



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

User Manual Pharmacy Inventory Procurement Standard (APPL)

Version	: 11th Edition
Document ID	: U.MANUAL_INV_PROCUREMENT STANDARD_APPL



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Application reference: PhIS & CPS v2.3.1



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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

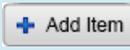
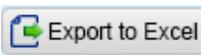
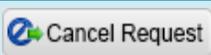
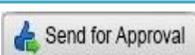
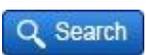
1.3 Organised Sections

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

Module Legend			
	View/Print KEW.PS-10		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

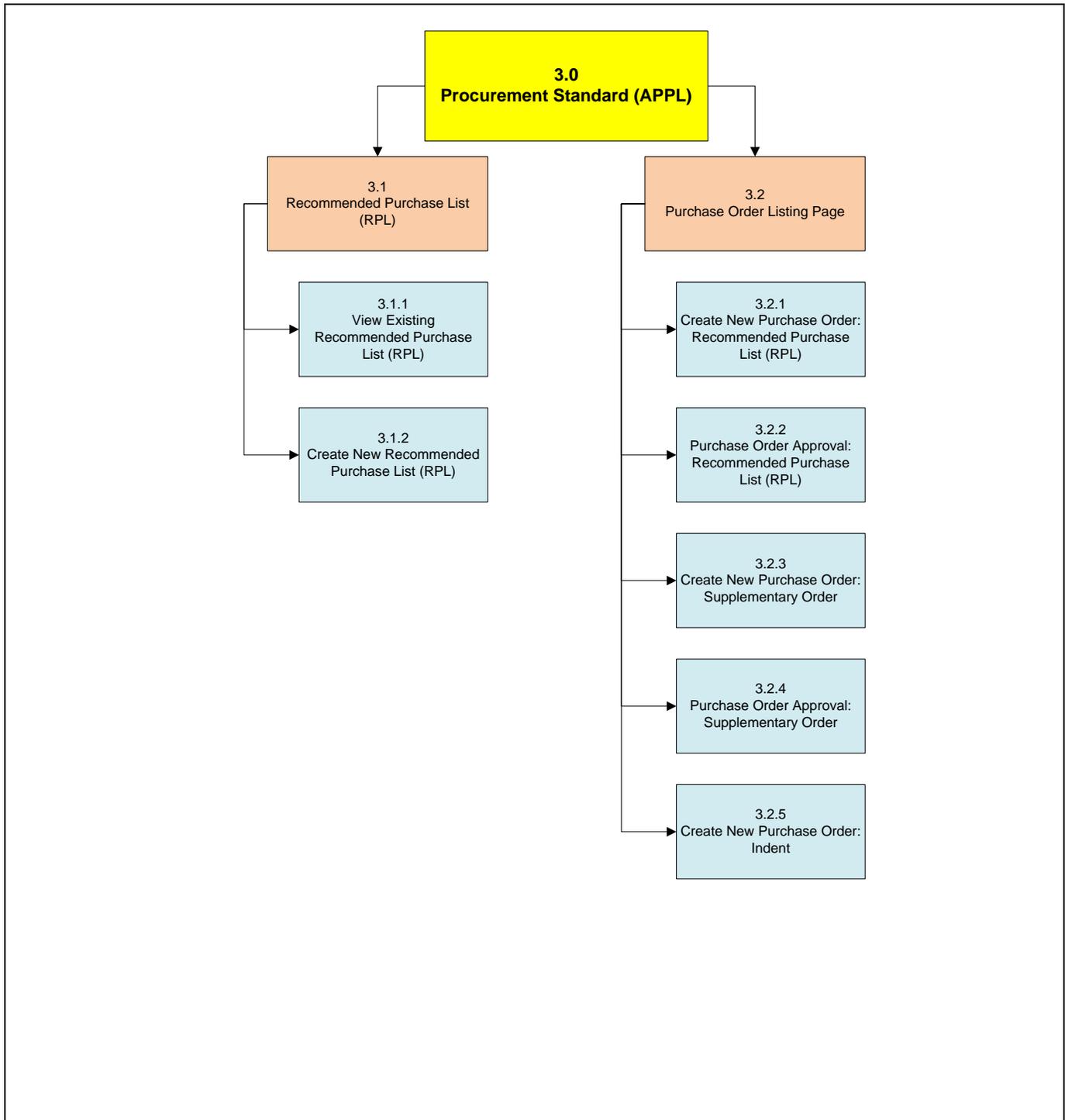


Figure 3.0-1

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:

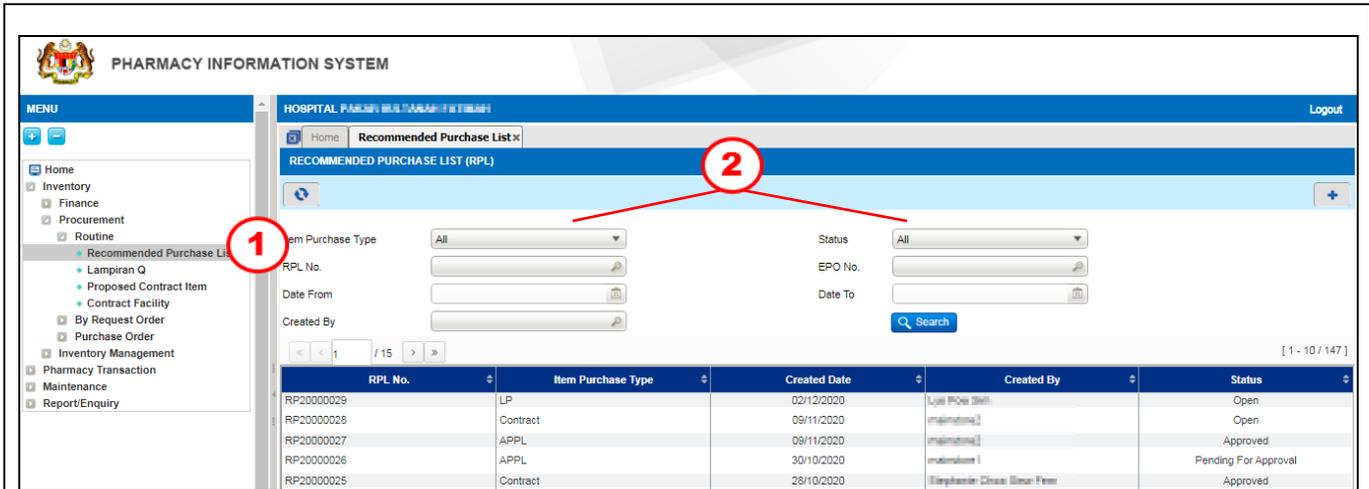


Figure 3.1.1-1 Recommended Purchase List (RPL) Listing Page

STEP 1

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

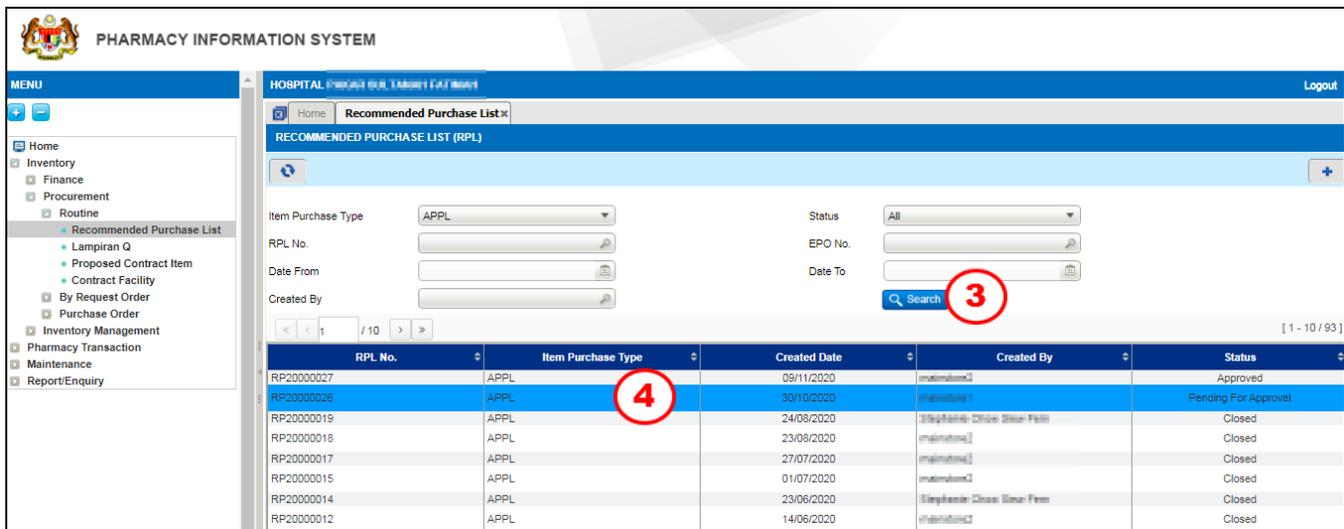
STEP 2

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 Verification - Rejected	Filter and search existing records based on Status
c	RPL No.	Filter and search for	Filter and search existing records based on RPL

		record by selecting RPL No.	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



PHARMACY INFORMATION SYSTEM

HOSPITAL (HOSPITAL SUBSIDIARI KEMENTERIAN)

Logout

Home Recommended Purchase List

RECOMMENDED PURCHASE LIST (RPL)

Item Purchase Type: APPL Status: All

RPL No. EPO No.

Date From Date To

Created By

Search **3**

[1 - 10 / 93]

RPL No.	Item Purchase Type	Created Date	Created By	Status
RP20000027	APPL	09/11/2020	matmatam2	Approved
RP20000026	APPL	30/10/2020	matmatam2	Pending For Approval
RP20000019	APPL	24/08/2020	Eliphanis Choo Suan Fern	Closed
RP20000018	APPL	23/08/2020	matmatam2	Closed
RP20000017	APPL	27/07/2020	matmatam2	Closed
RP20000015	APPL	01/07/2020	matmatam2	Closed
RP20000014	APPL	23/06/2020	Eliphanis Choo Suan Fern	Closed
RP20000012	APPL	14/06/2020	matmatam2	Closed

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

STEP 3

Click on the  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



RECOMMENDED PURCHASE LIST

Generate EPO X

RECOMMENDED PURCHASE LIST INFORMATION

RPL No.	RP20000027	Date/Time	09/11/2020 09:14:28 AM
Item Purchase Type	APPL	Created By	pharmacist
For Specific Department?	No	Send For HOD Verification	No
Department Name		Unit Name	STOR FARMASI
Item Group	DRUG	Item Sub Class	
View Near Expiration Quantity?	No	No. of Days	0
With Back Order Quantity?	Yes	Status	Approved
Reject Reason		Stock Location	STOR 2 -(DD-2)
		Remark	

ITEM LIST

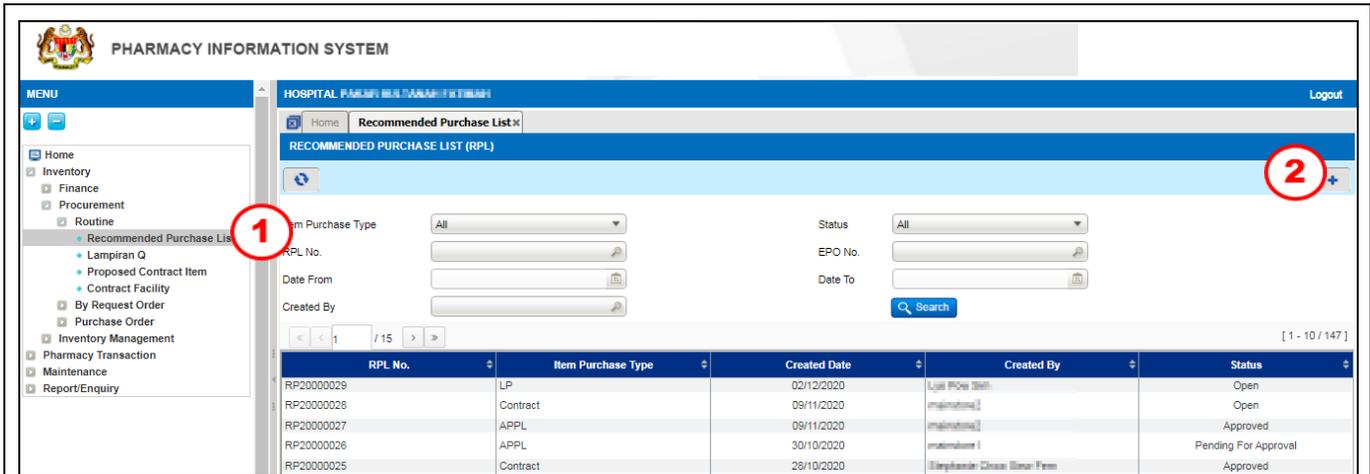
[1 - 2 / 2]

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)	Back Order	Pending eP Approved	Average Unit Price (RM) (SKU)	Amount (RM)
<input type="checkbox"/> C08CA01000T1002XX	Amlodipine 10 mg Tablet	02.0011.02	pack of 100 tablet	146,000	1,460	54,000	540	200,000	60,000	0	70,000	0.0371	5,416.60
<input type="checkbox"/> C08CA01000T1001XX	Amlodipine 5 mg Tablet	02.0011.01	pack of 100 tablet	95,000	950	25,000	250	120,000	30,000	0	40,000	0.0261	2,479.50

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:



The screenshot shows the 'PHARMACY INFORMATION SYSTEM' interface. On the left is a 'MENU' sidebar with 'Recommended Purchase List' highlighted. The main area is titled 'RECOMMENDED PURCHASE LIST (RPL)'. It features search filters for 'Item Purchase Type', 'Status', 'RPL No.', 'Date From', 'Date To', and 'Created By'. Below the filters is a table with the following data:

RPL No.	Item Purchase Type	Created Date	Created By	Status
RP20000029	LP	02/12/2020	Lyle Pooi Siah	Open
RP20000028	Contract	09/11/2020	msimstms	Open
RP20000027	APPL	09/11/2020	msimstms	Approved
RP20000026	APPL	30/10/2020	msimstms	Pending For Approval
RP20000025	Contract	28/10/2020	Emphatic Chooi Seng Fern	Approved

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

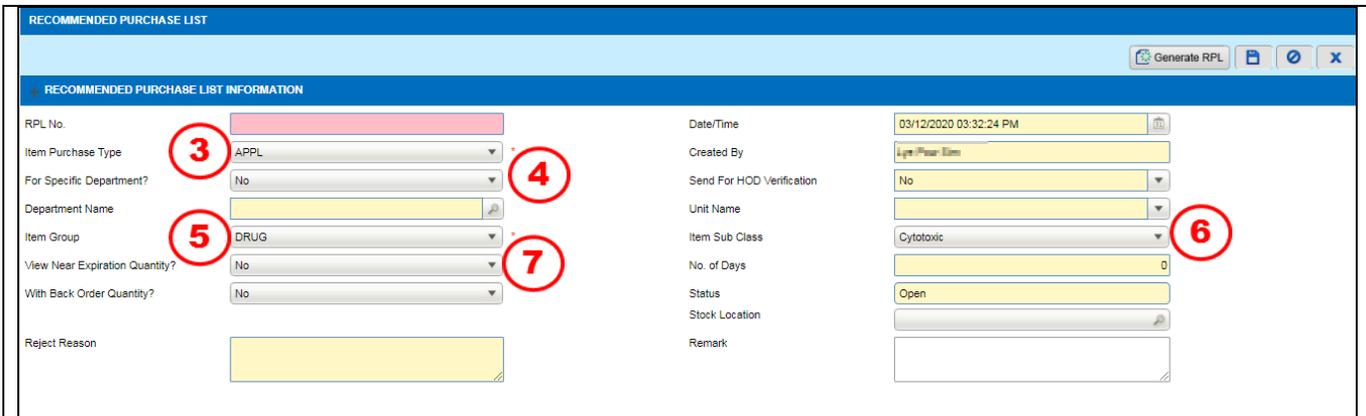
Available Quantity of items that are below than the buffer level quantity set in the Item/Product Buffer Level will be generated in Recommended Purchase List (RPL)

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



The screenshot shows the 'RECOMMENDED PURCHASE LIST INFORMATION' form. It contains two columns of fields. The left column includes: RPL No. (text box), Item Purchase Type (dropdown menu with '3' circled), For Specific Department? (dropdown menu with '4' circled), Department Name (text box), Item Group (dropdown menu with '5' circled), View Near Expiration Quantity? (dropdown menu with '7' circled), With Back Order Quantity? (dropdown menu), and Reject Reason (text box). The right column includes: Date/Time (text box with '03/12/2020 03:32:24 PM'), Created By (text box with 'Liza Puan Lim'), Send For HOD Verification (dropdown menu), Unit Name (text box with '6' circled), Item Sub Class (dropdown menu with 'Cytotoxic'), No. of Days (text box with '0'), Status (dropdown menu with 'Open'), Stock Location (text box), and Remark (text box). A 'Generate RPL' button is located in the top right corner.

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.

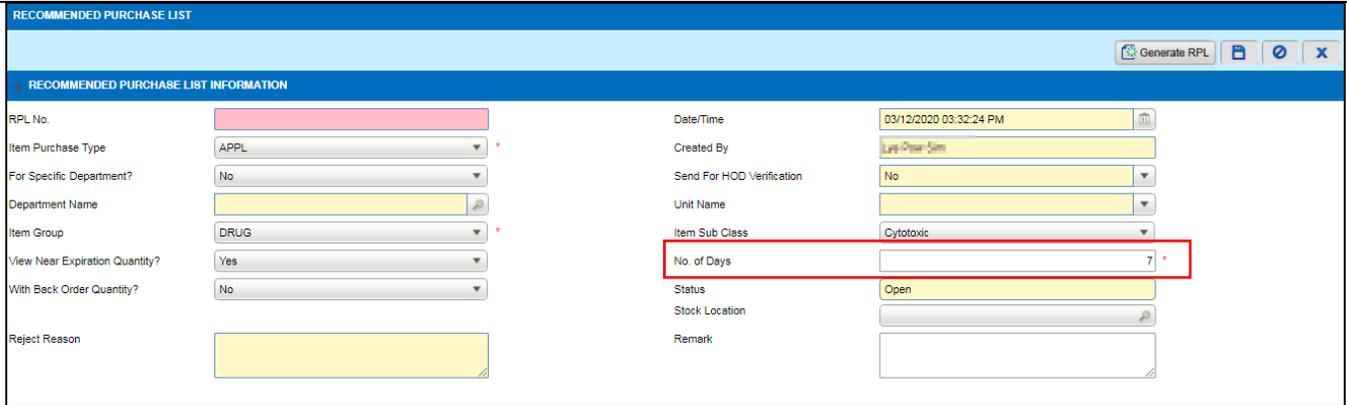
STEP 7

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.



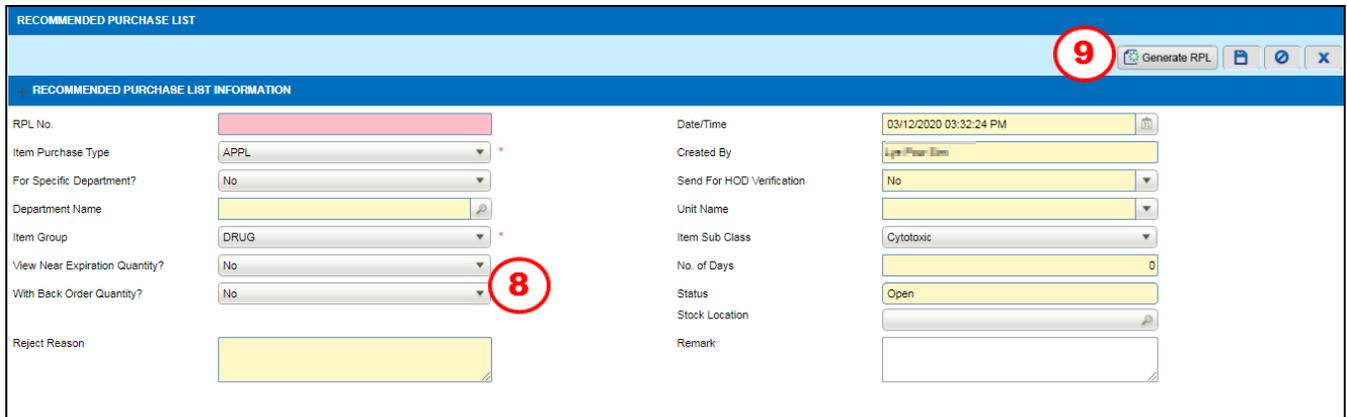
RECOMMENDED PURCHASE LIST

Generate RPL [Save] [Refresh] [Close]

RECOMMENDED PURCHASE LIST INFORMATION

RPL No.	<input type="text"/>	Date/Time	03/12/2020 03:32:24 PM
Item Purchase Type	APPL	Created By	Life-Phar-Team
For Specific Department?	No	Send For HOD Verification	No
Department Name	<input type="text"/>	Unit Name	<input type="text"/>
Item Group	DRUG	Item Sub Class	Cytotoxic
View Near Expiration Quantity?	Yes	No. of Days	7
With Back Order Quantity?	No	Status	Open
Reject Reason	<input type="text"/>	Stock Location	<input type="text"/>
		Remark	<input type="text"/>

Figure 3.1.2-3 'No Of Days' field



RECOMMENDED PURCHASE LIST

Generate RPL [Save] [Refresh] [Close]

RECOMMENDED PURCHASE LIST INFORMATION

RPL No.	<input type="text"/>	Date/Time	03/12/2020 03:32:24 PM
Item Purchase Type	APPL	Created By	Life-Phar-Team
For Specific Department?	No	Send For HOD Verification	No
Department Name	<input type="text"/>	Unit Name	<input type="text"/>
Item Group	DRUG	Item Sub Class	Cytotoxic
View Near Expiration Quantity?	No	No. of Days	0
With Back Order Quantity?	No	Status	Open
Reject Reason	<input type="text"/>	Stock Location	<input type="text"/>
		Remark	<input type="text"/>

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:

RECOMMENDED PURCHASE LIST													
RECOMMENDED PURCHASE LIST INFORMATION													
ITEM LIST													
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
<input type="checkbox"/> D02AX0000G1001XX	Aqueous Cream	01.0033.02	bottle of 500 gram	244,000	488	56,000	112	300,000	144,000	0	0.0227	5,538.80	090401/27401/9
<input type="checkbox"/> D04AX0000G1001XX	Calamine Cream	01.0401.07	tube of 30 gram	4,580	153	1,410	47	6,000	3,000	6,000	0.1933	887.25	090401/7401/99
<input type="checkbox"/> D07AA0200G1001XX	Hydrocortisone 1% Cream	01.1407.03	bottle of 450 gram	25,200	56	10,800	24	36,000	16,200	18,000	0.1031	2,598.12	090401/27401/9
<input type="checkbox"/> D06AX04256G1001XX	Neomycin 0.5% Cream	07.2601.03	tube of 30 gram	1,500	50	1,500	50	3,000	3,000	3,000	0.1120	168.00	090401/27401/9

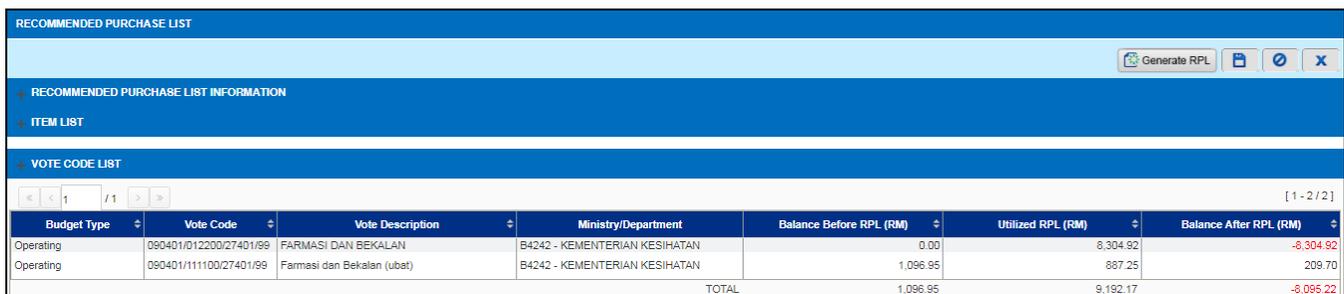
Figure 3.1.2-5 Item List section

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	Default Item Code	The field will display the default item code set for the selected Drug/Non Drug	System will display the default item code set at Drug/Non Drug Catalogue
d	Packaging Description	Packaging Description of the Item	System will display the packaging based on default item show in the list
e	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
f	Request Quantity (PKU)	The field will display the suggested purchase quantity in PKU set for displayed Drug/Non Drug	Calculation: With Back Order Quantity = No Request Quantity (PKU) = Max Storage Quantity - Buffer Level Quantity With Back Order Quantity = Yes Request Quantity (PKU) = (Max Storage Quantity - Buffer Level Quantity) - Back Order Quantity
g	Stock Available SKU	Quantity of stock available in the system	Will be automatically displayed based on the drug/non drug displayed
h	Stock Available PKU	Quantity of stock available in the system	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 -3rd 30 days - Monthly Average	The values displayed is for viewing purpose only and non editable
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	Average Unit Price (RM)	Average Unit Price (RM)	Average Unit Price (RM)
m	Amount (RM)	Display the Amount (RM) that will be charged for current purchasing	Amount (RM) = Average Unit Price (RM) * Request Quantity (SKU)
n	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
o	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:*



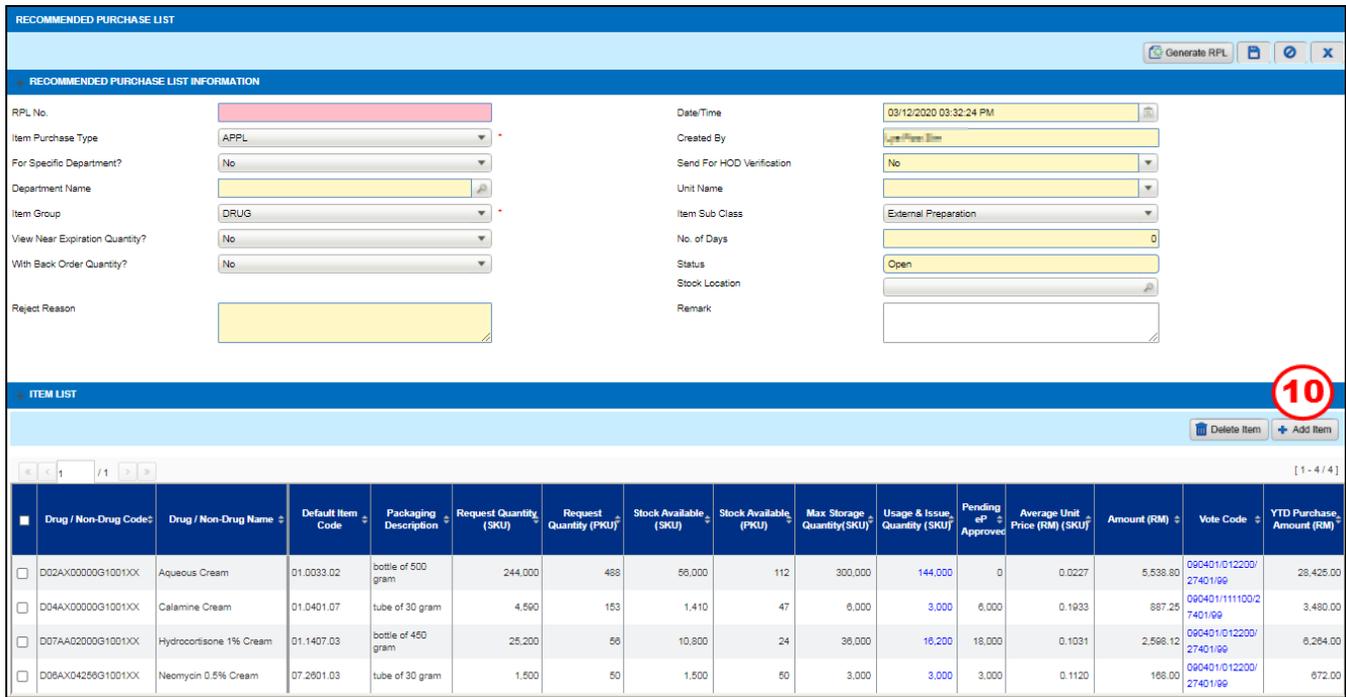
Budget Type	Vote Code	Vote Description	Ministry/Department	Balance Before RPL (RM)	Utilized RPL (RM)	Balance After RPL (RM)
Operating	090401/012200/27401/99	FARMASI DAN BEKALAN	B4242 - KEMENTERIAN KESIHATAN	0.00	8,304.92	-8,304.92
Operating	090401/111100/27401/99	Farmasi dan Bekalan (ubat)	B4242 - KEMENTERIAN KESIHATAN	1,096.95	887.25	209.70
TOTAL				1,096.95	9,192.17	-8,095.22

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	Ministry/Department	Ministry/Department	Display the Ministry/Department
e	Balance Before RPL (RM)	Balance Before RPL (RM)	Display the balance Amount (RM) for the Vote before the purchasing of this order

f	Utilized RPL (RM)	Utilized RPL (RM)	Display the Amount (RM) to be used for the order
g	Balance After RPL (RM)	Balance After RPL (RM)	Display the balance Amount (RM) for the Vote 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



The screenshot shows the 'RECOMMENDED PURCHASE LIST' interface. The top section is 'RECOMMENDED PURCHASE LIST INFORMATION' with various input fields for RPL No., Item Purchase Type (APPL), Department Name, Item Group (DRUG), and other details. The bottom section is 'ITEM LIST' which contains a table of items with columns for Drug/Non-Drug Code, 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, and YTD Purchase Amount (RM). A red circle with the number '10' is overlaid on the 'Add Item' button in the top right of the 'ITEM LIST' section.

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.

ADD ITEM

Item Group: DRUG

Drug Name: Bisacodyl 10 mg Suppository

Default Item: Bisacodyl 10 mg Suppository

UOM: SKU [supp] PKU [supp]

Total Request Quantity: SKU [0] PKU [0]

Average Unit Price (RM): 0.4524

Amount (RM):

Item Sub Class: External Preparation

Drug Code: A06AB02000S2002XX

Packaging Description: pack of 50 suppository

Available Quantity: SKU [400] PKU [8]

Max Storage Quantity: SKU [400] PKU [8]

Usage Quantity: SKU [0] PKU [0]

Buffer Level Quantity: SKU [150] PKU [3]

Estimation Price (RM): 426.4884

VOTE CODE LIST

Delete + Vote Code

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	0	0
TOTAL				0	0

ITEM LIST

Item Code	Item Description	PKU	PKU Description	Packaging Description	Quantity Available (SKU)	Quantity Available (PKU)	YTD Purchase Amount (RM)
01.3659.03	Bisacodyl 10 mg Suppository	pck	pack	pack of 50 suppository	400	8	0.00
TOTAL					400	8	

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.

ADD ITEM

13

Item Group	DRUG	Item Sub Class	External Preparation
Drug Name	Bisacodyl 10 mg Suppository	Drug Code	A06AB02000S2002XX
Default Item	Bisacodyl 10 mg Suppository	Packaging Description	pack of 50 suppository
UOM	SKU <input type="text" value="supp"/> PKU <input type="text" value="supp"/>	Available Quantity	SKU <input type="text" value="400"/> PKU <input type="text" value="8"/>
Total Request Quantity	SKU <input type="text" value="0"/> PKU <input type="text" value="0"/>	Max Storage Quantity	SKU <input type="text" value="400"/> PKU <input type="text" value="8"/>
Average Unit Price (RM)	<input type="text" value="0.4524"/>		
Amount (RM)	<input type="text" value=""/>		
		Usage Quantity	SKU <input type="text" value="0"/> PKU <input type="text" value="0"/>
		Buffer Level Quantity	SKU <input type="text" value="150"/> PKU <input type="text" value="3"/>
		Estimation Price (RM)	<input type="text" value="426.4884"/>

VOTE CODE LIST

12

Budget Type	Vote Code	Vote Description	Ministry/Department	Request Quantity(SKU)	Request Quantity(PKU)
Operating	090401/012200/27401/69	FARMASI DAN BEKALAN	B4242 - KEMENTERIAN KESIHATAN	<input type="text" value="0"/>	<input type="text" value="0"/>
TOTAL				0	0

ITEM LIST

Item Code	Item Description	PKU	PKU Description	Packaging Description	Quantity Available (SKU)	Quantity Available (PKU)	YTD Purchase Amount (RM)
01.3659.03	Bisacodyl 10 mg Suppository	pck	pack	pack of 50 suppository	400	8	0.00
TOTAL					400	8	

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.

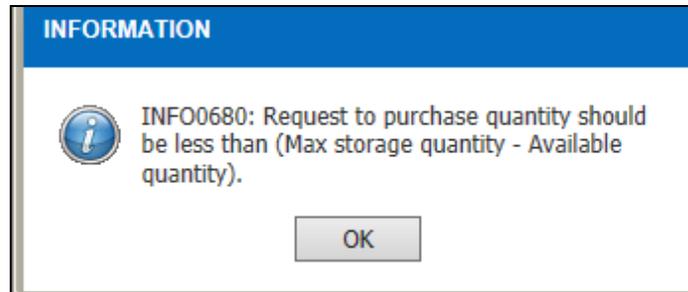


Figure 3.1.2-10 Information

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

RECOMMENDED PURCHASE LIST

Generate RPL [Save] [Refresh] [Close]

RECOMMENDED PURCHASE LIST INFORMATION

ITEM LIST [Delete Item] [Add Item]

[1 - 5 / 5]

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
<input type="checkbox"/> D02AX0000G1001XX	Aqueous Cream	01.0033.02	bottle of 500 gram	244,000	488	56,000	112	300,000	144,000	0	0.0227	5,538.80	090401/27401/9
<input checked="" type="checkbox"/> A06AB02000S2002XX	Bisacodyl 10 mg Suppository	01.3659.03	pack of 50 suppository	4	0	400	8	400	0	0	0.4524	1.81	090401/27401/9
<input type="checkbox"/> D04AX0000G1001XX	Calamine Cream	01.0401.07	tube of 30 gram	4,590	153	1,410	47	6,000	3,000	6,000	0.1933	887.25	090401/7401/99
<input type="checkbox"/> D07AA02000G1001XX	Hydrocortisone 1% Cream	01.1407.03	bottle of 450 gram	25,200	56	10,800	24	36,000	16,200	18,000	0.1031	2,598.12	090401/27401/9
<input type="checkbox"/> D06AX04256G1001XX	Neomycin 0.5% Cream	07.2601.03	tube of 30 gram	1,500	50	1,500	50	3,000	3,000	3,000	0.1120	168.00	090401/27401/9

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 button

Note

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

Modification of the Item Information

RECOMMENDED PURCHASE LIST

Generate RPL [Save] [Refresh] [Close]

RECOMMENDED PURCHASE LIST INFORMATION

ITEM LIST [Delete Item] [Add Item]

[1 - 5 / 5]

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
<input type="checkbox"/> D02AX0000G1001XX	Aqueous Cream	01.0033.02	bottle of 500 gram	244,000	488	56,000	112	300,000	144,000	0	0.0227	5,538.80	090401/27401/9
<input checked="" type="checkbox"/> A06AB02000S2002XX	Bisacodyl 10 mg Suppository	01.3659.03	pack of 50 suppository	4	0	400	8	400	0	0	0.4524	1.81	090401/27401/9
<input checked="" type="checkbox"/> D04AX0000G1001XX	Calamine Cream	01.0401.07	tube of 30 gram	4,590	153	1,410	47	6,000	3,000	6,000	0.1933	887.25	090401/7401/99
<input type="checkbox"/> D07AA02000G1001XX	Hydrocortisone 1% Cream	01.1407.03	bottle of 450 gram	25,200	56	10,800	24	36,000	16,200	18,000	0.1031	2,598.12	090401/27401/9
<input type="checkbox"/> D06AX04256G1001XX	Neomycin 0.5% Cream	07.2601.03	tube of 30 gram	1,500	50	1,500	50	3,000	3,000	3,000	0.1120	168.00	090401/27401/9

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

ADD ITEM

Item Group: DRUG | Item Sub Class: External Preparation
 Drug Name: Calamine Cream | Drug Code: D04AX0000G1001XX
 Default Item: Calamine Cream | Packaging Description: tube of 30 gram
 UOM: SKU g | PKU g
 Total Request Quantity: SKU 4,590 | PKU 153 *
 Average Unit Price (RM): 0.1933
 Amount (RM): 887.25
 Available Quantity: SKU 1,410 | PKU 47
 Max Storage Quantity: SKU 6,000 | PKU 200 *
 Usage Quantity: SKU 3,000 | PKU 100 *
 Buffer Level Quantity: SKU 4,000 | PKU 133 *
 Estimation Price (RM): 4,236.5762

VOTE CODE LIST

Budget Type	Vote Code	Vote Description	Ministry/Department	Request Quantity(SKU)	Request Quantity(PKU)
Operating	090401/111100/27401/99	Farmasi dan Bekalan (ubat)			
TOTAL				0	

ITEM LIST

Item Code	Item Description	PKU	PKU Description	Packaging Description	Quantity Available (SKU)	Quantity Available (PKU)	YTD Purchase Amount (RM)
D04AX0000G1001-30	Calamine Cream	pck	pack	pck of 30 gram	0	0	3,480.00
D1.D401.06	Calamine Cream	tube	tube	tube of 25 gram	0	0	3,480.00
D04AX0000G1001-12	Calamine Cream	pck	pack	pack of 12 gram	0	0	3,480.00
D04AX0000G1001-50	Calamine Cream	pck	pack	pack of 50 gram	0	0	3,480.00

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:

VOTE CODE LIST

Budget Type	Vote Code	Vote Description	Ministry/Department	Request Quantity(SKU)	Request Quantity(PKU)
Operating	090401/111100/27401/99	Farmasi dan Bekalan (ubat)			

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

VOTE CODE LIST

Budget Type	Vote Code	Vote Description	Ministry/Department	Request Quantity(SKU)	Request Quantity(PKU)
<input checked="" type="checkbox"/>	090401/090200/27401/99	TUNTUTAN RAWATAN UBAT PESARA AL	B4242 - KEMENTERIAN KESIHATAN		
<input type="checkbox"/>	090401/111100/27401/99	Farmasi dan Bekalan (ubat)			
TOTAL				0	

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**.

Vote Code	Vote Description	Budget Type	Vote Balance (RM)
090401/110300/27499/99	Anestesiologi (Dasar Baru)	Dasar Baru	2,618.00
090401/031000/27401/99	Anestesiologi (Ubat)	Operating	300,296.14
090401/031000/27499/99	Anestesiologi (Ubat)	Operating	131,364.00
090401/031300/27499/99	Dermatologi (bukan Ubat)	Operating	9,612.00

Figure 3.1.2-16 Vote Code

STEP 19

Enter **Request Quantity(SKU)**

ADD ITEM

Item Group: DRUG

Drug Name: Calamine Cream

Default Item: Calamine Cream

UCOM: SKU g, PKU g

Total Request Quantity: SKU 4,590, PKU 153

Average Unit Price (RM): 0.1933

Amount (RM): 887.25

Item Sub Class: External Preparation

Drug Code: D04AX0000G1001XX

Packaging Description: tube of 30 gram

Available Quantity: SKU 1,410, PKU 47

Max Storage Quantity: SKU 6,000, PKU 200

Usage Quantity: SKU 3,000, PKU 100

Buffer Level Quantity: SKU 4,000, PKU 133

Estimation Price (RM): 4,236.5762

VOTE CODE LIST

Budget Type	Vote Code	Vote Description	Ministry/Department	Request Quantity(SKU)	Request Quantity(PKU)
<input checked="" type="checkbox"/>	090401/090200/27401/99	TUNTUTAN RAWATAN UBAT PESARA AI	B4242 - KEMENTERIAN KESIHATAN	1	0
<input type="checkbox"/>	090401/111100/27401/99	Farmasi dan Bekalan (ubat)			
TOTAL				0	

ITEM LIST

Item Code	Item Description	PKU	PKU Description	Packaging Description	Quantity Available (SKU)	Quantity Available (PKU)	YTD Purchase Amount (RM)
D04AX0000G1001-30	Calamine Cream	pck	pack	pck of 30 gram	0	0	3,480.00
01_0401_06	Calamine Cream	tube	tube	tube of 25 gram	0	0	3,480.00
D04AX0000G1001-12	Calamine Cream	pck	pack	pack of 12 gram	0	0	3,480.00
D04AX0000G1001-50	Calamine Cream	pck	pack	pack of 50 gram	0	0	3,480.00

Figure 3.1.2-17 Add Item

STEP 20

Click on the  button to save the modified information

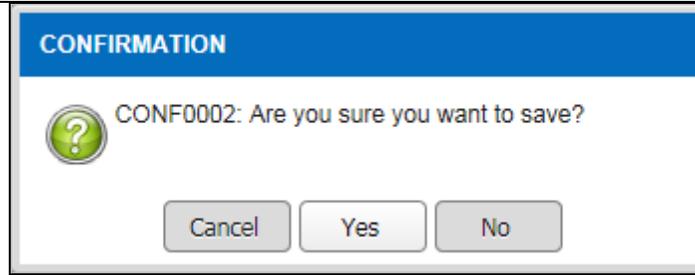
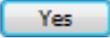


Figure 3.1.2-18 Confirmation Messages

Note

- If click on the  button, record will be saved.
- If click on the  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

RECOMMENDED PURCHASE LIST														
RECOMMENDED PURCHASE LIST INFORMATION														
ITEM LIST														
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	
<input checked="" type="checkbox"/>	D02AX0000G1001XX	Aqueous Cream	01.0033.02	bottle of 500 gram	100	0	56,000	112	300,000	144,000	0	0.0227	2.27	090401/27401/9
<input type="checkbox"/>	D04AX0000G1001XX	Calamine Cream	01.0401.07	tube of 30 gram	4,590	153	1,410	47	6,000	3,000	6,000	0.1933	887.25	090401/7401/99
<input type="checkbox"/>	D07AA02000G1001XX	Hydrocortisone 1% Cream	01.1407.03	bottle of 450 gram	25,200	56	10,800	24	36,000	16,200	18,000	0.1031	2,598.12	090401/27401/9

Figure 3.1.2-19 Recommended Purchase List

STEP 21

Click on the  button to save the RPL record

RECOMMENDED PURCHASE LIST														
RECOMMENDED PURCHASE LIST INFORMATION														
ITEM LIST														
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	
<input checked="" type="checkbox"/>	D02AX0000G1001XX	Aqueous Cream	01.0033.02	bottle of 500 gram	100	0	56,000	112	300,000	144,000	0	0.0227	2.27	090401/27401/9
<input type="checkbox"/>	D04AX0000G1001XX	Calamine Cream	01.0401.07	tube of 30 gram	4,590	153	1,410	47	6,000	3,000	6,000	0.1933	887.25	090401/7401/99
<input type="checkbox"/>	D07AA02000G1001XX	Hydrocortisone 1% Cream	01.1407.03	bottle of 450 gram	25,200	56	10,800	24	36,000	16,200	18,000	0.1031	2,598.12	090401/27401/9

Figure 3.1.2-20 Save RPL

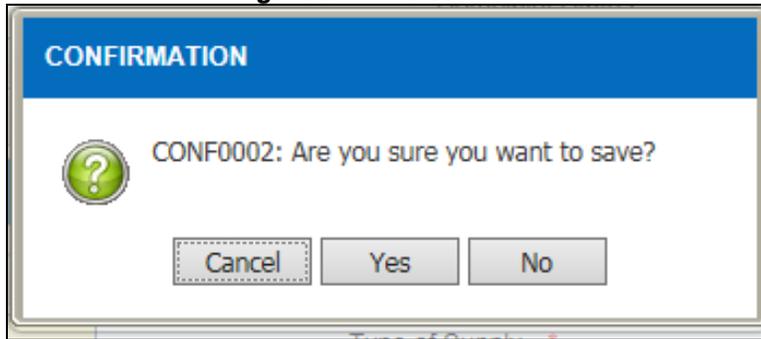


Figure 3.1.2-21 Alert Messages

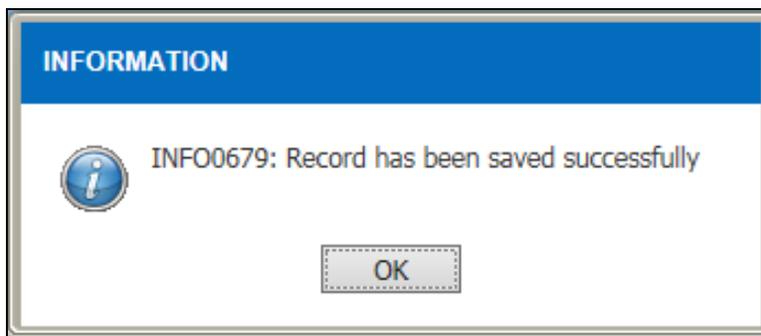


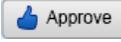
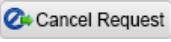
Figure 3.1.2-22 Alert Messages

Note

- If click on the  button, record will be save
- If click on the  button, record will not be save
- Click on the  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

- ,  and  will be displayed after the transaction is successfully saved as shown in Figure 3.1.2-23

RECOMMENDED PURCHASE LIST

22

RECOMMENDED PURCHASE LIST INFORMATION

RPL No. Date/Time

Item Purchase Type Created By

For Specific Department? Send For HCD Verification

Department Name

Item Group Unit Name

View Near Expiration Quantity? No. of Days

With Back Order Quantity? Status

Stock Location

Reject Reason

Remark

ITEM LIST

VOTE CODE LIST

Budget Type	Vote Code	Vote Description	Ministry/Department	Balance Before RPL (RM)	Utilized RPL (RM)	Balance After RPL (RM)
Operating	090401/012200/27401/69	FARMASI DAN BEKALAN	B4242 - KEMENTERIAN KESIHATAN	0.00	2,600.39	-2,600.39
Operating	090401/111100/27401/69	Farmasi dan Bekalan (ubat)	B4242 - KEMENTERIAN KESIHATAN	1,096.95	887.25	209.70
TOTAL				1,096.95	3,487.64	-2,390.69

Figure 3.1.2-23 RPL Approval

STEP 22

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

CONFIRMATION

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

Figure 3.1.2-24 Confirmation Message

Note

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

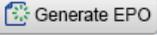
INFORMATION

INFO0673: Record approved successfully.

Figure 3.1.2-25 Information Message

Note

- Click on the button to successfully approved the record

- Button  will be displayed after approve the transaction as shown in Figure 3.1.2-29
- b) Click on the  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  button

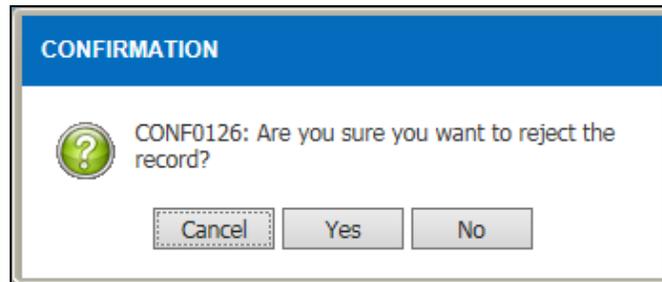
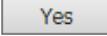


Figure 3.1.2-26 Confirmation Message

Note

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

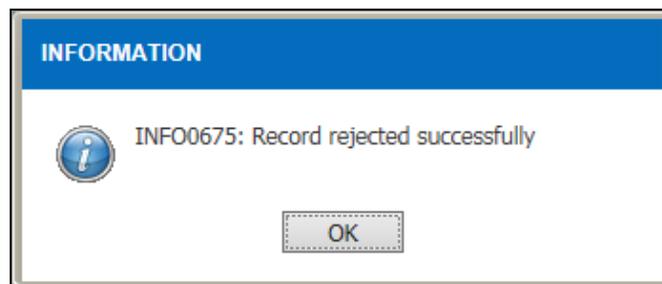


Figure 3.1.2-27 Information Message

Note

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

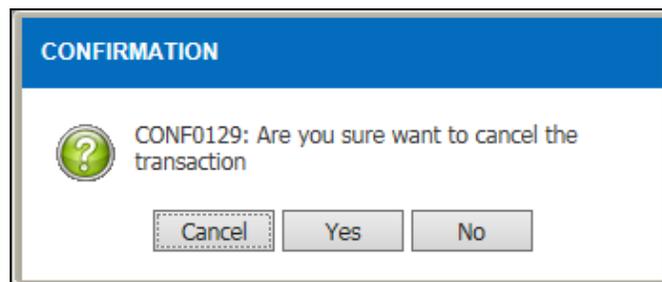
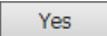


Figure 3.1.2-28 Confirmation Message

Note

Click on the  button to cancel the transaction

RECOMMENDED PURCHASE LIST

23

RECOMMENDED PURCHASE LIST INFORMATION

RPL No: RP20000030 Date/Time: 03/12/2020 04:10:46 PM
 Item Purchase Type: APPL Created By: Lye Pean Lim
 For Specific Department?: No Send For HOD Verification: No
 Department Name: STOR FARMASI Unit Name: STOR FARMASI
 Item Group: DRUG Item Sub Class: External Preparation
 View Near Expiration Quantity?: No No. of Days: 0
 With Back Order Quantity?: No Status: Approved
 Reject Reason: Remark:

ITEM LIST

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
D02AX00000G1001XX	Aqueous Cream	01.0033.02	bottle of 500 gram	100	0	56,000	112	300,000	144,000	0	0.0227	2.27	09042740
D04AX00000G1001XX	Calamine Cream	01.0401.07	tube of 30 gram	4,590	153	1,410	47	6,000	3,000	6,000	0.1933	887.25	09047401

Figure 3.1.2-29 Generate EPO

STEP 23

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

EPO GENERATE CONFIRMATION

24

Maximum Amount for each EPO (RM)

Group EPO By Item Sub Class

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

EPO DETAIL/INFORMATION									
RPL No. RP20000030									
EPO SUMMARY									
EPO No	Budget Type	Vote Code	Vote Description	Item Sub Class/Item Class	Total Amount (RM)	Created Date	EPO status	Cancel	Confirm
E200000180	Operating	090401/012200/27401/99	FARMASI DAN BEKALAN	External Preparation	2,598.12	03/12/2020	Open	<input type="checkbox"/>	<input checked="" type="checkbox"/>
E200000179	Operating	090401/111100/27401/99	Farmasi dan Bekalan (ubat)	External Preparation	887.25	03/12/2020	Open	<input checked="" type="checkbox"/>	<input type="checkbox"/>
E200000178	Operating	090401/012200/27401/99	FARMASI DAN BEKALAN	External Preparation	2.27	03/12/2020	Open	<input type="checkbox"/>	<input checked="" type="checkbox"/>

EPO DETAILS											
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
No Records Found!											

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 DETAIL/INFORMATION									
RPL No. RP20000030									
EPO SUMMARY									
EPO No	Budget Type	Vote Code	Vote Description	Item Sub Class/Item Class	Total Amount (RM)	Created Date	EPO status	Cancel	Confirm
E200000180	Operating	090401/012200/27401/99	FARMASI DAN BEKALAN	External Preparation	2,598.12	03/12/2020	Open	<input type="checkbox"/>	<input checked="" type="checkbox"/>
E200000179	Operating	090401/111100/27401/99	Farmasi dan Bekalan (ubat)	External Preparation	887.25	03/12/2020	Open	<input checked="" type="checkbox"/>	<input type="checkbox"/>
E200000178	Operating	090401/012200/27401/99	FARMASI DAN BEKALAN	External Preparation	2.27	03/12/2020	Open	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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

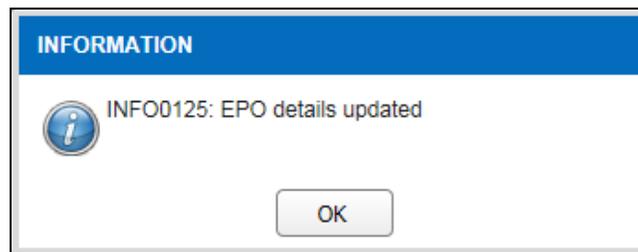


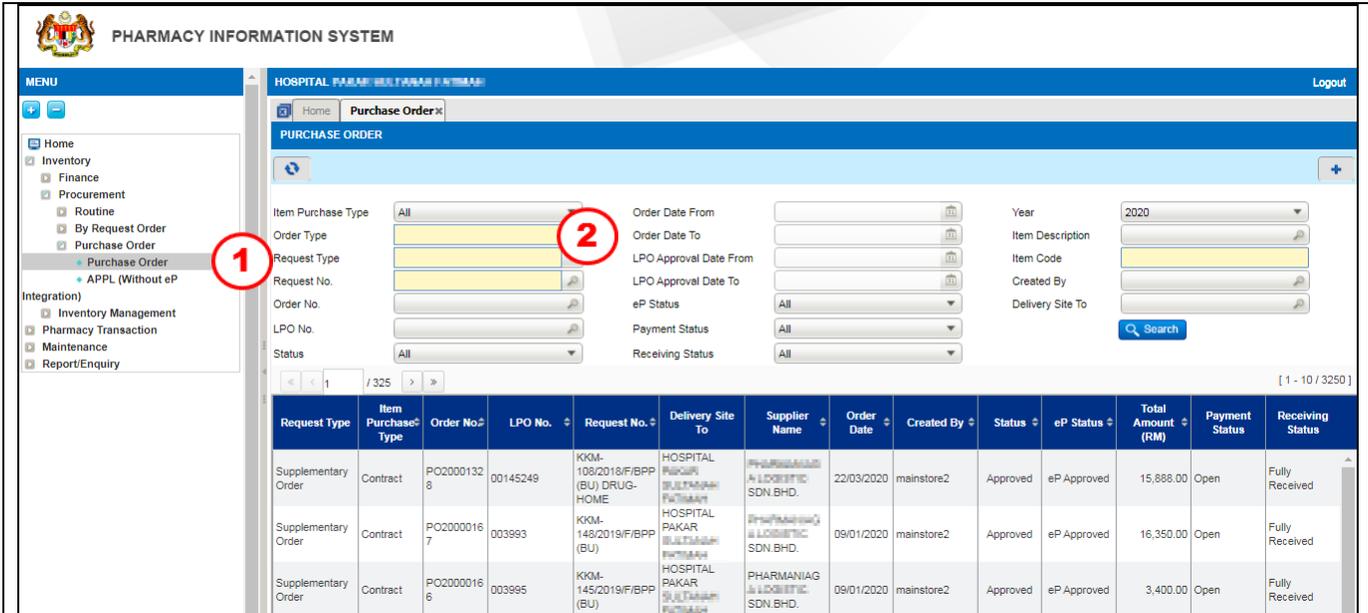
Figure 3.1.2-33 Information Message

Note

Click on the  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:



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
Supplementary Order	Contract	PO20001326	00145249	KKM-105/2019/F/BPP (BU) DRUG-HOME	HOSPITAL PAKAR SULTAN FARMASIA	PHARMANIAG & LOGISTIC SDN BHD.	22/03/2020	mainstore2	Approved	eP Approved	15,888.00	Open	Fully Received
Supplementary Order	Contract	PO20000167	003993	KKM-145/2019/F/BPP (BU)	HOSPITAL PAKAR SULTAN FARMASIA	PHARMANIAG & LOGISTIC SDN BHD.	09/01/2020	mainstore2	Approved	eP Approved	16,350.00	Open	Fully Received
Supplementary Order	Contract	PO20000166	003995	KKM-145/2019/F/BPP (BU)	HOSPITAL PAKAR SULTAN FARMASIA	PHARMANIAG & LOGISTIC SDN BHD.	09/01/2020	mainstore2	Approved	eP Approved	3,400.00	Open	Fully Received

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

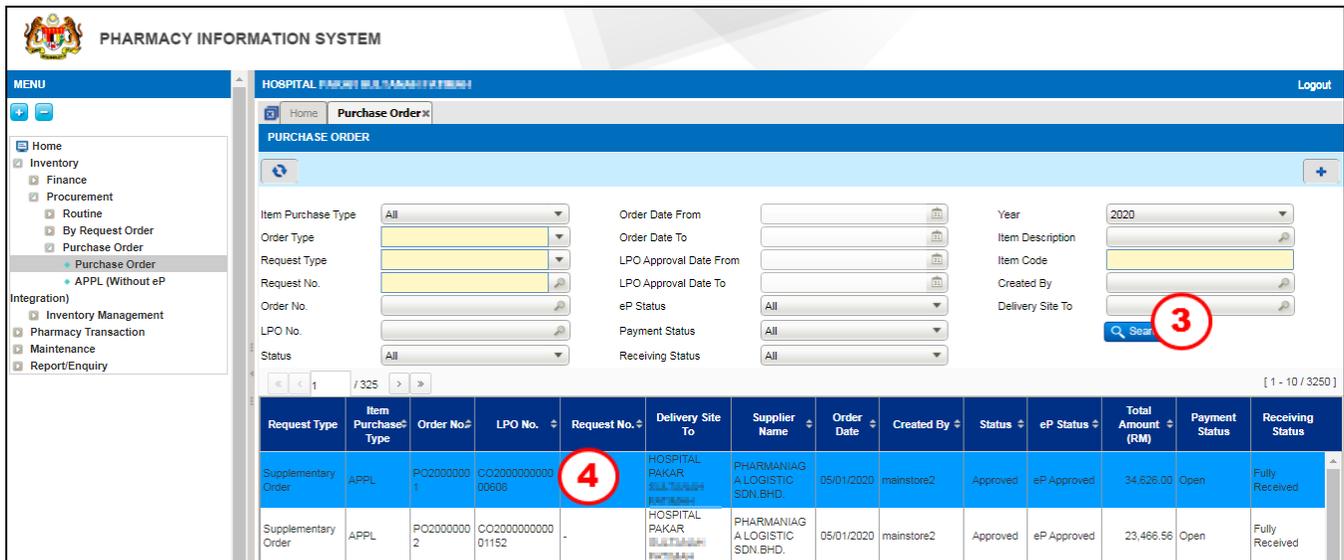
- Closed
- Full Payment
- Payment with Credit Note
- Open

m) Status

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

n) Receiving Status

- Fully Received
- Open
- Partially Received



PHARMACY INFORMATION SYSTEM

HOSPITAL PAKAR SULTANAH FATEMAH

Home Purchase Orderx Logout

PURCHASE ORDER

Item Purchase Type: All Order Date From: Year: 2020
 Order Type: Order Date To: Item Description:
 Request Type: LPO Approval Date From: LPO Approval Date To: 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

Search 3

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
Supplementary Order	APPL	PO20000001	CO2000000000000608	4	HOSPITAL PAKAR SULTANAH FATEMAH	PHARMANIAG A LOGISTIC SDN BHD.	05/01/2020	mainstore2	Approved	eP Approved	34 626.00	Open	Fully Received
Supplementary Order	APPL	PO20000002	CO20000000000001152		HOSPITAL PAKAR SULTANAH FATEMAH	PHARMANIAG A LOGISTIC SDN BHD.	05/01/2020	mainstore2	Approved	eP Approved	23 466.56	Open	Fully Received

Figure 3.2-2 Purchase Order Listing Page

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 3.2-3

PURCHASE ORDER

PURCHASE ORDER DETAILS

AP Purchase Order | LP Purchase Order | Contract Purchase Order

Order No: PO20000001 | Financial Year: 2020 | Order Date: 05/01/2020 03:54:44 PM

Request Type: Supplementary Order | Total Order Amount (RM): 34,626.00 | Created By: [User]

Item Group: DRUG | Item SubClass: [Dropdown] | Approval Date: 05/01/2020

Supplier Name: PHARMASIA LOGISTIC SDN BHD | Delivery Site To Name: HOSPITAL PAKAR SULTAN FATIMAH

LPO No: CO2000000000000608 | LPO Approval Date and Time: 06/01/2020 12:00 AM

Delivery Lead Period(Day): 7 | Delivery Due Date: 14/01/2020 12:00:00 PM

eP Contract Number: Z0251010304170129 | eP Indicator: I - Inventory

Remark: [Text Area] | Reason: [Text Area]

CAPD Home Delivery: No Yes | PASC:

PURCHASE ORDER DETAILS

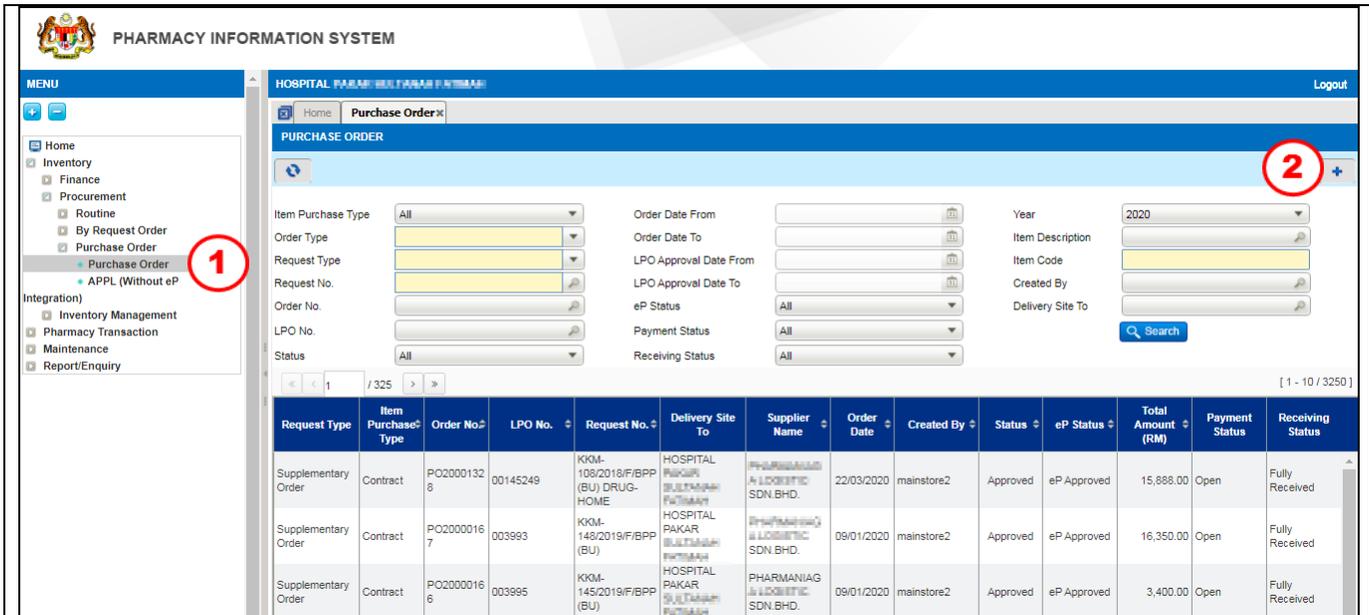
[1 - 4 / 4]

Item Code	Item Description	PKU	Packaging Description	Ordered Quantity (PKU)	Approved Quantity (PKU)	eP Approved Quantity (PKU)	Vote Code	Ministry / Department	Received Quantity (PKU)	Usage & Issue Quantity	Back Order	Unit Price (RM)	Item Average Price (PKU)	Amount (RM)	YTD Purchase Amount (RM)
02.0810.06	Ferrous Fumarate 200mg Tab	pck	Pack of 30 tabs (Blister)	3,500	3,500	3,500	090401/022200/27401/99 FARMASI DAN BEKALAN (UBAT) Operating	B4242 - KEMENTERIAN KESIHATAN	3,500	0	0	6.38	6.38	22,330.00	229,680.00
01.2800.01	Oseltamivir 60mg/5ml Oral Suspension	bott	bottle of 100 ml	35	35	35	090401/022200/27401/99 FARMASI DAN BEKALAN (UBAT) Operating	B4242 - KEMENTERIAN KESIHATAN	35	0	0	98.60	98.60	3,451.00	11,832.00

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:



PHARMACY INFORMATION SYSTEM

HOSPITAL PAKAR SULTAN FATAH

Logout

Home Purchase Order

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
Supplementary Order	Contract	PO20001326	00145249	KKM-108/2019/F/BPP (BU) DRUG-HOME	HOSPITAL PAKAR SULTAN FATAH	PHARMANIAG A LIDOMATIC SDN BHD.	22/03/2020	mainstore2	Approved	eP Approved	15,888.00	Open	Fully Received
Supplementary Order	Contract	PO20000167	003993	KKM-145/2019/F/BPP (BU)	HOSPITAL PAKAR SULTAN FATAH	PHARMANIAG A LIDOMATIC SDN BHD.	09/01/2020	mainstore2	Approved	eP Approved	16,350.00	Open	Fully Received
Supplementary Order	Contract	PO20000166	003995	KKM-145/2019/F/BPP (BU)	HOSPITAL PAKAR SULTAN FATAH	PHARMANIAG A LIDOMATIC SDN BHD.	09/01/2020	mainstore2	Approved	eP Approved	3,400.00	Open	Fully Received

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

PURCHASE ORDER

PURCHASE ORDER DETAILS

AP Purchase Order | LP Purchase Order | Contract Purchase Order

Order No: [Redacted] **3** | Financial Year: 2020 | Order Date: 03/12/2020 04:41:05 PM
 Request Type: RPL **4** | Total Order Amount (RM): 11.37 **5** | Created By: Lya Pape Sim
 RPL No: RP20000030 **4** | EPO No: E200000178 **5** | Approval Date: [Redacted]
 Supplier Name: PHARMANIAGA LOGISTIK SDN BHD **6** | Approval By: [Redacted]
 Delivery Site To Name: HOSPITAL BERGAMBAT **6** | Order Status: Open
 eP Contract Number: Z0251010304170129 **6** | eP Indicator: B - Expense **7** | Reason: [Redacted]
 Remark: [Redacted] | PASC:

PURCHASE ORDER DETAILS

[1 - 1 / 1]

Item Code	Item Description	PKU	Packaging Description	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)
D1 0033.02	Aqueous Cream (500 g) 8	bott	bottle of 500 gram	1	090401/0122002740189	84242 - FARMASI DAN BEKALAN KEMENTERIAN KESIHATAN	144,000	300	11.37	11.35	11.37	28,425.00

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

PURCHASE ORDER			
Item Code	01.0033.02	Item Group	DRUG
Item Description	Aqueous Cream (500 g)	Budget Type	Operating
Vote Description	FARMASI DAN BEKALAN	Vote Code	090401/012200/27401/99
Ministry/Department	B4242 - KEMENTERIAN KESIHATAN	eP Project / Program	B42020199 - PENGURUSAN PERUBAT.
Order Quantity (PKU)	1	Approved Quantity (PKU)	0
Suggested Quantity (PKU)	488	eP Approved Quantity (PKU)	0
RO / RPL Approved Qty (SKU)	50.000	Max Storage Quantity(PKU)	600
Min Order Quantity (PKU)	1	Max Storage Quantity(SKU)	300.000
Quantity Available (PKU)	112	Buffer Level Quantity (SKU)	200.000
Quantity Available (SKU)	56.000	PKU	bott
		Packaging Description	bottle of 500 gram
		Remaining Contract Quantity (PKU)	
		eP GL Account	80227401 - UBAT DAN DADAH
		Brand	XORQUAS
		Manufacturer	Xorix Sdn Bhd
		Unit Price (RM) (PKU)	11.37
		Total Amount (RM)	11.37
		Item Effective Date	31/12/2021

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

14

PURCHASE ORDER

PURCHASE ORDER DETAILS

AP Purchase Order
LP Purchase Order
Contract Purchase Order

Order No	<input type="text"/>	Financial Year	<input type="text" value="2020"/>	Order Date	<input type="text" value="03/12/2020 04:41:05 PM"/>
Request Type	<input type="text" value="RPL"/>	Total Order Amount (RM)	<input type="text" value="11.37"/>	Created By	<input type="text" value="Laili Puan 2876"/>
RPL No	<input type="text" value="RP20000030"/>	EPO No	<input type="text" value="E200000178"/>	Approval Date	<input type="text"/>
Supplier Name	<input type="text" value="PHARMASIA LOGISTIC SDN BHD"/>	eP Indicator	<input type="text" value="B - Expense"/>	Approval By	<input type="text"/>
Delivery Site To Name	<input type="text" value="HOSPITAL BERGAMUT"/>	Remark	<input type="text"/>		
eP Contract Number	<input type="text" value="Z0251010304170129"/>	CAPD Home Delivery	<input type="radio"/> No <input type="radio"/> Yes		
Order Status	<input type="text" value="Open"/>				
Reason	<input type="text"/>				
PASc	<input type="checkbox"/>				

PURCHASE ORDER DETAILS

Delete Item

Item Code	Item Description	PKU	Packaging Description	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)
01.0033.02	Aqueous Cream (500 g)	bott	bottle of 500 gram	1	090401/012200/27401/99 FARMASI DAN BEKALAN Operating	B4242 - KEMENTERIA N KESIHATAN	144,000	300	11.37	11.35	11.37	28,425.00

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

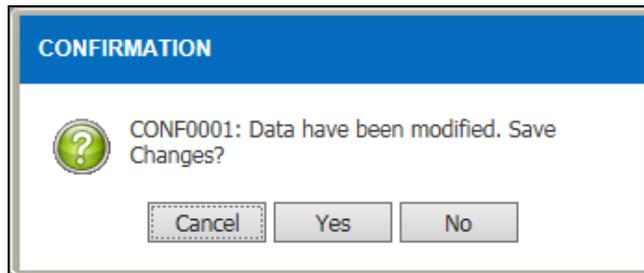


Figure 3.2.1-5 Confirmation Message

Note

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

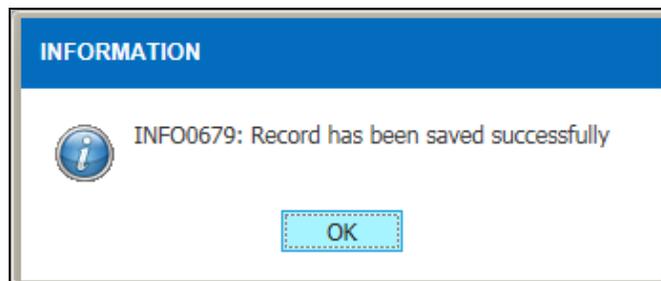


Figure 3.2.1-6 Information Message

Note

- Click on the 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

Item Code	Item Description	PKU	Packaging Description	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)
46.0402.01G	1.5mm Cortical Screw, 0.5mm Pitch, Full Thread (Length Range: 12mm)	pck	Pack of 10 pc	5	5	0604010902002740199	B4242 - KEMENTERIAN KESIHATAN	0	0	150.34	140.40	751.70	0.00

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 Description
- 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

Item Code	Item Description	PKU	Packaging Description	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)
46.0402.01G	1.5mm Cortical Screw, 0.5mm Pitch, Full Thread (Length Range: 12mm)	pck	Pack of 10 pc	5	5	090401/090200/27401/99 TUNTUTAN RAWATAN UBAT PESARA AWAM PERSEKUTUAN Operating	B4242 - KEMENTERIA N KESIHATAN	0	0	150.34	140.40	751.70	0.00

Figure 3.2.1-9 AP Purchase Order

STEP 18

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

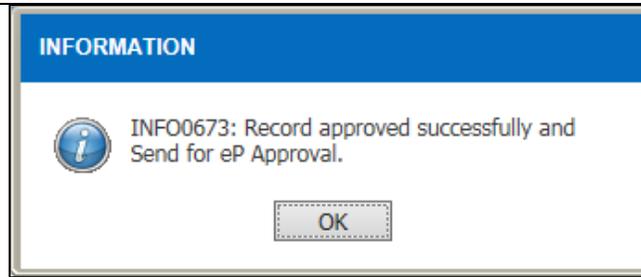


Figure 3.2.1-11 Information Message

Note

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

Note

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

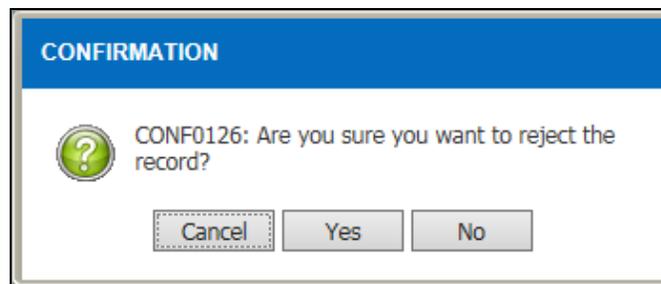
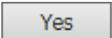


Figure 3.2.1-12 Confirmation Message

Note

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

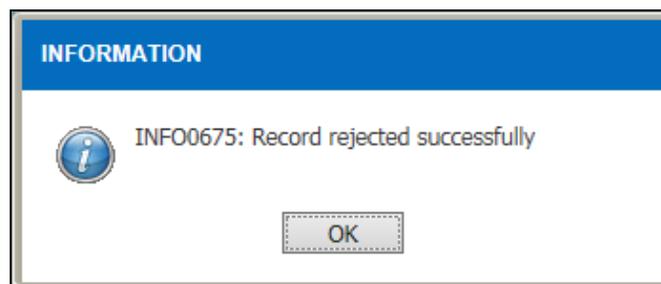


Figure 3.2.1-13 Information Message

Note

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

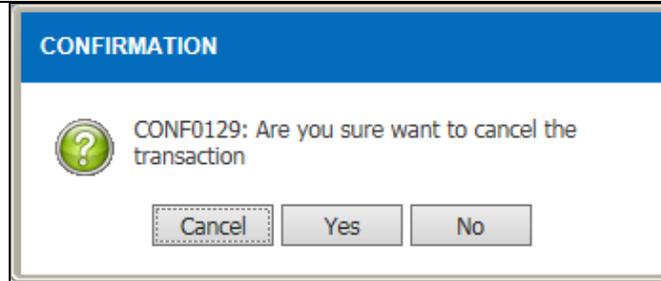
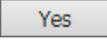


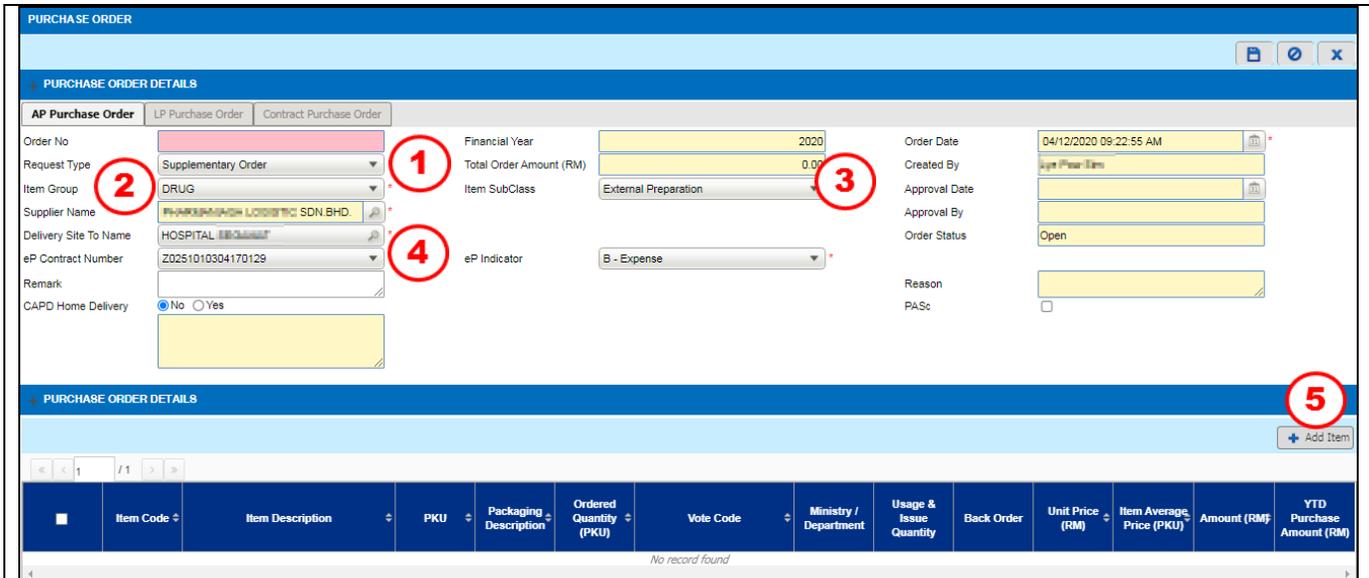
Figure 3.2.1-14 Confirmation Message

Note

Click on the  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:



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

- AP Purchase Order** (selected)
- Order No: [Redacted]
- Request Type: **Supplementary Order** (1)
- Item Group: **DRUG** (2)
- Supplier Name: PHARMANIAGA LOGISTIC SDN.BHD.
- Delivery Site To Name: HOSPITAL [Redacted]
- eP Contract Number: Z0251010304170129 (4)
- Remark: [Redacted]
- CAPD Home Delivery: No Yes
- Financial Year: 2020
- Total Order Amount (RM): 0.00
- Item Sub Class: External Preparation (3)
- eP Indicator: B - Expense
- Order Date: 04/12/2020 09:22:55 AM
- Created By: [Redacted]
- Approval Date: [Redacted]
- Approval By: [Redacted]
- Order Status: Open
- Reason: [Redacted]
- PASc:

Below the form is a table with the following columns: Item Code, Item Description, PKU, Packaging Description, 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). The table currently shows 'No record found'.

Red circles 1-5 highlight the following elements:

- Request Type dropdown menu.
- Item Group dropdown menu.
- Item Sub Class dropdown menu.
- eP Contract Number and eP Indicator dropdown menus.
- Add Item button.

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  button to add item to be procure. Refer Figure 3.2.2-2

ADD PURCHASE ORDER ITEM					
Item Code	01.2221.06	Item Group	DRUG	PKU	bott
Item Description	Calamine Lotion	Budget Type	Operating	Packaging Description	bottle of 120 millilitre
Vote Description	FARMASI DAN BEKALAN	Vote Code	090401/012200/27401/99	Remaining Contract Quantity (PKU)	
Ministry/Department	B4242 - KEMENTERIAN KESIHATAN	eP Project / Program	B42020199 - PENGURUSAN PERUBAT	eP GL Account	B0227401 - UBAT DAN DADAH
Order Quantity (PKU)	1	Approved Quantity (PKU)	1	Brand	IDAMAN
Suggested Quantity (PKU)	550	eP Approved Quantity (PKU)	0	Manufacturer	PT. MANUFACTURING Sdn Bhd
Min Order Quantity (PKU)	1	Max Storage Quantity (PKU)	600	Unit Price (RM) (PKU)	6.38
Quantity Available (PKU)	250	Max Storage Quantity (SKU)	96,000	Total Amount (RM)	6.38
Quantity Available (SKU)	30,000	Buffer Level Quantity (SKU)	24,000	Item Effective Date	31/12/2021

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

14

PURCHASE ORDER

PURCHASE ORDER DETAILS

PURCHASE ORDER DETAILS

Delete Item Add Item

[1 - 1 / 1]

	Item Code	Item Description	PKU	Packaging Description	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)
<input type="checkbox"/>	01.2221.06	Calamine Lotion	bott	bottle of 120 millilitre	1	090401/012200/27401/99 FARMASI DAN BEKALAN Operating	B4242 - KEMENTERIA N KESIHATAN	30,000	0	6.38	6.38	6.38	10,527.00

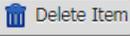
VOTE CODE LIST

[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	6.38	-6.38
TOTAL				0.00	6.38	-6.38

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  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

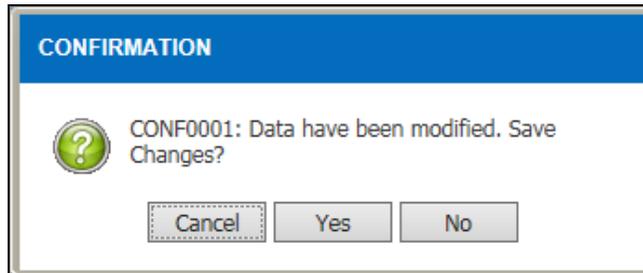
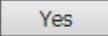


Figure 3.2.2-4 Confirmation Message

Note

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

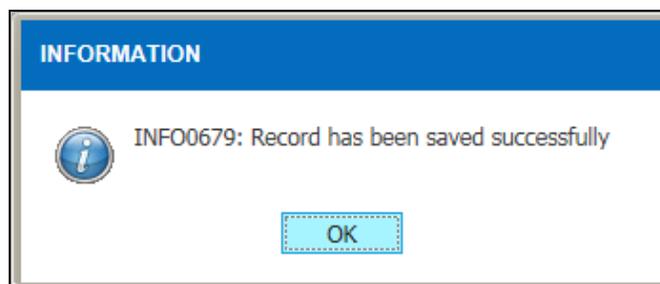


Figure 3.2.2-5 Information Message

Note

- Click on the  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

PURCHASE ORDER

PURCHASE ORDER DETAILS

AP Purchase Order | LP Purchase Order | Contract Purchase Order

Order No: [Redacted] Financial Year: 2020 Order Date: 04/12/2020 09:22:55 AM
 Request Type: Supplementary Order Total Order Amount (RM): 6.38 Created By: [Redacted]
 Item Group: DRUG Item SubClass: External Preparation Approval Date: [Redacted]
 Supplier Name: FARMASI DAN BEKALAN SDN BHD Approval By: [Redacted]
 Delivery Site To Name: HOSPITAL [Redacted] Order Status: Open
 eP Contract Number: Z0251010304170129 eP Indicator: B - Expense Reason: [Redacted]
 Remark: [Redacted] PASC:
 CAPD Home Delivery: No Yes

PURCHASE ORDER DETAILS

Table with 13 columns: Item Code, Item Description, PKU, Packaging Description, 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).
 Row 1: 01.2221.06, Calamine Lotion, 15, bottle of 120 millilitre, 1, 090401/012200/27401/99, B4242 - KEMENTERIA N KESIHATAN, 30.000, 0, 6.38, 6.38, 6.38, 10.527.00

Figure 3.2.2-6 Supplementary Purchase Order

STEP 15

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

ADD PURCHASE ORDER ITEM

Item Code: 01.2221.06 Item Group: DRUG PKU: bott
 Item Description: Calamine Lotion Budget Type: Operating Packaging Description: bottle of 120 millilitre
 Vote Description: FARMASI DAN BEKALAN Vote Code: 090401/012200/27401/99 Remaining Contract Quantity (PKU): [Redacted]
 Ministry/Department: B4242 - KEMENTERIAN KESIHATAN eP Project / Program: B42020199 - PENGURUSAN PERUBAT eP GL Account: B0227401 - UBAT DAN DADAH
 Order Quantity (PKU): 1 Approved Quantity (PKU): 1 Brand: IDAMAN
 Suggested Quantity (PKU): 550 eP Approved Quantity (PKU): 0 Manufacturer: Idaman Pharma Manufacturing Sdn Bhd
 Min Order Quantity (PKU): 1 Max Storage Quantity(PKU): 600 Unit Price (RM) (PKU): 6.38
 Quantity Available (PKU): 250 Max Storage Quantity(SKU): 96,000 Total Amount (RM): 6.38
 Quantity Available (SKU): 30,000 Buffer Level Quantity (SKU): 24,000 Item Effective Date: 31/12/2021

Figure 3.2.2-7 Add Purchase Order Item

Note

User is allowed to do a modification for:

- Item Description
- 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

PURCHASE ORDER

PURCHASE ORDER DETAILS

AP Purchase Order

Order No: PO20003262
Request Type: Supplementary Order
Item Group: DRUG
Supplier Name: PHARMASIA LOGISTIC SDN BHD
Delivery Site To Name: HOSPITAL TECHAM
eP Contract Number: Z0251010304170129
Remark: CAPD Home Delivery: No

Financial Year: 2020
Total Order Amount (RM): 6.38
Item SubClass: External Preparation
eP Indicator: B - Expense

Order Date: 04/12/2020 09:22:55 AM
Created By: Lye Pean Sim
Approval Date:
Approval By:
Order Status: Open
Reason:
PASC:

PURCHASE ORDER DETAILS

Item Code	Item Description	PKU	Packaging Description	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)
01.2221.06	Calamine Lotion	bott	bottle of 120 millilitre	1	1	090401/012200/27401/99 FARMASI DAN BEKALAN Operating	B4242 - KEMENTERIA N KESIHATAN	30,000	0	6.38	6.38	6.38	10,527.00

Figure 3.2.2-8 Supplementary Purchase Order

STEP 18

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

CONFIRMATION

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

Cancel Yes No

Figure 3.2.2-9 Confirmation Message

Note

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

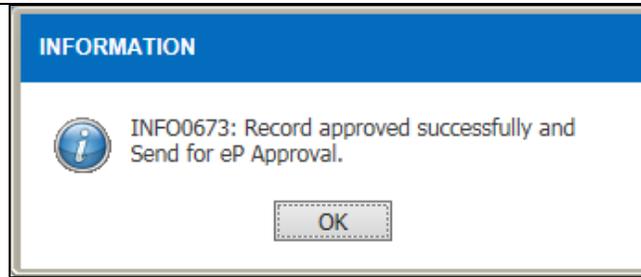


Figure 3.2.2-10 Information Message

Note

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

Note

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

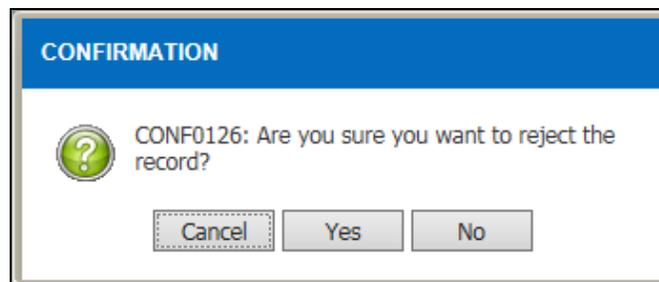
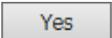


Figure 3.2.2-11 Confirmation Message

Note

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

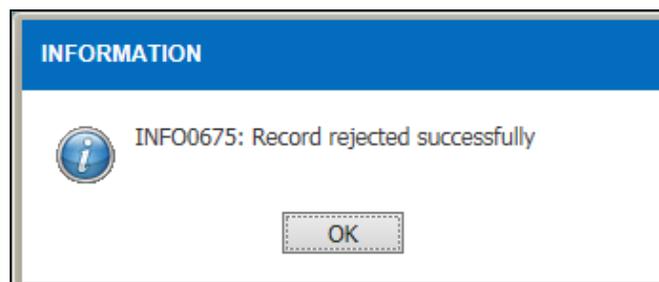


Figure 3.2.2-12 Information Message

Note

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

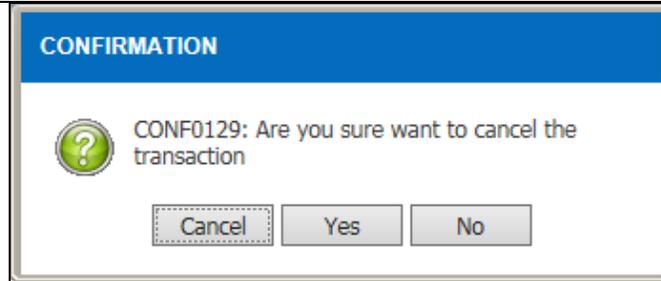
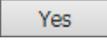


Figure 3.2.2-13 Confirmation Message

Note

Click on the  button to cancel the transaction

3.2.3 Create New Purchase Order: Indent Based

PHARMACY INFORMATION SYSTEM

MENU

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

HOSPITAL Home Purchase Order Logout

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	Supplier Name	Order Date	Created By	Status	eP Status	Total Amount (RM)	Payment Status	Receiving Status
Supplementary Order	APPL	PO20000001	CO2000000000000608		HOSPITAL BUKIT MELAKA	PHARMANIAGA LOGISTIC SDN. BHD.	05/01/2020	mainstore2	Approved	eP Approved	34,626.00	Open	Fully Received
Supplementary Order	APPL	PO20000002	CO20000000000001152		HOSPITAL BUKIT MELAKA	PHARMANIAGA LOGISTIC SDN. BHD.	05/01/2020	mainstore2	Approved	eP Approved	23,466.56	Open	Fully Received

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

PURCHASE ORDER

PURCHASE ORDER DETAILS

AP Purchase Order | LP Purchase Order | Contract Purchase Order

Order No: | Financial Year: 2019

Request Type: | Total Order Amount (RM): 0.00

Supplier Name: PHARMANIAGA LOGISTIC SDN. BHD. | Order Date: 03/10/2019 03:15:14 PM

Delivery Site To Name: | Order Status: Open

Remark: | eP Status: |

Created By: | Reason: |

eP Contract Number: | eP Indicator: B - Expense

PASc: | CAPD: No Yes

PURCHASE ORDER DETAILS

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

VOTE CODE LIST

Figure 3.2.3-2 Purchase Order

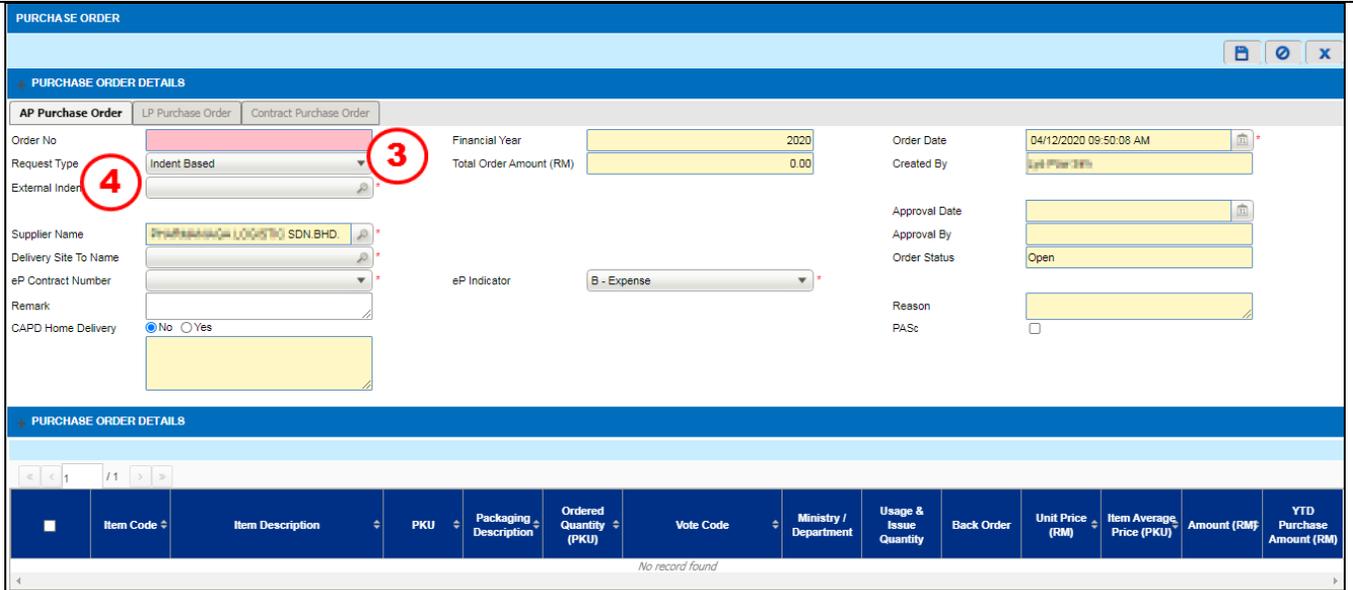


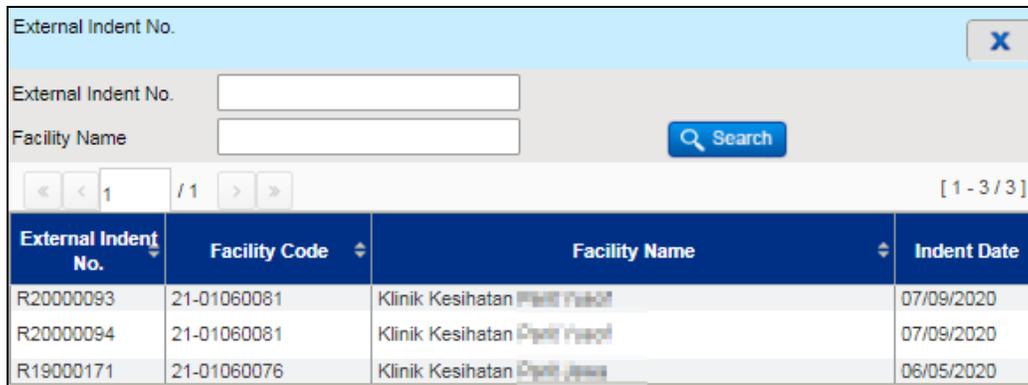
Figure 3.2.3-3 Purchase Order: Indent

STEP 3

Select **Request Type** as Indent

STEP 4

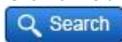
Click on the **External Indent No**  and **External Indent No** window will be displayed as Figure 3.2.3-4



External Indent No.	Facility Code	Facility Name	Indent Date
R20000093	21-01060081	Klinik Kesihatan <i>[faded]</i>	07/09/2020
R20000094	21-01060081	Klinik Kesihatan <i>[faded]</i>	07/09/2020
R19000171	21-01060076	Klinik Kesihatan <i>[faded]</i>	06/05/2020

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  button
- Double click on the selected **External Indent No**
- Details of the purchase will be display under **Purchase Order Details** section

PURCHASE ORDER

PURCHASE ORDER DETAILS

AP Purchase Order | LP Purchase Order | Contract Purchase Order

Order No: [Redacted] Financial Year: 2020 Order Date: 04/12/2020 09:50:08 AM
 Request Type: Indent Based Total Order Amount (RM): 30.30 Created By: [Redacted]
 External Indent No.: R20000093
 Supplier Name: PHARMANIAGA LOGISTIC SDN BHD
 Delivery Site To Name: HOSPITAL [Redacted]
 eP Contract No.: 20251010304170129 eP Indicator: B - Expense
 Remark: CAPD Home Delivery: No Yes

PURCHASE ORDER DETAILS

[1 - 1 / 1]

Item Code	Item Description	PKU	Packaging Description	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)
02.0403.05	Calcium Lactate 300mg Tablets	pck	Pack of 30 tabs	6	090401/022200/27401/99 FARMASI DAN BEKALAN (UBAT) Operating	B4242 - KEMENTERIA N KESIHATAN	60,000	0	5.05	5.05	30.30	73,225.00

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

ADD PURCHASE ORDER ITEM			
Item Code	02.0403.05	Item Group	DRUG
Item Description	Calcium Lactate 300mg Tablet	Budget Type	Operating
Vote Description	FARMASI DAN BEKALAN (UBAT)	Vote Code	090401/022200/27401/99
Ministry/Department	B4242 - KEMENTERIAN KESIHATAN	eP Project / Program	B42022299 - FARMASI DAN BEKALAN
Order Quantity (PKU)	6	Approved Quantity (PKU)	0
Suggested Quantity (PKU)	2,000	eP Approved Quantity (PKU)	0
Min Order Quantity (PKU)	1	Max. Storage Quantity (PKU)	2,000
Quantity Available (PKU)	0	Max. Storage Quantity (SKU)	60,000
Quantity Available (SKU)	0	Buffer Level Quantity (SKU)	27,000
		PKU	pck
		Packaging Description	Pack of 30 tabs
		Remaining Contract Quantity (PKU)	
		eP GL Account	B0227401 - UBAT DAN DADAH
		Brand	IDAMAN
		Manufacturer	Obaman's Pharmacy Manufacturing Sdn Bhd
		Unit Price (RM) (PKU)	5.05
		Total Amount (RM)	30.30
		Item Effective Date	31/12/2021

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

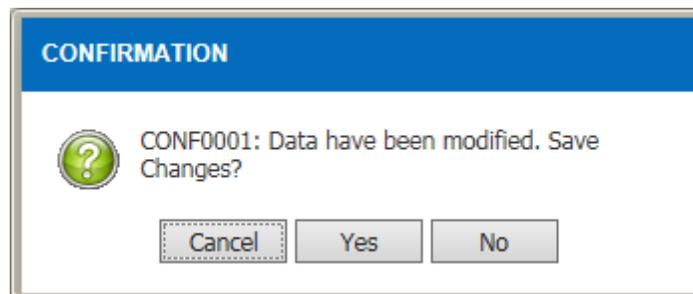
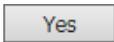
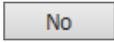
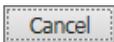


Figure 3.2.3-7 Confirmation Message

Note

- System will display a Confirmation Message as Figure 3.2.3-8
- Click on the  button to save the transaction
- Click on the  button to cancel the saved transaction
- Click on the  button to cancel the editing made at the **Add Purchase Order Item** screen

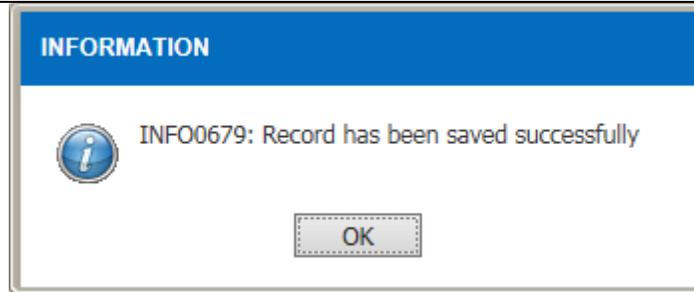
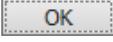


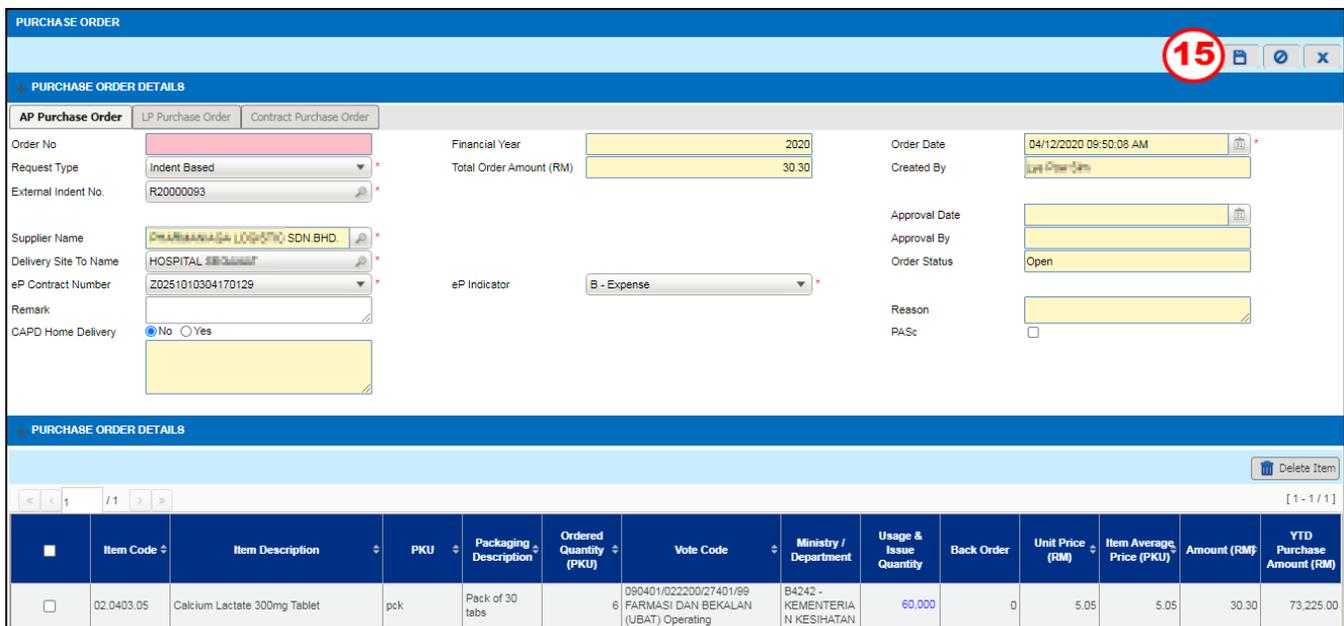
Figure 3.2.3-8 Information Message

Note

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

STEP 14

Click on the  to close the screen



PURCHASE ORDER

PURCHASE ORDER DETAILS

AP Purchase Order | LP Purchase Order | Contract Purchase Order

Order No: [Field] | Financial Year: 2020 | Order Date: 04/12/2020 09:50:08 AM

Request Type: Indent Based | Total Order Amount (RM): 30.30 | Created By: [Field]

External Indent No: R20000093

Supplier Name: [Field] | Approval Date: [Field]

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

eP Contract Number: 20251010304170129 | eP Indicator: B - Expense | Order Status: Open

Remark: [Field] | Reason: [Field]

CAPD Home Delivery: No Yes | PASC:

PURCHASE ORDER DETAILS

[1 - 1 / 1]

Item Code	Item Description	PKU	Packaging Description	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)
02.0403.05	Calcium Lactate 300mg Tablet	pck	Pack of 30 tabs	6	090401/022200/27401/99 FARMASI DAN BEKALAN (UBAT) Operating	B4242 - KEMENTERIA N KESIHATAN	60.000	0	5.05	5.05	30.30	73.225.00

Figure 3.2.3-9 Purchase Order: Indent

STEP 15

Click on the  button to save the record

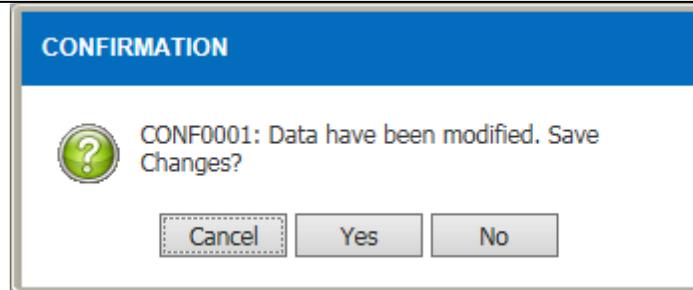
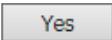
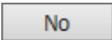


Figure 3.2.3-10 Confirmation Message

Note

- System will display a Confirmation Message as Figure 3.2.3-10
- Click on the  button to save the transaction
- Click on the  button to cancel the saved transaction
- Click on the  button to cancel from saving the record

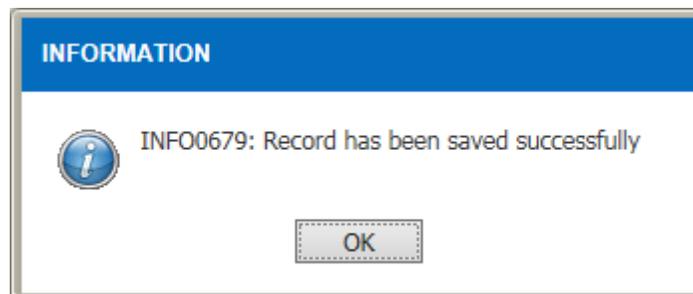


Figure 3.2.3-11 Information Message

Note

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

PURCHASE ORDER

16

PURCHASE ORDER DETAILS

AP Purchase Order | |

Order No: PO20003263 | Financial Year: 2020 | Order Date: 04/12/2020 09:50:08 AM
 Request Type: Indent Based | Total Order Amount (RM): 30.30 | Created By: [User Name]
 External Indent No: R20000093 | Approval Date: [] | Approval By: []
 Supplier Name: [Supplier Name] SDN BHD | Approval Status: Open
 Delivery Site To Name: HOSPITAL [Hospital Name] | eP Indicator: B - Expense
 eP Contract Number: Z0251010304170129 | Reason: []
 Remark: [] | PASC:
 CAPD Home Delivery: No Yes

PURCHASE ORDER DETAILS

Item Code	Item Description	PKU	Packaging Description	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)
02.0403.05	Calcium Lactate 300mg Tablet	pck	Pack of 30 tabs	6	6	090401/022200/27401/99 FARMASI DAN BEKALAN (UBAT) Operating	B4242 - KEMENTERIA N KESIHATAN	60,000	0	5.05	5.05	30.30	73,225.00

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

- 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

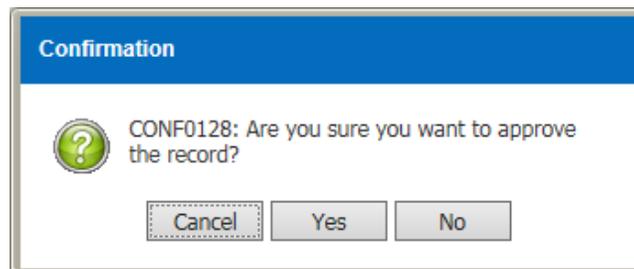


Figure 3.2.3-13 Confirmation Message

- Information Message will display after click on the button as Figure 3.2.3-14

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

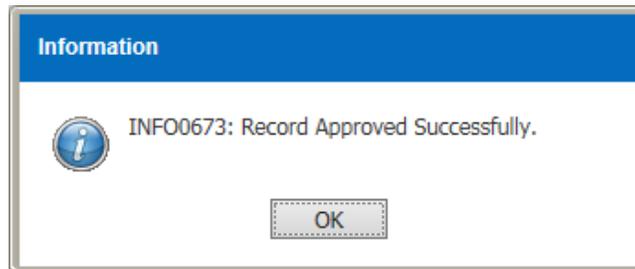


Figure 3.2.3-14 Information Message

- b) Click on the  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

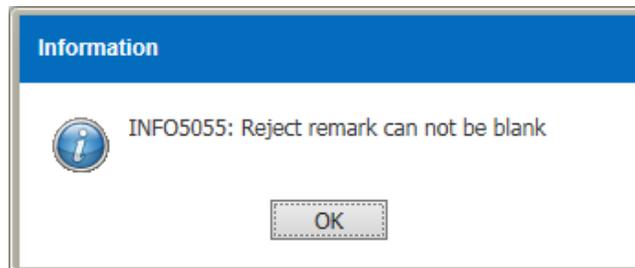


Figure 3.2.3-15 Information Message

- **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	<i>Finance</i>	Click Here	15	<i>Internal Indent</i>	Click Here
2	<i>Procurement Standard APPL</i>	Click Here	16	<i>Issue</i>	Click Here
3	<i>Procurement standard LP</i>	Click Here	17	<i>Receive From Supplier</i>	Click Here
4	<i>Procurement Standard Contract</i>	Click Here	18	<i>Receive Inter Facility</i>	Click Here
5	<i>Procurement Standard Quotation</i>	Click Here	19	<i>Receive Intra Facility</i>	Click Here
6	<i>Procurement Standard (RFQ)</i>	Click Here	20	<i>Return to Supplier</i>	Click Here
7	<i>Procurement Non Standard (Requisition Order)</i>	Click Here	21	<i>Return to Supplying Unit</i>	Click Here
8	<i>Quarantine</i>	Click Here	22	<i>Slow Moving</i>	Click Here
9	<i>Product Complaint</i>	Click Here	23	<i>Stock Taking And Verification</i>	Click Here
10	<i>Recalculate Buffer Level</i>	Click Here	24	<i>Stock Transfer</i>	Click Here
11	<i>Expiration And Condemn</i>	Click Here	25	<i>Year End</i>	Click Here
12	<i>Recall Product</i>	Click Here	26	<i>Penalty</i>	Click Here
13	<i>Payment</i>	Click Here	27	<i>IWP Budget</i>	Click Here
14	<i>External Indent</i>	Click Here	28	<i>IWP Order Authorization</i>	Click Here