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

User Manual
Pharmacy Inventory
Return to Supplying Unit

Version   : 13th Edition
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Application reference: PhIS & CPS v2.6.1

Table of Contents

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:

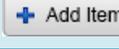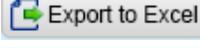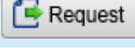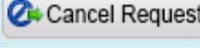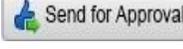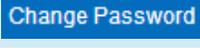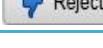- Create new Return to Supplying Unit record

1.3   Organised Sections

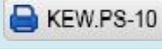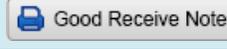These are the sections within this document:

- 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	Login to PhIS	**Logout**	Logout from PhIS
C	Reset Login Screen	+	Expand Menu
Home	Display Home Tab	▷	Expand Module
⊠	Close All Open Tabs	↻	Refresh Screen
+	Add/Create New Record	i	Show Help
*	Mandatory Field	31	Calendar Icon
X	Close Window	◌	Radio Button
✎	Edit Record	⊘	Cancel
💾	Save	+ Add Item	Add Item to the list
Export to Excel	Export and Open Report in Excel Format		Automatically Display/Retrieve Box
Request	Request for Approval	Cancel Request	Cancel the Request
Send for Approval	Send for Approval	Approve	Approve Transaction
Change Password	Change Login Password	−	Collapse Menu
◿	Collapse Module	Search	Search Record
🖨	Print	🔑	Search Icon
☐	Checkbox	🗑	Delete Record
🗑 Delete	Delete Item from the list		Empty Text Box
▼	Dropdown Box	Reject	Reject Transaction

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

Note

To learn more about Login Information, kindly click Login Information Modules for descriptive step.

3.0   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).
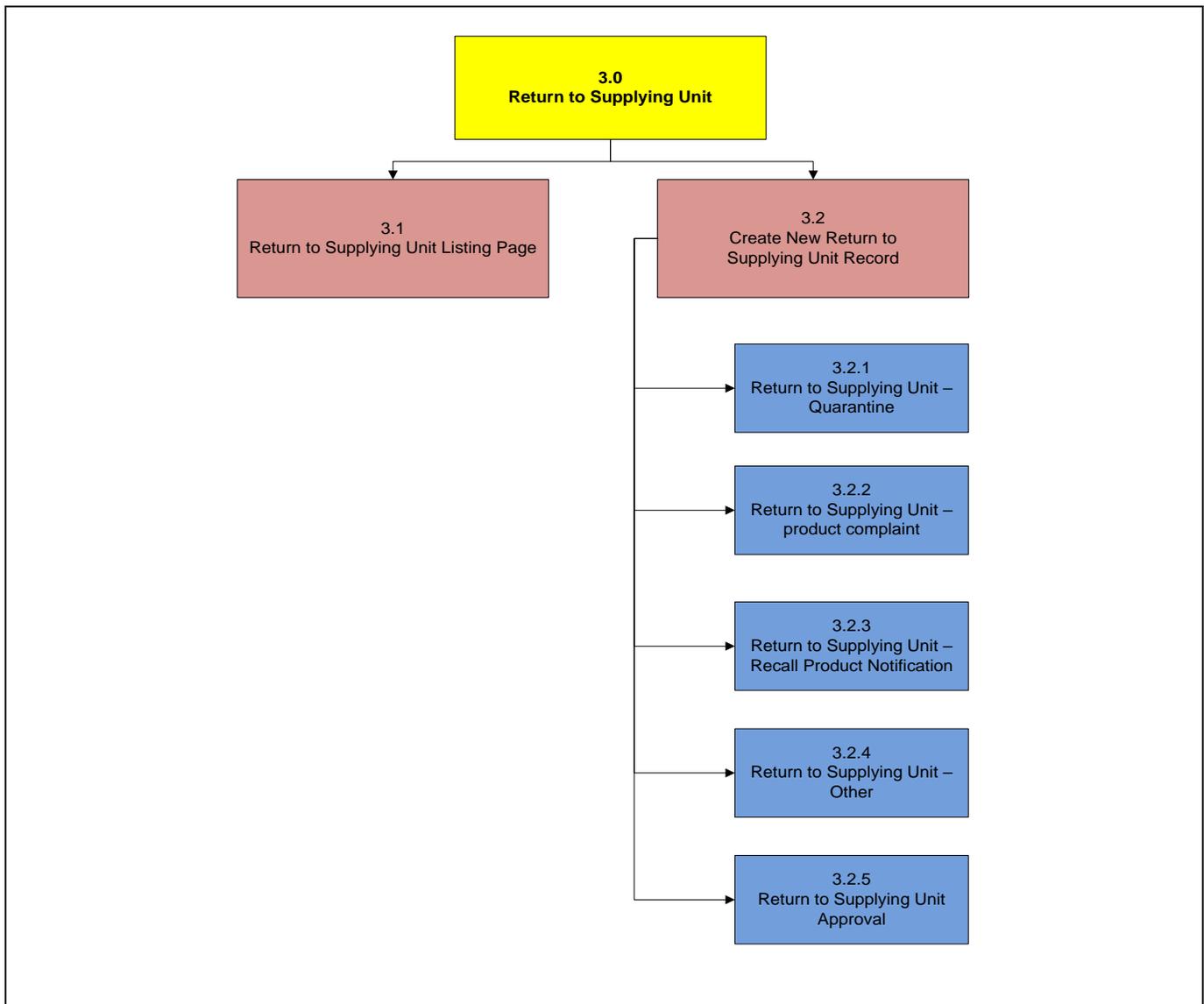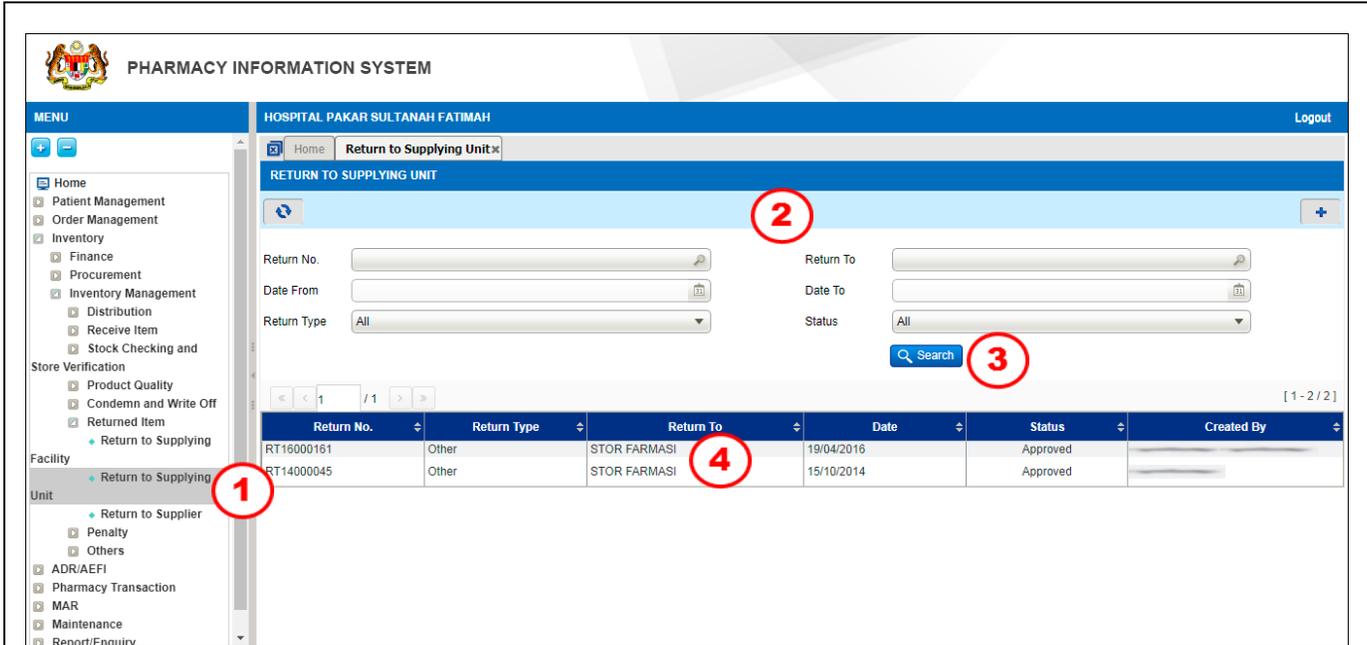
Functional Diagram

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	Able to filter and search record(s)

		- Reject	

Table 3.1-1

STEP 3
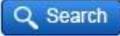
Click on the [🔍 Search] button after input criteria

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

[ℹ️]   [⚙ Return Note] [X]

RETURN DETAIL

Return No.	RT18000033		Return Date	16/12/2018
Unit Name	FARMASI BEKALAN WAD		Unit Code	FBW
Return Type	Other		Item Sub Class	
Item Group	DRUG	*	Remarks	
Return To Unit Name	STOR FARMASI	*		
Total Amount (RM)	4,746.72		Reject Reason	*
Status	Approved			

ITEM LIST

[◄] [◄] [___ /1] [►] [►]   [1 - 1/1]

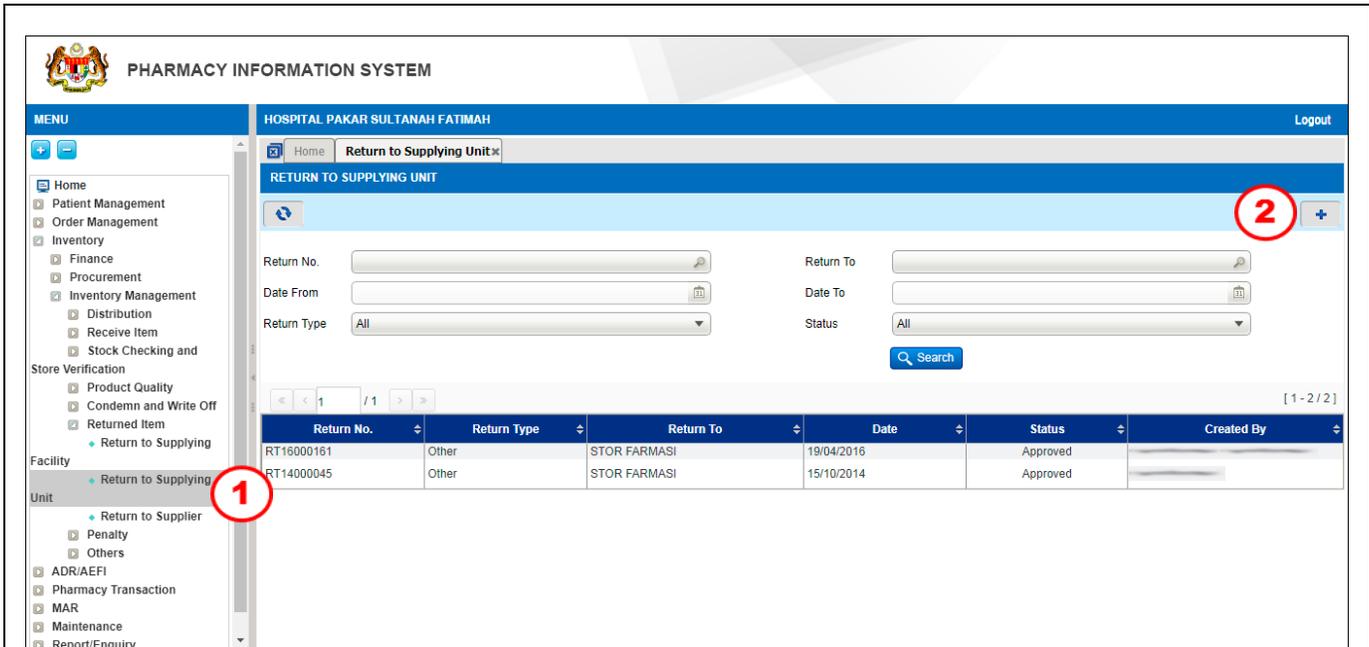| No	Item Code	Item Description	Batch No.	Expiry Date	Brand Name	Packaging Description	Available/Qu Quantity in SKU	Conversion Factor	Stock Available (PKU)	Batch Quantity	Returned Quantity in SKU	Returned Quantity in PKU	Unit Price (RM)	Amount (RM)	Remarks	Reject
☐	03.1401.05	Heparin Sodium 5,000 IU/ml 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		☐

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 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

RETURN DETAIL			

Return No.

Unit Name: FARMASI NUTRISI PARENTERAL ③

Return Type: Quarantine ③

Item Group: DRUG ④

Return To Unit Name: STOR FARMASI ④

Total Amount (RM): 5,394.48

Status: Open

Quarantine Reason: Manual

Return Date: 19/03/2021

Unit Code: TPN

Quarantine No: QT21000005 ⑤

Item Sub Class

Remarks ⑥

Reject Reason

ITEM LIST

[1-1/1]

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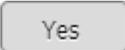- *After saving the record, alert message will be displayed as per Figure 3.2.1-3 & Figure 3.2.1-4.*

CONFIRMATION

CONF0001: Data have been modified. Save Changes?

Cancel   Yes   No
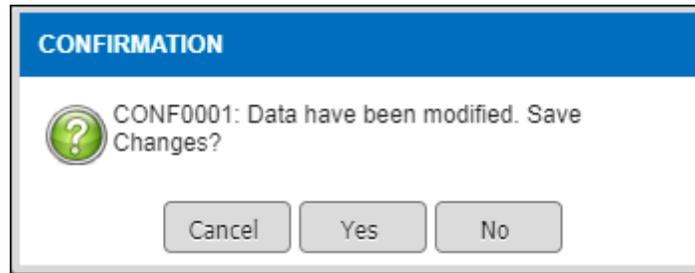
Figure 3.2.1-3 Save Record Alert Message

- *Click on the* [Yes] *button.*

INFORMATION

INFO0679: Record has been saved successfully
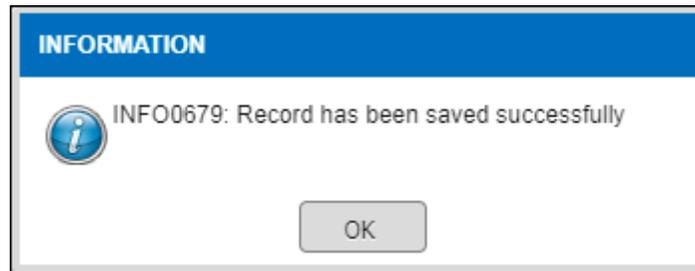
OK

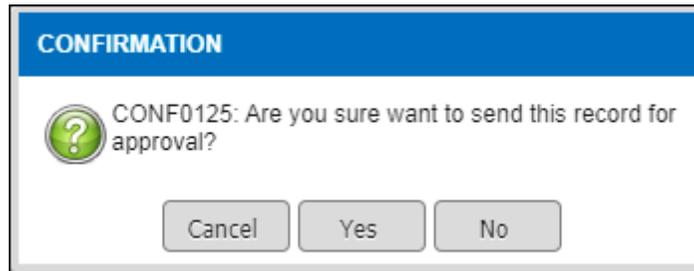**Figure 3.2.1-4 Save Record Alert Message**

- *Click on the* [OK] *button.*

- ***Return No.*** *will be generated automatically by system for future reference and the* [Send for Approval] *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 🔵 Send for Approval   ♻ Cancel Request   💾   X

RETURN DETAIL

Return No.	RT21000034	Return Date	19/03/2021
Unit Name	FARMASI NUTRISI PARENTERAL	Unit Code	TPN
Return Type	Quarantine ▼ *	Quarantine No	QT21000005 🔍
Item Group	DRUG ▼	Item Sub Class	▼
Return To Unit Name	STOR FARMASI *	Remarks	
Total Amount (RM)	5,394.48		
Status	Open	Reject Reason	*
Quarantine Reason	Manual		

ITEM LIST

◄ ◄ 1 /1 ► ►   [1 - 1/1]

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⇕
☐	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   🔵 Send for Approval   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?

Cancel   Yes   No

Figure 3.2.1-6 Save Record Alert Message

- _Click on the_   Yes   _button._

INFORMATION

ⓘ INFO0101: Record has been sent for approval successfully

OK
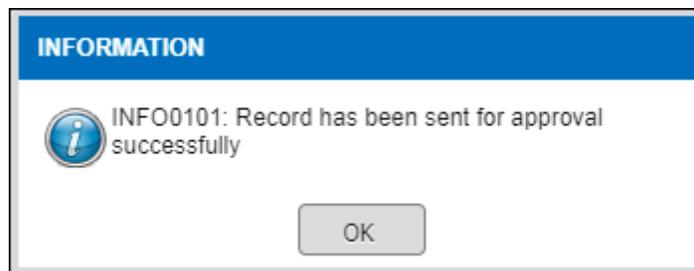
Figure 3.2.1-7 Save Record Alert Message
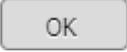
- *Click on the* [OK] *button.*

- *The **Status** will change to Pending for Approval.*

- *Click on the* [Cancel Request] *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:

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.*

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.*
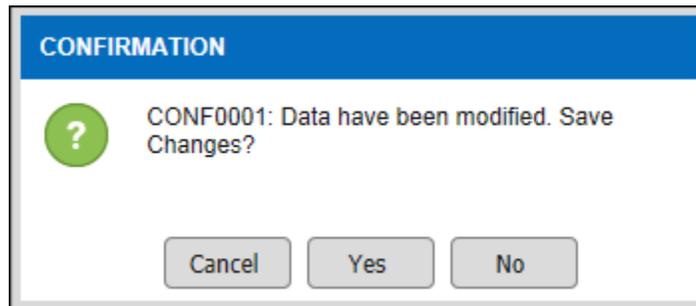
Figure 3.2.2-3 Confirmation Message
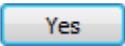
- *Click on the* Yes *button.*
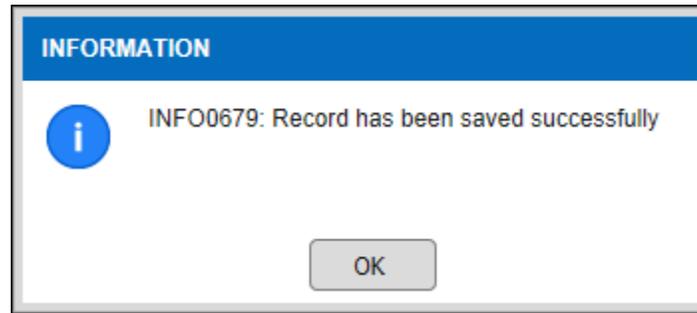
Figure 3.2.2-4 Information Message

- *Click on the* OK *button.*

- ***Return No.*** *will be generated automatically by system for future reference and the* Send for Approval *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

Figure 3.2.2-5 Return to Supplying Unit Send for Approval

STEP 7

Click on the Send for Approval 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.*

CONFIRMATION

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

Cancel   Yes   No
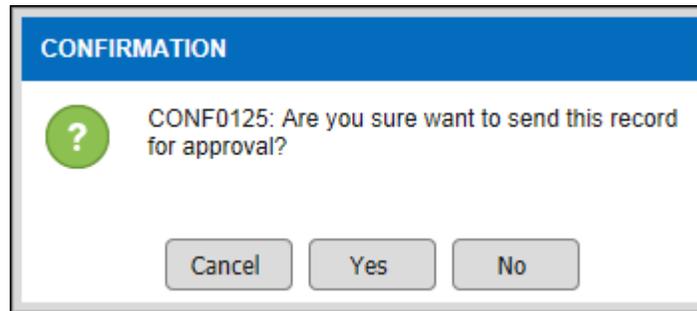
Figure 3.2.2-6 Confirmation Message

- *Click on the* Yes *button.*

INFORMATION

i INFO0101: Record has been sent for approval successfully

OK
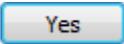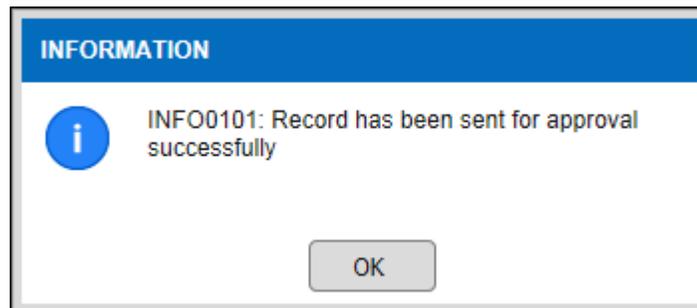
Figure 3.2.2-7 Information Message

- *Click on the* OK *button.*

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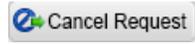
- *Click on the* Cancel Request *button to cancel the transaction and the **Status** will change to 'Cancelled'.*

3.2.3 Return Reason: Recall Product Notification

To create a new record for return reason as Recall Product Notification, perform the steps below:
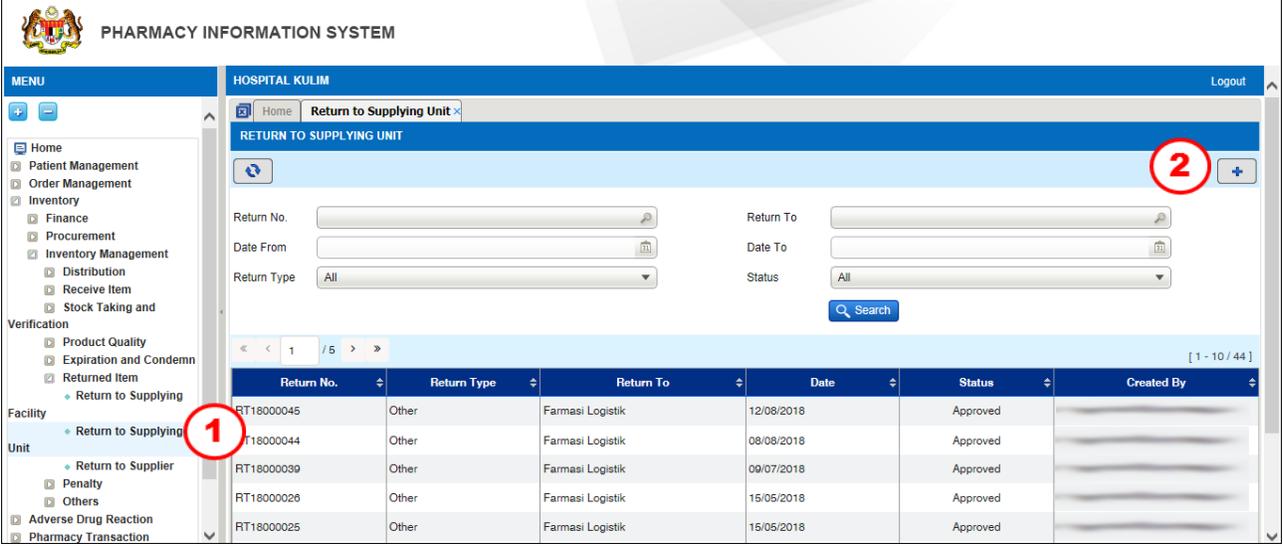
**Figure 3.2.3-1 Create New Return to Supplying Unit**

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.

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 [search icon] 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.
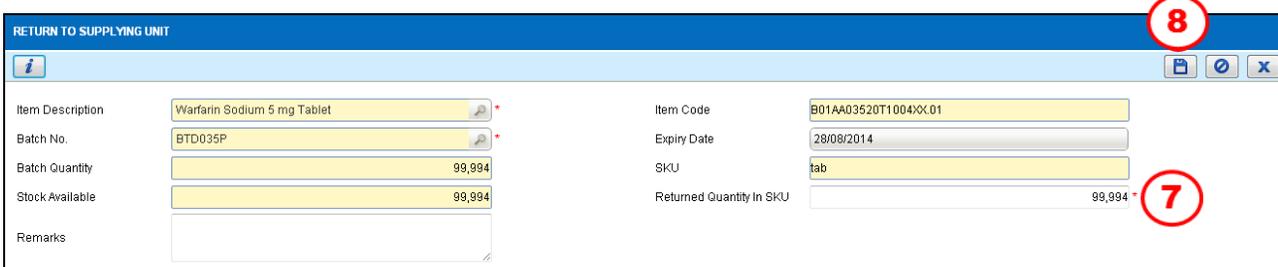
Figure 3.2.3-3 Return to Supplying Unit

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 [Yes] button.*

Figure 3.2.3-4 Confirmation Message

- *Click on the [Yes] button.*

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.*
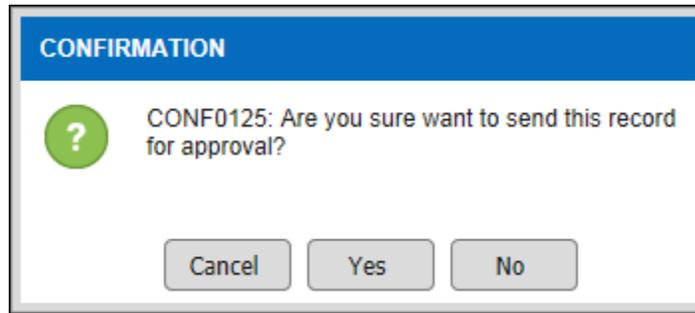
Figure 3.2.3-6 Confirmation Message
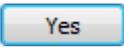
- *Click on the* Yes *button.*
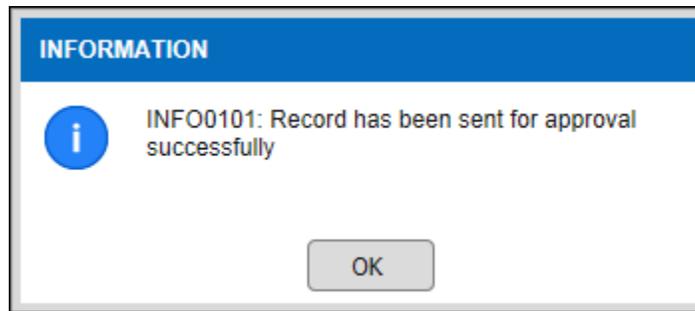
Figure 3.2.3-7 Information Message

- *Click on the* OK *button.*

- ***Return No.*** *will be generated automatically by system for future reference and the* Send for Approval *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

Figure 3.2.3-8 Return to Supplying Unit Send for Approval

STEP 10
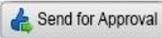
Click on the [Send for Approval] to send the transaction to HOD for approval

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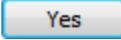- *Alert message will be displayed as per Figure 3.2.3-9 & Figure 3.2.3-10.*

Figure 3.2.3-9 Confirmation Message

- *Click on the [Yes] button.*

INFORMATION

INFO0101: Record has been sent for approval successfully

OK
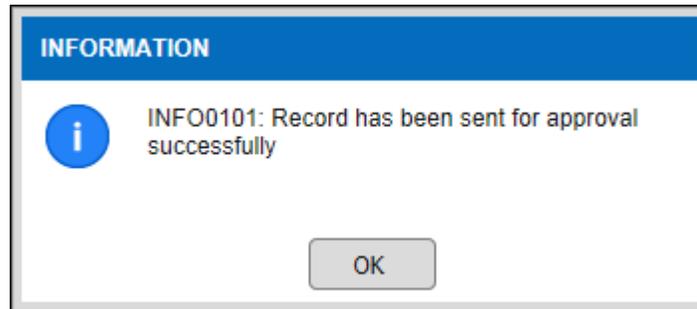
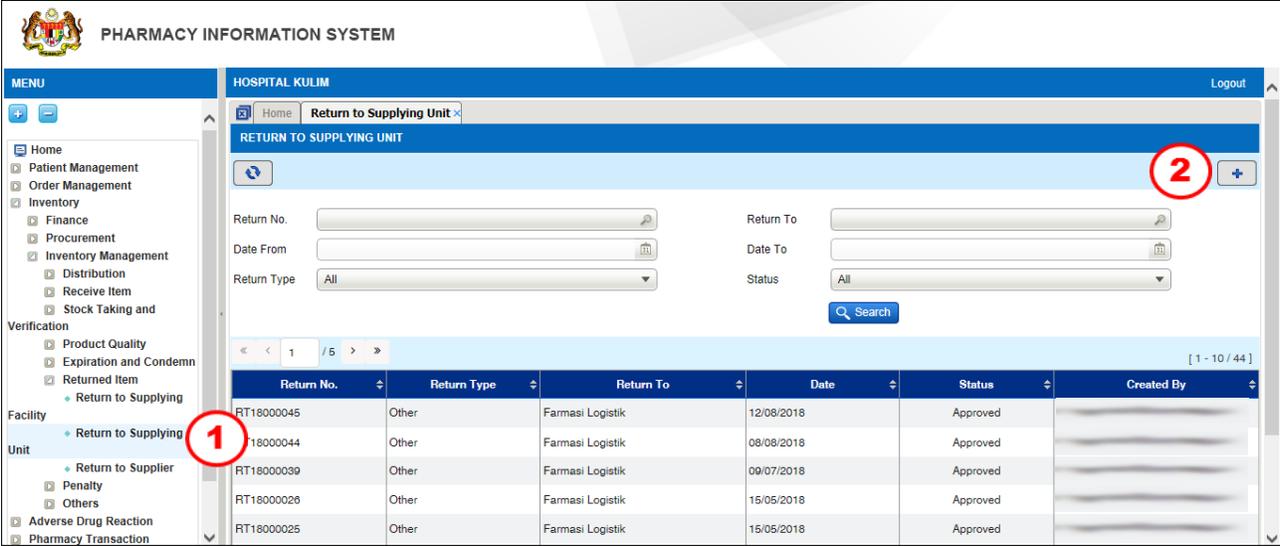**Figure 3.2.3-10 Information Message**
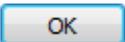
- *Click on the* OK *button.*

- *The status will change to Pending for Approval.*

- *Click on the* Cancel Request *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:

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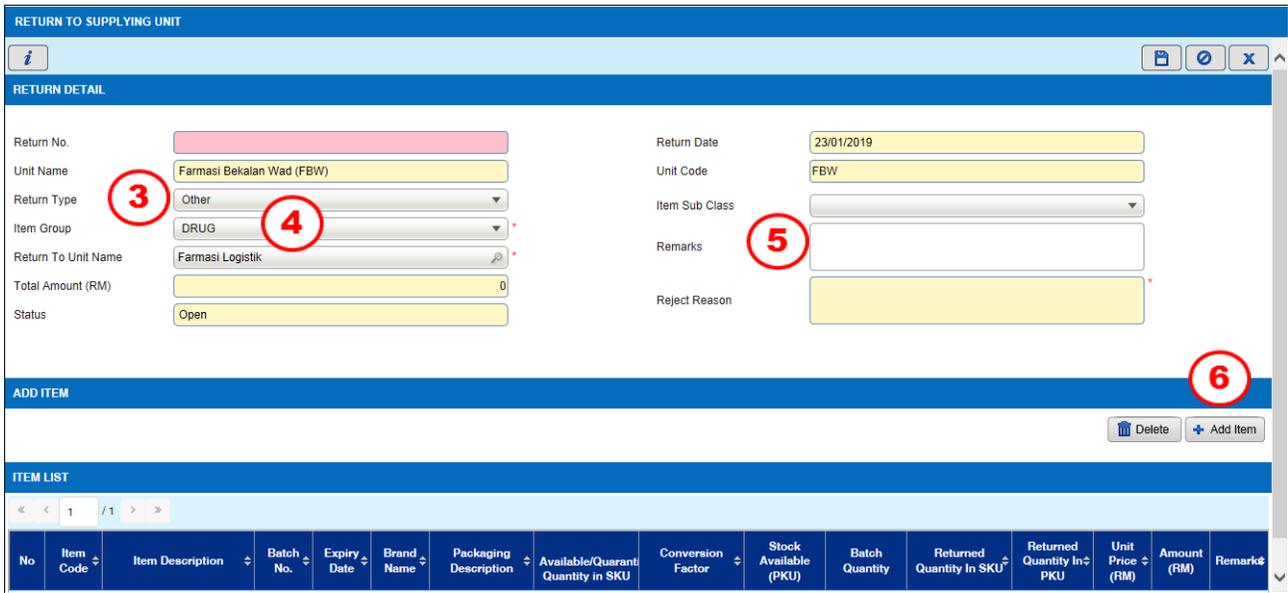
STEP 1
Click on 'Inventory' menu follows by 'Inventory Management' then 'Returned Item' and 'Return to Supplying Unit'

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.*

Figure 3.2.4-2 New Record

STEP 3
Select **Return Type** as Others from the dropdown box

STEP 4
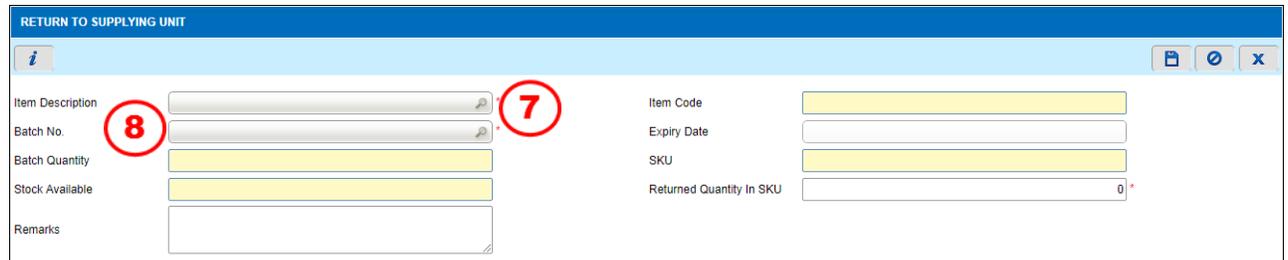Select **Item Group** from the dropdown box:
- DRUG
- NON-DRUG

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.

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
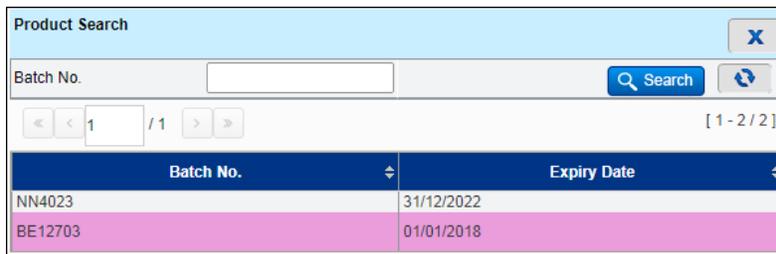
Figure 3.2.4-4 Product Search

STEP 8

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

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*

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 [🗑 Delete] button.*
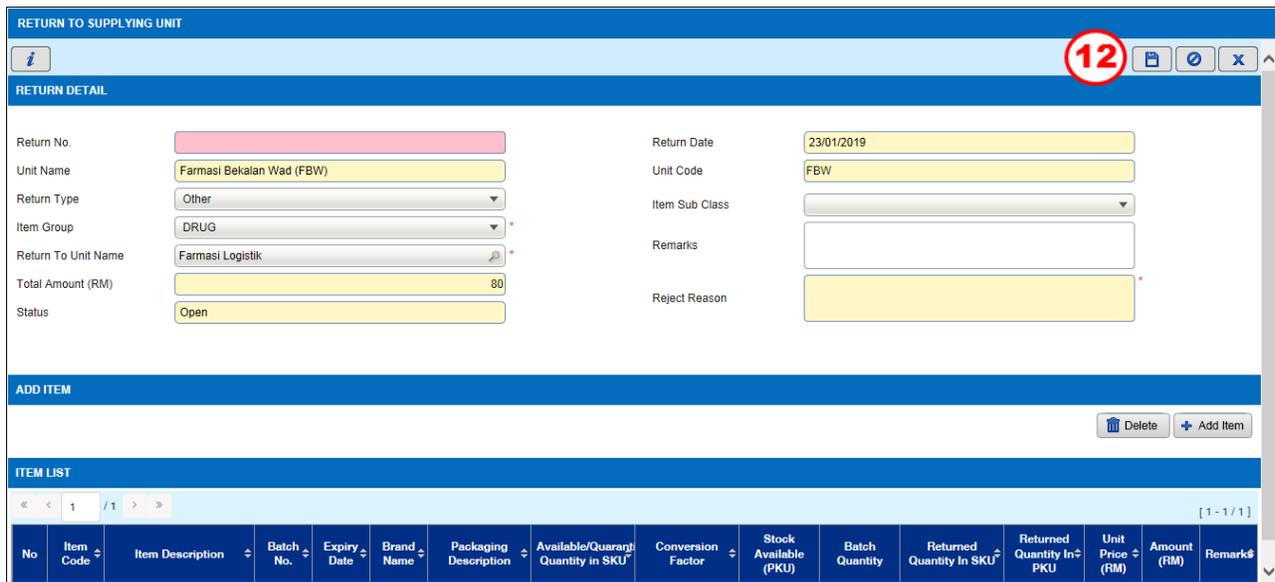

Figure 3.2.4-7 Save Return to Supplying Unit Record

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* [👍 Send for Approval] *button will be enabled.*

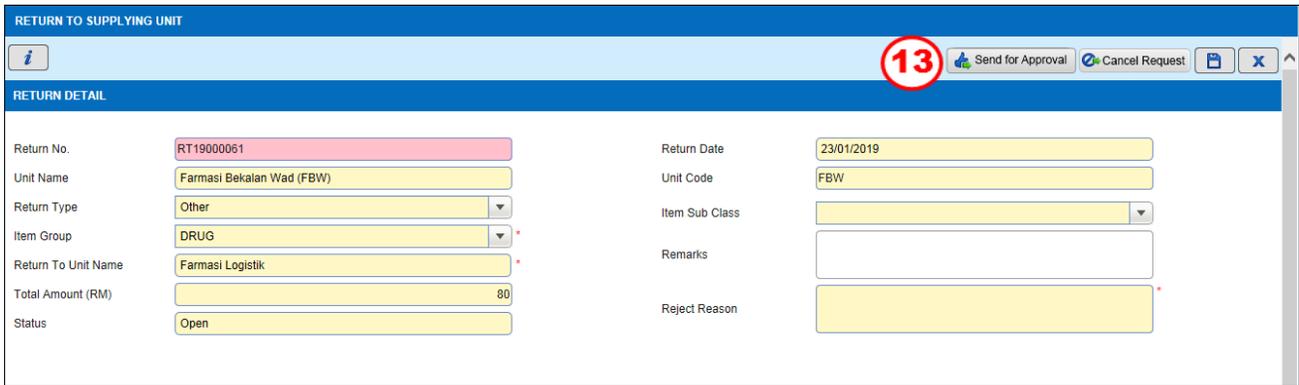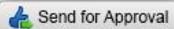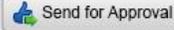| 1-2	Return No	'RT'
3-4	Current year in 'YY' format	14
5-10	Running no	Starting from 000001. This running number will be restarted to 000001 of every new financial year

Table 3.2.4-1

Figure 3.2.4-8 Sent for Approval

STEP 13

Click on the [Send for Approval] 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, [Send for Approval] button will be disabled and the transaction does not have to be sent for Approval.*

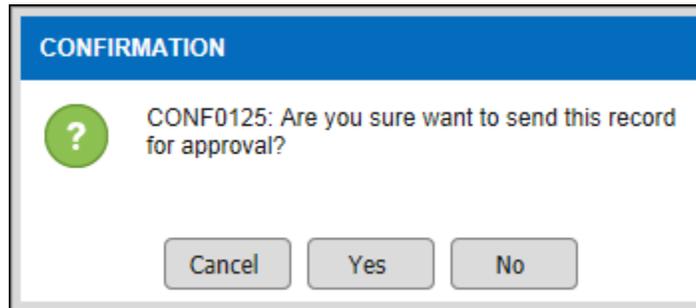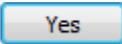- *Alert message will be displayed as per Figure 3.2.4-9 & Figure 3.2.4-10.*

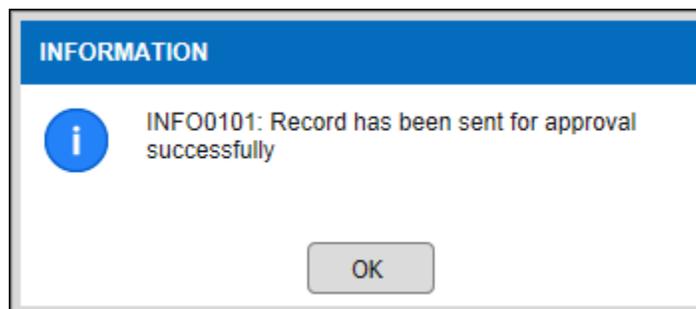**Figure 3.2.4-9 Confirmation Message**

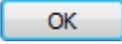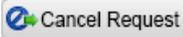- *Click on the [Yes] button.*

Figure 3.2.4-10 Information Message

- *Click on the [OK] button.*

- *The status will change to Pending for Approval.*

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

Figure 3.2.4-11 Return to Supplying Unit Send for Approval

STEP 14
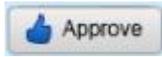
Click on the button for HOD approval as per Figure 3.2.4-11.

Figure 3.2.4-12 Confirmation Message

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* [Yes] *button.*
- *Click on the* [OK] *button.*
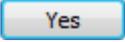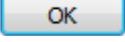
3.2.5 Return to Supplying Unit Approval

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:

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

Figure 3.2.5-2 Return To Supplying Unit Approval

STEP 2

Click on the ![Approve] button to approve the Indent record and the ***Status*** will be 'Approved'

Note
- *Click on the ![Yes] button in Figure 3.2.5-3 followed by the ![OK] button in Figure 3.2.5-4.*

CONFIRMATION

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

| Cancel | Yes | No |
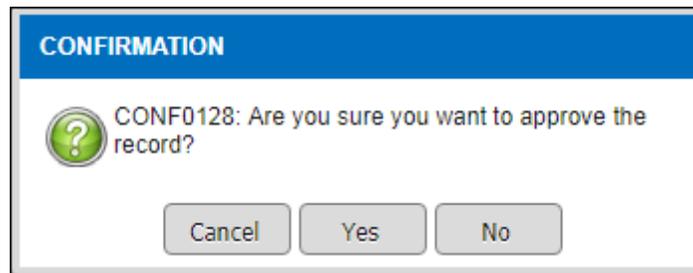
Figure 3.2.5-3 Approve Record Alert Message

INFORMATION

INFO0673: Record approved successfully.

OK
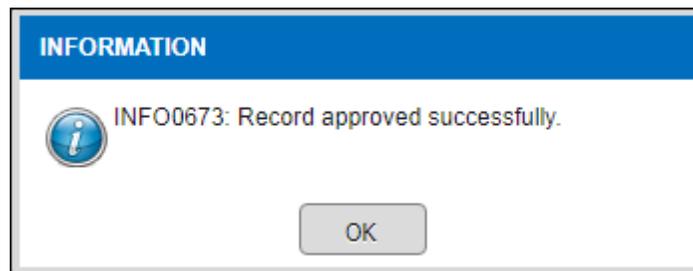
Figure 3.2.5-4 Approve Record Alert Message

- *If user clicks on the* No *button, there will be no changes applied and the screen will return to the Return To Supplying Unit screen.*
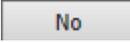
- *Click on the* Reject *. button to reject the Return To Supplying Unit record and the status will be 'Rejected'. If approver want to reject the selected item that added, approver can just tick on 'Reject' checkbox as Figure 3.2.5-2*

- ***Reject Reason** is mandatory to be entered to reject the Return To Supplying Unit transaction*

- *After the indent transaction is approved,* Return Note *button will be enabled.*

- *If the Return To Supplying Unit is rejected, **Status** will be 'Close'.*

Figure 3.2.5-5 Return To Supplying Unit

STEP 3

Click on the [Return Note] 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	**TARIKH**	:	07/10/2019
PENERIMA	:	STOR FARMASI	**JENIS PEMULANGAN** :		Other
NO. PULANGAN	:	RT19000008	**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	Finance	Click Here	15	Internal Indent	Click Here
2	Procurement Standard APPL	Click Here	16	Issue	Click Here
3	Procurement standard LP	Click Here	17	Receive From Supplier	Click Here
4	Procurement Standard Contract	Click Here	18	Receive Inter Facility	Click Here
5	Procurement Standard Quotation	Click Here	19	Receive Intra Facility	Click Here
6	Procurement Standard (RFQ)	Click Here	20	Return to Supplier	Click Here
7	Procurement Non Standard (Requisition Order)	Click Here	21	Return to Supplying Unit	Click Here
8	Quarantine	Click Here	22	Slow Moving	Click Here
9	Product Complaint	Click Here	23	Stock Taking And Verification	Click Here
10	Recalculate Buffer Level	Click Here	24	Stock Transfer	Click Here
11	Expiration And Condemn	Click Here	25	Year End	Click Here
12	Recall Product	Click Here	26	Penalty	Click Here
13	Payment	Click Here	27	IWP Budget	Click Here
14	External Indent	Click Here	28	IWP Order Authorization	Click Here