



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

User Manual Pharmacy Inventory Request Order

Version	: 12th Edition
Document ID	: U.MANUAL_INV_REQUEST ORDER



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Reference ID : U.MANUAL_INV_REQUEST ORDER-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 - Request Order 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:

- Approved Special Drug
- Requisition Order (Non Standard)
- Purchase Order
- Change from Non Standard Item to Standard Item

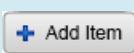
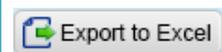
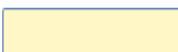
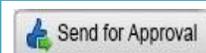
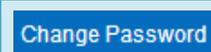
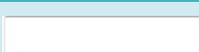
1.3 Organised Sections

These are the sections within this document:

- Section 1 : Introduction
- Section 2 : Application Standard Features
- Section 3 : Request Order
- Section 4 : Acronyms

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



Module Legend			
KEW.PS-10	View/Print KEW.PS-10	Good Receive Note	View/Print Goods Received Note

Note

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



3.0 By Request Order

Overview

For the procurement of Non Standard Item can be done by the user at the main store, they need to receive request from the requester unit(s).

Procurement for Non Standard Items allows the user to purchase items that are not kept in store. Non-standard items consist of formulary items and consumable items. It can be KPK item and also new item at the facility level. Non standards item can be divided into:

- Special Drug (required KPK Approval)
- Requisition Order (New item & existing item)

For user to change from Non-standard items to Standard Item, request has to be performed using the system, once approved, the standard status if the item will be automatically changed in the system.

User Group

This module is intended for storekeeper and pharmacists at the Pharmacy Store, Pharmacist and Assistant Pharmacist at the Sub Store; Sister and Nurse at the unit/ward (subject to user assign by the facility).

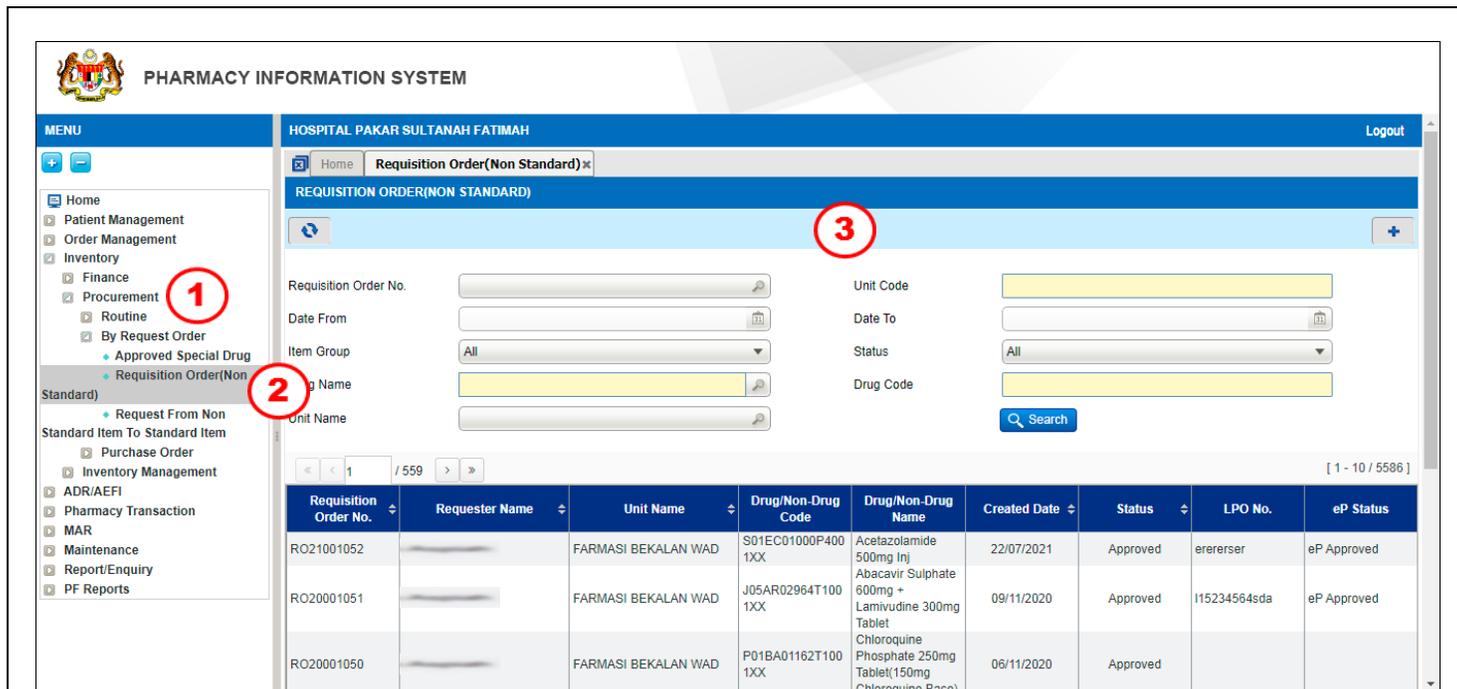
Functional Diagram

3.1 Requisition Order (Non Standard)

Verified Requisition Order (Non Standard) received from the sub store has to be approved by the Pharmacist at the main store before it can be proceeds to Purchase Order transaction.

3.1.1 View Existing Requisition Order (Non Standard) record(s)

To view existing Requisition Order (Non Standard) record(s), perform the steps below:



PHARMACY INFORMATION SYSTEM

HOSPITAL PAKAR SULTANAH FATIMAH

Logout

Home Requisition Order(Non Standard) x

REQUISITION ORDER(NON STANDARD)

Requisition Order No. Unit Code

Date From Date To

Item Group Status

Requesting Name Drug Code

Unit Name

Search

[1 - 10 / 5586]

Requisition Order No.	Requester Name	Unit Name	Drug/Non-Drug Code	Drug/Non-Drug Name	Created Date	Status	LPO No.	eP Status
RO21001052		FARMASI BEKALAN WAD	S01EC01000P400 1XX	Acetazolamide 500mg Inj	22/07/2021	Approved	ererersers	eP Approved
RO20001051		FARMASI BEKALAN WAD	J05AR02964T100 1XX	Abacavir Sulphate 600mg + Lamivudine 300mg Tablet	09/11/2020	Approved	I15234564sda	eP Approved
RO20001050		FARMASI BEKALAN WAD	P01BA01162T100 1XX	Chloroquine Phosphate 250mg Tablet(150mg Chloroquine Base)	06/11/2020	Approved		

Figure 3.1.1-1 Requisition Order (Non Standard) Listing Page

STEP 1

Click on 'Inventory' menu and click on 'Procurement' sub menu

STEP 2

Click on '**By Request Order**' and follow by click on '**Requisition Order (Non Standard)**'

STEP 3

To search for existing Requisition Order (Non Standard) transaction, user may search by criteria as follow:

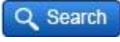
No	Field	Description	Remark
a	Requisition Order No.	Filter and search for record by entering Requisition Order No.	Filter and search existing records based on Requisition Order No.
b	Unit Code	Unit Code	This is auto populated value on selection of Unit Name
c	Date From	Select start date from the calendar	Filter and search existing records based on date The date format will be 'DD/MM/YYYY'. i.e. 01/01/2015
d	Date To	Select end date from the calendar	Filter and search existing records based on date The date format will be 'DD/MM/YYYY'. i.e. 31/12/2015



e	Item Group	Select Item Group from the drop down menu: - Drug - Non Drug	Filter and search existing records based on Item Group
f	Status	Select Status from the drop down menu: - All - Approved - Cancelled - Open - Pending For Approval - Pending For Verification - Rejected	Filter and search existing records based on date Filter and search existing records based on Status
g	Drug Name	Filter and search for record by entering Drug Name	Filter and search existing records based on Drug Name
h	Drug Code	Drug Code	This is auto populated value on selection of Drug Name
i	Unit Name	Unit Name	Filter and search existing records based on Requester Description and/or Requester Code

Table 3.1.1-1

STEP 4

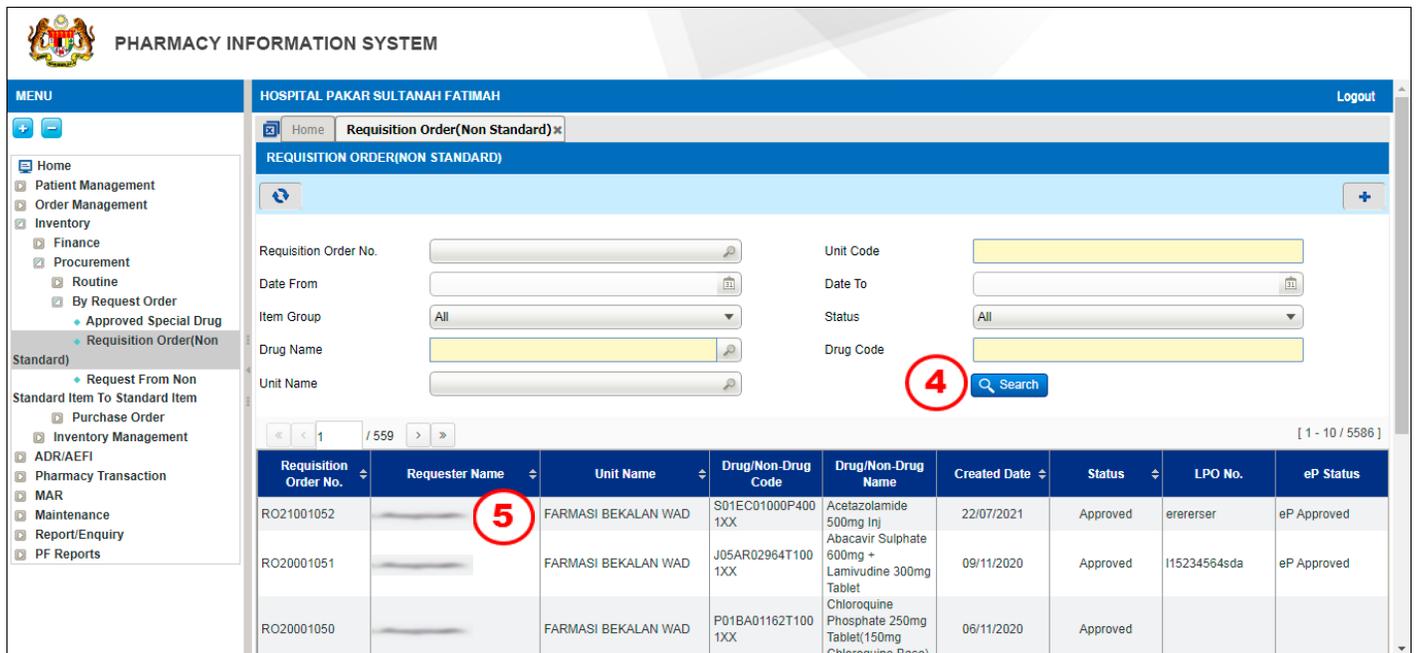
Click on the  button after input criteria

Note

The result display will be based on the entered criteria as shown in Figure 3.1.1-1.

STEP 5

Double click on the selected record and the details will be displayed as shown in Figure 3.1.1-3



PHARMACY INFORMATION SYSTEM

HOSPITAL PAKAR SULTANAH FATIMAH

Home Requisition Order(Non Standard) x

REQUISITION ORDER(NON STANDARD)

Requisition Order No. Unit Code

Date From Date To

Item Group Status

Drug Name Drug Code

Unit Name

4 

[1 - 10 / 5586]

Requisition Order No.	Requester Name	Unit Name	Drug/Non-Drug Code	Drug/Non-Drug Name	Created Date	Status	LPO No.	eP Status
RO21001052	5	FARMASI BEKALAN WAD	S01EC01000P4001XX	Acetazolamide 500mg Inj	22/07/2021	Approved	erererser	eP Approved
RO20001051		FARMASI BEKALAN WAD	J05AR02964T1001XX	Abacavir Sulphate 600mg + Lamivudine 300mg Tablet	09/11/2020	Approved	I15234564sda	eP Approved
RO20001050		FARMASI BEKALAN WAD	P01BA01162T1001XX	Chloroquine Phosphate 250mg Tablet(150mg Chloroquine.Base)	06/11/2020	Approved		

Figure 3.1.1-2 Requisition Order (Non Standard) Listing Page



REQUISITION ORDER(NON STANDARD)

REQUISITION ORDER(NON STANDARD)

Requisition Order No.	RO20001033	Financial Year	2020
Item Group	DRUG	Created Date	06/09/2020 03:26:52 PM
Item Sub Class		Created By	
Recommended Vote		Unit Name	DEWAN BEDAH
Approved Date	06/09/2020	Requester Unit Level	Unit/Ward
Approved By		Total Accumulative Purchase Quantity (SKU)	180
Remarks		Status	Approved
Reject Reason			

ITEM LIST

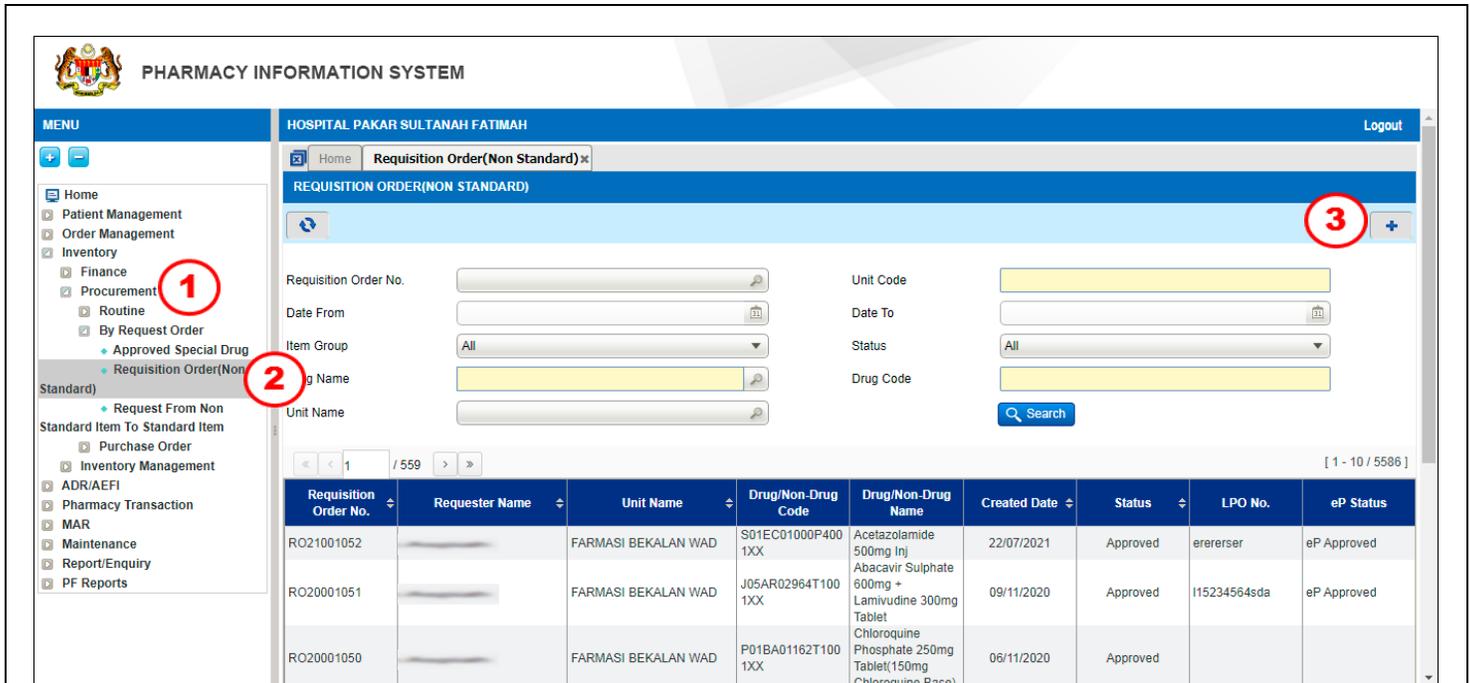
<< 1 / 1 >> [1 - 1 / 1]

Drug / Non-Drug Code	Drug / Non-Drug Name	SKU	Item Description	Item Code	Packaging Description	PKU	Stock Available (SKU)	Requested Quantity (SKU)	Verified Qu (SKU)
M01AH04520P3001 XX	Parecoxib Sodium 40mg Injection	vial	Parecoxib Sodium 40mg Injection	M01AH04520P3001 XX_04	pack of 10 vial	pck	0	30	

Figure 3.1.1-3 Requisition Order (Non Standard)

3.1.2 Create New Requisition Order (Non Standard)

To create New Requisition Order (Non Standard), perform steps below:



PHARMACY INFORMATION SYSTEM

HOSPITAL PAKAR SULTANAH FATIMAH Logout

Home Requisition Order(Non Standard) x

REQUISITION ORDER(NON STANDARD)

1 2 3

Requisition Order No. Unit Code

Date From Date To

Item Group Status

Requesting Name Drug Code

Unit Name

Search

[1 - 10 / 5586]

Requisition Order No.	Requester Name	Unit Name	Drug/Non-Drug Code	Drug/Non-Drug Name	Created Date	Status	LPO No.	eP Status
RO21001052		FARMASI BEKALAN WAD	S01EC01000P400 1XX	Acetazolamide 500mg Inj	22/07/2021	Approved	ererersers	eP Approved
RO20001051		FARMASI BEKALAN WAD	J05AR02964T100 1XX	Abacavir Sulphate 600mg + Lamivudine 300mg Tablet	09/11/2020	Approved	I15234564sda	eP Approved
RO20001050		FARMASI BEKALAN WAD	P01BA01162T100 1XX	Chloroquine Phosphate 250mg Tablet(150mg Chloroquine Base)	06/11/2020	Approved		

Figure 3.1.2-1 New Requisition order

STEP 1

Click on 'Inventory' menu and click on 'Procurement' sub menu

STEP 2

Click on '**By Request Order**' and follow by click on '**Requisition Order (Non Standard)**'

STEP 3

Click on the  button and the 'Requisition Order' screen will be displayed as Figure 3.1.2.2

Note

- Newly created transaction **Status** is 'Open'.
- **Date** is defaults to system date and time.
- **Unit Name, Requester Unit Level and Requester Name** will be based on the user Login ID.
- **Recommended Vote by HOD** will enable at verification stage.
- **Total Accumulative Purchase Quantity (SKU)** will be based on the total quantity of drug/non drug to be purchased.

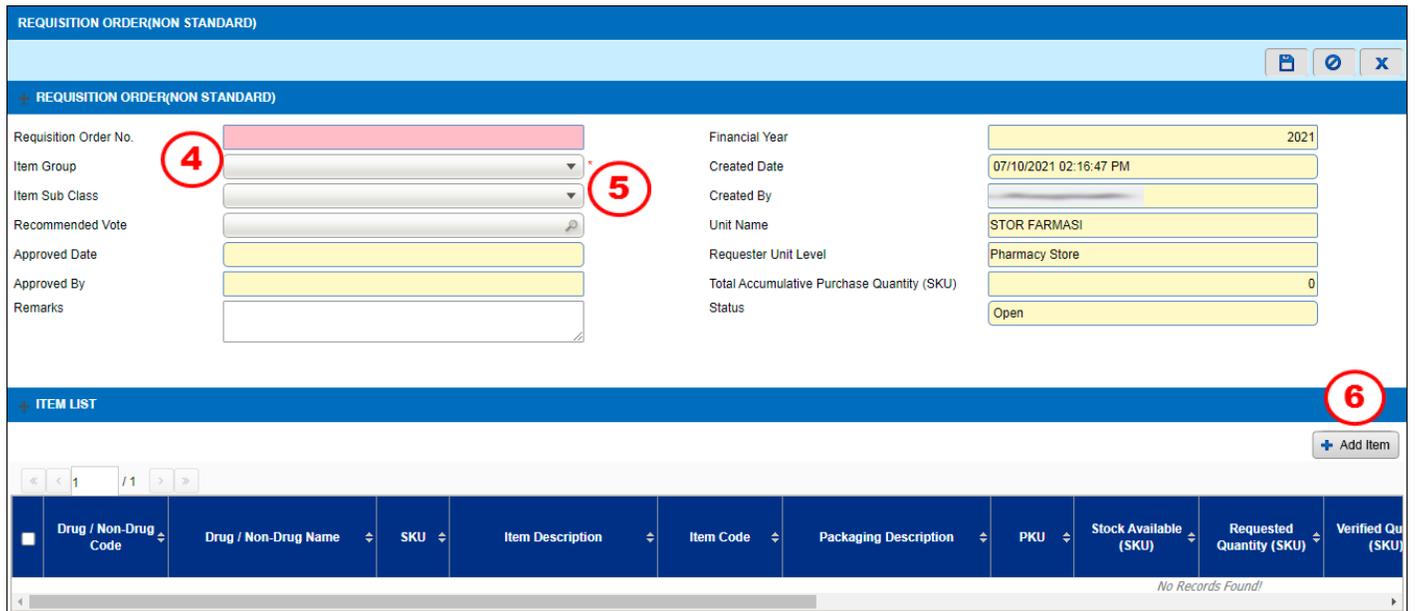


Figure 3.1.2-2 Requisition order

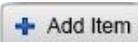
STEP 4

Select **Item Group** from dropdown box by choose either Drug or Non Drug

STEP 5

Select **Item Sub Class** (optional)

STEP 6

Click on the  button to add the item and 'Item Details' screen will be displayed as Figure 3.1.2-3

Note

Every transaction there only can be one item.

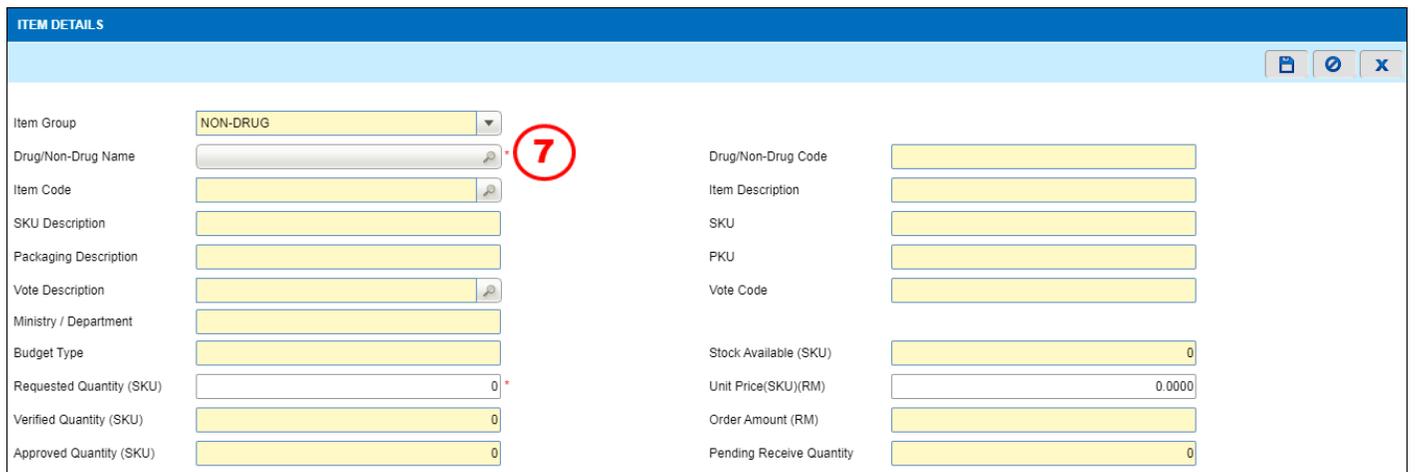


Figure 3.1.2-3 Item Details

STEP 7

Click on the **Drug/Non-Drug Name**  button and 'Search Drug/Non-Drug Name' window will be displayed as Figure 3.1.2-4

Search Drug/Non-Drug Name	
Drug/Non-Drug Name	<input type="text"/>
Drug/Non-Drug Code	<input type="text"/>
<input type="button" value="Search"/> <input type="button" value="Refresh"/>	
<input type="button" value="<"/> <input type="button" value="1"/> / 6 <input type="button" value=">"/> [1 - 10 / 52]	
Drug/Non-Drug Name	Drug/Non-Drug Code
Acetazolamide 250 mg Tablet	S01EC01000T1001XX
Atenolol Suspension 2mg/mL	GLN0100016
Baclofen Suspension 5mg/mL	GLN0100017
Beclomethasone Dibr. 100mcg, Formoterol 6mcg Inhalation	R03AK07986A2101XX
Betamethasone 17-Valerate 0.1% Cream	D07AC01256G1002a
Budesonide 320mcg and Formoterol 9mcg Turbuhaler (60doses)	R03AK07989A2102XX
CAPD 2.5L bag 1.25mmol Calcium Dialysate Soln 4.25% Dextrose	B05DB00908H2503b
Carvedilol Suspension 1mg/mL	GLN0100021
Chloral Hydrate Mixture 1000mg/10mL	GLN0100061
Chlorhexidine 0.02% Eye Drops	EYE00015

Figure 3.1.2-4 Search Drug/Non-Drug Name

Note

- This textbox will allow user to enter a wildcard value for **Drug/Non-Drug Name** and/or **Drug/Non-Drug Code** and click the  button.
- **Drug/Non Drug Code** will display based on the selected **Drug/Non Drug Name**.
- Upon requesting, the system will refer to **Drug/Non Drug Name/Code** based on **Unit Catalogue List** master.
- **SKU Description** and **SKU** will be based on the selected **Drug/Non-Drug Name**.

ITEM DETAILS			
Item Group	NON-DRUG	Drug/Non-Drug Code	G1250610003
Drug/Non-Drug Name	Urinal, Plastic, Unisex	Item Description	
Item Code		SKU	EA
SKU Description	each	PKU	
Packaging Description		Vote Code	
Vote Description		Stock Available (SKU)	0
Ministry / Department		Unit Price(SKU)(RM)	0.0000
Budget Type		Order Amount (RM)	0.00
Requested Quantity (SKU)	100	Pending Receive Quantity	0
Verified Quantity (SKU)	100		
Approved Quantity (SKU)	0		

Figure 3.1.2-5 Item Details

STEP 8

Enter **Requested Qty (SKU)**

STEP 9

Enter **Unit Price (SKU)(RM)**

Note

Order Amount(RM) will be auto calculated based on:

$Order\ Amount(RM) = Request\ Qty(SKU) * Estimated\ Unit\ Price(RM)$

STEP 10

Click on the  button to save the transaction

Note

- Confirmation message will display after save the record as Figure 3.1.2-6

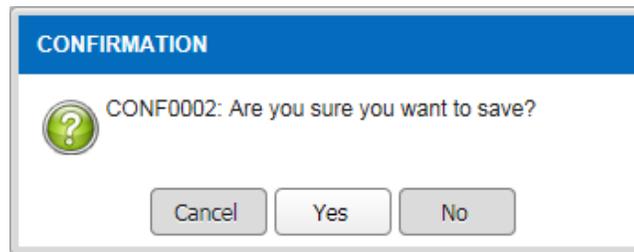
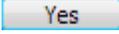


Figure 3.1.2-6 Confirmation Message

- Click on the  button to confirm the saved transaction

REQUISITION ORDER(NON STANDARD)


11
  

REQUISITION ORDER(NON STANDARD)

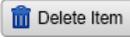
Requisition Order No.	RO20001035	Financial Year	2020
Item Group	NON-DRUG	Created Date	07/09/2020 11:49:01 AM
Item Sub Class		Created By	
Recommended Vote		Unit Name	WAD 3 (ORTO - L)
Approved Date		Requester Unit Level	Unit/Ward
Approved By		Total Accumulative Purchase Quantity (SKU)	0
Remarks		Status	Open
Reject Reason			

ITEM LIST

☐	Drug / Non-Drug Code	Drug / Non-Drug Name	SKU	Item Description	Item Code	Packaging Description	PKU	Stock Available (SKU)	Requested Quantity (SKU)	Verified Qu (SKU)
☐	G1250610003	Urinal, Plastic, Unisex	EA					0	100	

Figure 3.1.2-7 Requisition Order

Note

Before save, user is allowed to delete item by click on the  button.

STEP 11

Click on the  button to save the transaction

Note

- System will display a Confirmation message as displayed in Figure 3.1.2-8

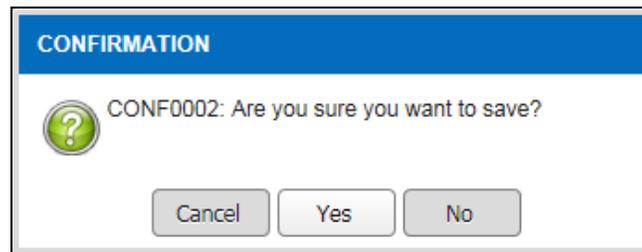


Figure 3.1.2-8 Confirmation Message

- Click on the  button and information message will be displayed as Figure 3.1.2-9

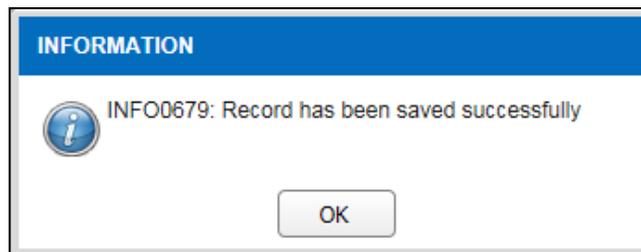


Figure 3.1.2-9 Information Message

- Click on the  button
- **Requisition Order No.** will be auto generated for future reference.
- ,  and  button will be displayed after save as Figure 3.1.2-10
- user is allowed to cancel the transaction by click on the  button and **Status** will change to 'Cancelled'.



REQUISITION ORDER(NON STANDARD)

Verify Reject Cancel Request X

REQUISITION ORDER(NON STANDARD)

Requisition Order No. RO20001035 Financial Year 2020
 Item Group NON-DRUG Created Date 07/09/2020 11:49:01 AM
 Item Sub Class Created By
 Recommended Vote * 12 Unit Name WAD 3 (ORTO - L)
 Approved Date Requester Unit Level Unit/Ward
 Approved By Total Accumulative Purchase Quantity (SKU) 0
 Remarks Status Open
 Reject Reason

ITEM LIST

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

Drug / Non-Drug Code	Drug / Non-Drug Name	SKU	Item Description	Item Code	Packaging Description	PKU	Stock Available (SKU)	Requested Quantity (SKU)	Verified Qty (SKU)
G1250610003	Urinal, Plastic, Unisex	EA					0	100	

Figure 3.1.2-10 Requisition Order

STEP 12

Enter **Recommended Vote**

Note

HOD need to enter which Vote Code that needs to be charges for purchasing.

STEP 13

Double click on the item under 'Item List' section and 'Item Details' screen will be displayed as Figure3.1.2-11

ITEM DETAILS

15

Item Group NON-DRUG
 Drug/Non-Drug Name Urinal, Plastic, Unisex Drug/Non-Drug Code G1250610003
 Item Code Item Description
 SKU Description each SKU EA
 Packaging Description PKU
 Vote Description Vote Code
 Ministry / Department
 Budget Type
 Requested Quantity (SKU) 100 Stock Available (SKU) 0
 Verified Quantity (SKU) 100 * 14 Unit Price(SKU)(RM) 0.0000
 Approved Quantity (SKU) 0 Order Amount (RM) 0.00
 Pending Receive Quantity 0

Figure 3.1.2-11 Item Details

STEP 14

Enter **Verified Qty (SKU)**

Note

Verified Quantity will be defaulted to Requested Quantity

STEP 15

Click on the  button to save the transaction

Note

- Confirmation message will display after save the record as Figure 3.1.2-12

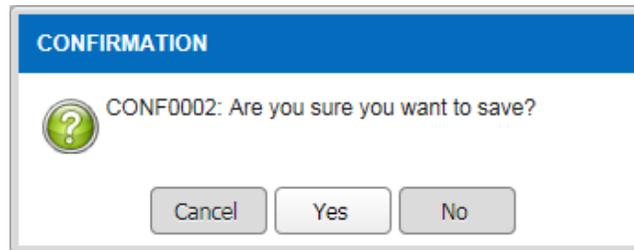
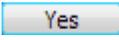


Figure 3.1.2-12 Confirmation Message

- Click on the  button to confirm the saved transaction

REQUISITION ORDER(NON STANDARD) 16


Verify
Reject
Cancel Request
X

+ REQUISITION ORDER(NON STANDARD)

Requisition Order No.	<input type="text" value="RO20001035"/>	Financial Year	<input type="text" value="2020"/>
Item Group	<input type="text" value="NON-DRUG"/>	Created Date	<input type="text" value="07/09/2020 11:49:01 AM"/>
Item Sub Class	<input type="text"/>	Created By	<input type="text"/>
Recommended Vote	<input type="text"/>	Unit Name	<input type="text" value="WAD 3 (ORTO - L)"/>
Approved Date	<input type="text"/>	Requester Unit Level	<input type="text" value="Unit/Ward"/>
Approved By	<input type="text"/>	Total Accumulative Purchase Quantity (SKU)	<input type="text" value="0"/>
Remarks	<input type="text"/>		
Reject Reason	<input type="text"/>		

+ ITEM LIST

Drug / Non-Drug Code	Drug / Non-Drug Name	SKU	Item Description	Item Code	Packaging Description	PKU	Stock Available (SKU)	Requested Quantity (SKU)	Verified Qu (SKU)
<input type="checkbox"/> G1250610003	Urinal, Plastic, Unisex	EA					0	100	

Figure 3.1.2-13 Requisition Order

STEP 16

Click on the  button to verify the transaction and the **Status** will change to 'Pending for Approval'

Click on the  button to reject the transaction and the **Status** will change to 'Rejected'

Note

- User required to enter Reject Remarks if reject the transaction
- Verified transaction will flow to the pharmacist at the Pharmacy Store for approval.

3.1.3 Requisition Order (Non Standard) Approval

To view, approve or reject the Requisition Order (Non Standard) record, perform the steps below:

TASK LIST						
Transaction Type: Requisition Order Search						
[1 - 10 / 22]						
Transaction Type	Transaction No.	Item Group	Date/Time	Task Status	From Unit/Department	From User
Requisition Order	RO20000849 1	Non-Drug	14/07/2020 04:09 PM	Pending For Approval	NICU	
Requisition Order	RO20000855	Drug	19/07/2020 12:53 PM	Pending For Approval	FBW FILLING STATION	
Requisition Order	RO20000986	Drug	30/08/2020 04:55 PM	Pending For Approval	FARMASI REKONSTITUSI UBAT SITOTOKSIK	
Requisition Order	RO20000988	Non-Drug	01/09/2020 08:38 AM	Pending For Approval	CENTRAL STERILIZATION SERVICE UNIT	
Requisition Order	RO20000994	Non-Drug	01/09/2020 08:48 AM	Pending For Approval	CENTRAL STERILIZATION SERVICE UNIT	
Requisition Order	RO20000995	Non-Drug	01/09/2020 08:49 AM	Pending For Approval	CENTRAL STERILIZATION SERVICE UNIT	
Requisition Order	RO20000996	Non-Drug	01/09/2020 08:50 AM	Pending For Approval	CENTRAL STERILIZATION SERVICE UNIT	
Requisition Order	RO20001024	Drug	06/09/2020 02:52 PM	Pending For Approval	DEWAN BEDAH	
Requisition Order	RO20001028	Drug	06/09/2020 03:05 PM	Pending For Approval	DEWAN BEDAH	
Requisition Order	RO20001029	Drug	06/09/2020 03:08 PM	Pending For Approval	DEWAN BEDAH	

Figure 3.1.4-1 Task List

Pharmacist at Main Store will be received the 'Pending for Approval' Requisition Order (Non Standard) transaction in the Task List as shown in Figure 3.1.4-1

STEP 1

Click on the Transaction No. hyperlink and the Requisition Order (Non Standard) screen will be displayed as shown in the Figure 3.1.4-2

Note

Pharmacist also able to refer to section [3.1.1 View Existing Requisition Order \(Non Standard\) record\(s\)](#) to search for the 'Pending for Approval' Requisition Order (Non Standard) record.

REQUISITION ORDER(NON STANDARD)

REQUISITION ORDER(NON STANDARD)

Requisition Order No.
 Financial Year

Item Group
 Created Date

Item Sub Class
 Created By

Recommended Vote
 Unit Name

Approved Date
 Requester Unit Level

Approved By
 Total Accumulative Purchase Quantity (SKU)

Remarks
 Status

Reject Reason

ITEM LIST

[1 - 1 / 1]

Drug / Non-Drug Code	Drug / Non-Drug Name	SKU	Item Description	Item Code	Packaging Description	PKU	Stock Available (SKU)	Requested Quantity (SKU)	Verified Quantity (SKU)
<input type="checkbox"/> B1200460021	Peripherally Inserted Central Venous, Polyurethane Catheter, With Splitting Needle, Sz 2Fr x 24G x 30cm	EA					0	5	

Figure 3.1.4-2 Requisition Order (Non Standard)

STEP 2

Double click on the information item under Item List section and Item Details screen will be displayed as shown in Figure 3.1.4-3

ITEM DETAILS

Item Group

Drug/Non-Drug Name
 Drug/Non-Drug Code

Item Code
 Item Description

SKU Description
 SKU

Packaging Description
 PKU

Vote Description
 Vote Code

Ministry / Department

Budget Type

Requested Quantity (SKU)
 Stock Available (SKU)

Verified Quantity (SKU)
 Unit Price(SKU)(RM)

Approved Quantity (SKU)
 Order Amount (RM)

YTD Purchase Amount (RM)
 Pending Receive Quantity

Figure 3.1.4-3 Item Details screen

STEP 3

Select **Item Code**

Note

User can choose to select the item code or approve the record without item details.

STEP 4

Select **Vote Description**

STEP 5

Enter **Approved Quantity (SKU)**

STEP 6

Change **Estimated Unit Price(RM)** if necessary

Note

- If APPL Item it will defaulted to APPL unit price if LP need to key in the unit price.
- If Contract it will default to Contract price.

STEP 7

Click on the  button to save the transaction

Note

- System will display a Confirmation Message as displayed in Figure 3.1.4-4.

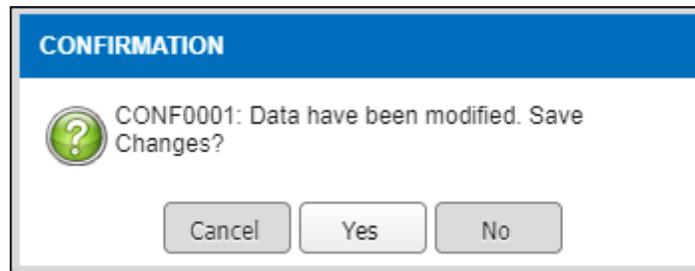
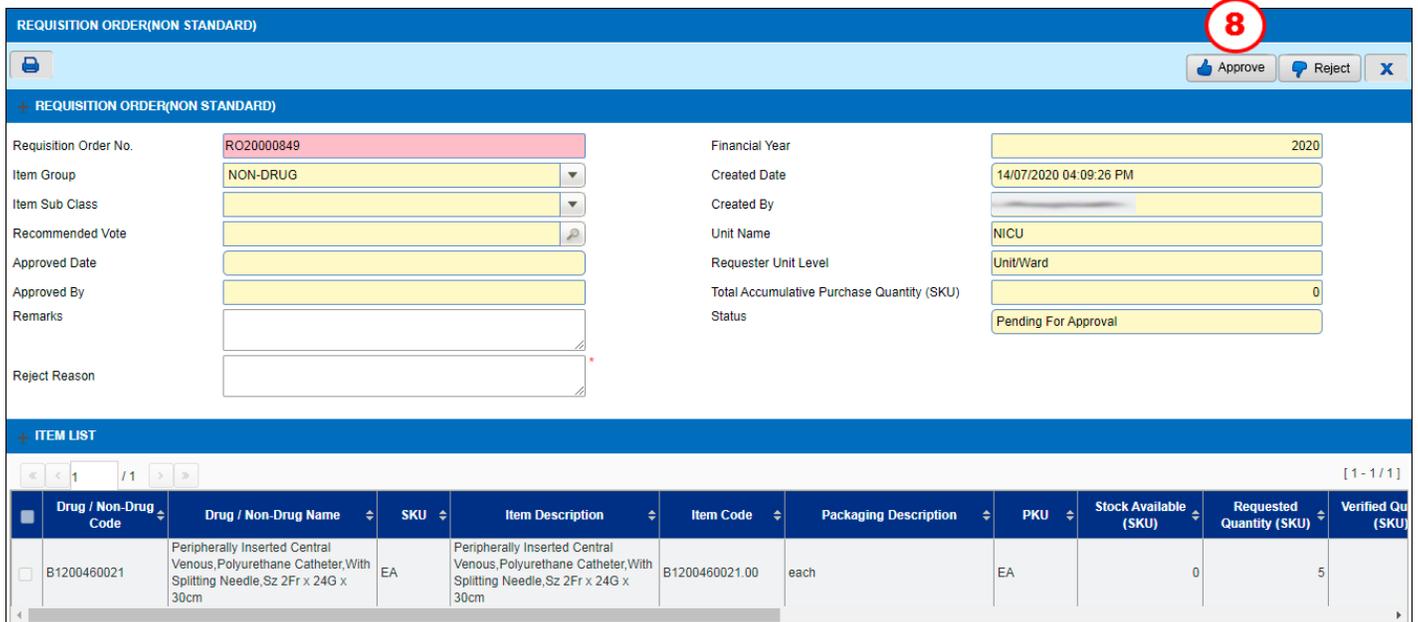


Figure 3.1.4-4 Confirmation Message

- Click on the  button to confirm save transaction.



The screenshot shows the "REQUISITION ORDER(NON STANDARD)" approval screen. At the top right, there is a red circle with the number "8" and "Approve" and "Reject" buttons. The form contains several fields for requisition details and a table for the item list.

Drug / Non-Drug Code	Drug / Non-Drug Name	SKU	Item Description	Item Code	Packaging Description	PKU	Stock Available (SKU)	Requested Quantity (SKU)	Verified Qu (SKU)
B1200460021	Peripherally Inserted Central Venous, Polyurethane Catheter, With Splitting Needle, Sz 2Fr x 24G x 30cm	EA	Peripherally Inserted Central Venous, Polyurethane Catheter, With Splitting Needle, Sz 2Fr x 24G x 30cm	B1200460021.00	each	EA	0	5	

Figure 3.1.4-5 Requisition Order Approval

STEP 8

Click on the  button to approve the transaction

Click on the  button to reject the transaction

Note

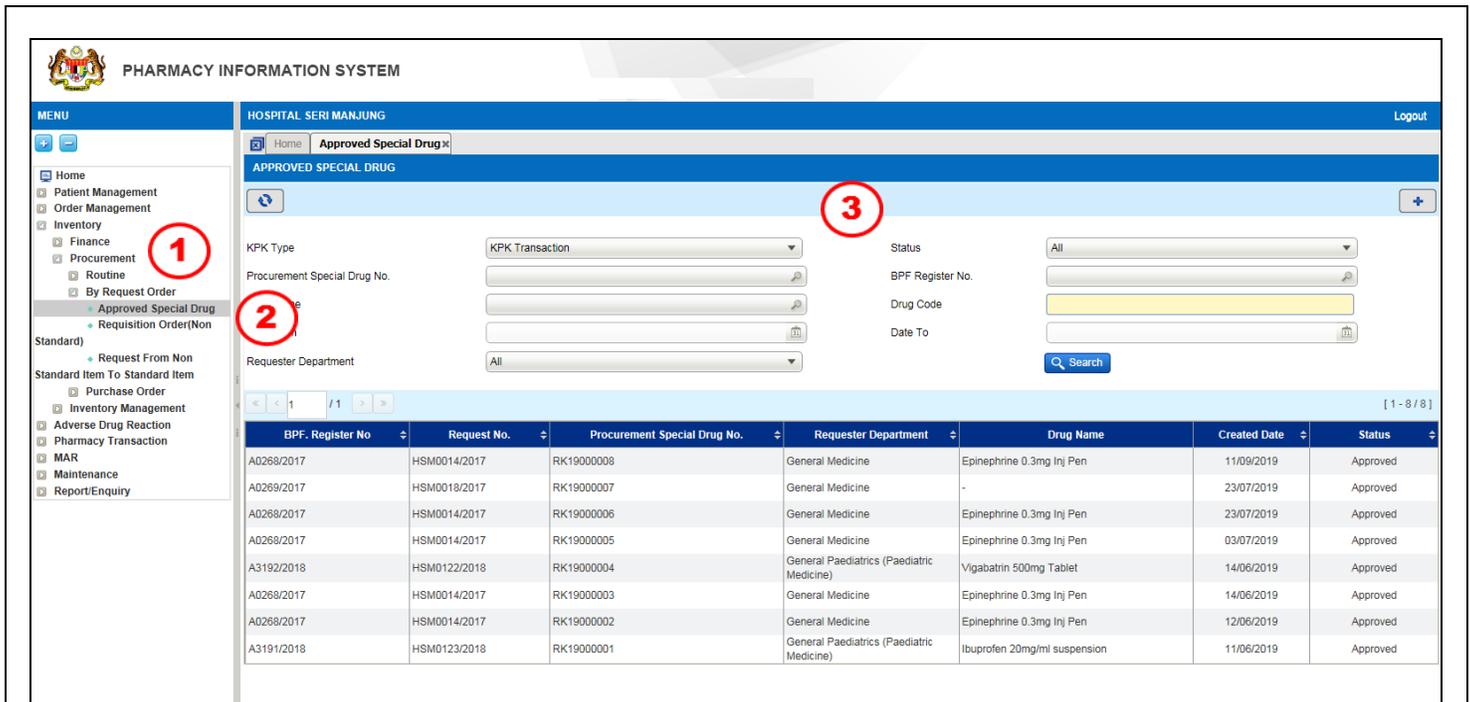
- If user click on the  button and **Status** will change to 'Approved'.
- If user click on the  button and **Status** will change to 'Rejected'.
- Approved transaction will flow to purchase order

3.2 Approved Special Drug

The function of the screen is to proceed with Special Drug Request purchasing once received the BPF Register No from BPF, KKM.

3.2.1 View Existing Approved Special Drug record(s)

This page will display all the existing Approved Special Drug (KPK) transaction(s).



PHARMACY INFORMATION SYSTEM

HOSPITAL SERI MANJUNG

Home Approved Special Drug

APPROVED SPECIAL DRUG

KPK Type: Status:

Procurement Special Drug No.: BPF Register No.:

Drug Code: Date To:

Requester Department:

Search

BPF Register No	Request No.	Procurement Special Drug No.	Requester Department	Drug Name	Created Date	Status
A0269/2017	HSM0014/2017	RK19000008	General Medicine	Epinephrine 0.3mg Inj Pen	11/09/2019	Approved
A0269/2017	HSM0018/2017	RK19000007	General Medicine	-	23/07/2019	Approved
A0269/2017	HSM0014/2017	RK19000006	General Medicine	Epinephrine 0.3mg Inj Pen	23/07/2019	Approved
A0269/2017	HSM0014/2017	RK19000005	General Medicine	Epinephrine 0.3mg Inj Pen	03/07/2019	Approved
A3192/2018	HSM0122/2018	RK19000004	General Paediatrics (Paediatric Medicine)	Vigabatrin 500mg Tablet	14/06/2019	Approved
A0269/2017	HSM0014/2017	RK19000003	General Medicine	Epinephrine 0.3mg Inj Pen	14/06/2019	Approved
A0269/2017	HSM0014/2017	RK19000002	General Medicine	Epinephrine 0.3mg Inj Pen	12/06/2019	Approved
A3191/2018	HSM0123/2018	RK19000001	General Paediatrics (Paediatric Medicine)	Ibuprofen 20mg/ml suspension	11/06/2019	Approved

Figure 3.2.1-1 Approved Special Drug Listing Page

STEP 1

Click on 'Inventory' menu and click on 'Procurement' sub menu

STEP 2

Click on '*By Request Order*' and follow by click on '*Approved Special Drug*'

STEP 3

To search for existing Approved Special Drug (KPK) transaction, user may search by criteria as follow:

No	Field	Description	Remark
a	KPK Type	Select KPK Type from the drop down menu: - Approved by KPK Will display request(s) that have been approved by KPK/PKPF along with BPF Register No & request	Filter and search existing records based on KPK Type

		<p>details</p> <ul style="list-style-type: none"> - KPK Transaction <p>Will display existing Approved Special Drug transaction(s)</p>	
b	Status	<p>Select Status from the drop down menu:</p> <ul style="list-style-type: none"> - All - Approved - Cancel - Open - Pending for Approval - Rejected 	Filter and search existing records based on Status
c	Procurement Special Drug No.	Procurement Special Drug No. is generated when user saves the Approved Special Drug transaction	Filter and search existing records based on Procurement Special Drug No.
d	BPF Register No.	BPF Register No. is the reference number provided by BPF for approved Special Drug Request record	Filter and search existing records based on BPF Register No.
e	Drug Name	Drug Name	Filter and search existing records based on Drug Name and/or Drug Code
f	Drug Code	Drug Code	This is auto populated value on selection of Drug Name
g	Date From	Select start date from the calendar	Filter and search existing records based on date The date format will be 'DD/MM/YYYY'. i.e. 01/01/2015
h	Date To	Select end date from the calendar	Filter and search existing records based on date The date format will be 'DD/MM/YYYY'. i.e. 31/12/2015
i	Requester Department	Display all active Department for the facility	Filter and search existing records based on Requester Department

Table 3.2.1-1



PhIS& CPS Project
User Manual – Pharmacy Inventory
Request Order



PHARMACY INFORMATION SYSTEM

HOSPITAL SERI MANJUNG Logout

Home Approved Special Drug x

APPROVED SPECIAL DRUG

KPK Type: Status:

Procurement Special Drug No.:

BPF Register No.:

Drug Name:

Drug Code:

Date From: Date To:

Requester Department:

[1 - 8 / 8]

BPF Register No.	Request No.	Procurement Special Drug No.	Requester Department	Drug Name	Created Date	Status
A0268/2017	HSM0014/2017	RK19000008	General Medicine	Epinephrine 0.3mg Inj Pen	11/09/2019	Approved
A0269/2017	HSM0018/2017	RK19000007	General Medicine	-	23/07/2019	Approved
A0268/2017	HSM0014/2017	RK19000006	General Medicine	Epinephrine 0.3mg Inj Pen	23/07/2019	Approved
A0268/2017	HSM0014/2017	RK19000005	General Medicine	Epinephrine 0.3mg Inj Pen	03/07/2019	Approved
A3192/2018	HSM0122/2018	RK19000004	General Paediatrics (Paediatric Medicine)	Vigabatrin 500mg Tablet	14/06/2019	Approved
A0268/2017	HSM0014/2017	RK19000003	General Medicine	Epinephrine 0.3mg Inj Pen	14/06/2019	Approved
A0268/2017	HSM0014/2017	RK19000002	General Medicine	Epinephrine 0.3mg Inj Pen	12/06/2019	Approved
A3191/2018	HSM0123/2018	RK19000001	General Paediatrics (Paediatric Medicine)	Ibuprofen 20mg/ml suspension	11/06/2019	Approved

Figure 3.2.1-2 Approved Special Drug Listing Page

STEP 4

Click on the button after input criteria

STEP 5

Double click on the selected record and the details will be displayed as shown in Figure 3.2.1-3

APPROVED SPECIAL DRUG INFORMATION

Procurement Special Drug No.: Financial Year:

BPF Register No.: Created Date:

Hospital Request No.: Requester Department:

Request By Specialist:

Requested Date:

Approved Date: Approval Dateline:

Approval Validity Period (Days): Accumulated Purchase Quantity (PKU):

Approved Quantity (PKU): Remaining Approved Quantity (PKU):

Estimated Total Order Amount (RM): Status:

Remarks: Reject Reason:

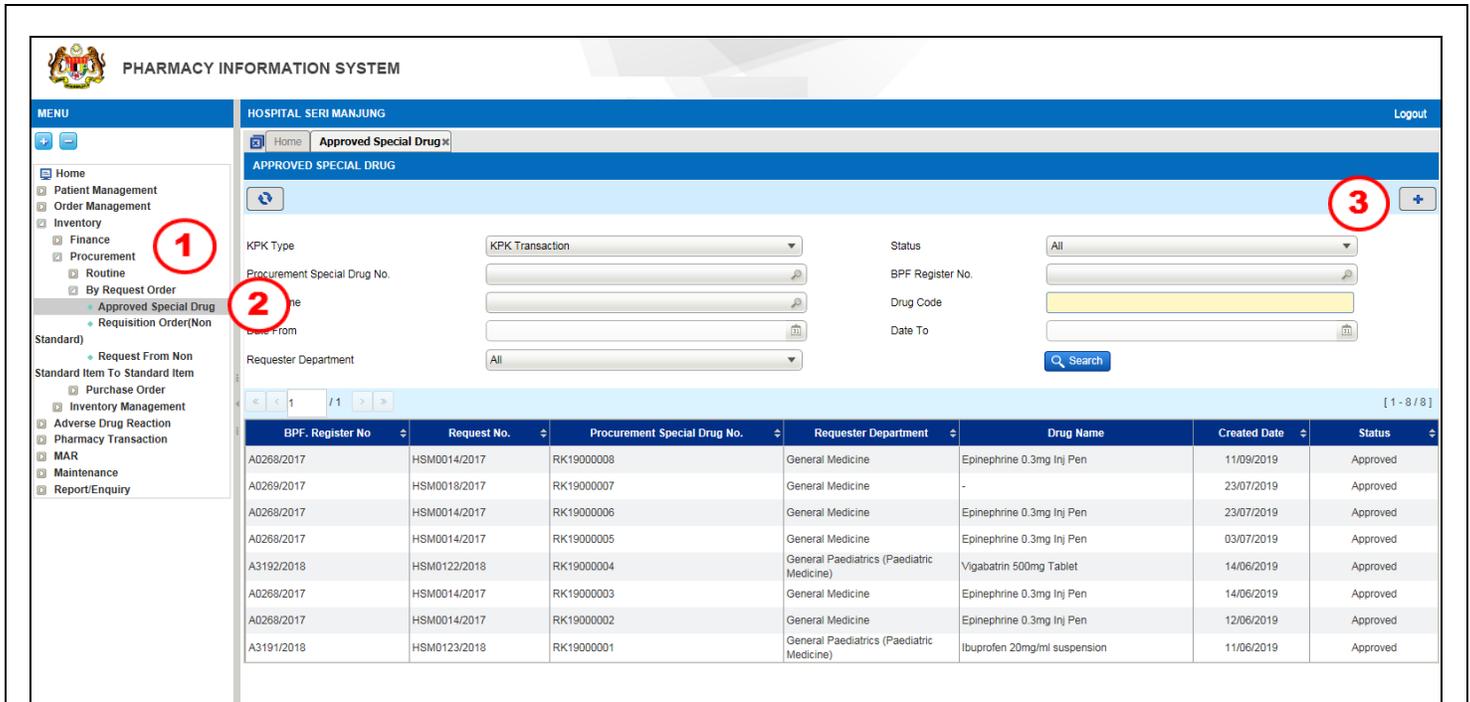
APPROVED SPECIAL DRUG LIST

Drug Code	Drug Name	SKU	Item Code	Item Description	Packaging Description	PKU	Purchase Quantity(PKU)	Approved Purchase Quantity (PKU)	Vote Code	Vote Description	Budget Type	Estimated Price (RM)	Amount (RM)	Estimated Annual Purchase Amount (RM)
KPK00014	Epinephrine 0.3mg Inj Pen	pen	KPK00014.01	Epinephrine 0.3mg Inj Pen	Pen	pen	2	2	050801/022200/27404/99	FARMASI VAKSINS 2019	Operating	324.9000	649.80	1,949.40

Figure 3.2.1-3 Approved Special Drug

3.2.2 Create New Approved Special Drug

To create new request order for Approved Special Drug (KPK), perform steps below:



PHARMACY INFORMATION SYSTEM

HOSPITAL SERI MANJUNG Logout

Home Approved Special Drug

APPROVED SPECIAL DRUG

KPK Type: Status:

Procurement Special Drug No. BPF Register No.

Drug Code

Date From Date To

Requester Department:

[1 - 8 / 8]

BPF Register No	Request No.	Procurement Special Drug No.	Requester Department	Drug Name	Created Date	Status
A0269/2017	HSM0014/2017	RK19000008	General Medicine	Epinephrine 0.3mg Inj Pen	11/09/2019	Approved
A0269/2017	HSM0018/2017	RK19000007	General Medicine	-	23/07/2019	Approved
A0269/2017	HSM0014/2017	RK19000006	General Medicine	Epinephrine 0.3mg Inj Pen	23/07/2019	Approved
A0269/2017	HSM0014/2017	RK19000005	General Medicine	Epinephrine 0.3mg Inj Pen	03/07/2019	Approved
A3192/2018	HSM0122/2018	RK19000004	General Paediatrics (Paediatric Medicine)	Vigabatrin 500mg Tablet	14/06/2019	Approved
A0269/2017	HSM0014/2017	RK19000003	General Medicine	Epinephrine 0.3mg Inj Pen	14/06/2019	Approved
A0269/2017	HSM0014/2017	RK19000002	General Medicine	Epinephrine 0.3mg Inj Pen	12/06/2019	Approved
A3191/2018	HSM0123/2018	RK19000001	General Paediatrics (Paediatric Medicine)	Ibuprofen 20mg/ml suspension	11/06/2019	Approved

Figure 3.2.2-1 Create New Approved Special Drug

Approved Special Drug (KPK) transaction comes from Special Drug Request by a HOD/Specialist/Pharmacist where the request has been approved by KPK/PKPF at HQ level.

The Secretariat will provide BPF Register No. along with the item code that set-in item master at the HQ Level.

User is allowed to do only one transaction for one drug request.

STEP 1

Click on 'Inventory' menu and click on 'Procurement' sub menu

STEP 2

Click on '**By Request Order**' and follow by click on '**Approved Special Drug**'

STEP 3

Click on the  button and Approved Special Drug screen will be displayed as Figure 3.2.2-2

APPROVED SPECIAL DRUG

APPROVED SPECIAL DRUG INFORMATION

Procurement Special Drug No.	<input type="text"/>	Financial Year	<input type="text" value="2019"/>
BPF Register No.	<input type="text"/> 	Created Date	<input type="text" value="14/10/2019 4:42:59 PM"/>
Hospital Request No.	<input type="text"/>	Requester Department	<input type="text"/>
Request By Specialist	<input type="text"/>	Requested Date	<input type="text"/>
Approved Date	<input type="text"/>	Approval Dateline	<input type="text"/>
Approval Validity Period (Days)	<input type="text" value="0"/>	Accumulated Purchase Quantity (PKU)	<input type="text" value="0"/>
Approved Quantity (PKU)	<input type="text" value="0"/>	Remaining Approved Quantity (PKU)	<input type="text" value="0"/>
Estimated Total Order Amount (RM)	<input type="text" value="0.00"/>	Status	<input type="text" value="Open"/>
Remarks	<input type="text"/>		

APPROVED SPECIAL DRUG LIST

< < 1 / 1 > >

Drug Code	Drug Name	SKU	Item Code	Item Description	Packaging Description	PKU	Purchase Quantity(PKU)	Approved Purchase Quantity (PKU)	Vote Code	Vote Description	Budget Type	Estimated Price (RM)	Amount (RM)	Estimated Annual Purchase Amount (RM)
No Records Found!														

Figure 3.2.2-2 Approved Special Drug

STEP 4

Click on the **BPF Register No**  button and BPF Register No Search window will be displayed as Figure 3.2.2-3

BPF Register No Search

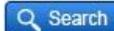
BPF Register No.  

< < 1 / 5 > > [1 - 10 / 48]

BPF Register No.	Drug Name	Requester Name
A0268/2017	Epinephrine 0.3mg Inj Pen	
A0269/2017	Clofazimine 100mg Capsule	
A0611/2017	Afatinib 40 mg Tablet	
A1152/2018	Febuxostat 80mg tablet	
A1790/2018	Epinephrine 0.3mg Inj Pen	
A2548/2018	Idarucizumab 2.5 g/50 mL solution for injection/infusion	
A3191/2018	Ibuprofen 20mg/ml suspension	
A3192/2018	Vigabatrin 500mg Tablet	
A4945/2019		
B0042/2016	Methylene Blue 1% Injection	

Figure 3.2.2-3 BPF Register No Search

Note

- This textbox allow user to enter a wildcard value for **BPF Register No** and click the  button.
- List of BPF Register No will be displayed on the window.
- Double click to select the BPF Register No.
- The selected BPF Register No information will be displayed on the list.

APPROVED SPECIAL DRUG																																											
APPROVED SPECIAL DRUG INFORMATION																																											
Procurement Special Drug No.							Financial Year	2019																																			
BPF Register No.	A0269/2017						Created Date	14/10/2019 4:45:11 PM																																			
Hospital Request No.	HSM0014/2017						Requester Department	General Medicine																																			
Request By Specialist							Requested Date	20/04/2017																																			
Approved Date	31/05/2017						Approval Dateline	31/05/2017																																			
Approval Validity Period (Days)	0						Accumulated Purchase Quantity (PKU)	0																																			
Approved Quantity (PKU)	3						Remaining Approved Quantity (PKU)	3																																			
Estimated Total Order Amount (RM)	1,949.40						Status	Open																																			
Remarks																																											
APPROVED SPECIAL DRUG LIST																																											
<table border="1"> <thead> <tr> <th>Drug Code</th> <th>Drug Name</th> <th>SKU</th> <th>Item Code</th> <th>Item Description</th> <th>Packaging Description</th> <th>PKU</th> <th>Purchase Quantity(PKU)</th> <th>Approved Purchase Quantity (PKU)</th> <th>Vote Code</th> <th>Vote Description</th> <th>Budget Type</th> <th>Estimated Price (RM)</th> <th>Amount (RM)</th> <th>Estimated Annual Purchase Amount (RM)</th> </tr> </thead> <tbody> <tr> <td>KPK00014</td> <td>Epinephrine 0.3mg Inj Pen</td> <td>pen</td> <td>KPK00014 01</td> <td>Epinephrine 0.3mg Inj Pen</td> <td>Pen</td> <td>pen</td> <td>-</td> <td>0</td> <td></td> <td></td> <td></td> <td>324.9000</td> <td>-</td> <td>1,949.40</td> </tr> </tbody> </table>														Drug Code	Drug Name	SKU	Item Code	Item Description	Packaging Description	PKU	Purchase Quantity(PKU)	Approved Purchase Quantity (PKU)	Vote Code	Vote Description	Budget Type	Estimated Price (RM)	Amount (RM)	Estimated Annual Purchase Amount (RM)	KPK00014	Epinephrine 0.3mg Inj Pen	pen	KPK00014 01	Epinephrine 0.3mg Inj Pen	Pen	pen	-	0				324.9000	-	1,949.40
Drug Code	Drug Name	SKU	Item Code	Item Description	Packaging Description	PKU	Purchase Quantity(PKU)	Approved Purchase Quantity (PKU)	Vote Code	Vote Description	Budget Type	Estimated Price (RM)	Amount (RM)	Estimated Annual Purchase Amount (RM)																													
KPK00014	Epinephrine 0.3mg Inj Pen	pen	KPK00014 01	Epinephrine 0.3mg Inj Pen	Pen	pen	-	0				324.9000	-	1,949.40																													

Figure 3.2.2-4 Approved Special Drug Details

Note

- **Created Date** is based on the system date and time
- **Hospital Request No** will be display automatically from Special Drug Request transaction.
- **Requester Department** will be displaying automatically the department that has requested the special drug from Special Drug Request transaction.
- **Request by Specialist** will be displaying automatically the register user's ID Name.
- **Estimated Total Order Amount (RM)** = Purchase Qty * Estimated Unit Price (RM)
- **Request Date** will be displaying automatically the date for Special Drug Request transaction.
- **Approve Date** is a date where KPK/PKPF approves the special drug request transaction.
- **Approved Quantity (SKU)** will be displayed as BPF approved quantity for the Special Drug Request transaction.
- **Approval Validity Period (Days)** will be displayed the validity period (days) for that special drug request approve by BPF.
- **Accumulated Purchase Quantity** will be displayed the total quantity purchase for that BPF Register No.
- **Approval Dateline** will display the last day to purchase that particular special drug.
- **Approval Dateline** = Approval Date + Approval Validity Period (Days)
- **The new created transaction** will be 'open'
- **Remaining Approved Quantity (SKU)** will be automatically generated based on the remaining approved quantity that has not been purchased.
- **Remaining Approved Quantity (SKU)** = Approved Qty – Accumulated Purchase Qty

APPROVED SPECIAL DRUG

APPROVED SPECIAL DRUG INFORMATION

Procurement Special Drug No.	<input type="text"/>	Financial Year	<input type="text" value="2019"/>
BPF Register No.	<input type="text" value="A0269/2017"/>	Created Date	<input type="text" value="14/10/2019 4:45:11 PM"/>
Hospital Request No.	<input type="text" value="HSM0014/2017"/>	Requester Department	<input type="text" value="General Medicine"/>
Request By Specialist	<input type="text"/>	Requested Date	<input type="text" value="20/04/2017"/>
Approved Date	<input type="text" value="31/05/2017"/>	Approval Dateline	<input type="text" value="31/05/2017"/>
Approval Validity Period (Days)	<input type="text" value="0"/>	Accumulated Purchase Quantity (PKU)	<input type="text" value="0"/>
Approved Quantity (PKU)	<input type="text" value="3"/>	Remaining Approved Quantity (PKU)	<input type="text" value="3"/>
Estimated Total Order Amount (RM)	<input type="text" value="1,949.40"/>	Status	<input type="text" value="Open"/>
Remarks	<input type="text"/>		

APPROVED SPECIAL DRUG LIST

Drug Code	Drug Name	SKU	Item Code	Item Description	Packaging Description	PKU	Purchase Quantity (PKU)	Approved Purchase Quantity (PKU)	Vote Code	Vote Description	Budget Type	Estimated Price (RM)	Amount (RM)	Estimated Annual Purchase Amount (RM)
KPK00014	Epinephrine 0.3mg Inj Pen	pen	KPK00014.01	Epinephrine 0.3mg Inj Pen	Pen	pen	5	0				324.9000	-	1,949.40

Figure 3.2.2-5 Approved Special Drug

STEP 5

Double click on the information and Item Details screen will be displayed as Figure 3.2.2-6

ITEM DETAILS

Budget Type	<input type="text"/>	Vote Description	<input type="text"/>
Vote Code	<input type="text"/>	Drug Code	<input type="text" value="KPK00014"/>
Drug Name	<input type="text" value="Epinephrine 0.3mg Inj Pen"/>	SKU	<input type="text" value="pen"/>
Item Code	<input type="text" value="KPK00014.01"/>	PKU	<input type="text" value="pen"/>
Packaging Description	<input type="text" value="Pen"/>	Purchase Quantity (PKU)	<input type="text" value="3"/>
Estimated Unit Price (RM)	<input type="text" value="324.9000"/>	Approved Purchase Quantity (PKU)	<input type="text" value="0"/>
Remaining Approved Quantity (PKU)	<input type="text" value="3"/>	Total Estimated Amount (RM)	<input type="text" value="974.70"/>
Estimated Annual Purchase Amount (RM)	<input type="text" value="1,949.40"/>		

Figure 3.2.2-6 Item Details

STEP 6

Enter **Purchase Quantity (SKU)**

Note

Purchase Quantity (SKU) cannot exceeds Remaining Approved Quantity (SKU)

STEP 7

Click on the  button to save the transaction

Note

- System will display a Confirmation message as displayed in Figure 3.1.2-7

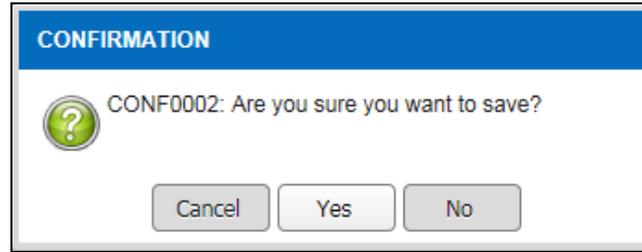


Figure 3.2.2-7 Confirmation Message

- Click on the button and information message will be displayed as Figure 3.2.2-8

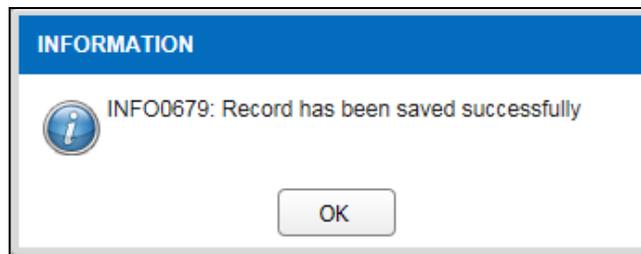


Figure 3.2.2-8 Information Message

- Click on the button

APPROVED SPECIAL DRUG

APPROVED SPECIAL DRUG INFORMATION

Procurement Special Drug No.	<input type="text" value=""/>	Financial Year	<input type="text" value="2019"/>
BPF Register No.	<input type="text" value="A0268/2017"/>	Created Date	<input type="text" value="14/10/2019 4:45:11 PM"/>
Hospital Request No.	<input type="text" value="HSM0014/2017"/>	Requester Department	<input type="text" value="General Medicine"/>
Request By Specialist	<input type="text" value="Dr. Mohd. Rizal Ibrahim"/>	Requested Date	<input type="text" value="20/04/2017"/>
Approved Date	<input type="text" value="31/05/2017"/>	Approval Dateline	<input type="text" value="31/05/2017"/>
Approval Validity Period (Days)	<input type="text" value="0"/>	Accumulated Purchase Quantity (PKU)	<input type="text" value="0"/>
Approved Quantity (PKU)	<input type="text" value="3"/>	Remaining Approved Quantity (PKU)	<input type="text" value="3"/>
Estimated Total Order Amount (RM)	<input type="text" value="1,949.40"/>	Status	<input type="text" value="Open"/>
Remarks	<input type="text" value=""/>		

APPROVED SPECIAL DRUG LIST

Drug Code	Drug Name	SKU	Item Code	Item Description	Packaging Description	PKU	Purchase Quantity (PKU)	Approved Purchase Quantity (PKU)	Vote Code	Vote Description	Budget Type	Estimated Price (RM)	Amount (RM)	Estimated Annual Purchase Amount (RM)
KPK00014	Epinephrine 0.3mg Inj Pen	pen	KPK00014.01	Epinephrine 0.3mg Inj Pen	Pen	pen	3	0				324.9000	974.70	1,949.40

Figure 3.2.2-9 Approved Special Drug

STEP 8

Click on the  button to save the transaction

Note

- System will display a Confirmation message as displayed in Figure 3.2.2-10.

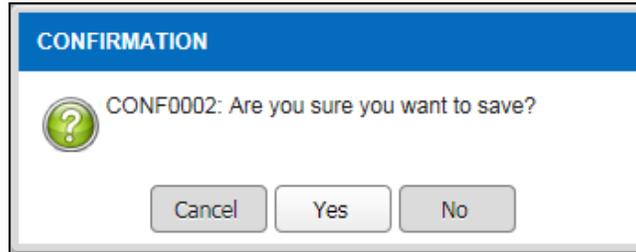


Figure 3.2.2-10 Confirmation Message

- Click on the button and information message will be displayed as Figure 3.2.2-11

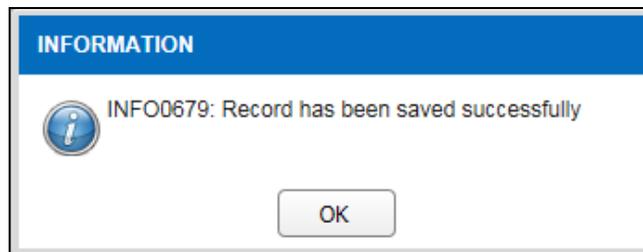


Figure 3.2.2-11 Information Message

- Click on the button
- Procurement Special Drug No. will be auto generated for future reference.
- and button will be displayed after save.
- User is allowed to cancel this transaction by click on the button.

APPROVED SPECIAL DRUG

9

+ APPROVED SPECIAL DRUG INFORMATION

Procurement Special Drug No. <input type="text" value="RK19000009"/>	Financial Year <input type="text" value="2019"/>
BPF Register No. <input type="text" value="A0268/2017"/>	Created Date <input type="text" value="14/10/2019 4:45:11 PM"/>
Hospital Request No. <input type="text" value="HSM0014/2017"/>	Requester Department <input type="text" value="General Medicine"/>
Request By Specialist <input type="text" value=""/>	Requested Date <input type="text" value="20/04/2017"/>
Approved Date <input type="text" value="31/05/2017"/>	Approval Dateline <input type="text" value="31/05/2017"/>
Approval Validity Period (Days) <input type="text" value="0"/>	Accumulated Purchase Quantity (PKU) <input type="text" value="0"/>
Approved Quantity (PKU) <input type="text" value="3"/>	Remaining Approved Quantity (PKU) <input type="text" value="3"/>
Estimated Total Order Amount (RM) <input type="text" value="1,949.40"/>	Status <input type="text" value="Open"/>
Remarks <input type="text" value=""/>	

+ APPROVED SPECIAL DRUG LIST

Drug Code	Drug Name	SKU	Item Code	Item Description	Packaging Description	PKU	Purchase Quantity(PKU)	Approved Purchase Quantity (PKU)	Vote Code	Vote Description	Budget Type	Estimated Price (RM)	Amount (RM)	Estimated Annual Purchase Amount (RM)
KPK00014	Epinephrine 0.3mg Inj Pen	pen	KPK00014.01	Epinephrine 0.3mg Inj Pen	Pen	pen	3	0				324.9000	974.70	1,949.40

Figure 3.2.2-12 Send For Approval

STEP 9

Click on the  button to send the transaction for approval

Note

- System will display a Confirmation Message as displayed in Figure 3.2.2-13.

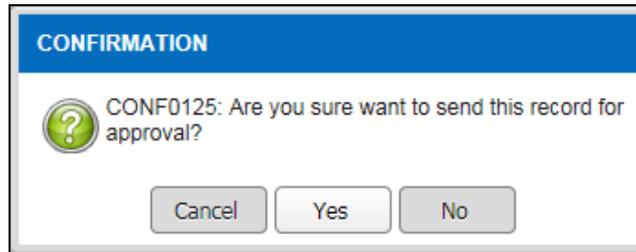


Figure 3.2.2-13 Confirmation Message

- Click on the  button and information message will be displayed as Figure 3.2.2-14

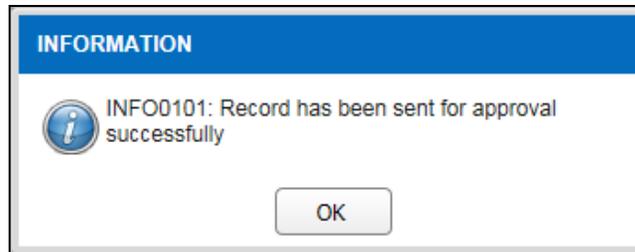
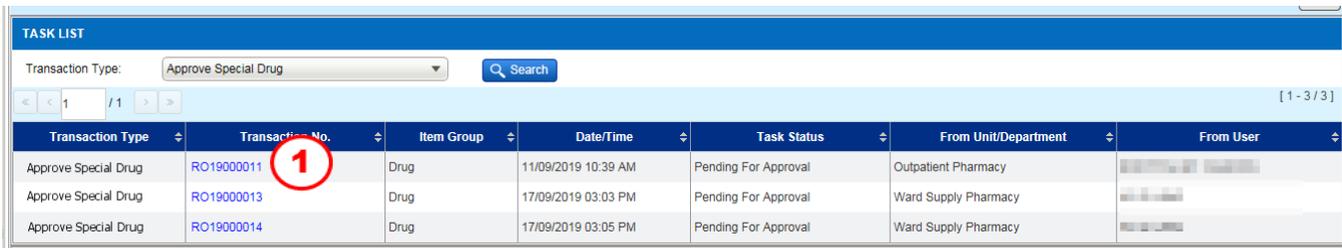


Figure 3.2.2-14 Information Message

- Click on the  button
- The **Status** will change automatically to 'Pending for Approval'.

3.2.3 Approved Special Drug Approval

To view, approve or reject an Approved Special Drug record, perform the steps below:



Transaction Type	Transaction No.	Item Group	Date/Time	Task Status	From Unit/Department	From User
Approve Special Drug	RO1900011	Drug	11/09/2019 10:39 AM	Pending For Approval	Outpatient Pharmacy	
Approve Special Drug	RO1900013	Drug	17/09/2019 03:03 PM	Pending For Approval	Ward Supply Pharmacy	
Approve Special Drug	RO1900014	Drug	17/09/2019 03:05 PM	Pending For Approval	Ward Supply Pharmacy	

Figure 3.2.3-1 Task List

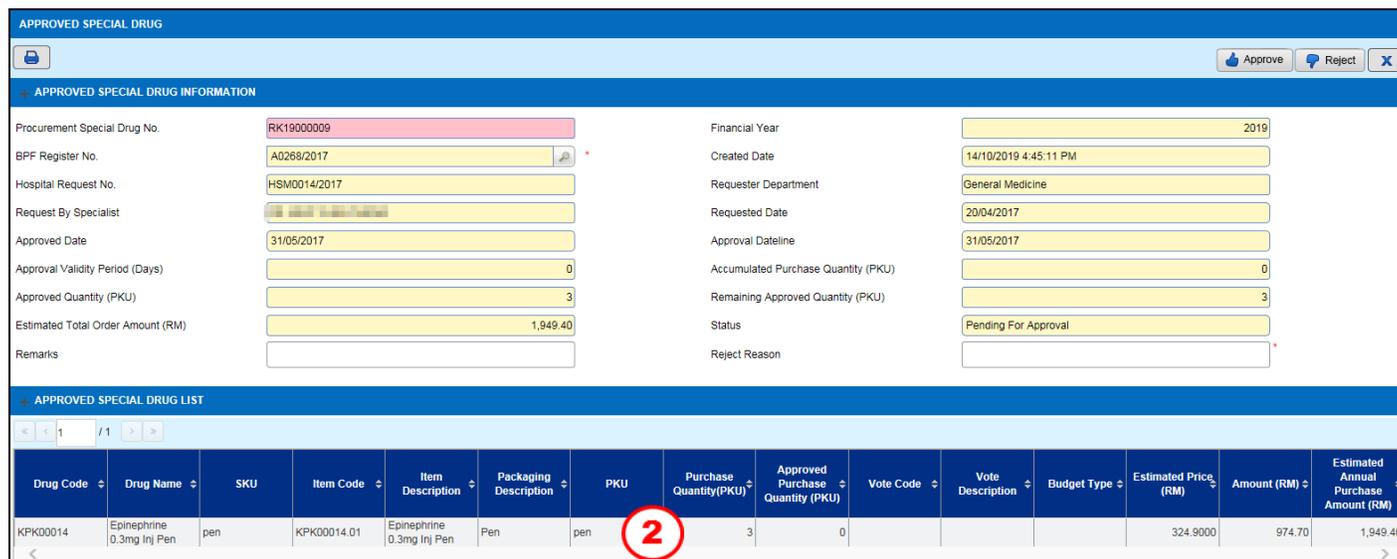
The HOD/Pharmacist will receive the 'Pending for Approval' Approved Special Drug record in the Task List.

STEP 1

Click on the Transaction No. hyperlink and the Approved Special Drug screen will be displayed as shown in Figure 3.2.3-2

Note

The Pharmacist is also able to refer to section [3.2.1 View Existing Approved Special Drug record\(s\)](#) to search for the 'Pending for Approval' Approved Special Drug.



Drug Code	Drug Name	SKU	Item Code	Item Description	Packaging Description	PKU	Purchase Quantity(PKU)	Approved Purchase Quantity (PKU)	Vote Code	Vote Description	Budget Type	Estimated Price (RM)	Amount (RM)	Estimated Annual Purchase Amount (RM)
KPK00014	Epinephrine 0.3mg Inj Pen	pen	KPK00014.01	Epinephrine 0.3mg Inj Pen	Pen	pen	3	0				324.9000	974.70	1,949.40

Figure 3.2.3-2 Approved Special Drug

STEP 2

Double click on the information list and Item Details screen will be displayed as Figure 3.2.3-3

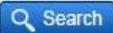
ITEM DETAILS			
Budget Type	Operating	Vote Description	XRAY FILM 2019
Vote Code	050801/022000/27501/99	Drug Code	KPK00014
Drug Name	Epinephrine 0.3mg Inj Pen	SKU	pen
Item Code	KPK00014.01	PKU	pen
Packaging Description	Pen	Purchase Quantity (PKU)	3
Estimated Unit Price (RM)	324.9000	Approved Purchase Quantity (PKU)	3
Remaining Approved Quantity (PKU)	3	Total Estimated Amount (RM)	974.70
Estimated Annual Purchase Amount (RM)	1,949.40		

Figure 3.2.3-3 Item Details

STEP 3

Click on the **Vote Description**  button and 'Search Vote Description' window will be displayed as Figure 3.2.3-3

Note

- This textbox allow user to enter a wildcard value for **Vote Description** and/or **Vote Code** and click the  button.
- List of Vote Description will be displayed and double click to select.

Search Vote Description			
Vote Description	Vote Code		
1 / 5		[1 - 10 / 44]	
Vote Description	Vote Code	Budget Type	Amount (RM)
Tabung Darah (Ubat)	090401/032900/27401/99	Operating	1,750.00
Tabung Darah (reagen)	090401/032900/27403/99	Operating	61,938.00
Tabung Darah (bukan Ubat)	090401/032900/27499/99	Operating	41,498.00
Rawatan Pesakit Luar (ubat)	090401/030300/27401/00	Operating	3,692.50
Rawatan Pesakit Luar (bukan ubat)	090401/030400/27499/99	Operating	2,929.80
Rawatan Pesakit Luar	090401/030300/27499/	Operating	152,544.00

Figure 3.2.3-4 Search Vote Code

STEP 4

Enter **Approved Purchase Quantity (SKU)**

Note

Approved Purchase Quantity (SKU) cannot more than **Remaining Approved Quantity (SKU)**.

STEP 5

Click on the  button to save the record

APPROVED SPECIAL DRUG 6

+ APPROVED SPECIAL DRUG INFORMATION

Procurement Special Drug No.	RK19000009	Financial Year	2019
BPF Register No.	A0268/2017	Created Date	14/10/2019 4:45:11 PM
Hospital Request No.	HSM0014/2017	Requester Department	General Medicine
Request By Specialist		Requested Date	20/04/2017
Approved Date	31/05/2017	Approval Dateline	31/05/2017
Approval Validity Period (Days)	0	Accumulated Purchase Quantity (PKU)	0
Approved Quantity (PKU)	3	Remaining Approved Quantity (PKU)	3
Estimated Total Order Amount (RM)	1,949.40	Status	Pending For Approval
Remarks		Reject Reason	

+ APPROVED SPECIAL DRUG LIST

/ 1

Drug Code	Drug Name	SKU	Item Code	Item Description	Packaging Description	PKU	Purchase Quantity(PKU)	Approved Purchase Quantity (PKU)	Vote Code	Vote Description	Budget Type	Estimated Price (RM)	Amount (RM)	Estimated Annual Purchase Amount (RM)
KPK00014	Epinephrine 0.3mg Inj Pen	pen	KPK00014.01	Epinephrine 0.3mg Inj Pen	Pen	pen	3	3	050801/022000/27501/99	XRAY FILM 2019	Operating	324.9000	974.70	1,949.40

Figure 3.2.3-5 Approved Special Drug

STEP 6

Click on the  button to approve the Approved Special Drug transaction and the **Status** will change to Approved

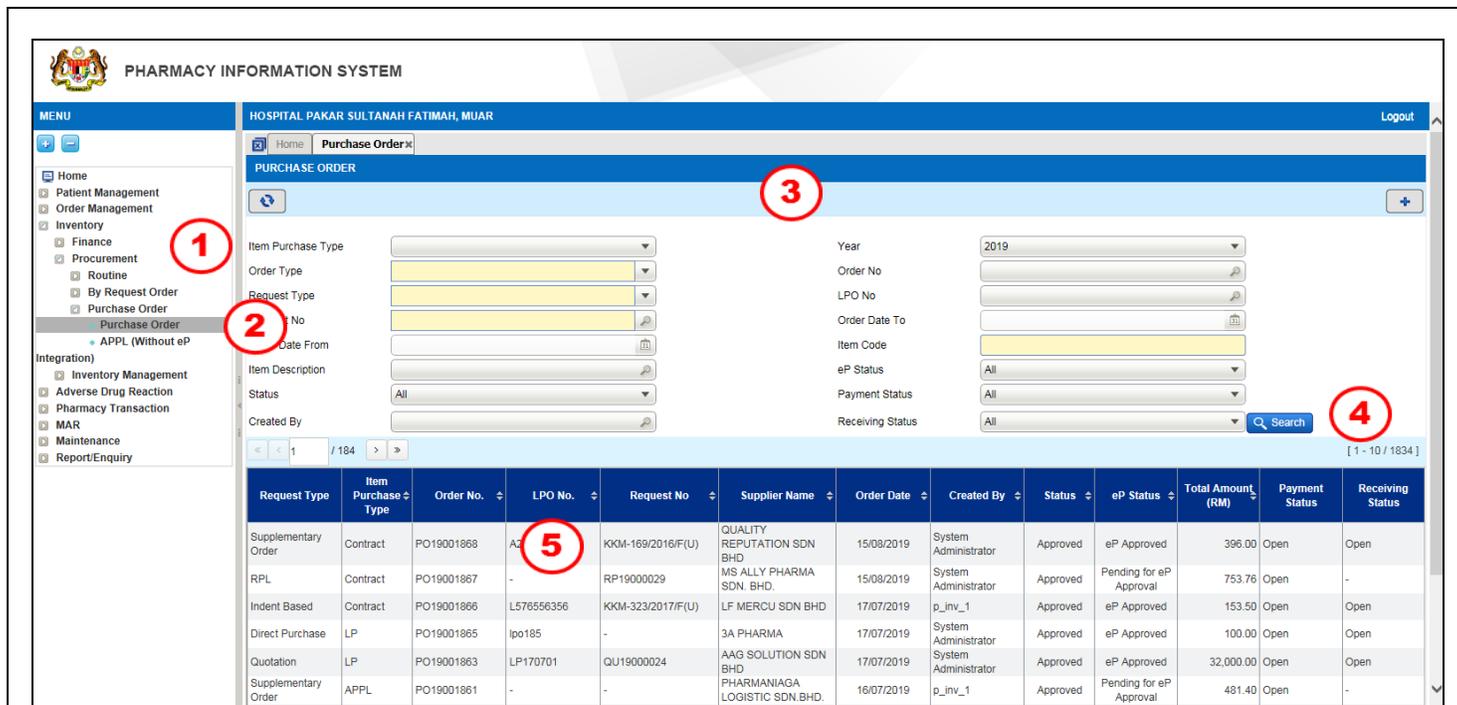
Click on the  button to reject the Approved Special Drug transaction and the **Status** will be changed to Rejected

U.MANUAL_INV_REQUEST ORDER-12th E

Page 31

3.3 Purchase Order Listing Page

Purpose of this screen is to allow user to choose 3 order types which is APPL, Contract, and LP and proceed with procurement process



PHARMACY INFORMATION SYSTEM

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

Home Purchase Order

PURCHASE ORDER

Item Purchase Type: [Dropdown] Year: 2019

Order Type: [Dropdown] Order No: [Text]

Request Type: [Dropdown] LPO No: [Text]

Date From: [Text] Date To: [Text]

Item Code: [Text]

Item Description: [Text] eP Status: All

Status: All Payment Status: All

Created By: [Text] Receiving Status: All

Search

Request Type	Item Purchase Type	Order No.	LPO No.	Request No.	Supplier Name	Order Date	Created By	Status	eP Status	Total Amount (RM)	Payment Status	Receiving Status
Supplementary Order	Contract	PO19001868	AL	KKM-169/2016/F(U)	QUALITY REPUTATION SDN BHD	15/08/2019	System Administrator	Approved	eP Approved	396.00	Open	Open
RPL	Contract	PO19001867	-	RP19000029	MS ALLY PHARMA SDN. BHD.	15/08/2019	System Administrator	Approved	Pending for eP Approval	753.76	Open	-
Indent Based	Contract	PO19001866	L576556356	KKM-323/2017/F(U)	LF MERCU SDN BHD	17/07/2019	p_inv_1	Approved	eP Approved	153.50	Open	Open
Direct Purchase	LP	PO19001865	lpo185	-	3A PHARMA	17/07/2019	System Administrator	Approved	eP Approved	100.00	Open	Open
Quotation	LP	PO19001863	LP170701	QU19000024	AAG SOLUTION SDN BHD	17/07/2019	System Administrator	Approved	eP Approved	32,000.00	Open	Open
Supplementary Order	APPL	PO19001861	-	-	PHARMANIAGA LOGISTIC SDN.BHD.	16/07/2019	p_inv_1	Approved	Pending for eP Approval	481.40	Open	-

Figure 3.3-1 Purchase Order

STEP 1

Click on 'Inventory, menu follow by 'Procurement' sub menu and click 'Purchase Order'

STEP 2

Click on '**Purchase Order**'

STEP 3

To search for existing purchase order transaction, user may search by criteria as follow:

- a) Item Purchase Type
 - APPL
 - Contract
 - LP
- b) Order Type
 - Direct Purchase
 - Quotation
- c) Request Type
 - Approved Special Drug
 - Indent Based
 - RPL
 - Requisition Order
 - Supplementary Order
- d) Order No
- e) LPO No
- f) Date From
- g) Date To
- h) Item Description

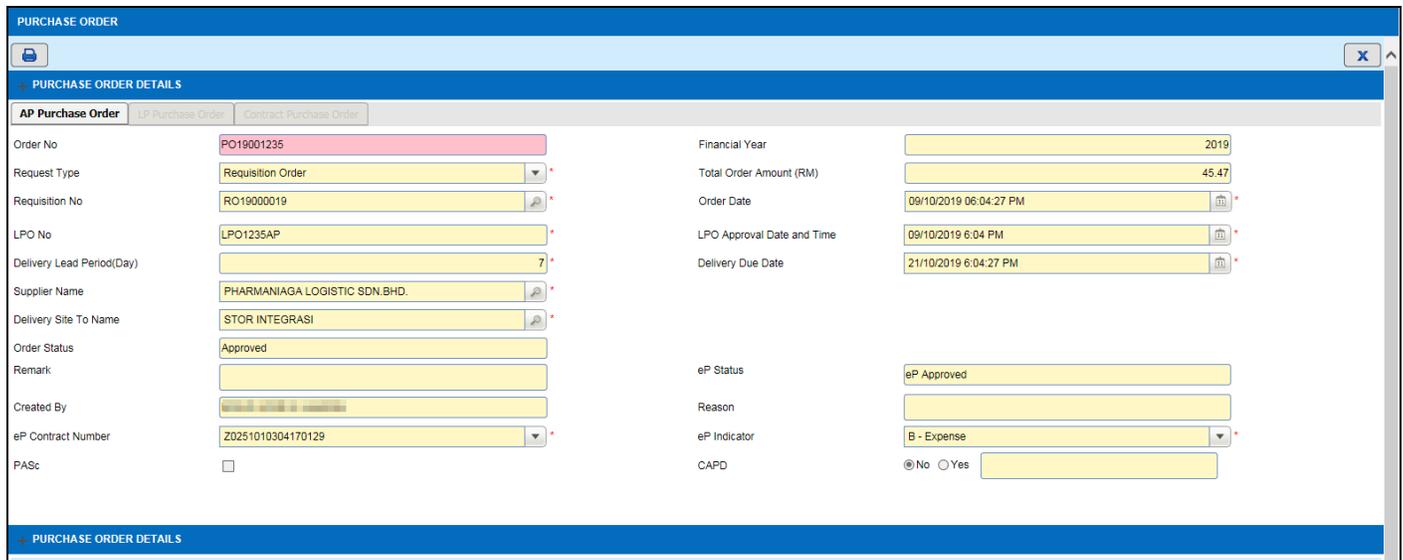
- i) Item Code
- j) Status
- k) eP Status
 - eP Approved
 - eP Rejected
 - Pending for eP Approval
 - eP Cancelled
- l) Payment Status
 - Closed
 - Full Payment
 - Payment with Credit Note
 - Open
- m) Status
 - ALL
 - Approved
 - Cancelled
 - Closed
 - LPO Cancelled by eP
 - Open
 - Pending for Approval
 - Rejected
- n) Receiving Status
 - Fully Received
 - Open
 - Partially Received

STEP 4

Click on the  button and the result display will be based on the entered criteria

STEP 5

Double click on the selected record to view the details as shown in Figure 3.3-2

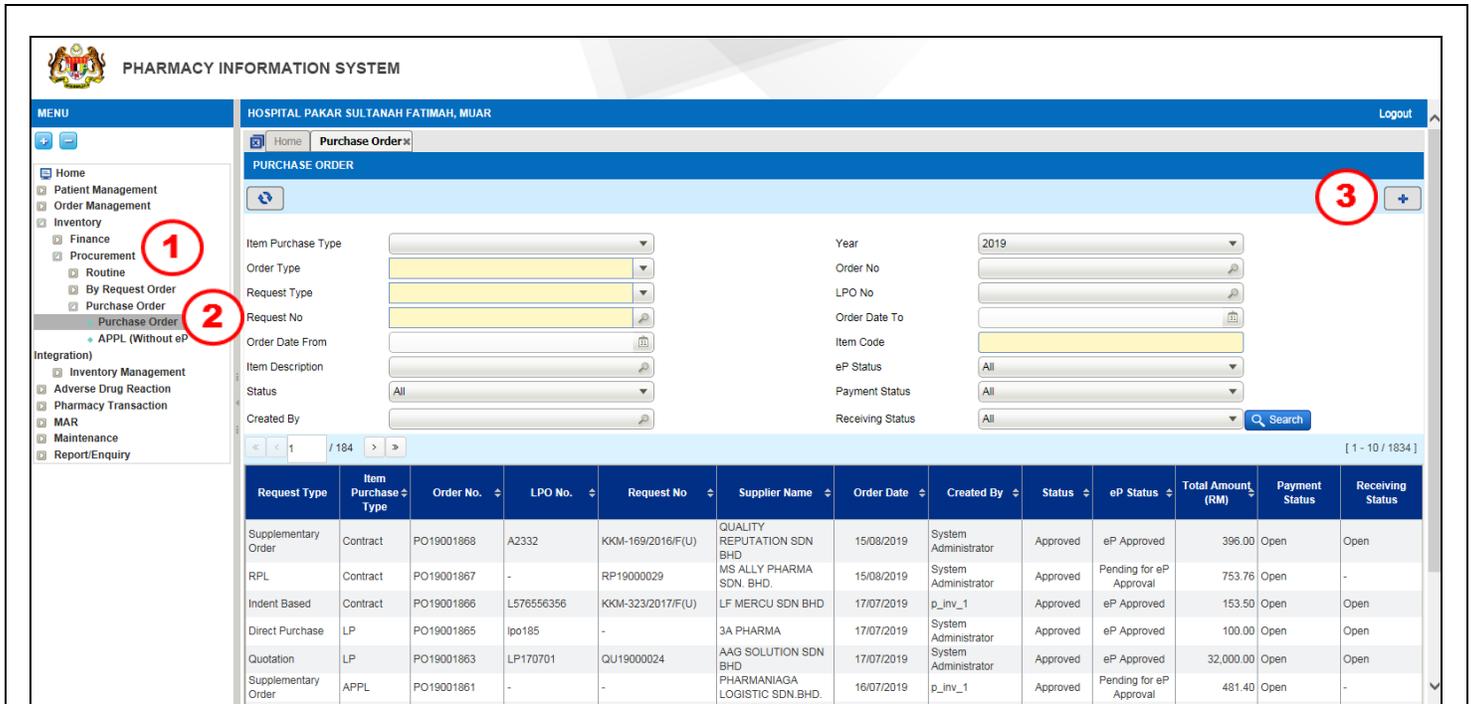


PURCHASE ORDER			
PURCHASE ORDER DETAILS			
AP Purchase Order			
Order No	PO19001235	Financial Year	2019
Request Type	Requisition Order	Total Order Amount (RM)	45.47
Requisition No	RO19000019	Order Date	09/10/2019 06:04:27 PM
LPO No	LPO1235AP	LPO Approval Date and Time	09/10/2019 6:04 PM
Delivery Lead Period(Day)	7	Delivery Due Date	21/10/2019 6:04:27 PM
Supplier Name	PHARMANIAGA LOGISTIC SDN.BHD.		
Delivery Site To Name	STOR INTEGRASI		
Order Status	Approved	eP Status	eP Approved
Remark		Reason	
Created By		eP Indicator	B - Expense
eP Contract Number	20251010304170129	CAPD	<input type="radio"/> No <input type="radio"/> Yes
PASC	<input type="checkbox"/>		

Figure 3.3-2 Purchase Order

3.3.1 AP Purchase Order (AP PO)

To create a new AP Purchase Order, perform steps below:



PHARMACY INFORMATION SYSTEM

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

Home Purchase Order

PURCHASE ORDER

Item Purchase Type: [Dropdown] Year: 2019

Order Type: [Dropdown] Order No: [Text]

Request Type: [Dropdown] LPO No: [Text]

Request No: [Text] Order Date To: [Text]

Order Date From: [Text] Item Code: [Text]

Item Description: [Text] eP Status: All

Status: All Payment Status: All

Created By: [Text] Receiving Status: All

[Search]

Request Type	Item Purchase Type	Order No.	LPO No.	Request No	Supplier Name	Order Date	Created By	Status	eP Status	Total Amount (RM)	Payment Status	Receiving Status
Supplementary Order	Contract	PO19001868	A2332	KKM-169/2016/F(U)	QUALITY REPUTATION SDN BHD	15/08/2019	System Administrator	Approved	eP Approved	396.00	Open	Open
RPL	Contract	PO19001867	-	RP19000029	MS ALLY PHARMA SDN. BHD.	15/08/2019	System Administrator	Approved	Pending for eP Approval	753.76	Open	-
Indent Based	Contract	PO19001866	L578556356	KKM-323/2017/F(U)	LF MERCU SDN BHD	17/07/2019	p_inv_1	Approved	eP Approved	153.50	Open	Open
Direct Purchase	LP	PO19001865	lpo185	-	3A PHARMA	17/07/2019	System Administrator	Approved	eP Approved	100.00	Open	Open
Quotation	LP	PO19001863	LP170701	QU19000024	AAG SOLUTION SDN BHD	17/07/2019	System Administrator	Approved	eP Approved	32,000.00	Open	Open
Supplementary Order	APPL	PO19001861	-	-	PHARMANIAGA LOGISTIC SDN.BHD.	16/07/2019	p_inv_1	Approved	Pending for eP Approval	481.40	Open	-

Figure 3.3.1-1 Purchase Order Listing Page

STEP 1

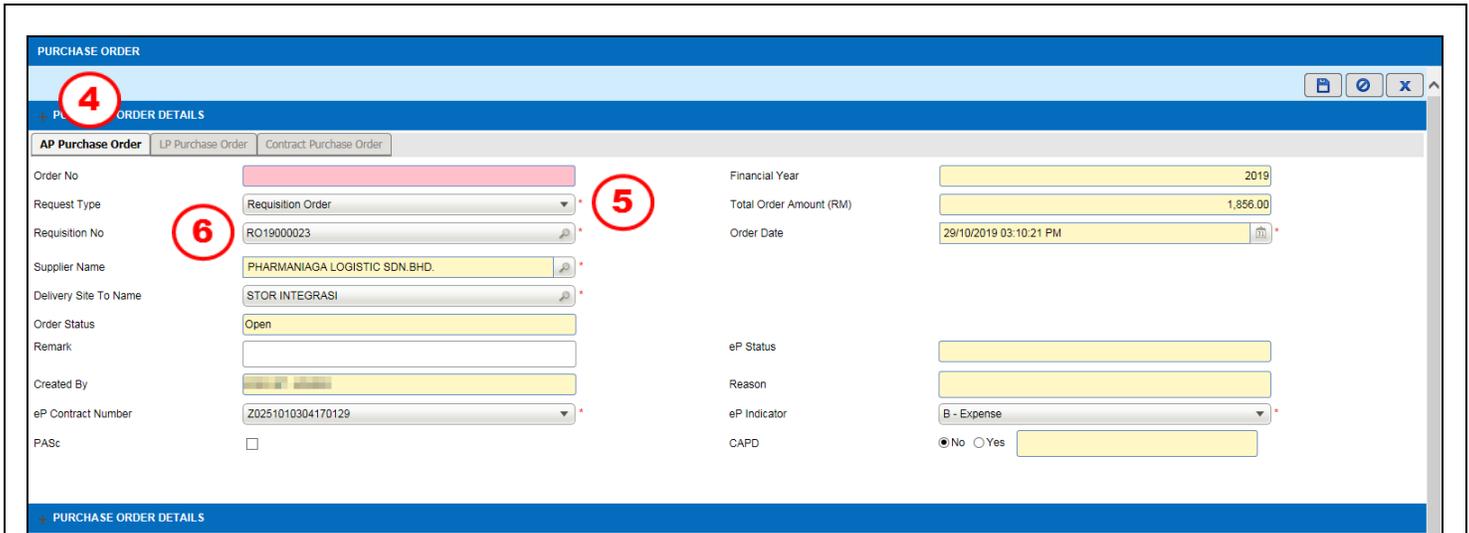
Click on 'Inventory', menu follow by 'Procurement' sub menu and click 'Purchase Order'

STEP 2

Click on '**Purchase Order**'

STEP 3

Click on the  button to create a new record



The screenshot shows the 'PURCHASE ORDER' form with the following fields and annotations:

- Annotation 4:** Points to the 'AP Purchase Order' tab.
- Annotation 5:** Points to the 'Request Type' dropdown menu.
- Annotation 6:** Points to the 'Requisition No' field.

Other visible fields include: Order No, Financial Year (2019), Total Order Amount (RM) (1,856.00), Order Date (29/10/2019 03:10:21 PM), Supplier Name (PHARMANIAGA LOGISTIC SDN BHD), Delivery Site To Name (STOR INTEGRASI), Order Status (Open), Remark, Created By, eP Contract Number (Z0251010304170129), eP Status, Reason, eP Indicator (B - Expense), CAPD, and PASC.

Figure 3.3.1-2 AP Purchase Order

STEP 4

Click on the '**AP Purchase Order**' tab

Note

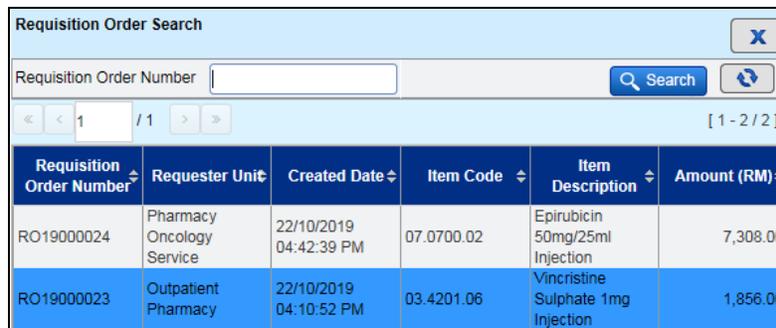
Supplier Name will be defaulted to PHARMANIAGA LOGISTIC SDN BHD and this field is non-editable.

STEP 5

Select **Request Type** as Requisition Order from dropdown box

STEP 6

Click on the **Requisition No**  button and Requisition Order Search window will be displayed as Figure 3.3.1-3



The screenshot shows the 'Requisition Order Search' window with a search bar and a table of results. The table has the following data:

Requisition Order Number	Requester Unit	Created Date	Item Code	Item Description	Amount (RM)
RO19000024	Pharmacy Oncology Service	22/10/2019 04:42:39 PM	07.0700.02	Epirubicin 50mg/25ml Injection	7,308.00
RO19000023	Outpatient Pharmacy	22/10/2019 04:10:52 PM	03.4201.06	Vincristine Sulphate 1mg Injection	1,856.00

Figure 3.3.1-3 Requisition Order Search

Note

- User is allowed to enter partial or full character of **Requisition Order Number**.
- Click on the  button and the result will be display to be selected.
- Details on the selected **Requisition Order Number** will be displayed as Figure 3.3.1-4

PURCHASE ORDER

PURCHASE ORDER DETAILS

AP Purchase Order | LP Purchase Order | Contract Purchase Order

Order No: [Redacted] Financial Year: 2019
 Request Type: Requisition Order Total Order Amount (RM): 1,856.00
 Requisition No: RO19000023 Order Date: 29/10/2019 03:10:21 PM
 Supplier Name: PHARMANIAGA LOGISTIC SDN BHD.
 Delivery Site To Name: STOR INTEGRASI
 Order Status: Open
 Remark: [Redacted]
 Created By: [Redacted]
 eP Contract Number: Z0251010304170129
 PASC: eP Status: [Redacted]
 Reason: [Redacted]
 eP Indicator: B - Expense
 CAPD: No Yes

PURCHASE ORDER DETAILS

Item Code	Item Description	PKU	Packaging Description	Ordered Quantity (PKU)	Vote Code	Usage & Issue Quantity	Back Order	Unit Price (RM)	Amount (RM)	YTD Purchase Amount (RM)
03.4201.06	Vincristine Sulphate 1mg Injection	Injection	pack of 10 vial	10	050801/011000/27499/99 Anaesthesiologi Dan Rawatan Rapi (Bukan Ubat) Operating	0	0	185.60	1,856.00	0.00

Figure 3.3.1-4 AP Purchase Order

Note

Approved Special Drug

- Select **Request Type** as **Approved Special Drug** from dropdown box
- Click on the **Approved Special Drug No**  button and **Approved Special Drug Search** window will be displayed as Figure 3.3.1-5

Approved Special Drug Search

Procurement Special Drug No: [Input Field]

Procurement Special Drug No	Created Date	BPF Register No	Amount (RM)
RK14000004	03/04/2014	C0021/2014	20.00

Figure 3.3.1-5 Requisition Order Search

- User is allowed to enter partial or full character of **Procurement Special Drug No**
- Click on the button and the result will display.

STEP 7

Select **Delivery Site To Name**

STEP 8

Select **eP Contact Number**

STEP 9

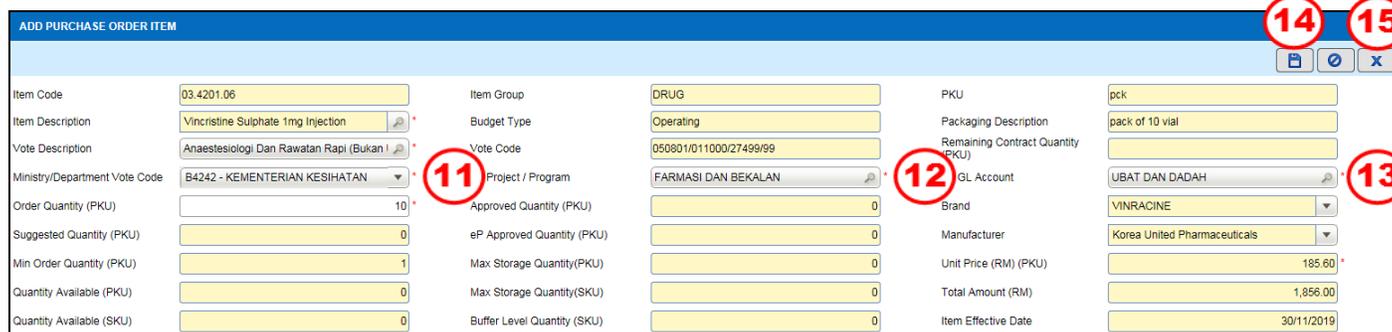
Select **eP Indicator**

Note

- If select **PASc** , user need to enter **PASc Reference No**
- if select **CAPD** as 'Yes' , user need to enter value in the field

STEP 10

Double click on the Purchase Order Details information and Add Purchase Order Item screen will be displayed as Figure 3.3.1-6



ADD PURCHASE ORDER ITEM					
Item Code	03.4201.06	Item Group	DRUG	PKU	pck
Item Description	Vincristine Sulphate 1mg Injection	Budget Type	Operating	Packaging Description	pack of 10 vial
Vote Description	Anaesthesiologi Dan Rawatan Rapi (Bukan I	Vote Code	050801/011000/27499/99	Remaining Contract Quantity (PKU)	
Ministry/Department Vote Code	B4242 - KEMENTERIAN KESIHATAN	Project / Program	FARMASI DAN BEKALAN	GL Account	UBAT DAN DADAH
Order Quantity (PKU)	10	Approved Quantity (PKU)	0	Brand	VINRACINE
Suggested Quantity (PKU)	0	eP Approved Quantity (PKU)	0	Manufacturer	Korea United Pharmaceuticals
Min Order Quantity (PKU)	1	Max Storage Quantity (PKU)	0	Unit Price (RM) (PKU)	185.60
Quantity Available (PKU)	0	Max Storage Quantity (SKU)	0	Total Amount (RM)	1,856.00
Quantity Available (SKU)	0	Buffer Level Quantity (SKU)	0	Item Effective Date	30/11/2019

Figure 3.3.1-6 Add Purchase Order Item

STEP 11

Select **Ministry/Department Vote Code**

STEP 12

Select **eP Project/Program**

STEP 13

Select **eP GL Account**

Note

- If user set **Ministry/Department Vote Code** and **eP Project/Program** in the **Vote Activity** master setup, the value will be default based on selected **Vote Description** for the item
- **eP GL Account** will be auto display if user set in the **Vote Object** in master setup

STEP 14

Click on the  button to save the record

STEP 15

Click on the  to close the screen

Note

User is allowed to modify **Vote Description** if necessary

PURCHASE ORDER

16

PURCHASE ORDER DETAILS

AP Purchase Order
LP Purchase Order
Contract Purchase Order

Order No	<input type="text"/>	Financial Year	<input type="text" value="2019"/>
Request Type	<input type="text" value="Requisition Order"/>	Total Order Amount (RM)	<input type="text" value="1,856.00"/>
Requisition No	<input type="text" value="RO19000023"/>	Order Date	<input type="text" value="29/10/2019 03:10:21 PM"/>
Supplier Name	<input type="text" value="PHARMANIAGA LOGISTIC SDN.BHD."/>	eP Status	<input type="text"/>
Delivery Site To Name	<input type="text" value="STOR INTEGRASI"/>	Reason	<input type="text"/>
Order Status	<input type="text" value="Open"/>	eP Indicator	<input type="text" value="B - Expense"/>
Remark	<input type="text"/>	CAPD	<input type="radio"/> No <input type="radio"/> Yes
Created By	<input type="text"/>		
eP Contract Number	<input type="text" value="Z0251010304170129"/>		
PASc	<input type="checkbox"/>		

PURCHASE ORDER DETAILS

Delete Item

■	Item Code	Item Description	PKU	Packaging Description	Ordered Quantity (PKU)	Vote Code	Usage & Issue Quantity	Back Order	Unit Price (RM)	Amount (RM)	YTD Purchase Amount (RM)
☐	03.4201.06	Vincristine Sulphate 1mg Injection	pck	pack of 10 vial	10	050801/011000/27499/09 Anaesthesiologi Dan Rawatan Rapi (Bukan Ubat) Operating	0	0	185.60	1,856.00	0.00

Figure 3.3.1-7 AP Purchase Order

STEP 16

Click on the button to save the record and confirmation message will be display as Figure 3.3.1-8

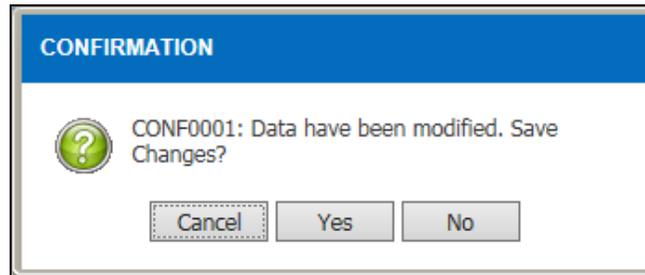


Figure 3.3.1-8 Confirmation Message

Note

Click on the button to save the record and information message will be display as Figure 3.3.1-9

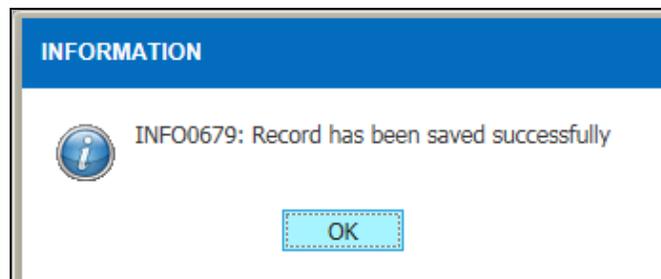
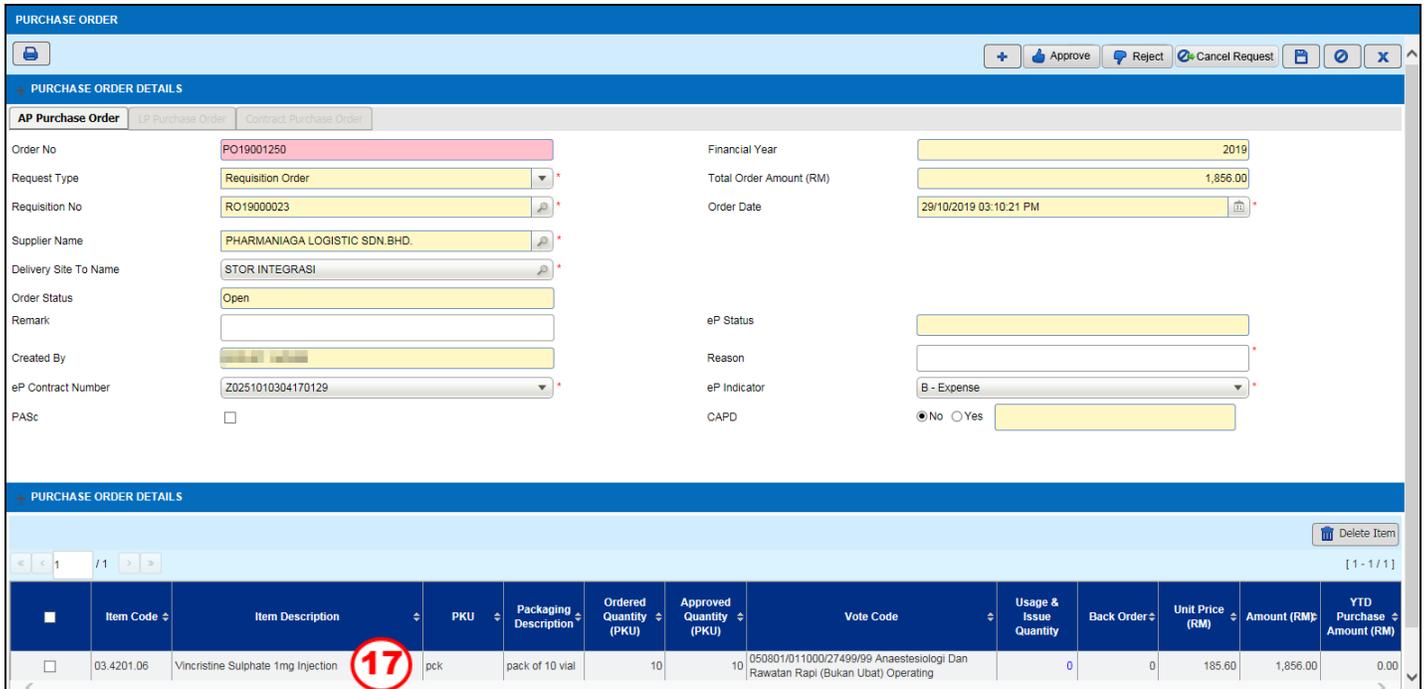


Figure 3.3.1-9 Information Message

Note

- Click on the  button to successfully save the record
- **Order No** will be auto generated after successfully saved the record
- Button ,  and  will be enable after successfully saved the record as shown in Figure 3.3.1-10



PURCHASE ORDER

PURCHASE ORDER DETAILS

AP Purchase Order | LP Purchase Order | Contract Purchase Order

Order No: PO19001250 | Financial Year: 2019
 Request Type: Requisition Order | Total Order Amount (RM): 1,856.00
 Requisition No: RO19000023 | Order Date: 29/10/2019 03:10:21 PM
 Supplier Name: PHARMANIAGA LOGISTIC SDN BHD.
 Delivery Site To Name: STOR INTEGRASI
 Order Status: Open
 Remark: | eP Status: |
 Created By: | Reason: |
 eP Contract Number: Z0251010304170129 | eP Indicator: B - Expense
 PAsc: | CAPD: No Yes

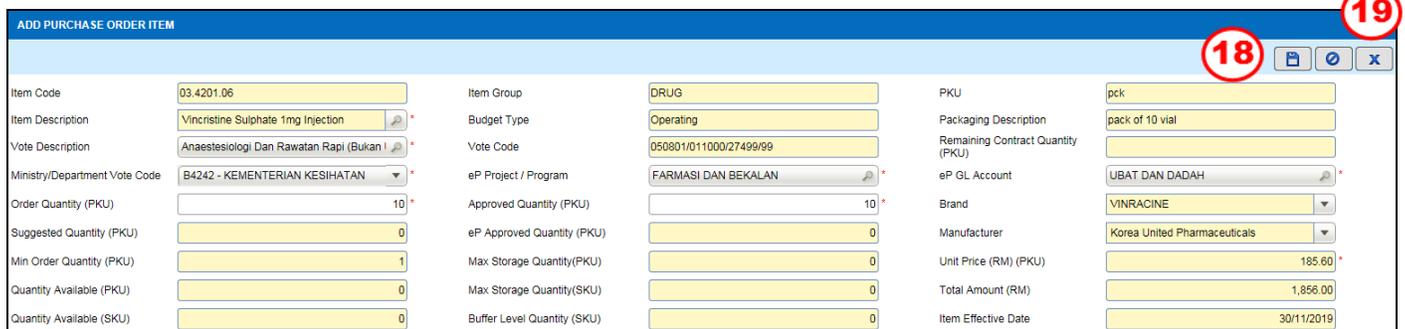
PURCHASE ORDER DETAILS

Item Code	Item Description	PKU	Packaging Description	Ordered Quantity (PKU)	Approved Quantity (PKU)	Vote Code	Usage & Issue Quantity	Back Order	Unit Price (RM)	Amount (RM)	YTD Purchase Amount (RM)
03.4201.06	Vincristine Sulphate 1mg Injection	pck	pack of 10 vial	10	10	050801/011000/27499/99 Anaesthesiologi Dan Rawatan Rapi (Bukan Ubat) Operating	0	0	185.60	1,856.00	0.00

Figure 3.3.1-10 AP Purchase Order

STEP 17

Double click on item details to modify (refer Figure 3.3.1-11):



ADD PURCHASE ORDER ITEM

Item Code: 03.4201.06 | Item Group: DRUG | PKU: pck
 Item Description: Vincristine Sulphate 1mg Injection | Budget Type: Operating | Packaging Description: pack of 10 vial
 Vote Description: Anaesthesiologi Dan Rawatan Rapi (Bukan Ubat) | Vote Code: 050801/011000/27499/99 | Remaining Contract Quantity (PKU):
 Ministry/Department Vote Code: B4242 - KEMENTERIAN KESIHATAN | eP Project / Program: FARMASI DAN BEKALAN | eP GL Account: UBAT DAN DADAH
 Order Quantity (PKU): 10 | Approved Quantity (PKU): 10 | Brand: VINRACINE
 Suggested Quantity (PKU): 0 | eP Approved Quantity (PKU): 0 | Manufacturer: Korea United Pharmaceuticals
 Min Order Quantity (PKU): 1 | Max Storage Quantity (PKU): 0 | Unit Price (RM) (PKU): 185.60
 Quantity Available (PKU): 0 | Max Storage Quantity (SKU): 0 | Total Amount (RM): 1,856.00
 Quantity Available (SKU): 0 | Buffer Level Quantity (SKU): 0 | Item Effective Date: 30/11/2019

Figure 3.3.1-11 Add Purchase Order Item

Note

User is allowed to do a modification for:

- Vote Description
- Ministry/Department Vote Code

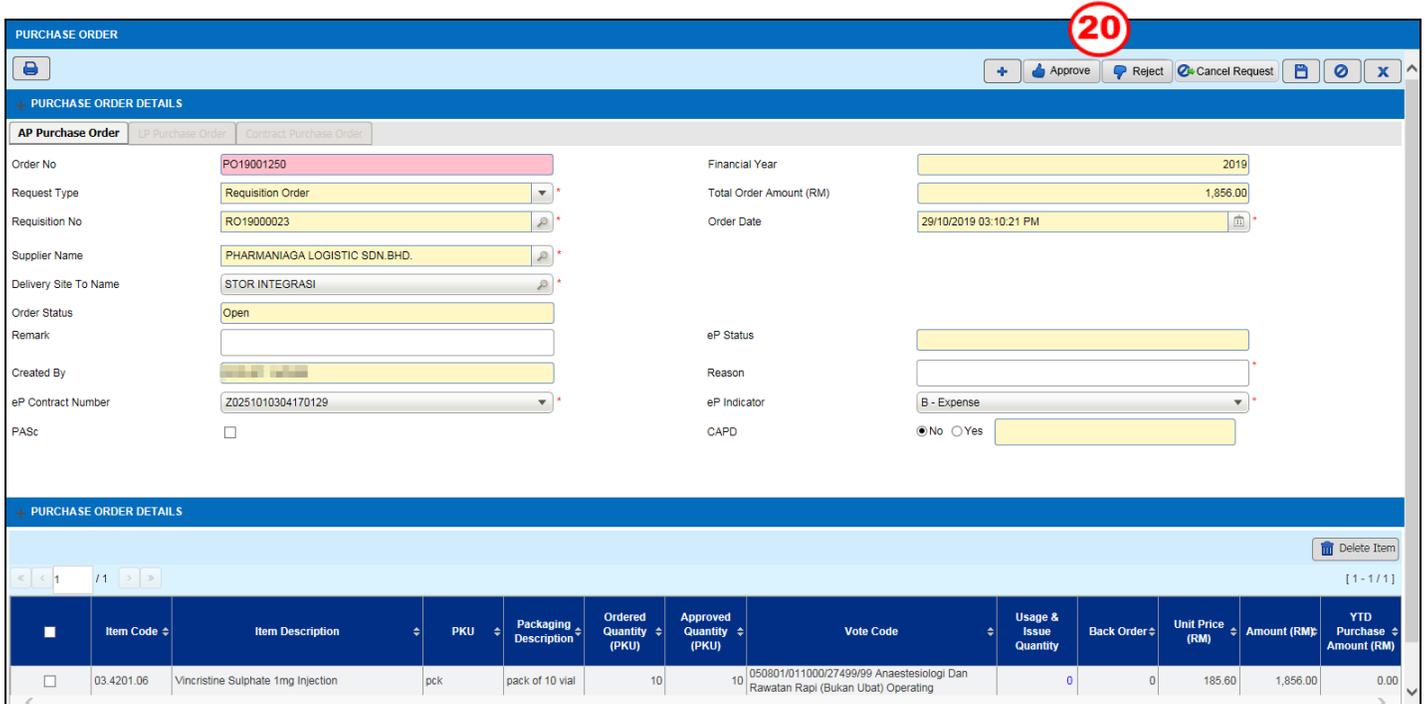
- eP Project / Program
- eP GL Account
- Approved Quantity (PKU)

STEP 18

Click on the  button to save the modification details

STEP 19

Click on the  to close the screen



PURCHASE ORDER

AP Purchase Order | LP Purchase Order | Contract Purchase Order

Order No: PO19001250 | Financial Year: 2019
 Request Type: Requisition Order | Total Order Amount (RM): 1,856.00
 Requisition No: RO19000023 | Order Date: 29/10/2019 03:10:21 PM
 Supplier Name: PHARMANIAGA LOGISTIC SDN.BHD.
 Delivery Site To Name: STOR INTEGRASI
 Order Status: Open
 Remark:
 Created By:
 eP Contract Number: Z0251010304170129
 PASC: | eP Status:
 Reason:
 eP Indicator: B - Expense
 CAPD: No Yes

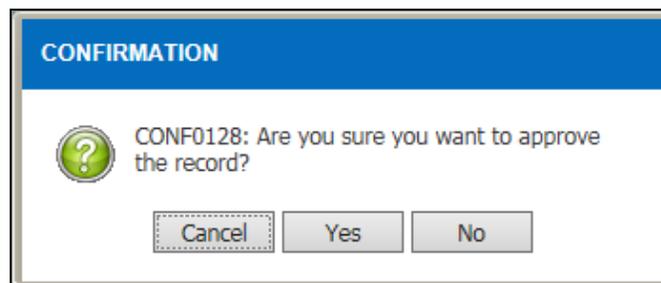
PURCHASE ORDER DETAILS

Item Code	Item Description	PKU	Packaging Description	Ordered Quantity (PKU)	Approved Quantity (PKU)	Vote Code	Usage & Issue Quantity	Back Order	Unit Price (RM)	Amount (RM)	YTD Purchase Amount (RM)
03.4201.06	Vincristine Sulphate 1mg Injection	pck	pack of 10 vial	10	10	050801/011000/27499/99 Anaesthesiologi Dan Rawatan Rapi (Bukan Ubat) Operating	0	0	185.60	1,856.00	0.00

Figure 3.3.1-12 AP Purchase Order

STEP 20

a) Click on the  button to approve the record and confirmation message will be display as Figure 3.3.1-13



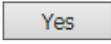
CONFIRMATION

CONF0128: Are you sure you want to approve the record?

Cancel Yes No

Figure 3.3.1-13 Confirmation Message

Note

- Click on the  button to approved record and information message will be display as Figure 3.3.1-14

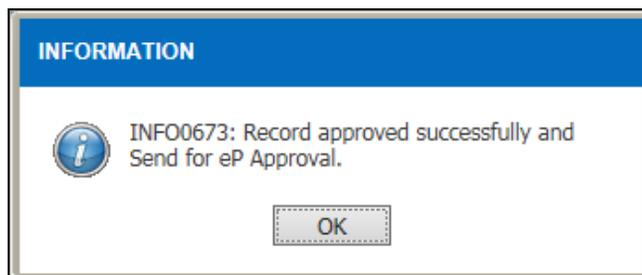
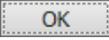


Figure 3.3.1-14 Information Message

Note

- Click on the  button to successfully approved the record

- b) Click on the  button to reject the record and confirmation message will be display as Figure 3.3.1-15

Note

User need to enter **Reject Reason** before click on the  button

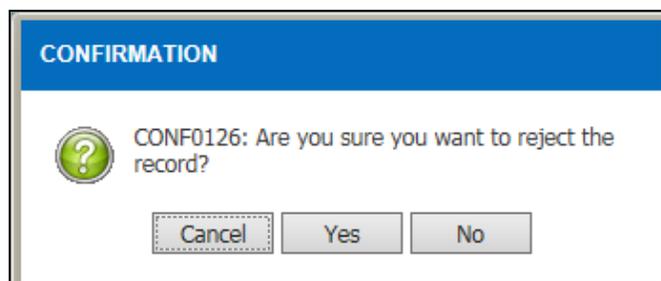
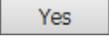


Figure 3.3.1-15 Confirmation Message

Note

- Click on the  button to reject record and information message will be display as Figure 3.3.1-16

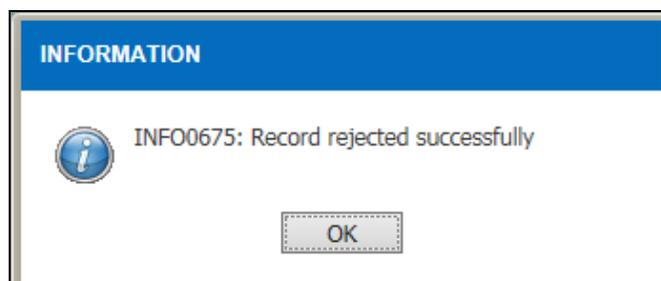


Figure 3.3.1-16 Information Message

Note

- Click on the  button to successfully rejected the record

- c) Click on the  button to cancel the record and confirmation message will be display as Figure 3.3.1-17

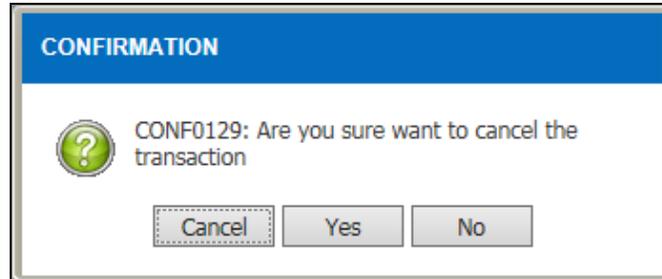


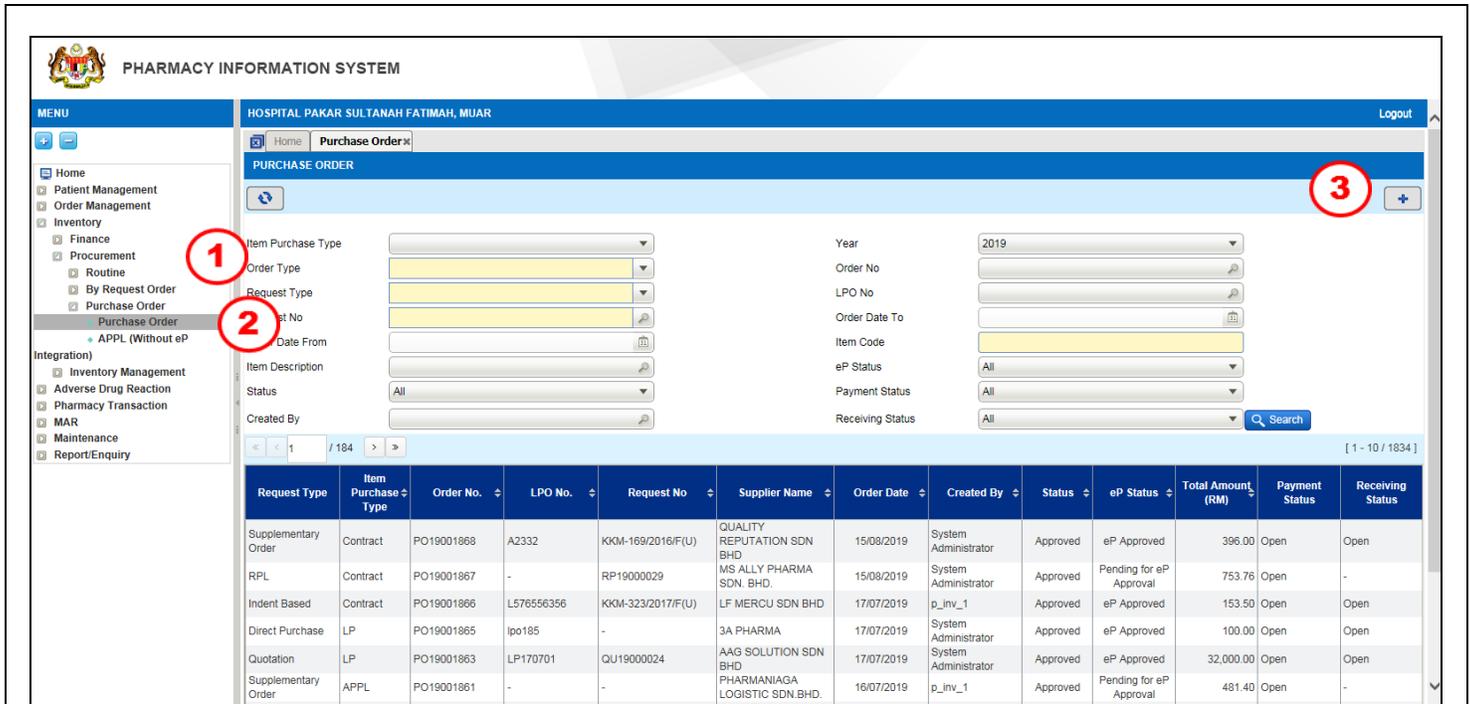
Figure 3.3.1-17 Confirmation Message

Note

Click on the  button to cancel the transaction

3.3.2 LP Purchase Order (LP PO)

This function is to purchase LP Item.



PHARMACY INFORMATION SYSTEM

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

Home Purchase Order

PURCHASE ORDER

Item Purchase Type: [Dropdown] Year: 2019

Order Type: [Dropdown] Order No: [Text]

Request Type: [Dropdown] LPO No: [Text]

Request No: [Text] Order Date To: [Text]

Date From: [Text] Item Code: [Text]

Item Description: [Text] eP Status: All

Status: All Payment Status: All

Created By: [Text] Receiving Status: All

[Search]

Request Type	Item Purchase Type	Order No.	LPO No.	Request No	Supplier Name	Order Date	Created By	Status	eP Status	Total Amount (RM)	Payment Status	Receiving Status
Supplementary Order	Contract	PO19001868	A2332	KKM-169/2016/F(U)	QUALITY REPUTATION SDN BHD	15/08/2019	System Administrator	Approved	eP Approved	396.00	Open	Open
RPL	Contract	PO19001867	-	RP19000029	MS ALLY PHARMA SDN. BHD.	15/08/2019	System Administrator	Approved	Pending for eP Approval	753.76	Open	-
Indent Based	Contract	PO19001866	L578556356	KKM-323/2017/F(U)	LF MERCU SDN BHD	17/07/2019	p_inv_1	Approved	eP Approved	153.50	Open	Open
Direct Purchase	LP	PO19001865	lpo185	-	3A PHARMA	17/07/2019	System Administrator	Approved	eP Approved	100.00	Open	Open
Quotation	LP	PO19001863	LP170701	QU19000024	AAG SOLUTION SDN BHD	17/07/2019	System Administrator	Approved	eP Approved	32,000.00	Open	Open
Supplementary Order	APPL	PO19001861	-	-	PHARMANIAGA LOGISTIC SDN.BHD.	16/07/2019	p_inv_1	Approved	Pending for eP Approval	481.40	Open	-

Figure 3.3.3-1 Purchase Order Listing Page

STEP 1

Click on 'Inventory', menu follow by 'Procurement' sub menu and click 'Purchase Order'

STEP 2

Click on '*Purchase Order*'

STEP 3

Click on the  button to create a new record

The screenshot shows the 'PURCHASE ORDER' form with the following fields and annotations:

- Annotation 4:** Points to the 'PURCHASE ORDER' tab.
- Annotation 5:** Points to the 'Order Type' dropdown menu, which is set to 'Direct Purchase'.
- Annotation 6:** Points to the 'Request Type' dropdown menu, which is set to 'Approved Special Drug'.
- Annotation 7:** Points to the 'Procurement Special Drug No.' field, which contains 'RK19000007'.

Other visible fields include: Order No., Supplier Name (ABRAR BUMI SAINTIFIK ENTERPRISE), Delivery Site To Name (STOR INTEGRASI), Order Status (Open), Financial Year (2019), Total Order Amount (RM) (8.50), Order Date (15/10/2019 04:25:18 PM), BPF Register No. (A0269/2017), eP Reference No., eP Status, Reason, CAPD (No/Yes), and PASC (checkbox).

Item Code	Item Description	PKU	Packaging Description	Brand	Manufacturer	Ordered Quantity (PKU)	Vote Code	Usage & Issue Quantity	Back Order	Unit Price (RM)	Amount (RM)	YTD Purchase Amount (RM)
J04BA01000 C1002XX.01	Clofazimine 100mg Capsule	box	Box of 100 cap			5	050801/022200/27404/99 FARMASI VAKSIN 2019 Operating	0	0	1.70	8.50	0.00

Figure 3.3.3-2 LP Purchase Order

STEP 4

Click on '*LP Purchase Order*' Tab

STEP 5

Select *Purchase Type* as Direct Purchase from dropdown box

STEP 6

Select *Request Type* as Approved Special Drug from dropdown box

STEP 7

Click on the *Procurement Special Drug No.* button and Approved Special Drug Search window will be displayed as Figure 3.3.3-3

The screenshot shows the 'Approved Special Drug Search' window with the following details:

- Search criteria: Procurement Special Drug No. (empty)
- Search button: Search
- Table showing search results:

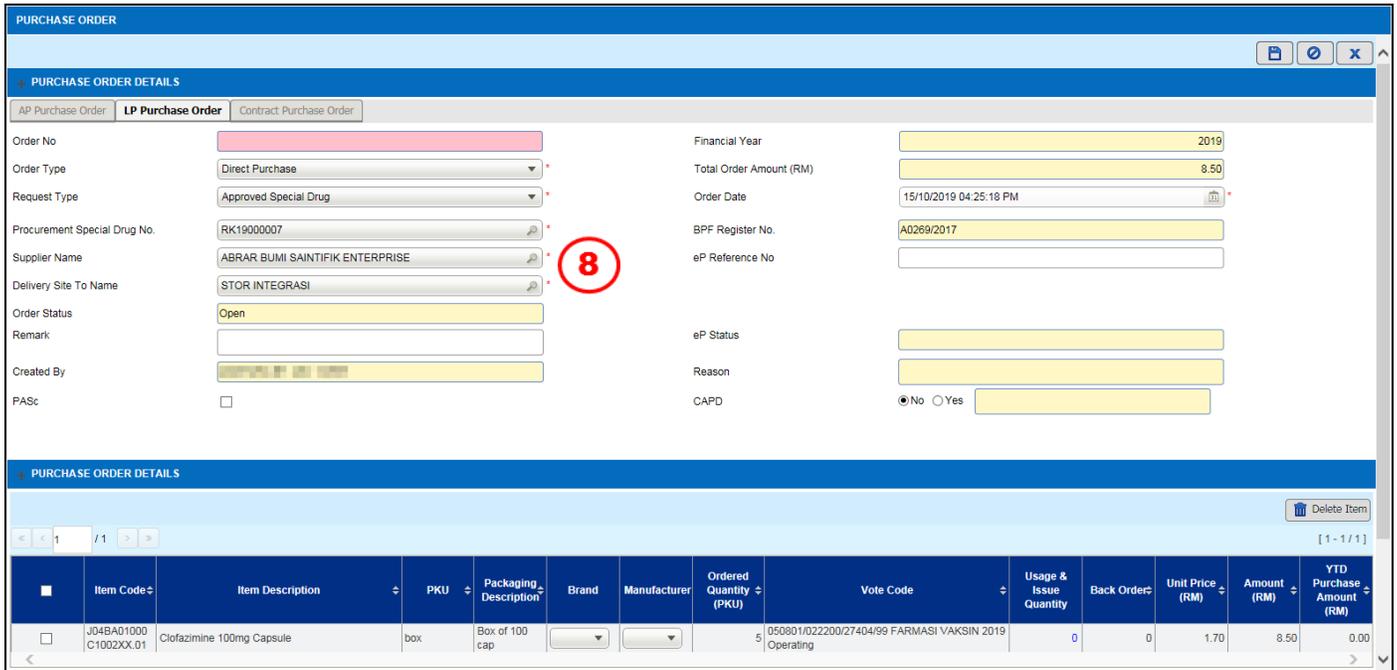
Procurement Special Drug No.	Created Date	BPF Register No.	Amount (RM)
RK19000007	23/07/2019 10:43:00 AM	A0269/2017	8.50
RK19000001	11/06/2019 09:24:45 PM	A3191/2018	2.25

Figure 3.3.3-3 Approved Special Drug Search

Note

- User is allowed to enter partial or full character of *Procurement Special Drug No.*

- Click on the  button and the result will display.
- Details on the selected **Procurement Special Drug No.** will be displayed as Figure 3.3.3-4



PURCHASE ORDER

PURCHASE ORDER DETAILS

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

Order No: [Redacted] Financial Year: 2019
 Order Type: Direct Purchase Total Order Amount (RM): 8.50
 Request Type: Approved Special Drug Order Date: 15/10/2019 04:25:18 PM
 Procurement Special Drug No.: **RK1900007** BPF Register No.: A0269/2017
 Supplier Name: ABRAR BUMI SAINTIFIK ENTERPRISE eP Reference No.: [Redacted]
 Delivery Site To Name: STOR INTEGRASI
 Order Status: Open
 Remark: [Redacted] eP Status: [Redacted]
 Created By: [Redacted] Reason: [Redacted]
 PAsc: CAPD: No Yes

PURCHASE ORDER DETAILS

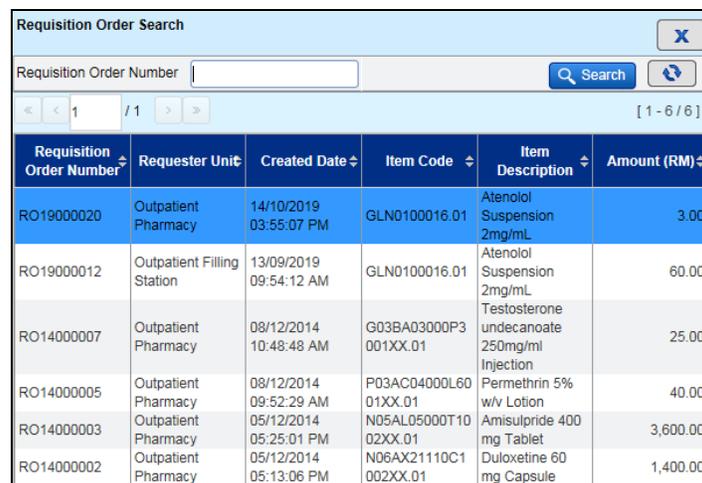
Item Code	Item Description	PKU	Packaging Description	Brand	Manufacturer	Ordered Quantity (PKU)	Vote Code	Usage & Issue Quantity	Back Order	Unit Price (RM)	Amount (RM)	YTD Purchase Amount (RM)
J04BA01000 C1002XX.01	Clofazimine 100mg Capsule	box	Box of 100 cap			5	050801/022200/2740499 FARMASI VAKSIN 2019 Operating	0	0	1.70	8.50	0.00

Figure 3.3.3-4 LP Purchase Order

Note

Requisition Order

- Select **Request Type** as Requisition from dropdown box
- Click on the **Requisition No**  button and Requisition Order Search window will be displayed as Figure 3.3.3-5



Requisition Order Search

Requisition Order Number: [Input Field]  

[1 - 6 / 6]

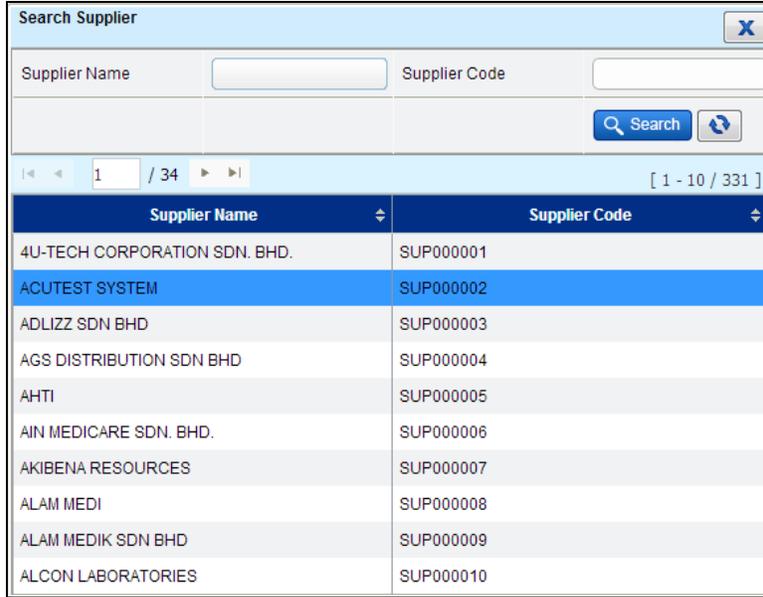
Requisition Order Number	Requester Unit	Created Date	Item Code	Item Description	Amount (RM)
RO19000020	Outpatient Pharmacy	14/10/2019 03:55:07 PM	GLN0100016.01	Atenolol Suspension 2mg/mL	3.00
RO19000012	Outpatient Filling Station	13/09/2019 09:54:12 AM	GLN0100016.01	Atenolol Suspension 2mg/mL	60.00
RO14000007	Outpatient Pharmacy	08/12/2014 10:48:48 AM	G03BA03000P3 001XX.01	Testosterone undecanoate 250mg/ml Injection	25.00
RO14000005	Outpatient Pharmacy	08/12/2014 09:52:29 AM	P03AC04000L60 01XX.01	Permethrin 5% w/v Lotion	40.00
RO14000003	Outpatient Pharmacy	05/12/2014 05:25:01 PM	N05AL05000T10 02XX.01	Amisulpride 400 mg Tablet	3,600.00
RO14000002	Outpatient Pharmacy	05/12/2014 05:13:06 PM	N06AX21110C1 002XX.01	Duloxetine 60 mg Capsule	1,400.00

Figure 3.3.3-5 Requisition Order Search

- User is allowed to enter partial or full character of **Requisition Order Number**
- Click on the  button and the result will display.

STEP 8

Click on the **Supplier Name**  button and Search Supplier window will be displayed as Figure 3.3.3-6



Supplier Name	Supplier Code
4U-TECH CORPORATION SDN. BHD.	SUP000001
ACUTEST SYSTEM	SUP000002
ADLIZZ SDN BHD	SUP000003
AGS DISTRIBUTION SDN BHD	SUP000004
AHTI	SUP000005
AIN MEDICARE SDN. BHD.	SUP000006
AKIBENA RESOURCES	SUP000007
ALAM MEDI	SUP000008
ALAM MEDIK SDN BHD	SUP000009
ALCON LABORATORIES	SUP000010

Figure 3.3.3-6 Search Supplier

Note

- User is allowed to enter partial or full character of **Supplier Name** and/or **Supplier Code**.
- Click on the  button and the result will be display to be selected.

PURCHASE ORDER

Request Type: Approved Special Drug | Order Date: 15/10/2019 04:25:18 PM
 Procurement Special Drug No.: RK19000007 | BPF Register No.: A0269/2017
 Supplier Name: ABRAR BUMI SAINTIFIK ENTERPRISE | eP Reference No.:
 Delivery Site To Name: STOR INTEGRASI
 Order Status: Open
 Remark:
 Created By:
 PASC: | CAPD: No Yes

PURCHASE ORDER DETAILS

Item Code	Item Description	PKU	Packaging Description	Brand	Manufacturer	Ordered Quantity (PKU)	Vote Code	Usage & Issue Quantity	Back Order	Unit Price (RM)	Amount (RM)	YTD Purchase Amount (RM)
J04BA01000 C1002XX.01	Clofazimine 100mg Capsule	box	Box of 100 cap			5	050801/022200/27404/99 FARMASI VAKSIN 2019 Operating	0	0	1.70	8.50	0.00

VOTE CODE LIST

Vote Code	Vote Description	Budget Type	Balance Before PO (RM)	Utilized PO (RM)	Balance After PO (RM)
050801/022200/27404/99	FARMASI VAKSIN 2019	Operating	1,390.79	8.50	1,382.29
TOTAL			1,390.79	8.50	1,382.29

Figure 3.3.3-7 LP Purchase Order

Note

- If select **PASC** , user need to enter **PASC Reference No**
- if select **CAPD** as 'Yes' , user need to enter value in the field

STEP 9

Double Click on the item information and Add Purchase Order Item screen will be displayed as Figure 3.3.3-8

ADD PURCHASE ORDER ITEM

Item Code: J04BA01000C1002XX.01 | Item Group: DRUG | PKU: box
 Item Description: Clofazimine 100mg Capsule | Budget Type: Operating | Packaging Description: Box of 100 cap
 Vote Description: FARMASI VAKSIN 2019 | Vote Code: 050801/022200/27404/99 | Remaining Contract Quantity (PKU):
 Ministry/Department Vote Code: | eP Project / Program:
 Order Quantity (PKU): 5 | Approved Quantity (PKU): 0 | eP GL Account:
 Suggested Quantity (PKU): 0 | eP Approved Quantity (PKU): 0 | Brand: FAZIM
 Min Order Quantity (PKU): 1 | Max. Storage Quantity(PKU): 0 | Manufacturer: Zulat
 Quantity Available (PKU): 0 | Max. Storage Quantity(SKU): 0 | Unit Price (RM) (PKU): 1.70
 Quantity Available (SKU): 0 | Buffer Level Quantity (SKU): 0 | Total Amount (RM): 8.50

Figure 3.3.3-8 LP Purchase Order

STEP 10

Select **Brand** from dropdown box

Note

Manufacturer will display based on selected **Brand**

STEP 11

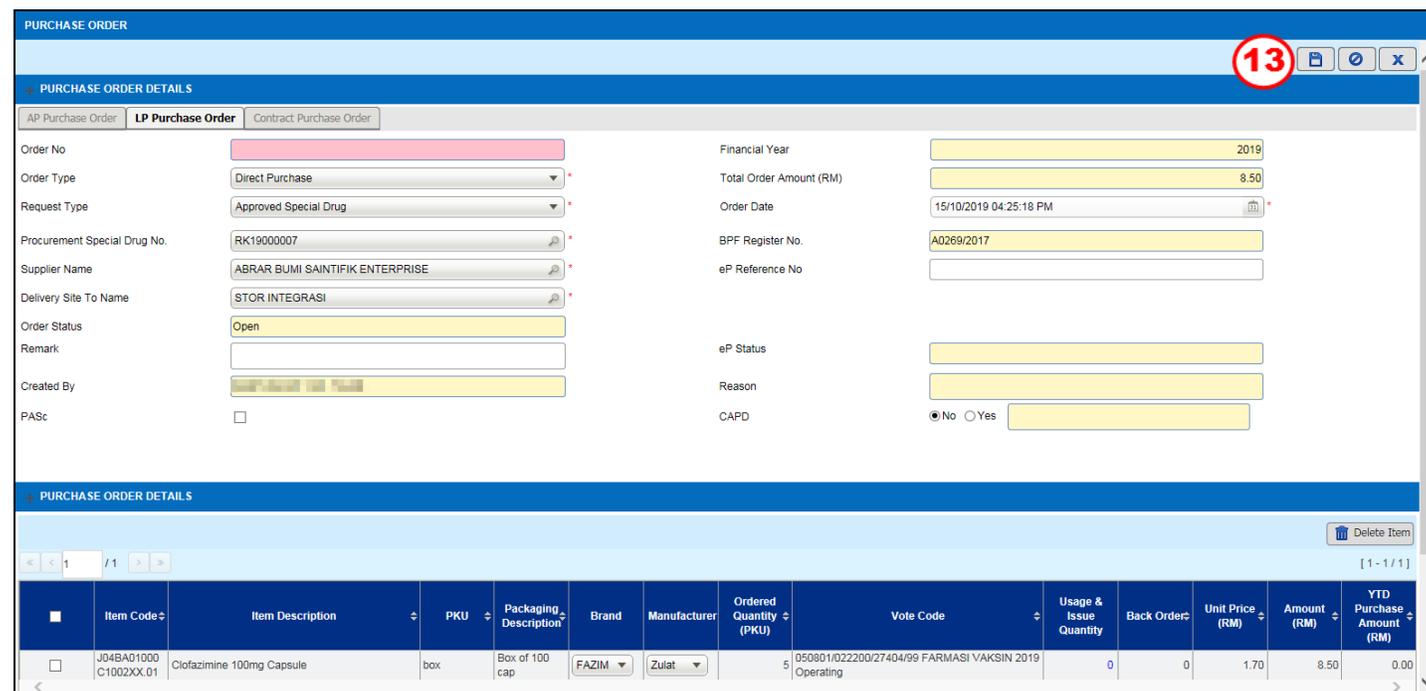
Modify/Change **Unit Price(RM)(PKU)** if applicable

STEP 12

Click on the  button to save the transaction

Note

- User is allowed to change the **Vote Description** by clicking on the **Vote Description**  button.
- Change **Order Quantity (PKU)** if applicable.
- Information will be updated after saving the transaction as Figure 3.3.3-9.



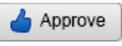
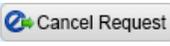
Item Code	Item Description	PKU	Packaging Description	Brand	Manufacturer	Ordered Quantity (PKU)	Vote Code	Usage & Issue Quantity	Back Order	Unit Price (RM)	Amount (RM)	YTD Purchase Amount (RM)
J04BA01000 C1002XX.01	Clofazimine 100mg Capsule	box	Box of 100 cap	FAZIM	Zulat	5	050801/022200/27404/99 FARMASI VAKSIN 2019 Operating	0	0	1.70	8.50	0.00

Figure 3.3.3-9 LP Purchase Order

STEP 13

Click on the  button to save the transaction

Note

- **Order No** will be generated automatically after saving.
- Button ,  and  will be enable after successfully saved the record as shown in Figure 3.3.3-10

PURCHASE ORDER

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

Order No: PO19001240 | Financial Year: 2019
 Order Type: Direct Purchase | Total Order Amount (RM): 8.50
 Request Type: Approved Special Drug | Order Date: 15/10/2019 04:25:18 PM
 Procurement Special Drug No.: RK19000007 | BPF Register No.: A0269/2017
 Supplier Name: ABRAR BUMI SAINTIFIK ENTERPRISE | eP Reference No.:
 Delivery Site To Name: STOR INTEGRASI
 Order Status: Open | eP Status:
 Remark:
 Created By:
 PASC: | Reason:
 CAPD: No Yes

PURCHASE ORDER DETAILS

Item Code: J04BA01000C1002XX.01 | Item Description: Clofazimine 100mg Capsule | PKU: box | Packaging Description: Box of 100 cap | Brand: FAZIM | Manufacturer: Zulat | Ordered Quantity (PKU): 5 | Approved Quantity (PKU): 5 | Vote Code: 050801/022200/27404/99 FARMASI VAKSIN 2019 | Usage & Issue Quantity: 0 | Back Order: 0 | Unit Price (RM): 1.70 | Amount (RM): 8.50 | YTD Purchase Amount (RM): 0.00

Figure 3.3.3-10 LP Purchase Order

STEP 14

Double click on item details to modify (refer Figure 3.3.3-11)

ADD PURCHASE ORDER ITEM

Item Code: J04BA01000C1002XX.01 | Item Group: DRUG | PKU: box
 Item Description: Clofazimine 100mg Capsule | Budget Type: Operating | Packaging Description: Box of 100 cap
 Vote Description: FARMASI VAKSIN 2019 | Vote Code: 050801/022200/27404/99 | Remaining Contract Quantity (PKU):
 Ministry/Department Vote Code: | eP Project / Program: | eP GL Account: |
 Order Quantity (PKU): 5 | Approved Quantity (PKU): 5 | Brand: FAZIM
 Suggested Quantity (PKU): 0 | eP Approved Quantity (PKU): 0 | Manufacturer: Zulat
 Min Order Quantity (PKU): 1 | Max Storage Quantity (PKU): 0 | Unit Price (RM) (PKU): 1.70
 Quantity Available (PKU): 0 | Max Storage Quantity (SKU): 0 | Total Amount (RM): 8.50
 Quantity Available (SKU): 0 | Buffer Level Quantity (SKU): 0

Figure 3.3.3-11 Add Purchase Order Item

Note

User is allowed to do a modification for:

- Vote Description
- Approved Quantity (PKU)
- Brand
- Manufacturer
- Unit Price (RM)(PKU)

STEP 15

Click on the  button to save the modification details

STEP 16

Click on the  to close the screen

PURCHASE ORDER
17

+ Approve
 Reject
 Cancel Request

PURCHASE ORDER DETAILS

AP Purchase Order | LP Purchase Order | Contract Purchase Order

Order No	<input type="text" value="PO19001240"/>	Financial Year	<input type="text" value="2019"/>
Order Type	<input type="text" value="Direct Purchase"/>	Total Order Amount (RM)	<input type="text" value="8.50"/>
Request Type	<input type="text" value="Approved Special Drug"/>	Order Date	<input type="text" value="15/10/2019 04:25:18 PM"/>
Procurement Special Drug No.	<input type="text" value="RK19000007"/>	BPF Register No.	<input type="text" value="A0269/2017"/>
Supplier Name	<input type="text" value="ABRAR BUMI SAINTIFIK ENTERPRISE"/>	eP Reference No	<input type="text"/>
Delivery Site To Name	<input type="text" value="STOR INTEGRASI"/>	eP Status	<input type="text"/>
Order Status	<input type="text" value="Open"/>	Reason	<input type="text"/>
Remark	<input type="text"/>		
Created By	<input type="text" value=""/>		
PASc	<input type="checkbox"/>	CAPD	<input checked="" type="radio"/> No <input type="radio"/> Yes <input type="text" value=""/>

PURCHASE ORDER DETAILS

Delete Item

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

Item Code	Item Description	PKU	Packaging Description	Brand	Manufacture	Ordered Quantity (PKU)	Approved Quantity (PKU)	Vote Code	Usage & Issue Quantity	Back Order	Unit Price (RM)	Amount (RM)	YTD Purchase Amount (RM)
J04BA01000 C1002XX.D1	Clofazimine 100mg Capsule	box	Box of 100 cap	FAZIL	Zuliat	5	5	050801/022200/27404/99 FARMASI VAKSIN 2019 Operating	0	0	1.70	8.50	0.00

Figure 3.3.3-12 LP Purchase Order

STEP 17

d) Click on the Approve button to approve the record and confirmation message will be display as Figure 3.3.3-13

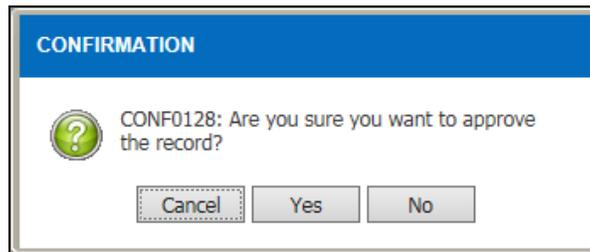


Figure 3.3.3-13 Confirmation Message

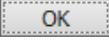
Note

• Click on the button to approved record and information message will be display as Figure 3.3.3-14



Figure 3.3.3-14 Information Message

Note

- Click on the  button to successfully approved the record

- e) Click on the  button to reject the record and confirmation message will be display as Figure 3.3.3-15

Note

User need to enter **Reject Reason** before click on the  button

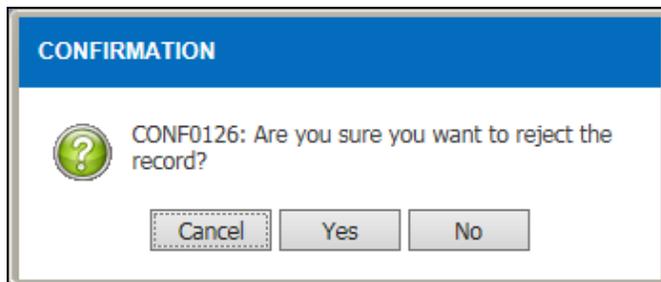
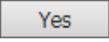


Figure 3.3.3-15 Confirmation Message

Note

- Click on the  button to reject record and information message will be display as Figure 3.3.3-16

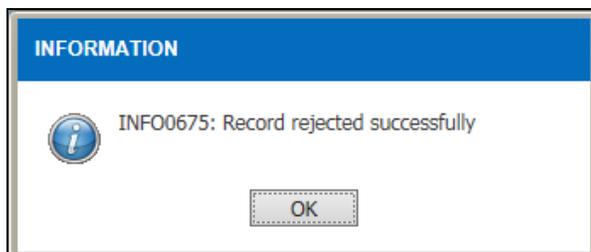


Figure 3.3.3-16 Information Message

Note

- Click on the  button to successfully rejected the record

- f) Click on the  button to cancel the record and confirmation message will be display as Figure 3.3.3-17

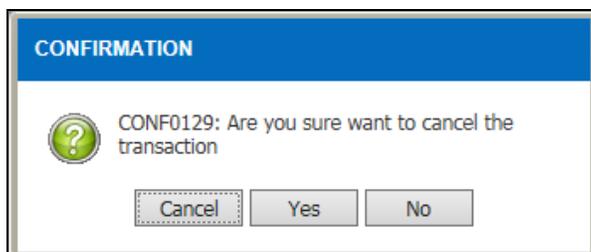
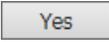


Figure 3.3.3-17 Confirmation Message

Note

Click on the  button to cancel the transaction

3.4 Request from Non Standard Item to Standard Item

3.4.1 Create New Request from Non Standard Item to Standard Item

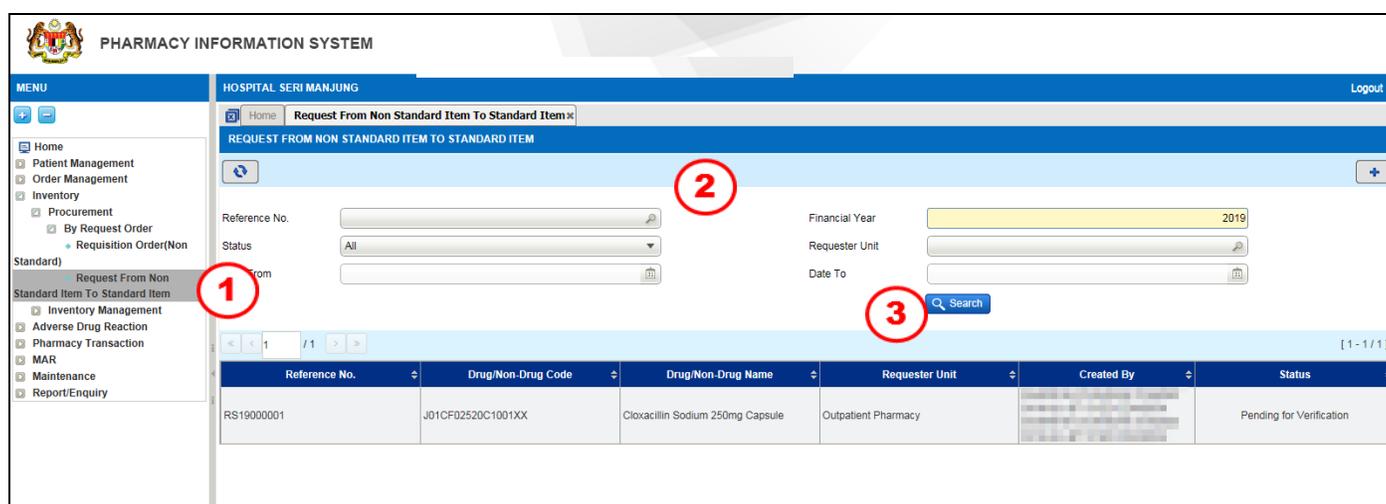
To create New Request from Non Standard Item to Standard Item, perform the steps below:

Non Standard item are items which are procure but not kept in the pharmacy store

User is allowed to request item from Non Standard to Standard accordingly based on the usage to all within facility

This request could only be done at Level 2 and Level 3 with the HOD/Pharmacist approval

The approve from Non Standard to Standard flag can only be done by the Pharmacist at Main Store



The screenshot shows the 'PHARMACY INFORMATION SYSTEM' interface for 'HOSPITAL SERI MANJUNG'. The main window title is 'REQUEST FROM NON STANDARD ITEM TO STANDARD ITEM'. On the left, a menu is visible with 'Inventory' expanded to 'Procurement', then 'By Request Order', and finally 'Request From Non Standard Item To Standard Item' (highlighted with a red circle 1). The main area contains search filters: 'Reference No.' (text input), 'Status' (dropdown menu with 'All' selected), 'Financial Year' (text input with '2019'), 'Requester Unit' (text input), and 'Date To' (text input). A search button (highlighted with a red circle 3) is located below these filters. Below the filters is a table with the following data:

Reference No.	Drug/Non-Drug Code	Drug/Non-Drug Name	Requester Unit	Created By	Status
RS19000001	J01CF02520C1001XX	Cloxacillin Sodium 250mg Capsule	Outpatient Pharmacy		Pending for Verification

Figure 3.4.1-1 Request from Non Standard to Standard Item Listing Page

STEP 1

Click on the 'Inventory' menu followed by 'Procurement' then 'By Request Order', and select 'Request from Non Standard to Standard Item'

STEP 2

To search for existing Request from Non Standard to Standard Item record(s), user may search by criteria as follow:

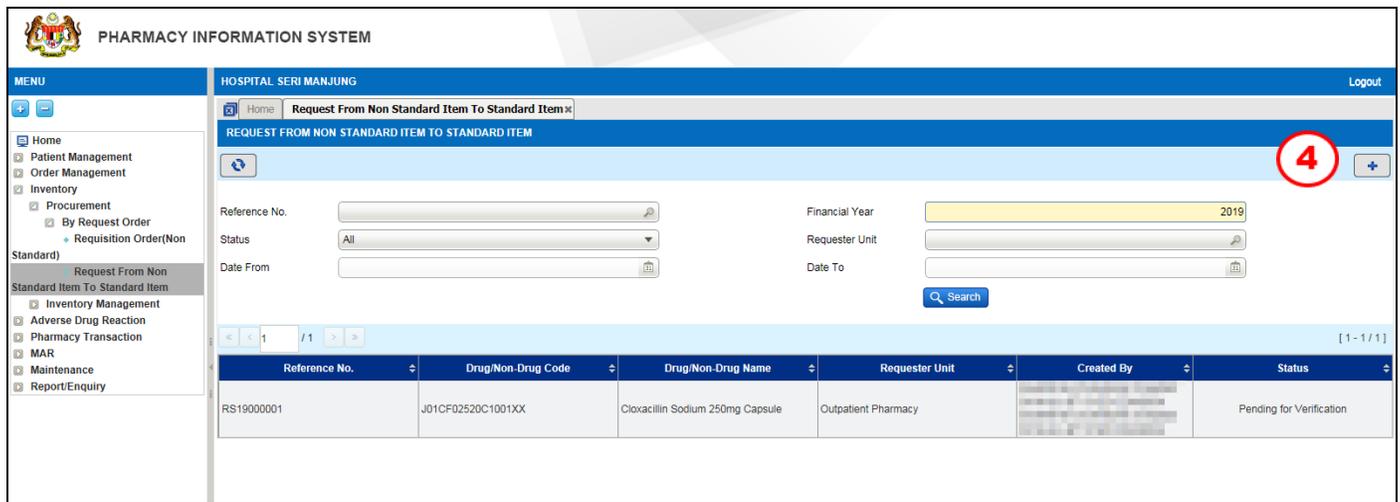
No	Field	Description	Remark
a	Reference No	Reference No	Filter and search existing records based on Reference No
b	Financial Year	Financial Year	This is auto populated value
c	Status	Select Status from the drop down menu: - All - Approved - Cancelled - Open - Pending For Approval - Pending For Verification	Filter and search existing records based on Status

		- Rejected	
d	Requester Unit	Requester Unit	Filter and search existing records based on Requester Unit
e	Date From	Select start date from the calendar	Filter and search existing records based on date The date format will be 'DD/MM/YYYY'. i.e. 01/01/2015
f	Date To	Select end date from the calendar	Filter and search existing records based on date The date format will be 'DD/MM/YYYY'. i.e. 31/12/2015

Table 3.4.1-1

STEP 3

Click on the  button after input criteria and the result display will be based on the entered criteria
In circumstances of no criteria is input, the entire list of transaction will be displayed



PHARMACY INFORMATION SYSTEM

HOSPITAL SERI MANJUNG

Logout

Home Request From Non Standard Item To Standard Item x

REQUEST FROM NON STANDARD ITEM TO STANDARD ITEM

4 +

Reference No. Financial Year 2019

Status All Requester Unit

Date From Date To

Search

[1 - 1 / 1]

Reference No.	Drug/Non-Drug Code	Drug/Non-Drug Name	Requester Unit	Created By	Status
RS19000001	J01CF02520C1001XX	Cloxacillin Sodium 250mg Capsule	Outpatient Pharmacy		Pending for Verification

Figure 3.4.1-2 Request from Non Standard to Standard Item

STEP 4

Click on the  button and the 'Request From Non Standard item to Standard Item screen will be displayed as Figure 3.4.1-3

REQUEST FROM NON STANDARD ITEM TO STANDARD ITEM

REQUEST FROM NON STANDARD ITEM TO STANDARD ITEM INFORMATION

Reference No.		Financial Year	2019
Unit Name	Outpatient Pharmacy	Requester Name	
Department Name	Pharmacy	Date	22/10/2019 00:06:31 PM
Item Group	DRUG	Item Sub Class	
Drug/Non-Drug Name	Gentamicin 0.1% Cream	Drug/Non-Drug Code	D06AX07183G1001XX
Brand Name		Supplier Name	
Date Started to Use	01/01/2019	Date Last Used	22/10/2019
Usage Period(Days)	294	Unit Price (RM)	0.2412
Replacing Existing Stock	No	Usage Purpose	Regular Used
Replacing Drug/Non-Drug Name		Replacing Drug/Non-Drug Code	
Created By	SHARIFAH SYAHIRAH SYAMIMI SYAHILA BT SYED DZANDRA SHARIFAH S	Remarks	
Item Type		Status	Open
Default Vote Code		Default Item	D06AX07183G1001XX.01
Budget Type		Max Storage Quantity	0
Default Vote Description		Max Order Quantity	0
Min Order Quantity	0	Min Issue Quantity	0
Buffer Level Quantity	0		
Min Storage Quantity	0		

Figure 3.4.1-3 Request from Non Standard Item to Standard Item

STEP 5

Select **Item Group** from dropdown menu

- DRUG
- NON-DRUG

STEP 6

Click on the **Drug/Non-Drug Name** button and 'Search Drug/Non-Drug Name' window will be displayed as Figure 3.4.1-4

Search Drug/Non-Drug Name

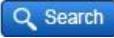
Drug/Non-Drug Name Search

< 1 / 2 >

Drug/Non-Drug Name	Drug/Non-Drug Code	Unit Price (RM)
Acetazolamide 250 mg Tablet	S01EC01000T1001XX	0.4547
Atenolol Suspension 2mg/mL	GLN0100016	20.0000
Baclofen Suspension 5mg/mL	GLN0100017	0.0833
Beclomethasone Dipr. 100mcg, Formoterol 6mcg Inhalation CAPD 2.5L bag 1.25mmol	R03AK07986A2101XX	400.0000
Calcium Dialysate Soln 4.25% Dextrose	B05DB00908H2503b	29.7899
Chloral Hydrate Mixture 1000mg/10mL	GLN0100061	30.0000
Gentamicin 0.1% Cream	D06AX07183G1001XX	0.2412
Omeprazole Suspension 2mg/mL	GLN0100039	0.0000
Salbutamol 2 mg Tablet	R03CC02183T1001XX	0.0000

Figure 3.4.1-4 Search Drug/Non-Drug Name

Note

This textbox will allow user to enter a wildcard value for **Drug/Non-Drug Name** click the  button and select the item

STEP 7

Select **Date Started to Use**

Note

- **Date Last Use** will default to current date and user is allowed to modify
- **Usage Period(Days)** will be auto calculate based on Selected **Date Started to Use** and **Date Last Use**

STEP 8

Enter **Usage Purpose**

Note

Replacing Existing Stock will default as 'NO' and user is allowed to change to 'YES'.
If user choose **Replacing Existing Stock** as 'YES', **Replacing Drug/Non-Drug Name** field will enable, and user is required to select by click on the  button

STEP 9

Click on the  button to save the transaction

Note

- System will display an Confirmation message as displayed in Figure 3.4.1-5

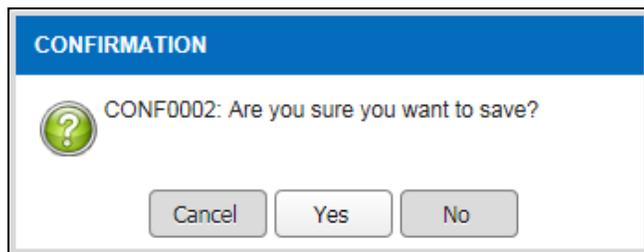


Figure 3.4.1-5 Confirmation Message

- Click on the  button and information message will displayed as Figure 3.4.1-6

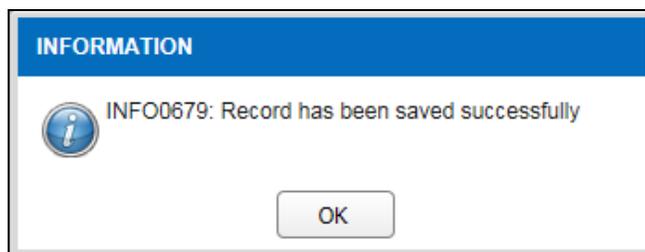
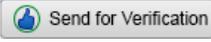


Figure 3.4.1-6 Information Message

- Click on the  button

- **Reference No.** will be auto generated for future reference.
-  button will be displayed after save as Figure 3.4.1-7

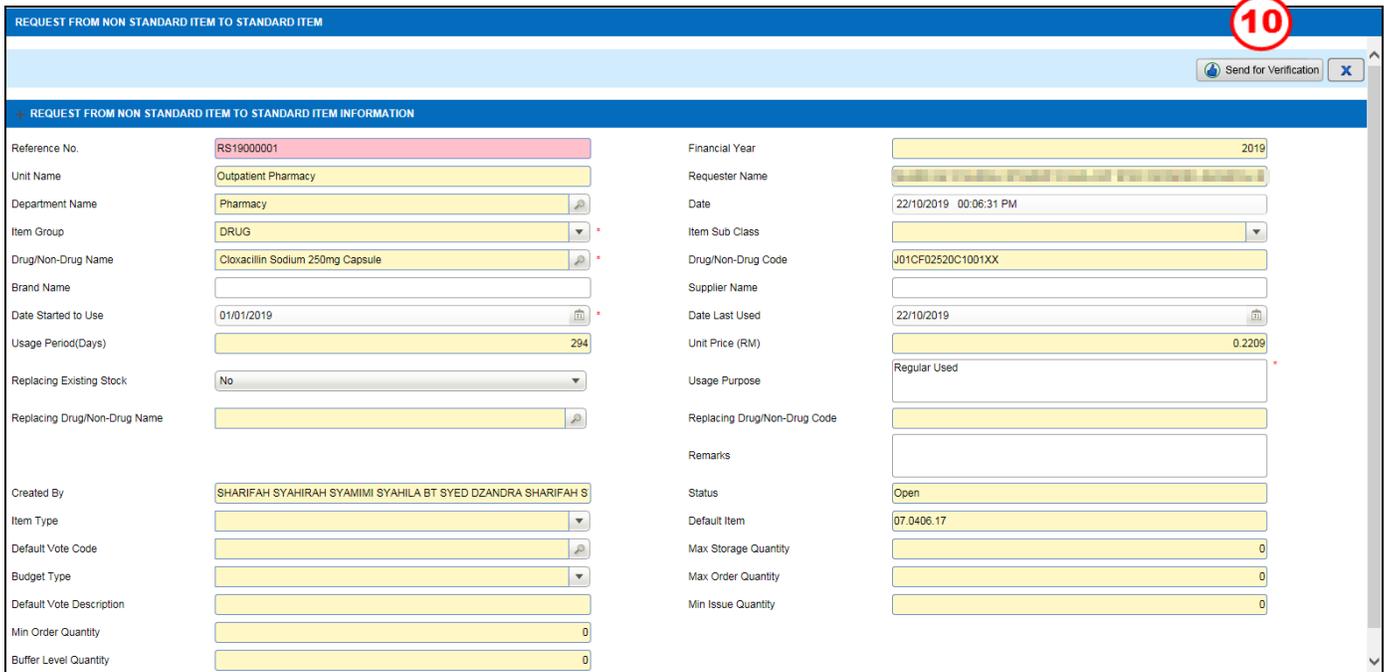
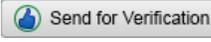


Figure 3.4.1-7 Request from Non Standard Item to Standard Item

STEP 10

Click on the  button to send the transaction for verification

Note

- System will display a Confirmation message as displayed in Figure 3.4.1-8



Figure 3.4.1-8 Confirmation Message

- Click on the  button and information message will be displayed as Figure 3.4.1-9

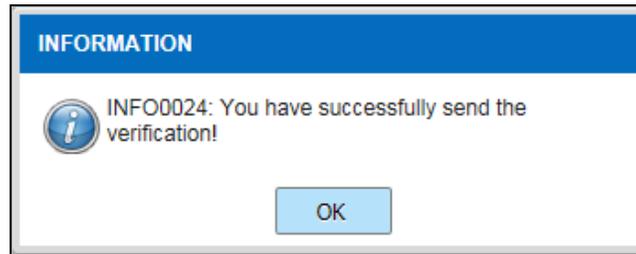


Figure 3.4.1-9 Information Message

- Click on the  button and the transaction will be sent to verification process
- Status of the transaction will change to Pending for Verification

3.4.2 Request from Non Standard Item to Standard Item Verification

To verify Request from Non Standard Item to Standard Item, perform the steps below:

TASK LIST						
Transaction Type: ReqFromNonSTDtoSTD		<input type="text" value="Search"/>				
[1 - 1 / 1]						
Transaction Type	Transaction No.	Item Group	Date/Time	Task Status	From Unit/Department	From User
ReqFromNonSTDtoSTD	RS19000001	Drug	22/10/2019 12:27 PM	Pending for Verification	Outpatient Pharmacy	

Figure 3.4.2-1 Task List

Pharmacist at Main Store will be received the 'Pending for Verification' Request from Non Standard Item to Standard Item transaction in the Task List as shown in Figure 3.4.2-1

STEP 1

Click on the Transaction No. hyperlink and the Request from Non Standard Item to Standard Item screen will be displayed as shown in the Figure 3.4.2-2

Note

Pharmacist also able to refer to section [3.4.1 Create New Request from Non Standard Item to Standard Item](#) to search for the 'Pending for Verification' Request from Non Standard Item to Standard Item record.

REQUEST FROM NON STANDARD ITEM TO STANDARD ITEM			
KEW.PS-6 <input type="button" value="Verify"/> <input type="button" value="Reject"/> <input type="button" value="X"/>			
REQUEST FROM NON STANDARD ITEM TO STANDARD ITEM INFORMATION			
Reference No.	RS19000001	Financial Year	2019
Unit Name	Outpatient Pharmacy	Requester Name	
Department Name	Pharmacy	Date	22/10/2019 00:27:15 PM
Item Group	DRUG	Item Sub Class	
Drug/Non-Drug Name	Cloxacillin Sodium 250mg Capsule	Drug/Non-Drug Code	J01CF02520C1001XX
Brand Name		Supplier Name	
Date Started to Use	01/01/2019	Date Last Used	22/10/2019
Usage Period(Days)	294	Unit Price (RM)	0.2209
Replacing Existing Stock	No	Usage Purpose	Regular Used
Replacing Drug/Non-Drug Name		Replacing Drug/Non-Drug Code	
Reject Reason		Remarks	
Created By		Status	Pending for Verification
Item Type		Default Item	07.0406.17
Default Vote Code		Max Storage Quantity	0
Budget Type		Max Order Quantity	0
Default Vote Description		Min Issue Quantity	0
Min Order Quantity	0		
Buffer Level Quantity	0		

Figure 3.4.2-2 Request from Non Standard Item to Standard Item

Note

User is allowed to modify this following field:

- Date Started to Use
- Date Last Used
- Replacing Existing Stock
- Usage Purpose

STEP 2

Click on the  button to verify the transaction and the **Status** will change to Approved

Click on the  button to reject the transaction and the **Status** will be changed to Rejected

Note

- If reject the transaction, user is required to enter **Reject Reason**
- Once transaction is verified, the transaction will flow to Pharmacist in Main Store to proceed with approval process
- Click on the  button to view/print report of KEW.PS-6 as shown in Figure 3.4.2-3

KEMENTERIAN KESIHATAN MALAYSIA		KEW.PS-6
TAMBAHAN BARANG-BARANG STANDARD		
(Tatacara Pengurusan Stor 18)		
(dissi dalam 3 salinan)		
No. Rujukan :	RS19000001	Tarikh Transakal : 22/10/2019
		Status : Pending for Approval
1. Perihal barang	:	Cloxacillin Sodium 250mg Capsule - J01CF02520C1001XX
2. Kegunaan	:	Regular Used
3. Tarikh mula diguna	:	01/01/2019
4. Tempoh penggunaan (hari)	:	294
5. Tamat tempoh penggunaan	:	22/10/2019
6. Jika barang-barang yang dicadang bertujuan menggantikan stok sedia ada, nyatakan perihal stok tersebut	:	Tidak
7. Nama pembuat/ agen / pembekal	:	
8. Harga seunit/Unit pengukuran (RM)	:	0.2209
<p>..... (Tandatangan Pemohon)</p>		<p>..... (Tandatangan Ketua Jabatan)</p>
Nama:	Nama:
Jawatan:	Jawatan:
Unit :	Pegawai Farmasi UF48	Unit : Pegawai Farmasi UF48
Jabatan:	Outpatient Pharmacy	Jabatan: Pharmacy
Tarikh:	Pharmacy	Tarikh: 22/10/2019
	22/10/2019	
<p>Kepada Pegawai Melulus (Seksyen Kawalan Stok):</p> <p>Pemohonan:</p> <p>Jika tidak disokong nyatakan sebab :</p>		
		<p>..... (Pegawai Katalog/Stor)</p>
		Nama:
		Jawatan:
		Unit :
		Jabatan:
		Tarikh:
Keputusan:	-	

Figure 3.4.2-3 KEW.PS-6

3.4.3 Request from Non Standard Item to Standard Item Approval

To approve Request from Non Standard Item to Standard Item, perform the steps below:

TASK LIST						
Transaction Type: <input type="text" value="ReqFromNonSTDtoSTD"/>		<input type="button" value="Search"/>				
[1 - 1 / 1]						
Transaction Type	Transaction No.	Item Group	Date/Time	Task Status	From Unit/Department	From User
ReqFromNonSTDtoSTD	RS19000001 1	Drug	22/10/2019 03:09 PM	Pending for Approval	Outpatient Pharmacy	

Figure 3.4.3-1 Task List

Note

Pharmacist will be received the 'Pending for Approval' for Request from Non Standard Item to Standard Item in the Task List as per Figure 3.4.3-1

STEP 1

Click on the Transaction No. hyperlink and the Request from Non Standard Item to Standard Item screen will be displayed as per Figure 3.4.3-2

Note

Pharmacist also able to refer to section [3.4.1 Create New Request from Non Standard Item to Standard Item](#) to search for the 'Pending for Approval' transaction.

REQUEST FROM NON STANDARD ITEM TO STANDARD ITEM			
<input type="button" value="KEW.PS-6"/> <input type="button" value="Approve"/> <input type="button" value="Reject"/> <input type="button" value="Print"/> <input type="button" value="Close"/>			
REQUEST FROM NON STANDARD ITEM TO STANDARD ITEM INFORMATION			
Reference No.	<input type="text" value="RS19000001"/>	Financial Year	<input type="text" value="2019"/>
Unit Name	<input type="text" value="Outpatient Pharmacy"/>	Requester Name	<input type="text" value="Dr. Nur Hafizah Binti Yusoff"/>
Department Name	<input type="text" value="Pharmacy"/>	Date	<input type="text" value="22/10/2019 00:27:15 PM"/>
Item Group	<input type="text" value="DRUG"/>	Item Sub Class	<input type="text" value=""/>
Drug/Non-Drug Name	<input type="text" value="Cloxacillin Sodium 250mg Capsule"/>	Drug/Non-Drug Code	<input type="text" value="J01CF02520C1001XX"/>
Brand Name	<input type="text" value=""/>	Supplier Name	<input type="text" value=""/>
Date Started to Use	<input type="text" value="01/01/2019"/>	Date Last Used	<input type="text" value="22/10/2019"/>
Usage Period(Days)	<input type="text" value="294"/>	Unit Price (RM)	<input type="text" value="0.2209"/>
Replacing Existing Stock	<input type="text" value="No"/>	Usage Purpose	<input type="text" value="Regular Used"/>
Replacing Drug/Non-Drug Name	<input type="text" value=""/>	Replacing Drug/Non-Drug Code	<input type="text" value=""/>
Reject Reason	<input type="text" value=""/>	Remarks	<input type="text" value=""/>
Created By	<input type="text" value="Dr. Nur Hafizah Binti Yusoff"/>	Status	<input type="text" value="Pending for Approval"/>
Item Type	<input type="text" value="APPL"/>	Default Item	<input type="text" value="07.0406.17"/>
Default Vote Code	<input type="text" value="050801/012200/27401/99"/>	Max Storage Quantity	<input type="text" value="500"/>
Budget Type	<input type="text" value="Operating"/>	Max Order Quantity	<input type="text" value="500"/>
Default Vote Description	<input type="text" value="Farmasi Dan Bekalan (Ubat)"/>	Min Issue Quantity	<input type="text" value="10"/>
Min Order Quantity	<input type="text" value="10"/>		
Buffer Level Quantity	<input type="text" value="100"/>		
Min Storage Quantity	<input type="text" value="10"/>		

Figure 3.4.3-2 Request from Non Standard Item to Standard Item

STEP 2

Required to fill in this information:

- I. **Item Type**
- II. **Default Vote Code**
- III. **Budget Type**
- IV. **Min Order Quantity**
- V. **Buffer Level Quantity**
- VI. **Min Storage Quantity**
- VII. **Max Storage Quantity**
- VIII. **Max Order Quantity**
- IX. **Min Issue Quantity**

STEP 3

Click on the  button to approve the request

Click on the  button to reject the request

Note

- User is required to enter **Reject Reason** if user reject the request
- After approved the request, this information will automatically create a new record at Item/Product Buffer Level master data
- System will automatically update the status of the item to Standard Item at Unit Catalogue for the requester unit

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