (APPL) record verification
- Procurement Standard (APPL) record approval

1.3 Organised Sections

These are the sections within this document:

- Section 1 : Introduction
- Section 2 : Application Standard Features
- Section 3 : Procurement Standard (APPL)
- Section 4 : Acronyms
- Section 5 : Link to Inventory Modules

2.0 Application Standard Features

2.1 PhIS Legend

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

Module Legend			
KEW.PS-10	View/Print KEW.PS-10	Good Receive Note	View/Print Goods Received Note

Note

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

3.0 Procurement Standard (APPL)

Overview

Procurement Standard (APPL) is purchase item supplied by Pharmaniaga Logistic Sdn. Bhd. (PLSB). Item purchase based on selected criteria by using system. Purchasing value has no limitation in particular year. Purchasing Item via Recommended Purchase List (RPL) is for the routine activity only 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 Pharmacist and Assistant Pharmacist at the Level 1 (subject to user assigned by the facility)

Functional Diagram

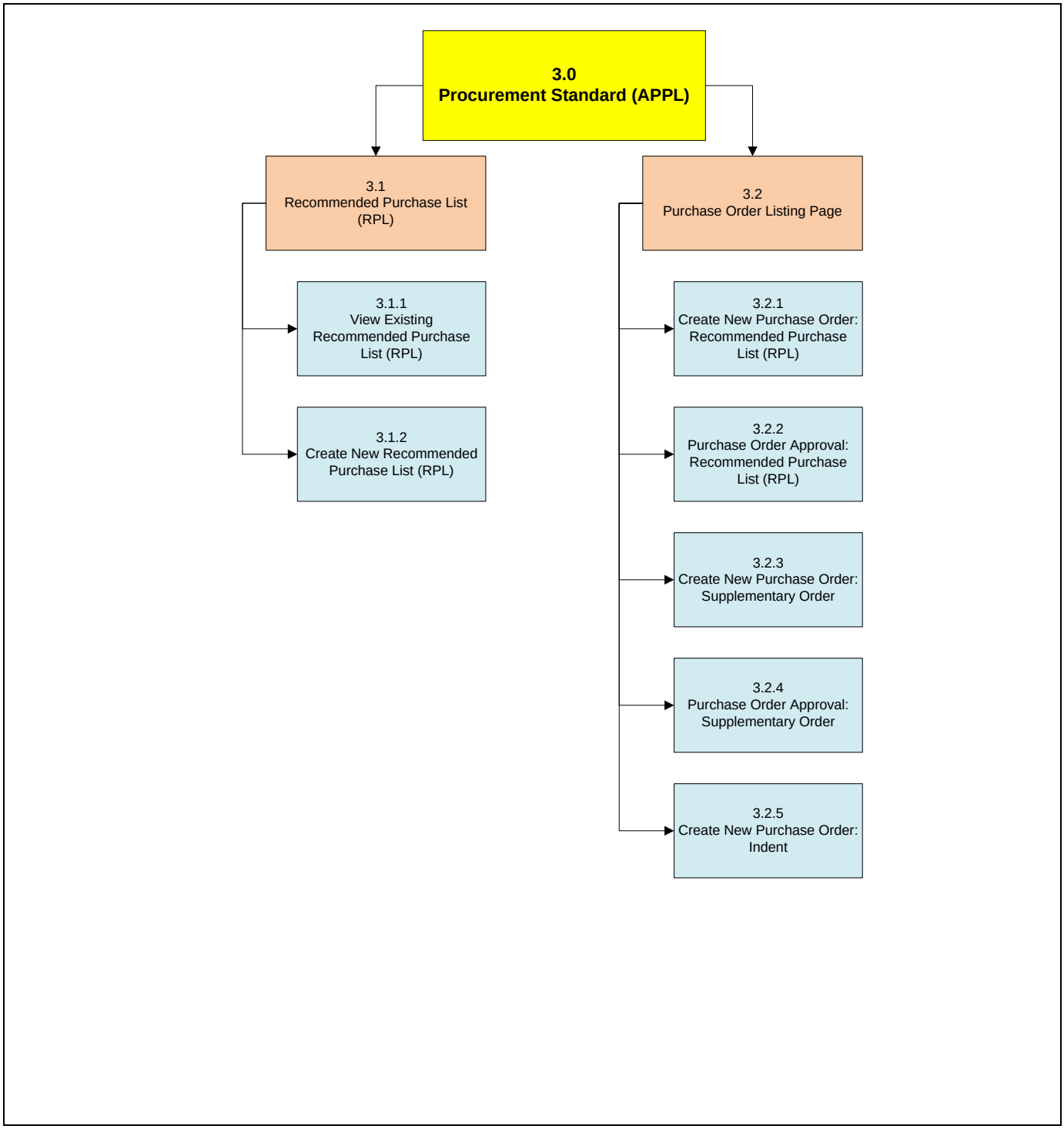


Figure 3.0-1

3.1 Recommended Purchase List (RPL)

RPL function in PhIS will be used for user to proceed with Drug or Non Drug purchasing in bulk. This screen will allow user to view a list of items that are recommended to be purchased based on the selection criteria and the available quantity of Drug or Non Drug in the Item/Product Buffer Level maintenance file.

3.1.1 View Existing Recommended Purchase List (RPL) record(s)

To view existing Recommended Purchase List (RPL) record(s), perform the steps below:

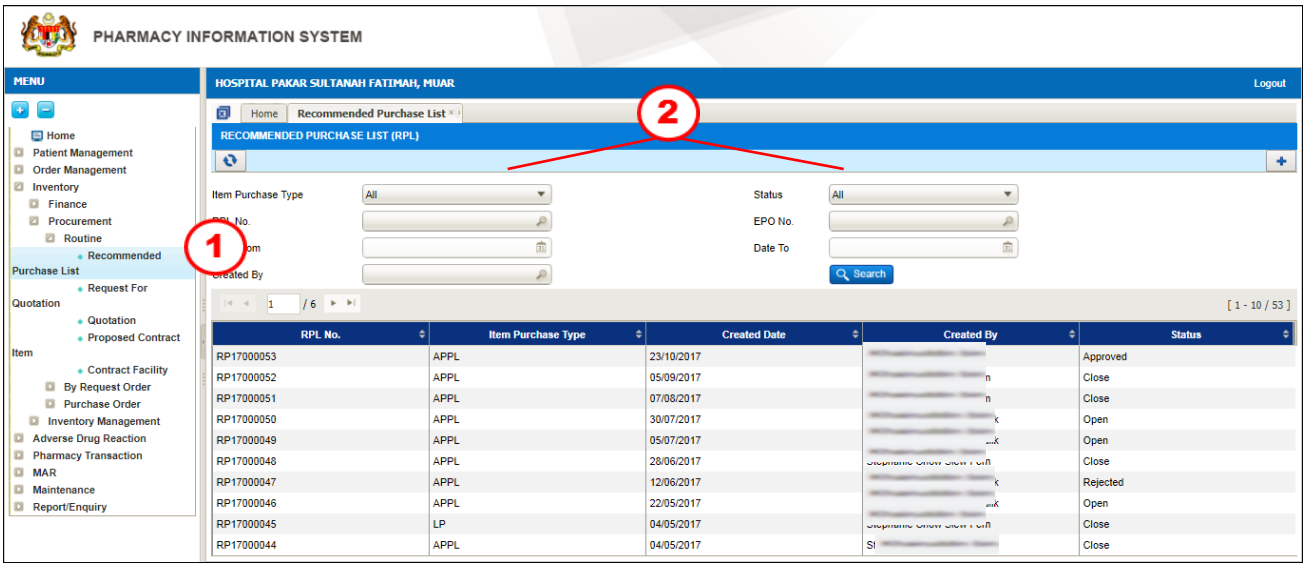


Figure 3.1.1-1 Recommended Purchase List (RPL) Listing Page

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, user may search by criteria as follow:

No	Field	Description	Remark
A	Item Purchase Type	Select Item Purchase Type from the drop-down menu: - All - APPL - Contract - LP	Filter and search existing records based on Item Purchase Type
b	Status	Select Status from the drop-down menu: - All - Approved - Cancelled - Close - Open - Pending For Approval - Pending For	Filter and search existing records based on Status

		Verification - Rejected	
c	RPL No.	Filter and search for record by selecting RPL No.	Filter and search existing records based on RPL No.
d	EPO No.	Filter and search for record by selecting EPO No.	Filter and search existing records based on EPO No.
e	Date From	Select start date from the calendar	Filter and search existing records based on date The date format will be 'DD/MM/YYYY'. i.e. 01/01/2015
f	Date To	Select end 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
g	Created By	Filter and search for record by entering User First Name and/or User Last Name	Filter and search existing records based on Created By

Table 3.1.1-1

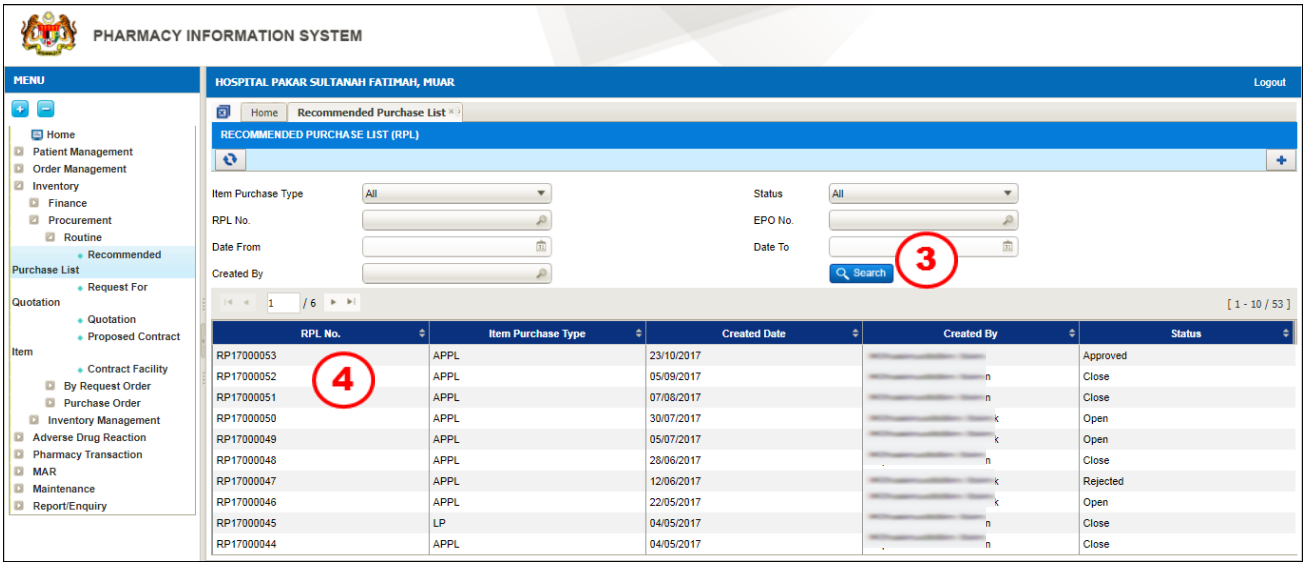


Figure 3.1.1-2 Recommended Purchase List (RPL) Listing Page

STEP 3

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

STEP 4

Double click on the selected record to view the transaction details as shown in Figure 3.1.1-3

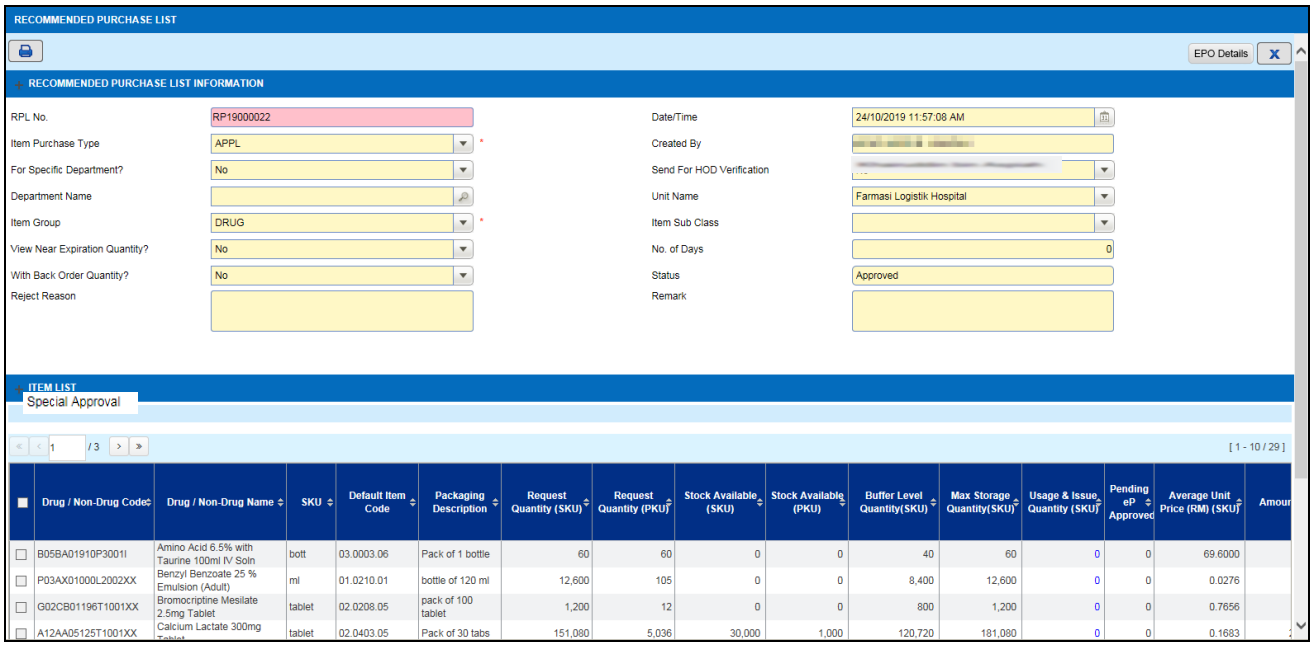


Figure 3.1.1-3 Existing Recommended Purchase List (RPL) record

3.1.2 Create New Recommended Purchase List (RPL) record

To generate a Recommended Purchase List (RPL) record, perform the steps below:

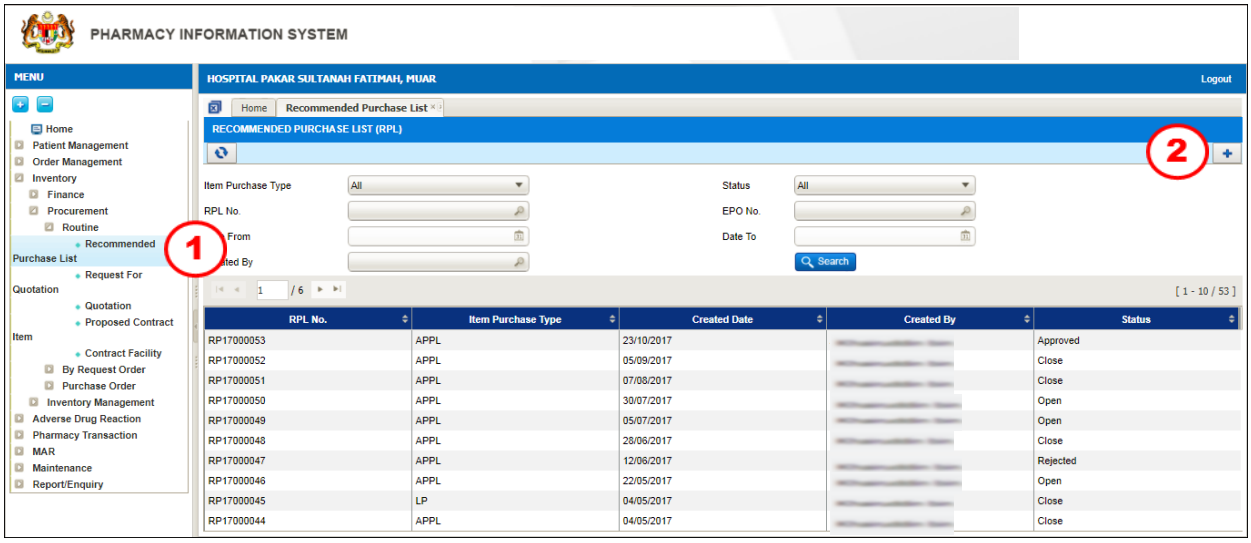


Figure 3.1.2-1 Create New Recommended Purchase List (RPL) record

This function is used to generate a list of standard items to be purchased for facility based on the buffer level maintained by pharmacy store

Available Quantity of items that are below than the buffer level quantity set in the Item/Product Buffer Level will be generated in Recommended Purchase List (RPL)

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 per Figure 3.1.2-2

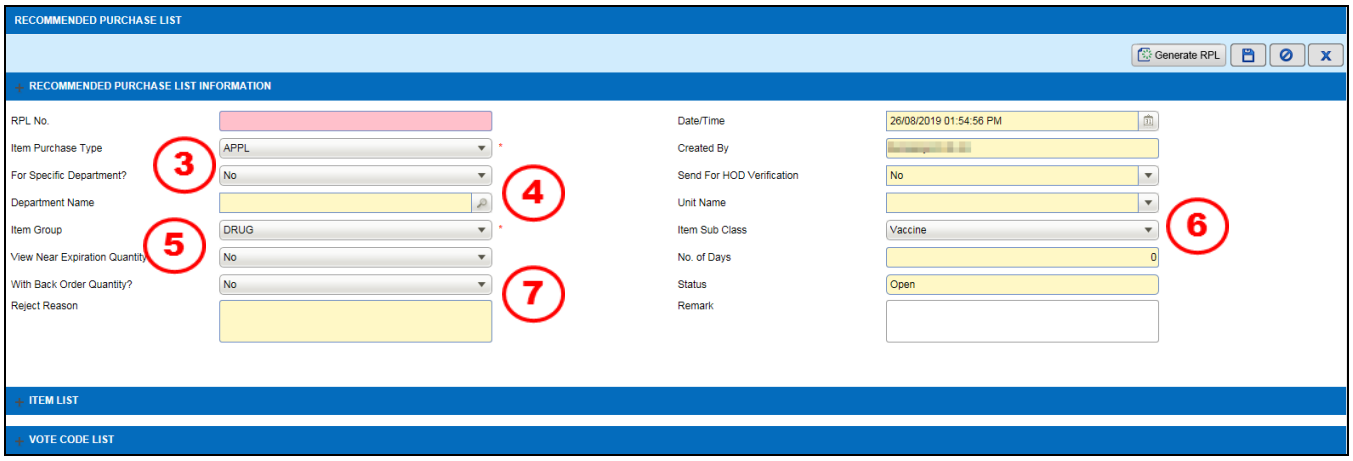


Figure 3.1.2-2 Recommended Purchase List (RPL)

Note

- *Date/Time will default to current date/time.*
- *Created By will display log in user's First Name and Last Name set in User Profile.*
- *Status is defaulted to 'Open' for the newly created record.*

STEP 3
Select ***Item Purchase Type*** as APPL from the drop-down box

STEP 4
Select ***For Specific Department:*** NO

Note
*If **For Specific Department** is 'NO', function for **Send for HOD Approval** will be disabled. **Department Name** and **Unit Name** fields are also disabled.*

STEP 5
Select ***Item Group*** from the drop-down box:
- Drug
- Non Drug

STEP 6
Select ***Item Sub Class*** (Optional)

Note
The value for the Item Sub Class drop down box will be based on the selection of Item Group.

STEP 7
Select ***View Near Expiration Quantity*** from the drop-down box
- Yes
- No

Note

- *If selection is 'Yes', user is mandatory to enter an integer in the 'No of Days' field as shown in Figure 3.1.2-3.*
- *System will display the quantity of item to expire based on the number of days entered by user for all*

drug/non drug in the Item List section.

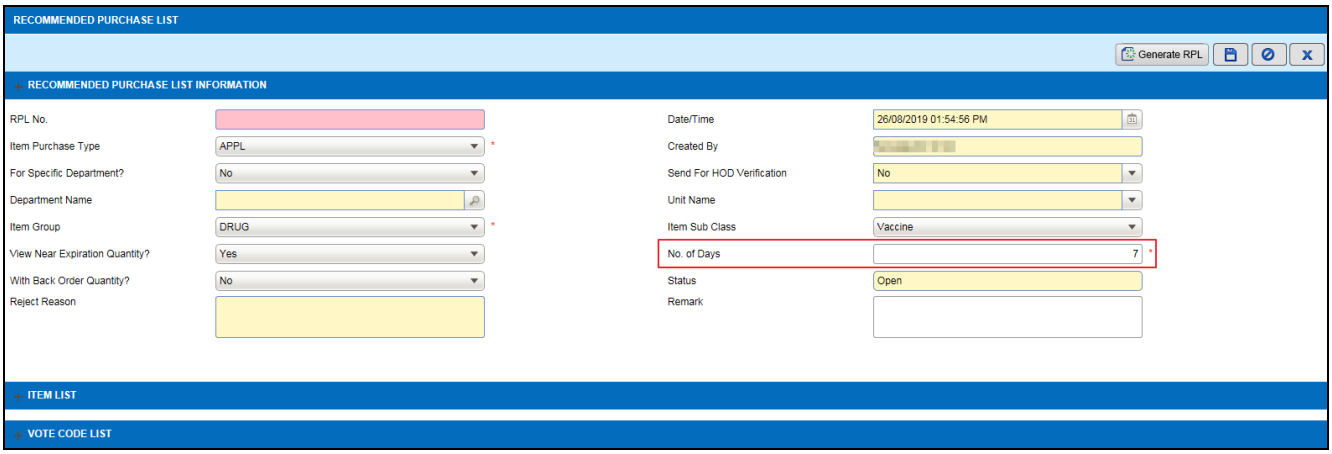


Figure 3.1.2-3 'No Of Days' field

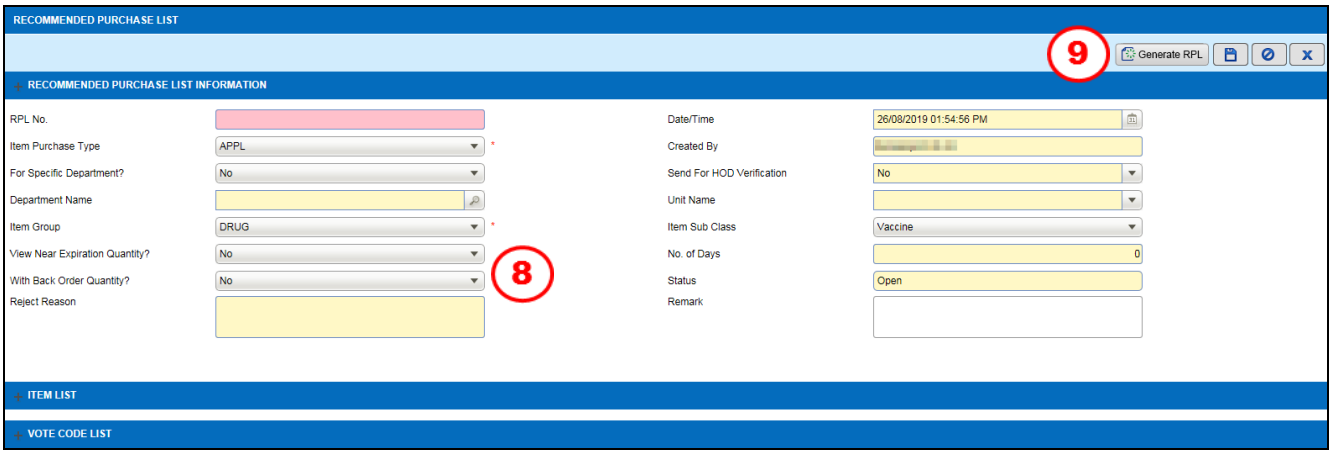


Figure 3.1.2-4 Generate RPL

STEP 8

Select to view ***With Back Order Quantity*** from the drop-down box:

- Yes
- No

Note

- *Back Order Quantity represents the pending receive quantity that has not been supply yet by PLSB. The Back Order Quantity will affect the calculation for Request Quantity (SKU).*

- *Request Quantity (SKU) = ((Maximum Storage Quantity) - (Stock Available)) - Back Order Quantity*

STEP 9

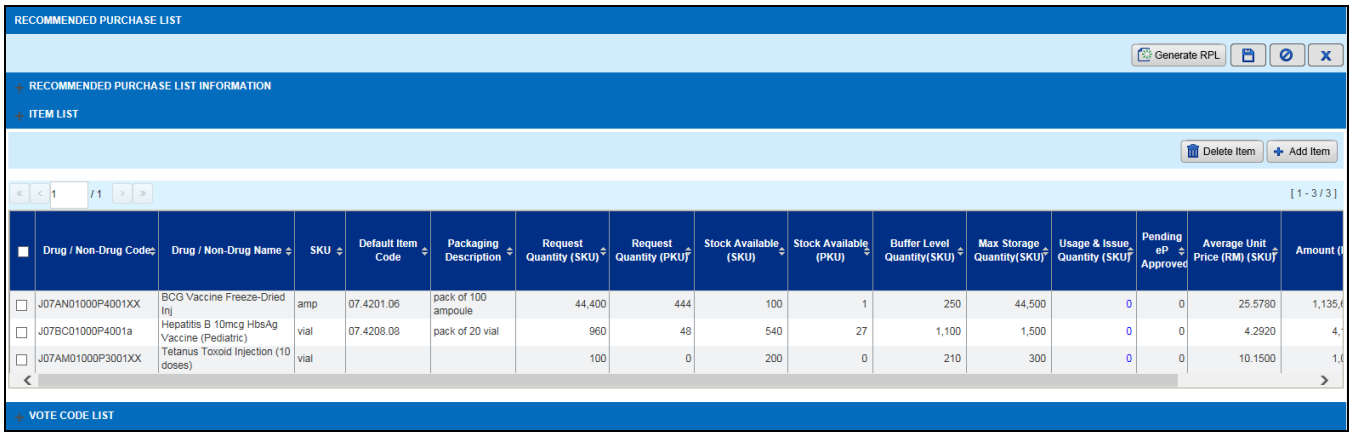
Click on the

button for system to generate list of drug/non drug that needs to be procured

Note

- *System will go through the Item/Product Buffer Level master to search and recommend Drug or Non Drug item that need to be purchased as the Available Quantity is less than the Buffer Level Quantity set for each drug/non drug.*

- *These are the information displayed under the 'Item List' section:*



Drug / Non-Drug Code	Drug / Non-Drug Name	SKU	Default Item Code	Packaging Description	Request Quantity (SKU)	Request Quantity (PKU)	Stock Available (SKU)	Stock Available (PKU)	Buffer Level Quantity(SKU)	Max Storage Quantity(SKU)	Usage & Issue Quantity (SKU)	Pending eP Approved	Average Unit Price (RM) (SKU)	Amount
J07AN01000P4001XX	BCG Vaccine Freeze-Dried Inj	amp	07.4201.06	pack of 100 ampoule	44,400	444	100	1	250	44,500	0	0	25.5780	1,135,
J07BC01000P4001a	Hepatitis B 10mcg HbsAg Vaccine (Pediatric)	vial	07.4208.08	pack of 20 vial	960	48	540	27	1,100	1,500	0	0	4.2920	4,
J07AM01000P3001XX	Tetanus Toxoid Injection (10 doses)	vial			100	0	200	0	210	300	0	0	10.1500	1,

Figure 3.1.2-5 Item List section

No	Field	Description	Remark
a	Drug/Non Drug Code	The values are retrieved from the Item/Product Buffer level	Display the code set for the Drug/Non Drug maintained by BPF, KKM
b	Drug/Non Drug Name	The values are retrieved from the Item/Product Buffer level	Display the description set for the Drug/Non Drug maintained by BPF, KKM
c	SKU	The field will display the SKU set for the selected Item Code	System will display the SKU for the selected Item Code list by RPL function
d	Default Item	The field will display the default item set for the selected Drug/Non Drug	System will display the default item code set at Drug/Non Drug Catalogue
e	Packaging Description	Packaging Description of the Item	System will display the packaging based on default item show in the list
f	Request Quantity (SKU)	The field will display the suggested purchase quantity in SKU set for displayed Drug/Non Drug	Calculation: With Back Order Quantity = No Request Quantity (SKU) = Max Storage Quantity - Buffer Level Quantity With Back Order Quantity = Yes Request Quantity (SKU) = (Max Storage Quantity - Buffer Level Quantity) - Back Order Quantity
g	Stock Available	Quantity of stock available in the system	Will be automatically displayed based on the drug/non drug displayed
h	Buffer Level Quantity	Buffer Level Quantity set for the drug in the Item/Product Buffer Level master	Will be automatically displayed based on the drug/non drug displayed
i	Max Storage Quantity	Max Storage Quantity set for the drug in the Item/Product Buffer Level master	Will be automatically displayed based on the drug/non drug displayed
j	Usage & Issue Quantity	Display Usage & Issue Quantity for the: - 1st 30 days - 2nd 30 days	The values displayed is for viewing purpose only and non editable

		-3rd 30 days - Monthly Average	
k	Pending eP Approved	Display the quantity of item with pending eP Approved	System will display for the same drug with status 'Pending eP Approved' only and not yet complete the payment
l	Back Order	Will display the drug/non drug that has pending receive quantity from PLSB	Request Quantity (SKU) = (Max Storage Quantity - Available Quantity) - Back Order Quantity
m	Average Unit Price (RM)	Average Unit Price (RM)	Average Unit Price (RM)
n	Amount (RM)	Display the Amount (RM) that will be charged for current purchasing	Amount (RM) = Average Unit Price (RM) * Request Quantity (SKU)
o	No of Vote Code	Will display the Number of Vote(s) that will be charged for the current purchasing	Default Value for the No. of Vote Code = 1 The value will be updated if user add in more vote to be charged for the same drug/non drug
p	YTD Purchase Amount (RM)	YTD Purchase Amount (RM)	YTD Purchase Amount (RM)

Table 3.1.2-1

- *These are the information displayed under the Vote Code List' section:*

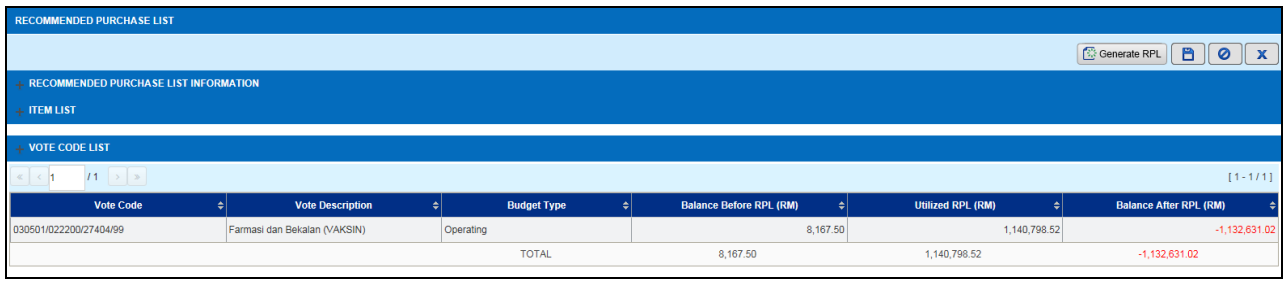


Figure 3.1.2-6 Vote Code List section

No	Field	Description	Remark
a	Vote Code	Code for default Vote set for the drug/non drug	Display the default Vote Code set in the Item/Product Buffer Level
b	Vote Description	Description for default Vote set for the drug/non drug	Display the default Vote Description set in the Item/Product Buffer Level
c	Budget Type	Budget Type will display any of the Budget Type listed below and is non editable: - Operating - Development - Dasar Baru - One Off	The Budget Type set for the charging Vote Code
d	Balance Before RPL (RM)	Balance Before RPL (RM)	Display the balance Amount (RM) for the Vote before the purchasing of this order
e	Utilized RPL (RM)	Utilized RPL (RM)	Display the Amount (RM) to be used for the order
f	Balance After RPL	Balance After RPL (RM)	Display the balance Amount (RM) for the Vote

	(RM)		after the purchasing of this order Negative value will be shown if the budget in the Vote is not sufficient for the current purchasing, but system will not stop user to proceed.

Table 3.1.2-2

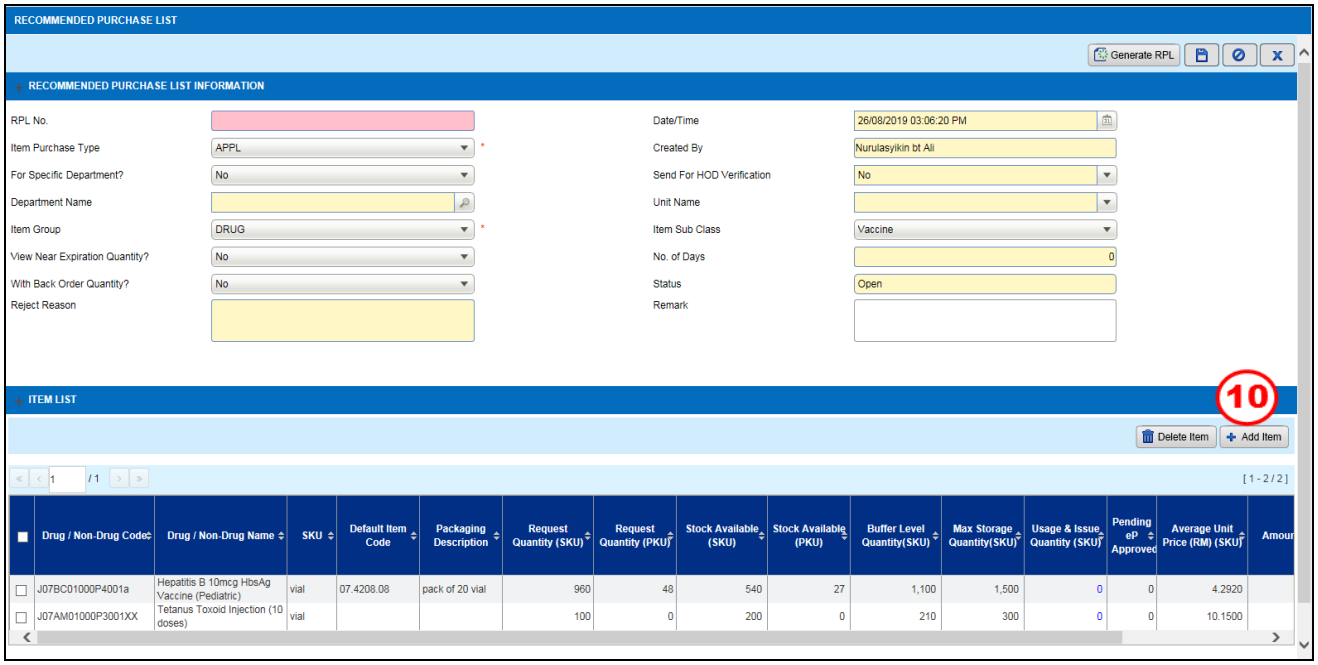


Figure 3.1.2-7 Add Item

STEP 10

Click on the button to add additional item manually and system will display the 'Add Item' screen as shown in Figure 3.1.2-8

Note

Add Item function allows user to add additional item that are not generated from the RPL process.

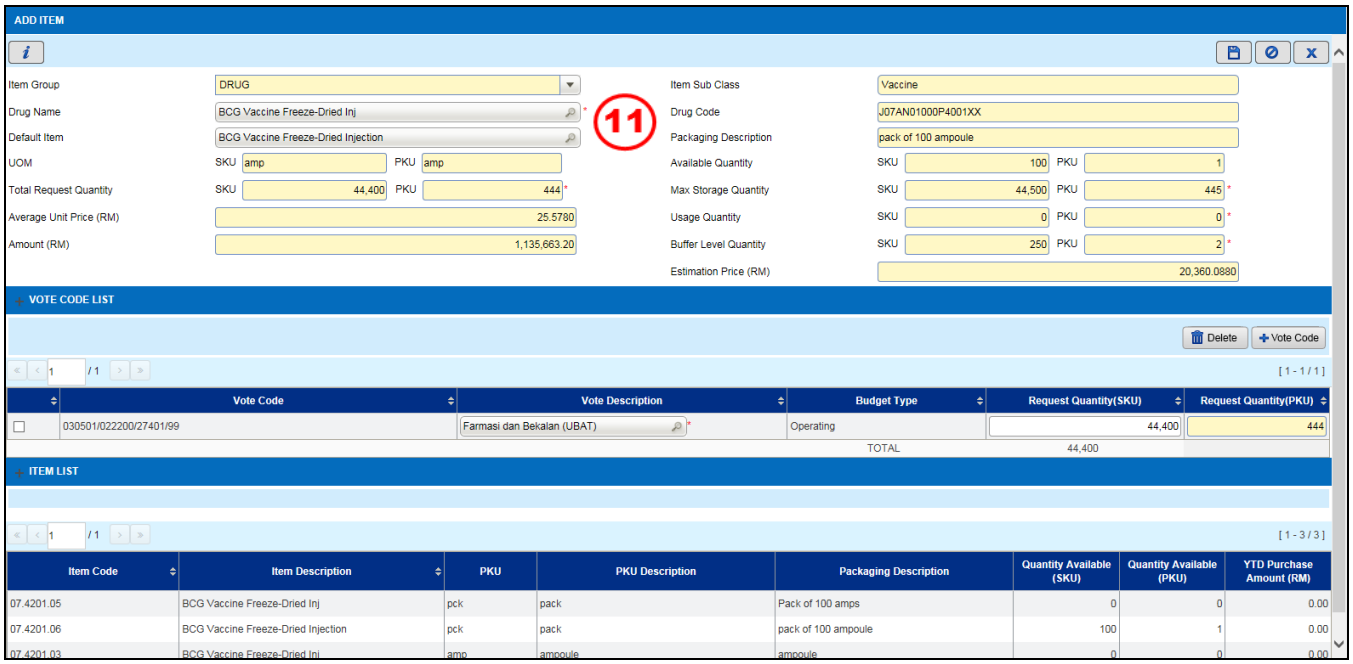


Figure 3.1.2-8 Add Item manually into RPL

STEP 11
Select ***Drug Name***

Note

- *Drug Name displayed are from the Item/Product Buffer Level.*
- *Default Item will be automatically displayed.*
- *Total Request Quantity will be auto calculated but user is allowed to modify at the Vote Code List section.*
- *Formula for Request to Purchase Quantity = Max Storage Quantity - Stock Available*
- *Estimation Price (RM) will be auto displayed by the system*
- *Amount (RM) will be auto calculated by system and is non editable. Amount (RM) = Unit Price (RM) * Request to Purchase Quantity.*

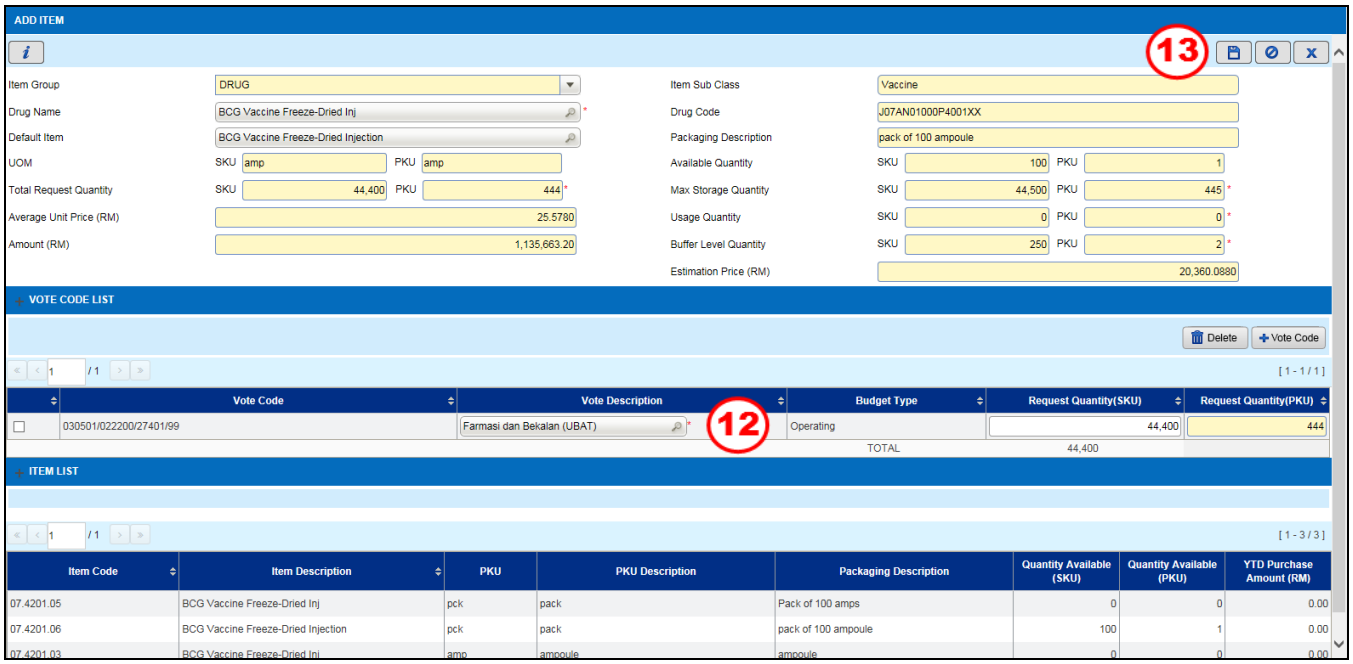


Figure 3.1.2-9 Add Item

STEP 12

Click on the ***Vote Description*** button to add information

Note

- *User is allowed to modified Request Quantity (SKU)*
- *If user enter Request Quantity(SKU) > (Max Storage Quantity - Stock Available), alert message as shown in Figure 3.1.2-10 will be displayed.*

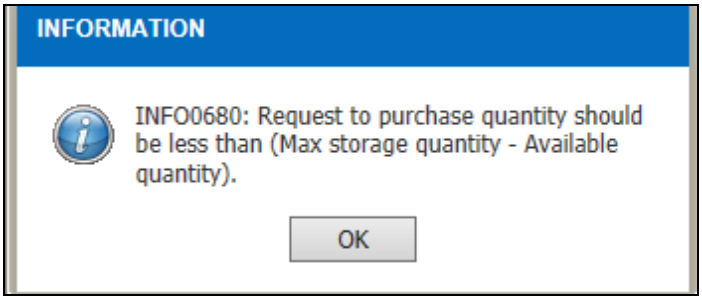


Figure 3.1.2-10 Information

STEP 13

Click on the button to save the selected drug/non drug into the Item List section

Note

After save, record will be displayed at the Item List Section as shown in Figure 3.1.2-11 and will be highlighted with green colour

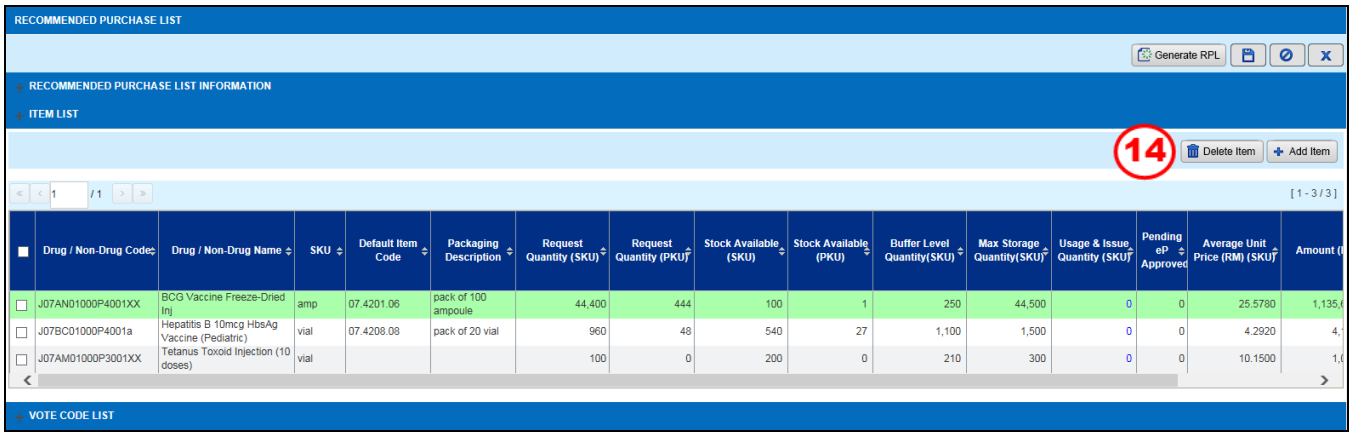


Figure 3.1.2-11 Recommended Purchase List

STEP 14
To delete drug/non drug from the Item List section, check on the check box next to Drug/Non Drug Code and click on the Delete Item button

Note
Deleted item(s) will be removed from the Item List section.

Modification of the Item Information

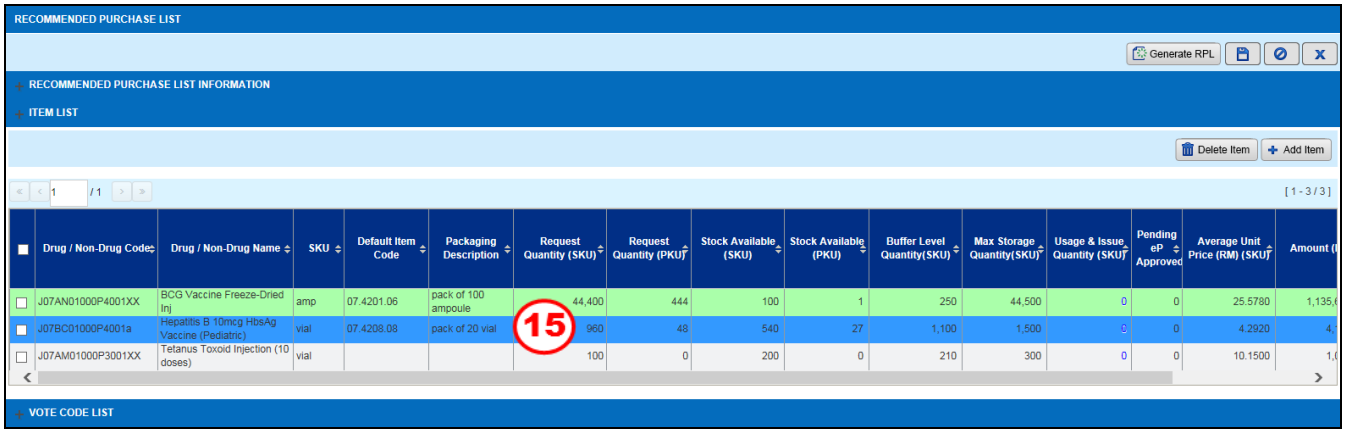


Figure 3.1.2-12 Item List

STEP 15
Double click on any Drug/Non Drug to view/amend the Drug/Non Drug details and Item Information screen will be displayed as shown in Figure 3.1.2-13

Note
User is allowed to amend these in the Item Information screen:

- *Change the Vote to be charged*
- *Change the Quantity to Purchase*
- *Add additional Vote to be charged*

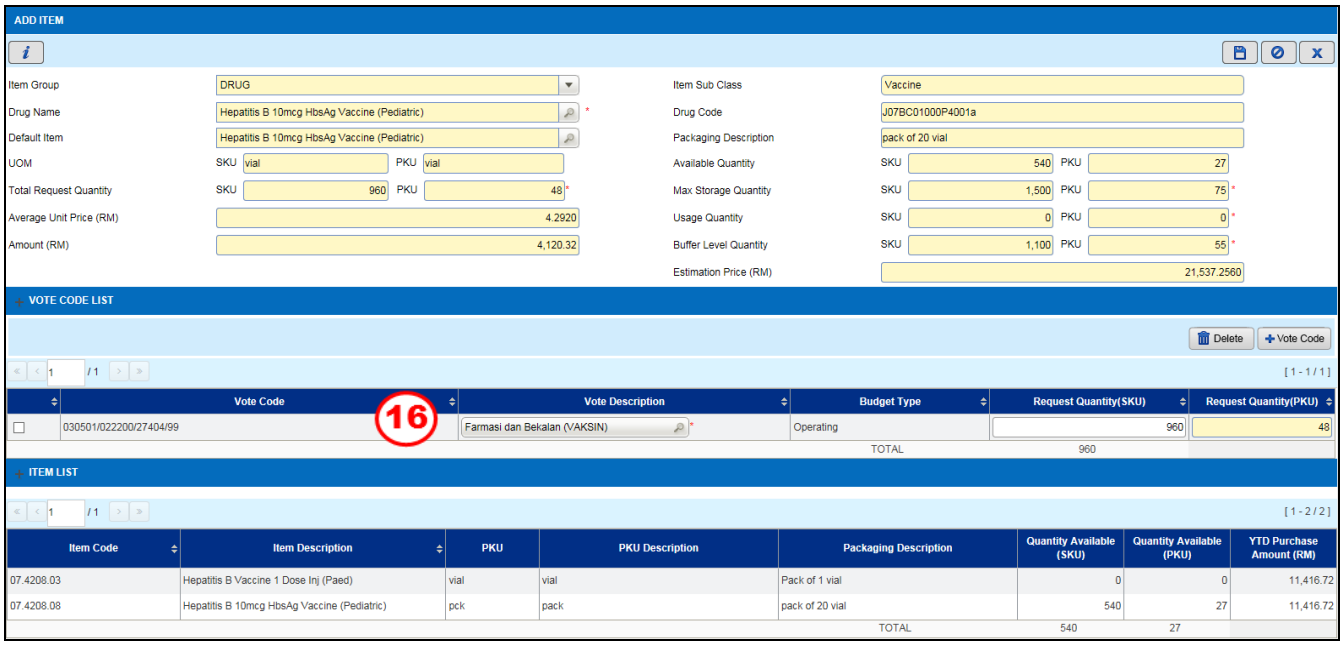


Figure 3.1.2-13 Item Information

STEP 16

Click on the ***Vote Description*** button to modify the information

Note

If user want to Add Vote to be charged, follow steps below:

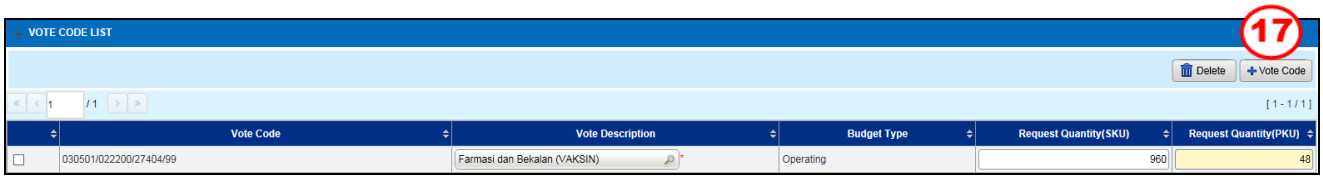


Figure 3.1.2-14 Vote Code List

STEP 17

Click on the Vote Code button to Add Vote Code and system will display screen as shown in Figure 3.1.2-15

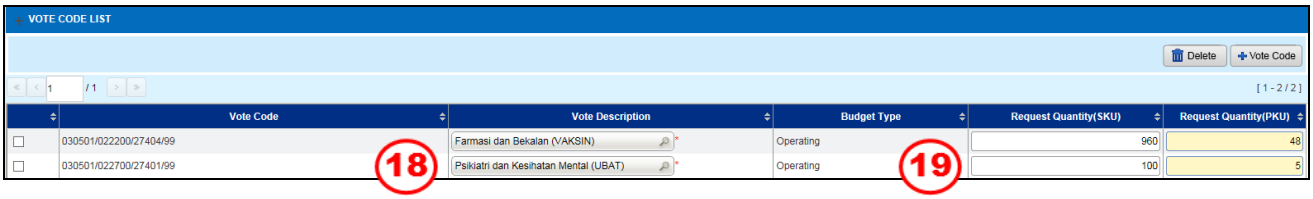


Figure 3.1.2-15 Vote Information

STEP 18

Click on the ***Vote Description*** button and 'Vote Code' window will be displayed as Figure 3.1.2-16

Note

- ***Vote Description*** *and/or* ***Vote Code*** *allows user to do random search based on Vote Description and/or Vote Code.*

- *Double click to select a **Vote Description/Code.***

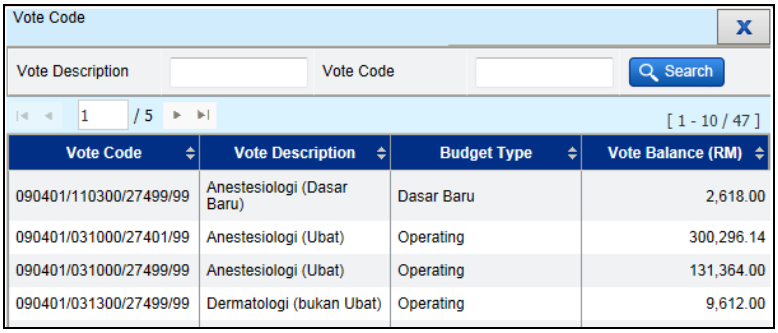


Figure 3.1.2-16 Vote Code

STEP 19
Enter ***Request Quantity(SKU)***

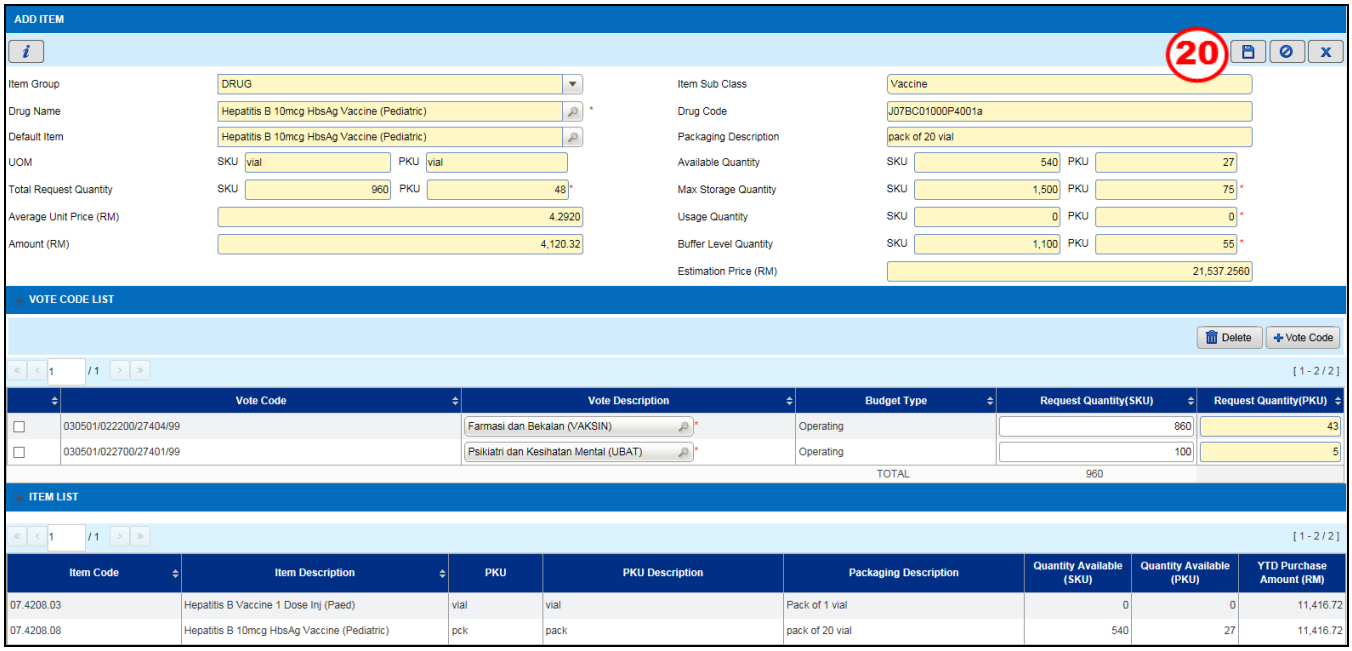


Figure 3.1.2-17 Add Item

STEP 20

Click on the button to save the modified information

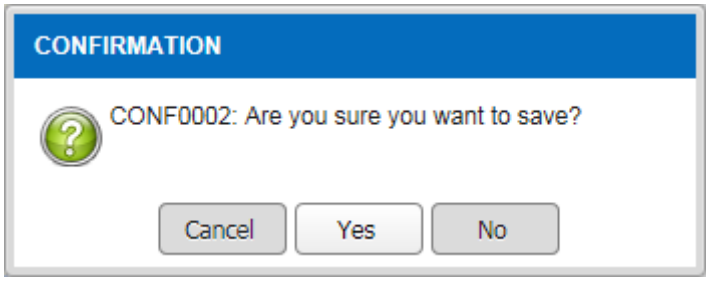


Figure 3.1.2-18 Confirmation Messages

Note

- If click on the Yes button, record will be saved.
- If click on the No button, record will not be saved

Note

After saved, system will back to Recommended Purchase List screen as shown in figure 3.1.2-19 where modified data will be display with green color

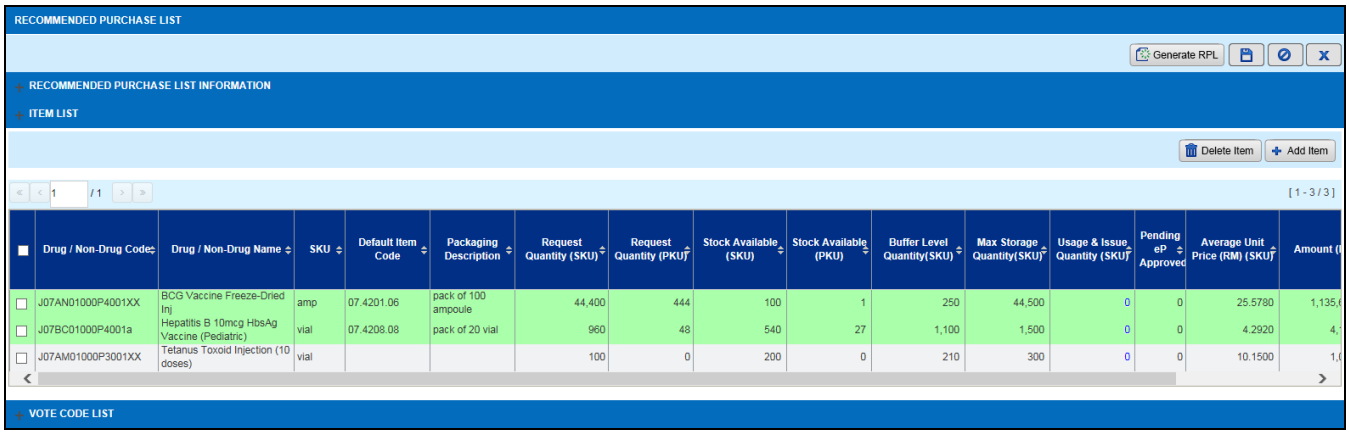


Figure 3.1.2-19 Recommended Purchase List

STEP 21

Click on the button to save the RPL record

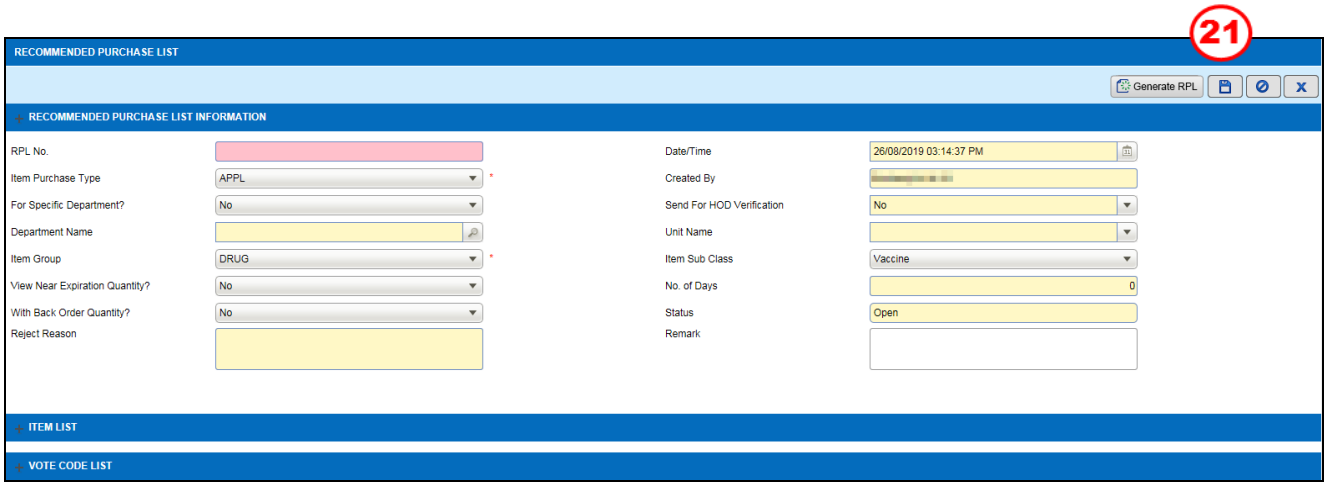


Figure 3.1.2-20 Save RPL

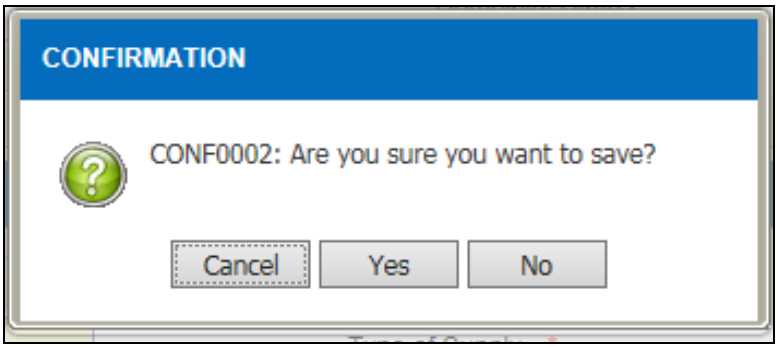


Figure 3.1.2-21 Alert Messages

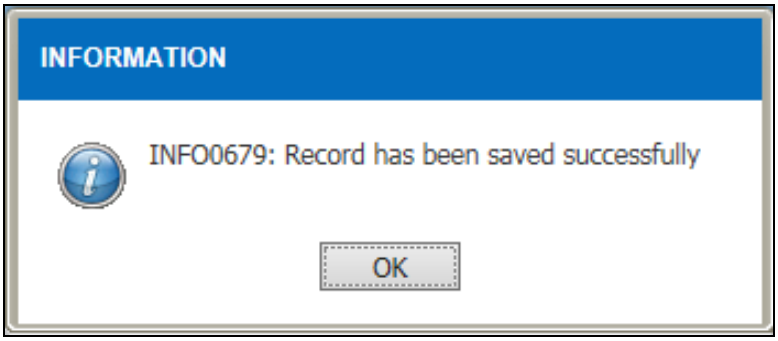


Figure 3.1.2-22 Alert Messages

Note

- *If click on the* Yes *button, record will be save*
- *If click on the* No *button, record will not be save*
- *Click on the* OK *button to update data.*
- ***RPL No** will be auto generated by system after user click on the save button for future reference. E.g.: RP14002653*

Character	Description	Value
1-2	RPL	'RP'
3-4	Current year in 'YY' format	15
5-10	Unique running number	Starting from 000001. This running number will be restarted to 000001 of every new financial year

Table 3.1.2-3

- Approve, Reject *and* Cancel Request *will be displayed after the transaction is successfully saved as shown in Figure 3.1.2-23*

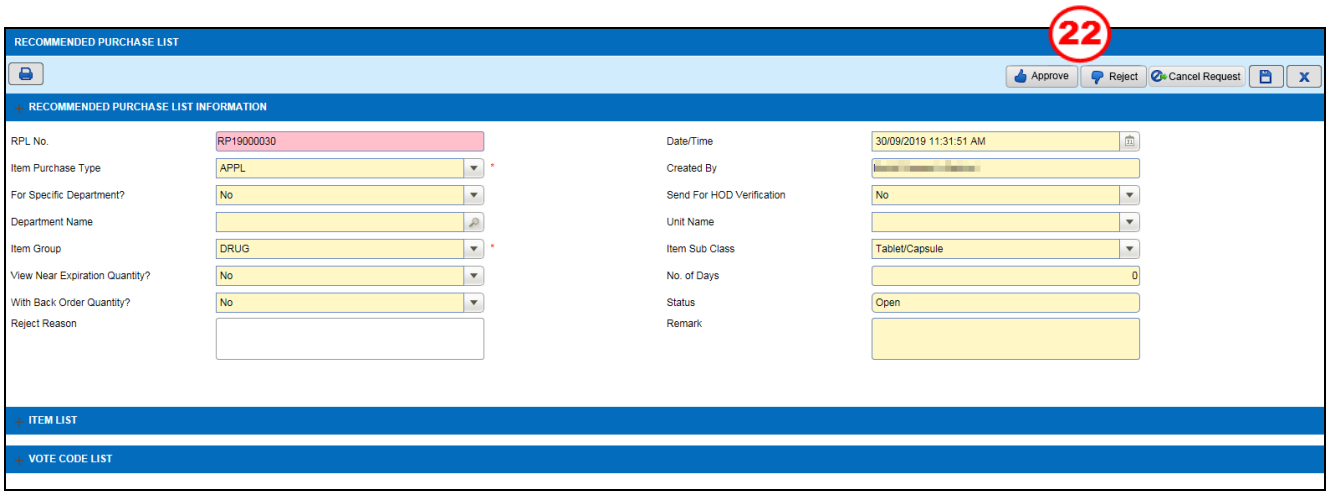


Figure 3.1.2-23 RPL Approval

STEP 22

a) Click on the Approve button to approve the record and confirmation message will be display as Figure 3.1.2-24

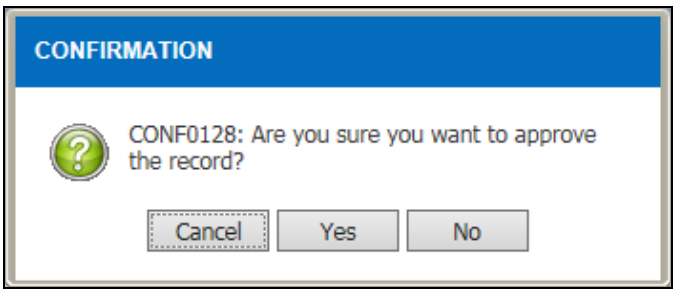


Figure 3.1.2-24 Confirmation Message

Note

- *Click on the* Yes *button to approved record and information message will be display as Figure* 3.1.2-25

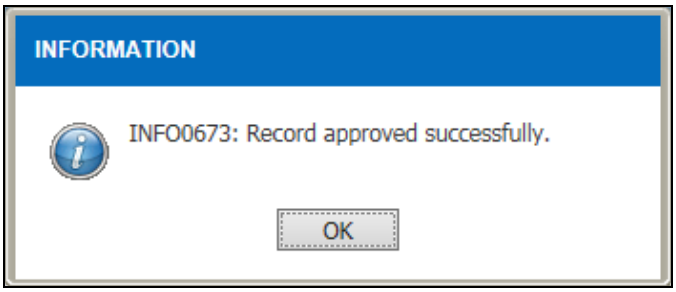


Figure 3.1.2-25 Information Message

Note

- *Click on the* OK *button to successfully approved the record*
- *Button* Generate EPO *will be displayed after approve the transaction as shown in Figure 3.1.2-29*

b) Click on the Reject button to reject the record and confirmation message will be display as Figure 3.1.2-26

Note

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

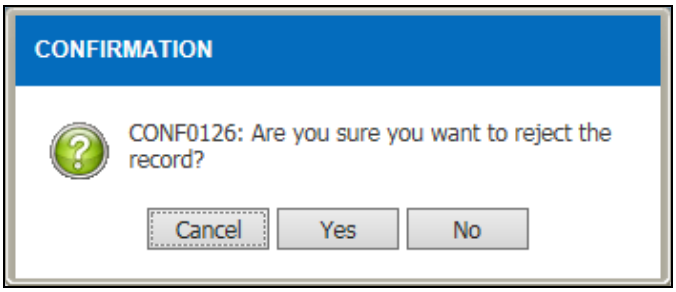


Figure 3.1.2-26 Confirmation Message

Note

- *Click on the Yes button to reject record and information message will be display as Figure 3.1.2-27*

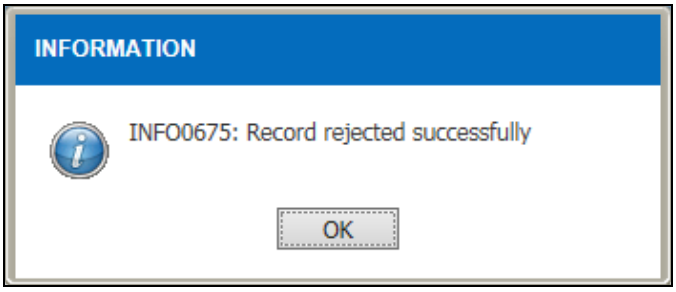


Figure 3.1.2-27 Information Message

Note

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

c) Click on the Cancel Request button to cancel the record and confirmation message will be display as Figure 3.1.2-28

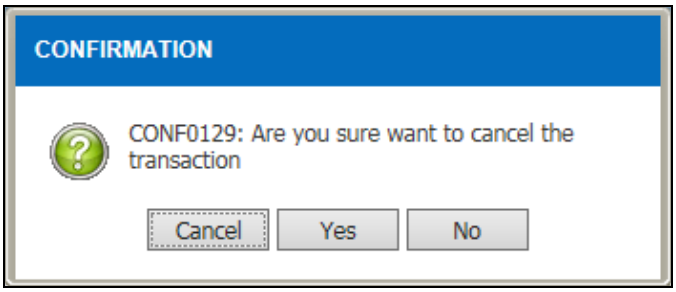


Figure 3.1.2-28 Confirmation Message

Note

Click on the Yes button to cancel the transaction

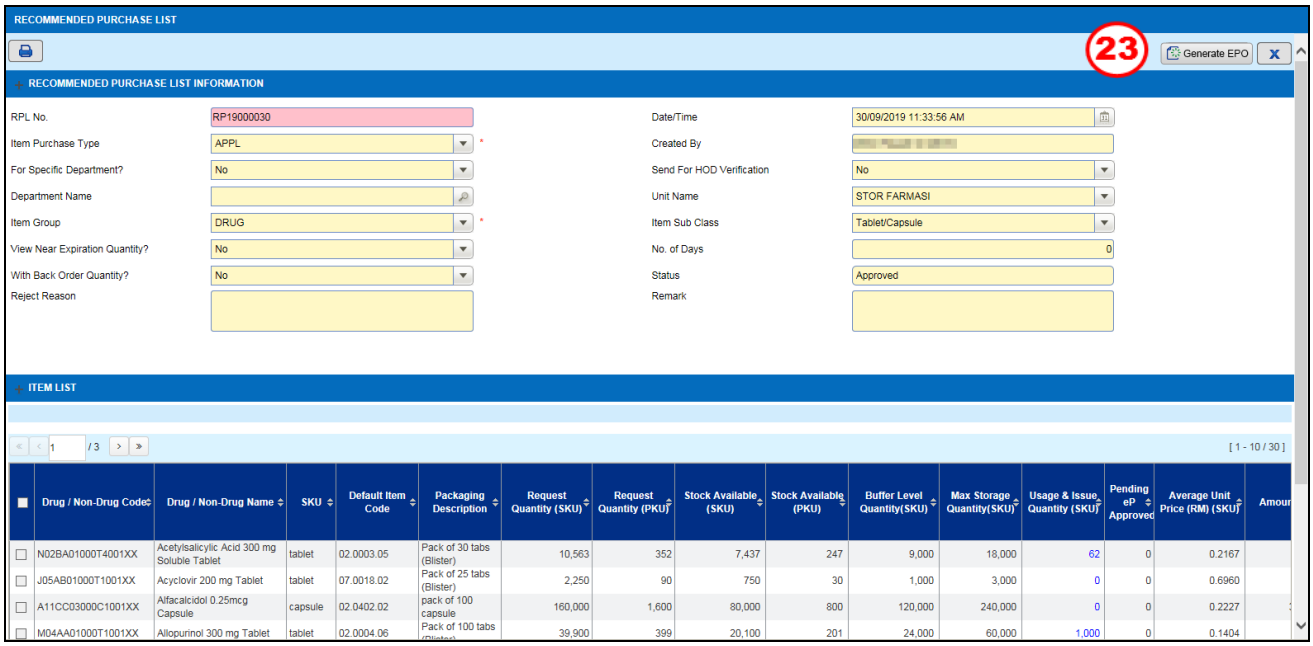


Figure 3.1.2-29 Generate EPO

STEP 23

Click on the Generate EPO button and *EPO Generate Confirmation* window will display as Figure 3.1.2-30

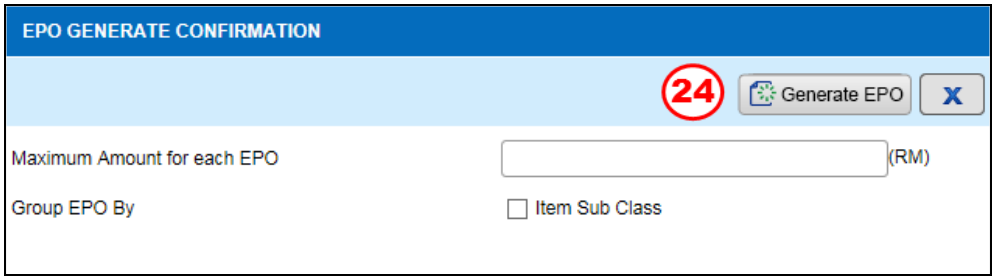


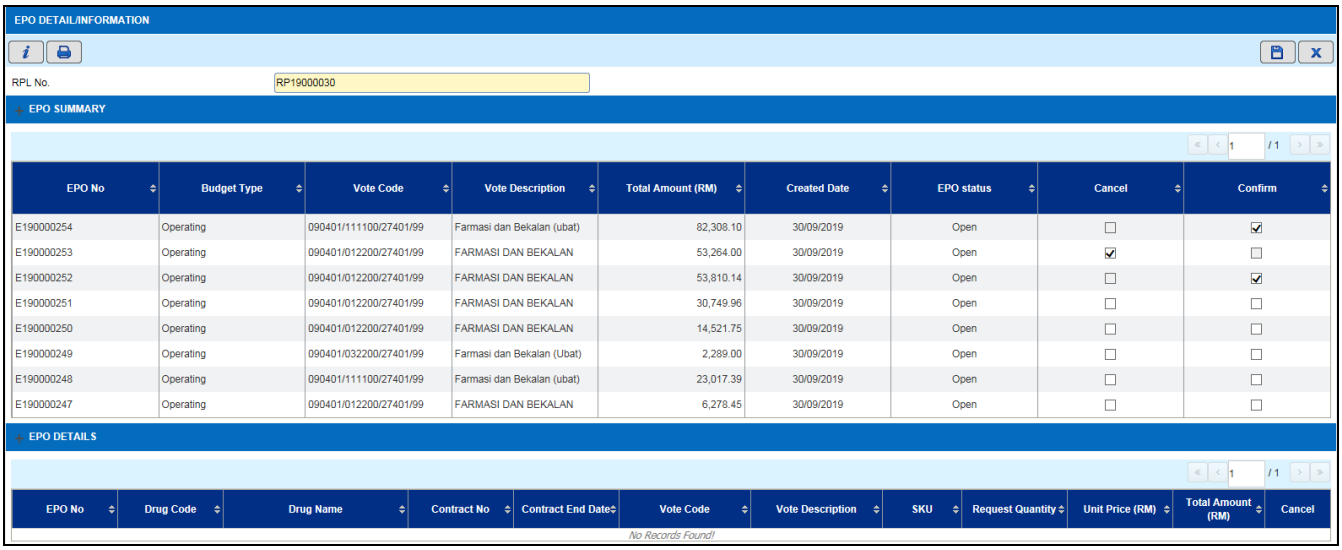
Figure 3.1.2-30 EPO Generate Confirmation

Note

- *enter **Maximum Amount for each EPO** if necessary and EPO will group by Vote Code and Amount*
- *Click on the **Group EPO By** ☐ button and EPO will group by Item Sub Class/Item Class, Vote Code and Amount*

STEP 24

Click on the Generate EPO button to Generate EPO and ***EPO Detail/Information*** window will display as Figure 3.1.2-31



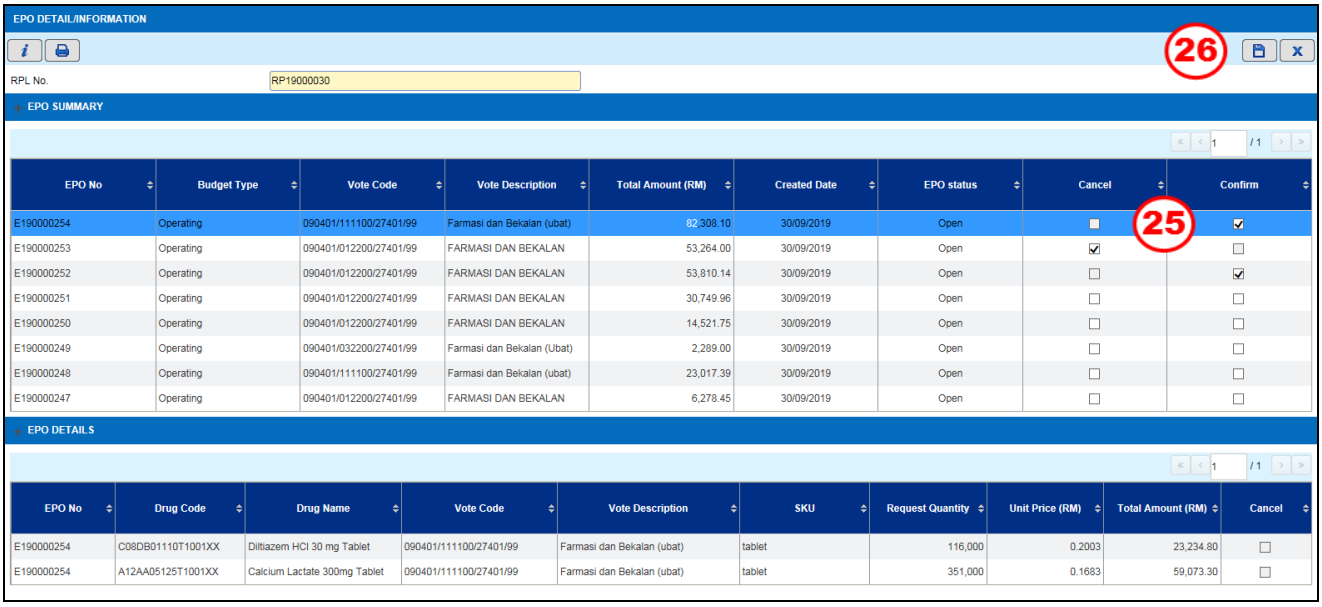
EPO No	Budget Type	Vote Code	Vote Description	Total Amount (RM)	Created Date	EPO status	Cancel	Confirm
E190000254	Operating	090401/111100/27401/99	Farmasi dan Bekalan (ubat)	82,308.10	30/09/2019	Open	☐	☑
E190000253	Operating	090401/012200/27401/99	FARMASI DAN BEKALAN	53,264.00	30/09/2019	Open	☑	☐
E190000252	Operating	090401/012200/27401/99	FARMASI DAN BEKALAN	53,810.14	30/09/2019	Open	☐	☑
E190000251	Operating	090401/012200/27401/99	FARMASI DAN BEKALAN	30,749.96	30/09/2019	Open	☐	☐
E190000250	Operating	090401/012200/27401/99	FARMASI DAN BEKALAN	14,521.75	30/09/2019	Open	☐	☐
E190000249	Operating	090401/032200/27401/99	Farmasi dan Bekalan (Ubat)	2,289.00	30/09/2019	Open	☐	☐
E190000248	Operating	090401/111100/27401/99	Farmasi dan Bekalan (ubat)	23,017.39	30/09/2019	Open	☐	☐
E190000247	Operating	090401/012200/27401/99	FARMASI DAN BEKALAN	6,278.45	30/09/2019	Open	☐	☐

EPO No	Drug Code	Drug Name	Contract No	Contract End Date	Vote Code	Vote Description	SKU	Request Quantity	Unit Price (RM)	Total Amount (RM)	Cancel

Figure 3.1.2-31 EPO Detail/Information

Note

- *Double Click on the selected record to view EPO Details and system will display total Drug/Non-Drug information as shown in Figure 3.1.2-32*



EPO No	Budget Type	Vote Code	Vote Description	Total Amount (RM)	Created Date	EPO status	Cancel	Confirm
E190000254	Operating	090401/111100/27401/99	Farmasi dan Bekalan (ubat)	82,308.10	30/09/2019	Open	☐	☑
E190000253	Operating	090401/012200/27401/99	FARMASI DAN BEKALAN	53,264.00	30/09/2019	Open	☑	☐
E190000252	Operating	090401/012200/27401/99	FARMASI DAN BEKALAN	53,810.14	30/09/2019	Open	☐	☑
E190000251	Operating	090401/012200/27401/99	FARMASI DAN BEKALAN	30,749.96	30/09/2019	Open	☐	☐
E190000250	Operating	090401/012200/27401/99	FARMASI DAN BEKALAN	14,521.75	30/09/2019	Open	☐	☐
E190000249	Operating	090401/032200/27401/99	Farmasi dan Bekalan (Ubat)	2,289.00	30/09/2019	Open	☐	☐
E190000248	Operating	090401/111100/27401/99	Farmasi dan Bekalan (ubat)	23,017.39	30/09/2019	Open	☐	☐
E190000247	Operating	090401/012200/27401/99	FARMASI DAN BEKALAN	6,278.45	30/09/2019	Open	☐	☐

EPO No	Drug Code	Drug Name	Vote Code	Vote Description	SKU	Request Quantity	Unit Price (RM)	Total Amount (RM)	Cancel
E190000254	C08DB01110T1001XX	Diltiazem HCl 30 mg Tablet	090401/111100/27401/99	Farmasi dan Bekalan (ubat)	tablet	116,000	0.2003	23,234.80	☐
E190000254	A12AA05125T1001XX	Calcium Lactate 300mg Tablet	090401/111100/27401/99	Farmasi dan Bekalan (ubat)	tablet	351,000	0.1683	59,073.30	☐

Figure 3.1.2-32 EPO Details

STEP 25

Click on the ***Confirm*** ☑ button to confirm the EPO and the information will flow to Purchase Order

Note

User is allowed to cancel the EPO record by click on the Cancel ☑ button and the record will not flow to purchase order

STEP 26

Click on the button to save the records and Information Message will display as Figure 3.1.2-33

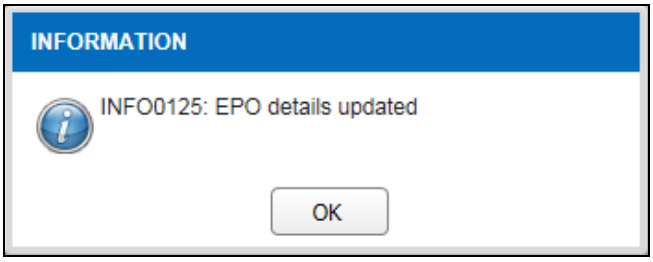


Figure **3.1.2-33 Information Message**

Note

Click on the OK *button to update the EPO Details*

3.2 Purchase Order Listing Page

Purpose of this screen is to allow user to choose 3 order types which is APPL, Contract, and LP and proceed with procurement process. To view existing Purchase Order record, perform the steps below:

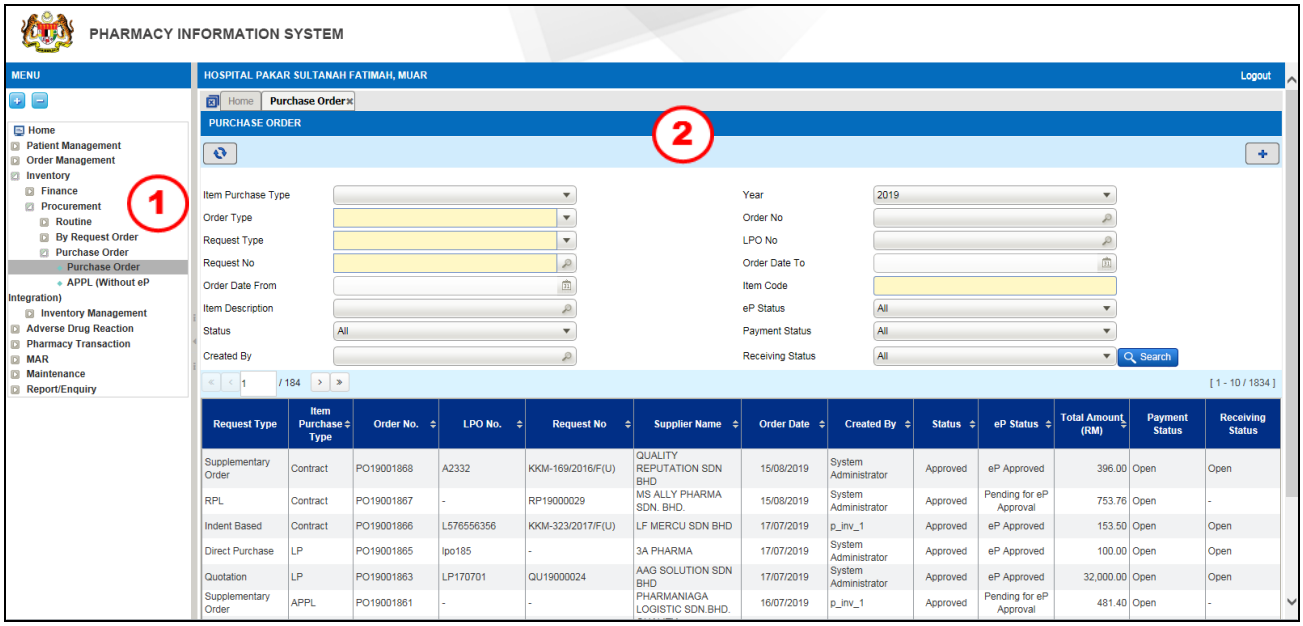


Figure 3.2-1 Purchase Order Listing Page

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

STEP 2
To search for existing purchase order transaction, these search criteria can be used

a) Item Purchase Type
   - APPL
   - Contract
   - LP
b) Order Type
   - Direct Purchase
   - Quotation
c) Request Type
   - Approved Special Drug
   - Indent Based
   - RPL
   - Requisition Order
   - Supplementary Order
d) Order No
e) LPO No
f) Date From
g) Date To
h) Item Description
i) Item Code
j) Status
k) eP Status
   - eP Approved
   - eP Rejected
   - Pending for eP Approval

- eP Cancelled

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

m) Status
- ALL
- Approved
- Cancelled
- Closed
- LPO Cancelled by eP
- Open
- Pending for Approval
- Rejected

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

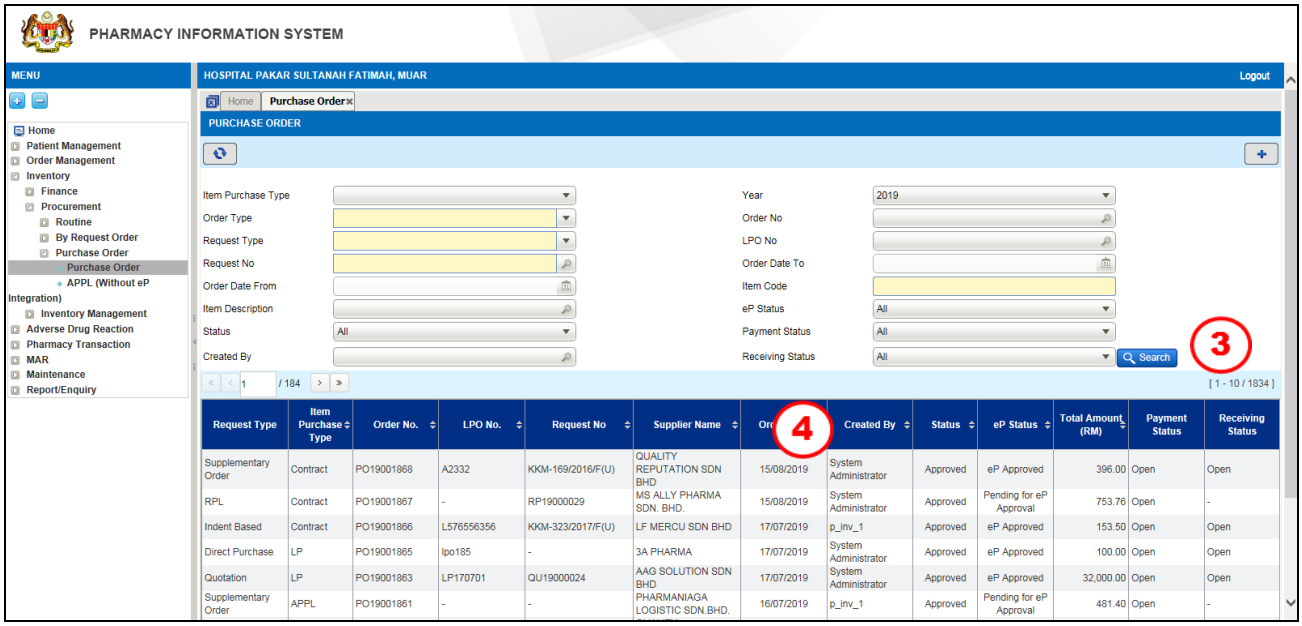


Figure 3.2-2 Purchase Order Listing Page

STEP 3

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

STEP 4

Double click on the selected record and the details will be displayed as figure 3.2-3

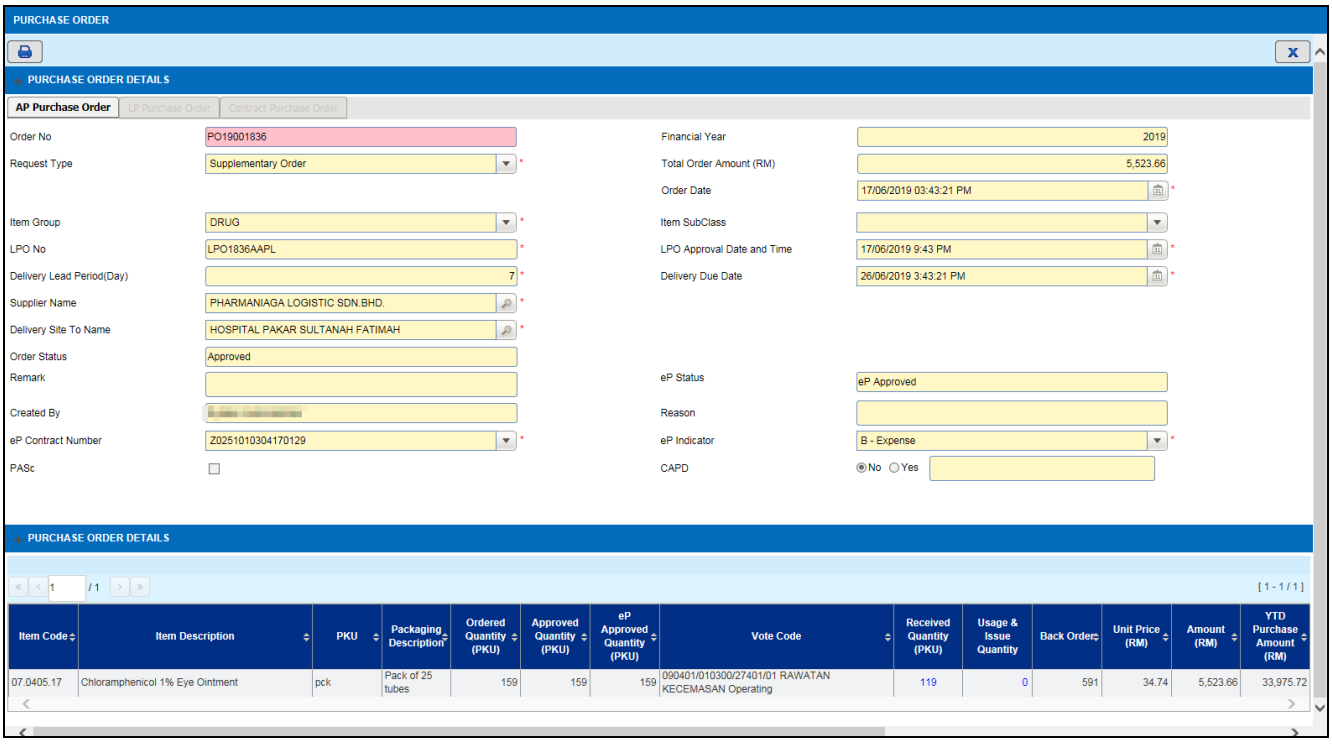


Figure 3.2-3 Purchase Order Details

3.2.1 Create New Purchase Order: Recommended Purchase List (RPL)

To create a new Contract Recommended Purchase List (RPL) Purchase Order transaction, perform the steps below:

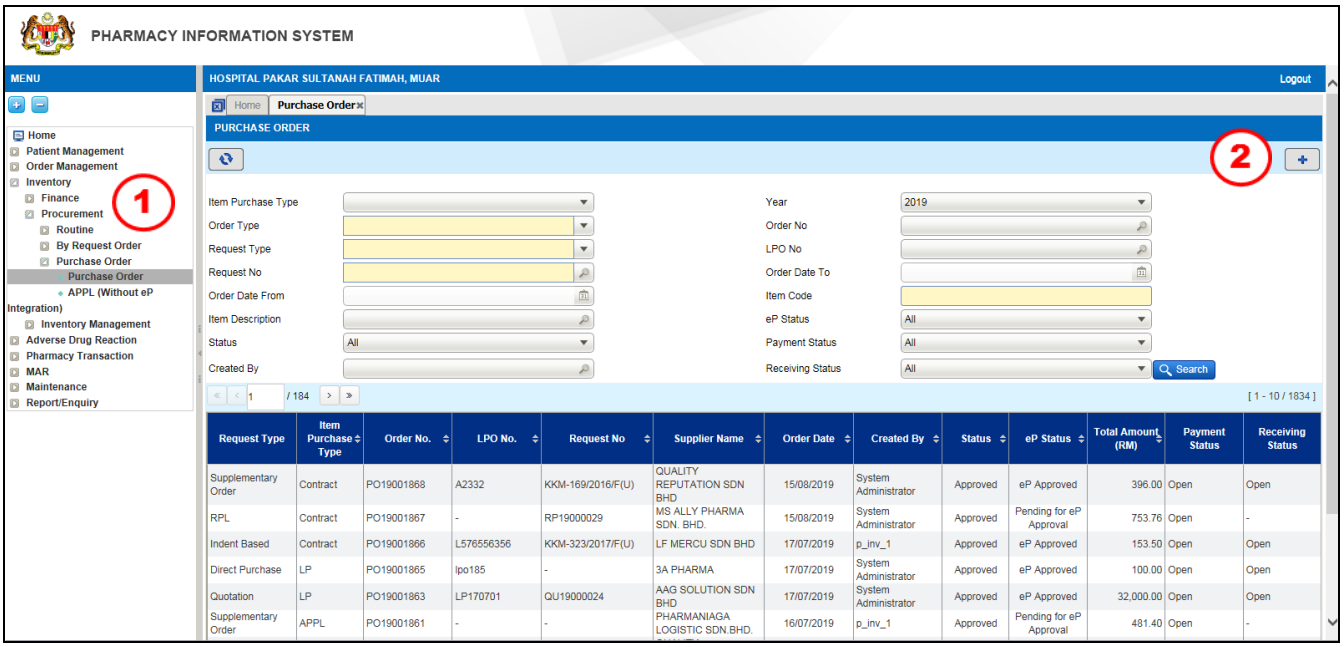


Figure 3.2.1-1 New AP Purchase Order

STEP 1

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

STEP 2

Click on the button and the ***AP Purchase Order*** tab will be displayed in the ***Purchase Order*** screen as per Figure 3.2.1-2

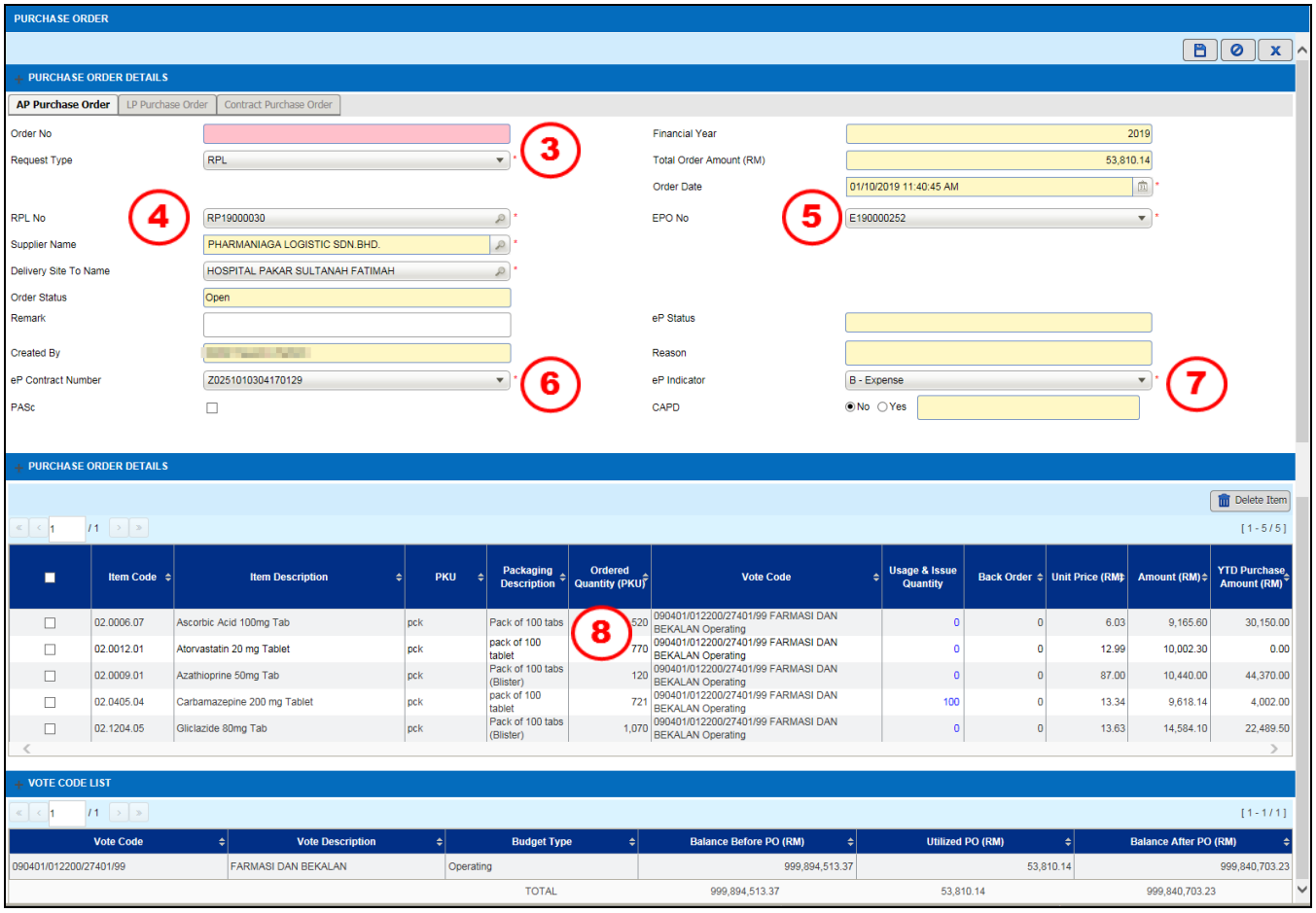


Figure 3.2.1-2 AP Purchase Order

STEP 3
Select on ***Request Type*** as RPL

STEP 4
Select available ***RPL No***

STEP 5
Select available ***EPO No***

Note

- ***Supplier Name*** *will default to PHARMANIAGA LOGISTIC SDN BHD.*
- ***Order Date*** *will default to server time.*
- ***Delivery Site To Name*** *will default to Farmasi Logistik*

STEP 6
Select ***eP Contact Number***

STEP 7
Select ***eP Indicator***

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
Double click on item details

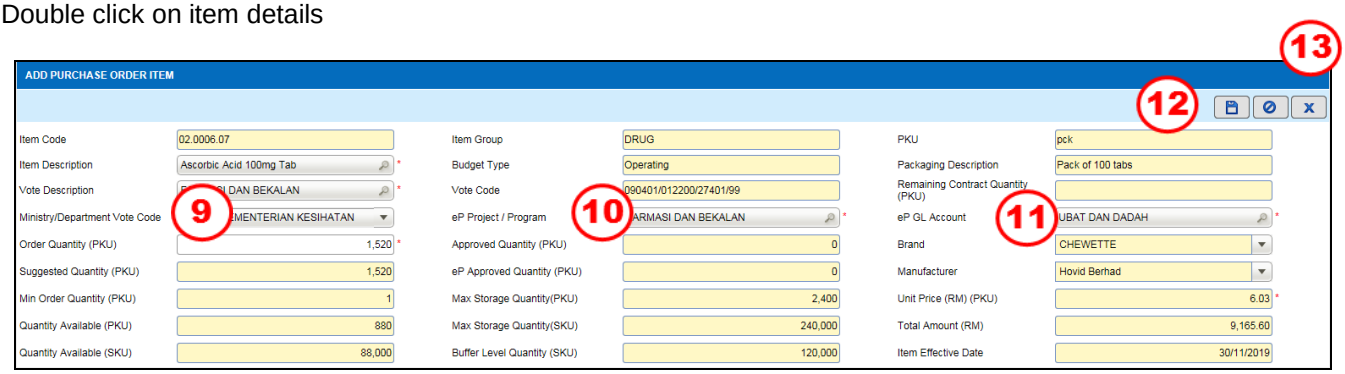


Figure 3.2.1-3 Add Purchase Order Item

STEP 9
Select ***Ministry/Department Vote Code***

STEP 10
Select ***eP Project/Program***

STEP 11
Select ***eP GL Account***

Note

- *If user set **Ministry/Department Vote Code** and **eP Project/Program** in the Vote Activity master setup, the value will be default based on selected Vote Description for the item*
- ***eP GL Account** will be auto display if user set in the **Vote Object** in master setup*

STEP 12

Click on the button to save the record

STEP 13

Click on the to close the screen

Note

- *User is allowed to modify Item Description if necessary*
- *Follow STEP 8 to STEP 13 for all the remaining item in the Purchase Order Details*

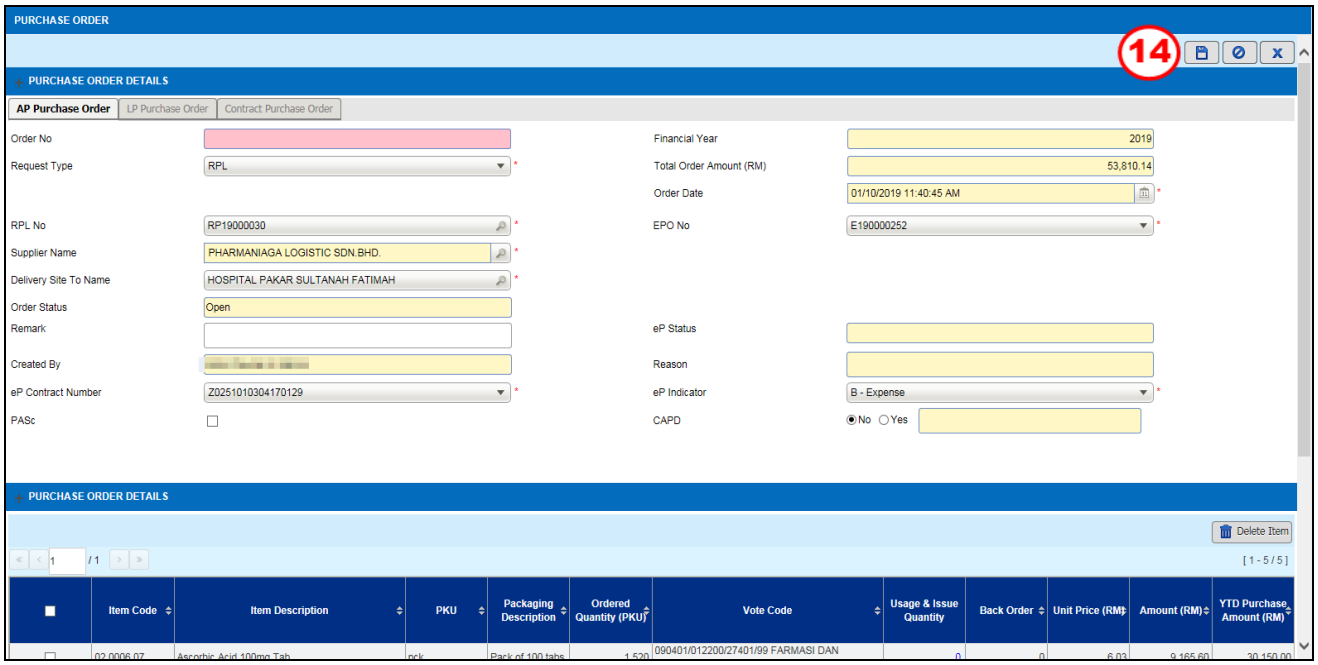


Figure 3.2.1-4 AP Purchase Order

STEP 14

Click on the button to save the record and confirmation message will be display as Figure 3.2.1-5

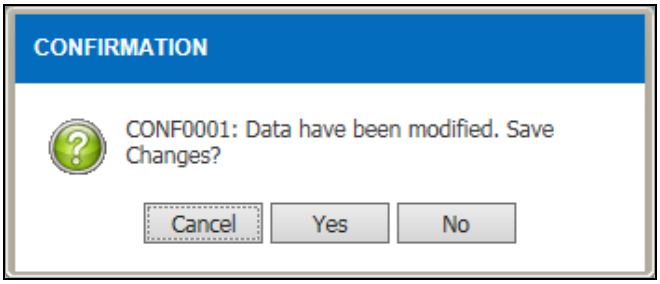


Figure 3.2.1-5 Confirmation Message

Note

Click on the Yes *button to save the record and information message will be display as Figure 3.2.1-6*

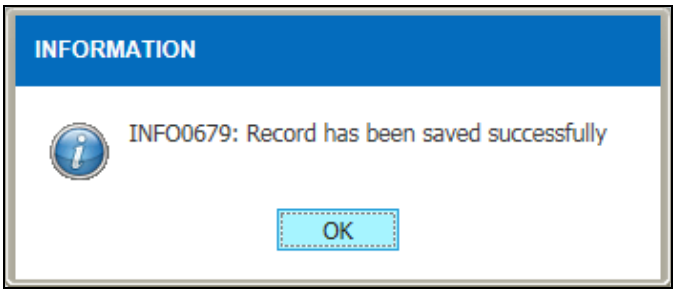


Figure 3.2.1-6 Information Message

Note

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

- ***Order No*** *will be auto generated after successfully saved the record*
- *Button* Approve, Reject *and* Cancel Request *will be enable after successfully saved the record as shown in Figure 3.2.1-7*

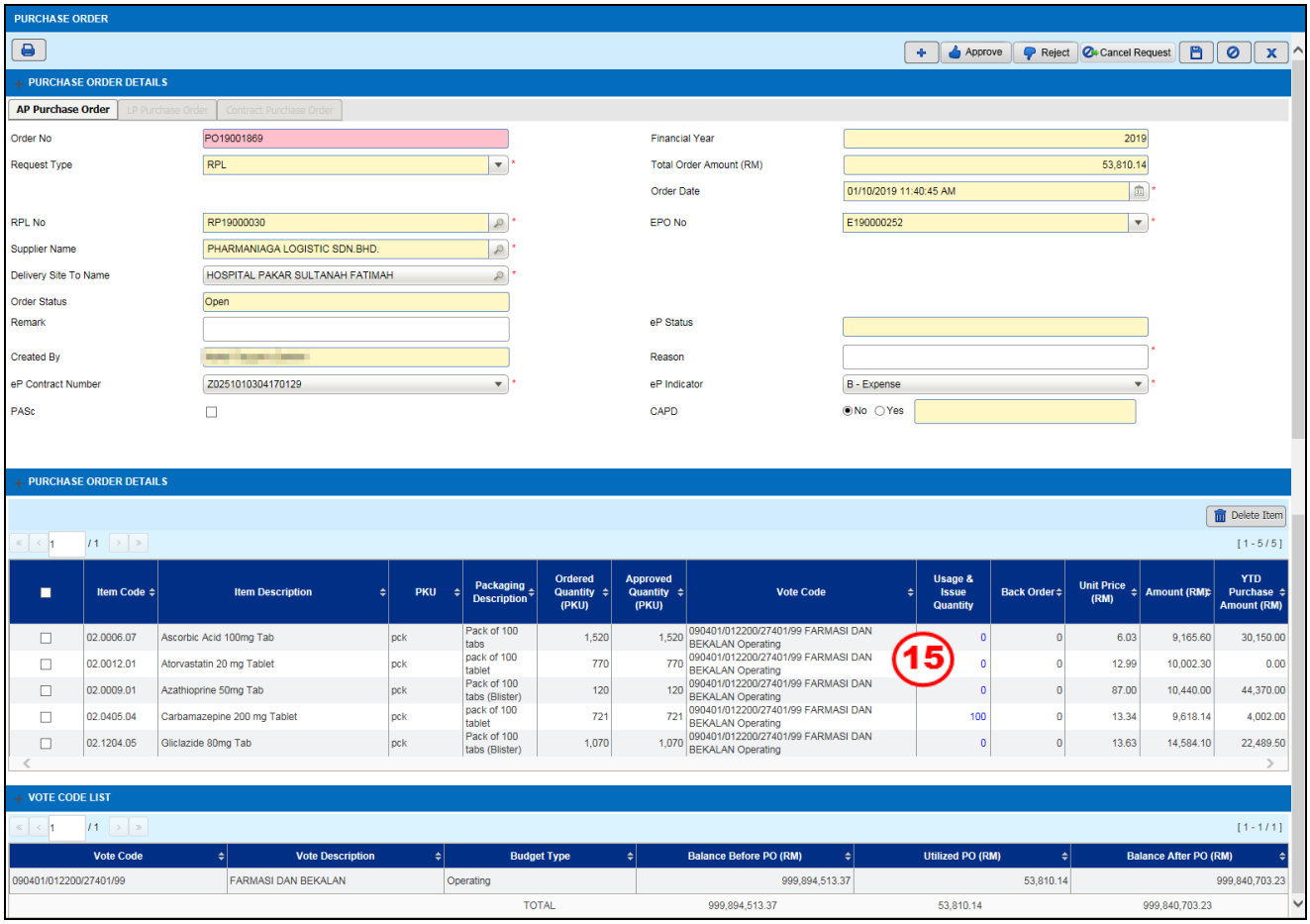


Figure 3.2.1-7 AP Purchase Order

STEP 15

Double click on item details to modify (refer Figure 3.2.1-8):

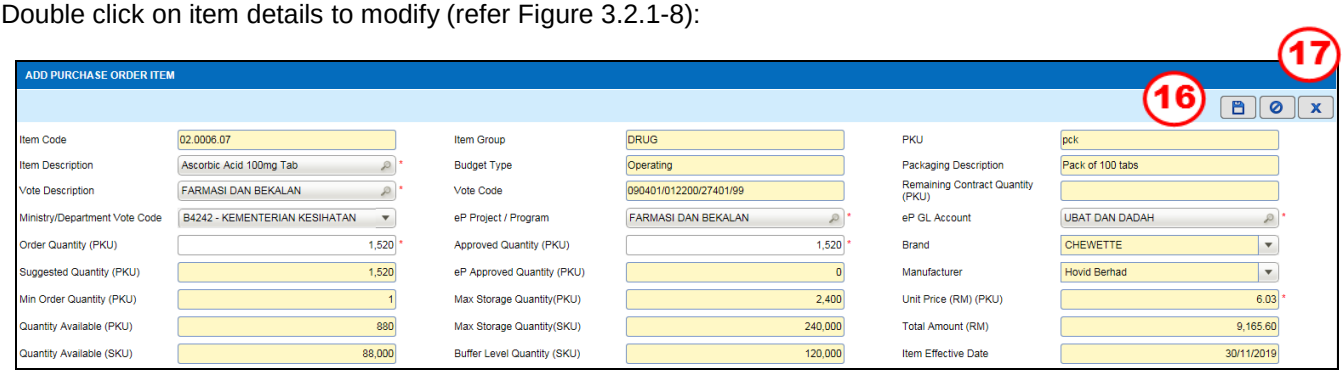


Figure 3.2.1-8 Add Purchase Order Item

Note

User is allowed to do a modification for:

- *Item Descripiton*

- *Vote Description*
- *Ministry/Department Vote Code*
- *eP Project / Program*
- *eP GL Account*
- *Approved Quantity (PKU)*

STEP16

Click on the button to save the modification details

STEP 17

Click on the to close the screen

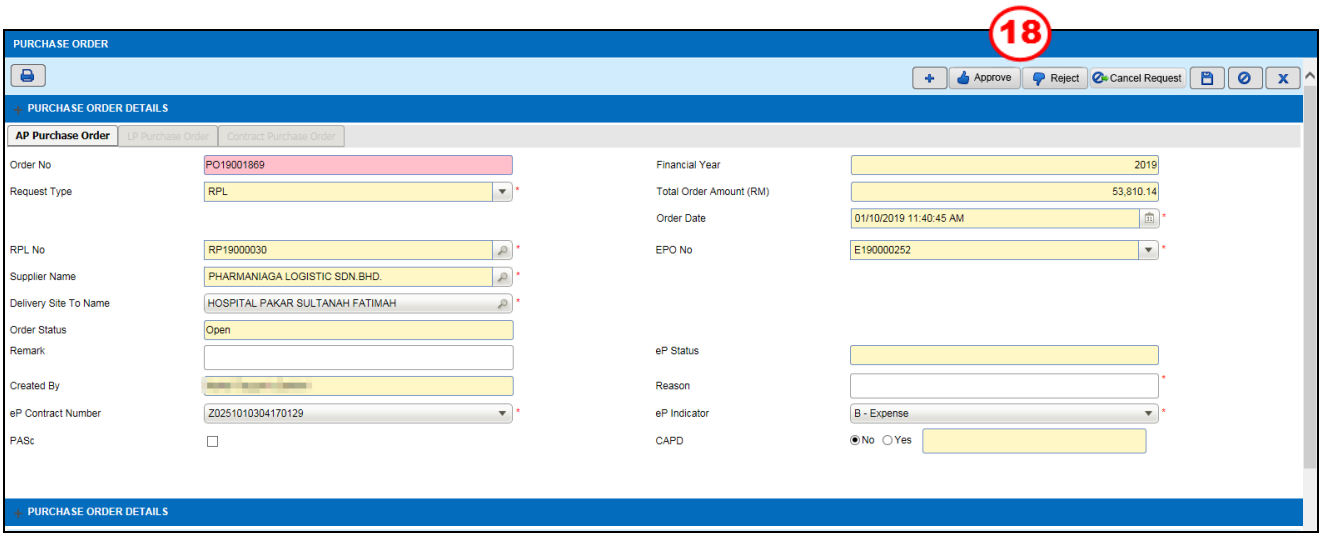


Figure 3.2.1-9 AP Purchase Order

STEP 18

a) Click on the Approve button to approve the record and confirmation message will be display as Figure 3.2.1-10

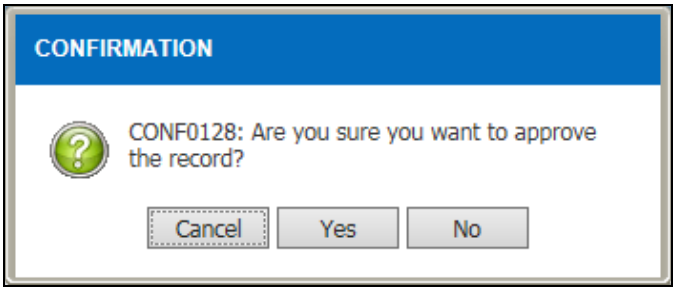


Figure 3.2.1-10 Confirmation Message

Note

- *Click on the* Yes *button to approved record and information message will be display as Figure 3.2.1-11*

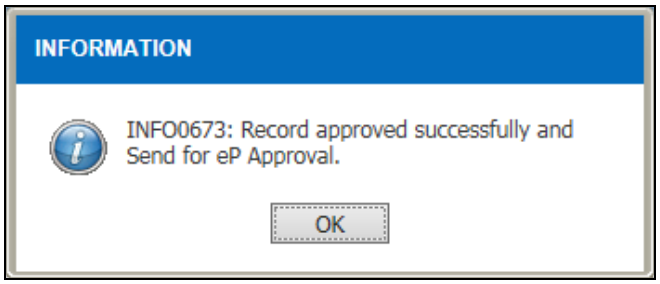


Figure 3.2.1-11 Information Message

Note

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

b) Click on the Reject button to reject the record and confirmation message will be display as Figure 3.2.1-12

Note

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

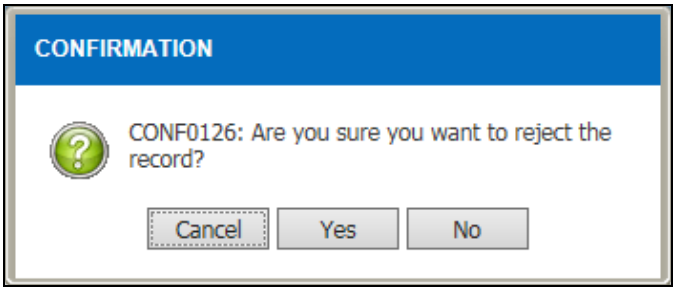


Figure 3.2.1-12 Confirmation Message

Note

- *Click on the* Yes *button to reject record and information message will be display as Figure 3.2.1-13*

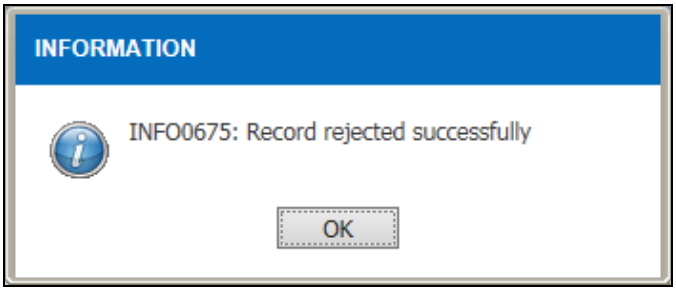


Figure 3.2.1-13 Information Message

Note

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

c) Click on the Cancel Request button to cancel the record and confirmation message will be display as Figure 3.2.1-14

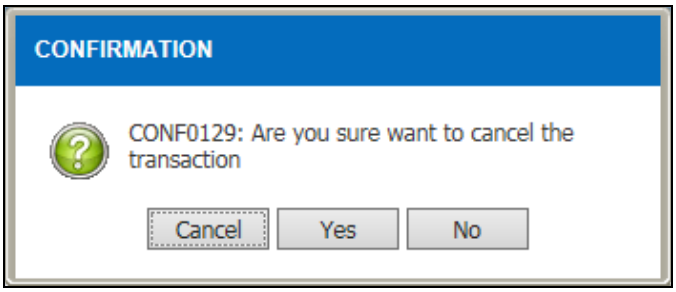


Figure 3.2.1-14 Confirmation Message

Note

Click on the Yes *button to cancel the transaction*

3.2.2 Create New Purchase Order: Supplementary Order

The purpose of this function is to allow user to procure an item without using RPL screen. It is considered as manually process but still using PhIS. To create a new AP Purchase Order transaction, perform the steps below:

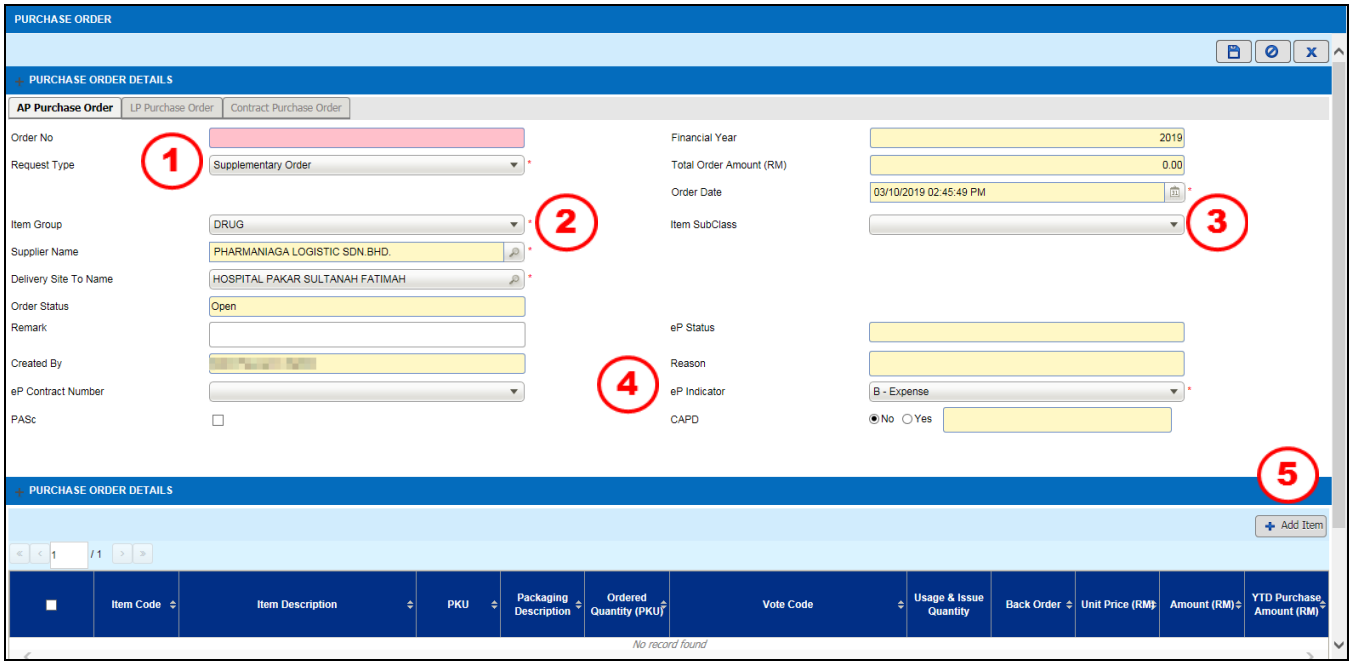


Figure 3.2.2-1 Supplementary Purchase Order

STEP 1
Select ***Request Type*** as Supplementary Order

STEP 2
Select ***Item Group*** from the drop-down menu
- Drug
- Non Drug

STEP 3
Select ***Item Sub Class*** from the drop-down menu if necessary

Note
- ***Supplier Name*** *will default to PHARMANIAGA LOGISTIC SDN BHD.*
- ***Order Date*** *will default to server time.*

STEP 4
Select ***eP Contract Number*** and ***eP Indicator***

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 5
Click on the Add Item button to add item to be procure. Refer Figure 3.2.2-2

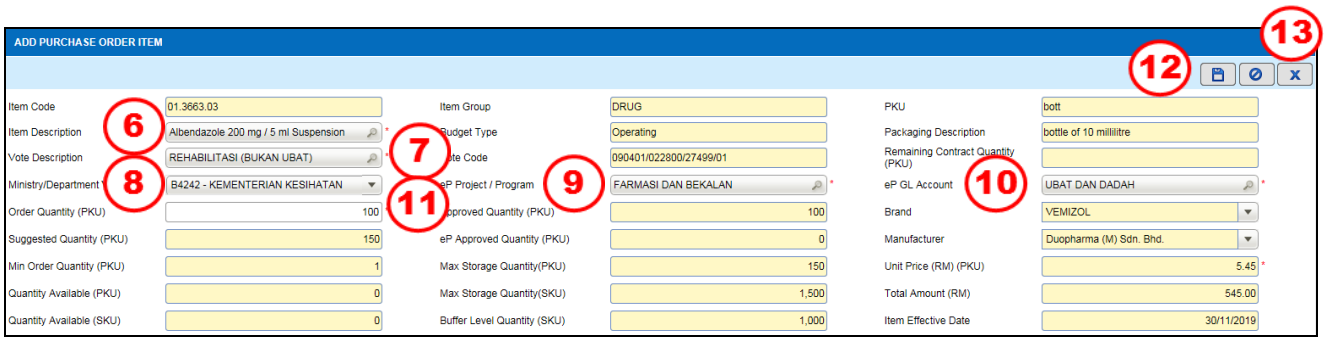


Figure 3.2.2-2 Add Purchase Order Item

STEP 6
Select ***Item Description***

STEP 7
Select ***Vote Description***

STEP 8
Select ***Ministry/Department Vote Code***

STEP 9
Select ***eP Project/Program***

STEP 10
Select ***eP GL Account***

Note

- *If user set **Ministry/Department Vote Code** and **eP Project/Program** in the Vote Activity master setup, the value will be default based on selected Vote Description for the item*

- ***eP GL Account** will be auto display if user set in the **Vote Object** in master setup*

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

STEP 12
Click on the button to save the record

Note
*Repeat from **STEP 6** to **STEP 12** to add more items*

STEP 13
Click on the to close the screen

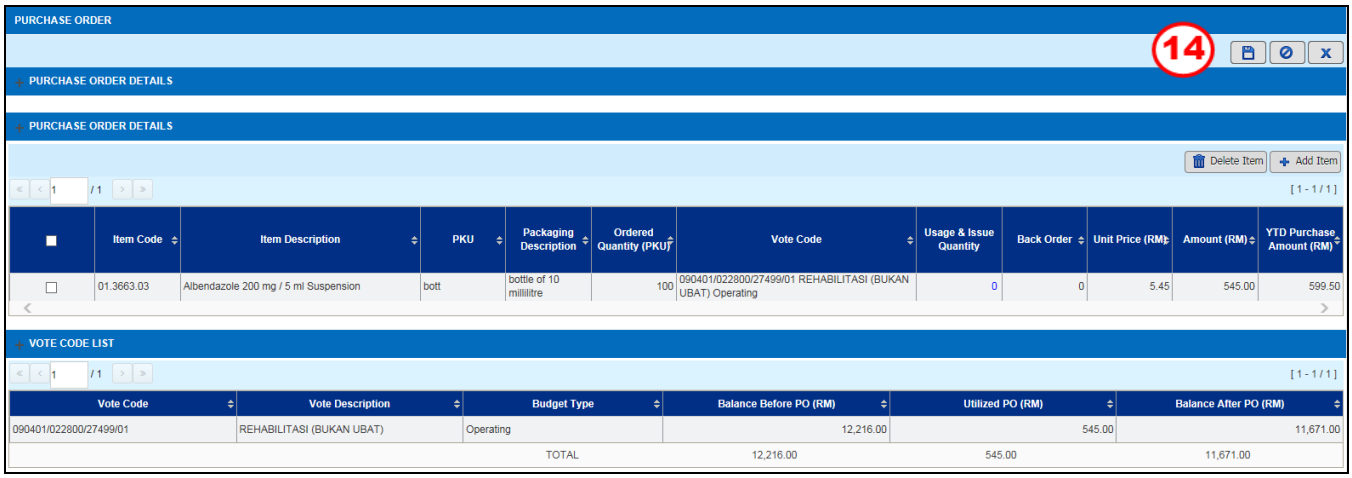


Figure 3.2.2-3 Add Purchase Order Item

Note

User is allowed to delete the items by click on the item ☑ check box and click on the Delete Item *button to delete the record*

STEP 13

Click on the button to save the record and confirmation message will be display as Figure 3.2.2-4

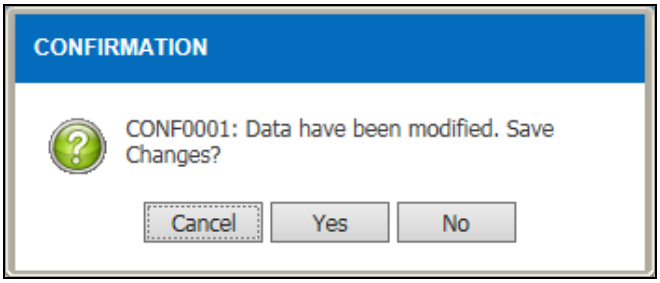


Figure 3.2.2-4 Confirmation Message

Note

Click on the Yes *button to save the record and information message will be display as Figure 3.2.2-5*

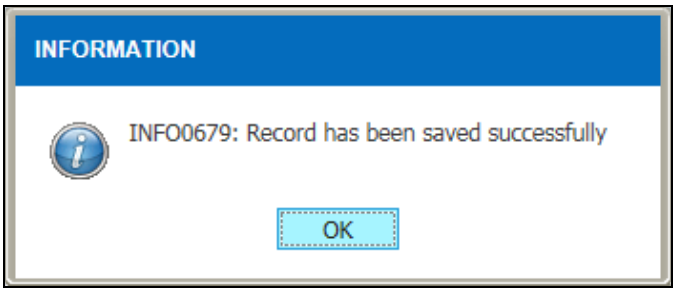


Figure 3.2.2-5 Information Message

Note

- *Click on the* OK *button to successfully save the record*
- ***Order No** will be auto generated after successfully saved the record*

- *Button* Approve, Reject *and* Cancel Request *will be enable after successfully saved the record as shown in Figure 3.2.2-6*

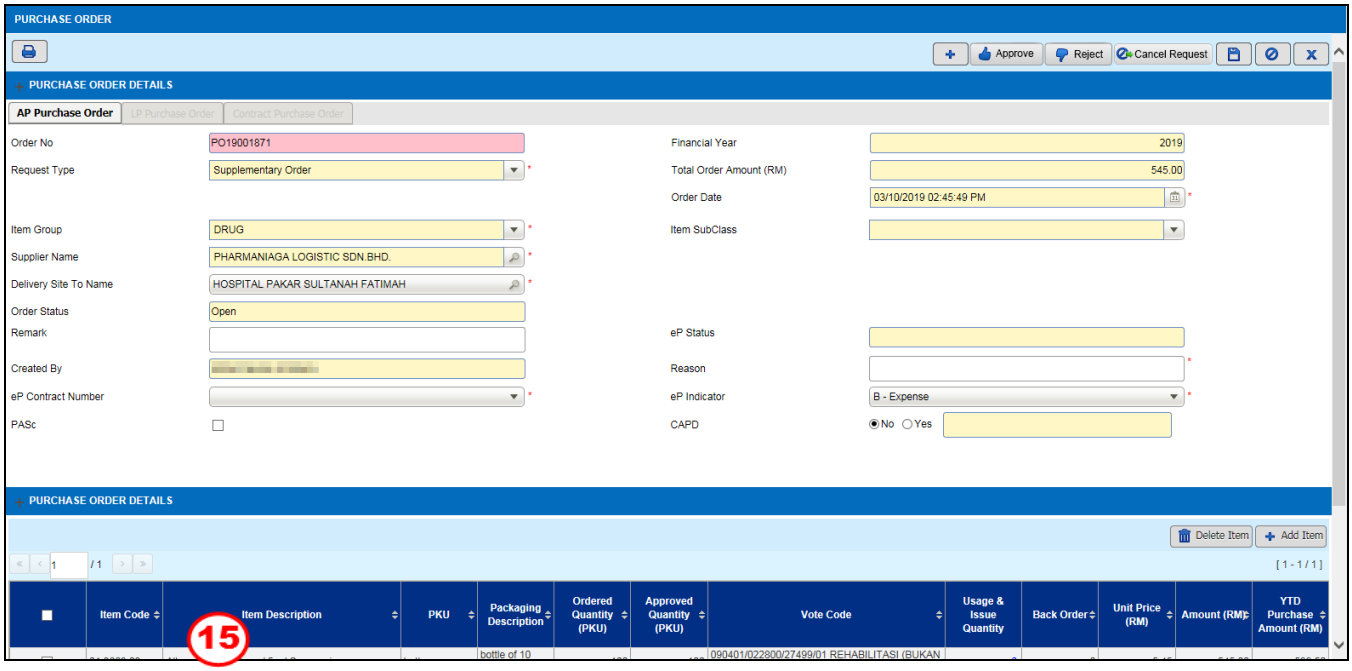


Figure 3.2.2-6 Supplementary Purchase Order

STEP 15

Double click on item details to modify (refer Figure 3.2.2-7):

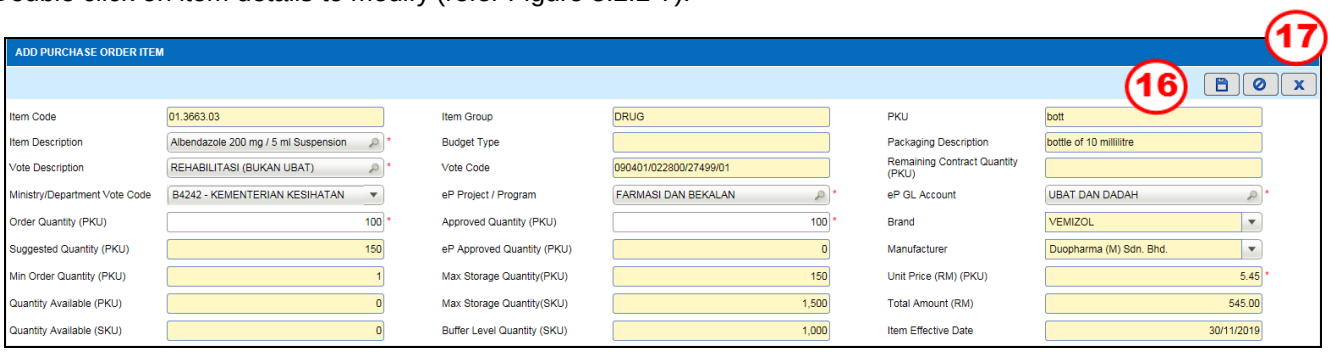


Figure 3.2.2-7 Add Purchase Order Item

Note

User is allowed to do a modification for:

- *Item Descripiton*
- *Vote Description*
- *Ministry/Department Vote Code*
- *eP Project / Program*
- *eP GL Account*
- *Approved Quantity (PKU)*

STEP16

Click on the button to save the modification details

STEP 17

Click on the [X] to close the screen

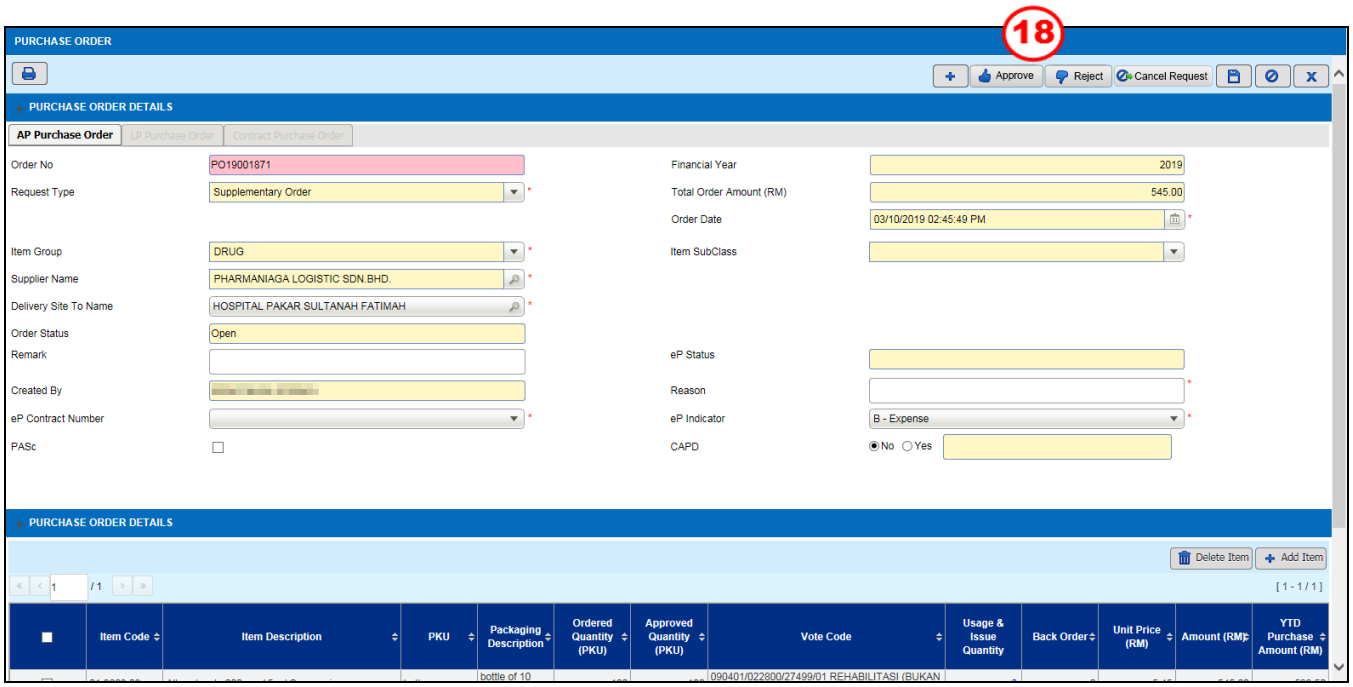


Figure 3.2.2-8 Supplementary Purchase Order

STEP 18

a) Click on the [Approve] button to approve the record and confirmation message will be display as Figure 3.2.2-9

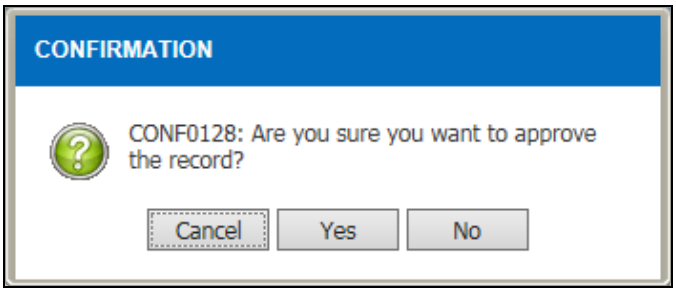


Figure 3.2.2-9 Confirmation Message

Note

- *Click on the [Yes] button to approved record and information message will be display as Figure 3.2.2-10*

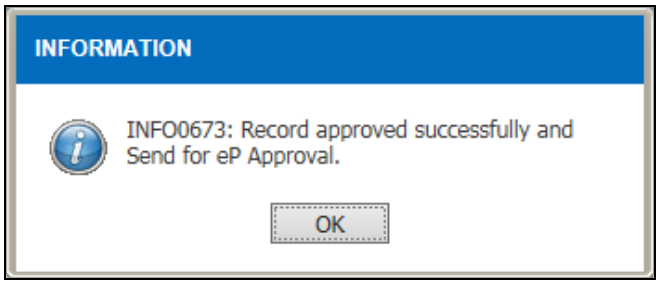


Figure 3.2.2-10 Information Message

Note

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

b) Click on the Reject button to reject the record and confirmation message will be display as Figure 3.2.2-11

Note

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

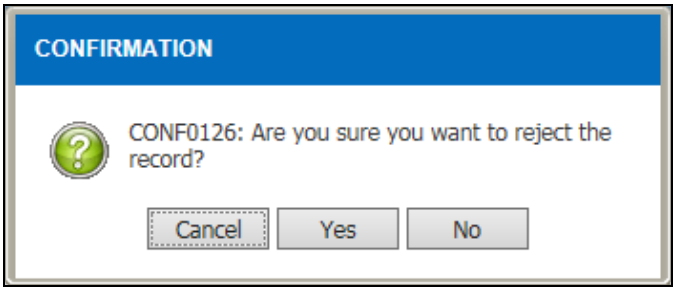


Figure 3.2.2-11 Confirmation Message

Note

- *Click on the* Yes *button to reject record and information message will be display as Figure 3.2.2-12*

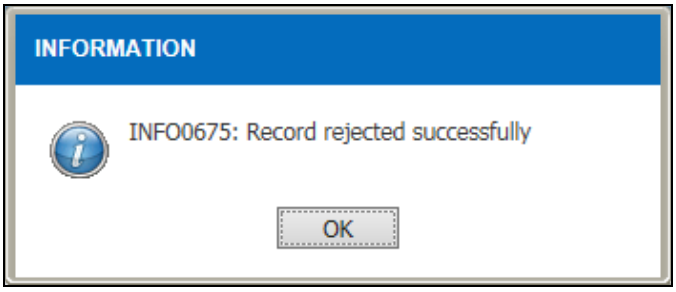


Figure 3.2.2-12 Information Message

Note

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

c) Click on the Cancel Request button to cancel the record and confirmation message will be display as Figure 3.2.2-13

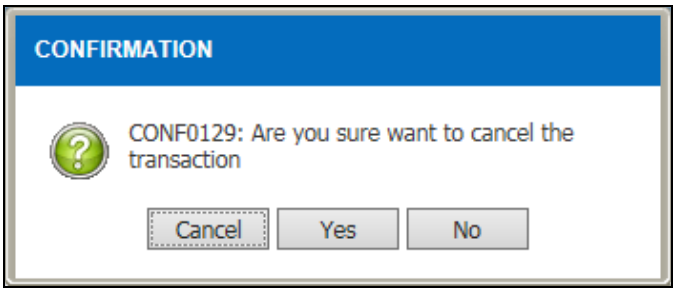


Figure 3.2.2-13 Confirmation Message

Note

Click on the Yes *button to cancel the transaction*

3.2.3 Create New Purchase Order: Indent Based

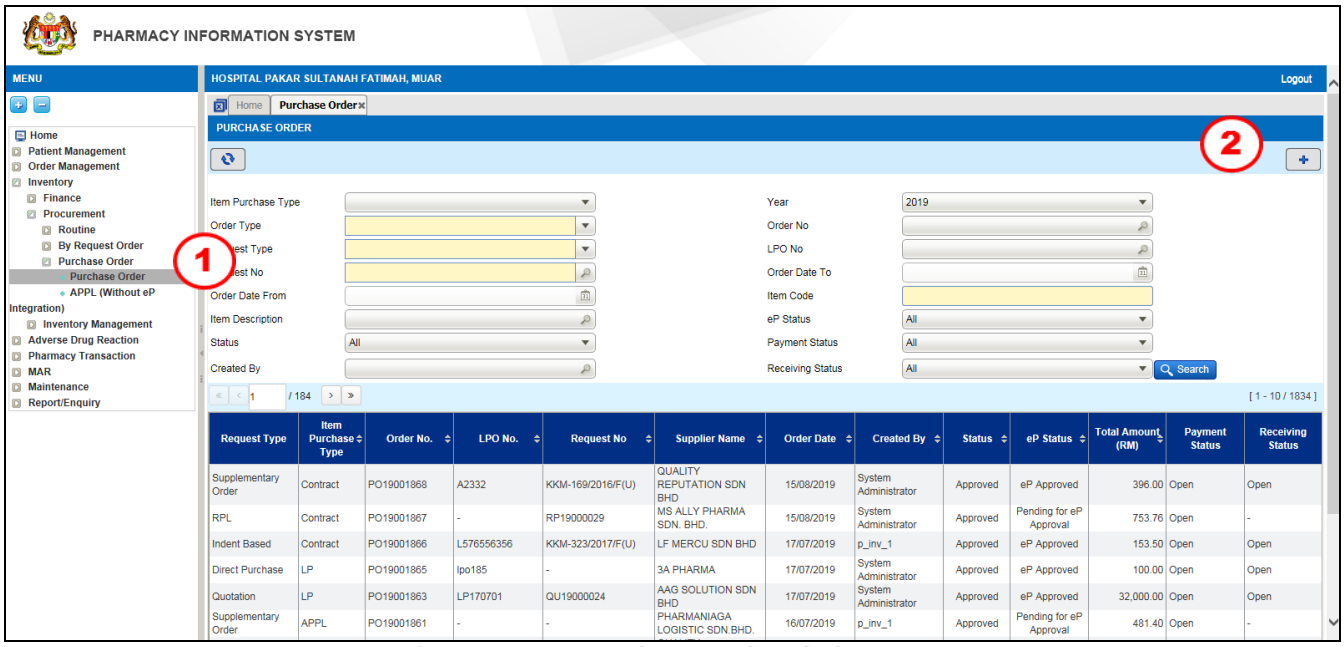


Figure 3.2.3-1 Purchase Order Listing Page

STEP 1

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

STEP 2

Click on the button and the Purchase Order screen will be displayed as shown in Figure 3.2.3-2

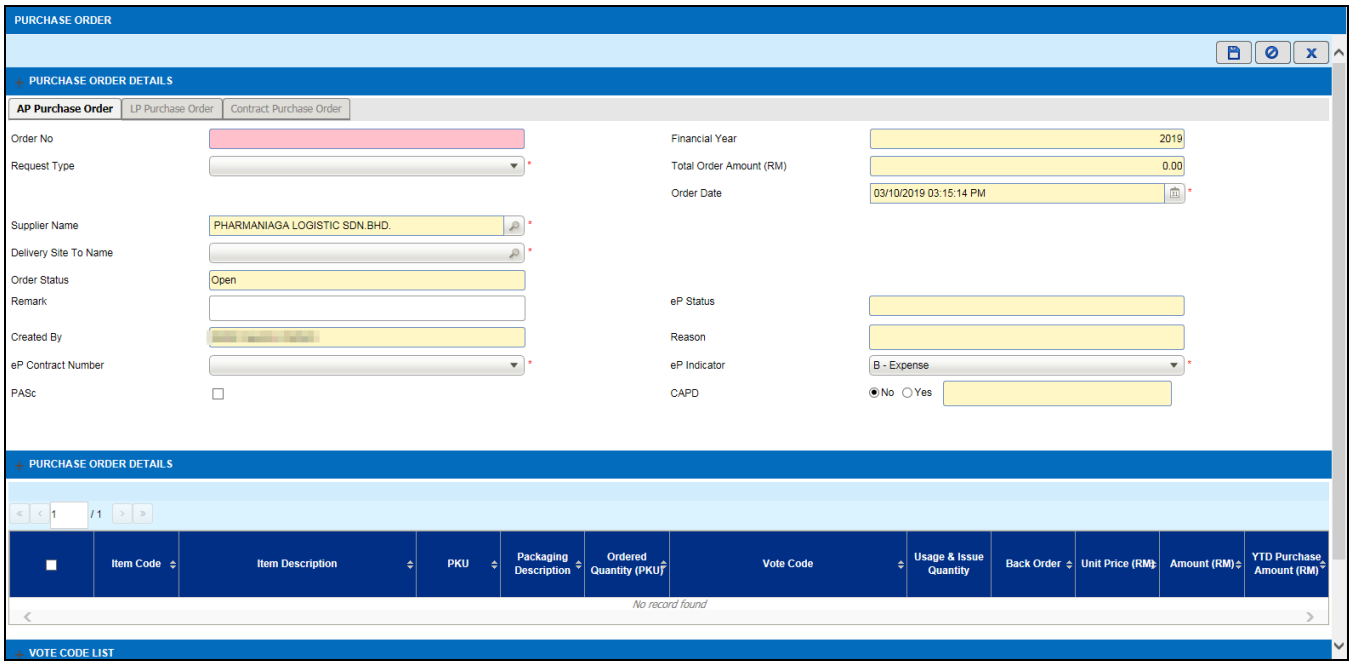


Figure 3.2.3-2 Purchase Order

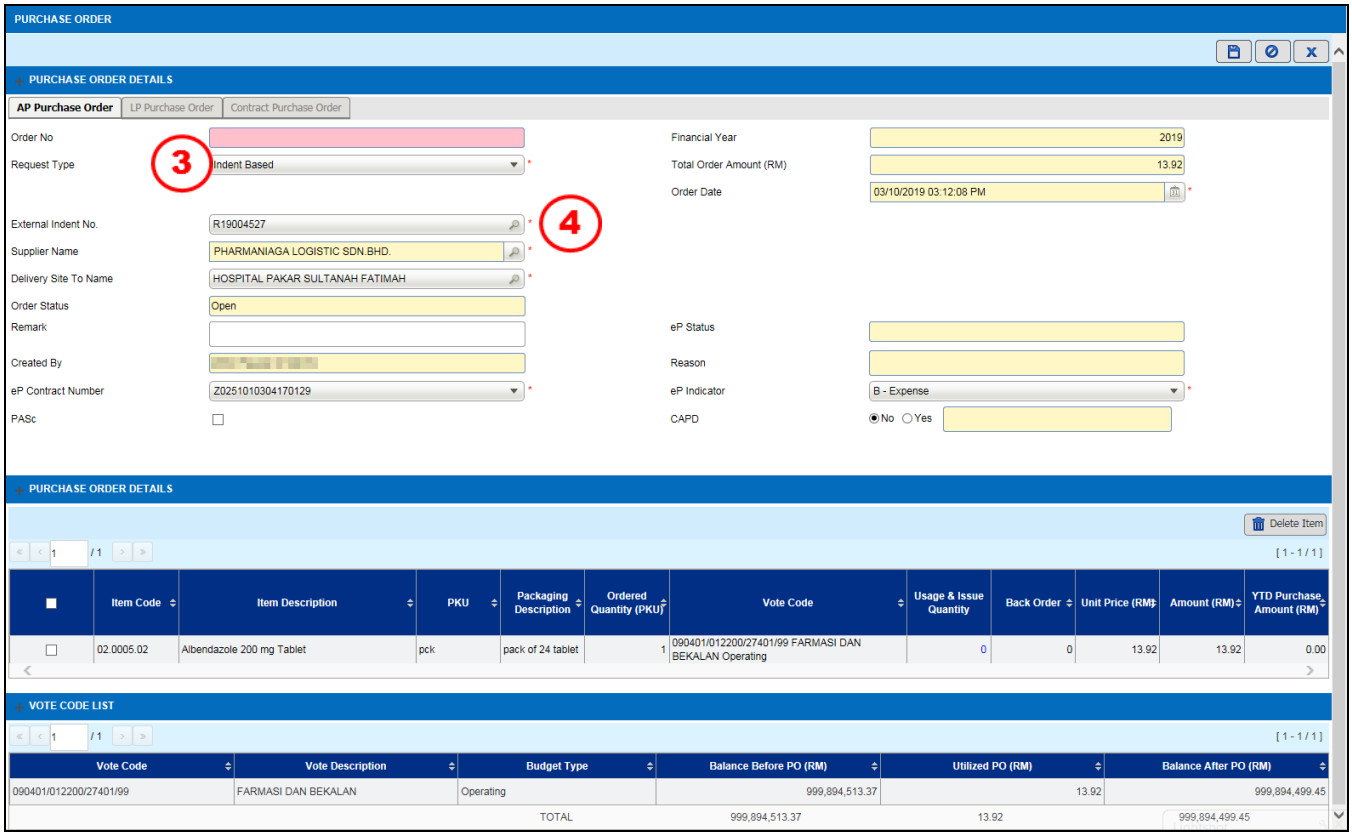


Figure 3.2.3-3 Purchase Order: Indent

STEP 3
Select ***Request Type*** as Indent

STEP 4

Click on the ***External Indent No*** and ***External Indent No*** window will be displayed as Figure 3.2.3-4

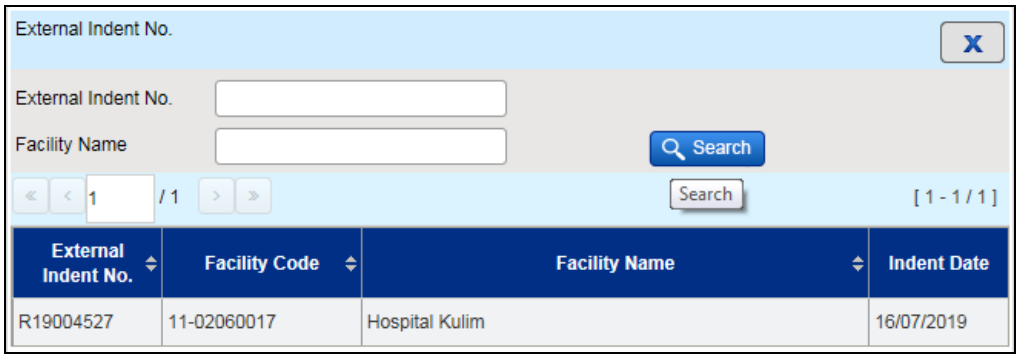


Figure 3.2.3-4 External Indent No

Note

- *User is allowed to enter partially or fully searching criteria for **External Indent No** and **Facility Name**. Then click* Search *button*
- *Double click on the selected **External Indent No***

- *Details of the purchase will be display under **Purchase Order Details** section*

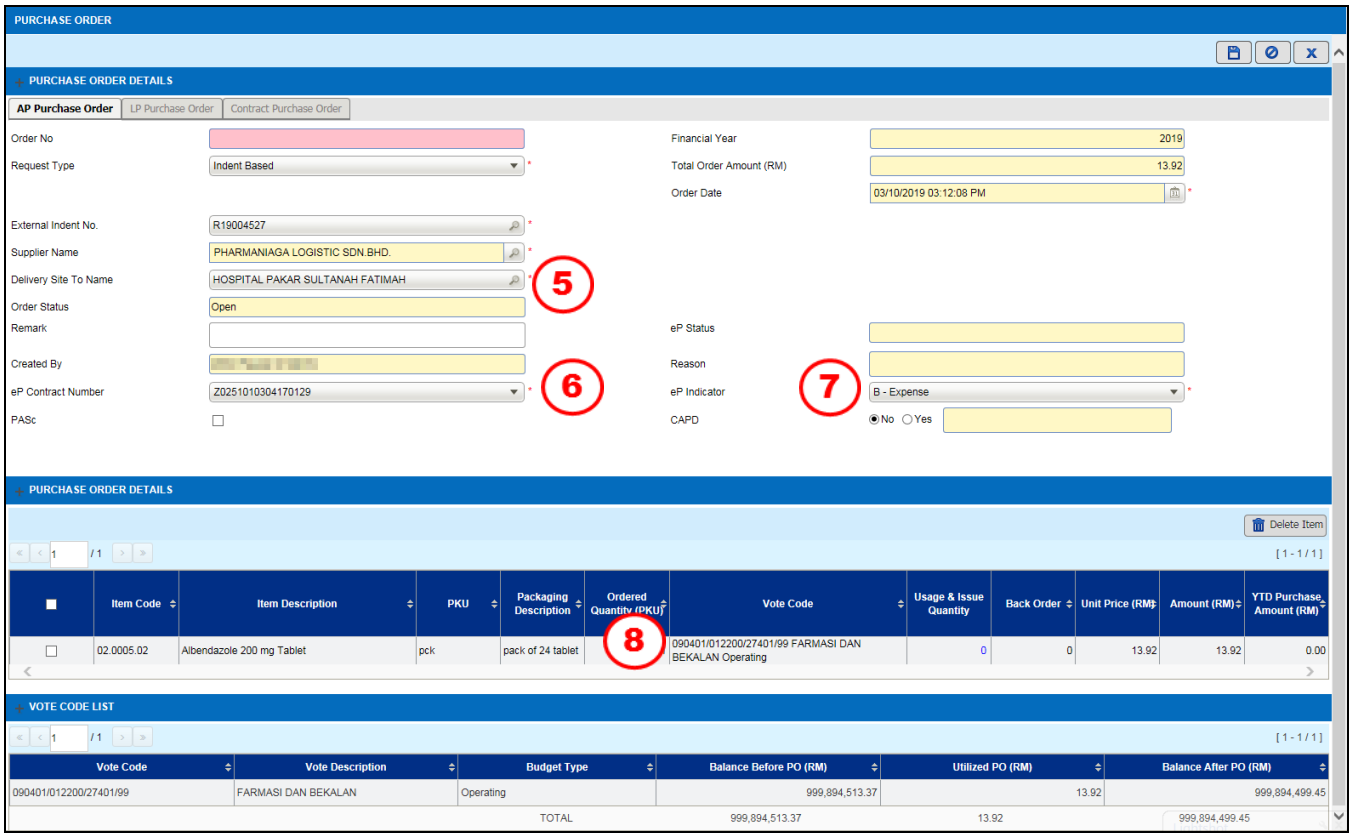


Figure 3.2.3-5 Purchase Order: Indent

Note

- ***Supplier Name** will default to PHARMANIAGA LOGISTIC SDN BHD.*
- ***Order Date** will default to server time.*

STEP 5
Select ***Delivery Site To Name***

STEP 6
Select ***eP Contact Number***

STEP 7
Select ***eP Indicator***

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
Double click on the item and ***Add Purchase Order Item*** window will display as Figure 3.2.3-6

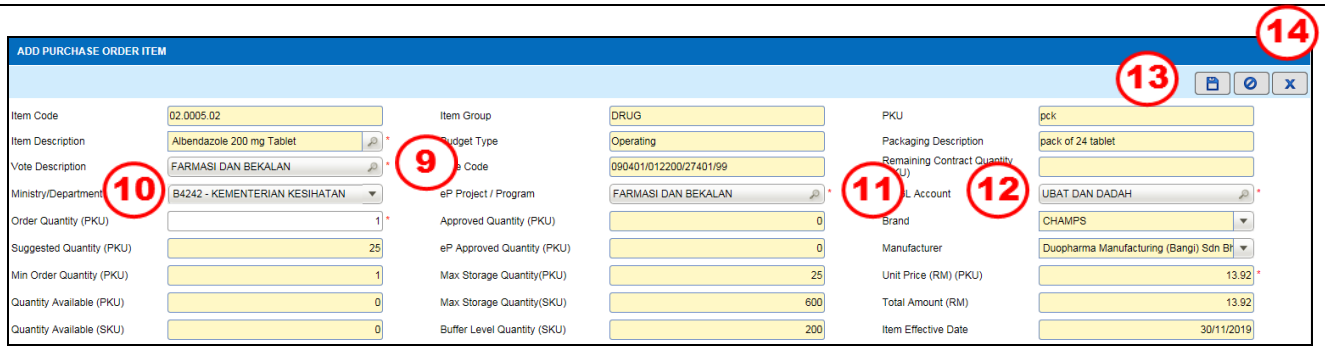


Figure 3.2.3-6 Add Purchase Order Item

STEP 9
Select/Change ***Vote Description***

STEP 10
Select ***Ministry/Department Vote Code***

STEP 11
Select ***eP Project/Program***

STEP 12
Select ***eP GL Account***

Note

- *If user set **Ministry/Department Vote Code** and **eP Project/Program** in the Vote Activity master setup, the value will be default based on selected Vote Description for the item*
- ***eP GL Account** will be auto display if user set in the **Vote Object** in master setup*

STEP 13

Click on the button to save the record

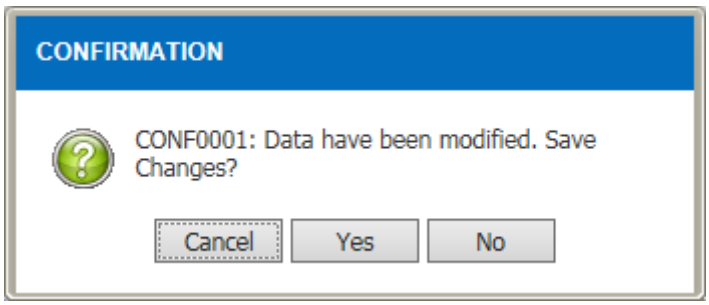


Figure 3.2.3-7 Confirmation Message

Note

- *System will display a Confirmation Message as Figure 3.2.3-8*
- *Click on the* Yes *button to save the transaction*
- *Click on the* No *button to cancel the saved transaction*
- *Click on the* Cancel *button to cancel the editing made at the **Add Purchase Order Item** screen*

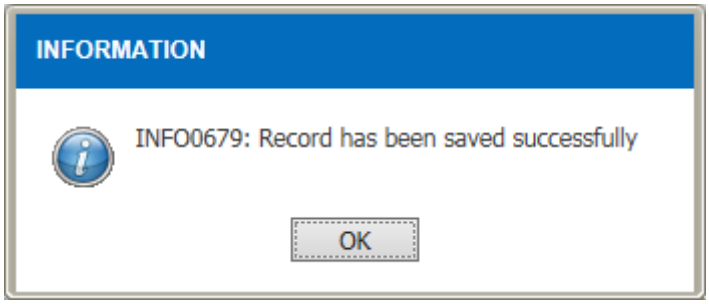


Figure 3.2.3-8 Information Message

Note

- *System will display a Information Message as Figure 3.2.3-12*
- *Click on the* OK *button to confirm*

STEP 14

Click on the X to close the screen

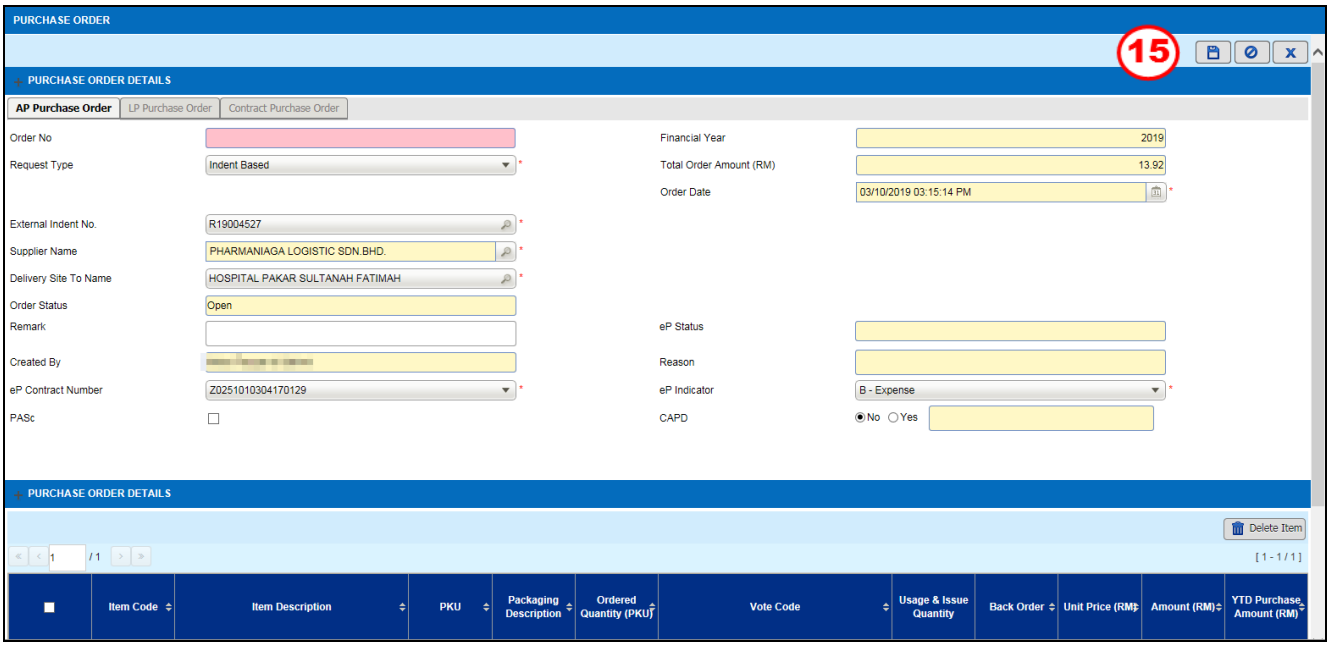


Figure 3.2.3-9 Purchase Order: Indent

STEP 15

Click on the button to save the record

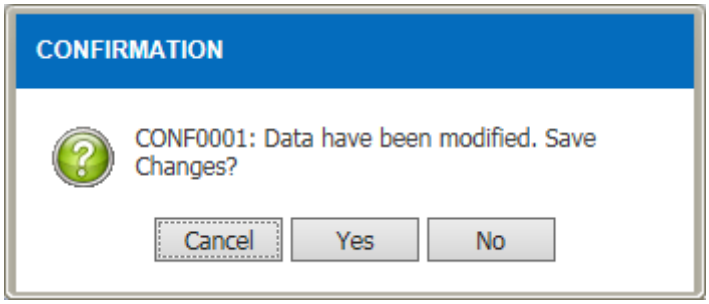


Figure 3.2.3-10 Confirmation Message

Note

- *System will display a Confirmation Message as Figure 3.2.3-10*
- *Click on the* Yes *button to save the transaction*
- *Click on the* No *button to cancel the saved transaction*
- *Click on the* Cancel *button to cancel from saving the record*

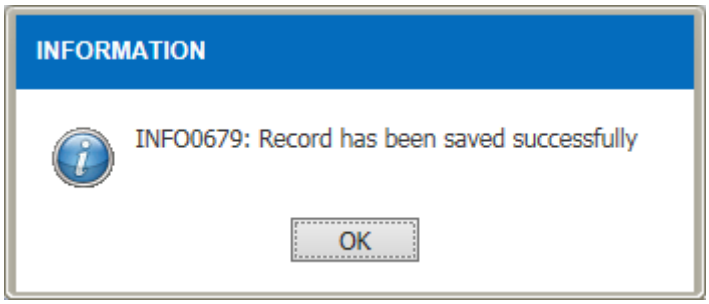


Figure 3.2.3-11 Information Message

Note

- *System will display a Information Message as Figure 3.2.3-11*
- *Click on the* OK *button to confirm*

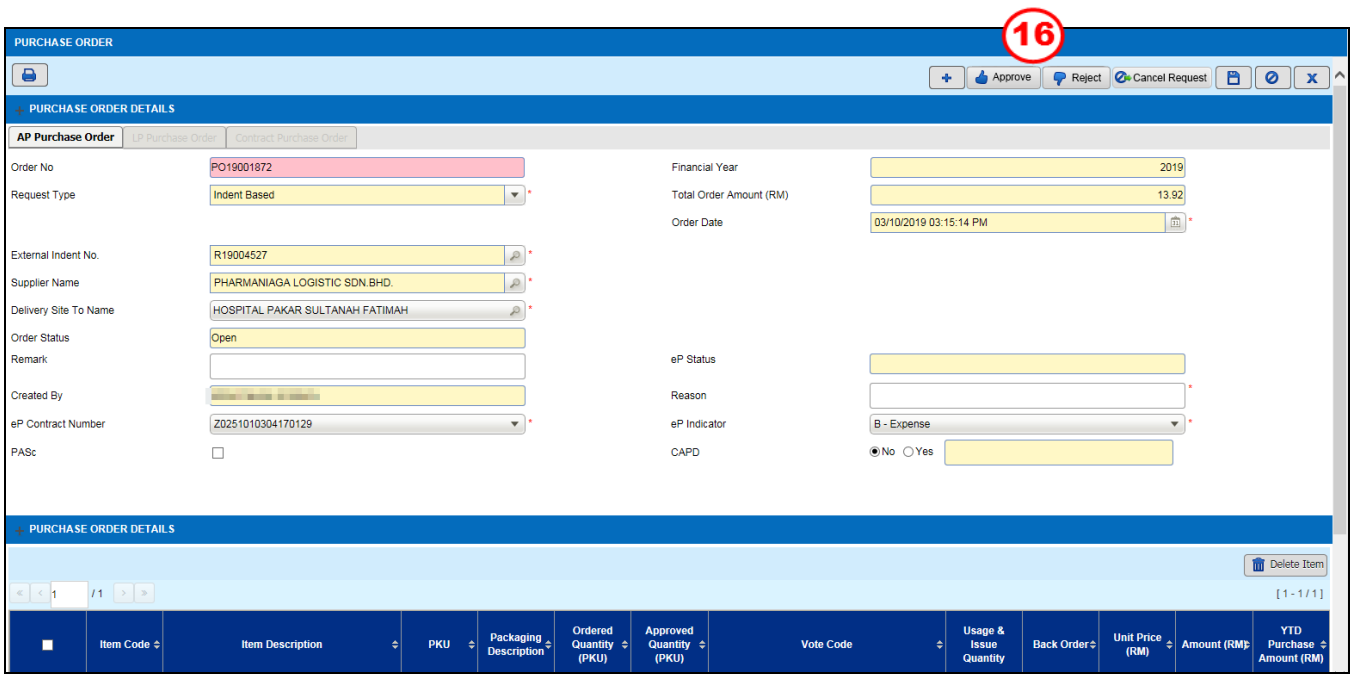


Figure 3.2.3-12 Purchase Order: Indent

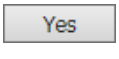
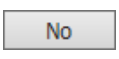
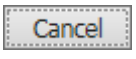
Note

- *User is allow to create another order by click on the* *button.*
- *Click on the* *button to cancel the order.*

STEP 16

a) Click on the button to approve the record

Note

- *System will be display a Confirmation Message as Figure 3.2.3-13*
- *Click on the*  *button to approve the record*
- *Click on the*  *or*  *button to cancel for approve the record*

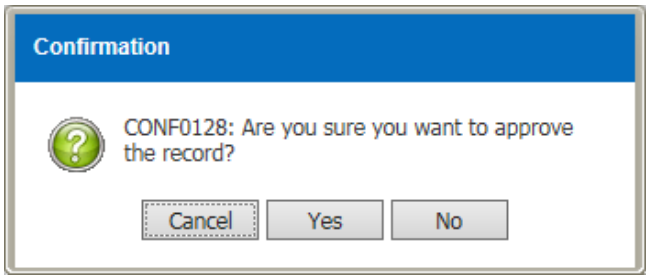


Figure 3.2.3-13 Confirmation Message

- *Information Message will display after click on the* Yes *buttom as Figure 3.2.3-14*

- *Click on the* OK *button to successfully approved the record and the* ***Status*** *change to Approved*

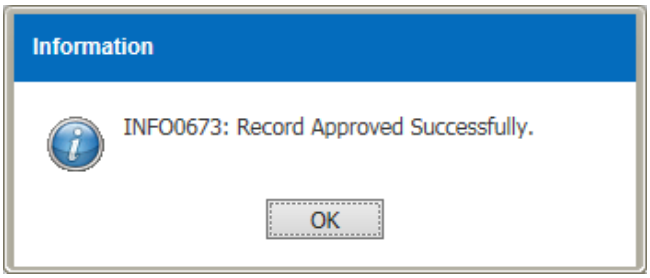


Figure 3.2.3-14 Information Message

b) Click on the Reject button to reject the order transaction

Note

- *User need to enter reject reason as system will display an Information Message as Figure 3.2.3-15*

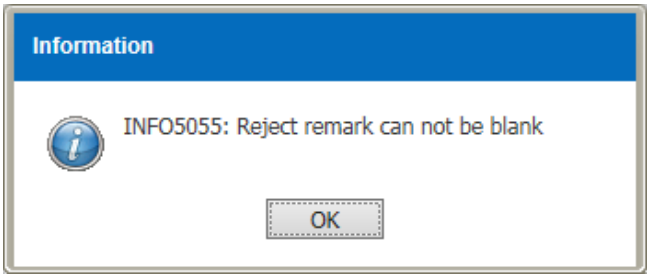


Figure 3.2.3-15 Information Message

- ***Status*** *of the record will change to* ***Rejected***

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