



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

User Manual Pharmacy Inventory Receive Item (Intra Facility)

Version	: 12th Edition
Document ID	: U.MANUAL_INV_RECEIVE ITEM_INTRA FACILITY



PhIS & CPS Project
User Manual – Pharmacy Inventory
Receive Item (Intra Facility)



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Reference ID : U.MANUAL_INV_RECEIVE ITEM_INTRA FACILITY-12th E

Application reference: PhIS & CPS v2.5.1



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1.0 Introduction

1.1 Overview of PhIS

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

There are 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 (Recall Product) 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:

- Receiving Intra Facility
- Receive type: Issue Note
- Receive type: Manual
- Receive type: Return Item
- Receive type: Stock Transfer

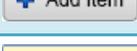
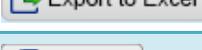
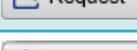
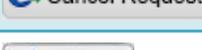
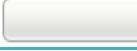
1.3 Organised Sections

These are the sections within this document:

- Section 1 : Introduction
- Section 2 : Application Standard Features
- Section 3 : Procurement Standard (APPL)
- Section 4 : Acronyms
- Section 5 : Link to Inventory Modules

2.0 Application Standard Features

2.1 PhIS Legend

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

Note

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

3.0 Receive Item Intra Facility

Overview

The facility in general can receive items from internal and external facility that is or not connected to the PhIS system. All items received by the facility needs to enter into the inventory of the facility to ensure that the all stocks are tallied and updated with the latest information.

User Group

This module is intended for inventory user at the Pharmacy Store, Sub Store and Unit/Ward (subject to user assigned by the facility).

Functional Diagram

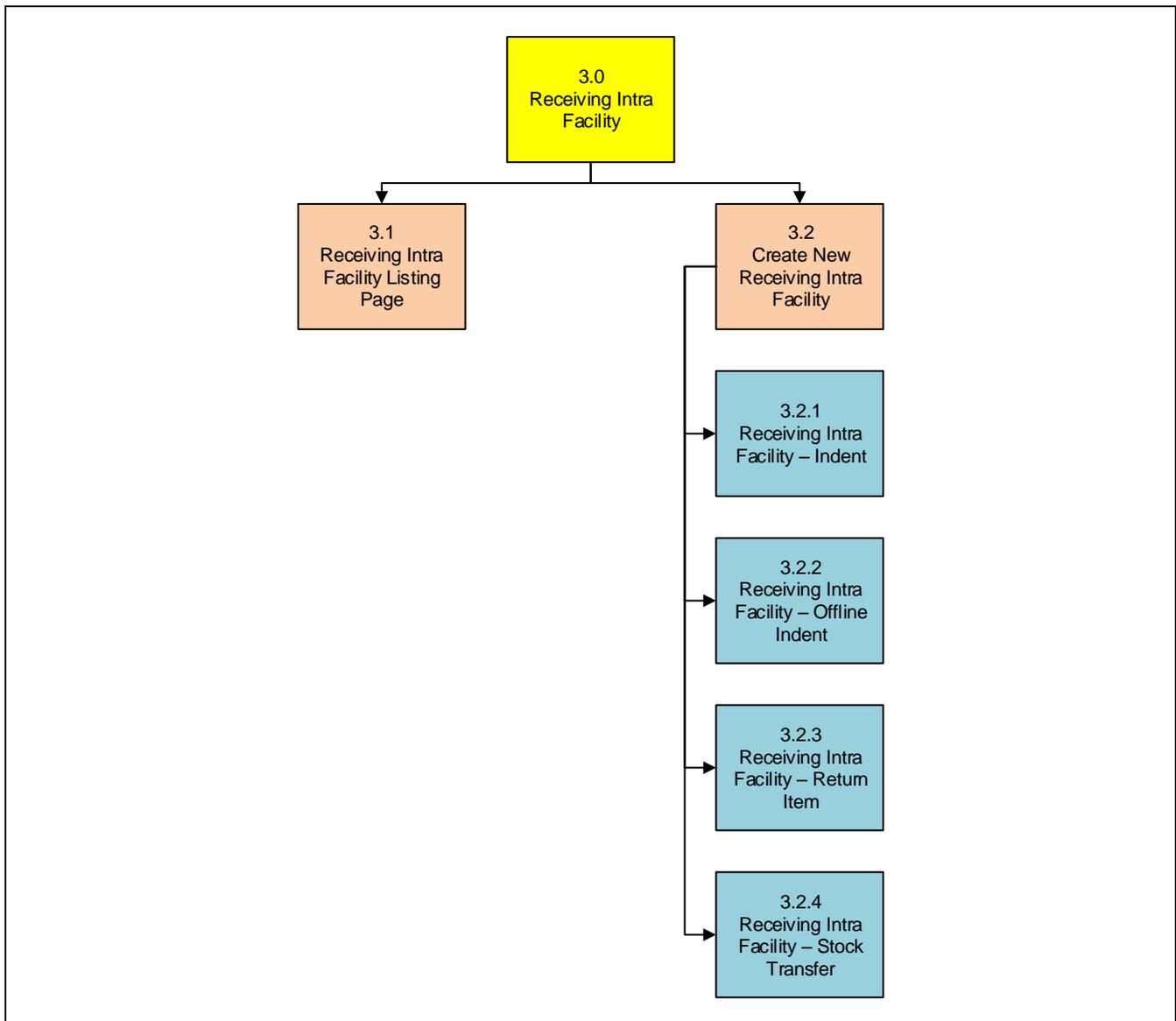


Figure 3.0-1

3.1 Receive Item Intra Facility Listing Page

This function is used to view existing Receiving Intra Facility records.

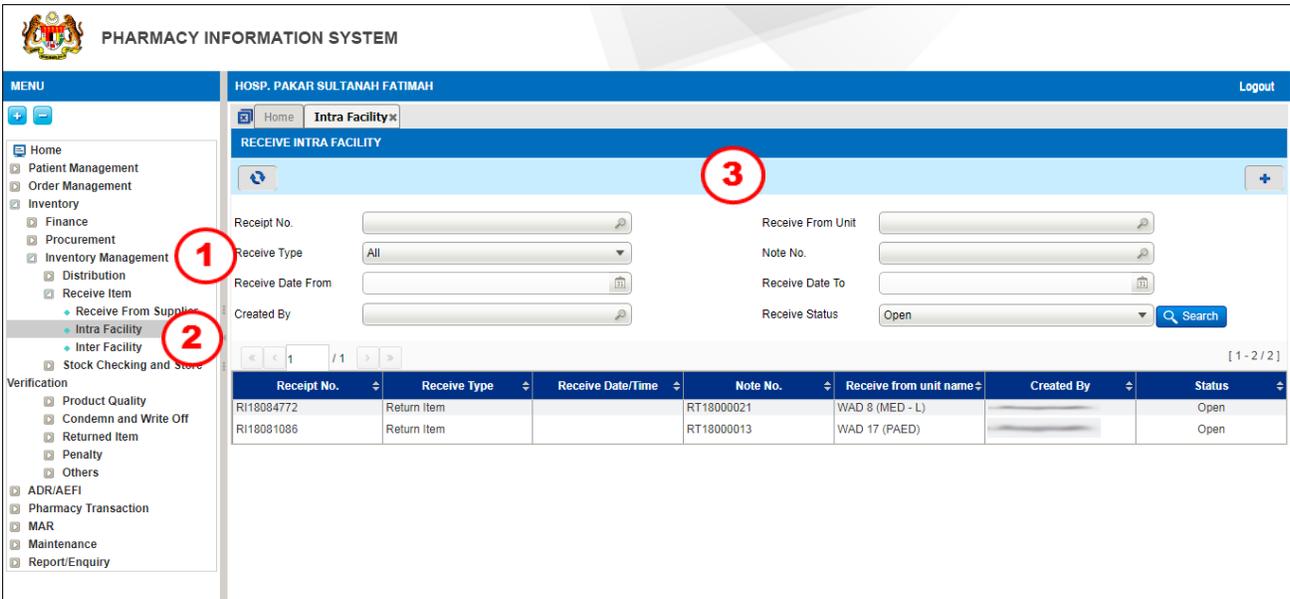


Figure 3.1-1 Receive Intra Facility Listing Page

STEP 1

Click on 'Inventory' menu and click on 'Inventory Management' sub-menu

STEP 2

Click on 'Receive Item' and follow by click on 'Intra Facility'

Note

- Transaction will appear in Receive Intra Facility listing screen. By default, system will filter Receive Status = Open
- Receive Status = Open means the receiving transaction is not yet created

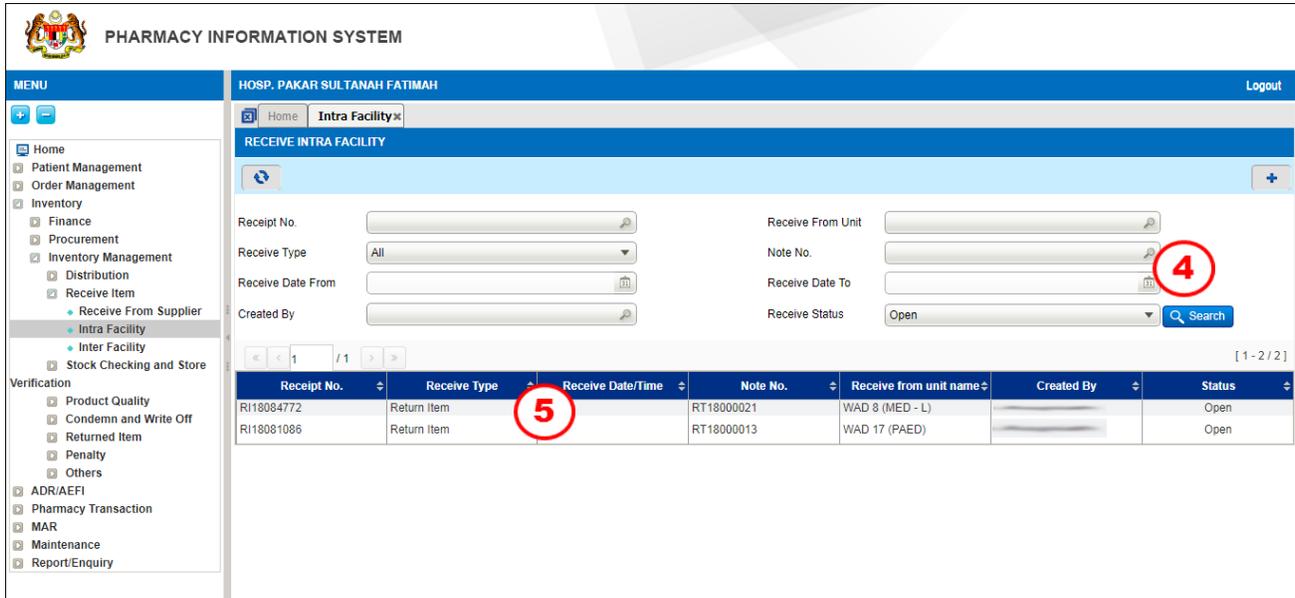
STEP 3

To search for existing Receiving Intra Facility transaction, user may search by criteria as follows:

No	Field	Description	Remarks
a	Receipt No.	Search by Receipt No.	Display existing Receipt No
b	Receive From Unit	Search Receive from Unit -	Able to filter and search record(s) by Unit Name
c	Receive Type	Search by: - All - Issue Note - Manual - Return Item - Stock Transfer	Able to filter and search record(s)
d	Note No.	Search Note No.	Able to filter and search record(s)
e	Receive Date From	Select start date of receiving intra facility from the calendar	Format field (dd/mm/yy)
f	Receive Date To	Select of receiving intra facility end from the calendar	Format field (dd/mm/yy)

g	Created By	Name of the person who created the transaction	Display existing username
---	------------	--	---------------------------

Table 3.1.1



PHARMACY INFORMATION SYSTEM

HOSP. PAKAR SULTANAH FATIMAH

Home Intra Facility

RECEIVE INTRA FACILITY

Receipt No. Receive From Unit

Receive Type: All Note No.

Receive Date From Receive Date To

Created By Receive Status: Open

Receipt No.	Receive Type	Receive Date/Time	Note No.	Receive from unit name	Created By	Status
RI18084772	Return Item		RT18000021	WAD 8 (MED - L)		Open
RI18081085	Return Item		RT18000013	WAD 17 (PAED)		Open

Figure 3.1-2 Receive Intra Facility Listing Page

STEP 4

Click on the button after input the criteria.

Note

The result display will be based on the entered criteria as shown in Figure 3.1-2.

STEP 5

Double click on the selected record and the details will be appeared as per Figure 3.1-3.



INTRA FACILITY

+ INTRA FACILITY RECEIVE ITEMS

Receipt No.	<input type="text" value="RI18084772"/>	Receive Date/Time	<input type="text" value="23/10/2020 11:14 AM"/>
Receive Type	<input type="text" value="Return Item"/>	Return Note No.	<input type="text" value="RT18000021"/>
Receiving Unit	<input type="text" value="STOR FARMASI"/>	Created By	<input type="text" value=""/>
Note Type	<input type="text" value="Return Item"/>	Status	<input type="text" value="Open"/>
Receive From Unit Name	<input type="text" value="WAD 8 (MED - L)"/>	Item Sub Class	<input type="text" value=""/>
Item Group	<input type="text" value="NON-DRUG"/>	Return Reason	<input type="text" value="Other"/>
Amount	<input type="text" value="1,076.40"/>	Reject Reason	<input type="text" value=""/>
Remarks	<input type="text" value=""/>		
		UOM	<input type="radio"/> SKU <input type="radio"/> PKU

+ ITEM DETAILS

Item Code	Item Description	Batch No.	Expiry Date	Indent Quantity In SKU	Conversion Factor	Packaging Description	Indent Quantity In PKU	Receive Quantity in SKU	Receive Quantity in PKU	Average Unit Price(RM)	Total Amount(RM)
12.3651.08	Disposable Syringe 50 ml	SF0118H30A	30/09/2021	400	100	pack of 100 pieces	4.00 (pck)	400	4.00 (pck)	2.6910	1,076.40

Figure 3.1-3 Receive Items

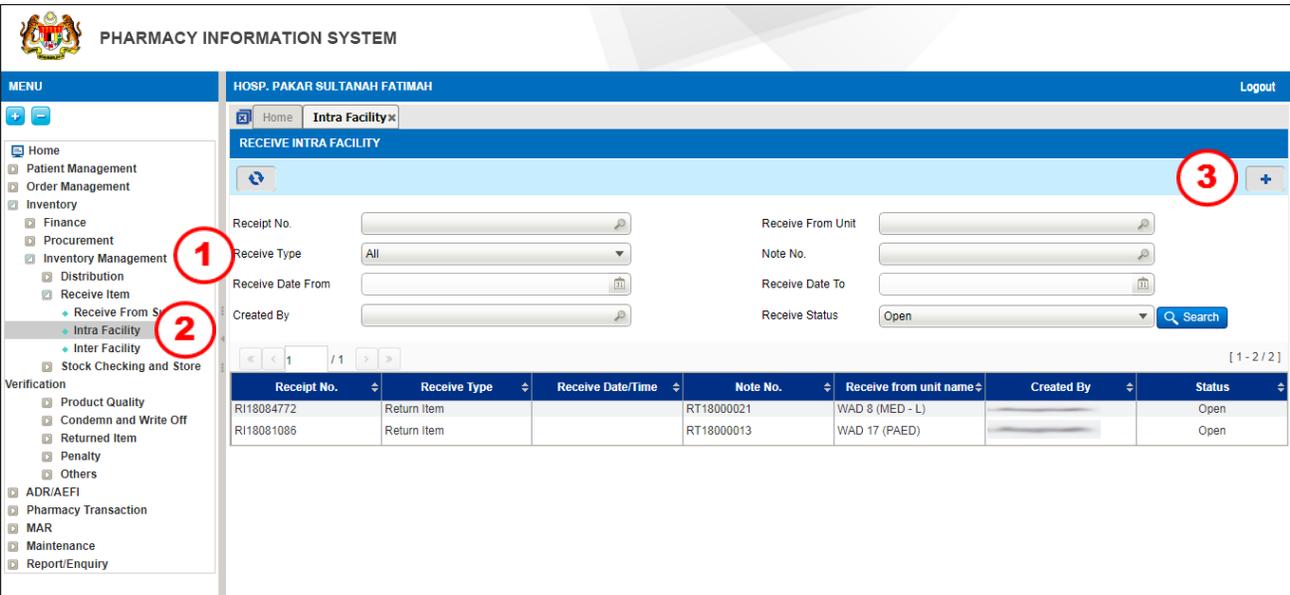
Note

- *Item Details can be sorted, either by*
 - *Item Code*
 - *Item Description*
 - *Batch No*
 - *Expiry Date*
 - *Indent Quantity in SKU*
 - *Conversion factor*
 - *Packaging Description*
 - *Indent Quantity in PKU*
 - *Receive Quantity in SKU*
 - *Receive Quantity In PKU*
 - *Pending Quantity in SKU*
 - *Pending Quantity in PKU*
 - *Average Unit Price(RM)*
 - *Total Amount(RM)*

- *Pending List table shows all item which already indent but not issue out by issuer facility*
 - *Pending List is only displayed with Drug Status that is Partially Supply or Open*
 - *When all drug in the Indent is already supplied, Pending List table will not show anything*
 - *Only applicable when Receive Type = 'INDENT'*

3.2 Create New Receive Item Intra Facility

To create new record for receiving Intra Facility, perform steps below:



PHARMACY INFORMATION SYSTEM

HOSP. PAKAR SULTANAH FATIMAH Logout

Home Intra Facilityx

RECEIVE INTRA FACILITY

1

2

3

Receipt No. Receive From Unit

Receive Type Note No.

Receive Date From Receive Date To

Created By Receive Status Search

Receipt No.	Receive Type	Receive Date/Time	Note No.	Receive from unit name	Created By	Status
RI18084772	Return Item		RT18000021	WAD 8 (MED - L)		Open
RI18081086	Return Item		RT18000013	WAD 17 (PAED)		Open

Figure 3.2-1 Receiving Intra Facility

STEP 1

Click on 'Inventory' menu and click on 'Inventory Management' sub-menu

STEP 2

Click on 'Receive Item' and follow by click on 'Intra Facility'

STEP 3

Click on the  button to create a new Receive Intra Facility

Note

Intra Facility screen will be displayed as figure 3.2-2

INTRA FACILITY

INTRA FACILITY RECEIVE ITEMS

Receipt No.	<input type="text"/>	Receive Date/Time	<input type="text" value="23/10/2020 11:22 AM"/>
Receive Type	<input type="text" value="Indent"/>	Issue Note No.	<input type="text"/>
Receiving Unit	<input type="text"/>	Created By	<input type="text"/>
Note Type	<input type="text"/>	Indent No.	<input type="text"/>
Receive From Unit Name	<input type="text"/>	Status	<input type="text" value="Open"/>
Item Group	<input type="text" value="DRUG"/>	Item Sub Class	<input type="text"/>
Amount	<input type="text" value="0.00"/>	Reject Reason	<input type="text"/>
Remarks	<input type="text"/>		
		UOM	<input type="radio"/> SKU <input type="radio"/> PKU

ITEM DETAILS

<input type="button" value="<"/>	<input type="button" value="1"/>	<input type="button" value="/ 1"/>	<input type="button" value=">"/>										
Item Code	Item Description	Batch No.	Expiry Date	Indent Quantity in SKU	Conversion Factor	Packaging Description	Indent Quantity in PKU	Receive Quantity in SKU	Receive Quantity in PKU	Pending Quantity in SKU	Pending Quantity in PKU	Average Unit Price(RM)	Total Amount(RM)

PENDING ITEMS

<input type="button" value="<"/>	<input type="button" value="1"/>	<input type="button" value="/ 1"/>	<input type="button" value=">"/>			
Drug/Non Drug Description	Drug/Non Drug Code	Conversion Factor	Indent Quantity in SKU	Supply Quantity (SKU)	Pending Quantity (SKU)	

Figure3.2-2 Intra Facility Screen

Note

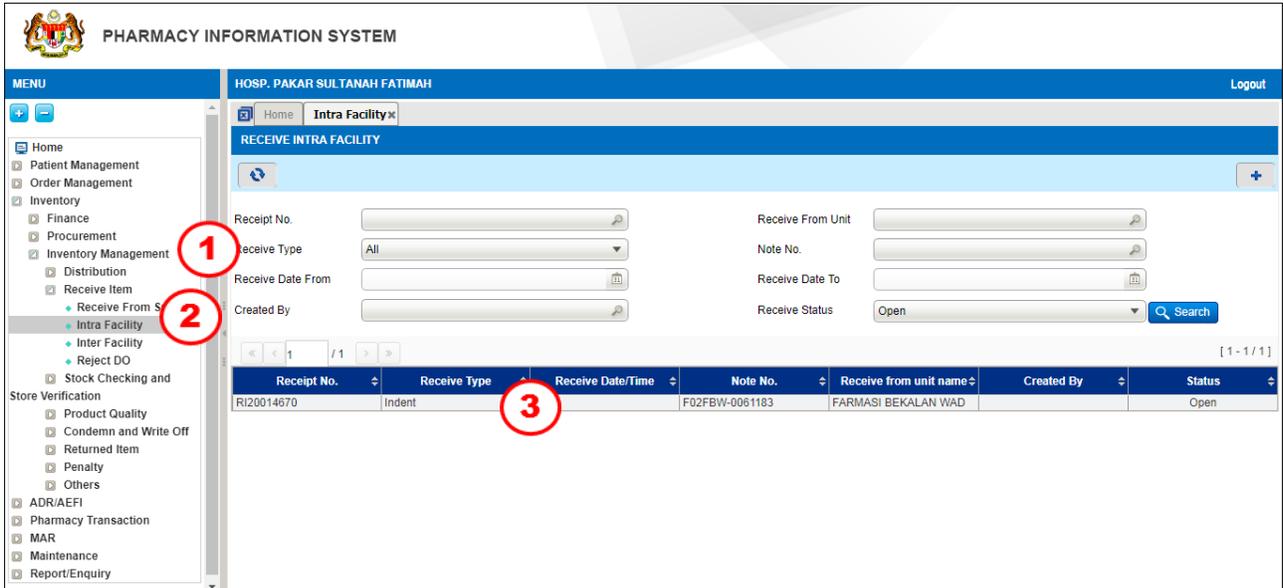
There are 4 types of receiving which are:

- a) Indent
- b) Offline Indent
- c) Return Item
- d) Stock Transfer

3.2.1 Receive Item Inter Facility Type

3.2.1.1 Indent

Record will be auto displayed with status 'Open' once RIQ is approve and issue note generated at issuer. To proceed receiving against Indent, perform steps below:



The screenshot shows the 'RECEIVE INTRA FACILITY' screen with the following details:

- Menu:** Home, Patient Management, Order Management, Inventory, Finance, Procurement, Inventory Management, Distribution, Receive Item, Receive From S, Intra Facility, Inter Facility, Reject DO, Stock Checking and, Store Verification, Product Quality, Condemn and Write Off, Returned Item, Penalty, Others, ADR/AEFI, Pharmacy Transaction, MAR, Maintenance, Report/Enquiry.
- Search Filters:** Receipt No., Receive Type (All), Receive Date From, Created By, Receive From Unit, Note No., Receive Date To, Receive Status (Open).
- Table:**

Receipt No.	Receive Type	Receive Date/Time	Note No.	Receive from unit name	Created By	Status
RI20014670	Indent		F02FBW-0061183	FARMASI BEKALAN WAD		Open

Figure 3.2.1.1-1 Intra Facility Receive Items - Issue Note

STEP 1

Click on 'Inventory' menu and click on 'Inventory Management' sub-menu

STEP 2

Click on 'Receive Item' and follow by click on 'Intra Facility'

STEP 3

Double click on the selected record and the details will be appeared as per Figure 3.1-3.

INTRA FACILITY

4
Confirm
X

+ INTRA FACILITY RECEIVE ITEMS

Receipt No. <input type="text" value="RI20014670"/>	Receive Date/Time <input type="text" value="23/10/2020 11:35 AM"/>
Receive Type <input type="text" value="Indent"/>	Issue Note No. <input type="text" value="F02FBW-0061183"/>
Receiving Unit <input type="text" value="FBW FILLING STATION"/>	Created By <input type="text"/>
Note Type <input type="text" value="Indent"/>	Indent No. <input type="text"/>
Receive From Unit Name <input type="text" value="FARMASI BEKALAN WAD"/>	Status <input type="text" value="Open"/>
Item Group <input type="text" value="DRUG"/>	Item Sub Class <input type="text"/>
Amount <input type="text" value="221.40"/>	Reject Reason <input type="text"/>
Remarks <input type="text"/>	UOM <input type="radio"/> SKU <input type="radio"/> PKU

+ ITEM DETAILS

Item Code	Item Description	Batch No.	Expiry Date	Indent Quantity in SKU	Conversion Factor	Packaging Description	Indent Quantity in PKU	Receive Quantity in SKU	Receive Quantity in PKU	Pending Quantity in SKU	Pending Quantity in PKU	Average Unit Price(RM)	Total Amount(RM)
01.4201.01.153T	Sodium Valproate 200 mg/5 ml	333	31/12/2022	6,058 (ml)	300	Bottle of 300 ml	20.19 (bott)	1,200 (ml)	4.00 (bott)	4,858 (ml)	16.19 (bott)	0.1845	221.40

+ PENDING ITEMS

Drug/Non Drug Description	Drug/Non Drug Code	Conversion Factor	Indent Quantity in SKU	Supply Quantity (SKU)	Pending Quantity (SKU)

Figure 3.2.1.1-2 Intra Facility Receive Items – Issue Note

Note

- Received item will show after **selecting Issue Note No.**
- **Unit** is based on the Login ID.
- **Created by** will be defaulted according to Login ID.
- **Indent No.** will be displayed based on the selected **Issue Note No.**
- **Receive From Unit Name** will display supplying unit name.
- The new **Status** will be 'open'

STEP 4

Click on the  button to confirm the transaction

Note

- System will display an alert message as displayed in Figure 3.2.1.1-3.
- Message Information as Figure 3.2.1.1-4 will be displayed once user click on the Yes button in Figure 3.2.1.1-3.

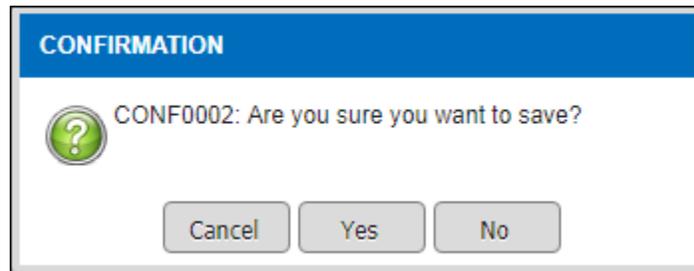


Figure 3.2.1.1-3 Alert Message

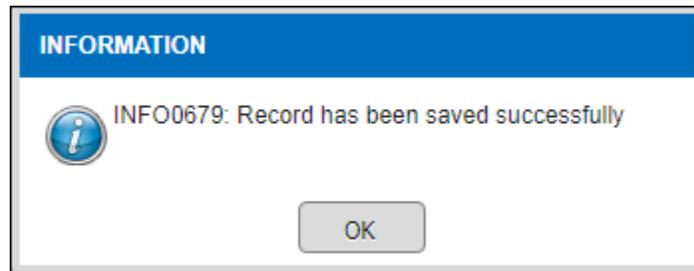


Figure 3.2.1.1-4 Alert Message

- **Receipt No.** will be a generated automatically for future reference.

Character	Description	Value
1-2	Receipt	'RI'
3-4	Current year in 'YY' format	14
5-10	Running No.	Starting from 000001. This running number will be restarted to 000001 of every new financial year

Table 3.2.1.1-1

INTRA FACILITY

+ INTRA FACILITY RECEIVE ITEMS

Receipt No.	<input type="text" value="RI20014670"/>	Receive Date/Time	<input type="text" value="23/10/2020 11:35 AM"/>
Receive Type	<input type="text" value="Indent"/>	Issue Note No.	<input type="text" value="F02FBW-0061183"/>
Receiving Unit	<input type="text" value="FBW FILLING STATION"/>	Created By	<input type="text" value=""/>
Note Type	<input type="text" value="Indent"/>	Indent No.	<input type="text" value=""/>
Receive From Unit Name	<input type="text" value="FARMASI BEKALAN WAD"/>	Status	<input type="text" value="Close"/>
Item Group	<input type="text" value="DRUG"/>	Item Sub Class	<input type="text" value=""/>
Amount	<input type="text" value="221.40"/>	Reject Reason	<input type="text" value=""/>
Remarks	<input type="text" value=""/>		
		UOM	<input type="radio"/> SKU <input type="radio"/> PKU

+ ITEM DETAILS

Item Code	Item Description	Batch No.	Expiry Date	Indent Quantity in SKU	Conversion Factor	Packaging Description	Indent Quantity in PKU	Receive Quantity in SKU	Receive Quantity in PKU	Pending Quantity in SKU	Pending Quantity in PKU	Average Unit Price(RM)	Total Amount(RM)
01.4201.01.153T	Sodium Valproate 200 mg/5 ml	333	31/12/2022	6,058 (ml)	300	Bottle of 300 ml	20.19 (bott)	1,200 (ml)	4.00 (bott)	4,858 (ml)	16.19 (bott)	0.1845	221.40

+ PENDING ITEMS

Drug/Non Drug Description	Drug/Non Drug Code	Conversion Factor	Indent Quantity in SKU	Supply Quantity (SKU)	Pending Quantity (SKU)

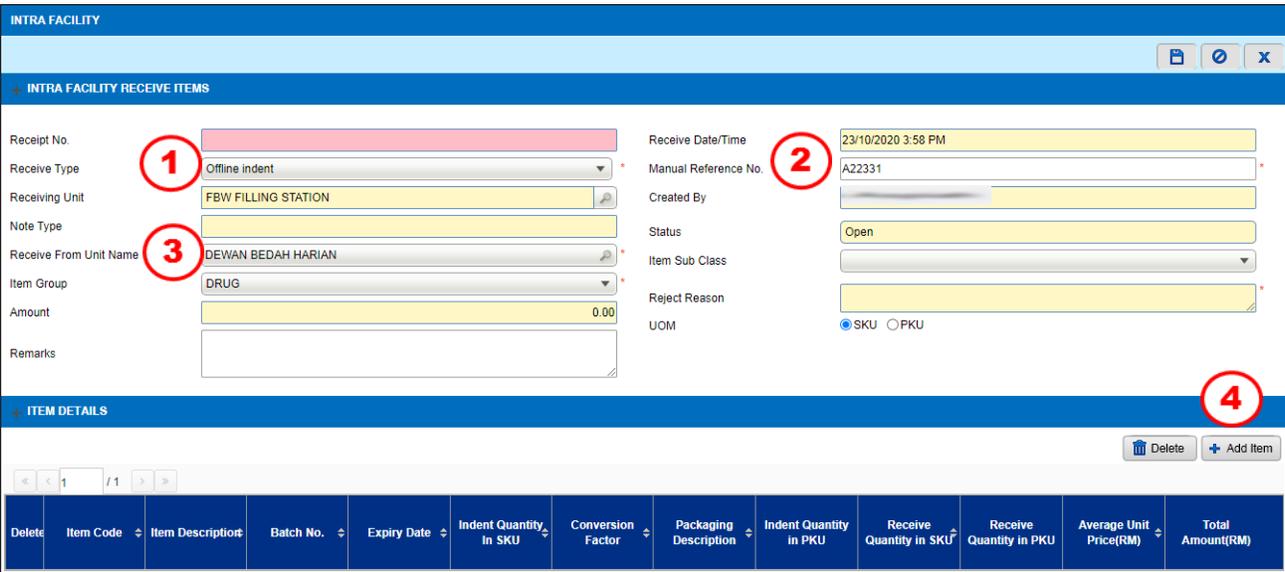
Figure 3.2.1.1-5 Intra Facility Receive Items – Issue Note

Note

- Once record has been saved successfully system will have displayed in Figure 3.2.1.1-5.
- Click on  button to close the transaction
- The new **Status** will be 'close'

3.2.1.2 Offline Indent

To create new record receiving against Offline Indent, perform steps below:



INTRA FACILITY RECEIVE ITEMS

Receipt No. [] Receive Date/Time [23/10/2020 3:58 PM]

Receive Type [Offline indent] Manual Reference No. [A22331]

Receiving Unit [FBW FILLING STATION] Created By []

Note Type [] Status [Open]

Receive From Unit Name [DEWAN BEDAH HARIAN] Item Sub Class []

Item Group [DRUG] Reject Reason []

Amount [0.00] UOM [SKU PKU]

Remarks []

ITEM DETAILS

Delete	Item Code	Item Description	Batch No.	Expiry Date	Indent Quantity In SKU	Conversion Factor	Packaging Description	Indent Quantity in PKU	Receive Quantity in SKU	Receive Quantity in PKU	Average Unit Price(RM)	Total Amount(RM)
[Empty Table]												

Figure 3.2.1.2-1 Intra Facility Receive Items – Offline Indent

STEP 1

Select **Receive Type** as Manual from dropdown box

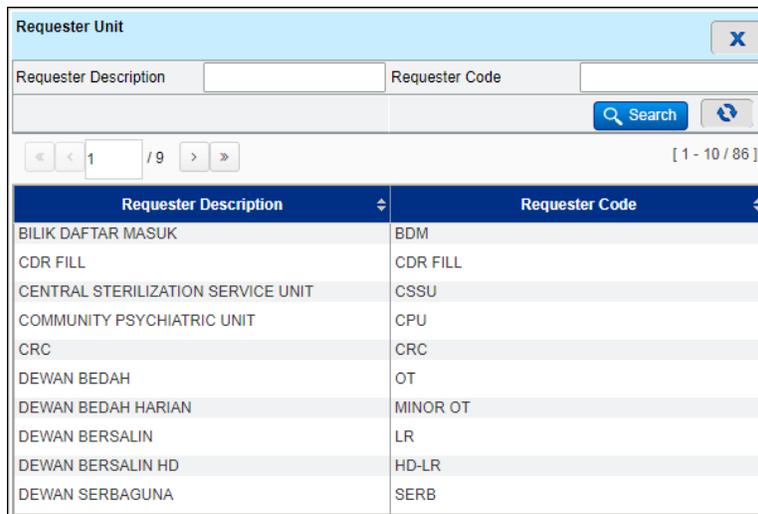
- Indent
- Offline Indent
- Return Item
- Stock Transfer

STEP 2

Enter **Manual References No.**

STEP 3

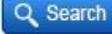
Click on the **Receive From Unit Name**  button and Search Receive From Unit Name window will be displayed as Figure 3.2.1.2-2



Requester Description	Requester Code
BILIK DAFTAR MASUK	BDM
CDR FILL	CDR FILL
CENTRAL STERILIZATION SERVICE UNIT	CSSU
COMMUNITY PSYCHIATRIC UNIT	CPU
CRC	CRC
DEWAN BEDAH	OT
DEWAN BEDAH HARIAN	MINOR OT
DEWAN BERSALIN	LR
DEWAN BERSALIN HD	HD-LR
DEWAN SERBAGUNA	SERB

Figure 3.2.1.2-2 Search Receive From Unit Name

Note

- User is allowed to enter a partial or full character for **Receive From Unit Name** and click on the  button.
- Double click to select a Unit Name

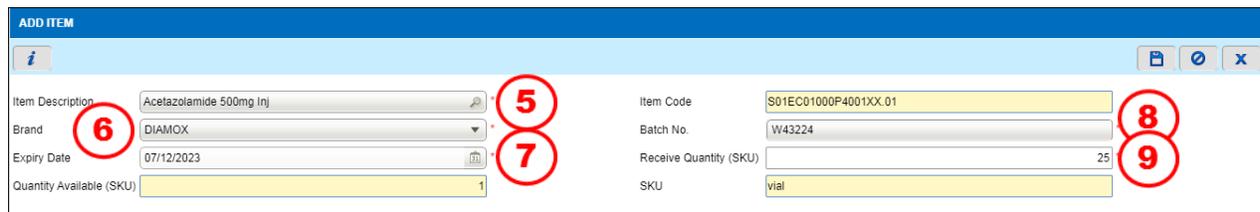
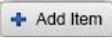


Figure 3.2.1.2-3 Add Item

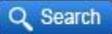
STEP 4

Click on the  button to add manually Drug/Non Drug

STEP 5

Select **Item Description**  button

Note

- This textbox allow user to enter a partial or full character for **Item Description** and/or **Item Code** and click the  button.
- Item Description list will be based on **Item Group** selected in step 5.
- Double click to select the **Item Description**.

Product Search			
Item Description		Item Code	
		<input type="button" value="Search"/> <input type="button" value="Refresh"/>	
<input type="button" value="Previous"/> <input type="button" value="1"/> <input type="button" value="Next"/>		[1 - 10 / 1531]	
Item Description	Item Code	Packaging Description	Item Purchase Type
Abacavir 300mg Tab	KPK00038.01	Pack of 60 tab	LP
Abacavir Sulphate 600mg + Lamivudine 300mg Tab	J05AR02964T100 1XX.01	pack of 30 tablet	LP
Acarbose 50 mg Tablet	A10BF01000T100 1XX.01	Box of 100 tab	Contract
Acarbose 50 mg Tablet	A10BF01000T100 1-1	pack of 1 tablet	Contract
Acarbose 50 mg Tablet	A10BF01000T100 1XX.02	pack of 100 tablet	LP
Acetazolamide 250mg Tab BP/USP	02.0001.02	Pack of 100 tabs	APPL
Acetazolamide 250mg Tab BP/USP	S01EC01000T100 1-30	pack of 30 tablet	APPL
Acetazolamide 250mg Tab BP/USP	S01EC01000T100 1-1	pack of 1 tablet	APPL
Acetazolamide 500mg Inj	S01EC01000P400 1XX.01	Vial	LP
Acetylcysteine 5000mg/25ml Vial	V03AB23520P300 1a.01	vial	LP

Figure 3.2.1.2-4 Search Item Description

STEP 6

Select **Brand Name**

STEP 7

Enter **Expiry Dates**.

STEP 8

Enter **Batch No.**

STEP 9

Enter **Receive Quantity**

ADD ITEM			
Item Description	Acetazolamide 500mg Inj	Item Code	S01EC01000P4001XX.01
Brand	DIAMOX	Batch No.	W43224
Expiry Date	07/12/2023	Receive Quantity (SKU)	25
Quantity Available (SKU)	1	SKU	vial

Figure 3.2.1.2-5 Add Item

STEP 10

Click on the  button to save the Add Item record

Note

- Alert message will display after save the record as Figure 3.2.1.2-6.
- Click on the button to save the added item and item will be updated on the Intra Facility screen as Figure 3.2.1.2-7.
- Click on the button to cancel the added item.

- User is allowed to add item by repeating step 4 to 11.

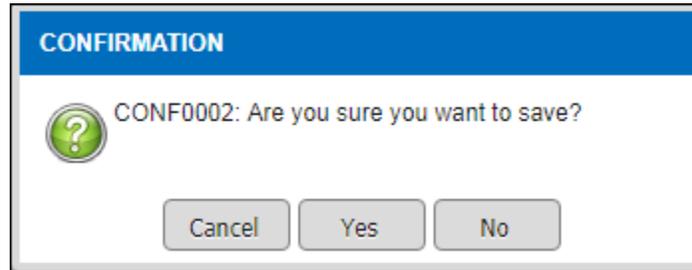


Figure 3.2.1.2-6 Alert Message

INTRA FACILITY

11
📄 ↺ ✕

+ INTRA FACILITY RECEIVE ITEMS

Receipt No. <input style="width: 100%;" type="text"/> Receive Type: Offline indent * Receiving Unit: FBW FILLING STATION Note Type: <input style="width: 100%;" type="text"/> Receive From Unit Name: DEWAN BEDAH HARIAN * Item Group: DRUG * Amount: 4,750.00 Remarks: <input style="width: 100%; height: 20px;" type="text"/>	Receive Date/Time: 23/10/2020 3:58 PM Manual Reference No.: A22331 * Created By: <input style="width: 100%;" type="text"/> Status: Open Item Sub Class: <input style="width: 100%;" type="text"/> Reject Reason: <input style="width: 100%;" type="text"/> * UOM: <input checked="" type="radio"/> SKU <input type="radio"/> PKU
---	---

+ ITEM DETAILS

🗑️ Delete ➕ Add Item

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

Delete	Item Code	Item Description	Batch No.	Expiry Date	Indent Quantity in SKU	Conversion Factor	Packaging Description	Indent Quantity in PKU	Receive Quantity in SKU	Receive Quantity in PKU	Average Unit Price(RM)	Total Amount(RM)
<input type="checkbox"/>	S01EC01000P400 1XX.01	Acetazolamide 500mg Inj	W43224	07/12/2023	0 (vial)	1	Vial	0.00 (vial)	25 (vial)	25.00 (vial)	190.0000	4,750.00

Figure 3.2.1.2-7 Intra Facility

STEP 11



Click on the button to save the transaction

Note

- System will display an alert message as displayed in Figure 3.2.1.2-8.

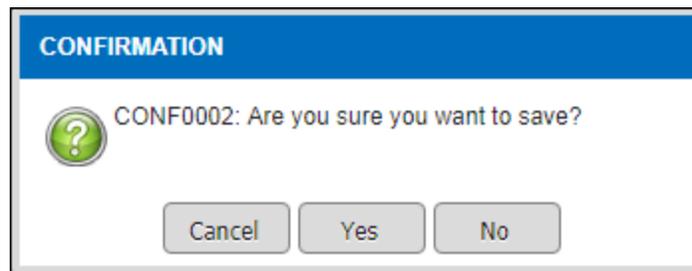


Figure 3.2.1.2-8 Alert Message

- Message Information as Figure 3.2.1.2-9 will be displayed once user click on the 'Yes' button in Figure 3.2.1.2-8.

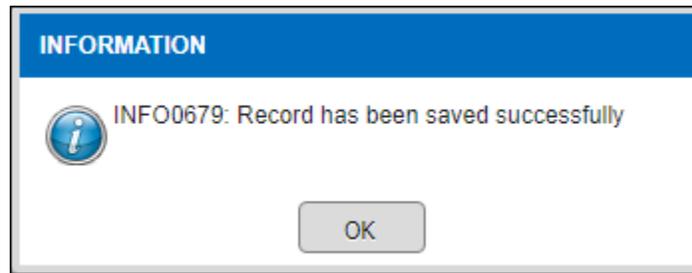


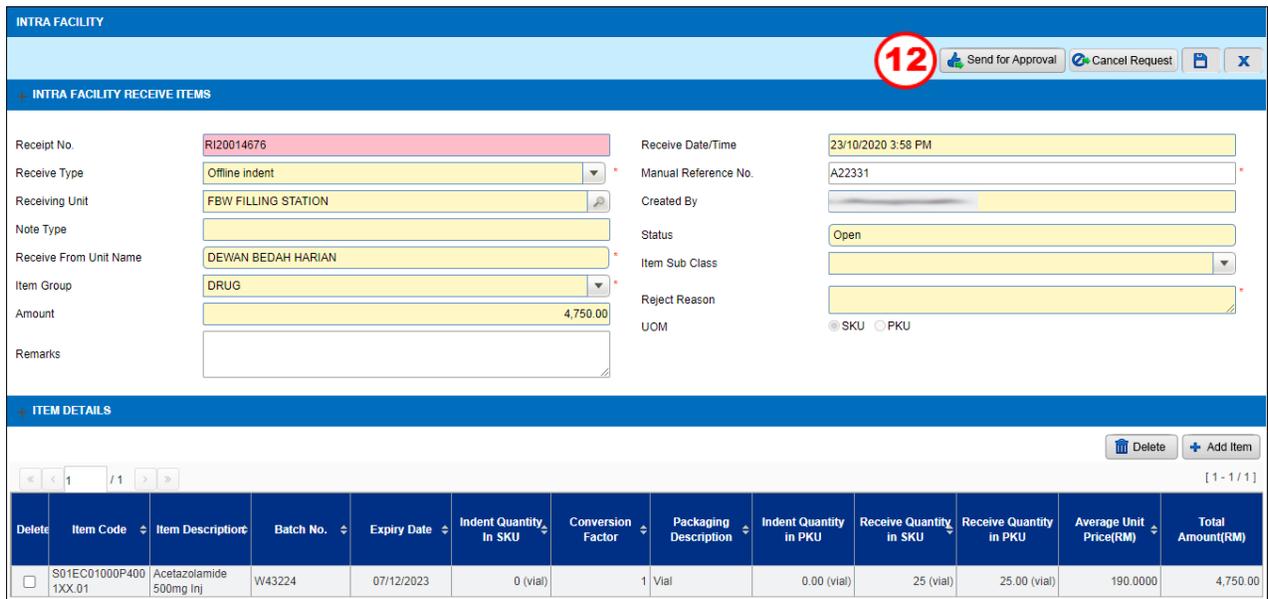
Figure 3.2.1.2-9 Alert Message

- *Receipt No will be generated automatically.*

Character	Description	Value
1-2	Receipt	'RI'
3-4	Current year in 'YY' format	14
5-10	Running No.	Starting from 000001. This running number will be restarted to 000001 of every new financial year

Table 3.2.1.2-1

- *Status will change to close.*



INTRA FACILITY

INTRA FACILITY RECEIVE ITEMS

Receipt No. RI20014676 Receive Date/Time 23/10/2020 3:58 PM

Receive Type Offline indent Manual Reference No. A22331

Receiving Unit FBW FILLING STATION Created By

Note Type Status Open

Receive From Unit Name DEWAN BEDAH HARIAN Item Sub Class

Item Group DRUG Reject Reason

Amount 4,750.00 UOM SKU PKU

Remarks

ITEM DETAILS

Delete	Item Code	Item Description	Batch No.	Expiry Date	Indent Quantity In SKU	Conversion Factor	Packaging Description	Indent Quantity in PKU	Receive Quantity in SKU	Receive Quantity in PKU	Average Unit Price(RM)	Total Amount(RM)
<input type="checkbox"/>	S01EC01000P400 1XX.01	Acetazolamide 500mg Inj	W43224	07/12/2023	0 (vial)	1	Vial	0.00 (vial)	25 (vial)	25.00 (vial)	190.0000	4,750.00

Figure 3.2.1.2-10Send Approval

STEP 12

Click on the  button to send the approval

Note

- System will display an alert message as displayed in Figure 3.2.1.2-11.

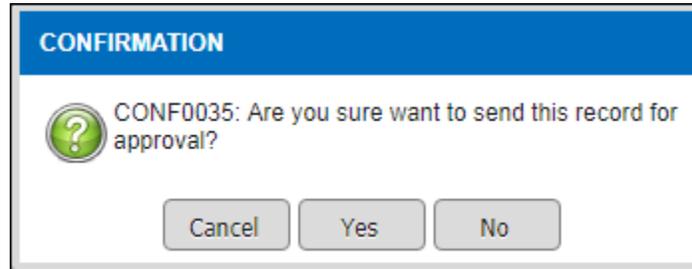


Figure 3.2.1.2-11 Alert Message

- Message Information as Figure 3.2.1.2-12 will be displayed once user click on the 'Yes' button in Figure 3.2.1.2-11.

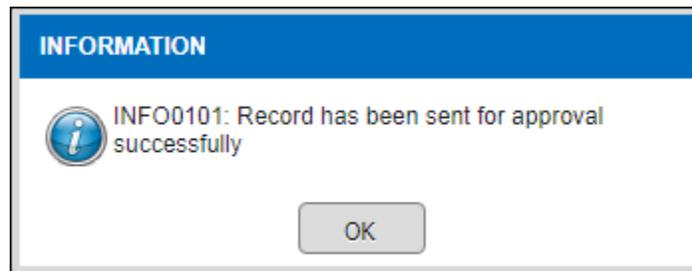


Figure 3.2.1.2-12 Alert Message

- Status will change to pending approval.

INTRA FACILITY

13

INTRA FACILITY RECEIVE ITEMS

Receipt No. <input type="text" value="RI20014676"/> Receive Type <input type="text" value="Offline indent"/> Receiving Unit <input type="text" value="FBW FILLING STATION"/> Note Type <input type="text"/> Receive From Unit Name <input type="text" value="DEWAN BEDAH HARIAN"/> Item Group <input type="text" value="DRUG"/> Amount <input type="text" value="4,750.00"/> Remarks <input type="text"/>	Receive Date/Time <input type="text" value="23/10/2020 3:58 PM"/> Manual Reference No. <input type="text" value="A22331"/> Created By <input type="text"/> Status <input type="text" value="Pending for Approval"/> Item Sub Class <input type="text"/> Reject Reason <input type="text"/> UOM <input type="radio"/> SKU <input type="radio"/> PKU
--	--

ITEM DETAILS

Delete	Item Code	Item Description	Batch No.	Expiry Date	Indent Quantity in SKU	Conversion Factor	Packaging Description	Indent Quantity in PKU	Receive Quantity in SKU	Receive Quantity in PKU	Average Unit Price(RM)	Total Amount(RM)
<input type="checkbox"/>	S01EC01000P400 1XX.01	Acetazolamide 500mg Inj	W43224	07/12/2023	0 (vial)		1 Vial	0.00 (vial)	25 (vial)	25.00 (vial)	190.0000	4,750.00

Figure 3.2.1.2-13 Approve

STEP 12

Click on the  button to approve the transaction

Note

- System will display an alert message as displayed in Figure 3.2.1.2-14.

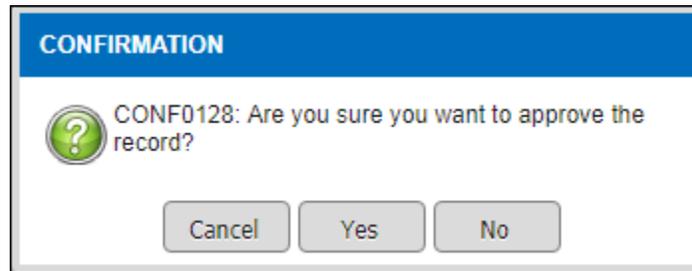


Figure 3.2.1.2-14 Alert Message

- Message Information as Figure 3.2.1.2-15 will be displayed once user click on the 'Yes' button in Figure 3.2.1.2-14.

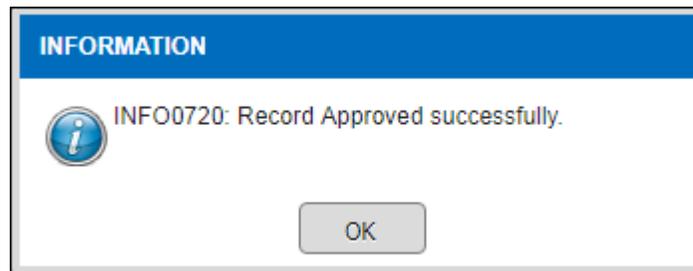


Figure 3.2.1-15 Alert Message

- User able to reject the transaction by click on  **Reject** button and must key in **reject reason** before reject the transaction
- Status** will change to close.

INTRA FACILITY

14
Goods Receive Note
X

INTRA FACILITY RECEIVE ITEMS

Receipt No.	R120014676	Receive Date/Time	23/10/2020 3:58 PM
Receive Type	Offline indent	Manual Reference No.	A22331
Receiving Unit	FBW FILLING STATION	Created By	n
Note Type		Status	Close
Receive From Unit Name	DEWAN BEDAH HARIAN	Item Sub Class	
Item Group	DRUG	Reject Reason	
Amount	4,750.00	UOM	<input checked="" type="radio"/> SKU <input type="radio"/> PKU
Remarks			

ITEM DETAILS

[1 - 1 / 1]

Delete	Item Code	Item Description	Batch No.	Expiry Date	Indent Quantity in SKU	Conversion Factor	Packaging Description	Indent Quantity in PKU	Receive Quantity in SKU	Receive Quantity in PKU	Average Unit Price(RM)	Total Amount(RM)
<input type="checkbox"/>	S01EC01000P400 1XX.01	Acetazolamide 500mg Inj	W43224	07/12/2023	0 (vial)	1	Vial	0.00 (vial)	25 (vial)	25.00 (vial)	190.0000	4,750.00

Figure 3.2.1.2-16 View/Print Report

STEP 14

Click on the  **Goods Receive Note** to view/print the report



KEMENTERIAN KESIHATAN MALAYSIA
Hosp. Pakar Sultanah Fatimah
GOODS RECEIVED NOTE

RECEIVING UNIT : FBW FILLING STATION
RECEIPT NO. : RI20014676
RECEIVE FROM UNIT NAME : DEWAN BEDAH HARIAN

RECEIVE TYPE : Offline indent
ISSUE NOTE NO. : A22331

DATE CREATED : 23/10/2020
RECEIVE DATE : 23/10/2020

NO	ITEM CODE	ITEM DESCRIPTION	BATCH NO	EXPIRY DATE	RECEIVE QUANTITY	SKU	UNIT PRICE(RM)	AMOUNT(RM)
1	S01EC01000P4001XX.01	Acetazolamide 500mg Inj	W43224	07/12/2023	25	vial	190.0000	4,750.00
TOTAL :								4,750.00

DISEDIAKAN OLEH :

.....
(Tandatangan Pegawai Stor)

Nama : _____
Jawatan : Pegawai Farmasi UF54
Jabatan : Pharmacy
Tarikh : 23/10/2020

Printed Date : 23/10/2020

Printed By : _____

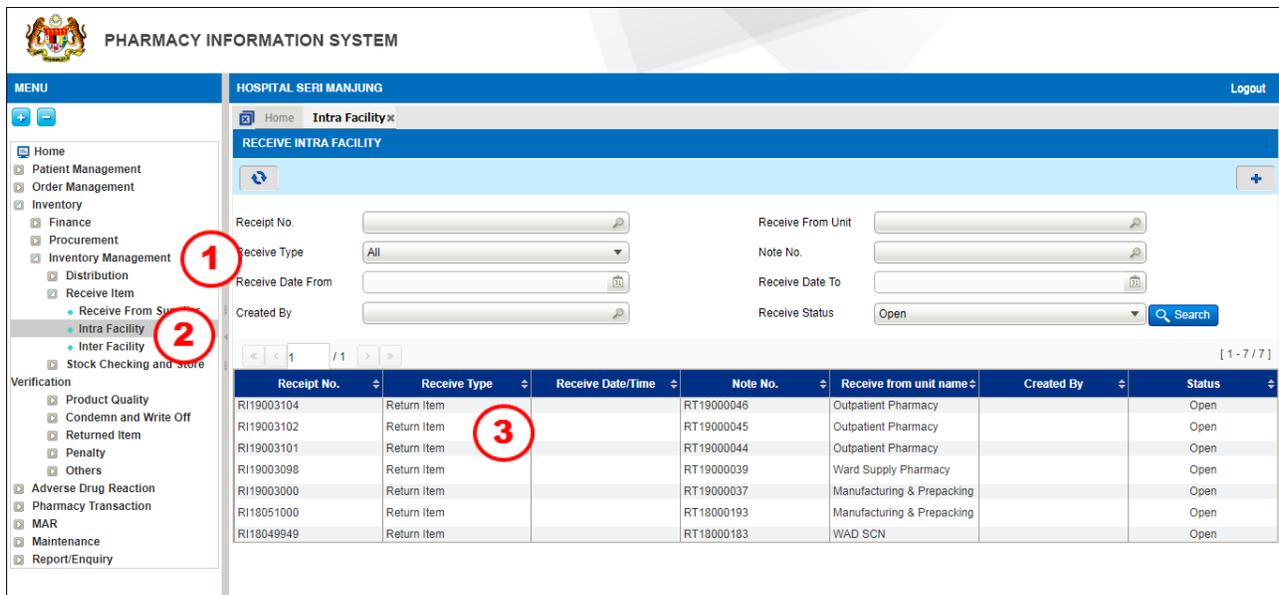
Unit Name : FBW FILLING STATION

Source : PhIS
Page 1 of 1

Figure 3.2.1.2-17 Good Receive Note

3.2.1.3 Return Item

Receive return item with status 'Open' will displayed when return record is approved. To proceed receiving against return item, perform steps below:



PHARMACY INFORMATION SYSTEM

HOSPITAL SERI MANJUNG Logout

Home Intra Facility

RECEIVE INTRA FACILITY

Receipt No. Receive From Unit

Receive Type: All Note No.

Receive Date From Receive Date To

Created By Receive Status: Open

Receipt No.	Receive Type	Receive Date/Time	Note No.	Receive from unit name	Created By	Status
R119003104	Return Item		RT19000046	Outpatient Pharmacy		Open
R119003102	Return Item		RT19000045	Outpatient Pharmacy		Open
R119003101	Return Item		RT19000044	Outpatient Pharmacy		Open
R119003098	Return Item		RT19000039	Ward Supply Pharmacy		Open
R119003000	Return Item		RT19000037	Manufacturing & Prepacking		Open
R118051000	Return Item		RT18000193	Manufacturing & Prepacking		Open
R118049949	Return Item		RT18000183	WAD SCN		Open

Figure 3.2.1.3-1 Intra Facility

STEP 1

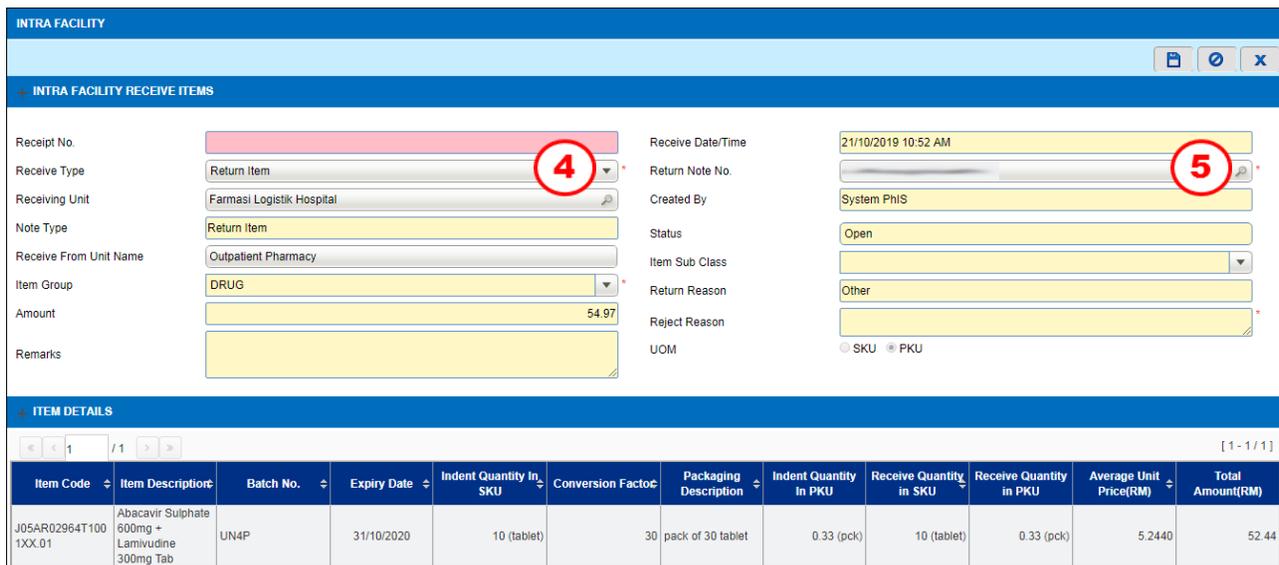
Click on 'Inventory' menu and click on 'Inventory Management' sub-menu

STEP 2

Click on 'Receive Item' and follow by click on 'Intra Facility'

STEP 3

Double click on the selected record and the details will be appeared as per Figure 3.2.1.3-2.



INTRA FACILITY

INTRA FACILITY RECEIVE ITEMS

Receipt No.

Receive Type: Return Item 4

Receiving Unit: Farmasi Logistik Hospital

Note Type: Return Item

Receive From Unit Name: Outpatient Pharmacy

Item Group: DRUG

Amount: 54.97

Remarks:

Receive Date/Time: 21/10/2019 10:52 AM 5

Return Note No.

Created By: System PhIS

Status: Open

Item Sub Class

Return Reason

Reject Reason

UOM: SKU PKU

ITEM DETAILS

Item Code	Item Description	Batch No.	Expiry Date	Indent Quantity In SKU	Conversion Factor	Packaging Description	Indent Quantity In PKU	Receive Quantity in SKU	Receive Quantity in PKU	Average Unit Price(RM)	Total Amount(RM)
J05AR02964T1001XX.01	Abacavir Sulphate 600mg + Lamivudine 300mg Tab	UN4P	31/10/2020	10 (tablet)		30 pack of 30 tablet	0.33 (pck)	10 (tablet)	0.33 (pck)	5.2440	52.44

Figure 3.2.1.3-2 Intra Facility Receiving Item – Return Item

STEP 4

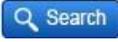
Select **Receive Type** as Return Item from dropdown box

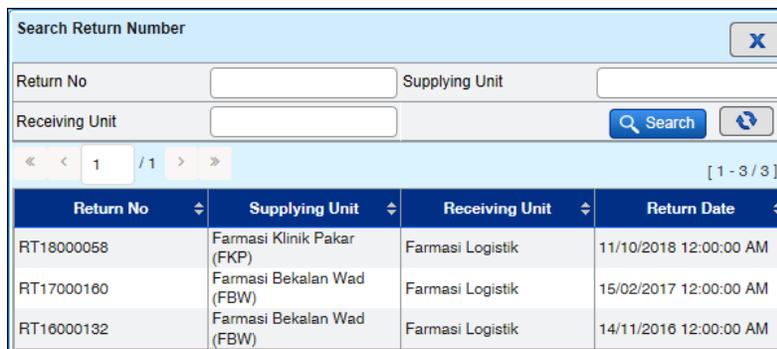
- Indent
- Offline Indent
- Return Item
- Stock Transfer

STEP 5

Click on **Return No**  button and Search Return No window will be displayed as Figure 3.2.1.3-3

Note

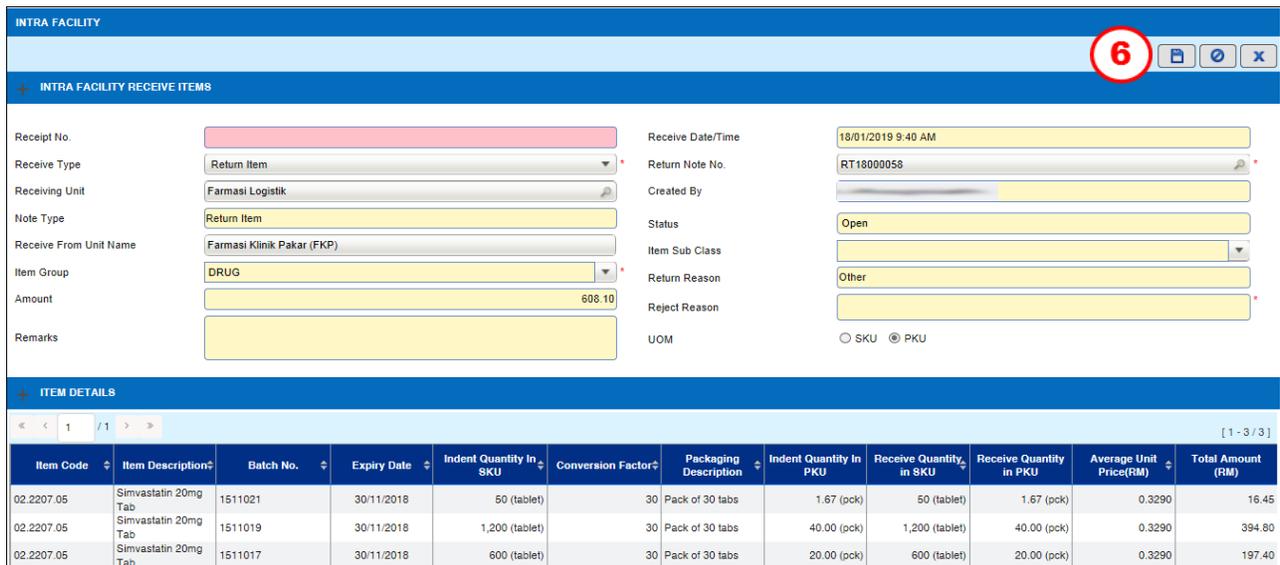
- User is allowed to enter a partial or full character for **Return No.** and click on the  button.
- Double click to select the Return Note No.



The screenshot shows a 'Search Return Number' dialog box with the following fields and data:

Return No	Supplying Unit	Receiving Unit	Return Date
RT18000058	Farmasi Klinik Pakar (FKP)	Farmasi Logistik	11/10/2018 12:00:00 AM
RT17000160	Farmasi Bekalan Wad (FBW)	Farmasi Logistik	15/02/2017 12:00:00 AM
RT16000132	Farmasi Bekalan Wad (FBW)	Farmasi Logistik	14/11/2016 12:00:00 AM

Figure 3.2.1.3-3 Search Return No



The screenshot shows the 'INTRA FACILITY RECEIVE ITEMS' form. A red circle with the number '6' highlights the window control buttons in the top right corner. The form contains the following data:

Receipt No.		Receive Date/Time	18/01/2019 9:40 AM
Receive Type	Return Item	Return Note No.	RT18000058
Receiving Unit	Farmasi Logistik	Created By	
Note Type	Return Item	Status	Open
Receive From Unit Name	Farmasi Klinik Pakar (FKP)	Item Sub Class	
Item Group	DRUG	Return Reason	Other
Amount	608.10	Reject Reason	
Remarks		UOM	<input type="radio"/> SKU <input checked="" type="radio"/> PKU

Below the form is an 'ITEM DETAILS' table:

Item Code	Item Description	Batch No.	Expiry Date	Indent Quantity In SKU	Conversion Factor	Packaging Description	Indent Quantity In PKU	Receive Quantity in SKU	Receive Quantity in PKU	Average Unit Price(RM)	Total Amount (RM)
02.2207.05	Simvastatin 20mg Tab	1511021	30/11/2018	50 (tablet)	30	Pack of 30 tabs	1.67 (pck)	50 (tablet)	1.67 (pck)	0.3290	16.45
02.2207.05	Simvastatin 20mg Tab	1511019	30/11/2018	1,200 (tablet)	30	Pack of 30 tabs	40.00 (pck)	1,200 (tablet)	40.00 (pck)	0.3290	394.80
02.2207.05	Simvastatin 20mg Tab	1511017	30/11/2018	600 (tablet)	30	Pack of 30 tabs	20.00 (pck)	600 (tablet)	20.00 (pck)	0.3290	197.40

Figure 3.2.1.3-4 Intra Facility Receiving Item – Return Item

Note

- Received item will be displayed on the list.
- **Unit** is based on the user Login ID.

- **Created by** is the name of the user Login ID.
- **Receive From Unit Name** will be displayed requesting unit name.
- The new **status** will be 'open'.
- **Return Reason** is retrieve from the return transaction.
- **Remarks** is from Return to Supplying Unit transaction

STEP 6

Click on the  button to save the transaction

Note

- System will display an alert message as displayed in Figure 3.2.1.3-5.
- Message Information as Figure 3.2.1.3-6 will be displayed once user click on the Yes button in Figure 3.2.1.3-5.
- **Receipt No** will be generated automatically.

Character	Description	Value
1-2	Receipt	'RI'
3-4	Current year in 'YY' format	14
5-10	Running No.	Starting from 000001. This running number will be restarted to 000001 of every new financial year

Table 3.2.1.3-1

Note

- **Status** will be change to close

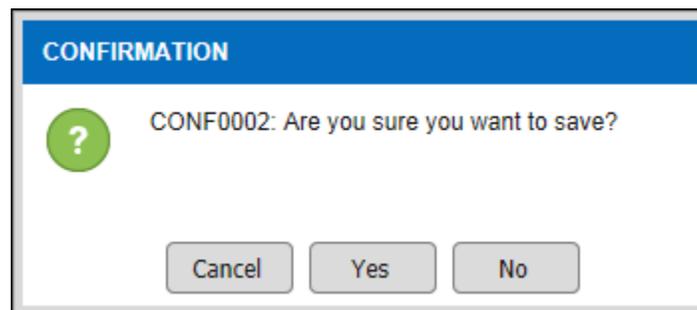


Figure 3.2.1.3-5 Alert Message

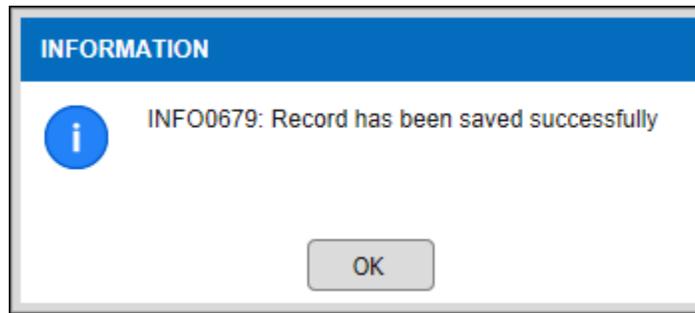


Figure 3.2.1.3-6 Alert Message

INTRA FACILITY

INTRA FACILITY RECEIVE ITEMS

Receipt No. RI18050377 Receive Date/Time 18/01/2019 9:40 AM

Receive Type Return Item Return Note No. RT18000058

Receiving Unit Farmasi Logistik Created By

Note Type Return Item Status Close

Receive From Unit Name Farmasi Klinik Pakar (FKP) Item Sub Class

Item Group DRUG Return Reason Other

Amount 608.10 Reject Reason

Remarks UOM SKU PKU

ITEM DETAILS

Item Code	Item Description	Batch No.	Expiry Date	Indent Quantity In SKU	Conversion Factor	Packaging Description	Indent Quantity In PKU	Receive Quantity in SKU	Receive Quantity in PKU	Average Unit Price(RM)	Total Amount (RM)
02.2207.05	Simvastatin 20mg Tab	1511021	30/11/2018	50 (tablet)	30	Pack of 30 tabs	1.67 (pck)	50 (tablet)	1.67 (pck)	0.3290	16.45
02.2207.05	Simvastatin 20mg Tab	1511019	30/11/2018	1,200 (tablet)	30	Pack of 30 tabs	40.00 (pck)	1,200 (tablet)	40.00 (pck)	0.3290	394.80

Figure 3.2.1.3-7 View/Print Report

STEP 7

Click on the  Goods Receive Note to view/print the report



PhIS & CPS Project
User Manual – Pharmacy Inventory
Receive Item (Intra Facility)





KEMENTERIAN KESIHATAN MALAYSIA
Hospital Kulim
GOODS RECEIVED NOTE

RECEIVING UNIT : Farmasi Logistik

RECEIPT NO. : RI18050377 RECEIVE TYPE : Return Item DATE CREATED : 18/01/2019

RECEIVE FROM UNIT NAME : Farmasi Klinik Pakar (FKP) ISSUE NOTE NO. : RT18000058 RECEIVE DATE : 18/01/2019

NO	ITEM CODE	ITEM DESCRIPTION	BATCH NO	EXPIRY DATE	RECEIVE QUANTITY	SKU	UNIT PRICE(RM)	AMOUNT(RM)
1	02.2207.05	Simvastatin 20mg Tab	1511021	30/11/2018	50	tablet	0.3290	16.45
2	02.2207.05	Simvastatin 20mg Tab	1511017	30/11/2018	600	tablet	0.3290	197.40
3	02.2207.05	Simvastatin 20mg Tab	1511019	30/11/2018	1,200	tablet	0.3290	394.80
TOTAL :								608.65

DISEDIAKAN OLEH :

.....

(Tandatangan Pegawai Stor)

Nama : _____

Jawatan : Pegawai Farmasi UF44

Jabatan : Pharmacy

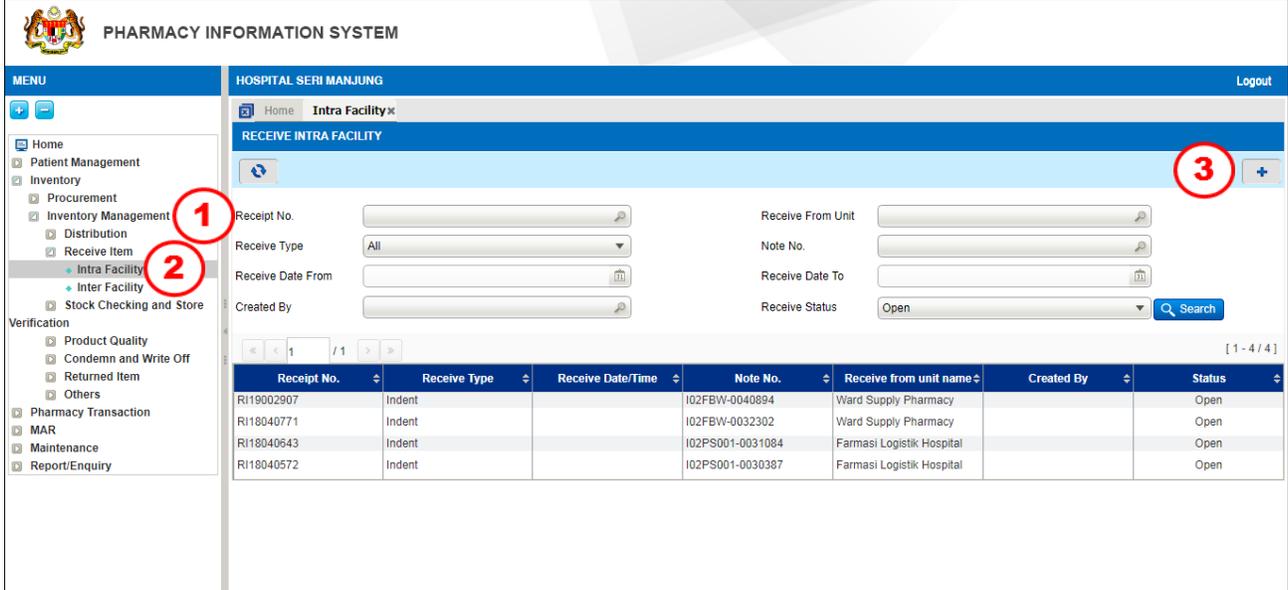
Tarikh : 18/01/2019

Printed Date : 18/01/2019 Printed By : _____ Unit Name : Farmasi Logistik Source : PhIS
Page 1 of 1

Figure 3.2.1.3-8 Goods Received Note

3.2.1.4 Stock Transfer

Must create receiving record to proceed with receiving transaction. To proceed receiving stock transfer item, perform steps below:



PHARMACY INFORMATION SYSTEM

HOSPITAL SERI MANJUNG Logout

Home Intra Facility x

RECEIVE INTRA FACILITY 3 +

1

2

Receipt No.

Receive From Unit

Receive Type

Note No.

Receive Date From

Receive Date To

Created By

Receive Status

[1 - 4 / 4]

Receipt No.	Receive Type	Receive Date/Time	Note No.	Receive from unit name	Created By	Status
RI19002907	Indent		I02FBW-0040894	Ward Supply Pharmacy		Open
RI18040771	Indent		I02FBW-0032302	Ward Supply Pharmacy		Open
RI18040643	Indent		I02PS001-0031084	Farmasi Logistik Hospital		Open
RI18040572	Indent		I02PS001-0030387	Farmasi Logistik Hospital		Open

Figure 3.2.1.4-1 Receive Intra Facility

STEP 1

Click on 'Inventory' menu and click on 'Inventory Management' sub-menu

STEP 2

Click on 'Receive Item' and follow by click on 'Intra Facility'

STEP 3

Click on  button to create new record details will be appeared as per Figure 3.2.1.4-2.

Item Code	Item Description	Batch No.	Expiry Date	Indent Quantity in SKU	Conversion Factor	Packaging Description	Indent Quantity in PKU	Receive Quantity in SKU	Receive Quantity in PKU	Average Unit Price(RM)	Total Amount (RM)
03.1406.05	Hyoscine Butylbromide 20mg/ml Inj	160396T	28/02/2019	1 (amp)	1	ampoule	1.00 (amp)	1 (amp)	1.00 (amp)	16.3364	16.34

Figure 3.2.1.4-2 Intra Facility Receiving Item – Stock Transfer

STEP 4

Select **Receive Type** as Stock Transfer from dropdown menu

- Issue Note
- Manual
- Return Item
- Stock Transfer

STEP 5

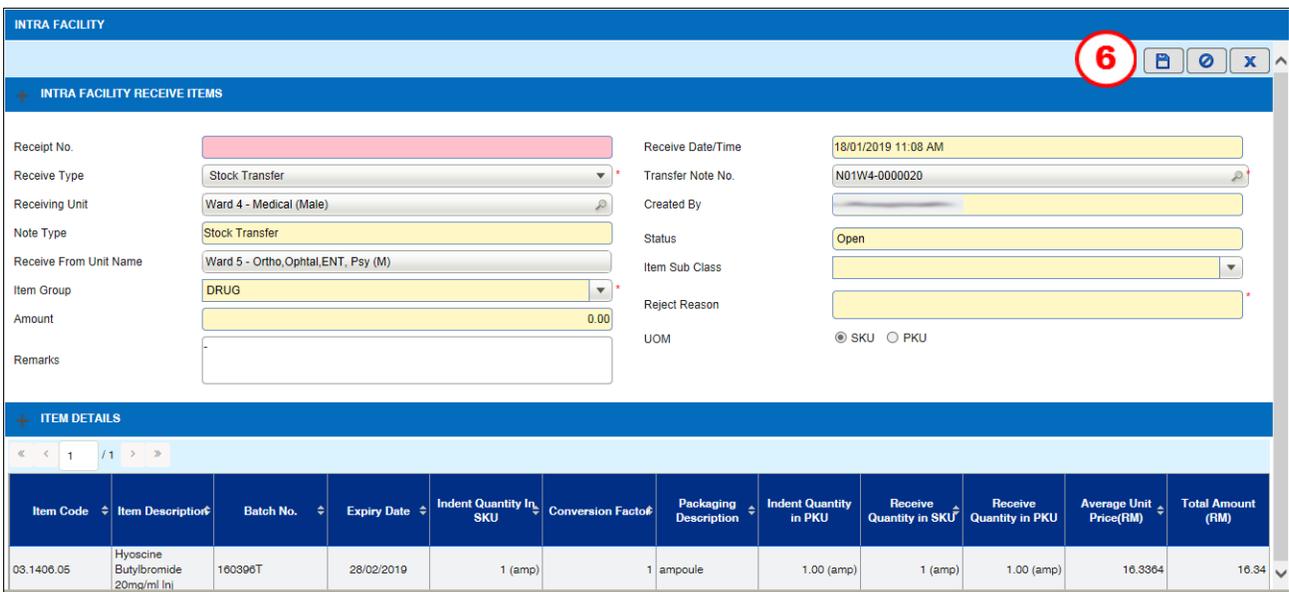
Click on **Transfer Note No** button and Search Transfer Note No window will be displayed as Figure 3.2.1.4-3.

Note

- User is allowed to enter a partial or full character for **Transfer Note No.** and click on the button.
- Double click to select the Transfer Note No.

Transfer Note No	Supplying Unit	Receiving Unit	Date
N01W4-0000020	Ward 5 - Ortho,Ophthal,ENT, Psy (M)	Ward 4 - Medical (Male)	18/01/2019 11:04:16 AM

Figure 3.2.1.4-3 Search Transfer Note No.



Item Code	Item Description	Batch No.	Expiry Date	Indent Quantity In SKU	Conversion Factor	Packaging Description	Indent Quantity in PKU	Receive Quantity in SKU	Receive Quantity in PKU	Average Unit Price(RM)	Total Amount (RM)
03.1406.05	Hyoscine Butylbromide 20mg/ml Inj	160396T	28/02/2019	1 (amp)	1	ampoule	1.00 (amp)	1 (amp)	1.00 (amp)	16.3364	16.34

Figure 3.2.1.4-4 Intra Facility Receiving Item – Stock Transfer

Note

- Received item will be displayed on the list.
- **Unit** is based on the user Login ID.
- **Created by** will be defaulted according to Login ID
- **Receive From Unit Name** will be displayed requesting unit name.
- The new **status** will be 'open'.

STEP 6

Click on  the button to save the transaction

Note

- System will display an alert message as displayed in Figure 3.2.1.4-5.

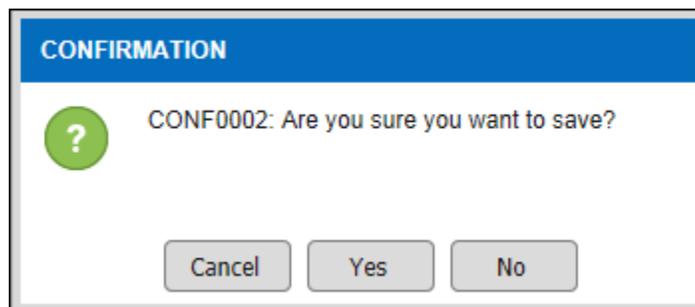


Figure 3.2.1.4-5 Alert Message

- Message Information as Figure 3.2.1.4-6 will be displayed once user click on the Yes button in Figure 3.2.1.4-5.

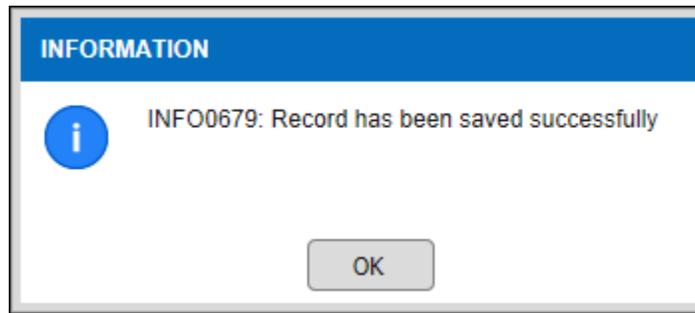


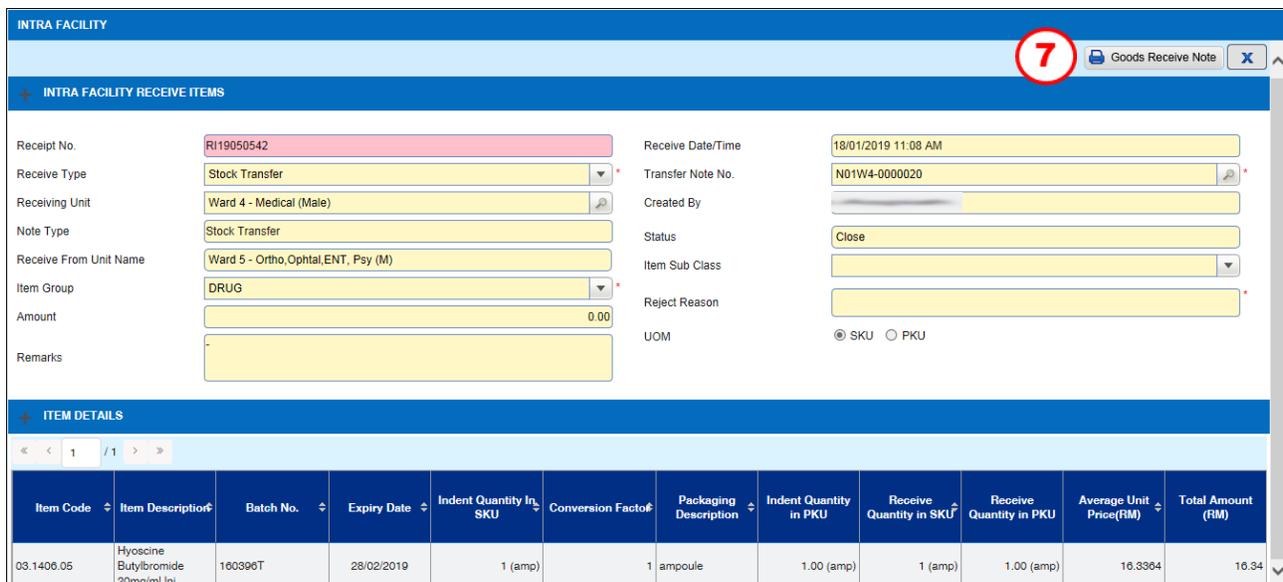
Figure 3.2.1.4-6 Alert Message

- **Receipt No** will be generated automatically.

Character	Description	Value
1-2	Receipt	'RI'
3-4	Current year in 'YY' format	14
5-10	Running No.	Starting from 000001. This running number will be restarted to 000001 of every new financial year

Table 3.2.1.4-1

- **Status** will change to close.



Item Code	Item Description	Batch No.	Expiry Date	Indent Quantity In SKU	Conversion Factor	Packaging Description	Indent Quantity in PKU	Receive Quantity in SKU	Receive Quantity in PKU	Average Unit Price (RM)	Total Amount (RM)
03.1406.05	Hyoscine Butylbromide 20mg/ml Inj	160396T	28/02/2019	1 (amp)	1	ampoule	1.00 (amp)	1 (amp)	1.00 (amp)	16.3364	16.34

Figure 3.2.1.4-7 View/Print Report

STEP 7

Click on the  Goods Receive Note to view/print the report



PhIS & CPS Project
User Manual – Pharmacy Inventory
Receive Item (Intra Facility)





KEMENTERIAN KESIHATAN MALAYSIA
Hospital Kulim
GOODS RECEIVED NOTE

RECEIVING UNIT : Ward 4 - Medical (Male)

RECEIPT NO. : RI19050542 RECEIVE TYPE : Stock Transfer DATE CREATED : 18/01/2019

RECEIVE FROM UNIT NAME : Ward 5 - Ortho,Ophtal,ENT, Psy (M) ISSUE NOTE NO. : N01W4-0000020 RECEIVE DATE : 18/01/2019

NO	ITEM CODE	ITEM DESCRIPTION	BATCH NO	EXPIRY DATE	RECEIVE QUANTITY	SKU	UNIT PRICE(RM)	AMOUNT(RM)
1	03.1406.05	Hyoscine Butylbromide 20mg/ml Inj	160396T	28/02/2019	1	amp	16.3364	16.34
TOTAL :								16.34

DISEDIAKAN OLEH :

.....
(Tandatangan Pegawai Stor)

Nama : 

Jawatan : Ketua Jururawat

Jabatan : Nursing Services

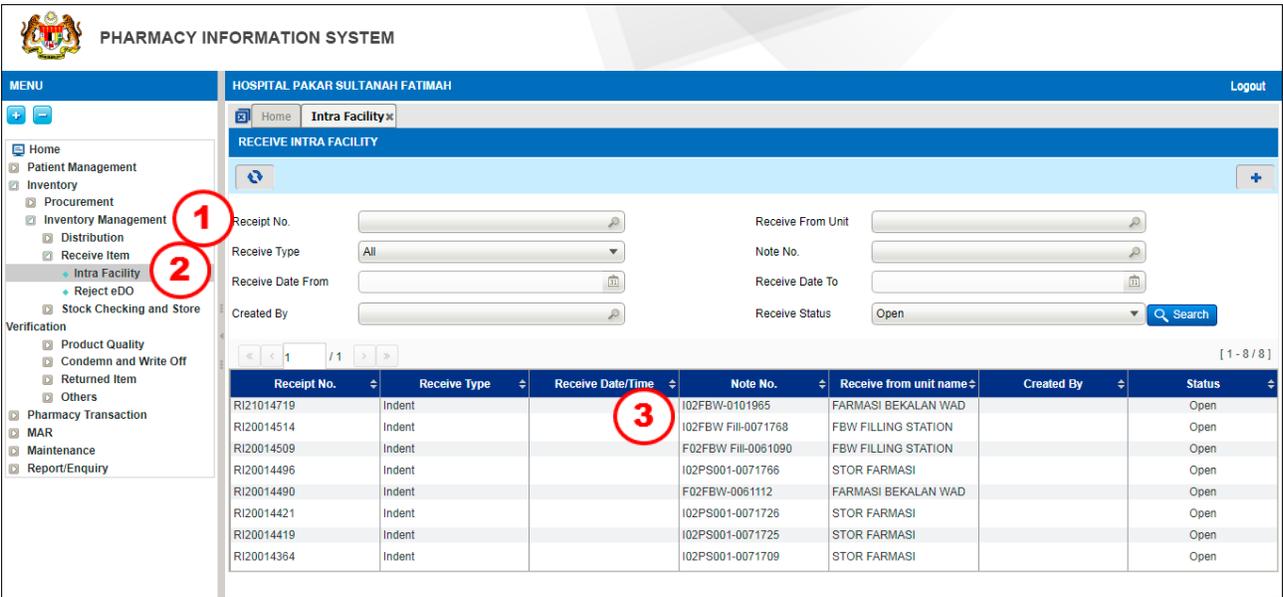
Tarikh : 18/01/2019

Printed Date : 18/01/2019 Printed By :  Unit Name : Ward 4 - Medical (Male) Source : PhIS
Page 1 of 1

Figure 3.2.1.4-8 Goods Received Note

3.3 Reject Receiving Intra Facility

To reject receiving Intra Facility, perform steps below:



PHARMACY INFORMATION SYSTEM

HOSPITAL PAKAR SULTANAH FATIMAH Logout

Home Intra Facility

RECEIVE INTRA FACILITY

Receive No. Receive From Unit

Receive Type Note No.

Receive Date From Receive Date To

Created By Receive Status

Receipt No.	Receive Type	Receive Date/Time	Note No.	Receive from unit name	Created By	Status
RI21014719	Indent		I02FBW-0101965	FARMASI BEKALAN WAD		Open
RI20014514	Indent		I02FBW Fill-0071768	FBW FILLING STATION		Open
RI20014509	Indent		F02FBW Fill-0061090	FBW FILLING STATION		Open
RI20014496	Indent		I02PS001-0071766	STOR FARMASI		Open
RI20014490	Indent		F02FBW-0061112	FARMASI BEKALAN WAD		Open
RI20014421	Indent		I02PS001-0071726	STOR FARMASI		Open
RI20014419	Indent		I02PS001-0071725	STOR FARMASI		Open
RI20014364	Indent		I02PS001-0071709	STOR FARMASI		Open

Figure 3.3-1 Receiving Intra Facility

STEP 1

Click on 'Inventory' menu and click on 'Inventory Management' sub-menu

STEP 2

Click on 'Receive Item' and follow by click on 'Intra Facility'

STEP 3

Double click on the selected record and the details will be appeared as per Figure 3.3-2

INTRA FACILITY

4
Reject Confirm X

+ INTRA FACILITY RECEIVE ITEMS

Receipt No. <input type="text" value="RI21014719"/>	Receive Date/Time <input type="text" value="09/06/2021 11:15 AM"/>
Receive Type <input type="text" value="Indent"/>	Issue Note No. <input type="text" value="102FBW-0101965"/>
Receiving Unit <input type="text" value="DEWAN BERSALIN"/>	Created By <input type="text" value=""/>
Note Type <input type="text" value="Indent"/>	Indent No. <input type="text" value="K21006998"/>
Receive From Unit Name <input type="text" value="FARMASI BEKALAN WAD"/>	Status <input type="text" value="Open"/>
Item Group <input type="text" value="DRUG"/>	Item Sub Class <input type="text" value=""/>
Amount <input type="text" value="57.00"/>	Reject Reason <input type="text" value=""/>
Remarks <input type="text" value=""/>	UOM <input type="radio"/> SKU <input type="radio"/> PKU

+ ITEM DETAILS

Item Code	Item Description	Batch No.	Expiry Date	Indent Quantity in SKU	Conversion Factor	Packaging Description	Indent Quantity in PKU	Receive Quantity in SKU	Receive Quantity in PKU	Pending Quantity in SKU	Pending Quantity in PKU	Average Unit Price(RM)	Total Amount(RM)
J01CR01961T1001XX.02	Ampicillin + Sulbactam 375mg Tab	AR4456	28/02/2022	5 (tablet)	100	pack of 100 tablet	0.05 (pck)	5 (tablet)	0.05 (pck)	0 (tablet)	0.00 (pck)	1.6719	8.36
02.0607.04	Digoxin 0.25mg Tab	18D002	30/04/2023	5 (tablet)	240	Pack of 240 tabs (Blister)	0.02 (pck)	5 (tablet)	0.02 (pck)	0 (tablet)	0.00 (pck)	0.1397	0.70
02.3015.05	Prazosin HCl 2 mg Tablet	2134047	18/04/2022	4 (tablet)	100	Pack of 100 tabs (Blister)	0.04 (pck)	4 (tablet)	0.04 (pck)	0 (tablet)	0.00 (pck)	0.1828	0.73
07.3001.05	Benzylopenicillin 5 Mega Unit (3 g) Injection	0900120	31/12/2022	2 (vial)	10	pack of 10 vial	0.20 (pck)	2 (vial)	0.20 (pck)	0 (vial)	0.00 (pck)	4.8720	9.74
07.0006.14	Amoxicillin 500 mg Clavulanate 125 mg Tablet	5014523	30/04/2023	10 (tablet)	70	Pack of 70 tabs (Blister)	0.14 (pck)	10 (tablet)	0.14 (pck)	0 (tablet)	0.00 (pck)	3.7469	37.47

+ PENDING ITEMS

Drug/Non Drug Description	Drug/Non Drug Code	Conversion Factor	Indent Quantity in SKU	Supply Quantity (SKU)	Pending Quantity (SKU)

Figure3.3-2 Intra Facility Receiving Screen

Note

User can click on button to proceed with receiving

STEP 4

Click on button to reject the transaction

Note

- User cannot partially receive/reject the record. Once reject, the whole receiving/issue transaction will be rejected.
- On click of reject button, alert message will be displayed as shown in Figure 3.3-3 and reject reason field will be enable for user to enter. This information is mandatory if user want to reject the receiving record.

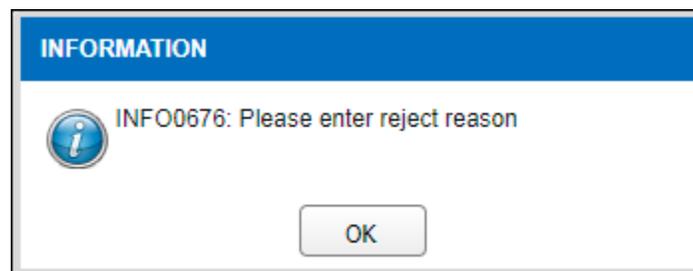


Figure 3.3-3 Alert Message

INTRA FACILITY

INTRA FACILITY RECEIVE ITEMS

Receipt No. <input type="text" value="RI21014719"/>	Receive Date/Time <input type="text" value="09/06/2021 11:15 AM"/>
Receive Type <input type="text" value="Indent"/>	Issue Note No. <input type="text" value="I02FBW-0101965"/>
Receiving Unit <input type="text" value="DEWAN BERSALIN"/>	Created By <input type="text" value=""/>
Note Type <input type="text" value="Indent"/>	Indent No. <input type="text" value="K21006998"/>
Receive From Unit Name <input type="text" value="FARMASI BEKALAN WAD"/>	Status <input type="text" value="Open"/>
Item Group <input type="text" value="DRUG"/>	Item Sub Class <input type="text" value=""/>
Amount <input type="text" value="57.00"/>	Reject Reason <input type="text" value=""/>
Remarks <input type="text" value=""/>	UOM <input type="radio"/> SKU <input type="radio"/> PKU

ITEM DETAILS

[1 - 5 / 5]

Item Code	Item Description	Batch No.	Expiry Date	Indent Quantity in SKU	Conversion Factor	Packaging Description	Indent Quantity in PKU	Receive Quantity in SKU	Receive Quantity in PKU	Pending Quantity in SKU	Pending Quantity in PKU	Average Unit Price(RM)	Total Amount(RM)
J01CR01961T1001XX.02	Ampicillin + Sulbactam 375mg Tab	AR4456	28/02/2022	5 (tablet)	100	pack of 100 tablet	0.05 (pck)	5 (tablet)	0.05 (pck)	0 (tablet)	0.00 (pck)	1.6719	8.36
02.0607.04	Digoxin 0.25mg Tab	18D002	30/04/2023	5 (tablet)	240	Pack of 240 tabs (Blister)	0.02 (pck)	5 (tablet)	0.02 (pck)	0 (tablet)	0.00 (pck)	0.1397	0.70
02.3015.05	Prazosin HCl 2	2134047	18/04/2022	4 (tablet)	100	Pack of 100 tabs	0.04 (pck)	4 (tablet)	0.04 (pck)	0 (tablet)	0.00 (pck)	0.1828	0.73

Figure 3.3-4 Intra Facility Receiving Screen

STEP 5

Insert **Reject Reason**

Note

- Once reason is entered and user click on reject button, confirmation message will be displayed as shown in Figure 3.3-5

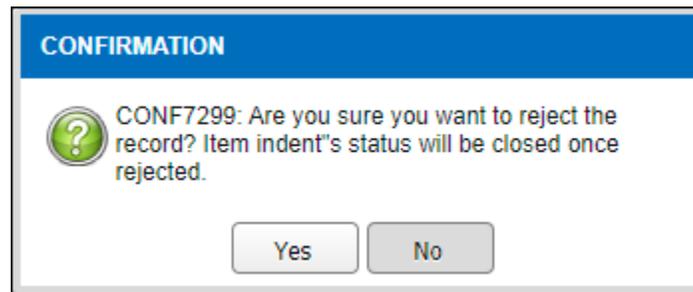


Figure 3.3-5 Alert Message

- Click on button – Alert message will be closed and return to receiving screen. No changes on screen.
- Click on button – Alert message will be closed and return to receiving screen. All field will be disabled.
 - Receiving status will be updated to 'Rejected'.
 - Rejected item status will be updated to 'Closed'.
 - Indent status will be updated to 'Closed' if all items are closed.
- In receiving listing, record will be updated as 'Rejected'

INTRA FACILITY

6
✕

+ INTRA FACILITY RECEIVE ITEMS

Receipt No.	RI21014719	Receive Date/Time	09/06/2021 11:15 AM
Receive Type	Indent	Issue Note No.	I02FBW-0101965
Receiving Unit	DEWAN BERSALIN	Created By	
Note Type	Indent	Indent No.	K21006998
Receive From Unit Name	FARMASI BEKALAN WAD	Status	Rejected
Item Group	DRUG	Item Sub Class	
Amount	57.00	Reject Reason	Wrong supply item
Remarks			
		UOM	<input checked="" type="radio"/> SKU <input type="radio"/> PKU

+ ITEM DETAILS

[1 - 5 / 5]

Item Code	Item Description	Batch No.	Expiry Date	Indent Quantity in SKU	Conversion Factor	Packaging Description	Indent Quantity in PKU	Receive Quantity in SKU	Receive Quantity in PKU	Pending Quantity in SKU	Pending Quantity in PKU	Average Unit Price(RM)	Total Amount(RM)
J01CR01961T1001XX.02	Ampicillin + Sulbactam 375mg Tab	AR4456	28/02/2022	5 (tablet)	100	pack of 100 tablet	0.05 (pck)	5 (tablet)	0.05 (pck)	0 (tablet)	0.00 (pck)	1.6719	8.36
02.0607.04	Digoxin 0.25mg Tab	18D002	30/04/2023	5 (tablet)	240	Pack of 240 tabs (Blister)	0.02 (pck)	5 (tablet)	0.02 (pck)	0 (tablet)	0.00 (pck)	0.1397	0.70
02.3015.05	Prazosin HCl 2 mg Tablet	2134047	18/04/2022	4 (tablet)	100	Pack of 100 tabs (Blister)	0.04 (pck)	4 (tablet)	0.04 (pck)	0 (tablet)	0.00 (pck)	0.1828	0.73

Figure 3.3-6 Intra Facility Receiving Screen

STEP 6

- Click on  button to close.

Note

- At issuer unit, new notification 'Rejected Issue' will be displayed at home screen as shown in Figure 3.3-7

NOTIFICATION

7

Notification Type	Notification No	Title	Date	From Facility/Unit	Attachment
Rejected Issue	NO2000070	Rejected Issue Record - I02FBW-0101965	08/06/2021 12:15 PM	DEWAN BERSALIN	

Figure 3.3-7 Notification

STEP 7

Double click on notification record

Note

Supply status screen will be display as shown in Figure 3.3-8

ISSUE

Online Issue
Offline Issue
Consumption
Stock Replenish
Direct Issue

X

ONLINE ISSUE INFORMATION

Type Of Request Inter Facility Intra Facility

Rejected No.

Indent No.

Facility

Requester Unit Name

Indent Date

Indent By

Item Group

UOM

Indent category

Rejected Date

Rejected By

Unit Name

Supplying Unit

No. of Items

Total Amount (RM)

Indent Status

Approval Status

Reject Reason

ONLINE ISSUE LIST

[1 - 10 / 10]

Drug/Non-Drug Code	Drug/Non-Drug Name	Preferred Item	Packaging description	SKU	Total Amount (RM)	Item Status	Usage & Issue Quantity
J01CR02961T1002XX	Amoxicillin 500 mg Clavulanate 125 mg Tablet	Amoxicillin 500 mg Clavulanate 125 mg Tablet	Pack of 70 tabs (Blister)	tablet	37.47	Closed	0
J01CR01961P4002XX	Ampicillin 1g + Sulbactam 500mg Injection	Ampicillin 1g + Sulbactam 500mg Injection	pack of 10 vial	vial	0.00	Closed	0
J01CR01961T1001XX	Ampicillin + Sulbactam 375mg Tab	Ampicillin Sodium Sulbactam Sodium 375mg tablet	pack of 100 tablet	tablet	6.95	Closed	0
J07AN01000P4001XX	BCG Vaccine Freeze-Dried Inj	BCG Vaccine Freeze-Dried Injection	pack of 100 ampoule	amp	0.00	Closed	0
J01CE01702P4002XX	Benzylpenicillin 5MIU (3g) Injection	Benzylpenicillin 5 Mega Unit (3 g) Injection	pack of 10 vial	vial	9.74	Closed	0
J01CF02520C1002XX	Cloxacillin 500mg Capsule	Cloxacillin 500mg Capsule	box of 100 capsule	capsule	0.00	Closed	0
C01AA05000T1001XX	Digoxin 0.25 mg Tablet	Digoxin 0.25mg Tab	Pack of 240 tabs (Blister)	tablet	0.70	Closed	0
C07AG01110P3001XX	Labelalol HCl 25 mg/5 ml Injection	Labelalol HCl 25 mg/5 ml Injection	pack of 10 ampoule	amp	0.00	Closed	0
C02CA01110T1002XX	Prazosin HCl 2 mg Tablet	Prazosin HCl 2 mg Tablet	Pack of 100 tabs (Blister)	tablet	0.73	Closed	0
B05XA03100P6002g	Sodium Chloride 0.9% 3L Irrigation Soln	Sodium Chloride 0.9% for Irrigation in 3L Bag	bag	bott	0.00	Closed	0

Figure 3.3-8 Supply Status

Note

Record status will be updated as below:

- Record will be removed from 'Issue Screen'.
- For partial issue record, status for the rejected item will be updated to 'Closed'. If all items are closed, indent status will be updated to closed too.
- Partial issue record will be removed from RIQ and updated the status to 'Rejected' if all items are closed.
- 'Rejected' issue record will be displayed in Supply Status screen.



4.0 Acronyms

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

5.0 Links to Inventory Modules

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