



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

User Manual Pharmacy Inventory Return to Supplying Unit

Version	: 13th Edition
Document ID	: U. MANUAL_INV_RETURN TO SUPPLYING UNIT



© 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_RETURN TO SUPPLYING UNIT-13th 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
2.2	Latest Enhancement and Updates	Error! Bookmark not defined.
3.0	Return to Supplying Unit	3
	Overview	3
	User Group	3
	Functional Diagram	3
3.1	Return to Supplying Unit Listing Page	4
3.2	New Return to Supplying Unit Record	6
3.2.1	Return Reason: Quarantine	6
3.2.2	Return Reason: Product Complaints	11
3.2.3	Return Reason: Recall Product Notification	15
3.2.4	Return Reason: Others	21
4.0	Acronyms	32
5.0	Links to Inventory Modules	32



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

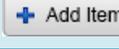
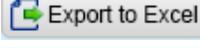
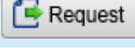
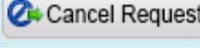
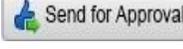
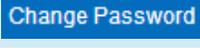
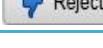
1.3 Organised Sections

These are the sections within this document:

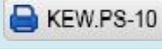
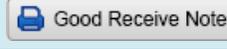
- Section 1 : Introduction
- Section 2 : Application Standard Features
- Section 3 : Return to Supplying Unit
- Section 4 : Acronyms
- Section 5 : Link to Inventory Modules

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		Empty Text Box
	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.

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

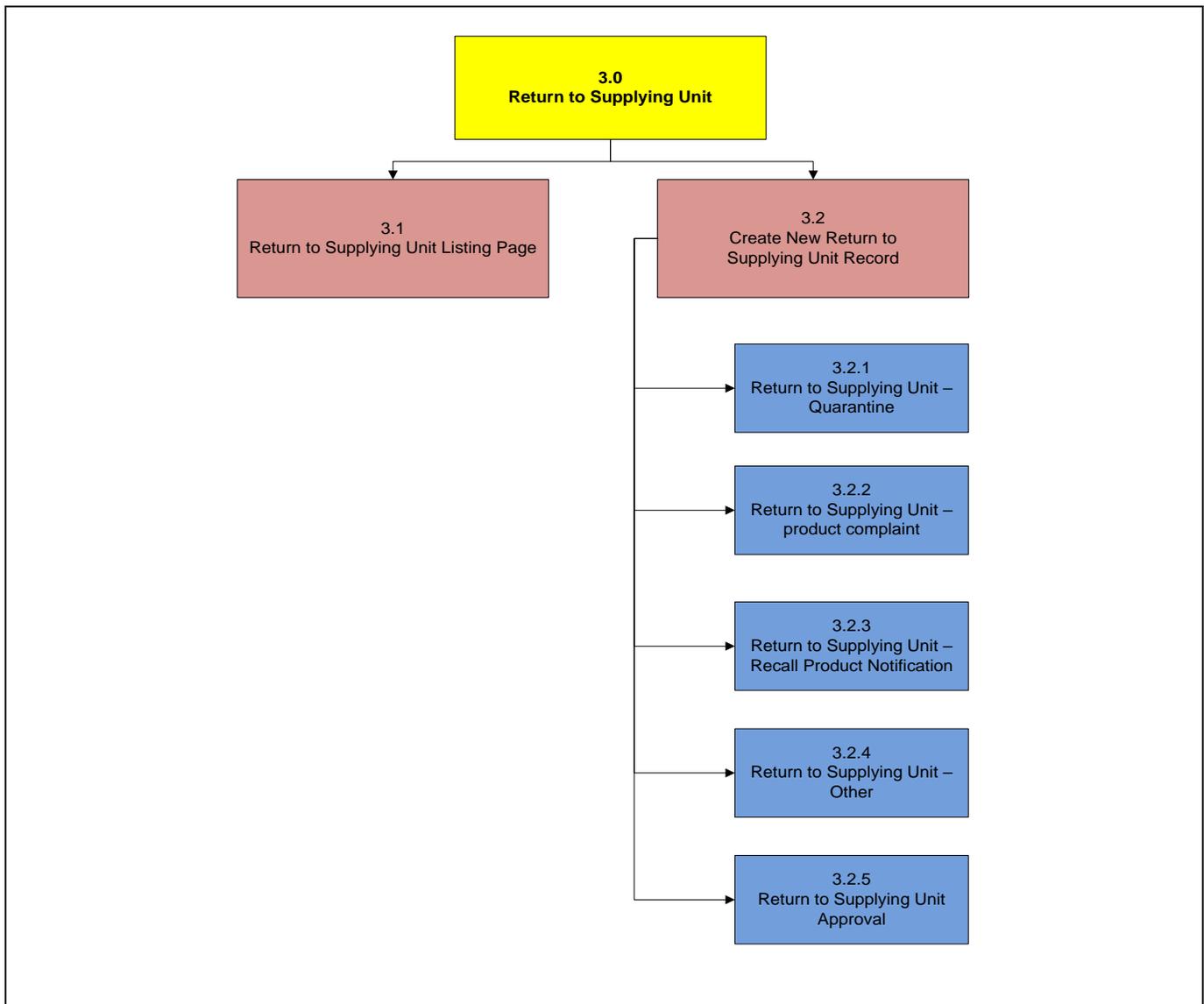
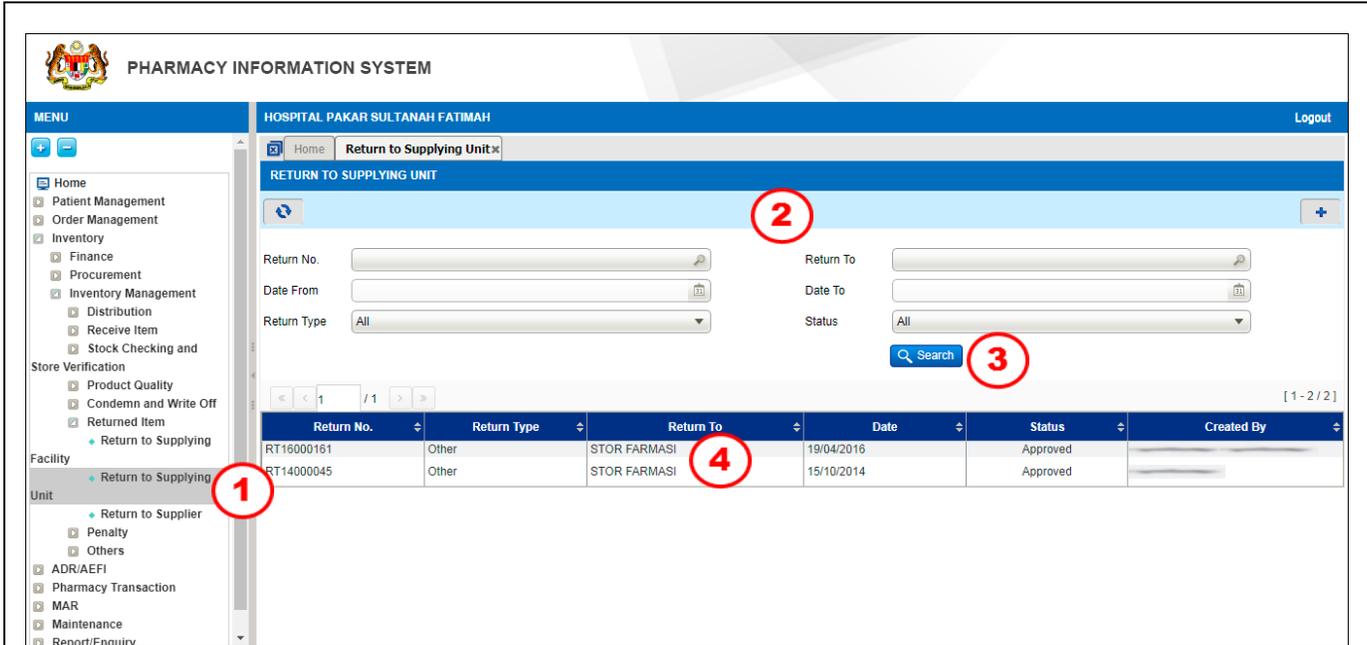


Figure 3.0-1

3.1 Return to Supplying Unit Listing Page

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



The screenshot shows the 'PHARMACY INFORMATION SYSTEM' interface for 'HOSPITAL PAKAR SULTANAH FATIMAH'. The main area is titled 'RETURN TO SUPPLYING UNIT'. It features search filters for Return No., Date From, Date To, Return Type, Return To, and Status. A search button is located below these filters. Below the filters is a table with columns: Return No., Return Type, Return To, Date, Status, and Created By. The table contains two records. Red circles with numbers 1-4 highlight the following elements: 1 points to the 'Return to Supplying' menu item in the left sidebar; 2 points to the search area; 3 points to the search button; and 4 points to the 'Return To' field of the first record in the table.

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:

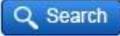
No	Field	Description	Remarks
a	Return No	Search by : - All - Drug - Non Drug	Able to filter and search record(s)
b	Return To	Indent Number	Display all existing Return No.
c	Date From	Select start date from the calendar	Format field (dd/mm/yy)
d	Date To	Select end date from the calendar	Format field (dd/mm/yy)
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	Able to filter and search record(s)



		- Reject	
--	--	----------	--

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 type="text" value="RT18000033"/>	Return Date <input type="text" value="16/12/2018"/>
Unit Name <input type="text" value="FARMASI BEKALAN WAD"/>	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="STOR FARMASI"/>	Reject Reason <input type="text"/>
Total Amount (RM) <input type="text" value="4,746.72"/>	
Status <input type="text" value="Approved"/>	

ITEM LIST

No	Item Code	Item Description	Batch No.	Expiry Date	Brand Name	Packaging Description	Available/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"/>

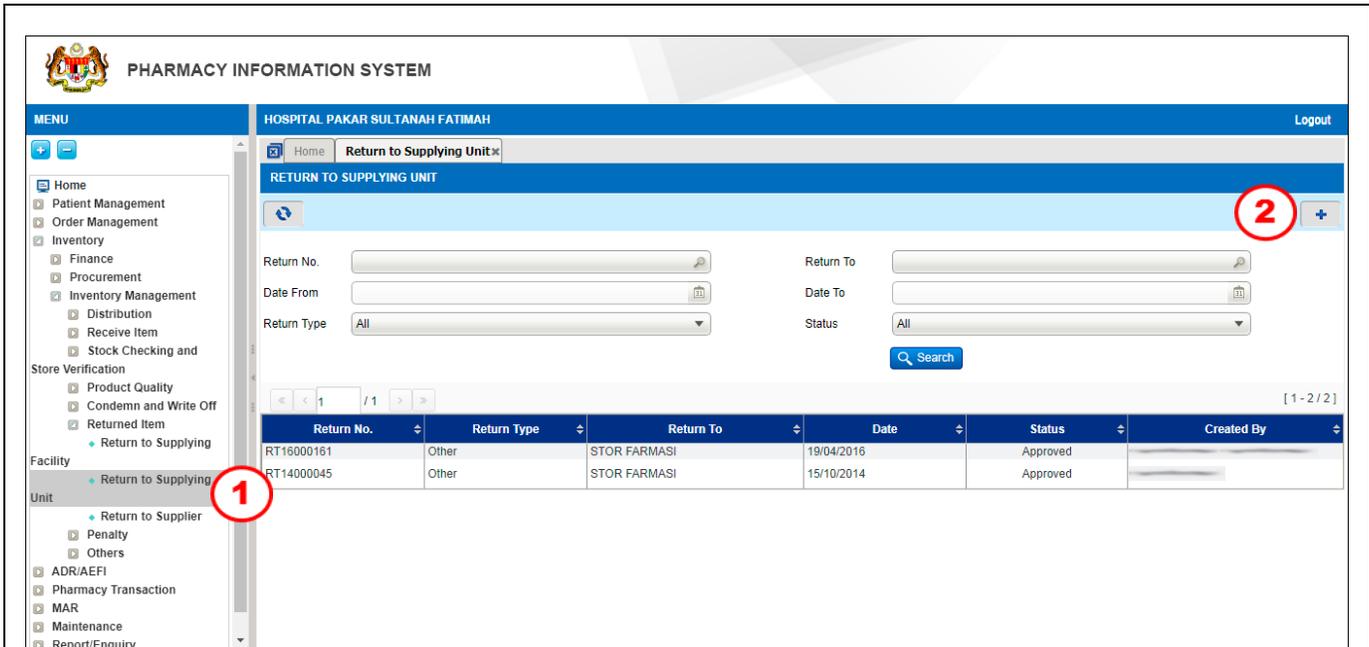
Figure 3.1-2 Return to Supplying Unit Screen

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:



The screenshot shows the 'Return to Supplying Unit' screen in the Pharmacy Information System. The interface includes a menu on the left, a header with 'HOSPITAL PAKAR SULTANAH FATIMAH', and a main content area with search filters and a data table. Red circles highlight the 'Return to Supplying Unit' menu item (1) and the '+ New Record' button (2).

Return No.	Return Type	Return To	Date	Status	Created By
RT16000161	Other	STOR FARMASI	19/04/2016	Approved	
RT14000045	Other	STOR FARMASI	15/10/2014	Approved	

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 to create new record

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
⏪
⏩
✕

RETURN DETAIL

<p>Return No. <input style="width: 100%;" type="text"/></p> <p>Unit Name <input style="width: 100%;" type="text" value="FARMASI NUTRISI PARENTERAL"/></p> <p>Return Type <input style="border-bottom: 1px solid #ccc; border: 1px solid #ccc; background-color: #fff; padding: 2px;" type="text" value="Quarantine"/> 3</p> <p>Item Group <input style="border-bottom: 1px solid #ccc; border: 1px solid #ccc; background-color: #fff; padding: 2px;" type="text" value="DRUG"/> 4</p> <p>Return To Unit Name <input style="border-bottom: 1px solid #ccc; border: 1px solid #ccc; background-color: #fff; padding: 2px;" type="text" value="STOR FARMASI"/> 4</p> <p>Total Amount (RM) <input style="width: 100%;" type="text" value="5,394.48"/></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="19/03/2021"/></p> <p>Unit Code <input style="width: 100%;" type="text" value="TPN"/></p> <p>Quarantine No <input style="width: 100%;" type="text" value="QT21000005"/> 5</p> <p>Item Sub Class <input style="border-bottom: 1px solid #ccc; border: 1px solid #ccc; background-color: #fff; padding: 2px;" 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

No	Item Code	Item Description	Batch No.	Expiry Date	Brand Name	Packaging Description	Available/Qua 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"/>	B05XA30905 P3002XX.01	Peditrace 10mL Inj	12NML05	31/12/2022	PEDITRACE	Pack of 10 amp	10	10.00	14.00	140.00	10	1.00	38.5320	385.32	-

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.

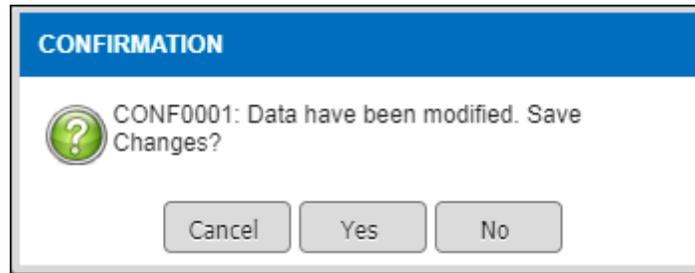
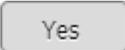


Figure 3.2.1-3 Save Record Alert Message

- Click on the  button.

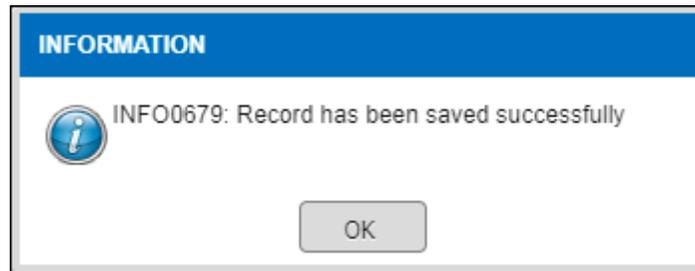


Figure 3.2.1-4 Save Record Alert Message

- 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

i
8
Send for Approval Cancel Request

RETURN DETAIL

Return No.

Unit Name

Return Type

Item Group

Return To Unit Name

Total Amount (RM)

Status

Quarantine Reason

Return Date

Unit Code

Quarantine No

Item Sub Class

Remarks

Reject Reason

ITEM LIST

No	Item Code	Item Description	Batch No.	Expiry Date	Brand Name	Packaging Description	Available/Quo 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"/>	B05XA30905 P3002XX.01	Peditrace 10mL Inj	12NML05	31/12/2022	PEDITRACE	Pack of 10 amp	10	10.00	14.00	140.00	10	1.00	38.5320	385.32	-

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.

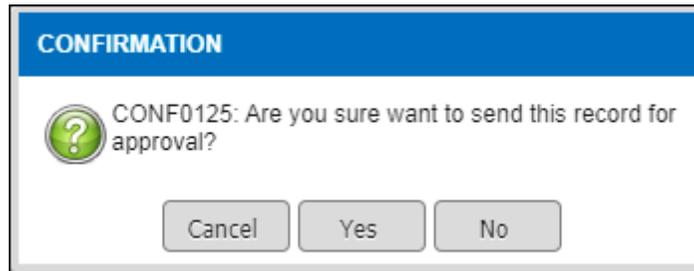


Figure 3.2.1-6 Save Record Alert Message

- Click on the button.

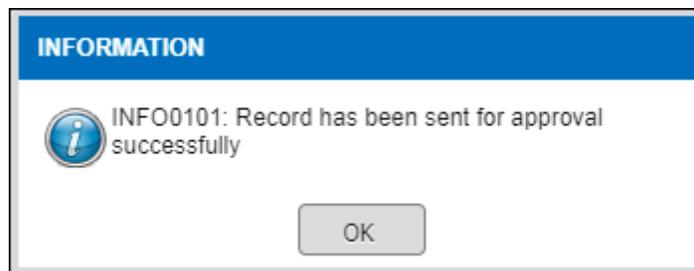
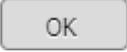
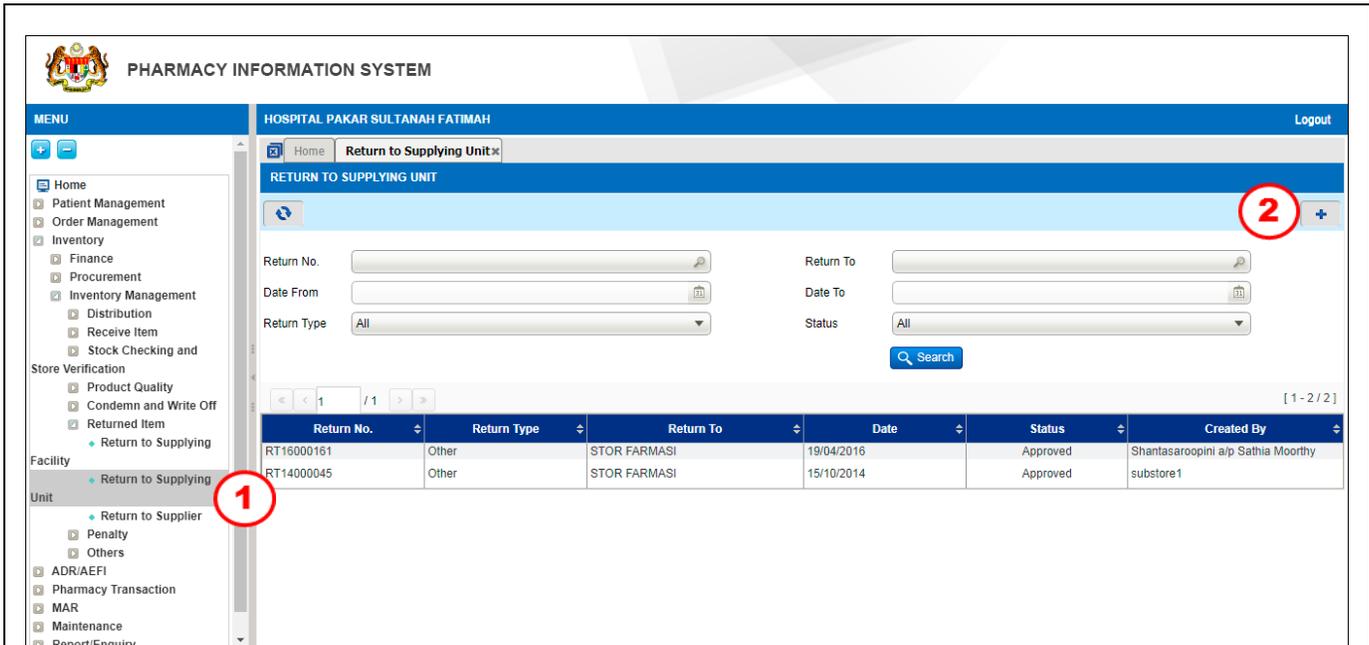


Figure 3.2.1-7 Save Record Alert Message

- 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 'PHARMACY INFORMATION SYSTEM' interface for 'HOSPITAL PAKAR SULTANAH FATIMAH'. The main window is titled 'RETURN TO SUPPLYING UNIT'. On the left, a menu tree is visible with 'Return to Supplying Unit' highlighted under the 'Inventory' section, marked with a red circle '1'. The main content area contains search filters for 'Return No.', 'Return To', 'Date From', 'Date To', 'Return Type', and 'Status', with a 'Search' button. Below the filters is a table with the following data:

Return No.	Return Type	Return To	Date	Status	Created By
RT16000161	Other	STOR FARMASI	19/04/2016	Approved	Shantasaroopini alp Sathia Moorthy
RT14000045	Other	STOR FARMASI	15/10/2014	Approved	substore1

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

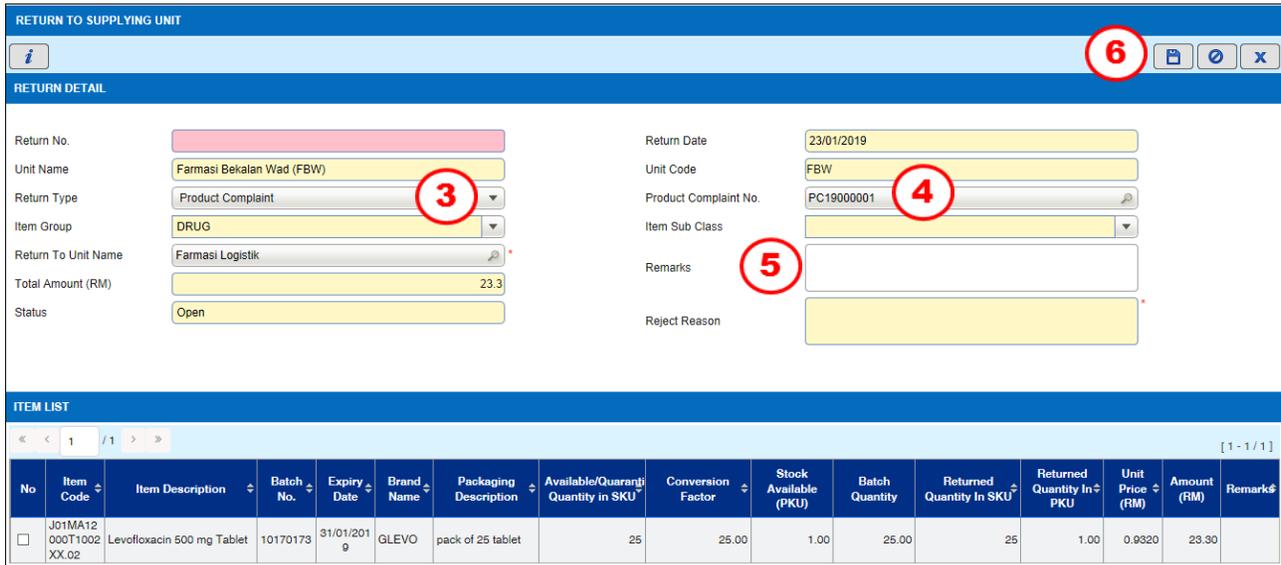
Click on 'Inventory' menu follows by 'Inventory Management' then 'Returned Item' and 'Return to Supplying Unit'

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 **5** Remarks []

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. 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 3.2.2-2 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.

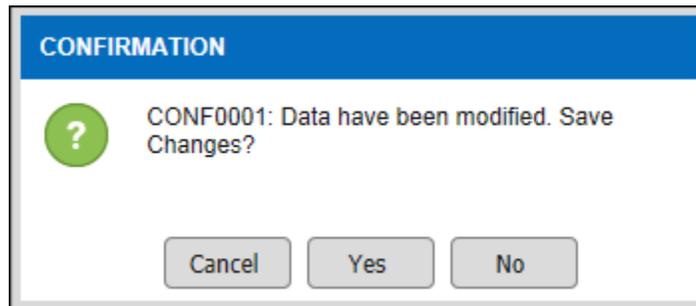
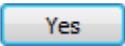


Figure 3.2.2-3 Confirmation Message

- Click on the  button.

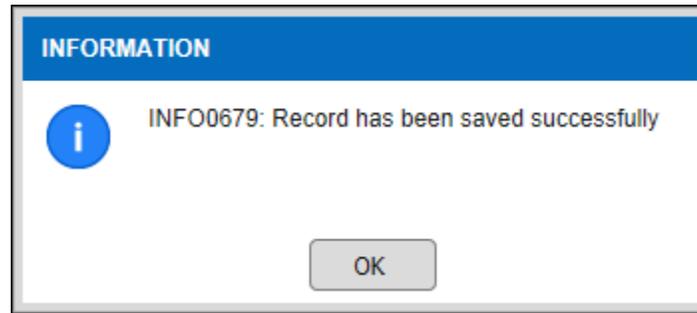


Figure 3.2.2-4 Information Message

- 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)	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 3.2.2-5 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.

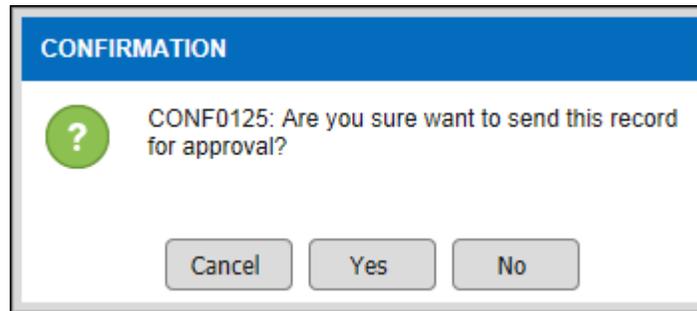
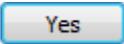


Figure 3.2.2-6 Confirmation Message

- Click on the  button.

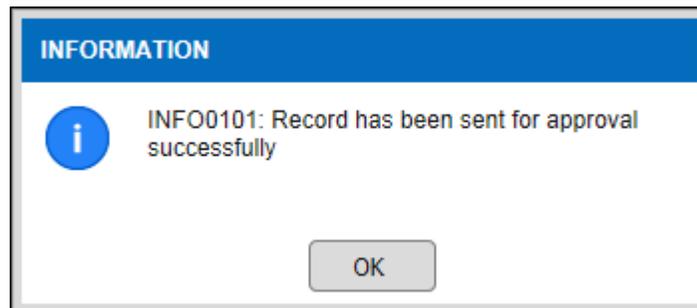
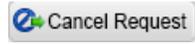


Figure 3.2.2-7 Information Message

- 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:

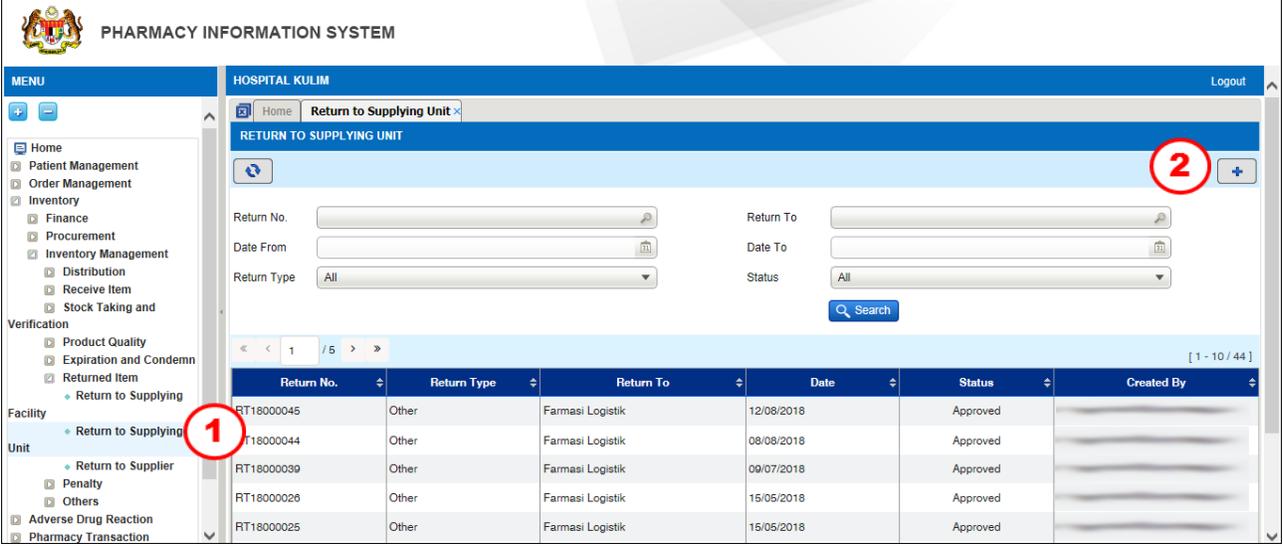


Figure 3.2.3-1 Create New Return to Supplying Unit

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

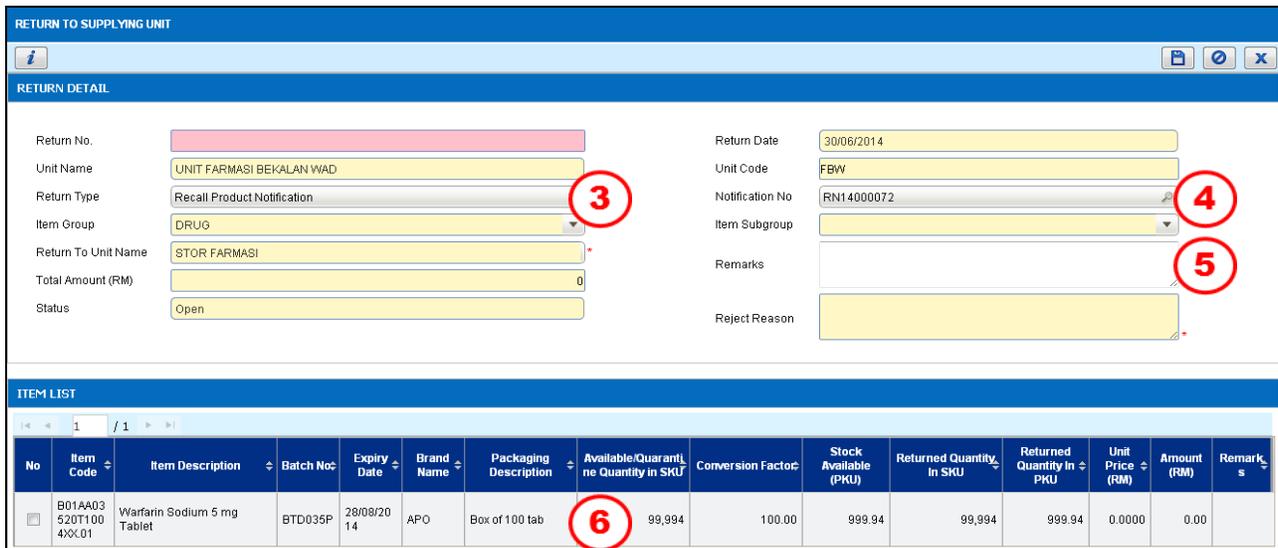
This module is used to return all Recall Product for a particular drug and non-drug to Supplying Unit.

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
	B01AA03520T1004XX01	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

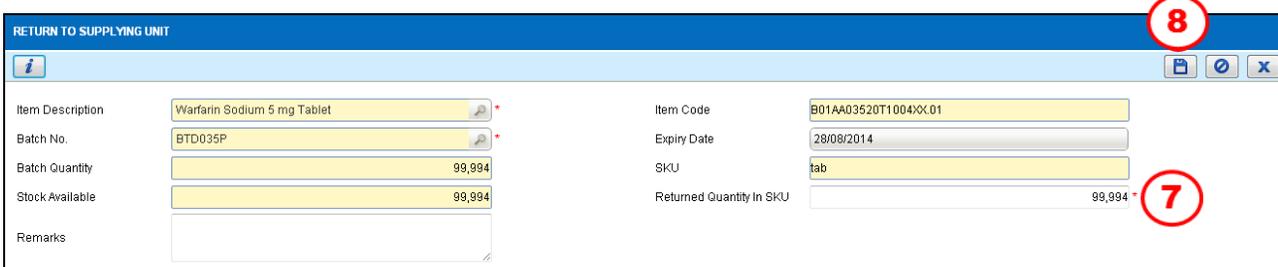
Enter **Remarks** if applicable

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
 Remarks: []

Item Code: B01AA03520T1004XX01
 Expiry Date: 28/08/2014
 SKU: tab
 Returned Quantity In SKU: [] (7)
 Returned Quantity In PKU: 99,994

Figure 3.2.3-3 Return to Supplying Unit

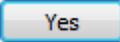
STEP 7

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.

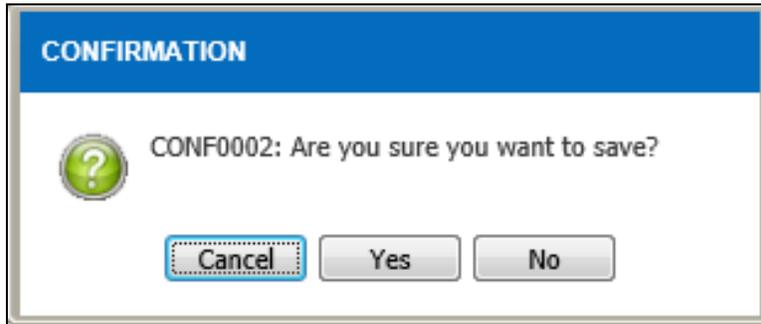
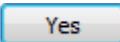
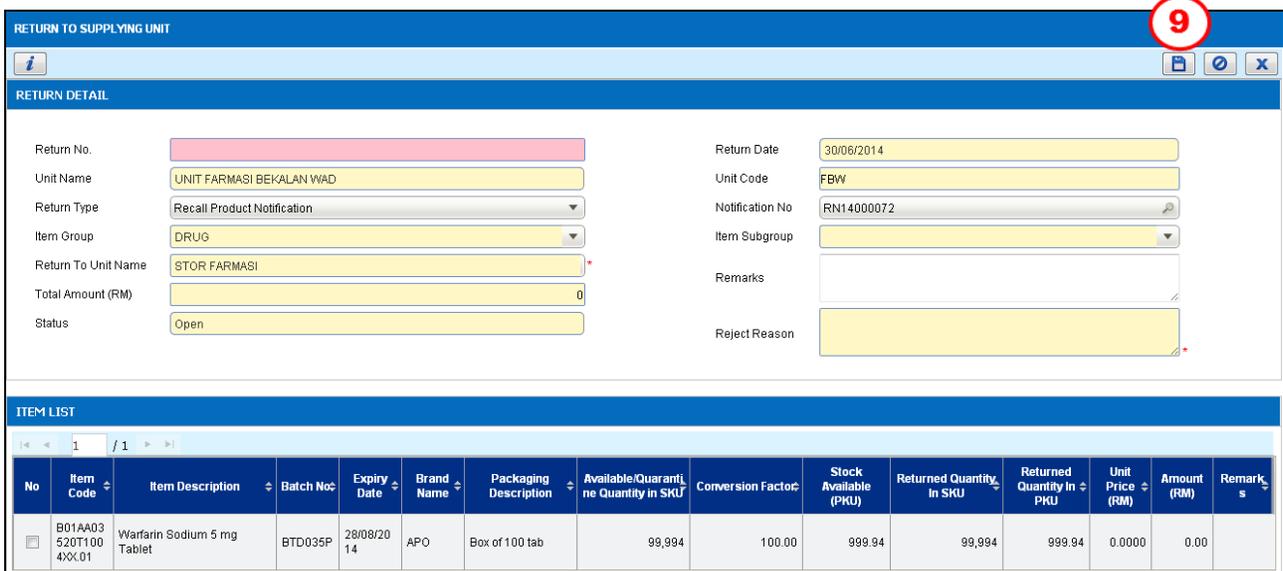


Figure 3.2.3-4 Confirmation Message

- Click on the  button.



RETURN DETAIL

Return No.		Return Date	30/06/2014
Unit Name	UNIT FARMASI BEKALAN WAD	Unit Code	FBW
Return Type	Recall Product Notification	Notification No	RN14000072
Item Group	DRUG	Item Subgroup	
Return To Unit Name	STOR FARMASI	Remarks	
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
	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.

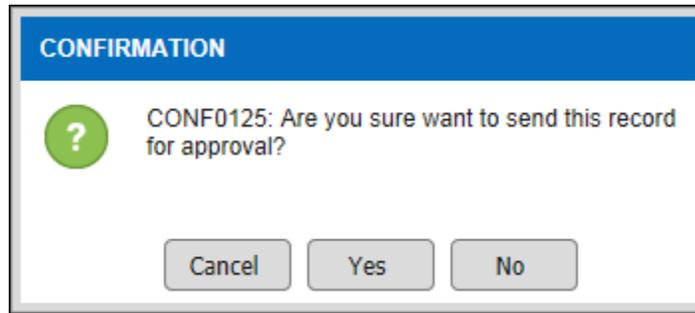
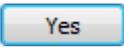


Figure 3.2.3-6 Confirmation Message

- Click on the  button.

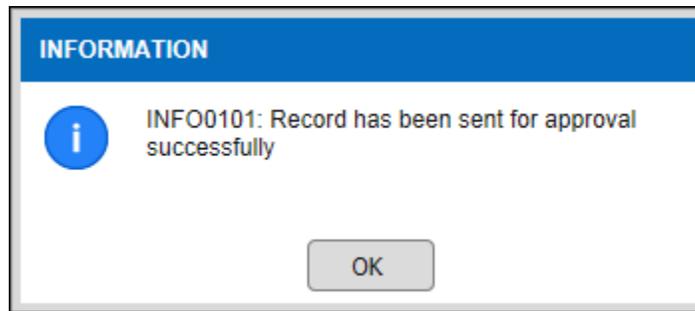
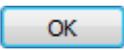
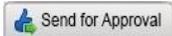


Figure 3.2.3-7 Information Message

- 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

10

RETURN TO SUPPLYING UNIT

Send for Approval Cancel Request

RETURN DETAIL

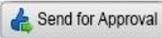
Return No. <input type="text" value="RT14000066"/>	Return Date <input type="text" value="30/06/2014"/>
Unit Name <input type="text" value="UNIT FARMASI BEKALAN WAD"/>	Unit Code <input type="text" value="FBW"/>
Return Type <input type="text" value="Recall Product Notification"/>	Notification No <input 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

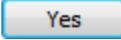

CONF0125: Are you sure want to send this record for approval?

Cancel

Yes

No

Figure 3.2.3-9 Confirmation Message

- Click on the  button.

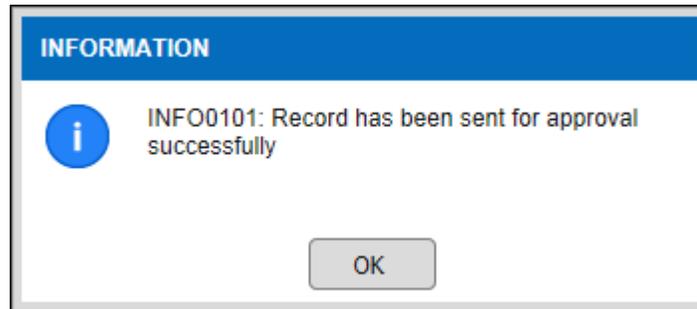
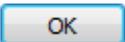
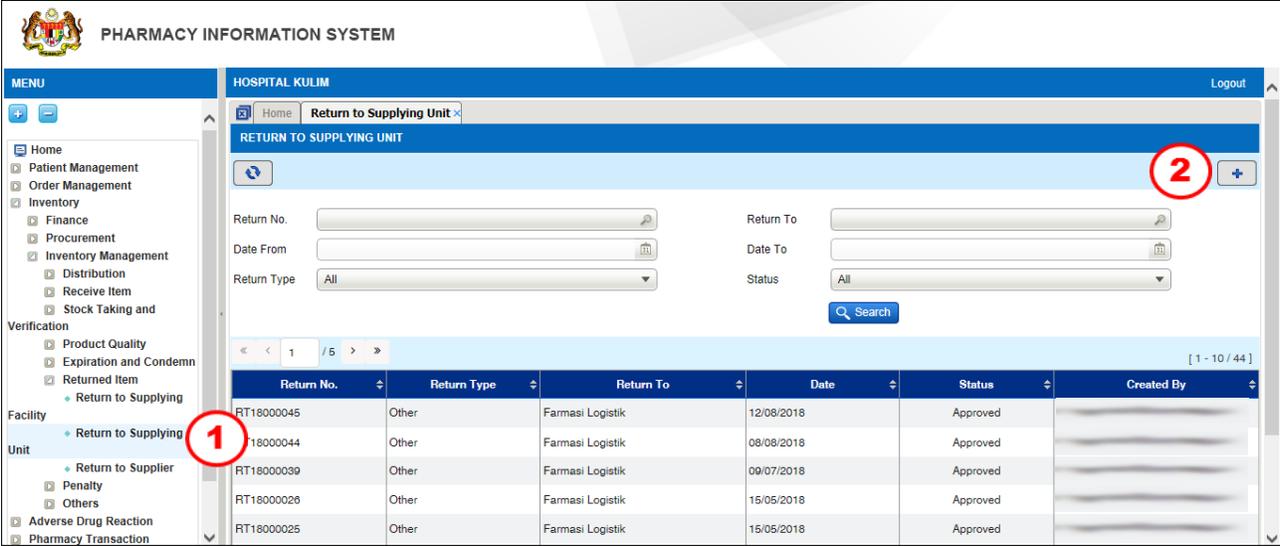


Figure 3.2.3-10 Information Message

- 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 'RETURN TO SUPPLYING UNIT' screen. The left menu has 'Return to Supplying' selected under the 'Unit' category. The main area contains form fields for 'Return No.', 'Return To', 'Date From', 'Date To', 'Return Type', and 'Status'. Below the forms is a table with the following data:

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

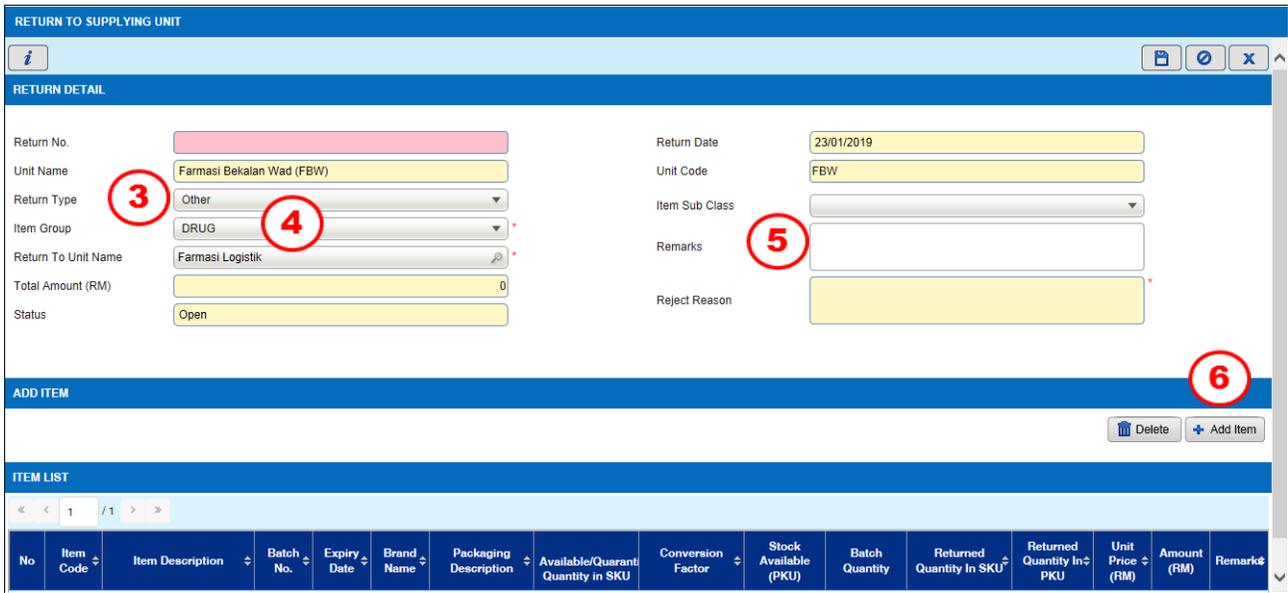
Click on 'Inventory' menu follows by 'Inventory Management' then 'Returned Item' and 'Return to Supplying Unit'

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.
 Unit Name **3**
 Return Type **4**
 Item Group **4**
 Return To Unit Name
 Total Amount (RM)
 Status

Return Date
 Unit Code
 Item Sub Class
 Remarks **5**
 Reject Reason

ADD ITEM **6**

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
<	<	1	/	1	>	>									

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

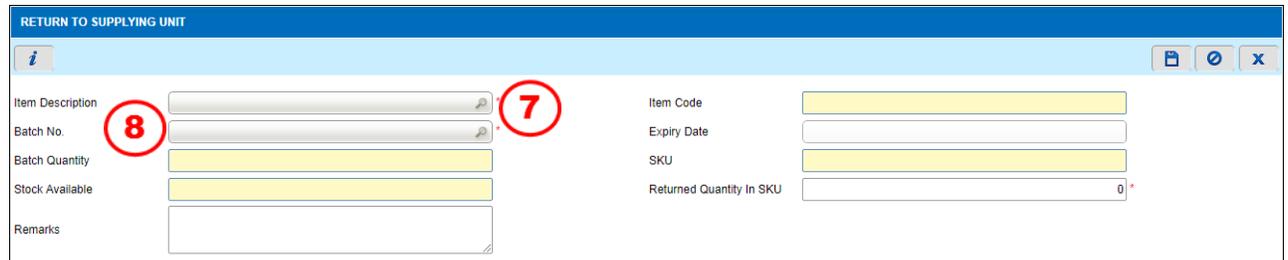
Enter **Remarks** if applicable

STEP 6

Click on the 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

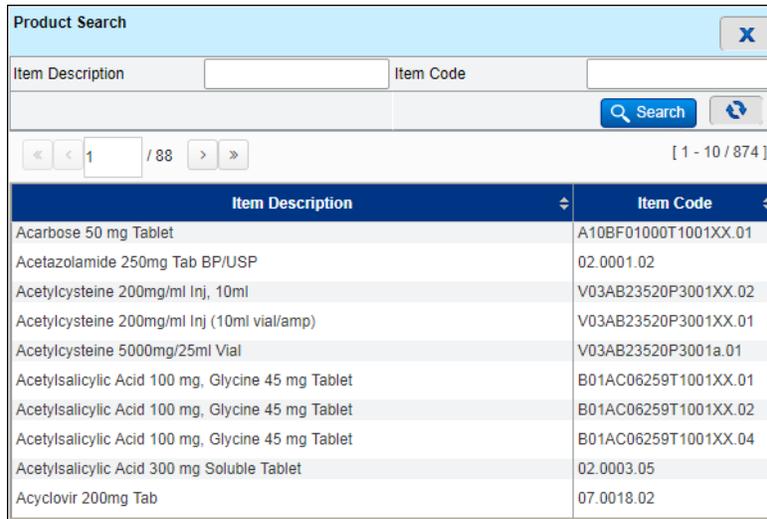
Item Description **8** **7**
 Batch No.
 Batch Quantity
 Stock Available
 Remarks

Item Code
 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

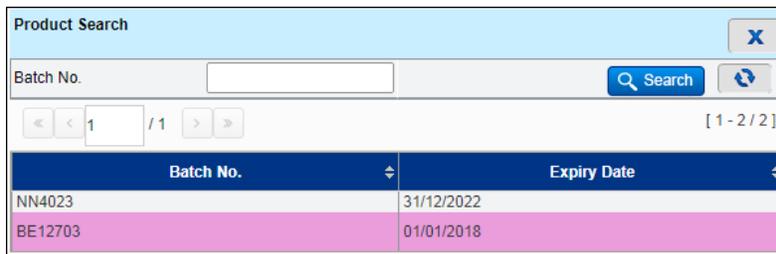


Item Description	Item Code
Acarbose 50 mg Tablet	A10BF01000T1001XX.01
Acetazolamide 250mg Tab BP/USP	02.0001.02
Acetylcysteine 200mg/ml Inj, 10ml	V03AB23520P3001XX.02
Acetylcysteine 200mg/ml Inj (10ml vial/amp)	V03AB23520P3001XX.01
Acetylcysteine 5000mg/25ml Vial	V03AB23520P3001a.01
Acetylsalicylic Acid 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



Item Description	Acetazolamide 250mg Tab BP/USP	Item Code	02.0001.02
Batch No.	NN4023	Expiry Date	31/12/2022
Batch Quantity	200	SKU	tablet
Stock Available	200	Returned Quantity In SKU	0
Remarks			

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.

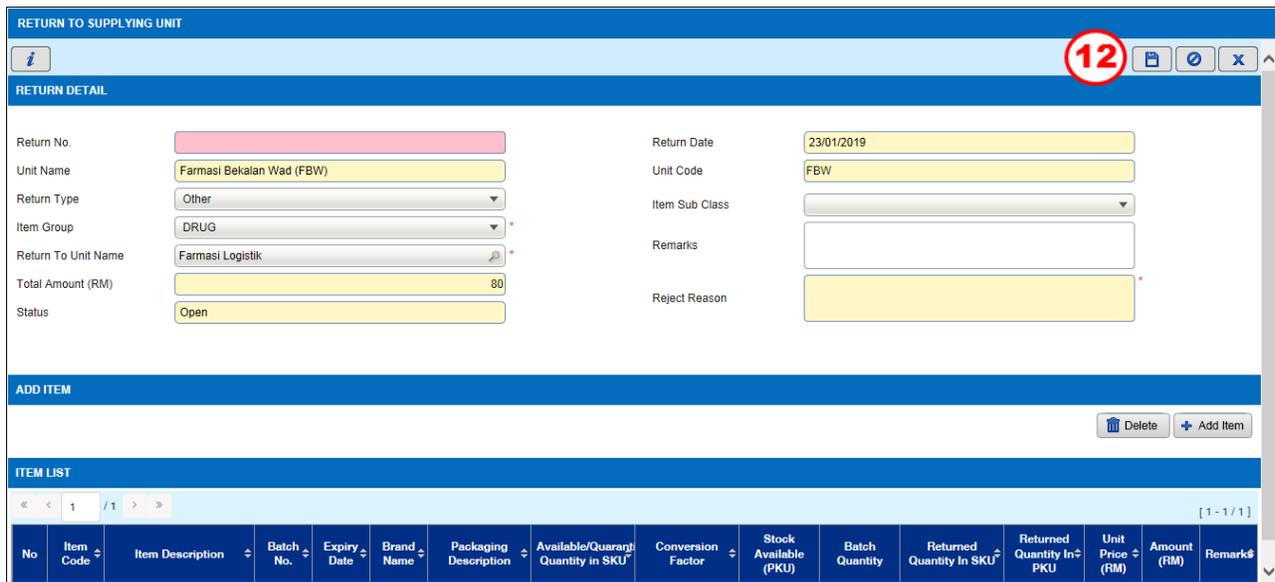


Figure 3.2.4-7 Save Return to Supplying Unit Record

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

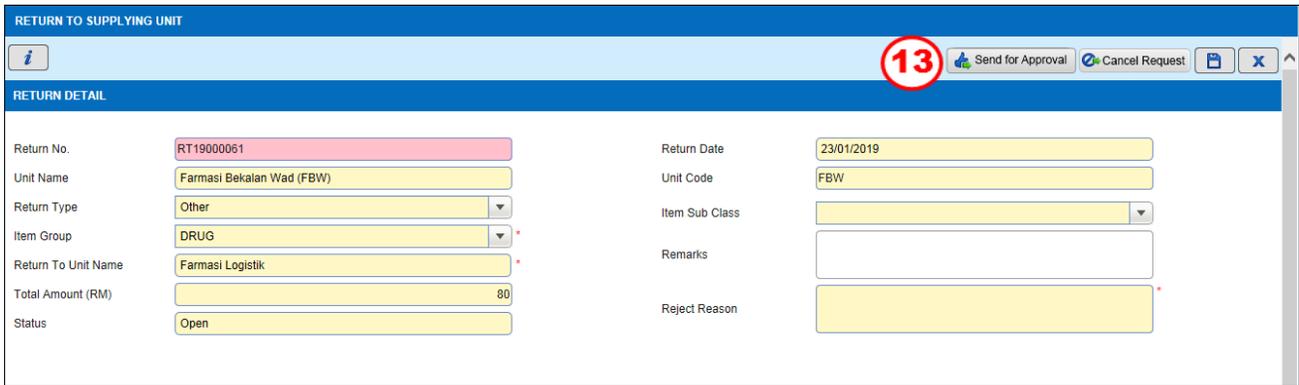
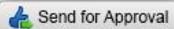
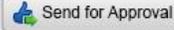


Figure 3.2.4-8 Sent for Approval

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.

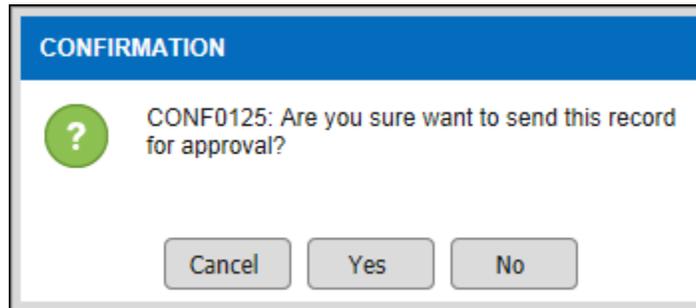
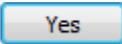


Figure 3.2.4-9 Confirmation Message

- Click on the  button.

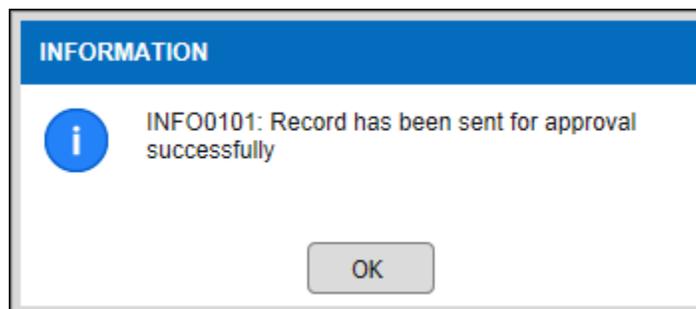
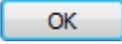
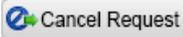


Figure 3.2.4-10 Information Message

- 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

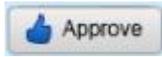
Return No. <input type="text" value="RT19000061"/>	Return Date <input type="text" value="23/01/2019"/>
Unit Name <input type="text" value="Farmasi Bekalan Wad (FBW)"/>	Unit Code <input type="text" value="FBW"/>
Return Type <input type="text" value="Other"/>	Item Sub Class <input type="text"/>
Item Group <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)	Remarks\$
<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

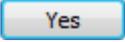
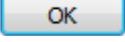
i

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		Search		[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	I02PS001-006	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																
RETURN DETAIL												<input type="button" value="Approve"/> <input type="button" value="Reject"/>				
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	Pending For Approval															
ADD ITEM																
												<input type="button" value="Delete"/> <input type="button" value="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	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.

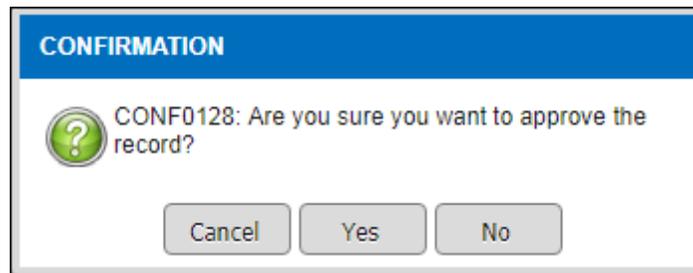


Figure 3.2.5-3 Approve Record Alert Message

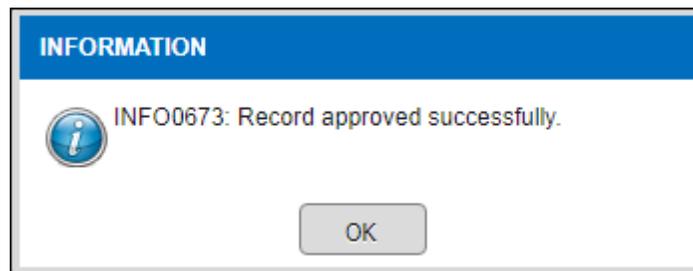
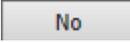


Figure 3.2.5-4 Approve Record Alert Message

- 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

Return Note
✕

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 style="height: 20px;" type="text"/>
Return To Unit Name	<input type="text" value="STOR FARMASI"/>	Reject Reason	<input style="height: 20px;" type="text"/>
Total Amount (RM)	<input type="text" value="28.42"/>		
Status	<input type="text" value="Approved"/>		

ADD ITEM

ITEM LIST

No	Item Code	Item Description	Batch No.	Expiry Date	Brand Name	Packaging Description	Available/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