



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

---

## **User Manual Pharmacy Inventory Request Order**

<b>Version</b>	<b>: 13<sup>th</sup> Edition</b>
<b>Document ID</b>	<b>: U.MANUAL_INV_REQUEST ORDER</b>



PhIS& CPS Project  
User Manual – Pharmacy Inventory  
Request Order



© 2011-2023 *Pharmacy Information System & Clinic Pharmacy System (PhIS & CPS) Project*

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

*Reference ID : U. MANUAL\_INV\_REQUEST ORDER-13<sup>th</sup> E*

*Application reference: PhIS & CPS v2.6.1*



## Table of Contents

1.0	Introduction .....	1
1.1	Overview of PhIS .....	1
1.2	Purpose and Objectives .....	1
1.3	Organised Sections .....	1
2.0	Application Standard Features .....	2
2.1	PhIS Legend .....	2
3.0	By Request Order .....	4
	Overview .....	4
	User Group .....	4
	Functional Diagram .....	4
3.1	Requisition Order (Non Standard) .....	5
3.1.1	View Existing Requisition Order (Non Standard) record(s) .....	5
3.1.2	Create New Requisition Order (Non Standard) .....	8
3.1.3	Requisition Order (Non Standard) Approval .....	15
3.2	Approved Special Medicine .....	18
3.2.1	View Existing Approved Special Medicine record(s) .....	18
3.2.2	Acknowledge Approved Special Medicine .....	21
3.3	Purchase Order Listing Page .....	26
3.3.1	AP Purchase Order (AP PO) .....	28
3.3.2	LP Purchase Order (LP PO) .....	37
3.4	Request from Non Standard Item to Standard Item .....	46
3.4.1	Create New Request from Non Standard Item to Standard Item .....	46
3.4.2	Request from Non Standard Item to Standard Item Verification .....	53
3.4.3	Request from Non Standard Item to Standard Item Approval .....	56
4.0	Acronyms .....	58
5.0	Links To Inventory Modules .....	58



## 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

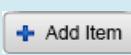
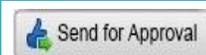
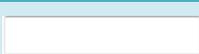
### 1.3 Organised Sections

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).

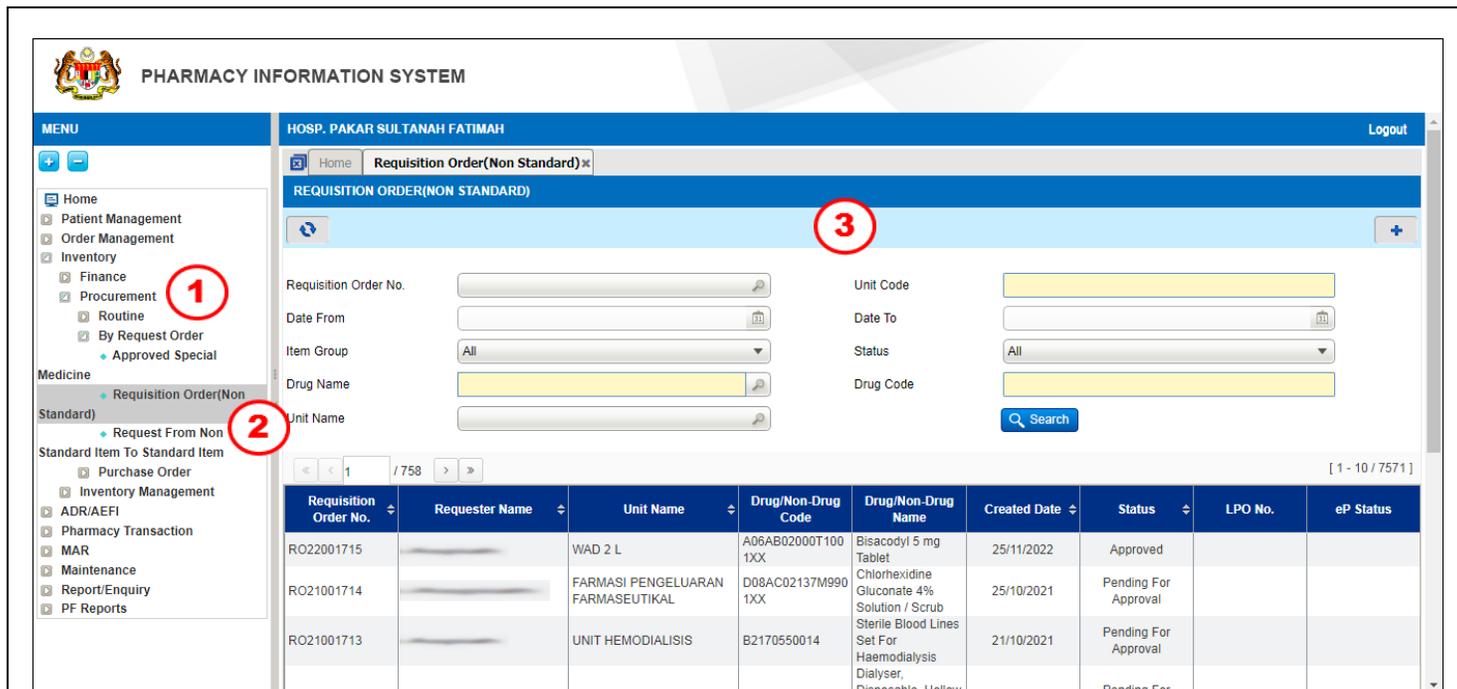
#### Functional Diagram

### 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:



The screenshot shows the 'PHARMACY INFORMATION SYSTEM' interface for 'HOSP. PAKAR SULTANAH FATIMAH'. The left-hand menu has 'Inventory' expanded to 'Procurement' (marked with a red circle 1). Under 'Procurement', 'By Request Order' is selected, and 'Requisition Order(Non Standard)' is highlighted (marked with a red circle 2). The main content area is titled 'REQUISITION ORDER(NON STANDARD)' (marked with a red circle 3) and contains search filters for Requisition Order No., Unit Code, Date From, Date To, Item Group, Status, Drug Name, and Drug Code. Below the filters is a table listing requisition orders.

Requisition Order No.	Requester Name	Unit Name	Drug/Non-Drug Code	Drug/Non-Drug Name	Created Date	Status	LPO No.	eP Status
RO22001715		WAD 2 L	A06AB02000T100 1XX	Bisacodyl 5 mg Tablet	25/11/2022	Approved		
RO21001714		FARMASI PENGELUARAN FARMASEUTIKAL	D08AC02137M990 1XX	Chlorhexidine Gluconate 4% Solution / Scrub	25/10/2021	Pending For Approval		
RO21001713		UNIT HEMODIALISIS	B2170550014	Sterile Blood Lines Set For Haemodialysis Dialyser, Disposable, Hollow	21/10/2021	Pending For Approval		

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:

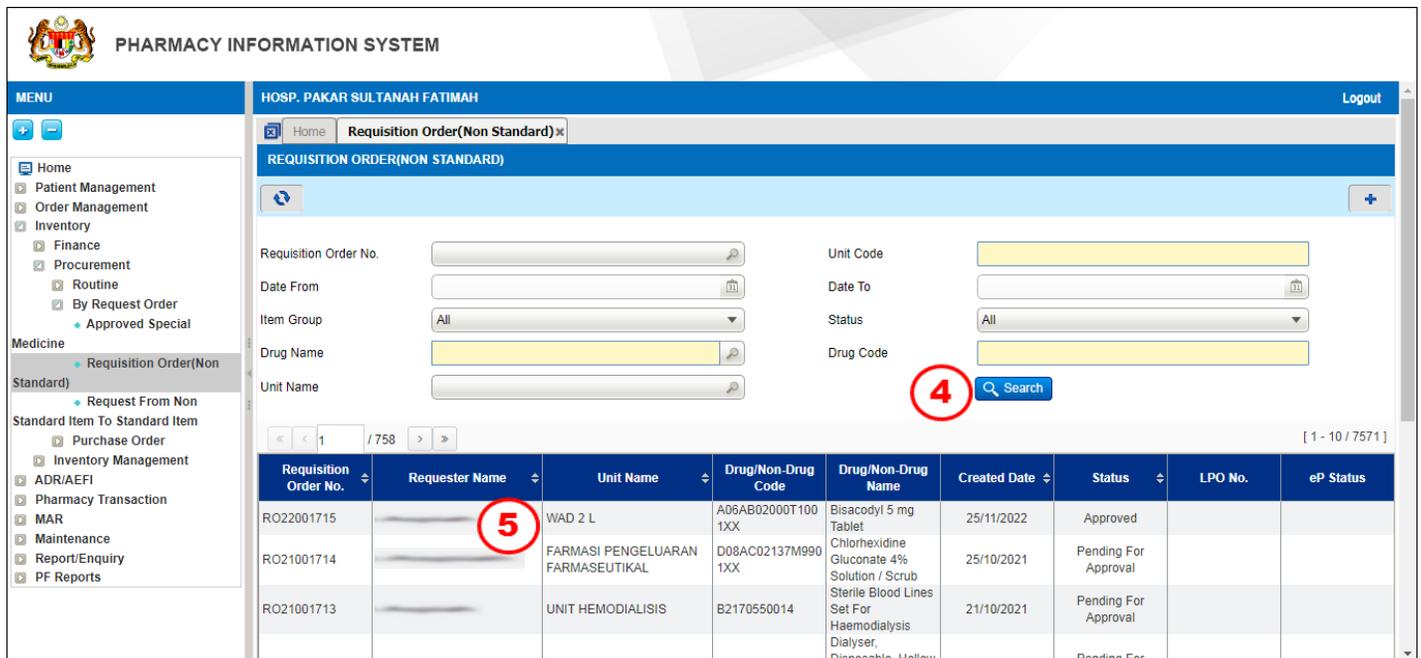
No	Field	Description	Remark
a	Requisition Order No.	Filter and search for record by entering Requisition Order No.	Filter and search existing records based on Requisition Order No.
b	Unit Code	Unit Code	This is auto populated value on selection of Unit Name
c	Date From	Select start date from the calendar	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	Filter and search existing records based on Item

		the drop down menu: - All - Drug - Non Drug	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

**Note**

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



**PHARMACY INFORMATION SYSTEM**

HOSP. PAKAR SULTANAH FATIMAH

Home Requisition Order(Non Standard) x Logout

REQUISITION ORDER(NON STANDARD)

Requisition Order No. [ ] Unit Code [ ]  
Date From [ ] Date To [ ]  
Item Group [ All ] Status [ All ]  
Drug Name [ ] Drug Code [ ]  
Unit Name [ ]

[ Search ]

[ 1 - 10 / 7571 ]

Requisition Order No.	Requester Name	Unit Name	Drug/Non-Drug Code	Drug/Non-Drug Name	Created Date	Status	LPO No.	eP Status
RO22001715	[ ]	WAD 2 L	A06AB02000T100 1XX	Bisacodyl 5 mg Tablet	25/11/2022	Approved		
RO21001714	[ ]	FARMASI PENGELUARAN FARMASEUTIKAL	D08AC02137M990 1XX	Chlorhexidine Gluconate 4% Solution / Scrub	25/10/2021	Pending For Approval		
RO21001713	[ ]	UNIT HEMODIALISIS	B2170550014	Sterile Blood Lines Set For Haemodialysis Dialyser, Disposable, Hollow	21/10/2021	Pending For Approval		

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

**STEP 4**

Click on the [ Search ] button after input criteria

**STEP 5**

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

**REQUISITION ORDER(NON STANDARD)**

**+ REQUISITION ORDER(NON STANDARD)**

Requisition Order No.	RO22001715	Financial Year	2022
Item Group	DRUG	Created Date	25/11/2022 02:45:35 PM
Item Sub Class		Created By	
Recommended Vote	BEKALAN UBAT LP	Unit Name	WAD 2 L
Approved Date	25/11/2022	Requester Unit Level	Unit/Ward
Approved By		Total Accumulative Purchase Quantity (SKU)	0
Remarks			
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 Qu (SKU)
☐	A06AB02000T1001X X	Bisacodyl 5 mg Tablet	tablet	Bisacodyl 5 mg Tablet	A06AB02000T1001X X.04	pack of 100 tablet	pck	0	20	

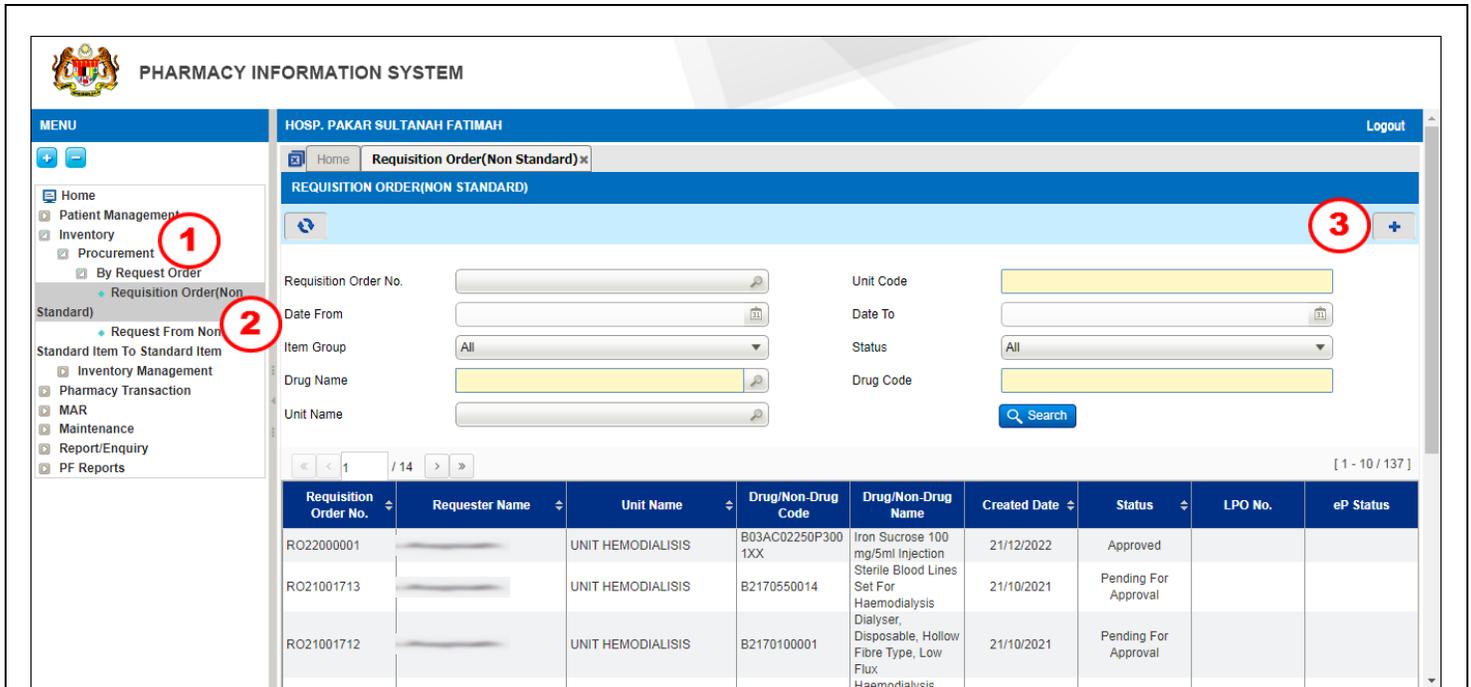
**Figure 3.1.1-3 Requisition Order (Non Standard)**

**Note**

Click on  button to close the record

### 3.1.2 Create New Requisition Order (Non Standard)

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



**PHARMACY INFORMATION SYSTEM**

HOSP. 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 [ All ] Status [ All ]

Drug Name [ ] Drug Code [ ]

Unit Name [ ]

[ Search ]

[ 1 - 10 / 137 ]

Requisition Order No.	Requester Name	Unit Name	Drug/Non-Drug Code	Drug/Non-Drug Name	Created Date	Status	LPO No.	eP Status
RO22000001	[ ]	UNIT HEMODIALISIS	B03AC02250P300 1XX	Iron Sucrose 100 mg/5ml Injection Sterile Blood Lines	21/12/2022	Approved		
RO21001713	[ ]	UNIT HEMODIALISIS	B2170550014	Set For Haemodialysis Dialyser, Disposable, Hollow Fibre Type, Low Flux	21/10/2021	Pending For Approval		
RO21001712	[ ]	UNIT HEMODIALISIS	B2170100001	Haemodialysis	21/10/2021	Pending For Approval		

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.

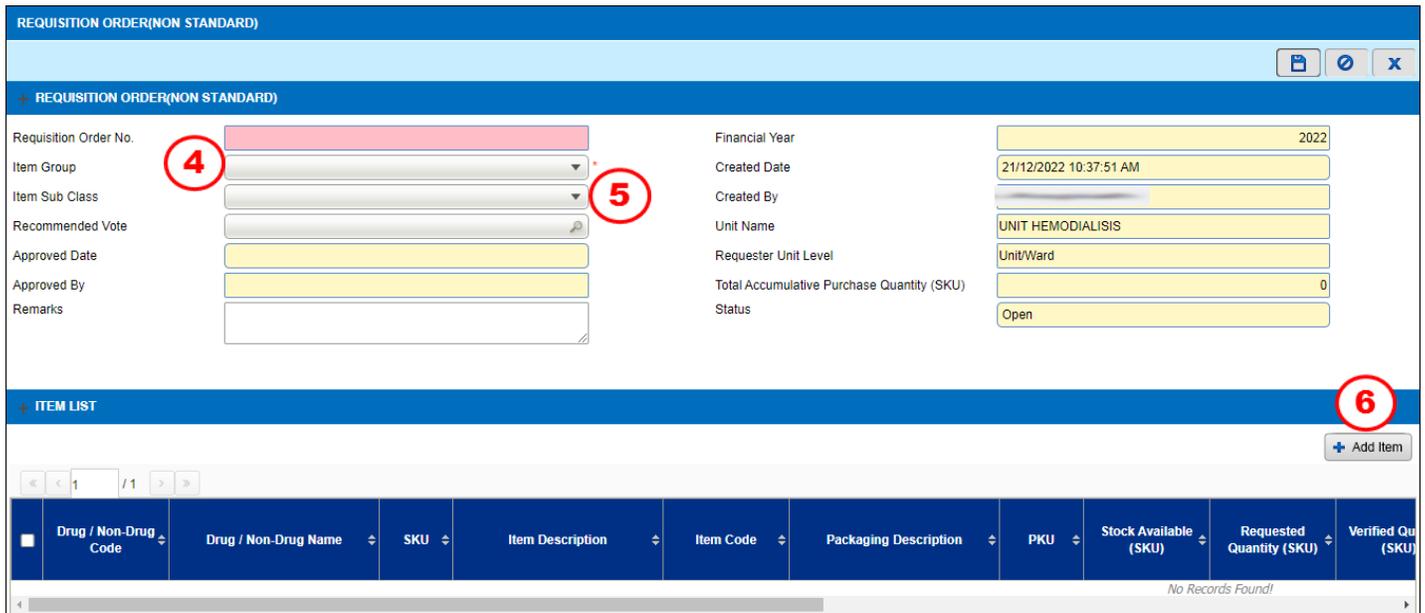


Figure 3.1.2-2 Requisition order

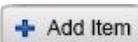
**STEP 4**

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.

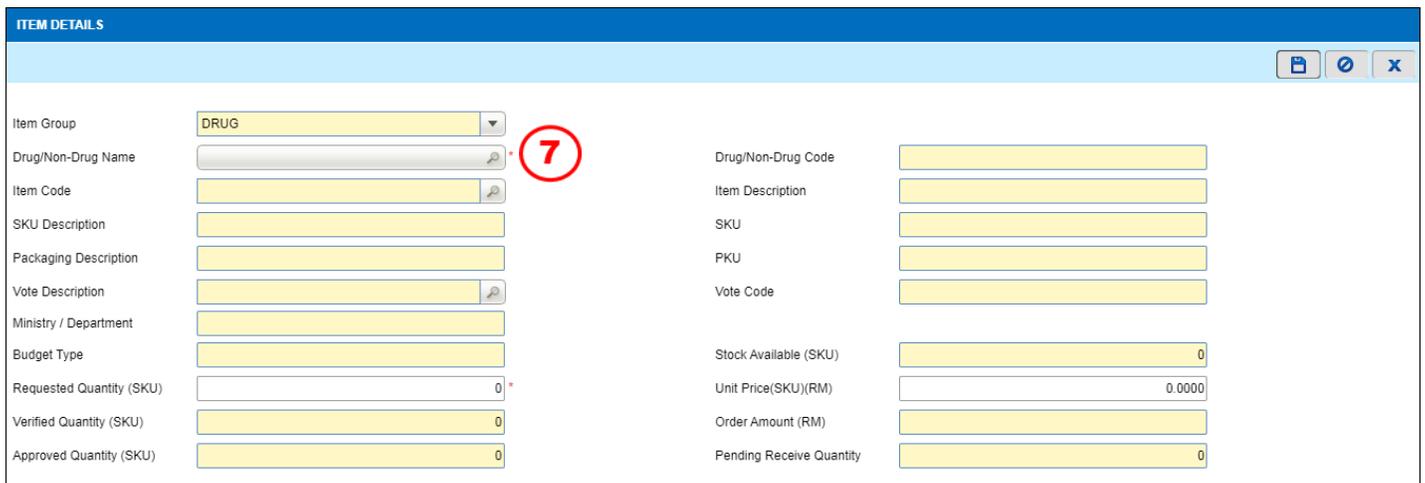
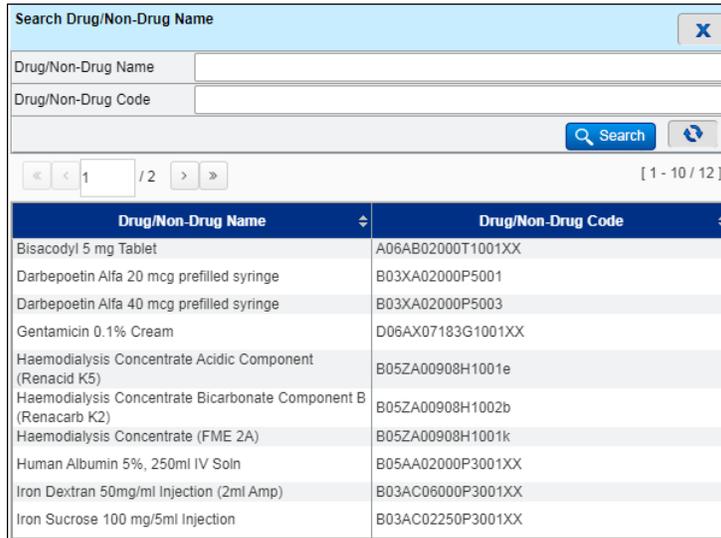


Figure 3.1.2-3 Item Details

**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

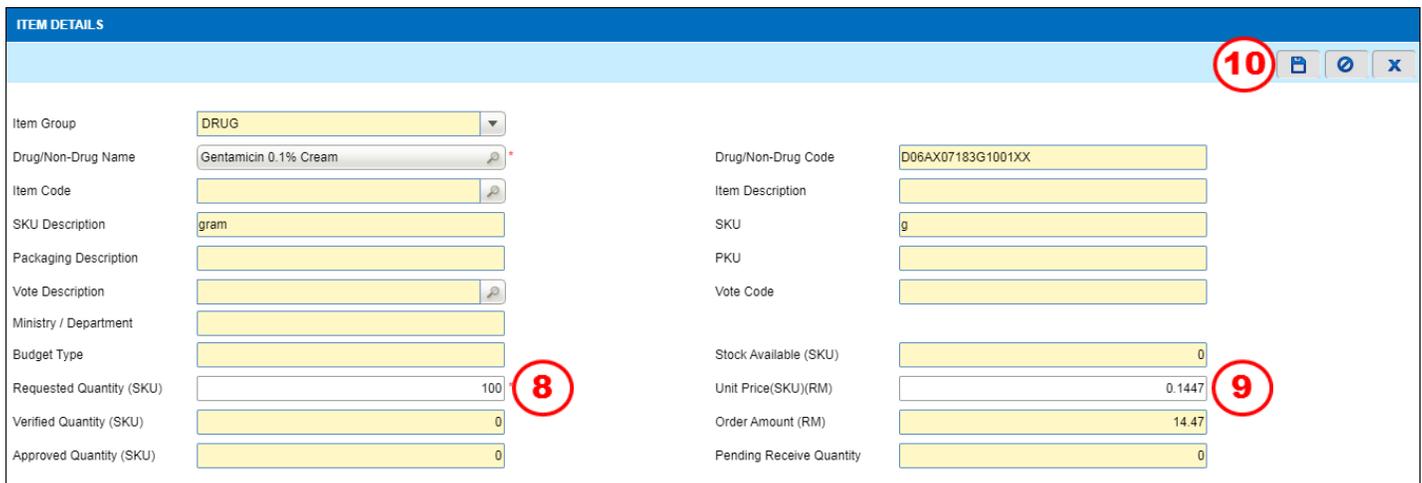


Drug/Non-Drug Name	Drug/Non-Drug Code
Bisacodyl 5 mg Tablet	A06AB02000T1001XX
Darbepoetin Alfa 20 mcg prefilled syringe	B03XA02000P5001
Darbepoetin Alfa 40 mcg prefilled syringe	B03XA02000P5003
Gentamicin 0.1% Cream	D06AX07183G1001XX
Haemodialysis Concentrate Acidic Component (Renacid K5)	B05ZA00908H1001e
Haemodialysis Concentrate Bicarbonate Component B (Renacarb K2)	B05ZA00908H1002b
Haemodialysis Concentrate (FME 2A)	B05ZA00908H1001k
Human Albumin 5%, 250ml IV Soln	B05AA02000P3001XX
Iron Dextran 50mg/ml Injection (2ml Amp)	B03AC06000P3001XX
Iron Sucrose 100 mg/5ml Injection	B03AC02250P3001XX

**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 Group	DRUG	Drug/Non-Drug Code	D06AX07183G1001XX
Drug/Non-Drug Name	Gentamicin 0.1% Cream	Item Description	
Item Code		SKU	g
SKU Description	gram	PKU	
Packaging Description		Vote Code	
Vote Description		Stock Available (SKU)	0
Ministry / Department		Unit Price(SKU)(RM)	0.1447
Budget Type		Order Amount (RM)	14.47
Requested Quantity (SKU)	100	Pending Receive Quantity	0
Verified Quantity (SKU)	0		
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:

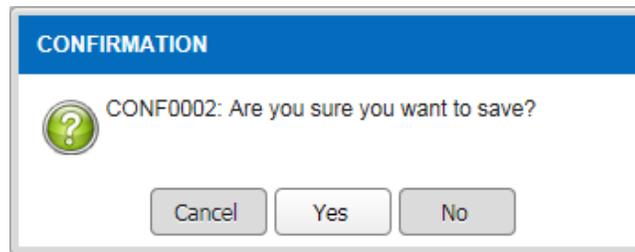
$$\text{Order Amount(RM)} = \text{Request Qty(SKU)} * \text{Estimated Unit Price(RM)}$$

**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.	<input type="text"/>	Financial Year	<input type="text" value="2022"/>
Item Group	<input type="text" value="DRUG"/>	Created Date	<input type="text" value="21/12/2022 10:37:51 AM"/>
Item Sub Class	<input type="text"/>	Created By	<input type="text"/>
Recommended Vote	<input type="text"/>	Unit Name	<input type="text" value="UNIT HEMODIALYSIS"/>
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"/>	Status	<input type="text" value="Open"/>

+ ITEM LIST

Delete Item

☐	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"/>	D06AX07183G1001 XX	Gentamicin 0.1% Cream	g					0	5	

**Figure 3.1.2-7 Requisition Order**

**Note**

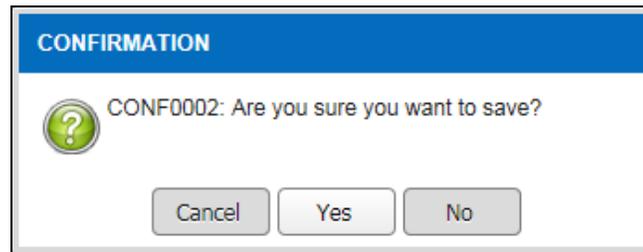
Before save, user is allowed to delete item by click on the  button.

**STEP 11**

Click on the  button to save the transaction

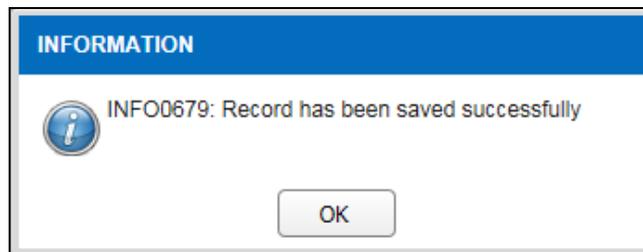
**Note**

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

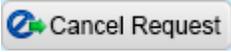


**Figure 3.1.2-8 Confirmation Message**

- 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. RO22000002 Financial Year 2022

Item Group DRUG Created Date 21/12/2022 10:37:51 AM

Item Sub Class Recommended Vote **12** Created By

Approved Date Unit Name UNIT HEMODIALISIS

Approved By Requester Unit Level UnitWard

Remarks Total Accumulative Purchase Quantity (SKU) 0

Reject Reason Status Open

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)
D06AX07183G1001XX	Gentamicin 0.1% Cream	g <b>13</b>					0	5	

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 DRUG

Drug/Non-Drug Name Gentamicin 0.1% Cream Drug/Non-Drug Code D06AX07183G1001XX

Item Code Item Description

SKU Description gram SKU g

Packaging Description PKU

Vote Description Vote Code

Ministry / Department

Budget Type

Requested Quantity (SKU) 5 Stock Available (SKU) 0

Verified Quantity (SKU) 5 **14** Unit Price(SKU)(RM) 0.1447

Approved Quantity (SKU) 0 Order Amount (RM) 0.72

Pending Receive Quantity 0

Figure 3.1.2-11 Item Details

**STEP 14**

Enter **Verified Qty (SKU)**

**Note**

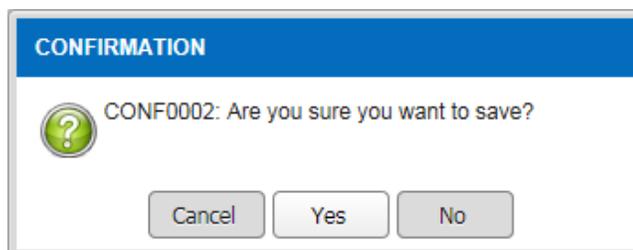
Verified Quantity will be defaulted to Requested Quantity

**STEP 15**

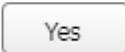
Click on the  button to save the transaction

**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

16
REQUISITION ORDER(NON STANDARD)

Verify   
  Reject   
  Cancel Request   
  X

REQUISITION ORDER(NON STANDARD)

Requisition Order No.	RO22000002	Financial Year	2022
Item Group	DRUG	Created Date	21/12/2022 10:37:51 AM
Item Sub Class		Created By	
Recommended Vote		Unit Name	UNIT HEMODIALYSIS
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)
D06AX07183G1001XX	Gentamicin 0.1% Cream	g					0	5	

**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: All <input type="button" value="Search"/>						
<input type="button" value="Previous"/> <input type="button" value="Next"/>						[ 1 - 1 / 1 ]
Transaction Type	Transaction No.	Item Group	Date/Time	Task Status	From Unit/Department	From User
Requisition Order	RO22000002 <b>1</b>	Drug	21/12/2022 11:01 AM	Pending For Approval	UNIT HEMODIALISIS	

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

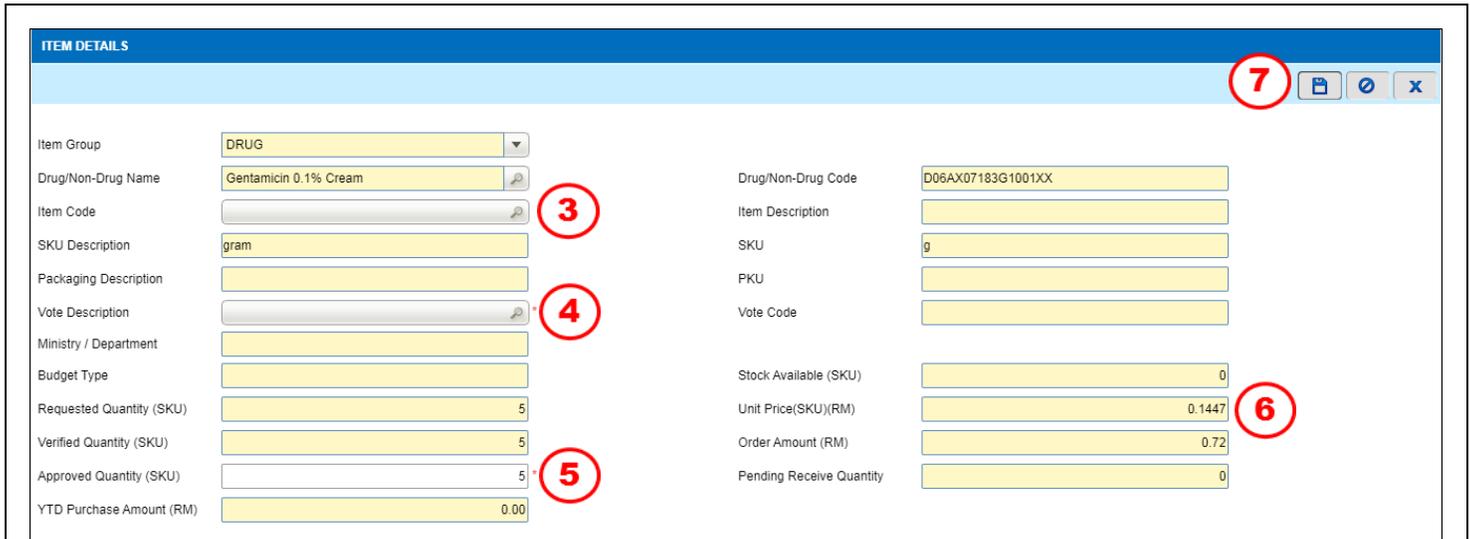
Pharmacist also able to refer to section [3.1.1 View Existing Requisition Order \(Non Standard\) record\(s\)](#) to search for the 'Pending for Approval' Requisition Order (Non Standard) record.

REQUISITION ORDER(NON STANDARD)									
<input type="button" value="Print"/> <input type="button" value="Approve"/> <input type="button" value="Reject"/> <input type="button" value="Close"/>									
REQUISITION ORDER(NON STANDARD)									
Requisition Order No.	RO22000002	Financial Year	2022						
Item Group	DRUG	Created Date	21/12/2022 10:51:18 AM						
Item Sub Class		Created By							
Recommended Vote	BEKALAN UBAT LP	Unit Name	UNIT HEMODIALISIS						
Approved Date		Requester Unit Level	Unit/Ward						
Approved By		Total Accumulative Purchase Quantity (SKU)	0						
Remarks		Status	Pending For Approval						
Reject Reason									
ITEM LIST									
<input type="button" value="Previous"/> <input type="button" value="Next"/>						[ 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)
D06AX07183G1001XX	Gentamicin 0.1% Cream	g <b>2</b>					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
Drug/Non-Drug Name	Gentamicin 0.1% Cream
Item Code	
SKU Description	gram
Packaging Description	
Vote Description	
Ministry / Department	
Budget Type	
Requested Quantity (SKU)	5
Verified Quantity (SKU)	5
Approved Quantity (SKU)	5
YTD Purchase Amount (RM)	0.00
Drug/Non-Drug Code	D06AX07183G1001XX
Item Description	
SKU	g
PKU	
Vote Code	
Stock Available (SKU)	0
Unit Price(SKU)(RM)	0.1447
Order Amount (RM)	0.72
Pending Receive Quantity	0

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

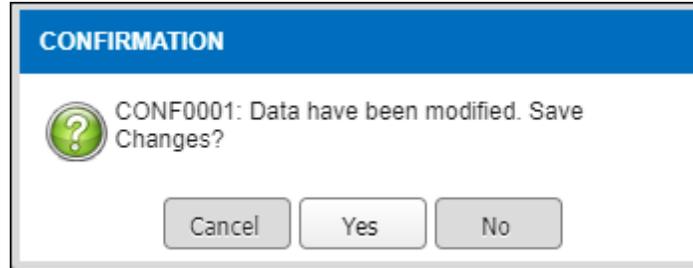
- If APPL Item it will defaulted to APPL unit price if LP need to key in the unit price.
- If Contract item it will default to Contract price.

### STEP 7

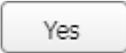
Click on the  button to save the transaction

**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.

REQUISITION ORDER(NON STANDARD) 8

🖨️
👍 Approve    👎 Reject    ✕

+ REQUISITION ORDER(NON STANDARD)

Requisition Order No.	RO22000002	Financial Year	2022
Item Group	DRUG	Created Date	21/12/2022 10:51:18 AM
Item Sub Class		Created By	
Recommended Vote	BEKALAN UBAT LP	Unit Name	UNIT HEMODIALISIS
Approved Date		Requester Unit Level	Unit/Ward
Approved By		Total Accumulative Purchase Quantity (SKU)	69,240
Remarks		Status	Pending For Approval
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)
<input type="checkbox"/> D06AX07183G1001XX	Gentamicin 0.1% Cream	g	Gentamicin 0.1% Cream	D06AX07183G1001XX.01	tube of 15 gram	tube	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**

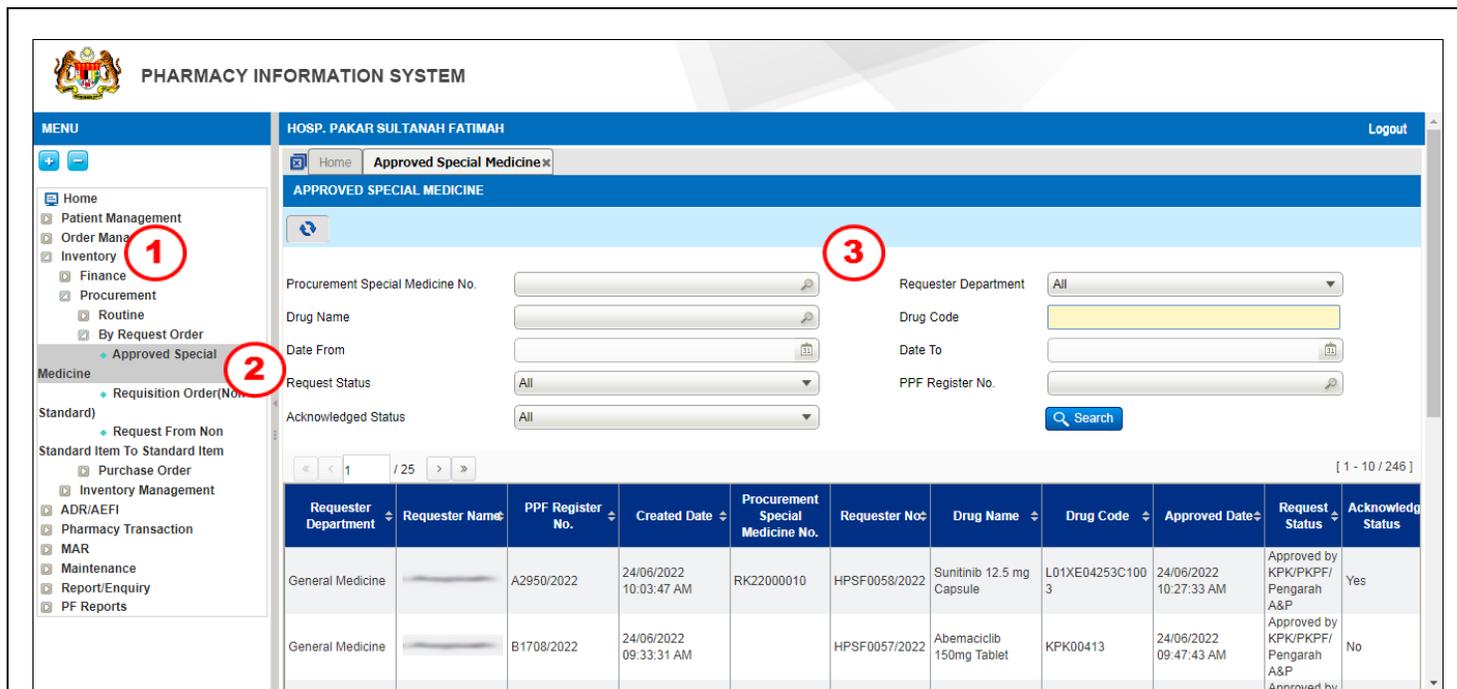
- If user click on the  button and **Status** will change to 'Approved'.
- If user click on the  button and **Status** will change to 'Rejected'.
- Approved transaction will flow to purchase order

### 3.2 Approved Special Medicine

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

#### 3.2.1 View Existing Approved Special Medicine record(s)

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



**PHARMACY INFORMATION SYSTEM**

HOSP. PAKAR SULTANAH FATIMAH

Home Approved Special Medicine

APPROVED SPECIAL MEDICINE

Procurement Special Medicine No. Requester Department

Drug Name Drug Code

Date From Date To

Request Status PPF Register No.

Acknowledged Status

Search

Requester Department	Requester Name	PPF Register No.	Created Date	Procurement Special Medicine No.	Requester No.	Drug Name	Drug Code	Approved Date	Request Status	Acknowledged Status
General Medicine		A2950/2022	24/06/2022 10:03:47 AM	RK22000010	HPSF0058/2022	Sunitinib 12.5 mg Capsule	L01XE04253C1003	24/06/2022 10:27:33 AM	Approved by KPK/PKPF/ Pengarah A&P	Yes
General Medicine		B1708/2022	24/06/2022 09:33:31 AM		HPSF0057/2022	Abemaciclib 150mg Tablet	KPK00413	24/06/2022 09:47:43 AM	Approved by KPK/PKPF/ Pengarah A&P	No

Figure 3.2.1-1 Approved Special Medicine 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 Medicine'

#### STEP 3

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

No	Field	Description	Remark
a	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.
b	Requester Department	Display all active Department for the facility	Filter and search existing records based on Requester Department
c	Drug Name	Drug Name	Filter and search existing records based on Drug Name and/or Drug Code
d	Drug Code	Drug Code	This is auto populated value on selection of Drug Name



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
g	Request Status	Select Request Status from the drop down menu: <ul style="list-style-type: none"><li>- All</li><li>- Approved by KPK/PKPF/ Pengarah A&amp;P</li><li>- Pending KPK Approval</li><li>- Pending Ketua Seksyen Recommendation</li><li>- Pending Pengarah A&amp;P Approval</li><li>- Pending PKPF Approval</li></ul>	Filter and search existing records based on Request Status
h	PPF Register No.	PPF Register No. is the reference number provided by PPF for approved Special Medicine Request record	Filter and search existing records based on PPF Register No.
i	Acknowledge Status	Select Acknowledge Status from the drop down menu: <ul style="list-style-type: none"><li>- All</li><li>- No</li><li>- Yes</li></ul>	Filter and search existing records based on Acknowledge Status

**Table 3.2.1-1**

**PHARMACY INFORMATION SYSTEM**

HOSP. PAKAR SULTANAH FATIMAH

Home Approved Special Medicine

**APPROVED SPECIAL MEDICINE**

Procurement Special Medicine No.  Requester Department

Drug Name  Drug Code

Date From  Date To

Request Status  PPF Register No.

Acknowledged Status

[ 1 - 10 / 246 ]

Requester Department	Requester Name	PPF Register No.	Created Date	Procurement Special Medicine No.	Requester No.	Drug Name	Drug Code	Approved Date	Request Status	Acknowledged Status
General Medicine		A2950/2022	24/06/2022 10:03:47 AM	RK22000010	HPSF0058/2022	Sunitinib 12.5 mg Capsule	L01XE04253C1003	24/06/2022 10:27:33 AM	Approved by KPK/PKPF/Pengarah A&P	Yes
General Medicine		B1708/2022	24/06/2022 09:33:31 AM		HPSF0057/2022	Abemaciclib 150mg Tablet	KPK00413	24/06/2022 09:47:43 AM	Approved by KPK/PKPF/Pengarah A&P	No

Figure 3.2.1-2 Approved Special Medicine 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 MEDICINE**

Proceed to Purchase Order

**APPROVED SPECIAL MEDICINE INFORMATION**

Procurement Special Medicine No.  Financial Year

PPF Register No.  Created Date

Hospital Request No.  Requester Department

Request By Specialist  Requested Date

Approved Date  Approval Dateline

Drug Name  Drug Code

Approval Validity Period (Days)  Accumulated Purchase Quantity (SKU)

IWP Approved Quantity (SKU)  Remaining Approved Quantity (SKU)

Facility Acknowledge Quantity (SKU)  Acknowledged Status

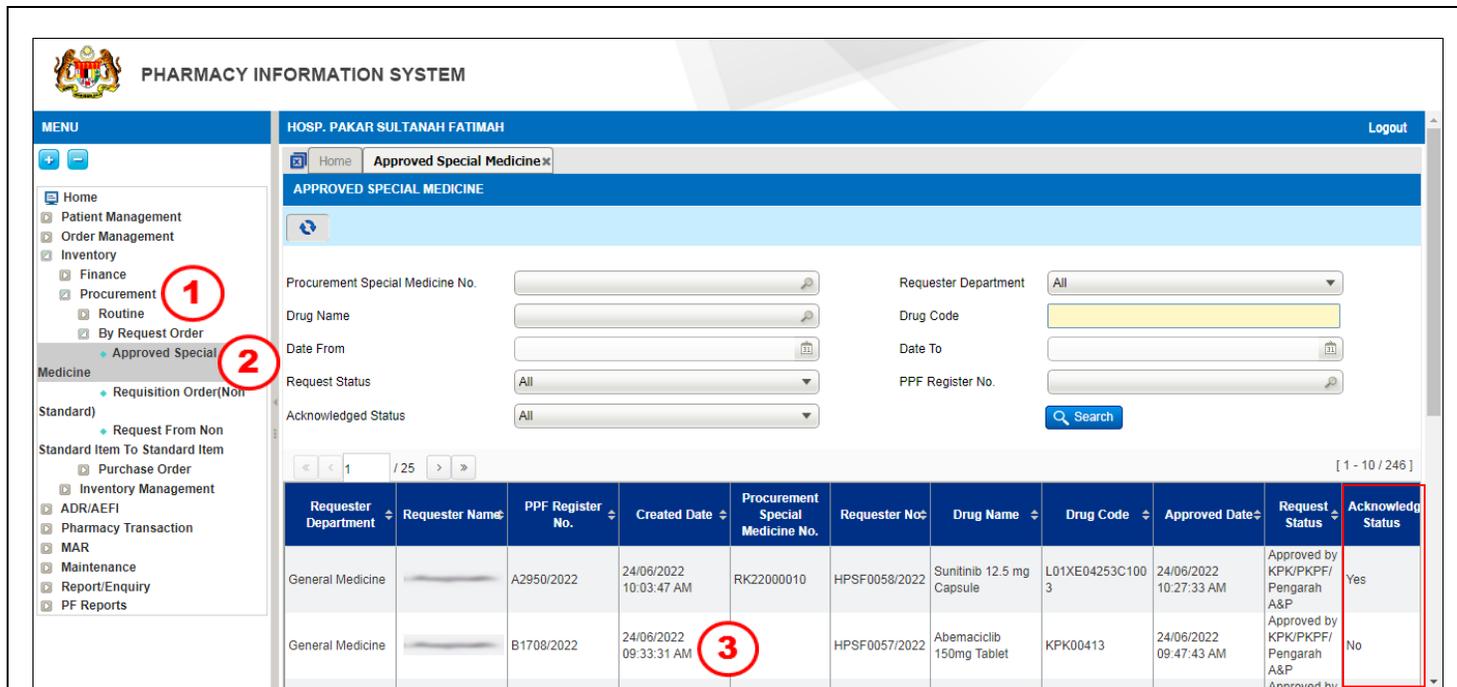
SKU  Estimated Unit Price(RM)

Remarks  Estimated Total Order Amount (RM)

Figure 3.2.1-3 Approved Special Drug

### 3.2.2 Acknowledge Approved Special Medicine

To acknowledge order for Approved Special Medicine (KPK), perform steps below:



Requester Department	Requester Name	PPF Register No.	Created Date	Procurement Special Medicine No.	Requester No.	Drug Name	Drug Code	Approved Date	Request Status	Acknowledg Status
General Medicine		A2950/2022	24/06/2022 10:03:47 AM	RK22000010	HPSF0058/2022	Sunitinib 12.5 mg Capsule	L01XE04253C1003	24/06/2022 10:27:33 AM	Approved by KPK/PKPF/ Pengarah A&P	Yes
General Medicine		B1708/2022	24/06/2022 09:33:31 AM		HPSF0057/2022	Abemaciclib 150mg Tablet	KPK00413	24/06/2022 09:47:43 AM	Approved by KPK/PKPF/ Pengarah A&P	No

Figure 3.2.2-1 Approved Special Medicine Listing Page

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

The Secretariat will provide PPF 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.

By default, listing page will display Approved Special Medicine with all status for Acknowledge Status.

#### 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 existing record with acknowledge status 'No' screen will be displayed as Figure 3.2.2-2

APPROVED SPECIAL MEDICINE			
 <span style="float: right; border: 1px solid red; border-radius: 50%; padding: 2px 5px;">5</span> <input type="button" value="Acknowledge"/>  			
APPROVED SPECIAL MEDICINE INFORMATION			
Procurement Special Medicine No.	<input type="text" value="RK22000010"/>	Financial Year	<input type="text" value="2022"/>
PPF Register No.	<input type="text" value="A2950/2022"/>	Created Date	<input type="text" value="27/06/2022 11:52:32 AM"/>
Hospital Request No.	<input type="text" value="HPSF0058/2022"/>	Requester Department	<input type="text" value="General Medicine"/>
Request By Specialist	<input type="text"/>	Requested Date	<input type="text" value="24/06/2022"/>
Approved Date	<input type="text" value="27/06/2022"/>	Approval Dateline	<input type="text" value="27/06/2022"/>
Drug Name	<input type="text" value="Sunitinib 12.5 mg Capsule"/>	Drug Code	<input type="text" value="L01XE04253C1003"/>
Approval Validity Period (Days)	<input type="text" value="0"/>	Accumulated Purchase Quantity (SKU)	<input type="text" value="0"/>
IWP Approved Quantity (SKU)	<input type="text" value="9,600"/>	Remaining Approved Quantity (SKU)	<input type="text" value="9,600"/>
Facility Acknowledge Quantity (SKU)	<input type="text" value="0"/> <span style="border: 1px solid red; border-radius: 50%; padding: 2px 5px;">4</span>	Acknowledged Status	<input type="text" value="No"/>
SKU	<input type="text" value="tablet"/>	Estimated Unit Price(RM)	<input type="text" value="258.36"/>
Remarks	<input type="text"/>	Estimated Total Order Amount (RM)	<input type="text" value="0.00"/>

**Figure 3.2.2-2 Approved Special Medicine**

**Note**

- After opening the record only 'Facility Acknowledge Quantity' and 'Remark' field will be allowed to enter by user. Drug code and drug name will be displayed
- Once user open the record which have 'Acknowledge Status'='No',  button will be displayed.

**STEP 4**

Enter **Facility Acknowledge Quantity (SKU)**

**STEP 5**

Click on the  button to acknowledge the transaction screen will displayed as Figure 3.2.2-3

APPROVED SPECIAL MEDICINE			
 <span style="float: right; border: 1px solid red; border-radius: 50%; padding: 2px 5px;">6</span> <input type="button" value="Proceed to Purchase Order"/> 			
APPROVED SPECIAL MEDICINE INFORMATION			
Procurement Special Medicine No.	<input type="text" value="RK22000010"/>	Financial Year	<input type="text" value="2022"/>
PPF Register No.	<input type="text" value="A2950/2022"/>	Created Date	<input type="text" value="27/06/2022 11:52:32 AM"/>
Hospital Request No.	<input type="text" value="HPSF0058/2022"/>	Requester Department	<input type="text" value="General Medicine"/>
Request By Specialist	<input type="text"/>	Requested Date	<input type="text" value="24/06/2022"/>
Approved Date	<input type="text" value="27/06/2022"/>	Approval Dateline	<input type="text" value="27/06/2022"/>
Drug Name	<input type="text" value="Sunitinib 12.5 mg Capsule"/>	Drug Code	<input type="text" value="L01XE04253C1003"/>
Approval Validity Period (Days)	<input type="text" value="0"/>	Accumulated Purchase Quantity (SKU)	<input type="text" value="0"/>
IWP Approved Quantity (SKU)	<input type="text" value="9,600"/>	Remaining Approved Quantity (SKU)	<input type="text" value="9,600"/>
Facility Acknowledge Quantity (SKU)	<input type="text" value="9,600"/>	Acknowledged Status	<input type="text" value="Yes"/>
SKU	<input type="text" value="capsule"/>	Estimated Unit Price(RM)	<input type="text" value="258.36"/>
Remarks	<input type="text"/>	Estimated Total Order Amount (RM)	<input type="text" value="0.00"/>

**Figure 3.2.2-3 Approve Special Medicine**

**Note**

- For record which drug code has been assign by HQ, once user click 'Acknowledged' button 'Acknowledged Status' will change to 'Yes'
- For the Approved Special Medicine record which is using active ingredient and drug still haven assign by HQ when user click 'Acknowledged' button, alert message will appear informing user that HQ still haven assign drug for the record as shown in Figure 3.2.2-4. Only after HQ assign drug user will be allowed to proceed to click 'Acknowledge'.

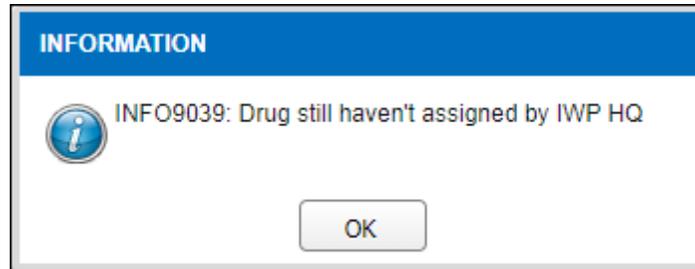


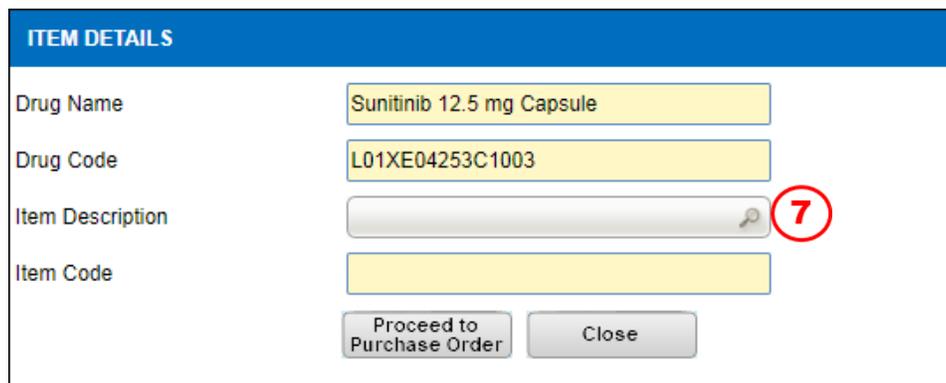
Figure 3.2.2-4 Alert Message

**STEP 6**

Click on  button to proceed to Purchase Order for Approve Special Medicine item

**Note**

Once click on 'Proceed to Purchase Order' button 'Item Details' will be display as shown in Figure 3.2.2-5



The image shows a form titled 'ITEM DETAILS' with a blue header. It contains four input fields: 'Drug Name' with the value 'Sunitinib 12.5 mg Capsule', 'Drug Code' with the value 'L01XE04253C1003', 'Item Description' which is empty and has a magnifying glass icon to its right, and 'Item Code' which is empty. A red circle with the number '7' is drawn around the magnifying glass icon. At the bottom of the form are two buttons: 'Proceed to Purchase Order' and 'Close'.

Figure 3.2.2-5 Item Details

**STEP 7**

Select **Item Description**

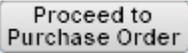
**Note**

Once selected Item Description, Item Code will be displayed as shown in Figure 3.2.2-6

ITEM DETAILS	
Drug Name	Sunitinib 12.5 mg Capsule
Drug Code	L01XE04253C1003
Item Description	Sunitinib 12.5 mg Capsule
Item Code	L01XE04253C1003.02
	<b>8</b> Proceed to Purchase Order Close

Figure 3.2.2-6 Item Details

**STEP 8**

Click on  button to proceed to purchase order screen

**Note**

- Purchase Order screen will popup based on item purchase type either APPL, Contract or LP
- Below field will be auto filled at purchase order screen:
  - Order Type
  - Request Type
  - Procurement Special Drug No
  - Item Description
  - Order Quantity (PKU)

**PURCHASE ORDER**

**PURCHASE ORDER DETAILS**

AP Purchase Order
LP Purchase Order
Contract Purchase Order

Order No.

Request Type Approve Special Medicine

Procurement Special Medicine No. RK22000010

Supplier Name

Delivery Site To Name

Remark

CAPD Home Delivery  No  Yes

Financial Year

Total Order Amount (RM)

PPF Register No.

Effective End Date

Order Date

Created By

Remaining Purchase Quantity

Approval Date

Approval By

Order Status

Reason

PASc

**PURCHASE ORDER DETAILS**

Delete Item

[ 1 - 1 / 1 ]

☐	Item Code	Item Description	PKU	Packaging Description	Brand	Manufacturer	Ordered Quantity (PKU)	Vote Code	Ministry / Department	Usage & Issue Quantity	Back Order	Unit Price (RM)	Item Average Price (PKU)	Amount (RM)	YTD Purchase Amount (RM)
<input type="checkbox"/>	L01XE04 253C100 3.02	Sunitinib 12.5 mg Capsule	pck	pack of 28 capsule	SUTEI	Pfizer	342	-		0	0	1,542.80	1,542.80	527,637.60	0.00

**VOTE CODE LIST**

[ 1 - 1 / 1 ]

Budget Type	Vote Code	Vote Description	Ministry / Department	Balance Before PO (RM)	Utilized PO (RM)	Balance After PO (RM)
No record found						
TOTAL				0.00	0.00	0.00

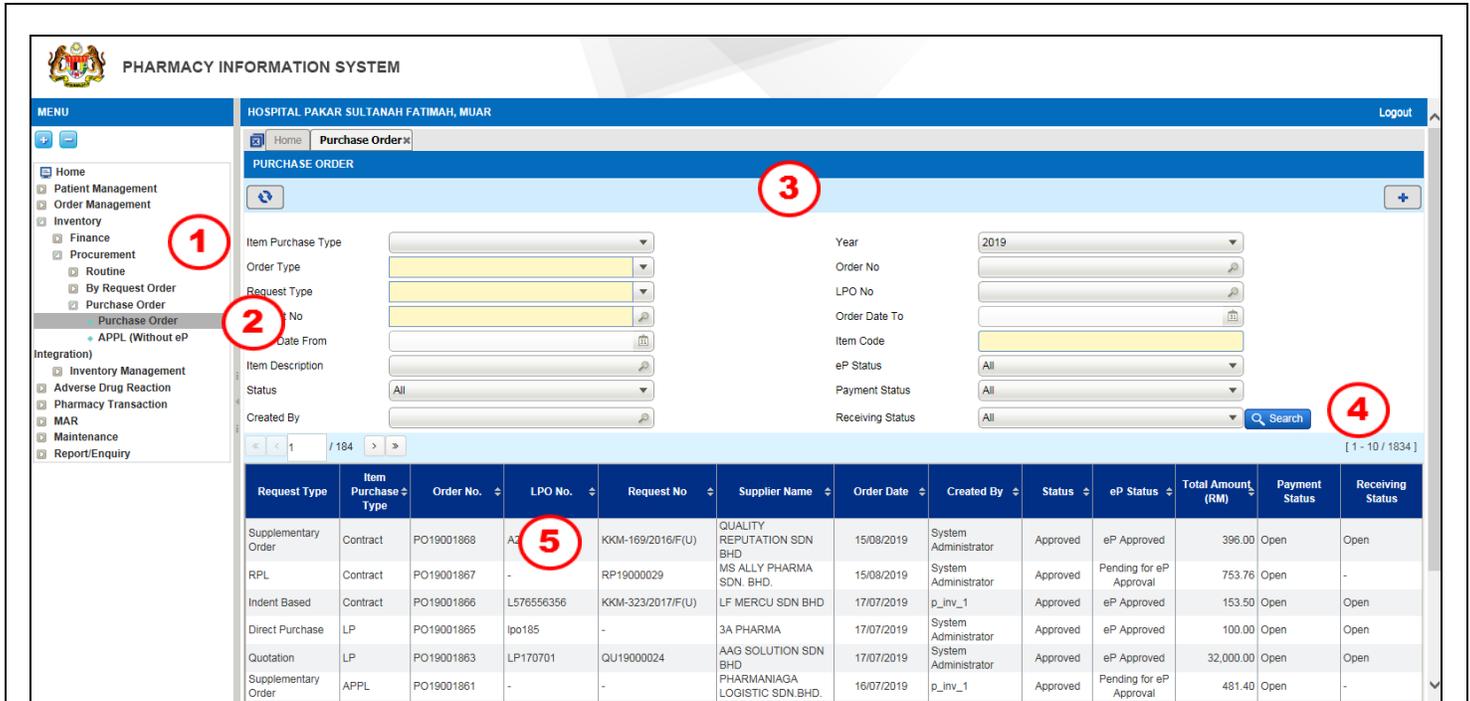
**Figure 3.2.2-7 Purchase Order Approve Special Medicine**

**Note**

- User able to proceed the Purchase Order process
- User will be allowed to do purchase for Approve Special Medicine record directly from Purchase order screen without using 'Proceed to Purchase Order' button at the Approved Special Medicine screen.
- In order to directly purchase from purchase order screen, approved special medicine record need to have acknowledge status='Yes'
- User can proceed to create purchase order record by selecting 'purchase type' and 'request type'.
- At the 'procurement special drug no' when click search will display multiple record for same drug with available item code
- User will be allowed to do purchase for any item under the drug which have been approved by HQ

### 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:

- Item Purchase Type
  - APPL
  - Contract
  - LP
- Order Type
  - Direct Purchase
  - Quotation
- Request Type
  - Approved Special Drug
  - Indent Based
  - RPL
  - Requisition Order
  - Supplementary Order
- Order No
- LPO No
- Date From
- Date To
- 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

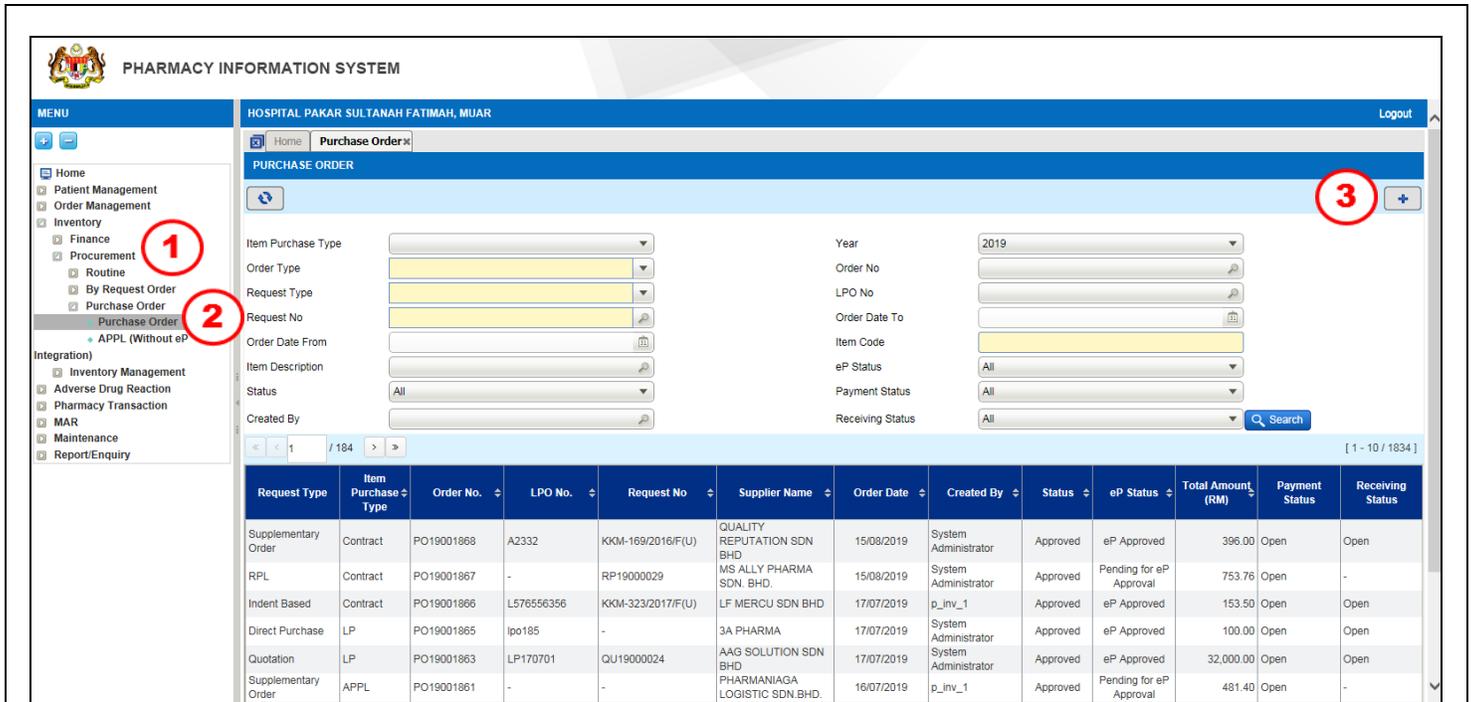
Double click on the selected record to view the details as shown in Figure 3.3-2

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		
Remark		eP Status	eP Approved
Created By		Reason	
eP Contract Number	20251010304170129	eP Indicator	B - Expense
PASC	<input type="checkbox"/>	CAPD	<input type="radio"/> No <input type="radio"/> Yes

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 [Dropdown]

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 [Dropdown]

Status: All [Dropdown] Payment Status: All [Dropdown]

Created By: [Text] Receiving Status: All [Dropdown] Search

[ 1 - 10 / 1834 ]

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

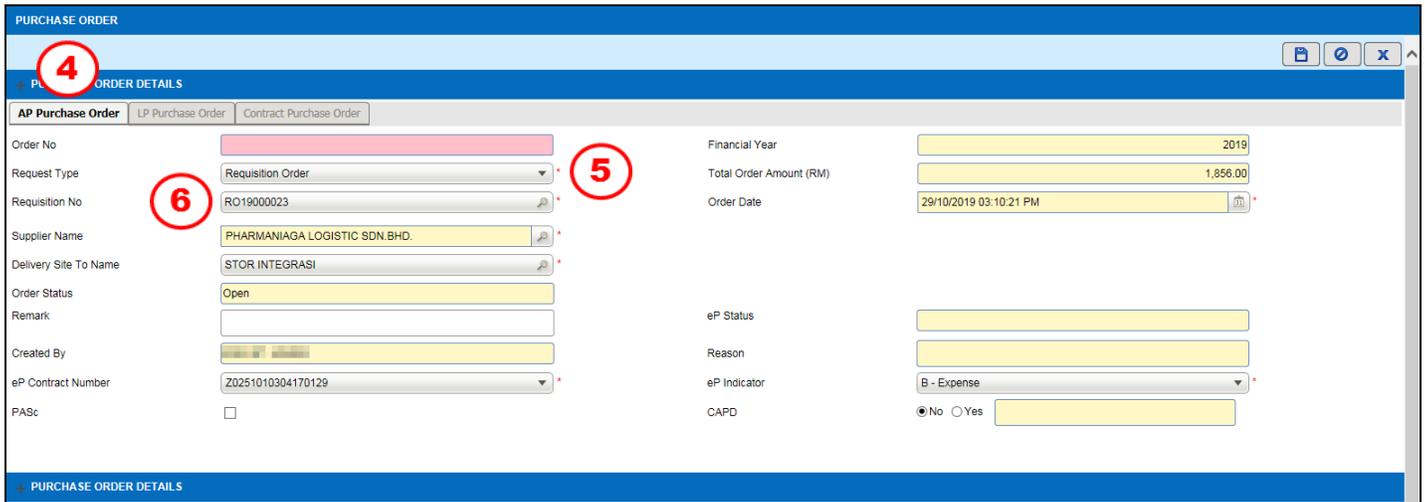
Click on 'Inventory, menu follow by 'Procurement' sub menu and click 'Purchase Order'

#### 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, which is set to 'Requisition Order'.
- Annotation 6:** Points to the 'Requisition No' field, which contains 'RO19000023' and has a magnifying glass icon next to it.

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**

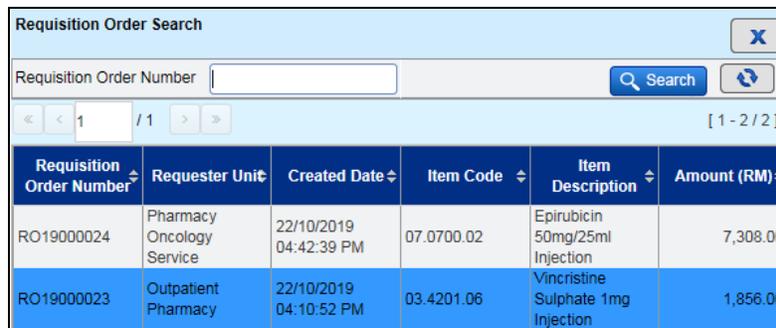
**Supplier Name** will be defaulted to *PHARMANIAGA LOGISTIC SDN BHD* and this field is non-editable.

**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 search bar contains 'RO19000023' and the search button is highlighted. The table shows two results:

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

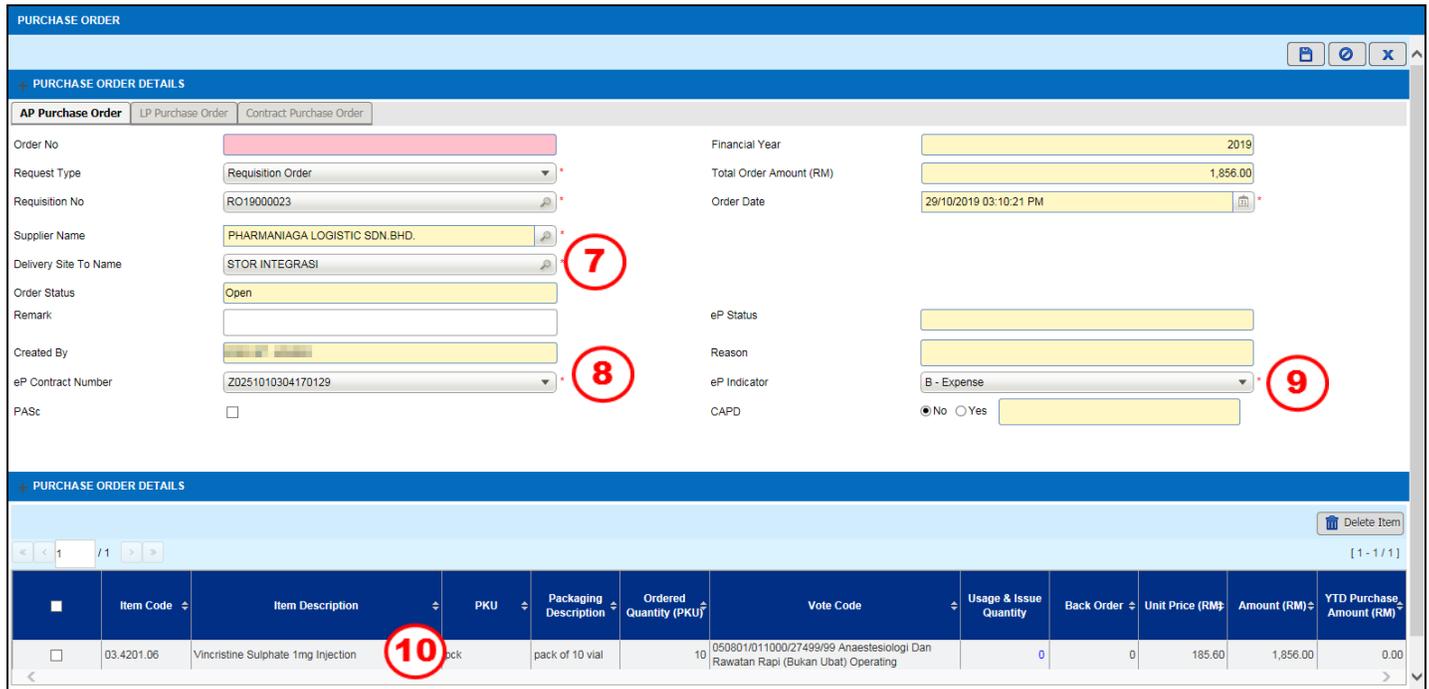


Figure 3.3.1-4 AP Purchase Order

**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

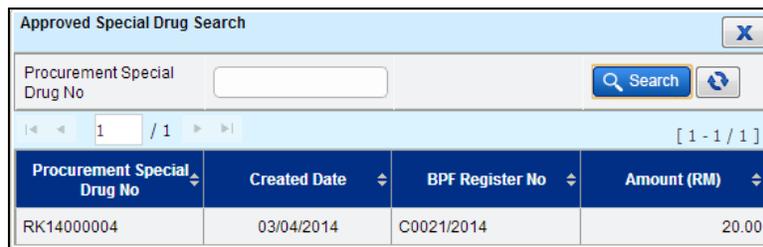


Figure 3.3.1-5 Requisition Order Search

- 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

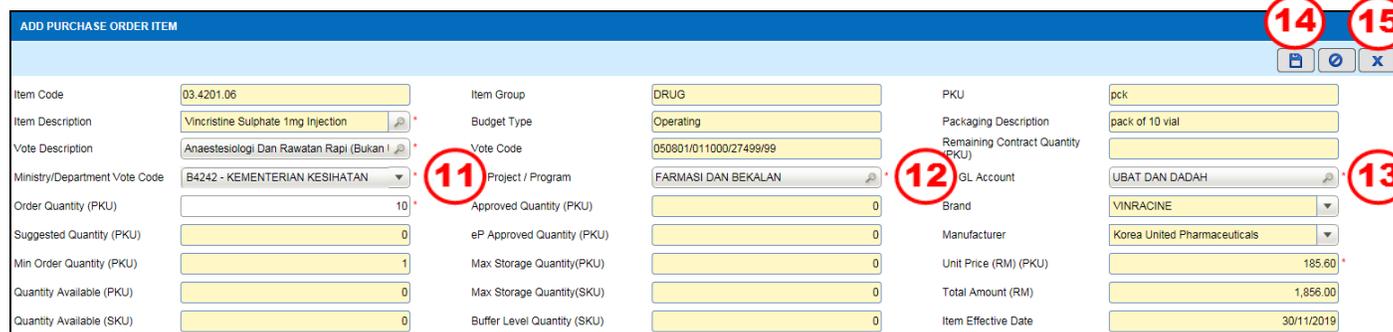
Select **eP Indicator**

#### 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

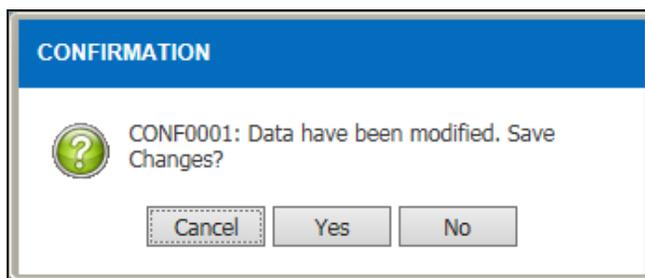


Figure 3.3.1-8 Confirmation Message

**Note**

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

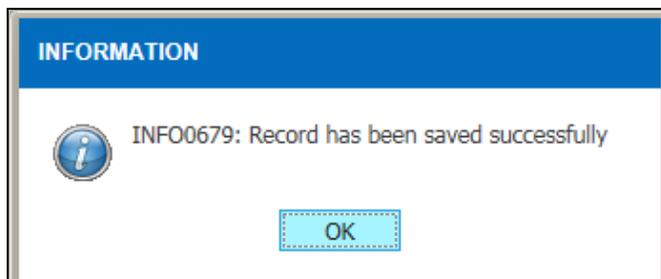
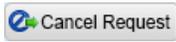
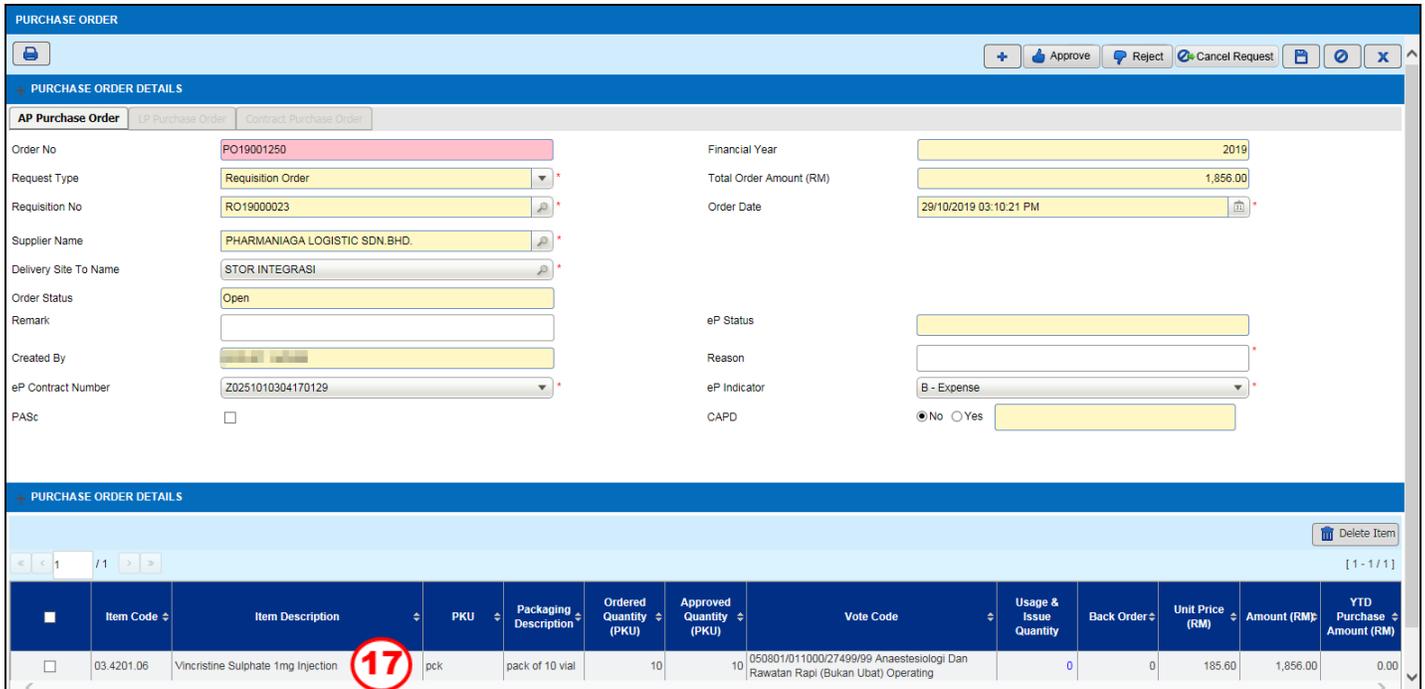


Figure 3.3.1-9 Information Message

**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**

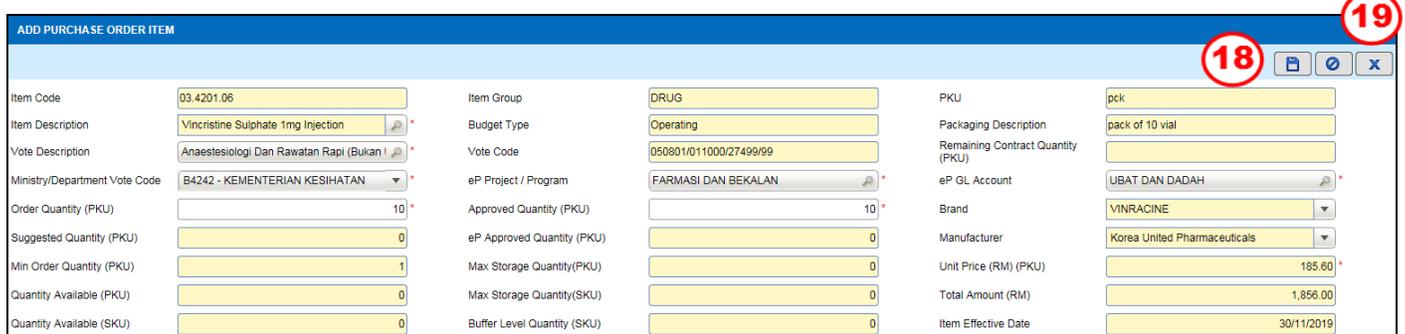
Table with 13 columns: Item Code, Item Description, PKU, Packaging Description, Ordered Quantity (PKU), Approved Quantity (PKU), Vote Code, Usage & Issue Quantity, Back Order, Unit Price (RM), Amount (RM), YTD Purchase Amount (RM)

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

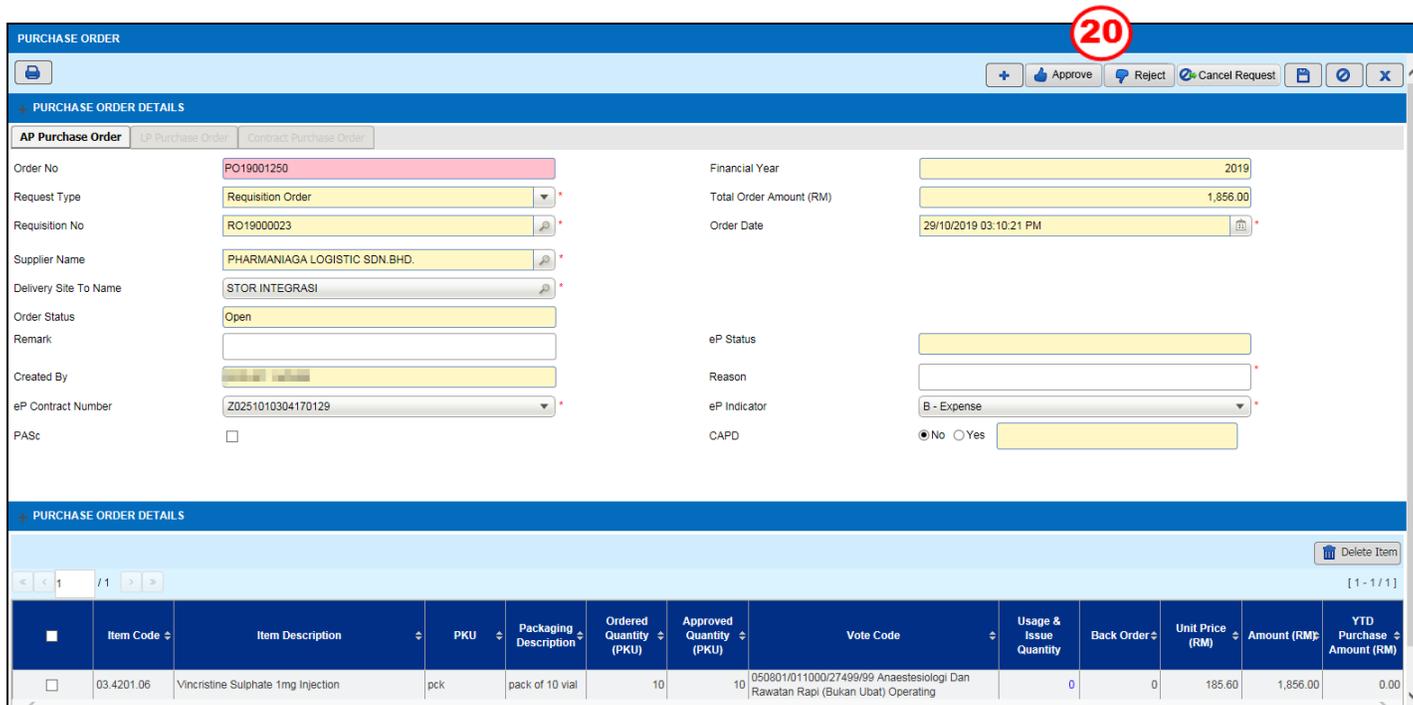
- eP Project / Program
- eP GL Account
- Approved Quantity (PKU)

**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

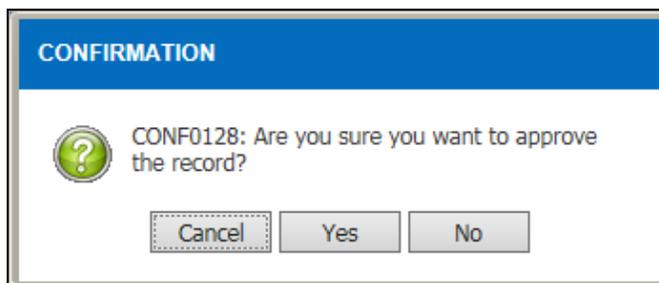
**PURCHASE ORDER DETAILS**

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



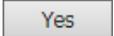
**CONFIRMATION**

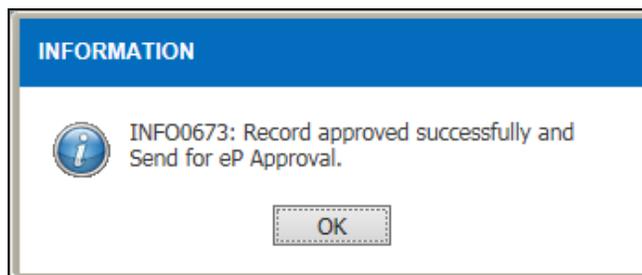
CONF0128: Are you sure you want to approve the record?

Cancel Yes No

**Figure 3.3.1-13 Confirmation Message**

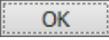
**Note**

- 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**

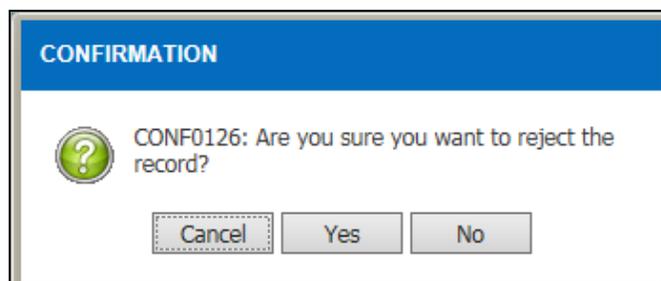
**Note**

- 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

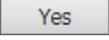
**Note**

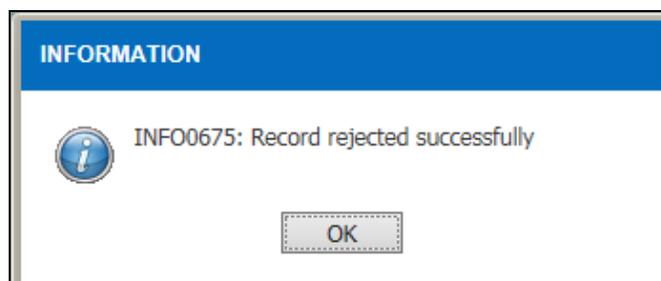
User need to enter **Reject Reason** before click on the  button



**Figure 3.3.1-15 Confirmation Message**

**Note**

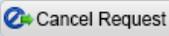
- Click on the  button to reject record and information message will be display as Figure 3.3.1-16

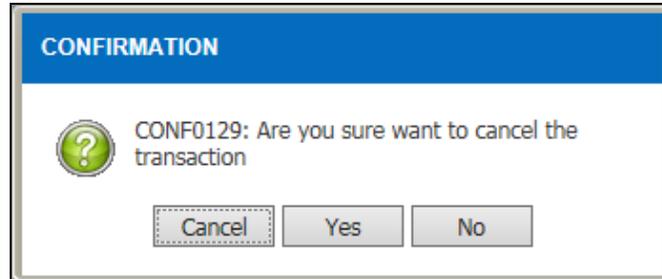


**Figure 3.3.1-16 Information Message**

**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



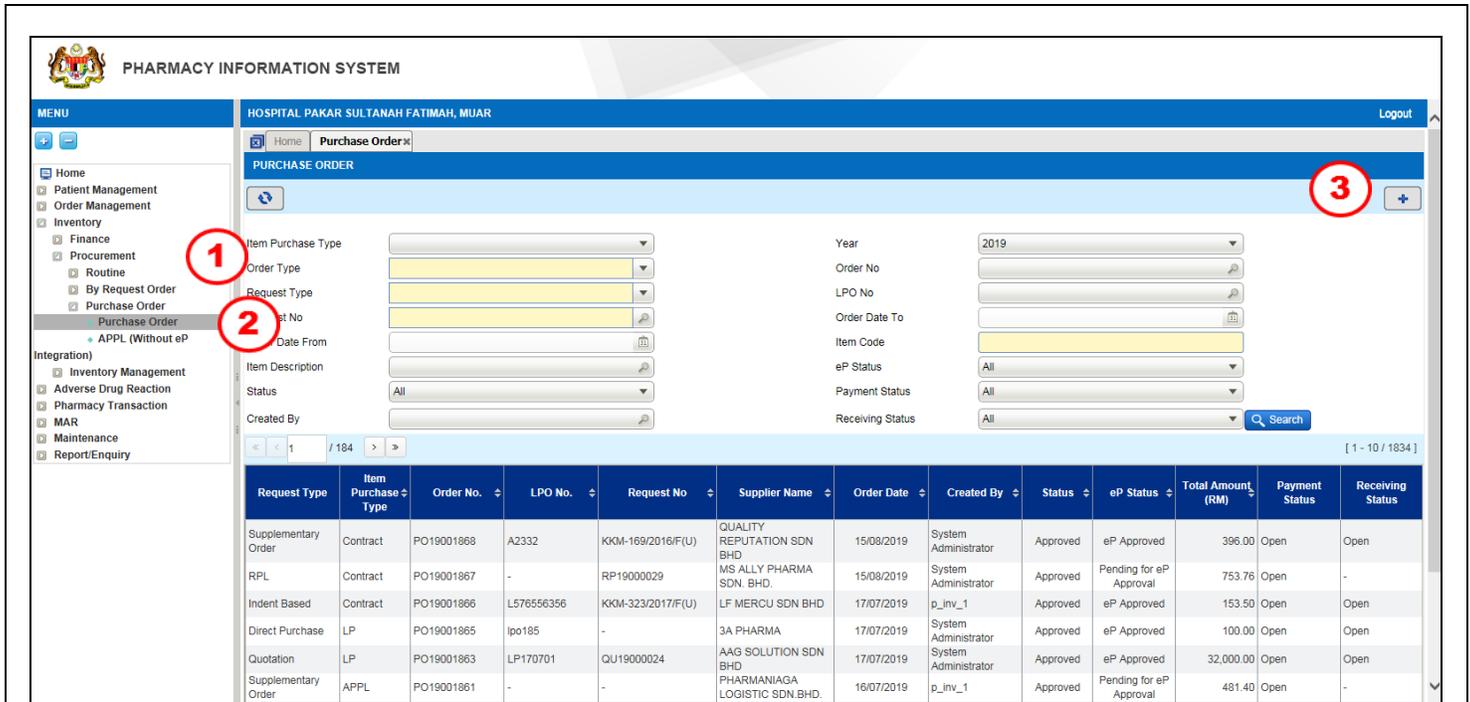
**Figure 3.3.1-17 Confirmation Message**

**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]  
 Order Date To: [Text]  
 Item Code: [Text]  
 eP Status: All  
 Payment Status: All  
 Receiving Status: All

Search

[ 1 - 10 / 1834 ]

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

**PURCHASE ORDER**

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

Order No. [ ] 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 ]

Remark [ ] eP Status [ ]

Created By [ ] Reason [ ]

PASC  CAPD  No  Yes [ ]

---

**PURCHASE ORDER DETAILS**

1 / 1 [ Delete Item ] [ 1 - 1 / 1 ]

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

**Approved Special Drug Search**

Procurement Special Drug No. [ ] [ Search ] [ Refresh ]

1 / 1 [ 1 - 2 / 2 ]

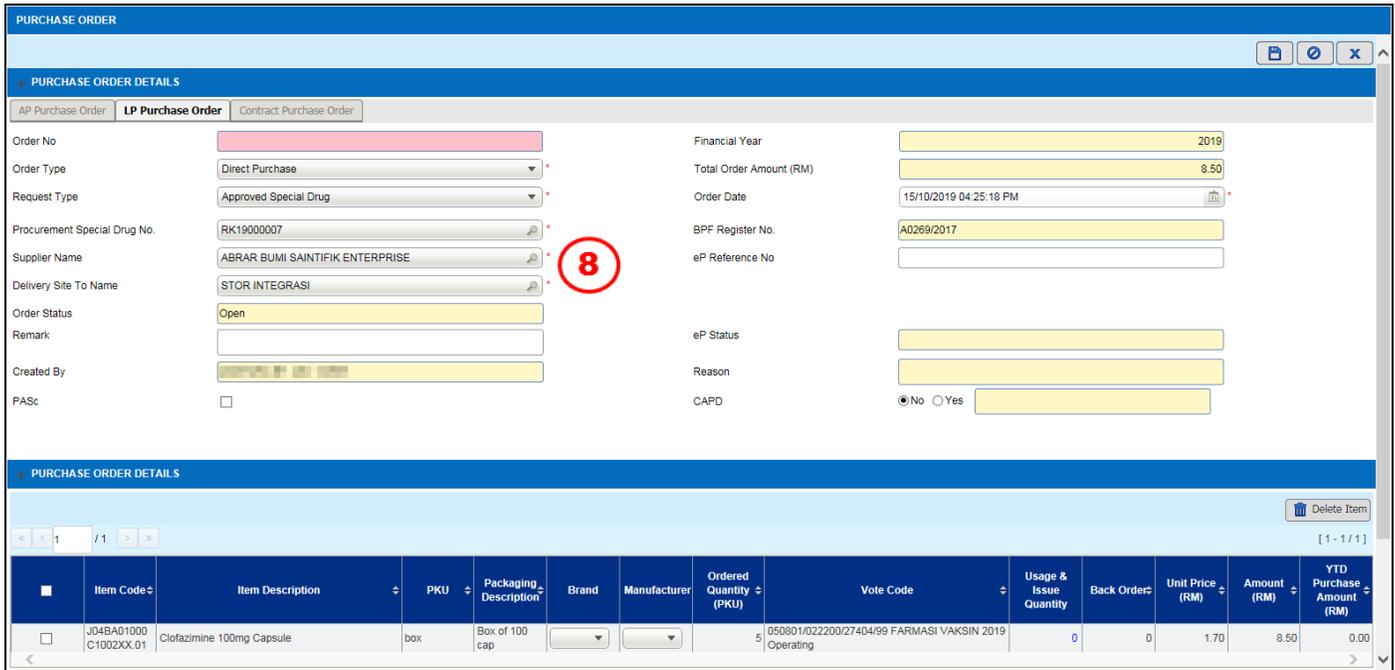
Procurement Special Drug No.	Created Date	BPF Register No.	Amount (RM)
RK19000007	23/07/2019 10:43:00 AM	A0269/2017	8.50
RK19000001	11/06/2019 09:24:45 PM	A3191/2018	2.25

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]

Created By: [Redacted] Reason: [Redacted]

PASc:  CAPD:  No  Yes

---

**PURCHASE ORDER DETAILS**

Delete Item

[ 1 - 1 / 1 ]

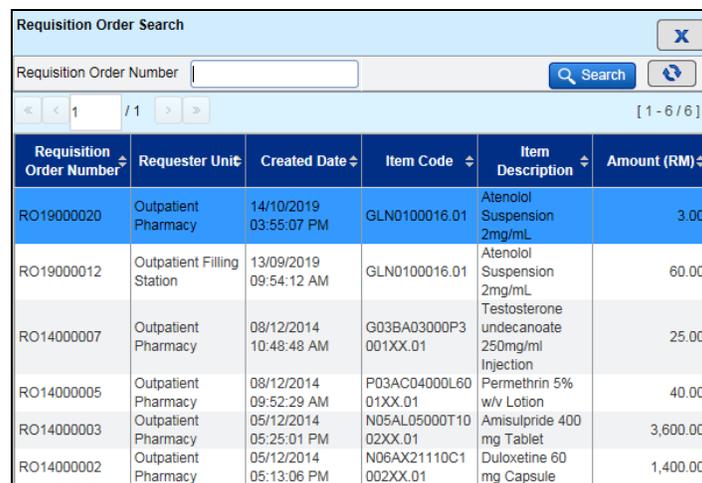
Item Code	Item Description	PKU	Packaging Description	Brand	Manufacturer	Ordered Quantity (PKU)	Vote Code	Usage & Issue Quantity	Back Order	Unit Price (RM)	Amount (RM)	YTD Purchase Amount (RM)
J04BA01000 C1002XX.01	Clofazimine 100mg Capsule	box	Box of 100 cap			5	050801/022200/2740499 FARMASI VAKSIN 2019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

[ 1 - 6 / 6 ]

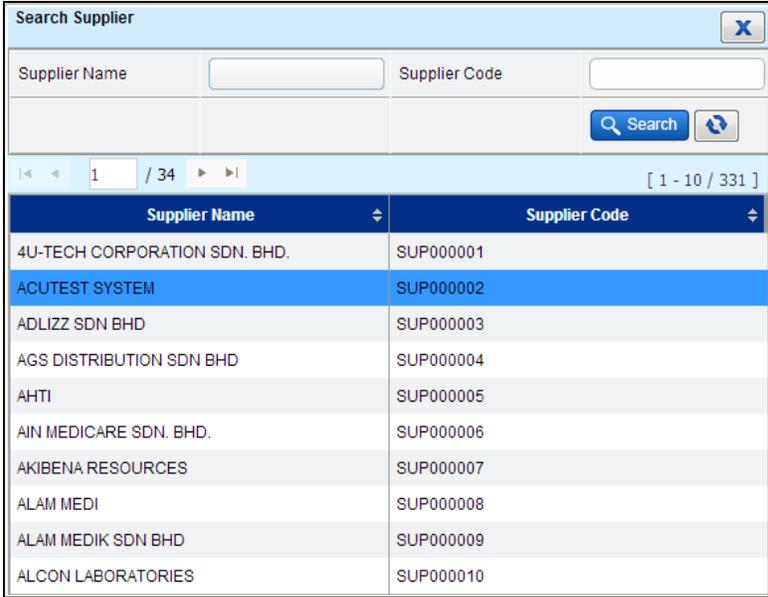
Requisition Order Number	Requester Unit	Created Date	Item Code	Item Description	Amount (RM)
RO19000020	Outpatient Pharmacy	14/10/2019 03:55:07 PM	GLN0100016.01	Atenolol Suspension 2mg/mL	3.00
RO19000012	Outpatient Filling Station	13/09/2019 09:54:12 AM	GLN0100016.01	Atenolol Suspension 2mg/mL	60.00
RO14000007	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



The screenshot shows a 'Search Supplier' window with a search bar and a table of results. The table has two columns: 'Supplier Name' and 'Supplier Code'. The first row is highlighted in blue.

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**

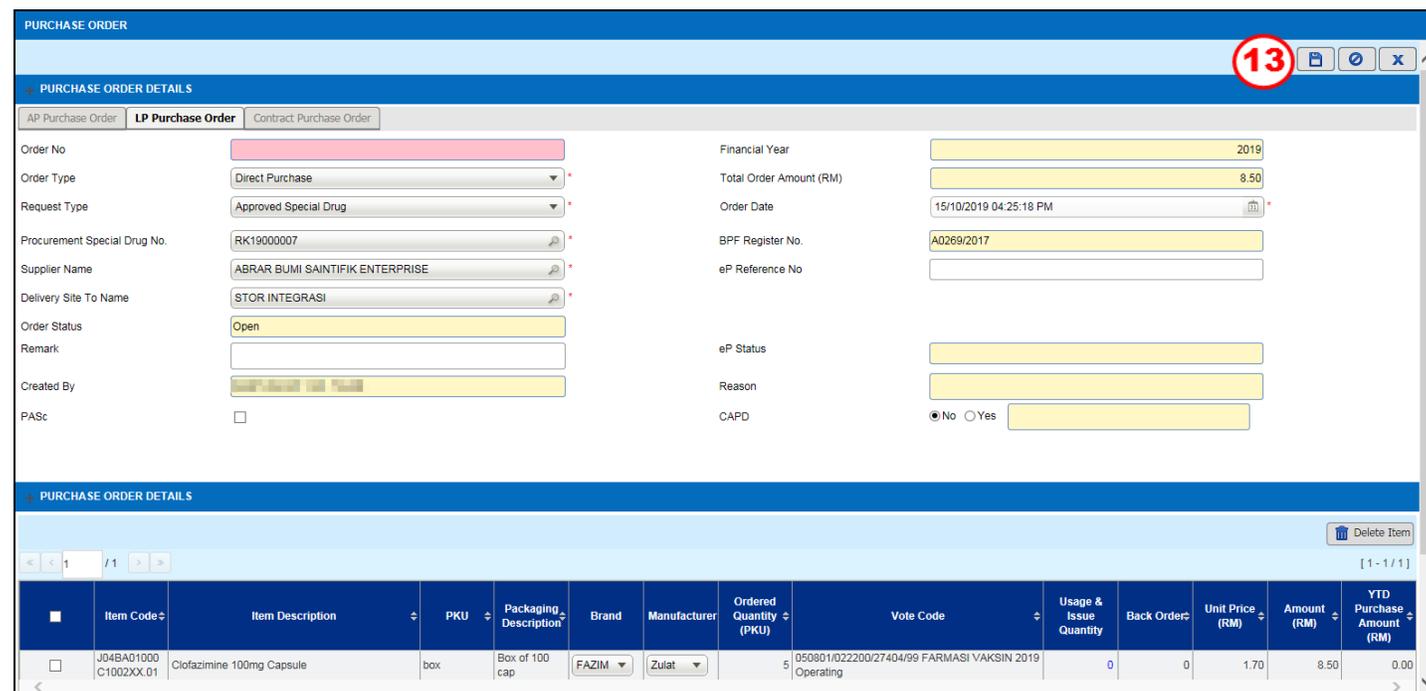
Modify/Change **Unit Price(RM)(PKU)** if applicable

## 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.



**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 | eP Status: [Redacted]

Order Status: Open | Reason: [Redacted]

Remark: [Redacted] | CAPD:  No  Yes

Created By: [Redacted]

PASC:

**PURCHASE ORDER DETAILS**

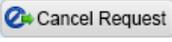
Item Code	Item Description	PKU	Packaging Description	Brand	Manufacturer	Ordered Quantity (PKU)	Vote Code	Usage & Issue Quantity	Back Order	Unit Price (RM)	Amount (RM)	YTD Purchase Amount (RM)
J04BA01000 C1002XX.01	Clofazimine 100mg Capsule	box	Box of 100 cap	FAZIM	Zulat	5	050801/022200/27404/99 FARMASI 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  Approve,  Reject and  Cancel Request 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:  | CAPD:  No  Yes

---

**PURCHASE ORDER DETAILS**

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)
J04BA01000C1002XX.01	Clofazimine 100mg Capsule	box	Box of 100 cap	FAZIM	Zulat	5	5	050801/022200/27404/99 FARMASI VAKSIN 2019 Operating	0	0	1.70	8.50	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)

**STEP15**

Click on the  button to save the modification details

**STEP 16**

Click on the  to close the screen

17

PURCHASE ORDER

+
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"/>		
PASc	<input type="checkbox"/>		
	CAPD <input checked="" type="radio"/> No <input type="radio"/> Yes <input type="text"/>		

---

+ 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	Zulat	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  button to approve the record and confirmation message will be display as Figure 3.3.3-13

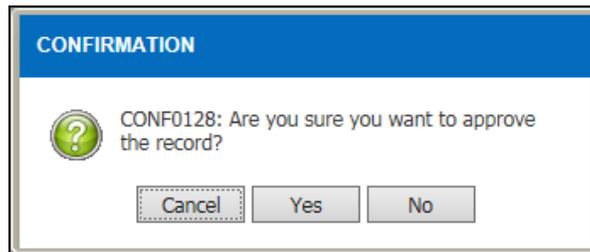
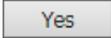


Figure 3.3.3-13 Confirmation Message

**Note**

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

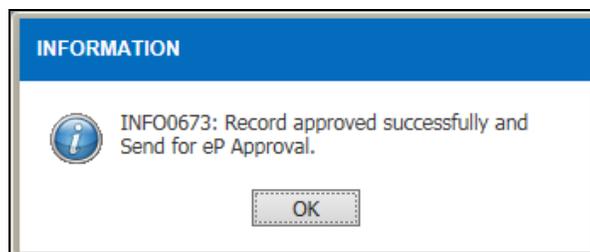
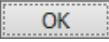


Figure 3.3.3-14 Information Message

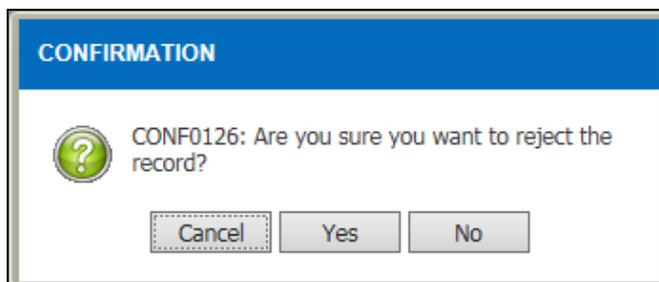
**Note**

- 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

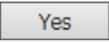
**Note**

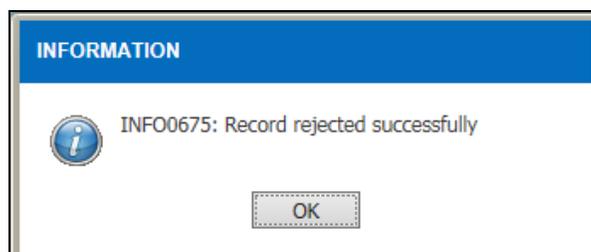
User need to enter **Reject Reason** before click on the  button



**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

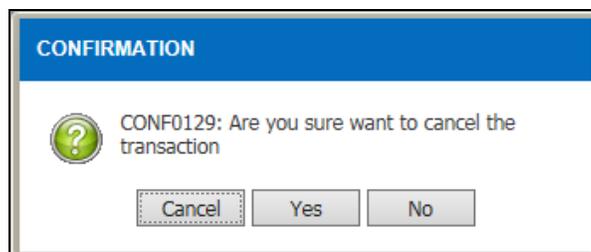


**Figure 3.3.3-16 Information Message**

**Note**

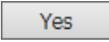
- Click on the  button to successfully rejected the record

- 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

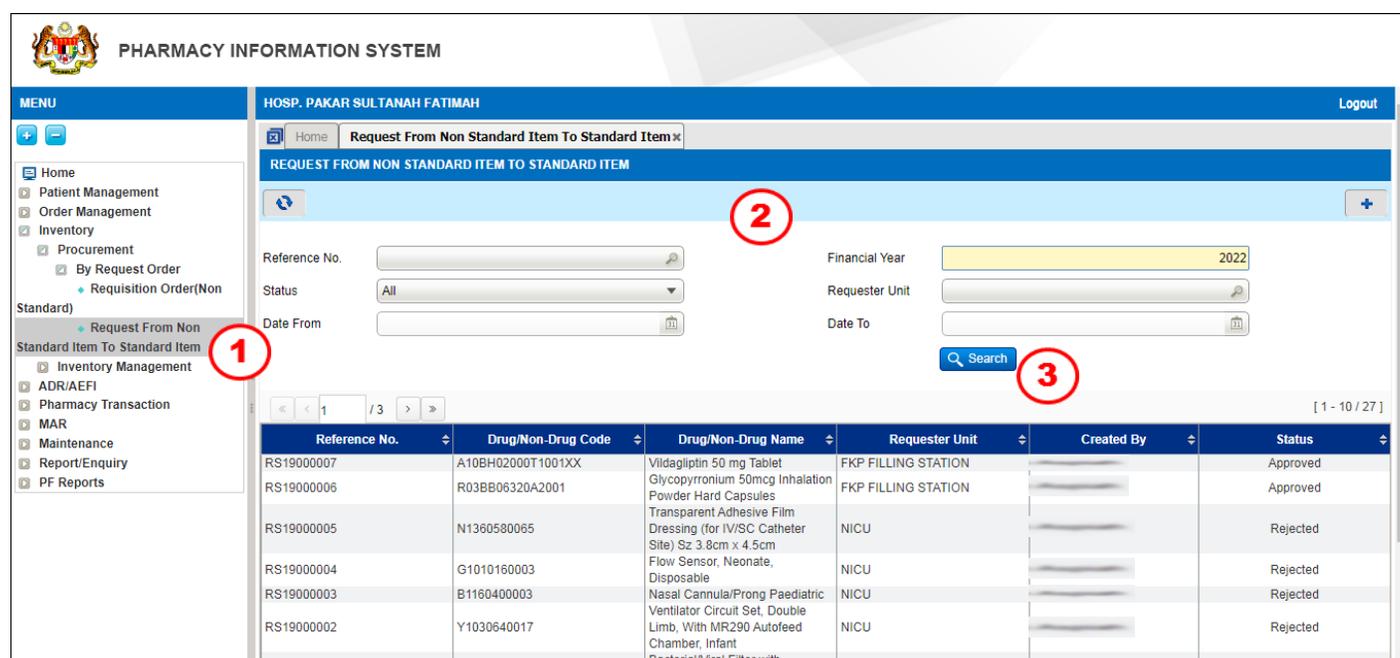
To create New Request from Non Standard Item to Standard Item, perform the steps below:

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



**PHARMACY INFORMATION SYSTEM**

HOSP. PAKAR SULTANAH FATIMAH

Request From Non Standard Item To Standard Item

**REQUEST FROM NON STANDARD ITEM TO STANDARD ITEM**

Reference No.  Financial Year   
 Status  Requester Unit   
 Date From  Date To

Reference No.	Drug/Non-Drug Code	Drug/Non-Drug Name	Requester Unit	Created By	Status
RS19000007	A10BH02000T1001XX	Vildagliptin 50 mg Tablet	FKP FILLING STATION		Approved
RS19000006	R03BB06320A2001	Glycopyrronium 50mcg Inhalation Powder Hard Capsules	FKP FILLING STATION		Approved
RS19000005	N1360580065	Transparent Adhesive Film Dressing (for IV/SC Catheter Site) Sz 3.8cm x 4.5cm	NICU		Rejected
RS19000004	G1010160003	Flow Sensor, Neonate, Disposable	NICU		Rejected
RS19000003	B1160400003	Nasal Cannula/Prong Paediatric Ventilator Circuit Set, Double	NICU		Rejected
RS19000002	Y1030640017	Limb, With MR290 Autofeed Chamber, Infant Bacterial/Viral Filter with	NICU		Rejected

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:

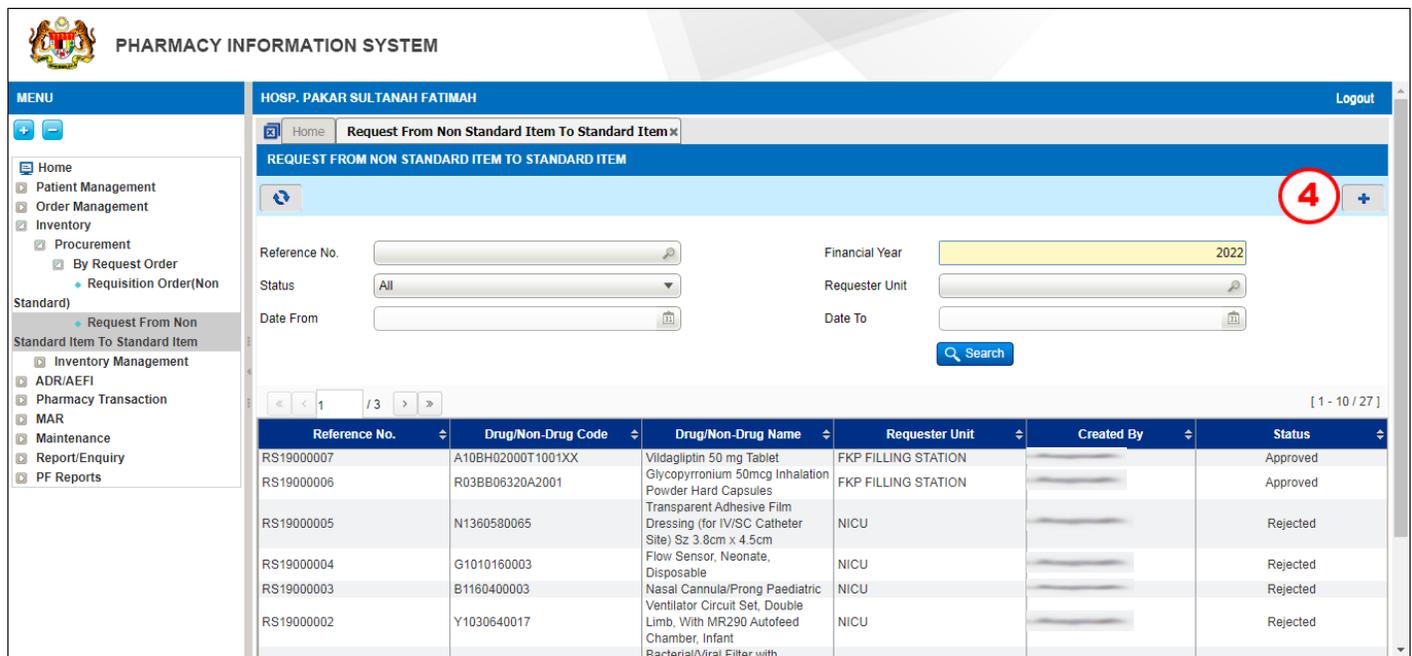
No	Field	Description	Remark
a	Reference No	Reference No	Filter and search existing records based on Reference No
b	Financial Year	Financial Year	This is auto populated value
c	Status	Select Status from the drop down menu: - All - Approved	Filter and search existing records based on Status

		<ul style="list-style-type: none"> <li>- Cancelled</li> <li>- Open</li> <li>- Pending For Approval</li> <li>- Pending For Verification</li> <li>- Rejected</li> </ul>	
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**

HOSP. PAKAR SULTANAH FATIMAH Logout

Home Request From Non Standard Item To Standard Item x

**REQUEST FROM NON STANDARD ITEM TO STANDARD ITEM**

Reference No.  Financial Year

Status  Requester Unit

Date From  Date To

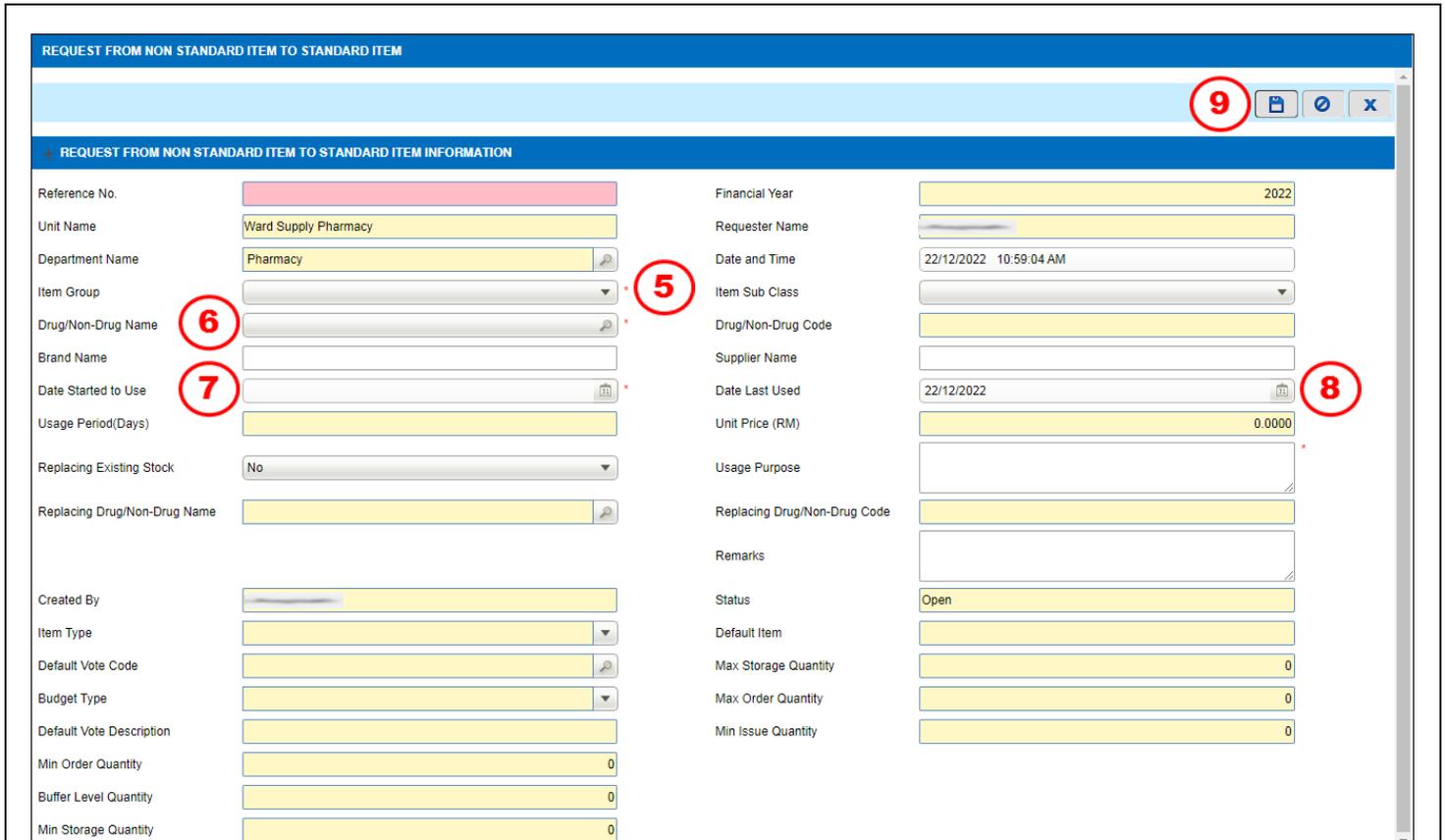
[ 1 - 10 / 27 ]

Reference No.	Drug/Non-Drug Code	Drug/Non-Drug Name	Requester Unit	Created By	Status
RS19000007	A10BH02000T1001XX	Vildagliptin 50 mg Tablet	FKP FILLING STATION		Approved
RS19000006	R03BB06320A2001	Glycopyrronium 50mcg Inhalation Powder Hard Capsules	FKP FILLING STATION		Approved
RS19000005	N13605800065	Transparent Adhesive Film Dressing (for IV/SC Catheter Site) Sz 3.8cm x 4.5cm	NICU		Rejected
RS19000004	G1010160003	Flow Sensor, Neonate, Disposable	NICU		Rejected
RS19000003	B1160400003	Nasal Cannula/Prong Paediatric	NICU		Rejected
RS19000002	Y1030640017	Ventilator Circuit Set, Double Limb, With MR290 Autofeed Chamber, Infant Bacterial/Viral Filter with	NICU		Rejected

**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 INFORMATION			
Reference No.	<input type="text"/>	Financial Year	<input type="text" value="2022"/>
Unit Name	<input type="text" value="Ward Supply Pharmacy"/>	Requester Name	<input type="text"/>
Department Name	<input type="text" value="Pharmacy"/>	Date and Time	<input type="text" value="22/12/2022 10:59:04 AM"/>
Item Group	<input type="text" value="5"/>	Item Sub Class	<input type="text"/>
Drug/Non-Drug Name	<input type="text" value="6"/>	Drug/Non-Drug Code	<input type="text"/>
Brand Name	<input type="text"/>	Supplier Name	<input type="text"/>
Date Started to Use	<input type="text" value="7"/>	Date Last Used	<input type="text" value="22/12/2022"/>
Usage Period(Days)	<input type="text"/>	Unit Price (RM)	<input type="text" value="0.0000"/>
Replacing Existing Stock	<input type="text" value="No"/>	Usage Purpose	<input type="text"/>
Replacing Drug/Non-Drug Name	<input type="text"/>	Replacing Drug/Non-Drug Code	<input type="text"/>
Created By	<input type="text"/>	Remarks	<input type="text"/>
Item Type	<input type="text"/>	Status	<input type="text" value="Open"/>
Default Vote Code	<input type="text"/>	Default Item	<input type="text"/>
Budget Type	<input type="text"/>	Max Storage Quantity	<input type="text" value="0"/>
Default Vote Description	<input type="text"/>	Max Order Quantity	<input type="text" value="0"/>
Min Order Quantity	<input type="text" value="0"/>	Min Issue Quantity	<input type="text" value="0"/>
Buffer Level Quantity	<input type="text" value="0"/>		
Min Storage Quantity	<input type="text" value="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 X

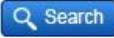
Drug/Non-Drug Name  Q Search

< < 1 / 2 > >>
[ 1 - 10 / 11 ]

Drug/Non-Drug Name	Drug/Non-Drug Code	Unit Price (RM)
Acetazolamide 250 mg Tablet	S01EC01000T1001XX	42.6281
Acetone	RAW00056	0.0200
Benzoyl Peroxide 10% Gel	D10AE01241G3002XX	0.6942
Dexamethasone Sodium Phosphate 4mg/ml in 2ml Injection (8mg/2ml)	H02AB02162P3001XX	0.8120
Flumazenil 0.5mg/5ml Injection	V03AB25000P3001XX	3.3502
Ibuprofen 200 mg Tablet	M01AE01000T1001XX	0.0900
Ipratropium Br 20 mcg Salbutamol 100 mcg/dose Inhalation	R03AK04320A1001XX	0.0000
Nutriflex Lipid Peri 955kcal,1.25L	PNA00001	0.0000
Oseltamivir Phosphate 75mg Capsule/Tablet	KPK00218	7.0350
Palivizumab 100mg Inj	J06BB16000P3001YY	3.0000

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**

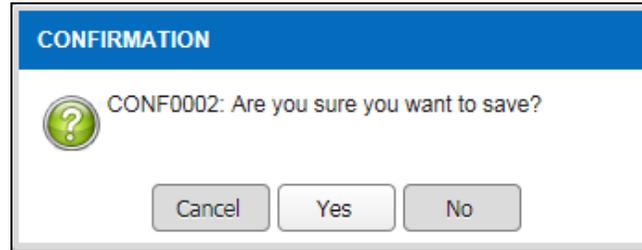
**Replacing Existing Stock** will default as 'NO' and user is allowed to change to 'YES'. If user choose **Replacing Existing Stock** as 'YES', **Replacing Drug/Non-Drug Name** field will enable, and user is required to select by click on the  button

**STEP 9**

Click on the  button to save the transaction

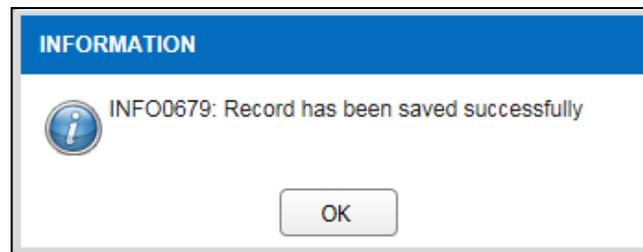
**Note**

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

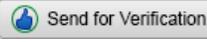


**Figure 3.4.1-5 Confirmation Message**

- Click on the  button and information message will be 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

REQUEST FROM NON STANDARD ITEM TO STANDARD ITEM
10

KEW.PS-6 Send for Verification X

REQUEST FROM NON STANDARD ITEM TO STANDARD ITEM INFORMATION

Reference No.	RS22000001	Financial Year	2022
Unit Name	Ward Supply Pharmacy	Requester Name	
Department Name	Pharmacy	Date and Time	22/12/2022 10:59:04 AM
Item Group	DRUG	Item Sub Class	
Drug/Non-Drug Name	Benzoyl Peroxide 10% Gel	Drug/Non-Drug Code	D10AE01241G3002XX
Brand Name		Supplier Name	
Date Started to Use	25/01/2022	Date Last Used	22/12/2022
Usage Period(Days)	331	Unit Price (RM)	0.6942
Replacing Existing Stock	No	Usage Purpose	Regular used at ward supply pharmacy
Replacing Drug/Non-Drug Name		Replacing Drug/Non-Drug Code	
Created By		Remarks	
Item Type		Status	Open
Default Vote Code		Default Item	D10AE01241G3002XX.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		

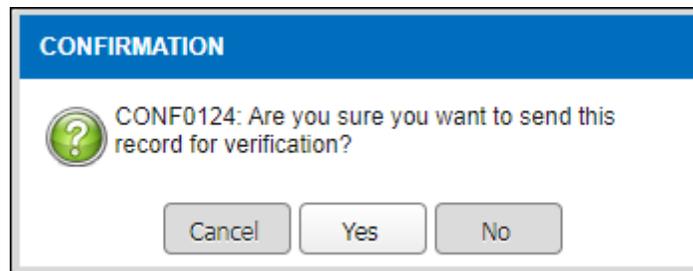
**Figure 3.4.1-7 Request from Non Standard Item to Standard Item**

**STEP 10**

Click on the  button to send the transaction for verification

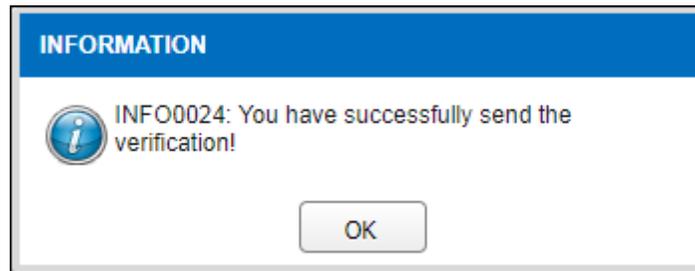
**Note**

- 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="button" value="Search"/>						
						[ 1 - 1 / 1 ]
Transaction Type	Transaction No.	Item Group	Date/Time	Task Status	From Unit/Department	From User
ReqFromNonSTDtoSTD	RS22000001	Drug	22/12/2022 11:18 AM	Pending for Verification	Ward Supply 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			
<input type="button" value="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.	RS22000001	Financial Year	2022
Unit Name	Ward Supply Pharmacy	Requester Name	
Department Name	Pharmacy	Date and Time	22/12/2022 11:13:16 AM
Item Group	DRUG	Item Sub Class	
Drug/Non-Drug Name	Benzoyl Peroxide 10% Gel	Drug/Non-Drug Code	D10AE01241G3002XX
Brand Name		Supplier Name	
Date Started to Use	25/01/2022	Date Last Used	22/12/2022
Usage Period(Days)	331	Unit Price (RM)	0.6942
Replacing Existing Stock	No	Usage Purpose	Regular used at ward supply pharmacy
Replacing Drug/Non-Drug Name		Replacing Drug/Non-Drug Code	
Reject Reason		Remarks	
Created By		Status	Pending for Verification
Item Type		Default Item	D10AE01241G3002XX.01
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		
Min Storage 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

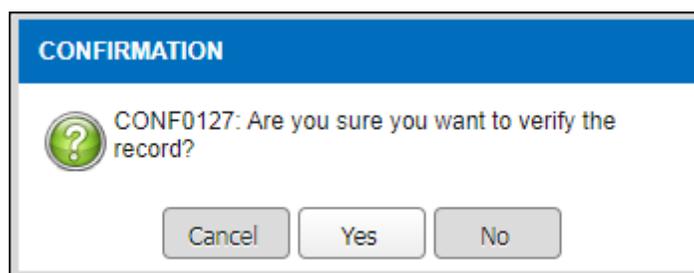
**STEP 2**

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

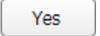
Click on the  button to reject the transaction and the **Status** will be changed to Rejected

**Note**

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



**Figure 3.4.2-3 Confirmation Message**

- Click on the  button
- 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 3.4.2-4



**KEMENTERIAN KESIHATAN MALAYSIA**  
**TAMBAHAN BARANG-BARANG STANDARD**  
(Tatacara Pengurusan Stor 18)  
(diisi dalam 3 salinan)

KEW.PS-6

No. Rujukan : RS22000001

Tarikh Transaksi : 22/12/2022

Status : Pending for Approval

1. Perihal barang : Benzoyl Peroxide 10% Gel - D10AE01241G3002XX
2. Kegunaan : Regular used at ward supply pharmacy
3. Tarikh mula diguna : 25/01/2022
4. Tempoh penggunaan (hari) : 331
5. Tamat tempoh penggunaan : 22/12/2022
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) : 0.6942

(Tandatangan Pemohon)

(Tandatangan Ketua Jabatan)

Nama: \_\_\_\_\_  
Jawatan: Pegawai Farmasi UF52  
Unit : Ward Supply Pharmacy  
Jabatan: Pharmacy  
Tarikh: 22/12/2022

Nama: \_\_\_\_\_  
Jawatan: Pegawai Farmasi UF52  
Unit : Ward Supply Pharmacy  
Jabatan: Pharmacy  
Tarikh: 22/12/2022

**Kepada Pegawai Melulus (Seksyen Kawalan Stok):**

Permohonan:

Jika tidak disokong nyatakan sebab :

(Pegawai Katalog/Stor)

Nama:  
Jawatan:  
Unit :  
Jabatan:  
Tarikh:

**Keputusan:**

Permohonan: Diluluskan

Jika tidak lulus nyatakan sebab:

(Ketua Seksyen Kawalan Stok)

Nama:  
Jawatan:  
Unit :  
Jabatan:  
Tarikh:

Printed Date : 22/12/2022

Printed By : \_\_\_\_\_

Unit Name : Ward Supply Pharmacy

Source : PhIS

Figure 3.4.2-4 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: 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	RS22000001	Drug	22/12/2022 11:18 AM	Pending for Approval	Ward Supply 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.	RS22000001	Financial Year	2022
Unit Name	Ward Supply Pharmacy	Requester Name	
Department Name	Pharmacy	Date and Time	08/06/2022 03:34:47 PM
Item Group	DRUG	Item Sub Class	
Drug/Non-Drug Name	Flumazenil 0.5mg/5ml Injection	Drug/Non-Drug Code	V03AB25000P3001XX
Brand Name		Supplier Name	
Date Started to Use	01/01/2022	Date Last Used	08/06/2022
Usage Period(Days)	158	Unit Price (RM)	3.3502
Replacing Existing Stock	No	Usage Purpose	test
Replacing Drug/Non-Drug Name		Replacing Drug/Non-Drug Code	
Reject Reason		Remarks	
Created By		Status	Pending for Approval
Item Type		Default Item	V03AB25000P3001XX.01
Default Vote Code		Max Storage Quantity	0
Budget Type	Operating	Max Order Quantity	0
Default Vote Description		Min Issue Quantity	0
Min Order Quantity	0		
Buffer Level Quantity	0		
Min Storage Quantity	0		

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>	<a href="#">Click Here</a>	15	<i>Internal Indent</i>	<a href="#">Click Here</a>
2	<i>Procurement Standard APPL</i>	<a href="#">Click Here</a>	16	<i>Issue</i>	<a href="#">Click Here</a>
3	<i>Procurement standard LP</i>	<a href="#">Click Here</a>	17	<i>Receive From Supplier</i>	<a href="#">Click Here</a>
4	<i>Procurement Standard Contract</i>	<a href="#">Click Here</a>	18	<i>Receive Inter Facility</i>	<a href="#">Click Here</a>
5	<i>Procurement Standard Quotation</i>	<a href="#">Click Here</a>	19	<i>Receive Intra Facility</i>	<a href="#">Click Here</a>
6	<i>Procurement Standard (RFQ)</i>	<a href="#">Click Here</a>	20	<i>Return to Supplier</i>	<a href="#">Click Here</a>
7	<i>Procurement Non Standard (Requisition Order)</i>	<a href="#">Click Here</a>	21	<i>Return to Supplying Unit</i>	<a href="#">Click Here</a>
8	<i>Quarantine</i>	<a href="#">Click Here</a>	22	<i>Slow Moving</i>	<a href="#">Click Here</a>
9	<i>Product Complaint</i>	<a href="#">Click Here</a>	23	<i>Stock Taking And Verification</i>	<a href="#">Click Here</a>
10	<i>Recalculate Buffer Level</i>	<a href="#">Click Here</a>	24	<i>Stock Transfer</i>	<a href="#">Click Here</a>
11	<i>Expiration And Condemn</i>	<a href="#">Click Here</a>	25	<i>Year End</i>	<a href="#">Click Here</a>
12	<i>Recall Product</i>	<a href="#">Click Here</a>	26	<i>Penalty</i>	<a href="#">Click Here</a>
13	<i>Payment</i>	<a href="#">Click Here</a>	27	<i>IWP Budget</i>	<a href="#">Click Here</a>
14	<i>External Indent</i>	<a href="#">Click Here</a>	28	<i>IWP Order Authorization</i>	<a href="#">Click Here</a>