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

User Manual
Pharmacy Inventory - Contract

Version	**: 13th Edition**
Document ID	**: U. MANUAL_INV_CONTRACT**

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Application reference: PhIS & CPS v2.6.1

Table of Contents

1.0 Introduction 1
1.1 Overview of PhIS 1
1.2 Purpose and Objectives 1
1.3 Organised Sections 1
2.0 Application Standard Features 2
2.1 PhIS Legend 2
3.0 Contract 4
Overview 4
User Group 4
Functional Diagram 4
3.1 View Recommended Purchase List (RPL) Contract Listing Page 6
3.2 Create New Recommended Purchase List (RPL) Contract 8
3.3 Create New Recommended Purchase List Contract For Specific Department (YES) Without Verification 15
3.4 Create New Recommended Contract For Specific Department (YES) With Verification 22
3.5 Recommended Purchase List (RPL) Verification 29
3.6 Recommended Purchase List (RPL) Contract Approval 34
3.7 Purchase Order Listing Page 41
3.8 Create New Contract Purchase Order: RPL 43
3.9 Contract Purchase Order Approval: RPL 49
3.10 Create New Contract Purchase Order: Contract 53
3.11 Contract Purchase Order Approval: Contract 57
3.12 Proposed Contract Item Listing Page 64
3.12.1 New Proposed Contract Item Record: Recommended Purchase List (RPL) 66
3.12.2 New Proposed Contract Item : Supplementary Order 70
3.12.3 New Proposed Contract Item Requisition: Requisition Order 74
3.13 Proposed Contract Item Approval 78
3.14 Contract Facility 80
3.14.1 Retrieve Contract Facility 82
4.0 Acronyms 85
5.0 Links To Inventory Modules 94

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

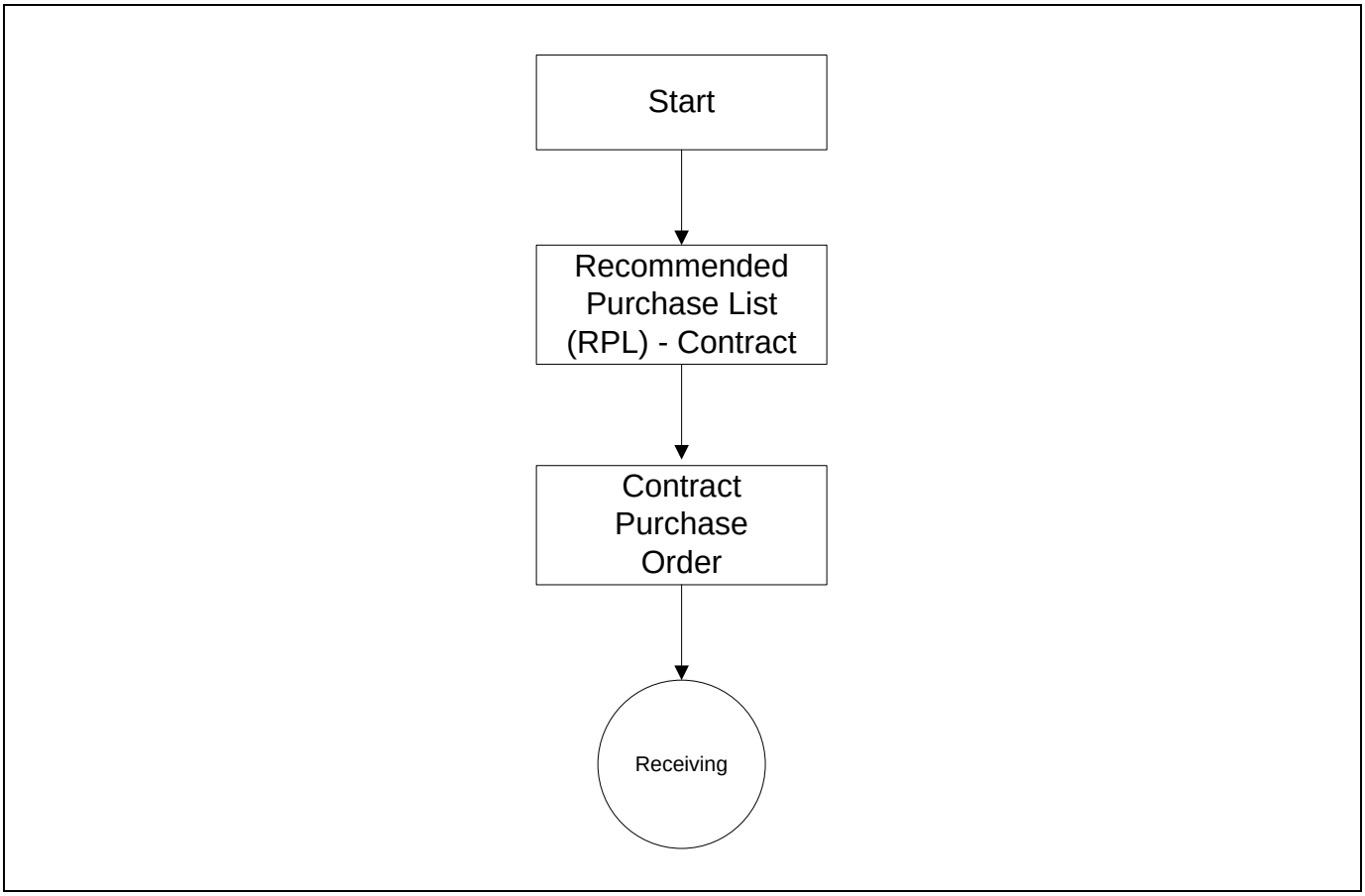


Figure 3.1

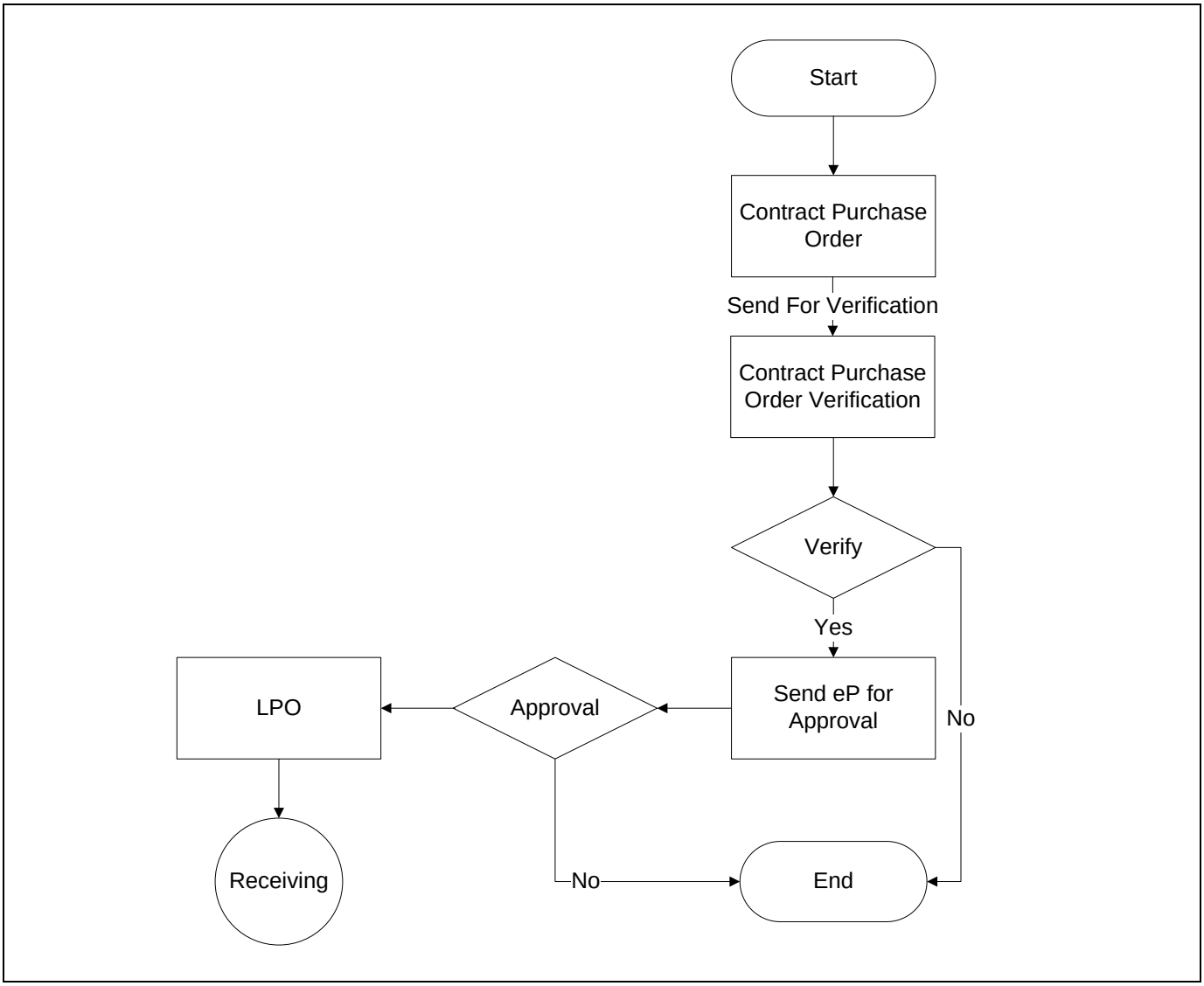

Start
Contract Purchase Order
Send For Verification
Contract Purchase Order Verification
Verify
Yes
No
Send eP for Approval
Approval
LPO
Receiving
No
End

Figure 3.2

3.1 View Recommended Purchase List (RPL) Contract Listing Page

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

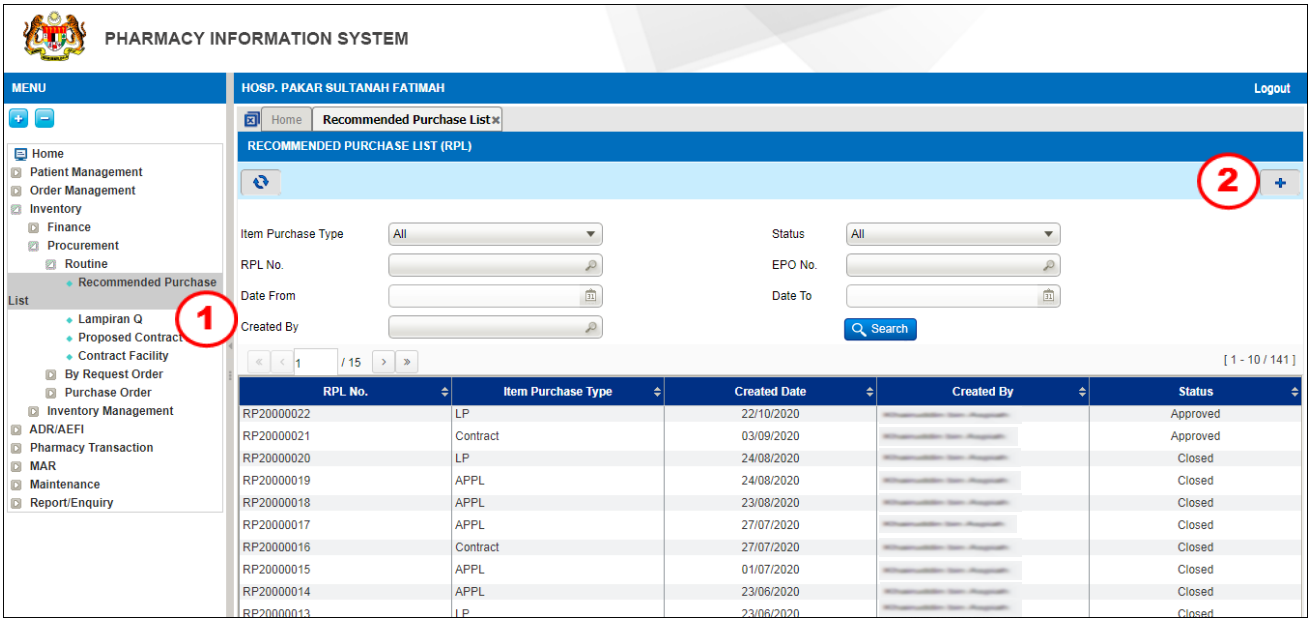


Figure 3.1-1 Recommended Purchase List (RPL) Listing Page

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
- Closed
- Open
- Pending For Approval
- Pending For Verification
- Rejected

b) RPL No
c) EPO No
d) Date From
e) Date To
f) Created By

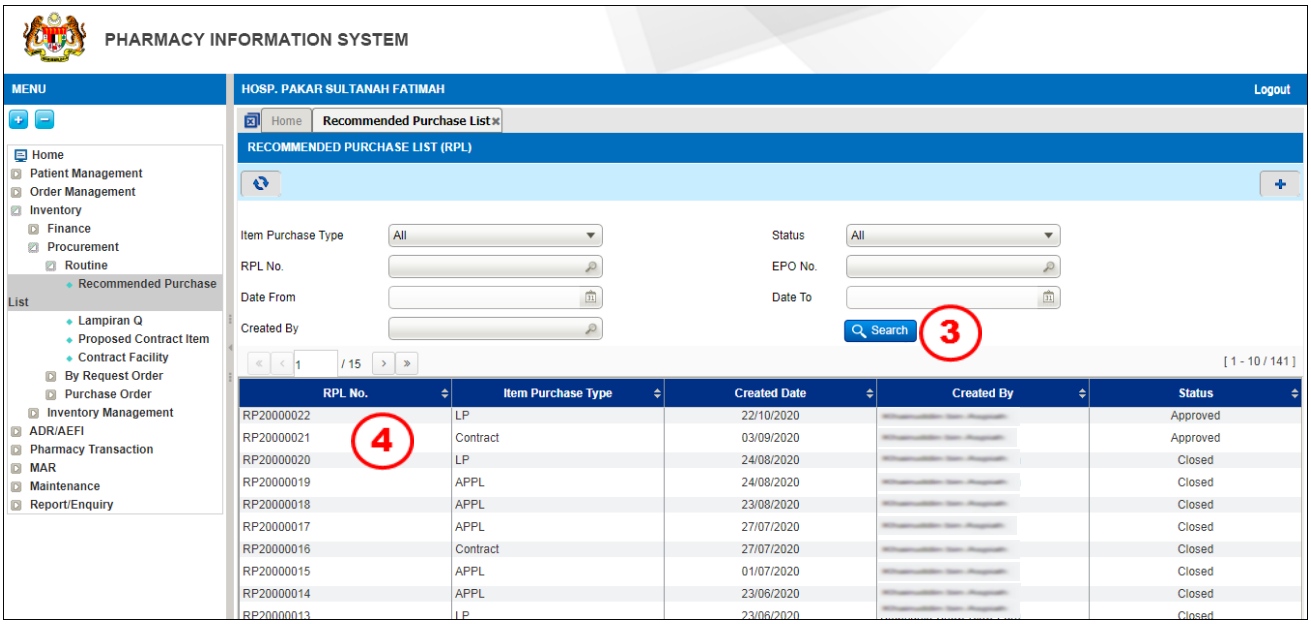


Figure 3.1-2 Recommended Purchase List (RPL) Listing Page

STEP 3

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

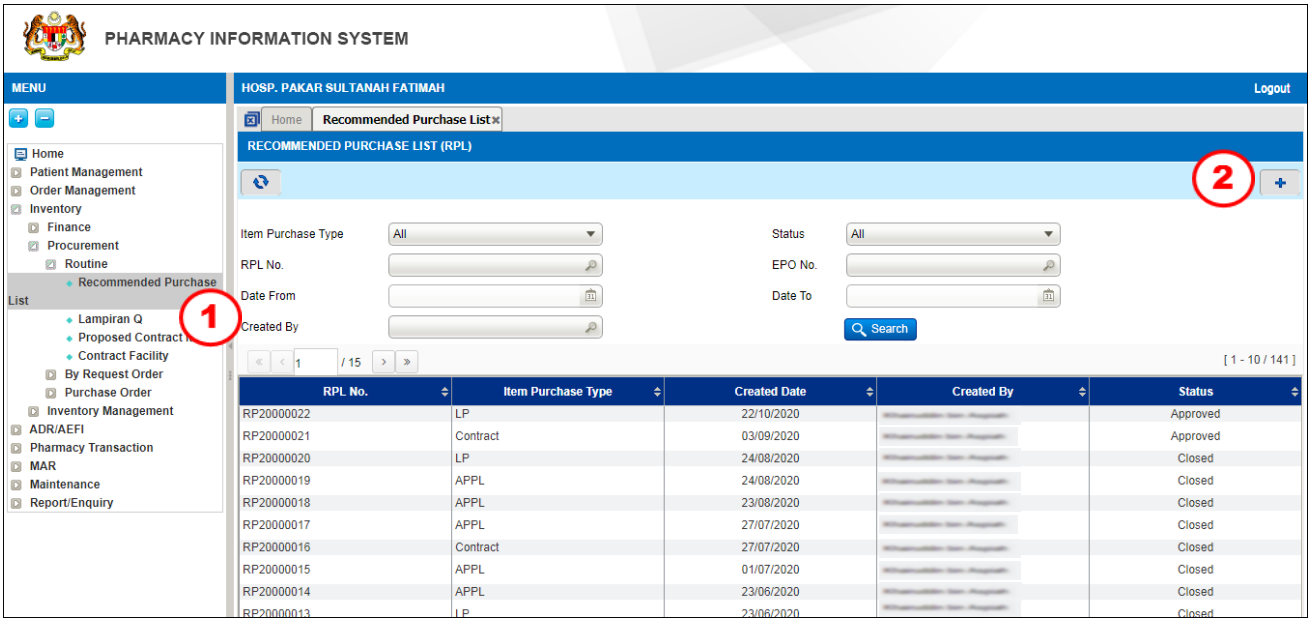


Figure 3.2-1 New Recommended Purchase List (RPL)

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

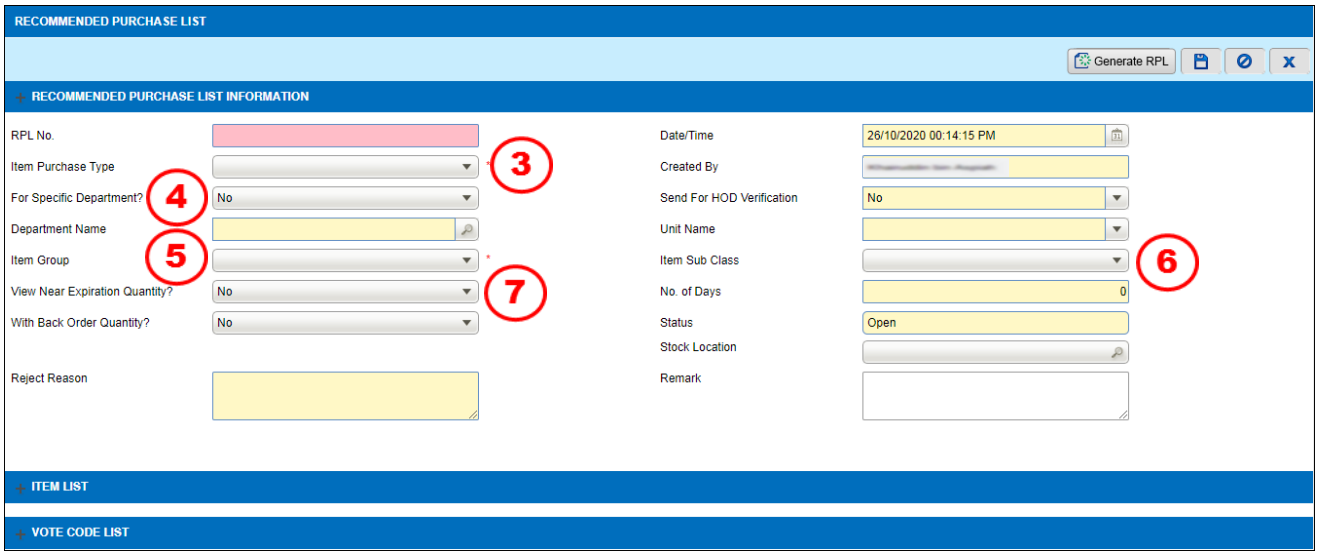


Figure 3.2-2 Recommended Purchase List (RPL)

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.*

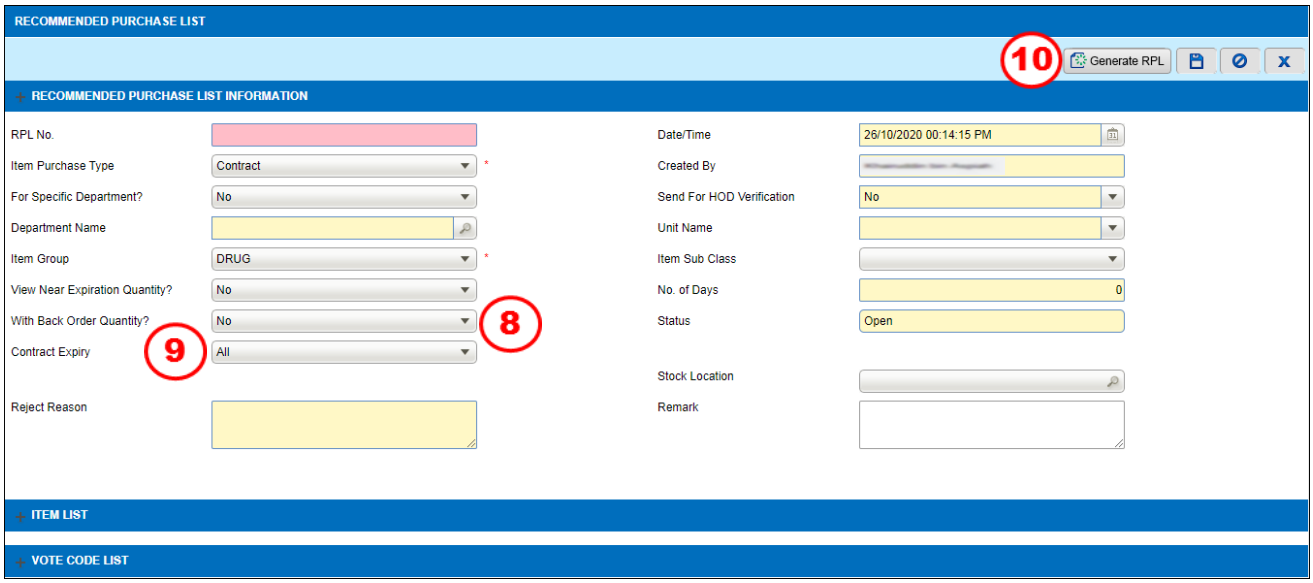


Figure 3.2-3 Recommended Purchase List (RPL)

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.

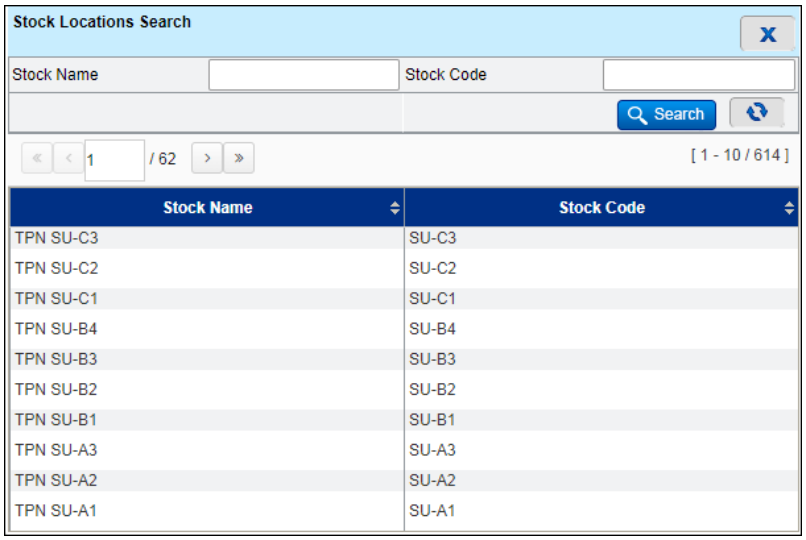


Figure 3.2-4 Stock Location Search

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.*

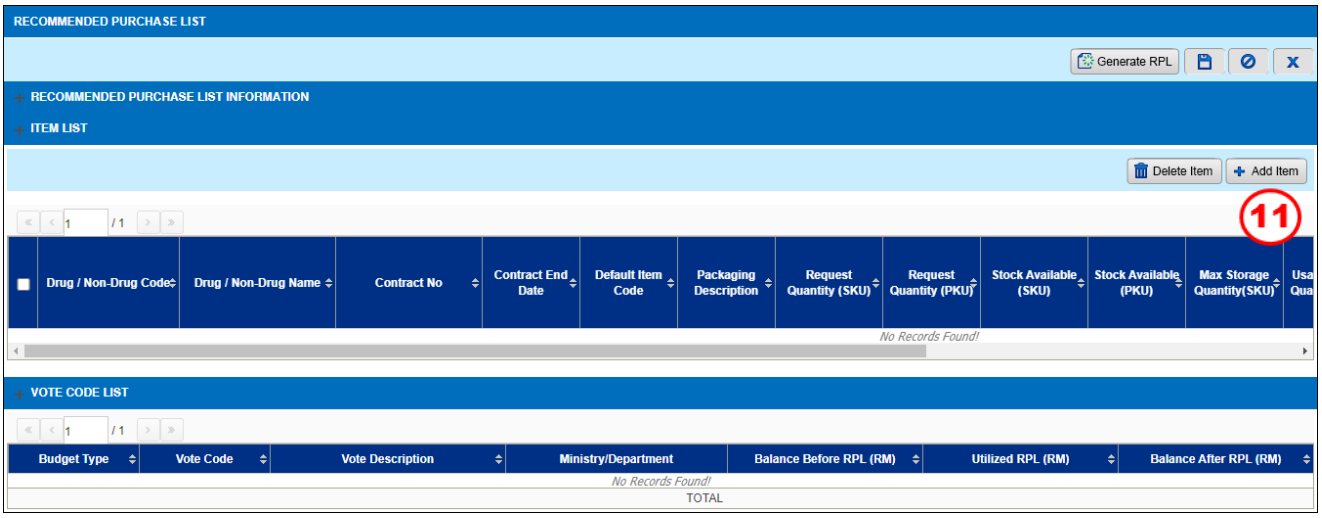


Figure 3.2-5 Add Item Manually

STEP 11

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

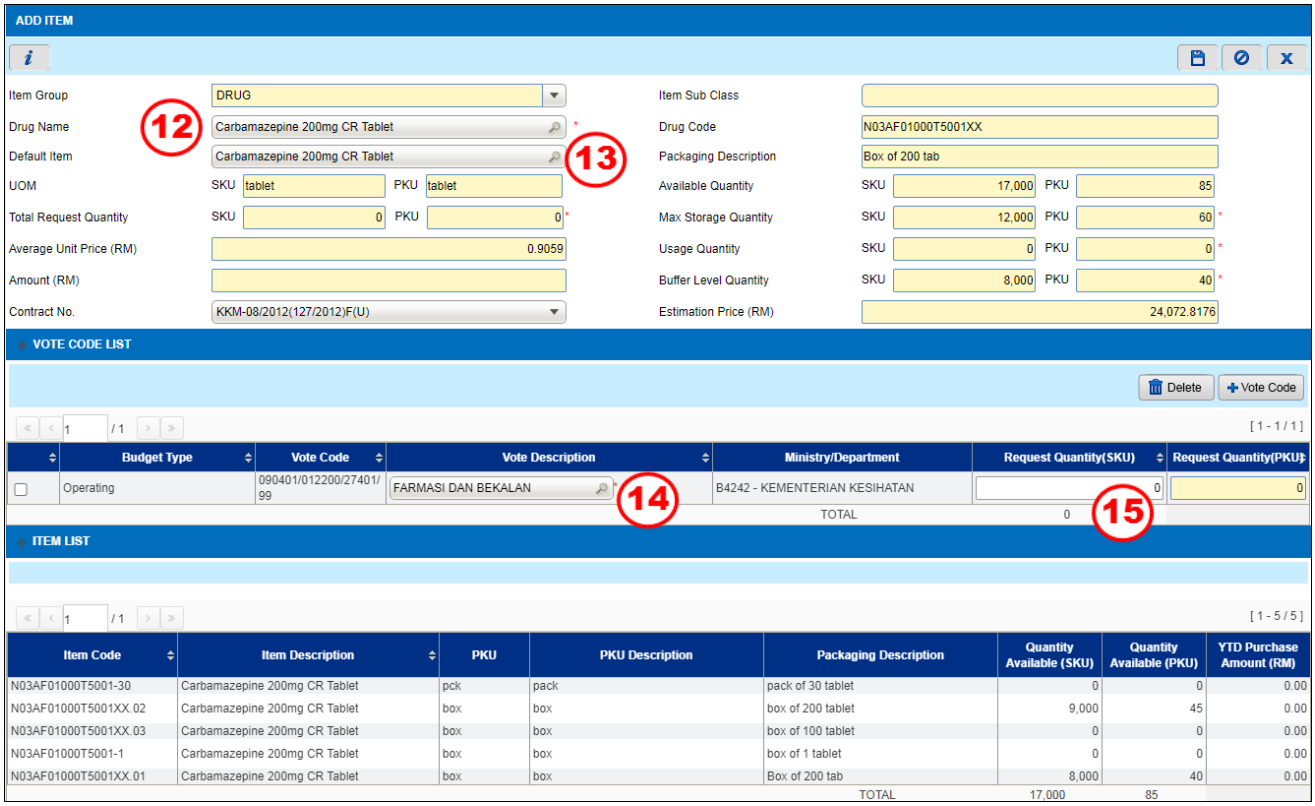


Figure 3.2-6 Add Item

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* [+ Vote Code] *button and able to delete vote code by click on* [Delete] *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*

*Amount (RM) = Request to Purchase Quantity * Unit Price (RM).*

- *Usage Quantity is default to 0 for first time procures 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.*

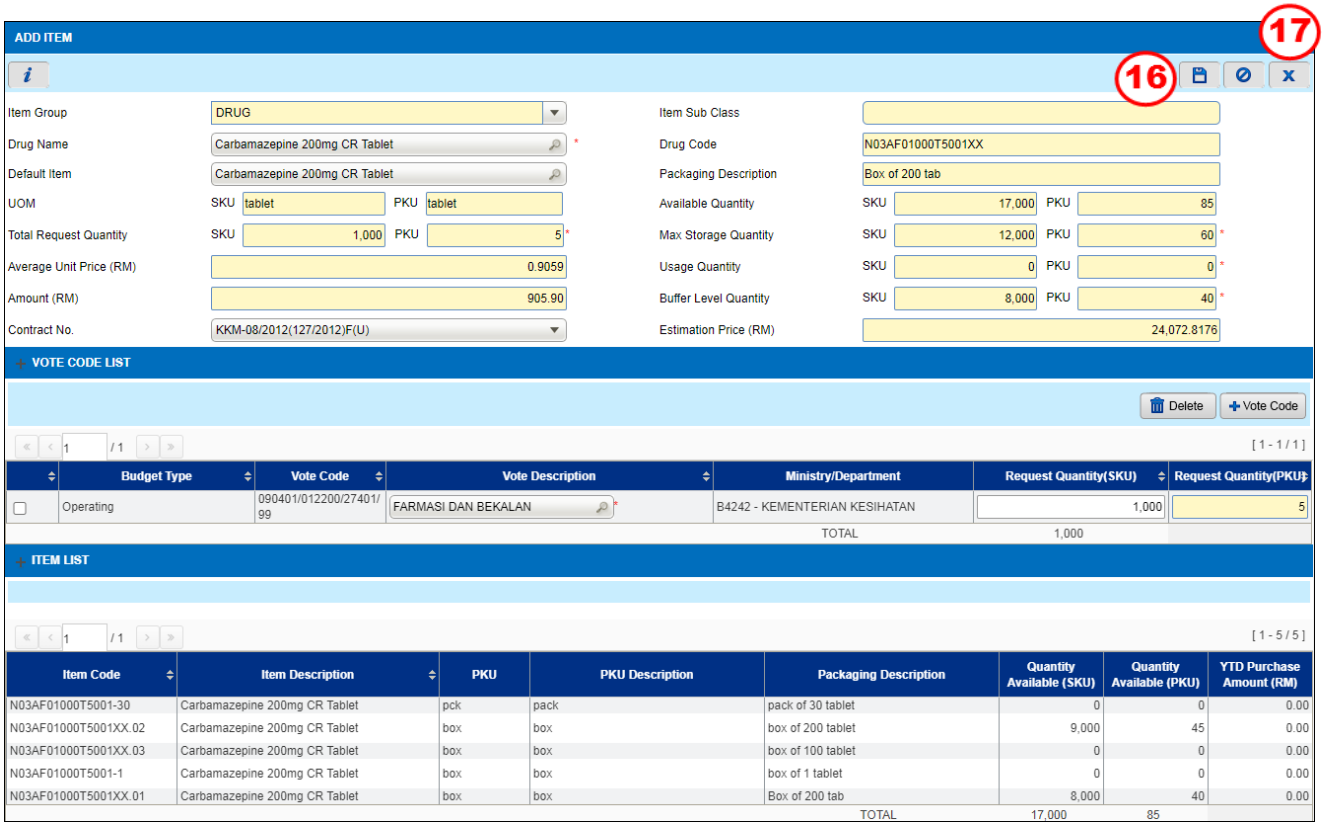


Figure 3.2-7 Add Item

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* Yes *button to confirm saving of the record.*

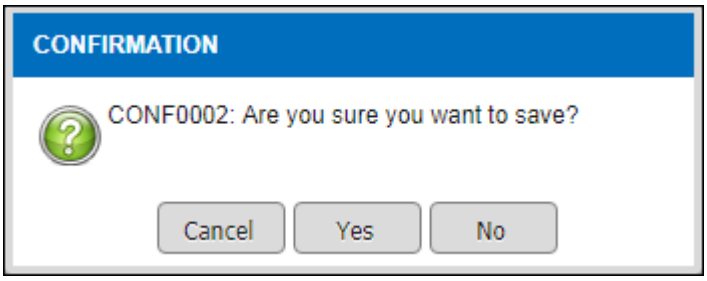


Figure 3.2-8 Record Alert Message

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

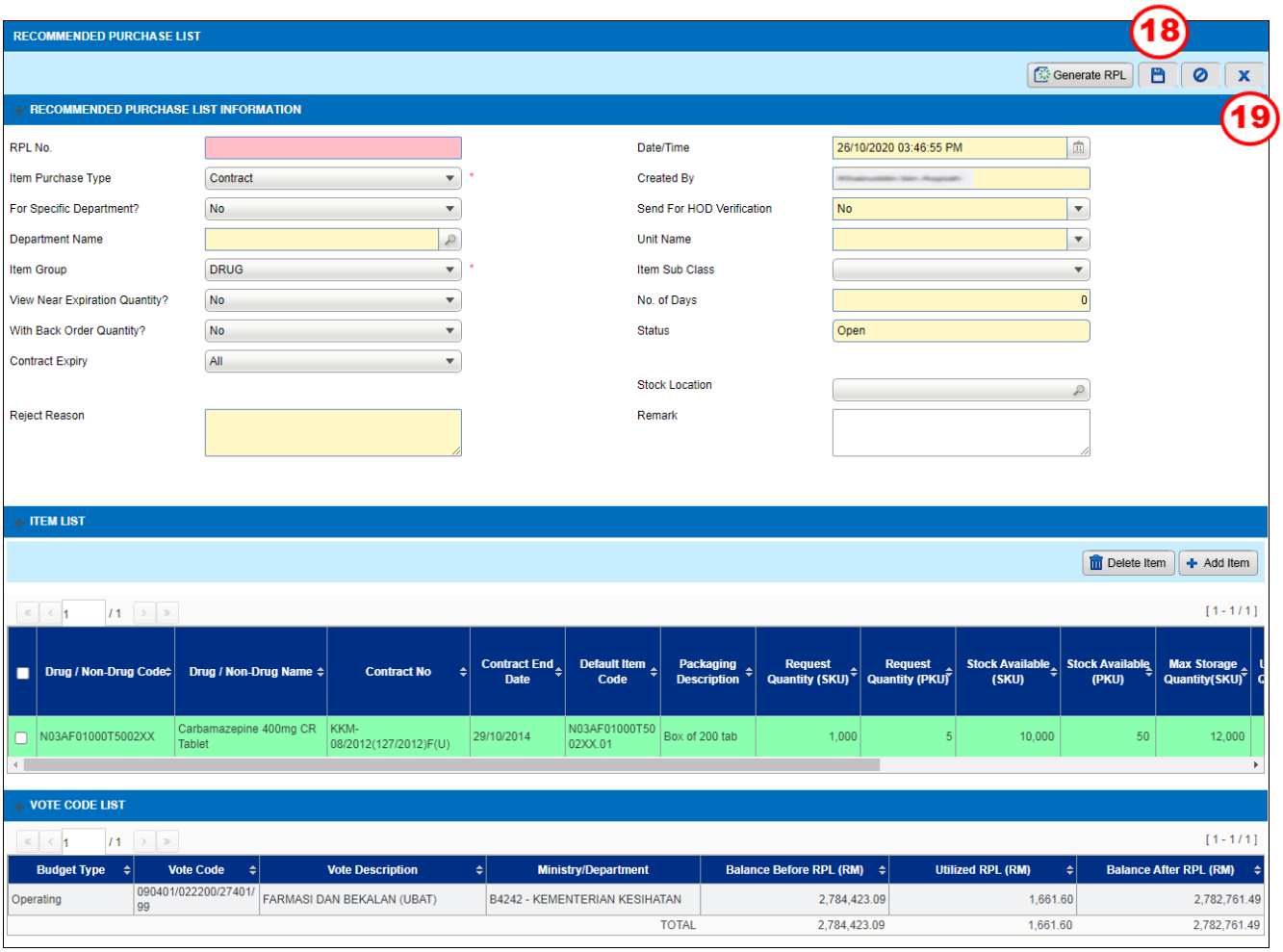


Figure 3.2-9 Save Record

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

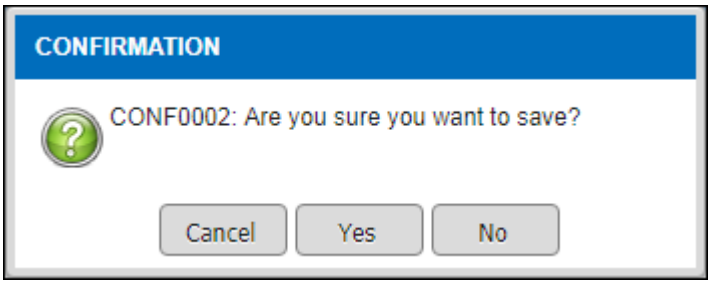


Figure 3.2-10 Save Record Alert Message

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

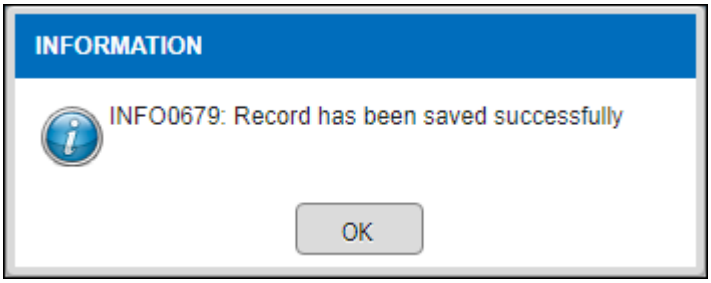


Figure 3.2-11 Alert Message

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:

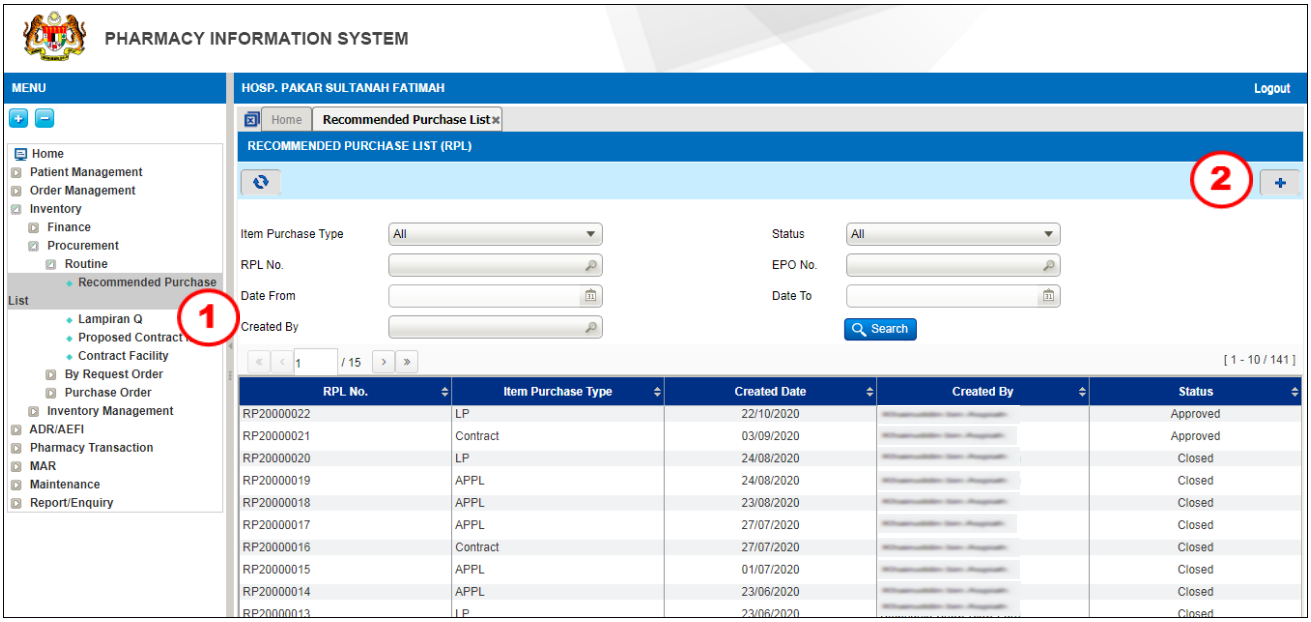


Figure 3.3-1 New Recommended Purchase List (RPL)

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)

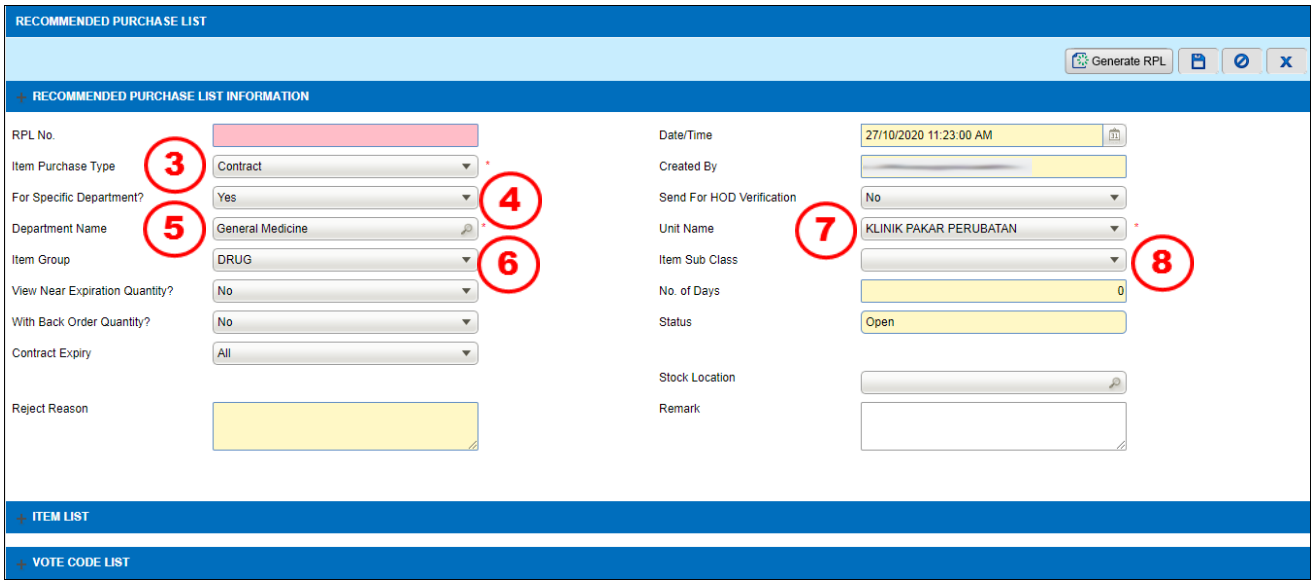


Figure 3.3-2 New Recommended Purchase List (RPL)

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

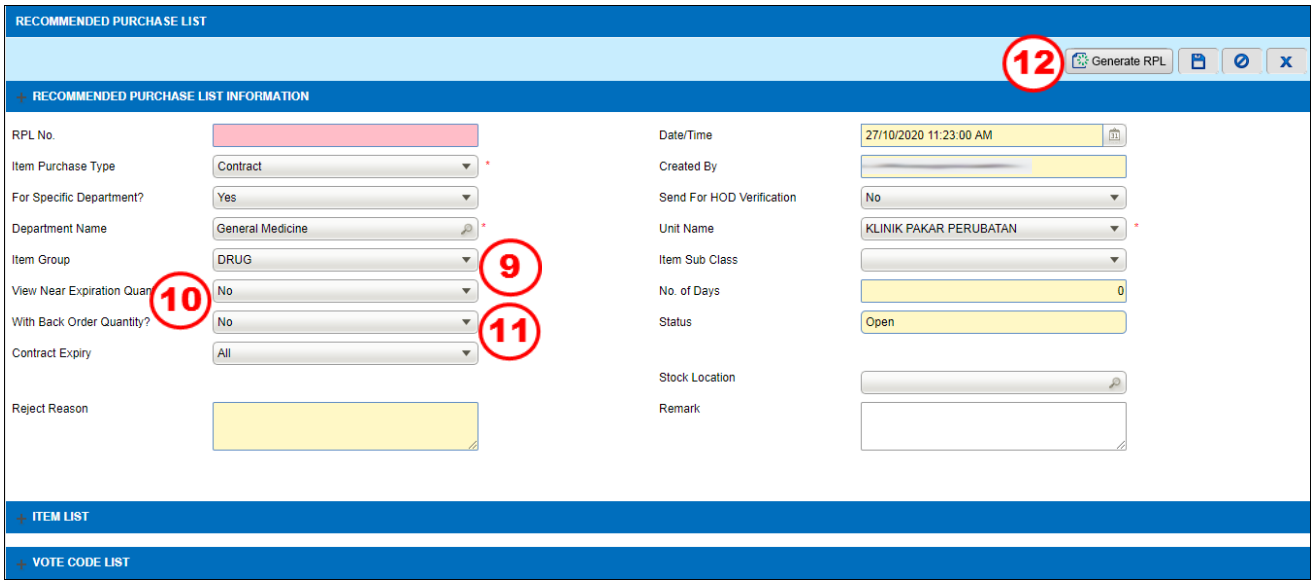


Figure 3.3-3 New Recommended Purchase List (RPL)

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 Generate RPL 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.*

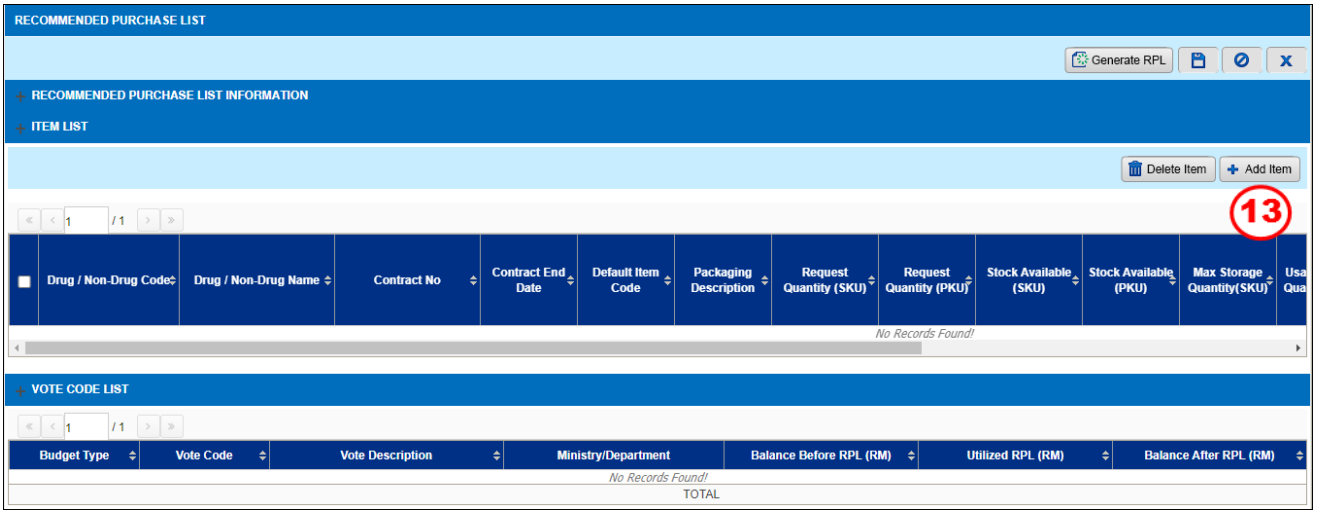


Figure 3.3-4 Add Item

STEP 13

Click on the

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

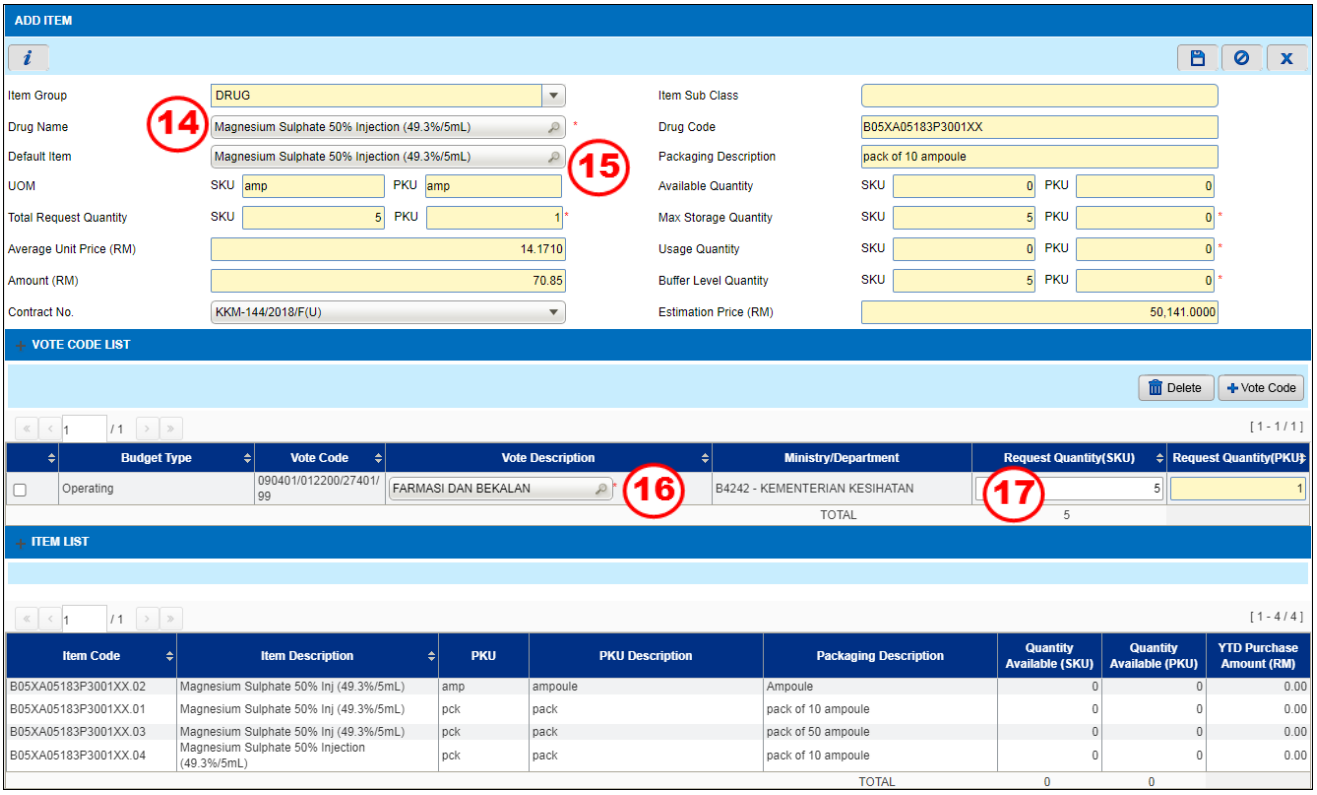


Figure 3.3-5 Add Item

STEP 14
Select ***Drug Name***

STEP 15
Select ***Default Item***

STEP 16
Select ***Vote Description*** from the drop down box if no default vote code has been set for the drug selected

STEP 17
Enter ***Request Quantity (SKU)***

Note

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

Note (fields that are non-editable)

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

  *Amount (RM) = Request to Purchase Quantity * Unit Price (RM).*

- *Usage Quantity is default to 0 for first time procures 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.*

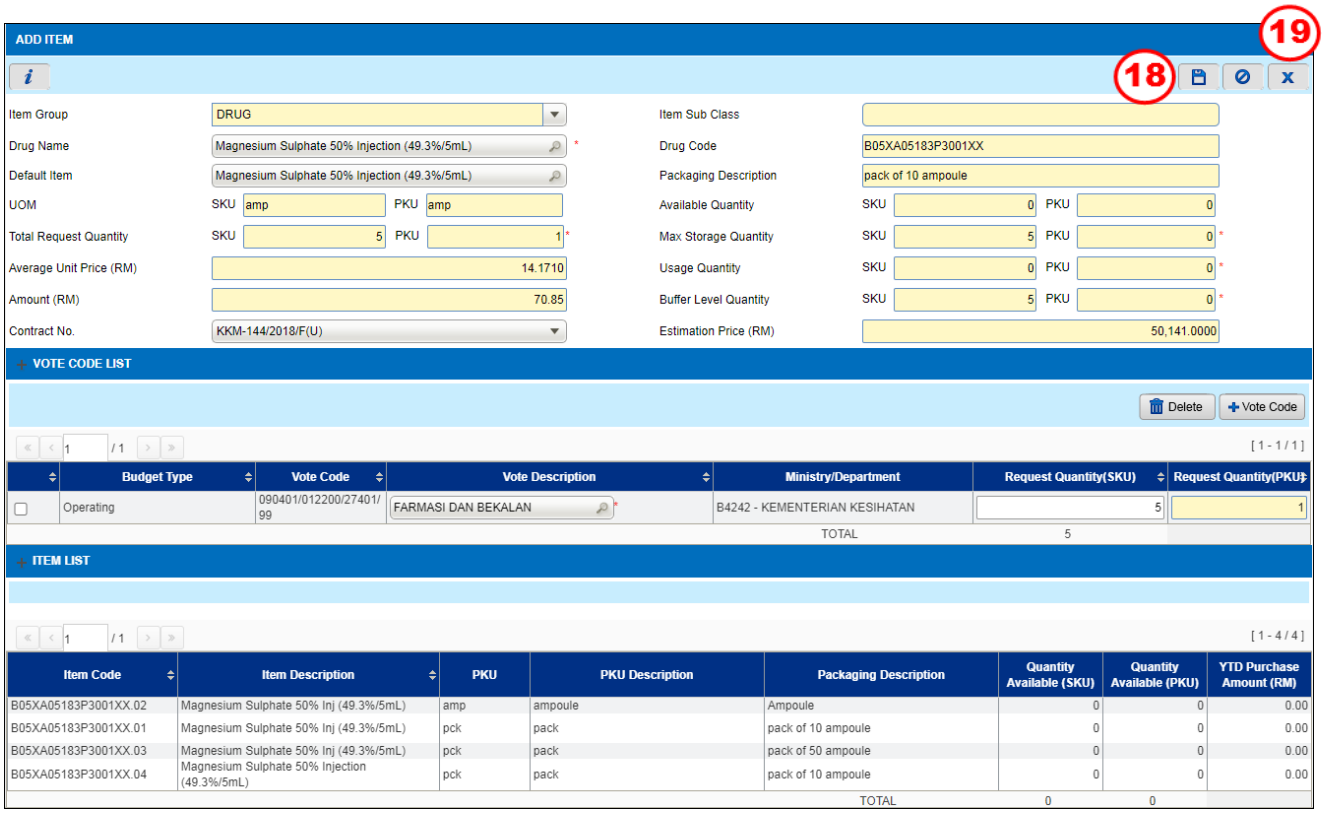


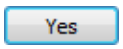
Figure 3.3-6 Save Record

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.*

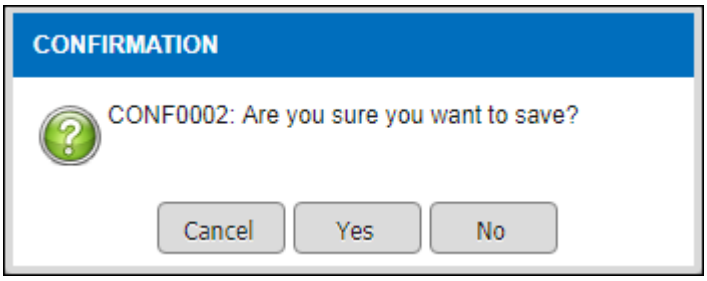


Figure 3.3-7 Record Alert Message

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

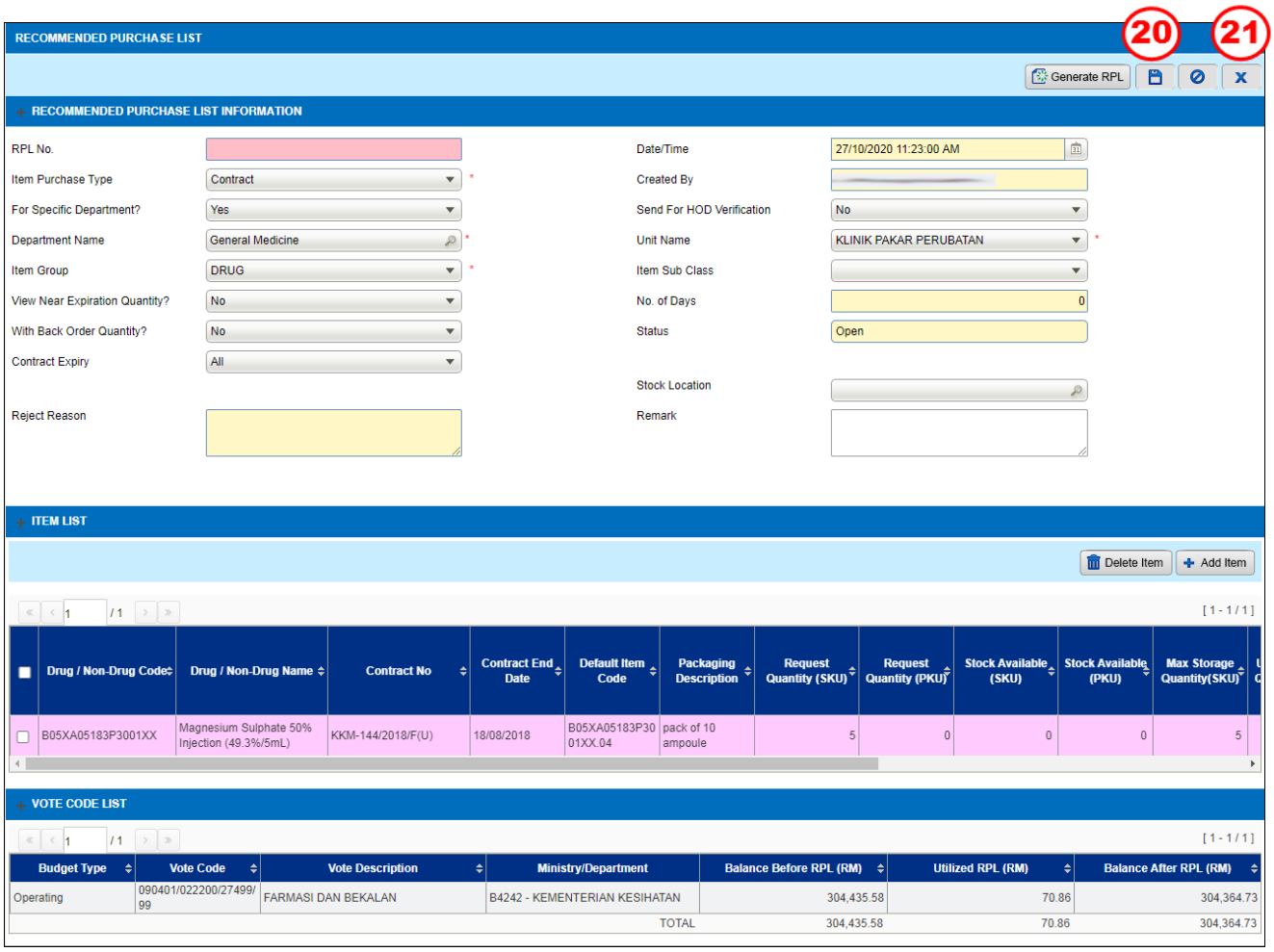


Figure 3.3-8 Save Record

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 [x] to close the RPL screen

Note

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

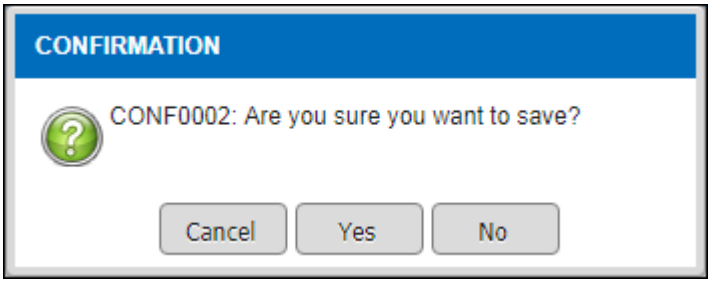


Figure 3.3-9 Save Record Alert Message

- *Click on the [OK] button to confirm the request to be sent for approval.*

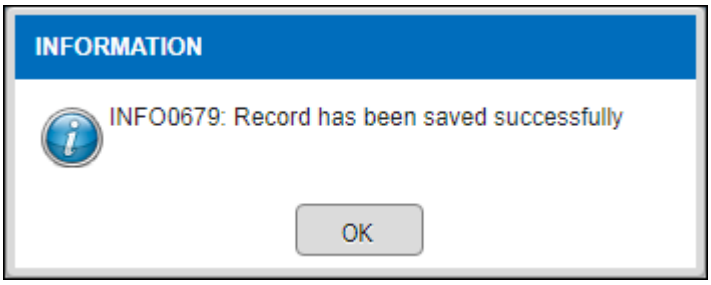


Figure 3.3-10 Alert Message

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

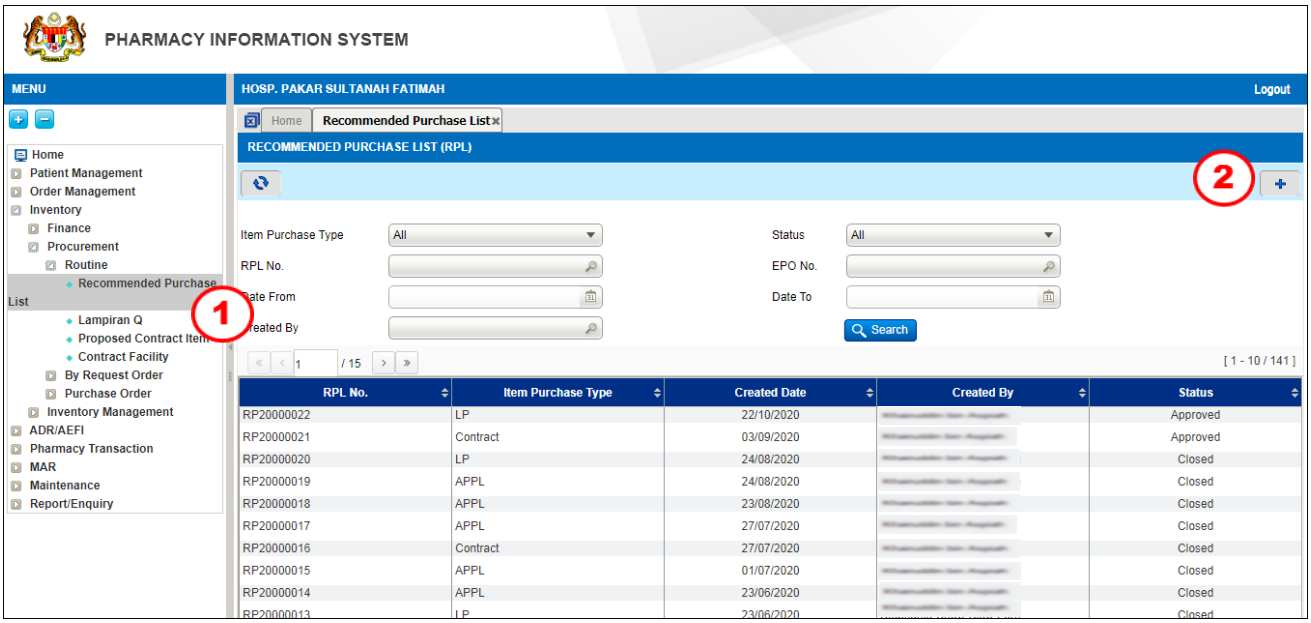


Figure 3.4-1 New Recommended Purchase List (RPL)

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)

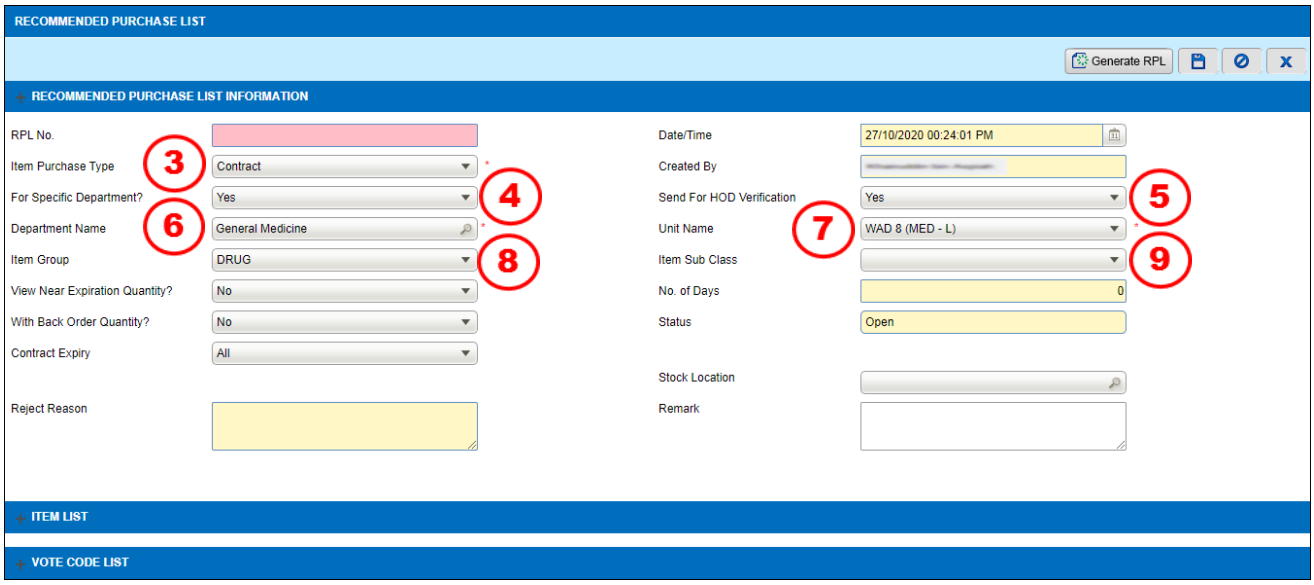


Figure 3.4-2 New Recommended Purchase List (RPL)

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

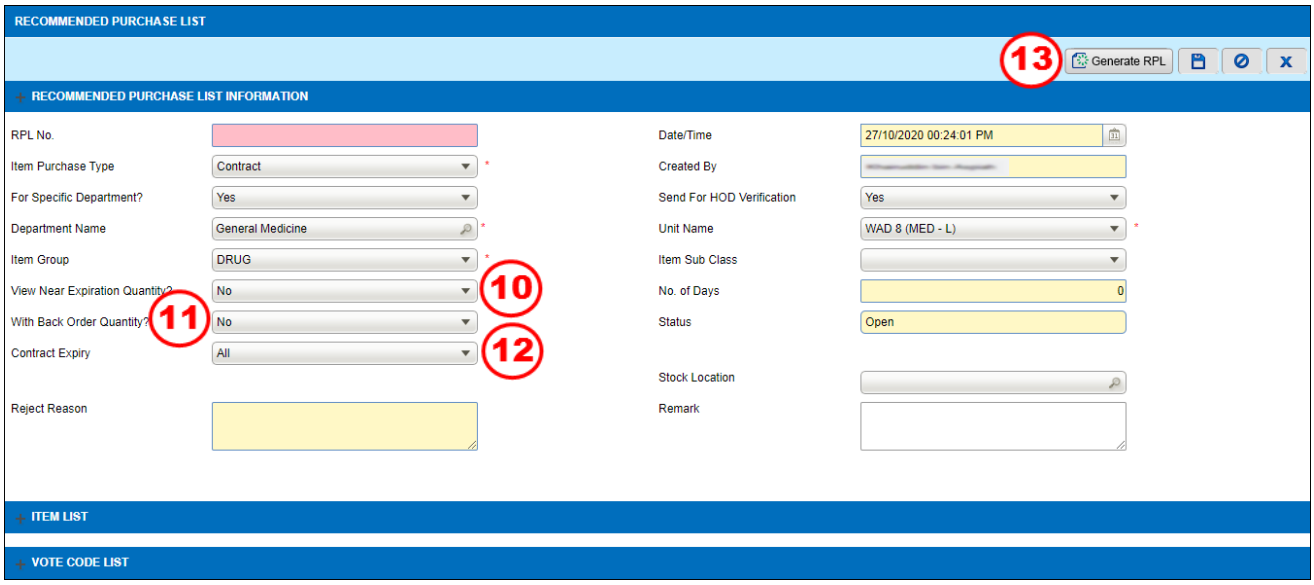


Figure 3.4-3 New Recommended Purchase List (RPL)

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

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 Generate RPL 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.*

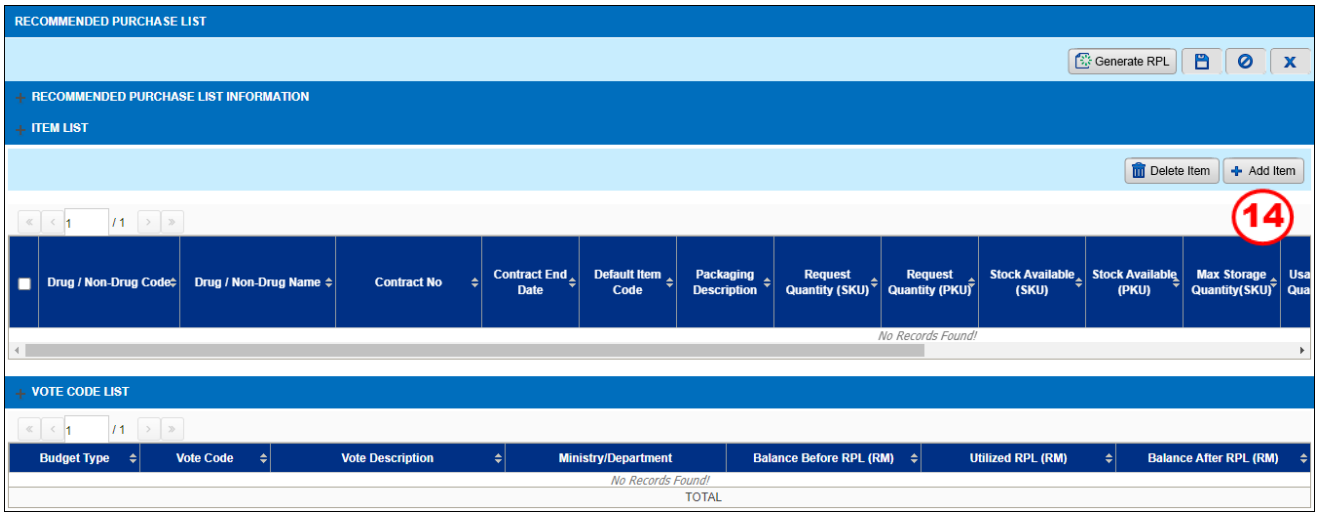


Figure 3.4-4 New Recommended Purchase List (RPL)

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

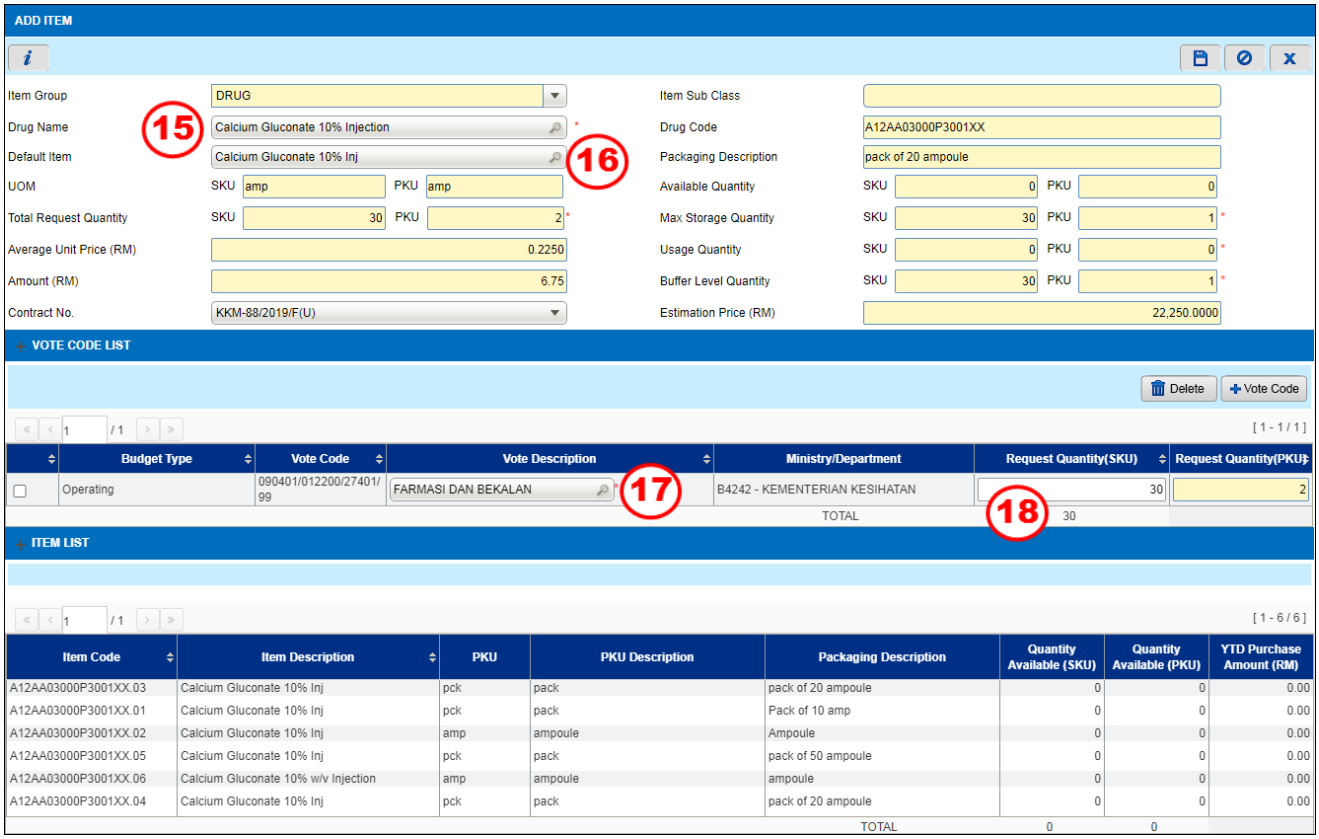


Figure 3.4-5 Add Item

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*

  *Amount (RM) = Request to Purchase Quantity * Unit Price (RM)*

- *Usage Quantity is default to 0 for first time procures 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.*

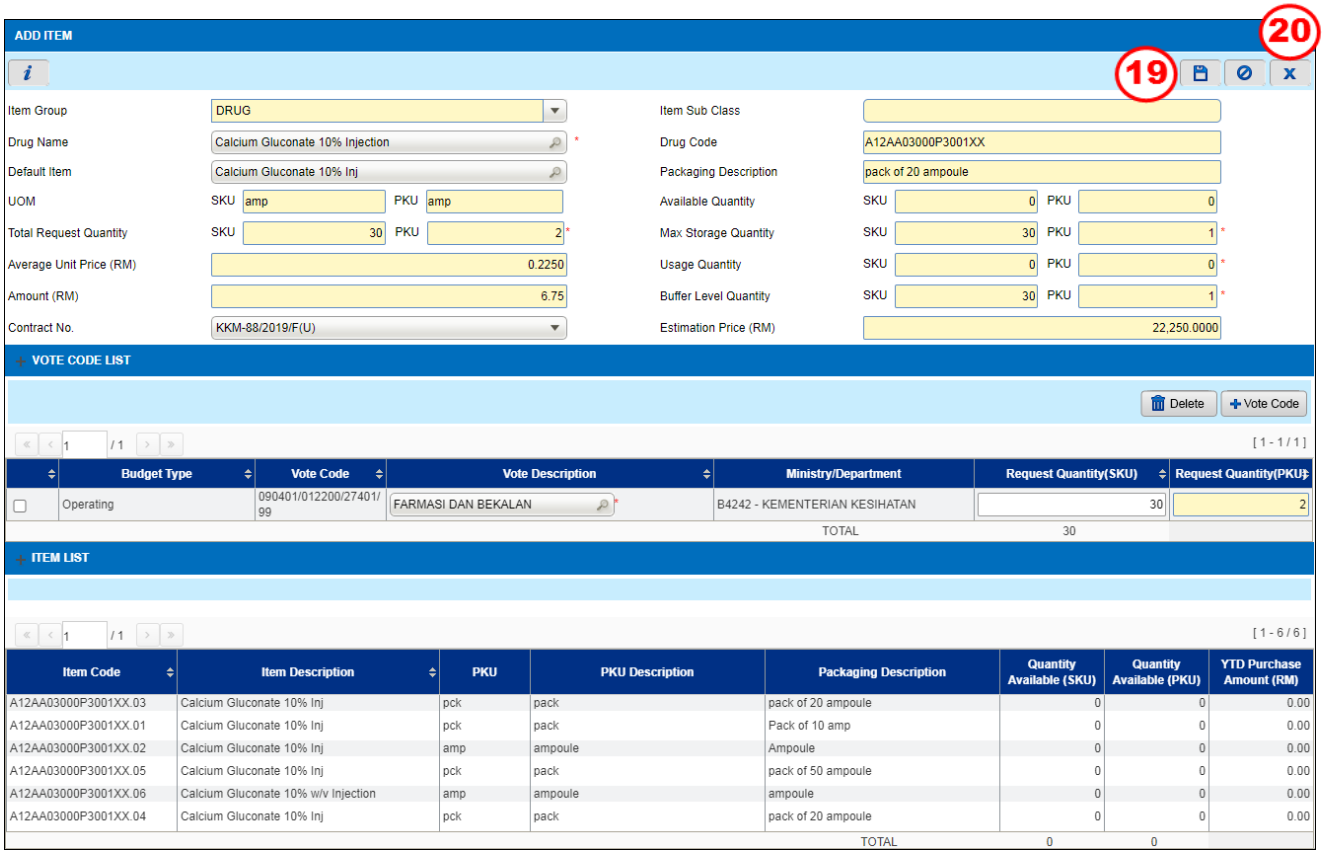


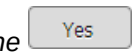
Figure 3.4-6 Add Item

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.*

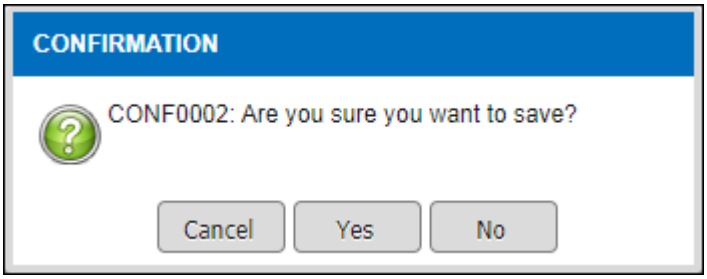


Figure 3.4-7 Record Alert Message

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

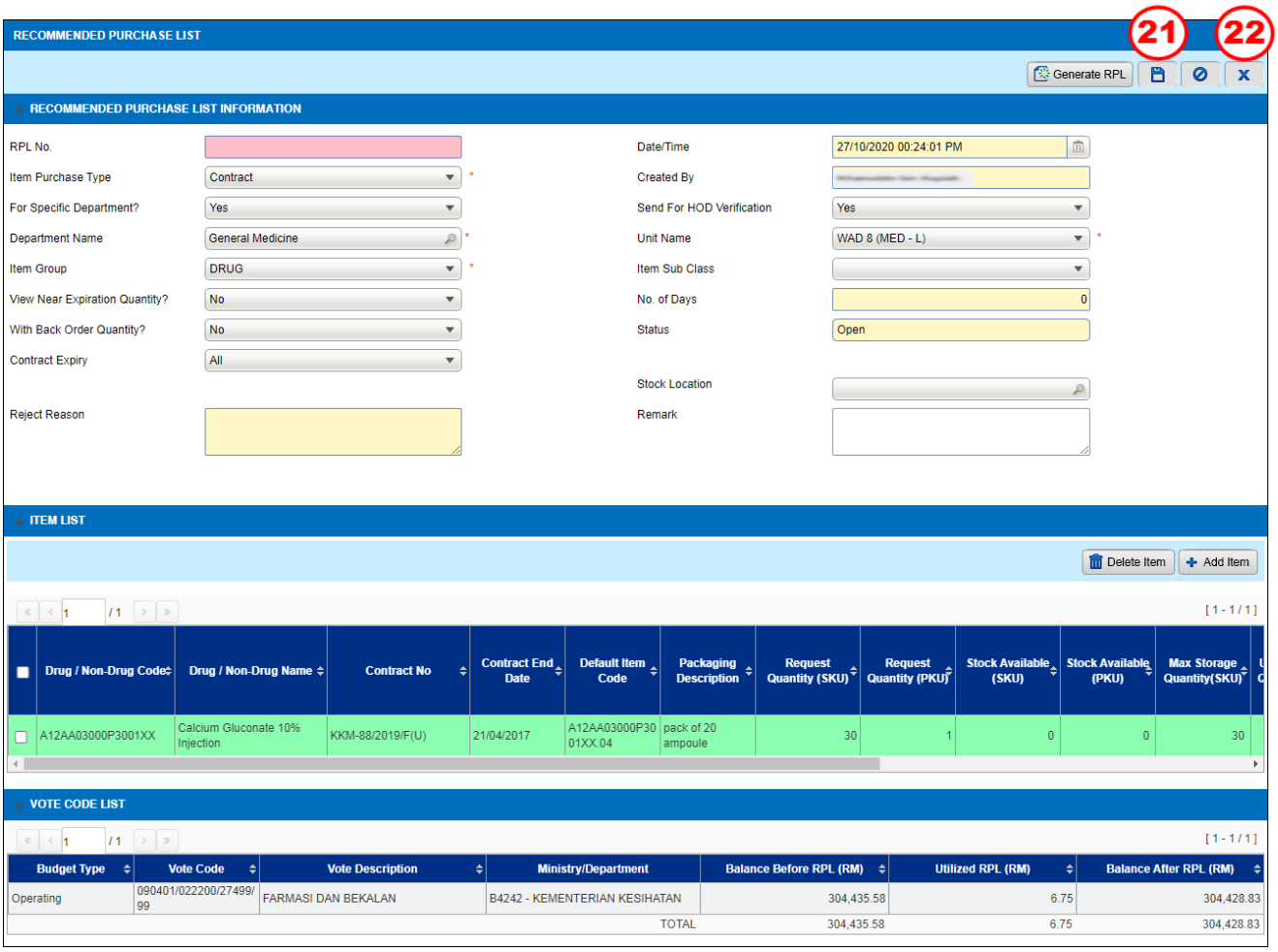


Figure 3.4-8 Save Record

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 [x] to close the RPL screen

Note

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

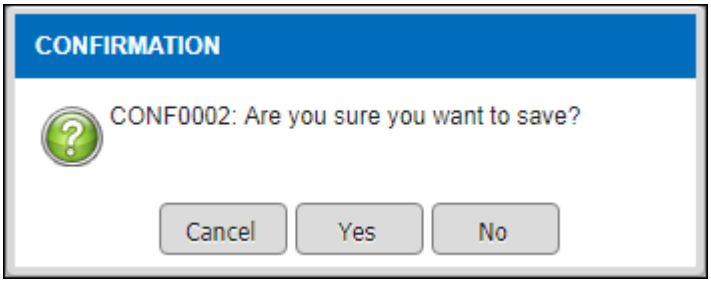


Figure 3.4-9 Save Record Alert Message

- *Click on the [OK] button to confirm the request to be sent for approval.*

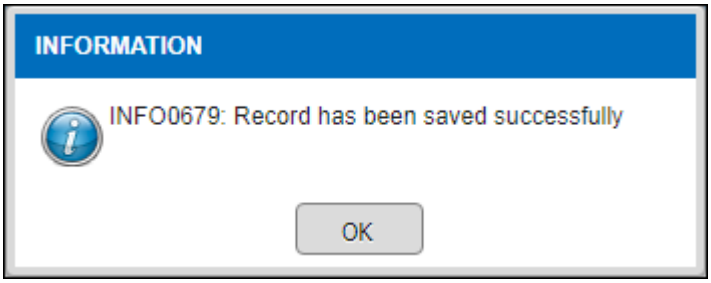


Figure 3.4-10 Alert Message

3.5 Recommended Purchase List (RPL) Verification

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

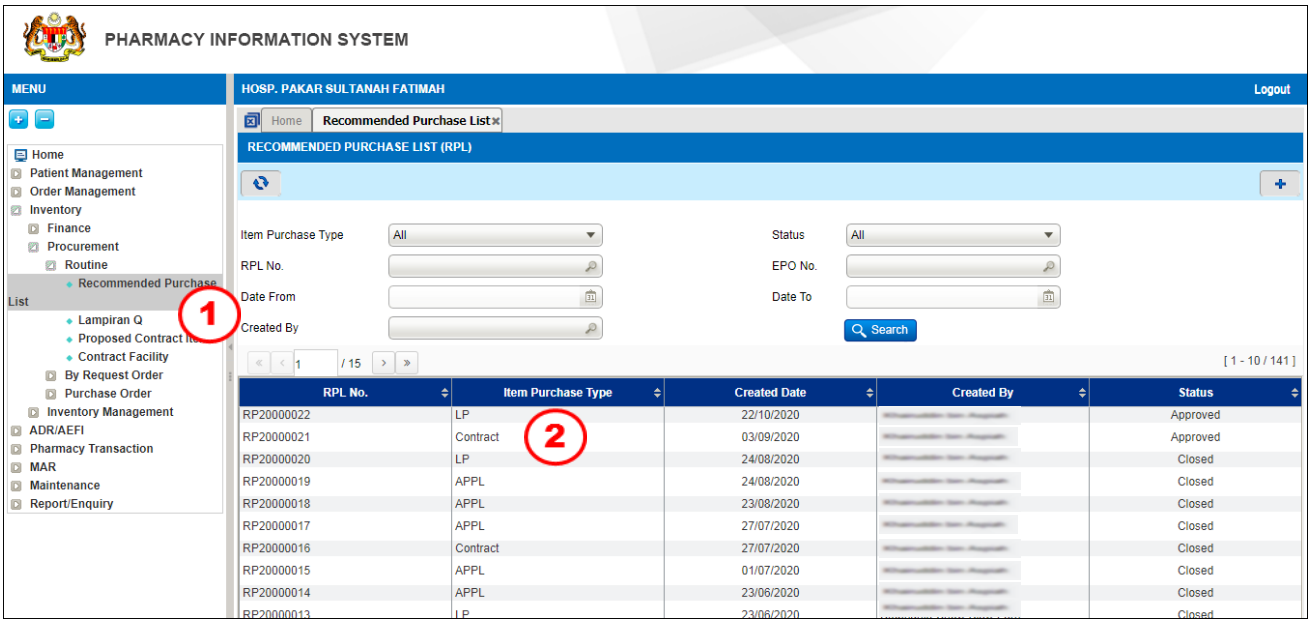


Figure 3.5-1 Recommended Purchase List

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

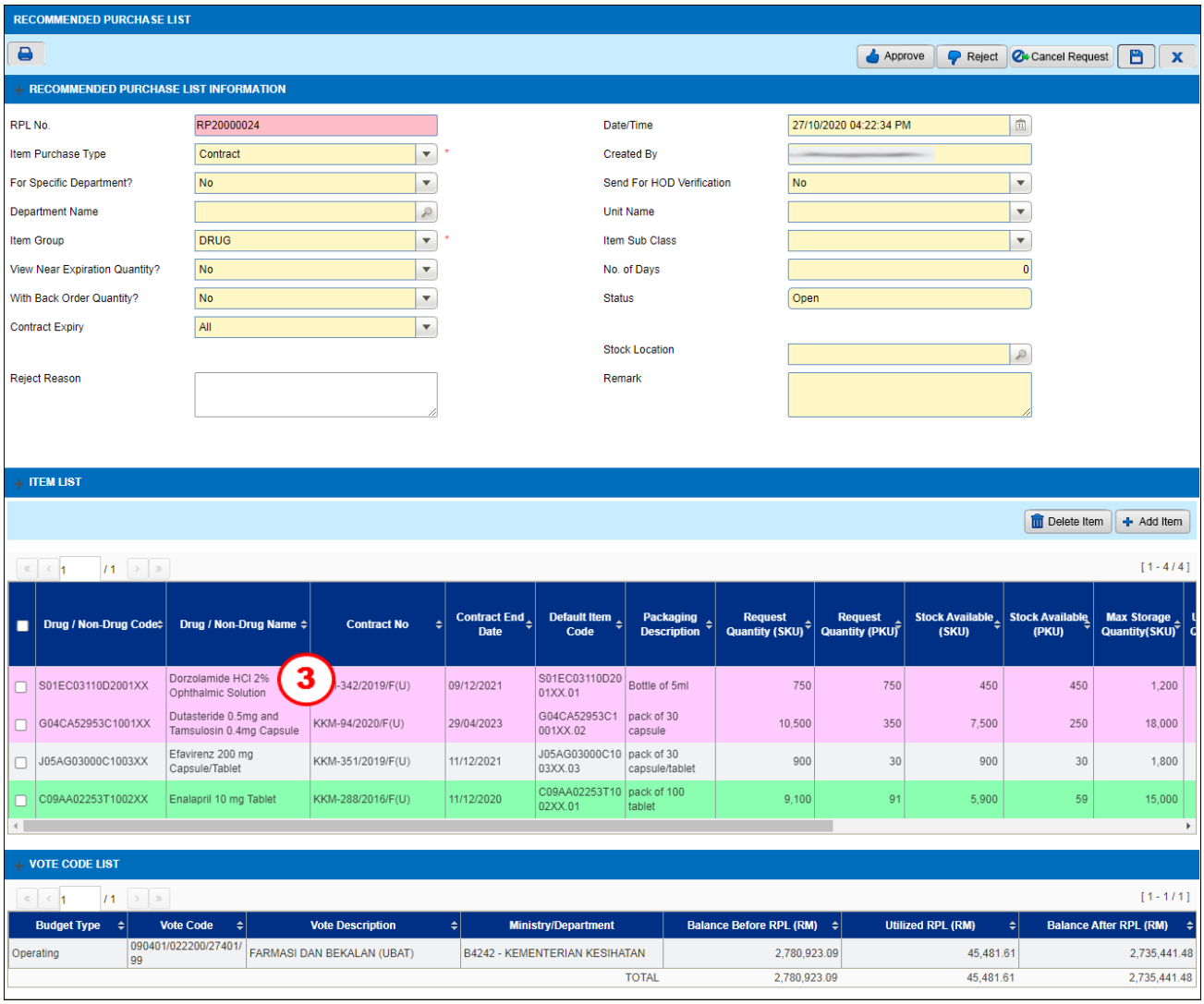


Figure 3.5-2 Recommended Purchase List (RPL) Verify

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

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

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

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

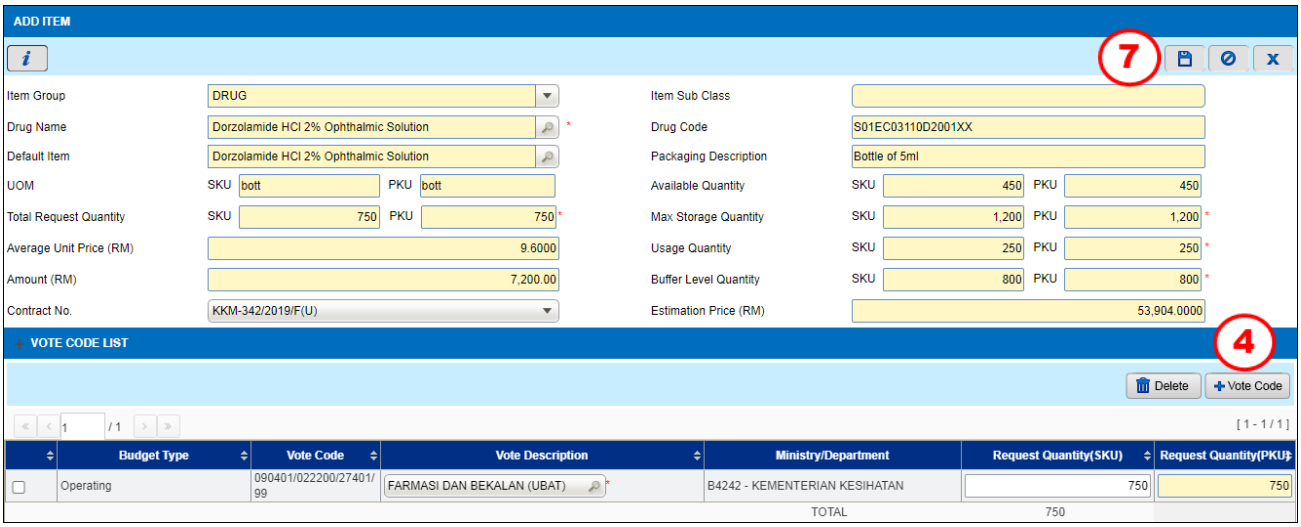


Figure 3.5-3 Recommended Purchase List (RPL) Verify

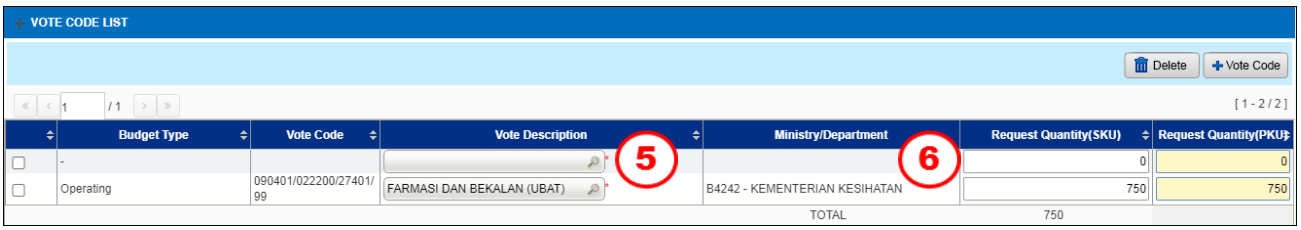


Figure 3.5-4 Vote Information

STEP 4

Click on the [+ Vote Code] 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 [save] button to save the transaction

Note

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

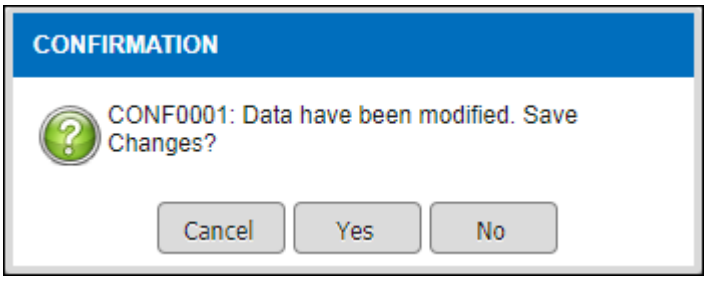


Figure 3.5-5 Alert Messages

- *If click on the* No *button, record will not be saved and will not be proceeded to add vote code process.*

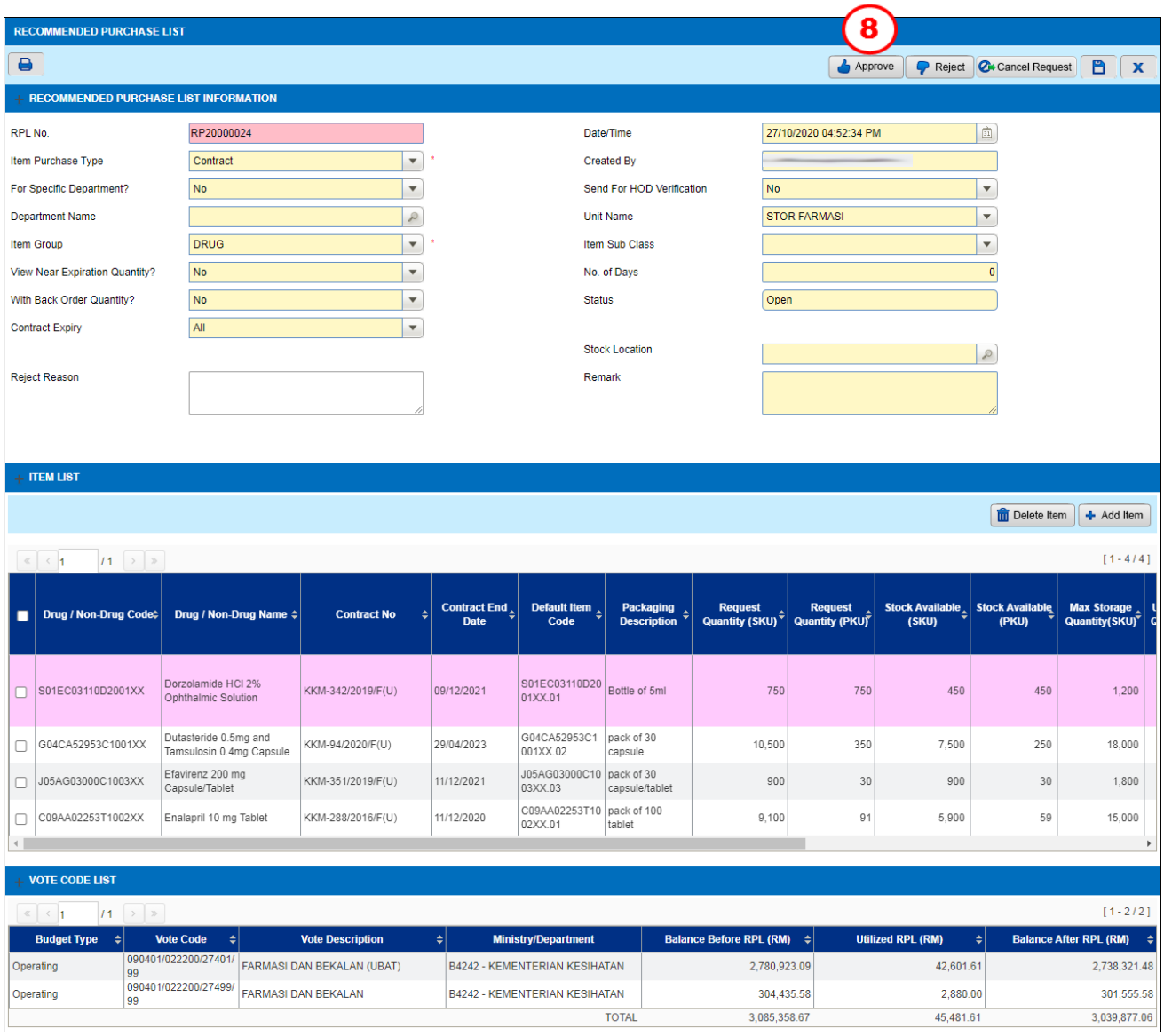


Figure 3.5-6 Verify Recommended Purchase List

STEP 8

Click on the Approve button to proceed the transaction

Note

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

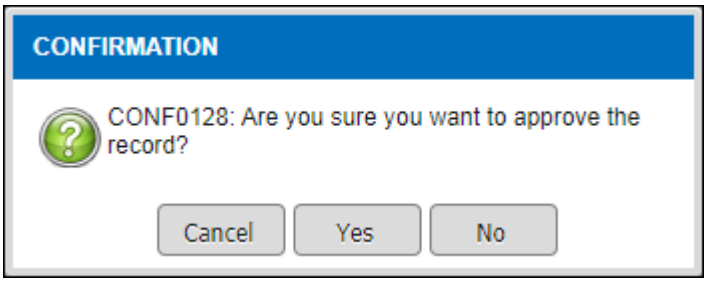


Figure 3.5-7 Save Record Alert Message

- *If click* No *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* Reject *button, the transaction will not proceed to Approval process*
- *Click on the* OK *button, record will be verified and sent for approval successfully*

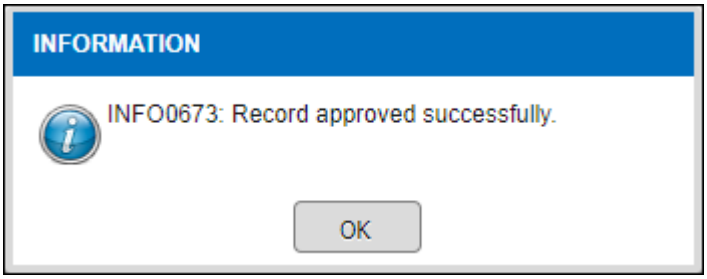


Figure 3.5-8 Alert Message

- *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:

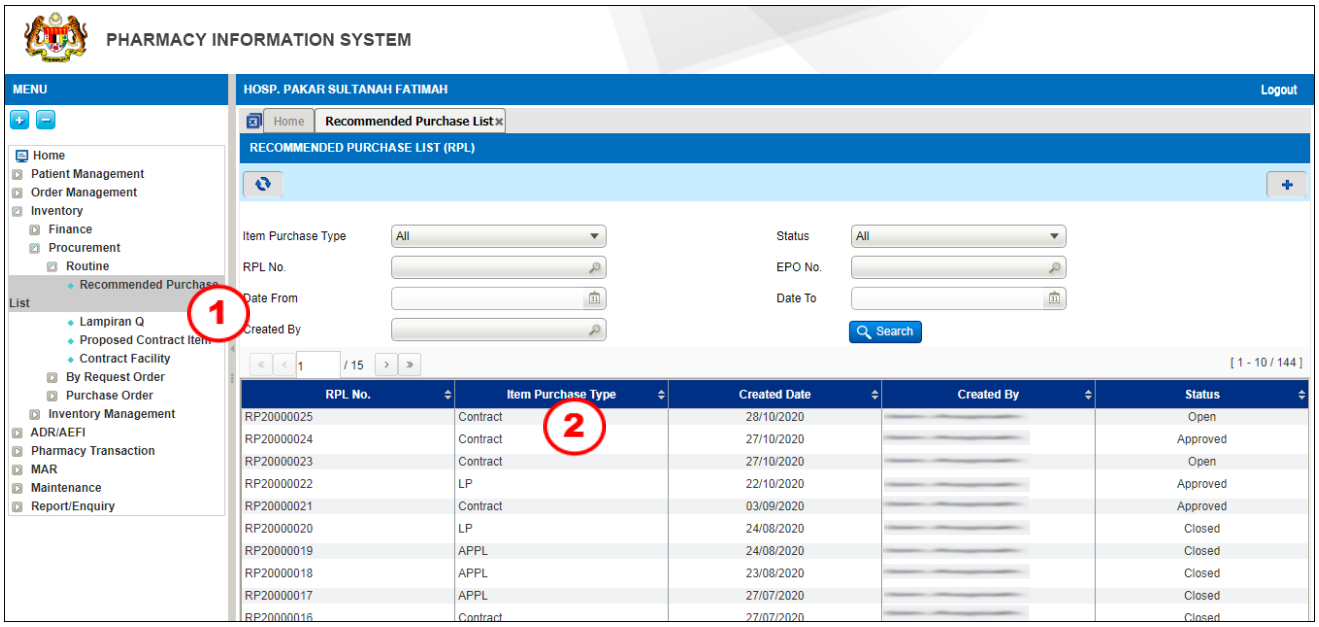


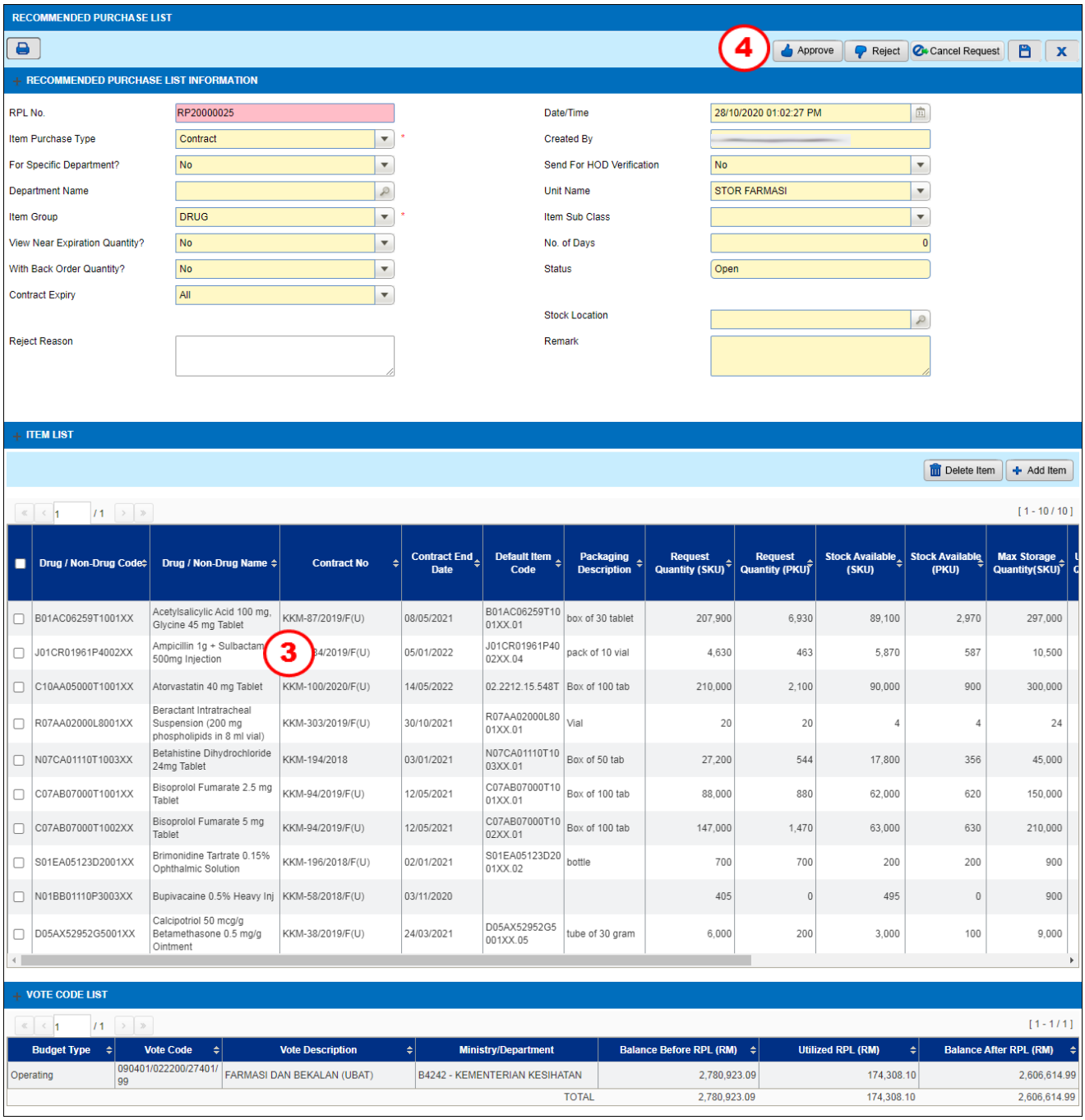
Figure 3.6-1 Recommended Purchase List (RPL) Approval

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.



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)
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
J01CR01961P4002XX	Ampicillin 1g + Sulbactam 500mg Injection	94/2019/F(U)	05/01/2022	J01CR01961P4002XX.04	pack of 10 vial	4,630	463	5,870	587	10,500
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
R07AA02000L8001XX	Beractant 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
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
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
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
S01EA05123D2001XX	Brimonidine Tartrate 0.15% Ophthalmic Solution	KKM-196/2018/F(U)	02/01/2021	S01EA05123D2001XX.02	bottle	700	700	200	200	900
N01BB01110P3003XX	Bupivacaine 0.5% Heavy Inj	KKM-58/2018/F(U)	03/11/2020			405	0	495	0	900
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

[1 - 1 / 1]

Budget Type	Vote Code	Vote Description	Ministry/Department	Balance Before RPL (RM)	Utilized RPL (RM)	Balance After RPL (RM)
Operating	090401/022200/27401/99	FARMASI DAN BEKALAN (UBAT)	B4242 - KEMENTERIAN KESIHATAN	2,780,923.09	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 Approve button to approve the transaction and proceed to Generate EPO Details

Note

- *Before click on the Approve 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*

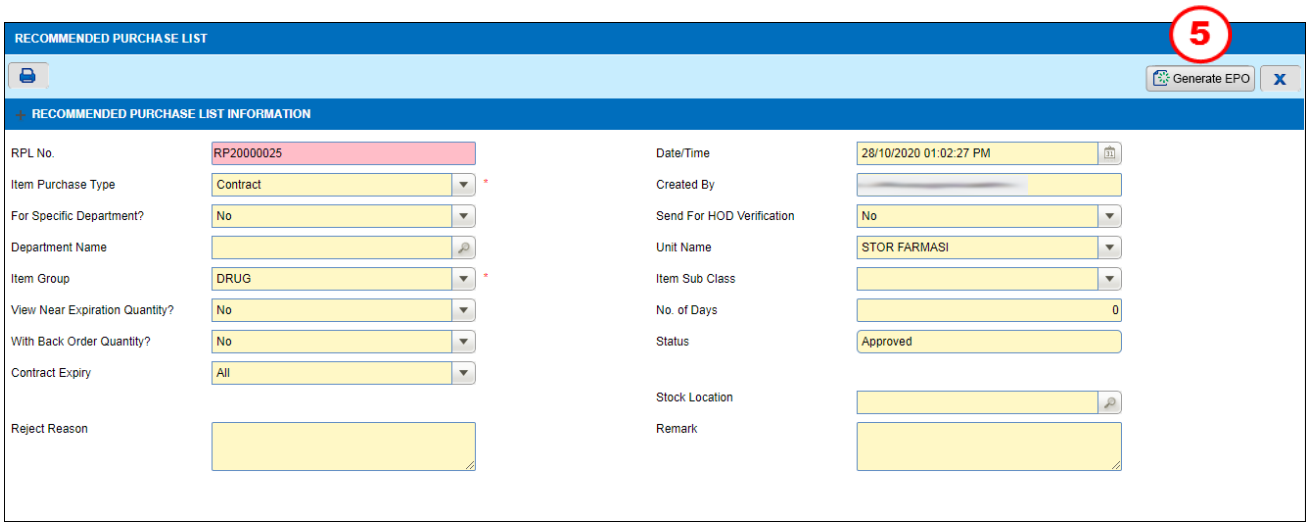


Figure 3.6-3 Recommended Purchase List

STEP 5

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

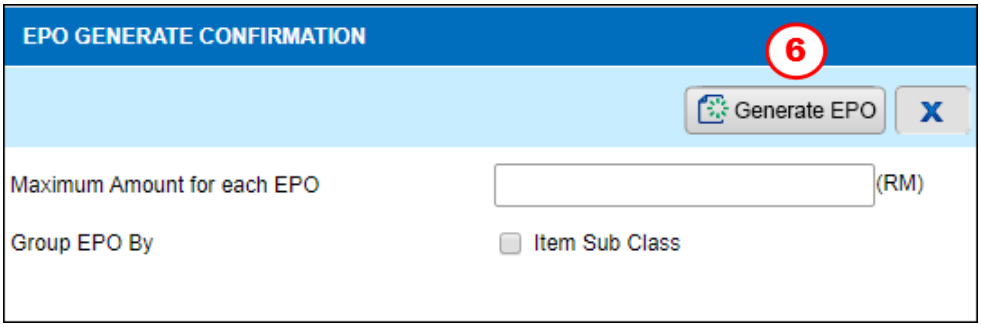


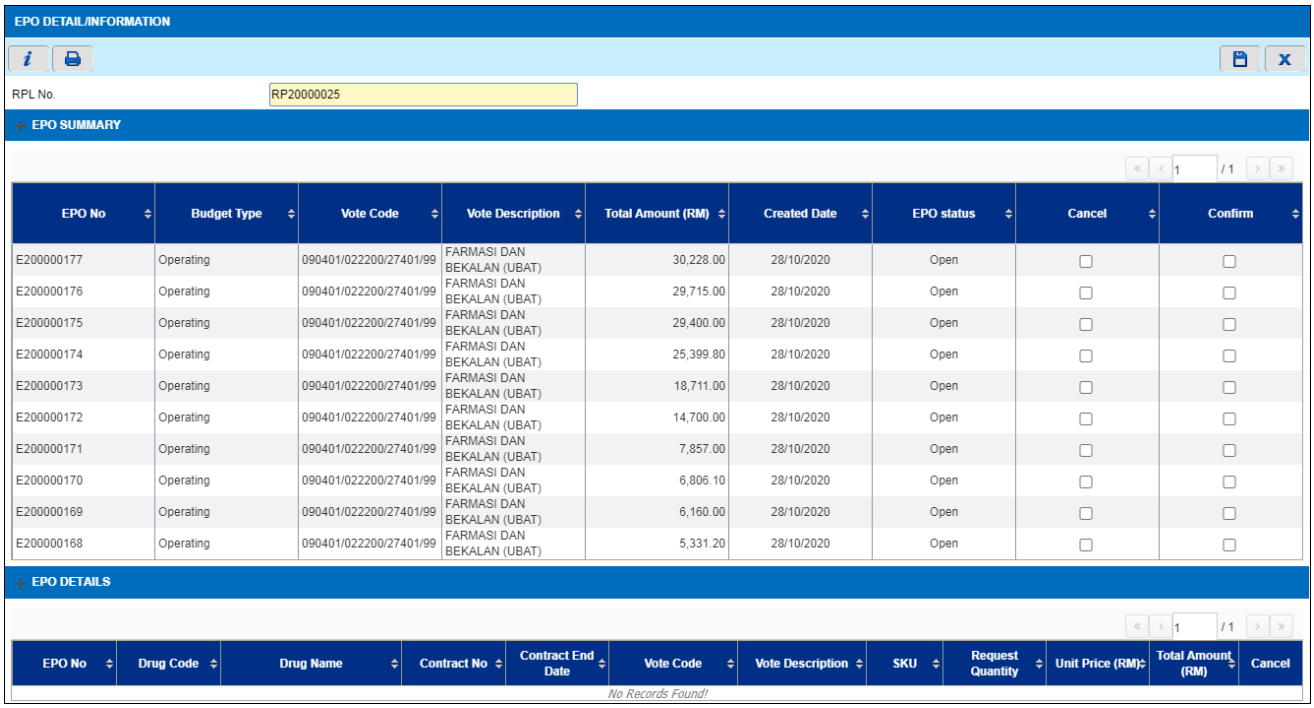
Figure 3.6-4 EPO Generate Confirmation

STEP 6

Click on the Generate EPO 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* Generate EPO *button*
- *List of Drug/Non Drug listed in 1 EPO No will have the same Vote Code and the same Item Sub Group.*
- *1 EPO No will have a maximum of 10 Drug/Non Drug based on facility's setup.*
- *User able to set maximum amount for each EPO*



EPO 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		
E200000176	Operating	090401/022200/27401/99	FARMASI DAN BEKALAN (UBAT)	29,715.00	28/10/2020	Open		
E200000175	Operating	090401/022200/27401/99	FARMASI DAN BEKALAN (UBAT)	29,400.00	28/10/2020	Open		
E200000174	Operating	090401/022200/27401/99	FARMASI DAN BEKALAN (UBAT)	25,399.80	28/10/2020	Open		
E200000173	Operating	090401/022200/27401/99	FARMASI DAN BEKALAN (UBAT)	18,711.00	28/10/2020	Open		
E200000172	Operating	090401/022200/27401/99	FARMASI DAN BEKALAN (UBAT)	14,700.00	28/10/2020	Open		
E200000171	Operating	090401/022200/27401/99	FARMASI DAN BEKALAN (UBAT)	7,857.00	28/10/2020	Open		
E200000170	Operating	090401/022200/27401/99	FARMASI DAN BEKALAN (UBAT)	6,806.10	28/10/2020	Open		
E200000169	Operating	090401/022200/27401/99	FARMASI DAN BEKALAN (UBAT)	6,160.00	28/10/2020	Open		
E200000168	Operating	090401/022200/27401/99	FARMASI DAN BEKALAN (UBAT)	5,331.20	28/10/2020	Open		

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

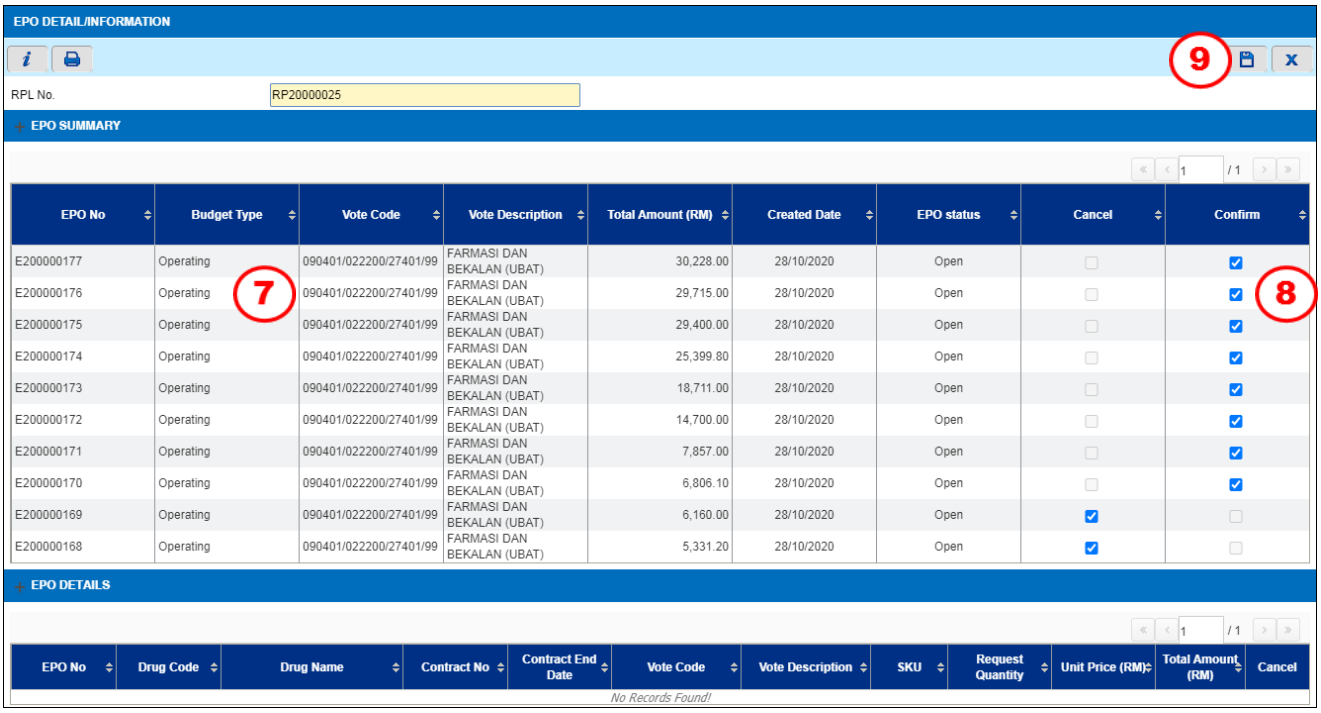
Figure 3.6-5 EPO Details

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 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	☐	☑
E200000176	Operating	090401/022200/27401/99	FARMASI DAN BEKALAN (UBAT)	29,715.00	28/10/2020	Open	☐	☑
E200000175	Operating	090401/022200/27401/99	FARMASI DAN BEKALAN (UBAT)	29,400.00	28/10/2020	Open	☐	☑
E200000174	Operating	090401/022200/27401/99	FARMASI DAN BEKALAN (UBAT)	25,399.80	28/10/2020	Open	☐	☑
E200000173	Operating	090401/022200/27401/99	FARMASI DAN BEKALAN (UBAT)	18,711.00	28/10/2020	Open	☐	☑
E200000172	Operating	090401/022200/27401/99	FARMASI DAN BEKALAN (UBAT)	14,700.00	28/10/2020	Open	☐	☑
E200000171	Operating	090401/022200/27401/99	FARMASI DAN BEKALAN (UBAT)	7,857.00	28/10/2020	Open	☐	☑
E200000170	Operating	090401/022200/27401/99	FARMASI DAN BEKALAN (UBAT)	6,806.10	28/10/2020	Open	☐	☑
E200000169	Operating	090401/022200/27401/99	FARMASI DAN BEKALAN (UBAT)	6,160.00	28/10/2020	Open	☑	☐
E200000168	Operating	090401/022200/27401/99	FARMASI DAN BEKALAN (UBAT)	5,331.20	28/10/2020	Open	☑	☐

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

Figure 3.6-6 EPO Details

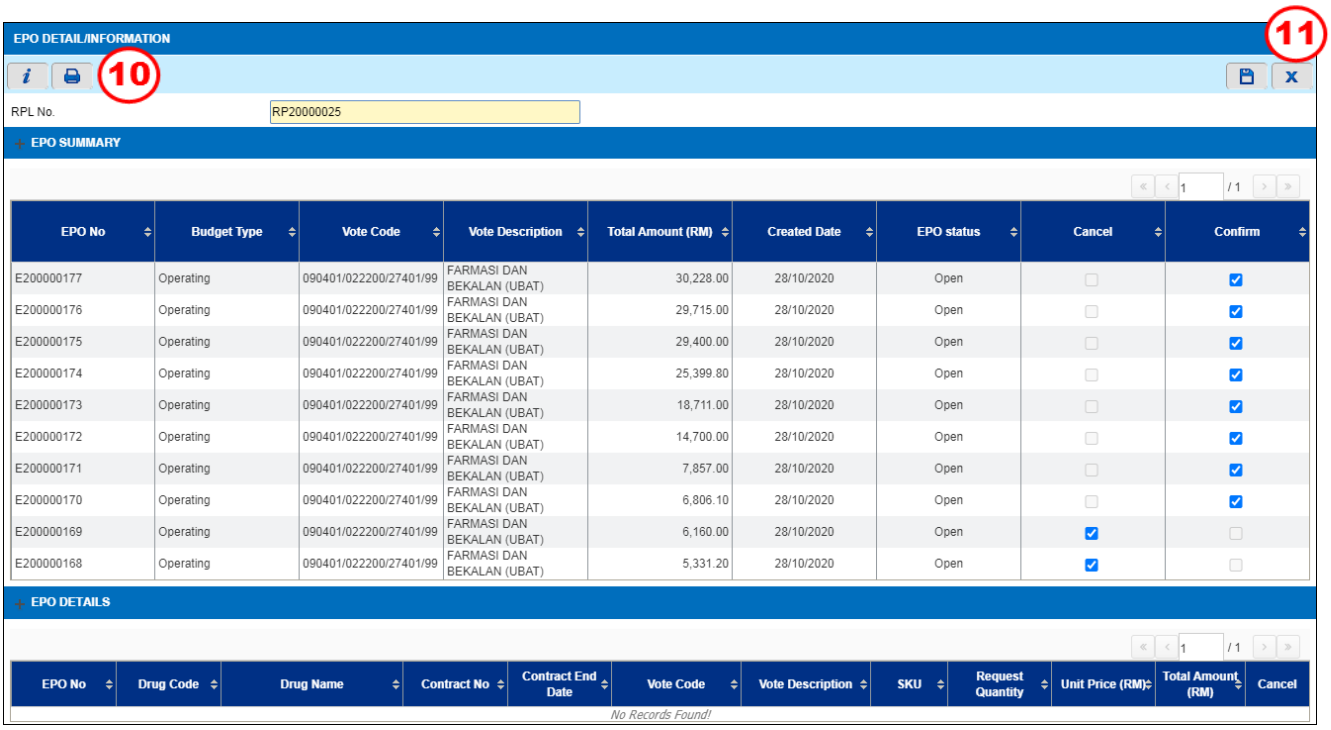
STEP 7
Double click on the information listed under the EPO Summary to know the details

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 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	☐	☑
E200000176	Operating	090401/022200/27401/99	FARMASI DAN BEKALAN (UBAT)	29,715.00	28/10/2020	Open	☐	☑
E200000175	Operating	090401/022200/27401/99	FARMASI DAN BEKALAN (UBAT)	29,400.00	28/10/2020	Open	☐	☑
E200000174	Operating	090401/022200/27401/99	FARMASI DAN BEKALAN (UBAT)	25,399.80	28/10/2020	Open	☐	☑
E200000173	Operating	090401/022200/27401/99	FARMASI DAN BEKALAN (UBAT)	18,711.00	28/10/2020	Open	☐	☑
E200000172	Operating	090401/022200/27401/99	FARMASI DAN BEKALAN (UBAT)	14,700.00	28/10/2020	Open	☐	☑
E200000171	Operating	090401/022200/27401/99	FARMASI DAN BEKALAN (UBAT)	7,857.00	28/10/2020	Open	☐	☑
E200000170	Operating	090401/022200/27401/99	FARMASI DAN BEKALAN (UBAT)	6,806.10	28/10/2020	Open	☐	☑
E200000169	Operating	090401/022200/27401/99	FARMASI DAN BEKALAN (UBAT)	6,160.00	28/10/2020	Open	☑	☐
E200000168	Operating	090401/022200/27401/99	FARMASI DAN BEKALAN (UBAT)	5,331.20	28/10/2020	Open	☑	☐

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

Figure 3.6-7 EPO Details

STEP 10

Click on the button to view/print report

KEMENTERIAN KESIHATAN MALAYSIA

Hosp. Pakar Sultanah Fatimah

ELECTRONIC PURCHASE ORDER (EPO) REPORT

Pharmacy Store

RPL NO : RP20000025
STATUS : Approved
RPL DATE : 28/10/2020
ITEM PURCHASE TYPE : Contract
EPO DATE : 28/10/2020
ITEM GROUP : DRUG

EPO NO.	VOTE CODE	VOTE DESCRIPTION	BUDGET TYPE	DRUG/NON DRUG CODE	DRUG/NON DRUG NAME	SKU	REQUEST QTY	UNIT PRICE (RM)	TOTAL AMOUNT (RM)	EPO STATUS
E200000176	090401/022200/27 401/99	FARMASI DAN BEKALAN (UBAT)	Operating	C10AA05000T1001XX	Atorvastatin 40 mg Tablet	tablet	210,000	0.1415	29,715.00	
E200000177	090401/022200/27 401/99	FARMASI DAN BEKALAN (UBAT)	Operating	R07AA02000L8001XX	Beractant Intratracheal Suspension (200 mg phospholipids in 8 ml vial)	vial	20	1,511.4000	30,228.00	

Disediakan oleh:		(DILULUSKAN)	
Nama :	[redacted]	Nama :	[redacted]
Jawatan :	Pegawai Farmasi UF48	Jawatan :	Pegawai Farmasi UF48
Unit :	STOR FARMASI	Unit :	STOR FARMASI
Jabatan :	Pharmacy	Jabatan :	Pharmacy
Tarikh :	28/10/2020	Tarikh :	28/10/2020

Printed Date : 28/10/2020 **Printed By** : [redacted] **Unit Name** : STOR FARMASI **Source** : PhIS

Page 2 of 2

Figure 3.6-8 EPO Details

STEP 11

Click on the [X] to close the EPO Detail/Information screen and back to RPL Main Screen as shown in Figure 3.6-3

Note

If user want to view the details on EPO No or want to proceed with undone transaction under EPO Detail/Information, user can click on the [EPO Details] *button and EPO Detail/Information will screen will display*

3.7 Purchase Order Listing Page

To view existing Purchase Order record, perform the steps below:

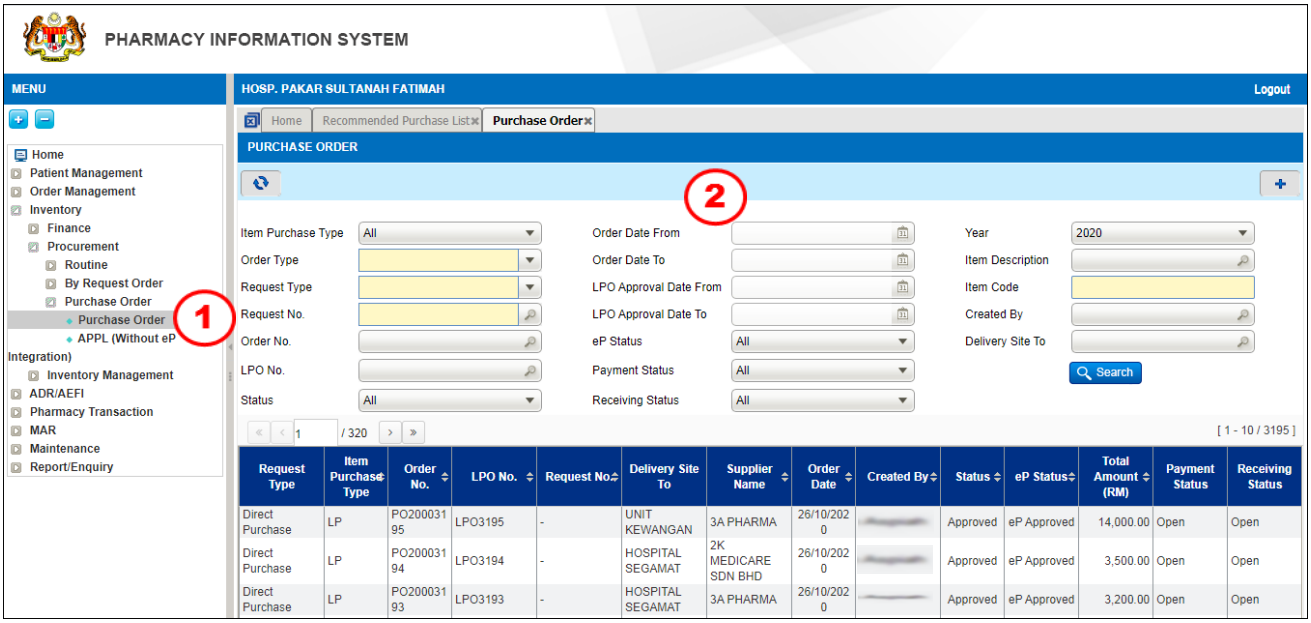


Figure 3.7-1 Purchase Order Listing Page

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
   - All
   - 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

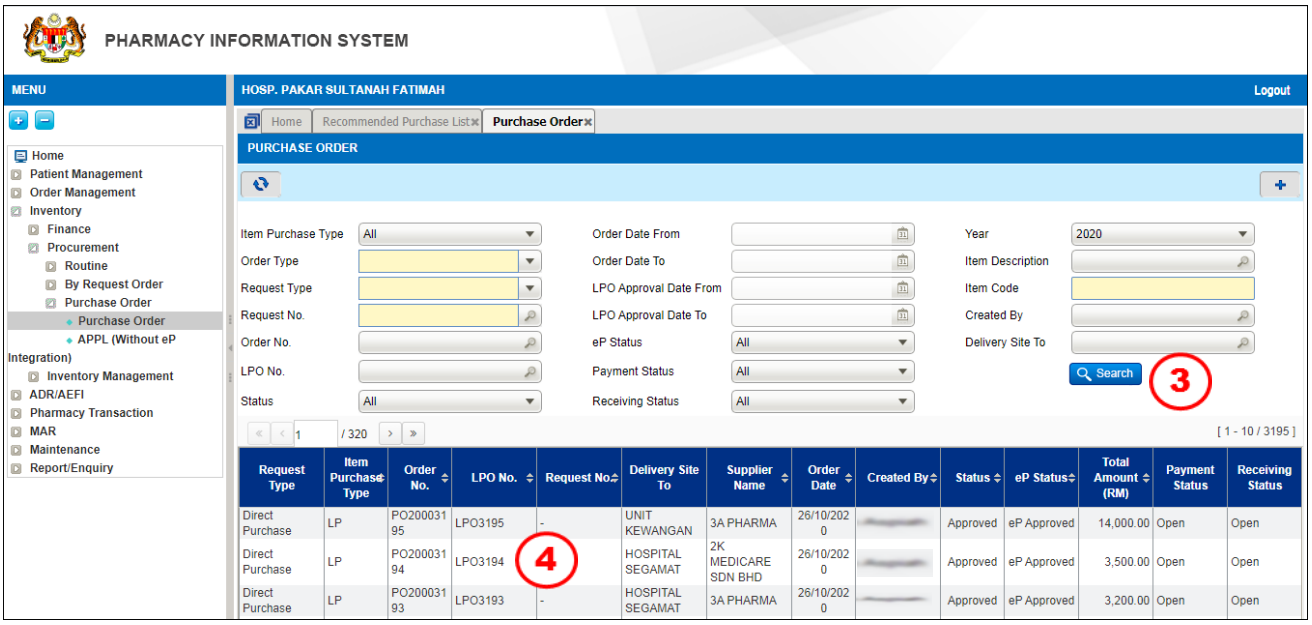


Figure 3.7-2 Purchase Order Listing Page

STEP 3

Click on the Search 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:

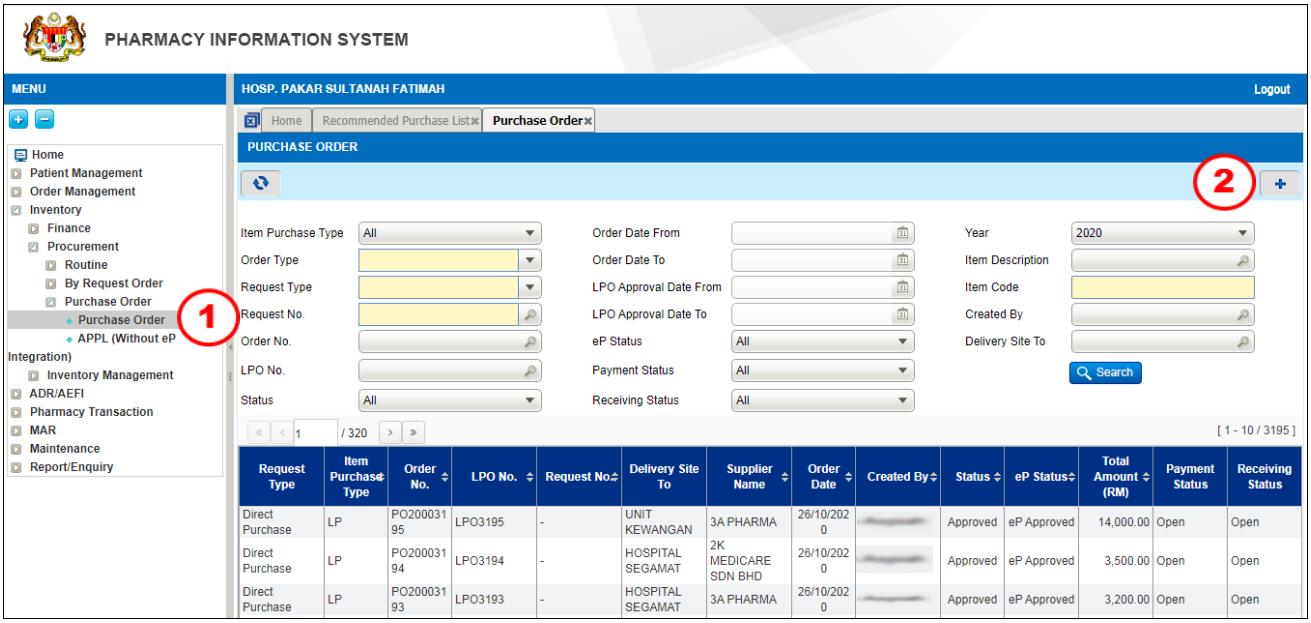


Figure 3.8-1 New Contract RPL Purchase Order

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

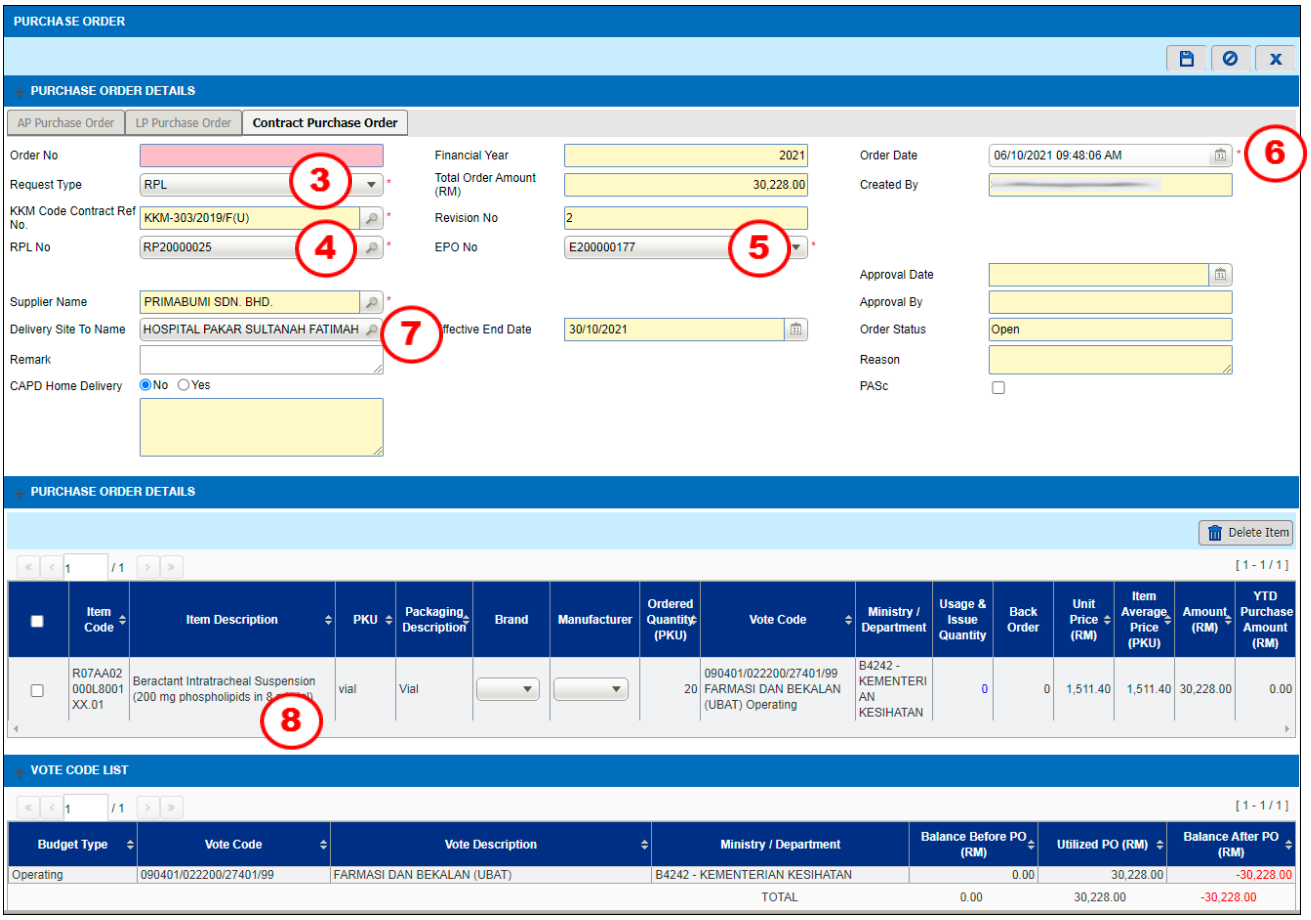


Figure 3.8-2 Contract RPL Purchase Order

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

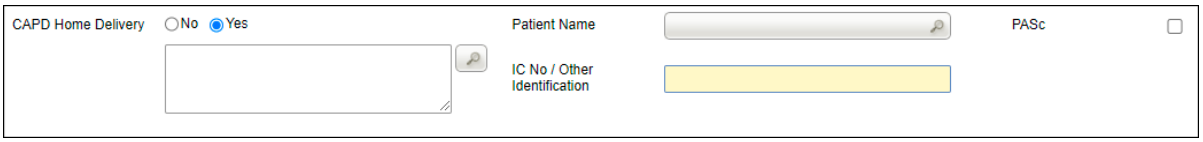


Figure 3.8-3 CAPD Home Delivery

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

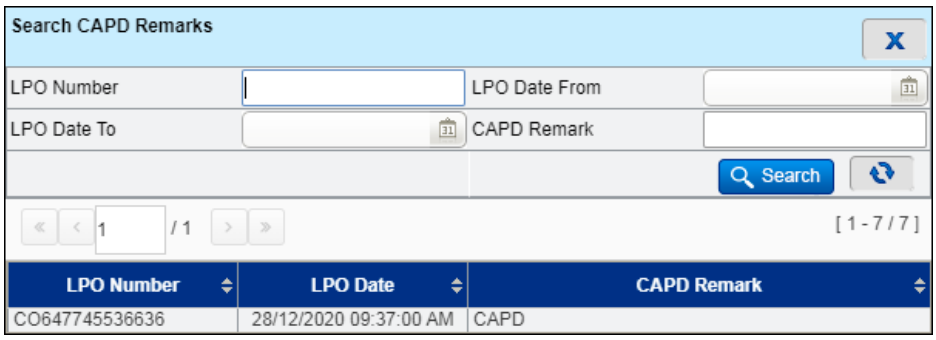


Figure 3.8-4 Search CAPD Remarks

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

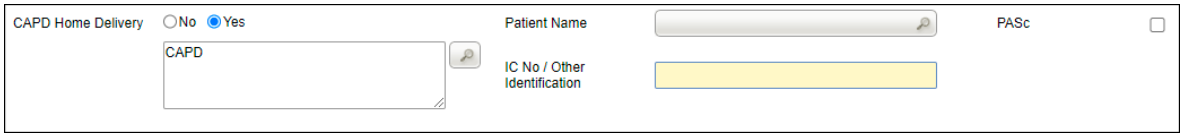


Figure 3.8-5 CAPD Home Delivery

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

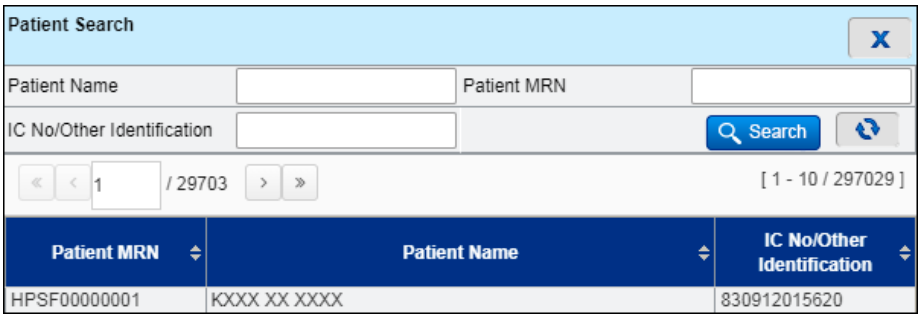


Figure 3.8-6 Patient Search

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

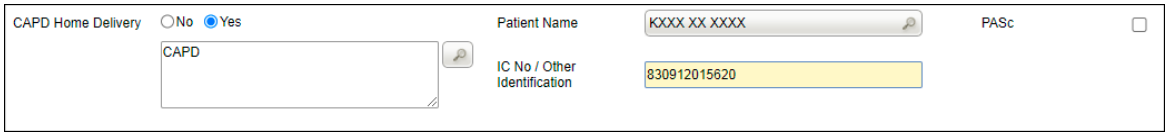


Figure 3.8-7 CAPD Home Delivery

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

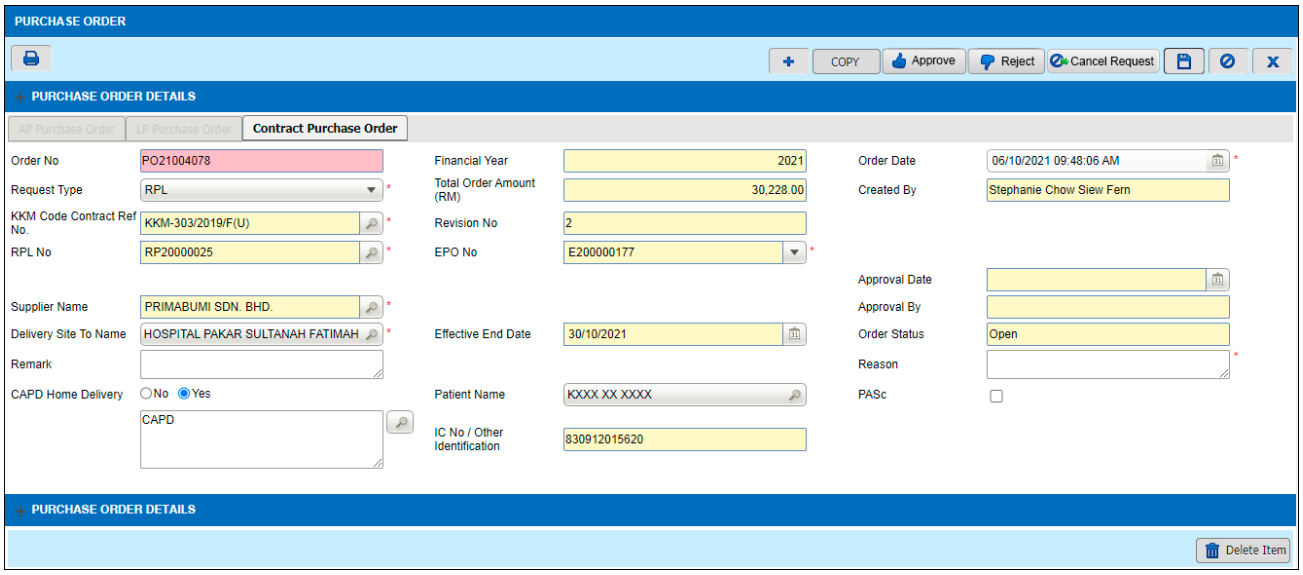


Figure 3.8-8 Purchase Order

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

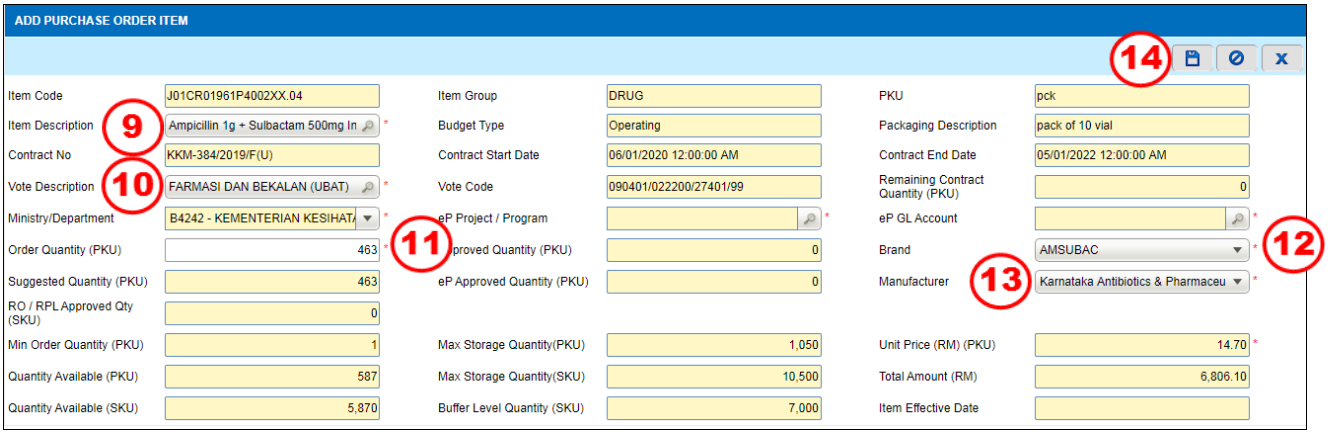


Figure 3.8-9 Add Purchase Order Item

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

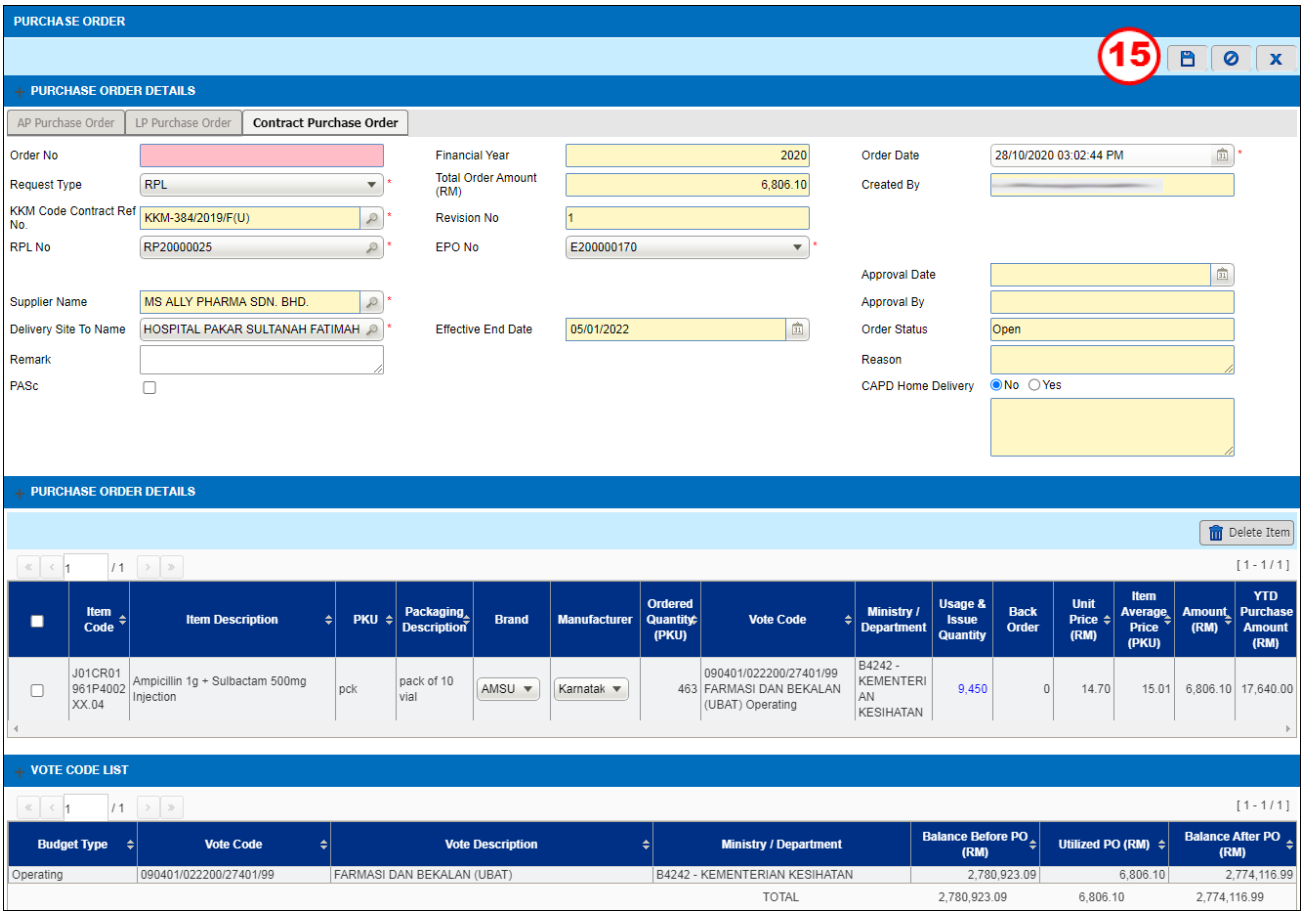


Figure 3.8-10 Contract Purchase Order

STEP 16

Click on the button to save the modification

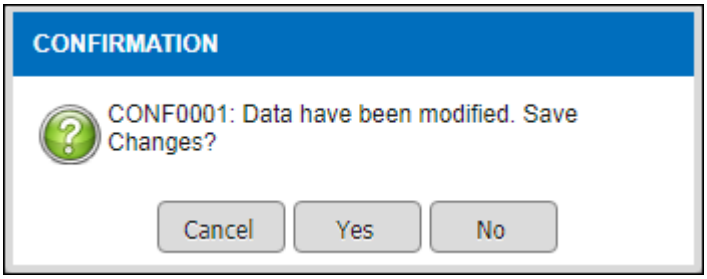


Figure 3.8-11 Alert Message

Note

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

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

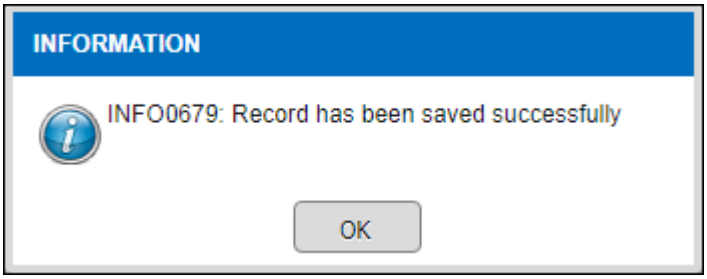


Figure 3.8-12 Alert Message

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

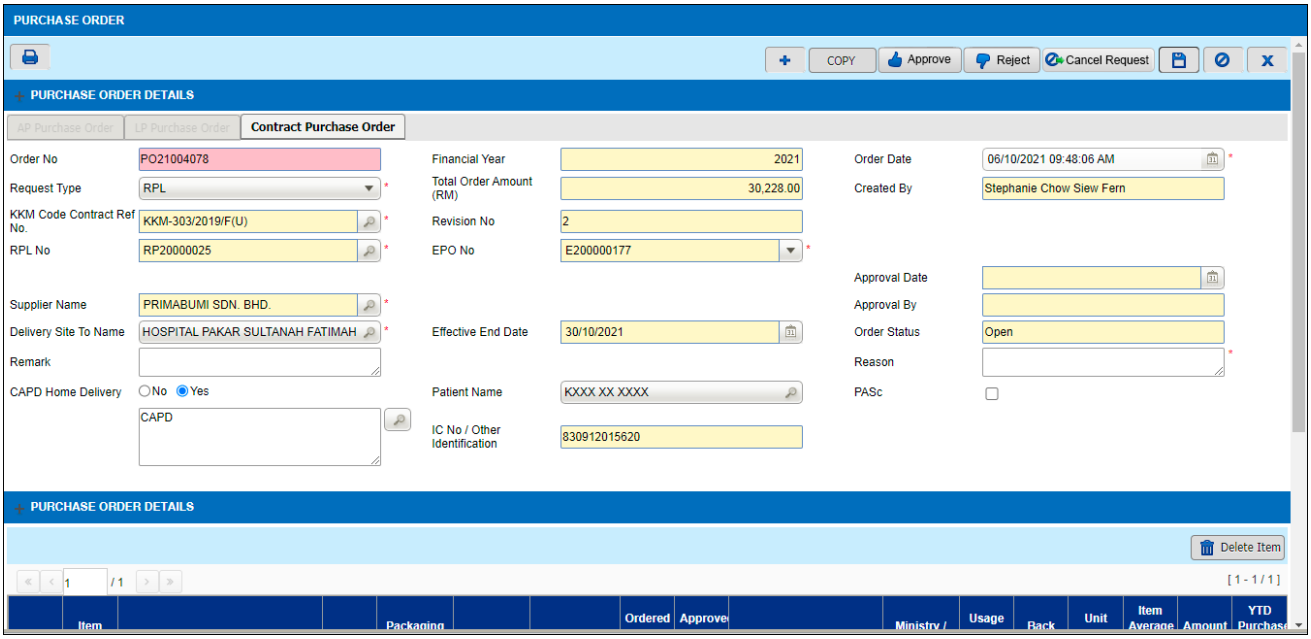


Figure 3.8-13 Purchase Order

3.9 Contract Purchase Order Approval: RPL

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

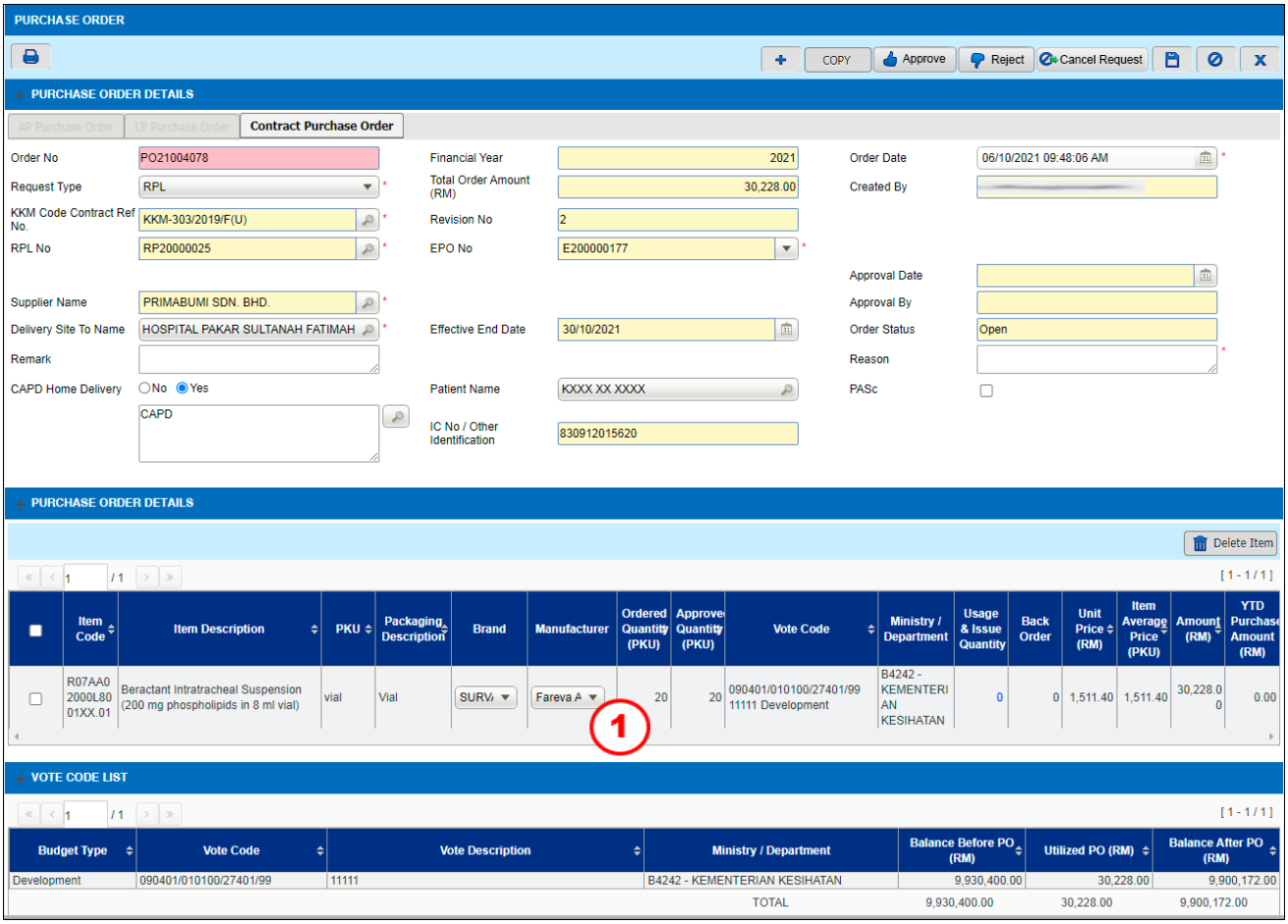


Figure 3.9-1 Purchase Order Approve

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

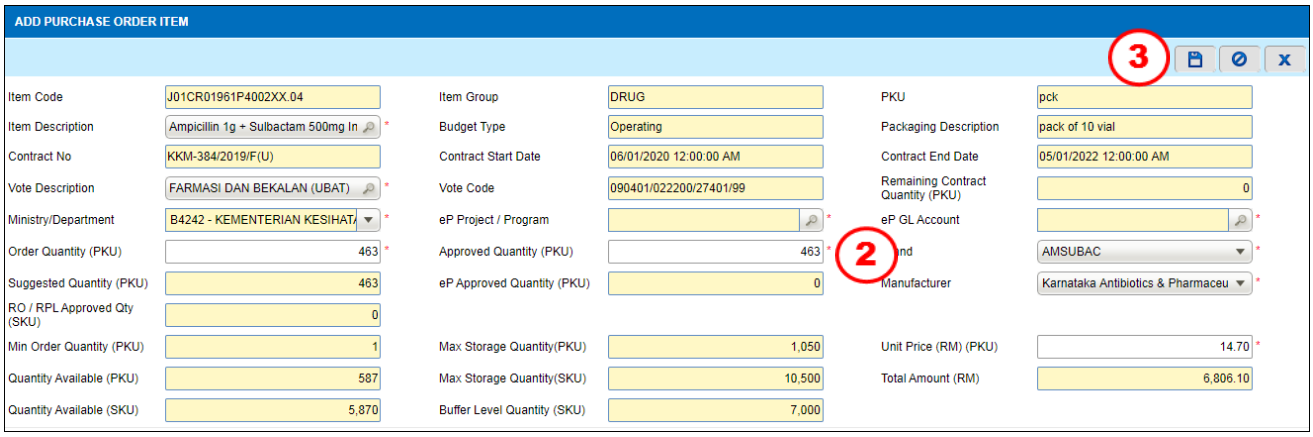


Figure 3.9-2 Add Purchase Order Item

STEP 2
Enter ***Approved Quantity (PKU)*** amount

STEP 3
Click on the button to save the modification and details will be displayed on Purchase Order Details

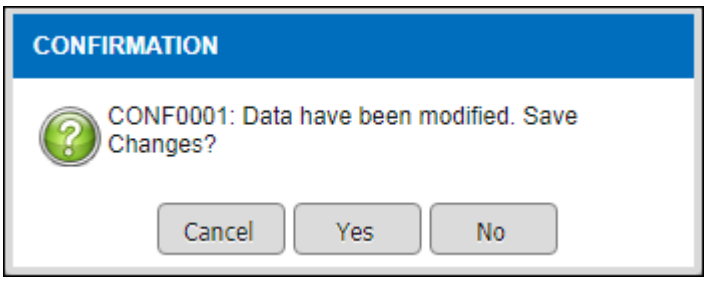


Figure 3.9-3 Alert Message

Note

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

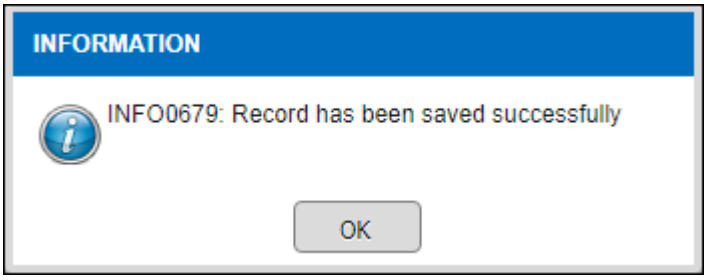


Figure 3.9-4 Alert Message

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

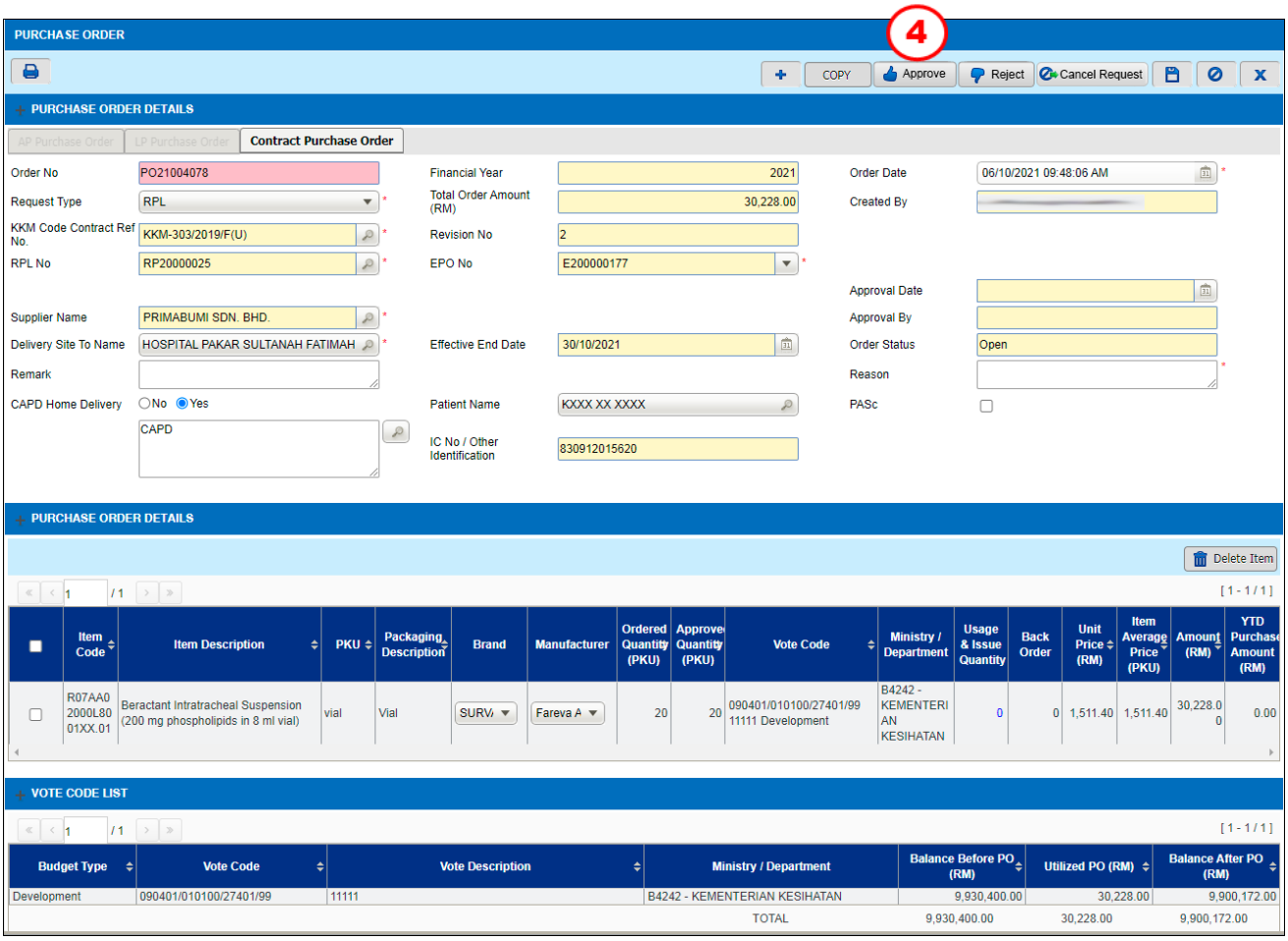


Figure 3.9-5 Purchase Order

STEP 4

Click on the Approve button to approve the transaction

Note

- *If click on the Reject 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 Delete Item button*
- *If 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 5

Click on the X to close the screen

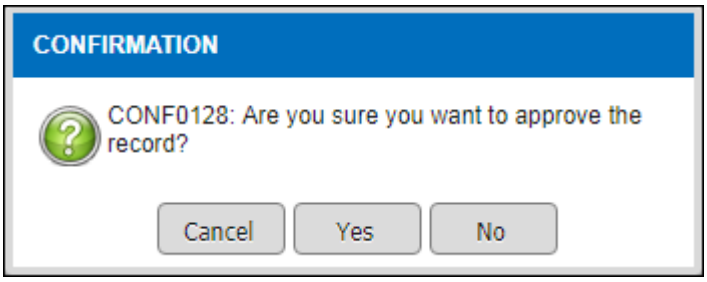


Figure 3.9-6 Alert Messages

Note

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

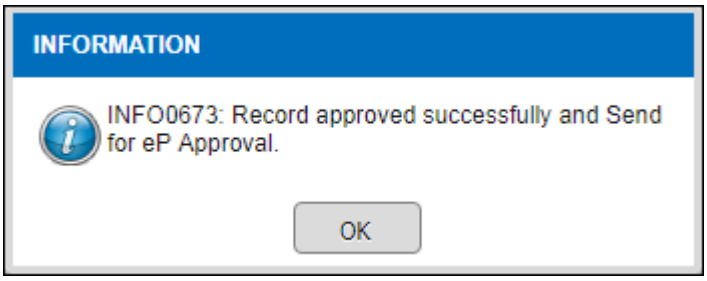


Figure 3.9-7 Alert Messages

- *Click on the* OK *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:

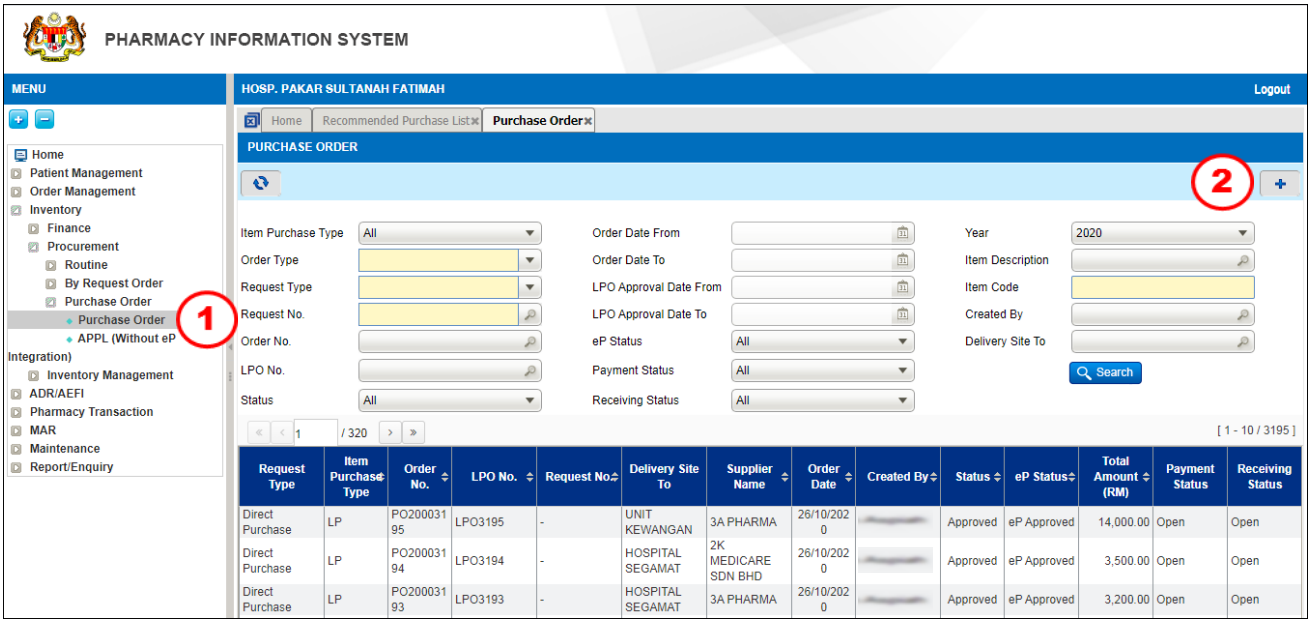


Figure 3.10-1 New Contract RPL Purchase Order

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

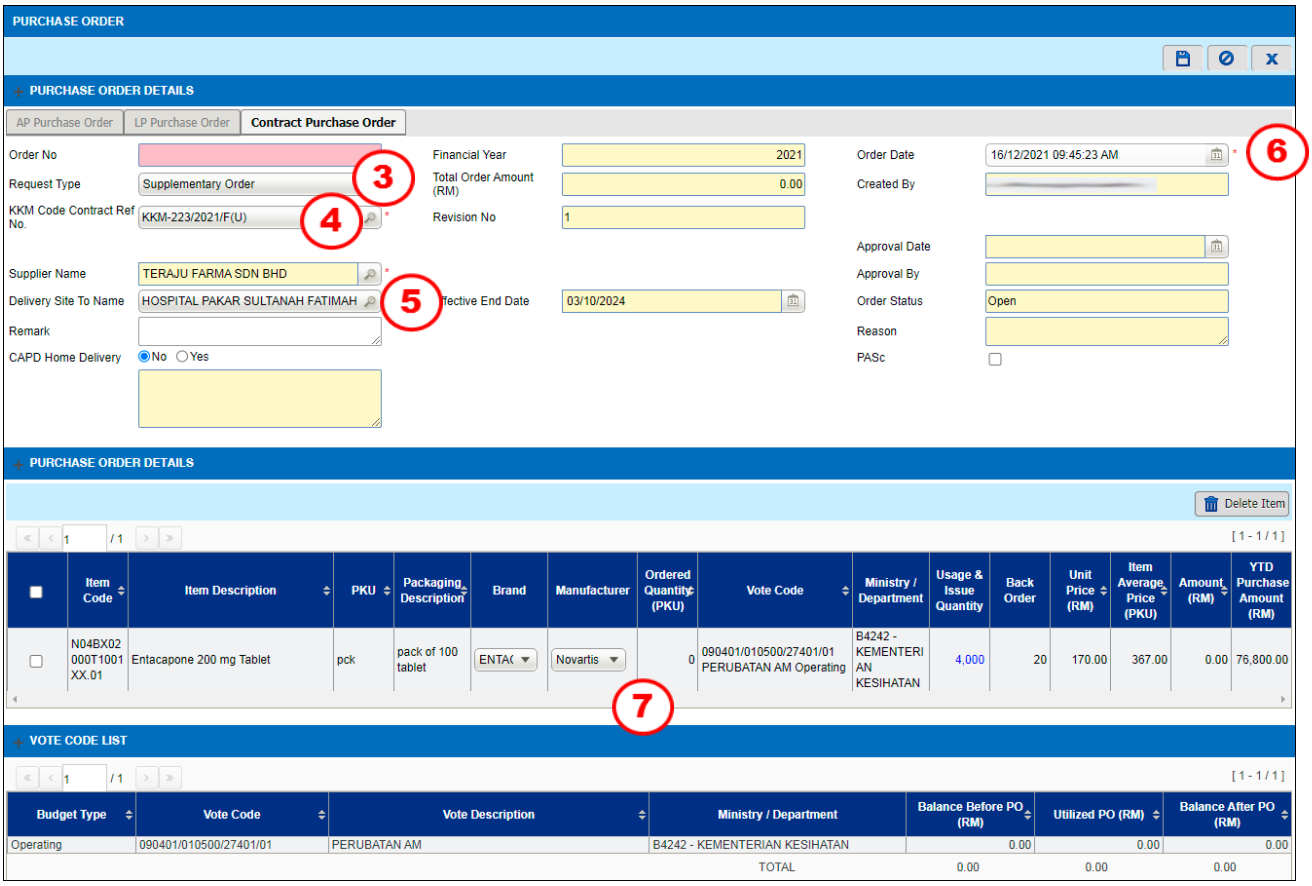


Figure 3.10-2 Contract Purchase Order

STEP 3
Select on ***Request Type*** : Supplementary Order

STEP 4
Select available ***KKM Code Contract Ref No***

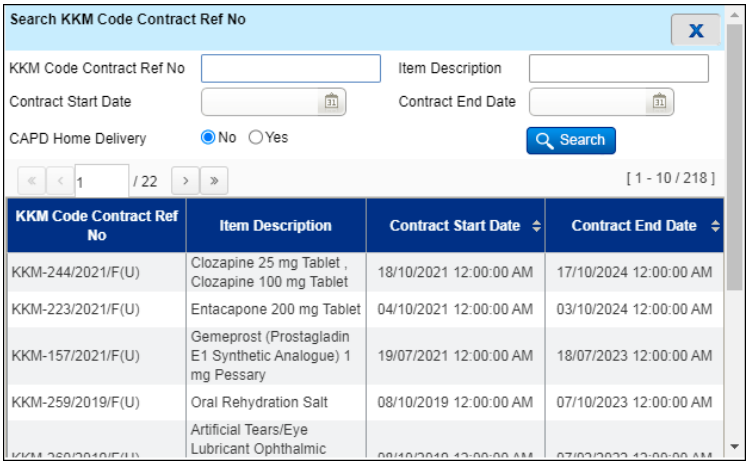


Figure 3.10-3 KKM Code Contract Ref No

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*

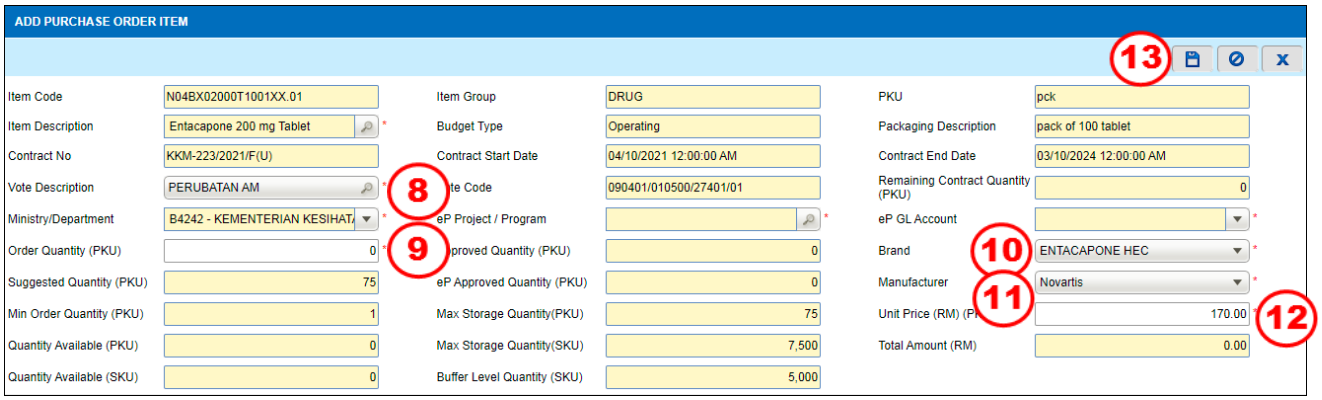


Figure 3.10-4 Add Purchase Order Item

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

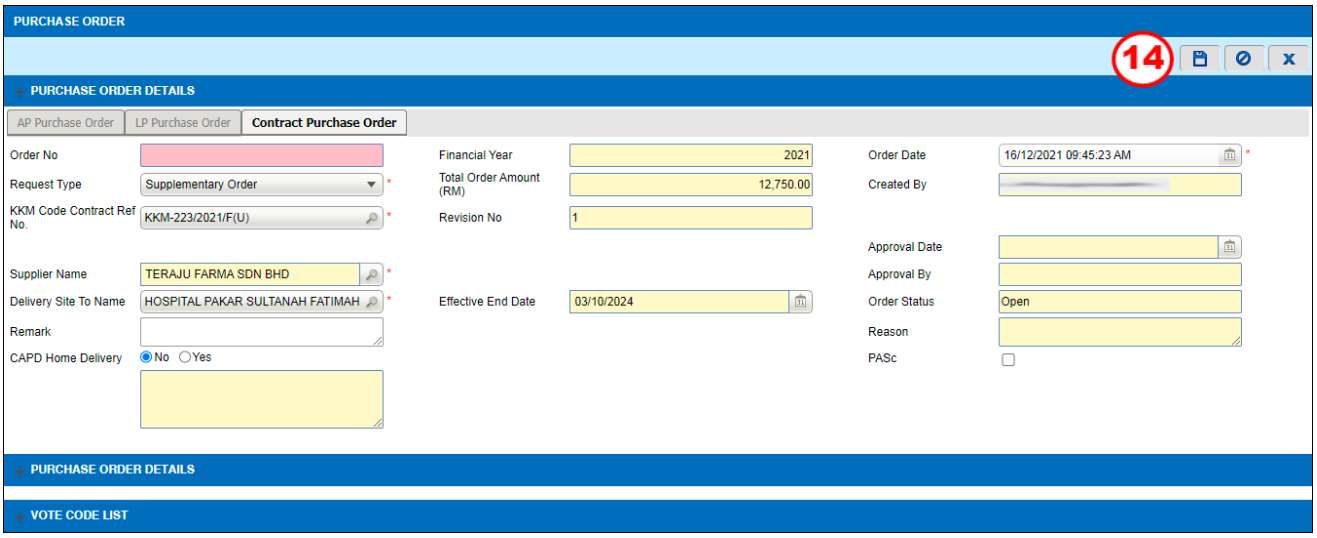


Figure 3.10-5 Contract Purchase Order

STEP 14

Click on the button to save the modification

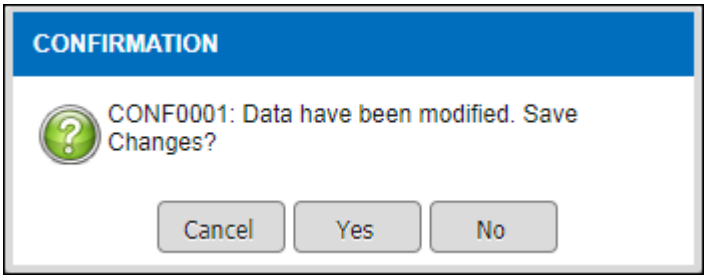


Figure 3.10-6 Alert Message

Note

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

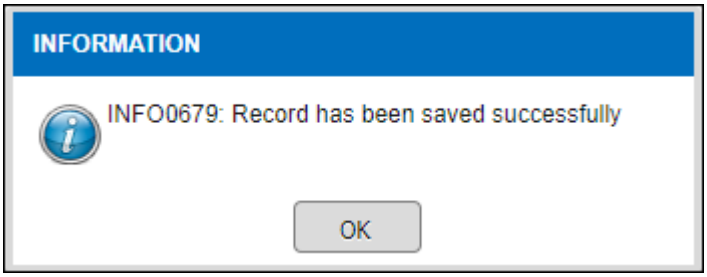


Figure 3.10-7 Alert Message

- *Click on the* OK *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

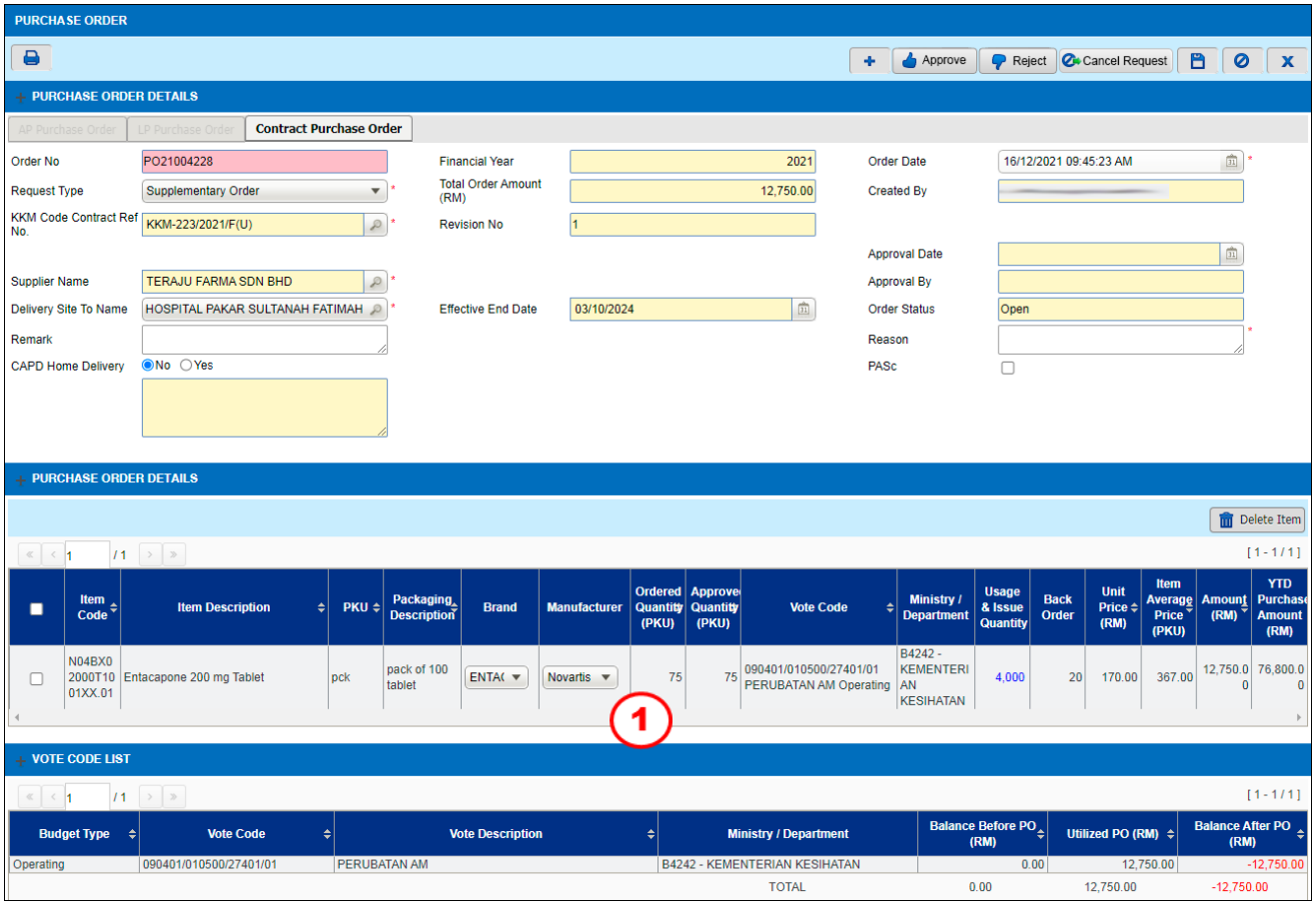


Figure 3.11-1 Purchase Order Approve

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 Delete Item *button*

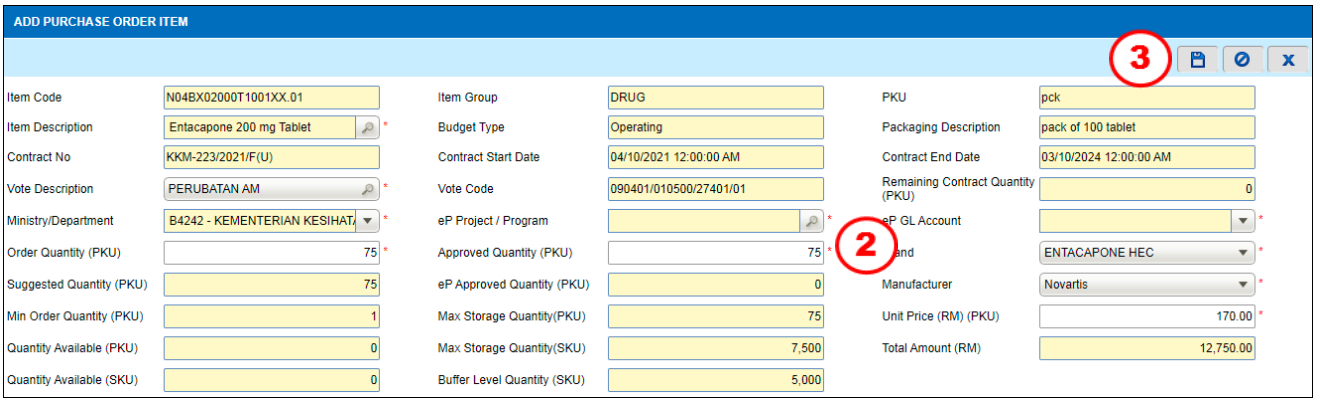


Figure 3.11-2 Add Purchase Order Item

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

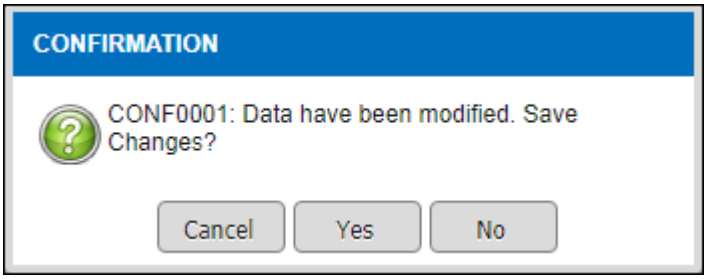


Figure 3.11-3 Alert Message

Note

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

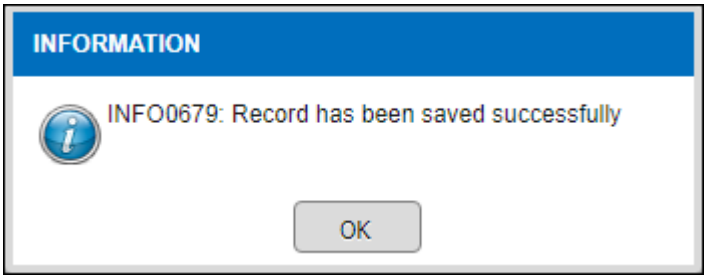


Figure 3.11-4 Alert Message

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

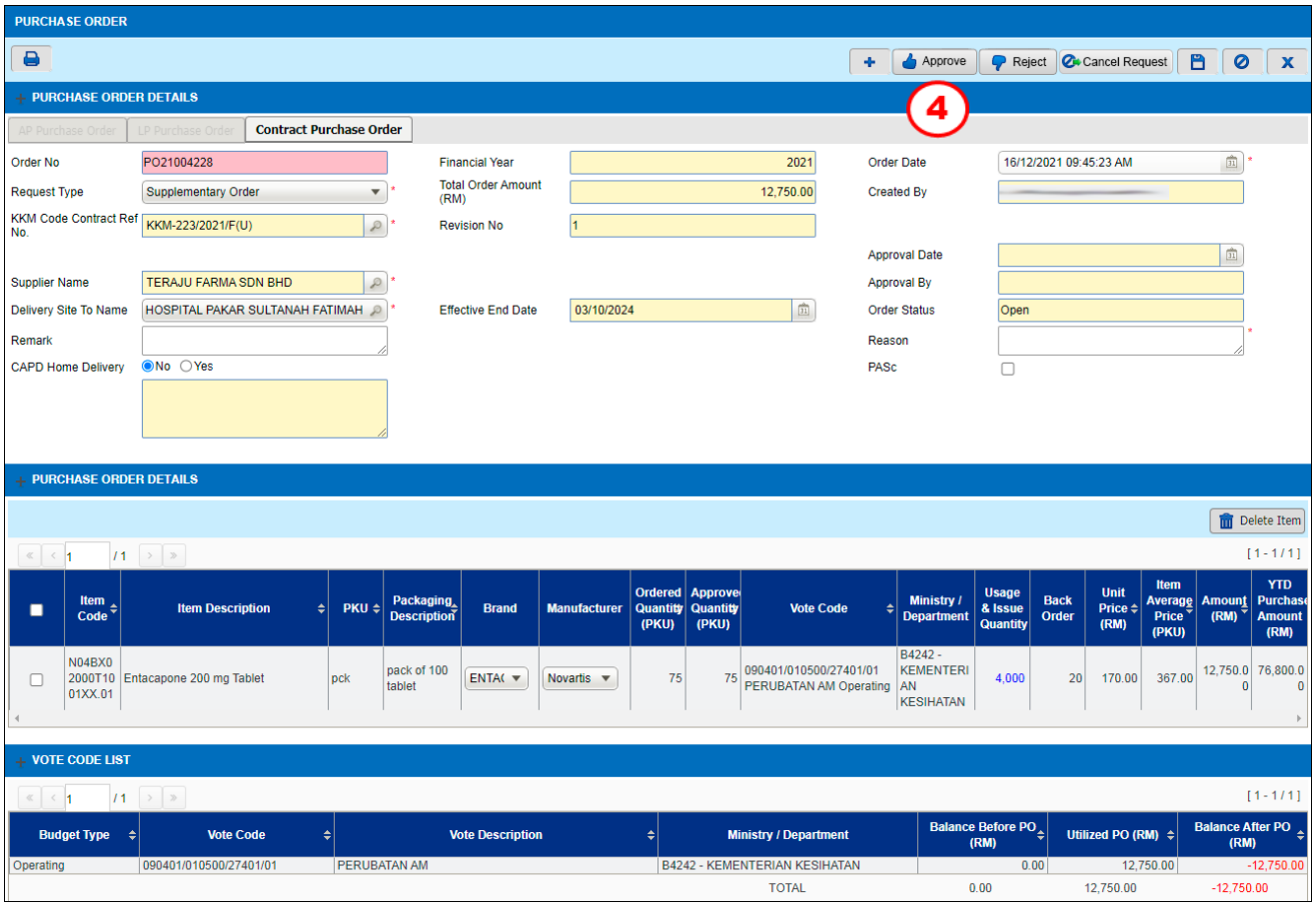


Figure 3.11-5 Purchase Order

STEP 4

Click on the Approve button to approve the transaction

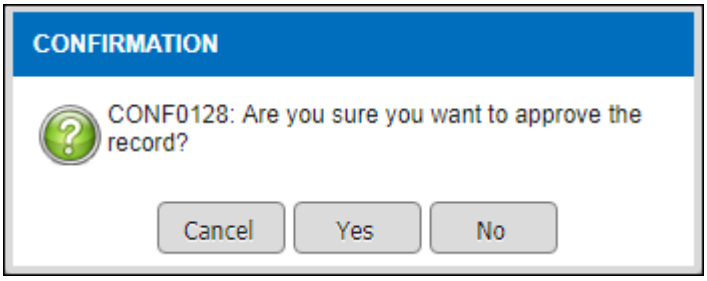


Figure 3.11-6 Alert Messages

Note

- *If click on the Reject 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.*

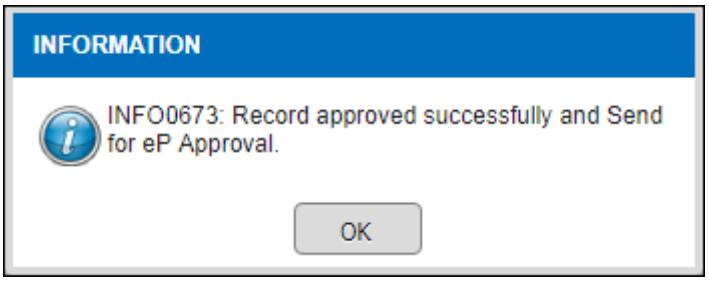


Figure 3.11-7 Alert Messages

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.*

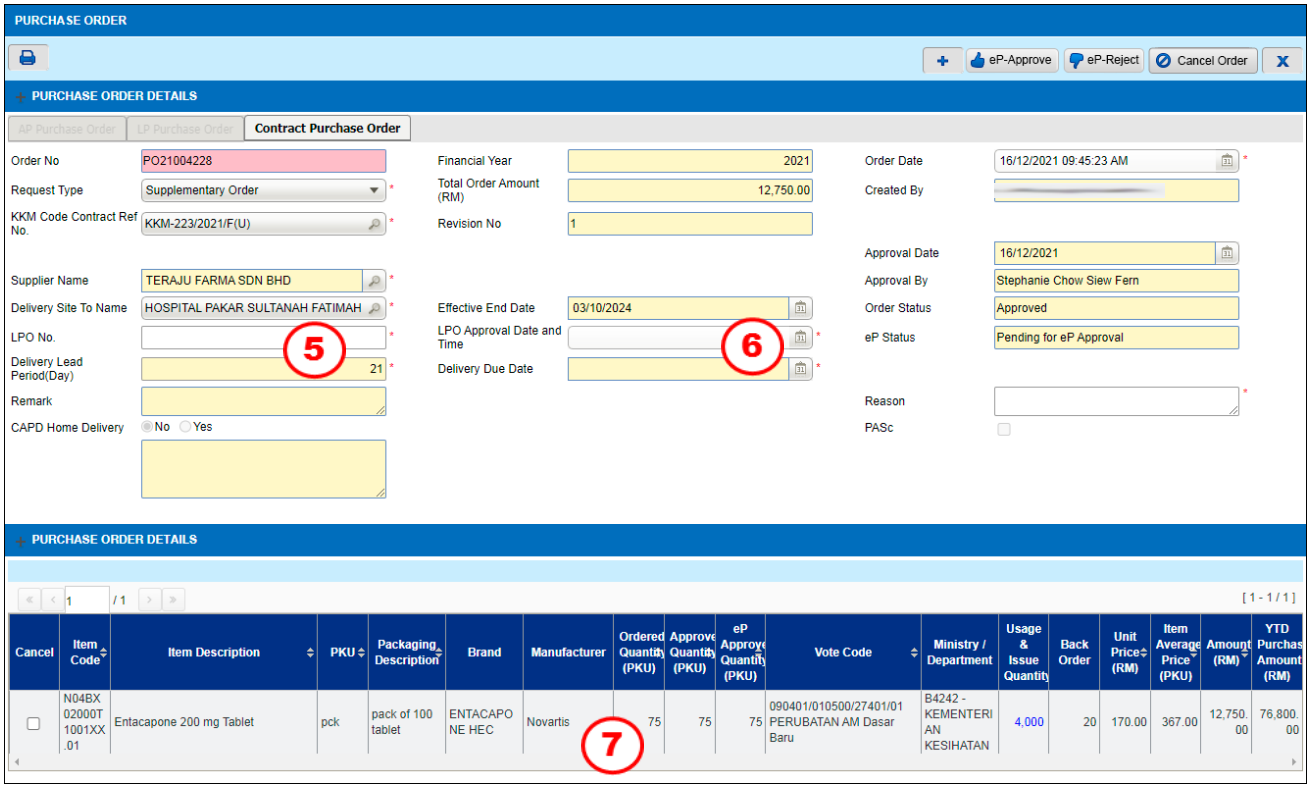


Figure 3.11-8 Purchase Order

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* eP-Reject *button and must be key in the reason and able to cancel the order by click on* Cancel Order *button*
- *Click* on the x to close the screen
- *If need to cancel the item just tick on checkbox in purchase order detail*

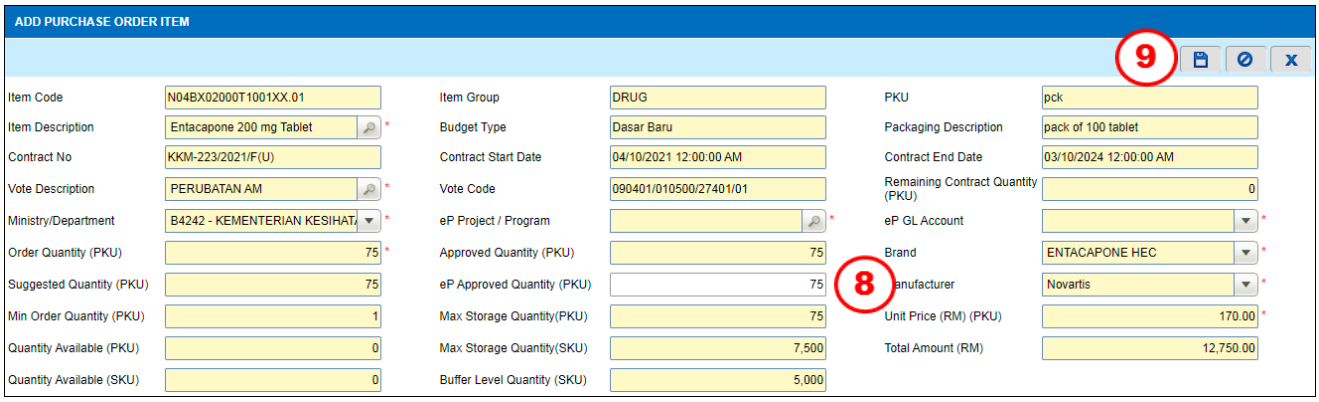


Figure 3.11-9 Purchase Order

STEP 8
Fill up the eP Approve Quantity (PKU)

STEP 9
Click on button to save the record

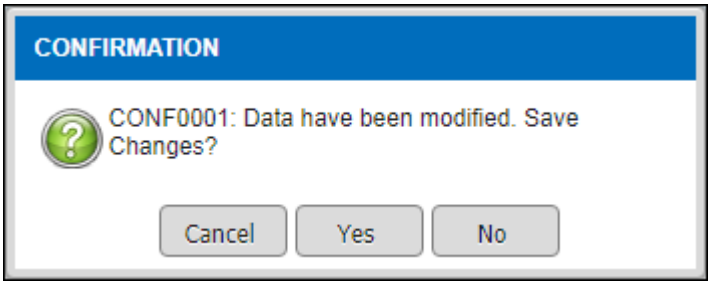


Figure 3.11-10 Alert Message

Note

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

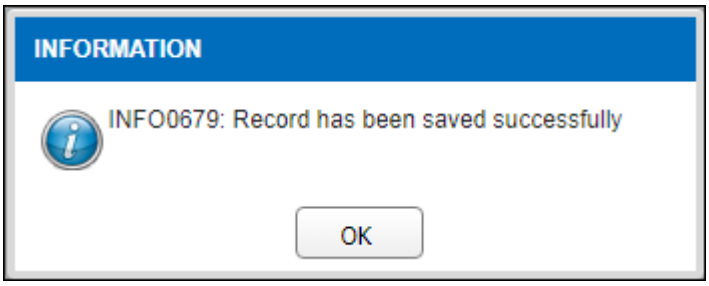


Figure 3.11-11 Alert Message

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

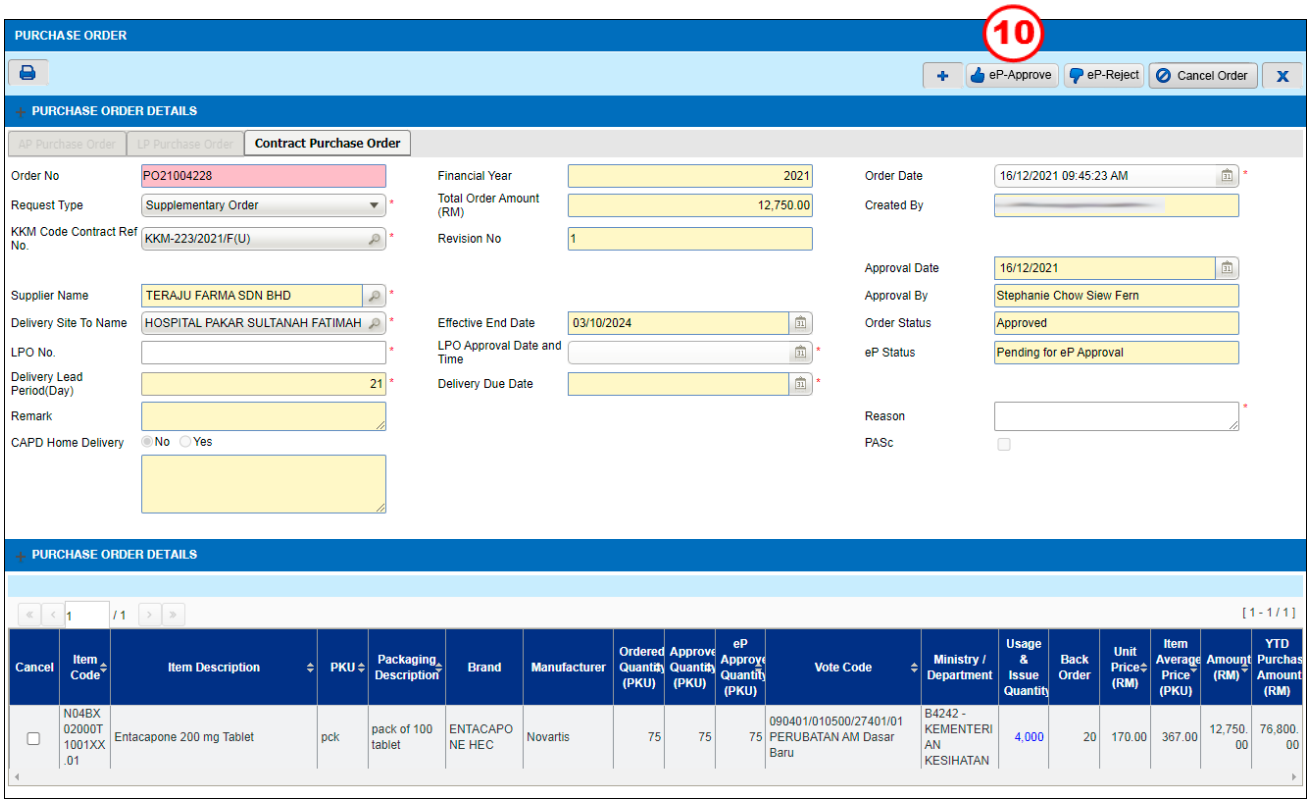


Figure 3.11-12 Purchase Order

STEP 10

Click on eP-Approve button to approve the transaction

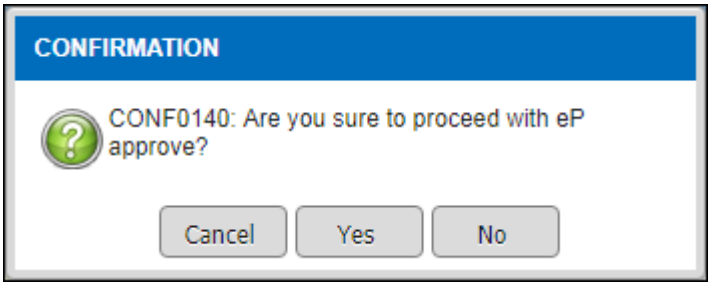


Figure 3.11-13 Alert Message

Note

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

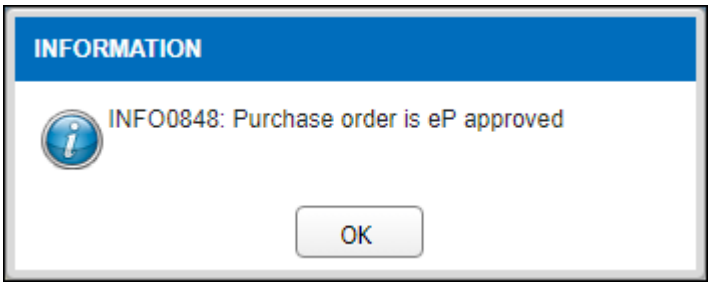


Figure 3.11-14 Alert Message

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

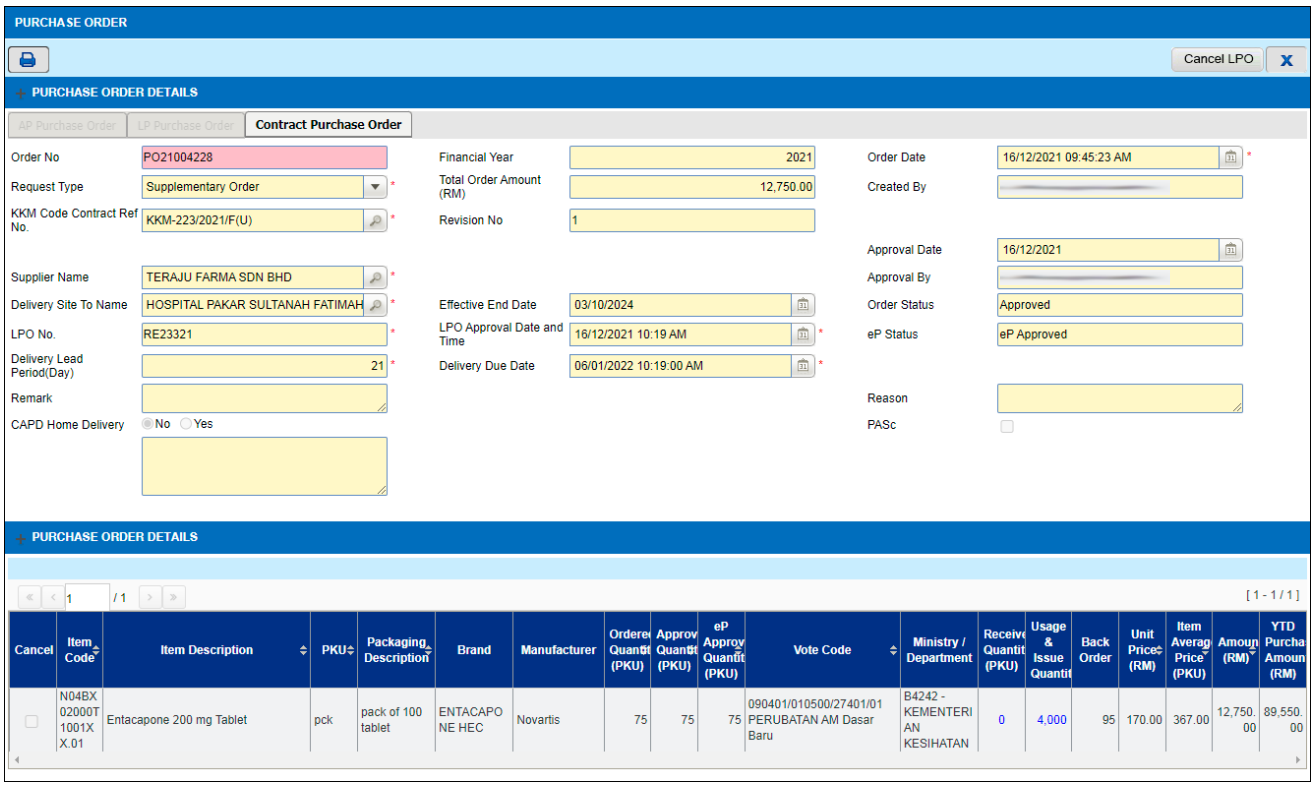


Figure 3.11-15 Purchase Order

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*

3.12 Proposed Contract Item Listing Page

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

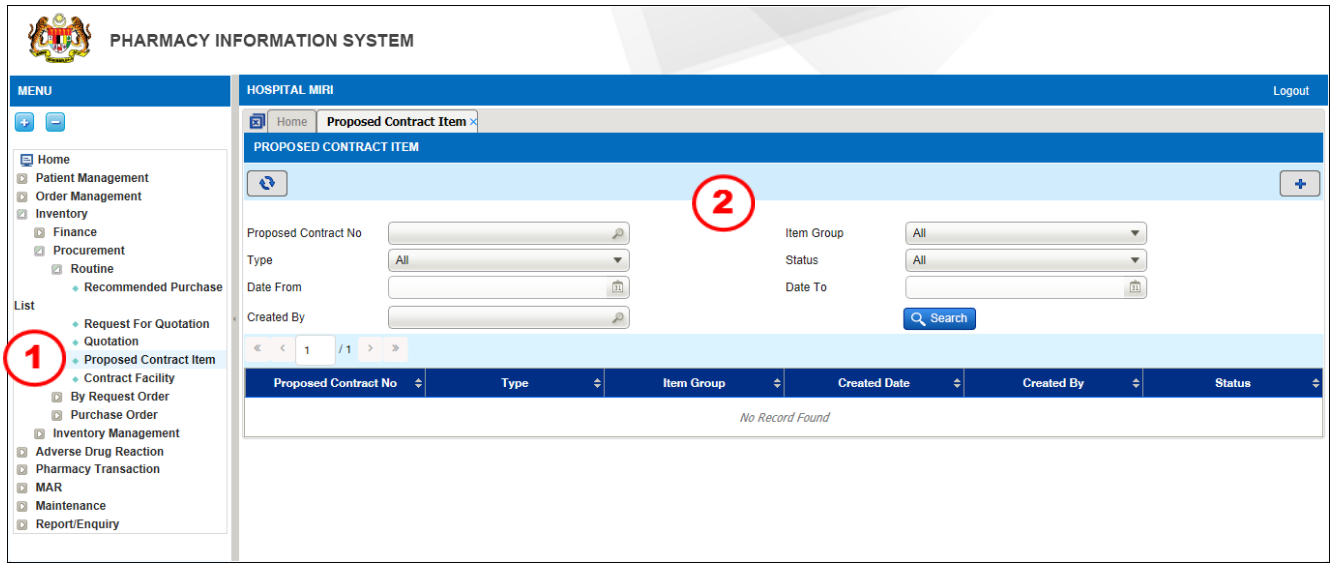


Figure 3.12-1 Proposed Contract Item Listing Page

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

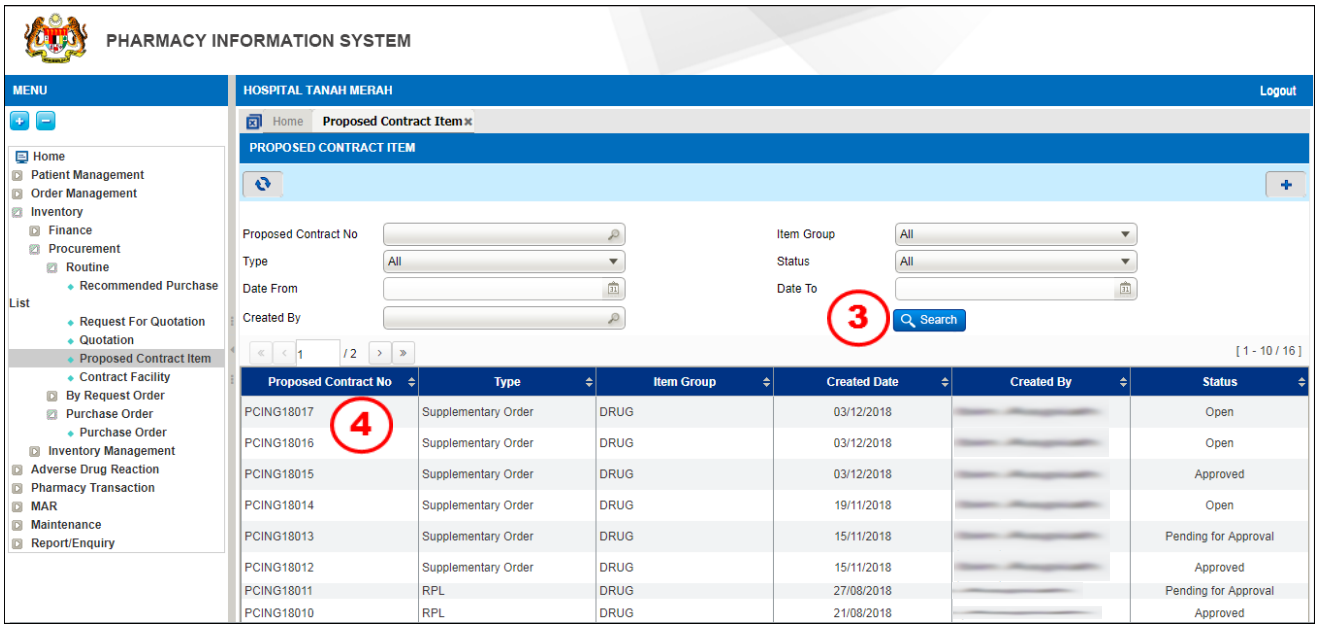


Figure 3.12-2 Proposed Contract Item Listing Page

STEP 3

Click on the Search 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

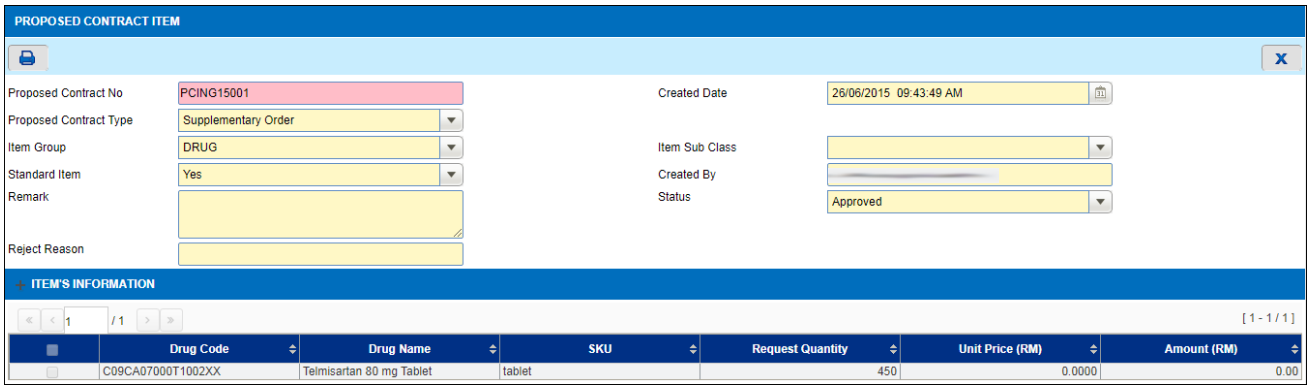


Figure 3.12-3 Proposed Contract Item

Note

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

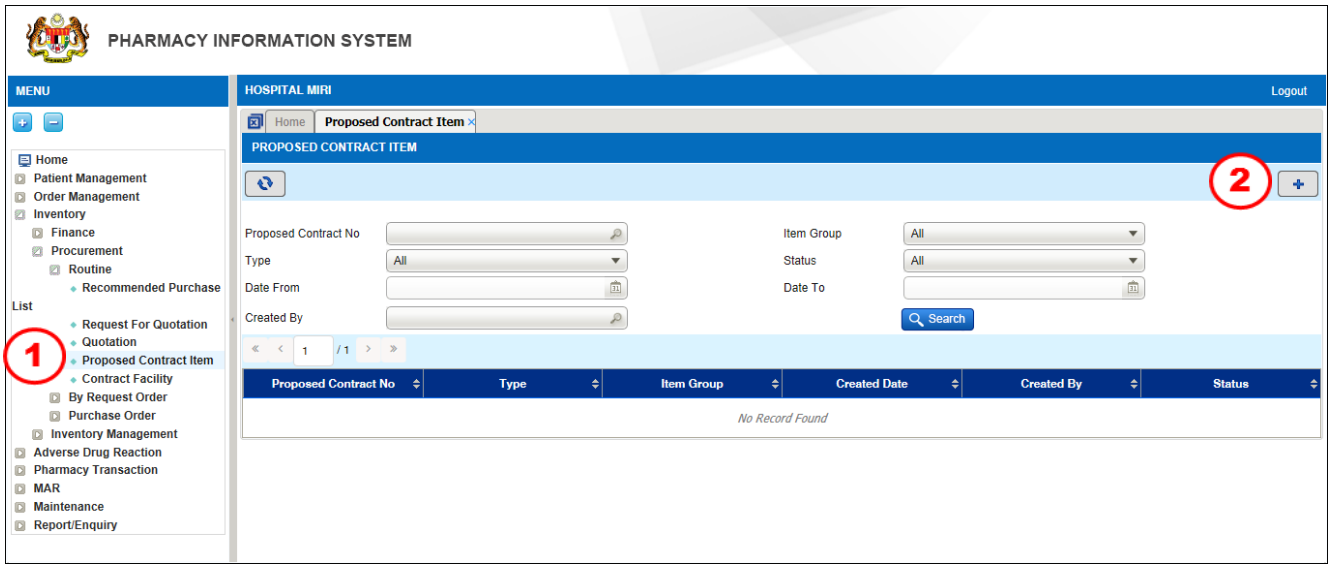


Figure 3.12.1-1 Create new Proposed Contract Item

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'.*

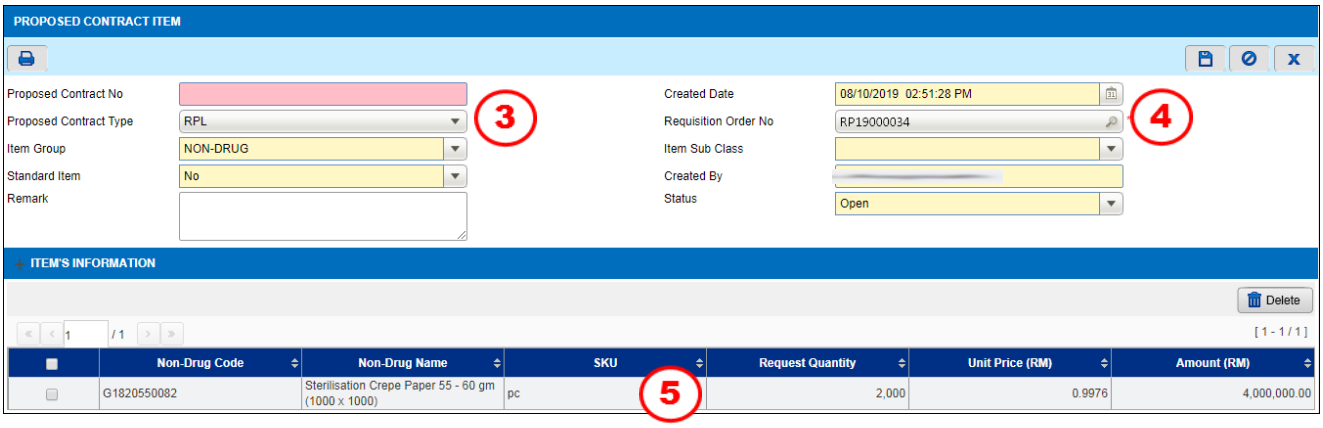


Figure 3.12.1-2 Proposed Contract Item

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

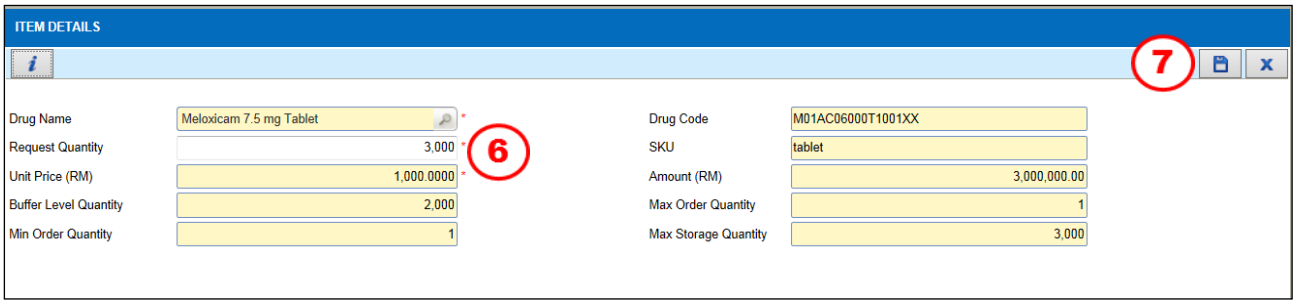


Figure 3.12.1-3 Item Details

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, Send for Approval button will be enabled.

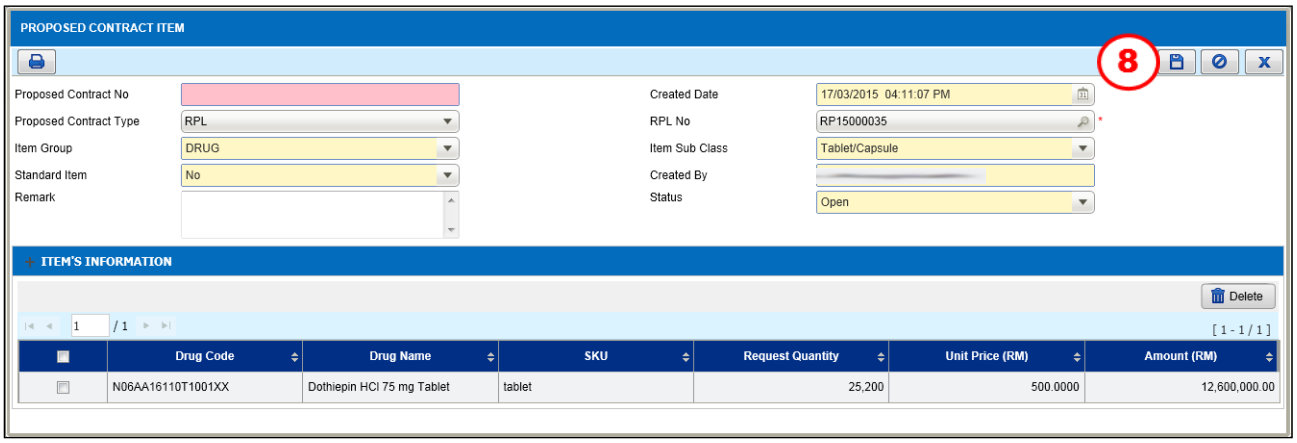


Figure 3.12.1-4 New Proposed Contract Item

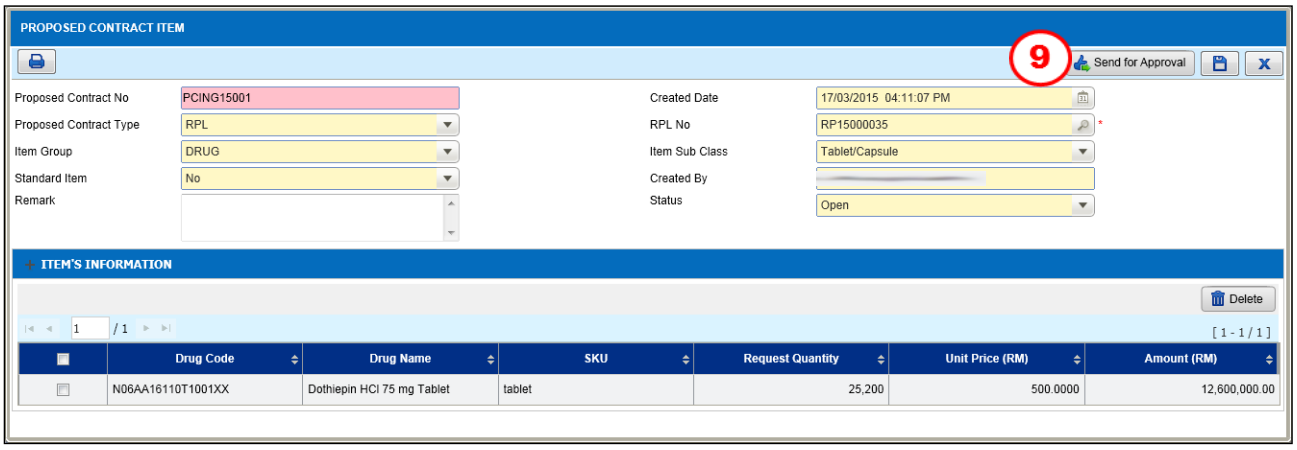


Figure 3.12.1-5 Proposed Contract Item

STEP 9

Click on the Send for Approval button

Note

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

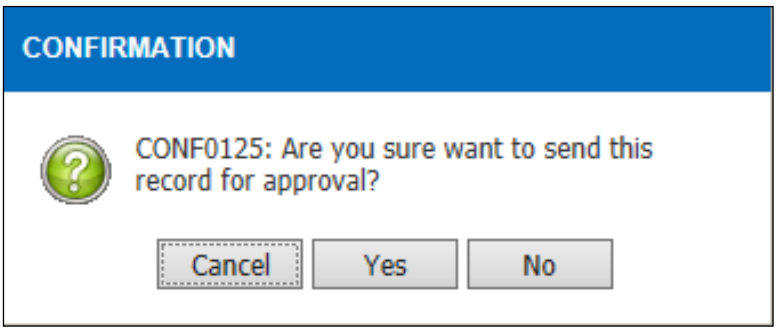


Figure 3.12.1-6 Save Record Alert Message

- *Click on the* Yes *button.*

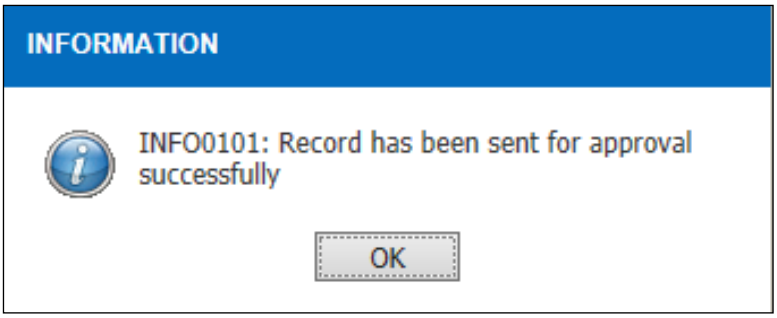


Figure 3.12.1-7 Save Record Alert Message

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

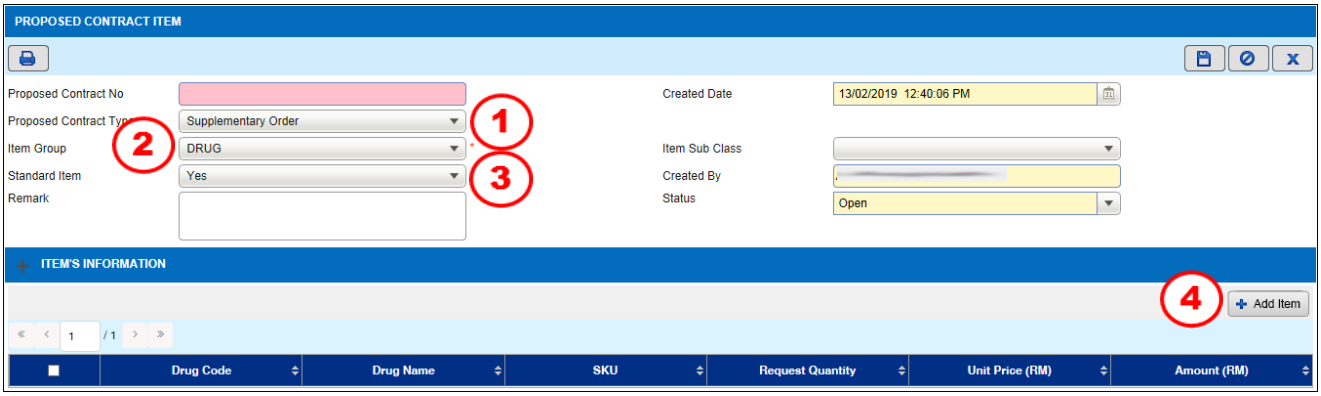


Figure 3.12.2-1 Proposed Contract Item

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

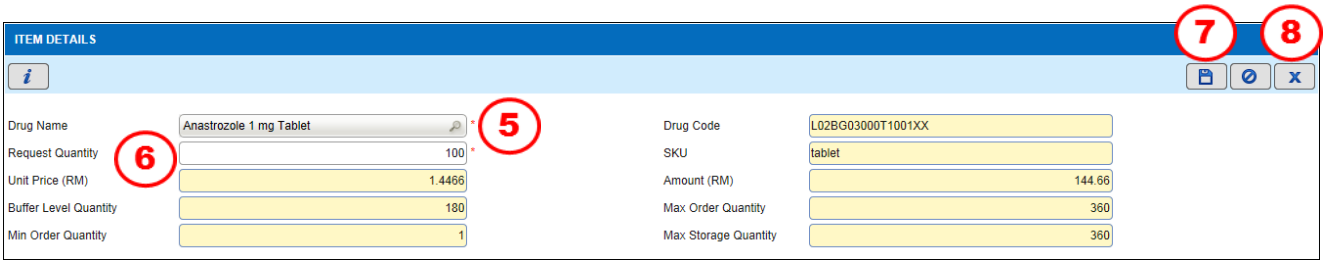


Figure 3.12.2-2 Item Details

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

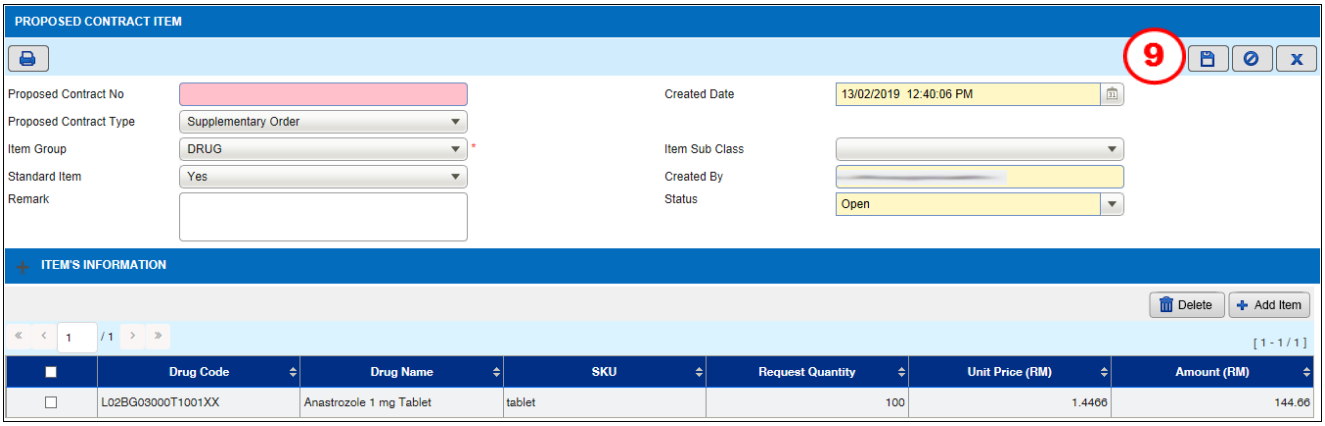


Figure 3.12.2-3 Proposed Contract Item

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.*

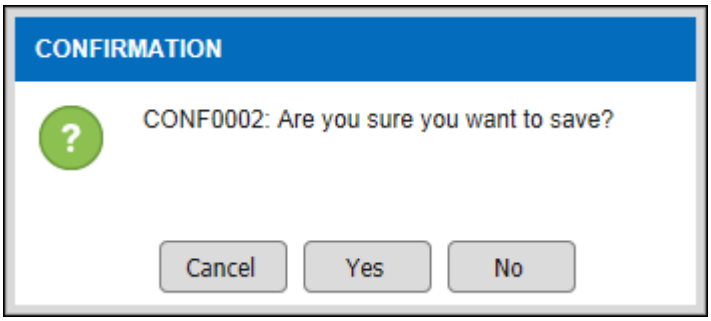


Figure 3.12.2-4 Save Record Alert Message

- *Click on the* Yes *button.*

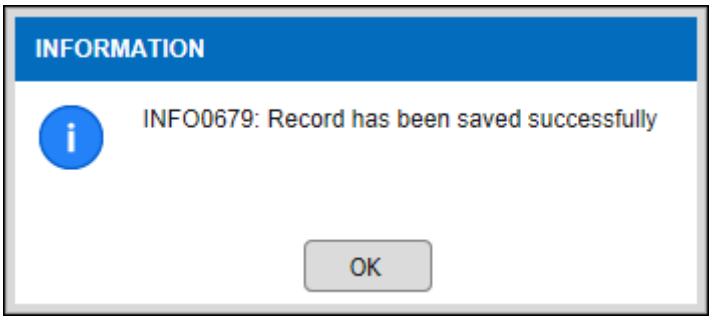


Figure 3.12.2-5 Save Record Alert Message

- *Click on the* OK *button.*

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

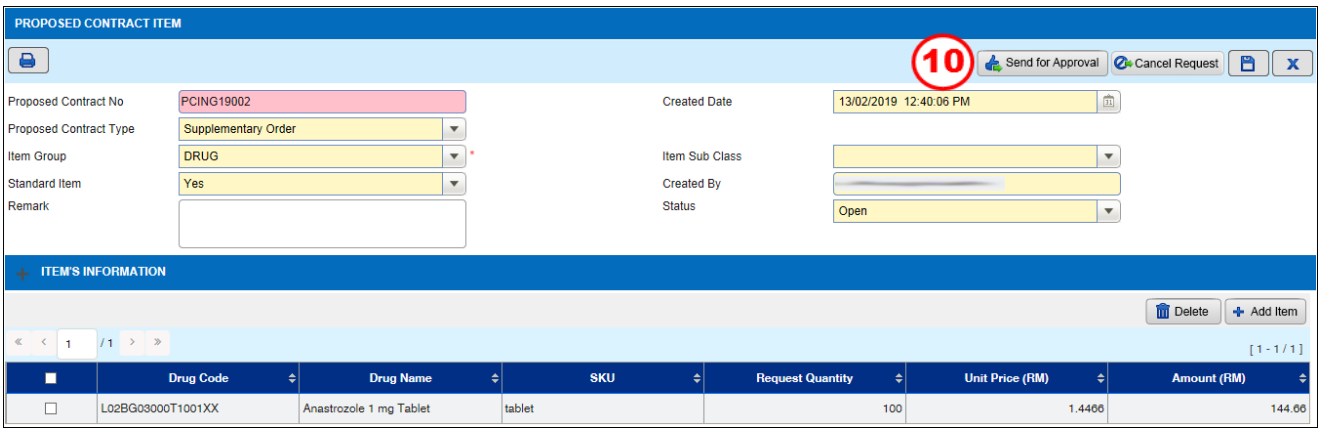


Figure 3.12.2-6 Proposed Contract Item Send for Approval

STEP 10

Click on the Send for Approval 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.*

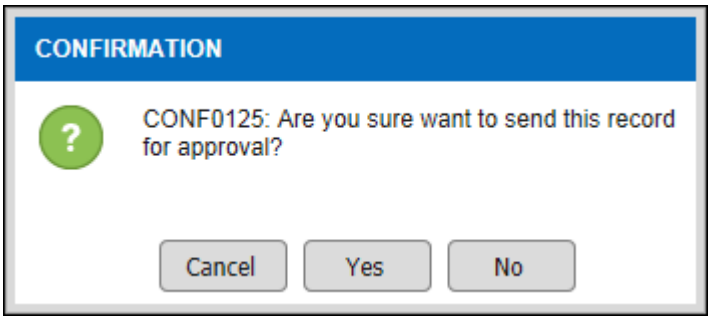


Figure 3.12.2-7 Alert Message

- *Click on the* Yes *button.*

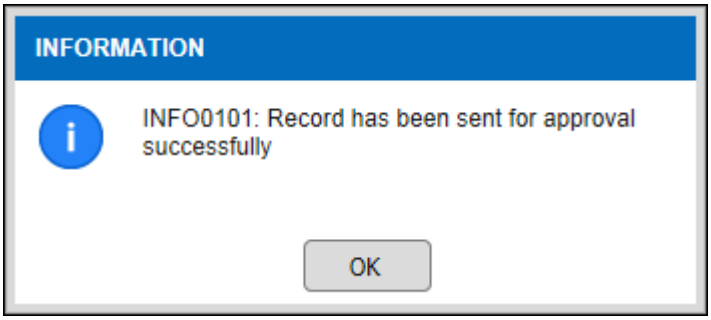


Figure 3.12.2-8 Alert Message

- *Click on the* OK *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)*

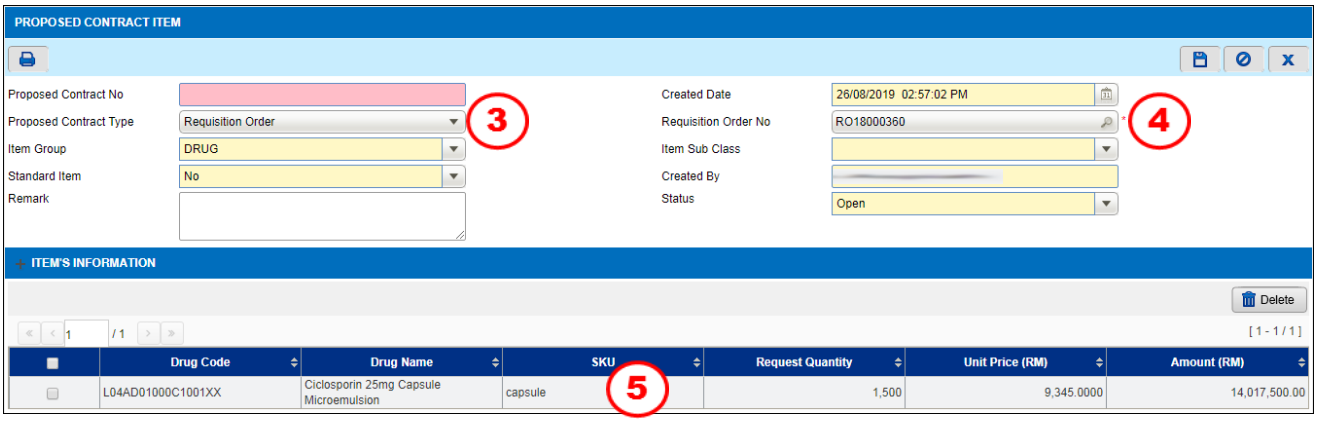


Figure 3.12.3-1 Proposed Contract Item

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

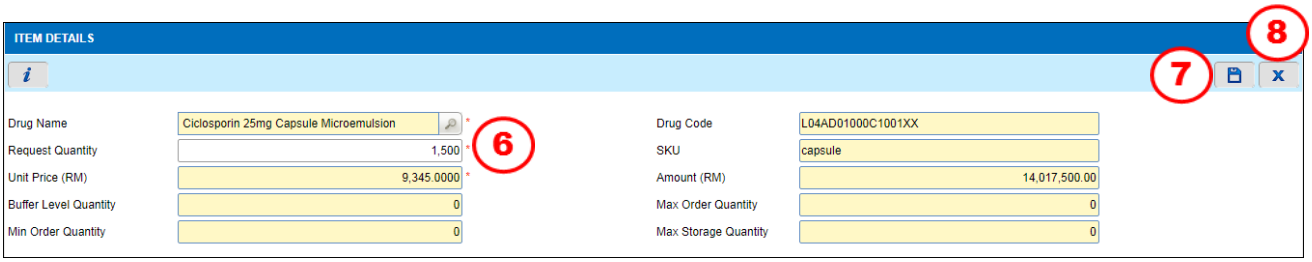


Figure 3.12.3-2 Item Details

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

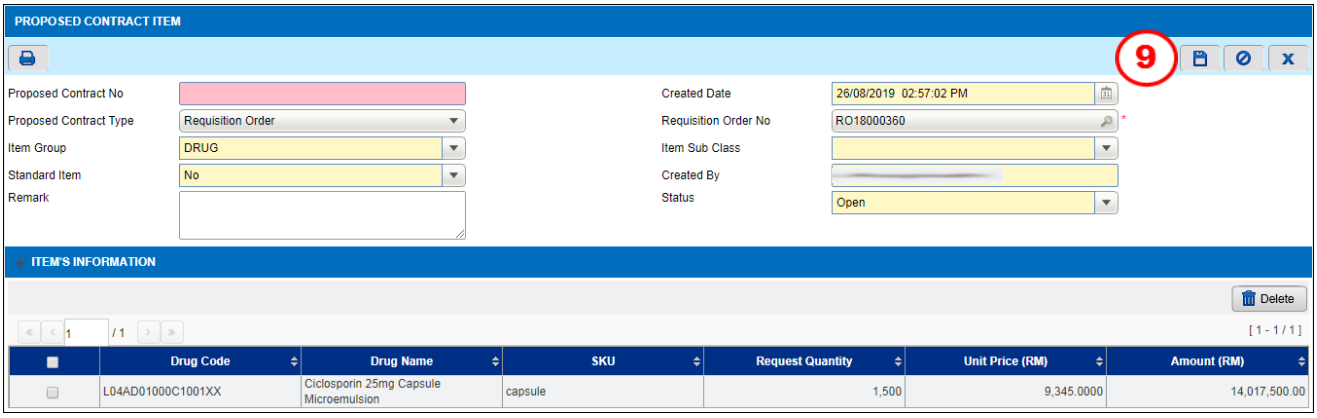


Figure 3.12.3-3 Proposed Contract Item

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.*

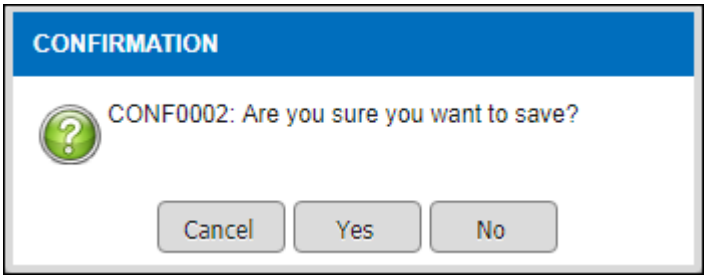


Figure 3.12.3-4 Save Record Alert Message

- *Click on the* Yes *button.*

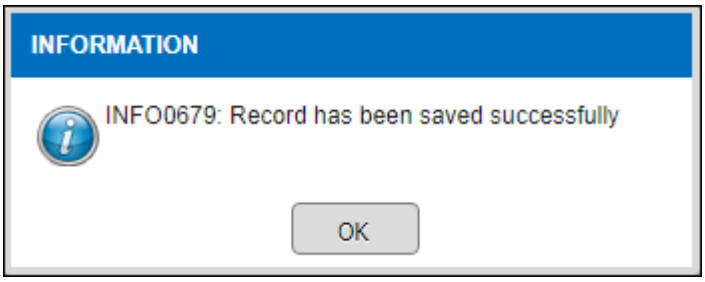


Figure 3.12.3-5 Save Record Alert Message

- *Click on the* OK *button.*

STEP 10

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

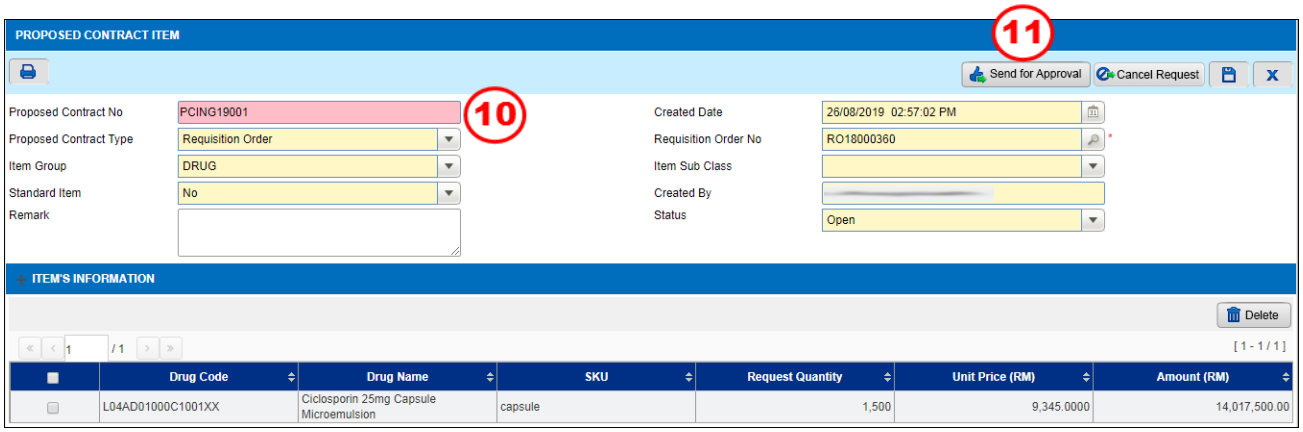


Figure 3.12.3-6 Proposed Contract Item Send for Approval

STEP 11

Click on the Send for Approval 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.*

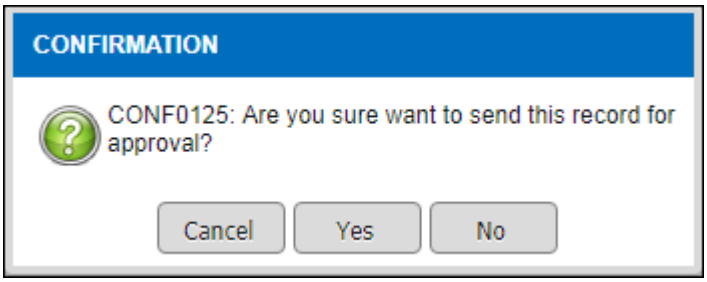


Figure 3.12.3-7 Alert Message

- *Click on the* Yes *button.*

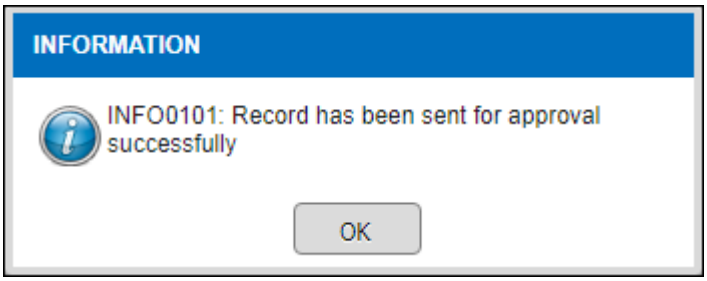
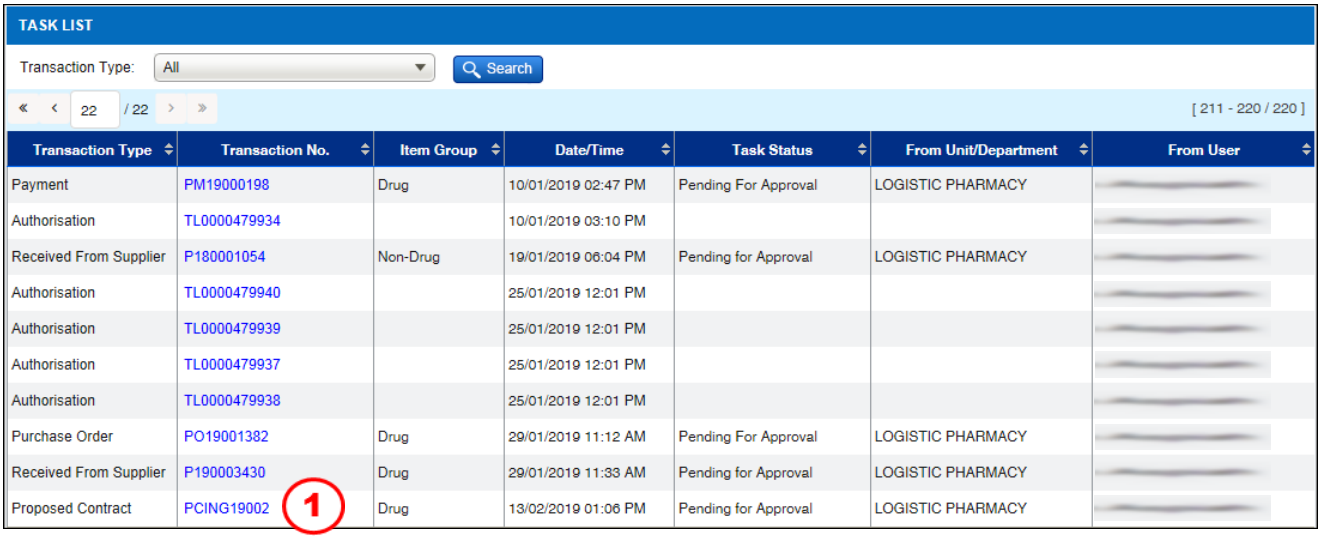


Figure 3.12.3-8 Alert Message

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

3.13 Proposed Contract Item Approval

This function is used to approve Proposed Contract Item.



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

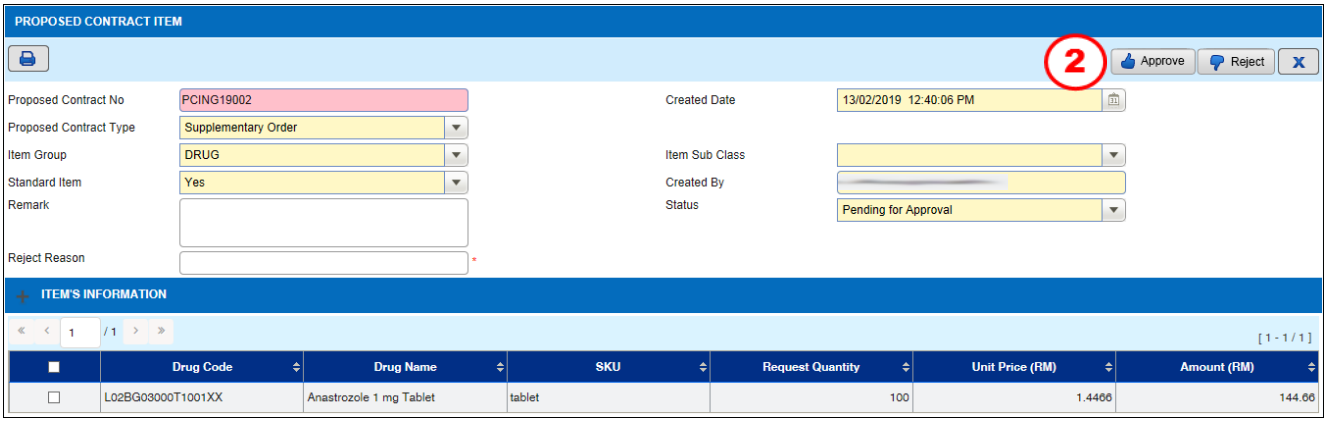
- *The purpose of this screen is to inform Pharmacist to search any approval need to be done.*
- *User can also search by using Listing Page.*
- *The transaction is mainly for Pharmacist to approve the transaction.*

STEP 1

Click on Transaction No.

Note

System directly flow to the screen Proposed Contract Item.



Drug Code	Drug Name	SKU	Request Quantity	Unit Price (RM)	Amount (RM)
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.

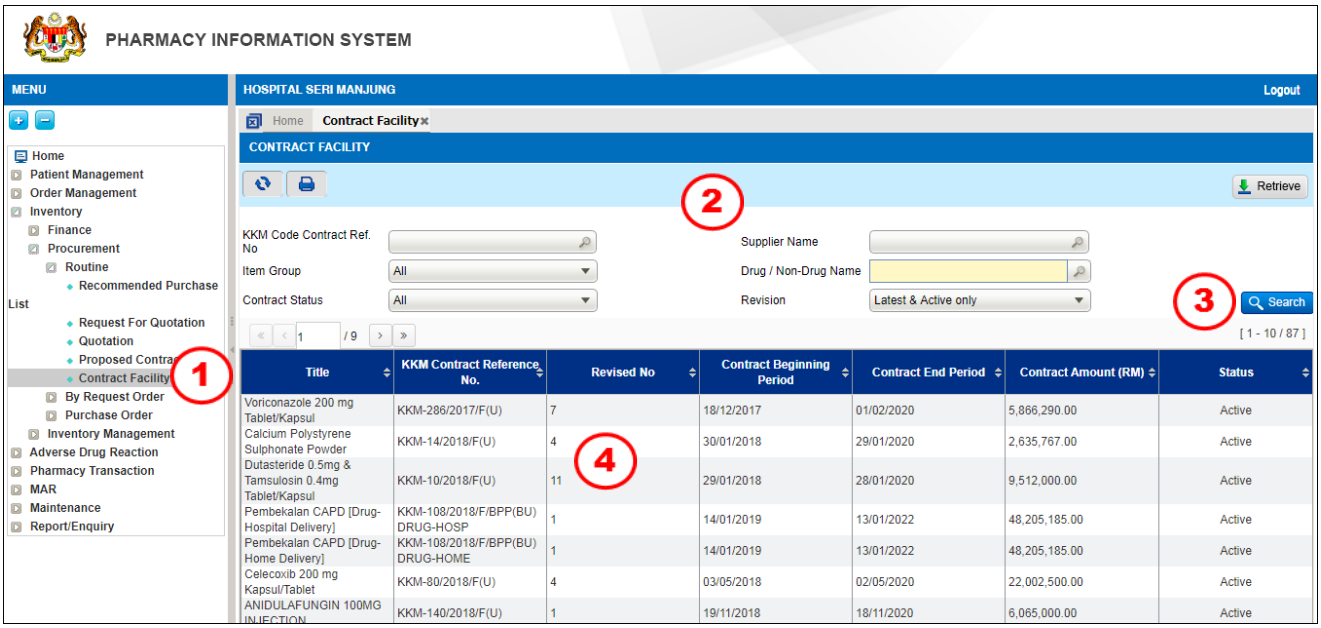


Figure 3.14-1 Contract Facility Listing Page

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

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)

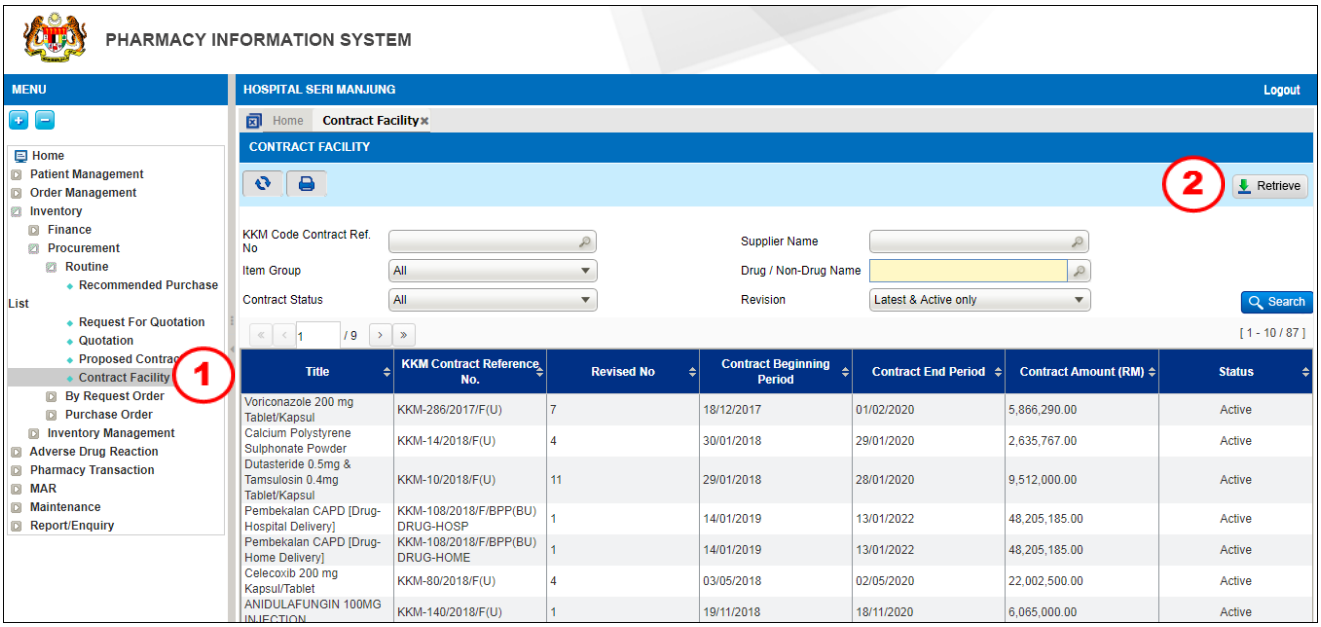


Figure 3.14.1-1 Contract Facility Listing Page

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*

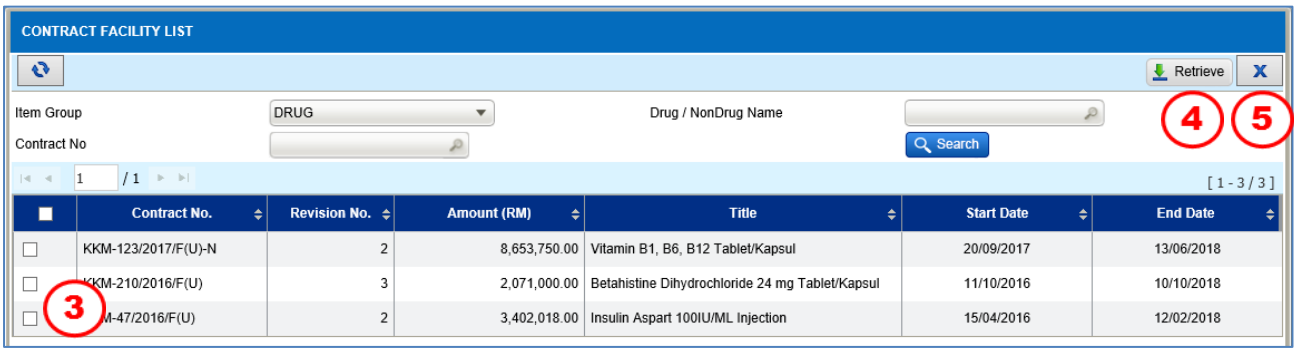


Figure 3.14.1-2 Contract Facility List

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.

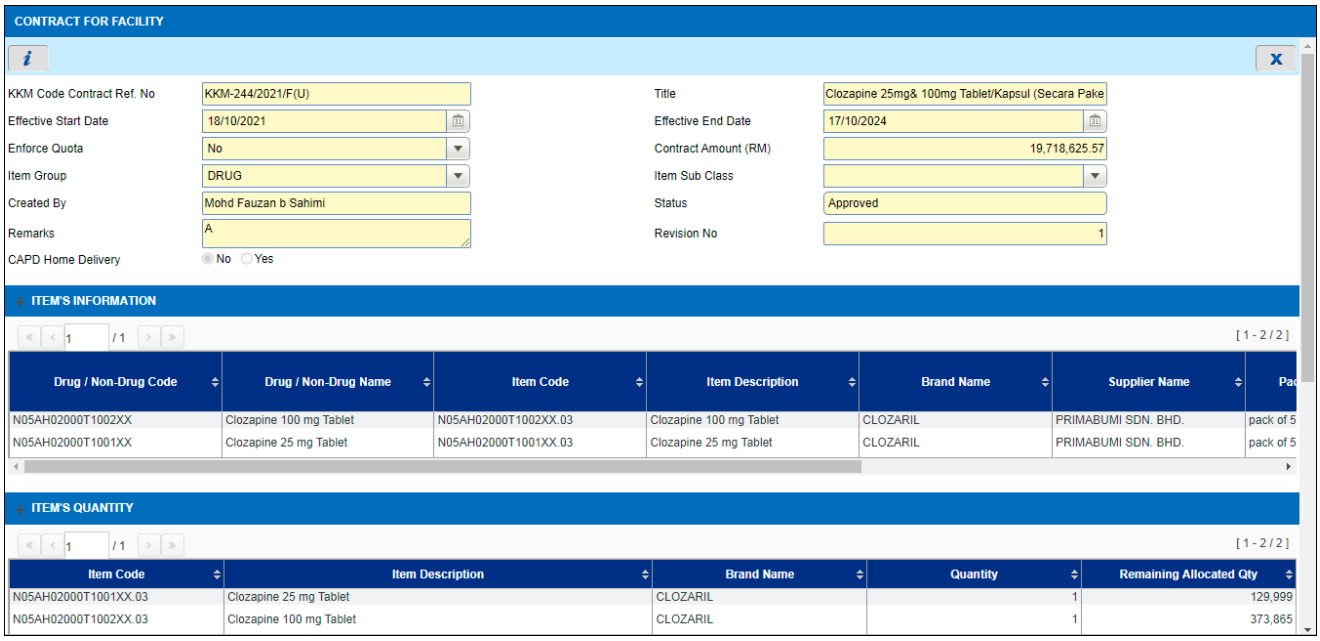
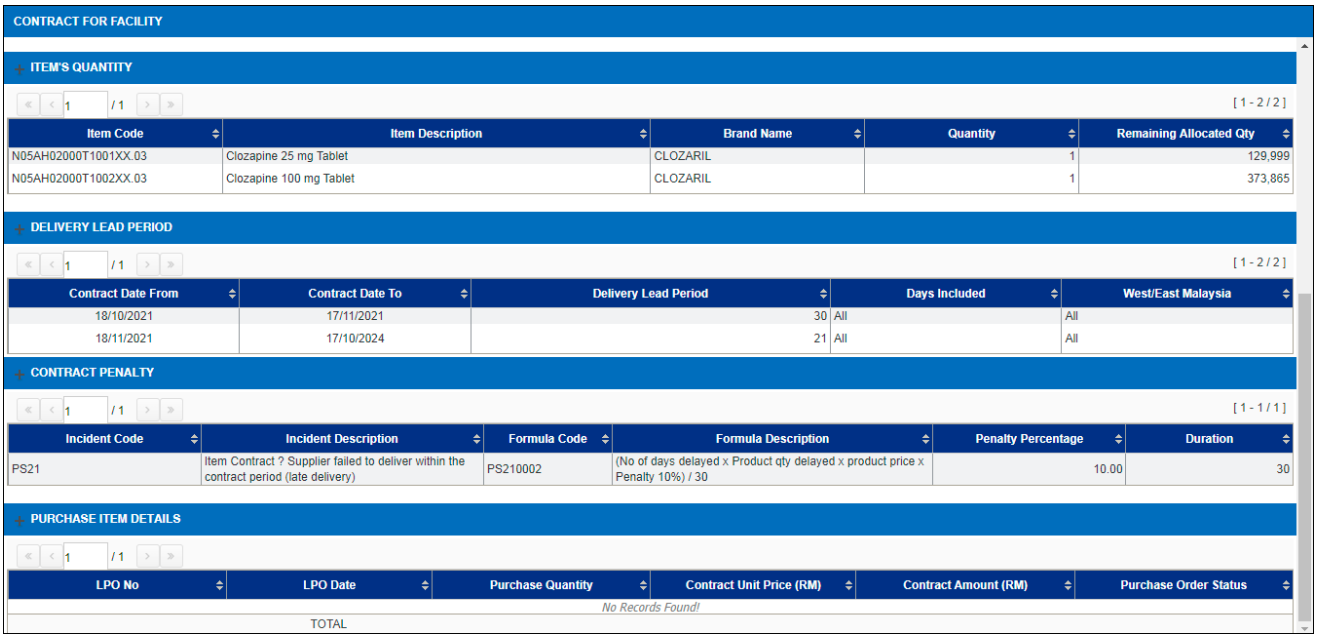


Figure 3.14.1-3 Contract for Facility

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

ITEM'S QUANTITY

[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

[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

[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

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:

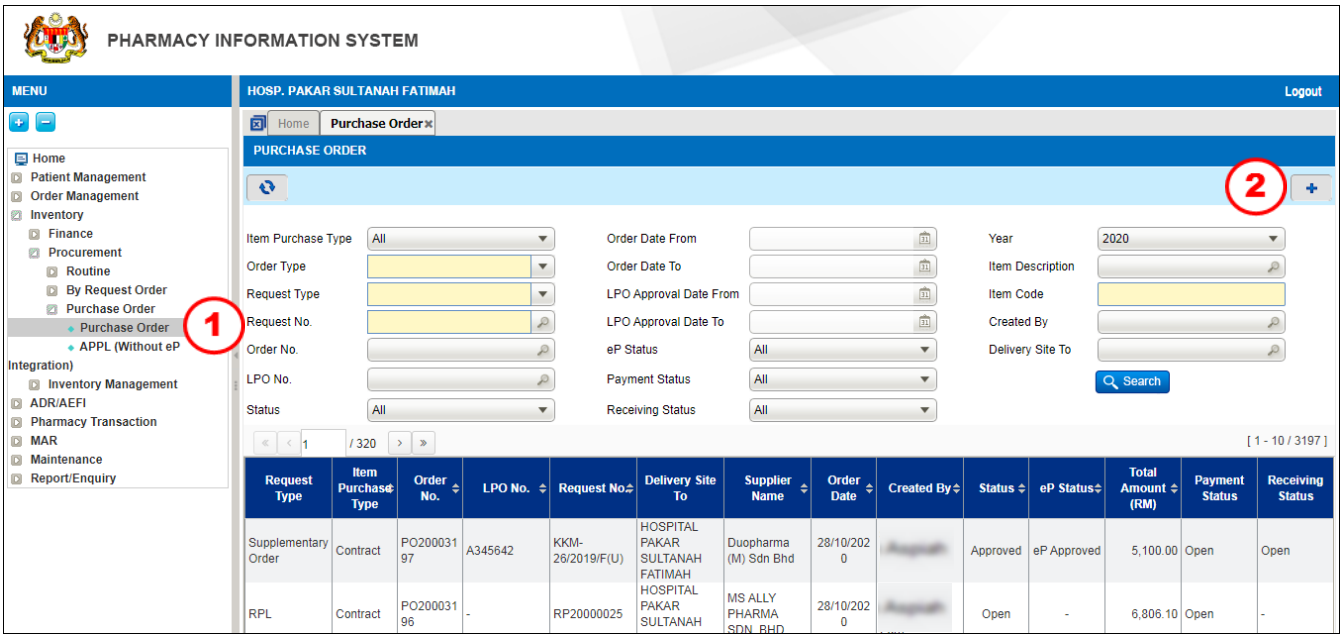


Figure 3.14.2-1 Purchase Order Listing Page

STEP 1

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

STEP 2

Click on the button and the purchase Order screen will be displayed as shown in Figure 3.14.2-1

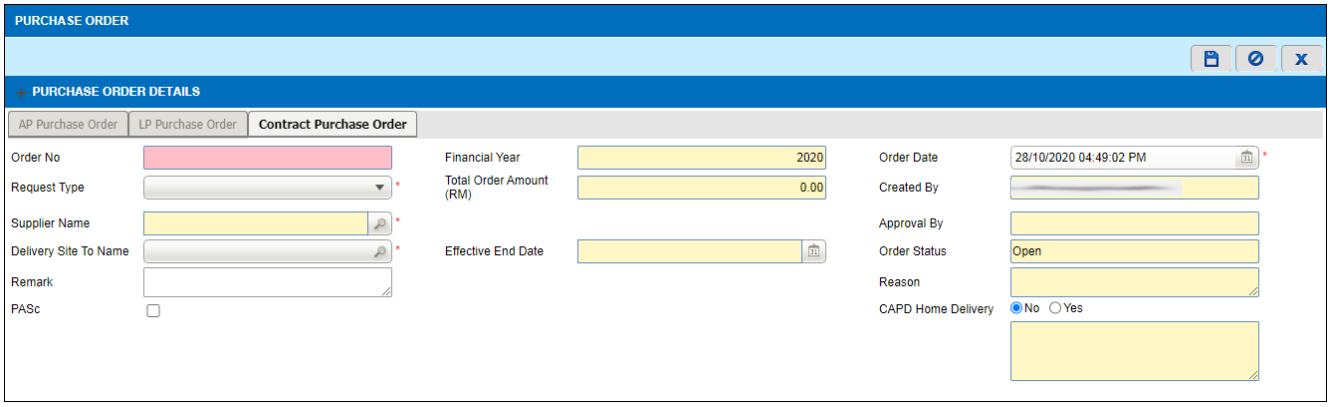


Figure 3.14.2-2 Purchase Order

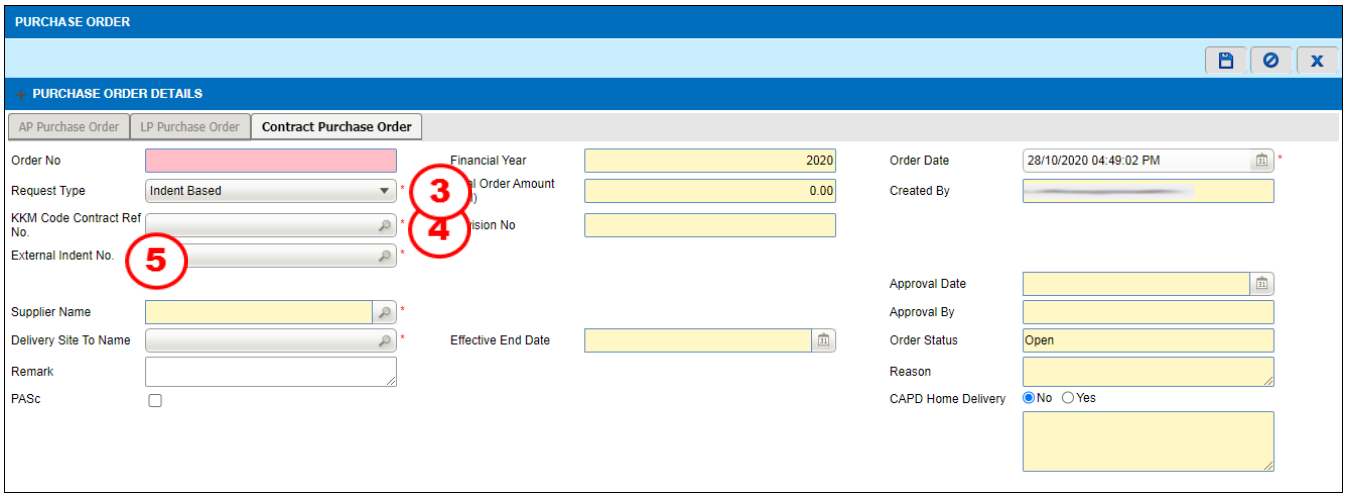


Figure 3.14.2-3 Purchase Order : Indent

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

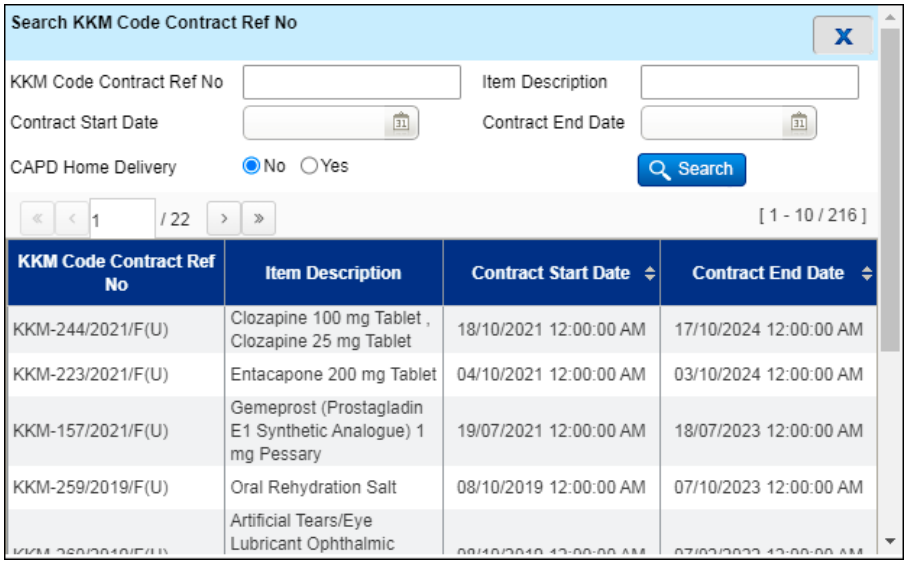


Figure 3.14.2-4 KKM Code Contract Ref No

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* Search *button*
- *Double click on the selected **KKM Code Contract Ref No***

STEP 5
Select **External Indent No** as per default

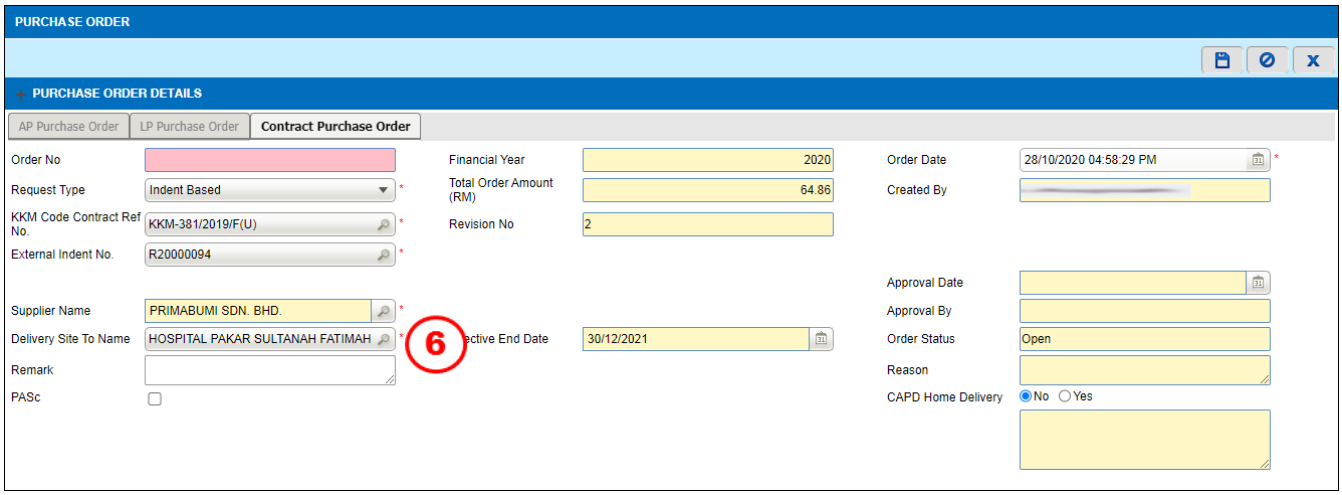


Figure 3.14.2-5 Purchase Order : Indent

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**

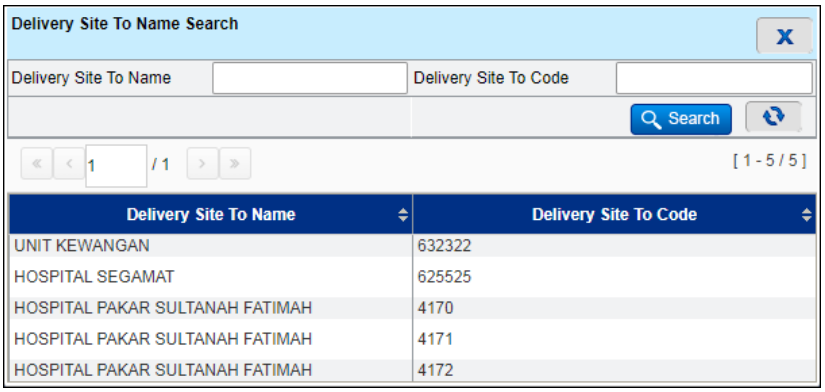


Figure 3.14.2-6 Delivery Site To Name Search

Note

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

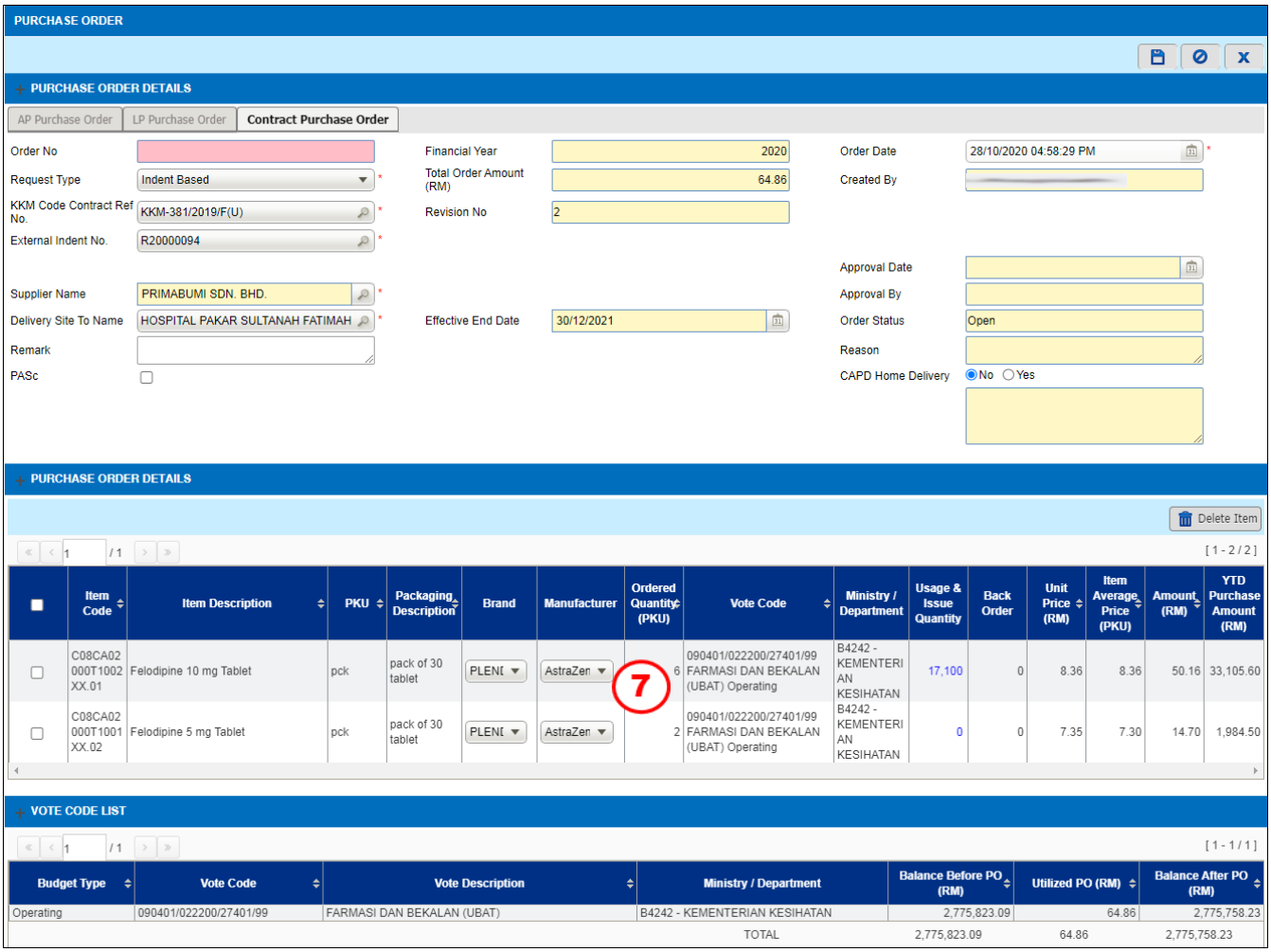


Figure 3.14.2-7 Purchase Order : Indent Based

STEP 7

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

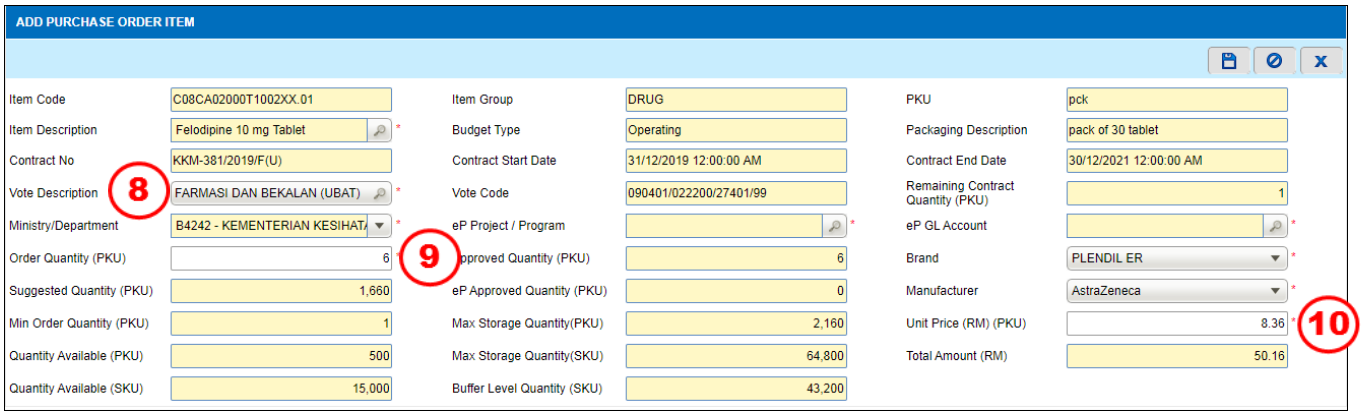


Figure 3.14.2-8 Purchase Order Item

STEP 8

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

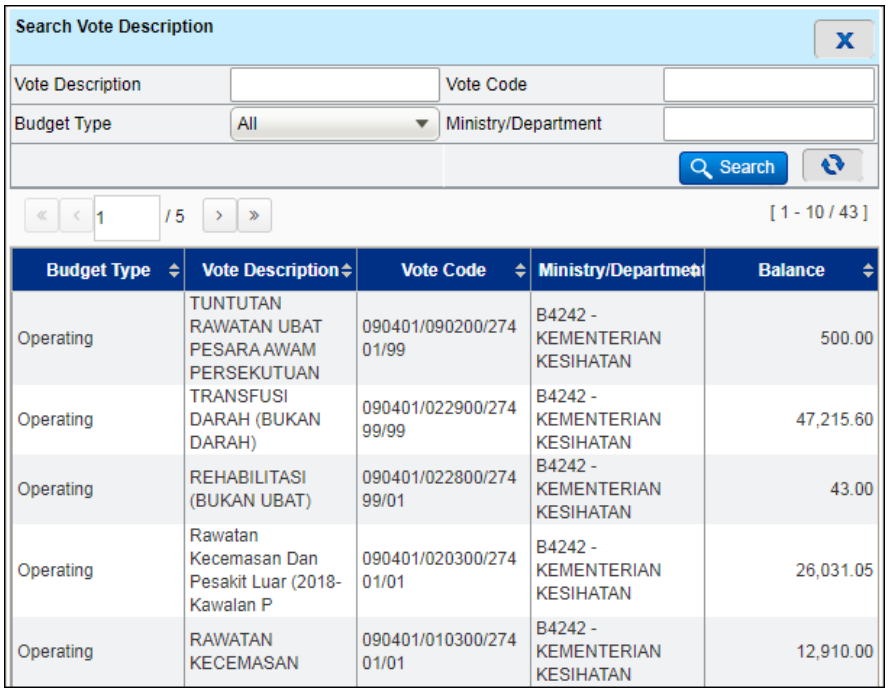


Figure 3.14.2-9 Search Vote Description

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**

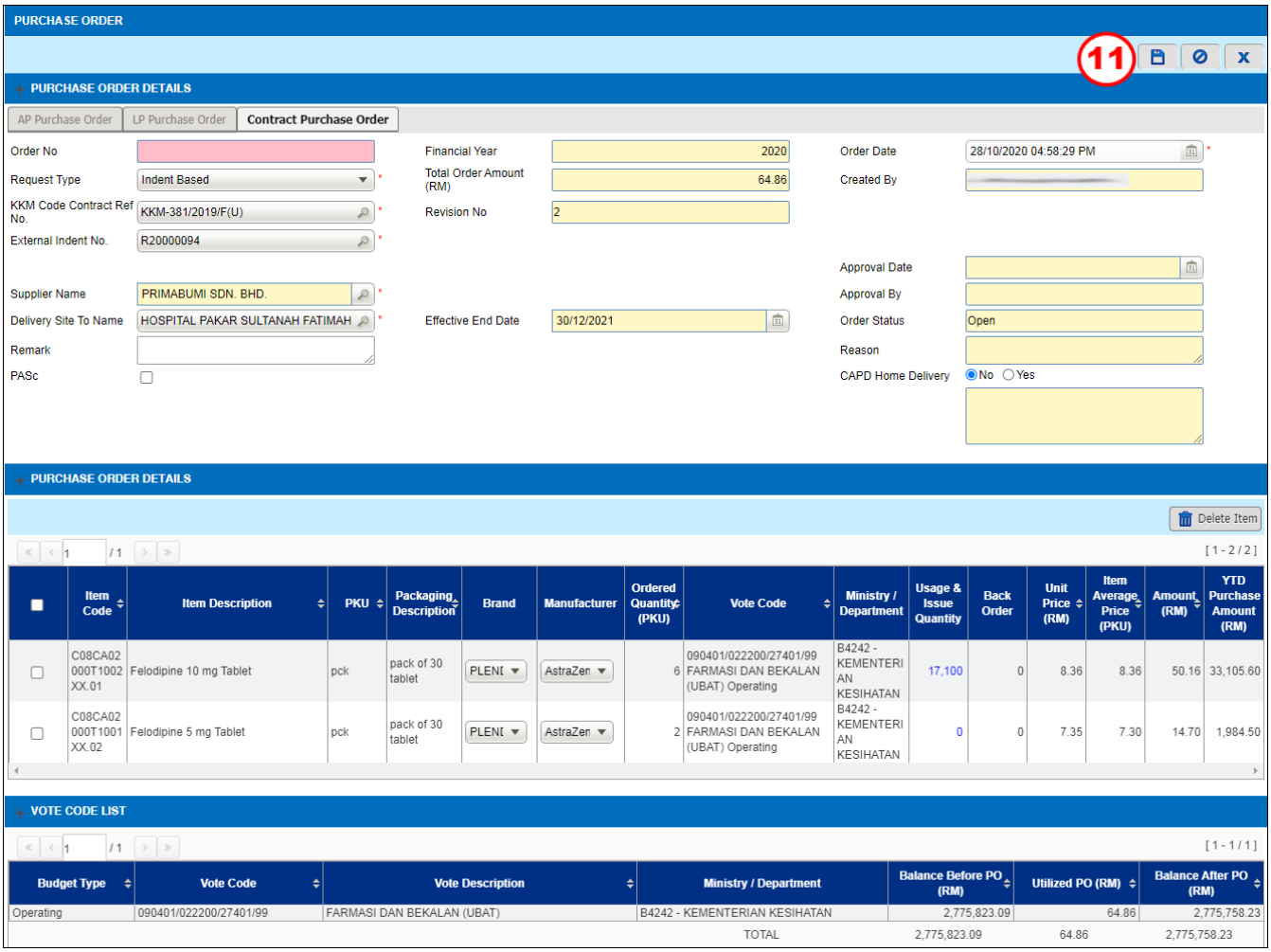


Figure 3.14.2-10 Purchase Order Item

STEP 11

Click on the button to save the record

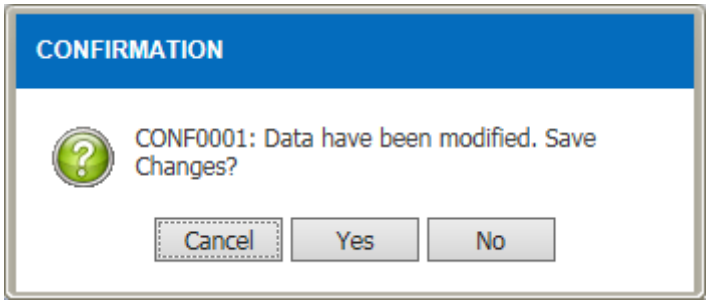


Figure 3.14.2-11 Confirmation Message

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 Cancel button to cancel the editing made at the Add Purchase Order Item screen

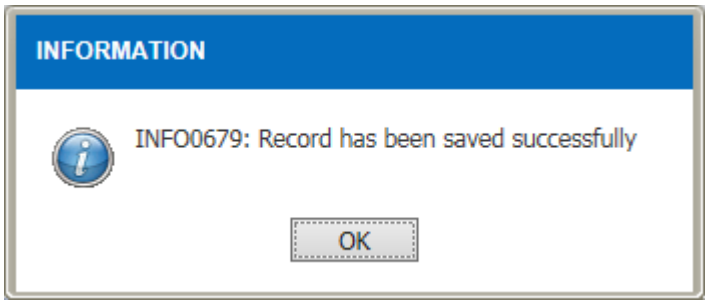


Figure 3.14.2-12 Information Message

Note

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

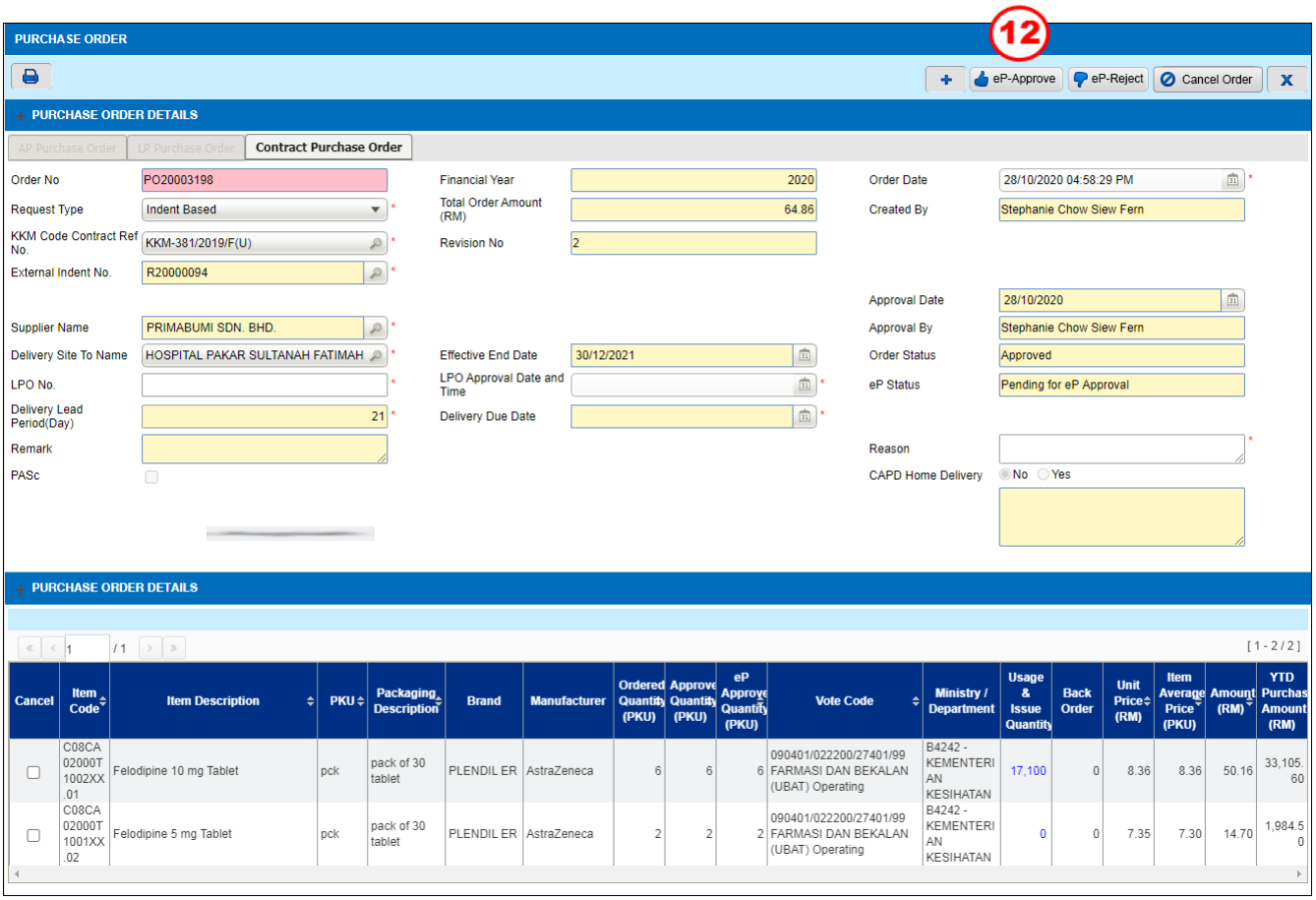


Figure 3.14.2-13 Purchase Order : Indent

STEP 12

Click on eP-Approve button to approve the transaction

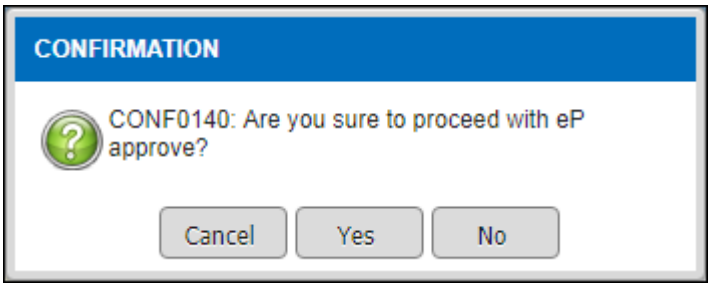


Figure 3.14.2-14 Alert Message

Note

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

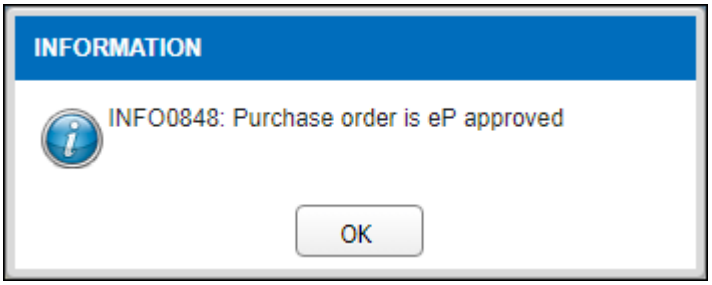
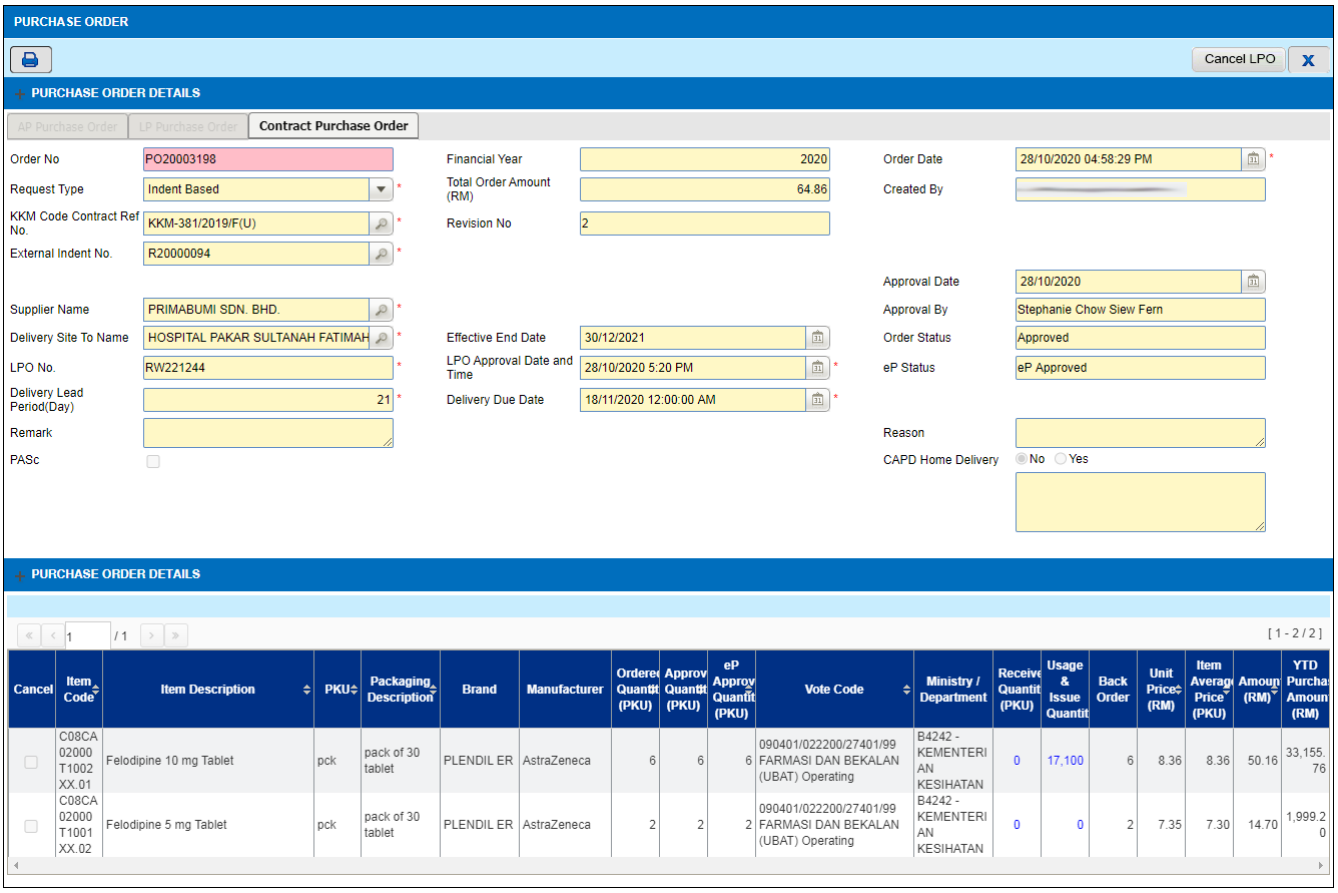


Figure 3.14.2-15 Alert Message

- *Click on the* OK *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	[redacted]
KKM Code Contract Ref No.	KKM-381/2019/F(U)	Revision No	2		
External Indent No.	R20000094				
				Approval Date	28/10/2020
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		
Remark				Reason	
PASc				CAPD Home Delivery	No / Yes

PURCHASE ORDER DETAILS

[1 - 2 / 2]

Cancel	Item Code	Item Description	PKU	Packaging Description	Brand	Manufacturer	Ordered Quantity (PKU)	Approved Quantity (PKU)	eP Approved Quantity (PKU)	Vote Code	Ministry / Department	Received Quantity (PKU)	Usage & Issue Quantity	Back Order	Unit Price (RM)	Item Average Price (PKU)	Amount (RM)	YTD Purchase Amount (RM)
	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 - KEMENTERIAN KESIHATAN	0	17,100	6	8.36	8.36	50.16	33,155.76
	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 - KEMENTERIAN 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	*Finance*	Click Here	*15*	*Internal Indent*	Click Here
2	*Procurement Standard APPL*	Click Here	*16*	*Issue*	Click Here
3	*Procurement standard LP*	Click Here	*17*	*Receive From Supplier*	Click Here
4	*Procurement Standard Contract*	Click Here	*18*	*Receive Inter Facility*	Click Here
5	*Procurement Standard Quotation*	Click Here	*19*	*Receive Intra Facility*	Click Here
6	*Procurement Standard (RFQ)*	Click Here	*20*	*Return to Supplier*	Click Here
7	*Procurement Non Standard (Requisition Order)*	Click Here	*21*	*Return to Supplying Unit*	Click Here
8	*Quarantine*	Click Here	*22*	*Slow Moving*	Click Here
9	*Product Complaint*	Click Here	*23*	*Stock Taking And Verification*	Click Here
10	*Recalculate Buffer Level*	Click Here	*24*	*Stock Transfer*	Click Here
11	*Expiration And Condemn*	Click Here	*25*	*Year End*	Click Here
12	*Recall Product*	Click Here	*26*	*Penalty*	Click Here
13	*Payment*	Click Here	*27*	*IWP Budget*	Click Here
14	*External Indent*	Click Here	*28*	*IWP Order Authorization*	Click Here