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

User Manual
Pharmacy Inventory
Procurement Standard

Request for Quotation (RFQ)

Version	**: 10th EDITION**
Document ID	**: U. MANUAL_INV_PROCUREMENT_RFQ**

© 2011-2019 Pharmacy Information System & Clinic Pharmacy System (PhIS& CPS) Project

CONFIDENTIAL COPYRIGHTED MATERIAL – *the information includes all concepts, comments, recommendations, and material, contained herein shall remain the property of Pharmacy Information System & Clinic Pharmacy System (PhIS& CPS) Project. No portion of this document shall be disclosed, duplicated or used in whole or in part of any purpose other than the purpose of the Pharmacy Information System & Clinic Pharmacy System (PhIS& CPS) Project execution only.*

Reference ID : U. MANUAL_INV_PROCUREMENT _RFQ-10th EDITION

Application reference: PhIS & CPS v2.1 & v2.2

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 Request for Quotation 4
Overview 4
User Group 4
Functional Diagram 4
Functional Description 4
3.1 Request for Quotation Listing Page 5
3.2 New Request for Quotation: RPL 7
3.3 New Request for Quotation: Supplementary Order (Others) 12
3.4 New Request for Quotation: Requisition Order 17
3.5 New Request for Quotation: Approved Special Drug 22
4.0 Acronyms 27
5.0 Links to Inventory Modules 27

1.0 Introduction

1.1 Overview of PhIS

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

There are 12 modules to assist service delivery by the health care sector which comprises of:

1. Order Management
2. Inpatient Pharmacy
3. Outpatient Pharmacy
4. Medication Counselling
5. Ward Pharmacy
6. Pharmacy Inventory
7. Manufacturing of Cytotoxic Drug Reconstitution (CDR), Parenteral Nutrition (PN), IV Admixture & Eye Drop, Radiopharmaceuticals and Extemporaneous
8. Adverse Drug Reaction & Drug Allergic Card (ADR & DAC)
9. Clinical Pharmacokinetics Services (TDM)
10. Drug Information & Consumer Education (DICE)
11. Medication Therapy Adherence Clinic (MTAC)
12. Data Mining (PhARM)

1.2 Purpose and Objectives

This user manual outlines the Pharmacy Inventory – Request for Quotation sub-module and its key features and functionalities. The primary objective is to guide users through the process of completing PhIS application process.

User will understand the following activities in details:

- Request for Quotation (RFQ)

1.3 Organised Sections

These are the sections within this document:

- Section 1 : Introduction
- Section 2 : Application Standard Features
- Section 3 : Request for Quotation
- Section 4 : Acronyms
- Section 5 : Links to Inventory Modules

2.0 Application Standard Features

2.1 PhIS Legend

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

Module Legend			
Generate RPL	Generate Request Purchase List	Vote Code	Add Vote Code
Verify	Verify record	Add Item	Add Drug/Non Drug
Send for Approval	Send for Approval	Approve	Approve record
Reject	Reject record		

Note

To learn more about Login Information, kindly click Login Information Modules for descriptive step.

3.0 Request for Quotation

Overview

Request for Quotation will be used to offer a quotation to a supplier to supply item based on the value of more than RM50,000 and less than RM500,000 estimated per annual.

User Group

This module is intended for inventory user at the Pharmacy Store (subject to user assigned by the facility).

Functional Diagram

Figure 3.0-1

Functional Description

- **Request for Quotation**

3.1 Request for Quotation Listing Page

To search Request for Quotation records, perform the steps below:

Figure 3.1-1 Request for Quotation Listing Page

STEP 1

Click on the 'Inventory' menu followed by 'Procurement' and 'Routine', and select 'Request For Quotation'

STEP 2

To search for existing Request For Quotation, you may search by criteria as follow:

No	Field	Description	Remark
b	RFQ No.	Search by selecting a number from the RFQ	Will be automatically displayed once a RFQ No is selected
c	Item Group	Select item group from the drop down menu: - Drug - Non Drug	Filter and search existing records based on Status
e	Status	Select Status from the drop down menu: - All - Open - Confirm - Cancelled	Filter and search existing records based on Status
f	Created by	Select created from the drop down menu	Filter and search existing records based on creator

Table 3.1-1

STEP 3

Click on the Search button after input criteria. The result display will be based on the entered criteria as shown in refer Figure 3.1-1 Request For Quotation

Note
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 as Figure 3.1-2

Figure 3.1-2 Request for Quotation (RFQ)

3.2 New Request for Quotation: RPL

To create new Request for Quotation for RPL, perform the steps below:

Figure 3.2-1 Request for Quotation

STEP 1

Click on the Inventory menu followed by Procurement and Routine, and select Request For Quotation (RFQ)

STEP 2

Click on the button and the Request for Quotation (RFQ) screen will be displayed as shown in Figure 3.2-2

Figure 3.2-2 Request for Quotation

STEP 3

Select ***RFQ Type*** *as RPL*

STEP 4

Select ***RPL No***

Note

- ***Item Group*** *will be based on the selected* ***RPL No***

STEP 5
Select ***Quotation Closing Date***

Note
Date must not be greater than current date.

STEP 6
Enter ***Quotation Validity*** in days

STEP 7
Click on the [+ Add Item] button and Add Drug/Non-Drug screen will be displayed as Figure 3.2-3

Figure 3.2-3 Add Drug/Non-Drug

STEP 8
Select ***Drug/Non-Drug Name***

Note
Request Quantity (SKU) *will be displayed based on the selected* ***Drug/Non-Drug Name.*** *The value display from the approved RPL transaction*

STEP 9
Click on the [save] button to save the record and confirmation message will be displayed as Figure 3.2-4

Figure 3.2-4 Confirmation Message

Note

- *Click on the* [Yes] *button so save the record*
- *After saved, system will update the information under the Item Details section as shown in Figure 3.2-5*

Figure 3.2-5 Request for Quotation

STEP 10

Click on the button to save the transaction and confirmation message will be displayed as Figure 3.2-6

Figure 3.2-6 Confirmation Message

Note

- *Click on the* Yes *button so save the transaction and system will displayed information message as shown in Figure 3.2-7*

Figure 3.2-7 Information Message

Note

- *Click on the* OK *button to successfully save the transaction*
- ***RFQ No*** *will be auto generated after successfully saved the record*
- *Button* Confirm *and* Cancel Request *will be appear after save the transaction as shown in Figure 3.2-8*

Figure 3.2-8 Request for Quotation

STEP 11

Click on the Confirm button to confirm the transaction and confirmation message will be displayed as Figure 3.2-9

Figure 3.2-9 Confirmation Message

Note

- *Click on the* Yes *button so confirm the transaction and system will displayed information message as shown in Figure 3.2-10*

Figure 3.2-10 Information Message

Note

- *Click on the* OK *button to successfully confirmed and approved the transaction*
- *Button* Lampiran Q *will be appear after the transaction is approved as shown in Figure 3.2-11*

Figure 3.2-11 Request for Quotation

STEP 12

Click on the Lampiran Q button to generate '*Lampiran Q' as shown in Figure 3.2-12*

(KEW-284.PIN/284)

KERAJAAN MALAYSIA
(ARAHAN PERBENDAHARAAN 170)
NEGERI JOHOR

LAMPIRAN Q

Bila menjawab, sila nyatakan nombor ini

No. Pelawaan :
RQ18000042/11-01060015

NO SIRI :

SEBUT HARGA UNTUK BEKALAN BARANG/PERKHIDMATAN

PENGURUS,

Pelawaan sebut harga dikeluarkan oleh :
PENGARAH HOSPITAL
Hospital Pakar Sultanah Fatimah, Muar
Jalan Salleh

No. Pendaftaran dengan Kementerian Kewangan:
.....
Kod Bidang Pendaftaran yang relevan dengan pembelian ini 050201/050202/050203/0502099

No. Telefon : 069521901 ext 593
No. Fax : 069530735

1. Sila beri sebut harga untuk bekalan barang-barang/perkhidmatan yang disenaraikan di bawah tertakluk kepada syarat-syarat yang ditetapkan:

1.1 Syarat penyerahan/penyempurnaan : sila lihat syarat syarat am dibelakang.
1.2 Tarikh penyerahan/penyempurnaan dikehendaki.....
1.3 Arahan pengiriman : seperti alamat diatas
1.4 Sebut harga hendaklah dimasukkan ke dalam suatu sampul bermeteri dan bertanda " No. Sebut Harga " RQ18000042/11-01060015
1.5 Sebut harga hendaklah dimasukkan ke dalam peti tawaran yang berkenaan di alamat di atas tidak lewat jam 12 tengahari pada 31/01/2018
1.6 Tempoh sahlaku sebutharga hendaklah sekurang-kurangnya 90 hari selepas tarikh ditutup.

Figure 3.2-12 Lampiran Q

3.3 New Request for Quotation: Supplementary Order (Others)

To create new Request for Quotation for Supplementary Order (others), perform the steps below:

Figure 3.3-1 Request for Quotation

STEP 1

Click on the Inventory menu followed by Procurement and Routine, and select Request For Quotation (RFQ)

STEP 2

Click on the button and the Request for Quotation (RFQ) screen will be displayed as shown in Figure 3.3-2

Figure 3.3-2 Request for Quotation

STEP 3

Select ***RFQ Type*** *as Supplementary Order (Others)*

STEP 4
Select ***Item Group*** from drop down box
- Drug
- Non-Drug

Note
*User can select **Item Sub Class** if required*

STEP 5
Select ***Quotation Closing Date***

Note
Date must be forward than current date.

STEP 6
Enter ***Quotation Validity*** in days

STEP 7
Click on the

button and Add Drug/Non-Drug screen will be displayed as Figure 3.3-3

Figure 3.3-3 Add Drug/Non-Drug

STEP 8
Select ***Drug/Non-Drug Name***

STEP 9
Enter ***Request Quantity (SKU)***

STEP 10
Click on the button to save the record and confirmation message will be displayed as Figure 3.3-4

Figure 3.3-4 Confirmation Message

Note
- *Click on the*

button so save the record
- *After saved, system will update the information under the Item Details section as shown in Figure 3.3-5*

Figure 3.3-5 Request for Quotation

STEP 11

Click on the button to save the transaction and confirmation message will be displayed as Figure 3.2-6

Figure 3.3-6 Confirmation Message

Note

- *Click on the* Yes *button so save the transaction and system will displayed information message as shown in Figure 3.3-7*

Figure 3.3-7 Information Message

Note

- *Click on the* OK *button to successfully save the transaction*
- ***RFQ No*** *will be auto generated after successfully saved the record*
- *Button* Confirm *and* Cancel Request *will be appear after save the transaction as shown in Figure 3.3-8*

Figure 3.3-8 Request for Quotation

STEP 12

Click on the Confirm button to confirm the transaction and confirmation message will be displayed as Figure 3.3-9

Figure 3.3-9 Confirmation Message

Note

- *Click on the* Yes *button so confirm the transaction and system will displayed information message as shown in Figure 3.2-10*

Figure 3.3-10 Information Message

Note

- *Click on the* OK *button to successfully confirmed and approved the transaction*
- *Button* Lampiran Q *will be appear after the transaction is approved as shown in Figure 3.3-11*

Figure 3.3-11 Request for Quotation

STEP 12

Click on the Lampiran Q button to generate '*Lampiran Q' as shown in Figure 3.3-12*

(KEW-284.PIN/284)

KERAJAAN MALAYSIA
(ARAHAN PERBENDAHARAAN 170)
NEGERI JOHOR

LAMPIRAN Q

Bila menjawab, sila nyatakan nombor ini

No. Pelawaan :
RQ18000042/11-01060015

NO SIRI :

SEBUT HARGA UNTUK BEKALAN BARANG/PERKHIDMATAN

PENGURUS,

Pelawaan sebut harga dikeluarkan oleh :
PENGARAH HOSPITAL
Hospital Pakar Sultanah Fatimah, Muar
Jalan Salleh

No. Pendaftaran dengan Kementerian Kewangan:
.....

No. Telefon : 069521901 ext 593
No. Fax : 069530735

Kod Bidang Pendaftaran yang relevan dengan pembelian ini 050201/050202/050203/0502099

1. Sila beri sebut harga untuk bekalan barang-barang/perkhidmatan yang disenaraikan di bawah tertakluk kepada syarat-syarat yang ditetapkan:

1.1 Syarat penyerahan/penyempurnaan : **sila lihat syarat syarat am dibelakang.**
1.2 Tarikh penyerahan/penyempurnaan dikehendaki.....
1.3 Arahan pengiriman : **seperti alamat diatas**
1.4 Sebut harga hendaklah dimasukkan ke dalam suatu sampul bermeteri dan bertanda " No. Sebut Harga " RQ18000042/11-01060015
1.5 Sebut harga hendaklah dimasukkan ke dalam peti tawaran yang berkenaan di alamat di atas tidak lewat jam 12 tengahari **pada 31/01/2018**
1.6 Tempoh sahlaku sebutharga hendaklah **sekurang-kurangnya 90 hari selepas tarikh ditutup.**

Figure 3.3-12 Lampiran Q

3.4 New Request for Quotation: Requisition Order

To create new Request for Quotation for Requisition Order, perform the steps below:

Figure 3.4-1 Request for Quotation

STEP 1

Click on the Inventory menu followed by Procurement and Routine, and select Request For Quotation (RFQ)

STEP 2

Click on the button and the Request for Quotation (RFQ) screen will be displayed as shown in Figure 3.4-2

Figure 3.4-2 Request for Quotation

STEP 3

Select ***RFQ Type*** *as Requisition Order*

STEP 4

Select ***Requisition No***

Note

- *Item details will be displayed after selecting* ***Requisition Order***

- ***Item Group*** *will be based on the selected* ***Requisition Order***

STEP 5
Select ***Quotation Closing Date***

Note
Date must be forward than current date.

STEP 6
Enter ***Quotation Validity*** in days

STEP 7
Double click on the item details to edit and Add Drug/Non-Drug screen will be displayed as Figure 3.4-3

Figure 3.4-3 Add Drug/Non-Drug

Note
- *User is allowed to edit* ***Request Quantity (SKU)*** *if required.*

- ***Request Quantity (SKU)*** *will be displayed based on the selected* ***Drug/Non-Drug Name.*** *The value display is from Requisition Order transaction.*

STEP 8
Click on the button to save the edited record and confirmation message will be displayed as Figure 3.4-4

Figure 3.4-4 Confirmation Message

Note
- *Click on the* Yes *button so save the record*

- *After saved, system will update the information under the Item Details section as shown in Figure 3.4-5*

Figure 3.4-5 Request for Quotation

STEP 9

Click on the button to save the transaction and confirmation message will be displayed as Figure 3.4-6

Figure 3.4-6 Confirmation Message

Note

- *Click on the* Yes *button so save the transaction and system will displayed information message as shown in Figure 3.4-7*

Figure 3.4-7 Information Message

Note

- *Click on the* OK *button to successfully save the transaction*
- ***RFQ No*** *will be auto generated after successfully saved the record*
- *Button* Confirm *and* Cancel Request *will be appear after save the transaction as shown in Figure 3.4-8*

Figure 3.4-8 Request for Quotation

STEP 10

Click on the Confirm button to confirm the transaction and confirmation message will be displayed as Figure 3.4-9

Figure 3.4-9 Confirmation Message

Note

- *Click on the* Yes *button so confirm the transaction and system will displayed information message as shown in Figure 3.4-10*

Figure 3.4-10 Information Message

Note

- *Click on the* OK *button to successfully confirmed and approved the transaction*
- *Button* Lampiran Q *will be appear after the transaction is approved as shown in Figure 3.4-11*

Figure 3.4-11 Request for Quotation

STEP 11

Click on the Lampiran Q button to generate '*Lampiran Q' as shown in Figure 3.4-12*

(KEW-284.PIN/284)

KERAJAAN MALAYSIA
(ARAHAN PERBENDAHARAAN 170)
NEGERI JOHOR

LAMPIRAN Q

Bila menjawab, sila nyatakan nombor ini

No. Pelawaan :
RQ18000042/11-01060015

NO SIRI :

SEBUT HARGA UNTUK BEKALAN BARANG/PERKHIDMATAN

PENGURUS,

Pelawaan sebut harga dikeluarkan oleh :
PENGARAH HOSPITAL
Hospital Pakar Sultanah Fatimah, Muar
Jalan Salleh

No. Pendaftaran dengan Kementerian Kewangan:
.....

No. Telefon : 069521901 ext 593
No. Fax : 069530735

Kod Bidang Pendaftaran yang relevan dengan pembelian ini 050201/050202/050203/0502099

1. Sila beri sebut harga untuk bekalan barang-barang/perkhidmatan yang disenaraikan di bawah tertakluk kepada syarat-syarat yang ditetapkan:

1.1 Syarat penyerahan/penyempurnaan : **sila lihat syarat syarat am dibelakang.**
1.2 Tarikh penyerahan/penyempurnaan dikehendaki.....
1.3 Arahan pengiriman : **seperti alamat diatas**
1.4 Sebut harga hendaklah dimasukkan ke dalam suatu sampul bermeteri dan bertanda " No. Sebut Harga " RQ18000042/11-01060015
1.5 Sebut harga hendaklah dimasukkan ke dalam peti tawaran yang berkenaan di alamat di atas tidak lewat jam 12 tengahari **pada 31/01/2018**
1.6 Tempoh sahlaku sebutharga hendaklah **sekurang-kurangnya 90 hari selepas tarikh ditutup.**

Figure 3.4-12 Lampiran Q

3.5 New Request for Quotation: Approved Special Drug

To create new Request for Quotation for Approved Special Drug, perform the steps below:

Figure 3.5-1 Request for Quotation

STEP 1

Click on the Inventory menu followed by Procurement and Routine, and select Request For Quotation (RFQ)

STEP 2

Click on the button and the Request for Quotation (RFQ) screen will be displayed as shown in Figure 3.5-2

Figure 3.5-2 Request for Quotation

STEP 3

Select ***RFQ Type*** *as Approved Special Drug*

STEP 4

Select ***Approved Special Drug***

Note

Item details will be displayed after selecting ***Approved Special Drug***

STEP 5
Select ***Quotation Closing Date***

Note
Date must be forward than current date.

STEP 6
Enter ***Quotation Validity*** in days

STEP 7
Double click on the item details to edit and Add Drug/Non-Drug screen will be displayed as Figure 3.5-3

Figure 3.5-3 Add Drug/Non-Drug

Note
- *User is allowed to edit **Request Quantity (SKU)** if required.*
- ***Request Quantity (SKU)** will be displayed based on the selected **Drug/Non-Drug Name.** The value display is from Approved Special Drug transaction*

STEP 8
Click on the button to save the edited record and confirmation message will be displayed as Figure 3.5-4

Figure 3.5-4 Confirmation Message

Note
- *Click on the Yes button so save the record*
- *After saved, system will update the information under the Item Details section as shown in Figure 3.5-5*

Figure 3.5-5 Request for Quotation

STEP 9

Click on the button to save the transaction and confirmation message will be displayed as Figure 3.5-6

Figure 3.5-6 Confirmation Message

Note

- *Click on the* Yes *button so save the transaction and system will displayed information message as shown in Figure 3.5-7*

Figure 3.5-7 Information Message

Note

- *Click on the* OK *button to successfully save the transaction*
- ***RFQ No*** *will be auto generated after successfully saved the record*
- *Button* Confirm *and* Cancel Request *will be appear after save the transaction as shown in Figure 3.5-8*

Figure 3.5-8 Request for Quotation

STEP 10

Click on the Confirm button to confirm the transaction and confirmation message will be displayed as Figure 3.5-9

Figure 3.5-9 Confirmation Message

Note

- *Click on the* Yes *button so confirm the transaction and system will displayed information message as shown in Figure 3.5-10*

Figure 3.4-10 Information Message

Note

- *Click on the* OK *button to successfully confirmed and approved the transaction*
- *Button* Lampiran Q *will be appear after the transaction is approved as shown in Figure 3.5-11*

Figure 3.5-11 Request for Quotation

STEP 11

Click on the Lampiran Q button to generate '*Lampiran Q' as shown in Figure 3.5-12*

(KEW-284.PIN/284)

KERAJAAN MALAYSIA
(ARAHAN PERBENDAHARAAN 170)
NEGERI JOHOR

LAMPIRAN Q

Bila menjawab, sila nyatakan nombor ini

NO SIRI :

No. Pelawaan :
RQ18000042/11-01060015

SEBUT HARGA UNTUK BEKALAN BARANG/PERKHIDMATAN

PENGURUS,

Pelawaan sebut harga dikeluarkan oleh :
PENGARAH HOSPITAL
Hospital Pakar Sultanah Fatimah, Muar
Jalan Salleh

No. Pendaftaran dengan Kementerian Kewangan:
.....

No. Telefon : 069521901 ext 593
No. Fax : 069530735

Kod Bidang Pendaftaran yang relevan dengan pembelian ini 050201/050202/050203/0502099

1. Sila beri sebut harga untuk bekalan barang-barang/perkhidmatan yang disenaraikan di bawah tertakluk kepada syarat-syarat yang ditetapkan:

1.1 Syarat penyerahan/penyempurnaan : **sila lihat syarat syarat am dibelakang.**
1.2 Tarikh penyerahan/penyempurnaan dikehendaki.....
1.3 Arahan pengiriman : **seperti alamat diatas**
1.4 Sebut harga hendaklah dimasukkan ke dalam suatu sampul bermeteri dan bertanda " No. Sebut Harga " RQ18000042/11-01060015
1.5 Sebut harga hendaklah dimasukkan ke dalam peti tawaran yang berkenaan di alamat di atas tidak lewat jam 12 tengahari **pada 31/01/2018**
1.6 Tempoh sahlaku sebutharga hendaklah **sekurang-kurangnya 90 hari selepas tarikh ditutup.**

Figure 3.5-12 Lampiran Q

4.0 Acronyms

Abbreviation	Definition
MOH	Ministry of Health
KKM	Kementerian Kesihatan Malaysia
PhIS	Pharmacy Information System
CPS	Clinical Pharmacy System
PKU	Packaging Keeping Unit
SKU	Store Keeping Unit
TDM	Therapeutic Drug Monitoring
CDR	Cytotoxic Drug Reconstitution
APPL	Approved Product Purchase List
RPL	Recommended Purchase List
EPO	Electronic Purchase Order

5.0 Links to Inventory Modules

No	*Module*	*PDF Links*	*No*	*Module*	*PDF Links*
1	*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