



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

User Manual Pharmacy Inventory Return to Supplying Unit

| | |
|--------------------|-------------------------------------------------|
| Version | : 10th EDITION |
| Document ID | : U. MANUAL_INV_RETURN TO SUPPLYING UNIT |



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Reference ID : U. MANUAL_INV_RETURN TO SUPPLYING UNIT-10th EDITION

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



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1.0 Introduction

1.1 Overview of PhIS

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

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

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

1.2 Purpose and Objectives

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

User will understand the following activities in details:

- Create new Return to Supplying Unit record

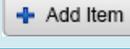
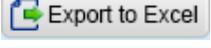
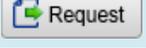
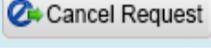
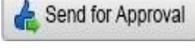
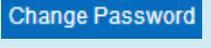
1.3 Organised Sections

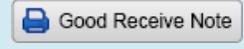
These are the sections within this document:

- Section 1 : Introduction
- Section 2 : Application Standard Features
- Section 3 : Return to Supplying Unit
- Section 4 : Acronyms
- Section 5 : Link to Inventory Modules

2.0 Application Standard Features

2.1 PhIS Legend

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

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

Note

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



2.2 Latest Enhancement and Updates

| Latest Functions | Page |
|--------------------------------------------|--------------------|
| Expired batch number highlighted in purple | 23 |
| | |

3.0 Return to Supplying Unit

Overview

This module will be used by Pharmacist at Pharmacy Store/Pharmacy Sub-Stores/Units to return drug/non drug to supplying unit.

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 assigned by the facility).

Functional Diagram

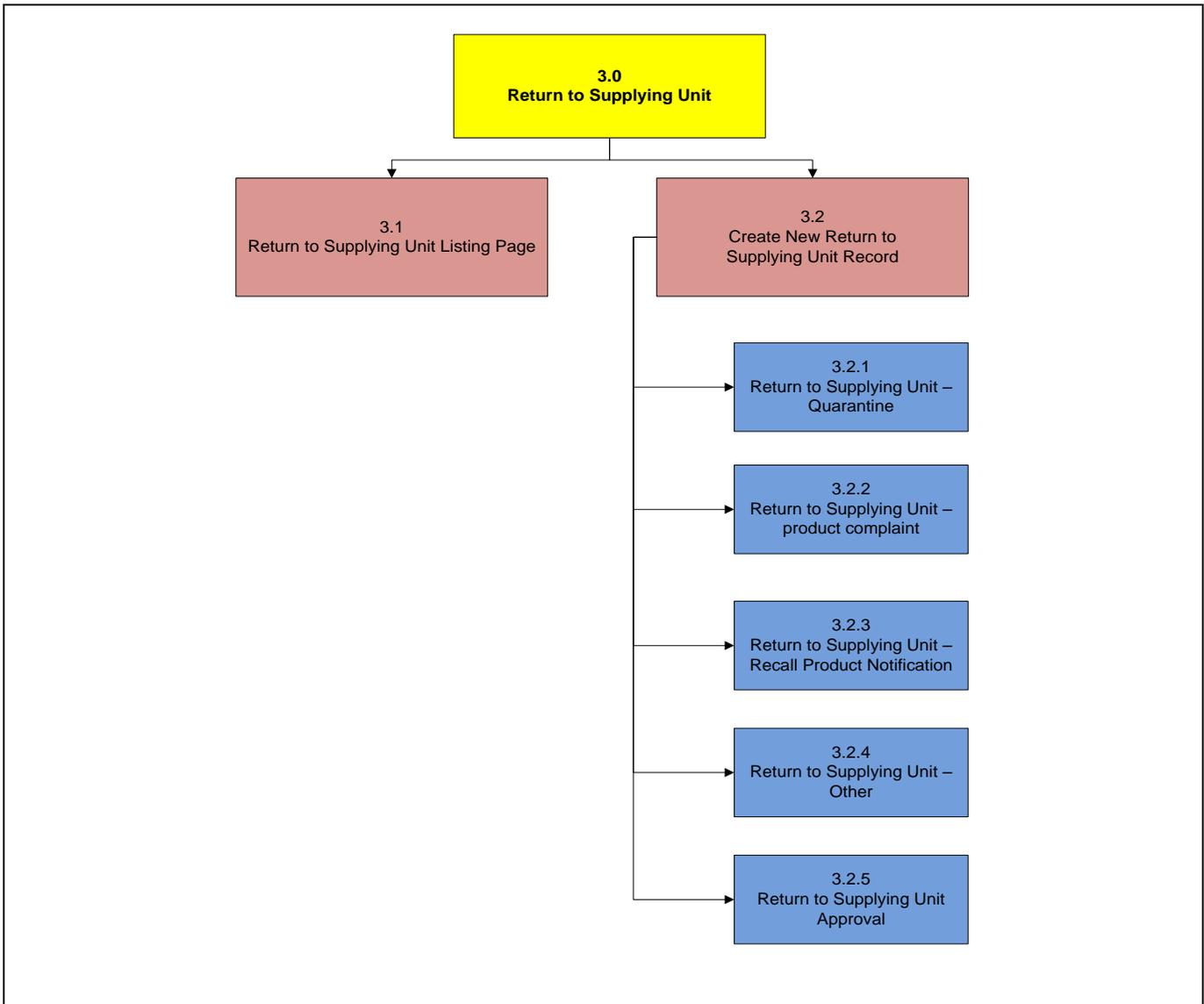


Figure 3.0-1

3.1 Return to Supplying Unit Listing Page

To view an existing Return to Supplying Unit record, perform the steps below:

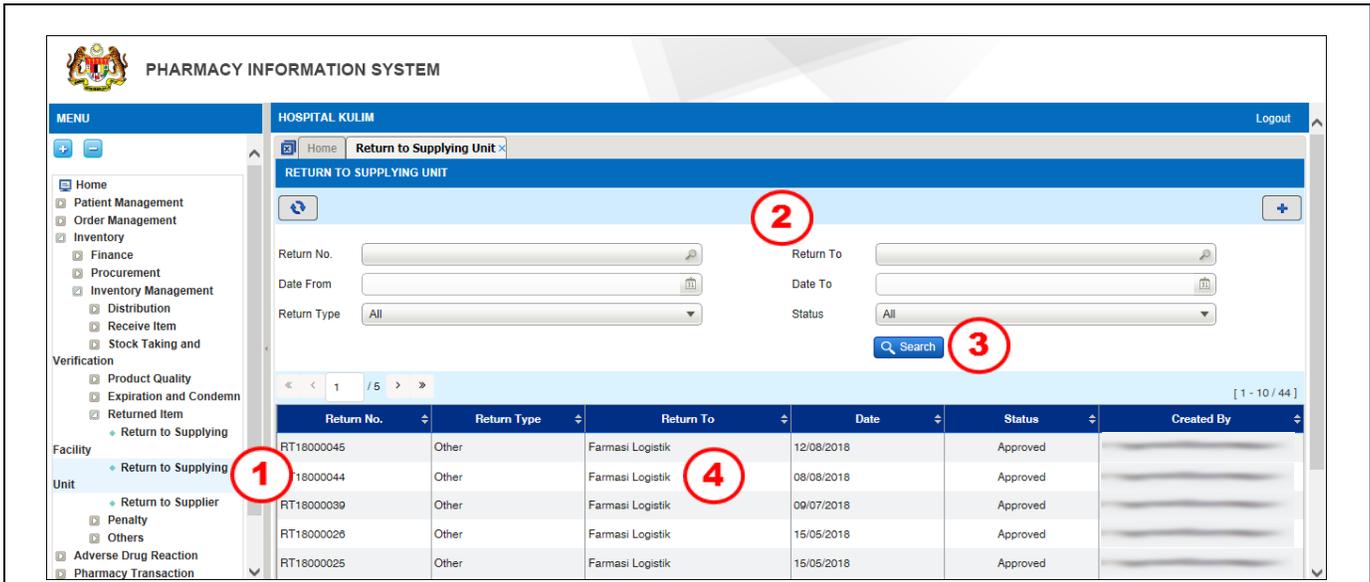


Figure 3.1-1 Return to Supplying Unit Listing Page

This function allows user to return the item to the supplying unit. There are 4 types of return type:

- Quarantine
- Product Complaint
- Recall Product Notification
- Other

STEP 1

Click on 'Store Inventory' menu follows by 'Return Item' then 'Return to Supplying Unit'

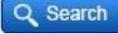
STEP 2

To search for existing Return to Supplying Unit record(s), you may search by criteria as follow:

| No | Field | Description | Remarks |
|----|-------------|---------------------------------------------------------------------------------------------------------|-------------------------------------|
| a | Return No | Search by : - All - Drug - Non Drug | Able to filter and search record(s) |
| b | Return To | Indent Number | Display all existing Return No. |
| c | Date From | Select start date from the calendar | Format field (dd/mm/yy) |
| d | Date To | Select end date from the calendar | Format field (dd/mm/yy) |
| e | Return Type | Search by: - All - Others - Product Complaint - Quarantine - Recall Product Notification | Able to filter and search record(s) |
| f | Status | Search by: - All - Close - Open - Pending for Approval - Reject | Able to filter and search record(s) |

Table 3.1-1

STEP 3

Click on the  button after input criteria

Note

The result display will be based on the entered criteria as shown in Figure 3.1-1.

STEP 4

Double click on the selected record details listed down as per Figure 3.1-1

Note

The details of the Return to Supplying Unit screen will be displayed.

RETURN TO SUPPLYING UNIT

Return Note X

RETURN DETAIL

| | |
|-----------------------------------------------------------------------------------|-------------------------------------------------------------------------|
| Return No. <input style="width: 90%;" type="text" value="RT18000033"/> | Return Date <input style="width: 90%;" type="text" value="16/12/2018"/> |
| Unit Name <input style="width: 90%;" type="text" value="FARMASI BEKALAN WAD"/> | Unit Code <input style="width: 90%;" type="text" value="FBW"/> |
| Return Type <input style="width: 90%;" type="text" value="Other"/> | Item Sub Class <input style="width: 90%;" type="text"/> |
| Item Group <input style="width: 90%;" type="text" value="DRUG"/> | Remarks <input style="width: 90%;" type="text"/> |
| Return To Unit Name <input style="width: 90%;" type="text" value="STOR FARMASI"/> | Reject Reason <input style="width: 90%;" type="text"/> |
| Total Amount (RM) <input style="width: 90%;" type="text" value="4,746.72"/> | |
| Status <input style="width: 90%;" type="text" value="Approved"/> | |

ITEM LIST

| No | Item Codes | Item Description | Batch No. | Expiry Date | Brand Name | Packaging Description | Available/Qu Quantity inc SKU | Conversion Factor | Stock Available (PKU) | Batch Quantity | Returned Quantity Inc SKU | Returned Quantity Inc PKU | Unit Price (RM) | Amount (RM) | Remarks | Reject |
|--------------------------|------------|------------------------------------|-----------|-------------|------------|-----------------------|-------------------------------------|----------------------|-----------------------------|-------------------|---------------------------------|---------------------------------|--------------------|----------------|---------|--------------------------|
| <input type="checkbox"/> | 03.1401.05 | Heparin Sodium 5,000 IU/ml 5ml Inj | 181578T | 30/06/2021 | HEPARINOL | Pack of 10 vials | 0 | 10.00 | 0.00 | 0.00 | 440 | 44.00 | 10.7880 | 4,746.72 | | <input type="checkbox"/> |

Figure 3.1-2 Return to Supplying Unit Screen

3.2 New Return to Supplying Unit Record

Purpose of this screen is to allow user to choose 3 order types which is APPL, Contract, and LP and proceed with procurement process. To view existing Purchase Order record, perform the steps below:

3.2.1 Return Reason: Quarantine

To create a new record for return reason as Quarantine, perform the steps below:

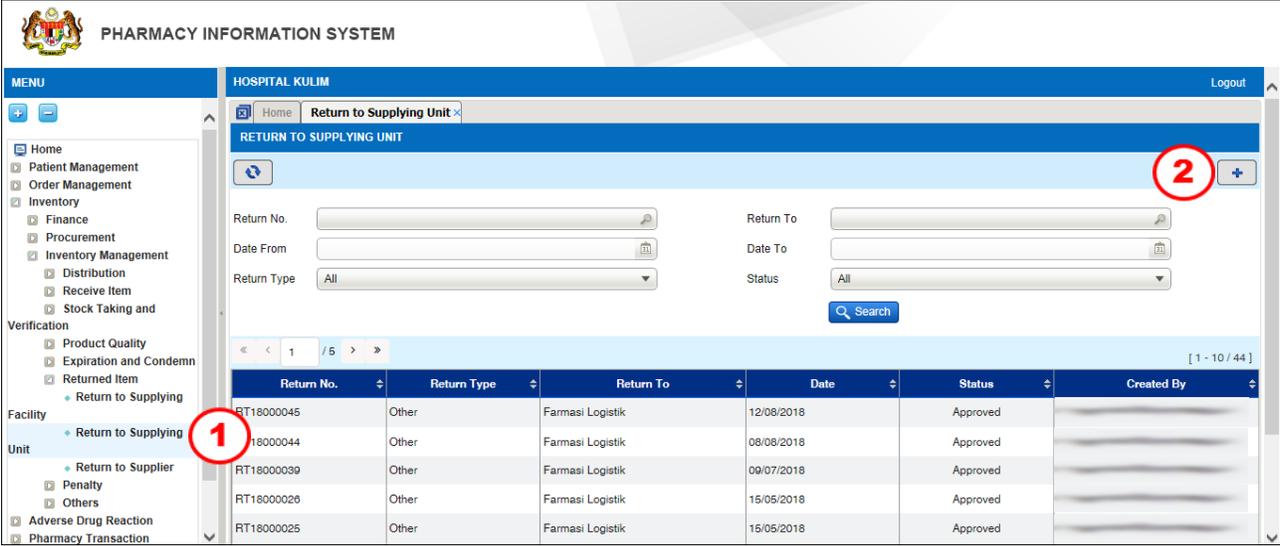


Figure 3.2.1-1 Create New Return to Supplying Unit

This function allows quarantined item to be returned to the supplying unit.

This will reduce the quarantine quantity in stock in the unit.

STEP 1
Click on 'Inventory' menu follows by 'Inventory Management' then 'Returned Item' and 'Return to Supplying Unit'

STEP 2
Click on the  button

Note

- Return to Supplying Unit screen will be displayed as shown in the Figure 3.2-1-2.
- A new Return to Supplying Unit record status will default to 'Open'.
- **Unit Name** will be default to user's login ID.
- **Return Date** will be default to system date time.

RETURN TO SUPPLYING UNIT

7
[Save] [Refresh] [Close]

RETURN DETAIL

| | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Return No. <input style="width: 100%;" type="text"/></p> <p>Unit Name <input style="width: 100%;" type="text" value="Farmasi Bekalan Wad (FBW)"/></p> <p>Return Type <input style="border: 1px solid gray; border-radius: 3px; background-color: #e6e6e6; font-size: small; padding: 2px 5px;" type="text" value="Quarantine"/> 3</p> <p>Item Group <input style="border: 1px solid gray; border-radius: 3px; background-color: #e6e6e6; font-size: small; padding: 2px 5px;" type="text" value="DRUG"/> 4</p> <p>Return To Unit Name <input style="border: 1px solid gray; border-radius: 3px; background-color: #e6e6e6; font-size: small; padding: 2px 5px;" type="text" value="Farmasi Logistik"/> 4</p> <p>Total Amount (RM) <input style="width: 100%;" type="text" value="0"/></p> <p>Status <input style="width: 100%;" type="text" value="Open"/></p> <p>Quarantine Reason <input style="width: 100%;" type="text" value="Manual"/></p> | <p>Return Date <input style="width: 100%;" type="text" value="22/01/2019"/></p> <p>Unit Code <input style="width: 100%;" type="text" value="FBW"/></p> <p>Quarantine No <input style="border: 1px solid gray; border-radius: 3px; background-color: #e6e6e6; font-size: small; padding: 2px 5px;" type="text" value="QT19000005"/> 5</p> <p>Item Sub Class <input style="width: 100%;" type="text"/></p> <p>Remarks <input style="width: 100%; height: 20px;" type="text"/> 6</p> <p>Reject Reason <input style="width: 100%; height: 20px;" type="text"/></p> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

ITEM LIST

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

| No | Item Code | Item Description | Batch No. | Expiry Date | Brand Name | Packaging Description | Available/Quaranti Quantity in SKU | Conversion Factor | Stock Available (PKU) | Batch Quantity | Returned Quantity In SKU | Returned Quantity In PKU | Unit Price (RM) | Amount (RM) | Remark\$ |
|--------------------------|---------------------|---------------------------|-----------|----------------|------------|-----------------------|---------------------------------------|----------------------|-----------------------------|-------------------|-----------------------------|--------------------------------|-----------------------|----------------|----------|
| <input type="checkbox"/> | 02.0891.0 1.390T | Esomeprazole 40 mg Tablet | 60030167 | 30/04/202 0 | AXIAGO | Pack of 14 tab | 196 | 14.00 | 0.00 | 0.00 | 196 | 14.00 | 0.6143 | 120.40 | - |

Figure 3.2.1-2 Return to Supplying Unit

STEP 3

Select **Return Type** as Quarantine from the dropdown box

Note

If the user selects the **Return Type** as Quarantine, **Quarantine No** search field will be displayed.

STEP 4

Click on the  to search the **Return to Unit Name**

Note

List of item(s) will be listed under the **Item List** section.

STEP 5

Click on the  to search the **Quarantine No**

Note

List of item(s) will be listed under the **Item List** section.

STEP 6

Enter **Remarks** if applicable

STEP 7

Click on the  button to save the transaction

Note

- After saving the record, alert message will be displayed as per Figure 3.2.1-3 & Figure 3.2.1-4.

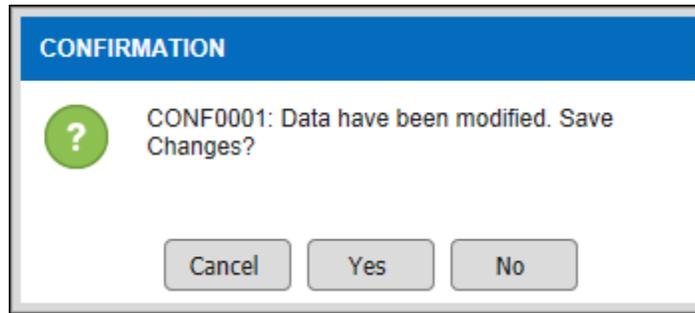
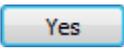


Figure 3.2.1-3 Save Record Alert Message

- Click on the  button.

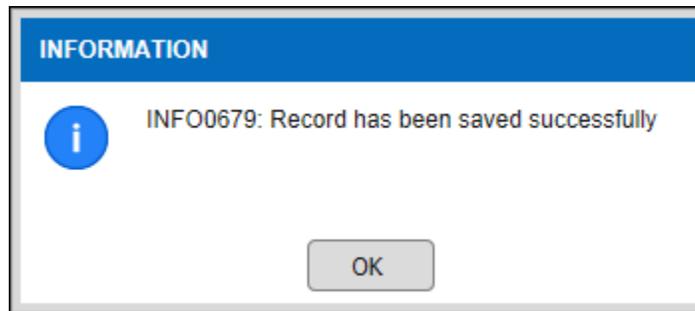
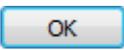


Figure 3.2.1-4 Save Record Alert Message

- Click on the  button.
- **Return No.** will be generated automatically by system for future reference and the  button will be enabled.

| | | |
|------|-----------------------------|---------------------------------------------------------------------------------------------------|
| 1-2 | Return No | 'RT' |
| 3-4 | Current year in 'YY' format | 14 |
| 5-10 | Running no | Starting from 000001. This running number will be restarted to 000001 of every new financial year |

Table 3.2.1-1

RETURN TO SUPPLYING UNIT

8

RETURN DETAIL

Return No. Return Date
 Unit Name Unit Code
 Return Type Quarantine No.
 Item Group Item Sub Class
 Return To Unit Name Remarks
 Total Amount (RM) Reject Reason
 Status
 Quarantine Reason

ITEM LIST

< < 1 / 1 > >

| No | Item Code | Item Description | Batch No. | Expiry Date | Brand Name | Packaging Description | Available/Quarant. Quantity in SKU | Conversion Factor | Stock Available (PKU) | Batch Quantity | Returned Quantity In SKU | Returned Quantity In PKU | Unit Price (RM) | Amount (RM) | Remarks |
|--------------------------|---------------------|---------------------------|-----------|-------------|------------|-----------------------|------------------------------------|-------------------|-----------------------|----------------|--------------------------|--------------------------|-----------------|-------------|---------|
| <input type="checkbox"/> | 02.0891.0 1.399T | Esomeprazole 40 mg Tablet | 60030167 | 30/04/2020 | AXIAGO | Pack of 14 tab | 106 | 14.00 | 0.00 | 0.00 | 106 | 14.00 | 0.6143 | 120.40 | - |

Figure 3.2.1-5 Return to Supplying Unit Send for Approval

STEP 8

Click on the to send the transaction to HOD for approval

Note

- After saving the record, alert messages will be displayed as per Figure 3.2.1-6 & Figure 3.2.1-7.

CONFIRMATION

 CONF0125: Are you sure want to send this record for approval?

Figure 3.2.1-6 Save Record Alert Message

- Click on the button.

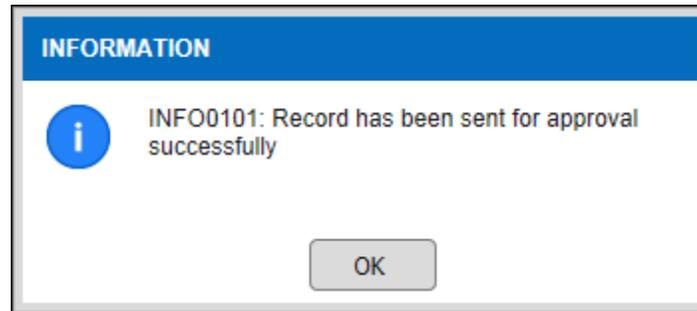
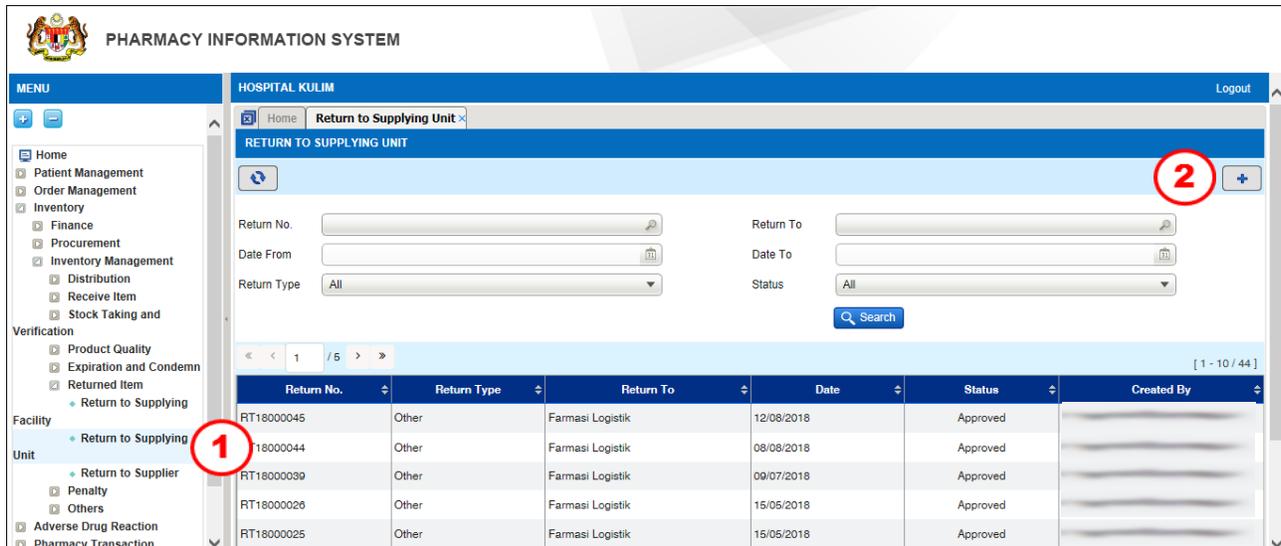


Figure 3.2.1-7 Save Record Alert Message

- Click on the  button.
- The **Status** will change to *Pending for Approval*.
- Click on the  button to cancel the transaction and the **Status** will be changed to 'Cancelled'.

3.2.2 Return Reason: Product Complaints

To create a new record for return reason as Product Complaints, perform the steps below:



The screenshot shows the 'RETURN TO SUPPLYING UNIT' screen in the PHARMACY INFORMATION SYSTEM. The interface includes a menu on the left, a header for 'HOSPITAL KULIM', and a main content area with form fields and a table. Red circles highlight the '+ Add' button (2) and the 'Return to Supplier' menu item (1).

| Return No. | Return Type | Return To | Date | Status | Created By |
|------------|-------------|------------------|------------|----------|------------|
| RT18000045 | Other | Farmasi Logistik | 12/08/2018 | Approved | |
| 18000044 | Other | Farmasi Logistik | 08/08/2018 | Approved | |
| RT18000039 | Other | Farmasi Logistik | 09/07/2018 | Approved | |
| RT18000026 | Other | Farmasi Logistik | 15/05/2018 | Approved | |
| RT18000025 | Other | Farmasi Logistik | 15/05/2018 | Approved | |

Figure 3.2.2-1 Create New Return to Supplying Unit

Product Complaints on Drug and Non Drug item can be logged by any user that has access to PhIS.

All Product Complaint transactions that have been made for that particular drug and non drug that wants to be returned to the supplying unit will use this module.

STEP 1

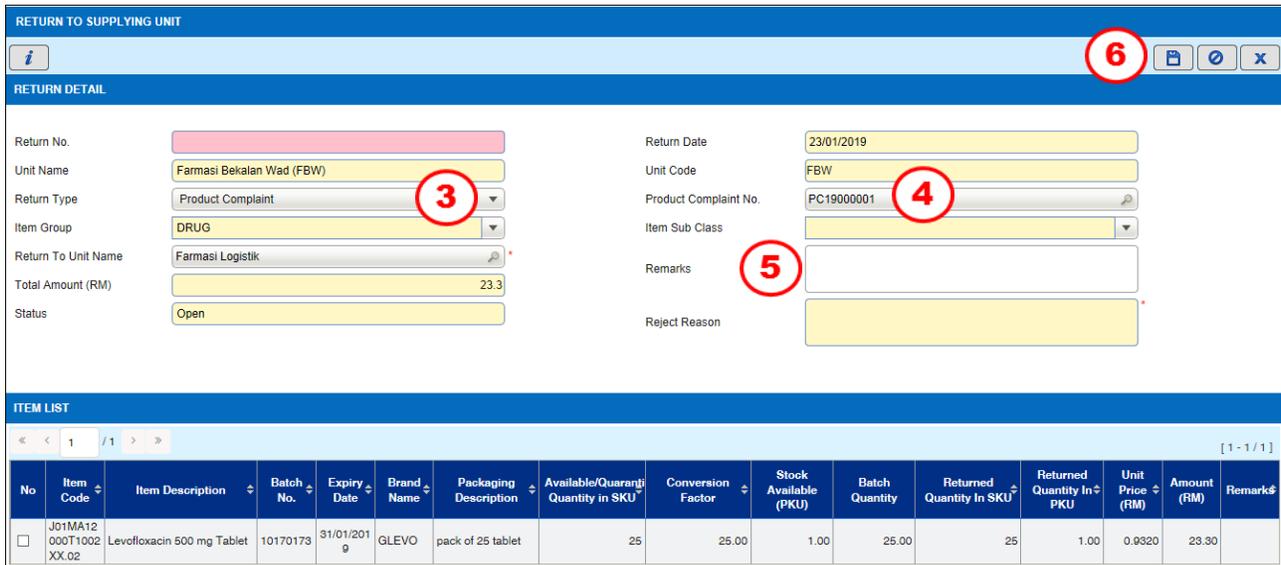
Click on 'Inventory' menu follows by 'Inventory Management' then 'Returned Item' and 'Return to Supplying Unit'

STEP 2

Click on the  button.

Note

- Return to Supplying Unit screen will be displayed as shown in the Figure 3.2.2-2.
- A new Return to Supplying Unit record status will default to 'Open'.
- **Unit Name** will be defaulted to user's login ID.
- **Return Date** will be defaulted to system date time.



RETURN TO SUPPLYING UNIT

RETURN DETAIL

Return No. [] Return Date 23/01/2019

Unit Name Farmasi Bekalan Wad (FBW) Unit Code FBW

Return Type Product Complaint (3) Product Complaint No. PC19000001 (4)

Item Group DRUG Item Sub Class []

Return To Unit Name Farmasi Logistik Remarks (5)

Total Amount (RM) 23.3 Reject Reason []

Status Open

ITEM LIST

| No | Item Code | Item Description | Batch No. | Expiry Date | Brand Name | Packaging Description | Available/Quarant | Conversion Factor | Stock Available (PKU) | Batch Quantity | Returned Quantity In SKU | Returned Quantity In PKU | Unit Price (RM) | Amount (RM) | Remarks |
|--------------------------|------------------------------|----------------------------|-----------|-------------|------------|-----------------------|-------------------|-------------------|-----------------------|----------------|--------------------------|--------------------------|-----------------|-------------|---------|
| <input type="checkbox"/> | J01MA12 000T1002 XX.02 | Levofloxacin 500 mg Tablet | 10170173 | 31/01/2019 | GLEVO | pack of 25 tablet | 25 | 25.00 | 1.00 | 25.00 | 25 | 1.00 | 0.9320 | 23.30 | |

Figure 3.2.2-2 Return to Supplying Unit

STEP 3

Select **Return Type** as Product Complaint from the dropdown box

STEP 4

Click on the  to search the **Product Complaint No**

Note

List of item(s) will be listed under the Item List section.

STEP 5

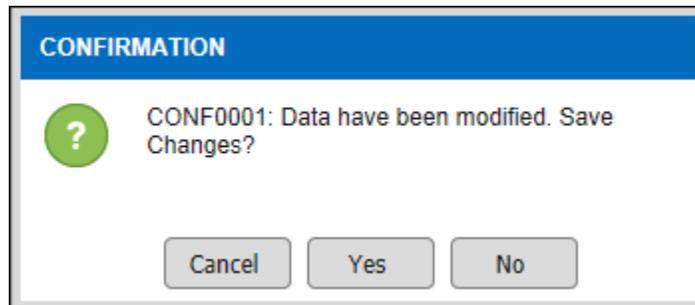
Enter **Remarks** if applicable

STEP 6

Click on the  button to save the transaction

Note

- After save record, alert message will be displayed as per Figure 3.2.2-3 & Figure 3.2.2-4.

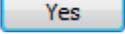


CONFIRMATION

CONF0001: Data have been modified. Save Changes?

Cancel Yes No

Figure 3.2.2-3 Confirmation Message

- Click on the  button.

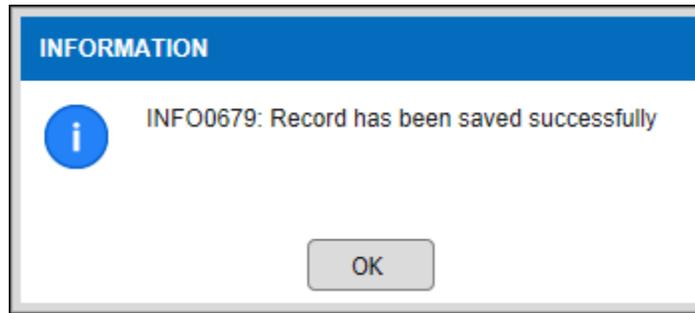
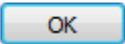


Figure 3.2.2-4 Information Message

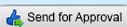
- Click on the  button.
- **Return No.** will be generated automatically by system for future reference and the  button will be enabled.

| | | |
|------|-----------------------------|---------------------------------------------------------------------------------------------------|
| 1-2 | Return No | 'RT' |
| 3-4 | Current year in 'YY' format | 14 |
| 5-10 | Running no | Starting from 000001. This running number will be restarted to 000001 of every new financial year |

Table 3.2.2-1

RETURN TO SUPPLYING UNIT


7






RETURN DETAIL

| | |
|-------------------------------------------------------------------|---------------------------------------------------------------|
| Return No. <input type="text" value="RT19000060"/> | Return Date <input type="text" value="23/01/2019"/> |
| Unit Name <input type="text" value="Farmasi Bekalan Wad (FBW)"/> | Unit Code <input type="text" value="FBW"/> |
| Return Type <input type="text" value="Product Complaint"/> | Product Complaint No. <input type="text" value="PC19000001"/> |
| Item Group <input type="text" value="DRUG"/> | Item Sub Class <input type="text"/> |
| Return To Unit Name <input type="text" value="Farmasi Logistik"/> | Remarks <input type="text"/> |
| Total Amount (RM) <input type="text" value="23.3"/> | Reject Reason <input type="text"/> |
| Status <input type="text" value="Open"/> | |

ITEM LIST

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

| No | Item Code | Item Description | Batch No. | Expiry Date | Brand Name | Packaging Description | Available/Quarant Quantity in SKU | Conversion Factor | Stock Available (PKU) | Batch Quantity | Returned Quantity In SKU | Returned Quantity In PKU | Unit Price (RM) | Amount (RM) | Remark |
|--------------------------|------------------------------|----------------------------|-----------|-------------|------------|-----------------------|-----------------------------------|-------------------|-----------------------|----------------|--------------------------|--------------------------|-----------------|-------------|--------|
| <input type="checkbox"/> | J01MA12 000T1002 XX.02 | Levofloxacin 500 mg Tablet | 10170173 | 31/01/2019 | GLEVO | pack of 25 tablet | 25 | 25.00 | 1.00 | 25.00 | 25 | 1.00 | 0.9320 | 23.30 | |

Figure 3.2.2-5 Return to Supplying Unit Send for Approval

STEP 7

Click on the  to send the transaction to HOD for approval

Note

- After saving the record, alert messages will be displayed as per Figure 3.2.2-6 & Figure 3.2.2-7.

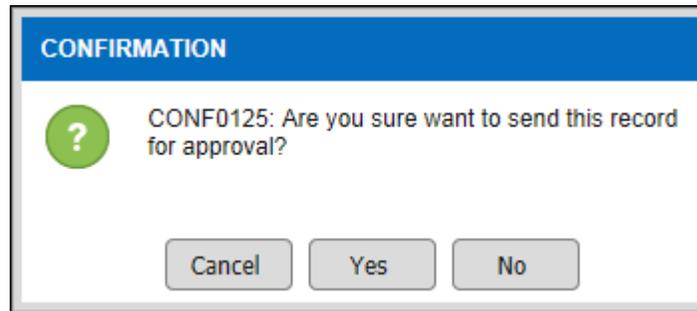
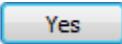


Figure 3.2.2-6 Confirmation Message

- Click on the  button.

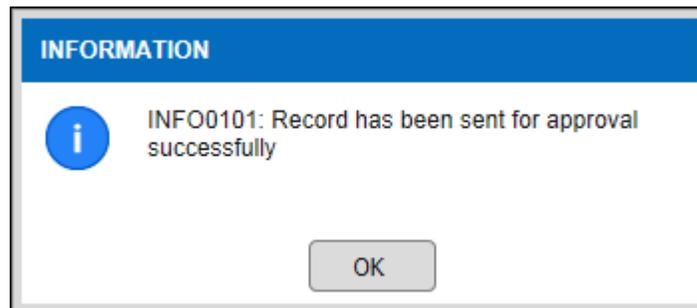
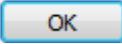
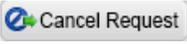
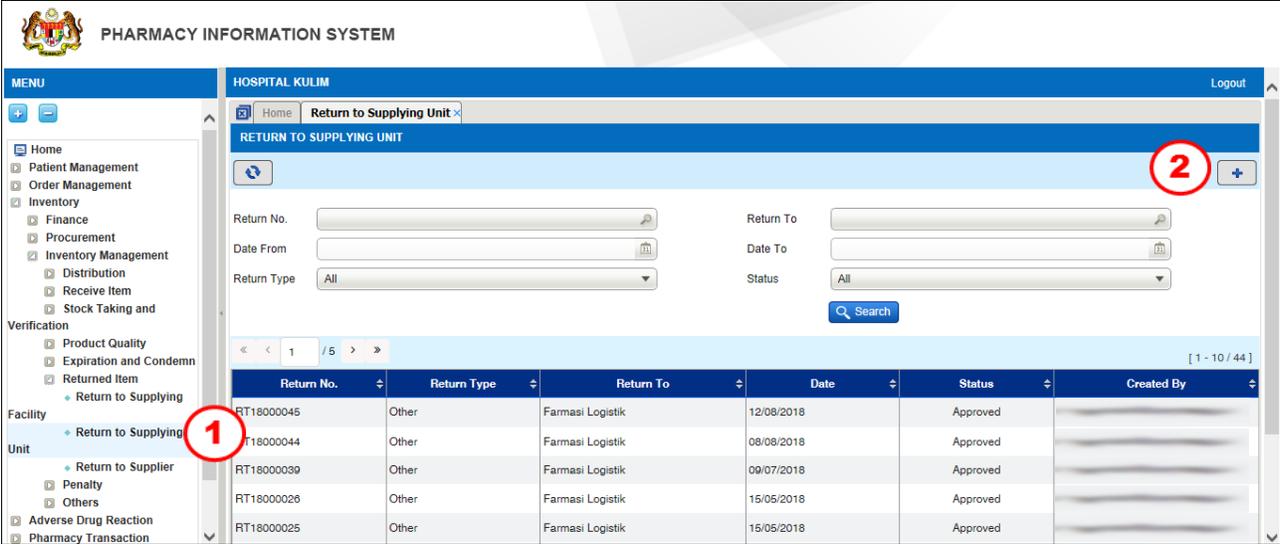


Figure 3.2.2-7 Information Message

- Click on the  button.
- The status will change to Pending for Approval.
- Click on the  button to cancel the transaction and the **Status** will change to 'Cancelled'.

3.2.3 Return Reason: Recall Product Notification

To create a new record for return reason as Recall Product Notification, perform the steps below:



The screenshot shows the 'RETURN TO SUPPLYING UNIT' screen in the PHARMACY INFORMATION SYSTEM. The interface includes a menu on the left, a header for 'HOSPITAL KULIM', and a main content area with a form and a table. Red circles highlight the '+ Add' button (2) and the 'Return to Supplier' menu item (1).

| Return No. | Return Type | Return To | Date | Status | Created By |
|------------|-------------|------------------|------------|----------|------------|
| RT18000045 | Other | Farmasi Logistik | 12/08/2018 | Approved | |
| RT18000044 | Other | Farmasi Logistik | 08/08/2018 | Approved | |
| RT18000039 | Other | Farmasi Logistik | 09/07/2018 | Approved | |
| RT18000026 | Other | Farmasi Logistik | 15/05/2018 | Approved | |
| RT18000025 | Other | Farmasi Logistik | 15/05/2018 | Approved | |

Figure 3.2.3-1 Create New Return to Supplying Unit

Pharmacy Store will be notified on the Recall Product Notification from HQ at the PhIS Home Page in the Notification section.

This module is use to return all Recall Product for a particular drug and non-drug to Supplying Unit.

STEP 1

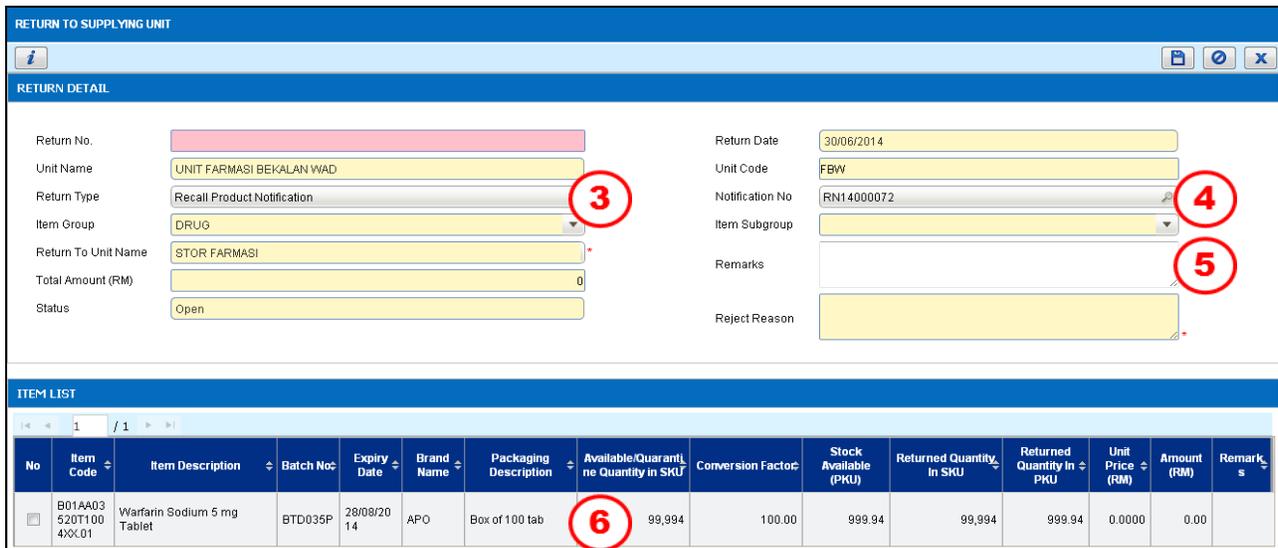
Click on 'Inventory' menu follows by 'Inventory Management' then 'Returned Item' and 'Return to Supplying Unit'

STEP 2

Click on the  button.

Note

- **Return to Supplying Unit** screen will be displayed as shown in the Figure 3.2.3-2.
- New Return to Supplying Unit Record **Status** will default to 'Open'.
- **Unit Name** will be defaulted to user's login ID.
- **Return Date** will be defaulted to system date and time.



RETURN TO SUPPLYING UNIT

RETURN DETAIL

Return No. [] Return Date: 30/06/2014

Unit Name: UNIT FARMASI BEKALAN WAD Unit Code: FBW

Return Type: Recall Product Notification (3) Notification No: RN14000072 (4)

Item Group: DRUG Item Subgroup: []

Return To Unit Name: STOR FARMASI Remarks: [] (5)

Total Amount (RM): 0 Reject Reason: []

Status: Open

ITEM LIST

| No | Item Code | Item Description | Batch No | Expiry Date | Brand Name | Packaging Description | Available/Quarantine Quantity in SKU | Conversion Factor | Stock Available (PKU) | Returned Quantity In SKU | Returned Quantity In PKU | Unit Price (RM) | Amount (RM) | Remarks |
|--------------------------|----------------------|-----------------------------|----------|-------------|------------|-----------------------|--------------------------------------|-------------------|-----------------------|--------------------------|--------------------------|-----------------|-------------|---------|
| <input type="checkbox"/> | B01AA03520T1004XX.01 | Warfarin Sodium 5 mg Tablet | BTD035P | 28/08/2014 | APO | Box of 100 tab | (6) 99,994 | 100.00 | 999.94 | 99,994 | 999.94 | 0.0000 | 0.00 | |

Figure 3.2.3-2 Return to Supplying Unit

STEP 3

Select **Return Type** as Recall Product Notification from the dropdown box

Note

If the user selects the **Return Type** as Recall Product Notification, Notification No search field will be displayed.

STEP 4

Click on the  to search the **Notification No**

Note

List of item(s) will be listed under the Item List section.

STEP 5

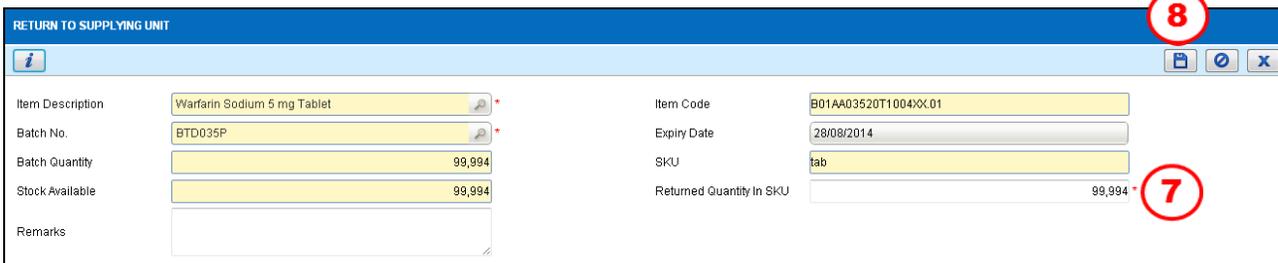
Enter **Remarks** if applicable

STEP 6

Double click on the item line to view item details and the screen will displayed as shown in the Figure 3.2.3-3

Note

Item Description, Item Code, Batch No, Batch Quantity, Available Quantity, Expiry Date and SKU will be displayed automatically for the user to view.



RETURN TO SUPPLYING UNIT

Item Description: Warfarin Sodium 5 mg Tablet (8)

Batch No: BTD035P

Batch Quantity: 99,994

Stock Available: 99,994

Item Code: B01AA03520T1004XX.01

Expiry Date: 28/08/2014

SKU: tab

Returned Quantity In SKU: 99,994 (7)

Remarks: []

Figure 3.2.3-3 Return to Supplying Unit

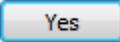
STEP 7

Enter the **Returned Quantity in SKU**

STEP 8

Click on the  button to save the transaction

Note

- After save record, alert message will be displayed as per Figure 3.2.3-4 and click on the  button.

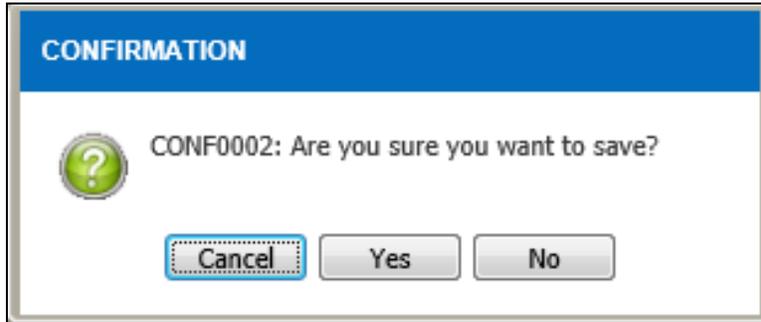
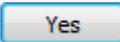
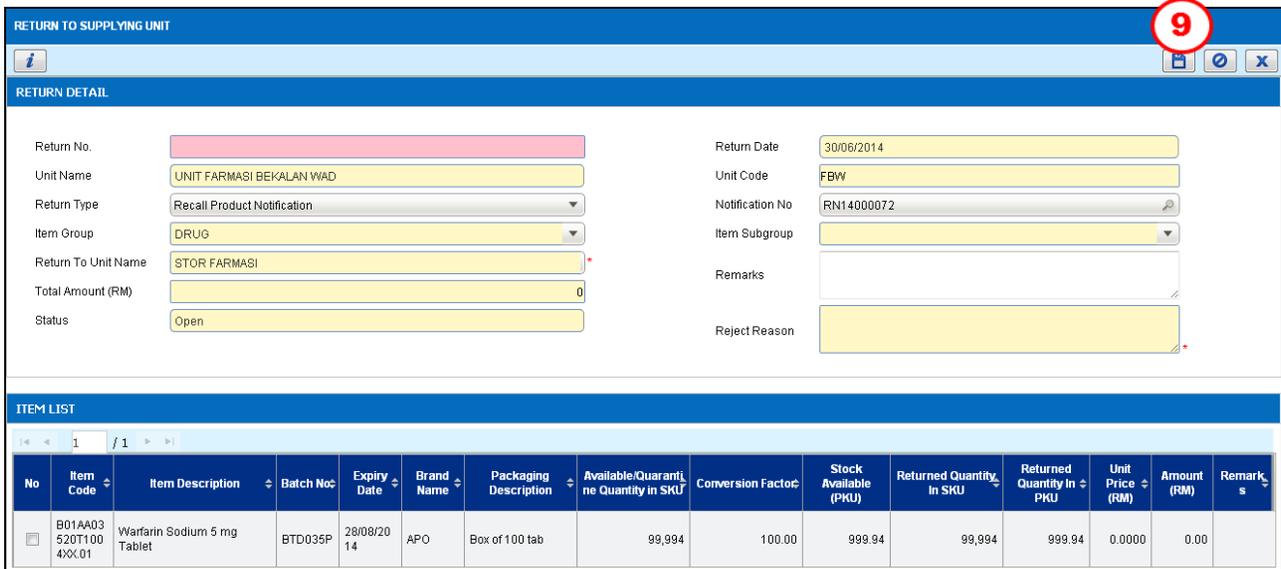


Figure 3.2.3-4 Confirmation Message

- Click on the  button.



| No | Item Code | Item Description | Batch No | Expiry Date | Brand Name | Packaging Description | Available/Quarantine Quantity in SKU | Conversion Factor | Stock Available (PKU) | Returned Quantity in SKU | Returned Quantity in PKU | Unit Price (RM) | Amount (RM) | Remarks |
|----|------------------------------|-----------------------------|----------|-------------|------------|-----------------------|--------------------------------------|-------------------|-----------------------|--------------------------|--------------------------|-----------------|-------------|---------|
| | B01AA03 520T100 4XX.01 | Warfarin Sodium 5 mg Tablet | BTD035P | 28/08/2014 | APO | Box of 100 tab | 99,994 | 100.00 | 999.94 | 99,994 | 999.94 | 0.0000 | 0.00 | |

Figure 3.2.3-5 Return Supplying Unit

STEP 9

Click on the  button to save the transaction

Note

- After saving the record, alert messages will be displayed as per Figure 3.2.3-6 & Figure 3.2.3-7.

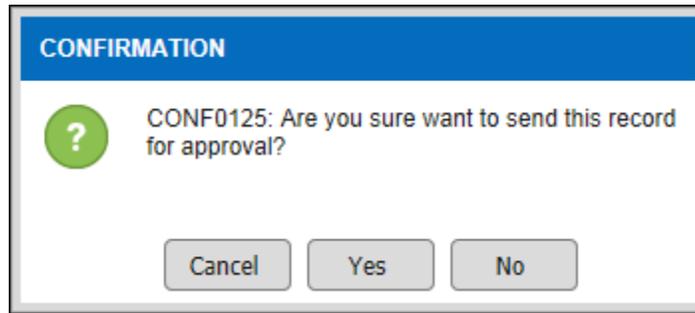
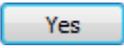


Figure 3.2.3-6 Confirmation Message

- Click on the  button.

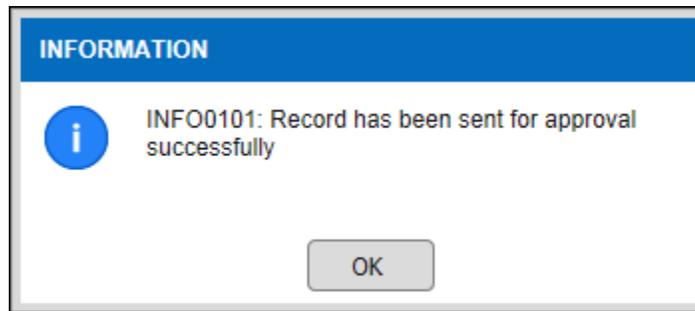
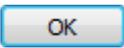
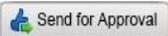


Figure 3.2.3-7 Information Message

- Click on the  button.
- **Return No.** will be generated automatically by system for future reference and the  button will be enabled.

| | | |
|------|-----------------------------|---------------------------------------------------------------------------------------------------|
| 1-2 | Return No | 'RT' |
| 3-4 | Current year in 'YY' format | 14 |
| 5-10 | Running no | Starting from 000001. This running number will be restarted to 000001 of every new financial year |

Table 3.2.3-1

RETURN TO SUPPLYING UNIT
10

Send for Approval Cancel Request

RETURN DETAIL

| | |
|----------------------------------------------------------------------|---------------------------------------------------------|
| Return No. <input type="text" value="RT14000066"/> | Return Date <input type="text" value="30/06/2014"/> |
| Unit Name <input type="text" value="UNIT FARMASI BEKALAN WAD"/> | Unit Code <input type="text" value="FBW"/> |
| Return Type <input type="text" value="Recall Product Notification"/> | Notification No <input type="text" value="RN14000072"/> |
| Item Group <input type="text" value="DRUG"/> | Item Subgroup <input type="text"/> |
| Return To Unit Name <input type="text" value="STOR FARMASI"/> | Remarks <input type="text"/> |
| Total Amount (RM) <input type="text" value="0"/> | Reject Reason <input type="text"/> |
| Status <input type="text" value="Open"/> | |

ITEM LIST

| No | Item Code | Item Description | Batch No | Expiry Date | Brand Name | Packaging Description | Available/Quarantine Quantity in SKU | Conversion Factor | Stock Available (PKU) | Returned Quantity in SKU | Returned Quantity In PKU | Unit Price (RM) | Amount (RM) | Remarks |
|--------------------------|------------------------------|--------------------------------|----------|----------------|------------|-----------------------|--------------------------------------|-------------------|-----------------------|--------------------------|--------------------------|-----------------|-------------|---------|
| <input type="checkbox"/> | B01AA03 520T100 4XX.01 | Warfarin Sodium 5 mg Tablet | BTD035P | 28/08/20 14 | APO | Box of 100 tab | 99,994 | 100.00 | 999.94 | 99,994 | 999.94 | 0.0000 | 0.00 | |

Figure 3.2.3-8 Return to Supplying Unit Send for Approval

STEP 10

Click on the  to send the transaction to HOD for approval

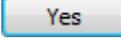
Note

- Alert message will be displayed as per Figure 3.2.3-9 & Figure 3.2.3-10.

CONFIRMATION


CONF0125: Are you sure want to send this record for approval?

Figure 3.2.3-9 Confirmation Message

- Click on the  button.

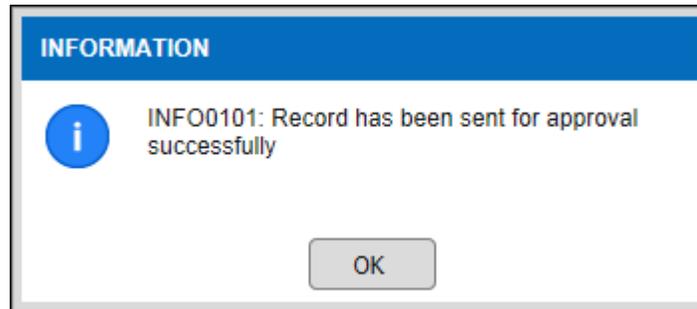
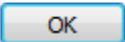
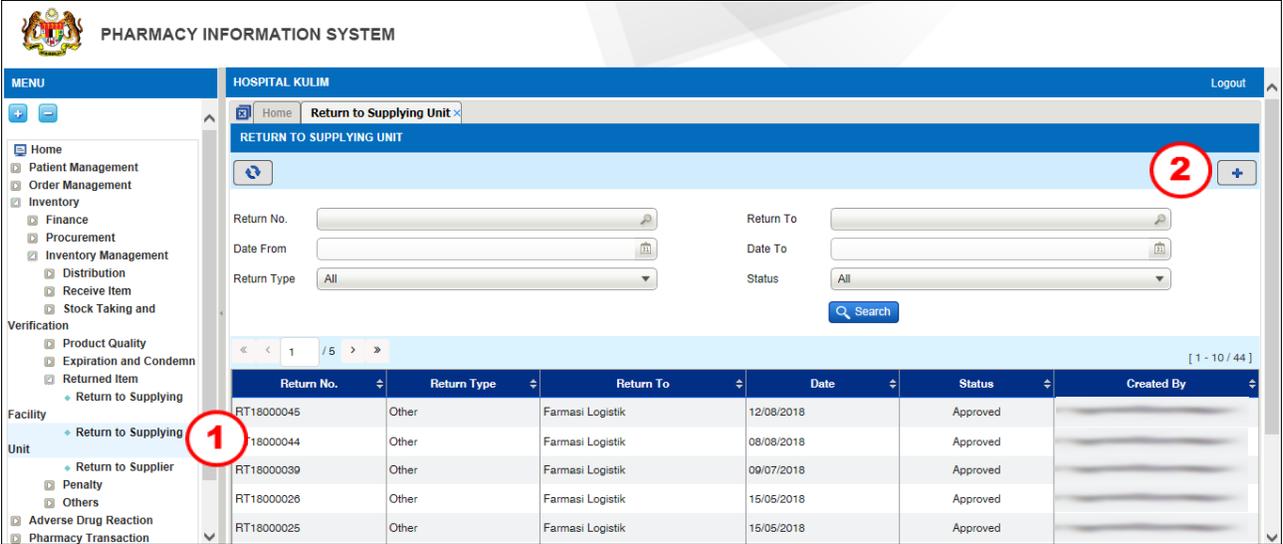


Figure 3.2.3-10 Information Message

- Click on the  button.
- The status will change to Pending for Approval.
- Click on the  button to cancel the transaction and the **Status** will be changed to 'Cancelled'.

3.2.4 Return Reason: Others

To create a new record for return reason as Recall Product Notification, perform the steps below:



The screenshot shows the 'PHARMACY INFORMATION SYSTEM' interface for 'HOSPITAL KULIM'. The left sidebar menu has 'Return to Supplier' highlighted under the 'Unit' section, marked with a red circle '1'. The main content area shows the 'RETURN TO SUPPLYING UNIT' form with fields for Return No., Return To, Date From, Date To, Return Type, and Status. A '+' button in the top right of the form is marked with a red circle '2'. Below the form is a table of existing records:

| Return No. | Return Type | Return To | Date | Status | Created By |
|------------|-------------|------------------|------------|----------|------------|
| RT18000045 | Other | Farmasi Logistik | 12/08/2018 | Approved | |
| 18000044 | Other | Farmasi Logistik | 08/08/2018 | Approved | |
| RT18000039 | Other | Farmasi Logistik | 09/07/2018 | Approved | |
| RT18000026 | Other | Farmasi Logistik | 15/05/2018 | Approved | |
| RT18000025 | Other | Farmasi Logistik | 15/05/2018 | Approved | |

Figure 3.2.4-1 Create New Return to Supplying Unit

For any return reason other than Quarantine, Product Complaint and Recall Product Notification, user will use this module.

STEP 1

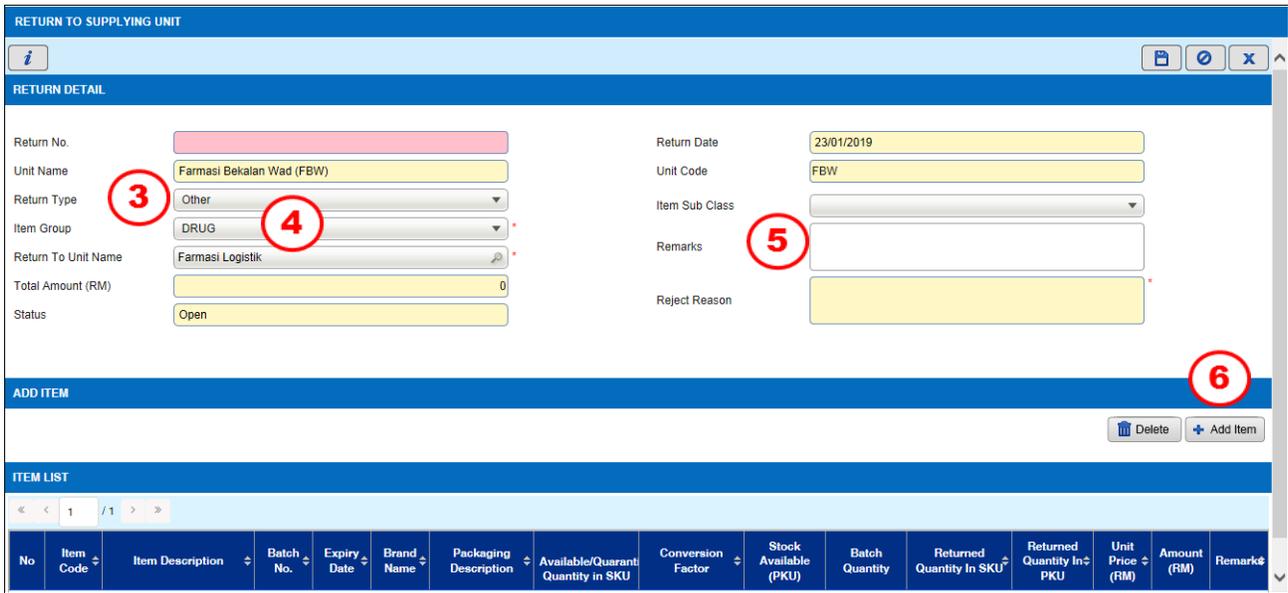
Click on 'Inventory' menu follows by 'Inventory Management' then 'Returned Item' and 'Return to Supplying Unit'

STEP 2

Click on the  button.

Note

- **Return to Supplying Unit** screen will be displayed as shown in the Figure 3.2.4-2.
- New Return to Supplying Unit record **Status** will default to 'Open'.
- **Unit Name** will be default to user's login ID.
- **Return Date** will be default to system date time.



RETURN TO SUPPLYING UNIT

RETURN DETAIL

Return No.

Return Date

Unit Name **3**

Unit Code

Return Type **4**

Item Group **4**

Return To Unit Name

Item Sub Class

Remarks **5**

Total Amount (RM)

Reject Reason

Status

ADD ITEM **6**

Delete + Add Item

ITEM LIST

| No | Item Code | Item Description | Batch No. | Expiry Date | Brand Name | Packaging Description | Available/Quarant Quantity in SKU | Conversion Factor | Stock Available (PKU) | Batch Quantity | Returned Quantity In SKU | Returned Quantity In PKU | Unit Price (RM) | Amount (RM) | Remarks |
|----|-----------|------------------|-----------|-------------|------------|-----------------------|-----------------------------------|-------------------|-----------------------|----------------|--------------------------|--------------------------|-----------------|-------------|---------|
|----|-----------|------------------|-----------|-------------|------------|-----------------------|-----------------------------------|-------------------|-----------------------|----------------|--------------------------|--------------------------|-----------------|-------------|---------|

Figure 3.2.4-2 New Record

STEP 3

Select **Return Type** as Others from the dropdown box

STEP 4

Select **Item Group** from the dropdown box:

- DRUG
- NON-DRUG

STEP 5

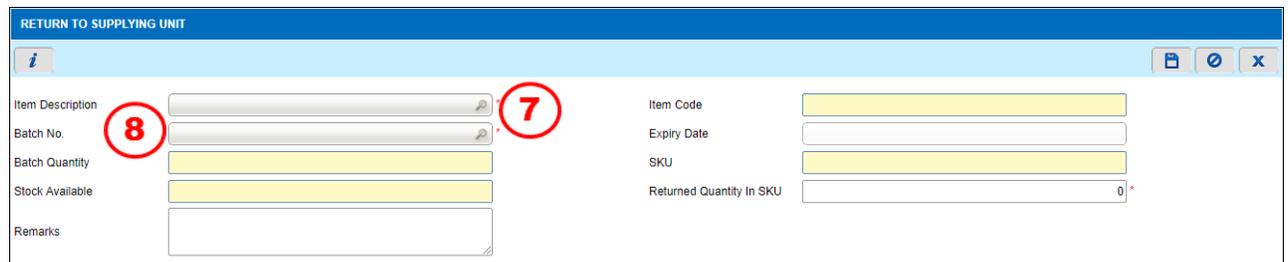
Enter **Remarks** if applicable

STEP 6

Click on the **+ Add Item** button to add the item to be returned to the supplying unit

Note

System will display as Figure 3.2.4-3.



RETURN TO SUPPLYING UNIT

ADD ITEM

Item Description **8**

Batch No.

Batch Quantity

Stock Available

Remarks

Item Code **7**

Expiry Date

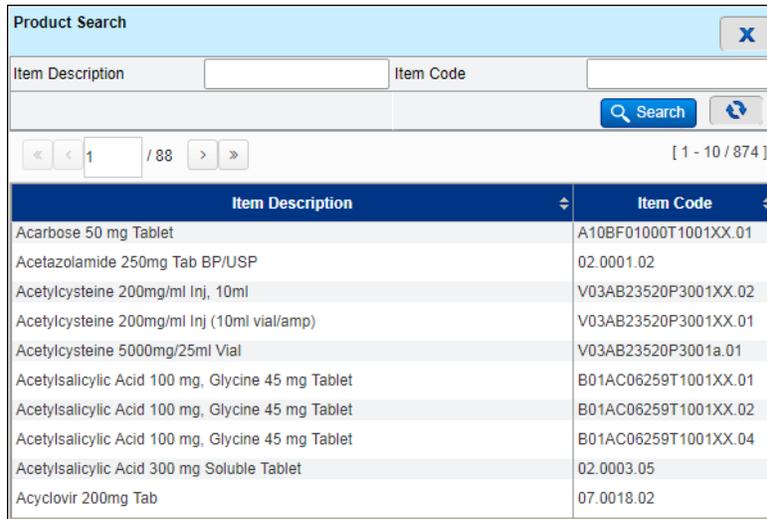
SKU

Returned Quantity In SKU

Figure 3.2.4-3 Add Item

STEP 7

Select item from **Item Description**. The list of items displayed will be based on the Item Group selected as shown in figure 3.2.4-4

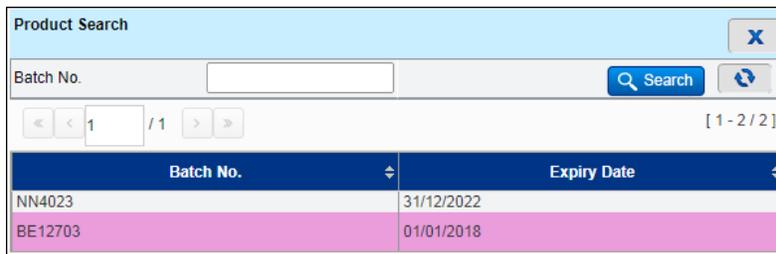


| Item Description | Item Code |
|---------------------------------------------------|----------------------|
| Acarbose 50 mg Tablet | A10BF01000T1001XX.01 |
| Acetazolamide 250mg Tab BP/USP | 02.0001.02 |
| Acetylcysteine 200mg/ml Inj, 10ml | V03AB23520P3001XX.02 |
| Acetylcysteine 200mg/ml Inj (10ml vial/amp) | V03AB23520P3001XX.01 |
| Acetylcysteine 5000mg/25ml Vial | V03AB23520P3001a.01 |
| Acetylsalicylic Acid 100 mg, Glycine 45 mg Tablet | B01AC06259T1001XX.01 |
| Acetylsalicylic Acid 100 mg, Glycine 45 mg Tablet | B01AC06259T1001XX.02 |
| Acetylsalicylic Acid 100 mg, Glycine 45 mg Tablet | B01AC06259T1001XX.04 |
| Acetylsalicylic Acid 300 mg Soluble Tablet | 02.0003.05 |
| Acyclovir 200mg Tab | 07.0018.02 |

Figure 3.2.4-4 Product Search

STEP 8

Click on the  button to search the **Batch No**



| Batch No. | Expiry Date |
|-----------|-------------|
| NN4023 | 31/12/2022 |
| BE12703 | 01/01/2018 |

Figure 3.2.4-5 Batch No.

Note

- The list of **Batch No** will be displayed based on the Batch No available in the user's unit.
- **Item Code, Batch Quantity, Available Quantity, Expiry Date and SKU** will be displayed automatically based on the **Batch No** selected.
- Expired batch will be highlighted in purple color



RETURN TO SUPPLYING UNIT

Item Description: Acetazolamide 250mg Tab BP/USP

Batch No.: NN4023

Batch Quantity: 200

Stock Available: 200

Remarks: 

Item Code: 02.0001.02

Expiry Date: 31/12/2022

SKU: tablet

Returned Quantity In SKU: 0 



Figure 3.2.4-6 Add Item

STEP 9

Enter **Returned Quantity in SKU**

STEP 10

Enter **Remarks** if applicable

STEP 11

Click on the  button to save the transaction

Note

- The screens will close automatically and return back to the previous screen.
- Repeat **STEP 6 to 11** to add in more items to be returned to Supplying Unit.
- User can add multiple batch for the same item selected to return
- The user is allowed to delete an item by check on the checkbox next to the Item Code and click on the  button.

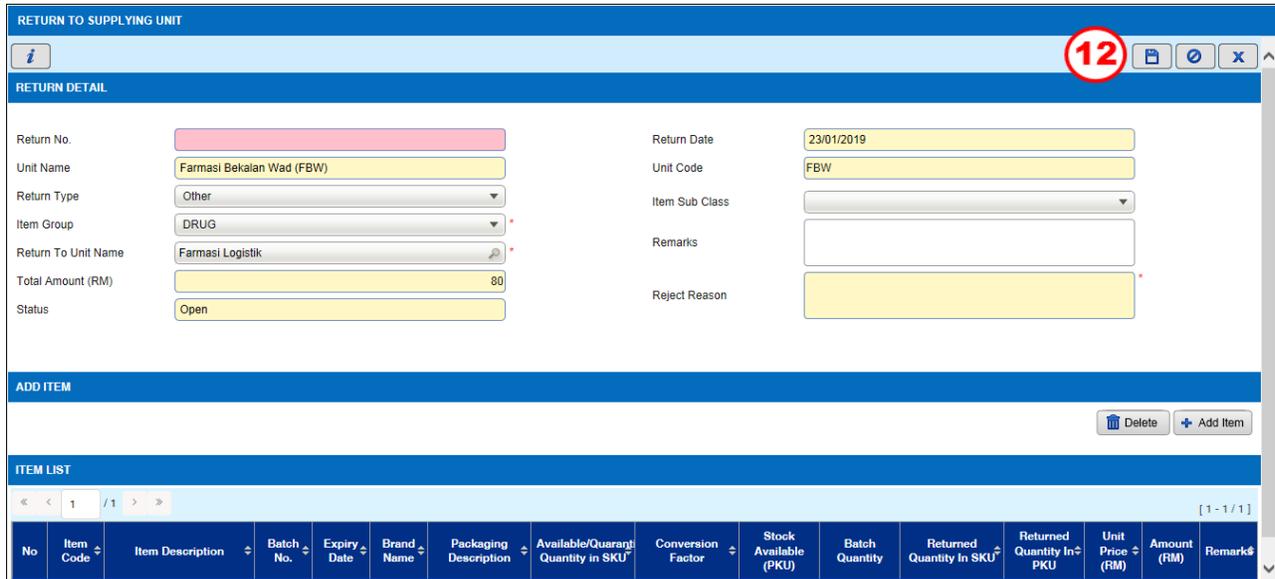
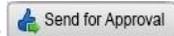


Figure 3.2.4-7 Save Return to Supplying Unit Record

STEP 12

Click on the  button to save the Return to Supplying Unit record

Note

Return No. will be generated automatically by system for future reference and the  button will be enabled.

| | | |
|------|-----------------------------|---------------------------------------------------------------------------------------------------|
| 1-2 | Return No | 'RT' |
| 3-4 | Current year in 'YY' format | 14 |
| 5-10 | Running no | Starting from 000001. This running number will be restarted to 000001 of every new financial year |

Table 3.2.4-1

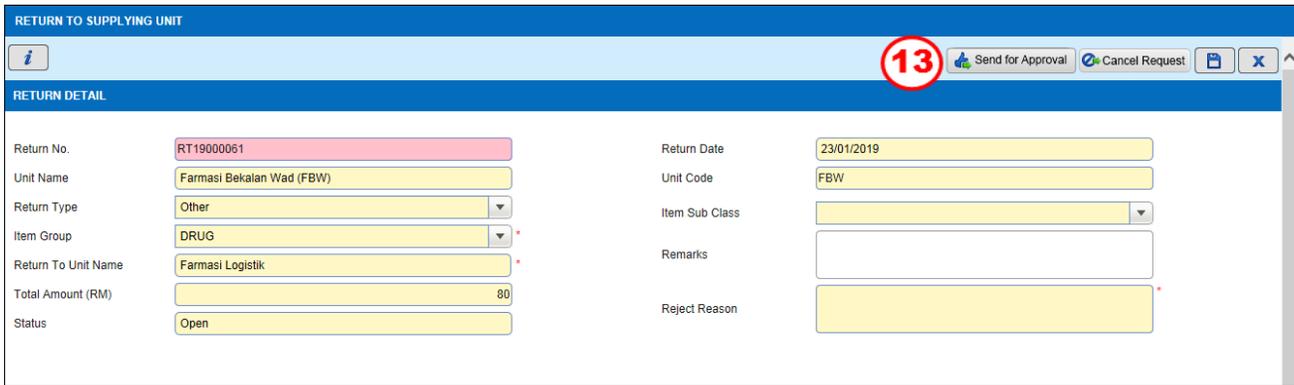
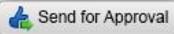
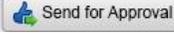


Figure 3.2.4-8 Sent for Approval

STEP 13

Click on the  button to send Return to Supplying Unit transaction to HOD for Approval

Note

- If the Return to Supplying Unit transaction is done by the HOD/Pharmacist,  button will be disabled and the transaction does not have to be sent for Approval.
- Alert message will be displayed as per Figure 3.2.4-9 & Figure 3.2.4-10.

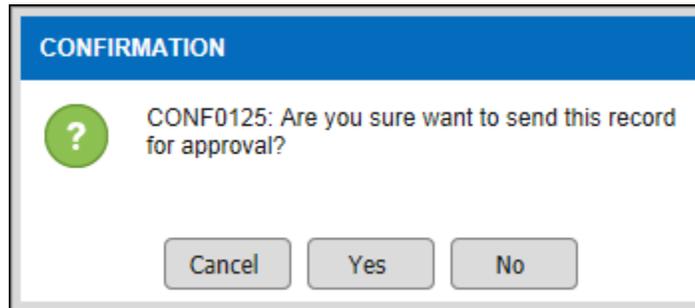
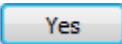


Figure 3.2.4-9 Confirmation Message

- Click on the  button.

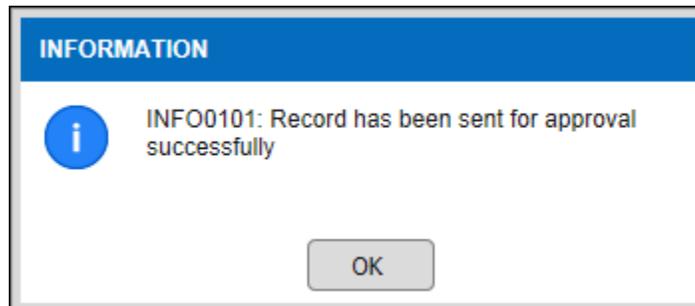
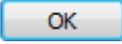


Figure 3.2.4-10 Information Message

- Click on the  button.
- The status will change to Pending for Approval.

- Click on the button to cancel the transaction and the **Status** will change to 'Cancelled'.

RETURN TO SUPPLYING UNIT

14

RETURN DETAIL

| | |
|-------------------------------------------------------------------|-----------------------------------------------------|
| Return No. <input type="text" value="RT19000061"/> | Return Date <input type="text" value="23/01/2019"/> |
| Unit Name <input type="text" value="Farmasi Bekalan Wad (FBW)"/> | Unit Code <input type="text" value="FBW"/> |
| Return Type <input type="text" value="Other"/> | Item Sub Class <input type="text"/> |
| Item Group <input type="text" value="DRUG"/> | Remarks <input type="text"/> |
| Return To Unit Name <input type="text" value="Farmasi Logistik"/> | Reject Reason <input type="text"/> |
| Total Amount (RM) <input type="text" value="80"/> | |
| Status <input type="text" value="Pending For Approval"/> | |

ITEM LIST

| No | Item Code | Item Description | Batch No. | Expiry Date | Brand Name | Packaging Description | Available/Quarant Quantity in SKU* | Conversion Factor | Stock Available (PKU) | Batch Quantity | Returned Quantity In SKU* | Returned Quantity In PKU | Unit Price (RM) | Amount (RM) | Remark\$ |
|--------------------------|----------------|----------------------------------|-----------|----------------|--------------|-----------------------|------------------------------------|-------------------|-----------------------|----------------|---------------------------|--------------------------|-----------------|-------------|----------|
| <input type="checkbox"/> | 07.1201.1 5 | Gentamicin 80mg/2ml Injection | 180036T | 28/02/202 1 | GARASE NT | pack of 10 ampoule | 300 | 10.00 | 30.00 | 300.00 | 100 | 10.00 | 0.8000 | 80.00 | |

Figure 3.2.4-11 Return to Supplying Unit Send for Approval

STEP 14

Click on the button for HOD approval as per Figure 3.2.4-11.

CONFIRMATION

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

Figure 3.2.4-12 Confirmation Message

INFORMATION

INFO0673: Record approved successfully.

Figure 3.2.4-13 Information Message

Note

- After saving the record, alert messages will be displayed as per Figure 3.2.4-12 & Figure 3.2.4-13.
- Click on the button.
- Click on the button.

3.2.5 Return to Supplying Unit Approval

The Head of Department (HOD)/ Head of Unit will receive the 'Pending for Approval' return to supplying unit transaction in the Task List. To create return to supplying unit, perform the steps below:

| TASK LIST | | | | | | |
|------------------------------------------------------------------------------------------------------------------|----------------------------------|------------|---------------------|----------------------|----------------------|---------------|
| Transaction Type: All <input type="button" value="Search"/> | | | | | | |
| <input type="button" value="Previous"/> <input type="button" value="1"/> / 1 <input type="button" value="Next"/> | | | | | | [1 - 4 / 4] |
| Transaction Type | Transaction No. | Item Group | Date/Time | Task Status | From Unit/Department | From User |
| Indent(Internal) | K19003809 | Non-Drug | 13/05/2019 01:01 PM | Pending For Approval | FARMASI SATELIT | |
| Receive Internal | D02PS001-0001747 | | 21/05/2019 03:57 PM | Pending For Approval | STOR FARMASI | |
| Receive Internal | I02PS001-0006000 | Drug | 26/09/2019 12:26 PM | Pending For Approval | STOR FARMASI | |
| Return To Store | RT19000008 | Drug | 07/10/2019 03:34 PM | Pending For Approval | FARMASI SATELIT | |

Figure 3.2.5-1 Task List

STEP 1

Click on the Transaction No. hyperlink and the return to supplying unit screen will be displayed as shown in Figure 3.2.5-1

Note

User may also refer to section [3.1 Return To Supplying Unit Listing Page](#) to search for the 'Pending for Approval' return to supplying unit records

| RETURN TO SUPPLYING UNIT | | | | | | | | | | | | | | | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|-----------------------|-----------|----------------|-----------------------------------------|----------------------------|-------------------------------|-------------------|-----------------------|----------------|---------------------------|---------------------------|-------------------------------------------------------------------------------|-------------|---------|--------------------------|
| <input type="button" value="Info"/> <input type="button" value="Approve"/> <input type="button" value="Reject"/> | | | | | | | | | | | | | | | | |
| RETURN DETAIL | | | | | | | | | | | | | | | | |
| Return No. | <input type="text" value="RT19000008"/> | | | Return Date | <input type="text" value="07/10/2019"/> | | | | | | | | | | | |
| Unit Name | <input type="text" value="FARMASI SATELIT"/> | | | Unit Code | <input type="text" value="FS"/> | | | | | | | | | | | |
| Return Type | <input type="text" value="Other"/> | | | Item Sub Class | <input type="text"/> | | | | | | | | | | | |
| Item Group | <input type="text" value="DRUG"/> | | | Remarks | <input type="text"/> | | | | | | | | | | | |
| Return To Unit Name | <input type="text" value="STOR FARMASI"/> | | | Reject Reason | <input type="text"/> | | | | | | | | | | | |
| Total Amount (RM) | <input type="text" value="28.42"/> | | | | | | | | | | | | | | | |
| Status | <input type="text" value="Pending For Approval"/> | | | | | | | | | | | | | | | |
| ADD ITEM | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | <input type="button" value="Delete"/> <input type="button" value="Add Item"/> | | | |
| ITEM LIST | | | | | | | | | | | | | | | | |
| <input type="button" value="Previous"/> <input type="button" value="1"/> / 1 <input type="button" value="Next"/> | | | | | | | | | | | | | [1 - 1 / 1] | | | |
| No | Item Code | Item Description | Batch No. | Expiry Date | Brand Name | Packaging Description | Available/Qu Quantity Inc SKU | Conversion Factor | Stock Available (PKU) | Batch Quantity | Returned Quantity Inc SKU | Returned Quantity Inc PKU | Unit Price (RM) | Amount (RM) | Remarks | Reject |
| <input type="checkbox"/> | 02.0004.06 | Allopurinol 300mg Tab | 13L040 | 02/10/2016 | SAFURINOL | Pack of 100 tabs (Blister) | 0 | 100.00 | 0.00 | 200.00 | 200 | 2.00 | 0.1421 | 28.42 | | <input type="checkbox"/> |

Figure 3.2.5-2 Return To Supplying Unit Approval

STEP 2

Click on the button to approve the Indent record and the **Status** will be 'Approved'

Note

- Click on the button in Figure 3.2.5-3 followed by the button in Figure 3.2.5-4.

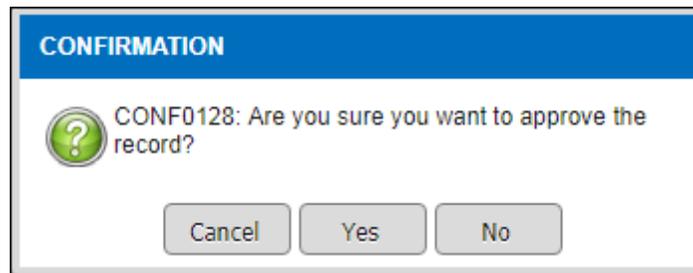


Figure 3.2.5-3 Approve Record Alert Message

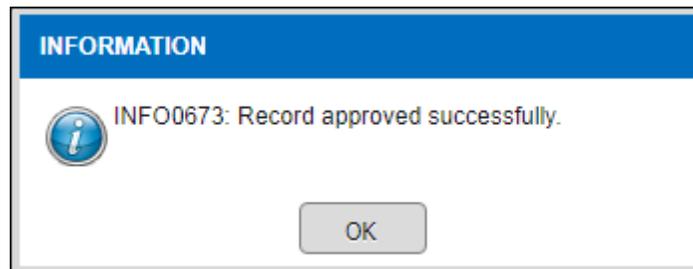
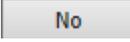


Figure 3.2.5-4 Approve Record Alert Message

- If user clicks on the  button, there will be no changes applied and the screen will return to the Return To Supplying Unit screen.
- Click on the  button to reject the Return To Supplying Unit record and the status will be 'Rejected'. If approver want to reject the selected item that added, approver can just tick on 'Reject' checkbox as Figure 3.2.5-2
- **Reject Reason** is mandatory to be entered to reject the Return To Supplying Unit transaction
- After the indent transaction is approved,  button will be enabled.
- If the Return To Supplying Unit is rejected, **Status** will be 'Close'.

RETURN TO SUPPLYING UNIT

3
Return Note X

RETURN DETAIL

| | | | |
|---------------------|-----------------|----------------|------------|
| Return No. | RT19000008 | Return Date | 07/10/2019 |
| Unit Name | FARMASI SATELIT | Unit Code | FS |
| Return Type | Other | Item Sub Class | ▼ |
| Item Group | DRUG ▼ | Remarks | |
| Return To Unit Name | STOR FARMASI | Reject Reason | |
| Total Amount (RM) | 28.42 | | |
| Status | Approved | | |

ADD ITEM

ITEM LIST

| No | Item Code | Item Description | Batch No. | Expiry Date | Brand Name | Packaging Description | Available/Qu Quantity inc SKU | Conversion Factor | Stock Available (PKU) | Batch Quantity | Returned Quantity inc SKU | Returned Quantity inc PKU | Unit Price (RM) | Amount (RM) | Remarks | Reject |
|--------------------------|------------|-------------------------|-----------|-------------|------------|-------------------------------|-------------------------------------|----------------------|-----------------------------|-------------------|---------------------------------|---------------------------------|--------------------|----------------|---------|--------------------------|
| <input type="checkbox"/> | 02.0004.06 | Alopurinol 300mg Tab | 13L040 | 02/10/2016 | SAFURINOL | Pack of 100 tabs (Blister) | 0 | 100.00 | 0.00 | 0.00 | 200 | 2.00 | 0.1421 | 28.42 | | <input type="checkbox"/> |

Figure 3.2.5-5 Return To Supplying Unit

STEP 3

Click on the  button to generate the report as shown in Figure 3.2.5-6

Note

The report will be in PDF format. The user is allowed to view/save/print the report.



KEMENTERIAN KESIHATAN MALAYSIA
Hospital Pakar Sultanah Fatimah, Muar

NOTA PEMULANGAN BARANG

PENGHANTAR : FARMASI SATELIT
PENERIMA : STOR FARMASI
NO. PULANGAN : RT19000008

TARIKH : 07/10/2019
JENIS PEMULANGAN : Other
STATUS : Approved
REMARKS :

| BIL. | KOD BARANG | PERIHAL BARANG | NO. KELOMPOK | TARIKH LUPUT | SKU | KUANTITI | CATATAN |
|------|------------|-----------------------|--------------|--------------|-----|----------|---------|
| 1 | 02.0004.06 | Allopurinol 300mg Tab | 13L040 | 02/10/2016 | tab | 200 | |

JUMLAH : 200

Disediakan oleh:

Nama :
Jawatan : Pegawai Farmasi UF44
Unit : FARMASI SATELIT
Jabatan : Pharmacy
Tarikh : 07/10/2019

Diluluskan oleh :

Nama :
Jawatan : Pegawai Farmasi UF44
Unit : FARMASI SATELIT
Jabatan : Pharmacy
Tarikh : 07/10/2019

Printed Date : 07/10/2019

Printed By :

Unit Name : FARMASI SATELIT

Source : PhIS

Page 1 of 1

Figure 3.2.5-6 Nota Pemulangan Barang

4.0 Acronyms

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

5.0 Links to Inventory Modules

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