



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

User Manual Pharmacy Inventory - Contract

Version	: 12th 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-12th E

Application reference: PhIS & CPS v2.5.1



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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 detail:

- Proposed Contract Item
- Contract Facility

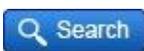
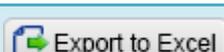
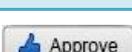
1.3 Organised Sections

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
<input type="checkbox"/>	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.

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

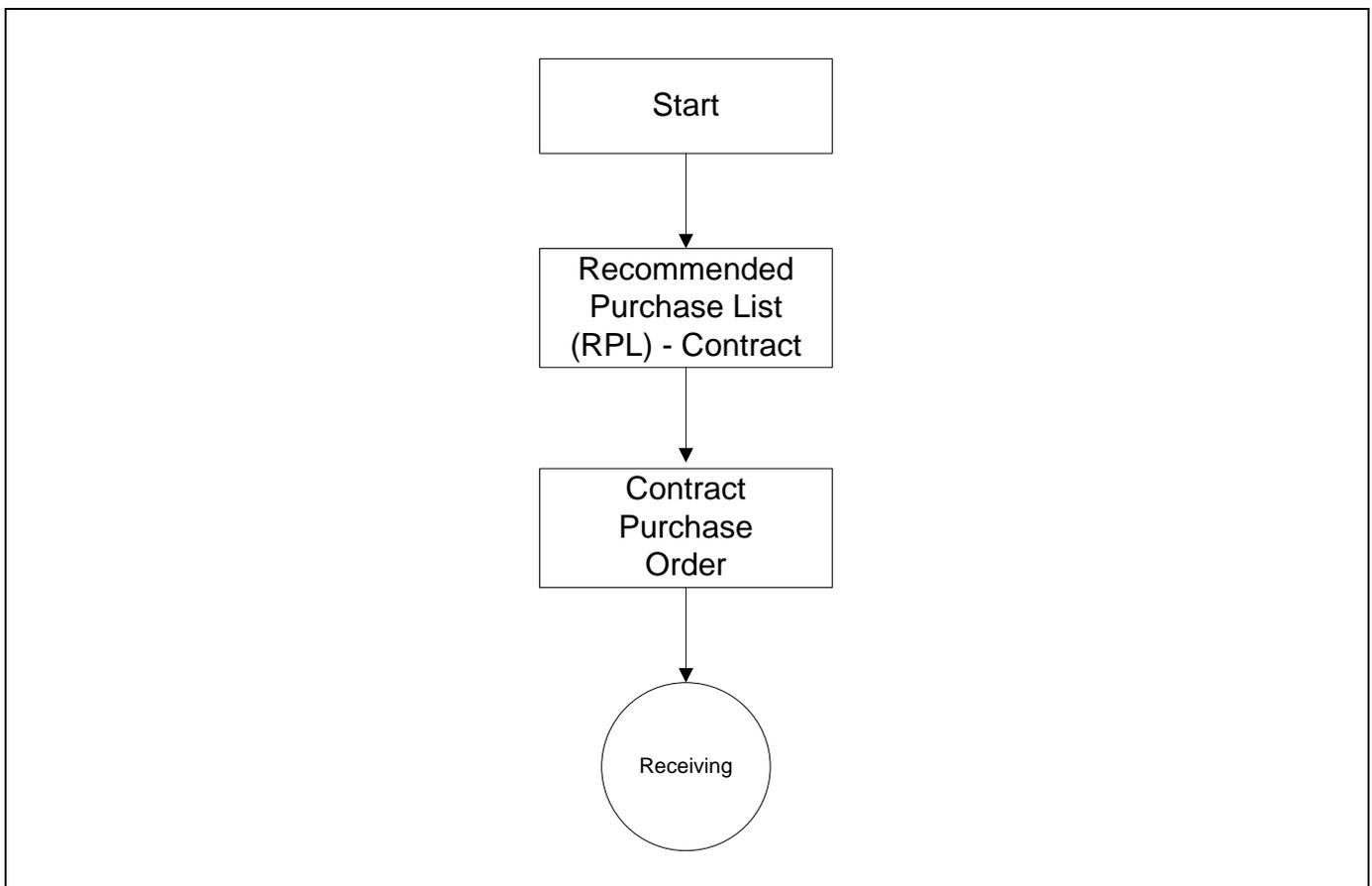


Figure 3.1

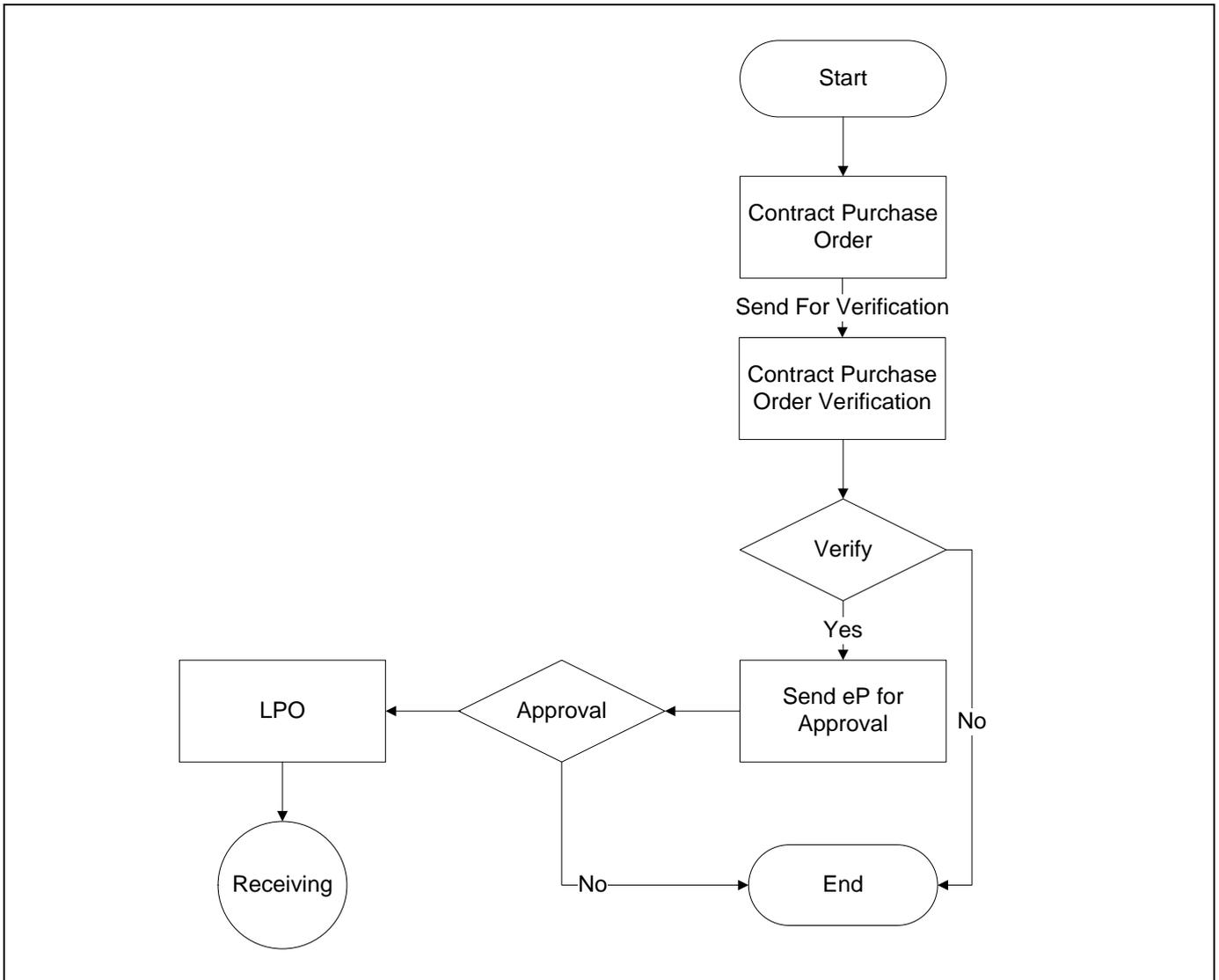
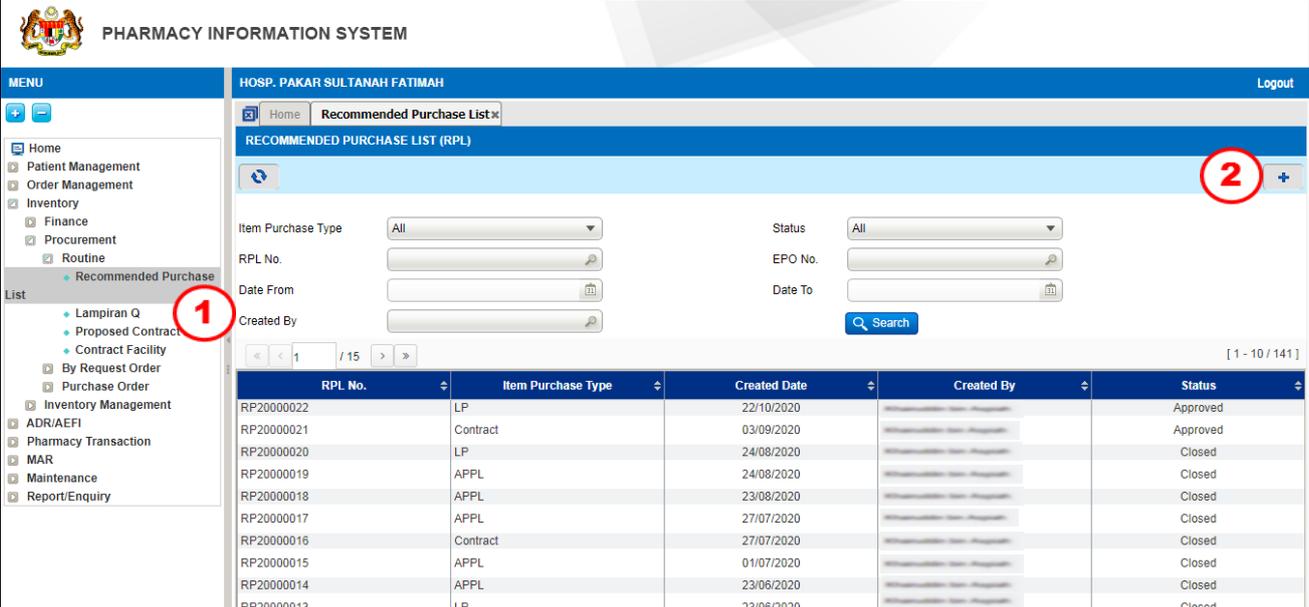


Figure 3.2

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 Logout

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

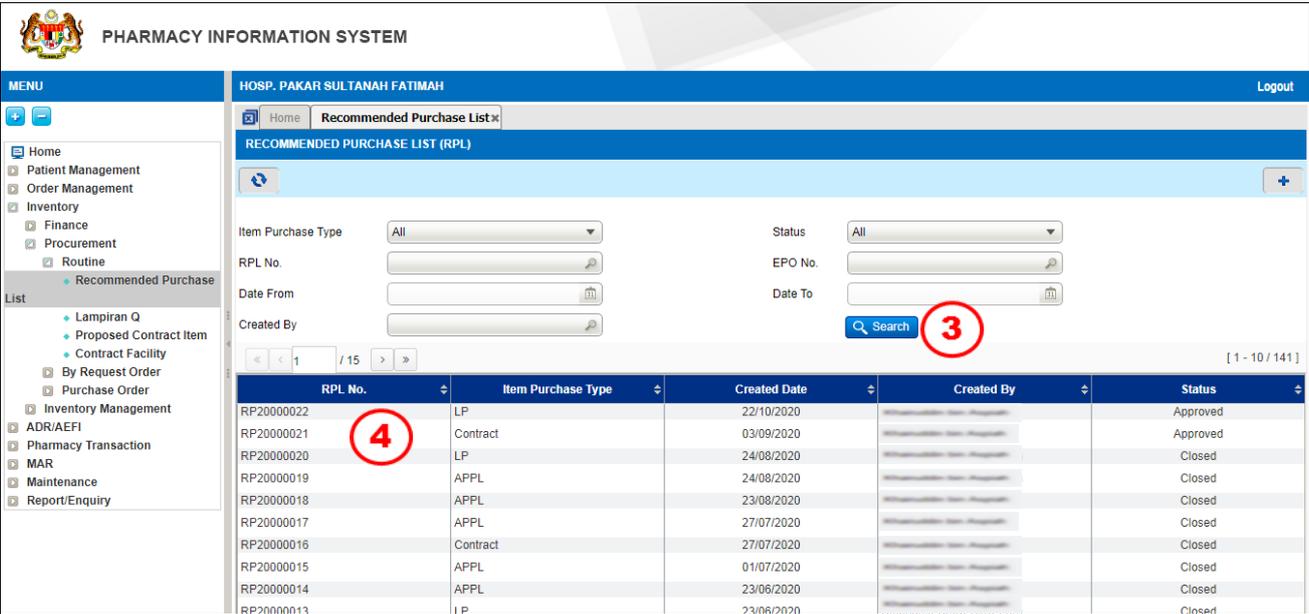
STEP 1

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

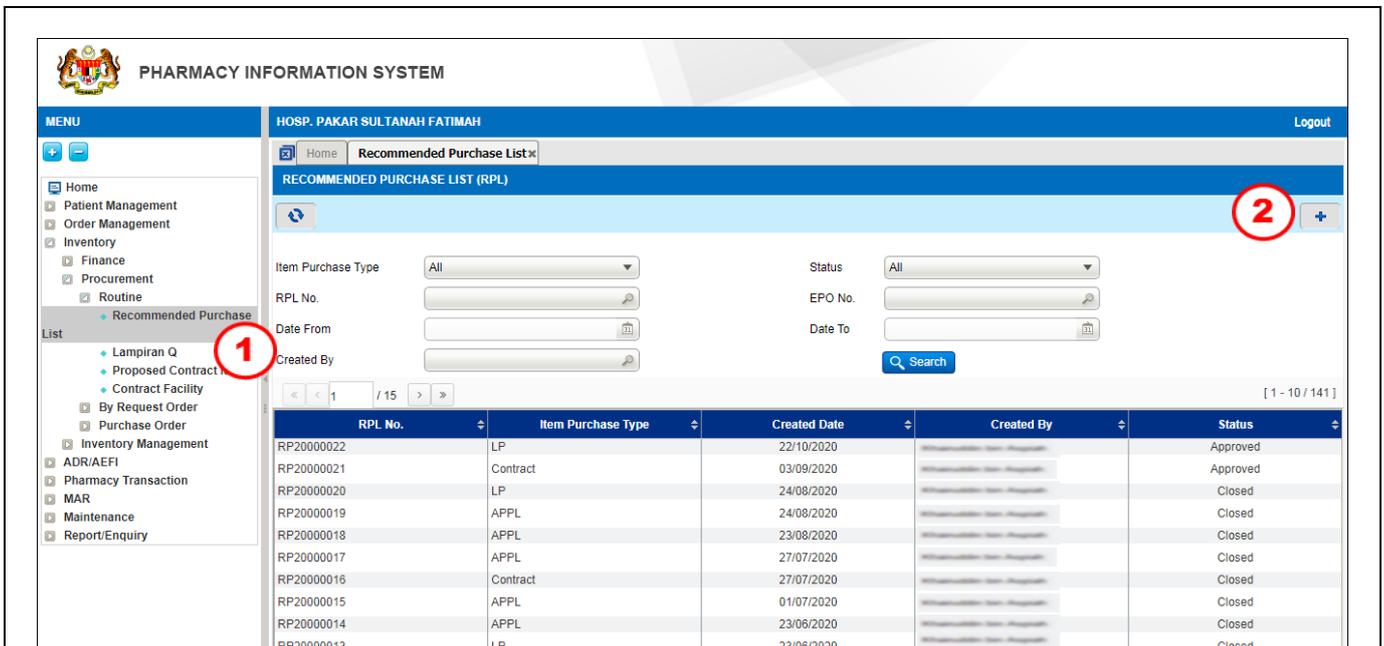
In circumstances of no criteria is input, the entire list of previous transaction will be displayed.

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
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 3.2-1 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

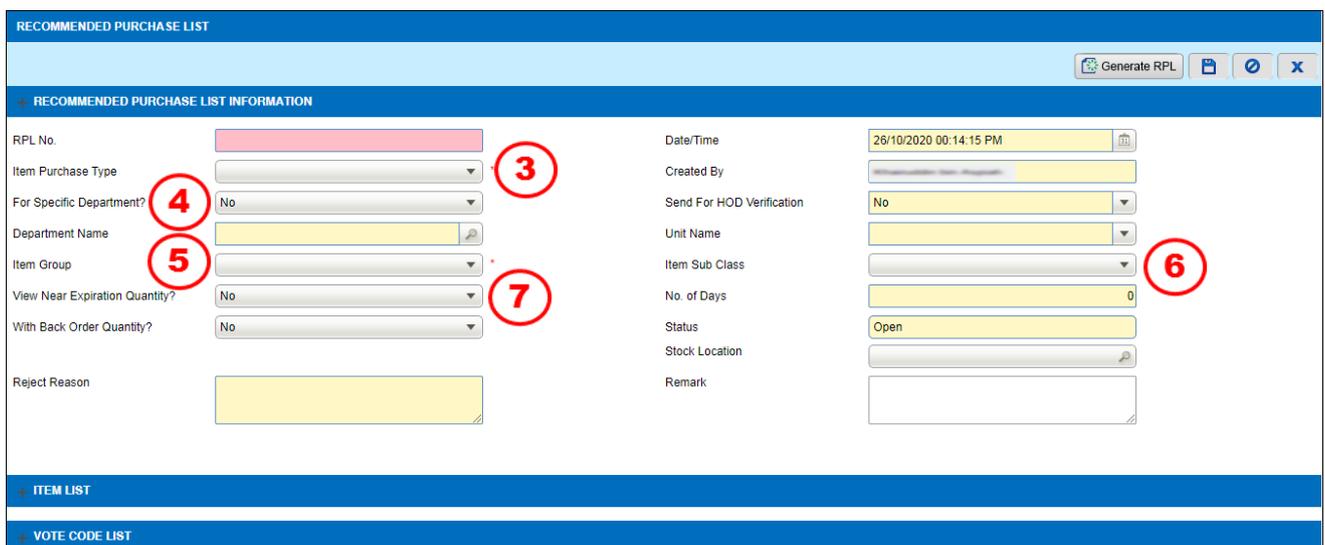


Figure 3.2-2 Recommended Purchase List (RPL)

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.

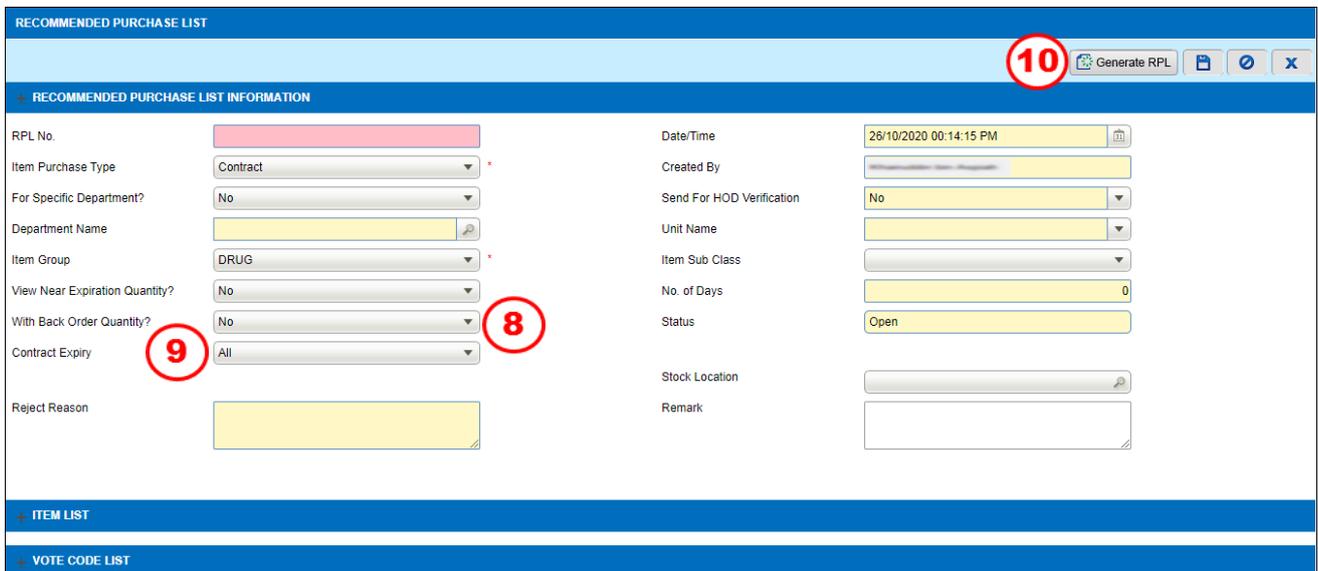


Figure 3.2-3 Recommended Purchase List (RPL)

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.

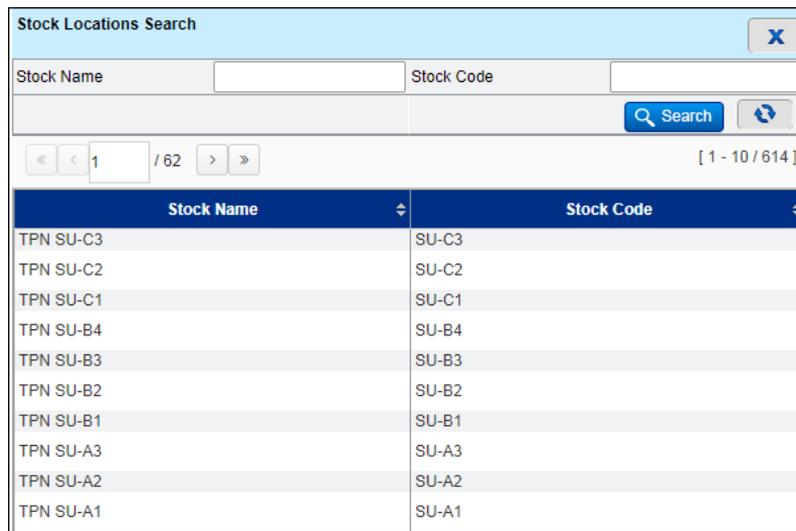
STEP 9

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

- All
- Active Contract Only
- Expired Contract Only

Note

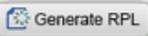
User able to choose item by using store location criteria. Store location will show in Figure 3.2-4 below.



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

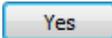
STEP 16

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.

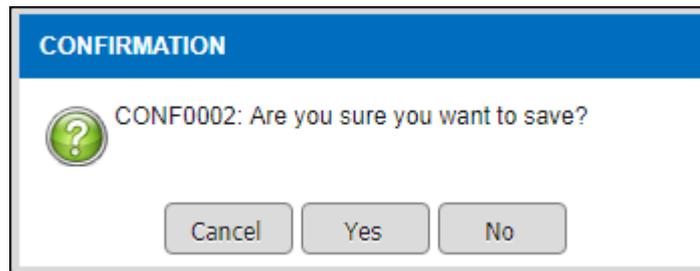


Figure 3.2-8 Record Alert Message

- 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

RECOMMENDED PURCHASE LIST INFORMATION

<p>RPL No. <input style="width: 100%;" type="text"/></p> <p>Item Purchase Type: <input type="text" value="Contract"/></p> <p>For Specific Department?: <input type="text" value="No"/></p> <p>Department Name: <input style="width: 100%;" type="text"/></p> <p>Item Group: <input type="text" value="DRUG"/></p> <p>View Near Expiration Quantity?: <input type="text" value="No"/></p> <p>With Back Order Quantity?: <input type="text" value="No"/></p> <p>Contract Expiry: <input type="text" value="All"/></p> <p>Reject Reason: <input style="width: 100%;" type="text"/></p>	<p>Date/Time: <input type="text" value="26/10/2020 03:46:55 PM"/></p> <p>Created By: <input style="width: 100%;" type="text"/></p> <p>Send For HOD Verification: <input type="text" value="No"/></p> <p>Unit Name: <input style="width: 100%;" type="text"/></p> <p>Item Sub Class: <input style="width: 100%;" type="text"/></p> <p>No. of Days: <input type="text" value="0"/></p> <p>Status: <input type="text" value="Open"/></p> <p>Stock Location: <input style="width: 100%;" type="text"/></p> <p>Remark: <input style="width: 100%; height: 20px;" type="text"/></p>
---	---

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)
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

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	2,784,423.09	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.

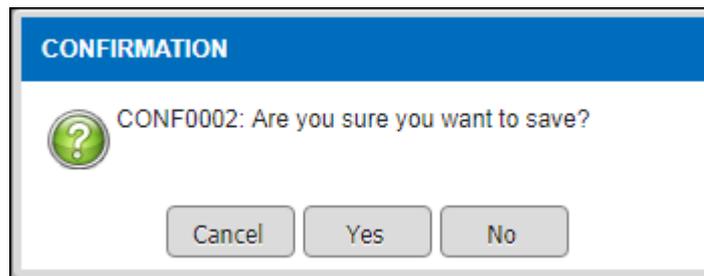


Figure 3.2-10 Save Record Alert Message

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

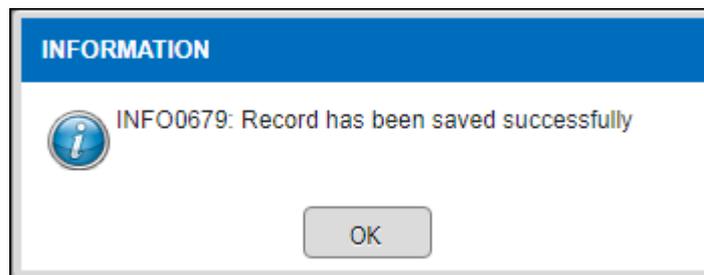
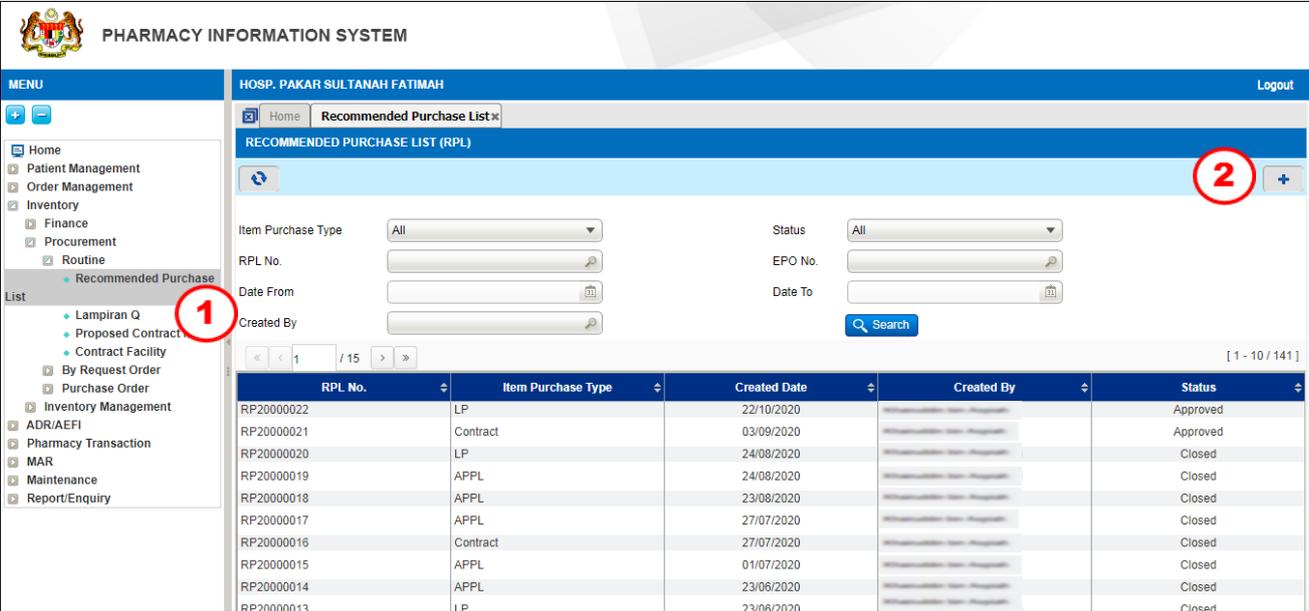


Figure 3.2-11 Alert Message

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)

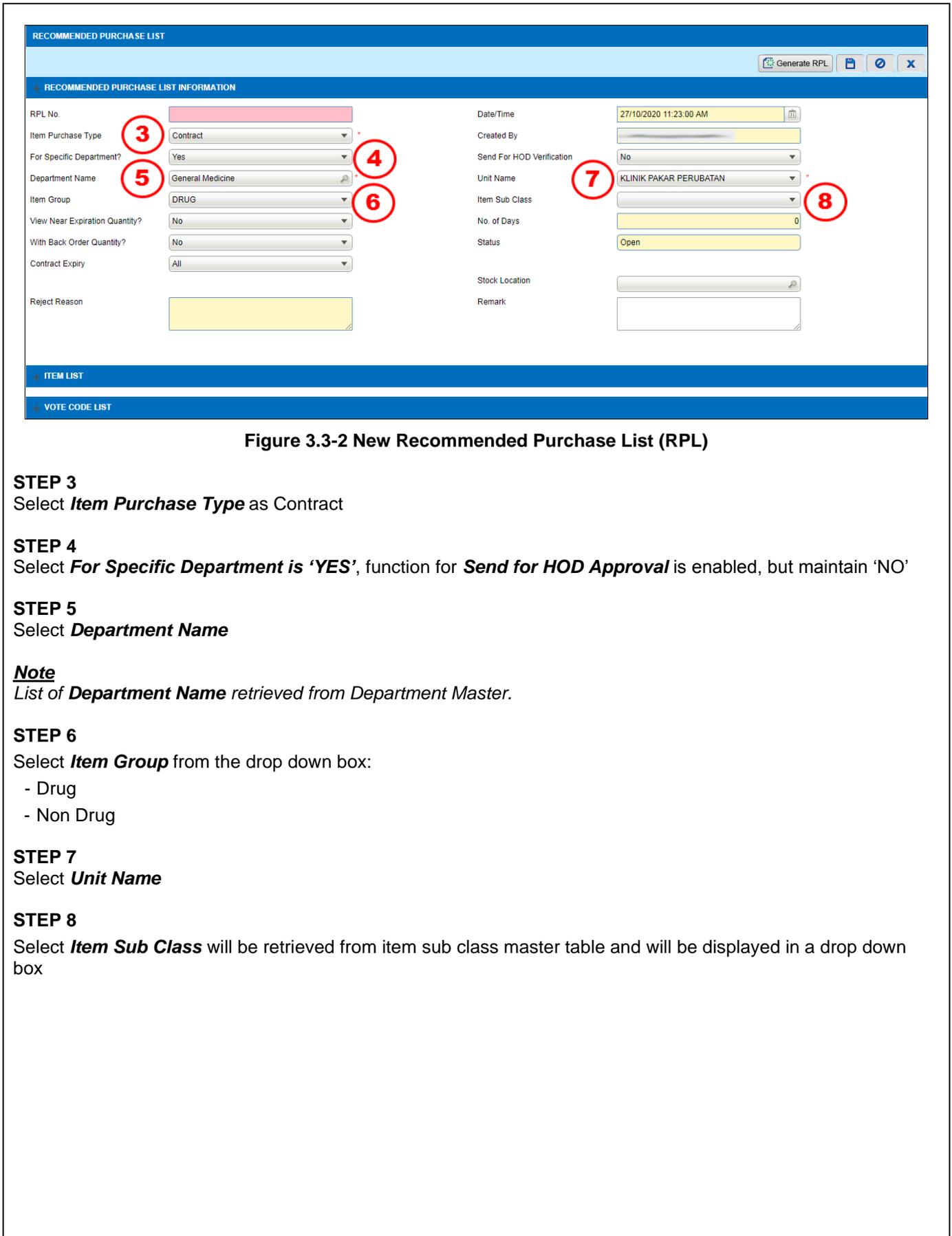
The purpose of this screen is to allow the user to create Recommended Purchase List (RPL) whereby verification from HOD is not required. The transaction is for Specific Department and user have to select **Department Name** and **Unit Name** but **HOD Approval** is 'NO'

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 'RECOMMENDED PURCHASE LIST INFORMATION' section contains the following fields:

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

Below the form are sections for 'ITEM LIST' and 'VOTE CODE LIST'.

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

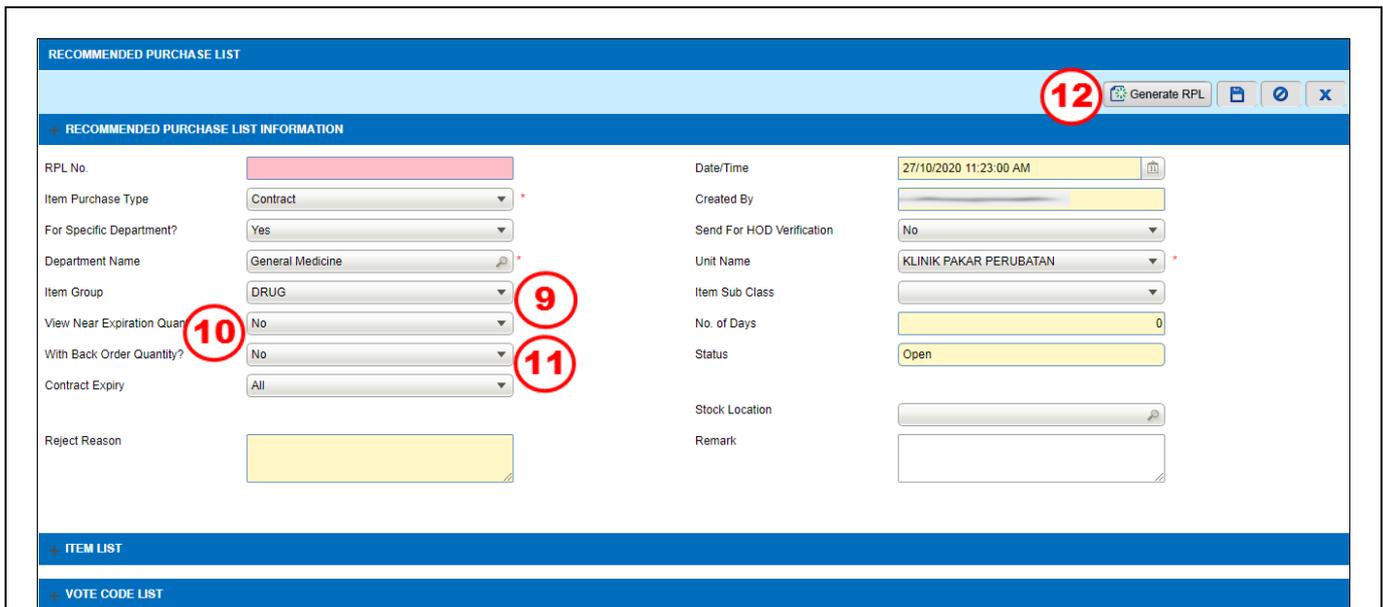


Figure 3.3-3 New Recommended Purchase List (RPL)

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:

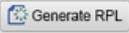
- Yes
- No

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 **+ Add Item** 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

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
- $$\text{Amount (RM)} = \text{Request to Purchase Quantity} * \text{Unit Price (RM)}.$$
- 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 3.3-6 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.

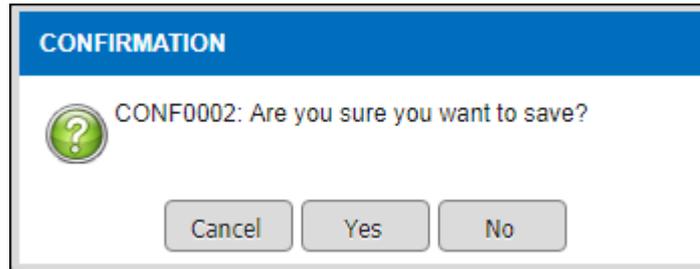


Figure 3.3-7 Record Alert Message

- 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

RECOMMENDED PURCHASE LIST INFORMATION

RPL No. <input style="width: 100%;" type="text"/> Item Purchase Type: <input type="text" value="Contract"/> For Specific Department?: <input type="text" value="Yes"/> Department Name: <input type="text" value="General Medicine"/> Item Group: <input type="text" value="DRUG"/> View Near Expiration Quantity?: <input type="text" value="No"/> With Back Order Quantity?: <input type="text" value="No"/> Contract Expiry: <input type="text" value="All"/> Reject Reason: <input style="width: 100%; height: 20px;" type="text"/>	Date/Time: <input type="text" value="27/10/2020 11:23:00 AM"/> Created By: <input style="width: 100%;" type="text"/> Send For HOD Verification: <input type="text" value="No"/> Unit Name: <input type="text" value="KLINIK PAKAR PERUBATAN"/> Item Sub Class: <input type="text"/> No. of Days: <input type="text" value="0"/> Status: <input type="text" value="Open"/> Stock Location: <input type="text"/> Remark: <input style="width: 100%; height: 20px;" type="text"/>
---	--

ITEM LIST
Delete 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.

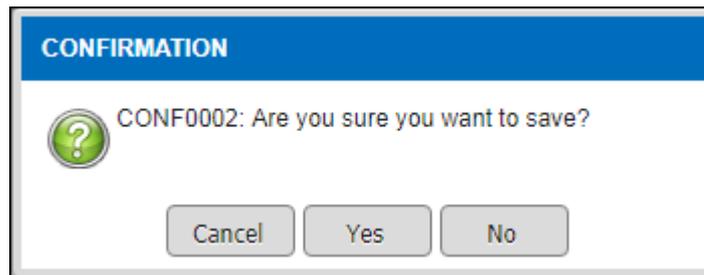


Figure 3.3-9 Save Record Alert Message

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

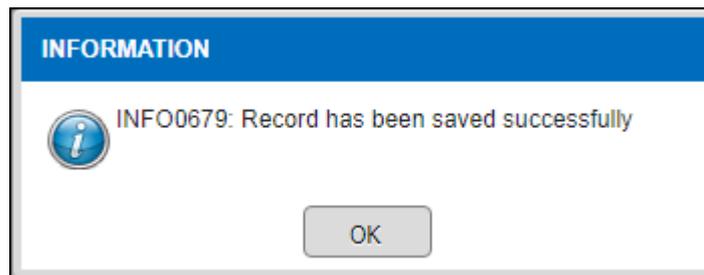


Figure 3.3-10 Alert Message

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

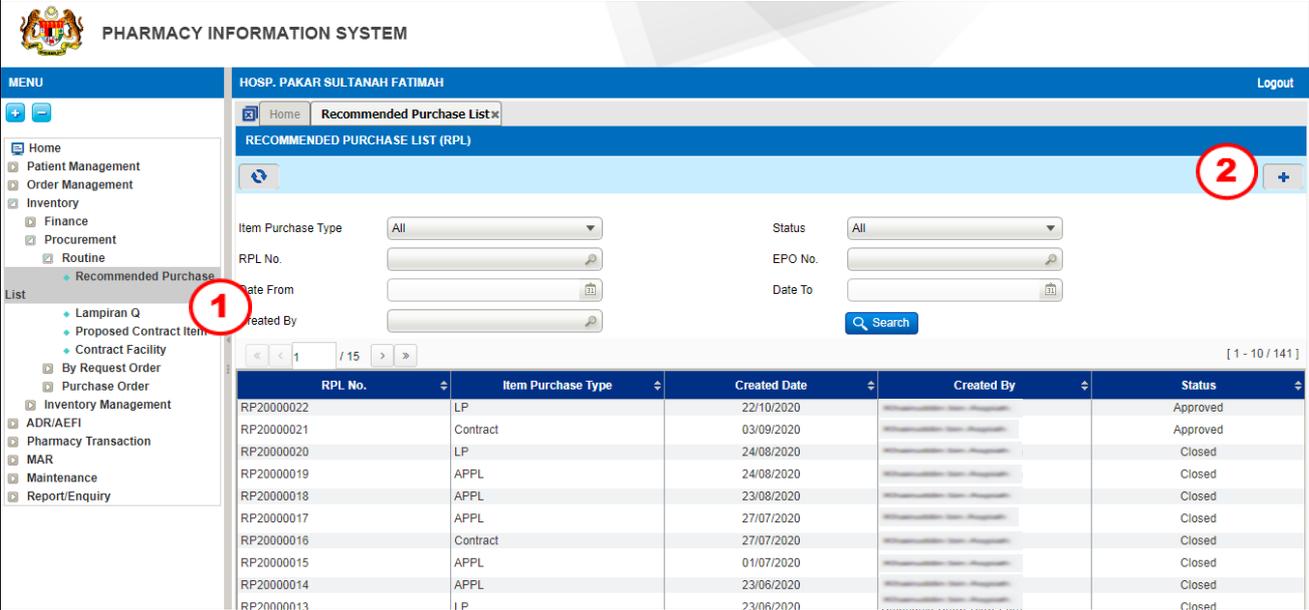


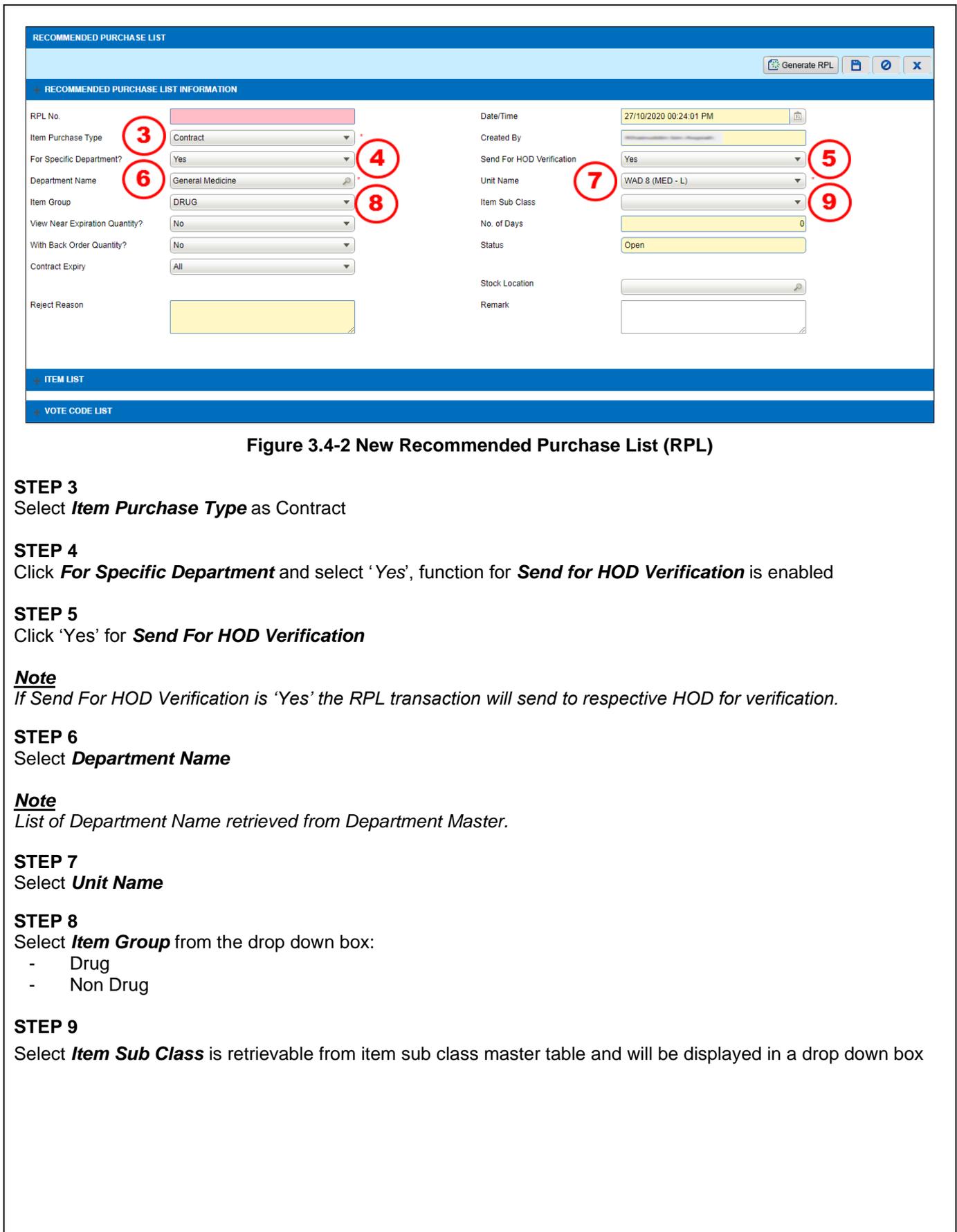
Figure 3.4-1 New Recommended Purchase List (RPL)

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)

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



The screenshot shows the 'RECOMMENDED PURCHASE LIST' form. The form is divided into sections: 'RECOMMENDED PURCHASE LIST INFORMATION', 'ITEM LIST', and 'VOTE CODE LIST'. The 'RECOMMENDED PURCHASE LIST INFORMATION' section contains various fields with red circles and numbers indicating the steps for data entry:

- 3**: Item Purchase Type (Contract)
- 4**: Send For HOD Verification (Yes)
- 5**: Send For HOD Verification (Yes)
- 6**: For Specific Department? (Yes)
- 7**: Unit Name (WAD 8 (MED - L))
- 8**: Item Group (DRUG)
- 9**: Item Sub Class

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

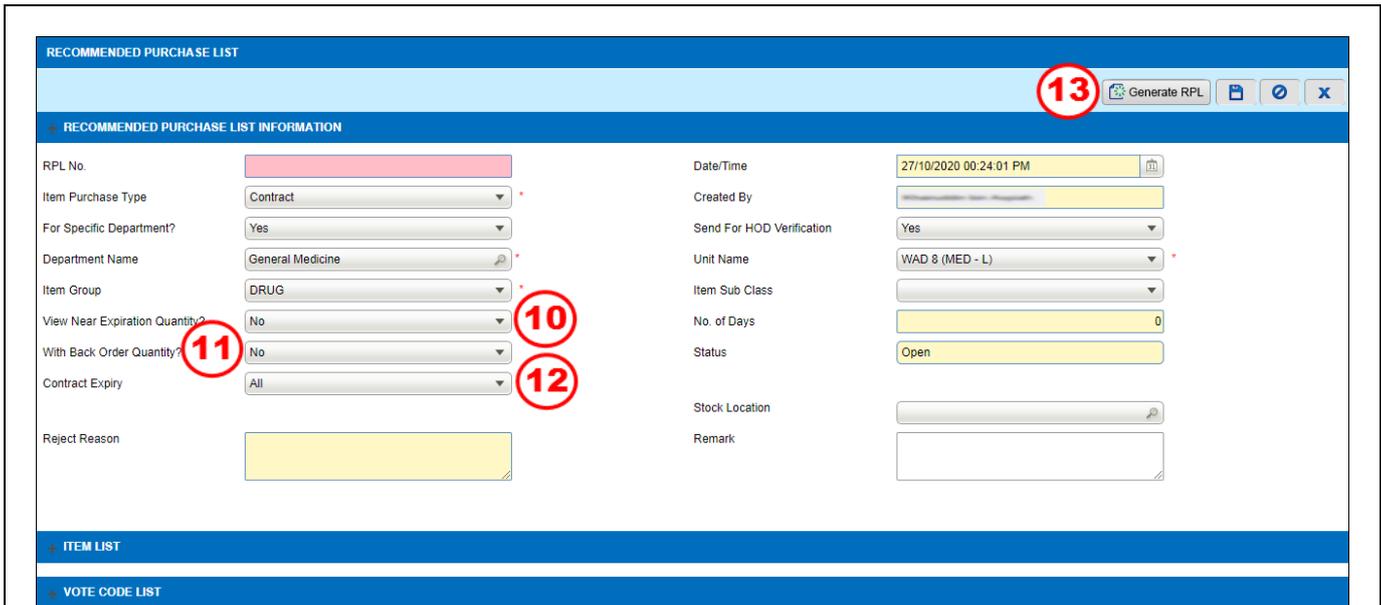


Figure 3.4-3 New Recommended Purchase List (RPL)

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

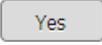
STEP 19

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.

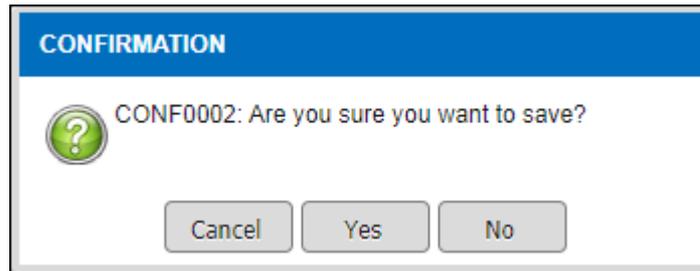


Figure 3.4-7 Record Alert Message

- 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)
<input type="checkbox"/> 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.

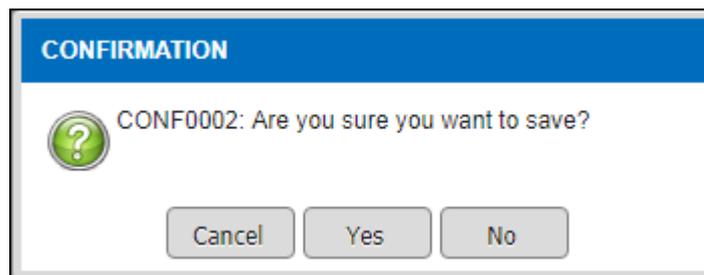


Figure 3.4-9 Save Record Alert Message

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

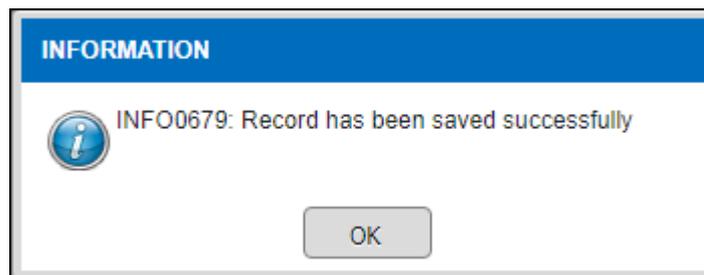
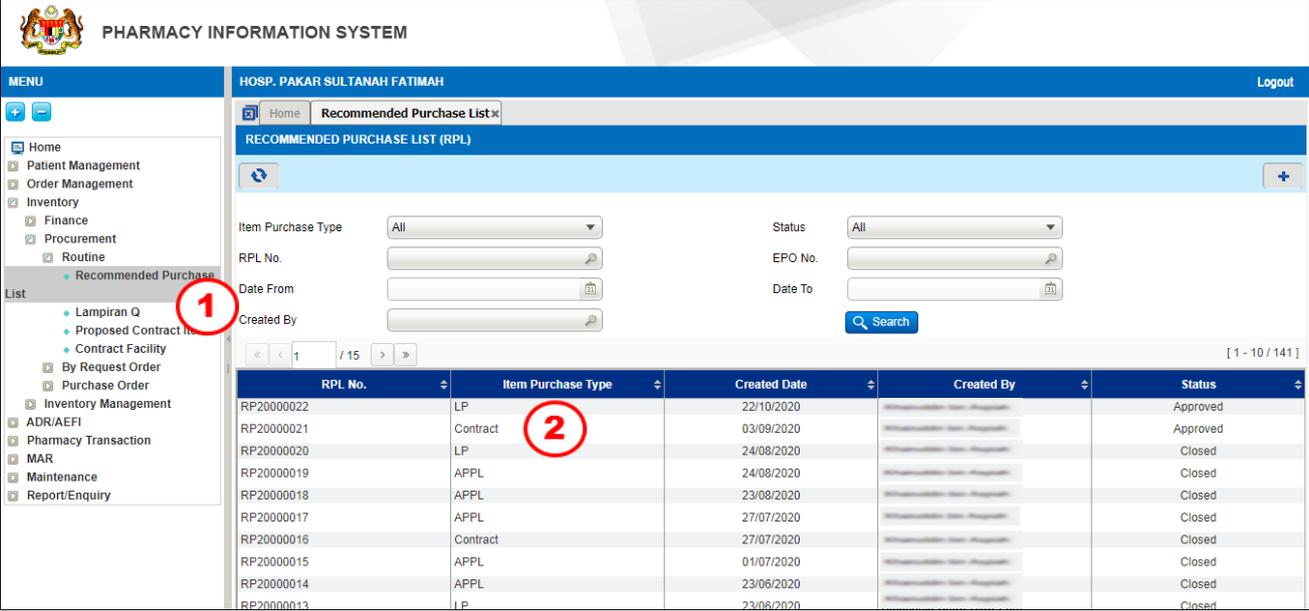


Figure 3.4-10 Alert Message

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

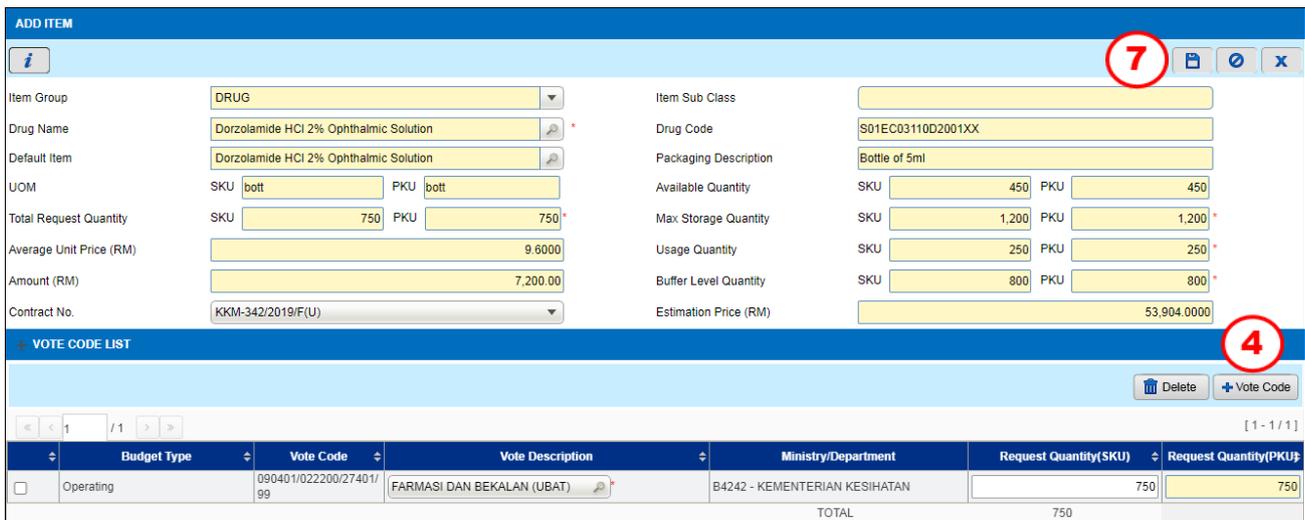
Double click on the Item List and new screen will be shown in Figure 3.5-3

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



ADD ITEM

Item Group: DRUG
Drug Name: Dorzolamide HCl 2% Ophthalmic Solution
Default Item: Dorzolamide HCl 2% Ophthalmic Solution
UOM: SKU bott, PKU bott
Total Request Quantity: SKU 750, PKU 750
Average Unit Price (RM): 9.6000
Amount (RM): 7,200.00
Contract No.: KKM-342/2019/F(U)

Item Sub Class:
Drug Code: S01EC03110D2001XX
Packaging Description: Bottle of 5ml
Available Quantity: SKU 450, PKU 450
Max Storage Quantity: SKU 1,200, PKU 1,200
Usage Quantity: SKU 250, PKU 250
Buffer Level Quantity: SKU 800, PKU 800
Estimation Price (RM): 53,904.0000

VOTE CODE LIST

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
TOTAL				750	750

Figure 3.5-3 Recommended Purchase List (RPL) Verify



VOTE CODE LIST

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

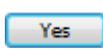
STEP 6

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.

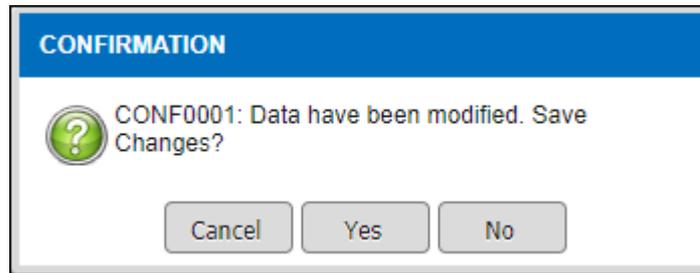


Figure 3.5-5 Alert Messages

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

8

RECOMMENDED PURCHASE LIST

RECOMMENDED PURCHASE LIST INFORMATION

RPL No.	RP20000024	Date/Time	27/10/2020 04:52:34 PM
Item Purchase Type	Contract	Created By	
For Specific Department?	No	Send For HOD Verification	No
Department Name		Unit Name	STOR FARMASI
Item Group	DRUG	Item Sub Class	
View Near Expiration Quantity?	No	No. of Days	0
With Back Order Quantity?	No	Status	Open
Contract Expiry	All	Stock Location	
Reject Reason		Remark	

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"/>	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.

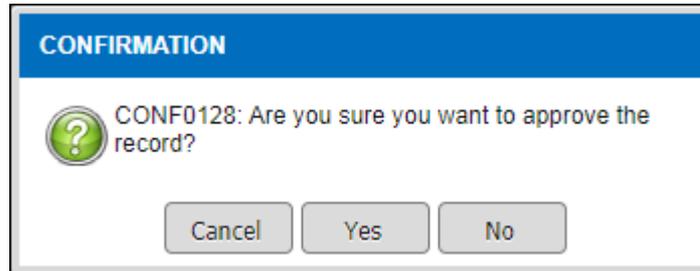


Figure 3.5-7 Save Record Alert Message

- 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

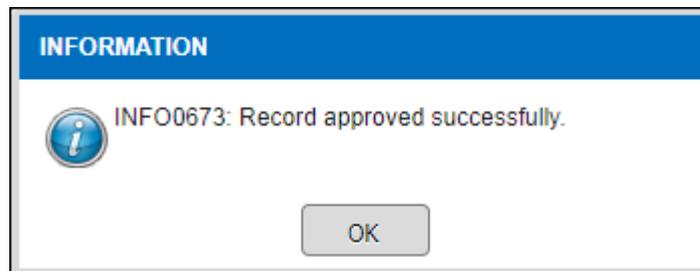
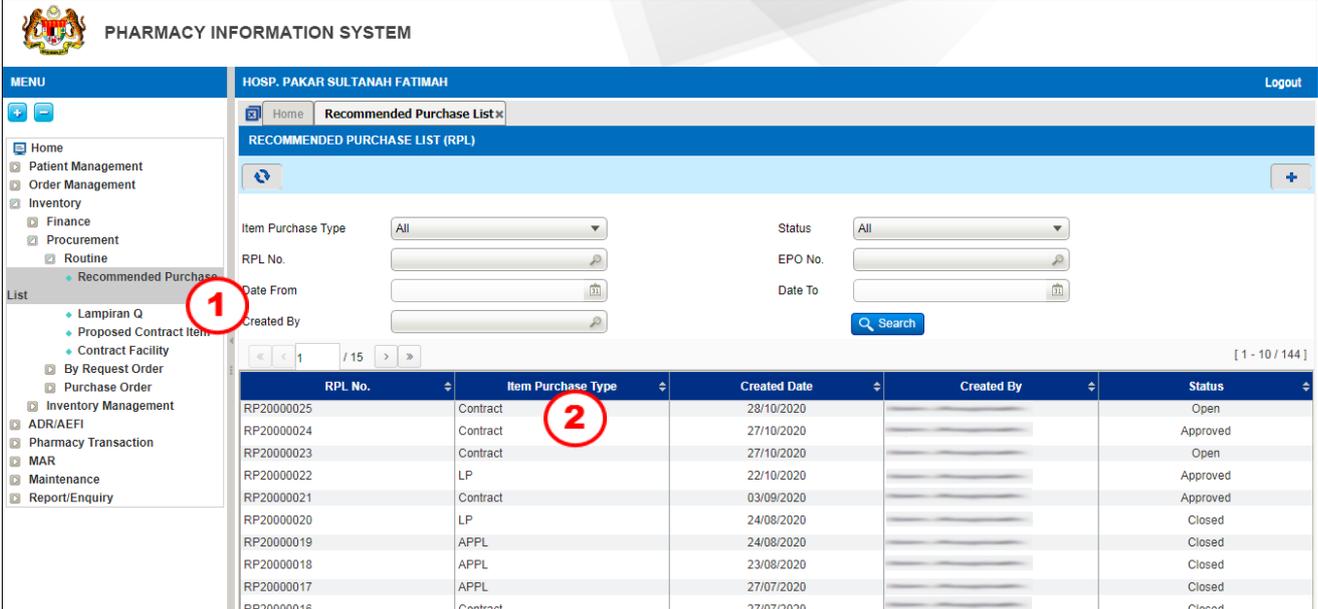


Figure 3.5-8 Alert Message

- 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"/>
For Specific Department? <input type="text" value="No"/>	Send For HOD Verification <input type="text" value="No"/>
Department Name <input type="text"/>	Unit Name <input type="text" value="STOR FARMASI"/>
Item Group <input type="text" value="DRUG"/>	Item Sub Class <input type="text"/>
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"/>
Reject Reason <input type="text"/>	Remark <input type="text"/>

+ 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

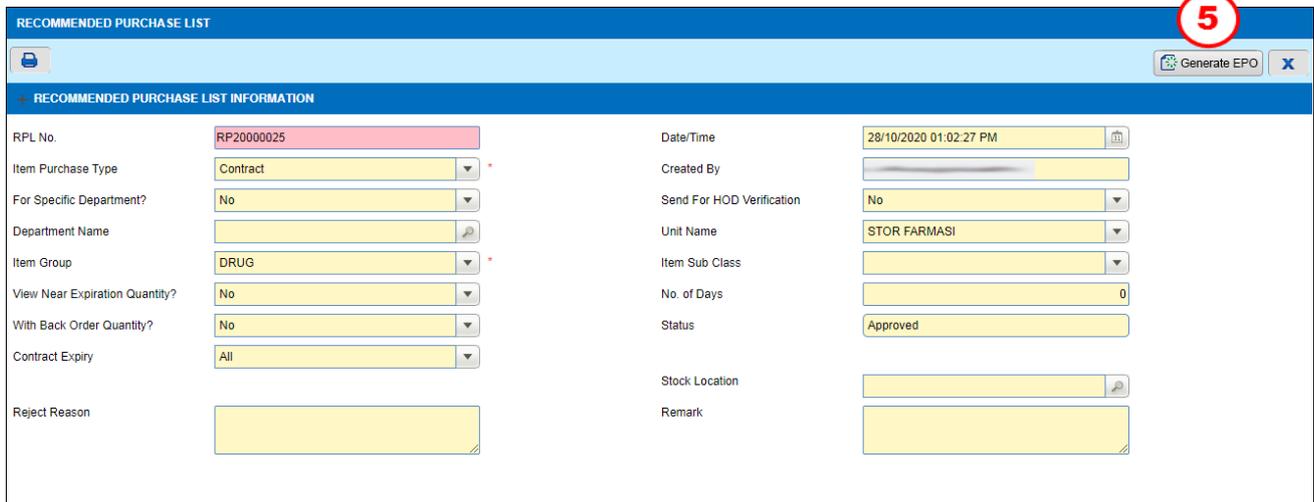


Figure 3.6-3 Recommended Purchase List

STEP 5

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

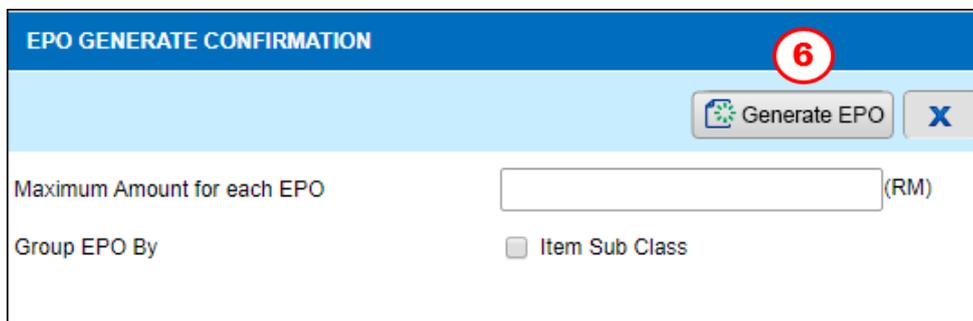


Figure 3.6-4 EPO Generate Confirmation

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

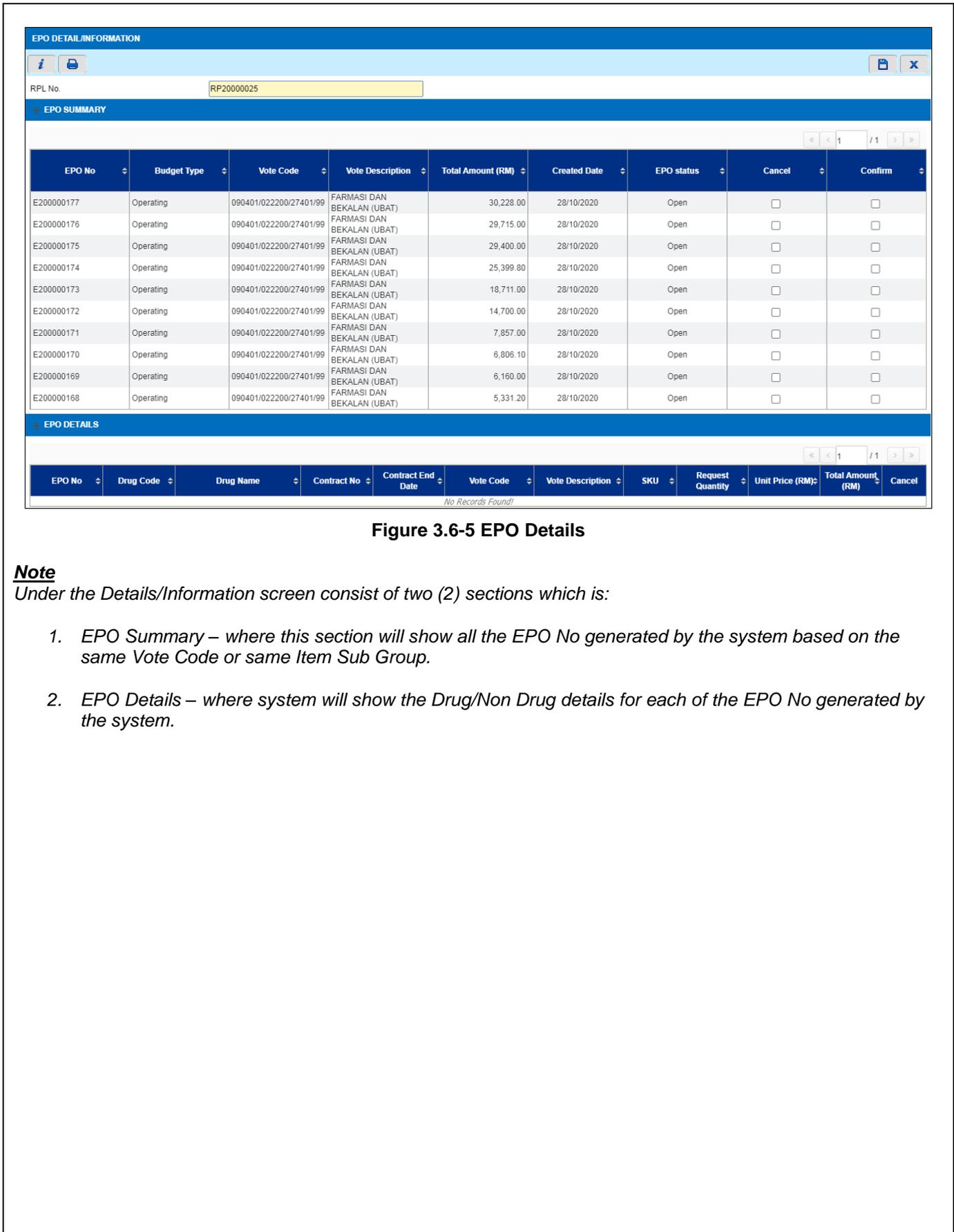


Figure 3.6-5 EPO Details

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

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 3.6-6 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
X

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

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!											

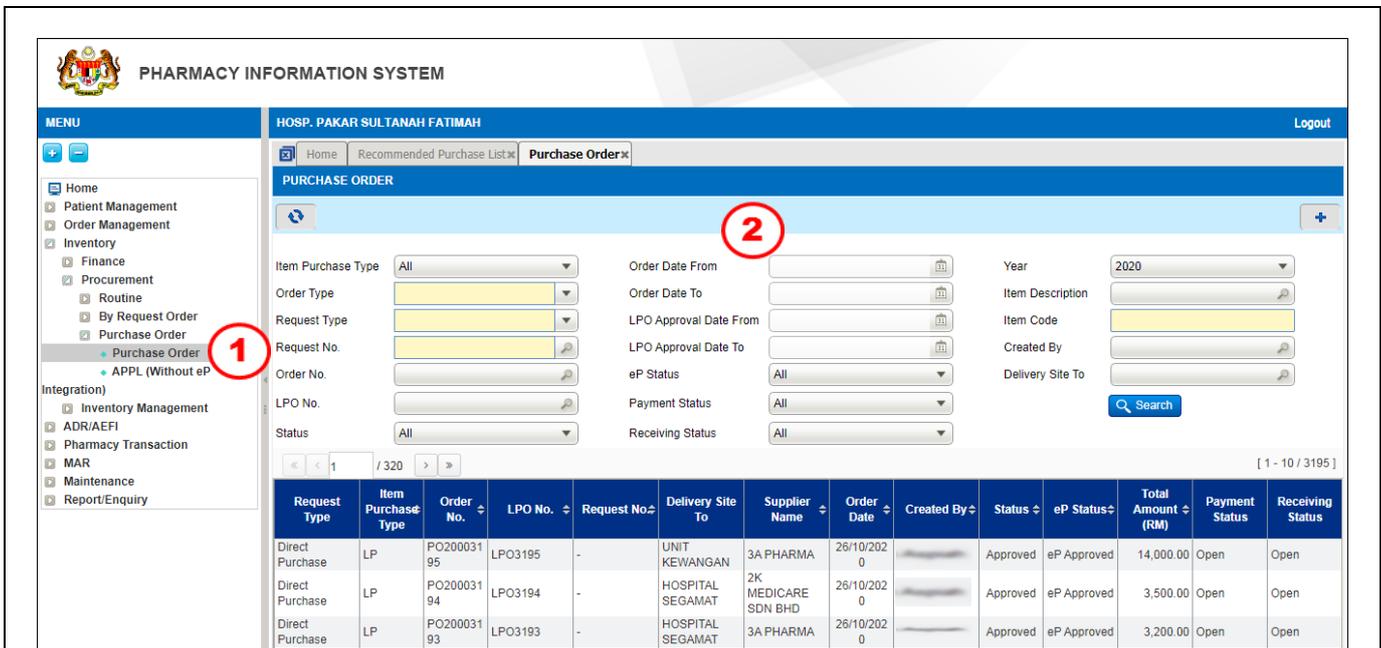
Figure 3.6-7 EPO Details

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

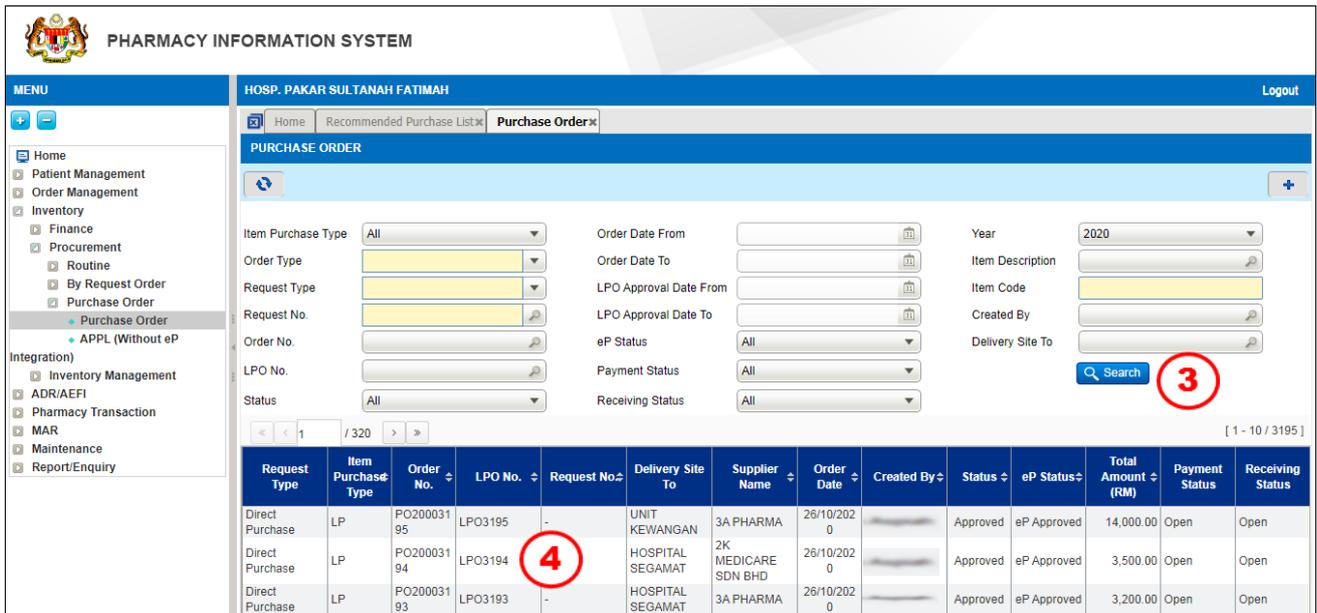
Click on 'Inventory' menu followed by 'Procurement and Routine', and select 'Purchase Order'

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	4	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

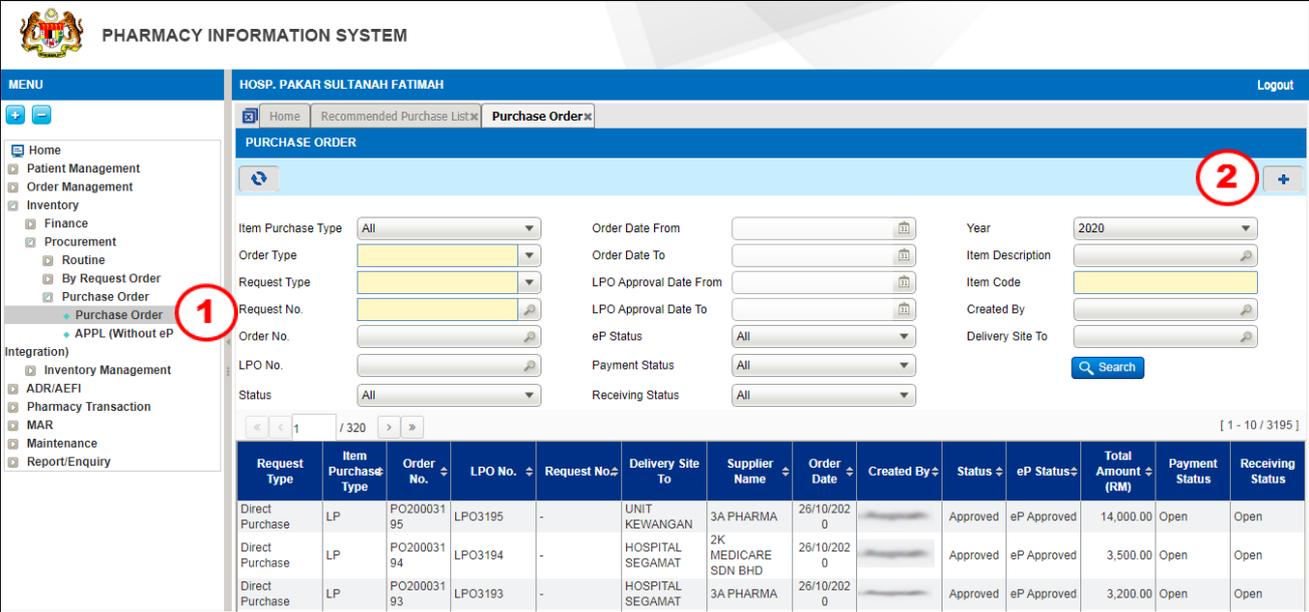
Click on the  button after input criteria. The result displayed will be based on the entered criteria as shown in Figure 3.7-2. In circumstances of no criteria is input, the entire list of transaction will be displayed

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

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: | Delivery Site To: |

LPO No.: | Payment Status: |

Status: All | Receiving Status: All

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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	<input type="text" value=""/>	Financial Year	<input type="text" value="2021"/>	Order Date	<input type="text" value="06/10/2021 09:48:06 AM"/>
Request Type	<input type="text" value="RPL"/>	Total Order Amount (RM)	<input type="text" value="30,228.00"/>	Created By	<input type="text" value=""/>
KKM Code Contract Ref No.	<input type="text" value="KKM-303/2019/F(U)"/>	Revision No	<input type="text" value="2"/>	Approval Date	<input type="text" value=""/>
RPL No	<input type="text" value="RP2000025"/>	EPO No	<input type="text" value="E200000177"/>	Approval By	<input type="text" value=""/>
Supplier Name	<input type="text" value="PRIMABUMI SDN. BHD."/>				
Delivery Site To Name	<input type="text" value="HOSPITAL PAKAR SULTANAH FATIMAH"/>	Effective End Date	<input type="text" value="30/10/2021"/>	Order Status	<input type="text" value="Open"/>
Remark	<input type="text" value=""/>				
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)	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

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

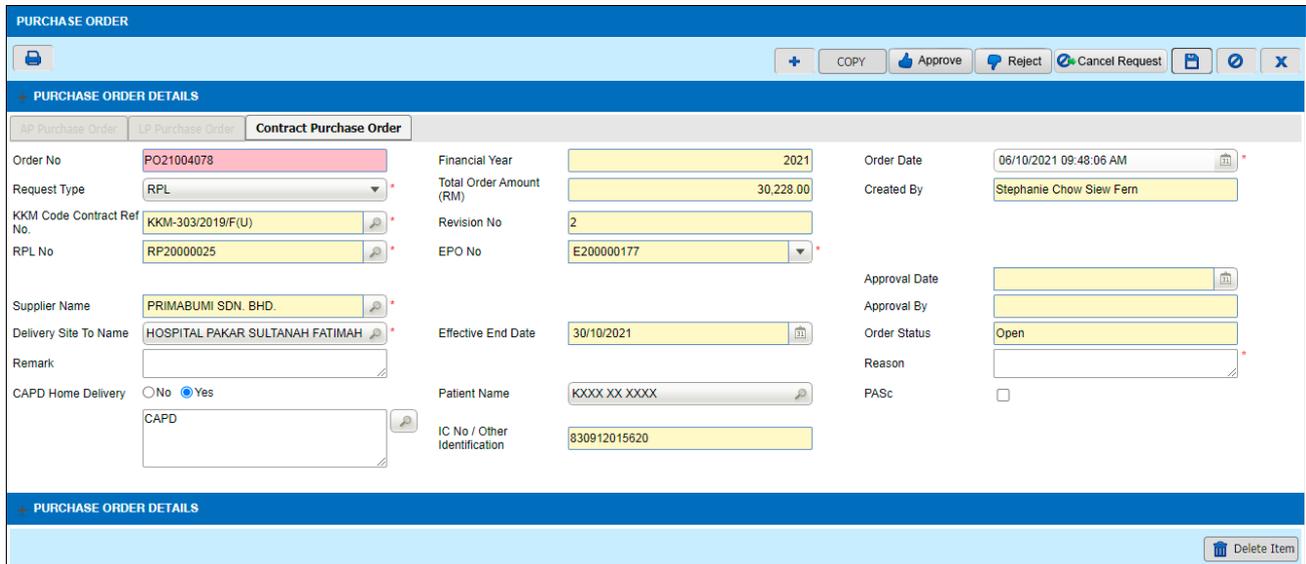
Patient Name PASC

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



The screenshot shows a 'PURCHASE ORDER' form with a 'COPY' button highlighted in the top right. The form is divided into sections: 'PURCHASE ORDER DETAILS' and 'PURCHASE ORDER DETAILS' (repeated). The 'PURCHASE ORDER DETAILS' section contains the following information:

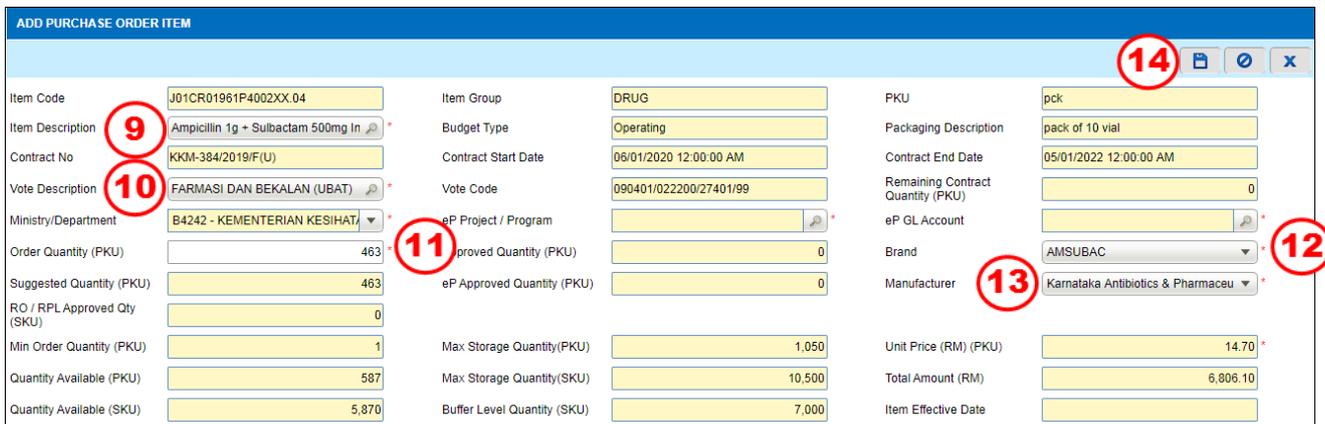
Order No	PO21004078	Financial Year	2021	Order Date	06/10/2021 09:48:06 AM
Request Type	RPL	Total Order Amount (RM)	30,228.00	Created By	Stephanie Chow Siew Fern
KKM Code Contract Ref No.	KKM-303/2019/F(U)	Revision No	2	Approval Date	
RPL No	RP20000025	EPO No	E200000177	Approval By	
Supplier Name	PRIMABUMI 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				

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



The screenshot shows the 'ADD PURCHASE ORDER ITEM' form with several fields highlighted by red circles and numbers:

- 9**: Item Description (Ampicillin 1g + Sulbactam 500mg In)
- 10**: Vote Description (FARMASI DAN BEKALAN (UBAT))
- 11**: Order Quantity (PKU) (463)
- 12**: Brand (AMSUBAC)
- 13**: Manufacturer (Karnataka Antibiotics & Pharmaceu)
- 14**: Close button (X)

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

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

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?

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.

U.MANUAL_INV_CONTRACT-12th E

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

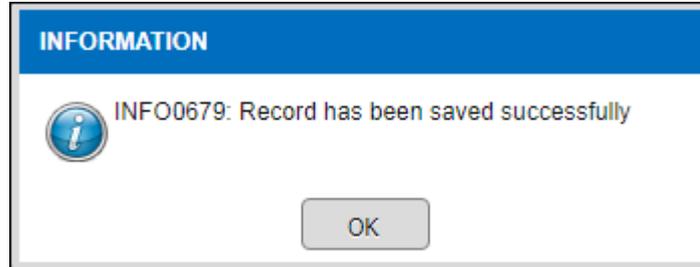


Figure 3.8-12 Alert Message

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

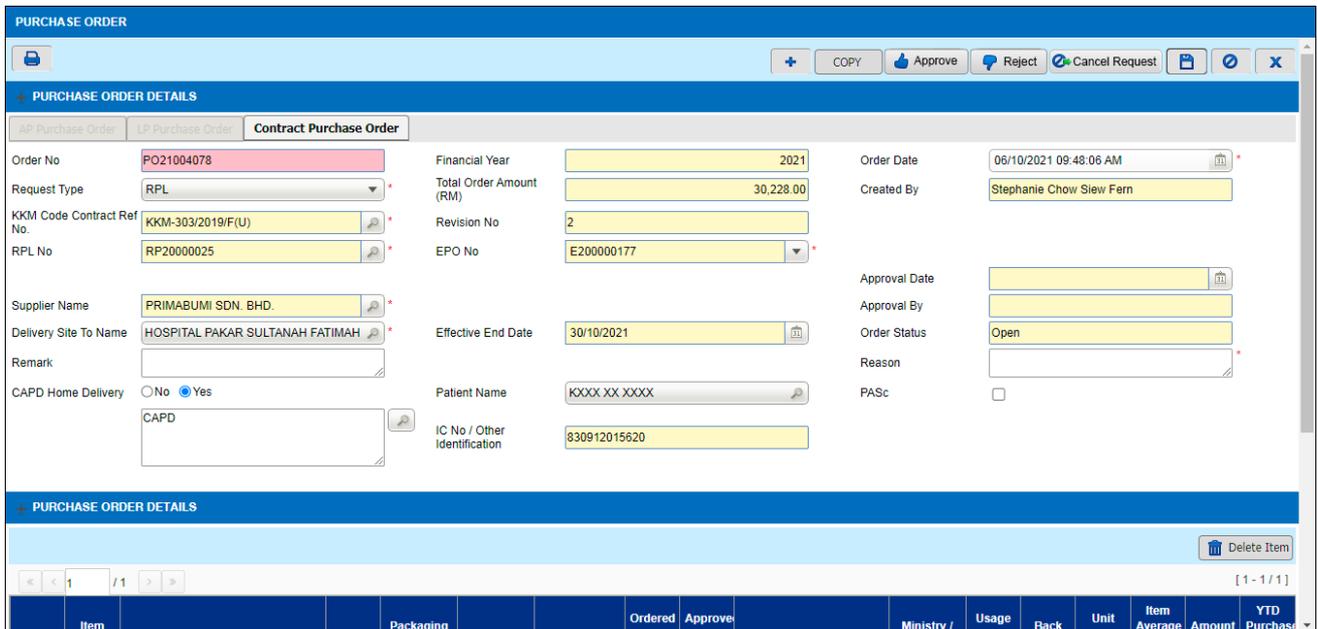


Figure 3.8-13 Purchase Order

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

+ 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				
	CAPD	IC No / Other Identification	830912015620	PASC	<input type="checkbox"/>

+ 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)
<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
Delete Item

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

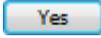
Click on the  button to save the modification and details will be displayed on Purchase Order Details

CONFIRMATION

 CONF0001: Data have been modified. Save Changes?

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

INFORMATION

 INFO0679: Record has been saved successfully

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

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)
R07AA0 2000L80 01XX.01	Beractant Intratracheal Suspension (200 mg phospholipids in 8 ml vial)	vial	Vial	SURV	Fareva A	20	20	090401/010100/27401/99 11111 Development	B4242 - KEMENTERIAN AN 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	090401/010100/27401/99	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 3.9-5 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

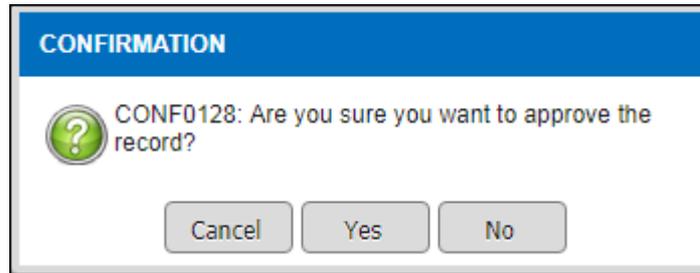


Figure 3.9-6 Alert Messages

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

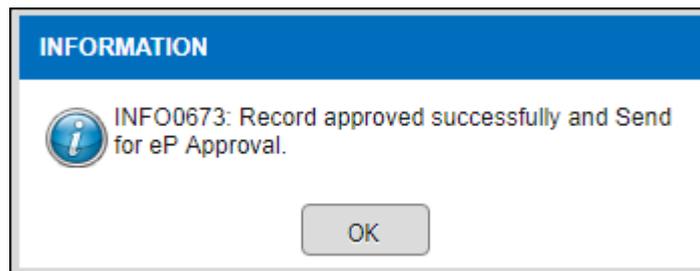
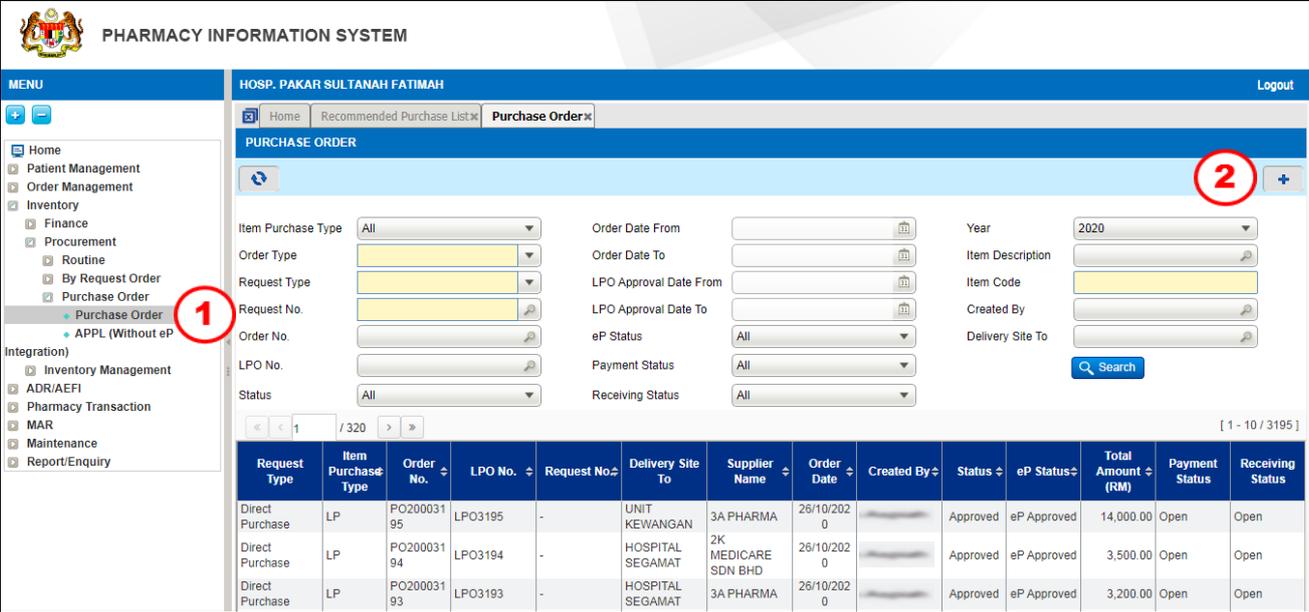


Figure 3.9-7 Alert Messages

- 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 + 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: All | Delivery Site To: |

LPO No.: | Payment Status: All |

Status: All | Receiving Status: All |

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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: [Redacted] Financial Year: 2021 Order Date: 16/12/2021 09:45:23 AM **6**

Request Type: Supplementary Order **3** Total Order Amount (RM): 0.00 Created By: [Redacted]

KKM Code Contract Ref No: KKM-223/2021/F(U) **4** Revision No: 1

Supplier Name: TERAJU FARMA SDN BHD **5**

Delivery Site To Name: HOSPITAL PAKAR SULTANAH FATIMAH **5** Effective End Date: 03/10/2024

Remark: [Redacted]

CAPD Home Delivery: No Yes

Approval Date: [Redacted]

Approval By: [Redacted]

Order Status: Open

Reason: [Redacted]

PASc:

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)
N04BX02 000T1001 XX.01	Entacapone 200 mg Tablet	pck	pack of 100 tablet	ENTA	Novartis	0	090401/010500/27401/01 PERUBATAN AM Operating	B4242 - KEMENTERIAN KESIHATAN	4,000	20	170.00	367.00	0.00	75,800.00

7

VOTE CODE LIST

Budget Type	Vote Code	Vote Description	Ministry / Department	Balance Before PO (RM)	Utilized PO (RM)	Balance After PO (RM)
Operating	090401/010500/27401/01	PERUBATAN AM	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**

Search KKM Code Contract Ref No

KKM Code Contract Ref No: [Redacted] Item Description: [Redacted]

Contract Start Date: [Redacted] Contract End Date: [Redacted]

CAPD Home Delivery: No Yes

Search

KKM Code Contract Ref No	Item Description	Contract Start Date	Contract End Date
KKM-244/2021/F(U)	Clozapine 25 mg Tablet , Clozapine 100 mg Tablet	18/10/2021 12:00:00 AM	17/10/2024 12:00:00 AM
KKM-223/2021/F(U)	Entacapone 200 mg Tablet	04/10/2021 12:00:00 AM	03/10/2024 12:00:00 AM
KKM-157/2021/F(U)	Gemeprost (Prostaglandin E1 Synthetic Analogue) 1 mg Pessary	19/07/2021 12:00:00 AM	18/07/2023 12:00:00 AM
KKM-259/2019/F(U)	Oral Rehydration Salt	08/10/2019 12:00:00 AM	07/10/2023 12:00:00 AM
KKM-288/2019/F(U)	Artificial Tears/Eye Lubricant Ophthalmic	08/10/2019 12:00:00 AM	07/10/2023 12:00:00 AM

Figure 3.10-3 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

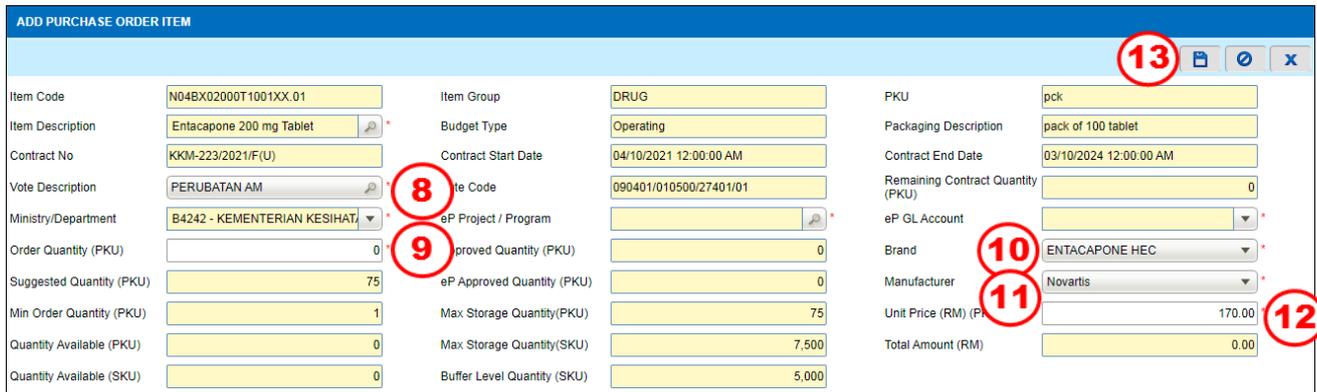
Select on **Order Date**

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



ADD PURCHASE ORDER ITEM					
Item Code	N04BX02000T1001XX.01	Item Group	DRUG	PKU	pck
Item Description	Entacapone 200 mg Tablet	Budget Type	Operating	Packaging Description	pack of 100 tablet
Contract No	KKM-223/2021/F(U)	Contract Start Date	04/10/2021 12:00:00 AM	Contract End Date	03/10/2024 12:00:00 AM
Vote Description	PERUBATAN AM	Item Code	090401/010500/27401/01	Remaining Contract Quantity (PKU)	0
Ministry/Department	B4242 - KEMENTERIAN KESIHAT	eP Project / Program		eP GL Account	
Order Quantity (PKU)	0	Approved Quantity (PKU)	0	Brand	ENTACAPONE HEC
Suggested Quantity (PKU)	75	eP Approved Quantity (PKU)	0	Manufacturer	Novartis
Min Order Quantity (PKU)	1	Max Storage Quantity (PKU)	75	Unit Price (RM) (PKU)	170.00
Quantity Available (PKU)	0	Max Storage Quantity (SKU)	7,500	Total Amount (RM)	0.00
Quantity Available (SKU)	0	Buffer Level Quantity (SKU)	5,000		

Figure 3.10-4 Add Purchase Order Item

STEP 8

Select available **Vote Description**

STEP 9

Insert the **Order Quantity (PKU)**

STEP 10

Select available **Brand**

STEP 11

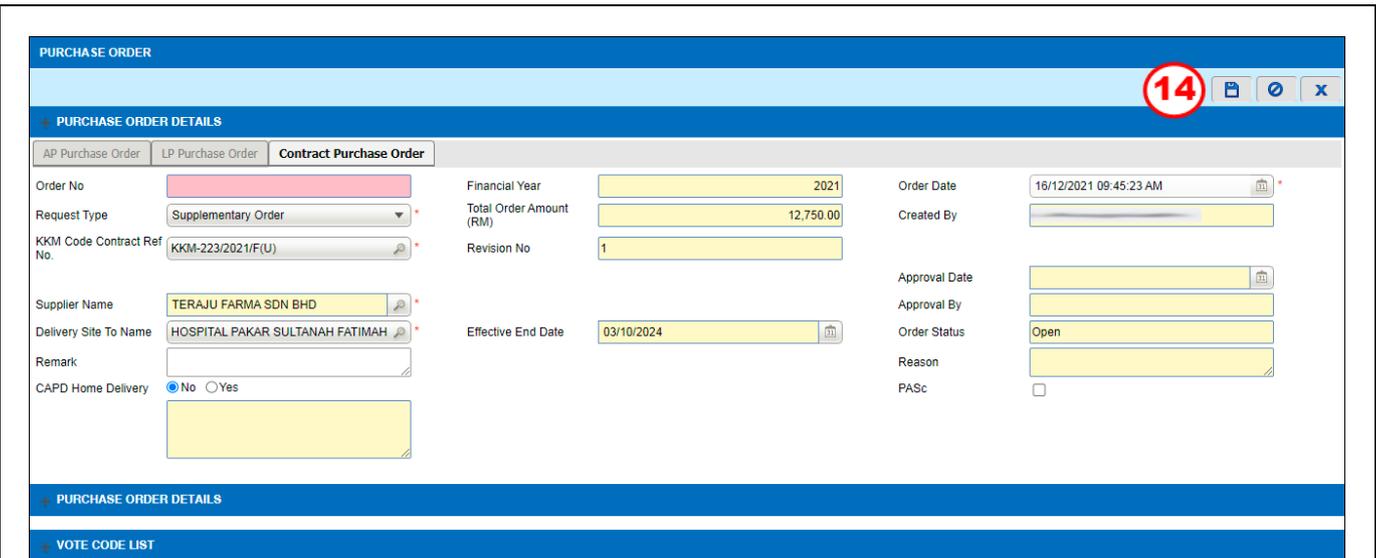
Select available **Manufacturer**

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: [Redacted] | Financial Year: 2021 | Order Date: 16/12/2021 09:45:23 AM

Request Type: Supplementary Order | Total Order Amount (RM): 12,750.00 | Created By: [Redacted]

KKM Code Contract Ref No.: KKM-223/2021/F(U) | Revision No.: 1

Supplier Name: TERAJU FARMA SDN BHD | Effective End Date: 03/10/2024

Delivery Site To Name: HOSPITAL PAKAR SULTANAH FATIMAH

Remark: [Redacted]

CAPD Home Delivery: No Yes

Approval Date: [Redacted] | Approval By: [Redacted]

Order Status: Open | Reason: [Redacted]

PASC:

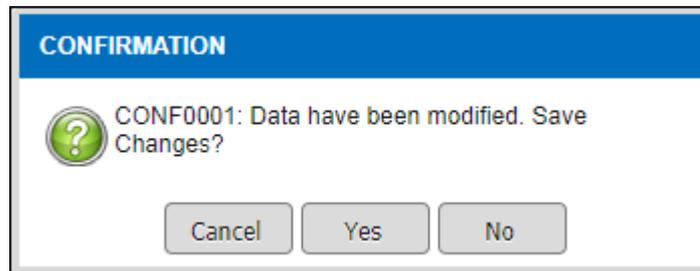
+ PURCHASE ORDER DETAILS

+ VOTE CODE LIST

Figure 3.10-5 Contract Purchase Order

STEP 14

Click on the  button to save the modification



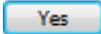
CONFIRMATION

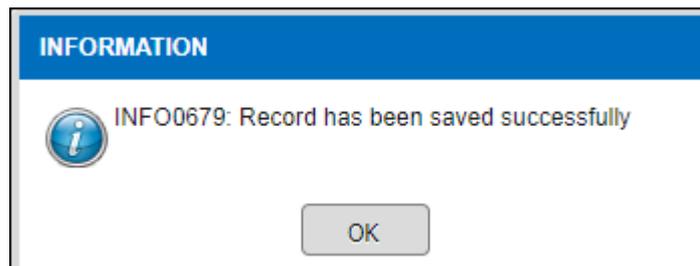
CONF0001: Data have been modified. Save Changes?

Cancel Yes No

Figure 3.10-6 Alert Message

Note

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



INFORMATION

INFO0679: Record has been saved successfully

OK

Figure 3.10-7 Alert Message

- Click on the  button to updated data as shown in Figure 3.10-7.

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

+ PURCHASE ORDER DETAILS

AP Purchase Order
LP Purchase Order
Contract Purchase Order

Order No	PO21004228	Financial Year	2021	Order Date	16/12/2021 09:45:23 AM
Request Type	Supplementary Order	Total Order Amount (RM)	12,750.00	Created By	
KKM Code Contract Ref No.	KKM-223/2021/F(U)	Revision No	1	Approval Date	
Supplier Name	TERAJU FARMA SDN BHD	Effective End Date	03/10/2024	Approval By	
Delivery Site To Name	HOSPITAL PAKAR SULTANAH FATIMAH	Order Status	Open	Reason	
Remark					
CAPD Home Delivery	<input checked="" type="radio"/> No <input type="radio"/> Yes				
	<input style="width: 100%;" type="text"/>				
	<input style="width: 100%;" type="text"/>				
	<input style="width: 100%;" type="text"/>				

+ PURCHASE ORDER DETAILS
Delete Item

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

☐	Item Code	Item Description	PKU	Packaging Description	Brand	Manufacturer	Ordered Quantity (PKU)	Approve Quantity (PKU)	Vote Code	Ministry / Department	Usage & Issue Quantity	Back Order	Unit Price (RM)	Item Average Price (PKU)	Amount (RM)	YTD Purchase Amount (RM)
<input type="checkbox"/>	N04BX02000T1001XX.01	Entacapone 200 mg Tablet	pck	pack of 100 tablet	ENTAK	Novartis	75	75	090401/010500/27401/01 PERUBATAN AM Operating	B4242 - KEMENTERIAN KESIHATAN	4,000	20	170.00	367.00	12,750.00	76,800.00

+ VOTE CODE LIST
[1 - 1 / 1]

Budget Type	Vote Code	Vote Description	Ministry / Department	Balance Before PO (RM)	Utilized PO (RM)	Balance After PO (RM)
Operating	090401/010500/27401/01	PERUBATAN AM	B4242 - KEMENTERIAN KESIHATAN	0.00	12,750.00	-12,750.00
TOTAL				0.00	12,750.00	-12,750.00

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):

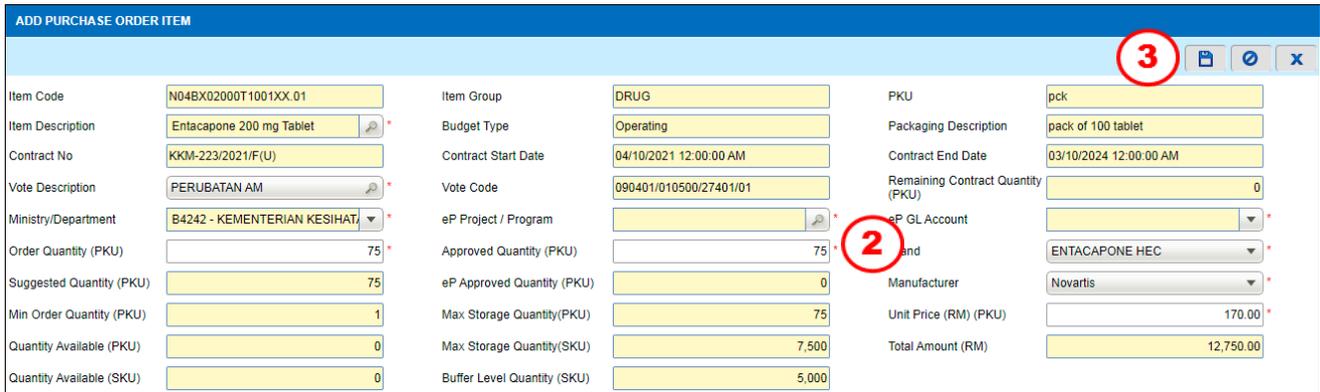
- a) Item Description
- b) Vote Description
- c) Change Order Quantity
- d) Change Approved Quantity
- e) Brand
- f) Manufacturer
- g) Chang Unit Price

Note

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

U.MANUAL_INV_CONTRACT-12th E

Page 57



Item Code	N04BX02000T1001XX.01	Item Group	DRUG	PKU	pck
Item Description	Entacapone 200 mg Tablet	Budget Type	Operating	Packaging Description	pack of 100 tablet
Contract No	KKM-223/2021/F(U)	Contract Start Date	04/10/2021 12:00:00 AM	Contract End Date	03/10/2024 12:00:00 AM
Vote Description	PERUBATAN AM	Vote Code	090401/010500/27401/01	Remaining Contract Quantity (PKU)	0
Ministry/Department	B4242 - KEMENTERIAN KESIHAT	eP Project / Program		eP GL Account	
Order Quantity (PKU)	75	Approved Quantity (PKU)	75	and	ENTACAPONE HEC
Suggested Quantity (PKU)	75	eP Approved Quantity (PKU)	0	Manufacturer	Novartis
Min Order Quantity (PKU)	1	Max Storage Quantity(PKU)	75	Unit Price (RM) (PKU)	170.00
Quantity Available (PKU)	0	Max Storage Quantity(SKU)	7,500	Total Amount (RM)	12,750.00
Quantity Available (SKU)	0	Buffer Level Quantity (SKU)	5,000		

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

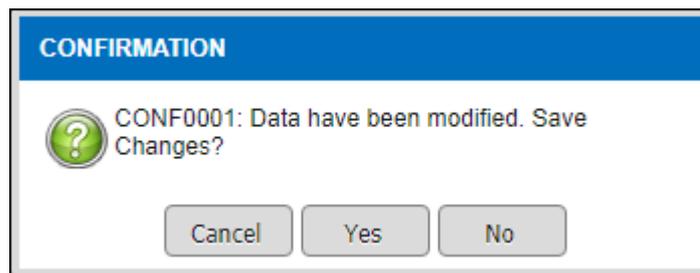
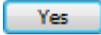


Figure 3.11-3 Alert Message

Note

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

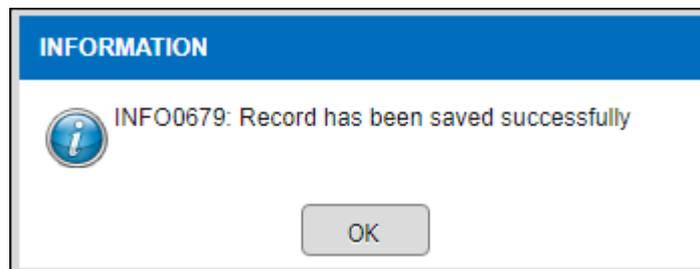


Figure 3.11-4 Alert Message

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

PURCHASE ORDER
+ Approve | - Reject | Cancel Request | Save | Refresh | Close

AP Purchase Order | LP Purchase Order | Contract Purchase Order

Order No	PO21004228	Financial Year	2021	Order Date	16/12/2021 09:45:23 AM
Request Type	Supplementary Order	Total Order Amount (RM)	12,750.00	Created By	
KKM Code Contract Ref No.	KKM-223/2021/F(U)	Revision No	1	Approval Date	
Supplier Name	TERAJU FARMA SDN BHD	Effective End Date	03/10/2024	Approval By	
Delivery Site To Name	HOSPITAL PAKAR SULTANAH FATIMAH			Order Status	Open
Remark					
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)	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)
N04BX02000T1001XX.01	Entacapone 200 mg Tablet	pck	pack of 100 tablet	ENTAK	Novartis	75	75	090401/010500/27401/01 PERUBATAN AM Operating	B4242 - KEMENTERIAN KESIHATAN	4,000	20	170.00	367.00	12,750.00	76,800.00

VOTE CODE LIST

Budget Type	Vote Code	Vote Description	Ministry / Department	Balance Before PO (RM)	Utilized PO (RM)	Balance After PO (RM)
Operating	090401/010500/27401/01	PERUBATAN AM	B4242 - KEMENTERIAN KESIHATAN	0.00	12,750.00	-12,750.00
TOTAL				0.00	12,750.00	-12,750.00

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?

Cancel

Yes

No

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.

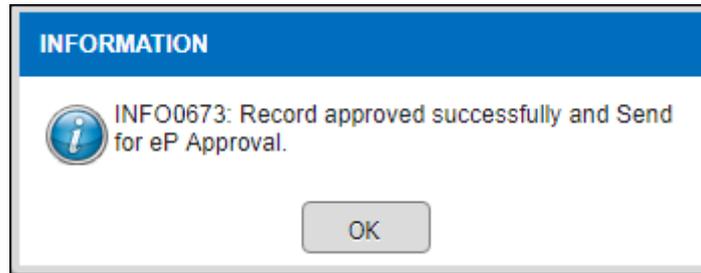


Figure 3.11-7 Alert Messages

Note

- If click on the **Yes** button, record will be approved saved as shown in Figure 3.11-6.
- If click on the **No** button, record will not be approved saved as shown in Figure 3.11-6.
- Click on the **OK** button to confirm approved and send for eP Approval update data as shown in Figure 3.11-7.
- Once approve record will show eP-Approve as shown in Figure 3.11-8.

PURCHASE ORDER

PURCHASE ORDER DETAILS

Order No: PO21004228
 Request Type: Supplementary Order
 KKM Code Contract Ref No: KKM-223/2021/F(U)
 Supplier Name: TERAJU FARMA SDN BHD
 Delivery Site To Name: HOSPITAL PAKAR SULTANAH FATIMAH
 LPO No: **5**
 Delivery Lead Period(Day): 21
 Remark:
 CAPD Home Delivery: No Yes

Financial Year: 2021
 Total Order Amount (RM): 12,750.00
 Revision No: 1
 Effective End Date: 03/10/2024
 LPO Approval Date and Time: **6**
 Delivery Due Date:

Order Date: 16/12/2021 09:45:23 AM
 Created By:
 Approval Date: 16/12/2021
 Approval By: Stephanie Chow Siew Fern
 Order Status: Approved
 eP Status: Pending for eP Approval
 Reason:
 PASC:

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"/>	N04BX 02000T 1001XX .01	Entacapone 200 mg Tablet	pck	pack of 100 tablet	ENTACAPO NE HEC	Novartis	75	75	75	090401/010500/27401/01 PERUBATAN AM Dasar Baru	B4242 - KEMENTERI AN KESIHATAN	4,000	20	170.00	367.00	12,750. 00	76,800. 00

7

Figure 3.11-8 Purchase Order

STEP 5

Fill up the LPO No.

STEP 6

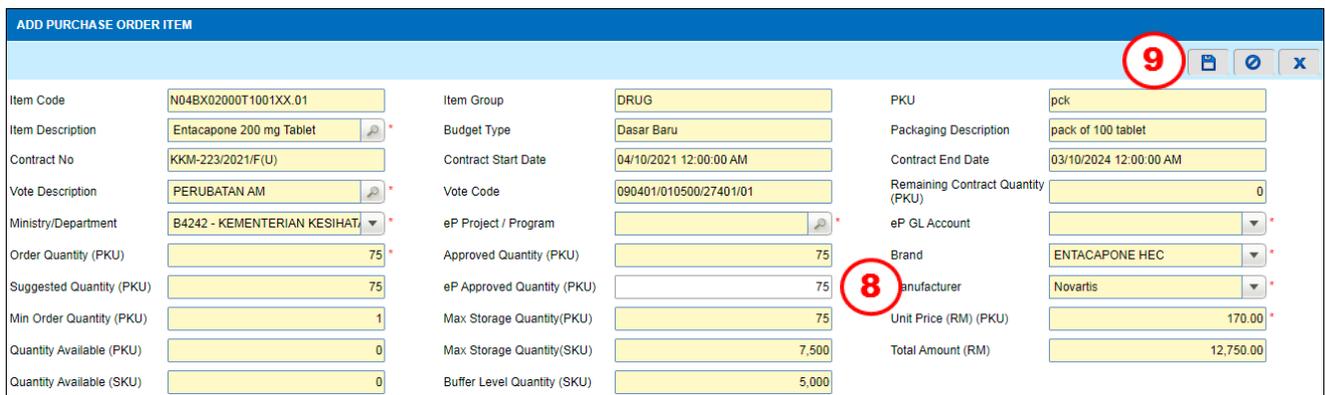
Select LPO Approval Date and Time

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	N04BX02000T1001XX.01	Item Group	DRUG	PKU	pck
Item Description	Entacapone 200 mg Tablet	Budget Type	Dasar Baru	Packaging Description	pack of 100 tablet
Contract No	KKM-223/2021/F(U)	Contract Start Date	04/10/2021 12:00:00 AM	Contract End Date	03/10/2024 12:00:00 AM
Vote Description	PERUBATAN AM	Vote Code	090401/010500/27401/01	Remaining Contract Quantity (PKU)	0
Ministry/Department	B4242 - KEMENTERIAN KESIHAT	eP Project / Program		eP GL Account	
Order Quantity (PKU)	75	Approved Quantity (PKU)	75	Brand	ENTACAPONE HEC
Suggested Quantity (PKU)	75	eP Approved Quantity (PKU)	75	Manufacturer	Novartis
Min Order Quantity (PKU)	1	Max Storage Quantity(PKU)	75	Unit Price (RM) (PKU)	170.00
Quantity Available (PKU)	0	Max Storage Quantity(SKU)	7,500	Total Amount (RM)	12,750.00
Quantity Available (SKU)	0	Buffer Level Quantity (SKU)	5,000		

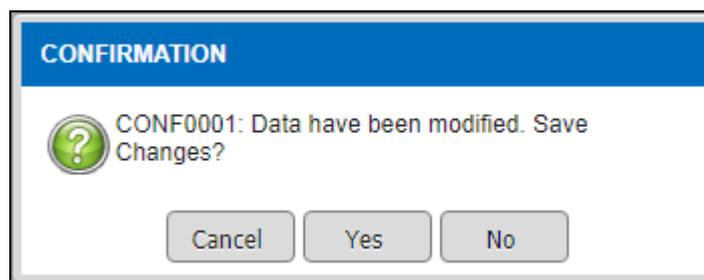
Figure 3.11-9 Purchase Order

STEP 8

Fill up the eP Approve Quantity (PKU)

STEP 9

Click on  button to save the record

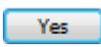
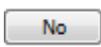
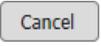


CONFIRMATION

 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

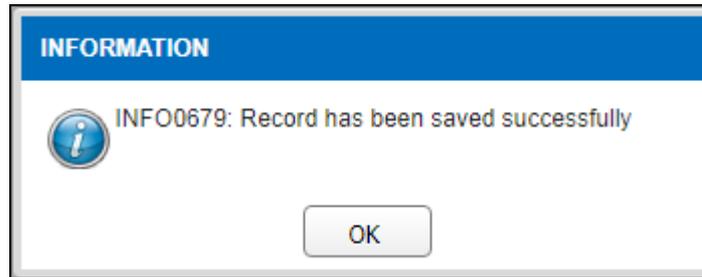


Figure 3.11-11 Alert Message

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

10

PURCHASE ORDER

+ PURCHASE ORDER DETAILS

AP Purchase Order
LP Purchase Order
Contract Purchase Order

Order No	PO21004228	Financial Year	2021	Order Date	16/12/2021 09:45:23 AM
Request Type	Supplementary Order	Total Order Amount (RM)	12,750.00	Created By	
KKM Code Contract Ref No.	KKM-223/2021/F(U)	Revision No	1	Approval Date	16/12/2021
Supplier Name	TERAJU FARMA SDN BHD	Effective End Date	03/10/2024	Approval By	Stephanie Chow Siew Fern
Delivery Site To Name	HOSPITAL PAKAR SULTANAH FATIMAH	LPO Approval Date and Time		Order Status	Approved
LPO No.		Delivery Due Date		eP Status	Pending for eP Approval
Delivery Lead Period(Day)	21	Remark		Reason	
CAPD Home Delivery	<input type="radio"/> No <input type="radio"/> Yes			PASC	<input type="checkbox"/>

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"/>	N04BX 02000T 1001XX .01	Entacapone 200 mg Tablet	pck	pack of 100 tablet	ENTACAPO NE HEC	Novartis	75	75	75	090401/010500/27401/01 PERUBATAN AM Dasar Baru	B4242 - KEMENTERI AN KESIHATAN	4,000	20	170.00	367.00	12,750. 00	76,800. 00

Figure 3.11-12 Purchase Order

STEP 10

Click on  button to approve the transaction

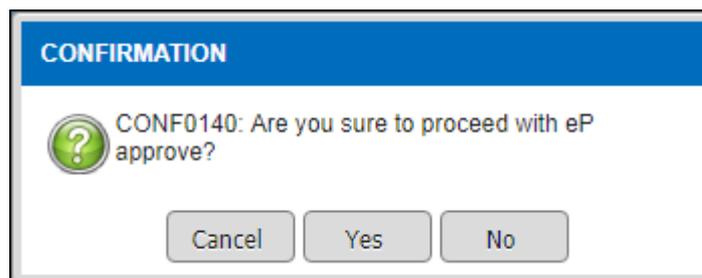


Figure 3.11-13 Alert Message

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

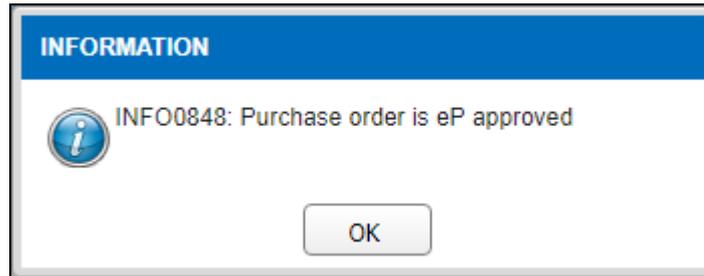


Figure 3.11-14 Alert Message

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

PURCHASE ORDER

Cancel LPO X

PURCHASE ORDER DETAILS

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

Order No: PO21004228 | Financial Year: 2021 | Order Date: 16/12/2021 09:45:23 AM

Request Type: Supplementary Order | Total Order Amount (RM): 12,750.00 | Created By: [User]

KKM Code Contract Ref No.: KKM-223/2021/F(U) | Revision No.: 1 | Approval Date: 16/12/2021

Supplier Name: TERAJU FARMA SDN BHD | Effective End Date: 03/10/2024 | Approval By: [User]

Delivery Site To Name: HOSPITAL PAKAR SULTANAH FATIMAH | LPO Approval Date and Time: 16/12/2021 10:19 AM | Order Status: Approved

LPO No.: RE23321 | Delivery Lead Period(Day): 21 | Delivery Due Date: 06/01/2022 10:19:00 AM | eP Status: eP Approved

Remark: [Text Area]

CAPD Home Delivery: No Yes | Reason: [Text Area]

PASc:

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	Receiv Quant (PKU)	Usage & Issue Quantit	Back Order	Unit Price (RM)	Item Averag Price (PKU)	Amount (RM)	YTD Purcha Amount (RM)
<input type="checkbox"/>	N04BX 02000T 1001X X.01	Entacapone 200 mg Tablet	pck	pack of 100 tablet	ENTACAPO NE HEC	Novartis	75	75	75	090401/010500/27401/01 PERUBATAN AM Dasar Baru	B4242- KEMENTERI AN KESIHATAN	0	4,000	95	170.00	367.00	12,750.00	89,550.00

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.

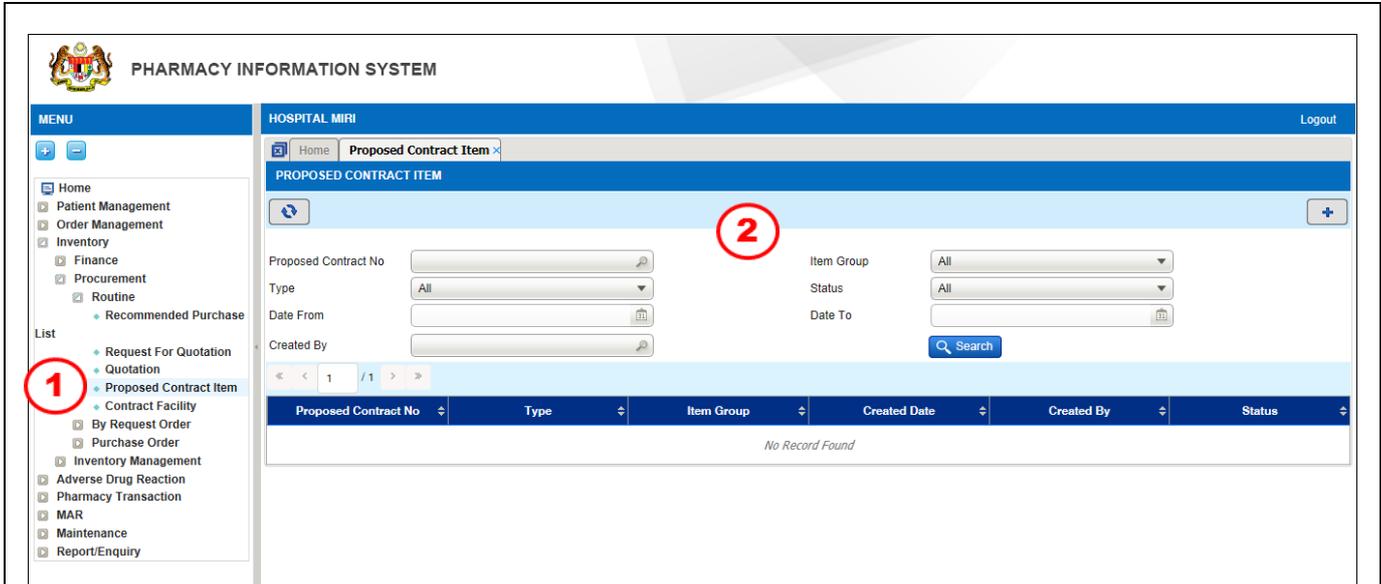


Figure 3.12-1 Proposed Contract Item Listing Page

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 Search

[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: Created Date:
 Proposed Contract Type: Item Sub Class:
 Item Group: Created By:
 Standard Item: Status:
 Remark:
 Reject Reason:

ITEM'S INFORMATION

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

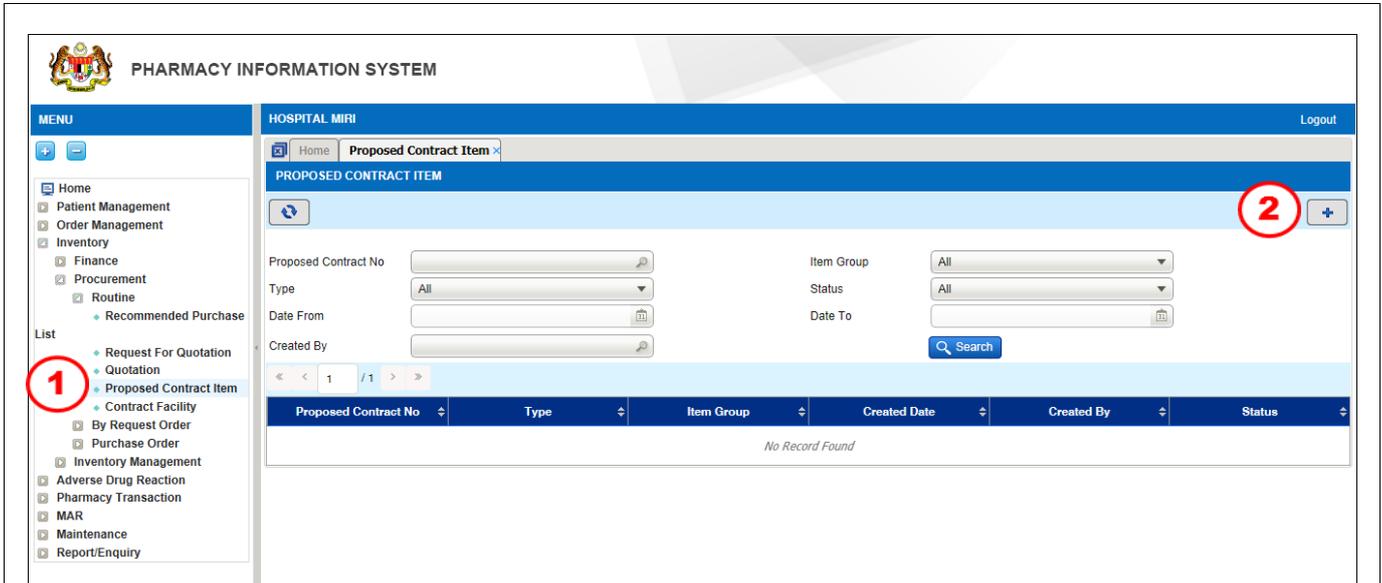
Figure 3.12-3 Proposed Contract Item

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'.

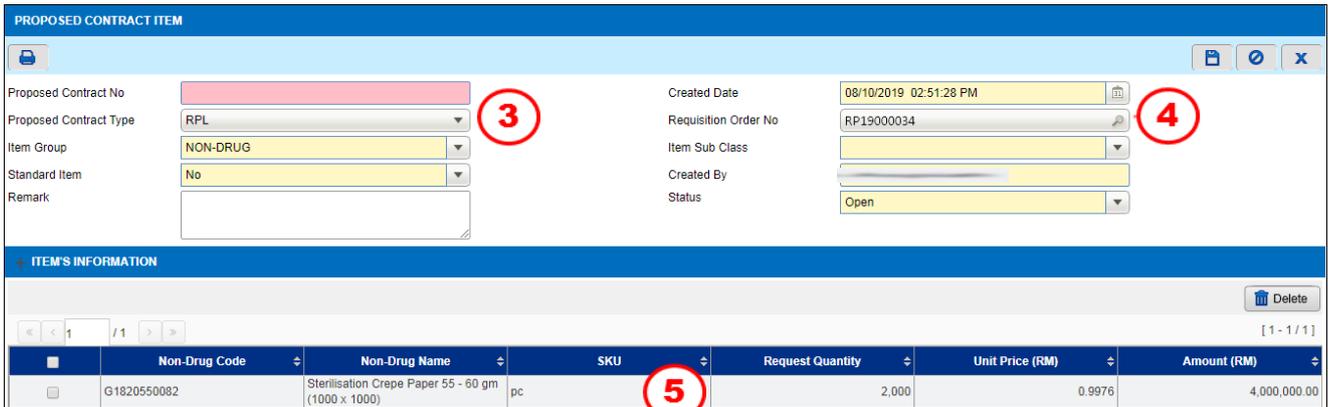


Figure 3.12.1-2 Proposed Contract Item

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

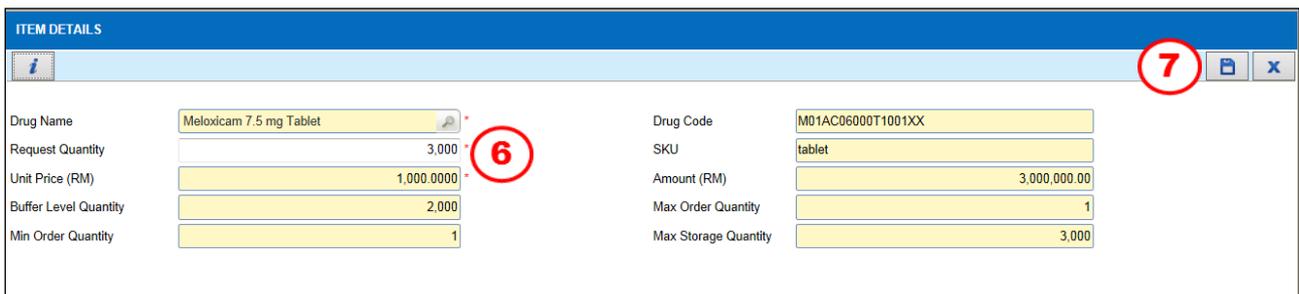


Figure 3.12.1-3 Item Details

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

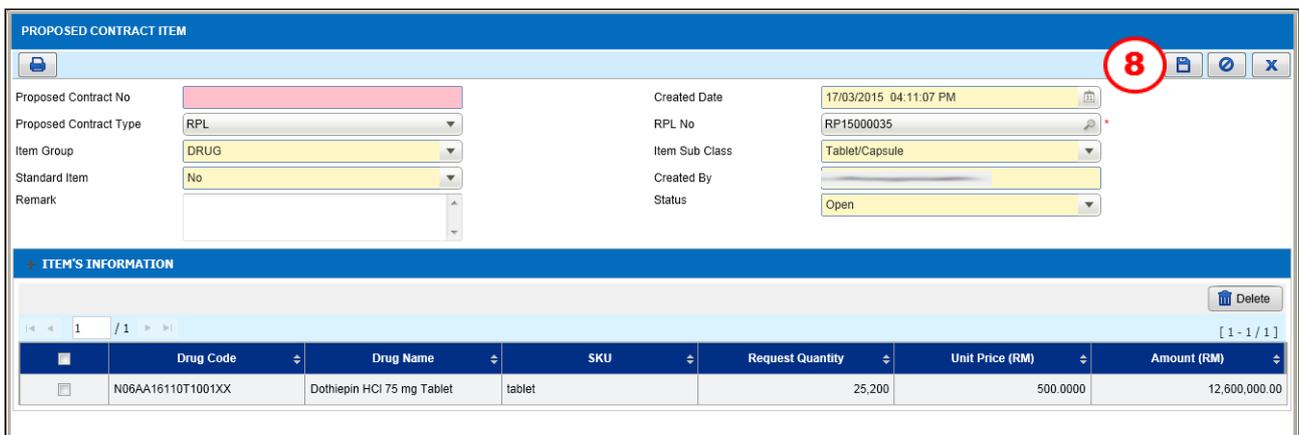
Click on the  button to save the transaction

STEP 8

Click on the  button to save the Proposed Contract Item

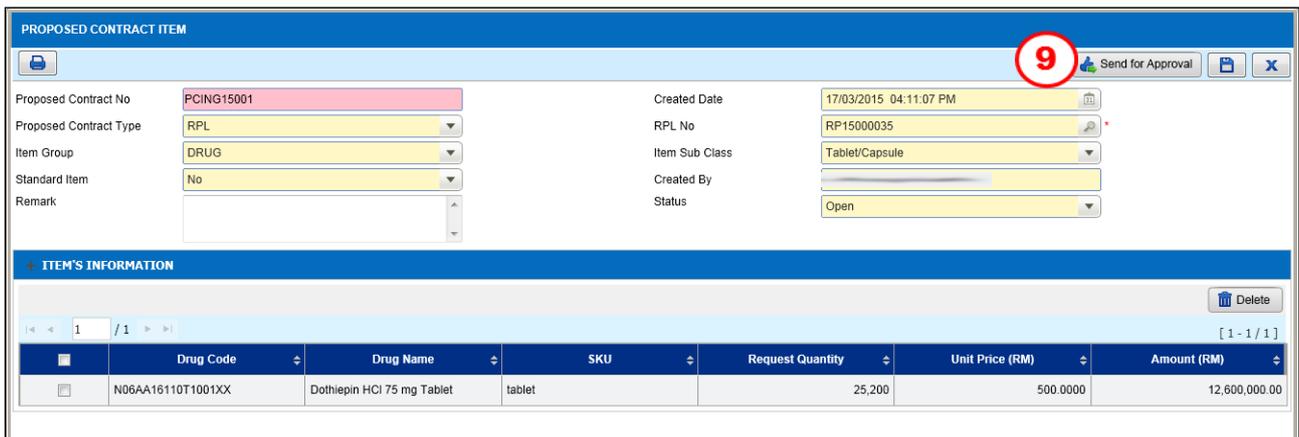
Note

After click on the  button,  button will be enabled.



Drug Code	Drug Name	SKU	Request Quantity	Unit Price (RM)	Amount (RM)
N06AA16110T1001XX	Dothiepin HCl 75 mg Tablet	tablet	25,200	500.0000	12,600,000.00

Figure 3.12.1-4 New Proposed Contract Item



Drug Code	Drug Name	SKU	Request Quantity	Unit Price (RM)	Amount (RM)
N06AA16110T1001XX	Dothiepin HCl 75 mg Tablet	tablet	25,200	500.0000	12,600,000.00

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.

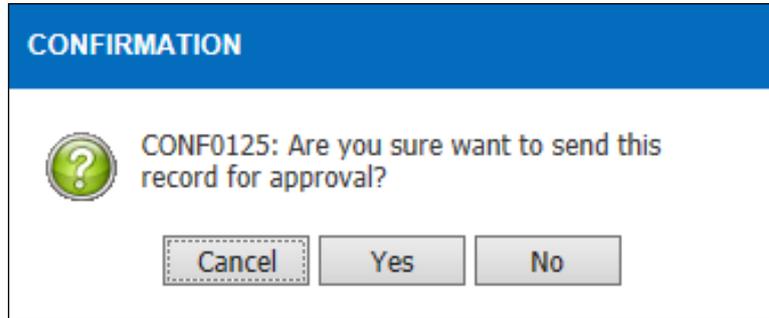
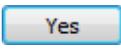


Figure 3.12.1-6 Save Record Alert Message

- Click on the  button.

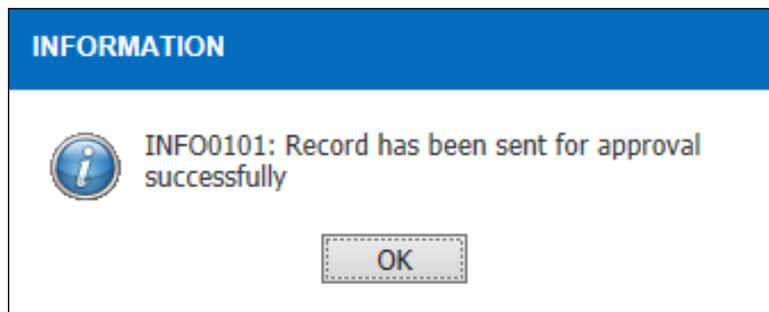
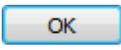


Figure 3.12.1-7 Save Record Alert Message

- 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 \(RPL\)](#)

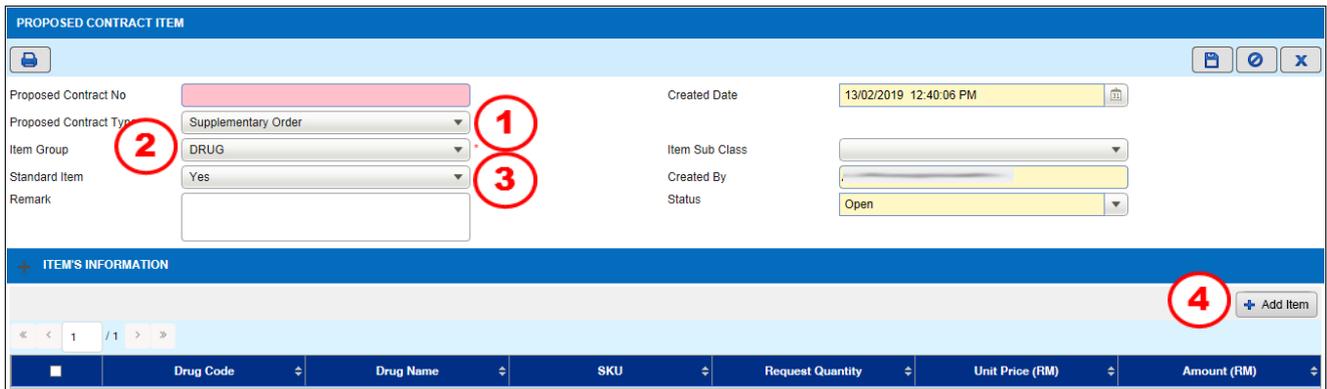


Figure 3.12.2-1 Proposed Contract Item

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

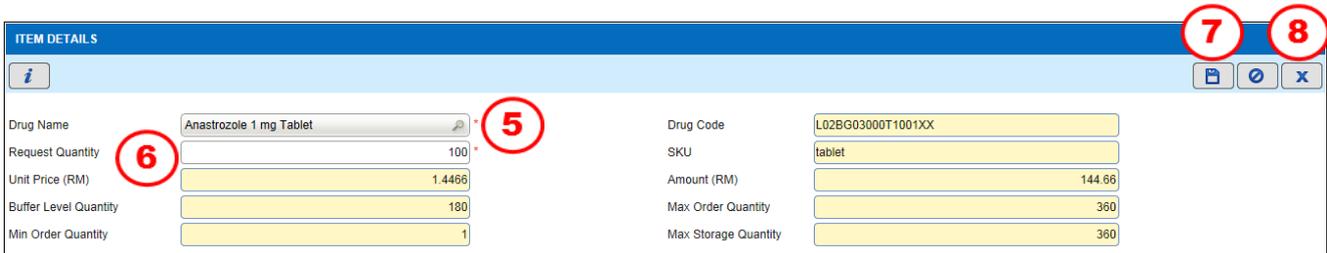


Figure 3.12.2-2 Item Details

STEP 5

Select available **Drug Name**

STEP 6

Insert/Edit **Request Quantity**

Note

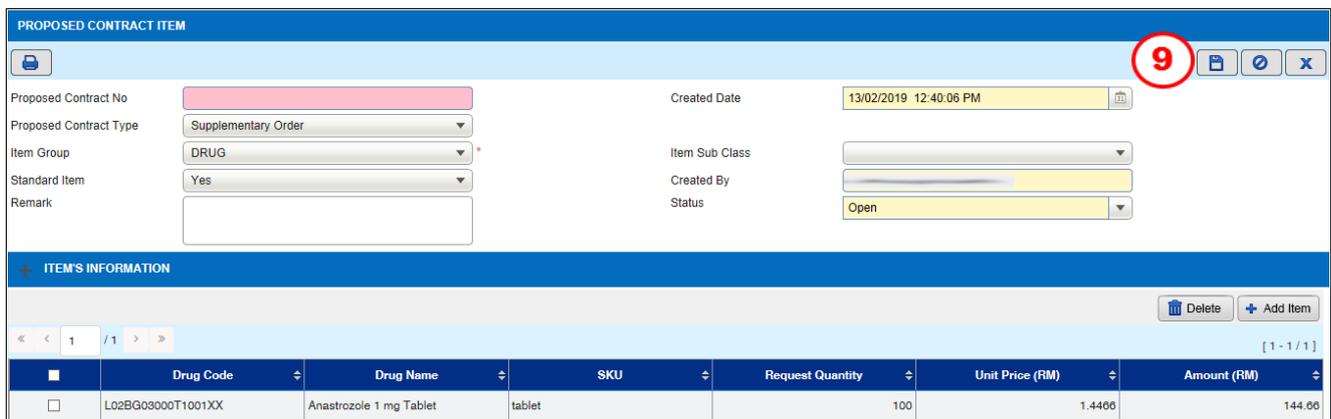
- **Unit Price (RM)** is based on each item.
- **Amount (RM)** is total amount of item.
- **SKU: Store Keeping Unit.**
- **Buffer Level Quantity** is set up for buffer level of this item. Set up at Buffer Level Master.
- **Min Order Quantity** is minimum quantity to be ordered of this item.
- **Max Order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

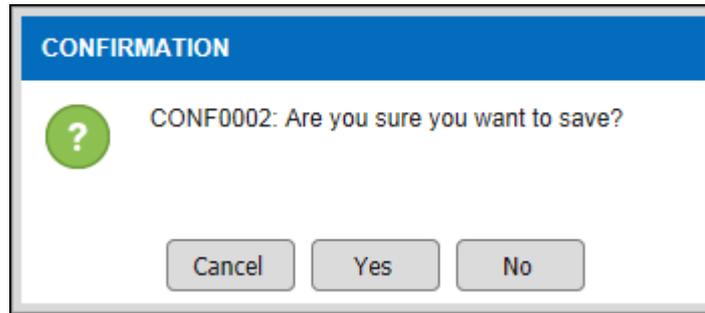
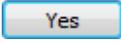


Figure 3.12.2-4 Save Record Alert Message

- Click on the  button.

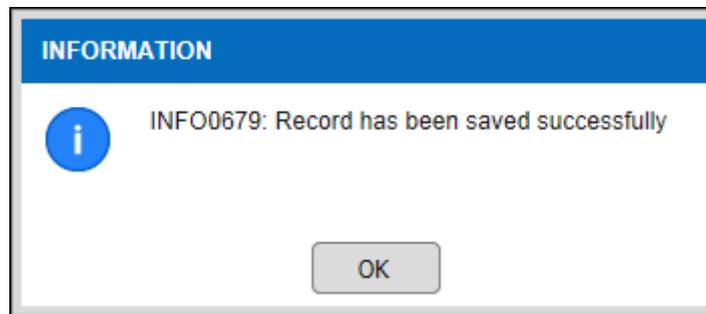
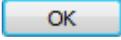


Figure 3.12.2-5 Save Record Alert Message

- Click on the  button.

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

1-2	Proposed Contract Item	'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

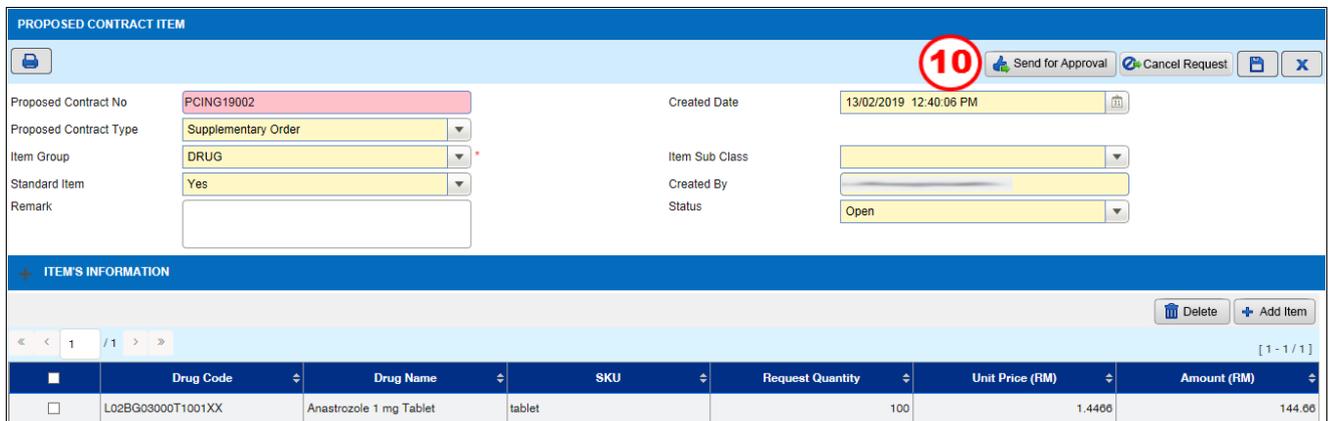
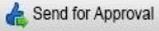


Figure 3.12.2-6 Proposed Contract Item Send for Approval

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.

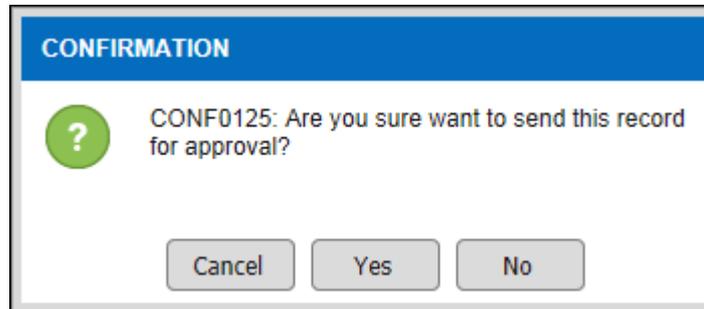
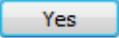


Figure 3.12.2-7 Alert Message

- Click on the  button.

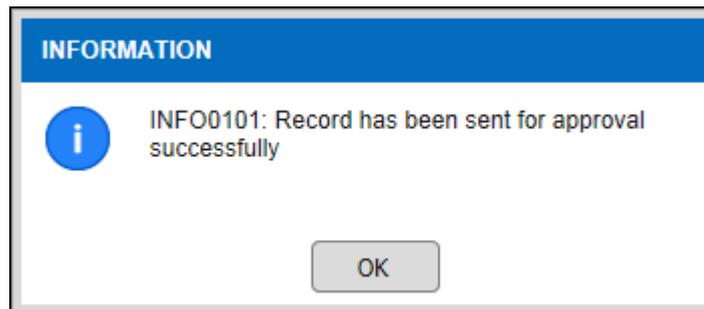
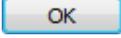


Figure 3.12.2-8 Alert Message

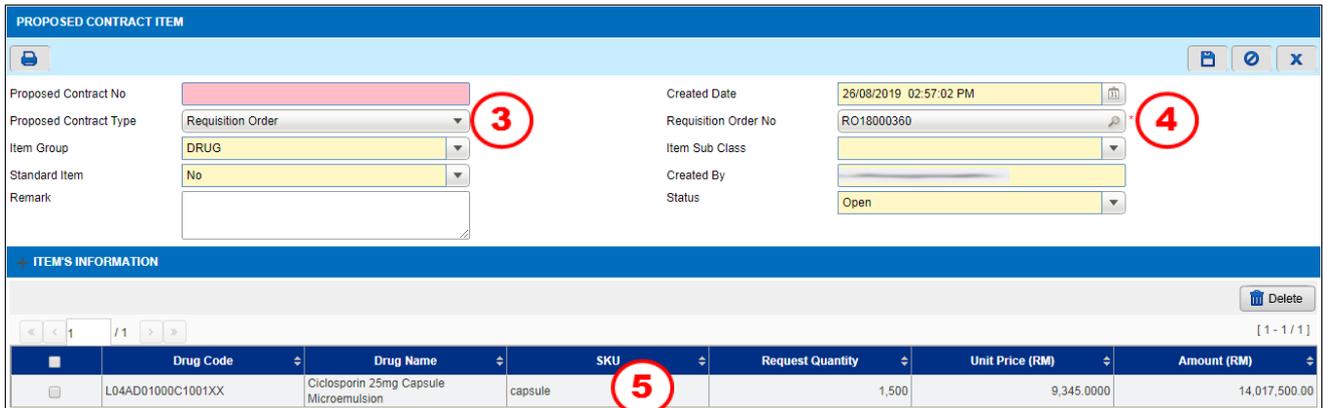
- Click on the  button.
- The status will have changed to Pending for Approval

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

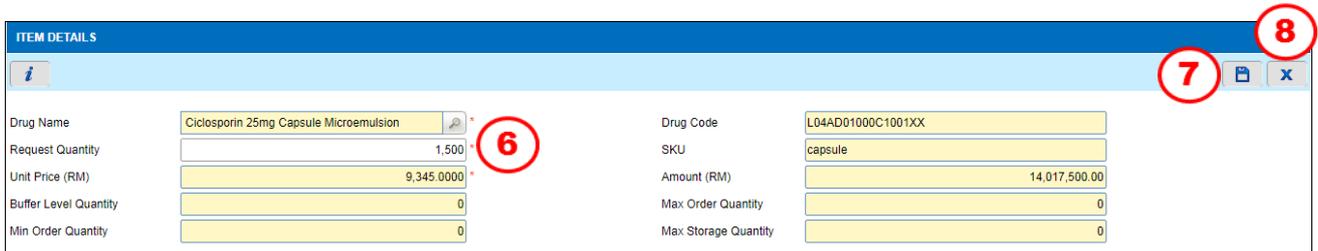


Figure 3.12.3-2 Item Details

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.

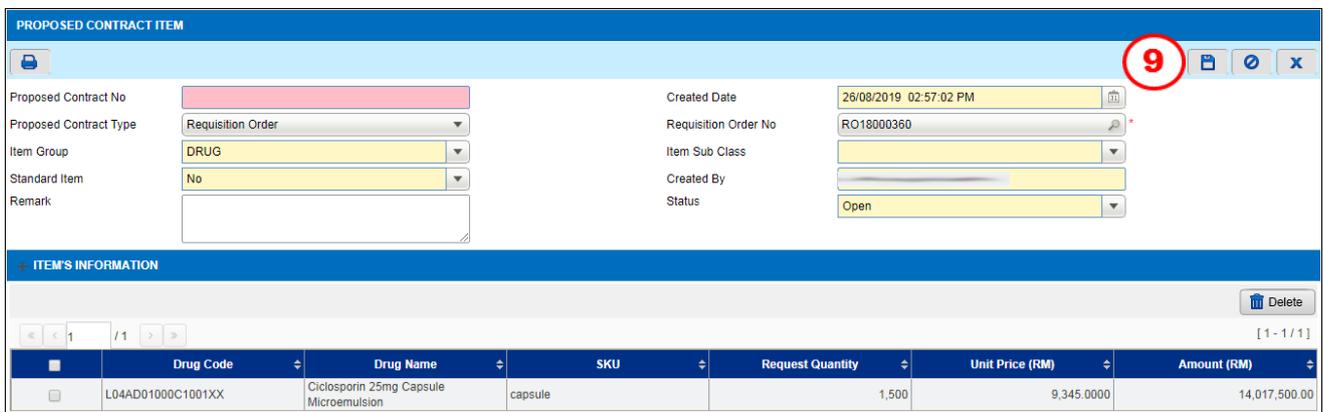
- **Buffer Level Quantity** is set up for buffer level of this item. Set up at Buffer Level Master.
- **Min Order Quantity** is minimum quantity to be ordered of this item.
- **Max Order Quantity** is maximum quantity to be ordered of this item.
- **Max Storage Quantity** is for maximum of quantity to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

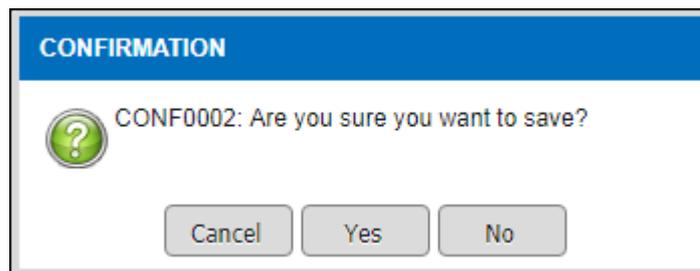
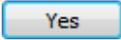


Figure 3.12.3-4 Save Record Alert Message

- Click on the  button.

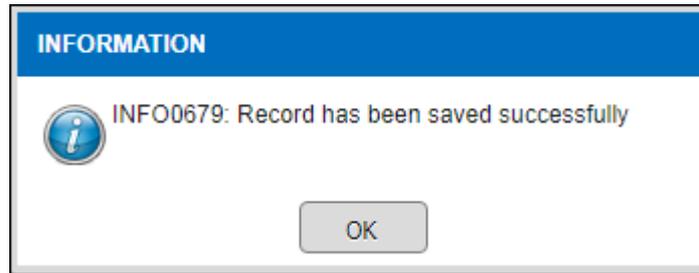


Figure 3.12.3-5 Save Record Alert Message

- Click on the  button.

STEP 10

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

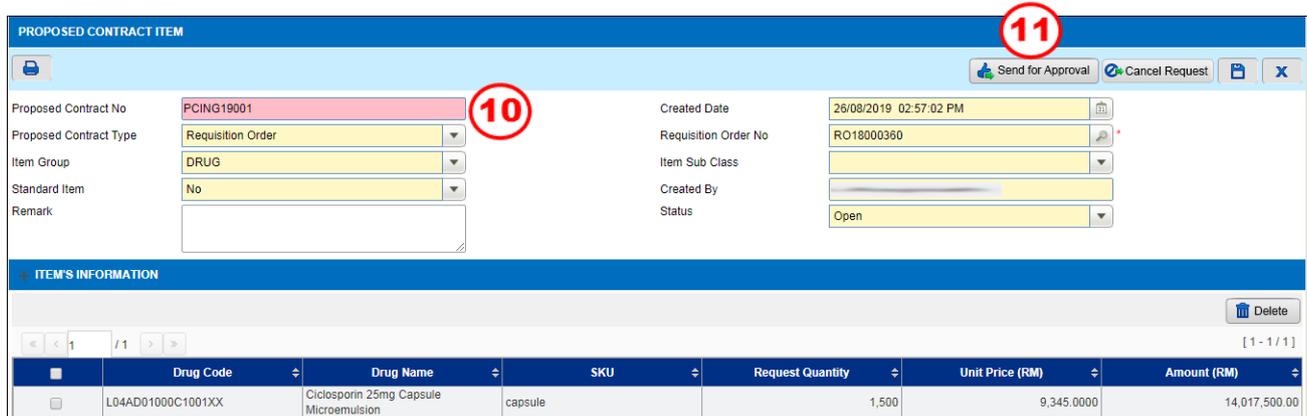
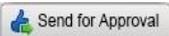


Figure 3.12.3-6 Proposed Contract Item Send for Approval

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.

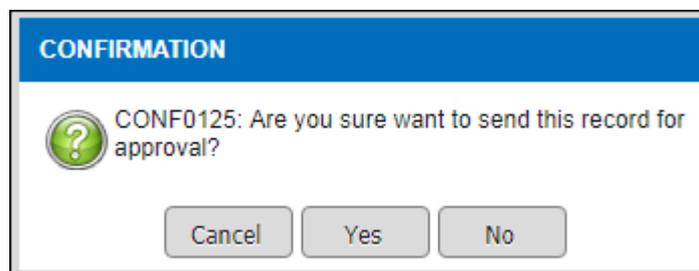
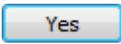


Figure 3.12.3-7 Alert Message

- Click on the  button.

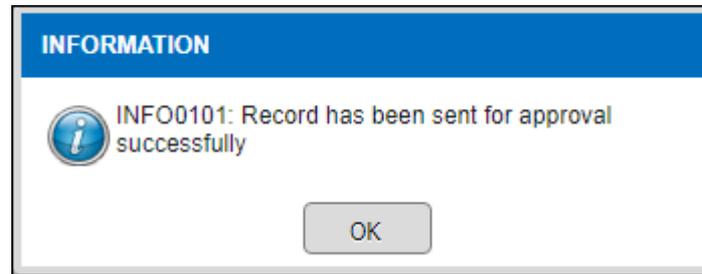


Figure 3.12.3-8 Alert Message

- 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: <input type="text" value="All"/> <input type="button" value="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

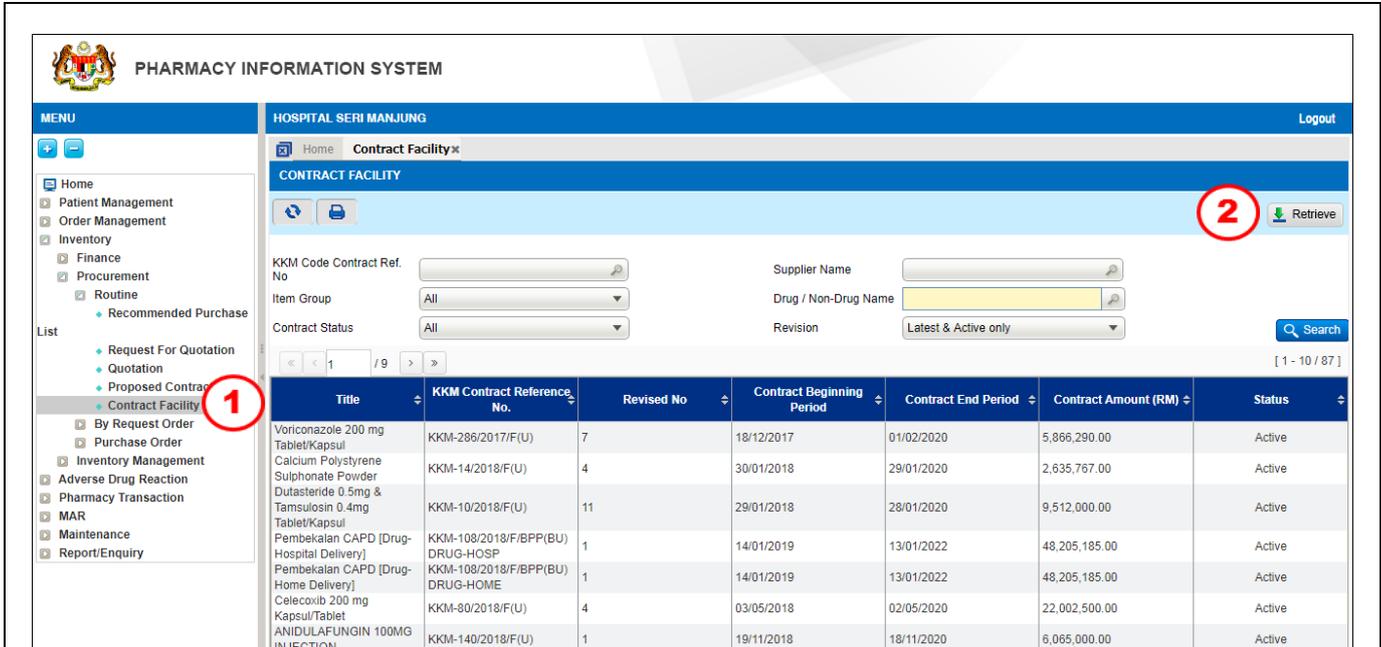
Double click on the selected record details listed down as per Figure 3.14-1

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)



PHARMACY INFORMATION SYSTEM

HOSPITAL SERI MANJUNG Logout

Home Contract Facility*

CONTRACT FACILITY 2 Retrieve

KKM Code Contract Ref. No: Supplier Name:
 Item Group: Drug / Non-Drug Name:
 Contract Status: Revision: Search

< < 1 / 9 > >

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

[1 - 10 / 87]

Figure 3.14.1-1 Contract Facility Listing Page

STEP 1

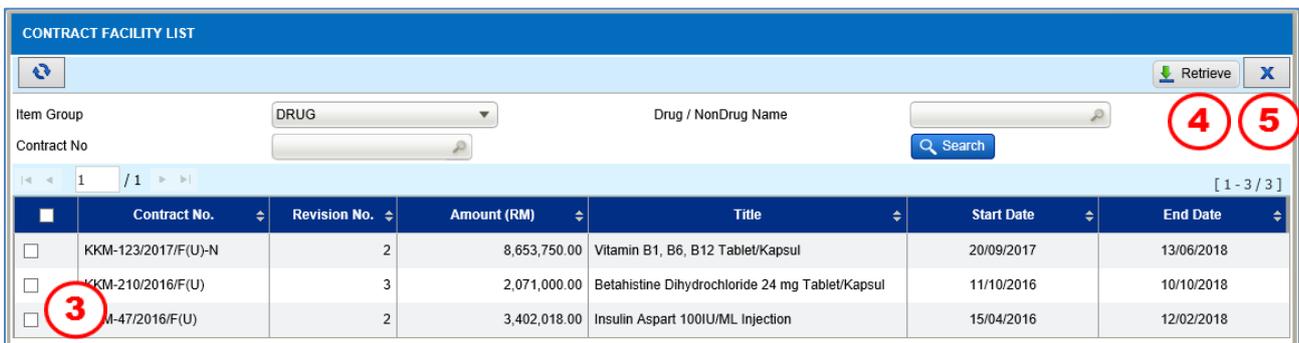
Click on 'Procurement' menu follows by 'Routine' then 'Contract Facility'

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 FACILITY LIST Retrieve X

Item Group: Drug / NonDrug Name:

Contract No: Search

< < 1 / 1 > >

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

[1 - 3 / 3]

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

KCM Code Contract Ref. No	KKM-244/2021/F(U)	Title	Clozapine 25mg& 100mg Tablet/Kapsul (Secara Pake)
Effective Start Date	18/10/2021	Effective End Date	17/10/2024
Enforce Quota	No	Contract Amount (RM)	19,718,625.57
Item Group	DRUG	Item Sub Class	
Created By	Mohd Fauzan b Sahimi	Status	Approved
Remarks	A	Revision No	1
CAPD Home Delivery	<input checked="" type="radio"/> No <input type="radio"/> Yes		

+ ITEM'S INFORMATION

Drug / Non-Drug Code	Drug / Non-Drug Name	Item Code	Item Description	Brand Name	Supplier Name	Pack
N05AH02000T1002XX	Clozapine 100 mg Tablet	N05AH02000T1002XX.03	Clozapine 100 mg Tablet	CLOZARIL	PRIMABUMI SDN. BHD.	pack of 5
N05AH02000T1001XX	Clozapine 25 mg Tablet	N05AH02000T1001XX.03	Clozapine 25 mg Tablet	CLOZARIL	PRIMABUMI SDN. BHD.	pack of 5

+ ITEM'S QUANTITY

Item Code	Item Description	Brand Name	Quantity	Remaining Allocated Qty
N05AH02000T1001XX.03	Clozapine 25 mg Tablet	CLOZARIL	1	129,999
N05AH02000T1002XX.03	Clozapine 100 mg Tablet	CLOZARIL	1	373,865

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 Price (PKU)(RM)(Without Fi)
 - Contract Unit Price (PKU)(RM)(With Fi)
- Under Item's Quantity this information will be displayed:
 - Item Code
 - Item Description
 - Brand Name
 - Quantity
 - Remaining Allocated Qty

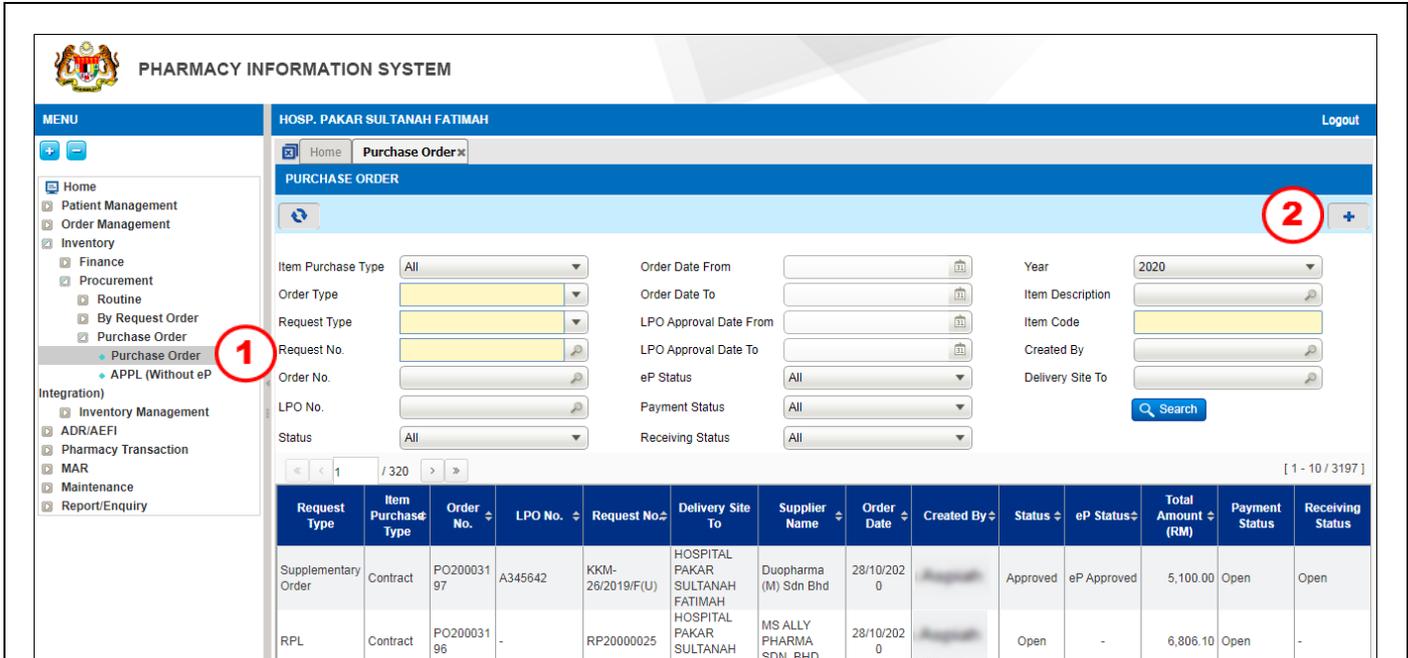
CONTRACT FOR FACILITY					
+ ITEMS QUANTITY					
<input type="text" value="1"/> / <input type="text" value="1"/>					[1 - 2 / 2]
Item Code	Item Description	Brand Name	Quantity	Remaining Allocated Qty	
N05AH02000T1001XX.03	Clozapine 25 mg Tablet	CLOZARIL	1	129,999	
N05AH02000T1002XX.03	Clozapine 100 mg Tablet	CLOZARIL	1	373,865	
+ DELIVERY LEAD PERIOD					
<input type="text" value="1"/> / <input type="text" value="1"/>					[1 - 2 / 2]
Contract Date From	Contract Date To	Delivery Lead Period	Days Included	West/East Malaysia	
18/10/2021	17/11/2021	30	All	All	
18/11/2021	17/10/2024	21	All	All	
+ CONTRACT PENALTY					
<input type="text" value="1"/> / <input type="text" value="1"/>					[1 - 1 / 1]
Incident Code	Incident Description	Formula Code	Formula Description	Penalty Percentage	Duration
PS21	Item Contract ? Supplier failed to deliver within the contract period (late delivery)	PS210002	(No of days delayed x Product qty delayed x product price x Penalty 10%) / 30	10.00	30
+ PURCHASE ITEM DETAILS					
<input type="text" value="1"/> / <input type="text" value="1"/>					
LPO No	LPO Date	Purchase Quantity	Contract Unit Price (RM)	Contract Amount (RM)	Purchase Order Status
No Records Found!					
TOTAL					

Figure 3.14.1-4 Purchase Order Status

- Under Delivery Lead Period information will be displayed:
 - Contract Date From
 - Contract Date To
 - Delivery Lead Period
 - Days Included
 - West/East Malaysia
- Under Contract Penalty information will be displayed:
 - Incident Code
 - Incident Description
 - Formula Code
 - Formula Description
 - Penalty Percentage
 - Duration
- Under Purchase Item Details information will be displayed:
 - LPO No
 - LPO Date
 - Purchase Quantity
 - Contract Unit Price (RM)
 - 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:



PHARMACY INFORMATION SYSTEM

HOSP. PAKAR SULTANAH FATIMAH

Logout

Home Purchase Order*

PURCHASE ORDER

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

Request Type	Item Purchase Type	Order No.	LPO No.	Request No.	Delivery Site To	Supplier Name	Order Date	Created By	Status	eP Status	Total Amount (RM)	Payment Status	Receiving Status
Supplementary Order	Contract	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	-

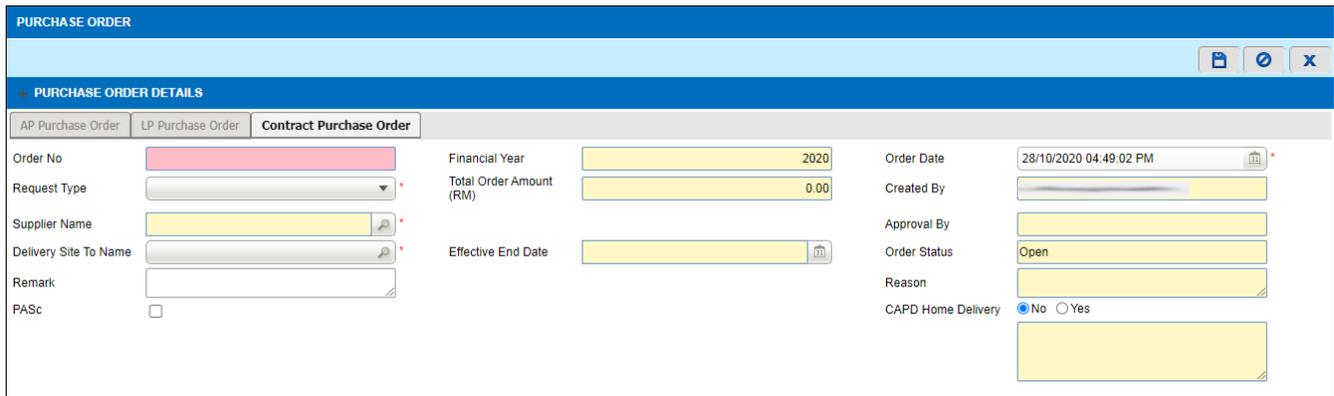
Figure 3.14.2-1 Purchase Order Listing Page

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



PURCHASE ORDER

PURCHASE ORDER DETAILS

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

Order No: | Financial Year: 2020 | Order Date: 28/10/2020 04:49:02 PM
 Request Type: | Total Order Amount (RM): 0.00 | Created By: |
 Supplier Name: | Effective End Date: | Approval By: |
 Delivery Site To Name: | Order Status: Open | Reason: |
 Remark: | CAPD Home Delivery: No Yes
 PASC:

Figure 3.14.2-2 Purchase Order

Figure 3.14.2-3 Purchase Order : Indent

STEP 3

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

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-244/2021/F(U)	Clozapine 100 mg Tablet , Clozapine 25 mg Tablet	18/10/2021 12:00:00 AM	17/10/2024 12:00:00 AM
KKM-223/2021/F(U)	Entacapone 200 mg Tablet	04/10/2021 12:00:00 AM	03/10/2024 12:00:00 AM
KKM-157/2021/F(U)	Gemeprost (Prostaglandin E1 Synthetic Analogue) 1 mg Pessary	19/07/2021 12:00:00 AM	18/07/2023 12:00:00 AM
KKM-259/2019/F(U)	Oral Rehydration Salt	08/10/2019 12:00:00 AM	07/10/2023 12:00:00 AM
KKM-250/2019/F(U)	Artificial Tears/Eye Lubricant Ophthalmic	08/10/2019 12:00:00 AM	07/07/2023 12:00:00 AM

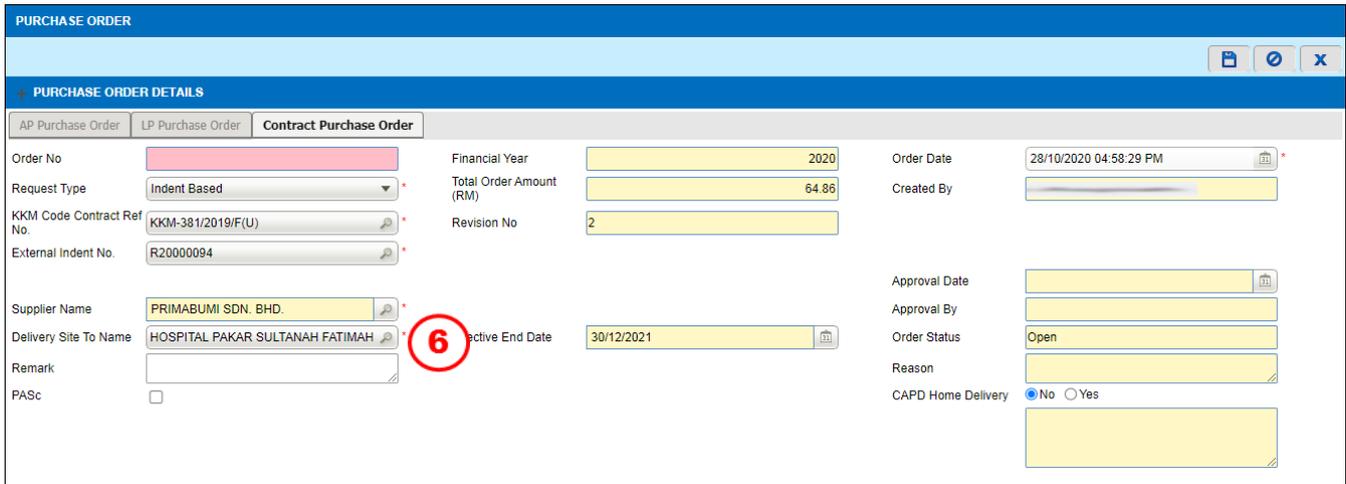
Figure 3.14.2-4 KKM Code Contract Ref No

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**

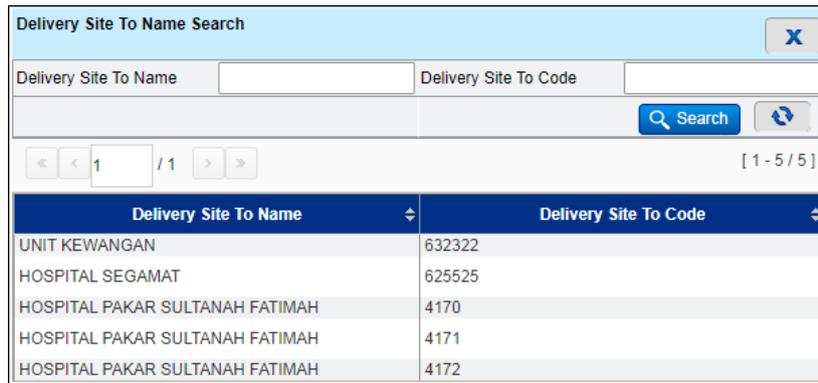
Order No: [Redacted] | Financial Year: 2020 | Order Date: 28/10/2020 04:58:29 PM
 Request Type: Indent Based | Total Order Amount (RM): 64.86 | Created By: [Redacted]
 KKM Code Contract Ref No: KKM-381/2019/F(U) | Revision No: 2
 External Indent No: R20000094
 Supplier Name: PRIMABUMI SDN. BHD.
 Delivery 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

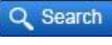
Delivery Site To Name: [Redacted] | Delivery Site To Code: [Redacted]

< < 1 / 1 > > [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="<"/> <input type="button" value="1"/> <input type="button" value="/ 5"/> <input type="button" value=">"/>				[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

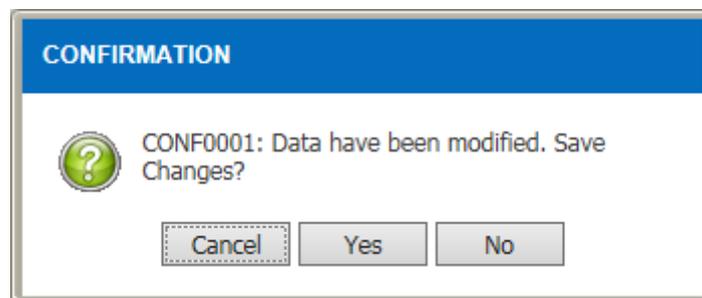


Figure 3.14.2-11 Confirmation Message

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

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

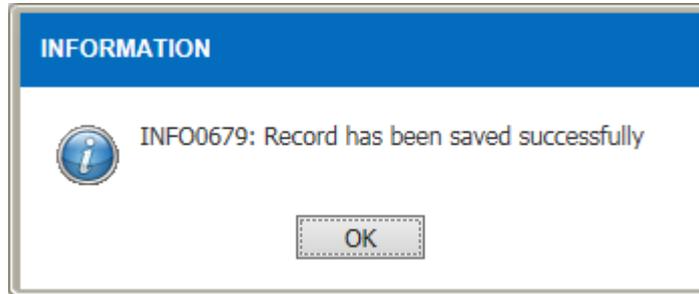
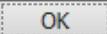


Figure 3.14.2-12 Information Message

Note

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

PURCHASE ORDER

eP-Approve
eP-Reject
Cancel Order
X

PURCHASE ORDER DETAILS

AP Purchase Order
LP Purchase Order
Contract Purchase Order

Order No

Request Type

KKM Code Contract Ref No

External Indent No

Supplier Name

Delivery Site To Name

LPO No.

Delivery Lead Period(Day)

Remark

PASc

Financial Year

Total Order Amount (RM)

Revision No

Effective End Date

LPO Approval Date and Time

Delivery Due Date

Order Date

Created By

Approval Date

Approval By

Order Status

eP Status

Reason

CAPD Home Delivery No Yes

PURCHASE ORDER DETAILS

[1 - 2 / 2]

Cancel	Item Code	Item Description	PKU	Packaging Description	Brand	Manufacturer	Ordered Quantity (PKU)	Approve Quantity (PKU)	eP Approve Quantity (PKU)	Vote Code	Ministry / Department	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

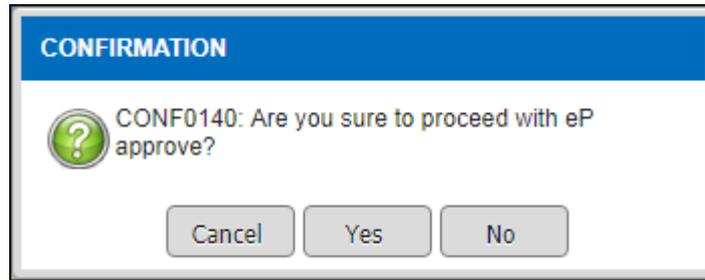
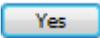


Figure 3.14.2-14 Alert Message

Note

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

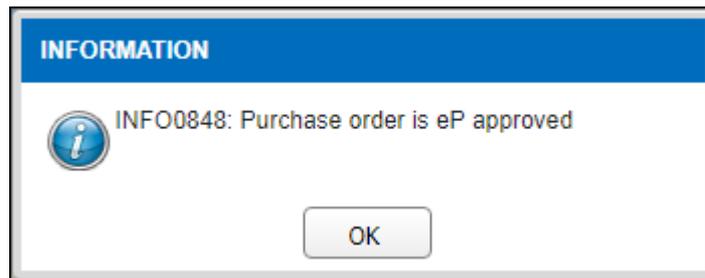


Figure 3.14.2-15 Alert Message

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

PURCHASE ORDER

Cancel LPO X

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 Quantit (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 Cancel LPO button
- Order status will change to Approved
- Click on X 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