



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

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## **User Manual Pharmacy Inventory Procurement Standard (APPL)**

<b>Version</b>	<b>: 12<sup>th</sup> Edition</b>
<b>Document ID</b>	<b>: U.MANUAL_INV_PROCUREMENT STANDARD_APPL</b>



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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

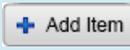
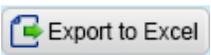
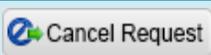
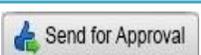
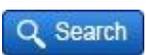
### 1.3 Organised Sections

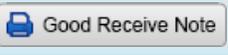
These are the sections within this document:

- 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

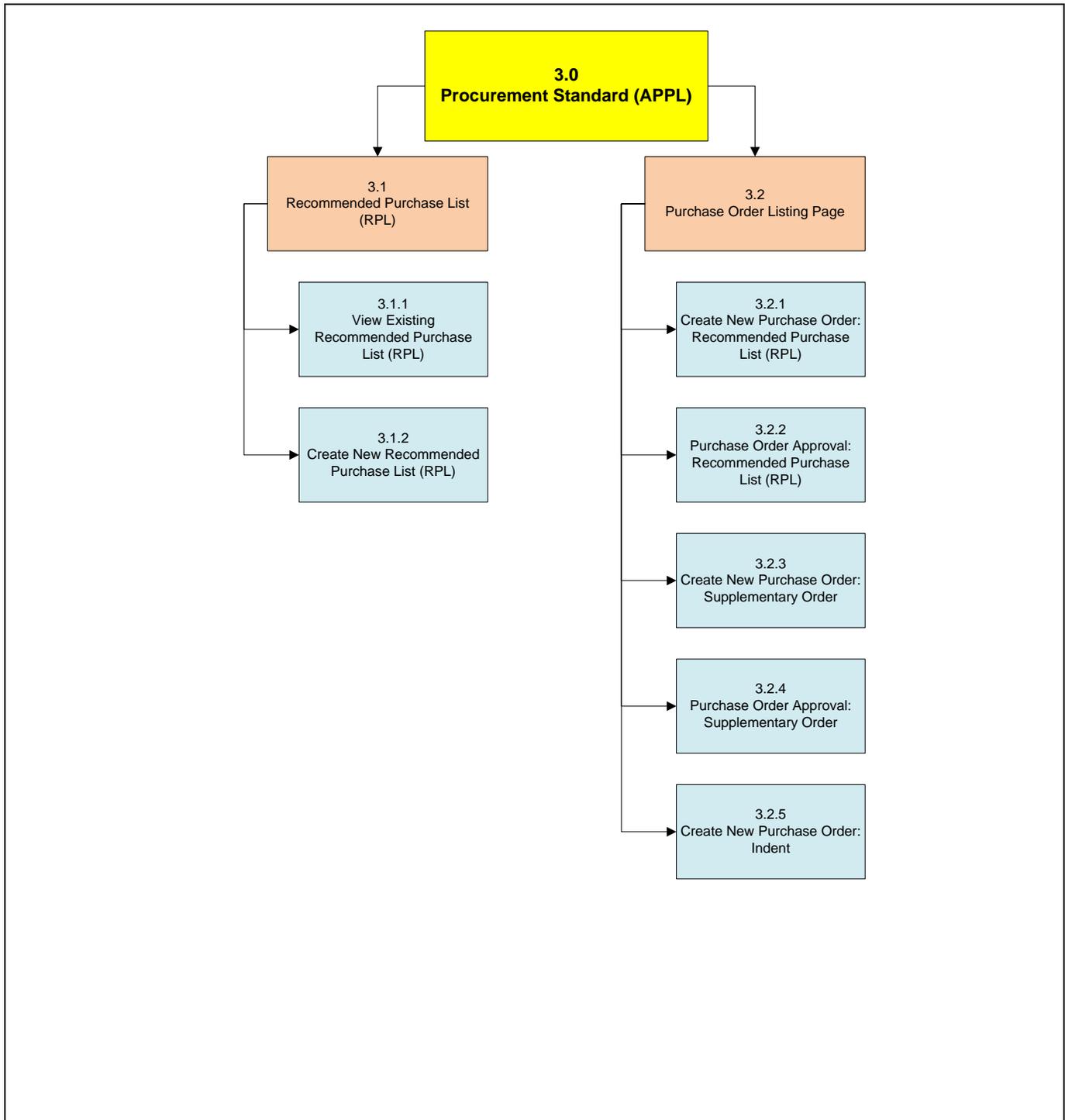


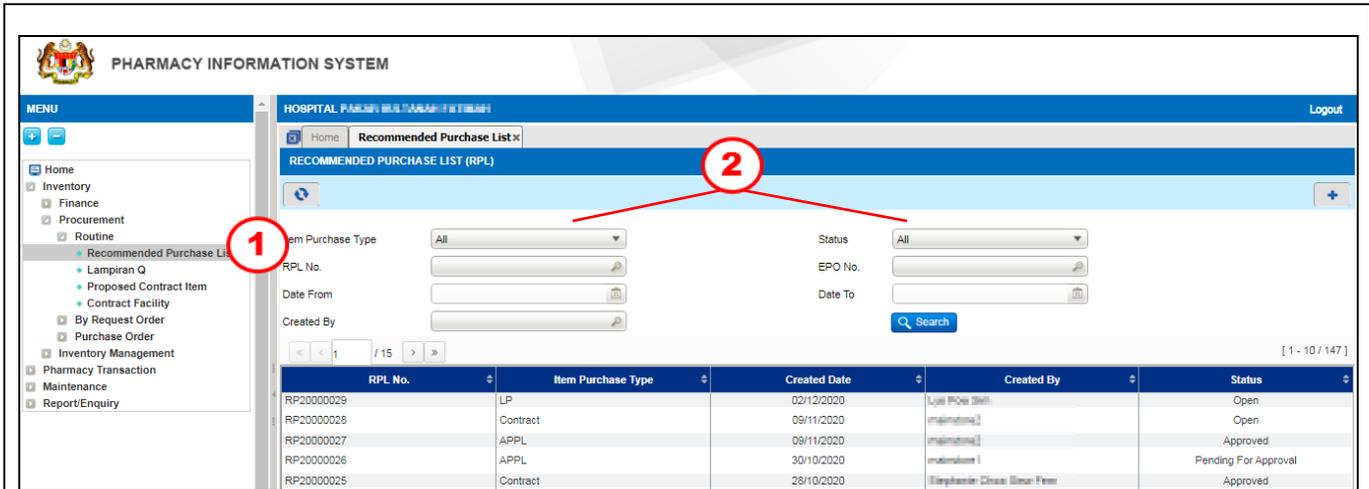
Figure 3.0-1

### 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:



The screenshot shows the 'PHARMACY INFORMATION SYSTEM' interface. On the left is a 'MENU' with options like Home, Inventory, Finance, Procurement, Routine, Recommended Purchase List, and others. The main area is titled 'RECOMMENDED PURCHASE LIST (RPL)'. It features search filters: 'Item Purchase Type' (set to 'All'), 'Status' (set to 'All'), 'RPL No.', 'Date From', 'Date To', and 'Created By'. Below the filters is a table with columns: RPL No., Item Purchase Type, Created Date, Created By, and Status. The table contains several rows of data, including RPL No. RP20000029, RP20000028, RP20000027, RP20000026, and RP20000025.

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

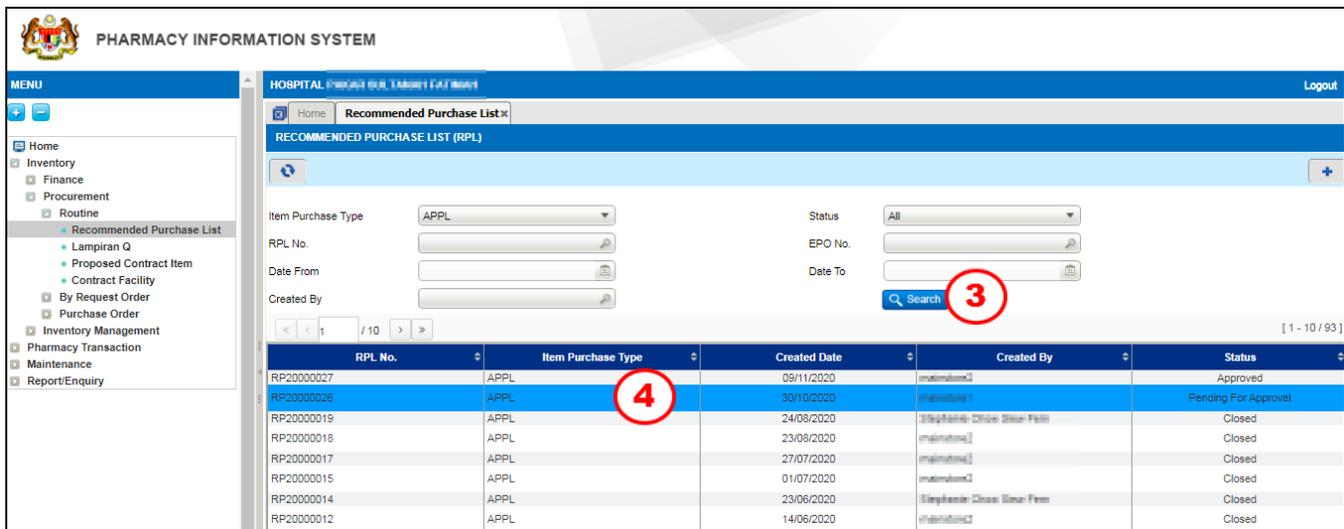
#### STEP 2

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) (HOSPITAL) (HOSPITAL) 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	matrimon2	Approved
RP20000026	APPL	30/10/2020	matrimon2	Pending For Approval
RP20000019	APPL	24/08/2020	Elphiane Choo Suan Fern	Closed
RP20000018	APPL	23/08/2020	matrimon2	Closed
RP20000017	APPL	27/07/2020	matrimon2	Closed
RP20000015	APPL	01/07/2020	matrimon2	Closed
RP20000014	APPL	23/06/2020	Elphiane Choo Suan Fern	Closed
RP20000012	APPL	14/06/2020	matrimon2	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

+ RECOMMENDED PURCHASE LIST INFORMATION

RPL No. <input type="text" value="RP21000011"/>	Date/Time <input type="text" value="07/12/2021 00:43:26 PM"/>
Item Purchase Type <input type="text" value="APPL"/>	Created By <input type="text" value=""/>
For Specific Department? <input type="text" value="No"/>	Send For HOD Verification <input type="text" value="No"/>
Department Name <input type="text" value=""/>	Unit Name <input type="text" value="Farmasi Logistik"/>
Item Group <input type="text" value="DRUG"/>	Item Sub Class <input type="text" value="Injectables"/>
View Near Expiration Quantity? <input type="text" value="No"/>	No. of Days <input type="text" value="0"/>
With Back Order Quantity? <input type="text" value="No"/>	Status <input type="text" value="Approved"/>
Reject Reason <input type="text" value=""/>	Stock Location <input type="text" value=""/>
	Remark <input type="text" value=""/>

+ ITEM LIST

Special approve drug

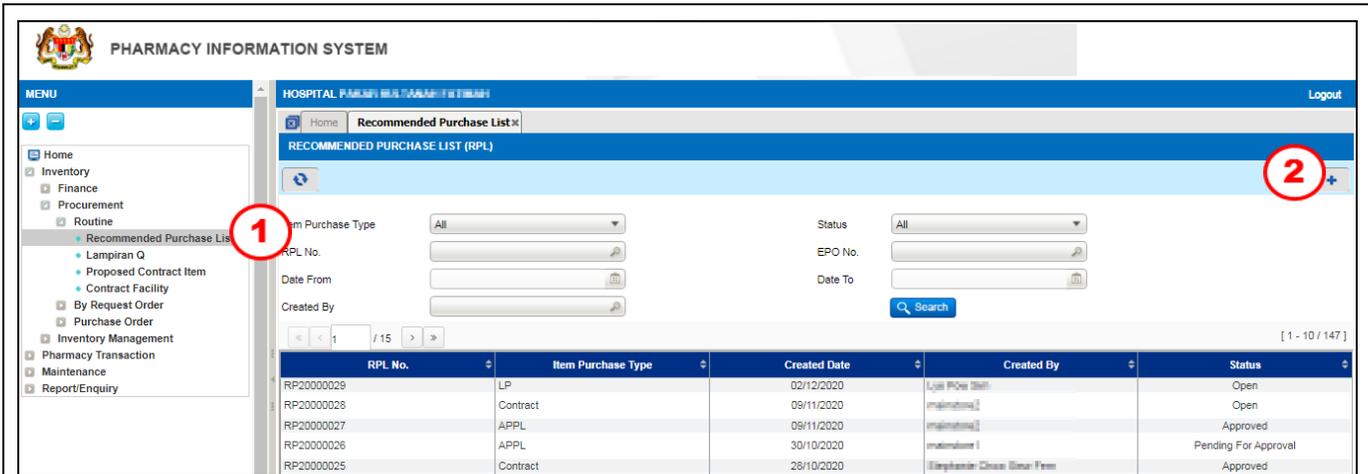
[ 1 - 10 / 20 ]

Drug / Non-Drug Code	Drug / Non-Drug Name	Default Item Code	Packaging Description	Request Quantity (SKU)	Request Quantity (PKU)	Stock Available (SKU)	Stock Available (PKU)	Max Storage Quantity(SKU)	Usage & Issue Quantity (SKU)	Pending eP Approved (SKU)	Average Unit Price (RM) (SKU)
<input type="checkbox"/> J05AB01000P4001XX	Acyclovir 250mg/10ml Injection	07.0017.04	set of 10 vial	3,240	324	2,080	208	5,320	1,800	0	6.9600
<input type="checkbox"/> C01CA24123P3001XX	Adrenaline Acid Tartrate 1mg/ml Injection	03.0006.01	pack of 10 ampoule	25,510	2,551	16,250	1,625	41,760	4,100	0	1.7400
<input type="checkbox"/> J01GB06183P3003XX	Amikacin 250mg/2ml Injection	07.0011.05	pack of 10 vial	1,949	194	0	0	1,949	400	0	4.6400
<input type="checkbox"/> R03DA05000P3001XX	Aminophylline 25mg/ml in 10ml Injection (250mg/10ml)	03.0004.04	pack of 10 ampoule	759	75	400	40	1,159	280	0	3.3640
<input type="checkbox"/> J02AA01801P4001XX	Amphotericin B 50mg/10ml powder for Injection	07.0014.01	Pack of 1 vial	409	409	80	80	489	120	0	39.2100
<input type="checkbox"/> J01CA01520P4001XX	Ampicillin 500mg Injection	07.0002.05	pack of 10 vial	7,179	717	6,540	654	13,719	4,330	0	2.0300
<input type="checkbox"/> J01CE08702P4001XX	Benzathine Penicillin 2.4MIU (1.8g) Injection			160	0	70	0	230	220	0	8.7000
<input type="checkbox"/> J01CE04702P4001XX	Benzylpenicillin 1MIU			7,040	0	200	0	8,140	2,400	0	2.2400

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

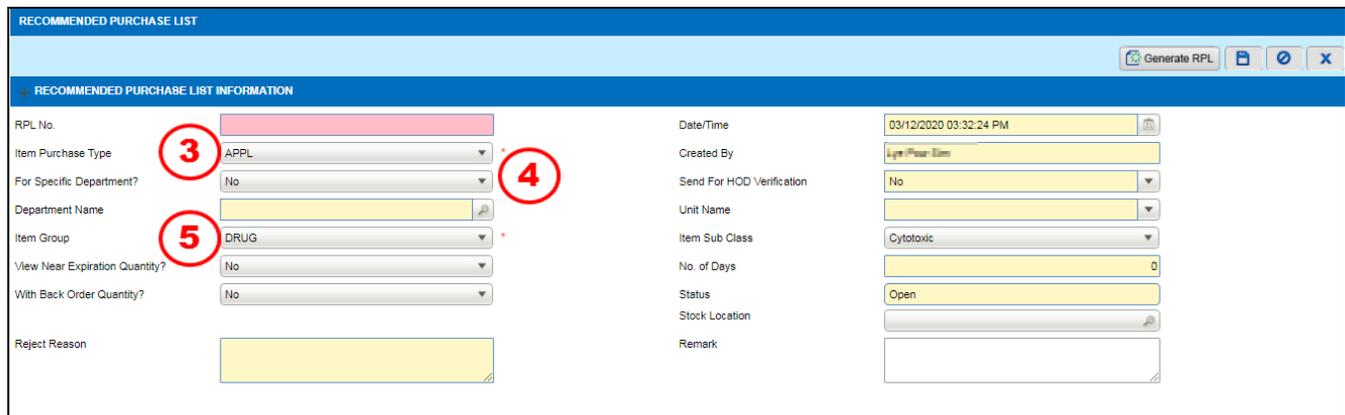
Available Quantity of items that are below than the buffer level quantity set in the Item/Product Buffer Level will be generated in Recommended Purchase List (RPL)

#### 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

#### Note

- By selecting **Item Group** as 'DRUG', colour indication for **Special Approved Drug**  will be displayed in the **Item List** section as shown in figure 3.1.2-3

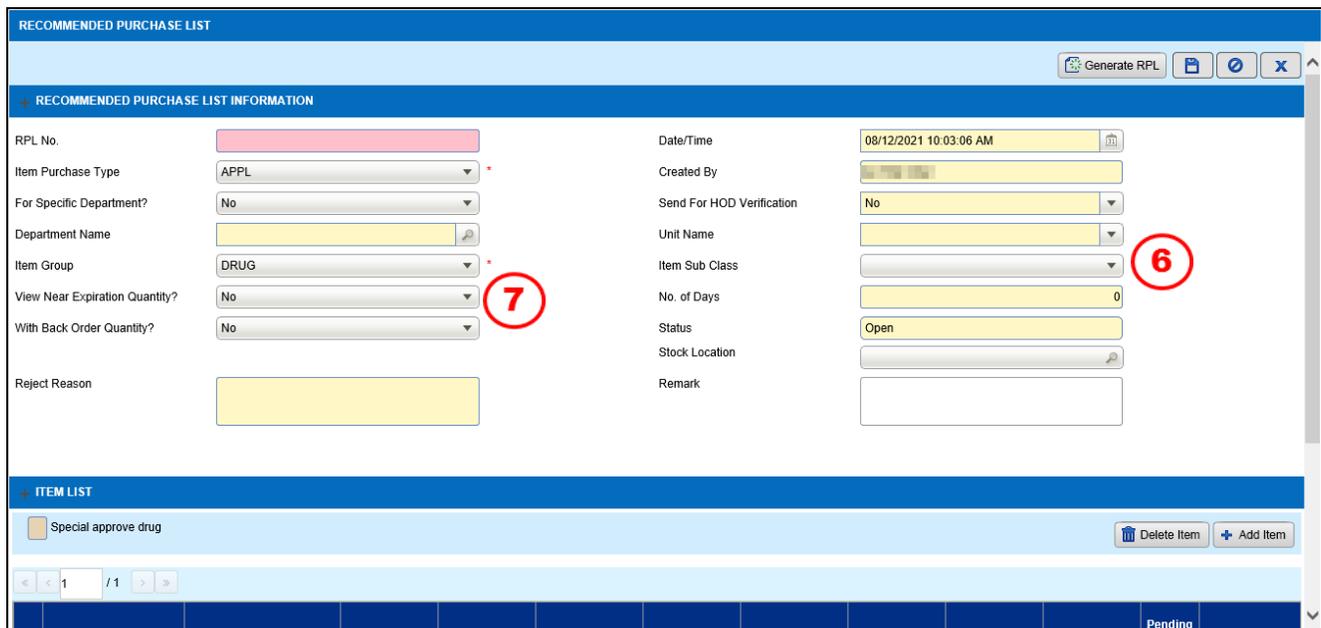


Figure 3.1.2-3 Recommended Purchase List (RPL)

### 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**.

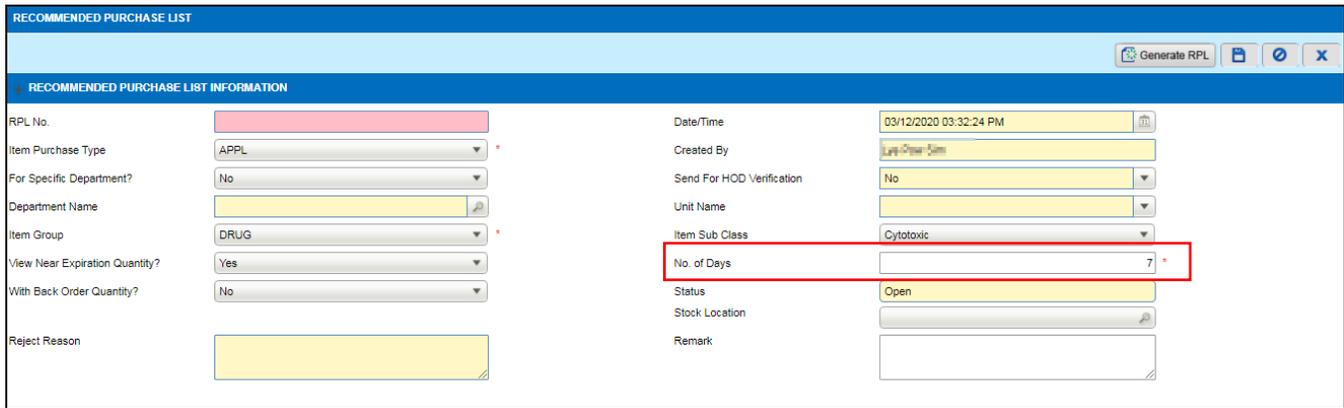
### STEP 7

Select **View Near Expiration Quantity** from the drop-down box

- Yes
- No

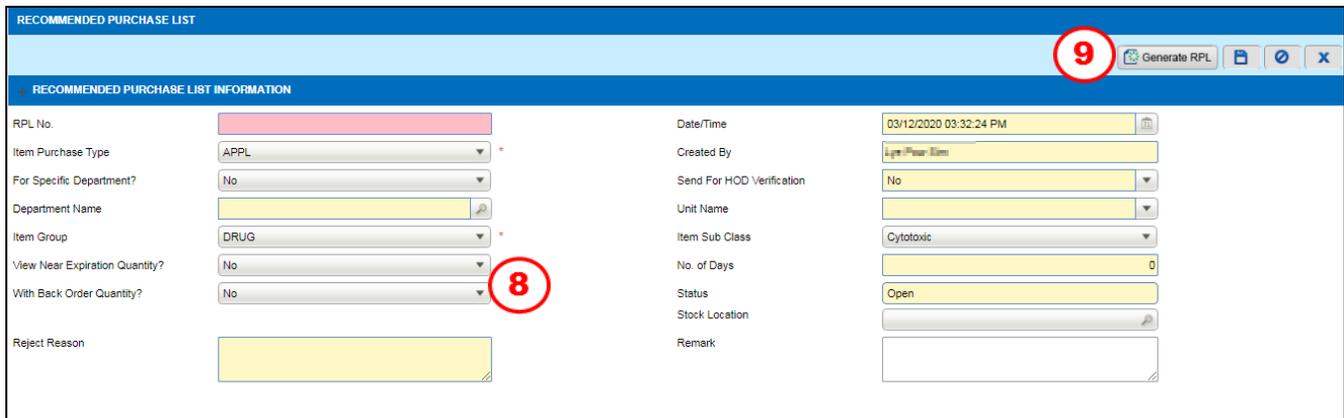
**Note**

- If selection is 'Yes', user is mandatory to enter an integer in the 'No of Days' field as shown in Figure 3.1.2-4.
- 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.



The screenshot shows the 'RECOMMENDED PURCHASE LIST INFORMATION' section of the software. The 'No of Days' field is highlighted with a red box and contains the value '7'. Other fields include 'Item Purchase Type' (APPL), 'View Near Expiration Quantity?' (Yes), and 'Status' (Open).

Figure 3.1.2-4 'No Of Days' field



The screenshot shows the same 'RECOMMENDED PURCHASE LIST INFORMATION' section. The 'View Near Expiration Quantity?' dropdown is circled in red with the number '8', and the 'Generate RPL' button is circled in red with the number '9'. The 'No of Days' field now contains '0'.

Figure 3.1.2-5 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.
- Drug that displays with Approved Special Drug colour only for information viewing purposed only and will not flow to Purchase Order to proceed with purchasing
- These are the information displayed under the 'Item List' section:

RECOMMENDED PURCHASE LIST												
RECOMMENDED PURCHASE LIST INFORMATION												
ITEM LIST												
<input type="checkbox"/> Special approve drug											<input type="button" value="Delete Item"/> <input type="button" value="+ Add Item"/>	
<input type="button" value="&lt;"/> <input type="button" value="3"/> / <input type="button" value="4"/> <input type="button" value="&gt;"/>											[ 21 - 30 / 32 ]	
<input type="checkbox"/>	Drug / Non-Drug Code	Drug / Non-Drug Name	Default Item Code	Packaging Description	Request Quantity (SKU)	Request Quantity (PKU)	Stock Available (SKU)	Stock Available (PKU)	Max Storage Quantity(SKU)	Usage & Issue Quantity (SKU)	Pending eP Approved (SKU)	Average Unit Price (RM) (SKU)
<input type="checkbox"/>	N01BB02110P3001XX	LIGNOcaine HCl (Lidocaine) 2% Injection (10ml) for local anaesthetic	03.2203.01	pack of 10 vial	5,929	592	4,840	484	10,769	3,160	0	1.3800
<input type="checkbox"/>	N01BB53974P3001XX	Mepivacaine HCl 2% with Adrenaline (1:100,000) Injection (2.2ml)	20.1605.01	Pack of 50 cartridges	8,199	163	2,500	50	10,699	500	0	1.6472
<input type="checkbox"/>	J01XD01000P9901XX	Metronidazole 500mg/100ml Injection	03.2408.04	pack of 20 bottle	14,319	715	9,500	475	23,819	7,940	0	2.3100
<input type="checkbox"/>	N02AF02110P3001XX	Nalbuphine HCl 10mg/ml Inj			919	0	0	0	919	0	0	6.0090
<input type="checkbox"/>	N07AA01183P3002XX	Neostigmine Methylsulphate 2.5mg/ml Injection	03.2603.03	Pack of 10 amps	2,250	225	1,800	180	4,050	400	0	1.0210
<input type="checkbox"/>	H01CB02122P3001XX	Octreotide 0.1 mg/ml Injection			529	0	0	0	529	930	0	44.0800
<input type="checkbox"/>	N05AB04253P3001XX	Prochlorperazine Mesylate 12.5 mg/ml Injection	03.3014.02	Pack of 10 amps	719	71	400	40	1,119	800	0	2.2620

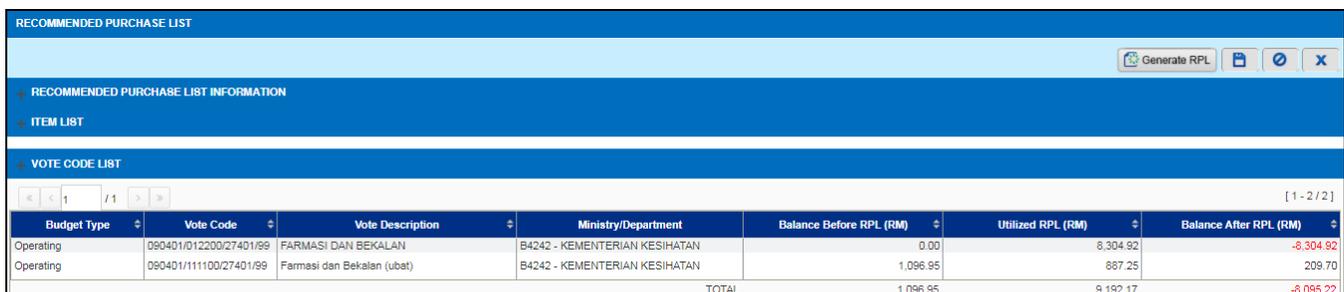
Figure 3.1.2-6 Item List section

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:

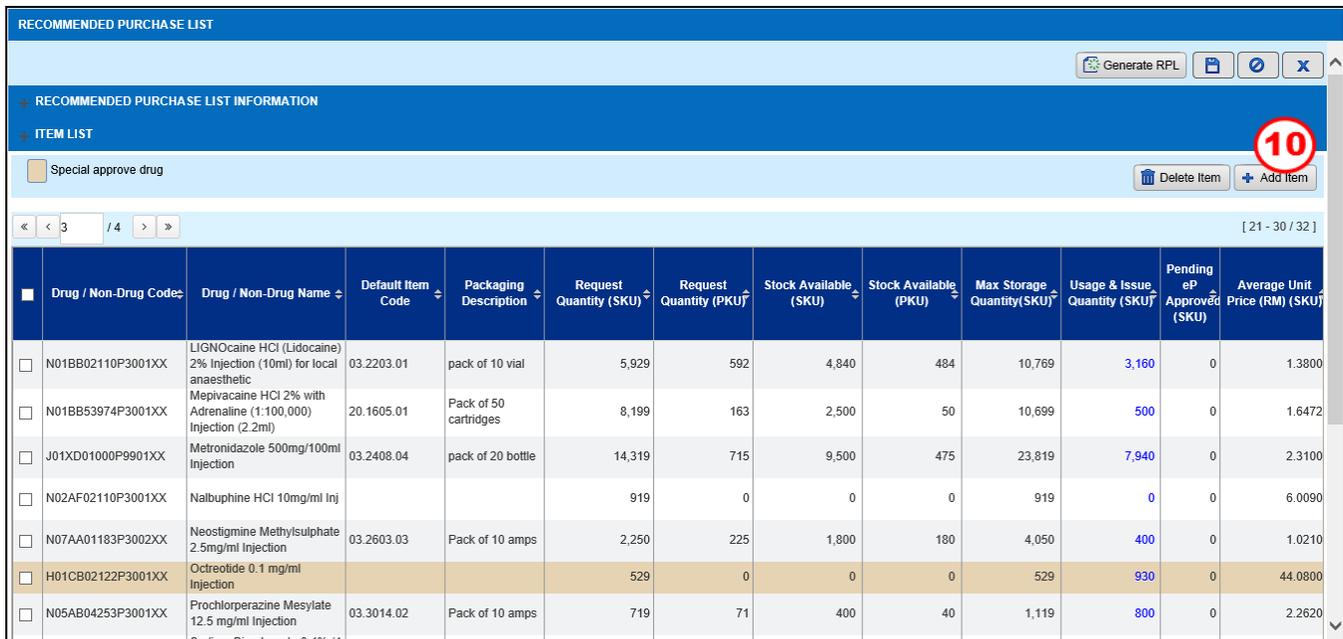


Budget Type	Vote Code	Vote Description	Ministry/Department	Balance Before RPL (RM)	Utilized RPL (RM)	Balance After RPL (RM)
Operating	090401/012200/27401/99	FARMASI DAN BEKALAN	B4242 - KEMENTERIAN KESIHATAN	0.00	8,304.92	-8,304.92
Operating	090401/111100/27401/99	Farmasi dan Bekalan (ubat)	B4242 - KEMENTERIAN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

**Figure 3.1.2-7 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



Drug / Non-Drug Code	Drug / Non-Drug Name	Default Item Code	Packaging Description	Request Quantity (SKU)	Request Quantity (PKU)	Stock Available (SKU)	Stock Available (PKU)	Max Storage Quantity (SKU)	Usage & Issue Quantity (SKU)	Pending eP Approved (SKU)	Average Unit Price (RM) (SKU)
N01BB02110P3001XX	LIGNOcaine HCl (Lidocaine) 2% Injection (10ml) for local anaesthetic	03.2203.01	pack of 10 vial	5,929	592	4,840	484	10,769	3,160	0	1.3800
N01BB53974P3001XX	Mepivacaine HCl 2% with Adrenaline (1:100,000) Injection (2.2ml)	20.1605.01	Pack of 50 cartridges	8,199	163	2,500	50	10,699	500	0	1.6472
J01XD01000P9901XX	Metronidazole 500mg/100ml Injection	03.2408.04	pack of 20 bottle	14,319	715	9,500	475	23,819	7,940	0	2.3100
N02AF02110P3001XX	Nalbuphine HCl 10mg/ml Inj			919	0	0	0	919	0	0	6.0090
N07AA01183P3002XX	Neostigmine Methylsulphate 2.5mg/ml Injection	03.2603.03	Pack of 10 amps	2,250	225	1,800	180	4,050	400	0	1.0210
H01CB02122P3001XX	Octreotide 0.1 mg/ml Injection			529	0	0	0	529	930	0	44.0800
N05AB04253P3001XX	Prochlorperazine Mesylate 12.5 mg/ml Injection	03.3014.02	Pack of 10 amps	719	71	400	40	1,119	800	0	2.2620

Figure 3.1.2-8 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 3.1.2-9

**Note**

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

Figure 3.1.2-9 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

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

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 3.1.2-10 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 3.1.2-11 will be displayed.

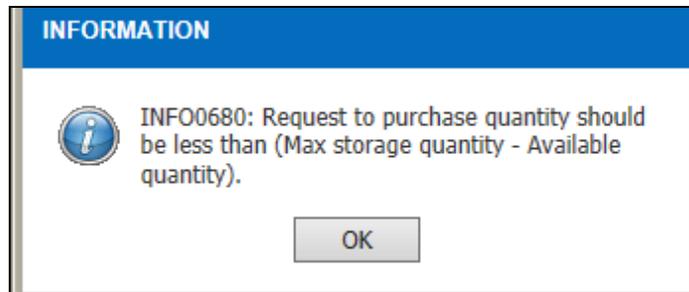


Figure 3.1.2-11 Information

**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 3.1.2-12 and will be highlighted with green colour

RECOMMENDED PURCHASE LIST												
RECOMMENDED PURCHASE LIST INFORMATION												
ITEM LIST												
<input type="checkbox"/> Special approve drug											<input type="button" value="Delete Item"/> <input type="button" value="Add Item"/>	
<input type="button" value="3"/> / 4											[21 - 30 / 32]	
Drug / Non-Drug Codes	Drug / Non-Drug Name	Default Item Code	Packaging Description	Request Quantity (SKU)	Request Quantity (PKU)	Stock Available (SKU)	Stock Available (PKU)	Max Storage Quantity(SKU)	Usage & Issue Quantity (SKU)	Pending Approval (SKU)	Average Unit Price (RM) (SKU)	
<input type="checkbox"/> N01BB02110P3001XX	LIGNOcaine HCl (Lidocaine) 2% Injection (10ml) for local anaesthetic	03.2203.01	pack of 10 vial	4,000	400	4,840	484	10,769	3,160	0	1.3800	
<input type="checkbox"/> N01BB53974P3001XX	Mepivacaine HCl 2% with Adrenaline (1:100,000) Injection (2.2ml)	20.1605.01	Pack of 50 cartridges	8,199	163	2,500	50	10,699	500	0	1.6472	
<input type="checkbox"/> J01XD01000P9901XX	Metronidazole 500mg/100ml Injection	03.2408.04	pack of 20 bottle	14,319	715	9,500	475	23,819	7,940	0	2.3100	
<input type="checkbox"/> N02AF02110P3001XX	Nalbuphine HCl 10mg/ml Inj			919	0	0	0	919	0	0	6.0090	
<input type="checkbox"/> N07AA01183P3002XX	Neostigmine Methylsulphate 2.5mg/ml Injection	03.2603.03	Pack of 10 amps	2,250	225	1,800	180	4,050	400	0	1.0210	
<input type="checkbox"/> H01CB02122P3001XX	Octreotide 0.1 mg/ml Injection			529	0	0	0	529	930	0	44.0800	
<input type="checkbox"/> N05AB04253P3001XX	Prochlorperazine Mesylate 12.5 mg/ml Injection	03.3014.02	Pack of 10 amps	719	71	400	40	1,119	800	0	2.2620	

Figure 3.1.2-12 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												
RECOMMENDED PURCHASE LIST INFORMATION												
ITEM LIST												
<input type="checkbox"/> Special approve drug											<input type="button" value="Delete Item"/> <input type="button" value="Add Item"/>	
<input type="button" value="3"/> / 4											[21 - 30 / 32]	
Drug / Non-Drug Codes	Drug / Non-Drug Name	Default Item Code	Packaging Description	Request Quantity (SKU)	Request Quantity (PKU)	Stock Available (SKU)	Stock Available (PKU)	Max Storage Quantity(SKU)	Usage & Issue Quantity (SKU)	Pending Approval (SKU)	Average Unit Price (RM) (SKU)	
<input type="checkbox"/> N01BB02110P3001XX	LIGNOcaine HCl (Lidocaine) 2% Injection (10ml) for local anaesthetic	03.2203.01	pack of 10 vial	4,000	400	4,840	484	10,769	3,160	0	1.3800	
<input type="checkbox"/> N01BB53974P3001XX	Mepivacaine HCl 2% with Adrenaline (1:100,000) Injection (2.2ml)	20.1605.01	Pack of 50 cartridges	8,199	163	2,500	50	10,699	500	0	1.6472	
<input type="checkbox"/> J01XD01000P9901XX	Metronidazole 500mg/100ml Injection	03.2408.04	pack of 20 bottle	14,319	715	9,500	475	23,819	7,940	0	2.3100	
<input type="checkbox"/> N02AF02110P3001XX	Nalbuphine HCl 10mg/ml Inj			919	0	0	0	919	0	0	6.0090	
<input type="checkbox"/> N07AA01183P3002XX	Neostigmine Methylsulphate 2.5mg/ml Injection	03.2603.03	Pack of 10 amps	2,250	225	1,800	180	4,050	400	0	1.0210	
<input type="checkbox"/> H01CB02122P3001XX	Octreotide 0.1 mg/ml Injection			529	0	0	0	529	930	0	44.0800	
<input type="checkbox"/> N05AB04253P3001XX	Prochlorperazine Mesylate 12.5 mg/ml Injection	03.3014.02	Pack of 10 amps	719	71	400	40	1,119	800	0	2.2620	

Figure 3.1.2-13 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 3.1.2-14

#### 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
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 3.1.2-14 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 3.1.2-15 Vote Code List

### STEP 17

Click on the **+ Vote Code** button to Add Vote Code and system will display screen as shown in Figure 3.1.2-16

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

Figure 3.1.2-16 Vote Information

**STEP 18**

Click on the **Vote Description**  button and 'Vote Code' window will be displayed as Figure 3.1.2-17

**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**.

Search Vote Description					
Vote Description	RECLASS 2021 UBAT-APPL		Vote Code		
Budget Type	All	Ministry/Department			
[ 1 - 5 / 5 ]					
Budget Type	Vote Description	Vote Code	Ministry/Department	Balance	
One Off	RECLASS 2021 UBAT-APPL	240701/011024/27401/99	P4242 - KEMENTERIAN KESIHATAN	0.00	
Operating	RECLASS 2021 UBAT-APPL	240701/011024/27401/99	P4242 - KEMENTERIAN KESIHATAN	21,210,910.84	
Dasar Baru	RECLASS 2021 UBAT-APPL	240701/011024/27401/99	P4242 - KEMENTERIAN KESIHATAN	0.00	
Development	RECLASS 2021 UBAT-APPL	240701/011024/27401/99	P4242 - KEMENTERIAN KESIHATAN	0.00	
Kumpulan Wang Amanah Negara	RECLASS 2021 UBAT-APPL	240701/011024/27401/99	P4242 - KEMENTERIAN KESIHATAN	0.00	

Figure 3.1.2-17 Vote Code

**STEP 19**

Enter **Request Quantity(SKU)**

ADD ITEM
20

<table border="0" style="width: 100%;"> <tr><td>Item Group</td><td>DRUG</td></tr> <tr><td>Drug Name</td><td>Calamine Cream</td></tr> <tr><td>Default Item</td><td>Calamine Cream</td></tr> <tr><td>UOM</td><td>SKU g PKU g</td></tr> <tr><td>Total Request Quantity</td><td>SKU 4,590 PKU 153*</td></tr> <tr><td>Average Unit Price (RM)</td><td>0.1933</td></tr> <tr><td>Amount (RM)</td><td>887.25</td></tr> </table>	Item Group	DRUG	Drug Name	Calamine Cream	Default Item	Calamine Cream	UOM	SKU g PKU g	Total Request Quantity	SKU 4,590 PKU 153*	Average Unit Price (RM)	0.1933	Amount (RM)	887.25	<table border="0" style="width: 100%;"> <tr><td>Item Sub Class</td><td>External Preparation</td></tr> <tr><td>Drug Code</td><td>D04AX00000G1001XX</td></tr> <tr><td>Packaging Description</td><td>tube of 30 gram</td></tr> <tr><td>Available Quantity</td><td>SKU 1,410 PKU 47</td></tr> <tr><td>Max Storage Quantity</td><td>SKU 6,000 PKU 200*</td></tr> <tr><td>Usage Quantity</td><td>SKU 3,000 PKU 100*</td></tr> <tr><td>Buffer Level Quantity</td><td>SKU 4,000 PKU 133*</td></tr> <tr><td>Estimation Price (RM)</td><td>4,236.5762</td></tr> </table>	Item Sub Class	External Preparation	Drug Code	D04AX00000G1001XX	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
Item Group	DRUG																														
Drug Name	Calamine Cream																														
Default Item	Calamine Cream																														
UOM	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	D04AX00000G1001XX																														
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"/> Operating	090401/090200/27401/99	TUNTUTAN RAWATAN UBAT PESARA AL	B4242 - KEMENTERIAN KESIHATAN	1	0
<input type="checkbox"/> 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)
D04AX00000G1001-30	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
D04AX00000G1001-12	Calamine Cream	pck	pack	pack of 12 gram	0	0	3,480.00
D04AX00000G1001-50	Calamine Cream	pck	pack	pack of 50 gram	0	0	3,480.00

Figure 3.1.2-18 Add Item

**STEP 20**

Click on the button to save the modified information

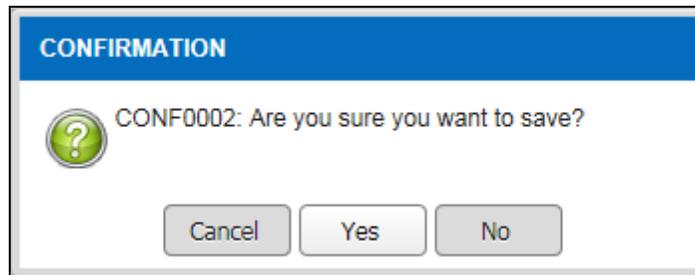


Figure 3.1.2-19 Confirmation Messages

**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 3.1.2-20 where modified data will be display with green color

RECOMMENDED PURCHASE LIST												
RECOMMENDED PURCHASE LIST INFORMATION												
ITEM LIST												
Special approve drug											Delete Item	Add Item
<input type="checkbox"/> Special approve drug											[21 - 30 / 32]	
Drug / Non-Drug Code	Drug / Non-Drug Name	Default Item Code	Packaging Description	Request Quantity (SKU)	Request Quantity (PKU)	Stock Available (SKU)	Stock Available (PKU)	Max Storage Quantity(SKU)	Usage & Issue Quantity (SKU)	Pending eP Approved (SKU)	Average Unit Price (RM) (SKU)	
<input type="checkbox"/> N01BB02110P3001XX	LIGNOcaine HCl (Lidocaine) 2% Injection (10ml) for local anaesthetic	03.2203.01	pack of 10 vial	4,000	400	4,840	484	10,769	3,160	0	1.3800	
<input type="checkbox"/> N01BB53974P3001XX	Mepivacaine HCl 2% with Adrenaline (1:100,000) Injection (2.2ml)	20.1605.01	Pack of 50 cartridges	8,199	163	2,500	50	10,699	500	0	1.6472	
<input type="checkbox"/> J01XD01000P9901XX	Metronidazole 500mg/100ml Injection	03.2408.04	pack of 20 bottle	14,319	715	9,500	475	23,819	7,940	0	2.3100	
<input type="checkbox"/> N02AF02110P3001XX	Nalbuphine HCl 10mg/ml Inj			919	0	0	0	919	0	0	6.0090	
<input type="checkbox"/> N07AA01183P3002XX	Neostigmine Methylsulphate 2.5mg/ml Injection	03.2603.03	Pack of 10 amps	2,250	225	1,800	180	4,050	400	0	1.0210	
<input type="checkbox"/> H01CB02122P3001XX	Octreotide 0.1 mg/ml Injection			529	0	0	0	529	930	0	44.0800	
<input type="checkbox"/> N05AB04253P3001XX	Prochlorperazine Mesylate 12.5 mg/ml Injection	03.3014.02	Pack of 10 amps	719	71	400	40	1,119	800	0	2.2620	

Figure 3.1.2-20 Recommended Purchase List

STEP 21

Click on the  button to save the RPL record

RECOMMENDED PURCHASE LIST												
RECOMMENDED PURCHASE LIST INFORMATION												
ITEM LIST												
Special approve drug											Delete Item	Add Item
<input type="checkbox"/> Special approve drug											[21 - 30 / 32]	
Drug / Non-Drug Code	Drug / Non-Drug Name	Default Item Code	Packaging Description	Request Quantity (SKU)	Request Quantity (PKU)	Stock Available (SKU)	Stock Available (PKU)	Max Storage Quantity(SKU)	Usage & Issue Quantity (SKU)	Pending eP Approved (SKU)	Average Unit Price (RM) (SKU)	
<input type="checkbox"/> N01BB02110P3001XX	LIGNOcaine HCl (Lidocaine) 2% Injection (10ml) for local anaesthetic	03.2203.01	pack of 10 vial	4,000	400	4,840	484	10,769	3,160	0	1.3800	
<input type="checkbox"/> N01BB53974P3001XX	Mepivacaine HCl 2% with Adrenaline (1:100,000) Injection (2.2ml)	20.1605.01	Pack of 50 cartridges	8,199	163	2,500	50	10,699	500	0	1.6472	
<input type="checkbox"/> J01XD01000P9901XX	Metronidazole 500mg/100ml Injection	03.2408.04	pack of 20 bottle	14,319	715	9,500	475	23,819	7,940	0	2.3100	
<input type="checkbox"/> N02AF02110P3001XX	Nalbuphine HCl 10mg/ml Inj			919	0	0	0	919	0	0	6.0090	
<input type="checkbox"/> N07AA01183P3002XX	Neostigmine Methylsulphate 2.5mg/ml Injection	03.2603.03	Pack of 10 amps	2,250	225	1,800	180	4,050	400	0	1.0210	
<input type="checkbox"/> H01CB02122P3001XX	Octreotide 0.1 mg/ml Injection			529	0	0	0	529	930	0	44.0800	
<input type="checkbox"/> N05AB04253P3001XX	Prochlorperazine Mesylate 12.5 mg/ml Injection	03.3014.02	Pack of 10 amps	719	71	400	40	1,119	800	0	2.2620	

Figure 3.1.2-21 Save RPL

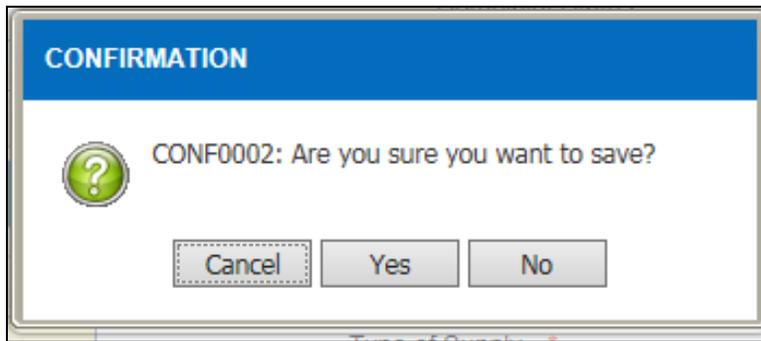


Figure 3.1.2-22 Alert Messages

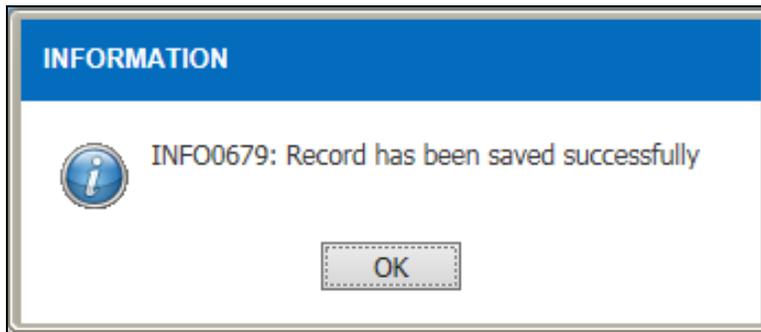


Figure 3.1.2-23 Alert Messages

**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 3.1.2-24

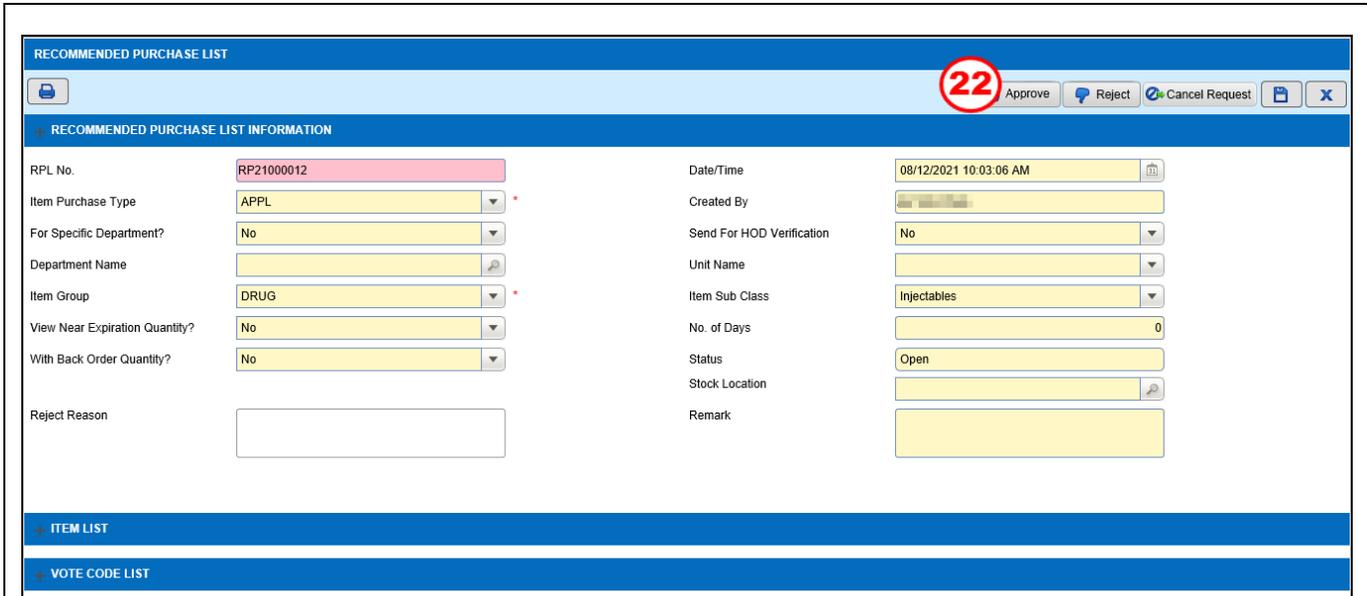


Figure 3.1.2-24 RPL Approval

**STEP 22**

- a) Click on the  button to approve the record and confirmation message will be display as Figure 3.1.2-25

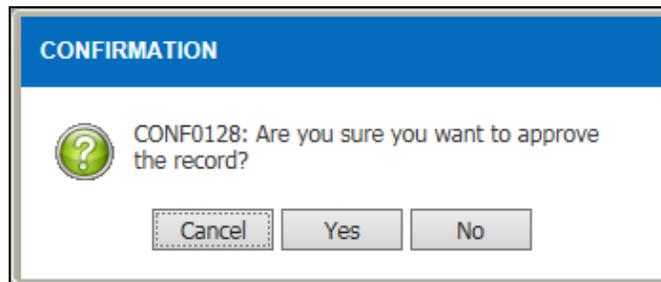
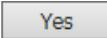


Figure 3.1.2-25 Confirmation Message

**Note**

- Click on the  button to approved record and information message will be display as Figure 3.1.2-26

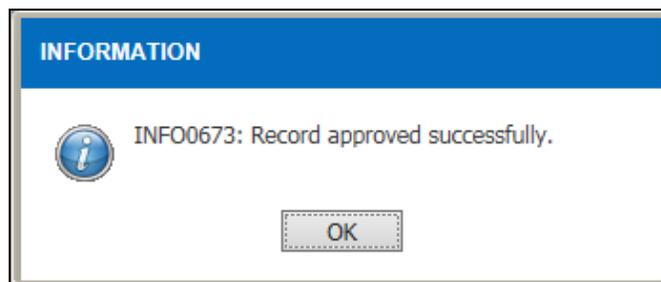


Figure 3.1.2-26 Information Message

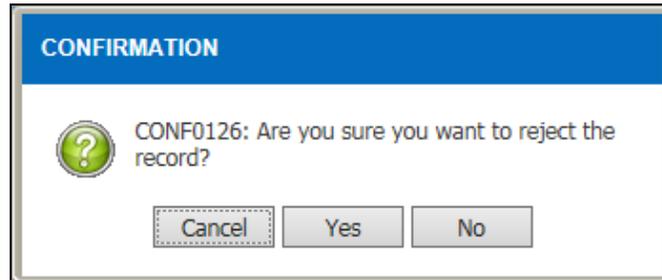
**Note**

- Click on the  button to successfully approved the record
- Button  will be displayed after approve the transaction as shown in Figure 3.1.2-30

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

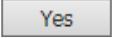
**Note**

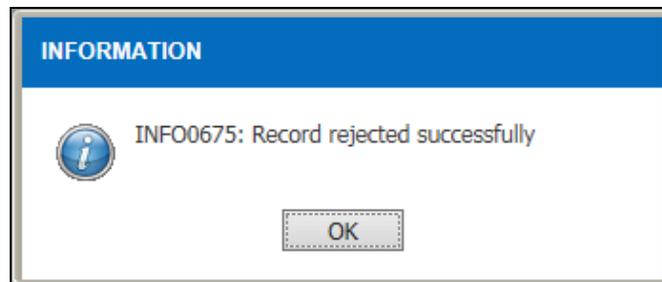
User need to enter **Reject Reason** before click on the  button



**Figure 3.1.2-27 Confirmation Message**

**Note**

- Click on the  button to reject record and information message will be display as Figure 3.1.2-28

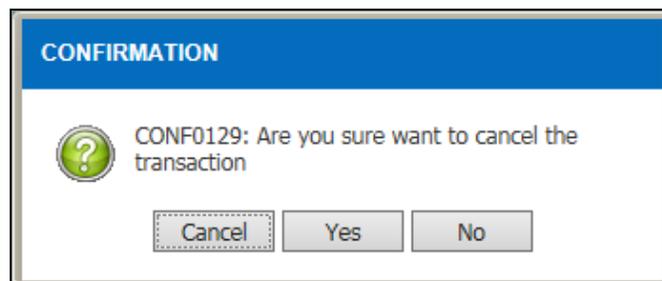


**Figure 3.1.2-28 Information Message**

**Note**

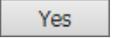
- Click on the  button to successfully rejected the record

- c) Click on the  button to cancel the record and confirmation message will be display as Figure 3.1.2-29



**Figure 3.1.2-29 Confirmation Message**

**Note**

Click on the  button to cancel the transaction

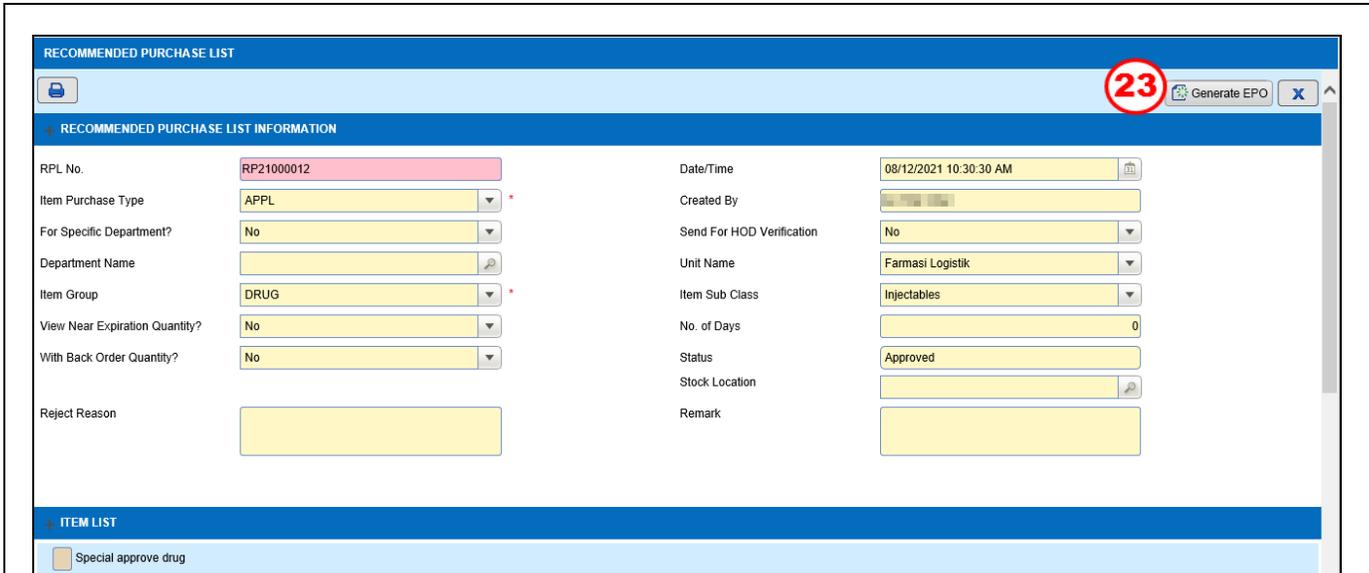
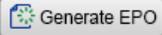


Figure 3.1.2-30 Generate EPO

### STEP 23

Click on the  button and *EPO Generate Confirmation* window will display as Figure 3.1.2-31

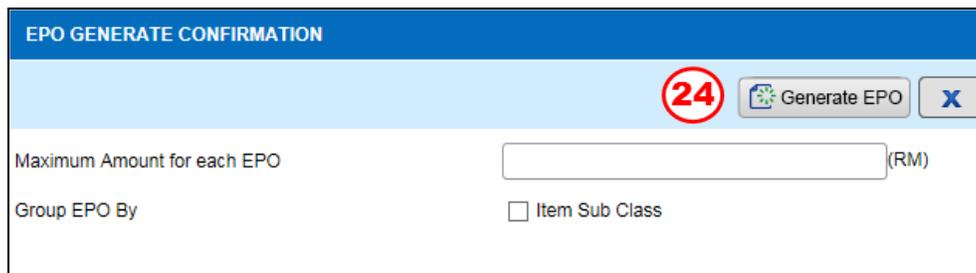


Figure 3.1.2-31 EPO Generate Confirmation

### 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 3.1.2-32

EPO DETAIL/INFORMATION									
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 3.1.2-32 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 3.1.2-33

EPO DETAIL/INFORMATION									
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 3.1.2-33 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 3.1.2-34

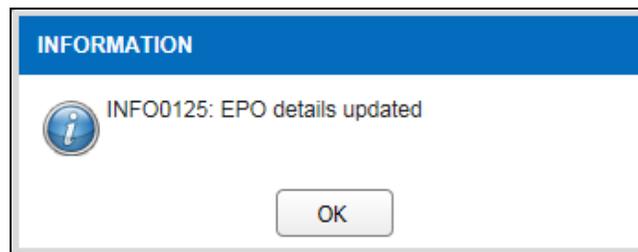


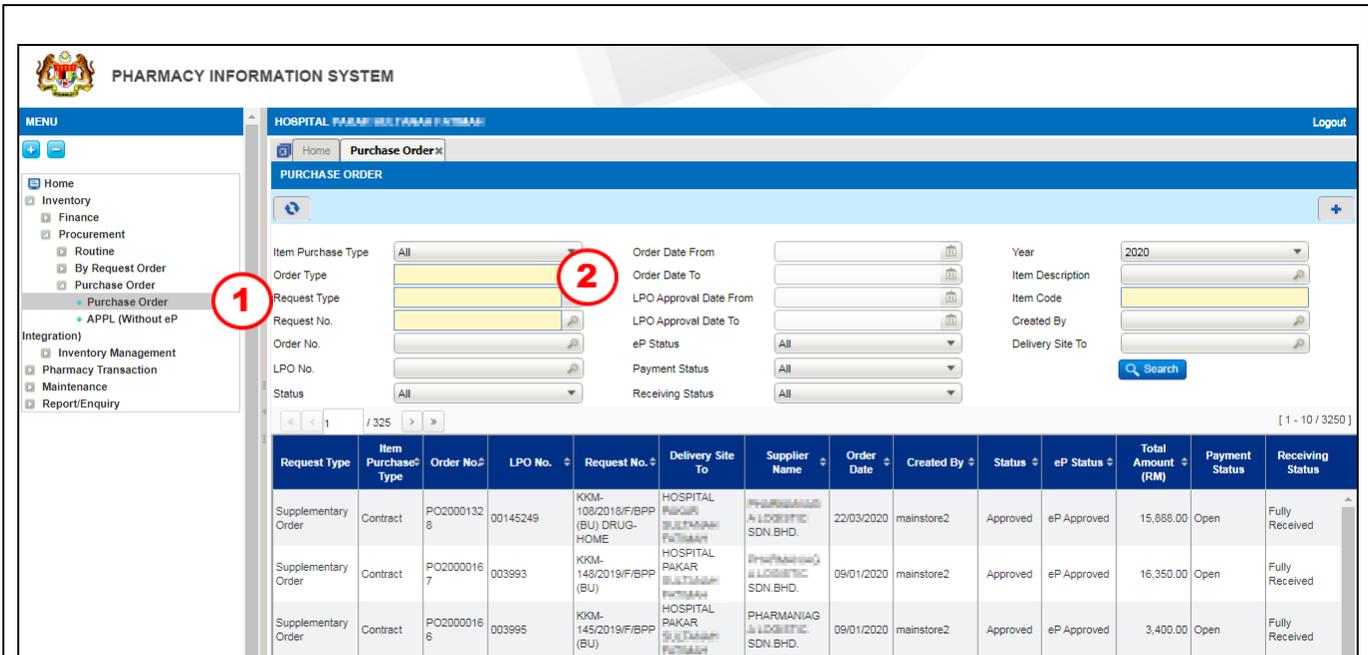
Figure 3.1.2-34 Information Message

**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	PO20001328	00145249	KKM-108/2018/F/BPP (BU) DRUG-HOME	HOSPITAL PAKAR SULTAN FOTMAN	PHARMANIAG & LOGISTIC SDN BHD.	22/03/2020	mainstore2	Approved	eP Approved	15,888.00	Open	Fully Received
Supplementary Order	Contract	PO20000167	003993	KKM-148/2019/F/BPP (BU)	HOSPITAL PAKAR SULTAN FOTMAN	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 FOTMAN	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

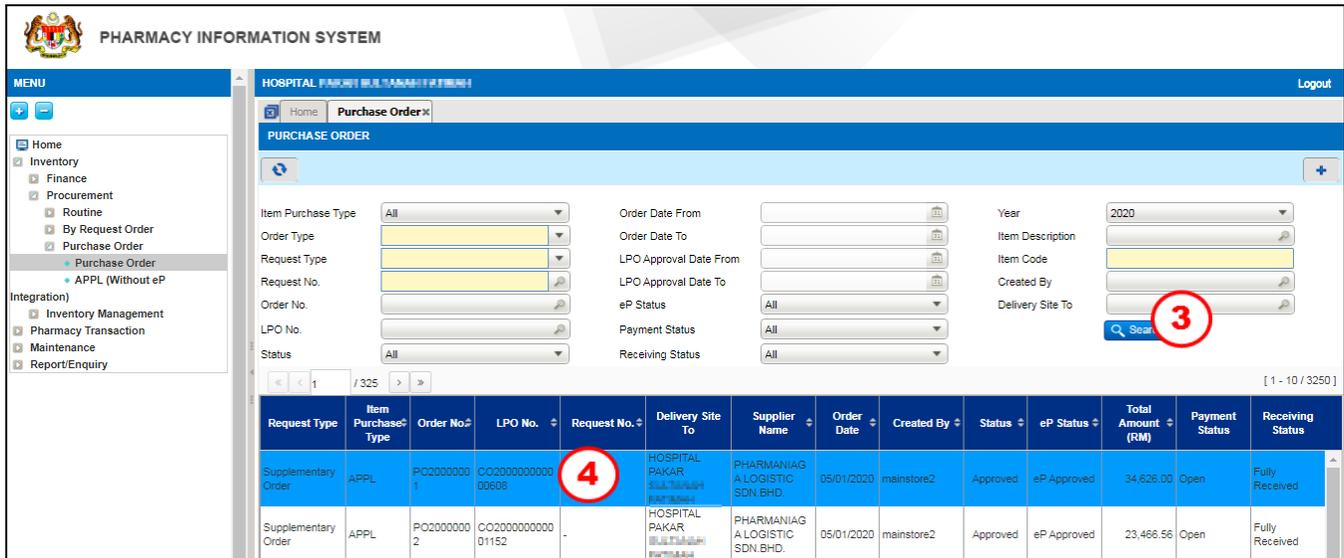
Click on 'Inventory' menu followed by 'Procurement' and 'Purchase Order', and select 'Purchase Order'

#### 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
  - Lampiran Q
- 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 PHARMACY INFORMATION SYSTEM

Home Purchase Order Logout

**PURCHASE ORDER**

Item Purchase Type: All, Order Date From: , Year: 2020, 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

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	PO200000001	CO20000000000000688		HOSPITAL PAKAR	PHARMANIAG A LOGISTIC SDN.BHD.	05/01/2020	mainstore2	Approved	eP Approved	34,826.00	Open	Fully Received
Supplementary Order	APPL	PO200000002	CO20000000000000152		HOSPITAL PAKAR	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	
Item Group	DRUG	Item SubClass		Approval Date	05/01/2020
Supplier Name	FARMASI LOGISTIC SDN BHD.	LPO Approval Date and Time	06/01/2020 12:00 AM	Approval Date	
Delivery Site To Name	HOSPITAL PAKAR SULTAN FATMAHA	Delivery Due Date	14/01/2020 12:00:00 PM	Approval By	
LPO No.	CO200000000000608	eP Indicator	I - Inventory	Order Status	Approved
Delivery Lead Period(Day)	7			eP Status	eP Approved
eP Contract Number	20251010304170129			Reason	
Remark					
CAPD Home Delivery	<input checked="" type="radio"/> No <input type="radio"/> Yes				
	<input type="checkbox"/> PASC				

PURCHASE ORDER DETAILS

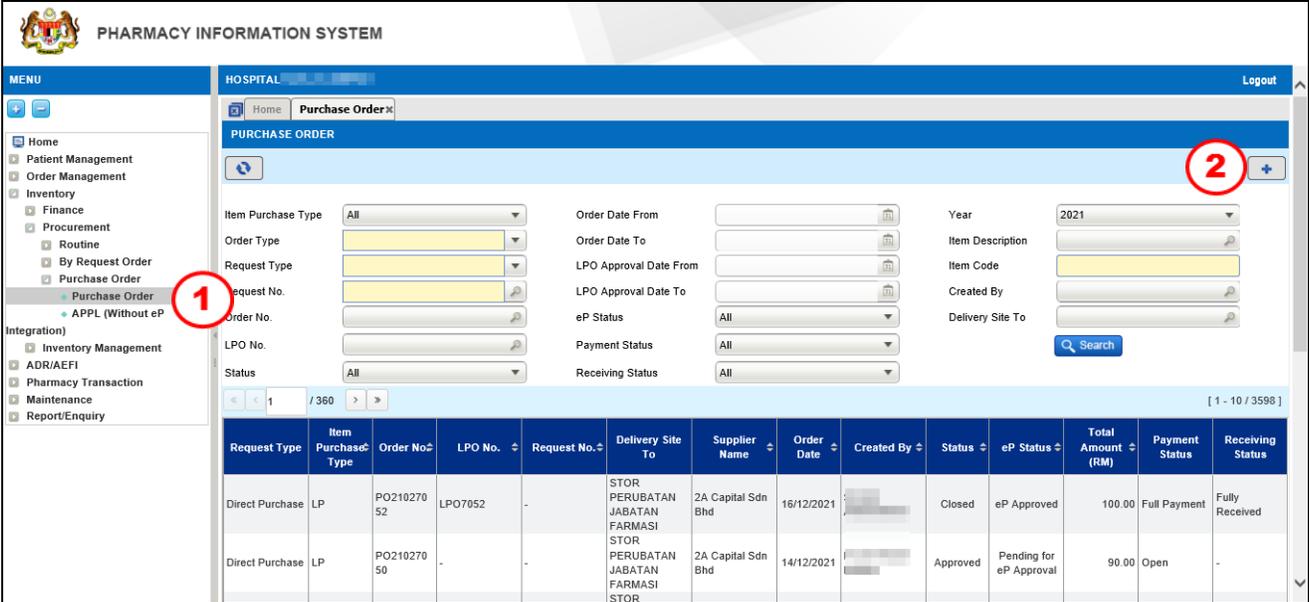
[ 1 - 4 / 4 ]

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:



The screenshot shows the 'PHARMACY INFORMATION SYSTEM' interface. On the left is a 'MENU' sidebar with 'Purchase Order' selected. The main area is titled 'PURCHASE ORDER' and contains various filters and a table of purchase orders. A red circle '1' highlights the 'Purchase Order' menu item, and a red circle '2' highlights a '+' button in the top right of the main area.

Request Type	Item Purchase Type	Order No.	LPO No.	Request No.	Delivery Site To	Supplier Name	Order Date	Created By	Status	eP Status	Total Amount (RM)	Payment Status	Receiving Status
Direct Purchase	LP	PO21027052	LPO7052	-	STOR PERUBATAN JABATAN FARMASI	2A Capital Sdn Bhd	16/12/2021		Closed	eP Approved	100.00	Full Payment	Fully Received
Direct Purchase	LP	PO21027050	-	-	STOR PERUBATAN JABATAN FARMASI	2A Capital Sdn Bhd	14/12/2021		Approved	Pending for eP Approval	90.00	Open	-

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

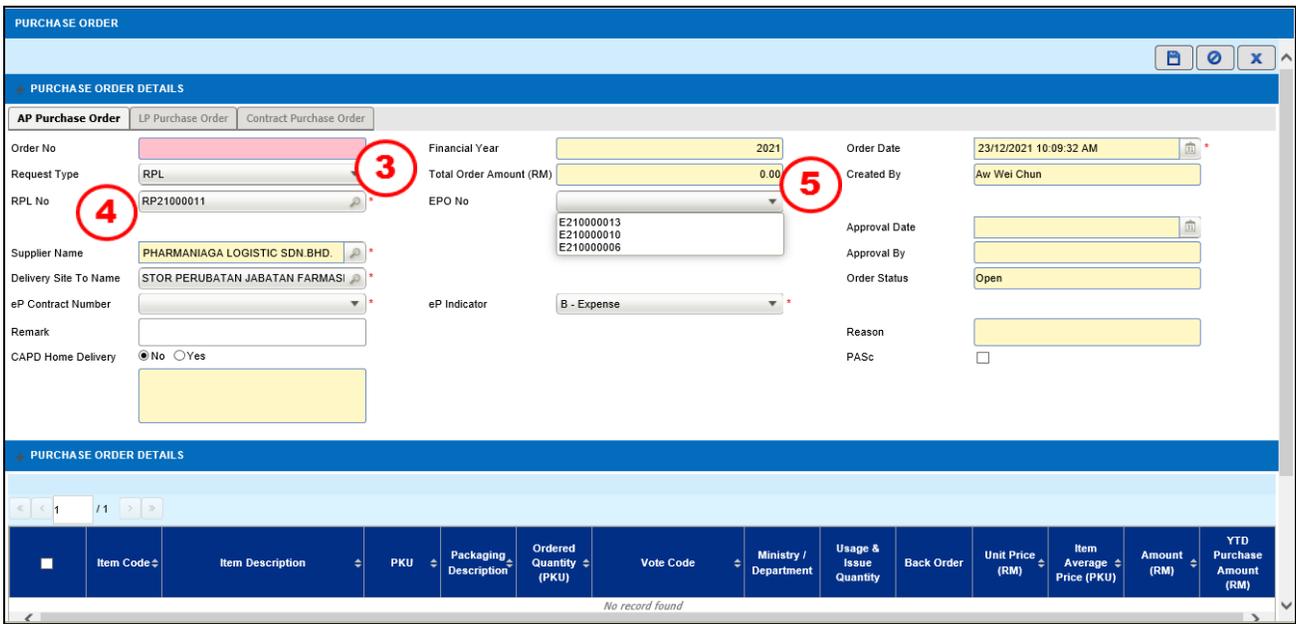


Figure 3.2.1-2 AP Purchase Order

**Note**

- **Supplier Name** will default to PHARMANIAGA LOGISTIC SDN BHD.
- **Order Date** will default to current date and time
- **Delivery Site To Name** will default based on facility configuration and user is allowed to change

**STEP 3**

Select on **Request Type** as **RPL**

**STEP 4**

Select **RPL No**

**STEP 5**

Select **EPO No**

**Note**

- **EPO No** will be display based on information comes from Recommended Purchase List (RPL).
- If got multiple **EPO No**, user only allowed to purchase 1 EPO per 1 transaction.
- After selecting **EPO No**, List of items to purchase will be displayed at the Purchase Order Details section as shown in figure 3.2.1-3

**PURCHASE ORDER**

**PURCHASE ORDER DETAILS**

AP Purchase Order | LP Purchase Order | Contract Purchase Order

Order No: [Redacted] Financial Year: 2021 Order Date: 23/12/2021 10:09:32 AM  
 Request Type: RPL Total Order Amount (RM): 997,192.80 Created By: [Redacted]  
 RPL No: RP21000011 EPO No: E210000013  
 Supplier Name: PHARMANIAGA LOGISTIC SDN.BHD.  
 Delivery Site To Name: STOR PERUBATAN JABATAN FARMASI  
 eP Contract Number: Z0251010304170129 **6** eP Indicator: B - Expense  
 Remark: [Redacted] Reason: [Redacted]  
 CAPD Home Delivery:  No  Yes PASC:

**PURCHASE ORDER DETAILS**

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)
07.0001.01	Albumin Human 20% 50ml Inj	vial	Pack of 1 vial	3,919	240701/990100/27401/99 APPL UBAT Operating	B4242 - KEMENTERIAN KESIHATAN	0	22	133.40	133.40	522,794.60	492,512.80
07.0407.05	Cefuroxime 750mg Inj (IM/IV)	pck	Pack of 1 vial	43,510	240701/990100/27401/99 APPL UBAT Operating	B4242 - KEMENTERIAN KESIHATAN	0	0	7.42	7.42	322,844.20	195,888.00
07.3403.10	Erythropoietin Human Recombinant Beta 4000 IU Prefilled Syringe	pck	pack of 6 syringe	670	240701/990100/27401/99 APPL UBAT Operating	B4242 - KEMENTERIAN KESIHATAN	0	0	226.20	226.20	151,554.00	18,096.00

**VOTE CODE LIST**

Budget Type	Vote Code	Vote Description	Ministry / Department	Balance Before PO (RM)	Utilized PO (RM)	Balance After PO (RM)
Operating	240701/990100/27401/99	APPL UBAT	B4242 - KEMENTERIAN KESIHATAN	21,334,260.77	997,192.80	20,337,067.97
TOTAL				21,334,260.77	997,192.80	20,337,067.97

Figure 3.2.1-3 AP Purchase Order

**Note**

Vote Code List section will display total amount of Vote Code that will be charge

**STEP 6**

Select **eP Contact Number**

**Note**

- eP Indicator will default to 'B-Expense', however user is allowed to change if required
- If select PASC, user need to enter PASC Reference No as shown in figure 3.2.1-4

Reason: [Redacted]

PASC:

PASC Reference No.: [Redacted]

Figure 3.2.1-4 PASC

- if select **CAPD** as 'Yes', user need to enter all information required as shown in figure 3.2.1-5

CAPD Home Delivery	<input type="radio"/> No <input checked="" type="radio"/> Yes	Patient Name	<input type="text"/>
<input type="text"/>	<input type="text"/>	IC No / Other Identification	<input type="text"/>

Figure 3.2.1-5 CAPD Home Delivery

### STEP 7

Double click on item details and Purchase Order Item details will display as figure 3.2.1-6

ADD PURCHASE ORDER ITEM			
Item Code	07.0407.05	Item Group	DRUG
Item Description	Cefuroxime 750mg Inj (IM/IV)	Budget Type	Operating
Vote Description	APPL UBAT	Vote Code	240701/990100/27401/99
Ministry/Department	B0242 - KEMENTERIAN KESIHATAN	eP Project / Program	B42990199 - KONSESI PENSWASTA
Order Quantity (PKU)	43,510	Approved Quantity (PKU)	0
Suggested Quantity (PKU)	43,510	eP Approved Quantity (PKU)	0
RO / RPL Approved Qty (SKU)	0	Max Storage Quantity(PKU)	45,910
Min Order Quantity (PKU)	1	Max Storage Quantity(SKU)	45,910
Quantity Available (PKU)	2,400	Buffer Level Quantity (SKU)	22,955
Quantity Available (SKU)	2,400	Unit Price (RM) (PKU)	7.42
		Total Amount (RM)	322,844.20
		Item Effective Date	31/12/2021

Figure 3.2.1-6 Add Purchase Order Item

### Note

- **Vote Description** will default based on vote configured in the Item/Product Buffer level. User is allowed to change the Vote Description
- **Ministry/Department** will be display based on the selected Vote Description and this field is read only
- **eP Project/Program** and **eP GL Account** is default based on selected **Vote Description** and user is allowed to change

### STEP 8

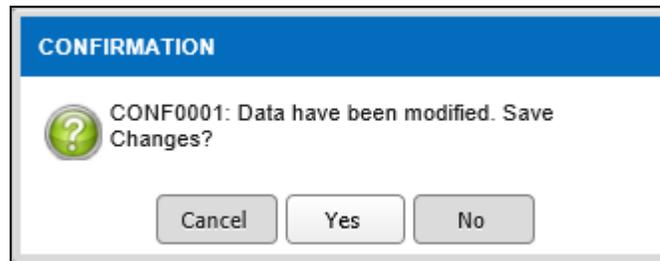
Change/edit **Order Quantity (PKU)**

### Note

**Order Quantity (PKU)** will be display based on information comes from Recommended Purchase List (RPL) process

### STEP 9

Click on the  button to save the record and Confirmation Message will be displayed as figure 3.2.1-7



**Figure 3.2.1-7 Confirmation Message**

**Note**

- Click on the  button and information message will be displayed



**Figure 3.2.1-8 Information Message**

- Click on the  button to save the record
- Click on the  to close the screen

**Note**

- User is allowed to modify Item Description if necessary
- Follow **STEP 7** to **STEP 9** for all the remaining item in the Purchase Order Details

PURCHASE ORDER

10

PURCHASE ORDER DETAILS

AP Purchase Order | LP Purchase Order | Contract Purchase Order

Order No	<input type="text" value=""/>	Financial Year	<input type="text" value="2021"/>	Order Date	<input type="text" value="23/12/2021 10:09:32 AM"/>
Request Type	<input type="text" value="RPL"/>	Total Order Amount (RM)	<input type="text" value="997,192.80"/>	Created By	<input type="text" value=""/>
RPL No	<input type="text" value="RP21000011"/>	EPO No	<input type="text" value="E210000013"/>	Approval Date	<input type="text" value=""/>
Supplier Name	<input type="text" value="PHARMANIAGA LOGISTIC SDN BHD"/>	Approval By	<input type="text" value=""/>	Order Status	<input type="text" value="Open"/>
Delivery Site To Name	<input type="text" value="STOR PERUBATAN JABATAN FARMASI"/>	eP Indicator	<input type="text" value="B - Expense"/>	Reason	<input type="text" value=""/>
eP Contract Number	<input type="text" value="Z0251010304170129"/>	PASc	<input type="checkbox"/>		
Remark	<input type="text" value=""/>				
CAPD Home Delivery	<input checked="" type="radio"/> No <input type="radio"/> Yes				

PURCHASE ORDER DETAILS

Delete Item
[ 1 - 3 / 3 ]

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 checked="" type="checkbox"/>	07.0001.01	Albumin Human 20% 50ml Inj	vial	Pack of 1 vial	3,919	240701/990100/27401/99 APPL UBAT Operating	B4242 - KEMENTERI AN KESIHATAN	0	22	133.40	133.40	522,794.60	492,512.80
<input type="checkbox"/>	07.0407.05	Cefuroxime 750mg Inj (IM/IV)	pck	Pack of 1 vial	43,510	240701/990100/27401/99 APPL UBAT Operating	B4242 - KEMENTERI AN KESIHATAN	0	0	7.42	7.42	322,844.20	195,888.00
<input type="checkbox"/>	07.3403.10	Erythropoietin Human Recombinant Beta 4000 IU Prefilled Syringe	pck	pack of 6 syringe	670	240701/990100/27401/99 APPL UBAT Operating	B4242 - KEMENTERI AN KESIHATAN	0	0	226.20	226.20	151,554.00	18,096.00

Figure 3.2.1-9 AP Purchase Order

**Note**

- User is allowed to delete item from purchase order details by clicking on the  checkbox followed by click on the Delete Item button. Confirmation message will be display as shown in figure 3.2.1-10

CONFIRMATION

?

CONF0005: Are you sure to delete this record(s) ?

Cancel
Yes
No

Figure 3.2.1-10 Confirmation Message

- Click on the Yes button and item will be deleted from the list of purchase

**STEP 10**

Click on the Save button to save the record and confirmation message will be display as Figure 3.2.1-11

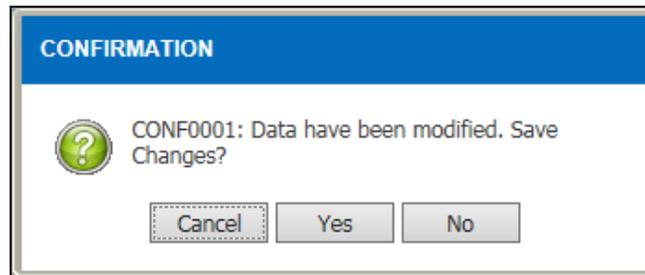
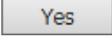


Figure 3.2.1-11 Confirmation Message

**Note**

- Click on the  button to save the record and information message will be display as Figure 3.2.1-12

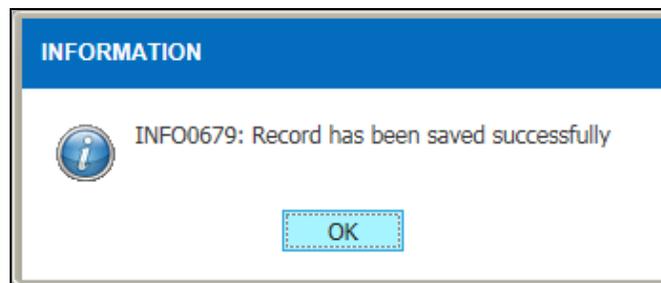


Figure 3.2.1-12 Information Message

- Click on the  button to successfully save the record
- **Order No** will be auto generated after successfully saved the record
- Button , ,  and  will be enable after successfully saved the record as shown in Figure 3.2.1-13
- User is allowed to create new Purchase Order by click on the  button

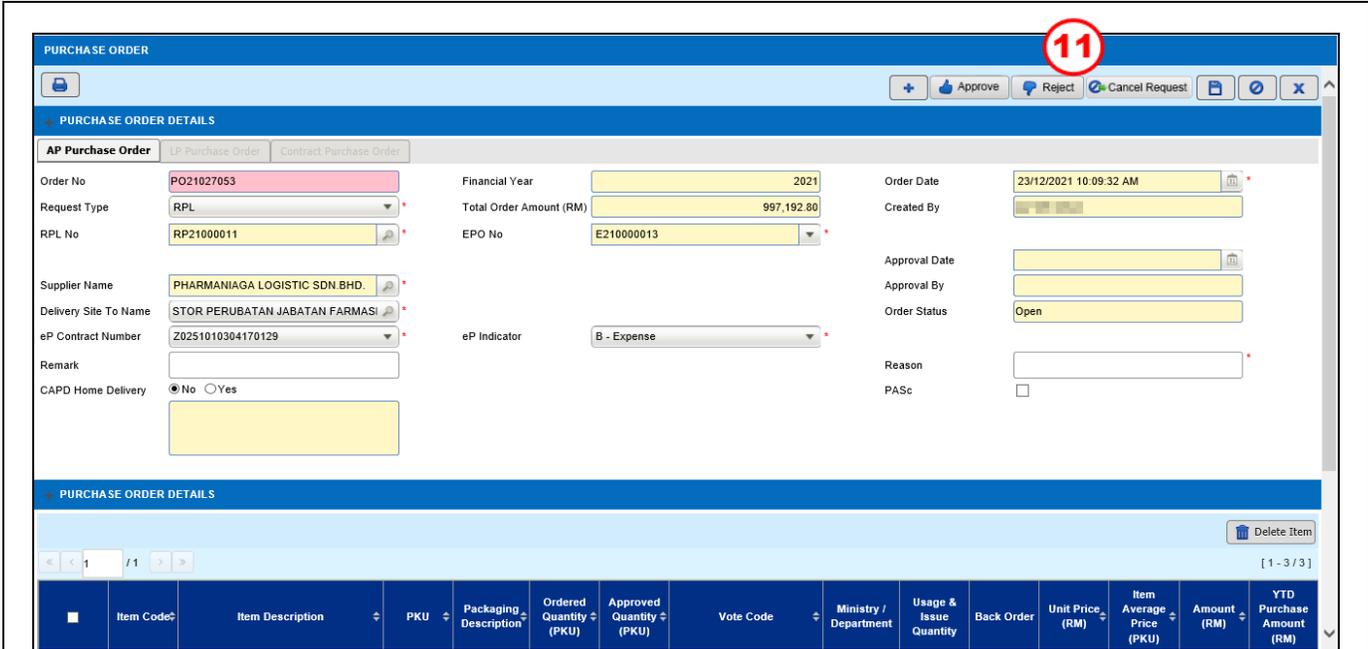
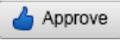


Figure 3.2.1-13 AP Purchase Order

**STEP 11**

- a) Click on the  button to approve the record and confirmation message will be display as Figure 3.2.1-14

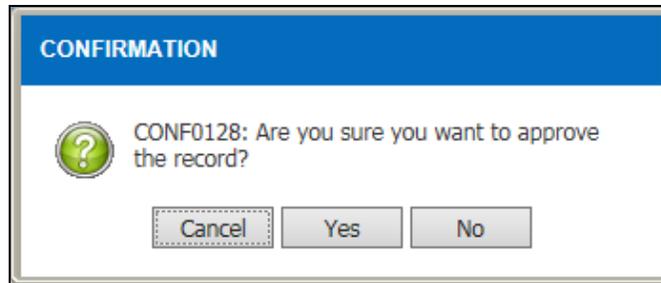
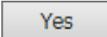


Figure 3.2.1-14 Confirmation Message

**Note**

- Click on the  button to approved record and information message will be display as Figure 3.2.1-15

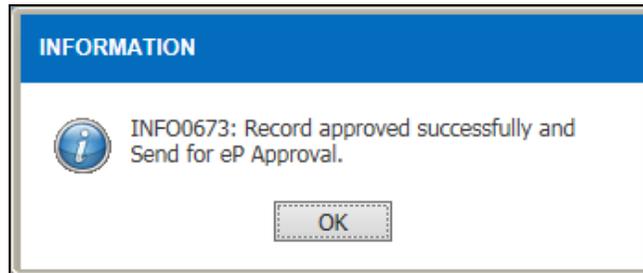


Figure 3.2.1-15 Information Message

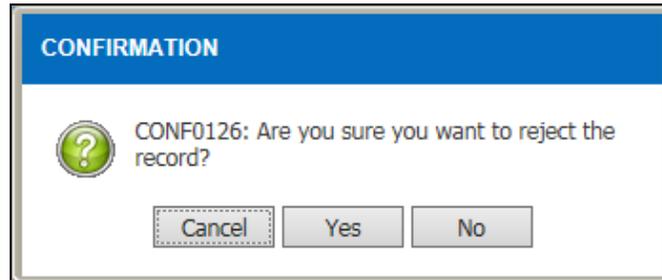
**Note**

- 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 3.2.1-16

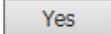
**Note**

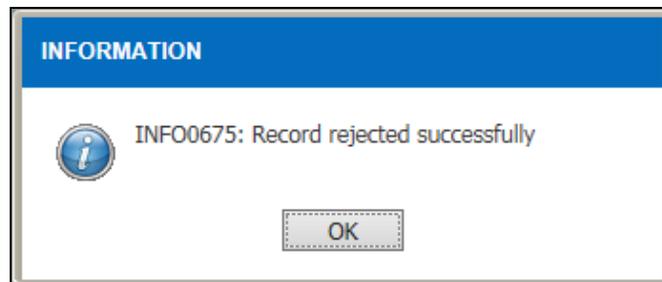
User need to enter **Reject Reason** before click on the  button



**Figure 3.2.1-16 Confirmation Message**

**Note**

- Click on the  button to reject record and information message will be display as Figure 3.2.1-17

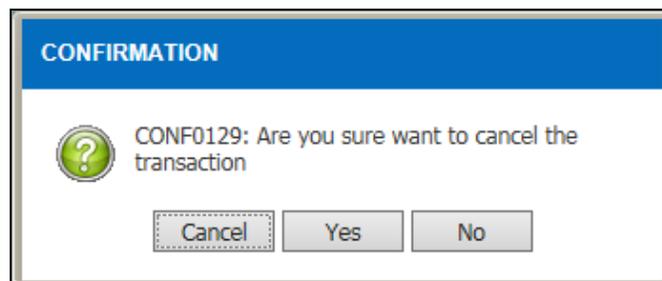


**Figure 3.2.1-17 Information Message**

**Note**

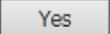
- Click on the  button to successfully rejected the record

- c) Click on the  button to cancel the record and confirmation message will be display as Figure 3.2.1-18



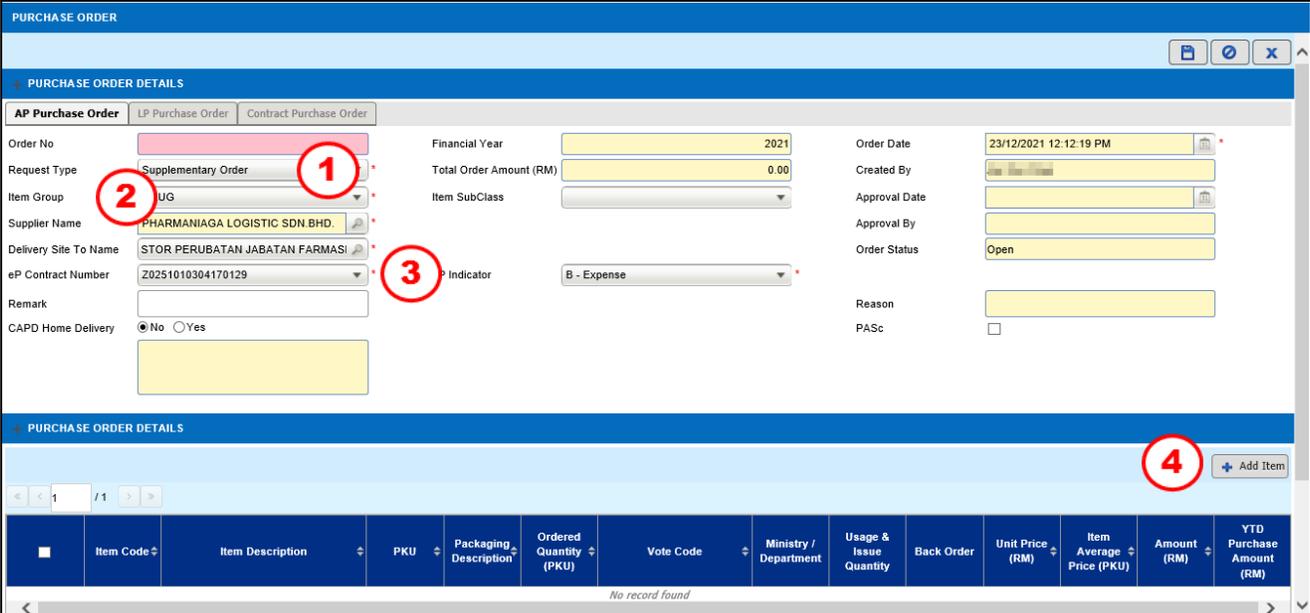
**Figure 3.2.1-18 Confirmation Message**

**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 displays the 'PURCHASE ORDER' form with the following details:

- Request Type:** Supplementary Order (1)
- Item Group:** UG (2)
- eP Contract Number:** Z0251010304170129 (3)
- Indicator:** B - Expense
- Order Date:** 23/12/2021 12:12:19 PM
- Order Status:** Open
- Supplier Name:** PHARMANIAGA LOGISTIC SDN.BHD.
- Delivery Site To Name:** STOR PERUBATAN JABATAN FARMASI

At the bottom right, there is an 'Add Item' button (4) and a table header for item details. The table currently shows 'No record found'.

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)
No record found												

Figure 3.2.2-1 Supplementary Purchase Order

**Note**

- **Supplier Name** will default to PHARMANIAGA LOGISTIC SDN BHD.
- **Order Date** will default to current date and time
- **Delivery Site To Name** will default based on facility configuration and user is allowed to change

**STEP 1**

Select **Request Type** as Supplementary Order

**STEP 2**

Select **Item Group** from the drop-down menu

- Drug
- Non Drug

**Note**

**Item SubClass** is an optional field and user is allowed to select to select. Data displayed will be based on selected **Item Group**

**STEP 3**

Select **eP Contract Number**

**Note**

- **eP Indicator** will default to 'B-Expense', however user is allowed to change if required
- If select **PASc**, user need to enter **PASc Reference No** as shown in figure 3.2.2-2

Reason	<input type="text"/>
PASc	<input checked="" type="checkbox"/>
PASc Reference No.	<input type="text"/>

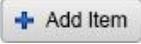
Figure 3.2.2-2 PASc

- if select **CAPD** as 'Yes', user need to enter all information required as shown in figure 3.2.2-3

CAPD Home Delivery	<input type="radio"/> No <input checked="" type="radio"/> Yes	Patient Name	<input type="text"/>
	<input type="text"/>	IC No / Other Identification	<input type="text"/>

Figure 3.2.2-3 CAPD Home Delivery

#### STEP 4

Click on the  button to add item to be procure. Refer Figure 3.2.2-4

ADD PURCHASE ORDER ITEM					
Item Code	<input type="text" value="02.0001.02"/>	Item Group	<input type="text" value="DRUG"/>	PKU	<input type="text" value="pck"/>
Item Description	<input type="text" value="Acelazolamide 250mg Tab BPI/USP"/>	Budget Type	<input type="text" value="Operating"/>	Packaging Description	<input type="text" value="Pack of 100 tabs"/>
Vote Description	<input type="text" value="APPL UBAT"/>	Vote Code	<input type="text" value="240701990100/27401/99"/>	Remaining Contract Quantity (PKU)	<input type="text"/>
Ministry/Department	<input type="text" value="B4242 - KEMENTERIAN KESIHATAN"/>	eP Project / Program	<input type="text" value="B42990199 - KONSESI PENSIWASTA"/>	eP GL Account	<input type="text" value="B0627401 - UBAT DAN DADAH"/>
Order Quantity (PKU)	<input type="text" value="100"/>	Approved Quantity (PKU)	<input type="text" value="100"/>	Brand	<input type="text" value="APOTEX (APO)"/>
Suggested Quantity (PKU)	<input type="text" value="0"/>	eP Approved Quantity (PKU)	<input type="text" value="0"/>	Manufacturer	<input type="text" value="Apotex"/>
Min Order Quantity (PKU)	<input type="text" value="1"/>	Max Storage Quantity(PKU)	<input type="text" value="61"/>	Unit Price (RM) (PKU)	<input type="text" value="45.47"/>
Quantity Available (PKU)	<input type="text" value="996"/>	Max Storage Quantity(SKU)	<input type="text" value="6,177"/>	Total Amount (RM)	<input type="text" value="4,547.00"/>
Quantity Available (SKU)	<input type="text" value="99,668"/>	Buffer Level Quantity (SKU)	<input type="text" value="2,059"/>	Item Effective Date	<input type="text" value="31/12/2021"/>

Figure 3.2.2-4 Add Purchase Order Item

#### STEP 5

Select **Item Description**

#### Note

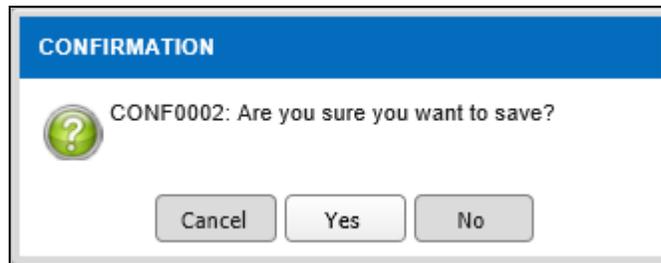
- Vote Description** will default based on vote configured in the Item/Product Buffer level. User is allowed to change the Vote Description
- Ministry/Department** will be display based on the selected Vote Description and this field is read only
- eP Project/Program** and **eP GL Account** is default based on the selected **Vote Description** and user is allowed to change

#### STEP 6

Enter **Order Quantity (PKU)**

#### STEP 7

Click on the  button to save the record and Confirmation Message will be displayed as shown in figure 3.2.2-5



**Figure 3.2.2-5 Confirmation Message**

**Note**

- Click on the  button and information message will be displayed



**Figure 3.2.2-6 Information Message**

- Click on the  button to save the record and item will be listed in the Purchase Order Details as shown in figure 3.2.2-7

**8**

**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="2021"/>	Order Date	<input type="text" value="23/12/2021 03:45:44 PM"/>
Request Type	<input type="text" value="Supplementary Order"/>	Total Order Amount (RM)	<input type="text" value="4,547.00"/>	Created By	<input type="text"/>
Item Group	<input type="text" value="DRUG"/>	Item SubClass	<input type="text"/>	Approval Date	<input type="text"/>
Supplier Name	<input type="text" value="PHARMANIAGA LOGISTIC SDN.BHD."/>	eP Indicator	<input type="text" value="B - Expense"/>	Approval By	<input type="text"/>
Delivery Site To Name	<input type="text" value="STOR PERUBATAN JABATAN FARMASI"/>	Remark	<input type="text"/>	Order Status	<input type="text" value="Open"/>
eP Contract Number	<input type="text" value="20251010304170129"/>	CAPD Home Delivery	<input checked="" type="radio"/> No <input type="radio"/> Yes	Reason	<input type="text"/>
			PASc	<input type="checkbox"/>	

**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)
<input type="checkbox"/> 02.0001.02	Acetazolamide 250mg Tab BPA/USP	pck	Pack of 100 tabs	100	240701/990100/27401/99 APPL UBAT Operating	B4242 - KEMENTERIAN KESIHATAN	1,200	10	45.47	45.47	4,547.00	3,637.60

**VOTE CODE LIST**

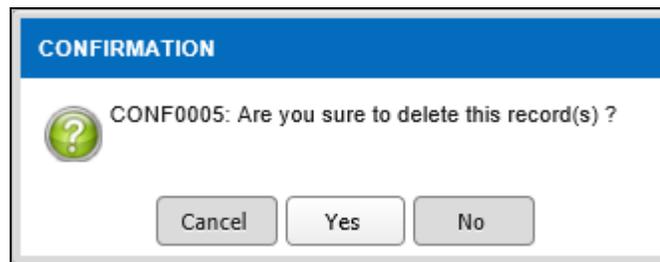
[ 1 - 1 / 1 ]

Budget Type	Vote Code	Vote Description	Ministry / Department	Balance Before PO (RM)	Utilized PO (RM)	Balance After PO (RM)
Operating	240701/990100/27401/99	APPL UBAT	B4242 - KEMENTERIAN KESIHATAN	20,337,067.97	4,547.00	20,332,520.97
TOTAL				20,337,067.97	4,547.00	20,332,520.97

**Figure 3.2.2-7 AP Purchase Order**

**Note**

- Repeat from **STEP 4** to **STEP 7** to add more items
- User is allowed to delete item from purchase order details by clicking on the item  checkbox followed by click on the  button. Confirmation message will be display as shown in figure 3.2.1-10

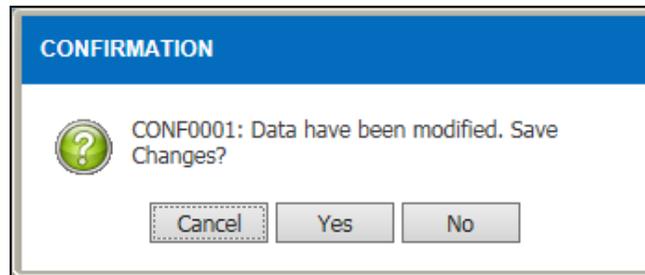


**Figure 3.2.2-8 Confirmation Message**

- Click on the  button and item will be deleted from the list of purchase

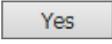
**STEP 18**

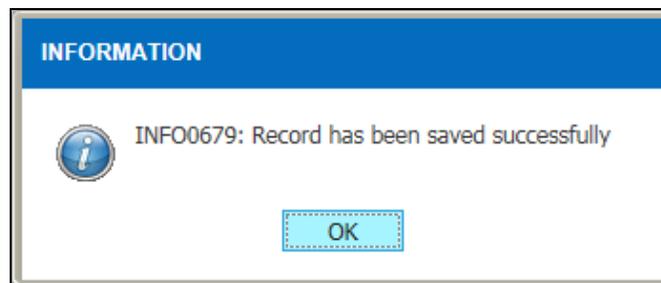
Click on the  button to save the record and confirmation message will be display as Figure 3.2.2-9



**Figure 3.2.2-9 Confirmation Message**

**Note**

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



**Figure 3.2.2-10 Information Message**

- Click on the  button to successfully save the record
- **Order No** will be auto generated after successfully saved the record
- Button , ,  and  will be enable after successfully saved the record as shown in Figure 3.2.2-11
- User is allowed to create new Purchase Order by click on the  button

PURCHASE ORDER

9
+ Approve
Reject
Cancel Request

PURCHASE ORDER DETAILS

AP Purchase Order

Order No	PO21027054	Financial Year	2021	Order Date	23/12/2021 10:04:54 PM
Request Type	Supplementary Order	Total Order Amount (RM)	4,547.00	Created By	
Item Group	DRUG	Item SubClass		Approval Date	
Supplier Name	PHARMANIAGA LOGISTIC SDN.BHD.	Approval By		Order Status	Open
Delivery Site To Name	STOR PERUBATAN JABATAN FARMASI	eP Indicator	B - Expense	Reason	
eP Contract Number	Z0251010304170129	PASc	<input type="checkbox"/>		
Remark					
CAPD Home Delivery	<input checked="" type="radio"/> No <input type="radio"/> 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)
02.0001.02	Acetazolamide 250mg Tab BP/USP	pck	Pack of 100 tabs	100	100	240701/990100/27401/99 APPL UBAT Operating	B4242 - KEMENTERIAN KESIHATAN	1,200	10	45.47	45.47	4,547.00	3,637.60

VOTE CODE LIST

Budget Type	Vote Code	Vote Description	Ministry / Department	Balance Before PO (RM)	Utilized PO (RM)	Balance After PO (RM)
Operating	240701/990100/27401/99	APPL UBAT	B4242 - KEMENTERIAN KESIHATAN	20,337,067.97	4,547.00	20,332,520.97
TOTAL				20,337,067.97	4,547.00	20,332,520.97

Figure 3.2.2-11 AP Purchase Order

**STEP 9**

- a) Click on the button to approve the record and confirmation message will be display as Figure 3.2.2-12

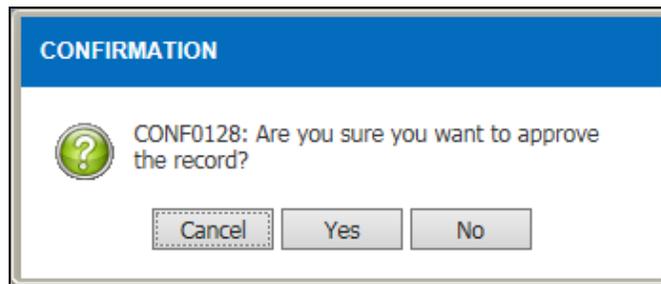
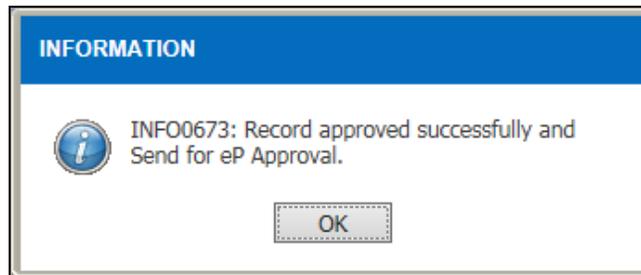


Figure 3.2.2-12 Confirmation Message

**Note**

- Click on the button to approved record and information message will be display as Figure 3.2.2-13



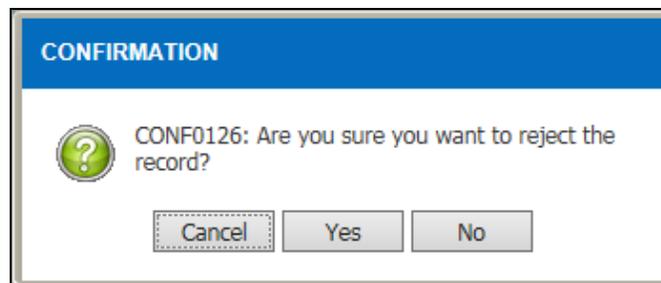
**Figure 3.2.2-13 Information Message**

**Note**

- Click on the  button to successfully approved the record
- b) Click on the  button to reject the record and confirmation message will be display as Figure 3.2.2-14

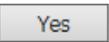
**Note**

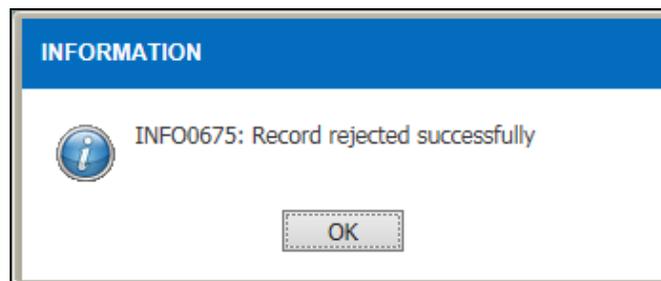
User need to enter **Reject Reason** before click on the  button



**Figure 3.2.2-14 Confirmation Message**

**Note**

- Click on the  button to reject record and information message will be display as Figure 3.2.2-15

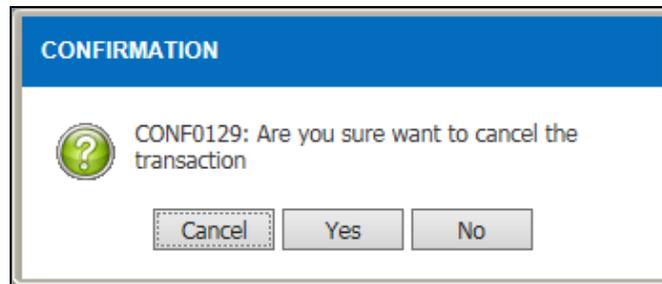


**Figure 3.2.2-15 Information Message**

**Note**

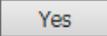
- Click on the  button to successfully rejected the record

- c) Click on the  button to cancel the record and confirmation message will be display as Figure 3.2.2-16



**Figure 3.2.2-16 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 SULTAN MUHAMMAD FUAD	PHARMANIAGA LOGISTIC SDN. BHD.	05/01/2020	mainstore2	Approved	eP Approved	34,626.00	Open	Fully Received
Supplementary Order	APPL	PO20000002	CO20000000000001152		HOSPITAL SULTAN MUHAMMAD FUAD	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

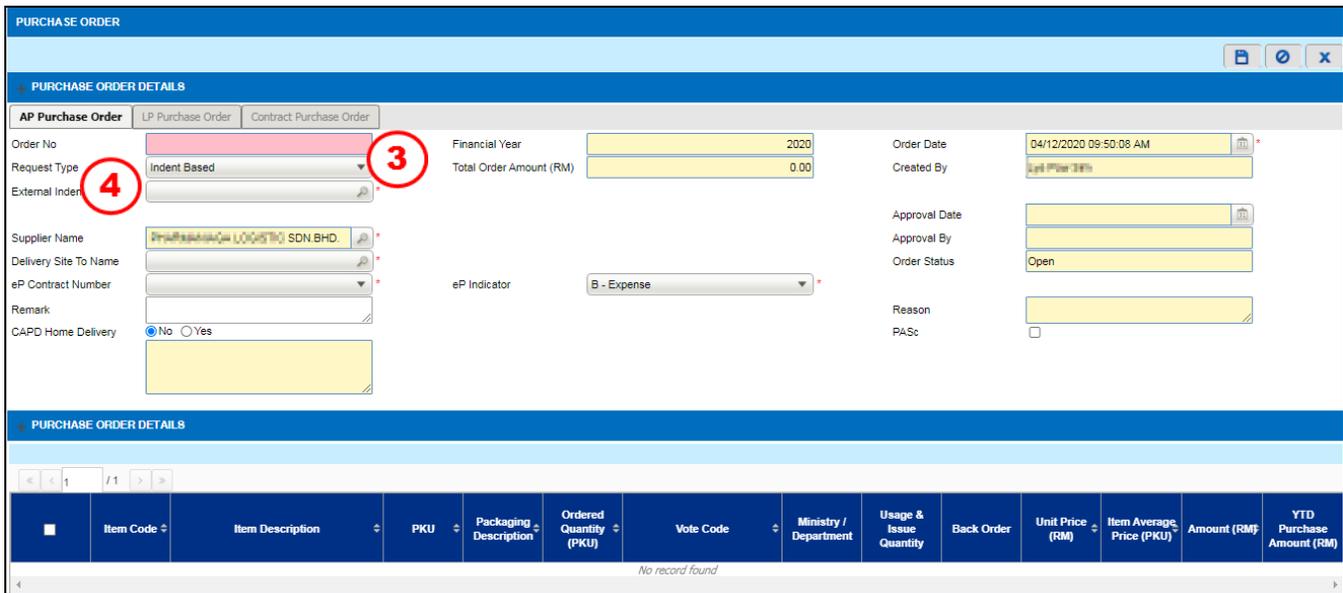
Order No: | Financial Year: 2019  
 Request Type: | Total Order Amount (RM): 0.00  
 Supplier Name: PHARMANIAGA LOGISTIC SDN. BHD. | Order Date: 03/10/2019 03:15:14 PM  
 Delivery Site To Name: |  
 Order Status: Open  
 Remark: | eP Status: |  
 Created By: | Reason: |  
 eP Contract Number: | eP Indicator: 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



**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): 0.00 Created By: [Redacted]  
 External Indent No: [Redacted] Approval Date: [Redacted]  
 Supplier Name: [Redacted] SDN BHD Approval By: [Redacted]  
 Delivery Site To Name: [Redacted] Order Status: Open  
 eP Contract Number: [Redacted] eP Indicator: B - Expense Reason: [Redacted]  
 Remark: [Redacted] PASC:   
 CAPD Home Delivery:  No  Yes

**PURCHASE ORDER DETAILS**

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)
No record found												

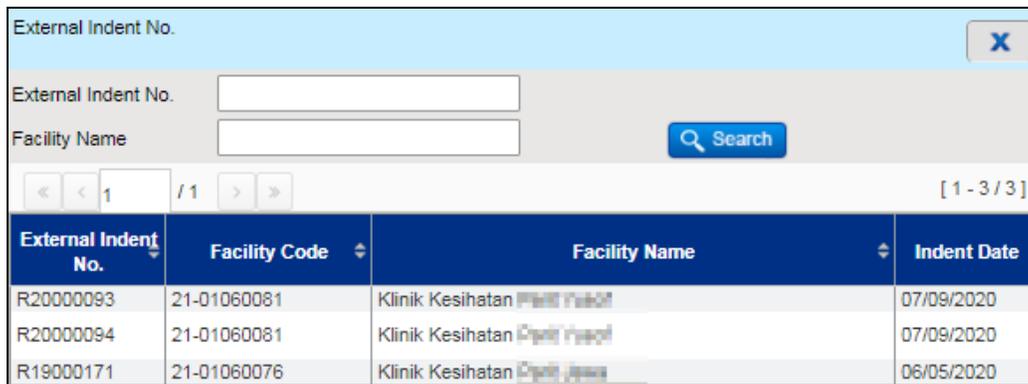
Figure 3.2.3-3 Purchase Order: Indent

**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. [X]

External Indent No. [Input Field]

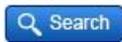
Facility Name [Input Field]

[1 - 3 / 3]

External Indent No.	Facility Code	Facility Name	Indent Date
R20000093	21-01060081	Klinik Kesihatan [Redacted]	07/09/2020
R20000094	21-01060081	Klinik Kesihatan [Redacted]	07/09/2020
R19000171	21-01060076	Klinik Kesihatan [Redacted]	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: [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: PHARMANIAGA LOGISTIC SDN BHD (5)  
 Delivery Site To Name: HOSPITAL [Field] (6)  
 eP Contract No.: Z0251010304170129 (7)  
 Remark: [Field] eP Indicator: B - Expense (7)  
 CAPD Home Delivery:  No  Yes Reason: [Field]  
 PASC:

**PURCHASE ORDER DETAILS**

[Delete 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)
02.0403.05	Calcium Lactate 300mg Tablets (8)	pck	Pack of 30 tabs	6	090401/022200/27401/99	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	07.0407.05	Item Group	DRUG	PKU	pck
Item Description	Cefuroxime 750mg Inj (IM/IV)	Budget Type	Operating	Packaging Description	Pack of 1 vial
Vote Description	APPL UBAT	Vote Code	240701/990100/27401/99	Remaining Contract Quantity (PKU)	
Ministry/Department	B4242 - KEMENTERIAN KESIHATAN	eP Project / Program	B42990199 - KONSESI PENSWASTI	eP GL Account	B0627401 - UBAT DAN DADAH
Order Quantity (PKU)	43,510	Approved Quantity (PKU)	0	Brand	PHARMANIAGA
Suggested Quantity (PKU)	43,510	eP Approved Quantity (PKU)	0	Manufacturer	Pharmaniaga Manufacturing Berhad
RO / RPL Approved Qty (SKU)	0	Max Storage Quantity (PKU)	45,910	Unit Price (RM) (PKU)	7.42
Min Order Quantity (PKU)	1	Max Storage Quantity (SKU)	45,910	Total Amount (RM)	322,844.20
Quantity Available (PKU)	2,400	Buffer Level Quantity (SKU)	22,955	Item Effective Date	31/12/2021
Quantity Available (SKU)	2,400				

Figure 3.2.3-6 Add Purchase Order Item

**STEP 9**

Select/Change **Vote Description**

**STEP 10**

Click on the  button to save the record

**Note**

- System will display a Confirmation Message as Figure 3.2.3-7

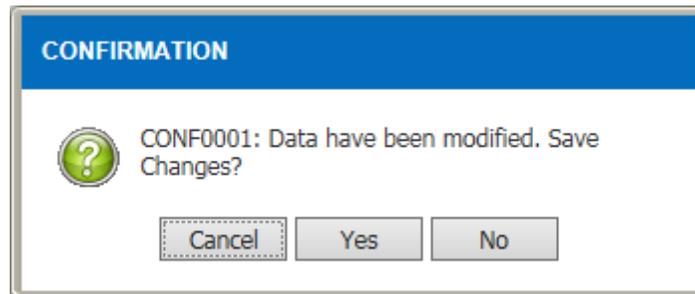
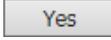


Figure 3.2.3-7 Confirmation Message

- Click on the  button to save the transaction and information message will displayed as figure 3.2.3-8

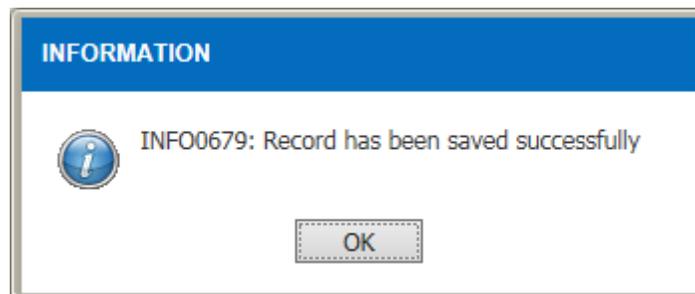


Figure 3.2.3-8 Information Message

- Click on the  button to confirm

PURCHASE ORDER

11

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="04/12/2020 09:50:08 AM"/>		
Request Type	<input type="text" value="Indent Based"/>	Total Order Amount (RM)	<input type="text" value="30.30"/>	Created By	<input type="text" value="Liza Chew Sim"/>		
External Indent No.	<input type="text" value="R20000093"/>						
Supplier Name	<input type="text" value="DINA FARMA SIA SIA (M) SDN.BHD."/>	Approval Date	<input type="text"/>				
Delivery Site To Name	<input type="text" value="HOSPITAL SIBONGAHU"/>	Approval By	<input type="text"/>				
eP Contract Number	<input type="text" value="Z0251010304170129"/>	eP Indicator	<input type="text" value="B - Expense"/>				
Remark	<input type="text"/>				Order Status	<input type="text" value="Open"/>	
CAPD Home Delivery	<input checked="" type="radio"/> No <input type="radio"/> Yes				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)
02.0403.05	Calcium Lactate 300mg Tablet	pck	Pack of 30 tabs	6	090401/022200/2740199	B4242 - FARMASI DAN BEKALAN (UBAT) Operating	60.000	0	5.05	5.05	30.30	73,225.00

Figure 3.2.3-9 Purchase Order: Indent

**STEP 11**

Click on the button to save the record

**Note**

- System will display a Confirmation Message as Figure 3.2.3-10

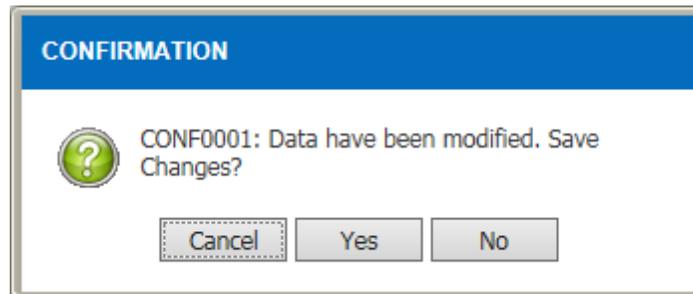


Figure 3.2.3-10 Confirmation Message

- Click on the button to save the transaction and Information Message will be displayed as figure 3.2.3-11

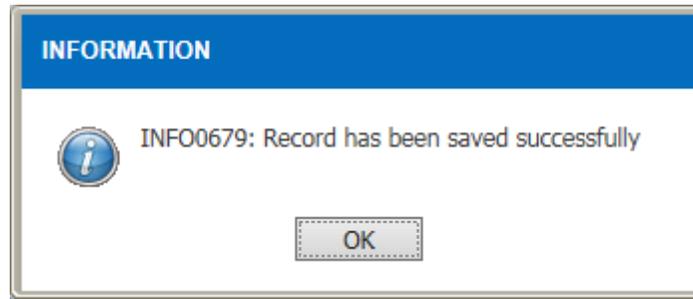
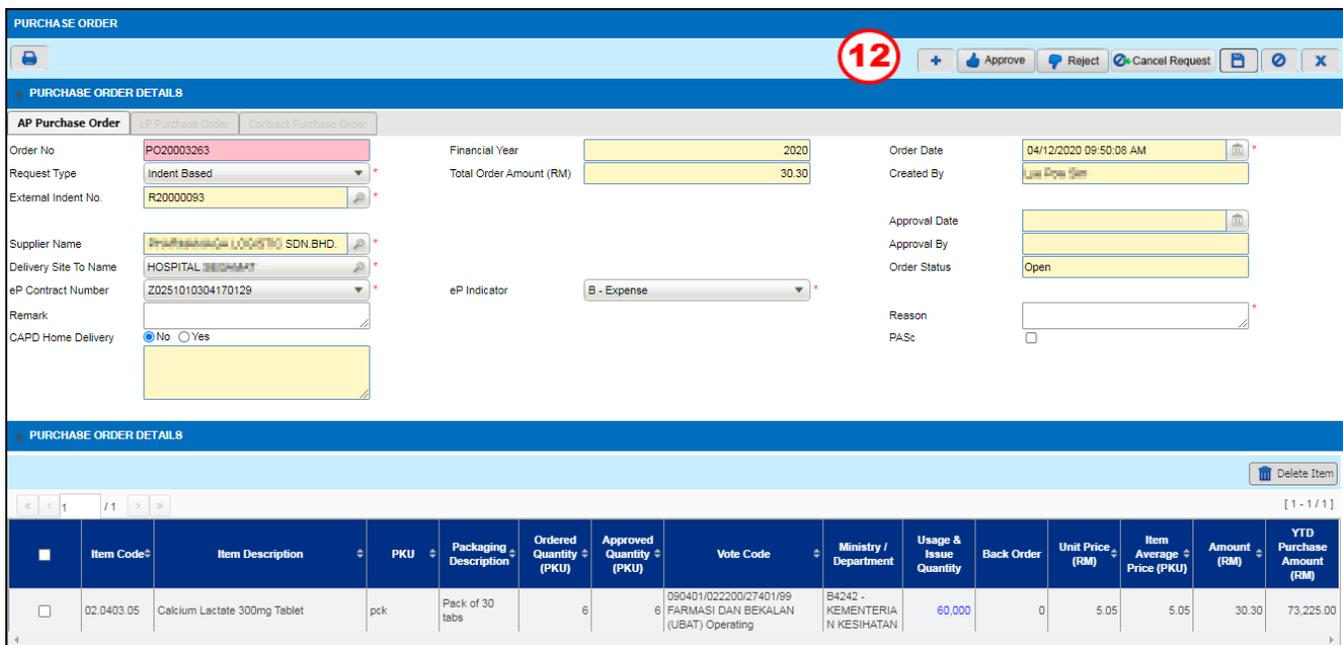


Figure 3.2.3-11 Information Message

- Click on the  button to confirm



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

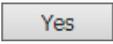
**Note**

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

**STEP 12**

- 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

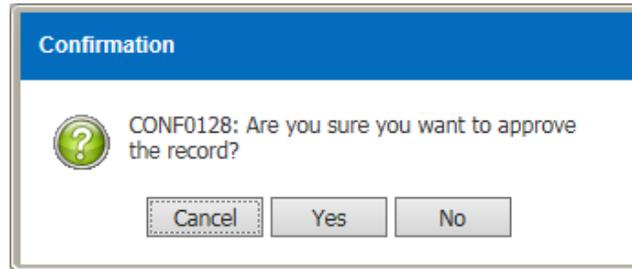


Figure 3.2.3-13 Confirmation Message

- 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

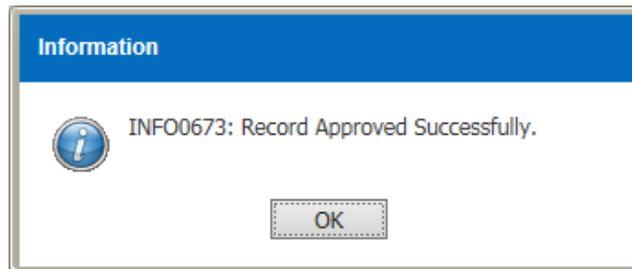


Figure 3.2.3-14 Information Message

- 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

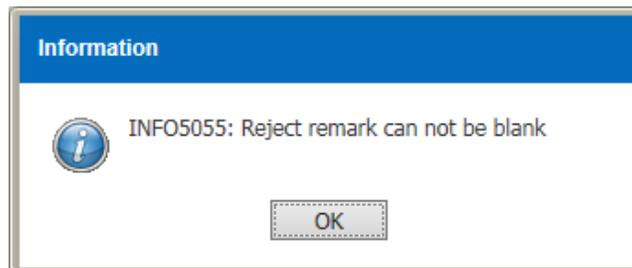


Figure 3.2.3-15 Information Message

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