



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

User Manual Pharmacy Inventory - Contract

Version	: 11th Edition
Document ID	: U.MANUAL_INV_CONTRACT



PhIS & CPS Project
User Manual – Pharmacy Inventory (Contract)



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Reference ID : U.MANUAL_INV_CONTRACT-11th Edition

Application reference: PhIS & CPS v2.3.1



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1.0 Introduction

1.1 Overview of PhIS

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

There are twelve (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, Parenteral Nutrition, 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 (Contract) 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:

- Proposed Contract Item
- Contract Facility

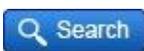
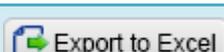
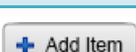
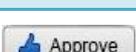
1.3 Organised Sections

These are the sections within this document:

- Section 1 : Introduction
- Section 2 : Application Standard Features
- Section 3 : Inventory Contract
- Section 4 : Acronyms

2.0 Application Standard Features

2.1 PhIS Legend

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



Inventory Contract Module Legend			
 Retrieve	Retrieve transaction		

Note

- To learn more about Login Information, kindly click [Login Information](#) Modules for descriptive step.



2.2 Latest Enhancement and Updates

Latest Functions	Page
Create New Contract Purchase Order RPL	43

3.0 Contract

Overview

Contract Items is the estimated annual purchase amount that is more than RM500K. System identifies items to be purchased based on the accumulative amount. This transaction is made by the user from Main Store (Level 1).

Contract Facility is the project from HQ for the respective facility. The detailed information for a Contract Facility is controlled at HQ level. At the facility level, the users will be able to retrieve the information from HQ. However, the users at the facility level will not be able to key in the contract information through PhIS system as everything pertaining to Contract Facility will be controlled at HQ.

User Group

This module is intended for Pharmacist and Assistant Pharmacist (Subject to user assign by the facility)

Functional Diagram

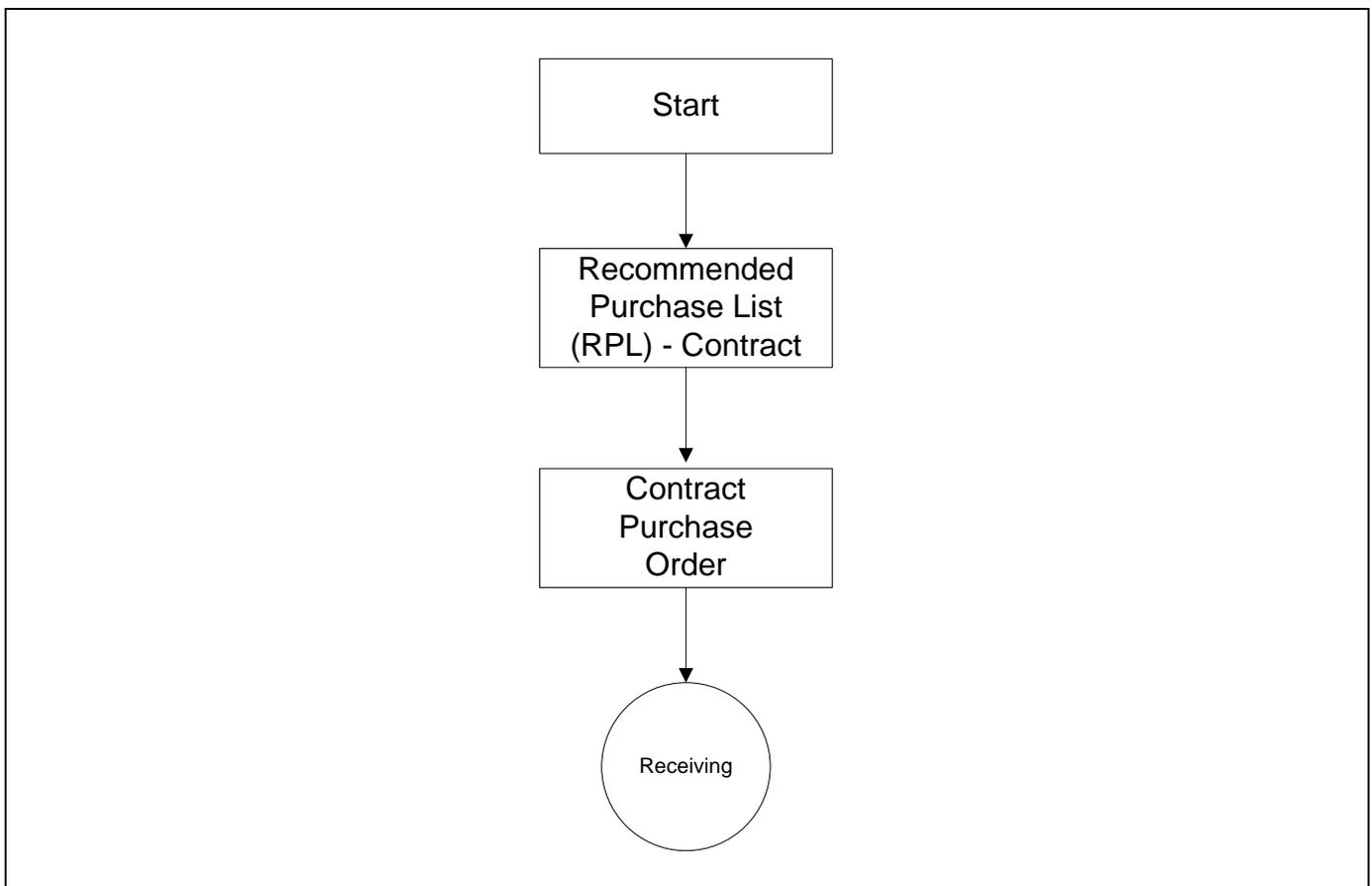


Figure 3.1

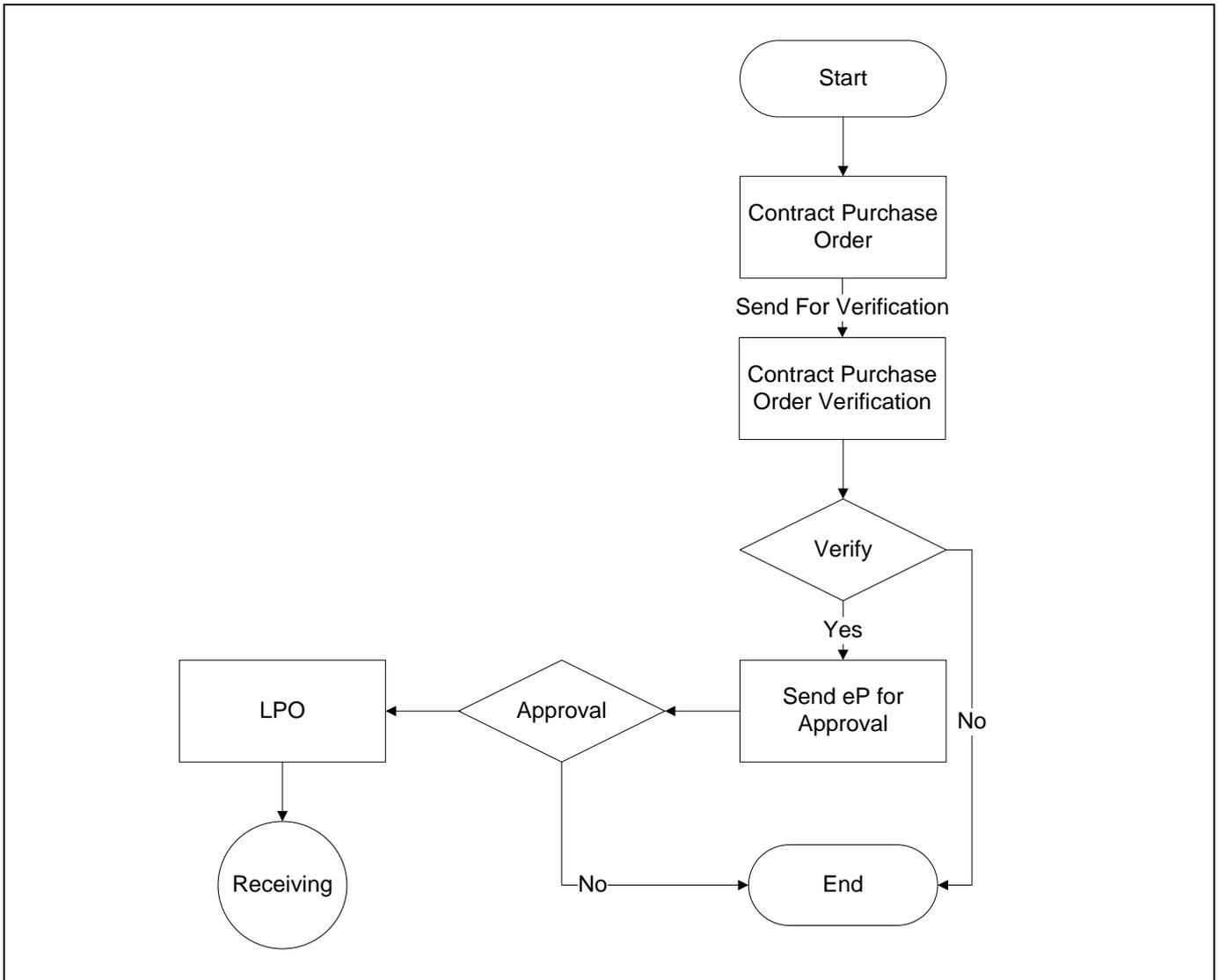
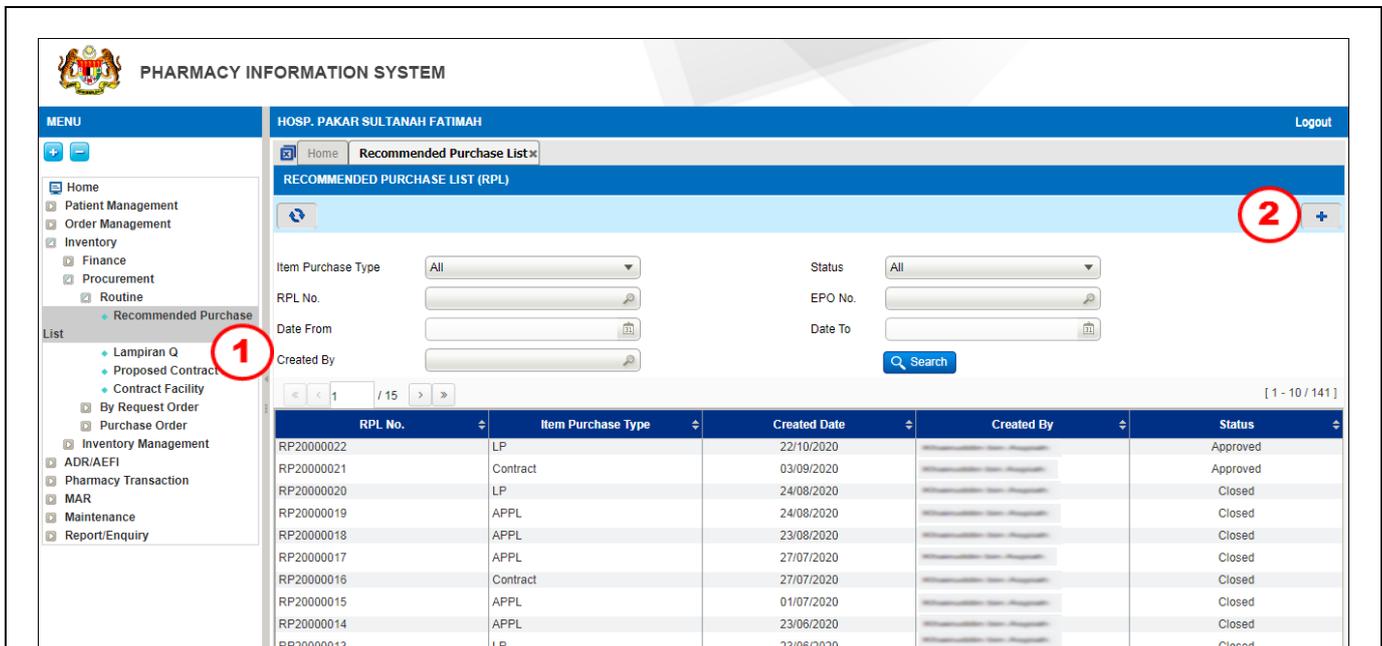


Figure 3.2

3.1 View Recommended Purchase List (RPL) Contract Listing Page

To view existing Recommended Purchase List record, perform the steps below:



PHARMACY INFORMATION SYSTEM

HOSP. PAKAR SULTANAH FATIMAH

Log out

Home Recommended Purchase List

RECOMMENDED PURCHASE LIST (RPL)

Item Purchase Type: All Status: All

RPL No. EPO No.

Date From Date To

Created By Search

[1 - 10 / 141]

RPL No.	Item Purchase Type	Created Date	Created By	Status
RP20000022	LP	22/10/2020		Approved
RP20000021	Contract	03/09/2020		Approved
RP20000020	LP	24/08/2020		Closed
RP20000019	APPL	24/08/2020		Closed
RP20000018	APPL	23/08/2020		Closed
RP20000017	APPL	27/07/2020		Closed
RP20000016	Contract	27/07/2020		Closed
RP20000015	APPL	01/07/2020		Closed
RP20000014	APPL	23/06/2020		Closed
RP20000013	LP	23/06/2020		Closed

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

Recommended Purchase List (RPL) is a list generated by the system based on buffer level to help user to proceed with the purchases

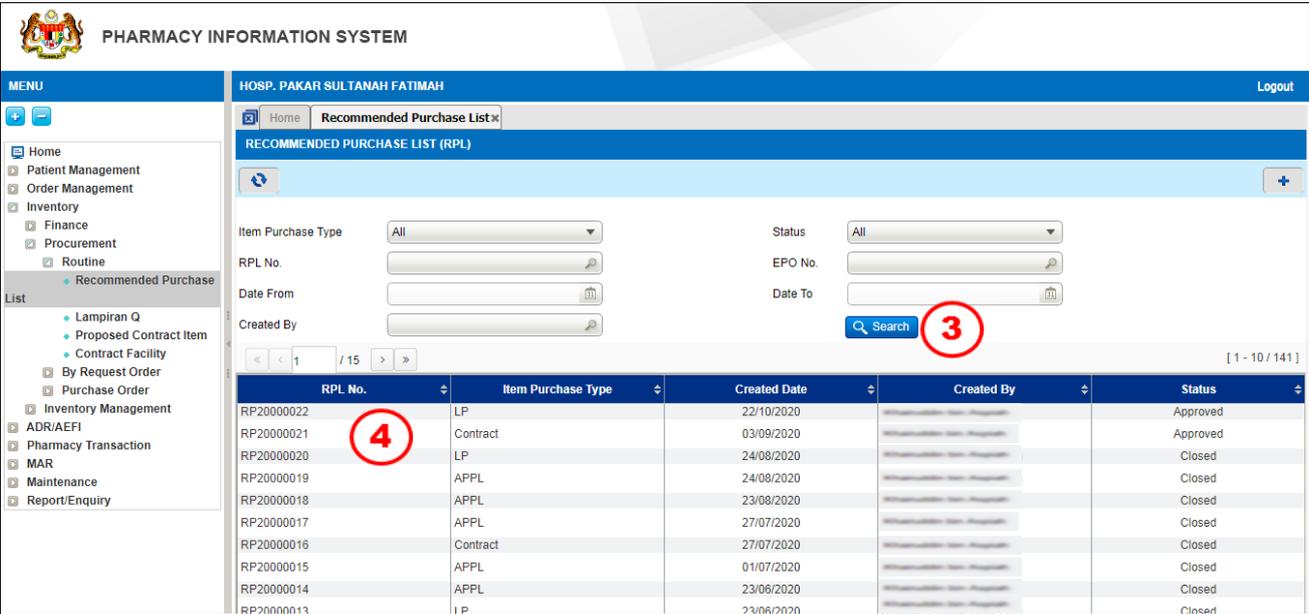
STEP 1

Click on the 'Inventory menu' followed by 'Procurement', 'Routine' and click on 'Recommended Purchase List (RPL)'

STEP 2

To search for existing 'Recommended Purchase List (RPL)' transaction, this search criteria can be used:

- a) Item Purchase Type:
 - All
 - APPL
 - Contract
 - LP
- b) Status
 - All
 - Approved
 - Cancelled
 - Close
 - Open
 - Pending For Approval
 - Pending For Verification
 - Rejected
- b) RPL No
- c) EPO No
- d) Date From
- e) Date To
- f) Created By



PHARMACY INFORMATION SYSTEM

HOSP. PAKAR SULTANAH FATIMAH

Home Recommended Purchase List

RECOMMENDED PURCHASE LIST (RPL)

Item Purchase Type: All Status: All

RPL No. EPO No.

Date From Date To

Created By Search

RPL No.	Item Purchase Type	Created Date	Created By	Status
RP20000022	LP	22/10/2020		Approved
RP20000021	Contract	03/09/2020		Approved
RP20000020	LP	24/08/2020		Closed
RP20000019	APPL	24/08/2020		Closed
RP20000018	APPL	23/08/2020		Closed
RP20000017	APPL	27/07/2020		Closed
RP20000016	Contract	27/07/2020		Closed
RP20000015	APPL	01/07/2020		Closed
RP20000014	APPL	23/06/2020		Closed
RP20000013	LP	23/06/2020		Closed

Figure 3.1-2 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 as shown in Figure 3.1-2

Note

In circumstances of no criteria is input, the entire list of previous transaction will be displayed.

STEP 4

Double click on the selected record and the details will be displayed

3.2 Create New Recommended Purchase List (RPL) Contract

To generate a Recommended Purchase List Contract record, perform the steps below:

RPL No.	Item Purchase Type	Created Date	Created By	Status
RP2000022	LP	22/10/2020	[User Name]	Approved
RP2000021	Contract	03/09/2020	[User Name]	Approved
RP2000020	LP	24/08/2020	[User Name]	Closed
RP2000019	APPL	24/08/2020	[User Name]	Closed
RP2000018	APPL	23/08/2020	[User Name]	Closed
RP2000017	APPL	27/07/2020	[User Name]	Closed
RP2000016	Contract	27/07/2020	[User Name]	Closed
RP2000015	APPL	01/07/2020	[User Name]	Closed
RP2000014	APPL	23/06/2020	[User Name]	Closed
RP2000013	LP	23/06/2020	[User Name]	Closed

Figure 3.2-1 New Recommended Purchase List (RPL)

The purpose is to generate a list of items where the purchasing is meant for Facility used and not for specific department

STEP 1

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

STEP 2

Click on the button and the 'Recommended Purchase List' screen will be displayed as shown in the Figure 3.2-2

Figure 3.2-2 Recommended Purchase List (RPL)

STEP 3

Select **Item Purchase Type** as Contract

Note

Once select item purchase type as contract system will enable Contract Expiry option.

STEP 4

Select **For Specific Department:** NO

Note

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

STEP 5

Select **Item Group** from the drop down box:

- Drug
- Non Drug

STEP 6

Select **Item Sub Class** will be retrieved from item sub class master table and will be displayed in a drop down box

STEP 7

Select to **View Near Expiration Quantity?** from the drop down box

- Yes
- No

Note

If selection is 'Yes', user have to enter number of days in the **No of Days** field.

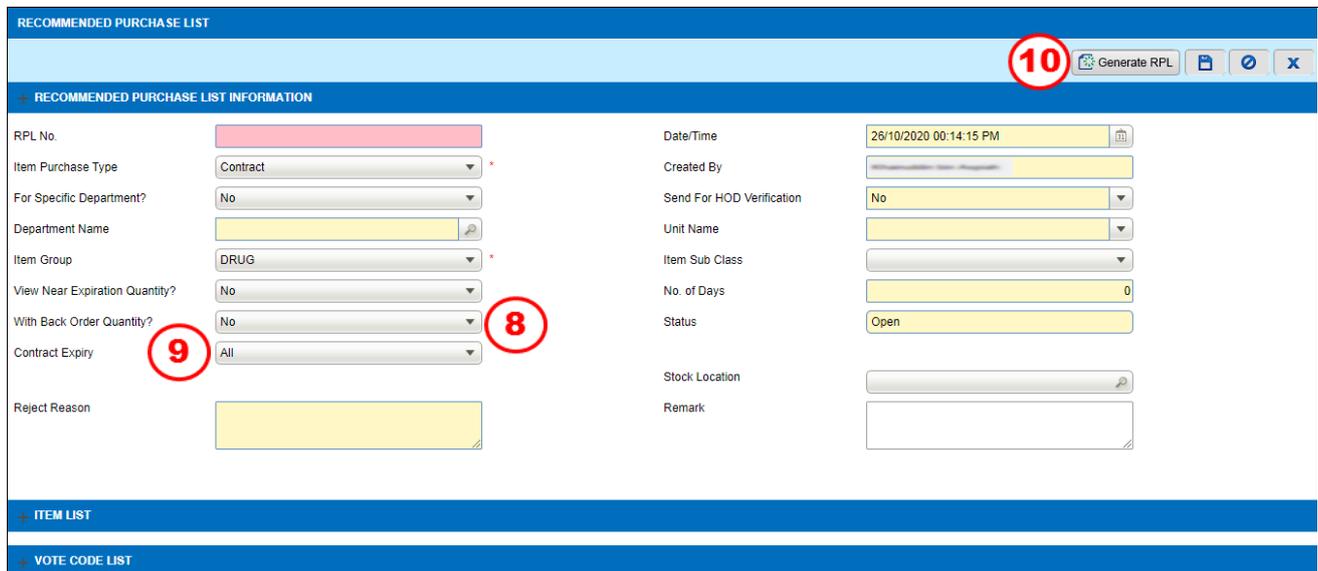


Figure 3.2-3 Recommended Purchase List (RPL)

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 supplied yet by the suppliers.

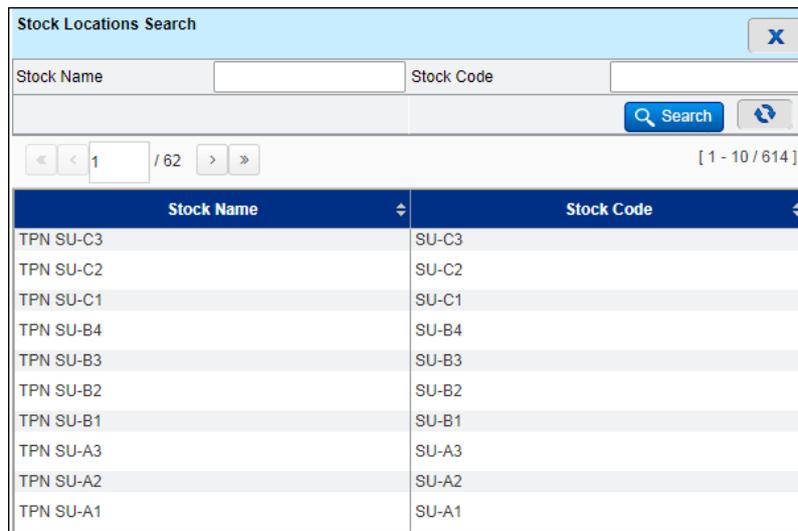
STEP 9

Select to view **Contract Expiry** from the drop down box:

- All
- Active Contract Only
- Expired Contract Only

Note

User able to choose item by using store location criteria. Store location will show in Figure 3.2-4 below.

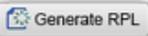


The screenshot shows a web interface titled "Stock Locations Search". It features a search bar with "Stock Name" and "Stock Code" input fields, a "Search" button, and a refresh button. Below the search bar is a pagination control showing "1 / 62" and "[1 - 10 / 614]". The main content is a table with two columns: "Stock Name" and "Stock Code".

Stock Name	Stock Code
TPN SU-C3	SU-C3
TPN SU-C2	SU-C2
TPN SU-C1	SU-C1
TPN SU-B4	SU-B4
TPN SU-B3	SU-B3
TPN SU-B2	SU-B2
TPN SU-B1	SU-B1
TPN SU-A3	SU-A3
TPN SU-A2	SU-A2
TPN SU-A1	SU-A1

Figure 3.2-4 Stock Location Search

STEP 10

Click on the  button to generate item based on selection criteria

Note

- *System is able to generate a list of items where the stock's quantity is less than the buffer level quantity.*
- *Buffer Level Quantity is set in the Item/Product Buffer Level.*
- *Summary information of Vote Code and Item List based on the list generated from the RPL.*
- *Vote Code List will contain summary information of Vote Code based on the items list generated from the RPL.*
- *RPL No will be generated when the user saves the transaction.*
- *Newly created RPL, **Status** will default to Open.*
- *Check on the **Special Approval** check box to purchase items from LP suppliers if PLSB or Contract Suppliers unable to supply needed Drug/Non Drug.*

RECOMMENDED PURCHASE LIST											
RECOMMENDED PURCHASE LIST INFORMATION											
ITEM LIST											
											Delete Item + Add Item
No Records Found!											
VOTE CODE LIST											
No Records Found!											
TOTAL											

Figure 3.2-5 Add Item Manually

STEP 11

Click on the **+ Add Item** button to add additional item into the RPL list and the Add Item screen will be displayed as shown in Figure 3.2-6

ADD ITEM											
Item Group	DRUG			Item Sub Class							
Drug Name	Carbamazepine 200mg CR Tablet			Drug Code	N03AF01000T5001XX						
Default Item	Carbamazepine 200mg CR Tablet			Packaging Description	Box of 200 tab						
UOM	SKU	tablet	PKU	tablet	Available Quantity	SKU	17,000	PKU	85		
Total Request Quantity	SKU	0	PKU	0	Max. Storage Quantity	SKU	12,000	PKU	60		
Average Unit Price (RM)	0.9059			Usage Quantity	SKU	0	PKU	0			
Amount (RM)				Buffer Level Quantity	SKU	8,000	PKU	40			
Contract No.	KKM-08/2012(127/2012)F(U)			Estimation Price (RM)	24,072.8176						
VOTE CODE LIST											
											Delete + Vote Code
No Records Found!											
TOTAL											
0											
ITEM LIST											
No Records Found!											
Item Code	Item Description	PKU	PKU Description	Packaging Description	Quantity Available (SKU)	Quantity Available (PKU)	YTD Purchase Amount (RM)				
N03AF01000T5001-30	Carbamazepine 200mg CR Tablet	pck	pack	pack of 30 tablet	0	0	0.00				
N03AF01000T5001XX.02	Carbamazepine 200mg CR Tablet	box	box	box of 200 tablet	9,000	45	0.00				
N03AF01000T5001XX.03	Carbamazepine 200mg CR Tablet	box	box	box of 100 tablet	0	0	0.00				
N03AF01000T5001-1	Carbamazepine 200mg CR Tablet	box	box	box of 1 tablet	0	0	0.00				
N03AF01000T5001XX.01	Carbamazepine 200mg CR Tablet	box	box	Box of 200 tab	8,000	40	0.00				
TOTAL					17,000	85					

Figure 3.2-6 Add Item

STEP 12

Select **Drug Name**

STEP 13

Select **Default Item**

STEP 14

Select **Vote Description** from the drop down box if no default vote code has been set for the drug selected

STEP 15

Enter **Request To Purchase Quantity**

Note

- Available Quantity is non-editable; it will be automatically displayed base on the selected item code.
- User able to add new vote code by click on button and able to delete vote code by click on button

Note (fields that are non editable)

- SKU for item code is set up at Item Master.
- Amount (RM) will be based on the Request to Purchase Quantity

$$\text{Amount (RM)} = \text{Request to Purchase Quantity} * \text{Unit Price (RM)}.$$

- Usage Quantity is default to 0 for first time procurees and if the item has been purchased, value will be stated.
- The value for Estimation Price (RM) is based from Accumulate Total Quantity ÷ Amount Price.

ADD ITEM

Item Group: DRUG | Item Sub Class: | Drug Name: Carbamazepine 200mg CR Tablet | Drug Code: N03AF01000T5001XX | Default Item: Carbamazepine 200mg CR Tablet | Packaging Description: Box of 200 tab | UOM: SKU tablet, PKU tablet | Available Quantity: SKU 17,000, PKU 85 | Total Request Quantity: SKU 1,000, PKU 5 | Max Storage Quantity: SKU 12,000, PKU 60 | Average Unit Price (RM): 0.9059 | Usage Quantity: SKU 0, PKU 0 | Amount (RM): 905.90 | Buffer Level Quantity: SKU 8,000, PKU 40 | Contract No.: KKM-08/2012(127/2012)F(U) | Estimation Price (RM): 24,072.8176

VOTE CODE LIST

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	1,000	5
TOTAL				1,000	

ITEM LIST

Item Code	Item Description	PKU	PKU Description	Packaging Description	Quantity Available (SKU)	Quantity Available (PKU)	YTD Purchase Amount (RM)
N03AF01000T5001-30	Carbamazepine 200mg CR Tablet	pck	pack	pack of 30 tablet	0	0	0.00
N03AF01000T5001XX.02	Carbamazepine 200mg CR Tablet	box	box	box of 200 tablet	9,000	45	0.00
N03AF01000T5001XX.03	Carbamazepine 200mg CR Tablet	box	box	box of 100 tablet	0	0	0.00
N03AF01000T5001-1	Carbamazepine 200mg CR Tablet	box	box	box of 1 tablet	0	0	0.00
N03AF01000T5001XX.01	Carbamazepine 200mg CR Tablet	box	box	Box of 200 tab	8,000	40	0.00
TOTAL					17,000	85	

Figure 3.2-7 Add Item

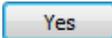
STEP 16

Click on the  button to save the selected drug to be added into RPL list

STEP 17

Click on the  to close the Add Item screen

Note

- After clicking save, an alert message will be displayed as per Figure 3.2-8, click on the  button to confirm saving of the record.

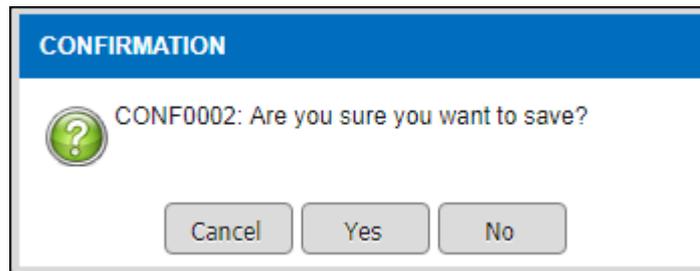


Figure 3.2-8 Record Alert Message

- User will be redirected to the Recommended Purchase List Information screen as shown in Figure 3.2-9

18
Generate RPL   

19
Delete Item + Add Item

[1 - 1 / 1]

Drug / Non-Drug Code	Drug / Non-Drug Name	Contract No	Contract End Date	Default Item Code	Packaging Description	Request Quantity (SKU)	Request Quantity (PKU)	Stock Available (SKU)	Stock Available (PKU)	Max Storage Quantity(SKU)
N03AF01000T5002XX	Carbamazepine 400mg CR Tablet	KKM-08/2012(127/2012)(F)(U)	29/10/2014	N03AF01000T5002XX.01	Box of 200 tab	1,000	5	10,000	50	12,000

[1 - 1 / 1]

Budget Type	Vote Code	Vote Description	Ministry/Department	Balance Before RPL (RM)	Utilized RPL (RM)	Balance After RPL (RM)
Operating	090401/022200/27401/99	FARMASI DAN BEKALAN (UBAT)	B4242 - KEMENTERIAN KESIHATAN	2,784,423.09	1,661.60	2,782,761.49
TOTAL				2,784,423.09	1,661.60	2,782,761.49

Figure 3.2-9 Save Record

STEP 18

Click on the  button to save the RPL transaction

Note

- RPL No is generated after click save button.
- The transaction status is 'Open' after saved. After save, button for Send for Approval will be enabled.
- Click on the Send for Approval button to send the RPL to the HOD for approval.
- The transaction flow to Pharmacist to approve/reject through Task List. The status change to 'Pending for Approval'.

STEP 19

Click on the  to close the RPL screen

Note

- Click on the button to save the record.
- If user click on the button or button, there will be no changes applied and the screen will return to the Recommended Purchase List Information screen.

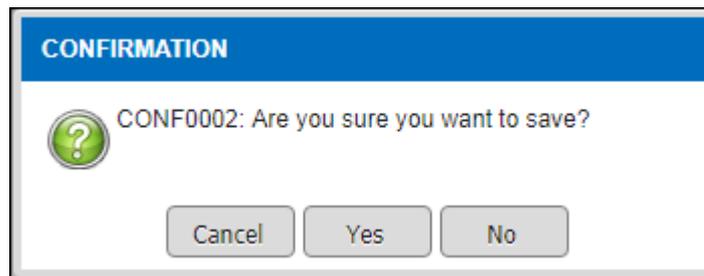


Figure 3.2-10 Save Record Alert Message

- Click on the button to confirm the request to be sent for approval.

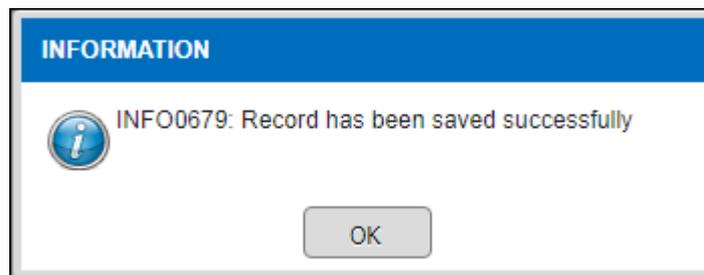
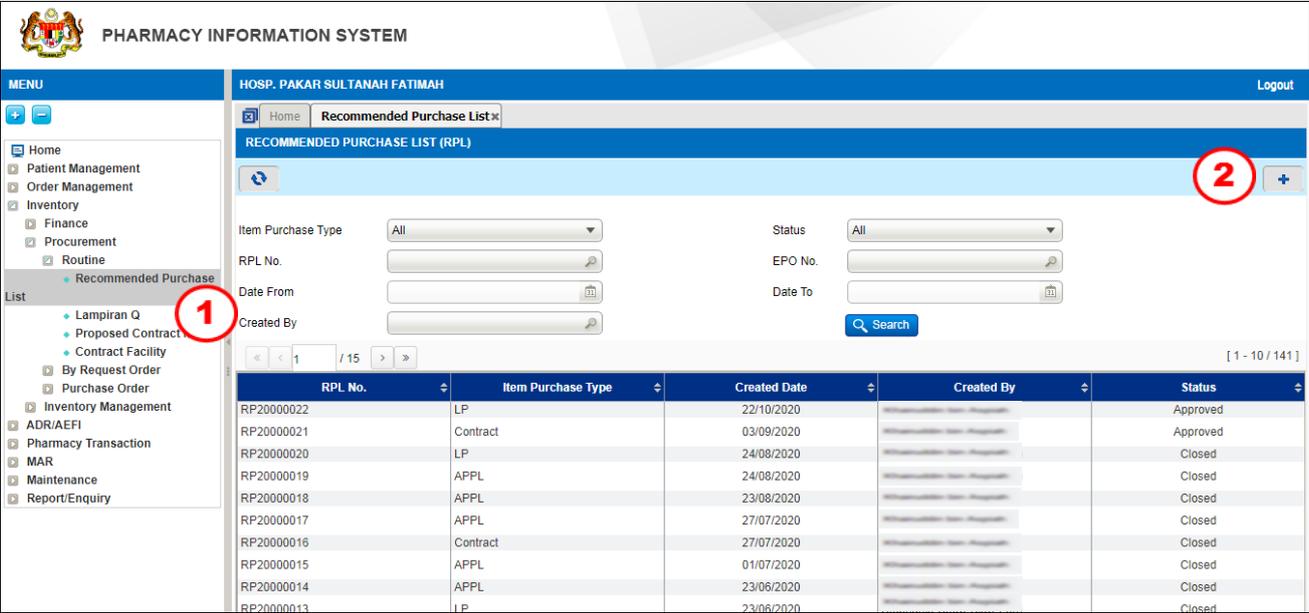


Figure 3.2-11 Alert Message

3.3 Create New Recommended Purchase List Contract For Specific Department (YES) Without Verification

To generate a Recommended Purchase List Contract record, perform the steps below:



PHARMACY INFORMATION SYSTEM

HOSP. PAKAR SULTANAH FATIMAH Logout

Home Recommended Purchase List x

RECOMMENDED PURCHASE LIST (RPL)

Item Purchase Type: All Status: All

RPL No. EPO No.

Date From Date To

Created By Search

[1 - 10 / 141]

RPL No.	Item Purchase Type	Created Date	Created By	Status
RP20000022	LP	22/10/2020		Approved
RP20000021	Contract	03/09/2020		Approved
RP20000020	LP	24/08/2020		Closed
RP20000019	APPL	24/08/2020		Closed
RP20000018	APPL	23/08/2020		Closed
RP20000017	APPL	27/07/2020		Closed
RP20000016	Contract	27/07/2020		Closed
RP20000015	APPL	01/07/2020		Closed
RP20000014	APPL	23/06/2020		Closed
RP20000013	LP	23/06/2020		Closed

Figure 3.3-1 New Recommended Purchase List (RPL)

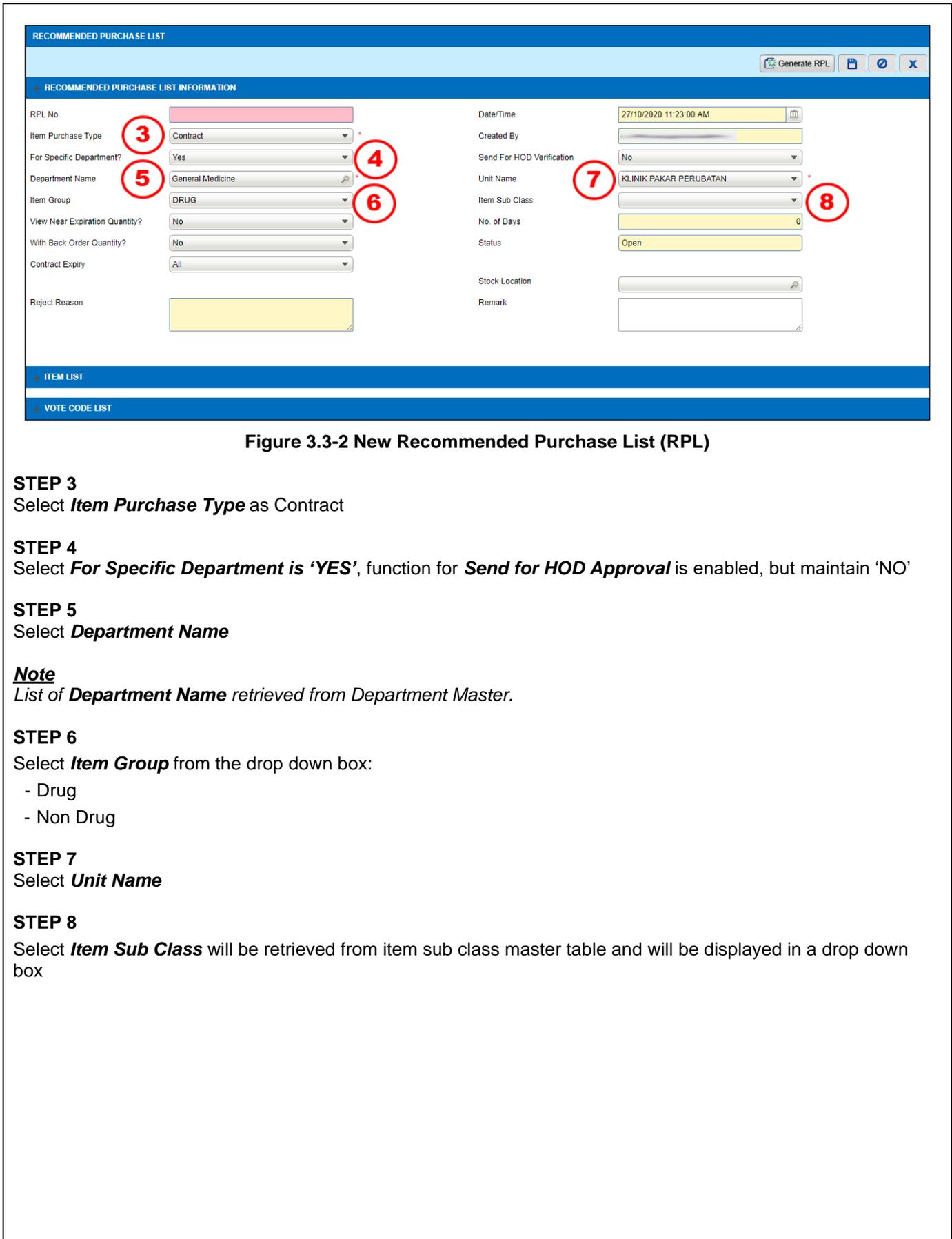
The purpose of this screen is to allow the user to create Recommended Purchase List (RPL) whereby verification from HOD is not required. The transaction is for Specific Department and user have to select **Department Name** and **Unit Name** but **HOD Approval** is 'NO'

STEP 1

Click on 'Inventory' menu followed by 'Procurement and Routine', and select 'Recommended Purchase List (RPL)

STEP 2

Click on the  button and the 'Recommended Purchase List' will be displayed in the New Transaction screen as shown in the Figure 3.3-2 New Recommended Purchase List (RPL)



The screenshot shows the 'RECOMMENDED PURCHASE LIST' form. The form is divided into two main sections: 'RECOMMENDED PURCHASE LIST INFORMATION' and 'ITEM LIST'. The 'RECOMMENDED PURCHASE LIST INFORMATION' section contains various fields for data entry, including:

- RPL No. (Text field)
- Item Purchase Type (Dropdown menu, value: Contract) - circled with 3
- For Specific Department? (Dropdown menu, value: Yes) - circled with 4
- Department Name (Dropdown menu, value: General Medicine) - circled with 5
- Item Group (Dropdown menu, value: DRUG) - circled with 6
- View Near Expiration Quantity? (Dropdown menu, value: No)
- With Back Order Quantity? (Dropdown menu, value: No)
- Contract Expiry (Dropdown menu, value: All)
- Reject Reason (Text area)
- Date/Time (Text field, value: 27/10/2020 11:23:00 AM)
- Created By (Text field)
- Send For HOD Verification (Dropdown menu, value: No)
- Unit Name (Dropdown menu, value: KLINIK PAKAR PERUBATAN) - circled with 7
- Item Sub Class (Dropdown menu) - circled with 8
- No. of Days (Text field, value: 0)
- Status (Text field, value: Open)
- Stock Location (Text field)
- Remark (Text area)

Buttons for 'Generate RPL', 'Save', 'Refresh', and 'Close' are located in the top right corner of the form.

Figure 3.3-2 New Recommended Purchase List (RPL)

STEP 3

Select **Item Purchase Type** as Contract

STEP 4

Select **For Specific Department is 'YES'**, function for **Send for HOD Approval** is enabled, but maintain 'NO'

STEP 5

Select **Department Name**

Note

List of **Department Name** retrieved from **Department Master**.

STEP 6

Select **Item Group** from the drop down box:

- Drug
- Non Drug

STEP 7

Select **Unit Name**

STEP 8

Select **Item Sub Class** will be retrieved from item sub class master table and will be displayed in a drop down box

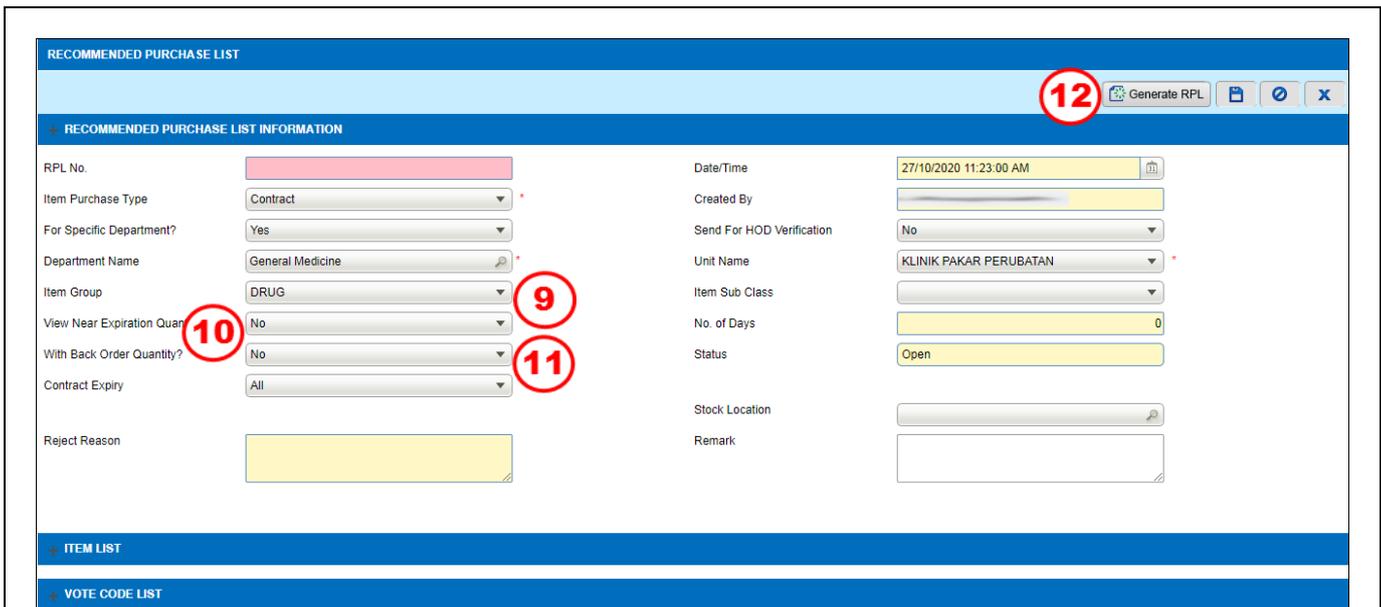


Figure 3.3-3 New Recommended Purchase List (RPL)

STEP 9

Select to **View Near Expiration Quantity?** from the drop down box:

- Yes
- No

Note

If selection is 'Yes', user have to enter No of Days.

STEP 10

Select **With Back Order Quantity?** from the drop down box:

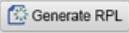
- Yes
- No

STEP 11

Select to view **Contract Expiry** from the drop down box:

- All
- Active Contract Only
- Expired Contract Only

STEP 12

Click on the  button to generate item based on selection criteria

Note

- System is able to generate a list of items where the stock's quantity is less than the buffer level quantity.
- Buffer Level Quantity is set in the Item/Product Buffer Level.
- Summary information of Vote Code and Item List based on the list generated from the RPL.
- Vote Code List will contain summary information of Vote Code based on the items list generated from the RPL.
- RPL No will be generated when the user saves the transaction.
- Newly created RPL, **Status** will default to Open.

- Check on the **Special Approval** check box to purchase items from LP suppliers if PLSB or Contract Suppliers unable to supply needed Drug/Non Drug.

RECOMMENDED PURCHASE LIST

Generate RPL [Save] [Refresh] [Close]

RECOMMENDED PURCHASE LIST INFORMATION

ITEM LIST

Delete Item + Add Item

1 / 1

Drug / Non-Drug Code	Drug / Non-Drug Name	Contract No	Contract End Date	Default Item Code	Packaging Description	Request Quantity (SKU)	Request Quantity (PKU)	Stock Available (SKU)	Stock Available (PKU)	Max Storage Quantity (SKU)	Usage Quantity (SKU)
No Records Found!											

VOTE CODE LIST

1 / 1

Budget Type	Vote Code	Vote Description	Ministry/Department	Balance Before RPL (RM)	Utilized RPL (RM)	Balance After RPL (RM)
No Records Found!						
TOTAL						

Figure 3.3-4 Add Item

STEP 13

Click on the button to add additional item into the RPL list and the Add Item screen will be displayed as shown in Figure 3.3-5

ADD ITEM

Item Group: DRUG (14)

Drug Name: Magnesium Sulphate 50% Injection (49.3%/5mL) *

Default Item: Magnesium Sulphate 50% Injection (49.3%/5mL) (15)

UOM: SKU amp, PKU amp

Total Request Quantity: SKU 5, PKU 1

Average Unit Price (RM): 14.1710

Amount (RM): 70.85

Contract No: KKM-144/2018/F(U)

Item Sub Class: [Empty]

Drug Code: B05XA05183P3001XX

Packaging Description: pack of 10 ampoule

Available Quantity: SKU 0, PKU 0

Max Storage Quantity: SKU 5, PKU 0

Usage Quantity: SKU 0, PKU 0

Buffer Level Quantity: SKU 5, PKU 0

Estimation Price (RM): 50,141.0000

VOTE CODE LIST

Delete + Vote Code

1 / 1

Budget Type	Vote Code	Vote Description	Ministry/Department	Request Quantity (SKU)	Request Quantity (PKU)
Operating	090401/012200/27401/99	FARMASI DAN BEKALAN (16)	B4242 - KEMENTERIAN KESIHATAN	5 (17)	1
TOTAL				5	

ITEM LIST

1 - 4 / 4

Item Code	Item Description	PKU	PKU Description	Packaging Description	Quantity Available (SKU)	Quantity Available (PKU)	YTD Purchase Amount (RM)
B05XA05183P3001XX.02	Magnesium Sulphate 50% Inj (49.3%/5mL)	amp	ampoule	Ampoule	0	0	0.00
B05XA05183P3001XX.01	Magnesium Sulphate 50% Inj (49.3%/5mL)	pck	pack	pack of 10 ampoule	0	0	0.00
B05XA05183P3001XX.03	Magnesium Sulphate 50% Inj (49.3%/5mL)	pck	pack	pack of 50 ampoule	0	0	0.00
B05XA05183P3001XX.04	Magnesium Sulphate 50% Injection (49.3%/5mL)	pck	pack	pack of 10 ampoule	0	0	0.00
TOTAL					0	0	

Figure 3.3-5 Add Item

STEP 14

Select **Drug Name**

STEP 15

Select **Default Item**

STEP 16

Select **Vote Description** from the drop down box if no default vote code has been set for the drug selected

STEP 17

Enter **Request Quantity (SKU)**

Note

- Available Quantity is non-editable; it will be automatically displayed base on the selected item code.
- Unit price is will be displayed but is editable
- Default item is based on setting in Item/Product Buffer Level and Drug/Non-Drug Catalogue maintenance screen

Note (fields that are non-editable)

- SKU for item code is set up at Item Master.
 - Amount (RM) will be based on the Request to Purchase Quantity
- $Amount (RM) = Request\ to\ Purchase\ Quantity * Unit\ Price (RM).$
- Usage Quantity is default to 0 for first time procurees and if the item has been purchased, value will be stated.
 - The value for Estimation Price (RM) is based from Accumulate Total Quantity ÷ Amount Price.

Figure 3.3-6 Save Record

STEP 18

Click on the button to save the selected drug to be added into RPL list

STEP 19

Click on the to close the Add Item screen

Note

- After clicking save, an alert message will be displayed as per Figure 3.3-7, click on the button to confirm saving of the record.

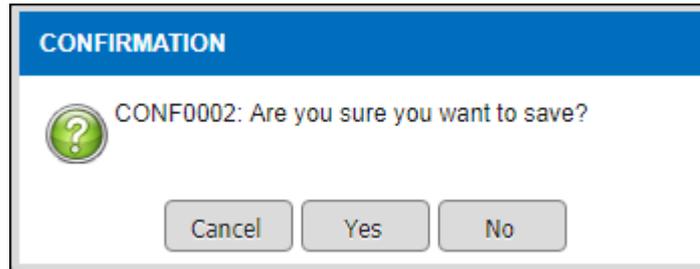


Figure 3.3-7 Record Alert Message

- User will be redirected to the Recommended Purchase List Information screen as shown in Figure 3.3-8

RECOMMENDED PURCHASE LIST 20 21

Generate RPL Save Refresh Close

+ RECOMMENDED PURCHASE LIST INFORMATION

RPL No. <input type="text"/>	Date/Time: 27/10/2020 11:23:00 AM
Item Purchase Type: Contract	Created By: <input type="text"/>
For Specific Department?: Yes	Send For HOD Verification: No
Department Name: General Medicine	Unit Name: KLINIK PAKAR PERUBATAN
Item Group: DRUG	Item Sub Class: <input type="text"/>
View Near Expiration Quantity?: No	No. of Days: 0
With Back Order Quantity?: No	Status: Open
Contract Expiry: All	Stock Location: <input type="text"/>
Reject Reason: <input type="text"/>	Remark: <input type="text"/>

+ ITEM LIST

Delete Item Add Item

Drug / Non-Drug Code	Drug / Non-Drug Name	Contract No	Contract End Date	Default Item Code	Packaging Description	Request Quantity (SKU)	Request Quantity (PKU)	Stock Available (SKU)	Stock Available (PKU)	Max Storage Quantity (SKU)
<input type="checkbox"/> B05XA05183P3001XX	Magnesium Sulphate 50% Injection (49.3%/5mL)	KKM-144/2018/F(U)	18/08/2018	B05XA05183P3001XX.04	pack of 10 ampoules	5	0	0	0	5

+ VOTE CODE LIST

Budget Type	Vote Code	Vote Description	Ministry/Department	Balance Before RPL (RM)	Utilized RPL (RM)	Balance After RPL (RM)
Operating	090401/022200/27499/99	FARMASI DAN BEKALAN	B4242 - KEMENTERIAN KESIHATAN	304,435.58	70.86	304,364.73
TOTAL				304,435.58	70.86	304,364.73

Figure 3.3-8 Save Record

STEP 20

Click on the button to save the RPL transaction

Note

- RPL No is generated after click save button.
- The transaction status is 'Open' after saved. After save, button for Send for Approval will be enabled.
- Click on the Send for Approval button to send the RPL to the HOD for approval.
- The transaction flow to Pharmacist to approve/reject through Task List. The status change to 'Pending for Approval'.

STEP 21

Click on the  to close the RPL screen

Note

- Click on the  button to save the record.
- If user click on the  button or  button, there will be no changes applied and the screen will return to the Recommended Purchase List Information screen.

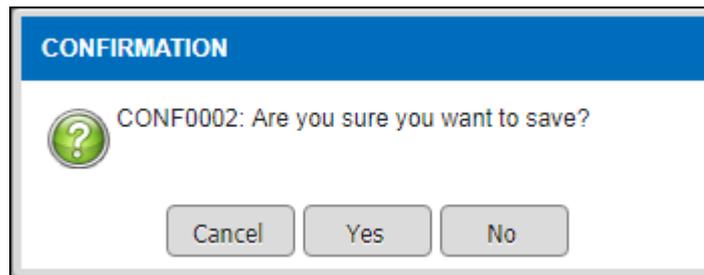


Figure 3.3-9 Save Record Alert Message

- Click on the  button to confirm the request to be sent for approval.

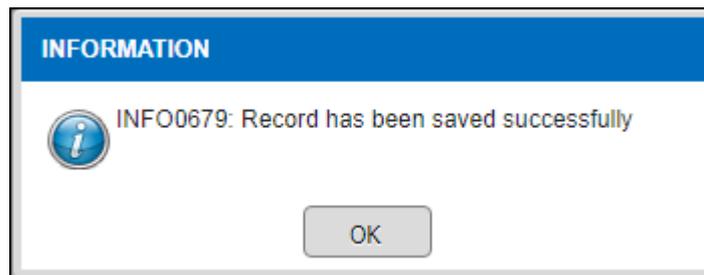
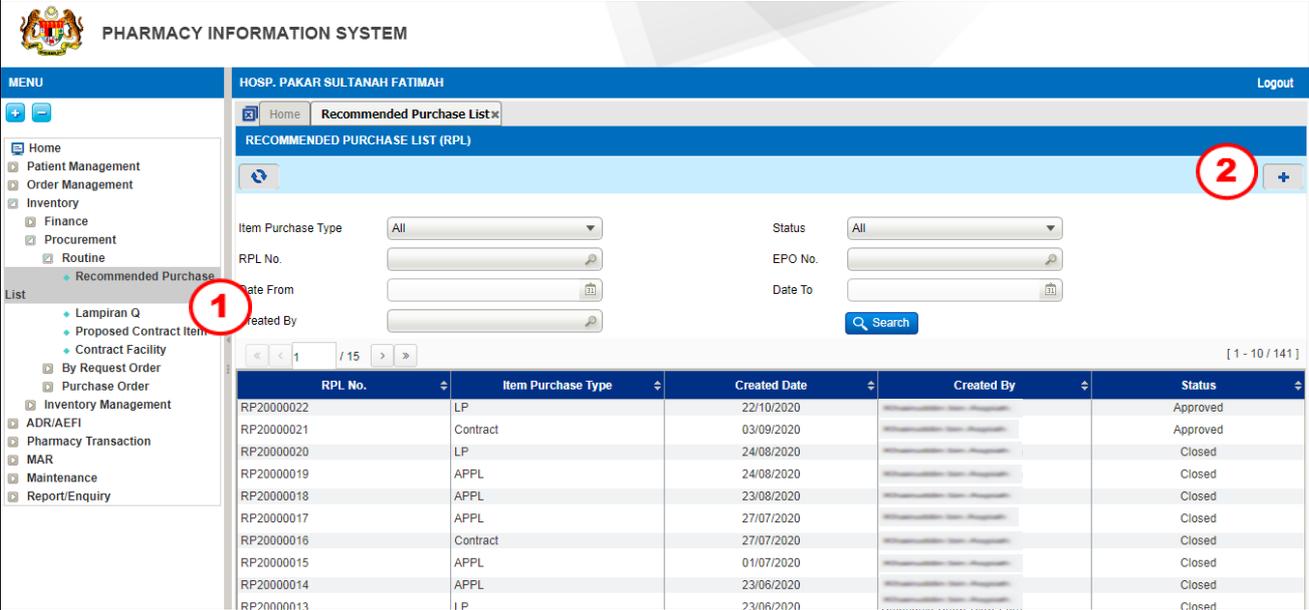


Figure 3.3-10 Alert Message

3.4 Create New Recommended Contract For Specific Department (YES) With Verification

To create New RPL Contract, For Specific Department: YES, Send for Approval: YES, perform steps below



PHARMACY INFORMATION SYSTEM

HOSP. PAKAR SULTANAH FATIMAH

Logout

Home Recommended Purchase List x

RECOMMENDED PURCHASE LIST (RPL)

Item Purchase Type: All Status: All

RPL No. EPO No.

Date From Date To

Created By

Search

[1 - 10 / 141]

RPL No.	Item Purchase Type	Created Date	Created By	Status
RP20000022	LP	22/10/2020		Approved
RP20000021	Contract	03/09/2020		Approved
RP20000020	LP	24/08/2020		Closed
RP20000019	APPL	24/08/2020		Closed
RP20000018	APPL	23/08/2020		Closed
RP20000017	APPL	27/07/2020		Closed
RP20000016	Contract	27/07/2020		Closed
RP20000015	APPL	01/07/2020		Closed
RP20000014	APPL	23/06/2020		Closed
RP20000013	LP	23/06/2020		Closed

Figure 3.4-1 New Recommended Purchase List (RPL)

The purpose of this screen is to allow the user to create Recommended Purchase List (RPL) and Approval from HOD is required. The transaction is by Specific Department and user has to select Department Name and Unit Name. Users have to select 'Yes' for Send for HOD Verification.

STEP 1

Click on 'Inventory' menu followed by 'Procurement and Routine', and select 'Recommended Purchase List (RPL)

STEP 2

Click on the  button and the 'Recommended Purchase List' will be displayed in the New Transaction screen as shown in the Figure 3.4-2 New Recommended Purchase List (RPL)

RECOMMENDED PURCHASE LIST

Generate RPL 📄 🔄 ✕

RECOMMENDED PURCHASE LIST INFORMATION

<p>RPL No. </p> <p>Item Purchase Type Contract 3</p> <p>For Specific Department? Yes 4</p> <p>Department Name General Medicine 6</p> <p>Item Group DRUG 8</p> <p>View Near Expiration Quantity? No</p> <p>With Back Order Quantity? No</p> <p>Contract Expiry All</p> <p>Reject Reason </p>	<p>Date/Time 27/10/2020 00:24:01 PM</p> <p>Created By </p> <p>Send For HOD Verification Yes 5</p> <p>Unit Name WAD 8 (MED - L) 7</p> <p>Item Sub Class 9</p> <p>No. of Days 0</p> <p>Status Open</p> <p>Stock Location </p> <p>Remark </p>
---	---

ITEM LIST

VOTE CODE LIST

Figure 3.4-2 New Recommended Purchase List (RPL)

STEP 3

Select **Item Purchase Type** as Contract

STEP 4

Click **For Specific Department** and select 'Yes', function for **Send for HOD Verification** is enabled

STEP 5

Click 'Yes' for **Send For HOD Verification**

Note

If **Send For HOD Verification** is 'Yes' the RPL transaction will send to respective HOD for verification.

STEP 6

Select **Department Name**

Note

List of **Department Name** retrieved from **Department Master**.

STEP 7

Select **Unit Name**

STEP 8

Select **Item Group** from the drop down box:

- Drug
- Non Drug

STEP 9

Select **Item Sub Class** is retrievable from item sub class master table and will be displayed in a drop down box

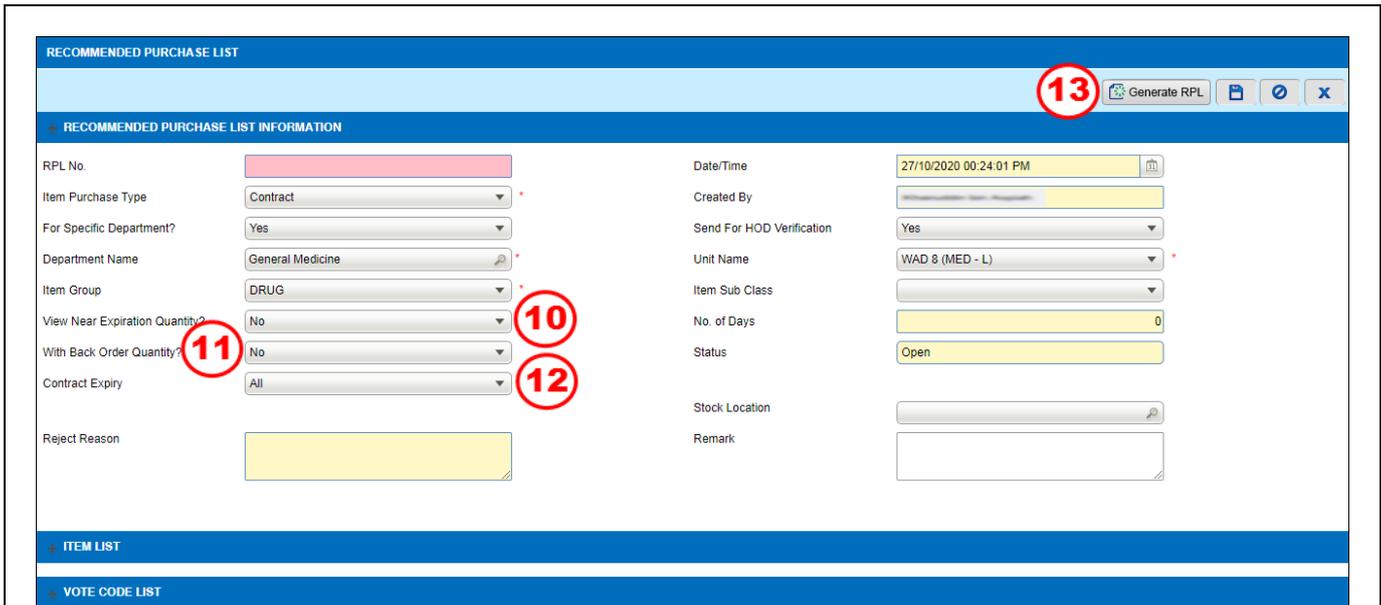


Figure 3.4-3 New Recommended Purchase List (RPL)

STEP 10

Select to **View Near Expiration Quantity?** from the drop down box:

- Yes
- No

Note

If selection is 'Yes', enter number of days in the **No of Days** field.

STEP 11

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

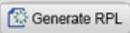
- Yes
- No

STEP 12

Select to view **Contract Expiry** from the drop down box:

- All
- Active Contract Only
- Expired Contract Only

STEP 13

Click on the  button to generate item based on selection criteria

Note

- System is able to generate a list of items where the stock's quantity is less than the buffer level quantity.
- Buffer Level Quantity is set in the Item/Product Buffer Level.
- Summary information of Vote Code and Item List based on the list generated from the RPL.
- Vote Code List will contain summary information of Vote Code based on the items list generated from the RPL.
- RPL No will be generated when the user saves the transaction.



- Newly created RPL, **Status** will default to Open.

RECOMMENDED PURCHASE LIST

Generate RPL [Save] [Refresh] [Close]

RECOMMENDED PURCHASE LIST INFORMATION

ITEM LIST [Delete Item] [Add Item]

1 / 1

Drug / Non-Drug Code	Drug / Non-Drug Name	Contract No	Contract End Date	Default Item Code	Packaging Description	Request Quantity (SKU)	Request Quantity (PKU)	Stock Available (SKU)	Stock Available (PKU)	Max Storage Quantity (SKU)	Usage Quantity
No Records Found!											

VOTE CODE LIST

1 / 1

Budget Type	Vote Code	Vote Description	Ministry/Department	Balance Before RPL (RM)	Utilized RPL (RM)	Balance After RPL (RM)
No Records Found!						
TOTAL						

Figure 3.4-4 New Recommended Purchase List (RPL)

STEP 14

Click on the  button to add additional item into the RPL list and the Add Item screen will be displayed as shown in Figure 3.4-5

ADD ITEM [Save] [Refresh] [Close]

Item Group: DRUG (15)

Drug Name: Calcium Gluconate 10% Injection (15)

Default Item: Calcium Gluconate 10% Inj (16)

UOM: SKU amp, PKU amp

Total Request Quantity: SKU 30, PKU 2

Average Unit Price (RM): 0.2250

Amount (RM): 6.75

Contract No: KKM-88/2019/F(U)

Item Sub Class: [Empty]

Drug Code: A12AA03000P3001XX

Packaging Description: pack of 20 ampoule

Available Quantity: SKU 0, PKU 0

Max Storage Quantity: SKU 30, PKU 1

Usage Quantity: SKU 0, PKU 0

Buffer Level Quantity: SKU 30, PKU 1

Estimation Price (RM): 22,250.0000

VOTE CODE LIST [Delete] [Vote Code]

1 / 1

Budget Type	Vote Code	Vote Description	Ministry/Department	Request Quantity(SKU)	Request Quantity(PKU)
Operating	090401/012200/27401/99	FARMASI DAN BEKALAN (17)	B4242 - KEMENTERIAN KESIHATAN	30	2
TOTAL				30 (18)	

ITEM LIST [Delete] [Vote Code]

1 / 1

Item Code	Item Description	PKU	PKU Description	Packaging Description	Quantity Available (SKU)	Quantity Available (PKU)	YTD Purchase Amount (RM)
A12AA03000P3001XX.03	Calcium Gluconate 10% Inj	pck	pack	pack of 20 ampoule	0	0	0.00
A12AA03000P3001XX.01	Calcium Gluconate 10% Inj	pck	pack	Pack of 10 amp	0	0	0.00
A12AA03000P3001XX.02	Calcium Gluconate 10% Inj	amp	ampoule	Ampoule	0	0	0.00
A12AA03000P3001XX.05	Calcium Gluconate 10% Inj	pck	pack	pack of 50 ampoule	0	0	0.00
A12AA03000P3001XX.06	Calcium Gluconate 10% w/v Injection	amp	ampoule	ampoule	0	0	0.00
A12AA03000P3001XX.04	Calcium Gluconate 10% Inj	pck	pack	pack of 20 ampoule	0	0	0.00
TOTAL					0	0	

Figure 3.4-5 Add Item

STEP 15

Select **Drug Name**

STEP 16

Select **Default Item**

STEP 17

Select **Vote Description** from the drop down box if no default vote code has been set for the drug selected

STEP 18

Enter **Request Quantity (SKU)**

Note

- Available Quantity is non-editable; it will be automatically displayed base on the selected item code.
- Unit price (RM) will be displayed but is editable

Note (fields that are non-editable)

- SKU for item code is set up at Item Master.
- Amount (RM) will be based on the Request to Purchase Quantity

$$\text{Amount (RM)} = \text{Request to Purchase Quantity} * \text{Unit Price (RM)}$$

- Usage Quantity is default to 0 for first time procurees and if the item has been purchased, value will be stated.
- The value for Estimation Price (RM) is based from Accumulate Total Quantity ÷ Amount Price.

Figure 3.4-6 Add Item

STEP 19

Click on the button to save the selected drug to be added into RPL list

STEP 20

Click on the to close the Add Item screen

Note

- After clicking save, an alert message will be displayed as per Figure 3.4-7, click on the button to confirm saving of the record.

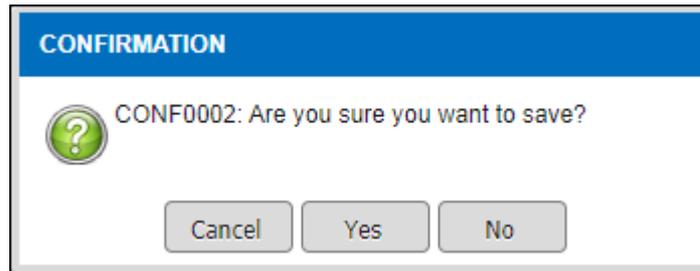


Figure 3.4-7 Record Alert Message

- User will be redirected to the Recommended Purchase List Information screen as shown in Figure 3.4-8

RECOMMENDED PURCHASE LIST 21 22

Generate RPL Save Refresh Close

+ RECOMMENDED PURCHASE LIST INFORMATION

RPL No. <input style="width: 100%;" type="text"/>	Date/Time <input style="width: 100%;" type="text" value="27/10/2020 00:24:01 PM"/>
Item Purchase Type <input style="width: 100%;" type="text" value="Contract"/>	Created By <input style="width: 100%;" type="text" value="Pharmacy User"/>
For Specific Department? <input style="width: 100%;" type="text" value="Yes"/>	Send For HOD Verification <input style="width: 100%;" type="text" value="Yes"/>
Department Name <input style="width: 100%;" type="text" value="General Medicine"/>	Unit Name <input style="width: 100%;" type="text" value="WAD 8 (MED - L)"/>
Item Group <input style="width: 100%;" type="text" value="DRUG"/>	Item Sub Class <input style="width: 100%;" type="text"/>
View Near Expiration Quantity? <input style="width: 100%;" type="text" value="No"/>	No. of Days <input style="width: 100%;" type="text" value="0"/>
With Back Order Quantity? <input style="width: 100%;" type="text" value="No"/>	Status <input style="width: 100%;" type="text" value="Open"/>
Contract Expiry <input style="width: 100%;" type="text" value="All"/>	Stock Location <input style="width: 100%;" type="text"/>
Reject Reason <input style="width: 100%;" type="text"/>	Remark <input style="width: 100%;" type="text"/>

+ ITEM LIST

Delete Item Add Item

Drug / Non-Drug Code	Drug / Non-Drug Name	Contract No	Contract End Date	Default Item Code	Packaging Description	Request Quantity (SKU)	Request Quantity (PKU)	Stock Available (SKU)	Stock Available (PKU)	Max Storage Quantity (SKU)
A12AA03000P3001XX	Calcium Gluconate 10% Injection	KKM-88/2019/F(U)	21/04/2017	A12AA03000P3001XX.04	pack of 20 ampoule	30	1	0	0	30

+ VOTE CODE LIST

Budget Type	Vote Code	Vote Description	Ministry/Department	Balance Before RPL (RM)	Utilized RPL (RM)	Balance After RPL (RM)
Operating	090401/022200/27499/99	FARMASI DAN BEKALAN	B4242 - KEMENTERIAN KESIHATAN	304,435.58	6.75	304,428.83
TOTAL				304,435.58	6.75	304,428.83

Figure 3.4-8 Save Record

STEP 21

Click on the button to save the RPL transaction

Note

- RPL No is generated after click save button.
- The transaction status is 'Open' after saved. After save, button for Send for Verification will be enabled.
- Click on the Send for Verification button to send the RPL to the HOD for verification.
- The transaction flow to HOD to approve/reject through Task List. The status change to 'Pending for Verification'.

STEP 22

Click on the  to close the RPL screen

Note

- Click on the  button to save the record.
- If user click on the  button or  button, there will be no changes applied and the screen will return to the Recommended Purchase List Information screen.

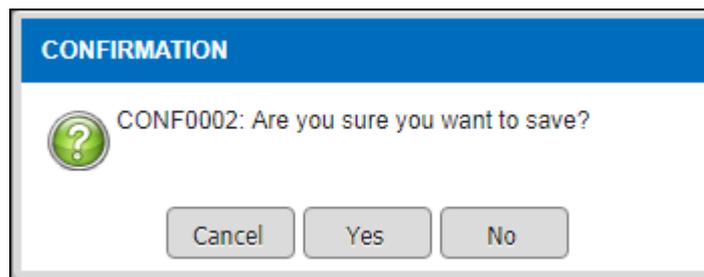


Figure 3.4-9 Save Record Alert Message

- Click on the  button to confirm the request to be sent for approval.

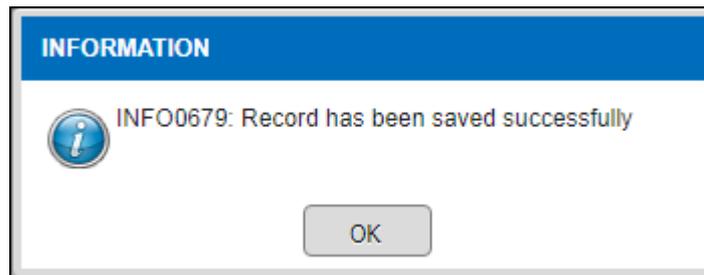
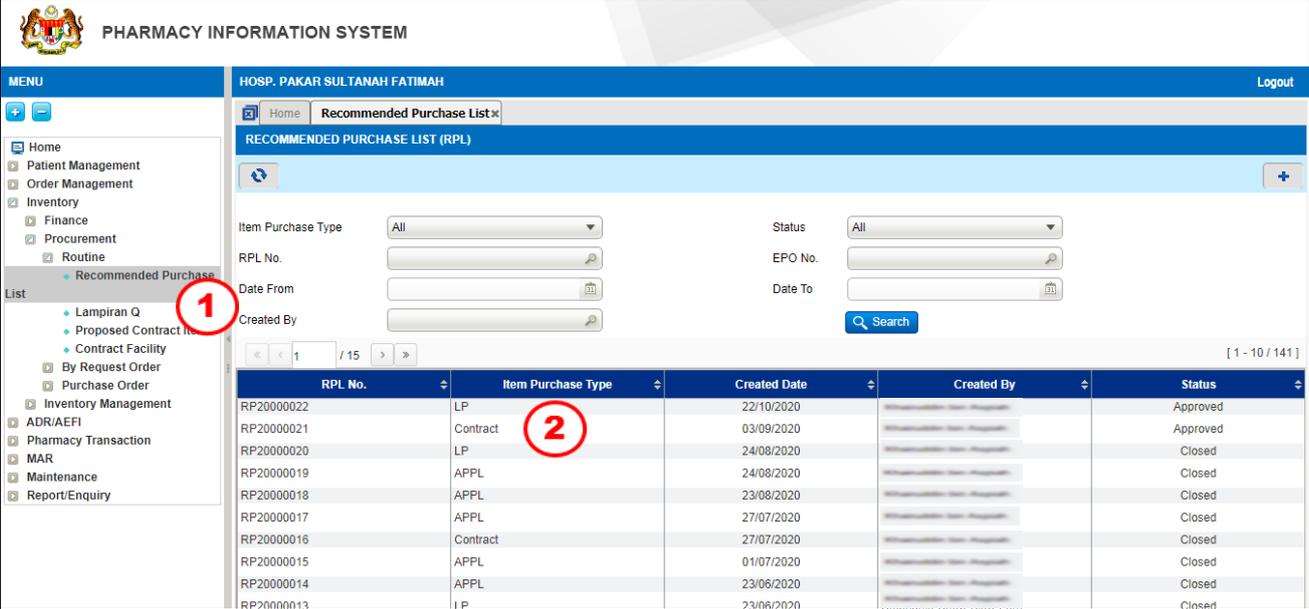


Figure 3.4-10 Alert Message

3.5 Recommended Purchase List (RPL) Verification

To view and verify the Recommended Purchase List (RPL) record, perform the steps below:



PHARMACY INFORMATION SYSTEM

HOSP. PAKAR SULTANAH FATIMAH

Home Recommended Purchase List

RECOMMENDED PURCHASE LIST (RPL)

Item Purchase Type: All Status: All

RPL No. EPO No.

Date From Date To

Created By Search

[1 - 10 / 141]

RPL No.	Item Purchase Type	Created Date	Created By	Status
RP20000022	LP	22/10/2020		Approved
RP20000021	Contract	03/09/2020		Approved
RP20000020	LP	24/08/2020		Closed
RP20000019	APPL	24/08/2020		Closed
RP20000018	APPL	23/08/2020		Closed
RP20000017	APPL	27/07/2020		Closed
RP20000016	Contract	27/07/2020		Closed
RP20000015	APPL	01/07/2020		Closed
RP20000014	APPL	23/06/2020		Closed
RP20000013	LP	23/06/2020		Closed

Figure 3.5-1 Recommended Purchase List

The purpose of this screen is for the HOD to search and view the Recommended Purchase List (RPL). The transaction is mainly for HOD to verify the RPL transaction.

STEP 1

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

STEP 2

Click on the **Transaction No.** hyperlink and the Recommended Purchase List (RPL) screen will be displayed as shown in Figure 3.5-2

RECOMMENDED PURCHASE LIST

Approve Reject Cancel Request

RECOMMENDED PURCHASE LIST INFORMATION

RPL No.	RP20000024	Date/Time	27/10/2020 04:22:34 PM
Item Purchase Type	Contract	Created By	
For Specific Department?	No	Send For HOD Verification	No
Department Name		Unit Name	
Item Group	DRUG	Item Sub Class	
View Near Expiration Quantity?	No	No. of Days	0
With Back Order Quantity?	No	Status	Open
Contract Expiry	All	Stock Location	
Reject Reason		Remark	

ITEM LIST

Delete Item Add Item

Drug / Non-Drug Code	Drug / Non-Drug Name	Contract No	Contract End Date	Default Item Code	Packaging Description	Request Quantity (SKU)	Request Quantity (PKU)	Stock Available (SKU)	Stock Available (PKU)	Max Storage Quantity(SKU)
<input type="checkbox"/>	S01EC03110D2001XX Dorzolamide HCl 2% Ophthalmic Solution	342/2019(F(U)	09/12/2021	S01EC03110D2001XX.01	Bottle of 5ml	750	750	450	450	1,200
<input type="checkbox"/>	G04CA52953C1001XX Dutasteride 0.5mg and Tamsulosin 0.4mg Capsule	KKM-94/2020(F(U)	29/04/2023	G04CA52953C1001XX.02	pack of 30 capsule	10,500	350	7,500	250	18,000
<input type="checkbox"/>	J05AG03000C1003XX Efavirenz 200 mg Capsule/Tablet	KKM-351/2019(F(U)	11/12/2021	J05AG03000C1003XX.03	pack of 30 capsule/tablet	900	30	900	30	1,800
<input checked="" type="checkbox"/>	C09AA02253T1002XX Enalapril 10 mg Tablet	KKM-288/2016(F(U)	11/12/2020	C09AA02253T1002XX.01	pack of 100 tablet	9,100	91	5,900	59	15,000

VOTE CODE LIST

Budget Type	Vote Code	Vote Description	Ministry/Department	Balance Before RPL (RM)	Utilized RPL (RM)	Balance After RPL (RM)
Operating	090401/022200/27401/99	FARMASI DAN BEKALAN (UBAT)	B4242 - KEMENTERIAN KESIHATAN	2,780,923.09	45,481.61	2,735,441.48
TOTAL				2,780,923.09	45,481.61	2,735,441.48

Figure 3.5-2 Recommended Purchase List (RPL) Verify

STEP 3

Double click on the Item List and new screen will be shown in Figure 3.5-3

Note

HOD/Pharmacist can view summary of the entire vote code for all the item that generated by the system under the Vote Code List Section.

Under the Item List Section, HOD/Pharmacist is allowed to:

- a) View Usage & Issue Quantity
- b) View No Of Vote Code
- c) Add/Delete Item
- d) Made a modification of the Vote Code List

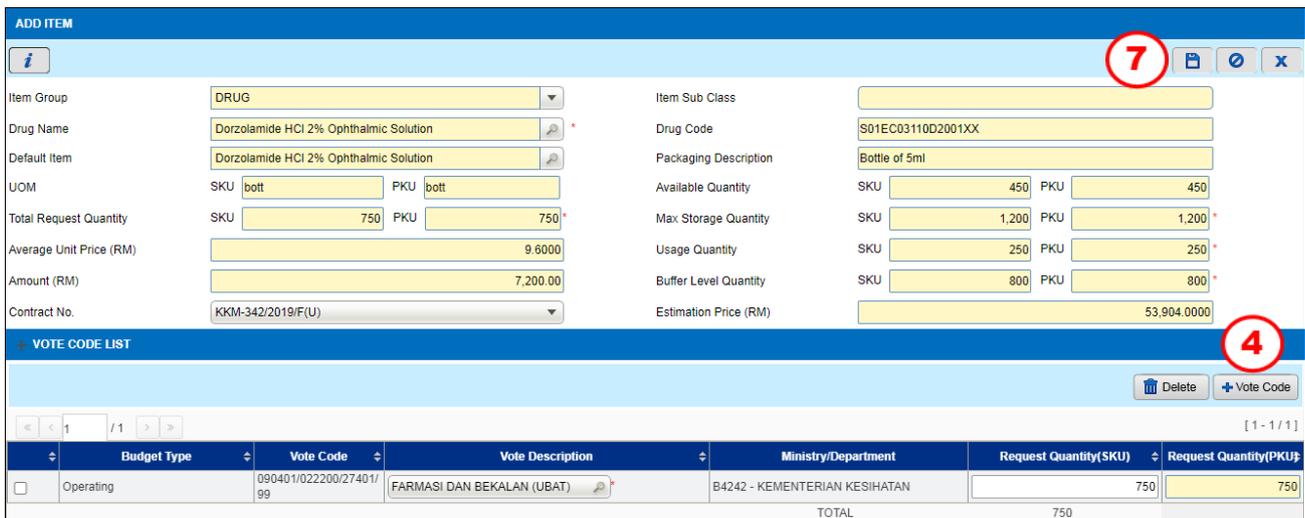


Figure 3.5-3 Recommended Purchase List (RPL) Verify



Budget Type	Vote Code	Vote Description	Ministry/Department	Request Quantity(SKU)	Request Quantity(PKU)
Operating	090401/022200/27401/99	FARMASI DAN BEKALAN (UBAT)	B4242 - KEMENTERIAN KESIHATAN	750	750
				0	0
TOTAL				750	

Figure 3.5-4 Vote Information

STEP 4

Click on the  button to add more vote code in Vote Code List and new screen will be shown in Figure 3.5-4

Note

- The reason to add vote code because of insufficient budget to procure the item.
- If double click on available vote in vote code list, the new screen will be shown to allow user to edit the vote code as shown in Figure 3.5-4.

STEP 5

Select **Vote Description**

Note

User able to change, add & delete vote code

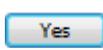
STEP 6

Insert **Request Quantity (SKU)**

STEP 7

Click on the  button to save the transaction

Note

- If click on the  button, record will be saved, and new vote code will appear in Vote Code List.

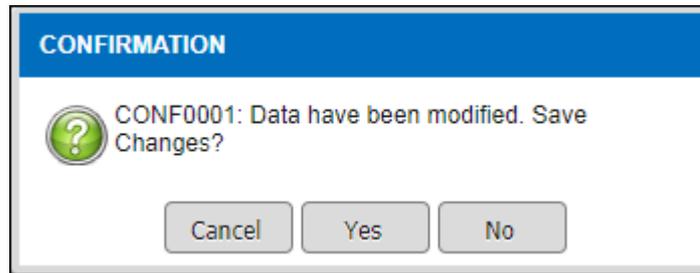


Figure 3.5-5 Alert Messages

- If click on the button, record will not be saved and will not be proceeded to add vote code process.

RECOMMENDED PURCHASE LIST
8

Print
 Approve
 Reject
 Cancel Request
 X

RECOMMENDED PURCHASE LIST INFORMATION

RPL No. <input type="text" value="RP20000024"/>	Date/Time <input type="text" value="27/10/2020 04:52:34 PM"/>
Item Purchase Type <input type="text" value="Contract"/>	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="STOR FARMASI"/>
Item Group <input type="text" value="DRUG"/>	Item Sub Class <input type="text" value=""/>
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="Open"/>
Contract Expiry <input type="text" value="All"/>	Stock Location <input type="text" value=""/>
Reject Reason <input type="text" value=""/>	Remark <input type="text" value=""/>

ITEM LIST

Delete Item
 Add Item

Drug / Non-Drug Code	Drug / Non-Drug Name	Contract No	Contract End Date	Default Item Code	Packaging Description	Request Quantity (SKU)	Request Quantity (PKU)	Stock Available (SKU)	Stock Available (PKU)	Max Storage Quantity (SKU)
<input type="checkbox"/> S01EC03110D2001XX	Dorzolamide HCl 2% Ophthalmic Solution	KKM-342/2019/F(U)	09/12/2021	S01EC03110D2001XX.01	Bottle of 5ml	750	750	450	450	1,200
<input type="checkbox"/> G04CA52953C1001XX	Dutasteride 0.5mg and Tamsulosin 0.4mg Capsule	KKM-94/2020/F(U)	29/04/2023	G04CA52953C1001XX.02	pack of 30 capsule	10,500	350	7,500	250	18,000
<input type="checkbox"/> J05AG03000C1003XX	Efavirenz 200 mg Capsule/Tablet	KKM-351/2019/F(U)	11/12/2021	J05AG03000C1003XX.03	pack of 30 capsule/tablet	900	30	900	30	1,800
<input type="checkbox"/> C09AA02253T1002XX	Enalapril 10 mg Tablet	KKM-288/2016/F(U)	11/12/2020	C09AA02253T1002XX.01	pack of 100 tablet	9,100	91	5,900	59	15,000

VOTE CODE LIST

Budget Type	Vote Code	Vote Description	Ministry/Department	Balance Before RPL (RM)	Utilized RPL (RM)	Balance After RPL (RM)
Operating	090401/022200/27401/99	FARMASI DAN BEKALAN (UBAT)	B4242 - KEMENTERIAN KESIHATAN	2,780,923.09	42,601.61	2,738,321.48
Operating	090401/022200/27499/99	FARMASI DAN BEKALAN	B4242 - KEMENTERIAN KESIHATAN	304,435.58	2,880.00	301,555.58
TOTAL				3,085,358.67	45,481.61	3,039,877.06

Figure 3.5-6 Verify Recommended Purchase List

STEP 8

Click on the button to proceed the transaction

Note

- HOD reject transaction, necessary to put remark
- Click on the button, record will be verified and saved and proceed to Approval process.

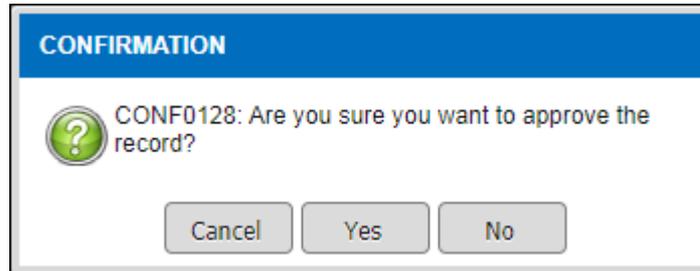


Figure 3.5-7 Save Record Alert Message

- If click button, record will not be approved and will not be proceed to approval process as shown in Figure 3.5-7.
- If click on the button, the transaction will not proceed to Approval process
- Click on the button, record will be verified and sent for approval successfully

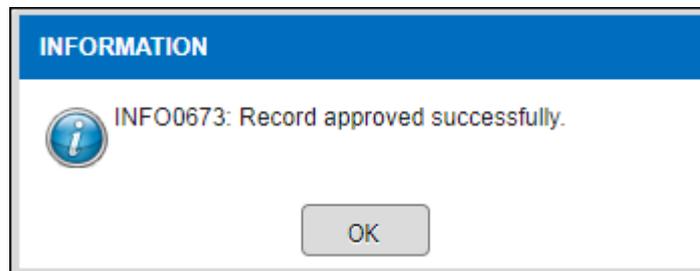
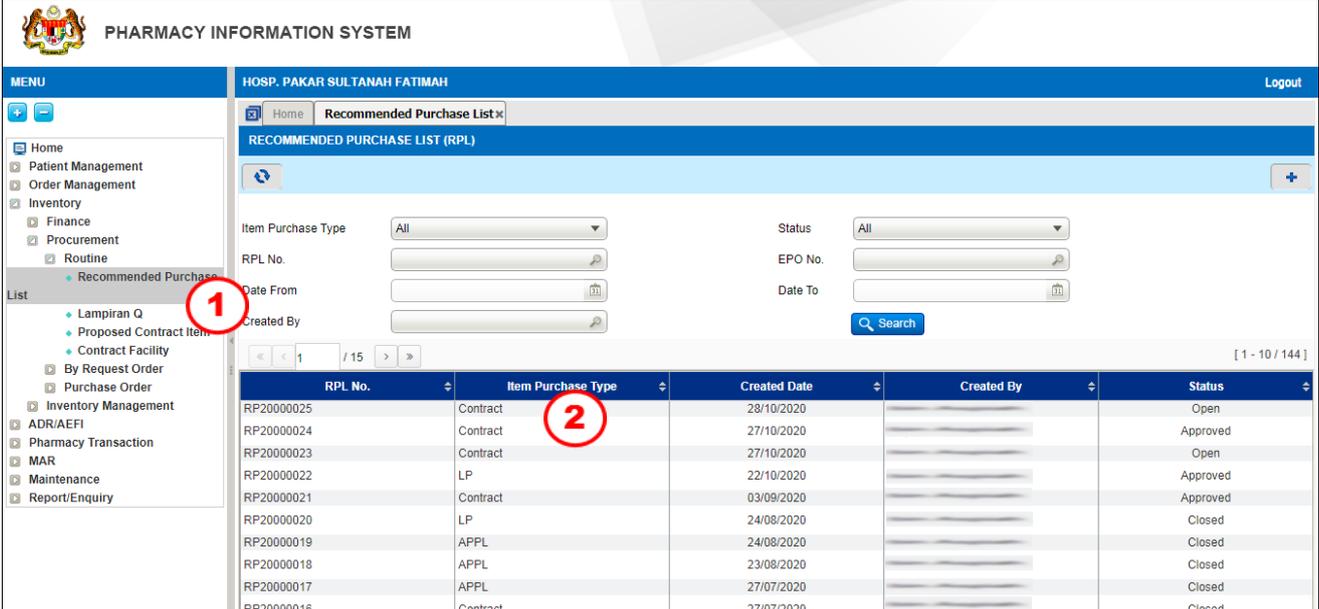


Figure 3.5-8 Alert Message

- The transaction **Status** will be changed to 'Approved'.

3.6 Recommended Purchase List (RPL) Contract Approval

To view and approve the Recommended Purchase List (RPL), perform the steps below:



PHARMACY INFORMATION SYSTEM

HOSP. PAKAR SULTANAH FATIMAH

Home Recommended Purchase List

RECOMMENDED PURCHASE LIST (RPL)

Item Purchase Type: All Status: All

RPL No. EPO No.

Date From Date To

Created By

Search

[1 - 10 / 144]

RPL No.	Item Purchase Type	Created Date	Created By	Status
RP20000025	Contract	28/10/2020		Open
RP20000024	Contract	27/10/2020		Approved
RP20000023	Contract	27/10/2020		Open
RP20000022	LP	22/10/2020		Approved
RP20000021	Contract	03/09/2020		Approved
RP20000020	LP	24/08/2020		Closed
RP20000019	APPL	24/08/2020		Closed
RP20000018	APPL	23/08/2020		Closed
RP20000017	APPL	27/07/2020		Closed
RP20000016	Contract	27/07/2020		Closed

Figure 3.6-1 Recommended Purchase List (RPL) Approval

The purpose of this screen is for the HOD to search, edit and view the Recommended Purchase List (RPL) with the status Pending for Approval. The transaction is for Pharmacist to approve the transaction to proceed with purchasing.

STEP 1

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

STEP 2

Click on the **Transaction No.** hyperlink and the Recommended Purchase List (RPL) screen will be displayed as shown in Figure 3.6-2

Note

Pharmacist has an option by open listing page and search for 'Pending for Approval for' Recommended Purchase List.

4

+ RECOMMENDED PURCHASE LIST INFORMATION

RPL No. <input type="text" value="RP20000025"/>	Date/Time <input type="text" value="28/10/2020 01:02:27 PM"/>
Item Purchase Type <input type="text" value="Contract"/>	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="STOR FARMASI"/>
Item Group <input type="text" value="DRUG"/>	Item Sub Class <input type="text" value=""/>
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="Open"/>
Contract Expiry <input type="text" value="All"/>	Stock Location <input type="text" value=""/>
Reject Reason <input type="text" value=""/>	Remark <input type="text" value=""/>

+ ITEM LIST

Drug / Non-Drug Code	Drug / Non-Drug Name	Contract No	Contract End Date	Default Item Code	Packaging Description	Request Quantity (SKU)	Request Quantity (PKU)	Stock Available (SKU)	Stock Available (PKU)	Max Storage Quantity (SKU)
<input type="checkbox"/> B01AC06259T1001XX	Acetylsalicylic Acid 100 mg, Glycine 45 mg Tablet	KKM-87/2019/F(U)	08/05/2021	B01AC06259T1001XX.01	box of 30 tablet	207,900	6,930	89,100	2,970	297,000
<input type="checkbox"/> J01CR01961P4002XX	Ampicillin 1g + Sulbactam 500mg Injection	KKM-34/2019/F(U)	05/01/2022	J01CR01961P4002XX.04	pack of 10 vial	4,630	463	5,870	587	10,500
<input type="checkbox"/> C10AA05000T1001XX	Atorvastatin 40 mg Tablet	KKM-100/2020/F(U)	14/05/2022	02.2212.15.548T	Box of 100 tab	210,000	2,100	90,000	900	300,000
<input type="checkbox"/> R07AA02000L8001XX	Beraclant Intratracheal Suspension (200 mg phospholipids in 8 ml vial)	KKM-303/2019/F(U)	30/10/2021	R07AA02000L8001XX.01	Vial	20	20	4	4	24
<input type="checkbox"/> N07CA01110T1003XX	Betahistine Dihydrochloride 24mg Tablet	KKM-194/2018	03/01/2021	N07CA01110T1003XX.01	Box of 50 tab	27,200	544	17,800	356	45,000
<input type="checkbox"/> C07AB07000T1001XX	Bisoprolol Fumarate 2.5 mg Tablet	KKM-94/2019/F(U)	12/05/2021	C07AB07000T1001XX.01	Box of 100 tab	88,000	880	62,000	620	150,000
<input type="checkbox"/> C07AB07000T1002XX	Bisoprolol Fumarate 5 mg Tablet	KKM-94/2019/F(U)	12/05/2021	C07AB07000T1002XX.01	Box of 100 tab	147,000	1,470	63,000	630	210,000
<input type="checkbox"/> S01EA05123D2001XX	Brimonidine Tartrate 0.15% Ophthalmic Solution	KKM-196/2018/F(U)	02/01/2021	S01EA05123D2001XX.02	bottle	700	700	200	200	900
<input type="checkbox"/> N01BB01110P3003XX	Bupivacaine 0.5% Heavy Inj	KKM-58/2018/F(U)	03/11/2020			405	0	495	0	900
<input type="checkbox"/> D05AX52952G5001XX	Calcipotriol 50 mcg/g Betamethasone 0.5 mg/g Ointment	KKM-38/2019/F(U)	24/03/2021	D05AX52952G5001XX.05	tube of 30 gram	6,000	200	3,000	100	9,000

+ VOTE CODE LIST

Budget Type	Vote Code	Vote Description	Ministry/Department	Balance Before RPL (RM)	Utilized RPL (RM)	Balance After RPL (RM)
Operating	090401/022200/27401/99	FARMASI DAN BEKALAN (UBAT)	B4242 - KEMENTERIAN KESIHATAN	2,780,923.09	174,308.10	2,606,614.99
TOTAL				2,780,923.09	174,308.10	2,606,614.99

Figure 3.6-2 Recommended Purchase List (RPL) Approval

STEP 3

Double-click on the Item List to view Item Information

STEP 4

Click on the button to approve the transaction and proceed to Generate EPO Details

Note

- Before click on the button, HOD/Pharmacist is allowed to:
 - View Usage & Issue Quantity
 - View No Of Vote Code
 - Add/Delete Item

- Made a modification of the Vote Code List

- To do modification on Vote Code, please repeat steps and refer the Figure below:
 - Recommended Purchase List (RPL) Step 3, Figure 3.5-3 Recommended Purchase List (RPL) Verify
 - Recommended Purchase List (RPL) Step 4-6, Figure 3.5-4 Vote Information
 - Recommended Purchase List (RPL) Step 7-8, Figure 3.5-6 Vote Information

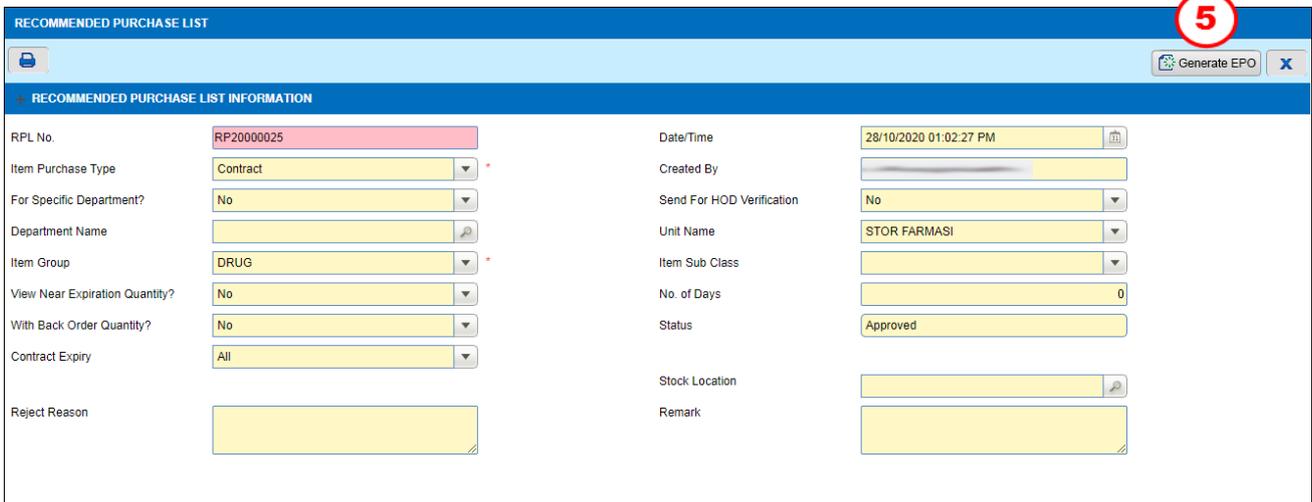


Figure 3.6-3 Recommended Purchase List

STEP 5

Click on the  button and the new screen of EPO Generate Confirmation will displayed as shown in Figure 3.6-4

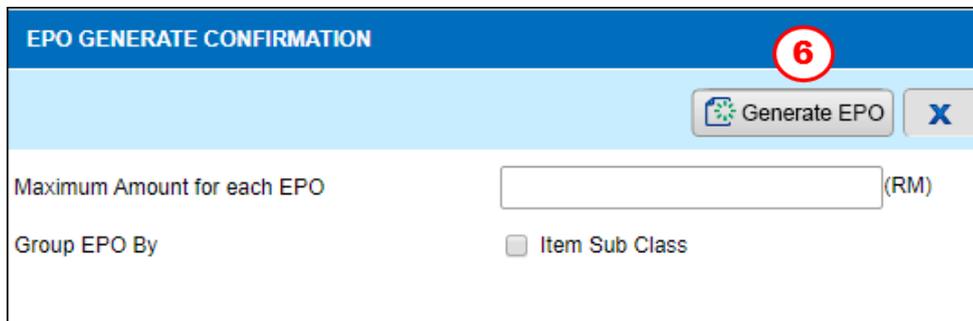
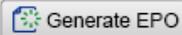


Figure 3.6-4 EPO Generate Confirmation

STEP 6

Click on the  button and the new screen of EPO Detail/Information will be displayed as shown in Figure 3.6-5

Note

- EPO No(s) will be generated after user click on the  button
- List of Drug/Non Drug listed in 1 EPO No will have the same Vote Code and the same Item Sub Group.
- 1 EPO No will have a maximum of 10 Drug/Non Drug based on facility's setup.
- User able to set maximum amount for each EPO

EPO DETAIL/INFORMATION											
RPL No. <input type="text" value="RP20000025"/>											
EPO SUMMARY											
EPO No	Budget Type	Vote Code	Vote Description	Total Amount (RM)	Created Date	EPO status	Cancel	Confirm			
E200000177	Operating	090401/022200/27401/99	FARMASI DAN BEKALAN (UBAT)	30,228.00	28/10/2020	Open	<input type="checkbox"/>	<input type="checkbox"/>			
E200000176	Operating	090401/022200/27401/99	FARMASI DAN BEKALAN (UBAT)	29,715.00	28/10/2020	Open	<input type="checkbox"/>	<input type="checkbox"/>			
E200000175	Operating	090401/022200/27401/99	FARMASI DAN BEKALAN (UBAT)	29,400.00	28/10/2020	Open	<input type="checkbox"/>	<input type="checkbox"/>			
E200000174	Operating	090401/022200/27401/99	FARMASI DAN BEKALAN (UBAT)	25,399.80	28/10/2020	Open	<input type="checkbox"/>	<input type="checkbox"/>			
E200000173	Operating	090401/022200/27401/99	FARMASI DAN BEKALAN (UBAT)	18,711.00	28/10/2020	Open	<input type="checkbox"/>	<input type="checkbox"/>			
E200000172	Operating	090401/022200/27401/99	FARMASI DAN BEKALAN (UBAT)	14,700.00	28/10/2020	Open	<input type="checkbox"/>	<input type="checkbox"/>			
E200000171	Operating	090401/022200/27401/99	FARMASI DAN BEKALAN (UBAT)	7,857.00	28/10/2020	Open	<input type="checkbox"/>	<input type="checkbox"/>			
E200000170	Operating	090401/022200/27401/99	FARMASI DAN BEKALAN (UBAT)	6,806.10	28/10/2020	Open	<input type="checkbox"/>	<input type="checkbox"/>			
E200000169	Operating	090401/022200/27401/99	FARMASI DAN BEKALAN (UBAT)	6,160.00	28/10/2020	Open	<input type="checkbox"/>	<input type="checkbox"/>			
E200000168	Operating	090401/022200/27401/99	FARMASI DAN BEKALAN (UBAT)	5,331.20	28/10/2020	Open	<input type="checkbox"/>	<input 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 3.6-5 EPO Details

Note

Under the Details/Information screen consist of two (2) sections which is:

1. EPO Summary – where this section will show all the EPO No generated by the system based on the same Vote Code or same Item Sub Group.
2. EPO Details – where system will show the Drug/Non Drug details for each of the EPO No generated by the system.

EPO DETAIL/INFORMATION

9
[Print] [Close]

RPL No. RP20000025

+ EPO SUMMARY

EPO No	Budget Type	Vote Code	Vote Description	Total Amount (RM)	Created Date	EPO status	Cancel	Confirm
E200000177	Operating	090401/022200/27401/99	FARMASI DAN BEKALAN (UBAT)	30,228.00	28/10/2020	Open	<input type="checkbox"/>	<input checked="" type="checkbox"/>
E200000176	Operating	090401/022200/27401/99	FARMASI DAN BEKALAN (UBAT)	29,715.00	28/10/2020	Open	<input type="checkbox"/>	<input checked="" type="checkbox"/>
E200000175	Operating	090401/022200/27401/99	FARMASI DAN BEKALAN (UBAT)	29,400.00	28/10/2020	Open	<input type="checkbox"/>	<input checked="" type="checkbox"/>
E200000174	Operating	090401/022200/27401/99	FARMASI DAN BEKALAN (UBAT)	25,399.80	28/10/2020	Open	<input type="checkbox"/>	<input checked="" type="checkbox"/>
E200000173	Operating	090401/022200/27401/99	FARMASI DAN BEKALAN (UBAT)	18,711.00	28/10/2020	Open	<input type="checkbox"/>	<input checked="" type="checkbox"/>
E200000172	Operating	090401/022200/27401/99	FARMASI DAN BEKALAN (UBAT)	14,700.00	28/10/2020	Open	<input type="checkbox"/>	<input checked="" type="checkbox"/>
E200000171	Operating	090401/022200/27401/99	FARMASI DAN BEKALAN (UBAT)	7,857.00	28/10/2020	Open	<input type="checkbox"/>	<input checked="" type="checkbox"/>
E200000170	Operating	090401/022200/27401/99	FARMASI DAN BEKALAN (UBAT)	6,806.10	28/10/2020	Open	<input type="checkbox"/>	<input checked="" type="checkbox"/>
E200000169	Operating	090401/022200/27401/99	FARMASI DAN BEKALAN (UBAT)	6,160.00	28/10/2020	Open	<input checked="" type="checkbox"/>	<input type="checkbox"/>
E200000168	Operating	090401/022200/27401/99	FARMASI DAN BEKALAN (UBAT)	5,331.20	28/10/2020	Open	<input checked="" type="checkbox"/>	<input type="checkbox"/>

+ EPO DETAILS

No Records Found!

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 3.6-6 EPO Details

STEP 7
Double click on the information listed under the EPO Summary to know the details

Note
All the details will display in the EPO Details section.

STEP 8
Check on the Confirm checkbox to confirm the EPO No or else check on the Cancel check box to cancel the EPO No

Note

- Only the confirm EPO No can be processed with purchase order.
- User is allowed to leave the EPO No uncheck for hold the process to purchase order.

STEP 9
Click on the  to save the record

EPO DETAIL/INFORMATION 11

10




RPL No.

+ EPO SUMMARY

EPO No	Budget Type	Vote Code	Vote Description	Total Amount (RM)	Created Date	EPO status	Cancel	Confirm
E200000177	Operating	090401/022200/27401/99	FARMASI DAN BEKALAN (UBAT)	30,228.00	28/10/2020	Open	<input type="checkbox"/>	<input checked="" type="checkbox"/>
E200000176	Operating	090401/022200/27401/99	FARMASI DAN BEKALAN (UBAT)	29,715.00	28/10/2020	Open	<input type="checkbox"/>	<input checked="" type="checkbox"/>
E200000175	Operating	090401/022200/27401/99	FARMASI DAN BEKALAN (UBAT)	29,400.00	28/10/2020	Open	<input type="checkbox"/>	<input checked="" type="checkbox"/>
E200000174	Operating	090401/022200/27401/99	FARMASI DAN BEKALAN (UBAT)	25,399.80	28/10/2020	Open	<input type="checkbox"/>	<input checked="" type="checkbox"/>
E200000173	Operating	090401/022200/27401/99	FARMASI DAN BEKALAN (UBAT)	18,711.00	28/10/2020	Open	<input type="checkbox"/>	<input checked="" type="checkbox"/>
E200000172	Operating	090401/022200/27401/99	FARMASI DAN BEKALAN (UBAT)	14,700.00	28/10/2020	Open	<input type="checkbox"/>	<input checked="" type="checkbox"/>
E200000171	Operating	090401/022200/27401/99	FARMASI DAN BEKALAN (UBAT)	7,857.00	28/10/2020	Open	<input type="checkbox"/>	<input checked="" type="checkbox"/>
E200000170	Operating	090401/022200/27401/99	FARMASI DAN BEKALAN (UBAT)	6,806.10	28/10/2020	Open	<input type="checkbox"/>	<input checked="" type="checkbox"/>
E200000169	Operating	090401/022200/27401/99	FARMASI DAN BEKALAN (UBAT)	6,160.00	28/10/2020	Open	<input checked="" type="checkbox"/>	<input type="checkbox"/>
E200000168	Operating	090401/022200/27401/99	FARMASI DAN BEKALAN (UBAT)	5,331.20	28/10/2020	Open	<input checked="" type="checkbox"/>	<input 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!											

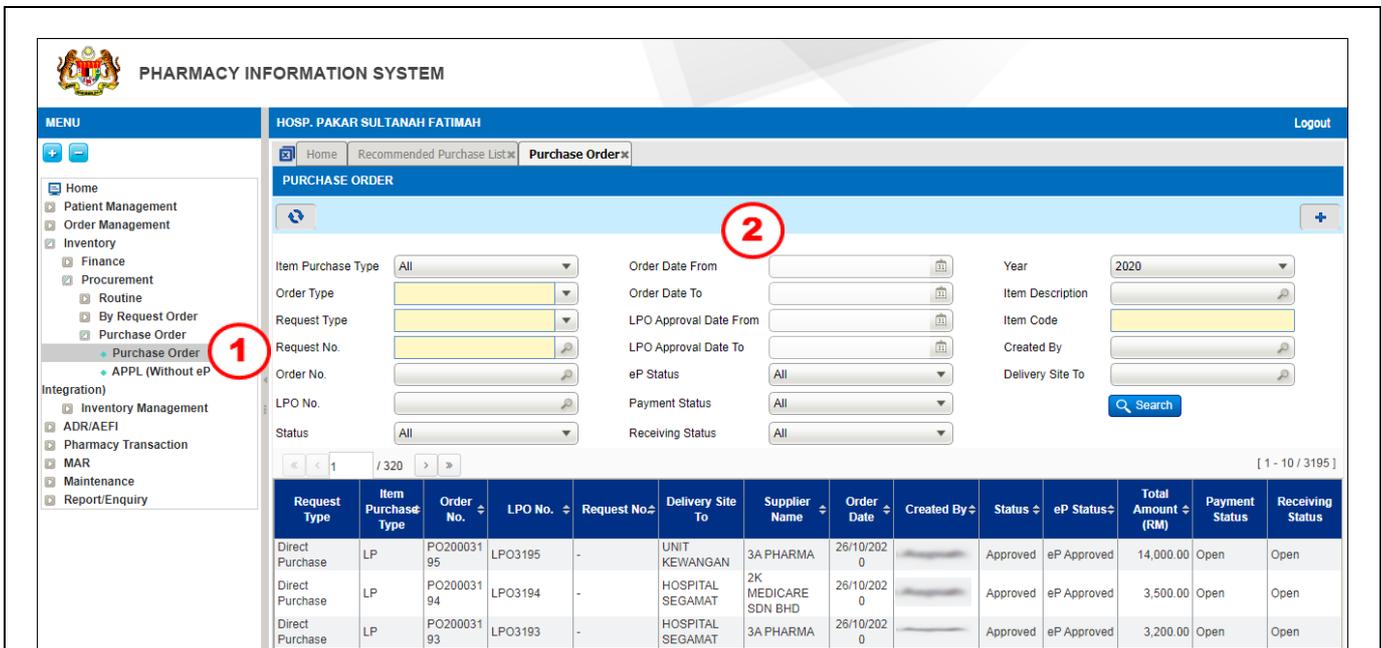
Figure 3.6-7 EPO Details

STEP 10

Click on the  button to view/print report

3.7 Purchase Order Listing Page

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
Direct Purchase	LP	PO20003195	LPO3195	-	UNIT KEWANGAN	3A PHARMA	26/10/2020		Approved	eP Approved	14,000.00	Open	Open
Direct Purchase	LP	PO20003194	LPO3194	-	HOSPITAL SEGAMAT	2K MEDICARE SDN BHD	26/10/2020		Approved	eP Approved	3,500.00	Open	Open
Direct Purchase	LP	PO20003193	LPO3193	-	HOSPITAL SEGAMAT	3A PHARMA	26/10/2020		Approved	eP Approved	3,200.00	Open	Open

Figure 3.7-1 Purchase Order Listing Page

Purpose of this screen is to allow user to choose 3 order types which are APPL, Contract, and LP and proceed with procurement process

STEP 1

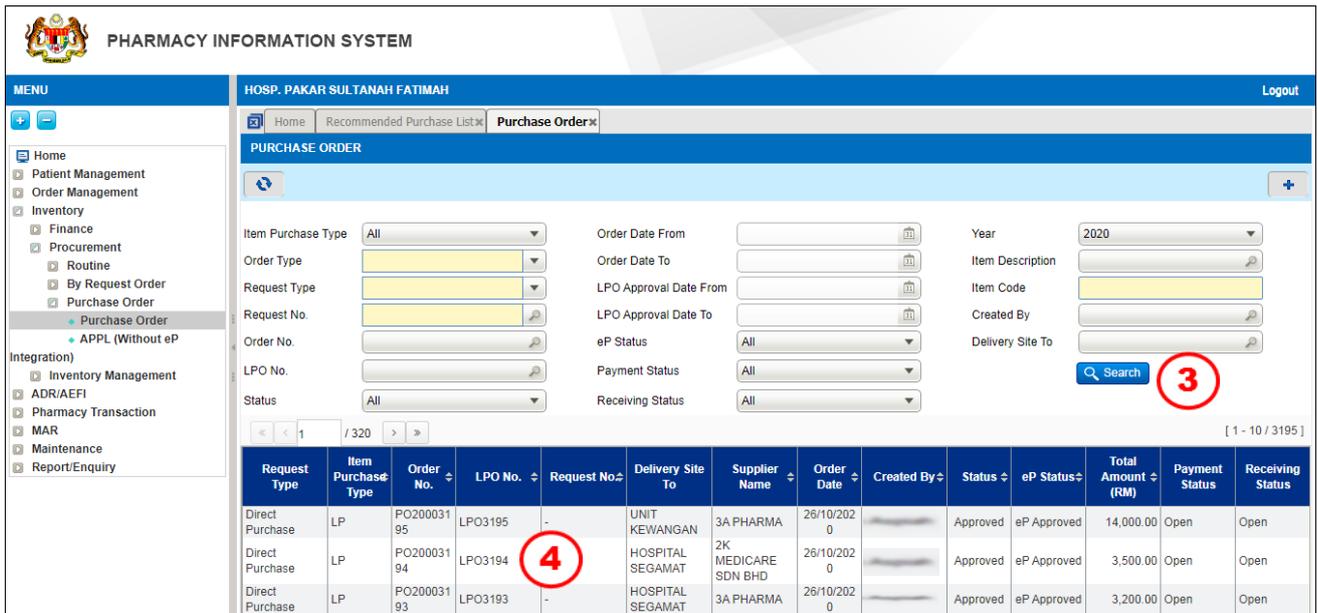
Click on 'Inventory' menu followed by 'Procurement and Routine', and select 'Purchase Order'

STEP 2

To search for existing purchase order transaction, you may search by criteria as follow:

- a) Item Purchase Type
 - APPL
 - Contract
 - LP
- b) Order Date From
- c) Year
- d) Order Type
- e) Order Date To
- f) Item Description
- g) Request Type
- h) LPO Approval Date From
- i) Item Code
- j) Request No
- k) LPO Approval Date To
- l) Created By
- m) Order No
- n) eP Status
 - All
 - Pending for eP Approved
 - eP Approved
 - eP Cancelled
 - eP Rejected
- o) Delivery Site To
- p) LPO No

- q) Payment Status
 - All
 - Closed
 - Full Payment
 - Payment With Credit Note
 - Open
- r) Status
 - All
 - Approved
 - Cancelled
 - Cancelled LPO
 - Cancelled Order
 - Closed
 - LPO Cancelled By eP
 - Open
 - Pending to Approval
 - Rejected
- s) Receiving Status
 - All
 - Fully Received
 - Open
 - Partially Received



PHARMACY INFORMATION SYSTEM

HOSP. PAKAR SULTANAH FATIMAH

Home Recommended Purchase List Purchase Order

PURCHASE ORDER

Item Purchase Type: All | Order Date From: | Year: 2020
 Order Type: | Order Date To: | Item Description: |
 Request Type: | LPO Approval Date From: | Item Code: |
 Request No.: | LPO Approval Date To: | Created By: |
 Order No.: | eP Status: All | Delivery Site To: |
 LPO No.: | Payment Status: All | Search **3**
 Status: All | Receiving Status: All

Request Type	Item Purchase Type	Order No.	LPO No.	Request No.	Delivery Site To	Supplier Name	Order Date	Created By	Status	eP Status	Total Amount (RM)	Payment Status	Receiving Status
Direct Purchase	LP	PO20003195	LPO3195	-	UNIT KEWANGAN	3A PHARMA	26/10/2020		Approved	eP Approved	14,000.00	Open	Open
Direct Purchase	LP	PO20003194	LPO3194	-	HOSPITAL SEGAMAT	2K MEDICARE SDN BHD	26/10/2020		Approved	eP Approved	3,500.00	Open	Open
Direct Purchase	LP	PO20003193	LPO3193	-	HOSPITAL SEGAMAT	3A PHARMA	26/10/2020		Approved	eP Approved	3,200.00	Open	Open

Figure 3.7-2 Purchase Order Listing Page

STEP 3

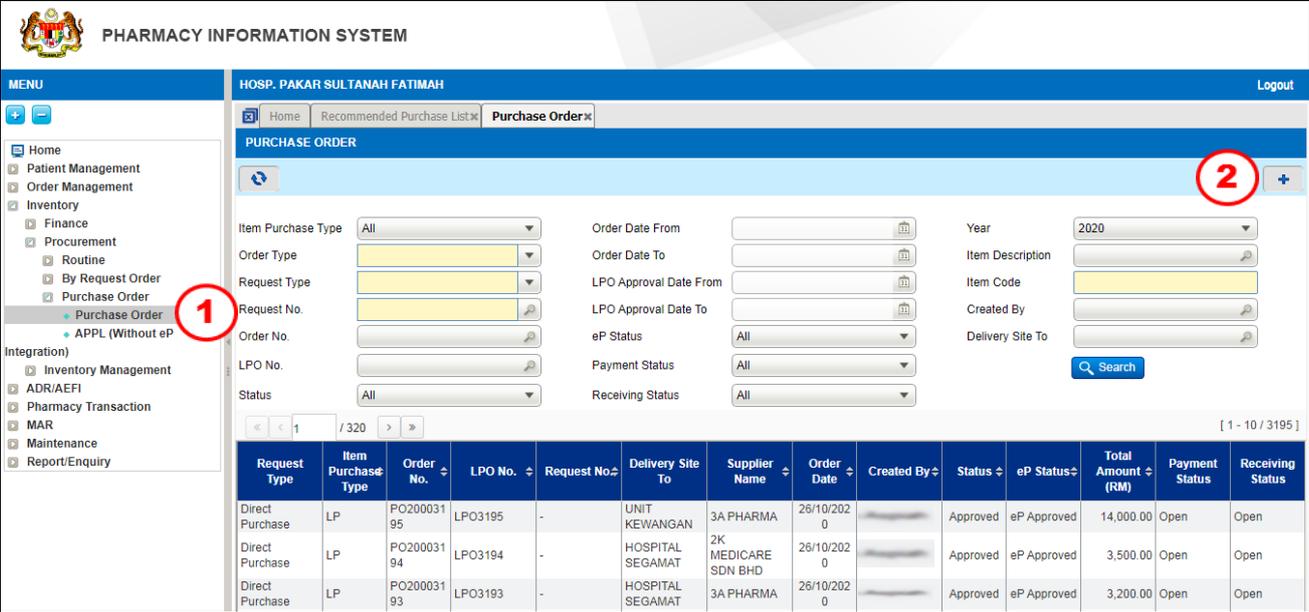
Click on the  button after input criteria. The result displayed will be based on the entered criteria as shown in Figure 3.7-2. In circumstances of no criteria is input, the entire list of transaction will be displayed

STEP 4

Double click on the selected record and the details will be displayed

3.8 Create New Contract Purchase Order: RPL

To create a new Contract Purchase Order RPL transaction, perform the steps below:



PHARMACY INFORMATION SYSTEM

HOSP. PAKAR SULTANAH FATIMAH Logout

Home Recommended Purchase List **Purchase Order**

PURCHASE ORDER + 2

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: Delivery Site To:

LPO No.: Payment Status: All

Status: All Receiving Status: All

[1 - 10 / 3195]

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	PO20003195	LPO3195	-	UNIT KEWANGAN	3A PHARMA	26/10/2020		Approved	eP Approved	14,000.00	Open	Open
Direct Purchase	LP	PO20003194	LPO3194	-	HOSPITAL SEGAMAT	2K MEDICARE SDN BHD	26/10/2020		Approved	eP Approved	3,500.00	Open	Open
Direct Purchase	LP	PO20003193	LPO3193	-	HOSPITAL SEGAMAT	3A PHARMA	26/10/2020		Approved	eP Approved	3,200.00	Open	Open

Figure 3.8-1 New Contract RPL Purchase Order

STEP 1

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

STEP 2

Click on the  button and the **Contract Purchase Order** tab will be displayed in the **Purchase Order** screen as shown in the Figure 3.8-2

PURCHASE ORDER

PURCHASE ORDER DETAILS

AP Purchase Order | LP Purchase Order | Contract Purchase Order

Order No: [Redacted] 3

Request Type: RPL 3

KKM Code Contract Ref No: KKM-303/2019/F(U) 4

RPL No: RP2000025 4

Supplier Name: PRIMABUMI SDN. BHD. 7

Delivery Site To Name: HOSPITAL PAKAR SULTANAH FATIMAH 7

Remark:

CAPD Home Delivery: No Yes

Financial Year: 2021

Total Order Amount (RM): 30,228.00

Revision No: 2

EPO No: E200000177 5

Approval Date:

Approval By:

Order Status: Open

Reason:

PASC:

Order Date: 06/10/2021 09:48:06 AM 6

Created By:

PURCHASE ORDER DETAILS

Delete Item

Item Code	Item Description	PKU	Packaging Description	Brand	Manufacturer	Ordered Quantity (PKU)	Vote Code	Ministry / Department	Usage & Issue Quantity	Back Order	Unit Price (RM)	Item Average Price (PKU)	Amount (RM)	YTD Purchase Amount (RM)
R07AA02000L8001XX.01	Beractant Intratracheal Suspension (200 mg phospholipids in 8...)	vial	Vial			20	090401/022200/27401/99 FARMASI DAN BEKALAN (UBAT) Operating	B4242 - KEMENTERIAN KESIHATAN	0	0	1,511.40	1,511.40	30,228.00	0.00
TOTAL														-30,228.00

VOTE CODE LIST

Budget Type	Vote Code	Vote Description	Ministry / Department	Balance Before PO (RM)	Utilized PO (RM)	Balance After PO (RM)
Operating	090401/022200/27401/99	FARMASI DAN BEKALAN (UBAT)	B4242 - KEMENTERIAN KESIHATAN	0.00	30,228.00	-30,228.00
TOTAL				0.00	30,228.00	-30,228.00

Figure 3.8-2 Contract RPL Purchase Order

STEP 3

Select on **Request Type** : RPL

STEP 4

Select available **RPL No**

STEP 5

Select available **EPO No**

Note

- **Supplier Name** will be selected based on M.O.H given.

STEP 6

Select on **Order Date**

STEP 7

Select available **Delivery Site To Name**

Note

CAPD Home Delivery as below:

Click on yes, field will be enabled, search button will be displayed to allow user retrieve for CAPD remark history and to enter patient name as shown in Figure 3.8-3

CAPD Home Delivery No Yes

Patient Name PASC

IC No / Other Identification

Figure 3.8-3 CAPD Home Delivery

Click on search button, CAPD Remarks from previous purchased order record (with 'CAPD Home Delivery = Yes') for all status except 'Cancelled'.

Search CAPD Remarks [X]

LPO Number LPO Date From

LPO Date To CAPD Remark

[Search] [Refresh]

<< 1 / 1 >> [1 - 7 / 7]

LPO Number	LPO Date	CAPD Remark
CO647745536636	28/12/2020 09:37:00 AM	CAPD

Figure 3.8-4 Search CAPD Remarks

Select the record and remarks will be populated to the remarks field as shown in Figure 3.8-4

CAPD Home Delivery No Yes

Patient Name PASC

IC No / Other Identification

CAPD

Figure 3.8-5 CAPD Home Delivery

User is allowed to edit the CAPD remarks after copy from previous record.

Click Search button for Patient Name, to search patient from patient registered at the facility. List will display all active patient as shown in Figure 3.8-5

Patient Search [X]

Patient Name Patient MRN

IC No/Other Identification [Search] [Refresh]

<< 1 / 29703 >> [1 - 10 / 297029]

Patient MRN	Patient Name	IC No/Other Identification
HPSF00000001	KXXX XX XXXX	830912015620

Figure 3.8-6 Patient Search

Once patient record is selected, IC NO/Other Identification value will be populated in 'IC NO/Other Identification' field.

CAPD Home Delivery No Yes

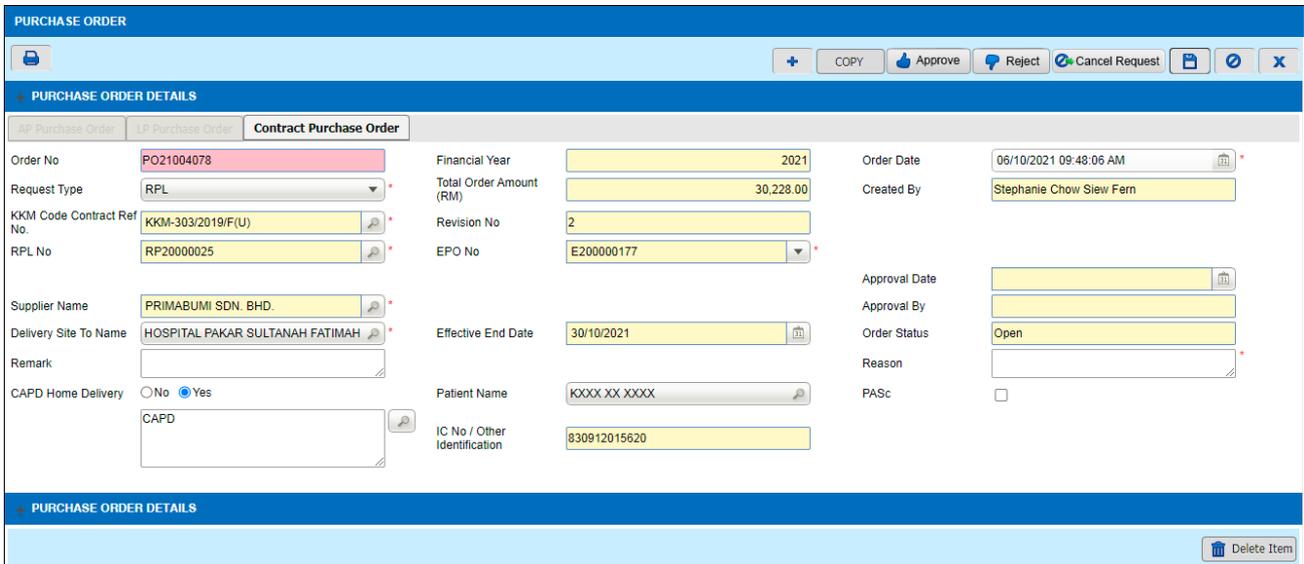
Patient Name PASC

IC No / Other Identification

CAPD

Figure 3.8-7 CAPD Home Delivery

Save the record created. Once saved, 'Copy' button will be displayed as shown in Figure 3.8-8



PURCHASE ORDER

Buttons: +, COPY, Approve, Reject, Cancel Request, Save, Refresh, Close

PURCHASE ORDER DETAILS

Contract Purchase Order

Order No	PO21004078	Financial Year	2021	Order Date	06/10/2021 09:48:06 AM
Request Type	RPL	Total Order Amount (RM)	30,228.00	Created By	Stephanie Chow Siew Fern
KKM Code Contract Ref No.	KKM-303/2019/F(U)	Revision No	2	Approval Date	
RPL No	RP20000025	EPO No	E200000177	Approval By	
Supplier Name	PRIMABUMI SDN. BHD.	Effective End Date	30/10/2021	Order Status	Open
Delivery Site To Name	HOSPITAL PAKAR SULTANAH FATIMAH	Patient Name	KXXX.XX.XXXX	Reason	
Remark		IC No / Other Identification	830912015620	PASc	<input type="checkbox"/>
CAPD Home Delivery	<input checked="" type="radio"/> Yes				

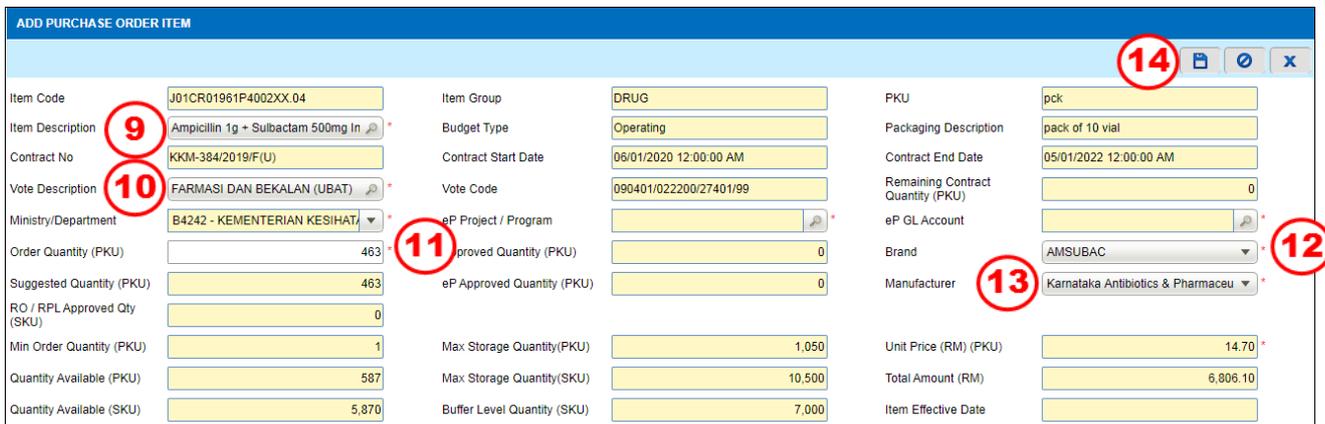
Buttons: Delete Item

Figure 3.8-8 Purchase Order

Click on Copy button, new purchase order record for same purchase type and request type will be populated with CAPD information. User can proceed to create new purchase order record another drug/non-drug for same patient.

STEP 8

Double click on the item listed



ADD PURCHASE ORDER ITEM

Buttons: Save, Refresh, Close

Item Code	J01CR01961P4002XX.04	Item Group	DRUG	PKU	pck
Item Description	Ampicillin 1g + Sulbactam 500mg In	Budget Type	Operating	Packaging Description	pack of 10 vial
Contract No	KKM-384/2019/F(U)	Contract Start Date	06/01/2020 12:00:00 AM	Contract End Date	05/01/2022 12:00:00 AM
Vote Description	FARMASI DAN BEKALAN (UBAT)	Vote Code	090401/022200/27401/99	Remaining Contract Quantity (PKU)	0
Ministry/Department	B4242 - KEMENTERIAN KESIHATAN	eP Project / Program		eP GL Account	
Order Quantity (PKU)	463	Approved Quantity (PKU)	0	Brand	AMSUBAC
Suggested Quantity (PKU)	463	eP Approved Quantity (PKU)	0	Manufacturer	Karnataka Antibiotics & Pharmaceu
RO / RPL Approved Qty (SKU)	0				
Min Order Quantity (PKU)	1	Max Storage Quantity (PKU)	1,050	Unit Price (RM) (PKU)	14.70
Quantity Available (PKU)	587	Max Storage Quantity (SKU)	10,500	Total Amount (RM)	6,806.10
Quantity Available (SKU)	5,870	Buffer Level Quantity (SKU)	7,000	Item Effective Date	

Figure 3.8-9 Add Purchase Order Item

STEP 9

Select available *Item Description*

STEP 10

Select available *Vote Description*

STEP 11

Insert the *Order Quantity (PKU)*

STEP 12

Select available *Brand*

STEP 13

Select available **Manufacturer**

STEP 14

Click on the  button to save the modification and details will be displayed on Purchase Order Details

PURCHASE ORDER

15

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="28/10/2020 03:02:44 PM"/>
Request Type	<input type="text" value="RPL"/>	Total Order Amount (RM)	<input type="text" value="6,806.10"/>	Created By	<input type="text"/>
KKM Code Contract Ref No.	<input type="text" value="KKM-384/2019/F(U)"/>	Revision No	<input type="text" value="1"/>	Approval Date	<input type="text"/>
RPL No	<input type="text" value="RP20000025"/>	EPO No	<input type="text" value="E200000170"/>	Approval By	<input type="text"/>
Supplier Name	<input type="text" value="MS ALLY PHARMA SDN. BHD."/>	Effective End Date	<input type="text" value="05/01/2022"/>	Order Status	<input type="text" value="Open"/>
Delivery Site To Name	<input type="text" value="HOSPITAL PAKAR SULTANAH FATIMAH"/>	Reason	<input type="text"/>		
Remark	<input type="text"/>				
PASC	<input type="checkbox"/>				
	CAPD Home Delivery <input checked="" type="radio"/> No <input type="radio"/> Yes				

PURCHASE ORDER DETAILS

Delete Item

1 / 1
[1 - 1 / 1]

Item Code	Item Description	PKU	Packaging Description	Brand	Manufacturer	Ordered Quantity (PKU)	Vote Code	Ministry / Department	Usage & Issue Quantity	Back Order	Unit Price (RM)	Item Average Price (PKU)	Amount (RM)	YTD Purchase Amount (RM)
J01CR01 961P4002 XX.04	Ampicillin 1g + Sulbactam 500mg Injection	pck	pack of 10 vial	AMSU	Kamatak	463	090401/022200/27401/99 FARMASI DAN BEKALAN (UBAT) Operating	B4242 - KEMENTERIAN KESIHATAN	9,450	0	14.70	15.01	6,806.10	17,640.00

VOTE CODE LIST

1 / 1
[1 - 1 / 1]

Budget Type	Vote Code	Vote Description	Ministry / Department	Balance Before PO (RM)	Utilized PO (RM)	Balance After PO (RM)
Operating	090401/022200/27401/99	FARMASI DAN BEKALAN (UBAT)	B4242 - KEMENTERIAN KESIHATAN	2,780,923.09	6,806.10	2,774,116.99
TOTAL				2,780,923.09	6,806.10	2,774,116.99

Figure 3.8-10 Contract Purchase Order

STEP 16

Click on the  button to save the modification

CONFIRMATION

CONF0001: Data have been modified. Save Changes?

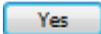
Cancel

Yes

No

Figure 3.8-11 Alert Message

Note

- If click on the  button, record will be save and alert message will be pop up as shown in Figure 3.8-12.

- If click on the button, record will not be save
- If click on the button, no changes will be made on the record

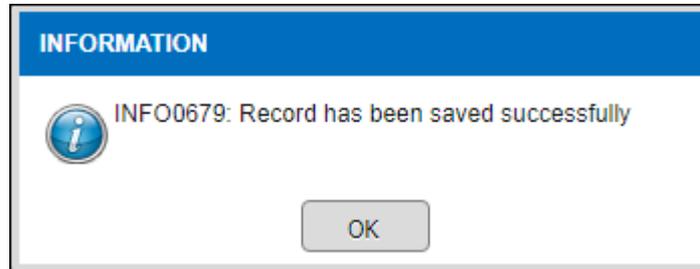
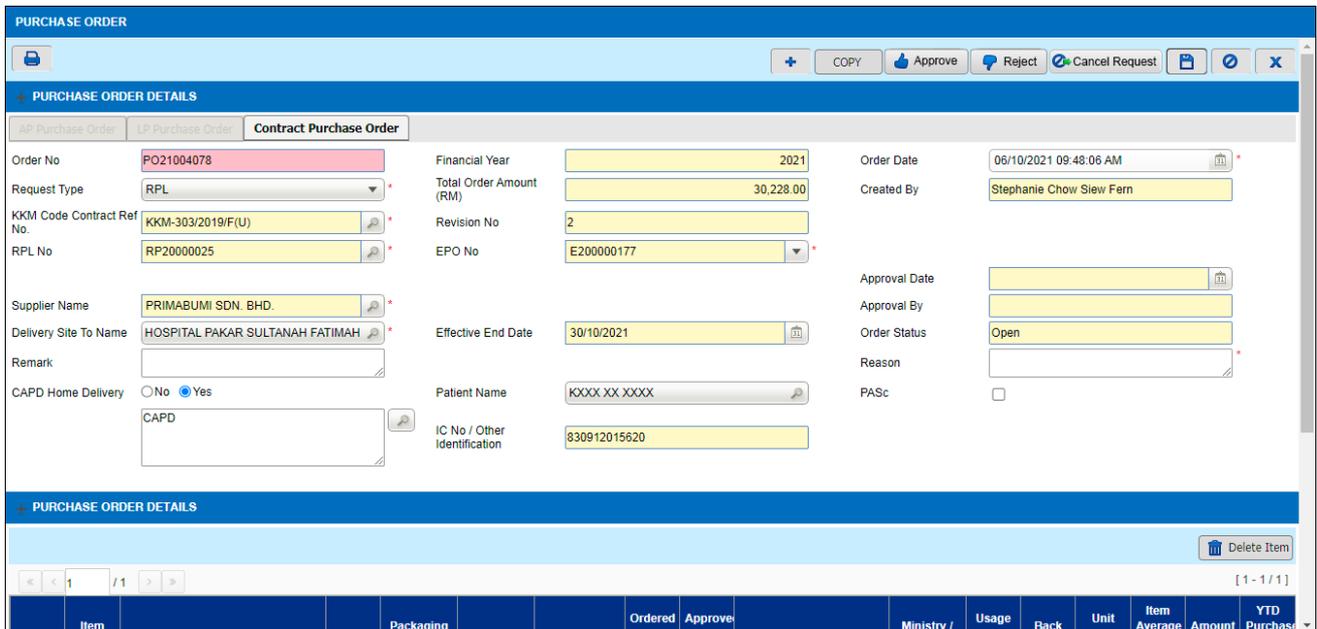


Figure 3.8-12 Alert Message

- Click on the button to updated data as shown in Figure 3.8-7.



The screenshot shows the 'PURCHASE ORDER' form in a web application. The form is divided into several sections:

- Header:** 'PURCHASE ORDER' with a blue background and a toolbar containing icons for '+', 'COPY', 'Approve', 'Reject', 'Cancel Request', and window controls.
- Section 1: PURCHASE ORDER DETAILS** (Contract Purchase Order):
 - Order No: PO21004078
 - Request Type: RPL
 - KKM Code Contract Ref No: KKM-303/2019/F(U)
 - RPL No: RP20000025
 - Supplier Name: PRIMABUMI SDN. BHD.
 - Delivery Site To Name: HOSPITAL PAKAR SULTANAH FATIMAH
 - Remark: (empty text area)
 - CAPD Home Delivery: No Yes
 - CAPD: (empty text area)
 - Financial Year: 2021
 - Total Order Amount (RM): 30,228.00
 - Revision No: 2
 - EPO No: E200000177
 - Order Date: 06/10/2021 09:48:06 AM
 - Created By: Stephanie Chow Siew Fern
 - Approval Date: (empty)
 - Approval By: (empty)
 - Order Status: Open
 - Reason: (empty text area)
 - PASc:
 - Effective End Date: 30/10/2021
 - Patient Name: KXXX XX XXXX
 - IC No / Other Identification: 830912015620
- Section 2: PURCHASE ORDER DETAILS** (Table):
 - Table with columns: Item, Packaging, Ordered, Approve, Ministry / Usage, Rack, Unit, Item Average, Amount, YTD Purchase.
 - Page indicator: [1 - 1 / 1]
 - Buttons: Delete Item, navigation arrows.

Figure 3.8-13 Purchase Order

3.9 Contract Purchase Order Approval: RPL

Pharmacist will receive notification in Task List for any Purchase Order that needs to be approved

PURCHASE ORDER

+ COPY 👍 Approve 👎 Reject 🗑️ Cancel Request 📄 🔄 ✕

+ PURCHASE ORDER DETAILS

AP Purchase Order
LP Purchase Order
Contract Purchase Order

Order No	PO21004078	Financial Year	2021	Order Date	06/10/2021 09:48:06 AM
Request Type	RPL	Total Order Amount (RM)	30,228.00	Created By	
KKM Code Contract Ref No.	KKM-303/2019/F(U)	Revision No	2	Approval Date	
RPL No	RP20000025	EPO No	E200000177	Approval By	
Supplier Name	PRIMABUMI SDN. BHD.	Effective End Date	30/10/2021	Order Status	Open
Delivery Site To Name	HOSPITAL PAKAR SULTANAH FATIMAH	Patient Name	KXXX XX XXXX	Reason	
Remark					
CAPD Home Delivery	<input type="radio"/> No <input checked="" type="radio"/> Yes	IC No / Other Identification	830912015620	PASC	<input type="checkbox"/>
	CAPD				

+ PURCHASE ORDER DETAILS

🗑️ Delete Item

[1 - 1 / 1]

	Item Code	Item Description	PKU	Packaging Description	Brand	Manufacturer	Ordered Quantity (PKU)	Approved Quantity (PKU)	Vote Code	Ministry / Department	Usage & Issue Quantity	Back Order	Unit Price (RM)	Item Average Price (PKU)	Amount (RM)	YTD Purchase Amount (RM)
<input type="checkbox"/>	R07AA02000L8001XX.01	Beractant Intratracheal Suspension (200 mg phospholipids in 8 ml vial)	vial	Vial	SURV	Fareva A	20	20	090401/010100/27401/9911111 Development	B4242 - KEMENTERIAN KESIHATAN	0	0	1,511.40	1,511.40	30,228.00	0.00

+ VOTE CODE LIST

[1 - 1 / 1]

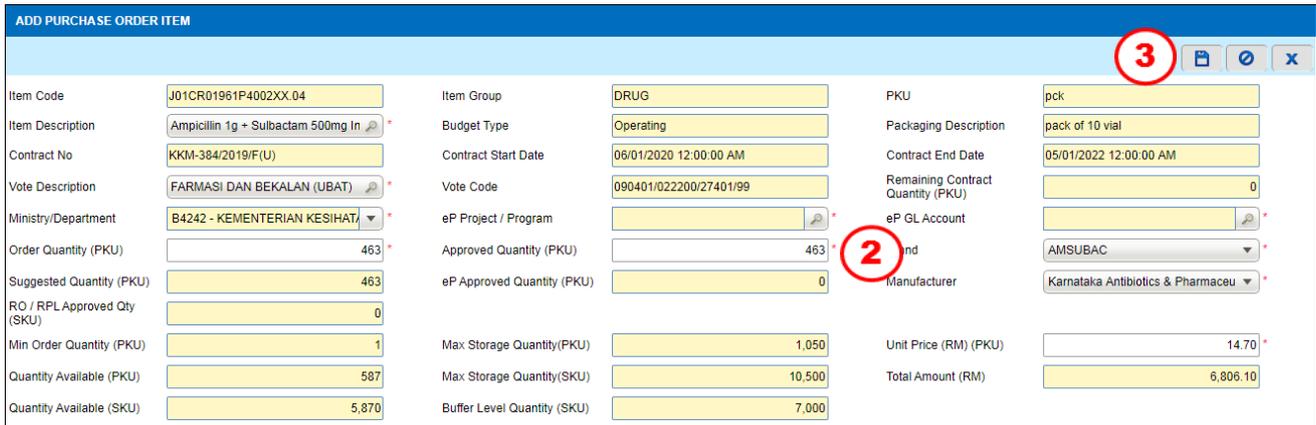
Budget Type	Vote Code	Vote Description	Ministry / Department	Balance Before PO (RM)	Utilized PO (RM)	Balance After PO (RM)
Development	090401/010100/27401/99	11111	B4242 - KEMENTERIAN KESIHATAN	9,930,400.00	30,228.00	9,900,172.00
TOTAL				9,930,400.00	30,228.00	9,900,172.00

Figure 3.9-1 Purchase Order Approve

STEP 1

Double click on item details on Purchase Order Details to modify (refer Figure 3.9-2):

- a) Item Description
- b) Vote Description
- c) Change Order Quantity
- d) Change Approved Quantity
- e) Brand
- f) Manufacturer
- g) Change Unit Price



ADD PURCHASE ORDER ITEM			
Item Code	J01CR01961P4002XX.04	Item Group	DRUG
Item Description	Ampicillin 1g + Sulbactam 500mg In *	Budget Type	Operating
Contract No	KKM-384/2019/F(U)	Contract Start Date	06/01/2020 12:00:00 AM
Vote Description	FARMASI DAN BEKALAN (UBAT) *	Vote Code	090401/022200/27401/99
Ministry/Department	B4242 - KEMENTERIAN KESIHAT *	eP Project / Program	
Order Quantity (PKU)	463 *	Approved Quantity (PKU)	463 *
Suggested Quantity (PKU)	463	eP Approved Quantity (PKU)	0
RO / RPL Approved Qty (SKU)	0	Max Storage Quantity (PKU)	1,050
Min Order Quantity (PKU)	1	Max Storage Quantity (SKU)	10,500
Quantity Available (PKU)	587	Buffer Level Quantity (SKU)	7,000
Quantity Available (SKU)	5,870		
		Unit Price (RM) (PKU)	14.70 *
		Total Amount (RM)	6,806.10

Figure 3.9-2 Add Purchase Order Item

STEP 2

Enter **Approved Quantity (PKU)** amount

STEP 3

Click on the  button to save the modification and details will be displayed on Purchase Order Details

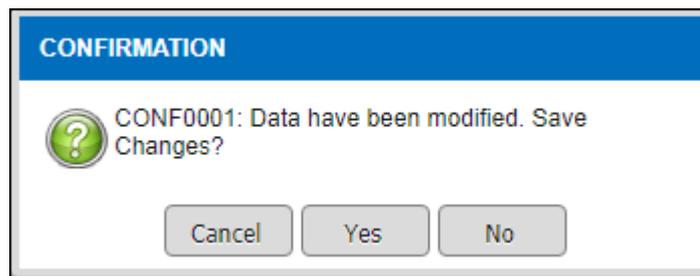
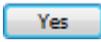


Figure 3.9-3 Alert Message

Note

- If click on the  button, record will be save and alert message will be pop up as shown in Figure 3.9-4.
- If click on the  button, record will not be save
- If click on the  button, no changes will be made on the record

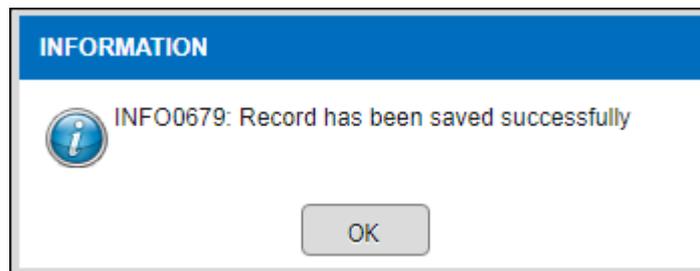


Figure 3.9-4 Alert Message

- Click on the  button to updated data as shown in Figure 3.9-4.

PURCHASE ORDER
4

+ COPY
Approve
Reject
Cancel Request

PURCHASE ORDER DETAILS

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

Order No	PO21004078	Financial Year	2021	Order Date	06/10/2021 09:48:06 AM
Request Type	RPL	Total Order Amount (RM)	30,228.00	Created By	
KKM Code Contract Ref No.	KKM-303/2019/F(U)	Revision No	2	Approval Date	
RPL No	RP20000025	EPO No	E200000177	Approval By	
Supplier Name	PRIMABUMI SDN. BHD.	Effective End Date	30/10/2021	Order Status	Open
Delivery Site To Name	HOSPITAL PAKAR SULTANAH FATIMAH	Patient Name	KXXX XX XXXX	Reason	
Remark					
CAPD Home Delivery	<input type="radio"/> No <input checked="" type="radio"/> Yes		IC No / Other Identification	PASC	<input type="checkbox"/>
	CAPD		830912015620		

PURCHASE ORDER DETAILS

Delete Item

Item Code	Item Description	PKU	Packaging Description	Brand	Manufacturer	Ordered Quantity (PKU)	Approve Quantity (PKU)	Vote Code	Ministry / Department	Usage & Issue Quantity	Back Order	Unit Price (RM)	Item Average Price (PKU)	Amount (RM)	YTD Purchase Amount (RM)
R07AA02000L8001XX.01	Beraclant Intratracheal Suspension (200 mg phospholipids in 8 ml vial)	vial	Vial	SURV	Fareva A	20	20	090401/010100/27401/9911111 Development	B4242 - KEMENTERIAN KESIHATAN	0	0	1,511.40	1,511.40	30,228.00	0.00

VOTE CODE LIST

Budget Type	Vote Code	Vote Description	Ministry / Department	Balance Before PO (RM)	Utilized PO (RM)	Balance After PO (RM)
Development	090401/010100/27401/9911111		B4242 - KEMENTERIAN KESIHATAN	9,930,400.00	30,228.00	9,900,172.00
TOTAL				9,930,400.00	30,228.00	9,900,172.00

Figure 3.9-5 Purchase Order

STEP 4

Click on the button to approve the transaction

Note

- If click on the button, record will be rejected and end the process.
- If click on the button, information of current item to be purchased will be deleted. However, creating a new purchase order using the same RPL No. is allowed, except it will be different IPO.
- Able to delete by item before approve/ap approve by tick on check box and click on button
- If click on button, new purchase order record for same purchase type and request type will be populated with CAPD information. User can proceed to create new purchase order record another drug/non-drug for same patient.

STEP 5

Click on the to close the screen

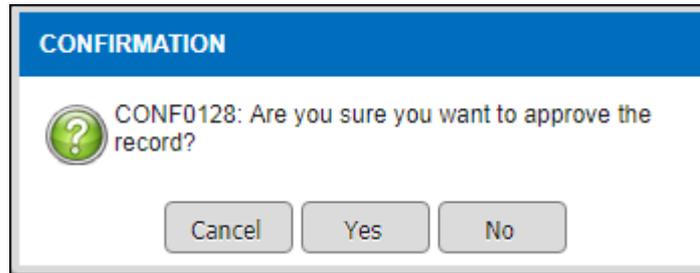


Figure 3.9-6 Alert Messages

Note

- If click on the button, record will be approved and alert message will be pop up as shown in Figure 3.9-7.
- If click on the button, record will not be approved
- If click on the button, no changes will be made on the record

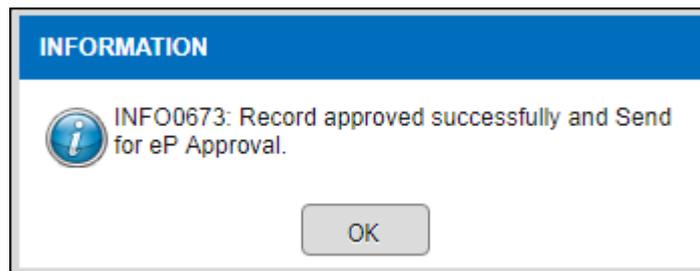
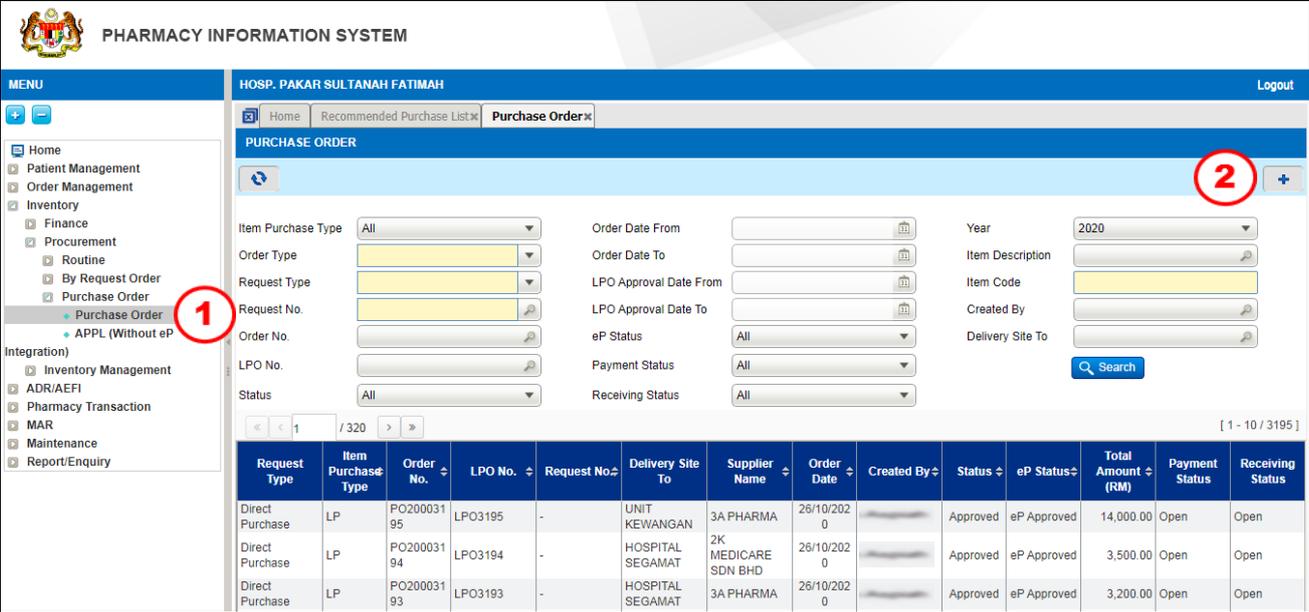


Figure 3.9-7 Alert Messages

- Click on the button to confirm approved and send for Ep Approval update data as shown in Figure 3.9-7.

3.10 Create New Contract Purchase Order: Supplementary Order

To create a new Contract Purchase Order RPL transaction, perform the steps below:



PHARMACY INFORMATION SYSTEM

HOSP. PAKAR SULTANAH FATIMAH Logout

Home Recommended Purchase List* **Purchase Order***

PURCHASE ORDER +

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

Order Type: | Order Date To: | Item Description: |

Request Type: | LPO Approval Date From: | Item Code: |

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

Order No.: | eP Status: All | Delivery Site To: |

LPO No.: | Payment Status: All |

Status: All | Receiving Status: All |

[1 - 10 / 3195]

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	PO20003195	LPO3195	-	UNIT KEWANGAN	3A PHARMA	26/10/2020		Approved	eP Approved	14,000.00	Open	Open
Direct Purchase	LP	PO20003194	LPO3194	-	HOSPITAL SEGAMAT	2K MEDICARE SDN BHD	26/10/2020		Approved	eP Approved	3,500.00	Open	Open
Direct Purchase	LP	PO20003193	LPO3193	-	HOSPITAL SEGAMAT	3A PHARMA	26/10/2020		Approved	eP Approved	3,200.00	Open	Open

Figure 3.10-1 New Contract RPL Purchase Order

STEP 1

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

STEP 2

Click on the  button and the **Contract Purchase Order** tab will be displayed in the **Purchase Order** screen as shown in the Figure 3.10-2

PURCHASE ORDER

PURCHASE ORDER DETAILS

AP Purchase Order | LP Purchase Order | Contract Purchase Order

Order No	<input type="text" value=""/>	Financial Year	<input type="text" value="2020"/>	Order Date	<input type="text" value="28/10/2020 03:26:45 PM"/>
Request Type	<input type="text" value="Supplementary Order"/>	Total Order Amount (RM)	<input type="text" value="0.00"/>	Created By	<input type="text" value="Stephanie Chow Siew Fern"/>
KKM Code Contract Ref No.	<input type="text" value="KKM-26/2019/F(U)"/>	Revision No	<input type="text" value="3"/>	Approval Date	<input type="text" value=""/>
Supplier Name	<input type="text" value="Duopharma (M) Sdn Bhd"/>	Effective End Date	<input type="text" value="06/03/2021"/>	Approval By	<input type="text" value=""/>
Delivery Site To Name	<input type="text" value="HOSPITAL PAKAR SULTANAH FATIMAH"/>	Order Status	<input type="text" value="Open"/>	Reason	<input type="text" value=""/>
Remark	<input type="text" value=""/>	CAPD Home Delivery	<input checked="" type="radio"/> No <input type="radio"/> Yes		
PASc	<input type="checkbox"/>				

PURCHASE ORDER DETAILS

Delete Item

Item Code	Item Description	PKU	Packaging Description	Brand	Manufacturer	Ordered Quantity (PKU)	Vote Code	Ministry / Department	Usage & Issue Quantity	Back Order	Unit Price (RM)	Item Average Price (PKU)	Amount (RM)	YTD Purchase Amount (RM)
J01DE01 110P4002 XX.03	Cefepime 1g Inj	pck	pack of 10 vial	CEFM	Duophar	0	090401/012200/27401/99 FARMASI DAN BEKALAN Operating	B4242 - KEMENTERIAN KESIHATAN	1,260	0	51.00	51.00	0.00	30,600.00

VOTE CODE LIST

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

Figure 3.10-2 Contract Purchase Order

STEP 3

Select on **Request Type** : Supplementary Order

STEP 4

Select available **KKM Code Contract Ref No**

Note

KKM Code Contract Ref No given by HQ to proceed with Purchase Order.

STEP 5

Select on **Delivery Site To Name**

STEP 6

Select on **Order Date**

STEP 7

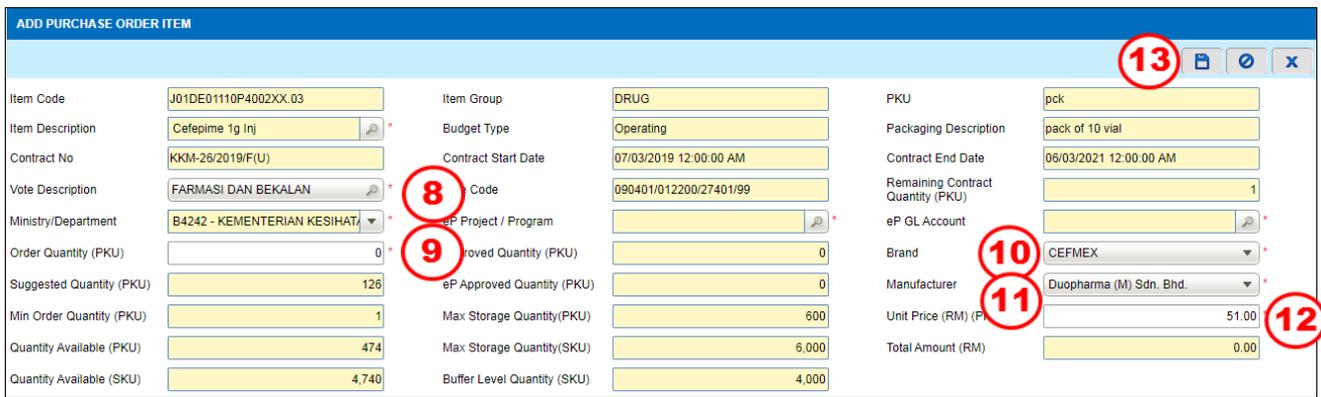
Double click on the Purchase Order Details section to add order quantity for item

Note

Supplier Name will be selected based on M.O.H given

U.MANUAL_INV_CONTRACT-11th E

Page 55



ADD PURCHASE ORDER ITEM

Item Code	J01DE01110P4002XX.03	Item Group	DRUG	PKU	pck
Item Description	Cefepime 1g Inj	Budget Type	Operating	Packaging Description	pack of 10 vial
Contract No	KKM-26/2019/F(U)	Contract Start Date	07/03/2019 12:00:00 AM	Contract End Date	06/03/2021 12:00:00 AM
Vote Description	FARMASI DAN BEKALAN	Code	090401/012200/27401/99	Remaining Contract Quantity (PKU)	1
Ministry/Department	B4242 - KEMENTERIAN KESIHATAN	ERP Project / Program		eP GL Account	
Order Quantity (PKU)	0	Approved Quantity (PKU)	0	Brand	CEFMEX
Suggested Quantity (PKU)	128	eP Approved Quantity (PKU)	0	Manufacturer	Duopharma (M) Sdn. Bhd.
Min Order Quantity (PKU)	1	Max Storage Quantity (PKU)	600	Unit Price (RM) (PKU)	51.00
Quantity Available (PKU)	474	Max Storage Quantity (SKU)	6,000	Total Amount (RM)	0.00
Quantity Available (SKU)	4,740	Buffer Level Quantity (SKU)	4,000		

Figure 3.10-3 Add Purchase Order Item

STEP 8

Select available **Vote Description**

STEP 9

Insert the **Order Quantity (PKU)**

STEP 10

Select available **Brand**

STEP 11

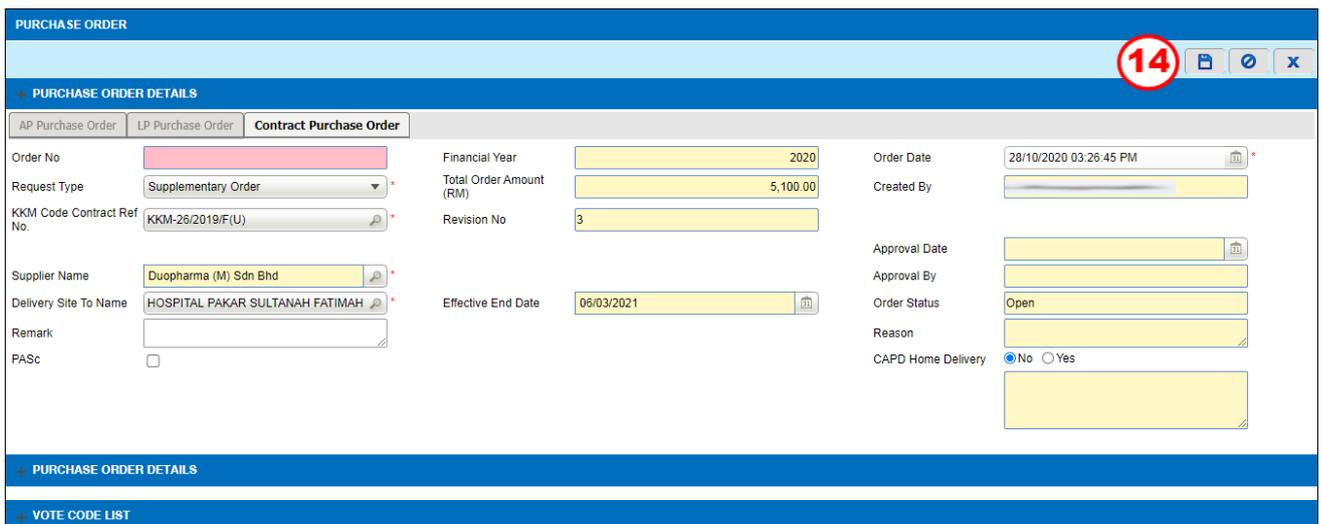
Select available **Manufacturer**

STEP 12

Insert the **Unit Price (RM)(PKU)**

STEP 13

Click on the  button to save the modification and details will be displayed on Purchase Order Details



PURCHASE ORDER

PURCHASE ORDER DETAILS

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

Order No		Financial Year	2020	Order Date	28/10/2020 03:26:45 PM
Request Type	Supplementary Order	Total Order Amount (RM)	5,100.00	Created By	
KKM Code Contract Ref No.	KKM-26/2019/F(U)	Revision No	3	Approval Date	
Supplier Name	Duopharma (M) Sdn Bhd	Effective End Date	06/03/2021	Approval By	
Delivery Site To Name	HOSPITAL PAKAR SULTANAH FATIMAH			Order Status	Open
Remark				Reason	
PASc	<input type="checkbox"/>			CAPD Home Delivery	<input checked="" type="radio"/> No <input type="radio"/> Yes

PURCHASE ORDER DETAILS

VOTE CODE LIST

Figure 3.10-4 Contract Purchase Order

STEP 14

Click on the  button to save the modification

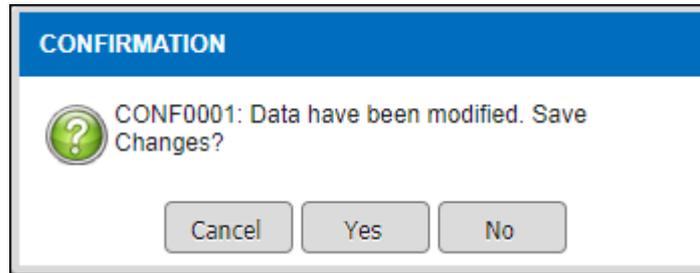


Figure 3.10-5 Alert Message

Note

- If click on the button, record will be save and alert message will be pop up as shown in Figure 3.10-5.
- If click on the button, record will not be save
- If click on the button, no changes will be made on the record

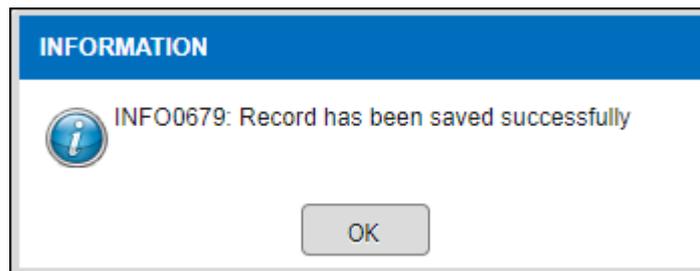


Figure 3.10-6 Alert Message

- Click on the button to updated data as shown in Figure 3.10-6.

3.11 Contract Purchase Order Approval: Supplementary Order

Pharmacist will receive notification in Task List for any Purchase Order that needs to be approved

PURCHASE ORDER

[+ Approve](#)
[Reject](#)
[Cancel Request](#)

+ PURCHASE ORDER DETAILS

AP Purchase Order
LP Purchase Order
Contract Purchase Order

Order No	PO20003197	Financial Year	2020	Order Date	28/10/2020 03:26:45 PM
Request Type	Supplementary Order	Total Order Amount (RM)	5,100.00	Created By	
KKM Code Contract Ref No.	KKM-26/2019/F(U)	Revision No	3	Approval Date	
Supplier Name	Duopharma (M) Sdn Bhd	Effective End Date	06/03/2021	Approval By	
Delivery Site To Name	HOSPITAL PAKAR SULTANAH FATIMAH	Order Status	Open	Reason	
Remark					
PASC	<input type="checkbox"/>				
	CAPD Home Delivery <input checked="" type="radio"/> No <input type="radio"/> Yes				

+ PURCHASE ORDER DETAILS
Delete Item

Item Code	Item Description	PKU	Packaging Description	Brand	Manufacturer	Ordered Quantity (PKU)	Approved Quantity (PKU)	Vote Code	Ministry / Department	Usage & Issue Quantity	Back Order	Unit Price (RM)	Item Average Price (PKU)	Amount (RM)	YTD Purchase Amount (RM)
J01DE0 1110P40 02XX.03	Cefepime 1g Inj	pck	pack of 10 vial	CEFM	Duophar	100	100	090401/012200/27401/99 FARMASI DAN BEKALAN Operating	B4242 - KEMENTERIAN KESIHATAN	1,260	0	51.00	51.00	5,100.00	30,600.00

+ VOTE CODE LIST
Delete Item

Budget Type	Vote Code	Vote Description	Ministry / Department	Balance Before PO (RM)	Utilized PO (RM)	Balance After PO (RM)
Operating	090401/012200/27401/99	FARMASI DAN BEKALAN	B4242 - KEMENTERIAN KESIHATAN	0.00	5,100.00	-5,100.00
TOTAL				0.00	5,100.00	-5,100.00

Figure 3.11-1 Purchase Order Approve

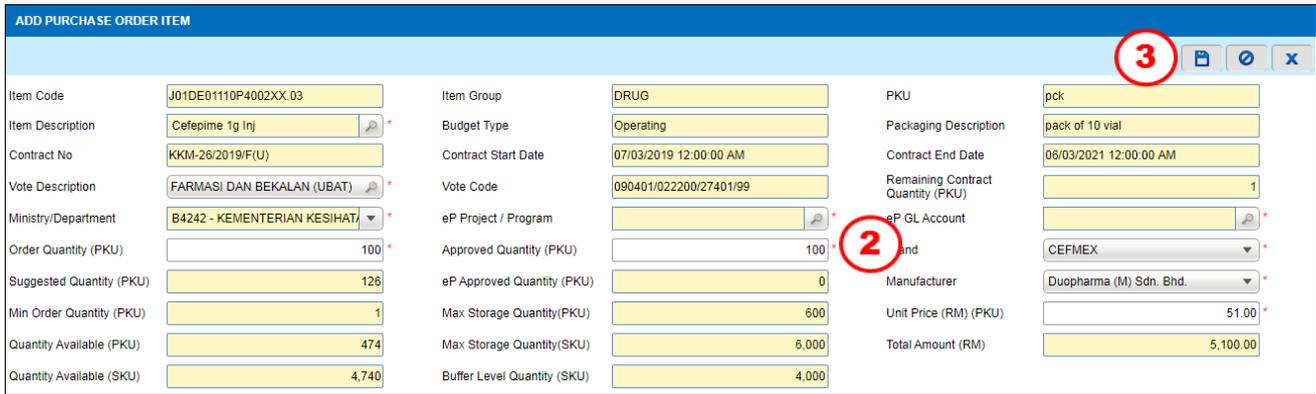
STEP 1

Double click on item details on Purchase Order Details to modify (refer Figure 3.11-2):

- Item Description
- Vote Description
- Change Order Quantity
- Change Approved Quantity
- Brand
- Manufacturer
- Change Unit Price

Note

Able to delete by item before approve/ap approve by tick on check box and click on button



ADD PURCHASE ORDER ITEM			
Item Code	J01DE01110F4002XX.03	Item Group	DRUG
Item Description	Cefepime 1g Inj	Budget Type	Operating
Contract No	KKM-26/2019/F(U)	Contract Start Date	07/03/2019 12:00:00 AM
Vote Description	FARMASI DAN BEKALAN (UBAT)	Vote Code	090401/022200/27401/99
Ministry/Department	B4242 - KEMENTERIAN KESIHAT	eP Project / Program	
Order Quantity (PKU)	100	Approved Quantity (PKU)	100
Suggested Quantity (PKU)	126	eP Approved Quantity (PKU)	0
Min Order Quantity (PKU)	1	Max Storage Quantity (PKU)	600
Quantity Available (PKU)	474	Max Storage Quantity (SKU)	6,000
Quantity Available (SKU)	4,740	Buffer Level Quantity (SKU)	4,000
PKU	pck	Packaging Description	pack of 10 vial
Contract End Date	06/03/2021 12:00:00 AM	Remaining Contract Quantity (PKU)	1
eP GL Account		Manufacturer	Duopharma (M) Sdn. Bhd.
Unit Price (RM) (PKU)	51.00	Total Amount (RM)	5,100.00

Figure 3.11-2 Add Purchase Order Item

STEP 2

Enter **Approved Quantity (PKU)** amount

STEP 3

Click on the  button to save the modification and details will appear on Purchase Order Details

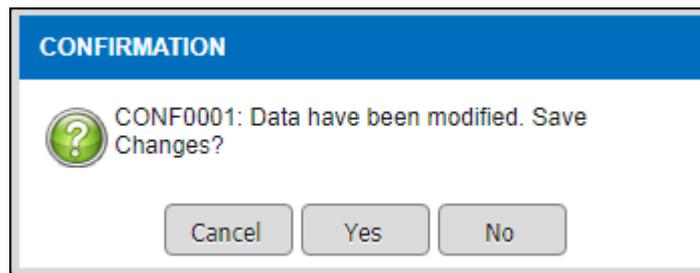
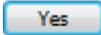


Figure 3.11-3 Alert Message

Note

- If click on the  button, record will be save and alert message will be pop up as shown in Figure 3.11-4.
- If click on the  button, record will not be save
- If click on the  button, no changes will be made on the record

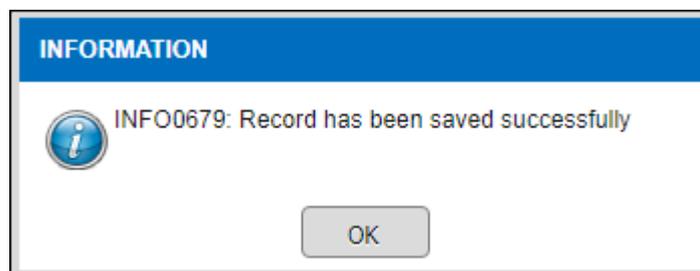


Figure 3.11-4 Alert Message

- Click on the  button to updated data as shown in Figure 3.11-4.

PURCHASE ORDER

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

Order No: PO20003197 Financial Year: 2020 Order Date: 28/10/2020 03:26:45 PM
 Request Type: Supplementary Order Total Order Amount (RM): 5,100.00 Created By: [User]
 KKM Code Contract Ref No.: KKM-26/2019/F(U) Revision No.: 3
 Supplier Name: Duopharma (M) Sdn Bhd Approval Date: [Date]
 Delivery Site To Name: HOSPITAL PAKAR SULTANAH FATIMAH Effective End Date: 06/03/2021 Approval By: [User]
 Remark: [Text] Order Status: Open
 PASC: Reason: [Text]
 CAPD Home Delivery: No Yes

PURCHASE ORDER DETAILS

Item Code	Item Description	PKU	Packaging Description	Brand	Manufacturer	Ordered Quantity (PKU)	Approved Quantity (PKU)	Vote Code	Ministry / Department	Usage & Issue Quantity	Back Order	Unit Price (RM)	Item Average Price (PKU)	Amount (RM)	YTD Purchase Amount (RM)
J01DE0 1110P40 02XX.03	Cefepime 1g Inj	pck	pack of 10 vial	CEFM	Duophar	100	100	090401/022200/27401/99 FARMASI DAN BEKALAN (UBAT) Operating	B4242 - KEMENTERIAN KESIHATAN	1,260	0	51.00	51.00	5,100.00	30,600.00

VOTE CODE LIST

Budget Type	Vote Code	Vote Description	Ministry / Department	Balance Before PO (RM)	Utilized PO (RM)	Balance After PO (RM)
Operating	090401/022200/27401/99	FARMASI DAN BEKALAN (UBAT)	B4242 - KEMENTERIAN KESIHATAN	2,780,923.09	5,100.00	2,775,823.09
TOTAL				2,780,923.09	5,100.00	2,775,823.09

Figure 3.11-5 Purchase Order

STEP 4

Click on the button to approve the transaction

CONFIRMATION

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

Figure 3.11-6 Alert Messages

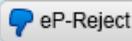
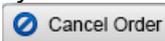
Note

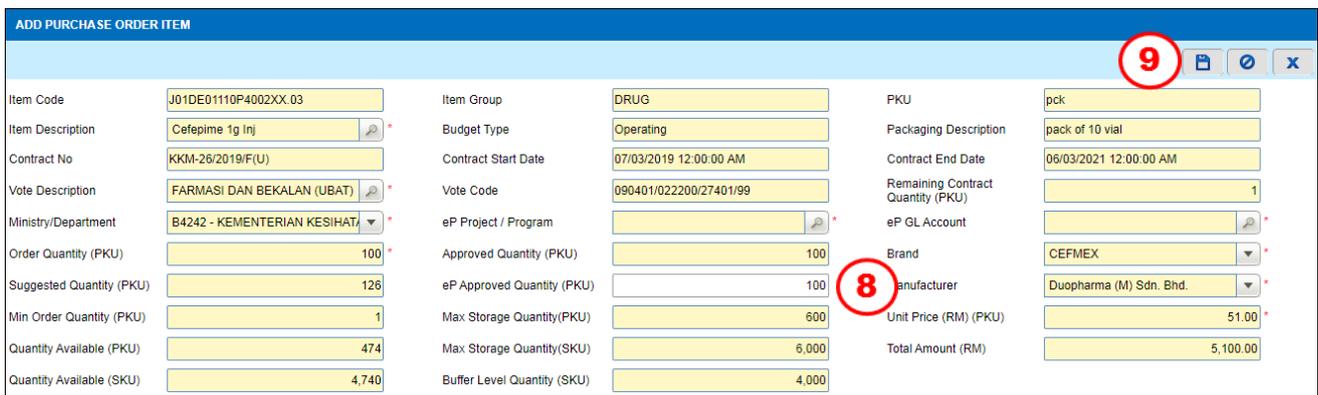
- If click on the button, record will be rejected and end the process.
- If click on the button, information of current item to be purchased will be deleted. However, creating new purchase order using the same RPL No. is allowed, exception is different IPO.

STEP 7

Click on item list to view order item detail

Note

- Able to ep-reject by click on  button and must be key in the reason and able to cancel the order by click on  button
- Click on the  to close the screen
- If need to cancel the item just tick on checkbox in purchase order detail



ADD PURCHASE ORDER ITEM					
Item Code	J01DE01110P4002XX.03	Item Group	DRUG	PKU	pck
Item Description	Cefepime 1g Inj	Budget Type	Operating	Packaging Description	pack of 10 vial
Contract No	KKM-26/2019/F(U)	Contract Start Date	07/03/2019 12:00:00 AM	Contract End Date	06/03/2021 12:00:00 AM
Vote Description	FARMASI DAN BEKALAN (UBAT)	Vote Code	090401/022200/27401/99	Remaining Contract Quantity (PKU)	1
Ministry/Department	B4242 - KEMENTERIAN KESIHAT	eP Project / Program		eP GL Account	
Order Quantity (PKU)	100	Approved Quantity (PKU)	100	Brand	CEFMEX
Suggested Quantity (PKU)	126	eP Approved Quantity (PKU)	100	Manufacturer	Duopharma (M) Sdn. Bhd.
Min Order Quantity (PKU)	1	Max Storage Quantity (PKU)	600	Unit Price (RM) (PKU)	51.00
Quantity Available (PKU)	474	Max Storage Quantity (SKU)	6,000	Total Amount (RM)	5,100.00
Quantity Available (SKU)	4,740	Buffer Level Quantity (SKU)	4,000		

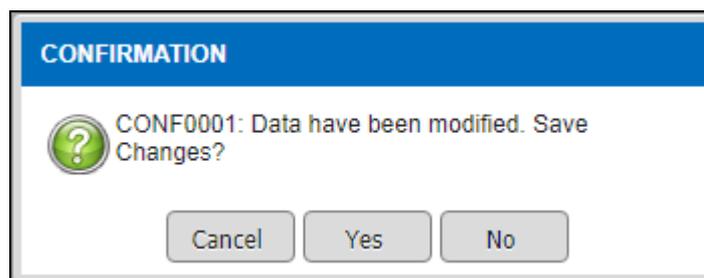
Figure 3.11-9 Purchase Order

STEP 8

Fill up the eP Approve Quantity (PKU)

STEP 9

Click on  button to save the record

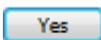


CONFIRMATION

 CONF0001: Data have been modified. Save Changes?

Figure 3.11-10 Alert Message

Note

- If click on the  button, record will be save and alert message will be pop up as shown in Figure 3.11-11.
- If click on the  button, record will not be save
- If click on the  button, no changes will be made on the record

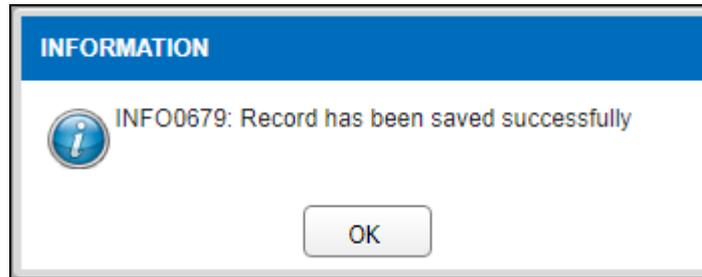


Figure 3.11-11 Alert Message

- Click on the button to updated data as shown in Figure 3.11-12.

10

PURCHASE ORDER

+ eP-Approve
eP-Reject
Cancel Order
X

PURCHASE ORDER DETAILS

AP Purchase Order
LP Purchase Order
Contract Purchase Order

Order No	PO20003197	Financial Year	2020	Order Date	28/10/2020 03:26:45 PM
Request Type	Supplementary Order	Total Order Amount (RM)	5,100.00	Created By	
KKM Code Contract Ref No.	KKM-26/2019/F(U)	Revision No	3	Approval Date	28/10/2020
Supplier Name	Duopharma (M) Sdn Bhd	Effective End Date	06/03/2021	Approval By	Stephanie Chow Siew Fern
Delivery Site To Name	HOSPITAL PAKAR SULTANAH FATIMAH	LPO Approval Date and Time	28/10/2020 4:35 PM	Order Status	Approved
LPO No.	A345642	Delivery Due Date	27/12/2020 12:00:00 AM	eP Status	Pending for eP Approval
Delivery Lead Period(Day)	60	Reason		CAPD Home Delivery	<input type="radio"/> No <input type="radio"/> Yes
Remark					
PASc	<input type="checkbox"/>				

PURCHASE ORDER DETAILS

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

Cancel	Item Code	Item Description	PKU	Packaging Description	Brand	Manufacturer	Ordered Quantity (PKU)	Approved Quantity (PKU)	eP Approved Quantity (PKU)	Vote Code	Ministry / Department	Usage & Issue Quantity	Back Order	Unit Price (RM)	Item Average Price (PKU)	Amount (RM)	YTD Purchas Amount (RM)
<input type="checkbox"/>	J01DE0 1110P4 002XX. 03	Cefepime 1g Inj	pck	pack of 10 vial	CEFMEX	Duopharma (M) Sdn. Bhd.	100	100	100	090401/022200/27401/99 FARMASI DAN BEKALAN (UBAT) Operating	B4242 - KEMENTERIAN KESIHATAN	1,260	0	51.00	51.00	5,100.00	30,600.00

Figure 3.11-12 Purchase Order

STEP 10

Click on button to approve the transaction

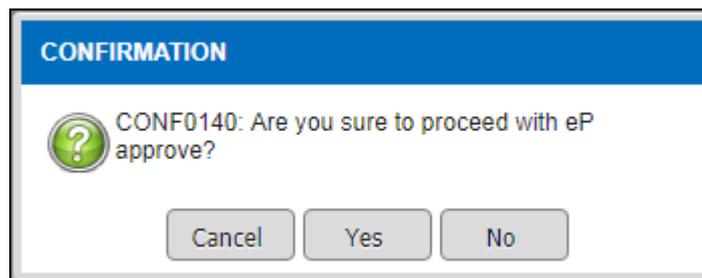
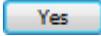


Figure 3.11-13 Alert Message

Note

- If click on the  button, record will be approve and alert message will be pop up as shown in Figure 3.11-14.
- If click on the  button, record will not be save
- If click on the  button, no changes will be made on the record

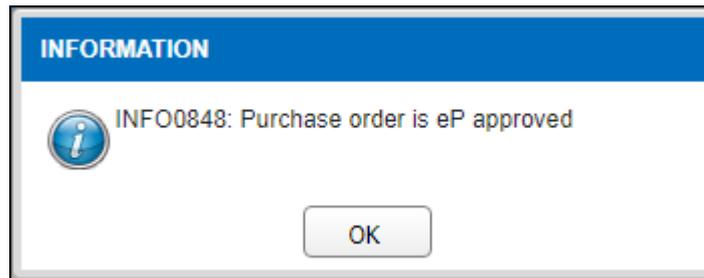


Figure 3.11-14 Alert Message

- Click on the  button to updated data as shown in Figure 3.11-15.

PURCHASE ORDER

Cancel LPO 

+ PURCHASE ORDER DETAILS

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

Order No: PO20003197 | Financial Year: 2020 | Order Date: 28/10/2020 03:26:45 PM

Request Type: Supplementary Order | Total Order Amount (RM): 5,100.00 | Created By: Stephanie Chow Siew Fern

KKM Code Contract Ref No: KKM-26/2019/F(U) | Revision No: 3 | Approval Date: 28/10/2020

Supplier Name: Duopharma (M) Sdn Bhd | Effective End Date: 06/03/2021 | Approval By: [Signature]

Delivery Site To Name: HOSPITAL PAKAR SULTANAH FATIMAH | LPO Approval Date and Time: 28/10/2020 4:35 PM | Order Status: Approved

LPO No: A345642 | Delivery Lead Period(Day): 60 | Delivery Due Date: 27/12/2020 12:00:00 AM | eP Status: eP Approved

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

PASc: | CAPD Home Delivery: No Yes

+ PURCHASE ORDER DETAILS

[1 - 1 / 1]

Cancel	Item Code	Item Description	PKU	Packaging Description	Brand	Manufacturer	Order Quant (PKU)	Approv Quant (PKU)	eP Approv Quant (PKU)	Vote Code	Ministry / Department	Receive Quant (PKU)	Usage & Issue Quantit	Back Order	Unit Price (RM)	Item Average Price (PKU)	Amount (RM)	YTD Purchase Amount (RM)
<input type="checkbox"/>	J01DE 01110P 4002X X.03	Cefepime 1g Inj	pck	pack of 10 vial	CEFMEX	Duopharma (M) Sdn. Bhd.	100	100	100	090401/022200/27401/99 FARMASI DAN BEKALAN (UBAT) Operating	B4242 - KEMENTERIAN KESIHATAN	0	1,260	100	51.00	51.00	5,100.00	35,700.00

Figure 3.11-15 Purchase Order

Note

- Able to cancel LPO by click on  button
- Order status will change to Approved
- Click on  button to close the screen

3.12 Proposed Contract Item Listing Page

This function is used to view existing Proposed Contract Item Recommended Purchase List (RPL) records.

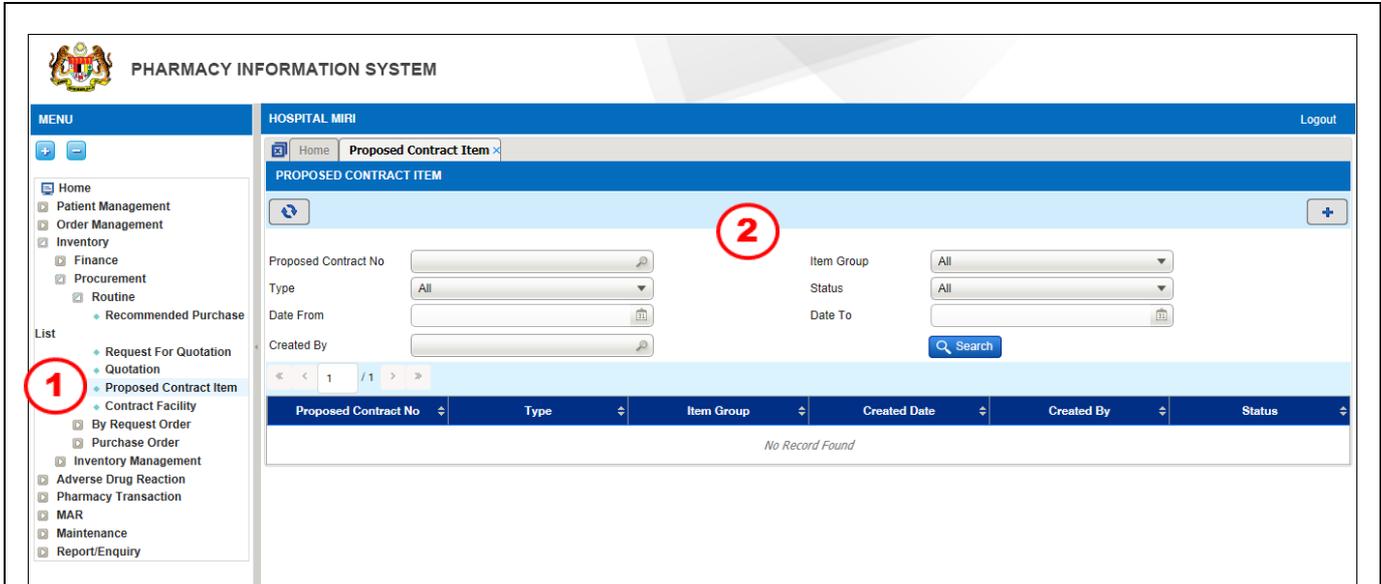


Figure 3.12-1 Proposed Contract Item Listing Page

Purpose of this screen is to allow user to proceed with procurement of item more than 500K

STEP 1

Click on 'Inventory' menu followed by 'Procurement and Routine', and select 'Proposed Contract Item'

STEP 2

To search for existing Proposed Contract Item transaction, you may search by criteria as follow:

- a) Proposed Contract No
 - Item Group All
 - Drug
 - Non Drug
- b) Type
 - All
 - Requisition Order
 - RPL
 - Supplementary Order
- c) Status
 - Approved
 - Cancelled
 - Open
 - Pending For Approval
 - Rejected
- d) Date From
- e) Date To
- f) Created By

PHARMACY INFORMATION SYSTEM

HOSPITAL TANAH MERAH Logout

Home | Proposed Contract Item x

PROPOSED CONTRACT ITEM

Proposed Contract No: Item Group:
 Type: Status:
 Date From: Date To:
 Created By: 3

[1 - 10 / 16]

Proposed Contract No	Type	Item Group	Created Date	Created By	Status
PCING18017	Supplementary Order	DRUG	03/12/2018		Open
PCING18016	Supplementary Order	DRUG	03/12/2018		Open
PCING18015	Supplementary Order	DRUG	03/12/2018		Approved
PCING18014	Supplementary Order	DRUG	19/11/2018		Open
PCING18013	Supplementary Order	DRUG	15/11/2018		Pending for Approval
PCING18012	Supplementary Order	DRUG	15/11/2018		Approved
PCING18011	RPL	DRUG	27/08/2018		Pending for Approval
PCING18010	RPL	DRUG	21/08/2018		Approved

Figure 3.12-2 Proposed Contract Item Listing Page

STEP 3

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

STEP 4

Double click on the selected record and the details will be displayed as shown in Figure 3.12-3

PROPOSED CONTRACT ITEM

Proposed Contract No: PCING15001 Created Date: 26/06/2015 09:43:49 AM
 Proposed Contract Type: Supplementary Order
 Item Group: DRUG Item Sub Class:
 Standard Item: Yes Created By:
 Remark: Status: Approved
 Reject Reason:

ITEM'S INFORMATION

[1 - 1 / 1]

Drug Code	Drug Name	SKU	Request Quantity	Unit Price (RM)	Amount (RM)
C09CA07000T1002XX	Telmisartan 80 mg Tablet	tablet	450	0.0000	0.00

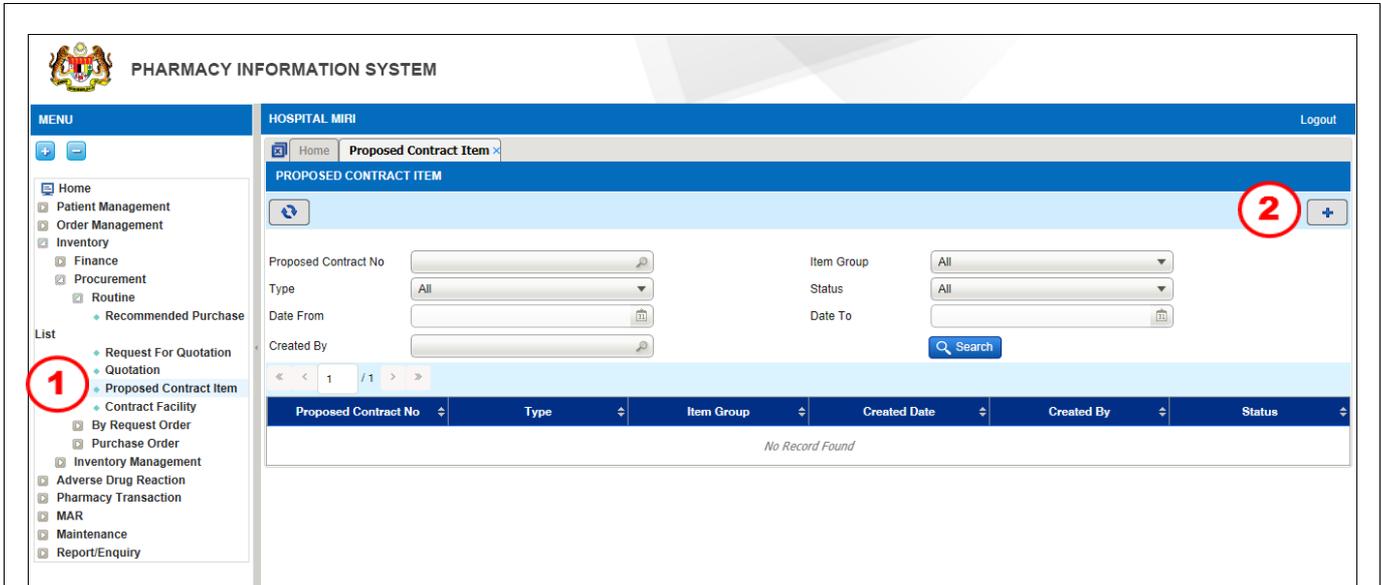
Figure 3.12-3 Proposed Contract Item

Note

- User able to print the record by click on button
- Click button to close the record

3.12.1 New Proposed Contract Item Record: Recommended Purchase List (RPL)

This function is to create a new record for type RPL



The screenshot shows the 'PHARMACY INFORMATION SYSTEM' interface for 'HOSPITAL MIRI'. The left sidebar contains a 'MENU' with categories like 'Home', 'Patient Management', 'Order Management', 'Inventory', 'Finance', 'Procurement', and 'Routine'. Under 'Routine', 'Recommended Purchase' is expanded, and 'Proposed Contract Item' is highlighted with a red circle '1'. The main content area is titled 'PROPOSED CONTRACT ITEM' and features a search bar, filters for 'Proposed Contract No', 'Type', 'Date From', 'Date To', 'Item Group', and 'Status', and a 'Created By' field. A table below the filters shows columns for 'Proposed Contract No', 'Type', 'Item Group', 'Created Date', 'Created By', and 'Status', with the message 'No Record Found' displayed. A red circle '2' highlights a '+' button in the top right corner of the main content area.

Figure 3.12.1-1 Create new Proposed Contract Item

STEP 1

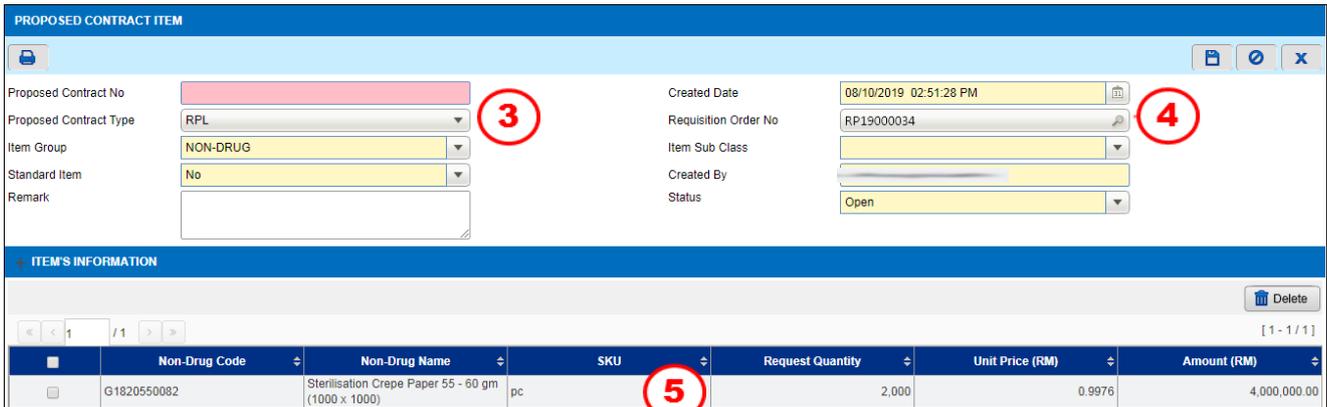
Click on 'Inventory' menu follows by 'Procurement' then 'Routine' and click 'Proposed Contract Item'

STEP 2

Click on the  button to create new transaction

Note

- Proposed Contract Item screen will be displayed as shown in the Figure 3.12.1-2.
- A newly created Proposed Contract Item record status will default to 'Open'.



Non-Drug Code	Non-Drug Name	SKU	Request Quantity	Unit Price (RM)	Amount (RM)
G1820550082	Sterilisation Crepe Paper 55 - 60 gm (1000 x 1000)	pc	2,000	0.9976	4,000,000.00

Figure 3.12.1-2 Proposed Contract Item

STEP 3

Select **Proposed Contract Type** as RPL from the dropdown box

Note

If the user selects the **Proposed Contract Type** as RPL, **RPL No** search field will be displayed.

STEP 4

Click on the  to search the **RPL No**

Note

List of item(s) will be listed under the **Item List** section.

STEP 5

Double click on the item details to insert Request Qty in Item Details

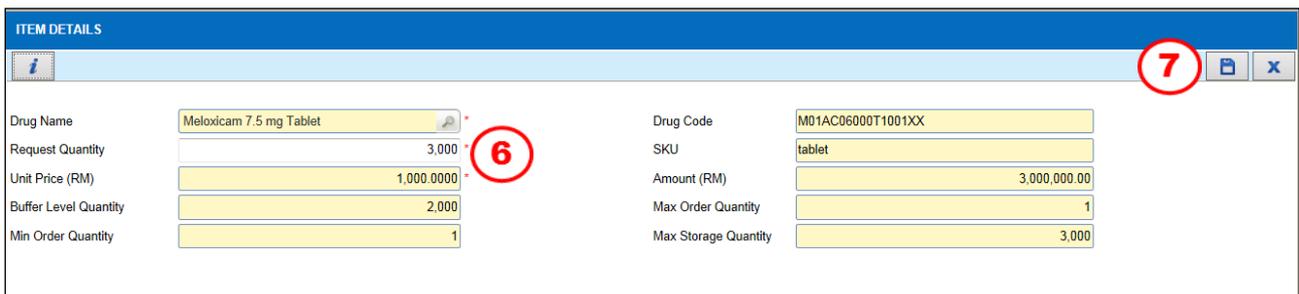


Figure 3.12.1-3 Item Details

STEP 6

Insert/Edit **Request Quantity**

Note

- **Unit Price (RM)** is based on each item.
- **Amount (RM)** is total amount of item.
- **SKU: Store Keeping Unit.**
- **Buffer Level Quantity** is set up for buffer level of this item. Set up at Buffer Level Master.
- **Min Order Quantity** is minimum quantity to be ordered of this item.
- **Max Order Quantity** is maximum quantity to be ordered of this item.

- **Max Storage Quantity** is for maximum of quantity to be stored.

STEP 7

Click on the  button to save the transaction

STEP 8

Click on the  button to save the Proposed Contract Item

Note

After click on the  button,  button will be enabled.

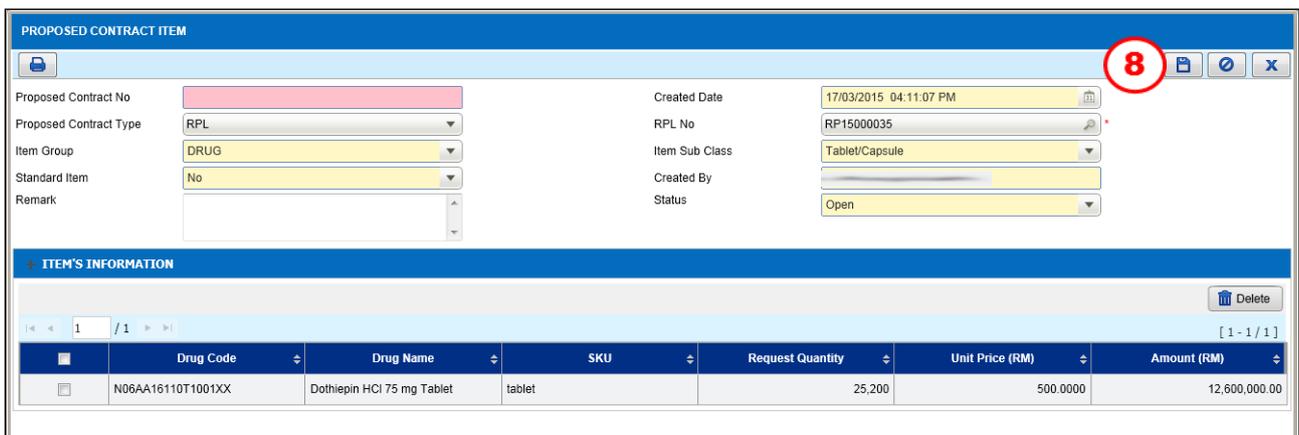


Figure 3.12.1-4 New Proposed Contract Item

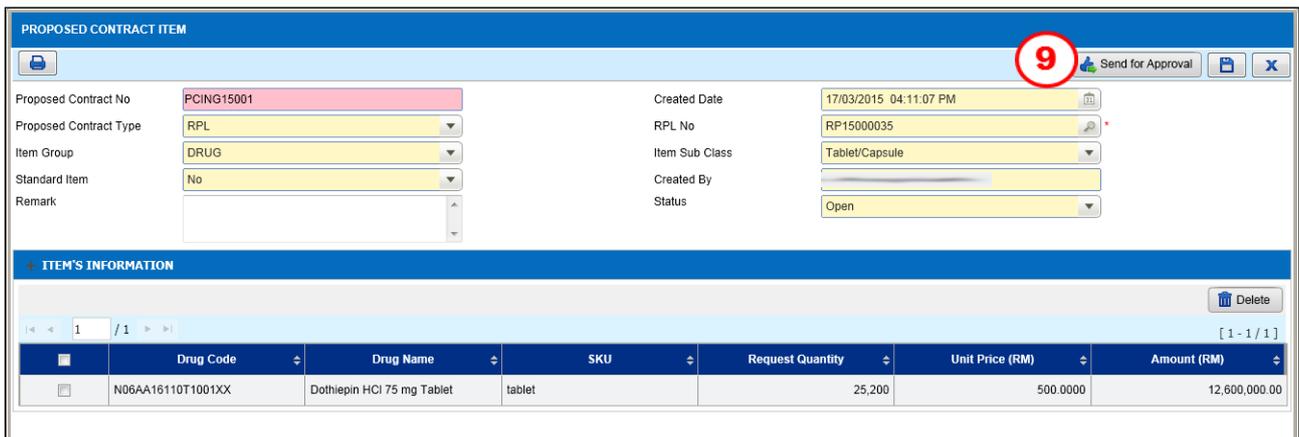


Figure 3.12.1-5 Proposed Contract Item

STEP 9

Click on the  button

Note

- Alert message will be displayed as per Figure 3.12.1-6 & Figure 3.12.1-7.

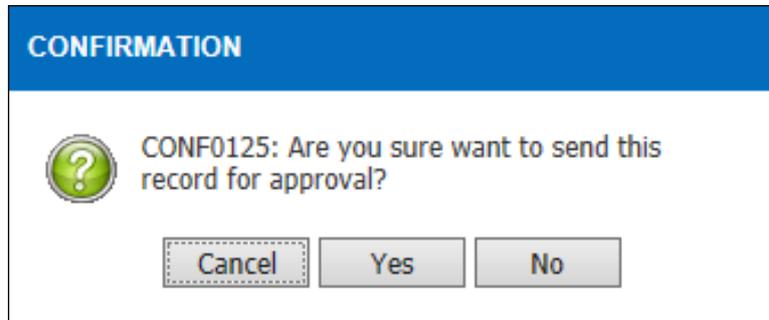
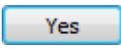


Figure 3.12.1-6 Save Record Alert Message

- Click on the  button.

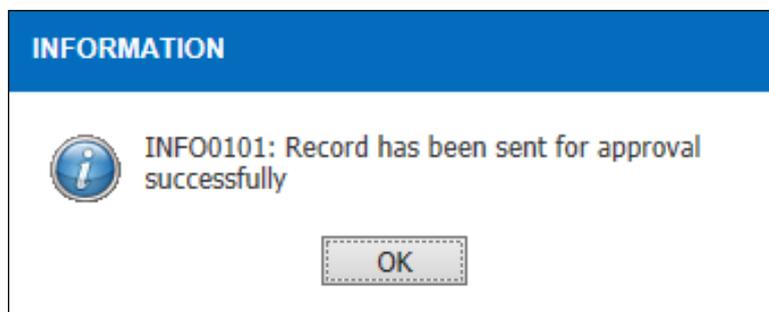
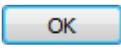


Figure 3.12.1-7 Save Record Alert Message

- Click on the  button.
- **Proposed Contract No.** will be auto generated by system for future reference and the  button will be enabled.

3.12.2 New Proposed Contract Item : Supplementary Order

This function is to create a new record for type Supplementary Order

Note

Repeat **STEP 1** and **STEP 2** from section 3.1.1 [New Proposed Contract Item Record Recommended Purchase List \(RPL\)](#)

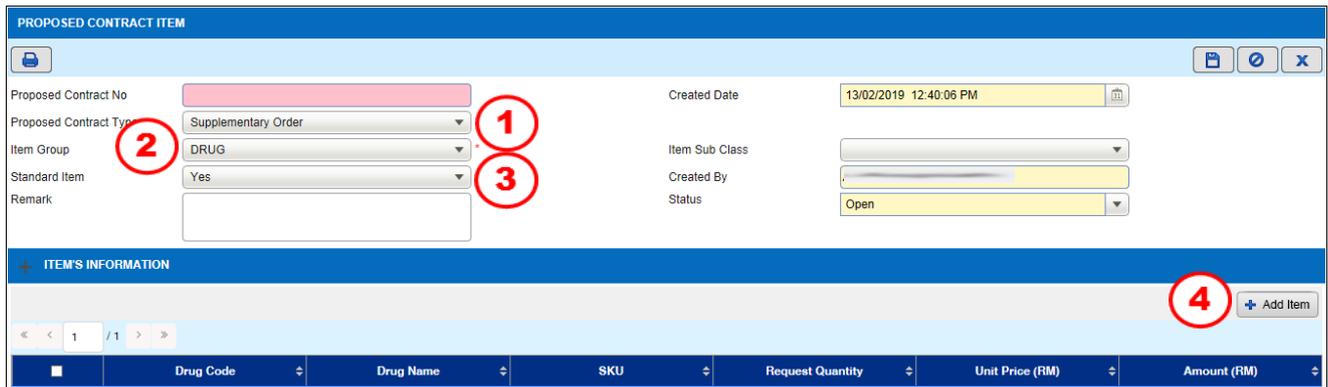


Figure 3.12.2-1 Proposed Contract Item

STEP 1

Select **Proposed Contract Type** as Supplementary Order from the dropdown box

STEP 2

Select either one of these from **Item Group** drop down box:

- Drug
- Non Drug

STEP 3

Select **Standard Item**

- Yes
- No

Note

- **Standard Item** options are used to determine whether the selected item is Standard Item or Non Standard Item.
- **Status** is default to 'Open'.

STEP 4

Click on the  button to search/add item in Item Information

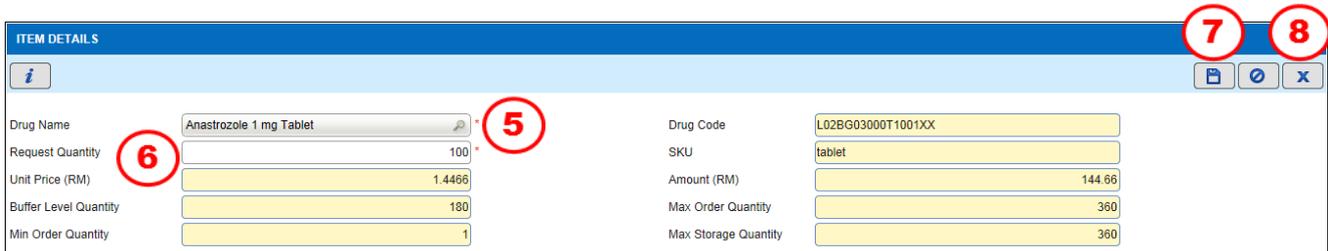


Figure 3.12.2-2 Item Details

STEP 5

Select available **Drug Name**

STEP 6

Insert/Edit **Request Quantity**

Note

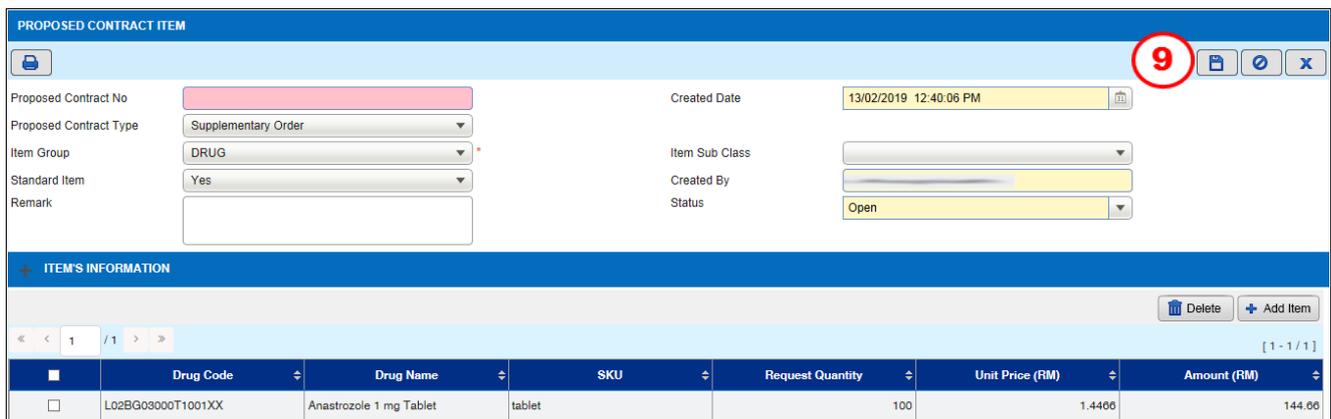
- **Unit Price (RM)** is based on each item.
- **Amount (RM)** is total amount of item.
- **SKU: Store Keeping Unit.**
- **Buffer Level Quantity** is set up for buffer level of this item. Set up at Buffer Level Master.
- **Min Order Quantity** is minimum quantity to be ordered of this item.
- **Max Order Quantity** is maximum quantity to be ordered of this item.
- **Max Storage Quantity** is for maximum of quantity to be stored.

STEP 7

Click on the  button to save the transaction

STEP 8

Click on the  button to close the transaction



Drug Code	Drug Name	SKU	Request Quantity	Unit Price (RM)	Amount (RM)
L02BG03000T1001XX	Anastrozole 1 mg Tablet	tablet	100	1.4466	144.00

Figure 3.12.2-3 Proposed Contract Item

STEP 9

Click on the  button to save the record

Note

- After save record, alert message will be displayed as per Figure 3.12.2-4 & Figure 3.12.2-5.

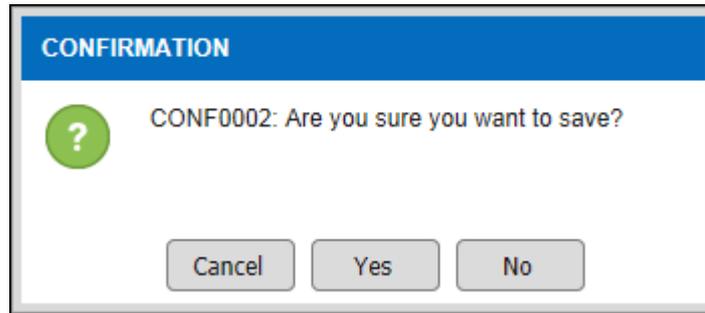
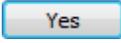


Figure 3.12.2-4 Save Record Alert Message

- Click on the  button.

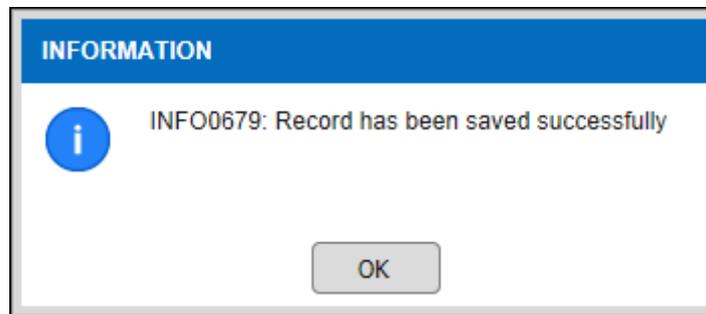
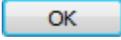
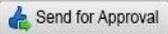


Figure 3.12.2-5 Save Record Alert Message

- Click on the  button.

- Proposed Contract No.** will be auto generated by system for future reference and the  button will be enabled.

1-2	Return No	'PCING'
3-4	Current year in 'YY' format	14
5-10	Running no	Starting from 000001. This running number will start with 000001 of every new financial year

Table 3.12.2-1

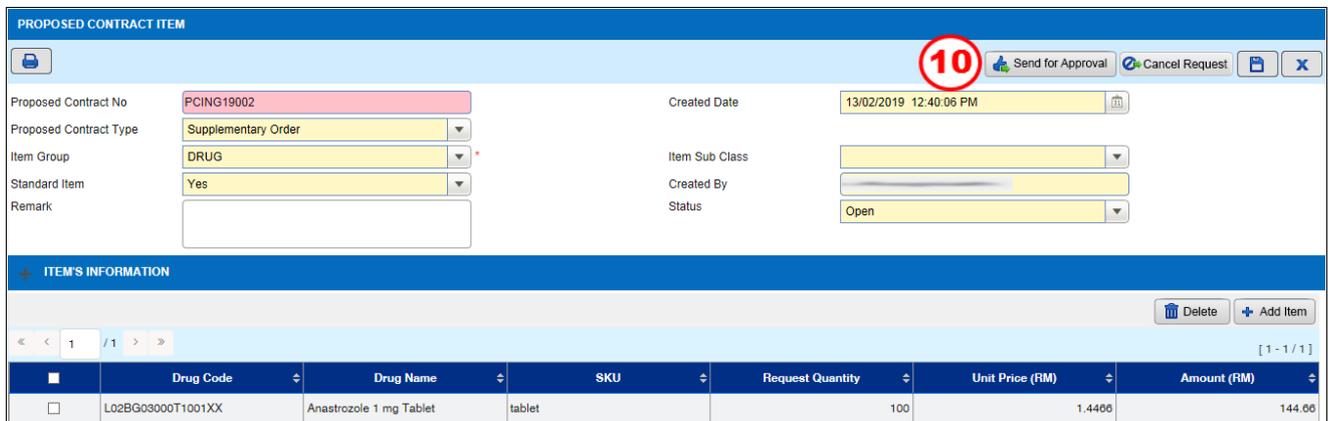
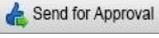


Figure 3.12.2-6 Proposed Contract Item Send for Approval

STEP 10

Click on the  to send the transaction to HOD for approval

Note

- After saving the record, alert messages will be displayed as per Figure 3.12.2-7 & Figure 3.12.2-8.

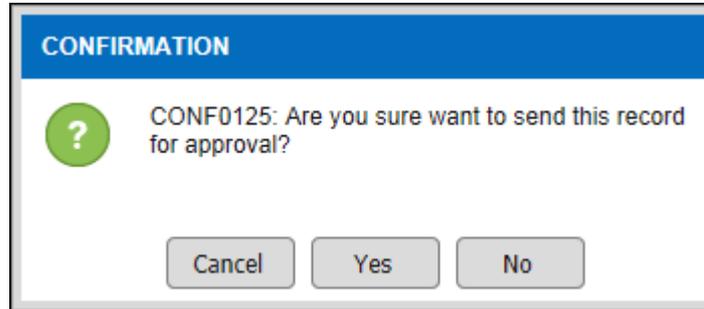
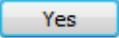


Figure 3.12.2-7 Alert Message

- Click on the  button.

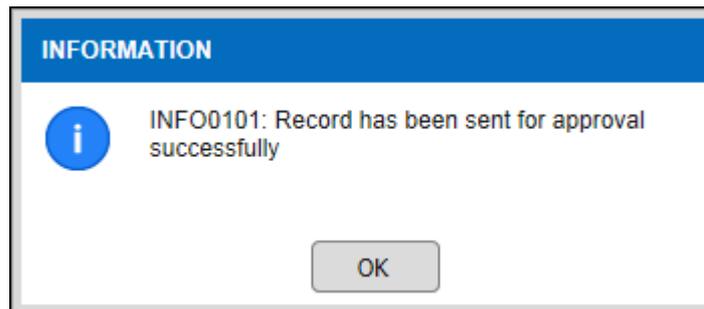
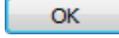


Figure 3.12.2-8 Alert Message

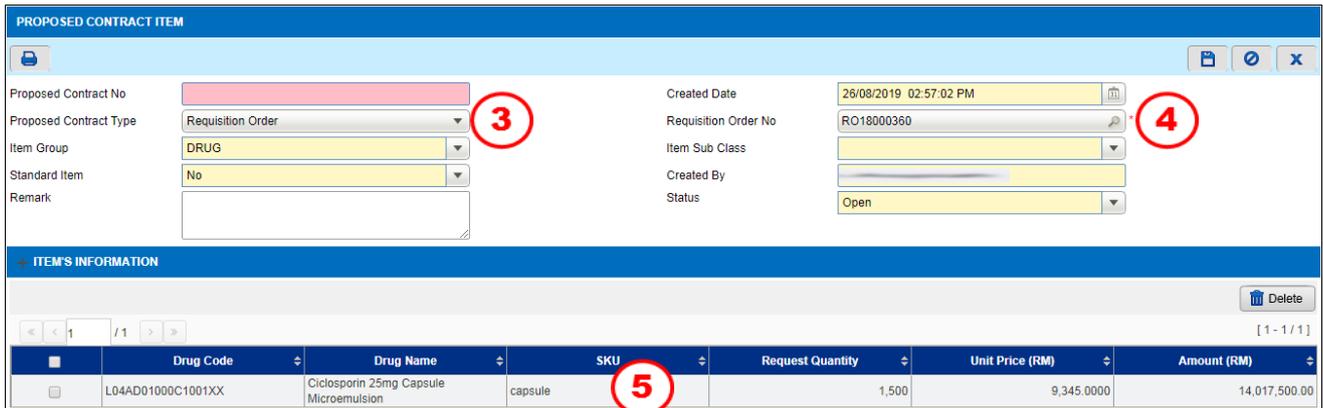
- Click on the  button.
- The status will have changed to Pending for Approval

3.12.3 New Proposed Contract Item : Requisition Order

This function is to create a new record for type Requisition Order

Note

Repeat **STEP 1** and **STEP 2** from section 3.1.1 [New Proposed Contract Item Record Recommended Purchase List \(RPL\)](#)



Drug Code	Drug Name	SKU	Request Quantity	Unit Price (RM)	Amount (RM)
L04AD01000C1001XX	Ciclosporin 25mg Capsule Microemulsion	capsule	1,500	9,345.0000	14,017,500.00

Figure 3.12.3-1 Proposed Contract Item

STEP 3

Select **Proposed Contract Type** as Requisition Order from the dropdown box

Note

If the user selects the **Proposed Contract Type** as Requisition Order, **Requisition Order No** search field will be displayed.

STEP 4

Click on the  to search the **Requisition Order No**

Note

List of item(s) will be listed under the Item List section.

STEP 5

Double click on the item details to insert Request Qty in Item Details

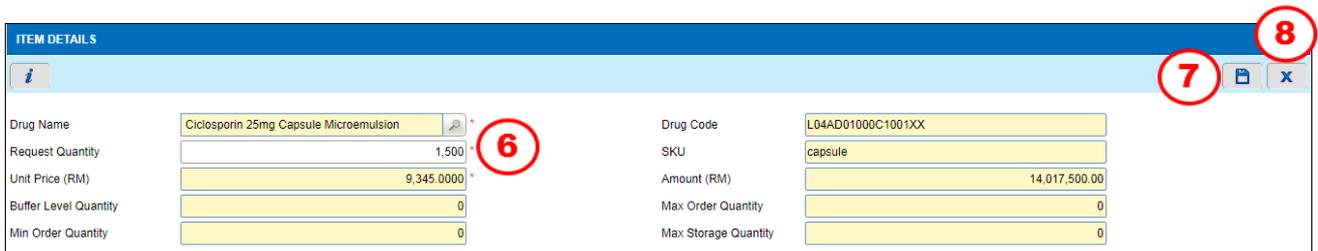


Figure 3.12.3-2 Item Details

STEP 6

Insert/Edit **Request Quantity**

Note

- **Unit Price (RM)** is based on each item.
- **Amount (RM)** is total amount of item.
- **SKU**: Store Keeping Unit.

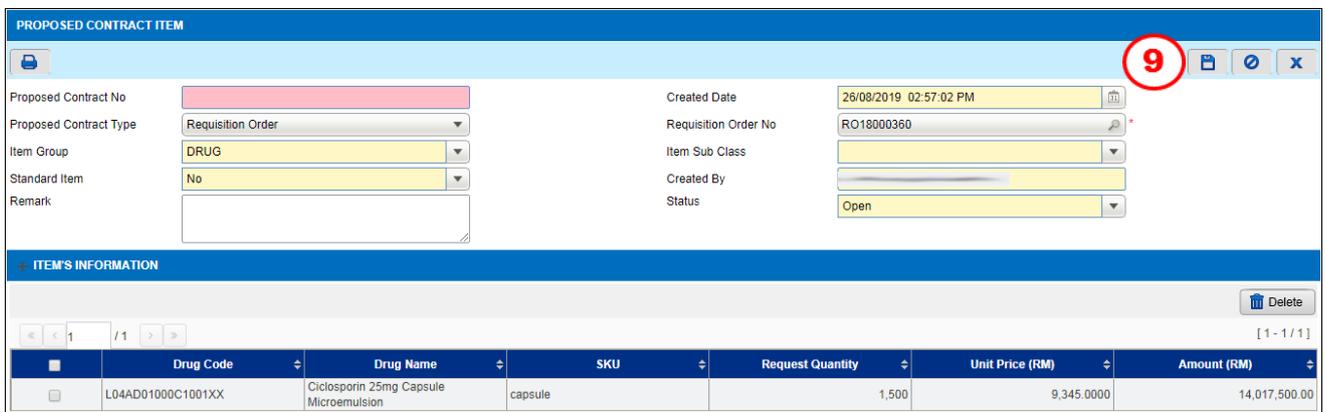
- **Buffer Level Quantity** is set up for buffer level of this item. Set up at Buffer Level Master.
- **Min Order Quantity** is minimum quantity to be ordered of this item.
- **Max Order Quantity** is maximum quantity to be ordered of this item.
- **Max Storage Quantity** is for maximum of quantity to be stored.

STEP 7

Click on the  button to save the transaction

STEP 8

Click on the  button to close the transaction



Drug Code	Drug Name	SKU	Request Quantity	Unit Price (RM)	Amount (RM)
L04AD01000C1001XX	Ciclosporin 25mg Capsule Microemulsion	capsule	1,500	9,345.0000	14,017,500.00

Figure 3.12.3-3 Proposed Contract Item

STEP 9

Click on the  button to save the record

Note

- After save record, alert message will be displayed as per Figure 3.12.3-4 & Figure 3.12.3-5.

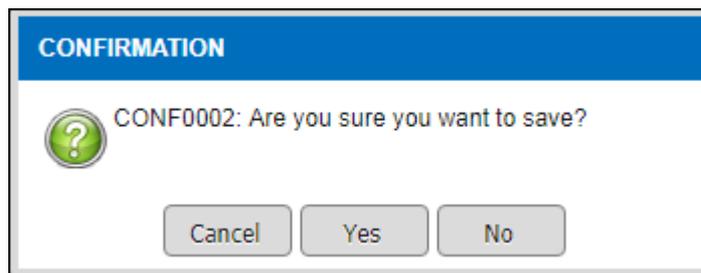
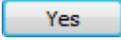


Figure 3.12.3-4 Save Record Alert Message

- Click on the  button.

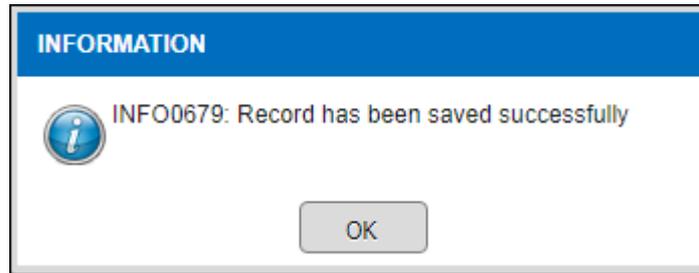
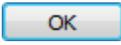


Figure 3.12.3-5 Save Record Alert Message

- Click on the  button.

STEP 10

Proposed Contract No. will be auto generated by system for future reference and the  button will be enabled.

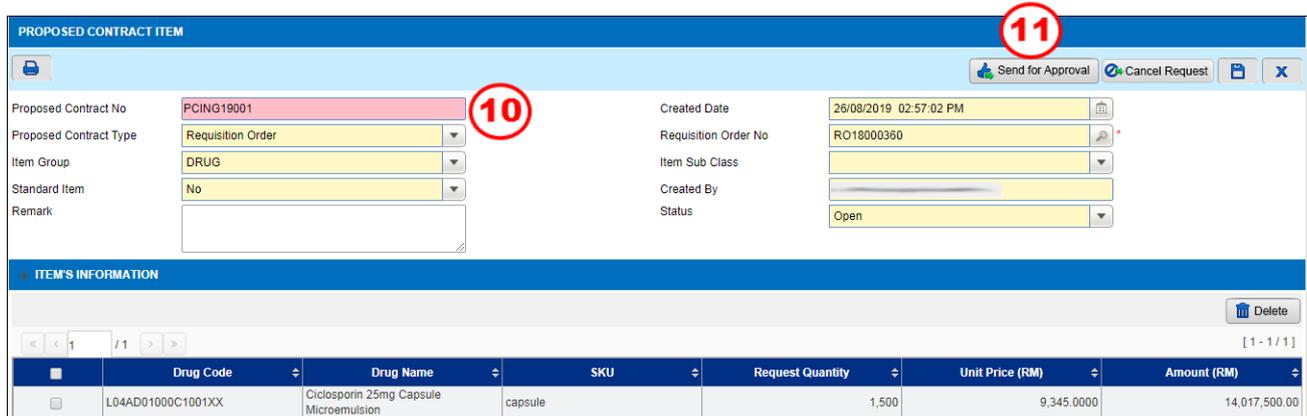
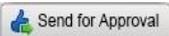


Figure 3.12.3-6 Proposed Contract Item Send for Approval

STEP 11

Click on the  to send the transaction to HOD for approval

Note

- After saving the record, alert messages will be displayed as per Figure 3.12.3-7 & Figure 3.12.3-8.

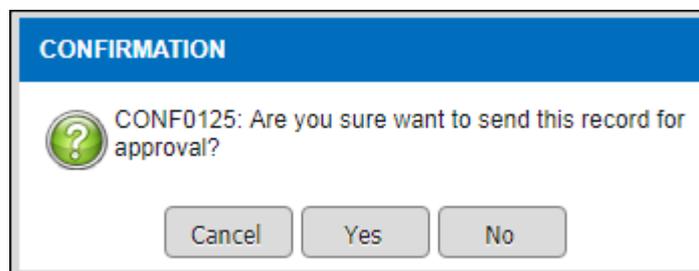
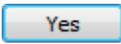


Figure 3.12.3-7 Alert Message

- Click on the  button.

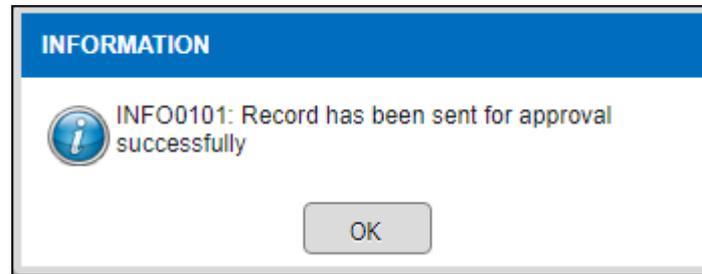
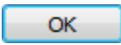


Figure 3.12.3-8 Alert Message

- Click on the  button.
- The status will change to *Pending for Approval*.

3.13 Proposed Contract Item Approval

This function is used to approve Proposed Contract Item.

TASK LIST						
Transaction Type: All Search						
« < 22 / 22 > »						[211 - 220 / 220]
Transaction Type	Transaction No.	Item Group	Date/Time	Task Status	From Unit/Department	From User
Payment	PM19000198	Drug	10/01/2019 02:47 PM	Pending For Approval	LOGISTIC PHARMACY	
Authorisation	TL0000479934		10/01/2019 03:10 PM			
Received From Supplier	P180001054	Non-Drug	19/01/2019 06:04 PM	Pending for Approval	LOGISTIC PHARMACY	
Authorisation	TL0000479940		25/01/2019 12:01 PM			
Authorisation	TL0000479939		25/01/2019 12:01 PM			
Authorisation	TL0000479937		25/01/2019 12:01 PM			
Authorisation	TL0000479938		25/01/2019 12:01 PM			
Purchase Order	PO19001382	Drug	29/01/2019 11:12 AM	Pending For Approval	LOGISTIC PHARMACY	
Received From Supplier	P190003430	Drug	29/01/2019 11:33 AM	Pending for Approval	LOGISTIC PHARMACY	
Proposed Contract	PCING19002	Drug	13/02/2019 01:06 PM	Pending for Approval	LOGISTIC PHARMACY	

Figure 3.13-1 Task List

Note

- The purpose of this screen is to inform Pharmacist to search any approval need to be done.
- User can also search by using Listing Page.
- The transaction is mainly for Pharmacist to approve the transaction.

STEP 1

Click on Transaction No.

Note

System directly flow to the screen Proposed Contract Item.

PROPOSED CONTRACT ITEM					
<input type="button" value="Print"/> <input type="button" value="Approve"/> <input type="button" value="Reject"/> <input type="button" value="X"/> 					
Proposed Contract No	PCING19002	Created Date	13/02/2019 12:40:06 PM		
Proposed Contract Type	Supplementary Order	Item Sub Class			
Item Group	DRUG	Created By			
Standard Item	Yes	Status	Pending for Approval		
Remark					
Reject Reason					
ITEM'S INFORMATION					
« < 1 / 1 > » [1 - 1 / 1]					
Drug Code	Drug Name	SKU	Request Quantity	Unit Price (RM)	Amount (RM)
<input type="checkbox"/> L02BG03000T1001XX	Anastrozole 1 mg Tablet	tablet	100	1.4466	144.66

Figure 3.13-2 Proposed Contract Item Approval

STEP 2

User have to click button to approve the transaction or click button to reject the transaction



Note

- Before click on the  button, HOD/Pharmacist is allowed to:
 - View Item Information
 - View No Of Proposed Contract
 - Add/Delete Item

3.14 Contract Facility

This function is used to retrieve KKM Contract Reference No.

Title	KKM Contract Reference No.	Revised No	Contract Beginning Period	Contract End Period	Contract Amount (RM)	Status
Voriconazole 200 mg Tablet/Kapsul	KKM-286/2017/F(U)	7	18/12/2017	01/02/2020	5,866,290.00	Active
Calcium Polystyrene Sulphonate Powder	KKM-14/2018/F(U)	4	30/01/2018	29/01/2020	2,635,767.00	Active
Dutasteride 0.5mg & Tamsulosin 0.4mg Tablet/Kapsul	KKM-10/2018/F(U)	11	29/01/2018	28/01/2020	9,512,000.00	Active
Pembekalan CAPD [Drug-Hospital Delivery]	KKM-108/2018/F/BPP(BU) DRUG-HOSP	1	14/01/2019	13/01/2022	48,205,185.00	Active
Pembekalan CAPD [Drug-Home Delivery]	KKM-108/2018/F/BPP(BU) DRUG-HOME	1	14/01/2019	13/01/2022	48,205,185.00	Active
Celecoxib 200 mg Kapsul/Tablet	KKM-80/2018/F(U)	4	03/05/2018	02/05/2020	22,002,500.00	Active
ANIDULAFUNGIN 100MG INJECTION	KKM-140/2018/F(U)	1	19/11/2018	18/11/2020	6,065,000.00	Active

Figure 3.14-1 Contract Facility Listing Page

STEP 1

Click on 'Procurement' menu follows by 'Routine' then 'Contract Facility'

STEP 2

To search for existing Indent record(s), user may search by criteria as follows:

No	Field	Description	Remarks
a	KKM Code Contract Ref No.	Contract Number	Display all existing KKM Code Contract Ref No.
b	Supplier Name	Supplier Name	Display all existing supplier
c	Item group	Search by: - All - DRUG - NON-DRUG	Able to filter and search record(s)
d	Drug/Non Drug Name	Drug/Non Drug Description	Able to search specific drug/non drug record(s) based on item group selected
e	Contract Status	Search by: - All - Active - Expired - Inactive	Able to filter and search record(s)
f	Revision	Search by: - Latest & Active Only - All	Able to filter and search record(s)

Table 3.14-1

STEP 3

Click on the Search button after input criteria



Note

The result display will be based on the entered criteria as shown in Figure 3.14-1.

STEP 4

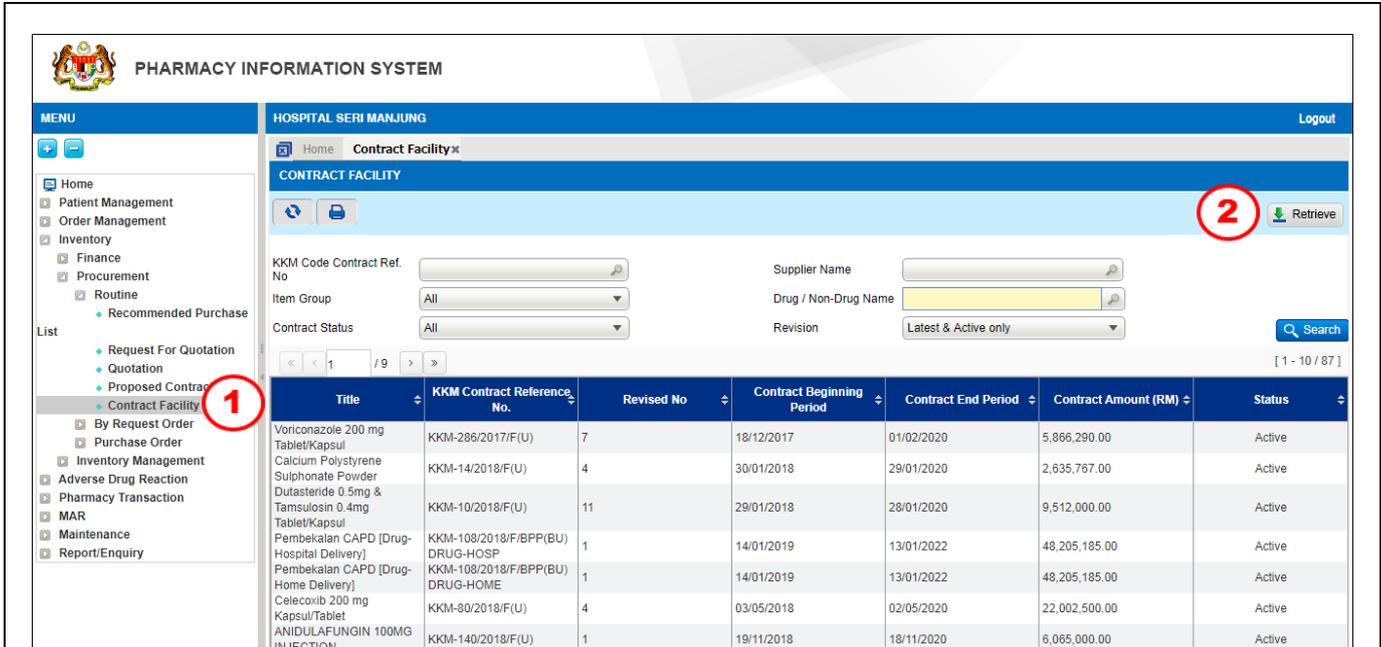
Double click on the selected record details listed down as per Figure 3.14-1

Note

The details of the Contract Facility screen will be displayed.

3.14.1 Retrieve Contract Facility

This function is to see and retrieve any new contract created by Bahagian Perkhidmatan Farmasi (BPF)



Title	KKM Contract Reference No.	Revised No	Contract Beginning Period	Contract End Period	Contract Amount (RM)	Status
Voriconazole 200 mg Tablet/Kapsul	KKM-286/2017/F(U)	7	18/12/2017	01/02/2020	5,866,290.00	Active
Calcium Polystyrene Sulphonate Powder	KKM-14/2018/F(U)	4	30/01/2018	29/01/2020	2,635,767.00	Active
Dutasteride 0.5mg & Tamsulosin 0.4mg Tablet/Kapsul	KKM-10/2018/F(U)	11	29/01/2018	28/01/2020	9,512,000.00	Active
Pembekalan CAPD [Drug-Hospital Delivery]	KKM-108/2018/F/BPP(BU)	1	14/01/2019	13/01/2022	48,205,185.00	Active
Pembekalan CAPD [Drug-Home Delivery]	KKM-108/2018/F/BPP(BU)	1	14/01/2019	13/01/2022	48,205,185.00	Active
Celecoxib 200 mg Kapsul/Tablet	KKM-80/2018/F(U)	4	03/05/2018	02/05/2020	22,002,500.00	Active
ANIDULAFUNGIN 100MG INJECTION	KKM-140/2018/F(U)	1	19/11/2018	18/11/2020	6,065,000.00	Active

Figure 3.14.1-1 Contract Facility Listing Page

STEP 1

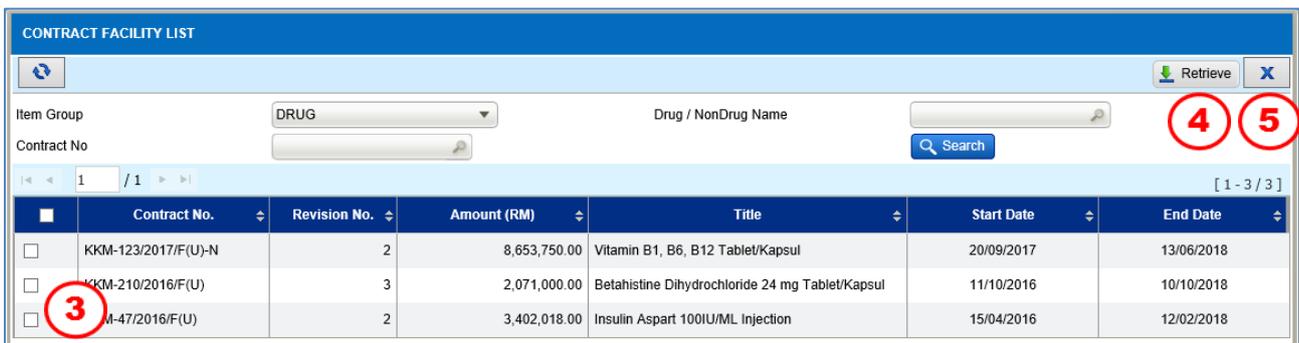
Click on 'Procurement' menu follows by 'Routine' then 'Contract Facility'

STEP 2

Click on the  to retrieve all the retrieve the KKM Contract Reference No

Note

- List of Reference No will display in Contract Facility List
- User can filter by Item Group, Drug/Non-Drug Name or Contract No according to Figure 3.14.1-2



Contract No.	Revision No.	Amount (RM)	Title	Start Date	End Date
KKM-123/2017/F(U)-N	2	8,653,750.00	Vitamin B1, B6, B12 Tablet/Kapsul	20/09/2017	13/06/2018
KKM-210/2016/F(U)	3	2,071,000.00	Betahistine Dihydrochloride 24 mg Tablet/Kapsul	11/10/2016	10/10/2018
KKM-47/2016/F(U)	2	3,402,018.00	Insulin Aspart 100IU/ML Injection	15/04/2016	12/02/2018

Figure 3.14.1-2 Contract Facility List

STEP 3

Select the Contract No's checkboxes as appropriate and user may select more than one

STEP 4

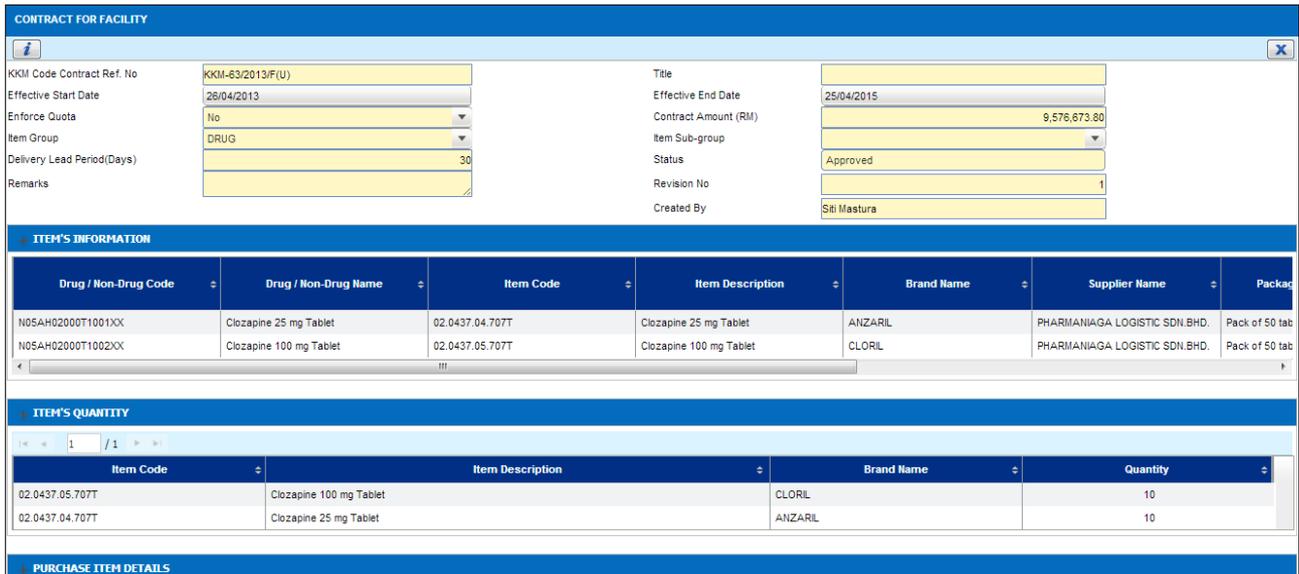
Click on the  button

STEP 5

Click on the  to close the transaction

Note

When user double click on any of the contract reference no, system will display the contract detail as per Figure 3.14.1-2.



CONTRACT FOR FACILITY

KKM Code Contract Ref. No	KKM-63/2013/F(U)	Title	
Effective Start Date	26/04/2013	Effective End Date	25/04/2015
Enforce Quota	No	Contract Amount (RM)	9,576,673.80
Item Group	DRUG	Item Sub-group	
Delivery Lead Period(Days)	30	Status	Approved
Remarks		Revision No	1
		Created By	Siti Mastura

ITEM'S INFORMATION

Drug / Non-Drug Code	Drug / Non-Drug Name	Item Code	Item Description	Brand Name	Supplier Name	Packag
N05AH02000T1001XX	Clozapine 25 mg Tablet	02.0437.04.707T	Clozapine 25 mg Tablet	ANZARIL	PHARMANIAGA LOGISTIC SDN.BHD.	Pack of 50 tab
N05AH02000T1002XX	Clozapine 100 mg Tablet	02.0437.05.707T	Clozapine 100 mg Tablet	CLOLRI	PHARMANIAGA LOGISTIC SDN.BHD.	Pack of 50 tab

ITEM'S QUANTITY

Item Code	Item Description	Brand Name	Quantity
02.0437.05.707T	Clozapine 100 mg Tablet	CLOLRI	10
02.0437.04.707T	Clozapine 25 mg Tablet	ANZARIL	10

PURCHASE ITEM DETAILS

Figure 3.14.1-3 Contract for Facility

Note

- This screen is non editable.
- Under Item's Information this information will be displayed:
 - Drug/Non Drug Code
 - Drug/Non Drug Name
 - Item Code
 - Item Description
 - Brand Name
 - Supplier Name
 - Packaging Description
 - Effective Start Date
 - Effective End Date
 - Contract Unit Amount (RM)
- Under Item's Quantity this information will be displayed:
 - Item Code
 - Item Description
 - Brand Name
 - Quantity
 - LPO No
 - LPO Date
 - Purchase Qty
 - Contract Unit Price (RM)
 - Contract Amount (RM)
- Purchase Item Details



PhIS & CPS Project
User Manual – Pharmacy Inventory (Contract)

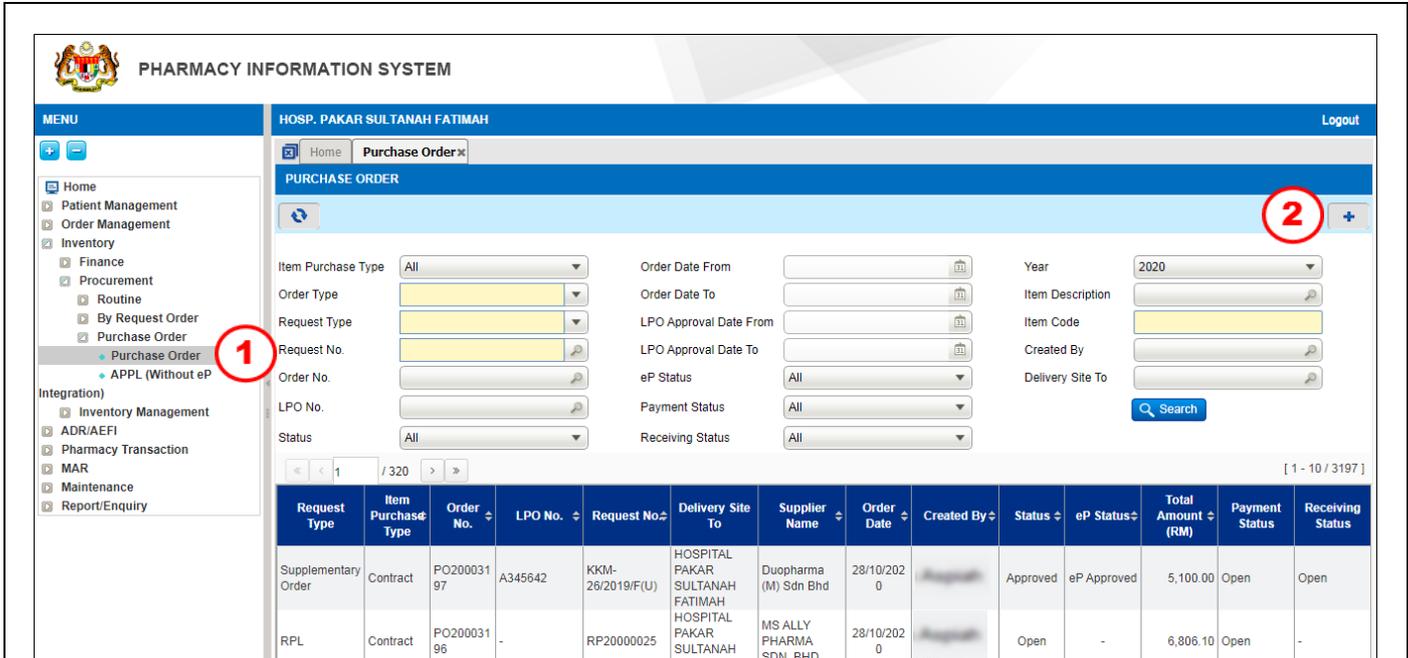


CONTRACT FOR FACILITY						
ITEM'S INFORMATION						
<input type="button" value="←"/> <input type="button" value="1"/> / 1 <input type="button" value="→"/>						[1 - 3 / 3]
Drug / Non-Drug Code	Drug / Non-Drug Name	Item Code	Item Description	Brand Name	Supplier Name	Pa
B02BD06000P4001XX	Factor VIII and Von Willebrand factor 1000 IU Injection	B02BD06000P4001XX.01	Factor VIII and Von Willebrand factor 1000 IU Injection	IMMUNATE	PRIMABUMI SDN. BHD.	vial
B02BD06000P4002XX	Factor VIII, Von Willebrand factor 250 IU Injection	B02BD06000P4002XX.02	Factor VIII, Von Willebrand factor 250IU Inj	IMMUNATE	PRIMABUMI SDN. BHD.	vial
B02BD06000P4005XX	Factor VIII and Von Willebrand factor 500 IU Injection	B02BD06000P4005XX.02	Factor VIII, Von Willebrand factor 500IU Inj	IMMUNATE	PRIMABUMI SDN. BHD.	vial
ITEM'S QUANTITY						
<input type="button" value="←"/> <input type="button" value="1"/> / 1 <input type="button" value="→"/>						[1 - 3 / 3]
Item Code	Item Description	Brand Name	Quantity			
B02BD06000P4001XX.01	Factor VIII and Von Willebrand factor 1000 IU Injection	IMMUNATE	690			
B02BD06000P4005XX.02	Factor VIII, Von Willebrand factor 500IU Inj	IMMUNATE	690			
B02BD06000P4002XX.02	Factor VIII, Von Willebrand factor 250IU Inj	IMMUNATE	690			
PURCHASE ITEM DETAILS						
<input type="button" value="←"/> <input type="button" value="1"/> / 1 <input type="button" value="→"/>						[1 - 2 / 2]
LPO No	LPO Date	Purchase Quantity	Contract Unit Price (RM)	Contract Amount (RM)	Purchase Order Status	
51000965	27/05/2018	30	270.6600	8,119.80	Approved	
51000964	27/05/2018	30	270.6600	8,119.80	Closed	
TOTAL		60		16,239.60		

Figure 3.14.1-4 Purchase Order Status

3.14.2 Create New Purchase Order : Indent

Pharmacist is allowed to create Purchase Order record based on the receive indent by other facility. To create a new Purchase Order, perform the step 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	PO20003197	A345642	KKM-28/2019/F(U)	HOSPITAL PAKAR SULTANAH FATIMAH	Duopharma (M) Sdn Bhd	28/10/2020		Approved	eP Approved	5,100.00	Open	Open
RPL	Contract	PO20003196	-	RP20000025	HOSPITAL PAKAR SULTANAH	MS ALLY PHARMA SDN BHD	28/10/2020		Open	-	6,806.10	Open	-

Figure 3.14.2-1 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 3.14.2-1

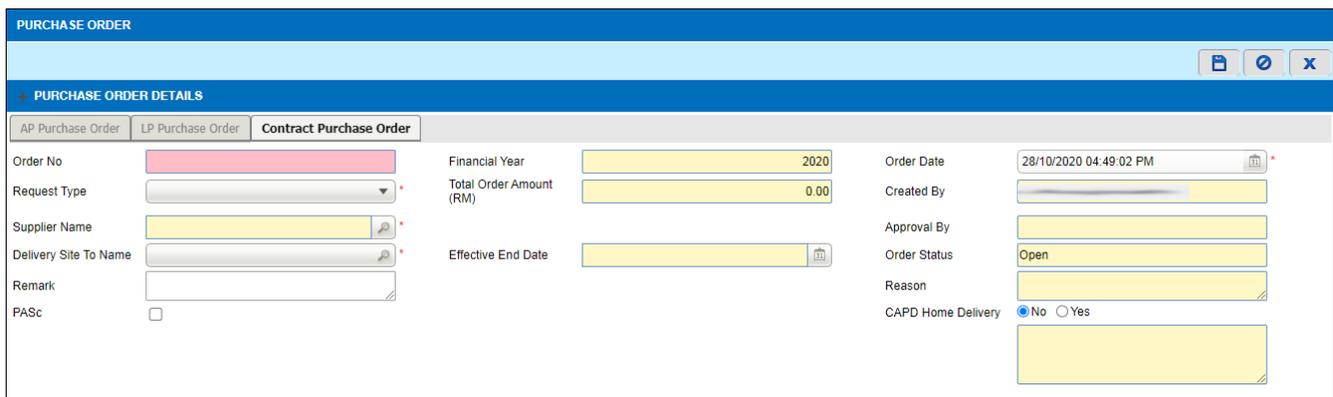


Figure 3.14.2-2 Purchase Order

Figure 3.14.2-3 Purchase Order : Indent

STEP 3

Select **Request Type** as **Indent**

STEP 4

Click on the **KKM Code Contract Ref No** and **KKM Code Contract Ref No** window will be displayed as Figure 3.14.2-4

KKM Code Contract Ref No	Item Description	Contract Start Date	Contract End Date
KKM-167/2020/F(U)	Donepezil HCl 5 mg Tablet , Donepezil HCl 10 mg Tablet	04/08/2020 12:00:00 AM	03/08/2023 12:00:00 AM
KKM-52/2019/F(U)	Mometasone Furoate 50 mcg Aqueous Nasal Spray (140 doses) (Nasonex)	12/09/2019 12:00:00 AM	11/09/2021 12:00:00 AM
KKM-242/2019/F(U)	Mometasone Furoate 50 mcg Aqueous Nasal Spray (140 doses) (Axcel)	12/09/2019 12:00:00 AM	11/09/2021 12:00:00 AM
KKM-161/2020/F(U)	Topiramate 50 mg Tablet , Topiramate 100 mg Tablet	27/07/2020 12:00:00 AM	26/07/2023 12:00:00 AM

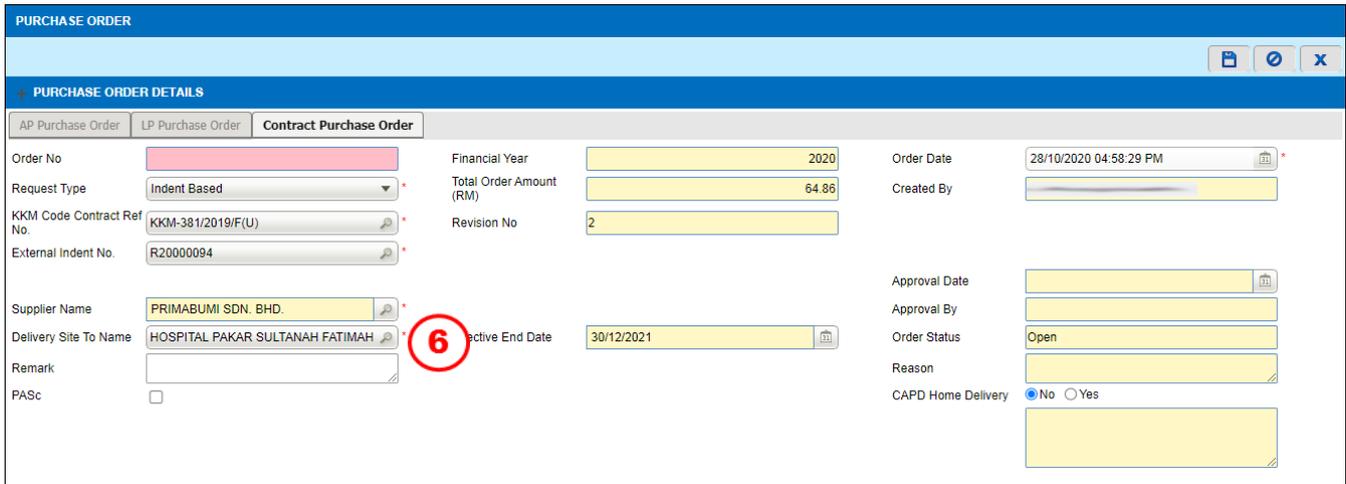
Figure 3.14.2-4 KKM Code Contract Ref No

Note

- User is allowed to enter partially or fully searching criteria **KKM Code Contract Ref No**, **Item Description**, **Contract Start Date** and **Contract End Date**. Then click button
- Double click on the selected **KKM Code Contract Ref No**

STEP 5

Select **External Indent No** as per default



PURCHASE ORDER

PURCHASE ORDER DETAILS

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

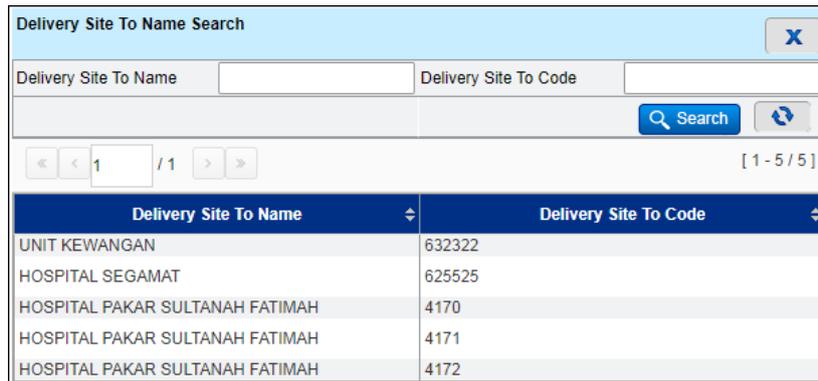
Order No: [Redacted] Financial Year: 2020 Order Date: 28/10/2020 04:58:29 PM
 Request Type: Indent Based Total Order Amount (RM): 64.86 Created By: [Redacted]
 KKM Code Contract Ref No: KKM-381/2019/F(U) Revision No: 2
 External Indent No: R20000094
 Supplier Name: PRIMABUMI SDN. BHD.
 Delivery Site To Name: HOSPITAL PAKAR SULTANAH FATIMAH **6** Active End Date: 30/12/2021
 Remark: [Redacted] Approval Date: [Redacted]
 PASC: Approval By: [Redacted]
 Order Status: Open
 Reason: [Redacted]
 CAPD Home Delivery: No Yes

Figure 3.14.2-5 Purchase Order : Indent

STEP 6

Click on the **Delivery Site To Name**  and **Delivery Site To Name Search** window will be displayed as

Figure 3.14.2-6



Delivery Site To Name Search

Delivery Site To Name: [Redacted] Delivery Site To Code: [Redacted]

[1 - 5 / 5]

Delivery Site To Name	Delivery Site To Code
UNIT KEWANGAN	632322
HOSPITAL SEGAMAT	625525
HOSPITAL PAKAR SULTANAH FATIMAH	4170
HOSPITAL PAKAR SULTANAH FATIMAH	4171
HOSPITAL PAKAR SULTANAH FATIMAH	4172

Figure 3.14.2-6 Delivery Site To Name Search

Note

- User is allowed to enter partially or fully searching criteria **Delivery Site To Name** and **Delivery Site To Code**. Then click button
- Double click on the selected **Delivery Site To Name**

PURCHASE ORDER

PURCHASE ORDER DETAILS

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

Order No: [Redacted] Financial Year: 2020 Order Date: 28/10/2020 04:58:29 PM
 Request Type: Indent Based Total Order Amount (RM): 64.86 Created By: [Redacted]
 KKM Code Contract Ref No: KKM-381/2019/F(U) Revision No: 2
 External Indent No: R20000094
 Supplier Name: PRIMABUMI SDN. BHD. Approval Date: [Redacted]
 Delivery Site To Name: HOSPITAL PAKAR SULTANAH FATIMAH Effective End Date: 30/12/2021 Approval By: [Redacted]
 Remark: [Redacted] Order Status: Open
 PASC: Reason: [Redacted]
 CAPD Home Delivery: No Yes

PURCHASE ORDER DETAILS

Item Code	Item Description	PKU	Packaging Description	Brand	Manufacturer	Ordered Quantity (PKU)	Vote Code	Ministry / Department	Usage & Issue Quantity	Back Order	Unit Price (RM)	Item Average Price (PKU)	Amount (RM)	YTD Purchase Amount (RM)
C08CA02000T1002XX.01	Felodipine 10 mg Tablet	pck	pack of 30 tablet	PLEN	AstraZen	6	090401/022200/27401/99 FARMASI DAN BEKALAN (UBAT) Operating	B4242 - KEMENTERIAN KESIHATAN	17,100	0	8.36	8.36	50.16	33,105.60
C08CA02000T1001XX.02	Felodipine 5 mg Tablet	pck	pack of 30 tablet	PLEN	AstraZen	2	090401/022200/27401/99 FARMASI DAN BEKALAN (UBAT) Operating	B4242 - KEMENTERIAN KESIHATAN	0	0	7.35	7.30	14.70	1,984.50

VOTE CODE LIST

Budget Type	Vote Code	Vote Description	Ministry / Department	Balance Before PO (RM)	Utilized PO (RM)	Balance After PO (RM)
Operating	090401/022200/27401/99	FARMASI DAN BEKALAN (UBAT)	B4242 - KEMENTERIAN KESIHATAN	2,775,823.09	64.86	2,775,758.23
TOTAL				2,775,823.09	64.86	2,775,758.23

Figure 3.14.2-7 Purchase Order : Indent Based

STEP 7

Double click on the item and **Add Purchase Order** item window will display as Figure 3.14.2-8

ADD PURCHASE ORDER ITEM

Item Code: C08CA02000T1002XX.01 Item Group: DRUG PKU: pck
 Item Description: Felodipine 10 mg Tablet Budget Type: Operating Packaging Description: pack of 30 tablet
 Contract No: KKM-381/2019/F(U) Contract Start Date: 31/12/2019 12:00:00 AM Contract End Date: 30/12/2021 12:00:00 AM
 Vote Description: **8** FARMASI DAN BEKALAN (UBAT) Vote Code: 090401/022200/27401/99 Remaining Contract Quantity (PKU): 1
 Ministry/Department: B4242 - KEMENTERIAN KESIHATAN eP Project / Program: [Redacted] eP GL Account: [Redacted]
 Order Quantity (PKU): 6 **9** Approved Quantity (PKU): 6 Brand: PLENDIL ER
 Suggested Quantity (PKU): 1,660 eP Approved Quantity (PKU): 0 Manufacturer: AstraZeneca
 Min Order Quantity (PKU): 1 Max Storage Quantity (PKU): 2,160 Unit Price (RM) (PKU): 8.36 **10**
 Quantity Available (PKU): 500 Max Storage Quantity (SKU): 64,800 Total Amount (RM): 50.16
 Quantity Available (SKU): 15,000 Buffer Level Quantity (SKU): 43,200

Figure 3.14.2-8 Purchase Order Item

STEP 8

Click on the **Vote Description** and **Search Vote Description** window will be displayed as Figure 3.14.2-9

Search Vote Description				
Vote Description	<input type="text"/>	Vote Code	<input type="text"/>	
Budget Type	All	Ministry/Department	<input type="text"/>	
				<input type="button" value="Search"/> <input type="button" value="Refresh"/>
<input type="button" value="Previous"/> <input type="button" value="1"/> <input type="button" value="Next"/>				[1 - 10 / 43]
Budget Type	Vote Description	Vote Code	Ministry/Department	Balance
Operating	TUNTUTAN RAWATAN UBAT PESARA AWAM PERSEKUTUAN	090401/090200/274 01/99	B4242 - KEMENTERIAN KESIHATAN	500.00
Operating	TRANSFUSI DARAH (BUKAN DARAH)	090401/022900/274 99/99	B4242 - KEMENTERIAN KESIHATAN	47,215.60
Operating	REHABILITASI (BUKAN UBAT)	090401/022800/274 99/01	B4242 - KEMENTERIAN KESIHATAN	43.00
Operating	Rawatan Kecemasan Dan Pesakit Luar (2018- Kawalan P	090401/020300/274 01/01	B4242 - KEMENTERIAN KESIHATAN	26,031.05
Operating	RAWATAN KECEMASAN	090401/010300/274 01/01	B4242 - KEMENTERIAN KESIHATAN	12,910.00

Figure 3.14.2-9 Search Vote Description

STEP 9

Fill up the Order Quantity (PKU)

STEP 10

Fill up the Unit Price (RM) (PKU)

Note

- User is allowed to enter partially or fully searching criteria for **Vote Name** and **Vote Code**. Then click  button
- Double click on the selected **Vote Code**

PURCHASE ORDER

11

PURCHASE ORDER DETAILS

AP Purchase Order
LP Purchase Order
Contract Purchase Order

Order No:

Request Type: Indent Based

KKM Code Contract Ref No: KKM-381/2019/F(U)

External Indent No: R20000094

Supplier Name: PRIMABUMI SDN. BHD.

Delivery Site To Name: HOSPITAL PAKAR SULTANAH FATIMAH

Remark:

PASc:

Financial Year: 2020

Total Order Amount (RM): 64.86

Revision No: 2

Effective End Date: 30/12/2021

Order Date: 28/10/2020 04:58:29 PM

Created By:

Approval Date:

Approval By:

Order Status: Open

Reason:

CAPD Home Delivery: No Yes

PURCHASE ORDER DETAILS

Delete Item

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

Item Code	Item Description	PKU	Packaging Description	Brand	Manufacturer	Ordered Quantity (PKU)	Vote Code	Ministry / Department	Usage & Issue Quantity	Back Order	Unit Price (RM)	Item Average Price (PKU)	Amount (RM)	YTD Purchase Amount (RM)
<input type="checkbox"/> C08CA02 000T1002 XX.01	Felodipine 10 mg Tablet	pck	pack of 30 tablet	PLEN	AstraZen	6	090401/022200/27401/99 FARMASI DAN BEKALAN (UBAT) Operating	B4242 - KEMENTERIAN KESIHATAN	17,100	0	8.36	8.36	50.16	33,105.60
<input type="checkbox"/> C08CA02 000T1001 XX.02	Felodipine 5 mg Tablet	pck	pack of 30 tablet	PLEN	AstraZen	2	090401/022200/27401/99 FARMASI DAN BEKALAN (UBAT) Operating	B4242 - KEMENTERIAN KESIHATAN	0	0	7.35	7.30	14.70	1,984.50

VOTE CODE LIST

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

Budget Type	Vote Code	Vote Description	Ministry / Department	Balance Before PO (RM)	Utilized PO (RM)	Balance After PO (RM)
Operating	090401/022200/27401/99	FARMASI DAN BEKALAN (UBAT)	B4242 - KEMENTERIAN KESIHATAN	2,775,823.09	64.86	2,775,758.23
TOTAL				2,775,823.09	64.86	2,775,758.23

Figure 3.14.2-10 Purchase Order Item

STEP 11

Click on the button to save the record

Figure 3.14.2-11 Confirmation Message

Note

- System will display a Confirmation Message as Figure 3.14.2-11
- Click on the Yes button to save the transaction
- Click on the No button to cancel the saved transaction

U.MANUAL_INV_CONTRACT-11th E

Page 91

- Click on the  button to cancel the editing made at the Add Purchase Order Item screen

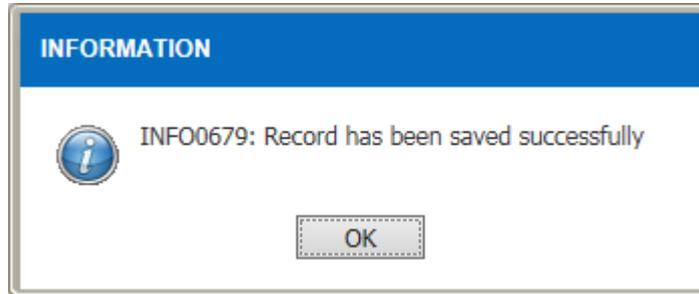


Figure 3.14.2-12 Information Message

Note

- System will display an Information Message as Figure 3.14.2-12
- Click on the  button to confirm

12

PURCHASE ORDER

PURCHASE ORDER DETAILS

AP Purchase Order | LP Purchase Order | Contract Purchase Order

Order No: PO20003198 | Financial Year: 2020

Request Type: Indent Based | Total Order Amount (RM): 64.86

KKM Code Contract Ref No.: KKM-381/2019/F(U) | Revision No.: 2

External Indent No.: R20000094

Supplier Name: PRIMABUMI SDN. BHD.

Delivery Site To Name: HOSPITAL PAKAR SULTANAH FATIMAH | Effective End Date: 30/12/2021

LPO No.: | LPO Approval Date and Time:

Delivery Lead Period(Day): 21 | Delivery Due Date:

Remark:

PASc:

Order Date: 28/10/2020 04:58:29 PM

Created By: Stephanie Chow Siew Fern

Approval Date: 28/10/2020

Approval By: Stephanie Chow Siew Fern

Order Status: Approved

eP Status: Pending for eP Approval

Reason:

CAPD Home Delivery: No Yes

PURCHASE ORDER DETAILS

Cancel	Item Code	Item Description	PKU	Packaging Description	Brand	Manufacturer	Ordered Quantity (PKU)	Approve Quantity (PKU)	eP Approve Quantity (PKU)	Vote Code	Ministry / Department	Usage & Issue Quantity	Back Order	Unit Price (RM)	Item Average Price (PKU)	Amount (RM)	YTD Purchas Amount (RM)
<input type="checkbox"/>	C08CA02000T1002XX.01	Felodipine 10 mg Tablet	pck	pack of 30 tablet	PLENDIL ER	AstraZeneca	6	6	6	090401/022200/27401/99 FARMASI DAN BEKALAN (UBAT) Operating	B4242 - KEMENTERI AN KESIHATAN	17,100	0	8.36	8.36	50.16	33,105.60
<input type="checkbox"/>	C08CA02000T1001XX.02	Felodipine 5 mg Tablet	pck	pack of 30 tablet	PLENDIL ER	AstraZeneca	2	2	2	090401/022200/27401/99 FARMASI DAN BEKALAN (UBAT) Operating	B4242 - KEMENTERI AN KESIHATAN	0	0	7.35	7.30	14.70	1,984.50

Figure 3.14.2-13 Purchase Order : Indent

STEP 12

Click on  button to approve the transaction

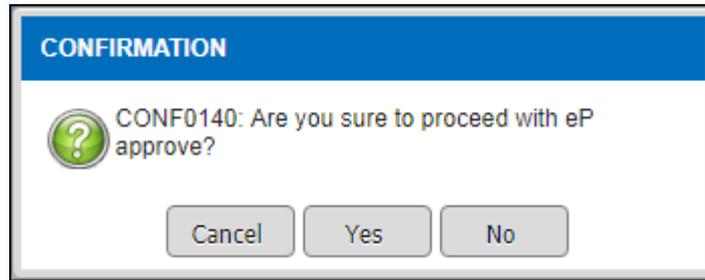
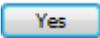


Figure 3.14.2-14 Alert Message

Note

- If click on the  button, record will be approve and alert message will be pop up as shown in Figure 3.14.2-15.
- If click on the  button, record will not be save
- If click on the  button, no changes will be made on the record

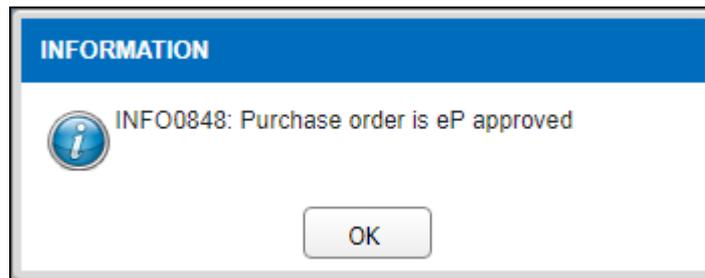


Figure 3.14.2-15 Alert Message

- Click on the  button to updated data as shown in Figure 3.14.2-16.

PURCHASE ORDER

PURCHASE ORDER DETAILS

AP Purchase Order | LP Purchase Order | Contract Purchase Order

Order No	PO20003198	Financial Year	2020	Order Date	28/10/2020 04:58:29 PM
Request Type	Indent Based	Total Order Amount (RM)	64.86	Created By	
KKM Code Contract Ref No.	KKM-381/2019/F(U)	Revision No	2	Approval Date	28/10/2020
External Indent No.	R20000094	Supplier Name	PRIMABUMI SDN. BHD.	Approval By	Stephanie Chow Siew Fern
Delivery Site To Name	HOSPITAL PAKAR SULTANAH FATIMAH	Effective End Date	30/12/2021	Order Status	Approved
LPO No.	RW221244	LPO Approval Date and Time	28/10/2020 5:20 PM	eP Status	eP Approved
Delivery Lead Period(Day)	21	Delivery Due Date	18/11/2020 12:00:00 AM	Reason	
Remark					
PASc	<input type="checkbox"/>				
	CAPD Home Delivery <input checked="" type="radio"/> No <input type="radio"/> Yes				

PURCHASE ORDER DETAILS

[1 - 2 / 2]

Cancel	Item Code	Item Description	PKU	Packaging Description	Brand	Manufacturer	Order Quant (PKU)	Approv Quant (PKU)	eP Approv Quant (PKU)	Vote Code	Ministry / Department	Receive Quant (PKU)	Usage & Issue Quantit	Back Order	Unit Price (RM)	Item Average Price (PKU)	Amount (RM)	YTD Purchase Amount (RM)
<input type="checkbox"/>	C08CA 02000 T1002 XX.01	Felodipine 10 mg Tablet	pck	pack of 30 tablet	PLENDIL ER	AstraZeneca	6	6	6	090401/022200/27401/99 FARMASI DAN BEKALAN (UBAT) Operating	B4242 - KEMENTERI AN KESIHATAN	0	17,100	6	8.36	8.36	50.16	33,155.76
<input type="checkbox"/>	C08CA 02000 T1001 XX.02	Felodipine 5 mg Tablet	pck	pack of 30 tablet	PLENDIL ER	AstraZeneca	2	2	2	090401/022200/27401/99 FARMASI DAN BEKALAN (UBAT) Operating	B4242 - KEMENTERI AN KESIHATAN	0	0	2	7.35	7.30	14.70	1,999.20

Figure 3.14.2-17 Purchase Order

Note

- Able to cancel LPO by click on button
- Order status will change to Approved
- Click on button to close the screen

4.0

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

5.0 Links To Inventory Modules

No	Module	PDF Links	No	Module	PDF Links
1	<i>Finance</i>	Click Here	15	<i>Internal Indent</i>	Click Here
2	<i>Procurement Standard APPL</i>	Click Here	16	<i>Issue</i>	Click Here
3	<i>Procurement standard LP</i>	Click Here	17	<i>Receive From Supplier</i>	Click Here
4	<i>Procurement Standard Contract</i>	Click Here	18	<i>Receive Inter Facility</i>	Click Here
5	<i>Procurement Standard Quotation</i>	Click Here	19	<i>Receive Intra Facility</i>	Click Here
6	<i>Procurement Standard (RFQ)</i>	Click Here	20	<i>Return to Supplier</i>	Click Here
7	<i>Procurement Non Standard (Requisition Order)</i>	Click Here	21	<i>Return to Supplying Unit</i>	Click Here
8	<i>Quarantine</i>	Click Here	22	<i>Slow Moving</i>	Click Here
9	<i>Product Complaint</i>	Click Here	23	<i>Stock Taking And Verification</i>	Click Here
10	<i>Recalculate Buffer Level</i>	Click Here	24	<i>Stock Transfer</i>	Click Here
11	<i>Expiration And Condemn</i>	Click Here	25	<i>Year End</i>	Click Here
12	<i>Recall Product</i>	Click Here	26	<i>Penalty</i>	Click Here
13	<i>Payment</i>	Click Here	27	<i>IWP Budget</i>	Click Here
14	<i>External Indent</i>	Click Here	28	<i>IWP Order Authorization</i>	Click Here