



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

User Manual Pharmacy Inventory Receive Item (Intra Facility)

Version	: 13th 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-13th E

Application reference: PhIS & CPS v2.6.1



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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 (Receive Intra Facility) 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

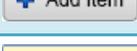
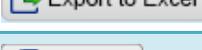
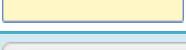
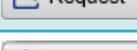
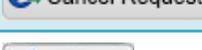
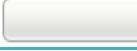
1.3 Organised Sections

These are the sections within this document:

- Section 1 : Introduction
- Section 2 : Application Standard Features
- Section 3 : Receive Intra Facility
- 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

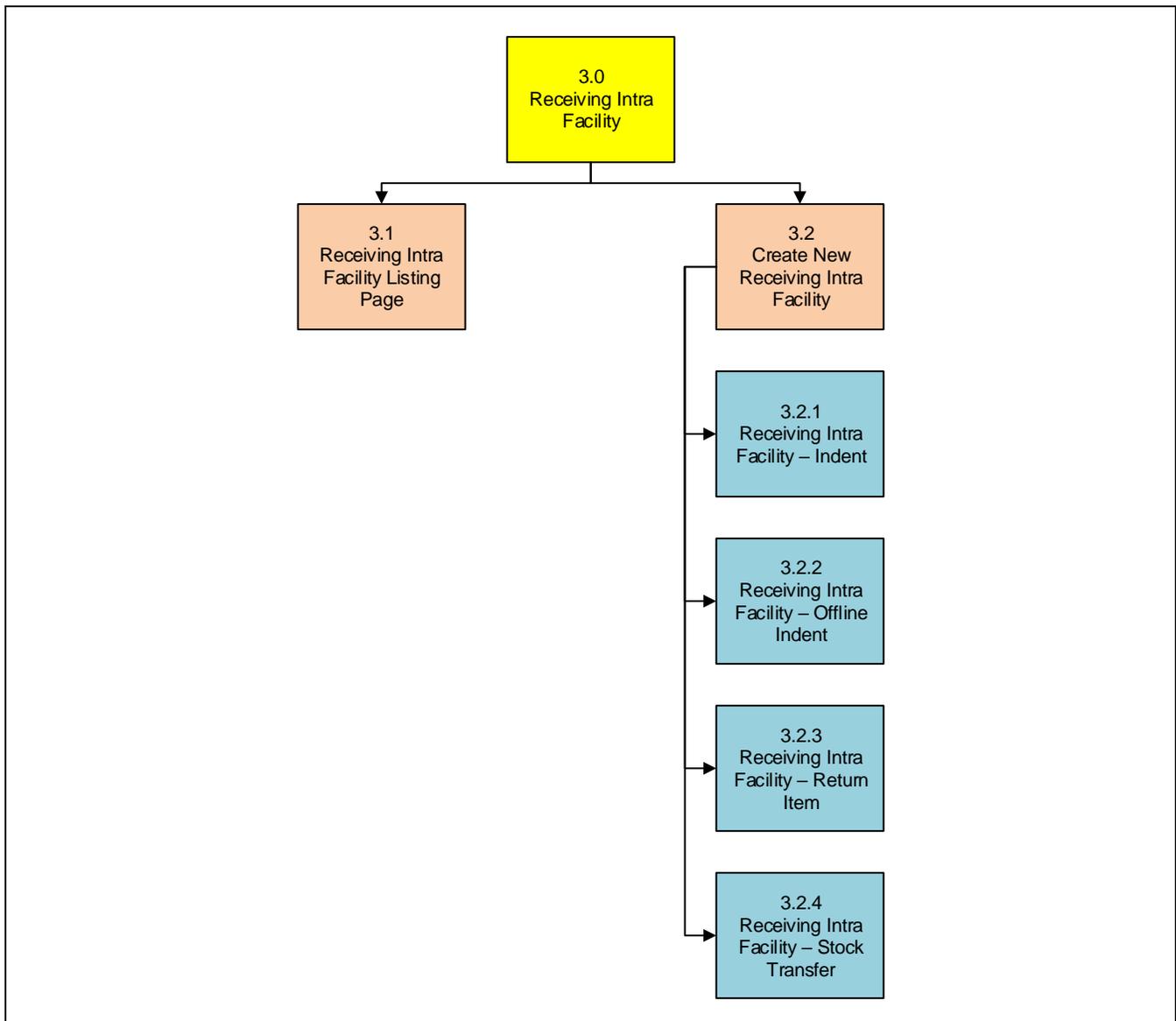


Figure 3.0-1

3.1 Receive Item Intra Facility Listing Page

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

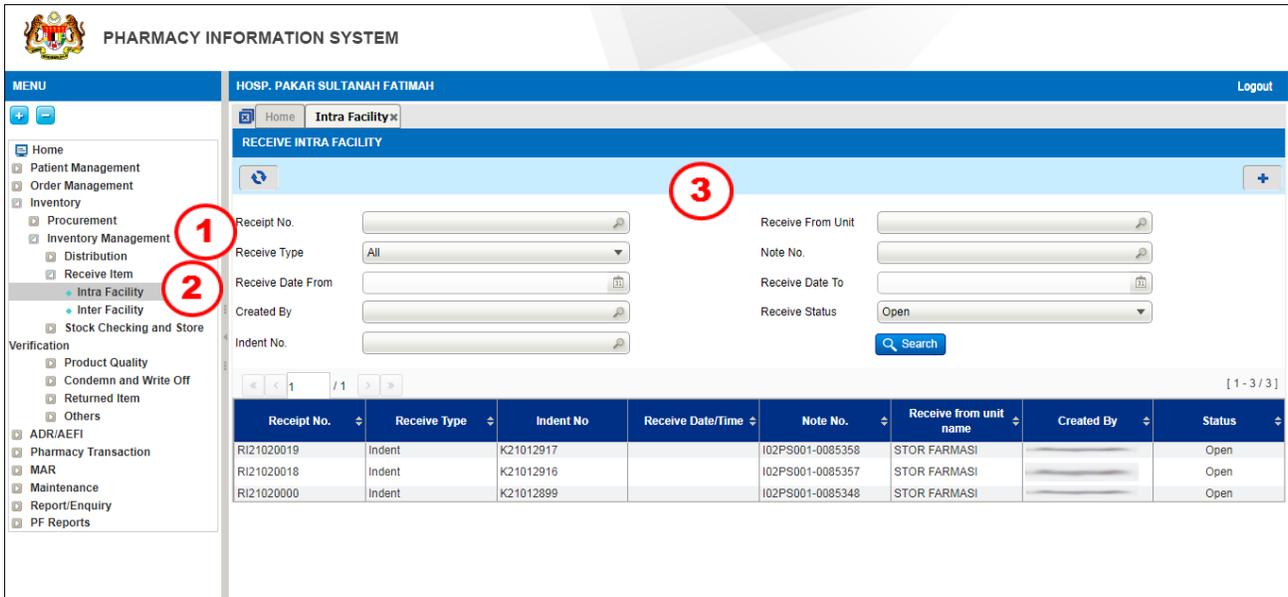


Figure 3.1-1 Receive Intra Facility Listing Page

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

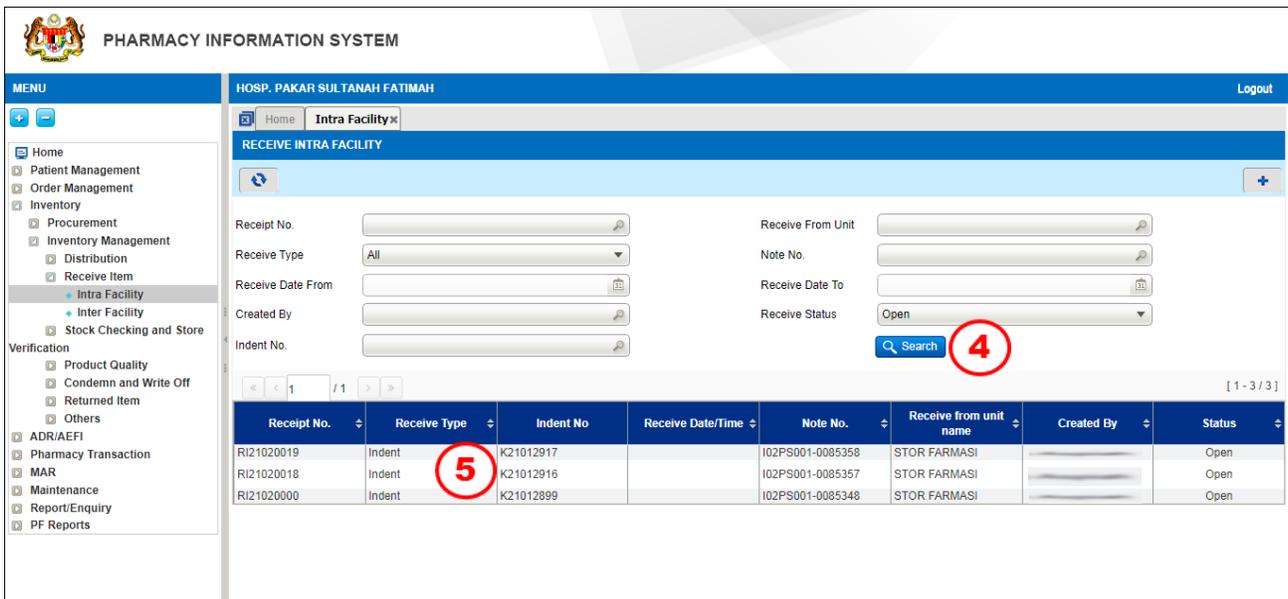
STEP 3

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: <ul style="list-style-type: none"> - 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
h	Receive Status	Search by: - All - Cancelled - Close - Open - Pending for Approval - Rejected	Able to filter and search record(s)
i	Indent No.	Search by Indent No.	Able to filter and search record(s)

Table 3.1.1



PHARMACY INFORMATION SYSTEM

HOSP. PAKAR SULTANAH FATIMAH

Logout

Home Intra Facility x

RECEIVE INTRA FACILITY

Receipt No. Receive From Unit

Receive Type Note No.

Receive Date From Receive Date To

Created By Receive Status

Indent No. **4**

[1 - 3 / 3]

Receipt No.	Receive Type	Indent No.	Receive Date/Time	Note No.	Receive from unit name	Created By	Status
RI21020019	Indent	K21012917		I02PS001-0085358	STOR FARMASI		Open
RI21020018	Indent	K21012916		I02PS001-0085357	STOR FARMASI		Open
RI21020000	Indent	K21012899		I02PS001-0085348	STOR FARMASI		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

Confirm
X

+ INTRA FACILITY RECEIVE ITEMS

Receipt No. RI21020019

Receive Type Indent *

Receiving Unit FARMASI BEKALAN WAD

Note Type Indent

Receive From Unit Name STOR FARMASI

Item Group DRUG *

Amount (RM) 506.98

Remarks

Receive Date/Time 17/08/2022 3:32 PM

Issue Note No. I02PS001-0085358 *

Created By

Indent No. K21012917

Status Open

Item Sub Class

Reject Reason *

UOM SKU 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)
02.0004.07	Allopurinol 300 mg Tablet	FE008	31/05/2024	1,100 (tablet)	1000	pack of 1000 tablet	1.10 (pck)	1,000 (tablet)	1.00 (pck)	100 (tablet)	0.10 (pck)	0.1404	140.40
02.0416.05	Cinnarizine 25mg Tab	20F23	30/06/2023	500 (tablet)	100	Pack of 100 tabs (Blister)	5.00 (pck)	500 (tablet)	5.00 (pck)	0 (tablet)	0.00 (pck)	0.0580	29.00
02.0007.03	Atenolol 100mg Tab	5018603	29/02/2024	600 (tablet)	100	Pack of 100 tabs (Blister)	6.00 (pck)	600 (tablet)	6.00 (pck)	0 (tablet)	0.00 (pck)	0.1728	103.68
07.0018.02	Acyclovir 200mg Tab	5019876	31/07/2024	125 (tablet)	25	Pack of 25 tabs (Blister)	5.00 (pck)	125 (tablet)	5.00 (pck)	0 (tablet)	0.00 (pck)	0.6960	87.00
A06AB02000T1001XX.02	Bisacodyl 5 mg Tablet	V31366	28/02/2026	450 (tablet)	1050	pack of 1050 tablet	0.43 (pck)	1,050 (tablet)	1.00 (pck)	0 (tablet)	0.00 (pck)	0.1399	146.90

+ PENDING ITEMS

[1 - 1 / 1]

Drug/Non Drug Description	Drug/Non Drug Code	Conversion Factor	Indent Quantity in SKU	Supply Quantity (SKU)	Pending Quantity (SKU)
Allopurinol 300 mg Tablet	M04AA01000T1001XX	1.0	1100	1000	100

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)*

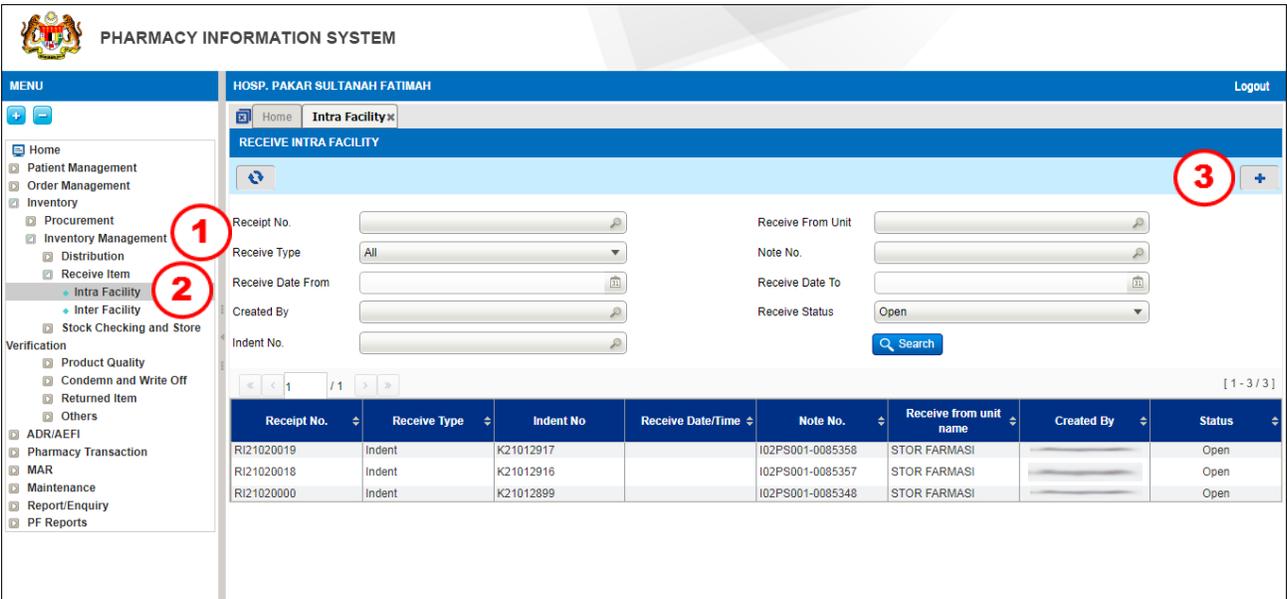
- *Pending List table shows all item which already indent but not issue out by issuer facility*
 - *Pending List is only displayed with Drug Status that is Partially Supply or Open*
 - *When all drug in the Indent is already supplied, Pending List table will not show anything*
 - *Only applicable when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

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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 Facility

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

Indent No.

[1 - 3 / 3]

Receipt No.	Receive Type	Indent No.	Receive Date/Time	Note No.	Receive from unit name	Created By	Status
RI21020019	Indent	K21012917		I02PS001-0085358	STOR FARMASI		Open
RI21020018	Indent	K21012916		I02PS001-0085357	STOR FARMASI		Open
RI21020000	Indent	K21012899		I02PS001-0085348	STOR FARMASI		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

<< 1 / 1 >>													
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

<< 1 / 1 >>					
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

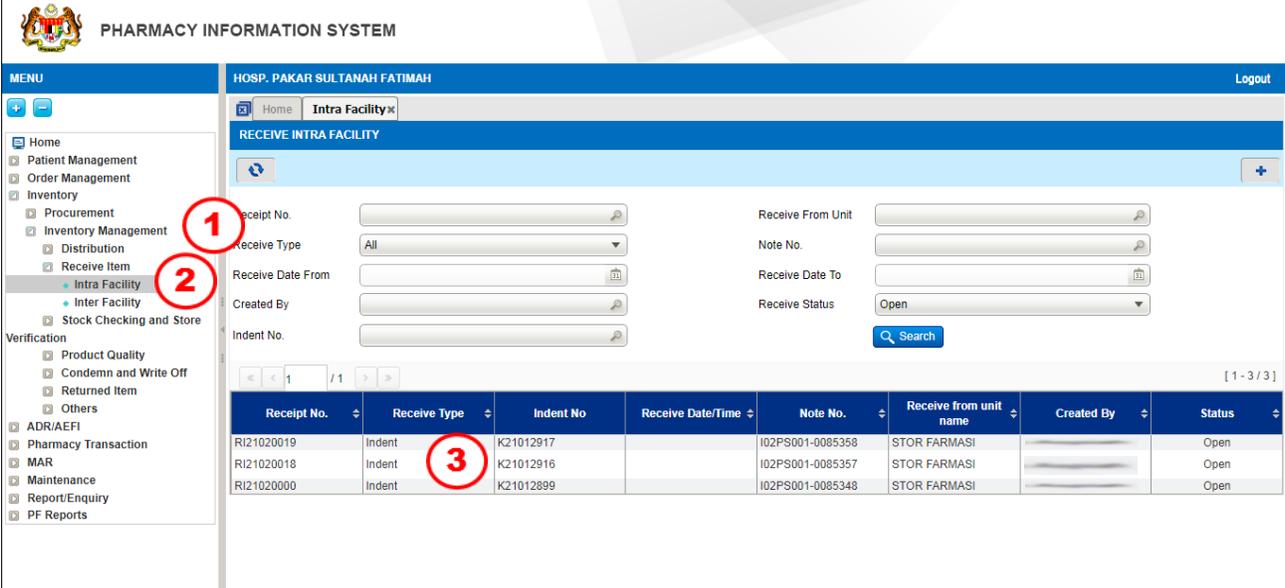
There are 4 types of receiving which are:

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

3.2.1 Receive Item Intra 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 displays the 'RECEIVE INTRA FACILITY' screen in the Pharmacy Information System. The interface includes a menu on the left, a header with 'HOSP. PAKAR SULTANAH FATIMAH', and a main content area with search filters and a table of records. Red circles highlight the 'Inventory' menu, 'Intra Facility' sub-menu, and the 'Indent' column in the table.

Receipt No.	Receive Type	Indent No	Receive Date/Time	Note No.	Receive from unit name	Created By	Status
RI21020019	Indent	K21012917		I02PS001-0085358	STOR FARMASI		Open
RI21020018	Indent	K21012916		I02PS001-0085357	STOR FARMASI		Open
RI21020000	Indent	K21012899		I02PS001-0085348	STOR FARMASI		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.	RI21020019	Receive Date/Time	17/08/2022 3:32 PM
Receive Type	Indent	Issue Note No.	I02PS001-0085358
Receiving Unit	FARMASI BEKALAN WAD	Created By	
Note Type	Indent	Indent No.	K21012917
Receive From Unit Name	STOR FARMASI	Status	Open
Item Group	DRUG	Item Sub Class	
Amount (RM)	506.98	Reject Reason	
Remarks			
		UOM	<input checked="" 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)
02.0004.07	Allopurinol 300 mg Tablet	FE008	31/05/2024	1,100 (tablet)	1000	pack of 1000 tablet	1.10 (pck)	1,000 (tablet)	1.00 (pck)	100 (tablet)	0.10 (pck)	0.1404	140.40
02.0416.05	Cinnarizine 25mg Tab	20F23	30/06/2023	500 (tablet)	100	Pack of 100 tabs (Blister)	5.00 (pck)	500 (tablet)	5.00 (pck)	0 (tablet)	0.00 (pck)	0.0580	29.00
02.0007.03	Atenolol 100mg Tab	5018603	29/02/2024	600 (tablet)	100	Pack of 100 tabs (Blister)	6.00 (pck)	600 (tablet)	6.00 (pck)	0 (tablet)	0.00 (pck)	0.1728	103.68
07.0018.02	Acyclovir 200mg Tab	5019876	31/07/2024	125 (tablet)	25	Pack of 25 tabs (Blister)	5.00 (pck)	125 (tablet)	5.00 (pck)	0 (tablet)	0.00 (pck)	0.6960	87.00
A06AB02000T1001XX.02	Bisacodyl 5 mg Tablet	V31366	28/02/2026	450 (tablet)	1050	pack of 1050 tablet	0.43 (pck)	1,050 (tablet)	1.00 (pck)	0 (tablet)	0.00 (pck)	0.1399	146.90

+ PENDING ITEMS

Drug/Non Drug Description	Drug/Non Drug Code	Conversion Factor	Indent Quantity in SKU	Supply Quantity (SKU)	Pending Quantity (SKU)
Allopurinol 300 mg Tablet	M04AA01000T1001XX	1.0	1100	1000	100

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.

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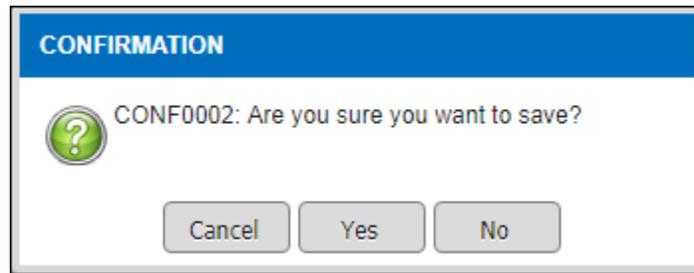


Figure 3.2.1.1-3 Alert Message

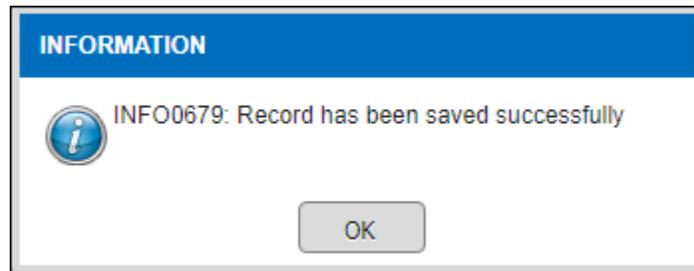


Figure 3.2.1.1-4 Alert Message

- **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.	RI21020019	Receive Date/Time	17/08/2022 3:47 PM
Receive Type	Indent	Issue Note No.	I02PS001-0085358
Receiving Unit	FARMASI BEKALAN WAD	Created By	
Note Type	Indent	Indent No.	K21012917
Receive From Unit Name	STOR FARMASI	Status	Close
Item Group	DRUG	Item Sub Class	
Amount (RM)	506.98	Reject Reason	
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)
02.0004.07	Allopurinol 300 mg Tablet	FE008	31/05/2024	1,100 (tablet)	1000	pack of 1000 tablet	1.10 (pck)	1,000 (tablet)	1.00 (pck)	100 (tablet)	0.10 (pck)	0.1404	140.40
02.0416.05	Cinnarizine 25mg Tab	20F23	30/06/2023	500 (tablet)	100	Pack of 100 tabs (Blister)	5.00 (pck)	500 (tablet)	5.00 (pck)	0 (tablet)	0.00 (pck)	0.0580	29.00
02.0007.03	Atenolol 100mg Tab	5018603	29/02/2024	600 (tablet)	100	Pack of 100 tabs (Blister)	6.00 (pck)	600 (tablet)	6.00 (pck)	0 (tablet)	0.00 (pck)	0.1728	103.68
07.0018.02	Acyclovir 200mg Tab	5019876	31/07/2024	125 (tablet)	25	Pack of 25 tabs (Blister)	5.00 (pck)	125 (tablet)	5.00 (pck)	0 (tablet)	0.00 (pck)	0.6960	87.00
A06AB02000T100 1XX.02	Bisacodyl 5 mg Tablet	V31366	28/02/2026	450 (tablet)	1050	pack of 1050 tablet	0.43 (pck)	1,050 (tablet)	1.00 (pck)	0 (tablet)	0.00 (pck)	0.1399	146.90

+ PENDING ITEMS

[1 - 1 / 1]

Drug/Non Drug Description	Drug/Non Drug Code	Conversion Factor	Indent Quantity in SKU	Supply Quantity (SKU)	Pending Quantity (SKU)
Allopurinol 300 mg Tablet	M04AA01000T1001XX	1.0	1100	1000	100

Figure 3.2.1.1-5 Intra Facility Receive Items – Issue Note

Note

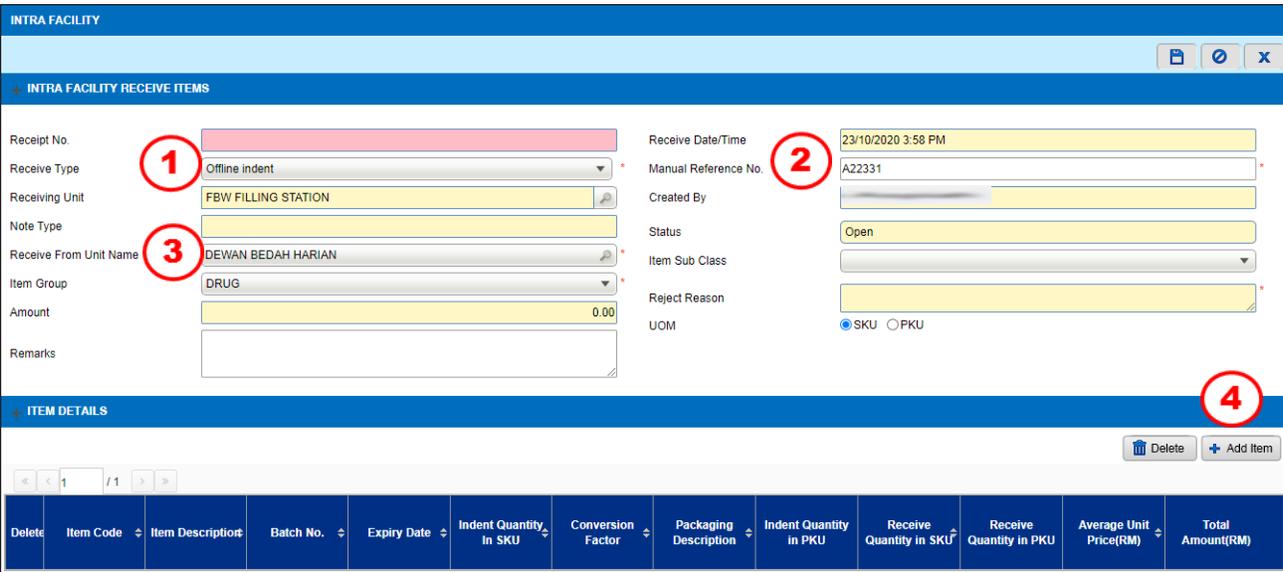
- Once record has been saved successfully system will have displayed in Figure 3.2.1.1-5.
- Click on  button to close the transaction
- The new **Status** will be 'close'

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3.2.1.2 Offline Indent

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



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)

Figure 3.2.1.2-1 Intra Facility Receive Items – Offline Indent

STEP 1

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

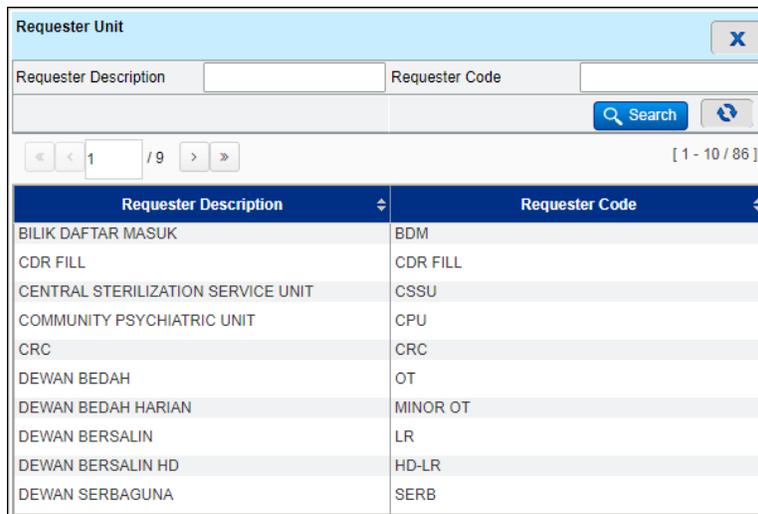
- Indent
- Offline Indent
- Return Item
- Stock Transfer

STEP 2

Enter **Manual References No.**

STEP 3

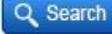
Click on the **Receive From Unit Name**  button and Search Receive From Unit Name window will be displayed as Figure 3.2.1.2-2



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

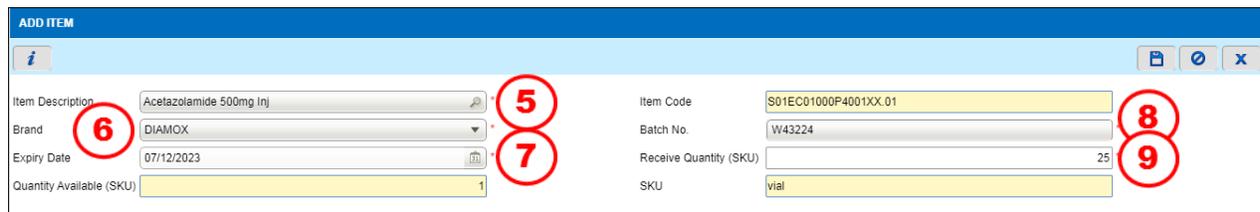
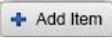


Figure 3.2.1.2-3 Add Item

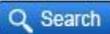
STEP 4

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		
		Search	Refresh
1 / 154		[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.

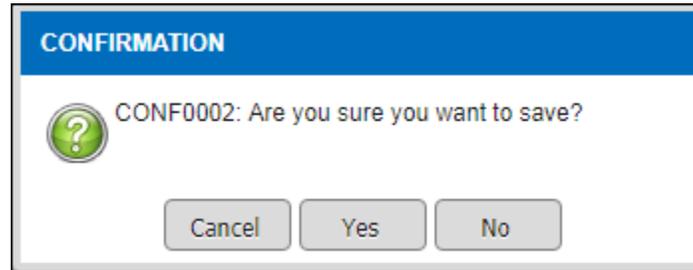


Figure 3.2.1.2-6 Alert Message

INTRA FACILITY

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+ INTRA FACILITY RECEIVE ITEMS

Receipt No. <input type="text"/> 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="Open"/> Item Sub Class: <input type="text"/> Reject Reason: <input 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.

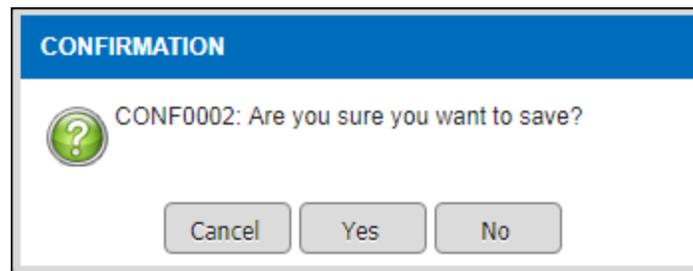


Figure 3.2.1.2-8 Alert Message

- 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.

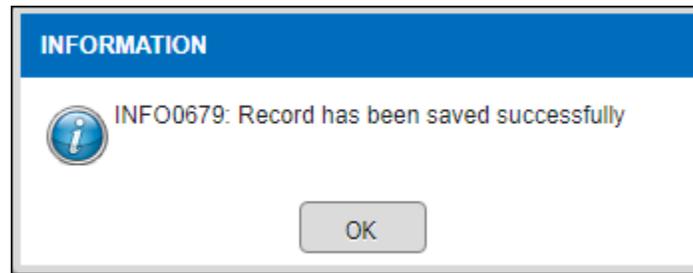


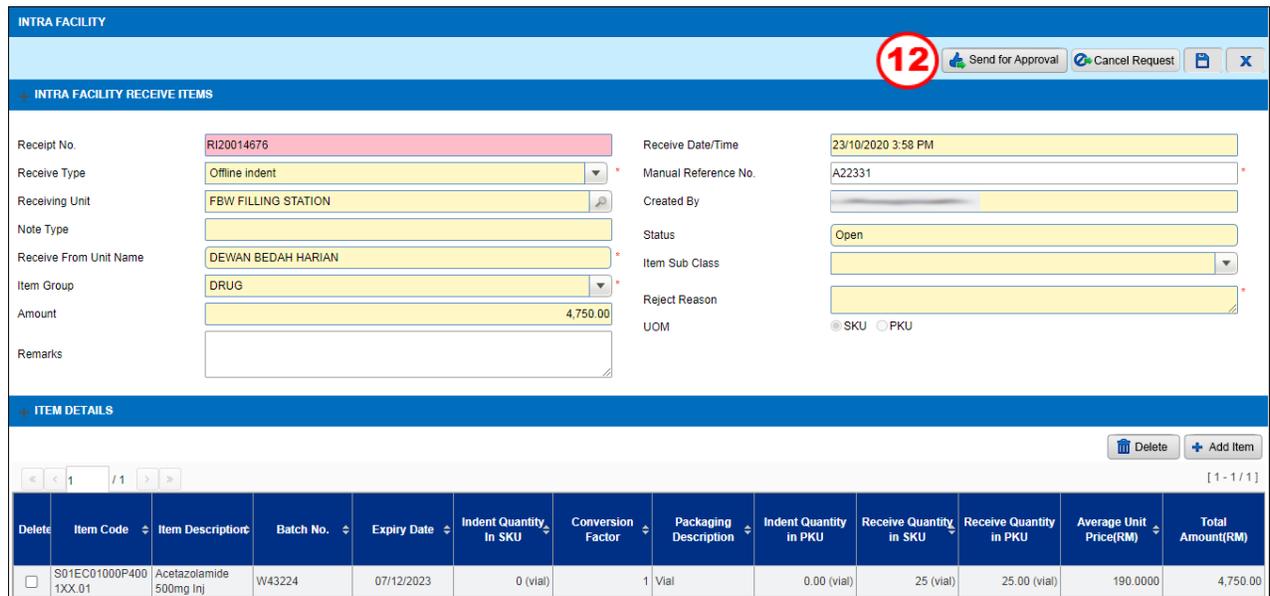
Figure 3.2.1.2-9 Alert Message

- *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 remain as open.*



INTRA FACILITY RECEIVE ITEMS

Receipt No. Receive Date/Time
 Receive Type * Manual Reference No. *
 Receiving Unit Created By
 Note Type Status
 Receive From Unit Name * Item Sub Class
 Item Group * Reject Reason
 Amount 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.

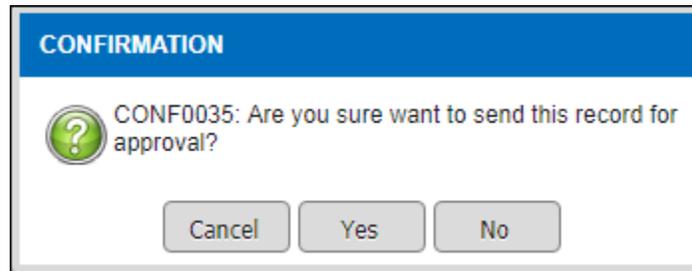


Figure 3.2.1.2-11 Alert Message

- 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.

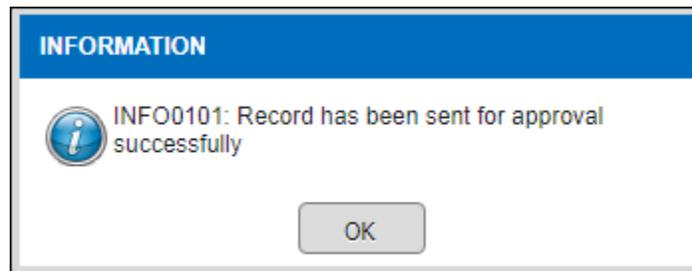


Figure 3.2.1.2-12 Alert Message

- Status will change to pending approval.

INTRA FACILITY

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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.

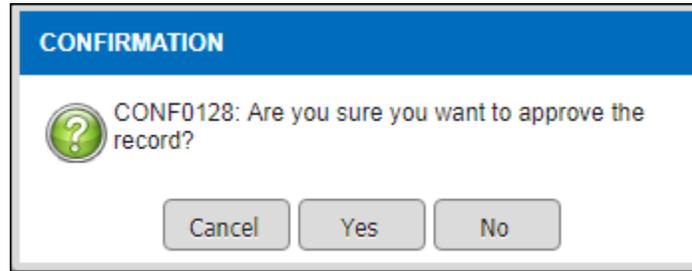


Figure 3.2.1.2-14 Alert Message

- 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.

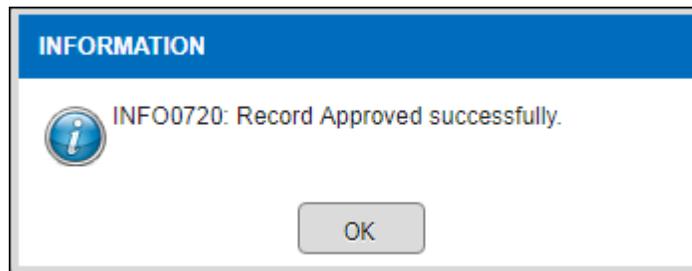


Figure 3.2.1-15 Alert Message

- 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

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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:

Receipt No.	Receive Type	Indent No.	Receive Date/Time	Note No.	Receive from unit name	Created By	Status
RI22020037	Return Item			RT22000044	FARMASI BEKALAN WAD		Open
RI20018624	Return Item			RT20000043	FBW FILLING STATION		Open
RI20018612	Return Item	-		RT20000042	FARMASI BEKALAN WAD		Open
RI18084772	Return Item	-		RT18000021	WAD 8		Open
RI18081086	Return Item	-		RT18000013	WAD 17 (PAED)		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.

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)
02.0004.06	Allopurinol 300mg Tab	5014849	30/04/2023	100 (tablet)	100	Pack of 100 tabs (Blister)	1.00 (pck)	100 (tablet)	1.00 (pck)	0.1400	14.00

Figure 3.2.1.3-2 Intra Facility Receiving Item – Return Item

STEP 4

Click on the  button to save the transaction

Note

- System will display an alert message as displayed in Figure 3.2.1.3-3.

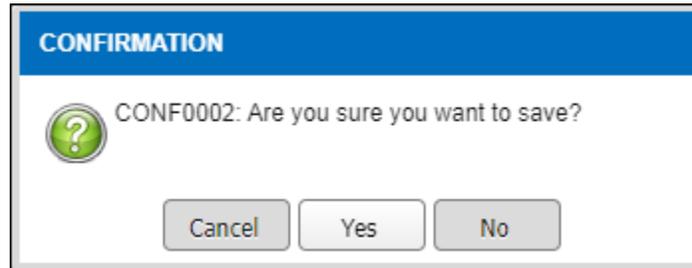


Figure 3.2.1.3-3 Alert Message

- Message Information as Figure 3.2.1.3-4 will be displayed once user click on the 'Yes' button in Figure 3.2.1.3-3.

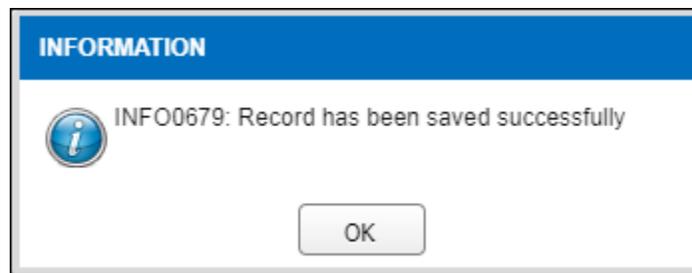


Figure 3.2.1.3-4 Alert Message

- Status will change to close.

INTRA FACILITY
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Goods Receive Note X

+ INTRA FACILITY RECEIVE ITEMS

<p>Receipt No. <input type="text" value="RI22020037"/></p> <p>Receive Type <input type="text" value="Return Item"/></p> <p>Receiving Unit <input type="text" value="STOR FARMASI"/></p> <p>Note Type <input type="text" value="Return Item"/></p> <p>Receive From Unit Name <input type="text" value="FARMASI BEKALAN WAD"/></p> <p>Item Group <input type="text" value="DRUG"/></p> <p>Amount (RM) <input type="text" value="14.00"/></p> <p>Remarks <input type="text"/></p>	<p>Receive Date/Time <input type="text" value="18/08/2022 11:21 AM"/></p> <p>Return Note No. <input type="text" value="RT22000044"/></p> <p>Created By <input type="text"/></p> <p>Status <input type="text" value="Close"/></p> <p>Item Sub Class <input type="text"/></p> <p>Return Reason <input type="text" value="Other"/></p> <p>Reject Reason <input type="text"/></p> <p>UOM <input checked="" type="radio"/> SKU <input type="radio"/> PKU</p>
--	---

+ 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)
02.0004.06	Allopurinol 300mg Tab	5014849	30/04/2023	100 (tablet)	100	Pack of 100 tabs (Blister)	1.00 (pck)	100 (tablet)	1.00 (pck)	0.1400	14.00

Figure 3.2.1.3-5 Intra Facility Receiving Item – Return Item

**STEP 5**

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



KEMENTERIAN KESIHATAN MALAYSIA
Hosp. Pakar Sultanah Fatimah
GOODS RECEIVED NOTE

RECEIVING UNIT : STOR FARMASI

RECEIPT NO. : RI22020037 **RECEIVE TYPE** : Return Item **DATE CREATED** : 18/08/2022

RECEIVE FROM UNIT NAME : FARMASI BEKALAN WAD **ISSUE NOTE NO.** : RT22000044 **RECEIVE DATE** : 18/08/2022

NO	ITEM CODE	ITEM DESCRIPTION	BATCH NO	EXPIRY DATE	RECEIVE QUANTITY	SKU	UNIT PRICE(RM)	AMOUNT(RM)
1	02.0004.06	Allopurinol 300mg Tab	5014849	30/04/2023	100	tablet	0.1400	14.00
TOTAL :								14.00

DISEDIAKAN OLEH :

.....
 (Tandatangan Pegawai Stor)

Nama : _____

Jawatan : Pembantu Tadbir

Jabatan : Administration

Tarikh : 18/08/2022

Printed Date : 18/08/2022

Printed By : _____

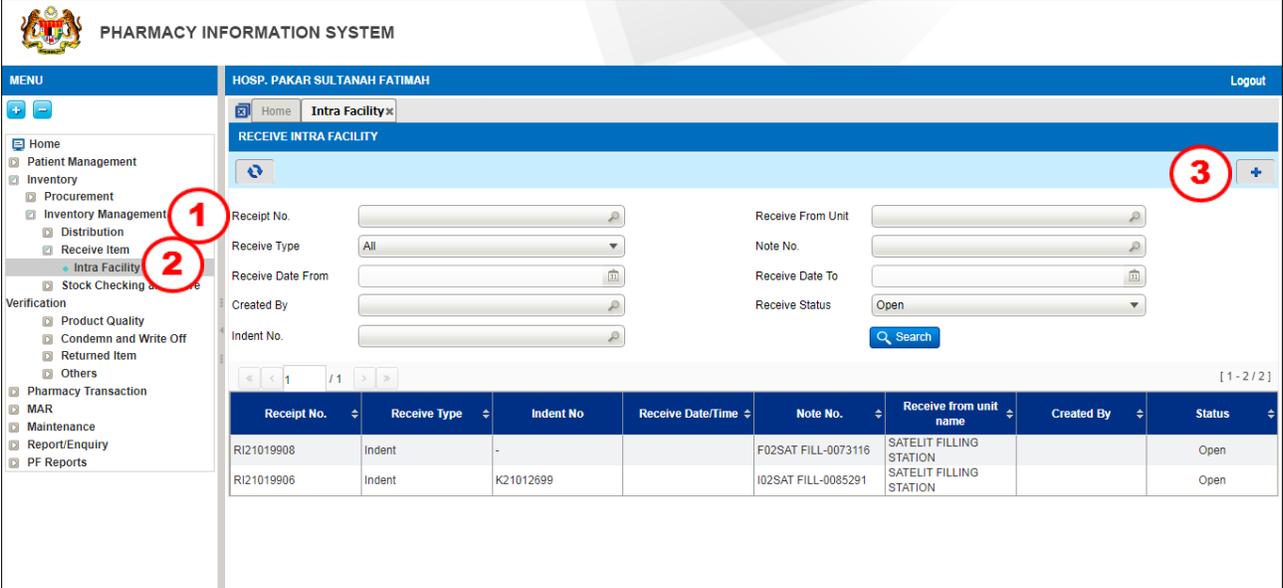
Unit Name : STOR FARMASI

Source : PhIS
Page 1 of 1

Figure 3.2.1.3-6 Good Receive 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

HOSP. PAKAR SULTANAH FATIMAH Logout

Home Intra Facility

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

Indent No.

Search

[1 - 2 / 2]

Receipt No.	Receive Type	Indent No.	Receive Date/Time	Note No.	Receive from unit name	Created By	Status
RI21019908	Indent	-		F02SAT FILL-0073116	SATELIT FILLING STATION		Open
RI21019906	Indent	K21012699		I02SAT FILL-0085291	SATELIT FILLING STATION		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)
D04AX0000L8001XX.01	Calamine Lotion	Z4433222	14/11/2024	2 (ml)	60	bottle of 60 millilitre	0.03 (bott)	2 (ml)	0.03 (bott)	0.0526	0.11

Figure 3.2.1.4-2 Intra Facility Receiving Item – Stock Transfer

STEP 4

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

- Indent
- Offline Indent
- 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
N01W11-0000519	WAD 5	WAD 11	18/08/2022 12:01:07 PM

Figure 3.2.1.4-3 Search Transfer Note No.

INTRA FACILITY

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INTRA FACILITY RECEIVE ITEMS

Receipt No. <input style="width: 90%;" type="text"/>	Receive Date/Time <input style="width: 90%;" type="text" value="18/08/2022 12:29 PM"/>
Receive Type <input style="width: 90%;" type="text" value="Stock Transfer"/>	Transfer Note No. <input style="width: 90%;" type="text" value="N01W11-0000519"/>
Receiving Unit <input style="width: 90%;" type="text" value="WAD 11"/>	Created By <input style="width: 90%;" type="text"/>
Note Type <input style="width: 90%;" type="text" value="Stock Transfer"/>	Status <input style="width: 90%;" type="text" value="Open"/>
Receive From Unit Name <input style="width: 90%;" type="text" value="WAD 5"/>	Item Sub Class <input style="width: 90%;" type="text"/>
Item Group <input style="width: 90%;" type="text" value="DRUG"/>	Reject Reason <input style="width: 90%;" type="text"/>
Amount (RM) <input style="width: 90%;" type="text" value="0.00"/>	UOM <input checked="" type="radio"/> SKU <input type="radio"/> PKU
Remarks <input style="width: 90%; height: 20px;" type="text"/>	

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)
D04AX00000L8001XX.01	Calamine Lotion	Z4433222	14/11/2024	2 (ml)	60	bottle of 60 millilitre	0.03 (bott)	2 (ml)	0.03 (bott)	0.0526	0.11

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.

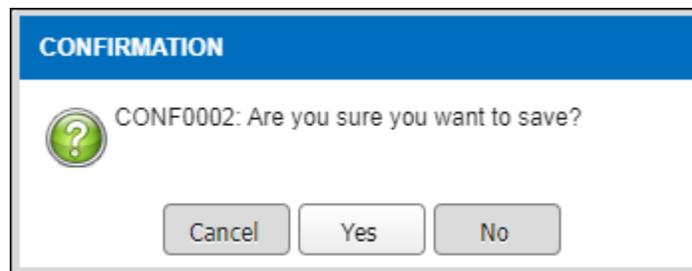


Figure 3.2.1.4-5 Alert Message

- 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.

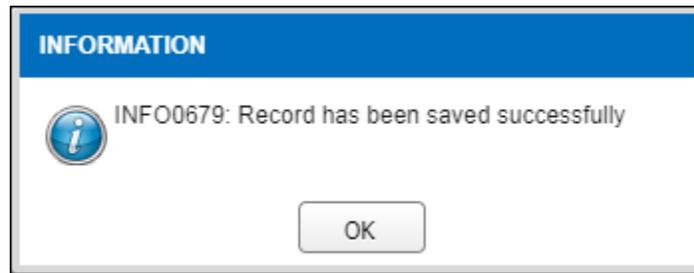


Figure 3.2.1.4-6 Alert Message

- **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.

INTRA FACILITY

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INTRA FACILITY RECEIVE ITEMS

Receipt No. Receive Date/Time

Receive Type Transfer Note No.

Receiving Unit Created By

Note Type Status

Receive From Unit Name Item Sub Class

Item Group Reject Reason

Amount (RM) UOM SKU PKU

Remarks

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)
D04AX00000L800 1XX.01	Calamine Lotion	Z4433222	14/11/2024	2 (ml)	60	bottle of 60 millilitre	0.03 (bott)	2 (ml)	0.03 (bott)	0.0526	0.11

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

Hosp. Pakar Sultanah Fatimah

GOODS RECEIVED NOTE

RECEIVING UNIT : WAD 11

RECEIPT NO. : RI22020040

RECEIVE FROM UNIT NAME : WAD 5

RECEIVE TYPE : Stock Transfer

DATE CREATED : 18/08/2022

ISSUE NOTE NO. : N01W11-0000519

RECEIVE DATE : 18/08/2022

NO	ITEM CODE	ITEM DESCRIPTION	BATCH NO	EXPIRY DATE	RECEIVE QUANTITY	SKU	UNIT PRICE(RM)	AMOUNT(RM)
1	D04AX00000L8001XX.01	Calamine Lotion	Z4433222	14/11/2024	2 ml		0.0526	0.11
TOTAL :								0.11

DISEDIAKAN OLEH :

(Tandatangan Pegawai Stor)

Nama :
Jawatan : Ketua Jururawat
Jabatan : General Medicine
Tarikh : 18/08/2022

Printed Date : 18/08/2022

Printed By :

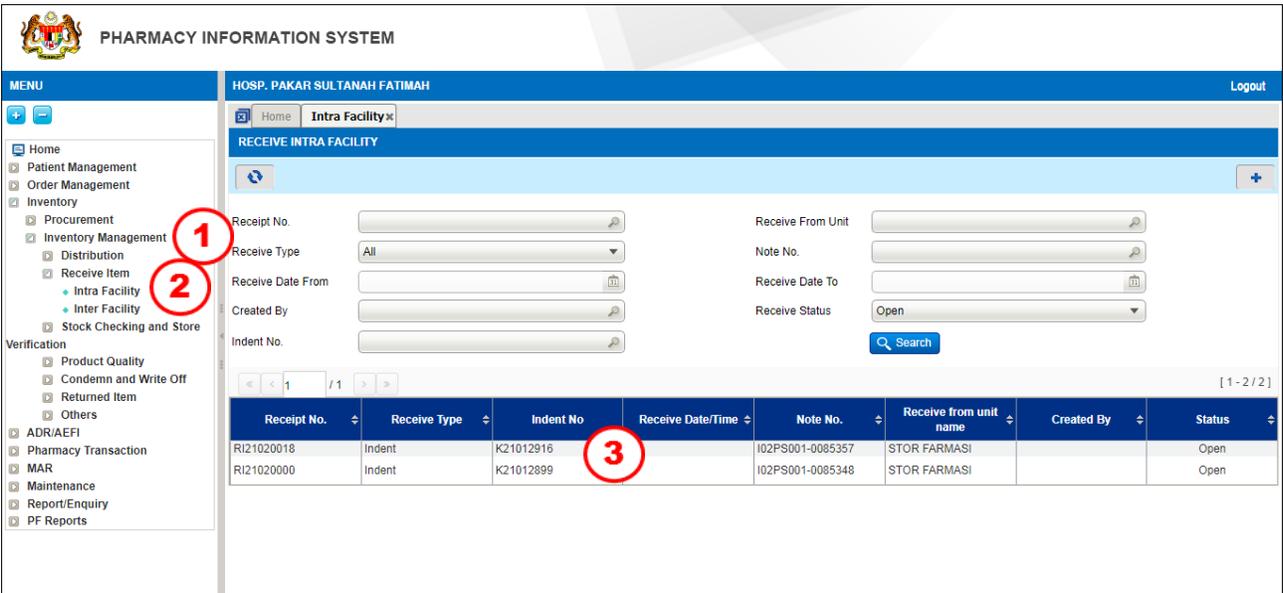
Unit Name : WAD 11

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

HOSP. PAKAR SULTANAH FATIMAH Logout

Home Intra Facility

RECEIVE INTRA FACILITY

Receipt No. Receive From Unit

Receive Type Note No.

Receive Date From Receive Date To

Created By Receive Status

Indent No.

[1 - 2 / 2]

Receipt No.	Receive Type	Indent No.	Receive Date/Time	Note No.	Receive from unit name	Created By	Status
R121020018	Indent	K21012916		I02PS001-0085357	STOR FARMASI		Open
R121020000	Indent	K21012899		I02PS001-0085348	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	Benzylicillin 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.

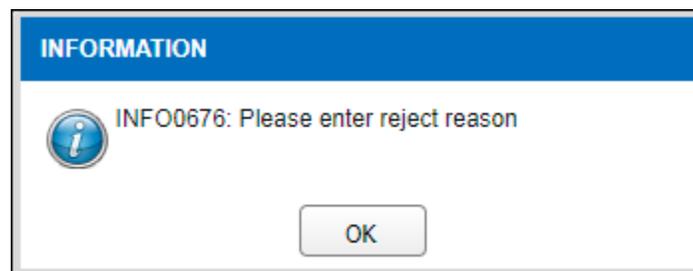


Figure 3.3-3 Alert Message

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"/>
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"/>
Amount <input type="text" value="57.00"/>	Reject Reason <input type="text" value="5"/>
Remarks <input type="text"/>	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

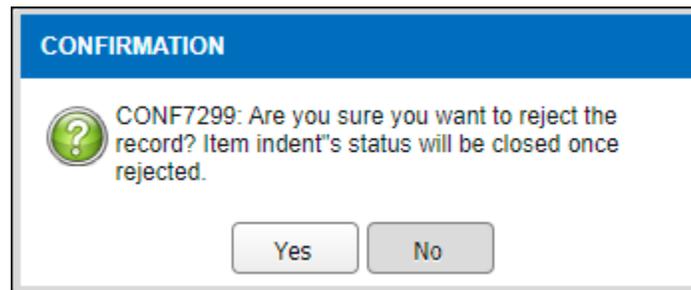


Figure 3.3-5 Alert Message

- 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			

+ 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: <input type="radio"/> Inter Facility <input checked="" type="radio"/> Intra Facility Rejected No.: <input type="text" value="I02FBW-0101965"/> Indent No.: <input type="text" value="K21006998"/> Facility: <input type="text"/> Requester Unit Name: <input type="text" value="DEWAN BERSALIN"/> Indent Date: <input type="text" value="08/06/2021 3:43:37 PM"/> Indent By: <input type="text"/> Item Group: <input type="text" value="DRUG"/> UOM: <input type="text" value="SKU"/> Indent category: <input type="text"/>	Rejected Date: <input type="text" value="08/06/2021"/> Rejected By: <input type="text"/> Unit Name: <input type="text" value="FARMASI BEKALAN WAD"/> Supplying Unit: <input type="text" value="FARMASI BEKALAN WAD"/> No. of Items: <input type="text" value="10"/> Total Amount (RM): <input type="text" value="55.59"/> Indent Status: <input type="text" value="Closed"/> Approval Status: <input type="text" value="Rejected"/> Reject Reason: <input type="text"/>
---	---

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	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