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

User Manual
Pharmacy Inventory – Expiration

Version	**: 1.5**
Document ID	**: U.MANUAL_INV_EXPIRATION**

Revision History

Version No	Date of Release	Prepared By	Reviewed / Verified by	List of changes from previous Version
1.0	3/07/2014	Hasneeta Mohd Hashim	Shamsul-'Ariza/ Kee Tuan HWa (SA)	Referring to doc **KK_T.MANUAL_INV_EXPIRATION_CONDEMN-1.2 (2nd Edition)** Change to latest screen shot, change to latest Legend and remove 'Change Password' link from the home page screen.
1.1	10/03/2015	Cenysia Joimur	Shamsul-'Ariza/ Kee Tuan HWa (SA)	- Update to V0.2 BASED ON Phis & CPS V1.3 - Update to the latest screen shots - Add additional steps in manual as fields are newly added
1.2	15/05/2015	Nur Atikah Binti Mohd Rani	Shamsul-'Ariza/ Kee Tuan HWa (SA)	-Report KEW PA-18 for condemn for Jenis Aset, include SKU description
1.3	28/04/2015	Norfatihah Ibrahim	Shamsul-'Ariza/ Kee Tuan HWa (SA))	Update to v1.3 based on PhIS & CPS v1.3
1.4	07/01/2016	Nor Hafiz Bin Kamal Baharin	Shamsul-'Ariza/ Kee Tuan HWa (SA))	Change to latest screenshot and add additional features
1.5	13/1/2017	Muhamad Hilmi Bin Mokhtar	Shamsul-'Ariza (SA)	Change to latest screenshot and functions for version 1.5.1

Verified and Acknowledged By:

Name	Role / Designation	Organization	Signature & Date
Muazzam Bin Zulzalalin	Team Lead	Pharmaniaga Logistics Sdn. Bhd.	

Name	Role / Designation	Organization	Signature & Date
		Bahagian Perkhidmatan Farmasi (BPF), KKM	

Peer Review

Version No	Reviewed / Verified By	List of changes from Previous Version
1.0	Maxine Wong (QA) Juridah Ayub (QA)	First submission to MOH
1.1	Maxine Wong (QA) Juridah Ayub (QA)	Application interface changes (screen)
1.2	Maxine Wong (QA) Juridah Ayub (QA)	Application interface changes (screen)
1.3	Maxine Wong (QA) Juridah Ayub (QA)	Update to Version 1.3
1.4	Maxine Wong (QA) Juridah Ayub (QA)	Change to latest screenshot and add additional features
1.5	Maxine Wong (QA) Juridah Ayub (QA)	Change to latest screenshot and functions for version 1.5.1

Reference ID : U.MANUAL_ INV_EXPIRATION-v1.5

Application reference: PhIS & CPS v1.5.1

Table of Contents

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. PhIS implementation would transform most of current manual process to electronic system would benefit facility end user in the health care sector.

There are 12 modules to assist services 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, Parenteral Nutrition, IV Admixture & Eye drop,Radiopharmaceuticals and Extemporaneous
8. Adverse Drug Reaction & Drug Allergic (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 Patient Management sub-module and its key features and functionalities. The primary objective is to guide user through the process of completing PhIS application process.

User will understand the following activities in details:

- Patient Registration
- Visit Management
- Manage Duplicate Record
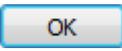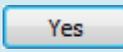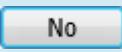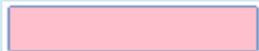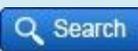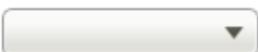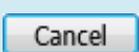- Cancel Discharge Patient
- Clinical Summary

1.3 Organized Sections

These are the sections within this document:

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

2.0 Application Standard Features

2.1 PhIS Legend

Standard Legend			
LOGIN	Login to PhIS	Logout	Logout from PhIS
	Close All Open Tabs		Refresh Screen
	Expand Menu		Collapse Menu
	Expand Module		Collapse Module
+	Add/Create New Record		Save
X	Close Window		Calendar Icon
	Save Transaction		Delete Record
Export to Excel	Export Report From PDF file to Excel file	OK	OK Button
Yes	Yes Button	No	No Button
	Radio Button		Checkbox
	System Automatic Generate Record No.		Automatically Display/Retrieve Box
C	Reset Login Screen	i	Show Help
Home	Display Home Tab	Search	Search Record
	Cancel		Dropdown Box
	Search Icon	*	Mandatory Field
	Edit Record		Empty Text Box
Cancel	Cancel Button		

Inventory Module Legend			
Generate RPL	Generate Request Purchase List	Vote Code	Add Vote Code
Verify	Verify record	Add Item	Add Drug/Non Drug
Send for Approval	Send for Approval	Approve	Approve record
Reject	Reject record		

Note

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

2.2 Latest Enhancement and Updates

Latest Functions	Page

3.0 Expiration

Overview

The stock will be updated in KEW.PS-9 six (6) months before the expiry to record the remaining stock stored in store. For example: stocks that expired on July 2015 to be updated in the first week of January 2015.

If the stock cannot be issued/dispensed in six (6) months before their expiry dates, the following actions should be taken:-
   a) Submit a near expiration list to other store/unit that might need the item; or
   b) Set aside for the purpose of training or development; or
   c) Return the item to the supplier/vendor subject to the conditions and agreement
   d) Dispose the items according to the disposal regulations once the items are expired

User Group

This module is intended for inventory personnel at the Pharmacy Store, Sub Store and Unit/Ward level (subject to user assigned by the facility).

Functional Diagram
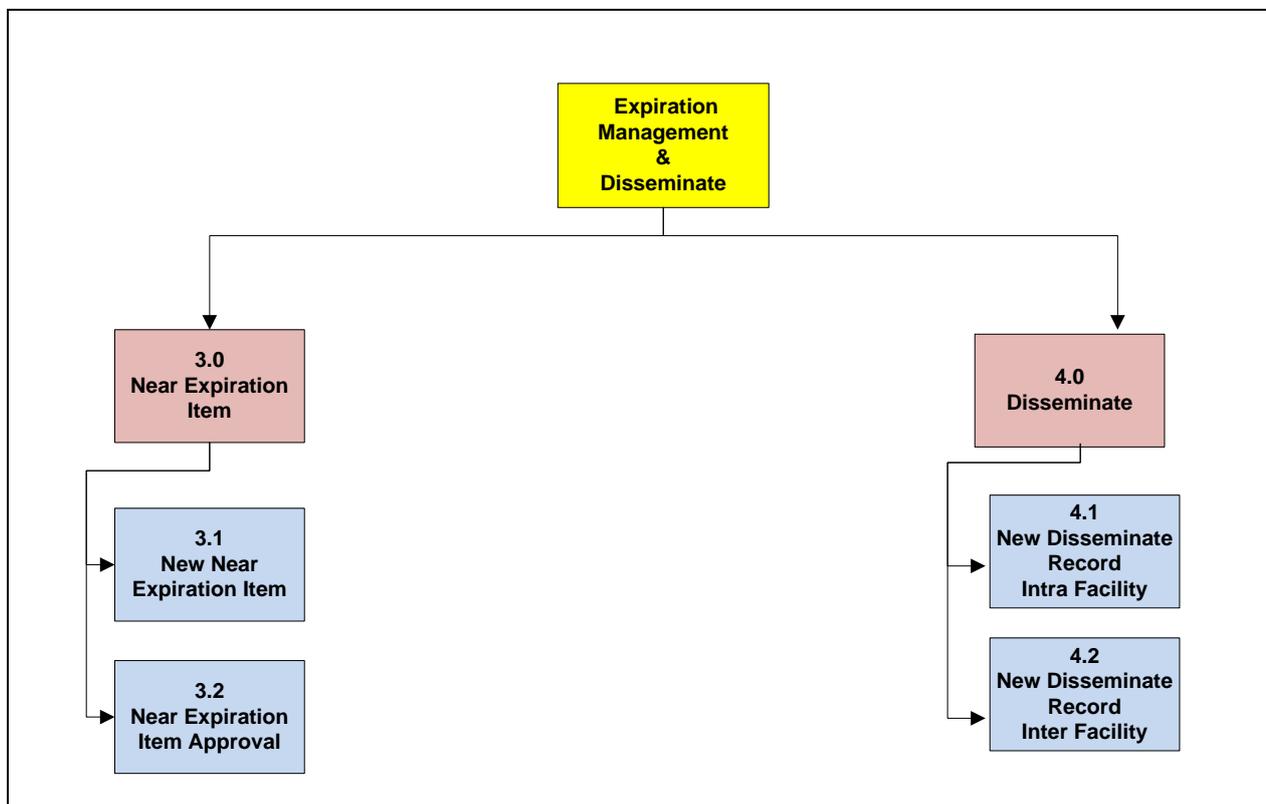
Figure 3.0-1

Functional Description

Expiration & Disseminate comprises of two (2) main functions:
- **Near Expiration Item**
  Allow Store/ Sub Store/ Unit manage items that are near to expire. To generate a list of near expiration items stored in a unit/location. User can generate for own inventory record or to disseminate the near expiration item to other units for better stock management.

- **Disseminate**
  This function allows user to disseminate the near expiration item within the facility (Intra Facility).
  Only pharmacy store users are allowed to disseminate to other facilities (Inter Facilities)

3.1 Near Expiration Item

Allow Store/ Sub Store/ Unit to view and manage their own stock in store that is near to expire.
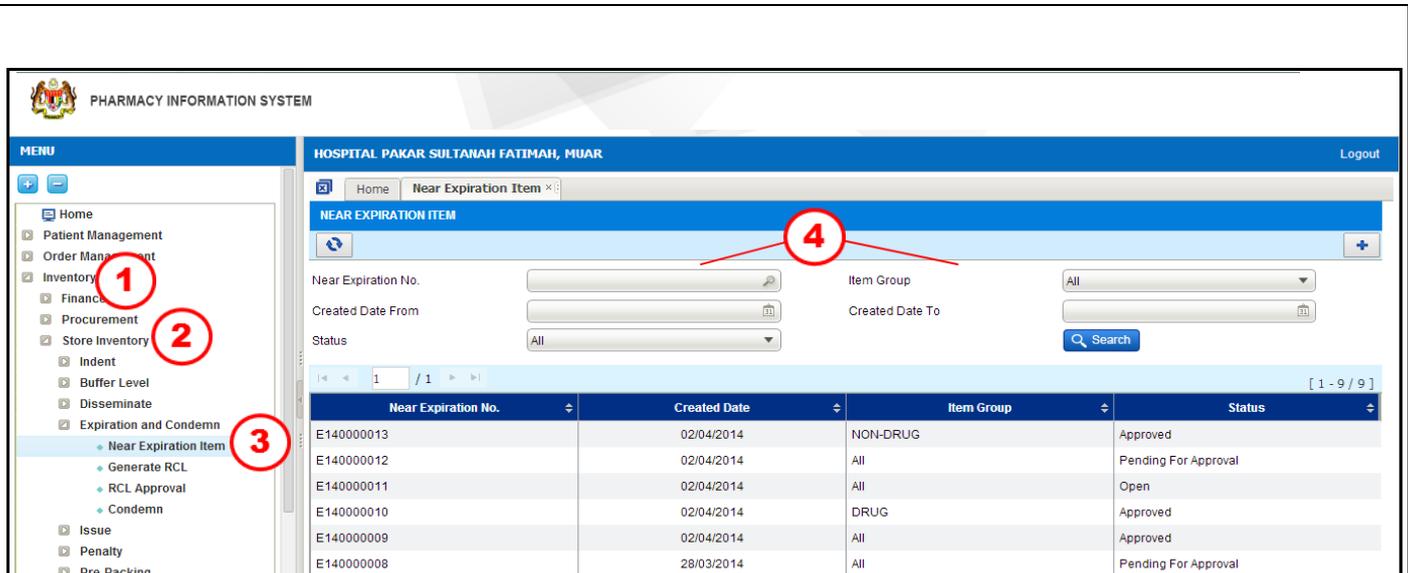
Figure 3.1-1 Near Expiration Item Page

Note

This page will display all the existing Near Expiration Item transaction(s).

STEP 1

Click on 'Inventory Menu' and click on 'Store Inventory' sub-menu

STEP 2

Click on 'Expiration and Condemn'

STEP 3

Click on 'Near Expiration Item'

STEP 4

To search for existing Near Expiration Item transaction, user may search by criteria as follow:

No	Field	Description	Remark
a	Near Expiration No.	Transaction Number	Filter and search existing records based on Near Expiration No.
b	Item Group	Search by: All Drug Non Drug	Filter and search existing records based on Item Group
c	Create Date From	Select date from the calendar	Filter and search existing records based on date. The date format will be 'DD/MM/YYYY'. i.e. 01/01/2013

d	Create Date To	Select date from the calendar	Filter and search existing records based on date. The date format will be 'DD/MM/YYYY'. i.e. 31/12/2013
e	Status	Search by: All Approved Open Cancelled Pending for Approval Rejected	Filter and search existing records based on Status

Table 3.1-1

Figure 3.1-2 Near Expiration Item Listing Page

STEP 5

Click on the [🔍 Search] button

Note

The results displayed will be based on the entered criteria as shown in Figure 3.1-2.

STEP 6

Double click on the selected record and the details will be displayed in Figure 3.1-3

Figure 3.1-3 Near Expiration Item

3.2 New Near Expiration Item List

To create a new Near Expiration Item List record, perform the steps below:

Figure 3.2-1 Create new Near Expiration Item record

All locations / units are allowed to manage near expiration item stock by using this function.

STEP 1
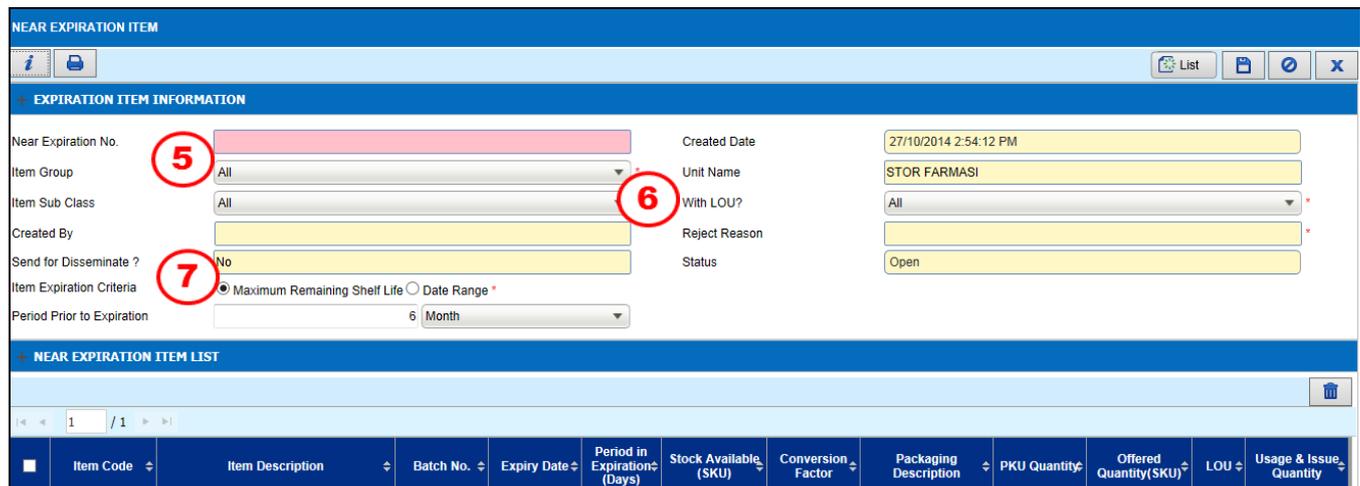Click on 'Inventory Menu' and click on 'Store Inventory' sub-menu

STEP 2
Click on 'Expiration and Condemn'

STEP 3
Click on 'Near Expiration Item'

STEP 4
Click on the [+] button and screen will be displayed as shown in Figure 3.2-2

Figure 3.2-2 Near Expiration Item Listing Page

STEP 5

Select *Item Group* from the dropdown box:
- All (default value)
- Drug
- Non Drug
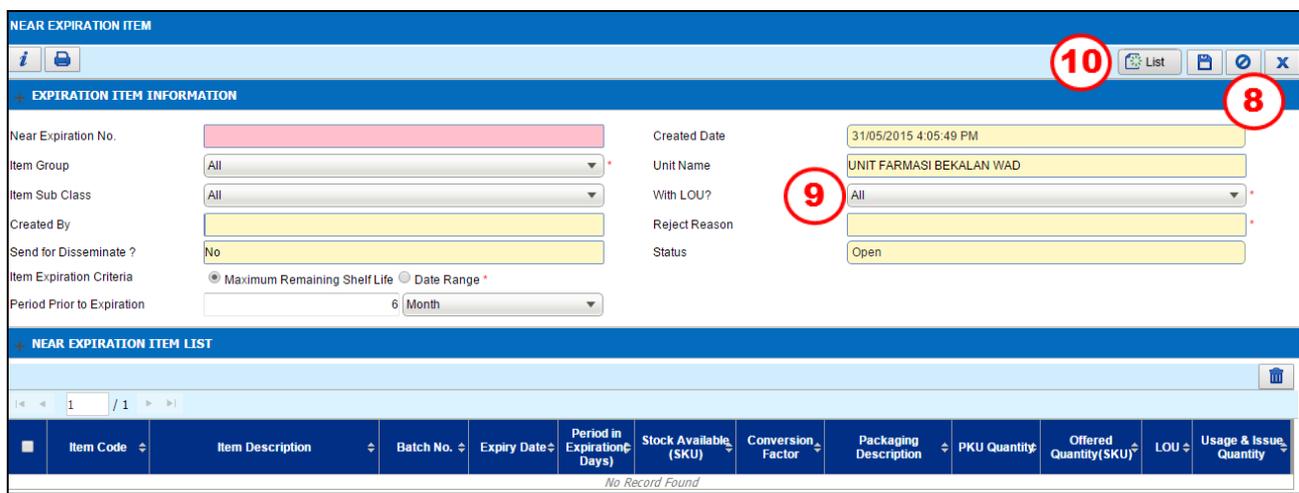
STEP 6

Select *Item Sub Class* (optional)

STEP 7

Select *Item Expiration Criteria* from the available radio buttons:
- Maximum Remaining Shelf Life (Default Value)

- Date Range

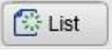**Figure 3.2-3 Generate Near Expiration Item List**

STEP 8

Click on the [⊘] button to cancel the transaction

STEP 9

Select *With LOU?* from the dropdown box:
- All (default value)
- No
- Yes

STEP 10

Click on the [List] button to generate Near Expiration item

Note

- List of item(s) that is near to expiration will be listed in the Near Expiration Item List section as shown in Figure 3.2-4

  The Period Prior to Expiration (Days) will be displayed for each of the line of items generated.

Figure 3.2-4 Near Expiration Item List

STEP 11
Check the selected item checkbox under Near Expiration Item List section if user need to disseminate the item(s)

STEP 12
Enter **Offered Quantity(SKU)**

Note
Offered Quantity cannot be more than **Available Quantity**.

STEP 13

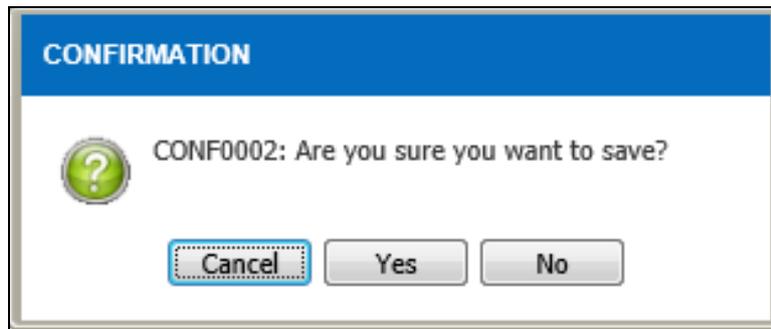Click on the [save icon] button to save the record
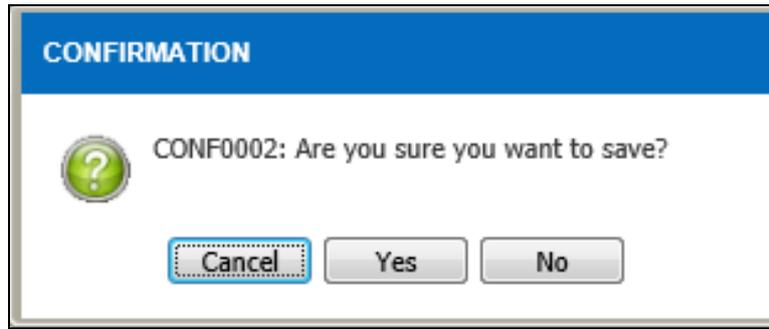

Figure 3.2-5 Alert Message

Figure 3.2-6 Alert Message

Note

- *The system will display an alert message as displayed in Figure 3.2-5.*

- *Message Information as per Figure 3.2-6 will be displayed once the user clicks on the 'Yes' button in Figure 3.2-5.*

- *Items that are unchecked will be removed from the Near Expiration Item List.*

- ***Near Expiration No**. will be automatically generated for future reference.*

CHARACTER	DESCRIPTION	VALUE
1-2	Near Expiration	'E'
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

Note

User is allowed to:
i. *Change Offered Quantity(SKU)*
ii. *Cancel Request*

Change Offered Quantity(SKU)

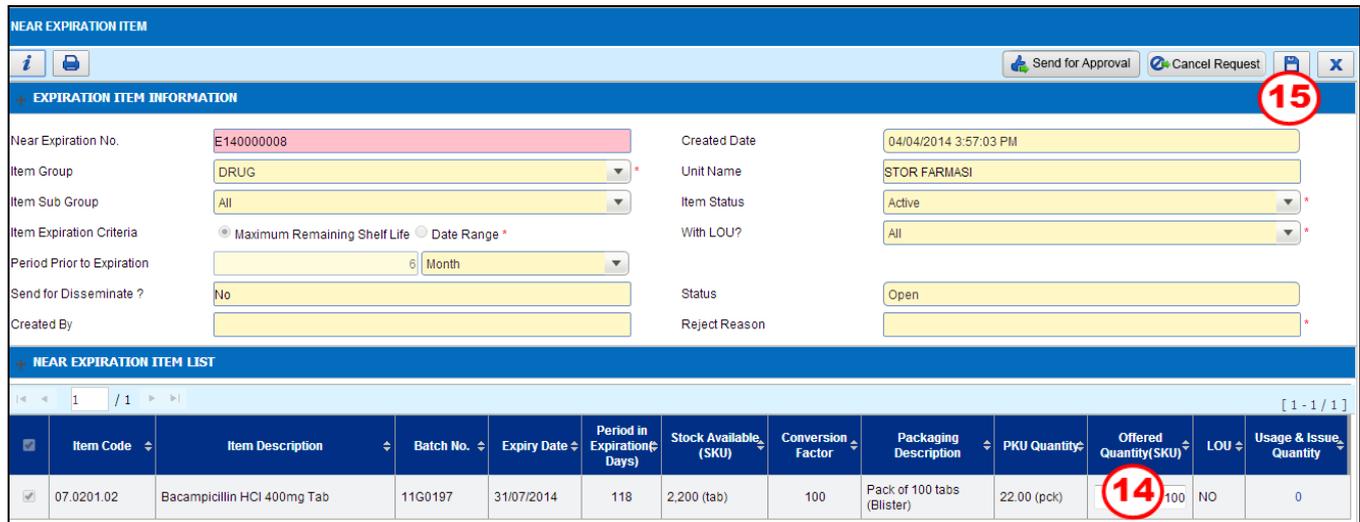To modify the **Offered Quantity(SKU)**, the following steps are required:

Figure 3.2-7 Near Expiration Item

STEP 14

Enter a new value for *Offered Quantity(SKU)*

STEP 15

Click on the [💾] button to save the modified record

Note
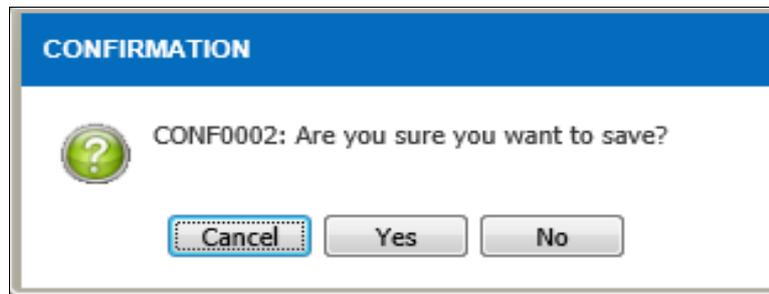*The system will display an alert message as shown in Figure 3.2-8.*

Figure 3.2-8 Alert Message

- *Message Information as per Figure 3.2-9 will be displayed once the user clicks on the 'Yes' button in Figure 3.2-8.*

Figure 3.2-9 Alert Message

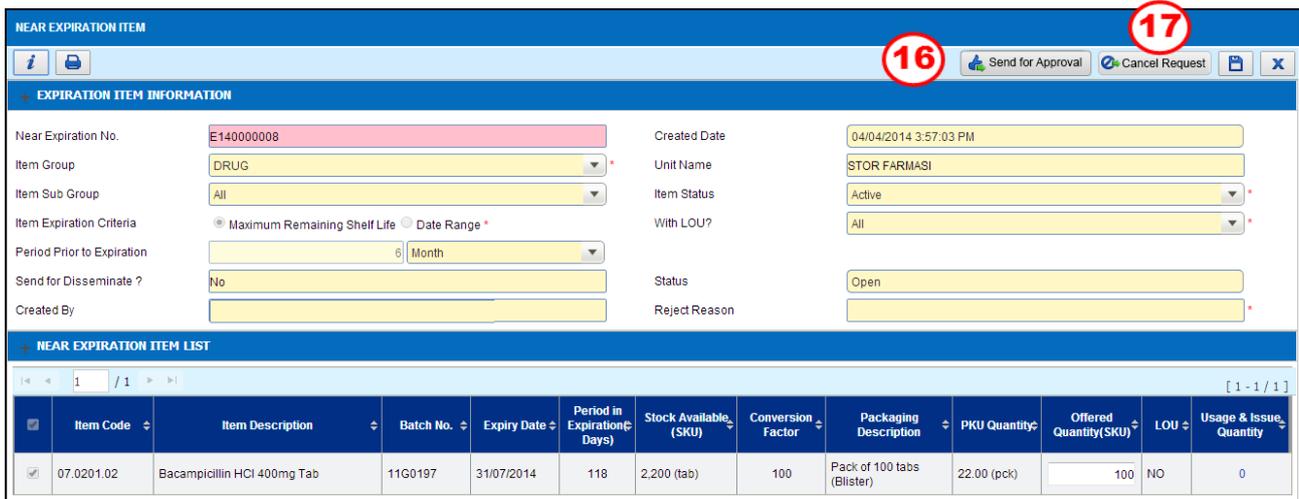- *Click on the 'OK' button to save the modified record*

Figure 3.2-10 Send for Approval

STEP 16

Click on the [Send for Approval] to send the transaction to immediate superior for approval

Note

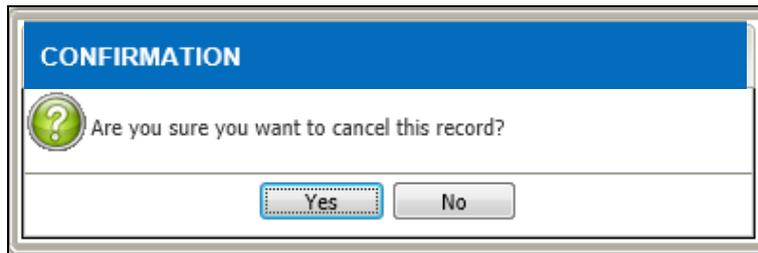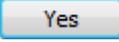- *Alert message will be displayed as per Figure 3.2-11 & Figure 3.2-12.*

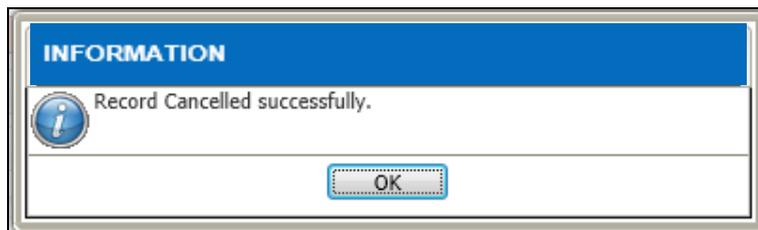
Figure 3.2-11 Alert Message
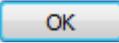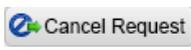
- *Click on the* [Yes] *button.*

Figure 3.2-12 Alert Message

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

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

STEP 17

Click on the [Cancel Request] button to cancel the transaction and the Status will be changed to 'Cancelled'.

Figure 3.2-13 Print Record

STEP 18

Click on the 🖨 button to view/print report

Note

The report will be displayed as shown in Figure 3.2-14.

KEMENTERIAN KESIHATAN MALAYSIA

Hospital Pakar Sultanah Fatimah, Muar

NEAR EXPIRATION ITEM REPORT

Near Expiration No	: E130000111		Item Group	: Drug
Period Prior To	: 6 MONTH		Item Subgroup	: Raw Material
Expiry Date	: From 13/11/2013 To 13/05/2014		Status	: Pending For Approval

No	Item Description	Item Code	SKU	Batch No	Expiration Date	Quantity Available (SKU)	Offered Quantity	Period Prior To Expiration	Monthly Usage
1	Tincture Iodine	DL000927	ml	BN 7	03/01/2014	50,000 (ml)	20,000	51	0

Disediakan oleh:

Nama :
Jawatan :
Unit : :
Jabatan :
Tarikh :

(DILULUSKAN/ TIDAK DILULUSKAN)*

Nama :
Jawatan :
Unit : :
Jabatan :
Tarikh :

Printed Date:
Printed By :
Source :

Figure 3.2-14 Near Expiration Item Report

3.3 Near Expiration Item Approval

To approve or reject a Near Expiration Item record, perform the steps below:

Figure 3.3-1 Task List

The HOD/Pharmacist will receive the 'Pending for Approval' Near Expiration Item record in the Task List.

STEP 1
Click on the Transaction No. hyperlink and the Near Expiration Item screen will be displayed as shown in Figure 3.3-2

Note
The HOD / Pharmacist may also refer to section 3.1 Near Expiration Item Listing Page to search for the 'Pending for Approval' Near Expiration Item.
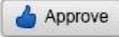

Figure 3.3-2 Near Expiration Item Approval

STEP 2
Change the *Offered Quantity* if applicable

STEP 3

Click on the [👍 Approve] button to approve the Near Expiration Item record

Click on the [👎 Reject] button to reject the Near Expiration Item record

Note
*A**pprove:***

- *If the user clicks on [👍 Approve] button, the system will display an alert message as displayed in Figure 3.3-3.*

Figure 3.3-3 Alert Message

- *Message Information as per Figure 3.3-4 will be displayed once the user clicks on the 'Yes' button in Figure 3.3-3.*

Figure 3.3-4 Alert Message

- *The status will change to 'Approved'.*

- [Disseminate] *button will be displayed after the record is approved as shown in Figure 3.3-5*

Reject:
- *If the user clicks on [👎 Reject] button, the user needs to enter Reject Reason.*

- *The Status will change to 'Rejected'.*

Figure 3.3-5 Disseminate Near Expiration Item record

STEP 4
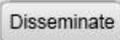
Click on the [Disseminate] button to disseminate approved Near Expiration Item record

Note

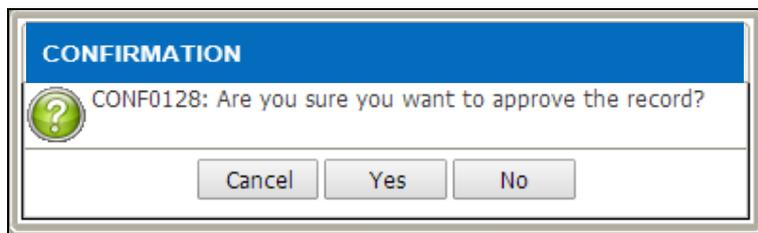- *The system will display an alert message as displayed in Figure 3.3-6.*
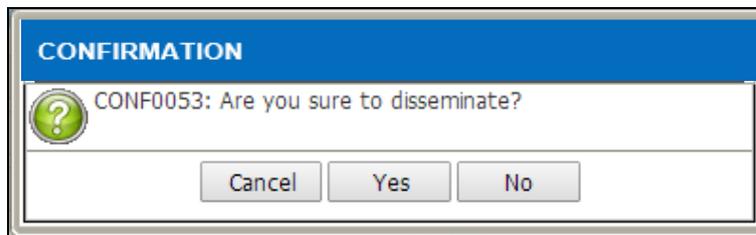
Figure 3.3-6 Alert Message

- *Message Information as per Figure 3.3-7 will be displayed once the user clicks on the 'Yes' button in Figure 3.3-6.*

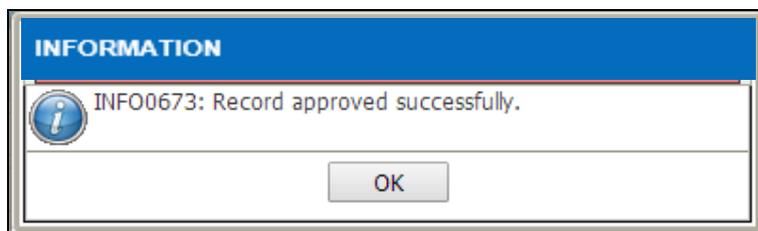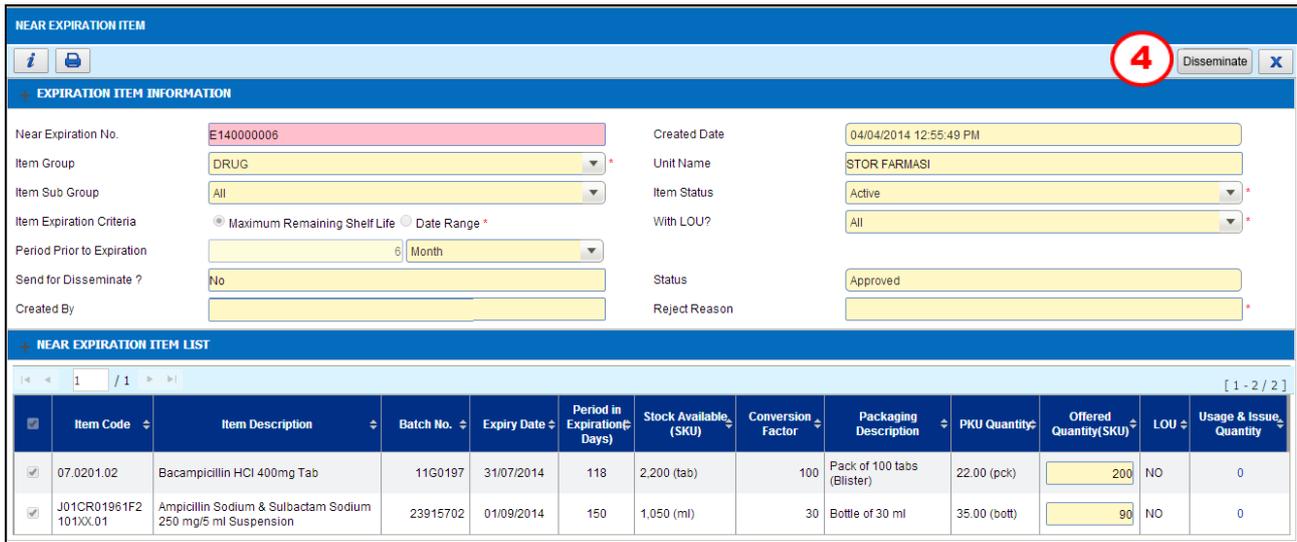

Figure 3.3-7 Alert Message

- *The Send for Disseminate? field value will change to 'Yes'.*

Figure 3.3-8 Print Report

STEP 5

Click on the [printer icon] button to view/print report

Note

- *The report will be displayed as shown in Figure 3.3-9*

KEMENTERIAN KESIHATAN MALAYSIA

Hospital Pakar Sultanah Fatimah, Muar

NEAR EXPIRATION ITEM REPORT

Near Expiration No	:	E140000006		Item Group	:	Drug
Period Prior To	:	6Month		Item Subgroup	:	All
Expiry Date	:	From 04/04/2014 To 04/10/2014		Status	:	Approved

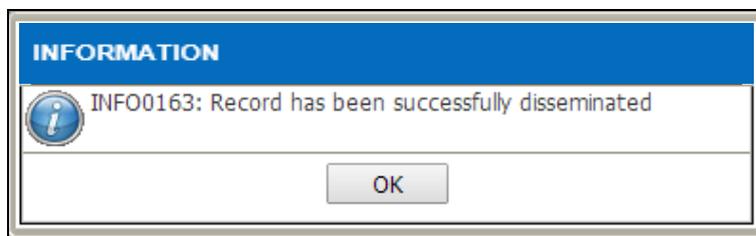| No.	Item Description	Item Code	SKU	Batch No	Expiration Date	Stock Available (SKU)	Offered Quantity (SKU)	Period Prior To Expiration(Days)	Usage And Issue Quantity
1	Bacampicillin HCl 400mg Tab	07.0201.02	tab	11G0197	31/07/2014	2,200 (tab)	200	118	0
2	Ampicillin Sodium & Sulbactam Sodium 250 mg/5 ml Suspension	J01CR01961F21 01XX.01	ml	23915702	01/09/2014	1,050 (ml)	90	150	0

DISEDIAKAN OLEH :   (DILULUSKAN)*

Nama   :   Nama   :

Jawatan   :   Jawatan   :

Unit   :   Unit :   :

Jabatan   :   Jabatan   :

Tarikh   :   Tarikh   :

Printed Date :

Printed By   :

Unit Name   :

Source   :   Page 1 of 1

Figure 3.3-9 Near Expiration Item report

4.0   Disseminate

Overview

This function allows user to disseminate the near expiration item within the facility (Intra Facility).
Only pharmacy store users are allowed to disseminate to other facilities (Inter Facilities)

Figure 4.0-1 Disseminate Listing Page

This page will display all existing disseminate transaction(s)

STEP 1
Click on 'Inventory' menu and click on 'Store Inventory' sub-menu, then click 'Disseminate'

STEP 2
To search for existing disseminate record(s), you may search by criteria as follows:
    a) Notification No.
    b) Notification Type
        -   All
        -   Near Expiration Item
        -   Slow Moving Item
    c) Start Date
    d) End Date
    e) Keyword/Reason
    f) Status
        -   All
        -   Cancel Request
        -   Notified
        -   Open

STEP 3

Click on the [Search] button to search the existing transactions

Note
The results displayed will be based on the entered criteria as shown in Figure 4.0-1.
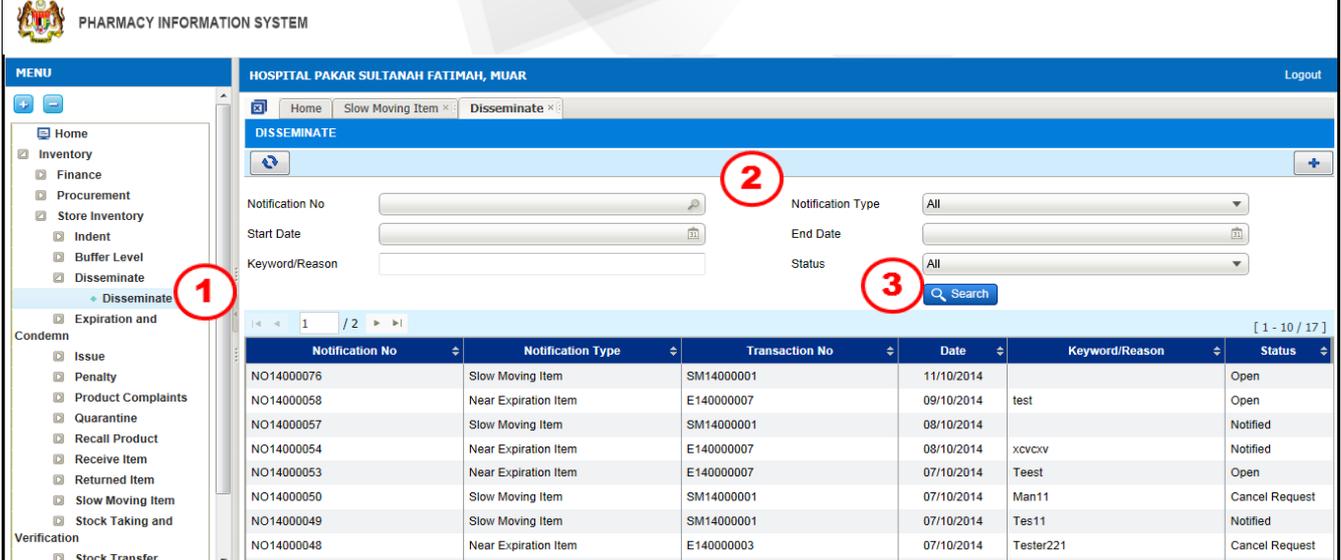
No	Field	Description	Remarks
a	Notification No	Notification Number	Display all existing Notification No.
b	Notification Type	Search by : - -All - -Near Expiration Item - -Slow Moving Item	Able to filter and search record(s)
c	Start Date	Start date for the slow moving transaction	Format field (dd/mm/yy)
d	End Date	End date for the slow moving transaction	Format field (dd/mm/yy)
e	Keyword/Reason	Reason of the dissemination	Able to filter by keyword/reason
f	Status	Search by: - All - Cancelled - Notified - Open	Able to filter and search record(s)

Table 4.0-1

4.1 New Disseminate Record: Intra Facility

To create a new Disseminate record for Intra facility, perform the steps below:
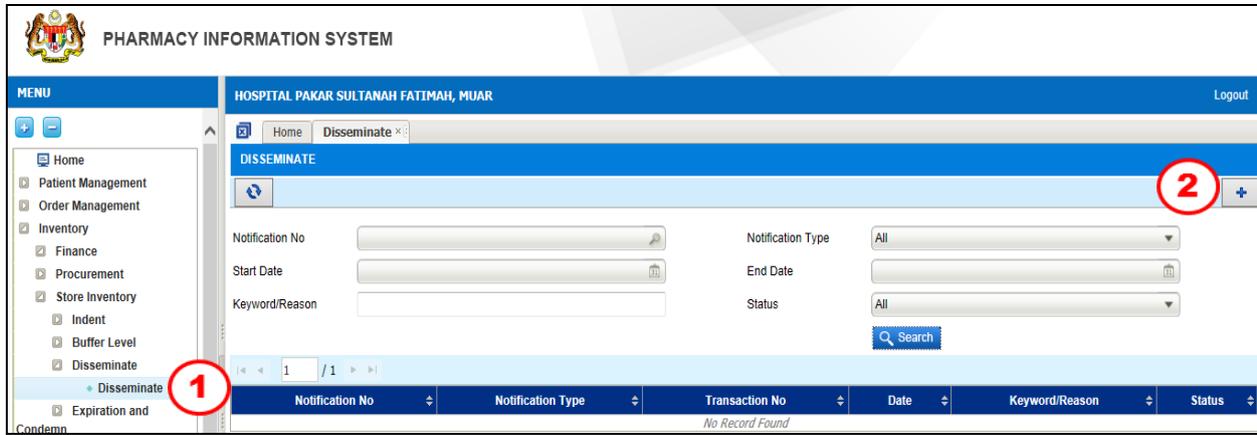
Figure 4.1-1 Disseminate

This function allows users to notify near expiration item that are offered within the same facility.

STEP 1

Click on 'Inventory' menu and click on 'Store Inventory' sub-menu then click 'Disseminate'

STEP 2

Click on [+] button to create a new transaction
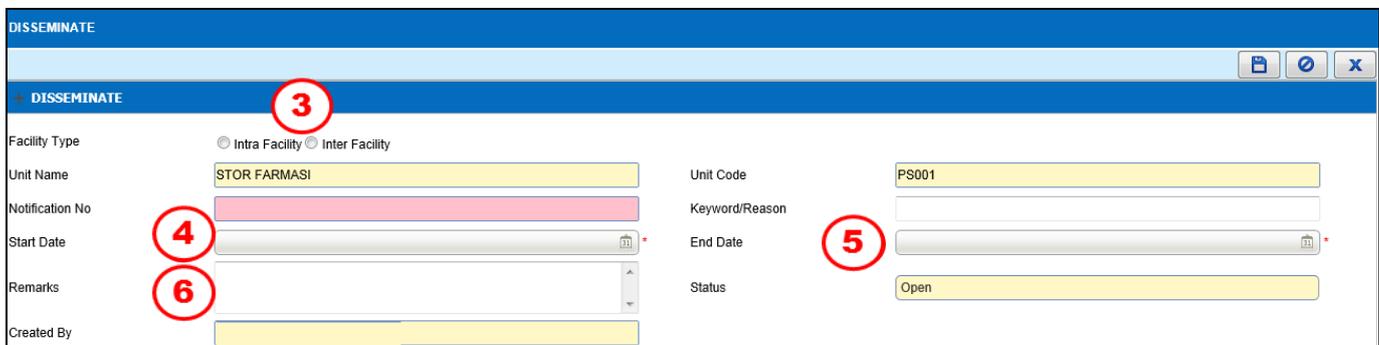
Figure 4.1-2 Disseminate

STEP 3

Select *Intra Facility* radio button

Note

- *A newly-created Disseminate record **Status** is defaulted as 'Open'.*

- ***Unit Name** and **Unit Code** are defaulted to the user's login ID.*

STEP 4

Select the *Start Date* for the item dissemination

STEP 5

Select the *End Date* for the item dissemination

STEP 6

Enter *Remarks* if applicable

Figure 4.1-3 Disseminate Item

STEP 7

Select 'Near Expiration Item' from the *Disseminate Type* dropdown box and system will automatically take the latest Expiration transaction record

Note

- *Click on* History Of Disseminate *after selecting the Disseminate Type to view list of dissemination as per Figure 4.1-4 (If there is any)*

Figure 4.1-4 History of Disseminate

- *Alert message will be prompt as per Figure 4.1-5 if user click on the* History Of Disseminate *without selecting the disseminate type*

Figure 4.1-5 Alert Message

STEP 8

Click on the ➕ button to add the facility/unit

Note
The list of Facility/Unit Name will be displayed as per Figure 4.1-6.

Figure 4.1-6 Add Facility/Unit

STEP 9
Select the ☐ check box to add the Facility/Unit Name based on the selection for *Facility Type*

Note
User is allowed to select more than 1 check box.

STEP 10
Click on the [💾] button to add the selected *Facility/Unit Name* into the 'Add Facility/Unit Name' section.
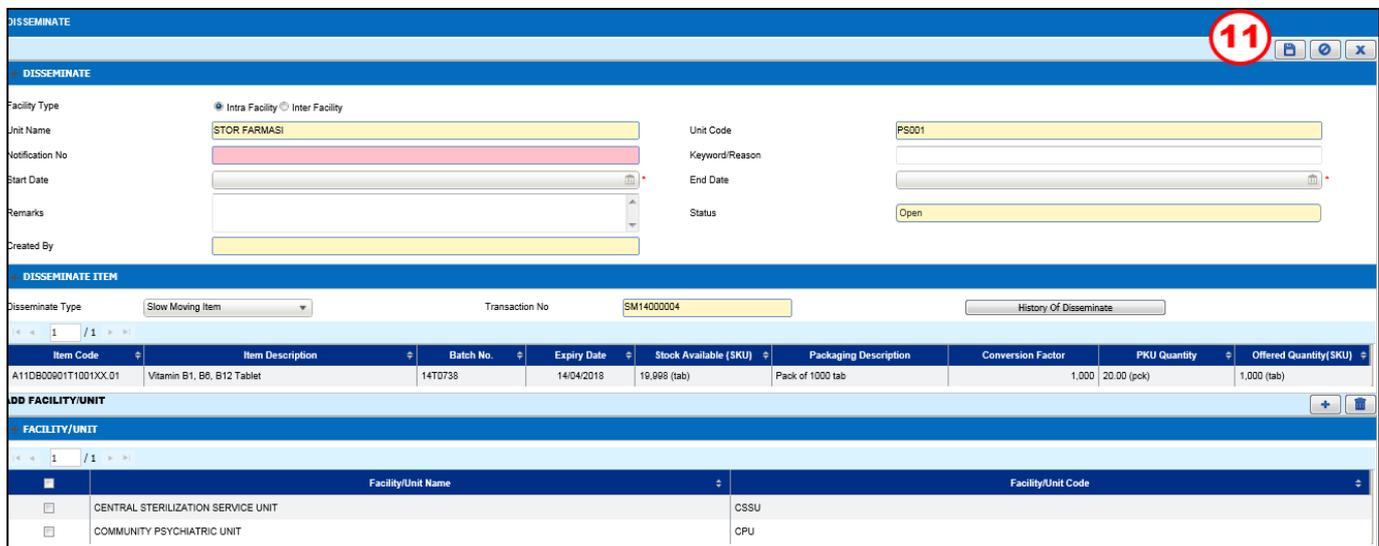
Figure 4.1-7 Disseminate

STEP 11
Click on the [💾] button to save the disseminate record

Note
• *After saving the record, alert messages will be displayed as per Figure 4.1-8 and Figure 4.1-9.*
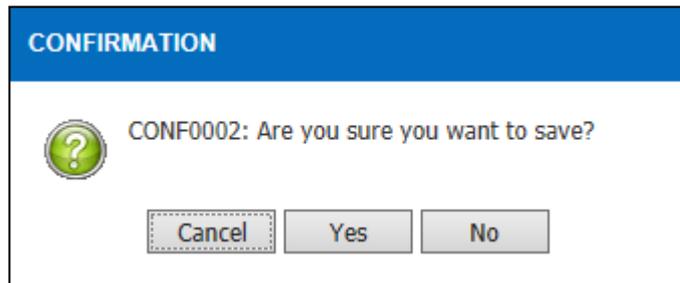
Figure 4.1-8 Save Record Alert Message
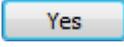
- *Click on the* [Yes] *button.*
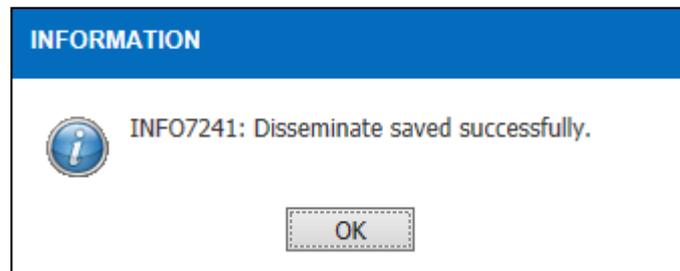
Figure 4.1-9 Save Record Alert Message
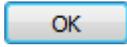
Click on the [OK] *button.*
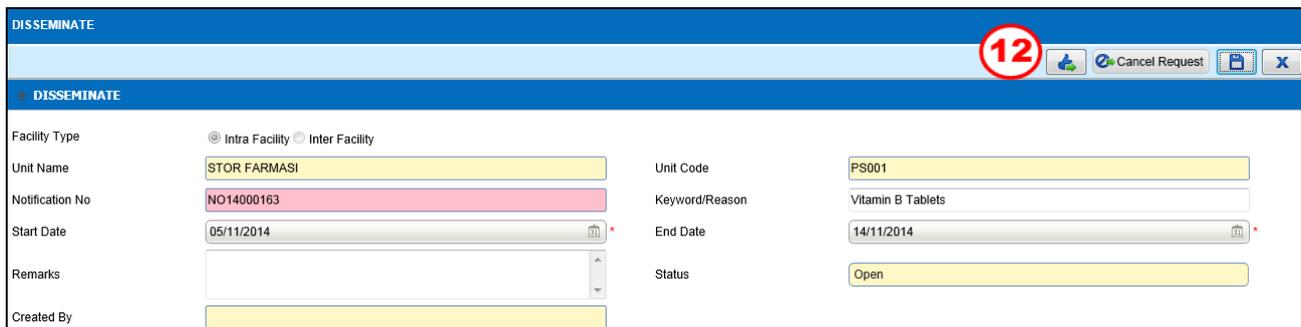
Figure 4.1-10 Disseminate Send Notification

STEP 12

Click on the [icon] button to send the notification to the selected facility/unit

Note

After sending the notification, the system will automatically generate the Notification No. and it will be displayed on the home page of the selected facility/unit. For example: NO14000163

Character	Description	Value
1-2	Notification	'N'
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 4.1-1

4.2 New Disseminate Record: Inter Facility

To create a new disseminate record between facilities, perform the steps below:

This function allows users to notify of near expiration item that are offered between facilities.
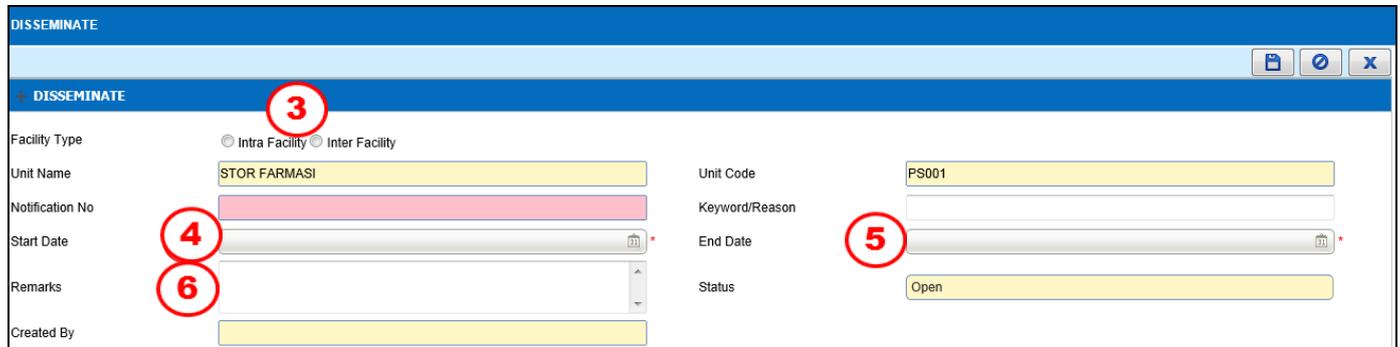
Figure 4.2-1 Disseminate

Note
Repeat STEP 1 and STEP 2 from Section 4.1 New Disseminate Record: Intra Facility to create a new transaction and the Disseminate screen will be displayed as per Figure 4.2-1.

STEP 3
Select ***Inter Facility*** button for ***Facility Type***

Note
- *A newly-created Disseminate record **Status** is defaulted as 'Open'.*
- ***Unit Name** and **Unit Code** is defaulted to the user's login ID.*

STEP 4
Select the ***Start Date*** for the item dissemination

STEP 5
Select the ***End Date*** for the item dissemination

STEP 6
Enter ***Remarks*** if applicable

Figure 4.2-2 Disseminate Item

STEP 7
Select 'Near Expiration Item' from the ***Disseminate Type*** dropdown box

Note
- *Click on* History Of Disseminate *after selecting the **Disseminate Type** to view list of dissemination as per Figure4.1-3 (If there is any).*

HISTORY OF DISSEMINATE

Transaction No	Frequency of Disseminate	Last Disseminate Date	Facility/Unit Name
SM14000004	1	05/11/2014	Unit/Facility
SM14000001	6	11/10/2014	Unit/Facility

Figure 4.2-3 History of Disseminate

- *Alert message will be prompt as per Figure 4.1-4 if user click on the* History Of Disseminate *without selecting the disseminate type*

INFORMATION

INFO0143: Please select disseminate type

OK
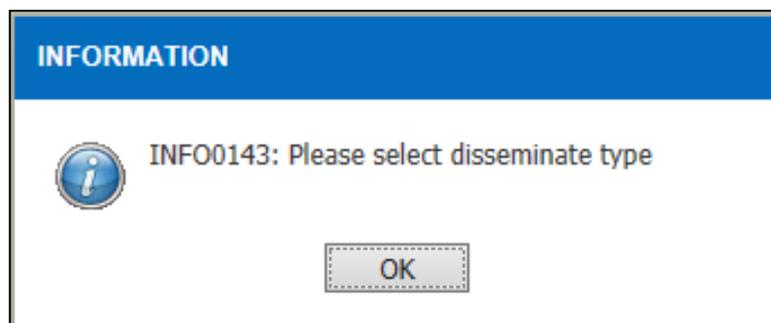
Figure 4.2-4 Alert Message

STEP 8

Click on the ➕ button and the 'Facility' screen will be displayed as shown in Figure 4.2-2
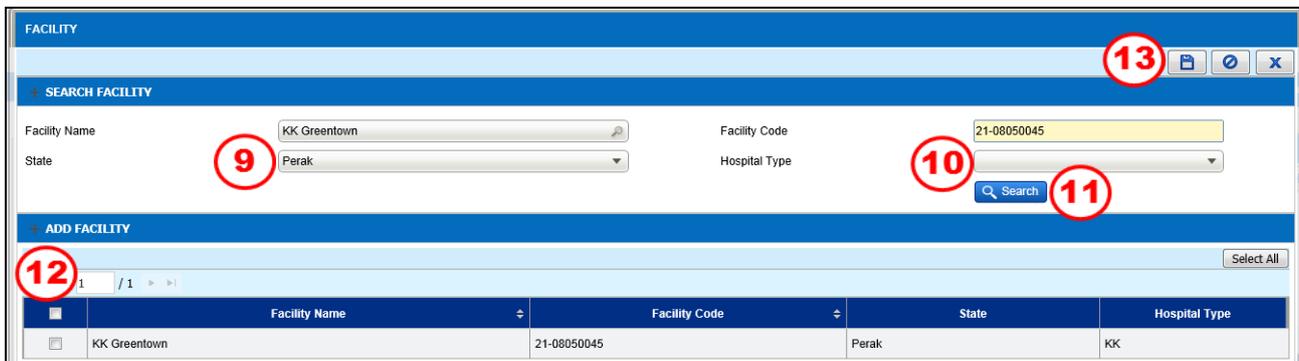
FACILITY

SEARCH FACILITY

| Facility Name | KK Greentown | Facility Code | 21-08050045 |
| State ⑨ | Perak | Hospital Type ⑩ | |

Q Search ⑪

ADD FACILITY

Select All

⑫

☐	Facility Name	Facility Code	State	Hospital Type
☐	KK Greentown	21-08050045	Perak	KK

Figure 4.2-5 Alert Message

STEP 9

Select *State* from the drop down box

STEP 10

Select *Hospital Type* from the drop down box
- HQ
- Hospital
- KB1M
- KD
- KK
- KK1M
- KKIA
- MUSN/PBFN
- PKD

STEP 11

Click on the [Search] button

STEP 12

Check on the *Facility Name* checkbox to select facility(s) to disseminate

STEP 13

Click on the [save] button to add the selected *Facility Name* into the 'Add Facility/Unit Name' section

DISSEMINATE

DISSEMINATE

Facility Type	○ Intra Facility ● Inter Facility		
Unit Name	STOR FARMASI	Unit Code	PS001
Notification No		Keyword/Reason	
Start Date	24/11/2014 *	End Date	01/12/2014 *
Remarks		Status	Open
Created By			

DISSEMINATE ITEM

ADD FACILITY/UNIT

FACILITY/UNIT

|◄ ◄ 1 /1 ► ►|

☐	Facility/Unit Name	Facility/Unit Code
☐	KK Greentown	21-08050045
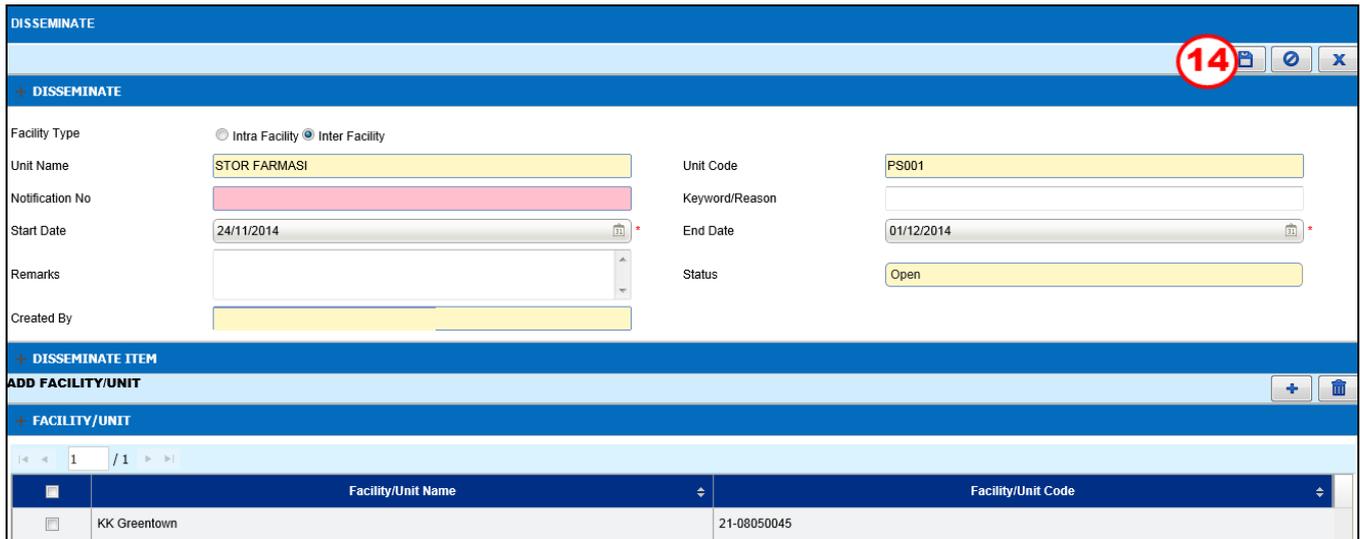
Figure 4.2-6 Disseminate

STEP 14

Click on the [save] button to save the disseminate record

Note

- *An alert message will be, displayed as per Figure 4.2-7 and Figure 4.2-8.*

CONFIRMATION

CONF0002: Are you sure you want to save?

Cancel   Yes   No
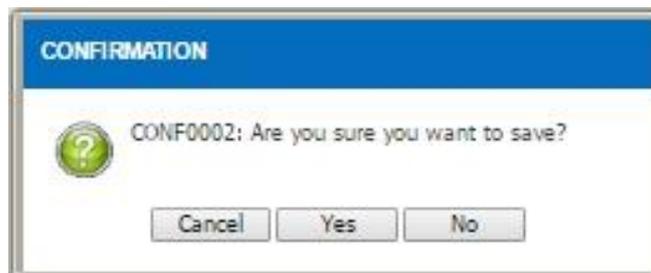
Figure 4.2-7 Save Record Alert Message

- *Click on the [Yes] button.*

INFORMATION

INFO7241: Disseminate saved successfully.

OK
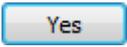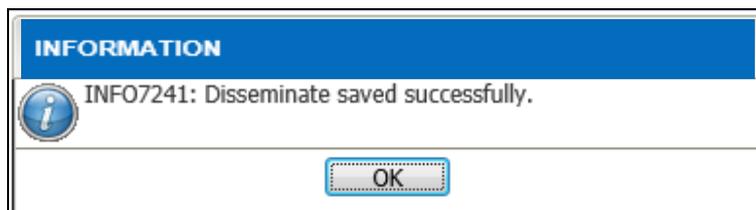
Figure 4.2-8 Save Record Alert Message
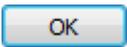
- *Click on the [OK] button.*
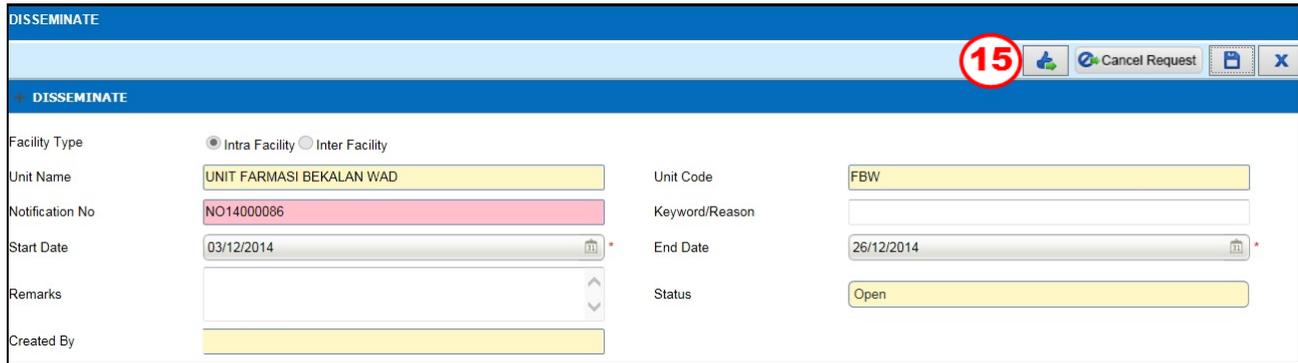
Figure 4.2-9 Send Notification

STEP 15

Click on the [button icon] button to send the notification to the selected facility

Note

After sending the notification, the system will automatically generate the Notification No. and it will be displayed in the Notification section at home page of the selected facility/unit as shown in Figure 4.2-10.

Character	Description	Value
1-2	Notification	'N'
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

5.0   Acronyms

ABBREVIATION	DEFINITION
PHIS	Pharmacy information system
CPS	Clinical pharmacy system
MOH	Ministry of health
HQ	Headquarters
UOM	Unit of measure
SKU	Store keeping unit
PKU	Packaging keeping unit

6.0 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**