



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

User Manual Inventory (External Indent)

Version	: 1.5
Document ID	: U.MANUAL_INV_EXTERNAL INDENT

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Name	Role / Designation	Organization	Signature & Date
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Version No	Reviewed / Verified By	List of changes from Previous Version
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1.1	Jenny Heng Maxine Wong (QA)	Overall review
1.2	Michelle Foo (QA)	Overall review
1.3	Michelle Foo (QA)	Overall review
1.4	Michelle Foo (QA)	Change to the latest screen shot
1.5	Michelle Foo / Juridah Ayob (QA)	Change to latest screenshot and functions for version 1.5.1



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Reference ID : U.MANUAL_INV_EXTERNAL INDENT-v1.5

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1.0 Introduction

1.1 Overview of PhIS

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

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

1. Order Management
2. Inpatient Pharmacy
3. Outpatient Pharmacy
4. Medication Counselling
5. Ward Pharmacy
6. Pharmacy Inventory
7. Manufacturing of Cytotoxic Drug Reconstitution, Parenteral Nutrition, 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 (Expiration & Condemn) 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 a new Indent Intra Facility
- Create a new Indent Inter Facility
- Indent Approval

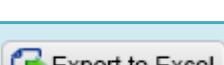
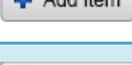
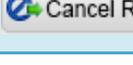
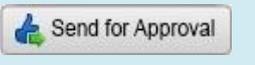
1.3 Organised Sections

These are the sections within this document:

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

2.0 Application Standard Features

2.1 PhIS Legend

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



Module Legend

Generate RIL	Recommended Indent List	Send for Approval	Send for HOD approval
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Note

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

2.2 Latest Enhancement and Updates

Latest Functions	Page
New Indent (Inter Facility)	7

3.0 Indent

3.1 Overview

Indent in the PhIS consist of indenting from within the facility or outside from the facility. Within the facility the indenting process begins at the sub-store level where the personnel indent drugs and non-drugs routinely via Request Indent Quantity or at ad-hoc situation via supplementary where there is a sudden need to require the items.

3.1.1 User Group

This module is intended for storekeeper and pharmacists at the Pharmacy Store, Pharmacist and Assistant Pharmacist at the Sub Store; Sister and Nurse at the unit/ward (subject to user assign by the facility).

3.1.2 Functional Diagram

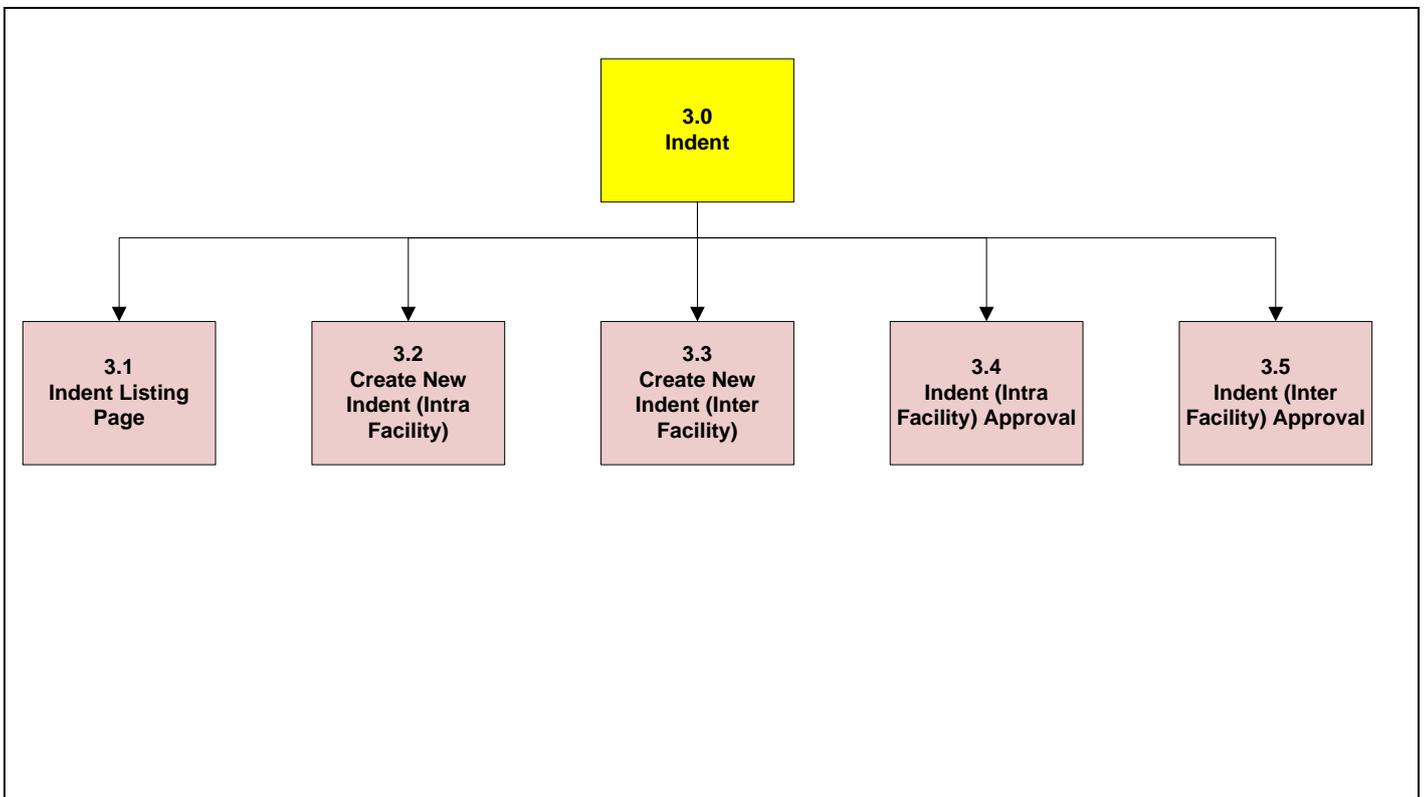


Figure 3.1

3.1.3 Functional Description

Indent comprises of three (3) main functions:

- **Indent (Intra)**
Indent (Intra) is the indenting within facility
This function allows user to view all existing transaction and create a new transaction
- **Indent (Inter)**
Indent (Inter) is the indenting to externally facility
This function allows user to view all existing transaction and create a new transaction
- **Indent Approval**
This function is used for HOD to either approve or reject any indent transaction

5.2 External Indent

Requesting Unit will indent Drug/Non Drug items from the Supplying unit at different facility. In the indent process, the system will generate a list of items to indent where the quantity available of that item in store is less than the buffer level quantity as set in the Unit Catalogue of that unit.

5.2.1 View Existing Transaction

This page will display all the existing transaction of this sub-module based on the user's Requester Unit.

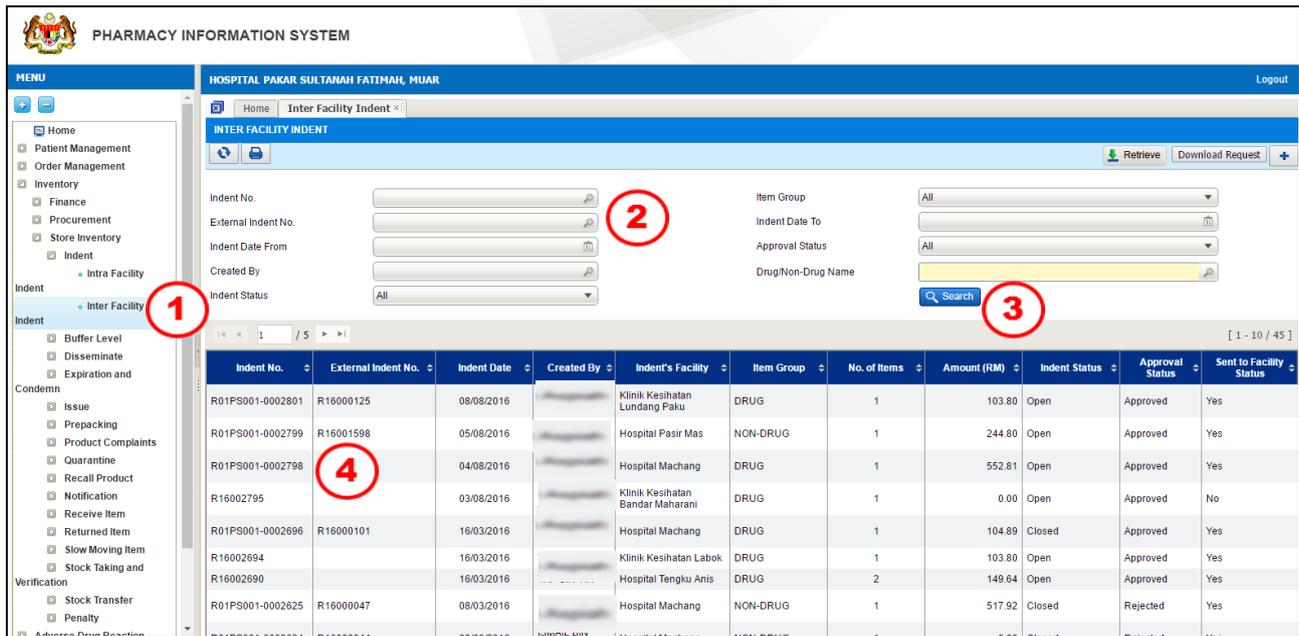


Figure 3.2-1 Indent listing Page

STEP 1

Click on 'Inventory' menu followed by 'Store Inventory' , click 'Indent' then 'Inter Facility'

STEP 2

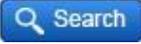
To search for existing Indent record(s), user may search by criteria as follows:

No	Field	Description	Remarks
a	Indent No	Indent Number	Display all existing Indent No. belongs to the requester unit.
b	External Indent No	External Indent Number	Display all existing external Indent number from others facility.
c	Indent Status	Search by : - All - Cancel - Close - Open	Able to filter and search record(s)
d	Item Group	Search by : - All - Drug - Non Drug	Able to filter and search record(s)
e	Indent Date From	Start date for the indent transaction	Format field (dd/mm/yy)
f	Indent Date To	Start date for the indent transaction	Format field (dd/mm/yy)

g	Approval Status	Search by: - All - Approved - Open - Pending For Approval - Rejected	Able to filter and search record(s)
h	Created By	Name of the person who created the transaction	

Table 3.1-1

STEP 3

Click on the  button after input of criteria

STEP 4

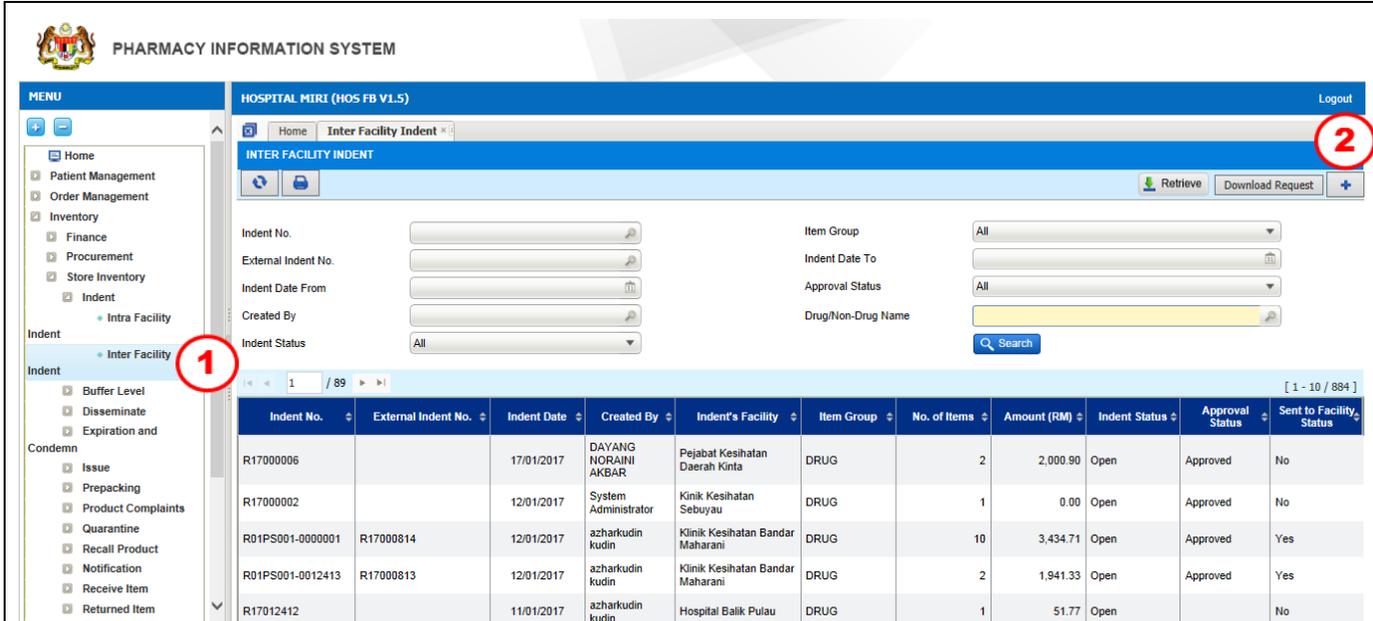
Double-click on the selected record details listed as per Figure 3.2-1

Note

- *Red coloured Indent line indicates that there is an urgent item inside the indent.*
- *The screen will display the indent details.*

5.3 New Indent (Inter Facility)

To create a new record for Indent, perform steps below:



The screenshot displays the 'PHARMACY INFORMATION SYSTEM' interface. On the left is a 'MENU' sidebar with categories like Patient Management, Order Management, Inventory, Finance, Procurement, Store Inventory, and Indent. Under 'Indent', 'Inter Facility' is selected and highlighted with a red circle '1'. The main area shows the 'HOSPITAL MIRI (HOS FB V1.5)' header and a breadcrumb trail 'Home > Inter Facility Indent'. A red circle '2' highlights a '+' button in the top right corner of the main area. Below the breadcrumb is a search bar with 'Retrieve' and 'Download Request' buttons. The form contains several input fields: 'Indent No.', 'External Indent No.', 'Indent Date From', 'Created By', 'Indent Status', 'Item Group', 'Indent Date To', 'Approval Status', and 'Drug/Non-Drug Name'. Below the form is a table with columns: Indent No., External Indent No., Indent Date, Created By, Indent's Facility, Item Group, No. of Items, Amount (RM), Indent Status, Approval Status, and Sent to Facility Status. The table contains five rows of data.

Indent No.	External Indent No.	Indent Date	Created By	Indent's Facility	Item Group	No. of Items	Amount (RM)	Indent Status	Approval Status	Sent to Facility Status
R17000006		17/01/2017	DAYANG NORAINI AKBAR	Pejabat Kesihatan Daerah Kinta	DRUG	2	2,000.90	Open	Approved	No
R17000002		12/01/2017	System Administrator	Klinik Kesihatan Sebuyau	DRUG	1	0.00	Open	Approved	No
R01PS001-0000001	R17000814	12/01/2017	azharkudin kudin	Klinik Kesihatan Bandar Maharani	DRUG	10	3,434.71	Open	Approved	Yes
R01PS001-0012413	R17000813	12/01/2017	azharkudin kudin	Klinik Kesihatan Bandar Maharani	DRUG	2	1,941.33	Open	Approved	Yes
R17012412		11/01/2017	azharkudin kudin	Hospital Balik Pulau	DRUG	1	51.77	Open		No

Figure 3.3-1 Create New External Indent

STEP 1

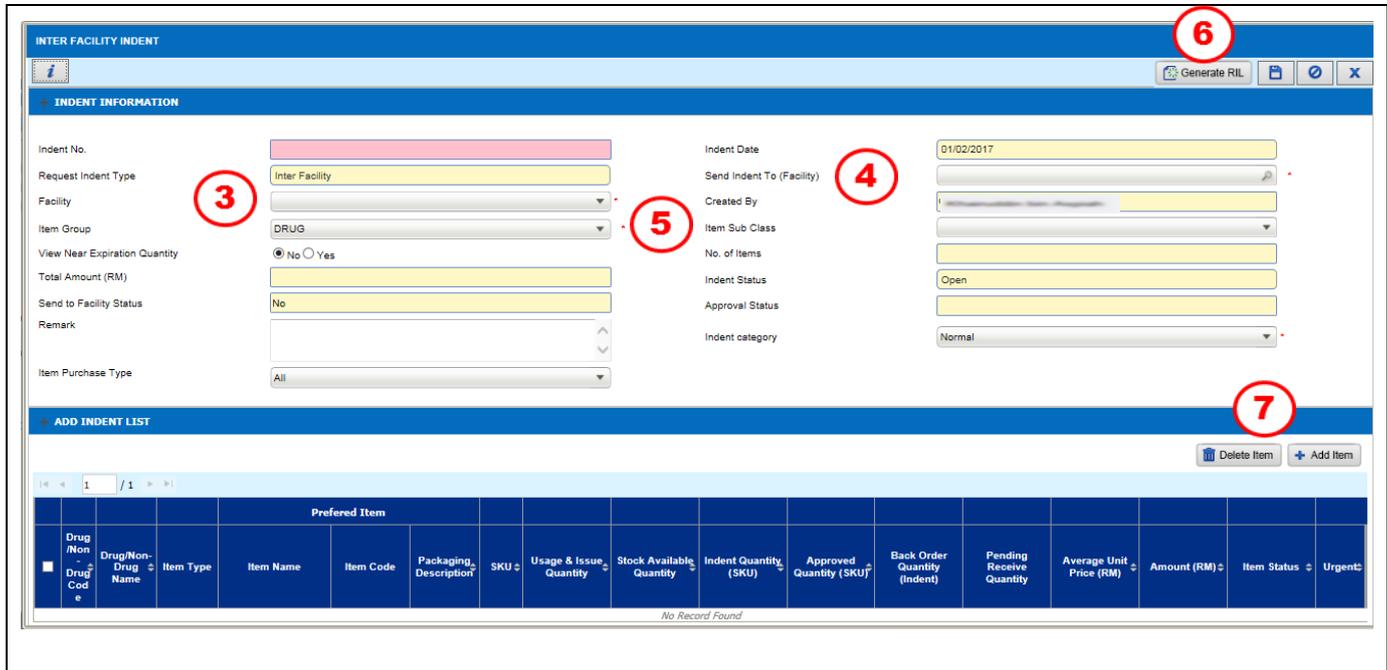
Click on 'Inventory' menu follows by 'Store Inventory' , Click Indent and then 'Inter Facility'

STEP 2

Click on the  button to create new record

Note

Indent screen will be displayed as shown in the Figure 3.3-2.



The screenshot shows the 'INTER FACILITY INDENT' form. It is divided into two main sections: 'INDENT INFORMATION' and 'ADD INDENT LIST'. The 'INDENT INFORMATION' section contains various input fields and dropdown menus. Red circles with numbers 3 through 7 highlight specific elements: 3 points to the 'Request Indent Type' dropdown (set to 'Inter Facility'); 4 points to the 'Send Indent To (Facility)' dropdown; 5 points to the 'Item Group' dropdown (set to 'DRUG'); 6 points to the 'Generate RIL' button; and 7 points to the 'Delete Item' and 'Add Item' buttons in the 'ADD INDENT LIST' section. The 'ADD INDENT LIST' section contains a table with columns for 'Drug / Non Drug Code', 'Drug/Non-Drug Name', 'Item Type', 'Item Name', 'Item Code', 'Packaging Description', 'SKU', 'Usage & Issue Quantity', 'Stock Available Quantity', 'Indent Quantity (SKU)', 'Approved Quantity (SKU)', 'Back Order Quantity (Indent)', 'Pending Receive Quantity', 'Average Unit Price (RM)', 'Amount (RM)', 'Item Status', and 'Urgent'. The table currently shows 'No Record Found'.

Figure 3.3-2 New Indent Information

Note

- Newly created Indent record **Status** will default to 'Open'.
- **Unit Name** will be defaulted based on user's login ID.
- **Indent Date** will be defaulted to the system date/time.

STEP 3

Select **Facility**

- Clinic
- PKD
- MUSN/PBFN
- Hospital

STEP 4

Click on the  to search **Sent to Indent To (Facility)**

Note

- List of **Facility** will be displayed as per Figure 3.3-3.

Search Facility Name		
Facility Name	<input type="text"/>	Facility Code <input type="text"/>
State	<input type="text"/>	<input type="button" value="Search"/> <input type="button" value="Refresh"/>
<input type="button" value="Previous"/> 3 / 96 <input type="button" value="Next"/>		[21 - 30 / 951]
Facility Name	Facility Code	State
KK Ayer Molek	21-04030011	Melaka
KK Ayer Tawar	21-08080030	Perak
KK Bachok	21-03010023	Kelantan
KK Bagan Datoh	21-08020031	Perak
KK Bagan Serai	21-08040032	Perak
KK Bagan Terap	21-10080027	Selangor
KK Bahau	21-05020021	Negeri Sembilan
KK Bakar Arang	21-02040030	Kedah
KK Balai	21-03010031	Kelantan
KK Balok	21-06050025	Pahang

Figure 3.3-3 List of Facility Name

- Double click to select the **Facility Name**.

STEP 5

Select **Item Group**

- DRUG
- NON DRUG

Note

- **Item Sub Class** is an optional field.
- **View Near Expiration Quantity** will default to 'NO'.
- If 'YES' radio button is selected for 'View Near Expiration Quantity', 'Number of Days' field will be enabled and mandatory for the user to enter.
- The system will display the quantity of drug that will expire prior to the number of days entered.

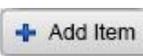
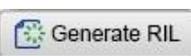
STEP 6

Click on the  button

Note

- The system will generate the Recommended Indent List (RIL) based on the drug/non drug buffer level in the Unit Catalogue.
- Only item that has available quantity below buffer level will be displayed.
- **Indent Qty** will be suggested by the system.
Formulae: $\text{Indent Qty} = \text{Max Storage Qty (SKU)} - \text{Available Qty (SKU)}$.

STEP 7

Click on the  button to add an item to indent if the item is not listed from the  button

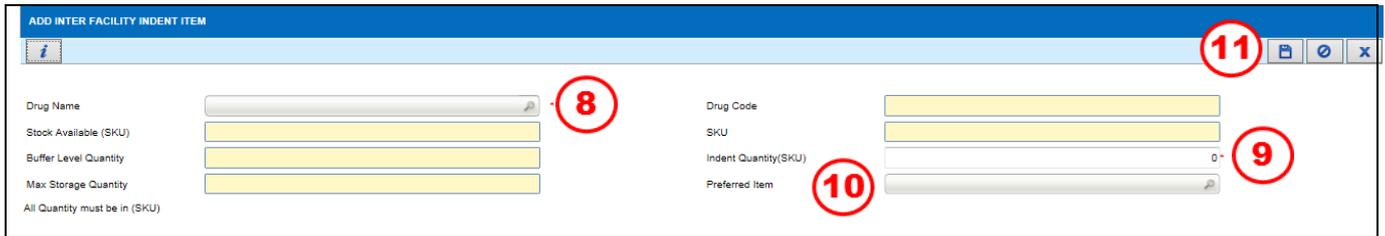


Figure 3.3-4 Add Indent Item

STEP 8

Click on the  to search for **Drug Name**

Note

List of **Drug Name** will be displayed as shown in Figure 3.3-4.

STEP 9

Enter the **Indent Quantity(SKU)** to be indent

STEP 10

Enter the **preferred item** to be indent

Note

Preferred Item listing is displayed together with:

- Item Description,
- Item Code,
- Packaging Description, and
- Item Status (Default: Y/N).

Product Search			
Item Description	<input type="text"/>	Item Code	<input type="text"/>
Packaging Description	<input type="text"/>	Default Item	<input type="text"/>
			<input type="button" value="Search"/> <input type="button" value="Refresh"/>
<input type="text" value="1"/> / 1			[1 - 4 / 4]
Item Description	Item Code	Packaging Description	Default Item
Acarbose 50 mg Tablet	A10BF01000T1001XX.0 1	Box of 100 tab	Yes
Acarbose 50 mg Tablet	A10BF01000T1001-90	pack of 90 tablet	No
Acarbose 50 mg Tablet	A10BF01000T1001-30	pack of 30 tablet	No
Acarbose 50 mg Tablet	A10BF01000T1001-1	pack of 1 tablet	No

Figure 3.3-3 List of Item

STEP 11

Click on the  button to save the Add Indent Item

Note

After saving record, alert message will be displayed as per Figure 3.3-5.

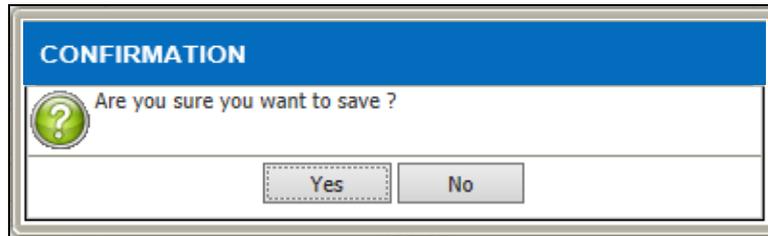
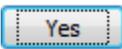
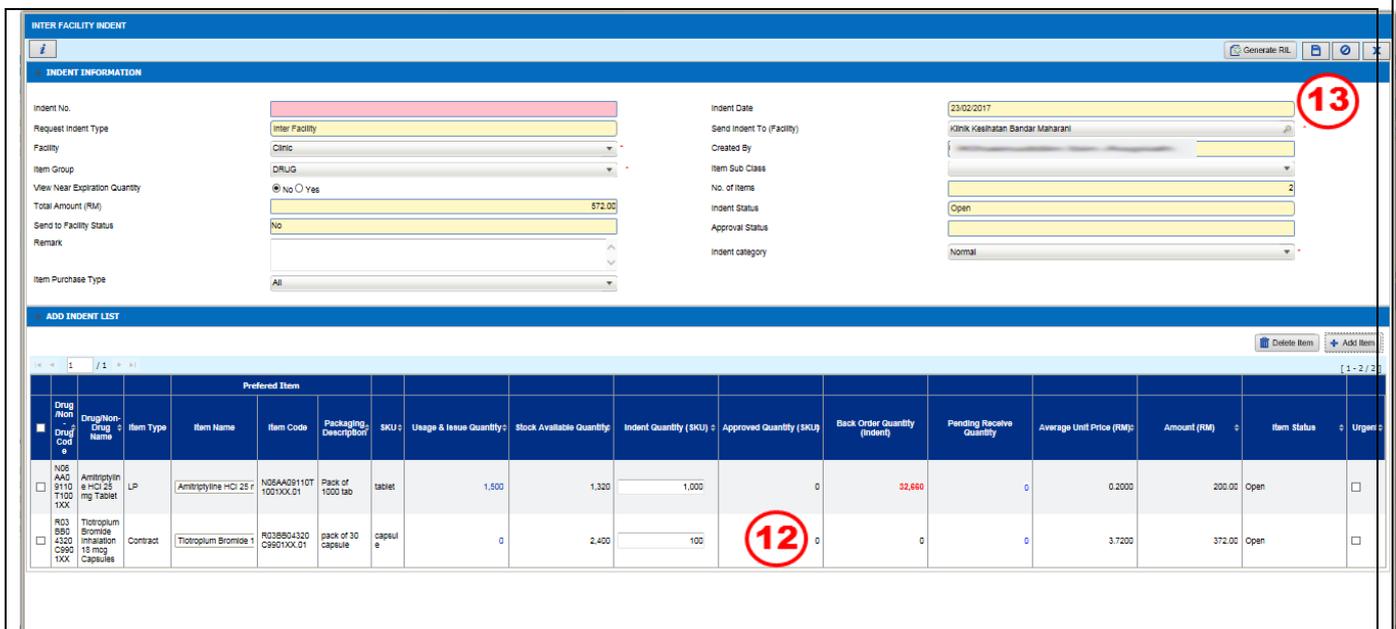


Figure 3.3-5 Save Record Alert Message

- Click on the  button.



INTER FACILITY INDENT

INDENT INFORMATION

Indent No.

Request Indent Type

Facility

Item Group

View Near Expiration Quantity No Yes

Total Amount (RM)

Send to Facility Status

Remark

Item Purchase Type

Indent Date **13**

Send Indent To (Facility)

Created By

Item Sub Class

No. of Items

Indent Status

Approval Status

Indent category

ADD INDENT LIST

Drug Item Code	Drug/Non-Drug Name	Item Type	Item Name	Item Code	Packaging/Description	SKU	Usage & Issue Quantity	Stock Available Quantity	Indent Quantity (SKU)	Approved Quantity (SKU)	Back Order Quantity (Indent)	Pending Receive Quantity	Average Unit Price (RM)	Amount (RM)	Item Status	Urgent
<input type="checkbox"/>	N02AA02 9110 7102 1XX Amiripityline HCl 25 mg Tablet	LP	Amiripityline HCl 25T	N02AA021107 1001XX.01	Pack of 1000 tab	tablet	1,500	1,320	<input type="text" value="1,000"/>	<input type="text" value="0"/>	<input type="text" value="32,660"/>	<input type="text" value="0"/>	0.2000	200.00	Open	<input type="checkbox"/>
<input type="checkbox"/>	R03BB04 2300 0390 1XX Tiotropium Bromide Inhalation 15 mg Capsules	Contract	Tiotropium Bromide	R03BB04320 03901XX.01	pack of 30 capsule	capsule	0	2,400	<input type="text" value="100"/> 12	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	3.7200	372.00	Open	<input type="checkbox"/>

Figure 3.3-6 Indent List

STEP 12

Change the quantity to be indent in the **Indent Quantity** field if needed

Note

If the drugs are urgently needed, select on the **Urgent** check box.

STEP 13

Click on the  button to save the Indent transaction

Note

- After saving record, alert message will be displayed as per Figure 3.3-7 & Figure 3.3-8

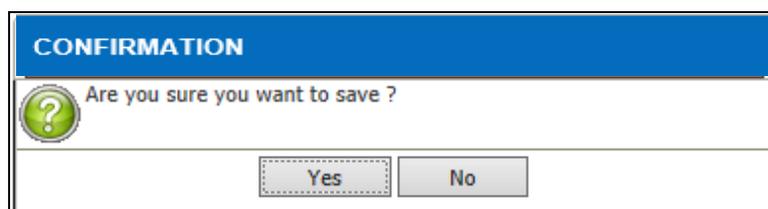


Figure 3.3-7 Save Record Alert Message

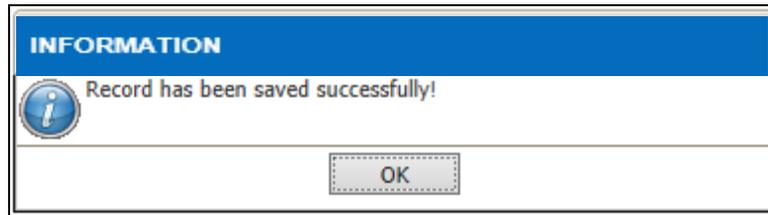
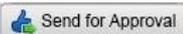


Figure 3.3-8 Save Record Alert Message

- **Indent No** will be auto generated by system for future reference and the  button and  button will be enabled.

Character	Description	Value
1-2	Indent No	'R'
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 3.3-1

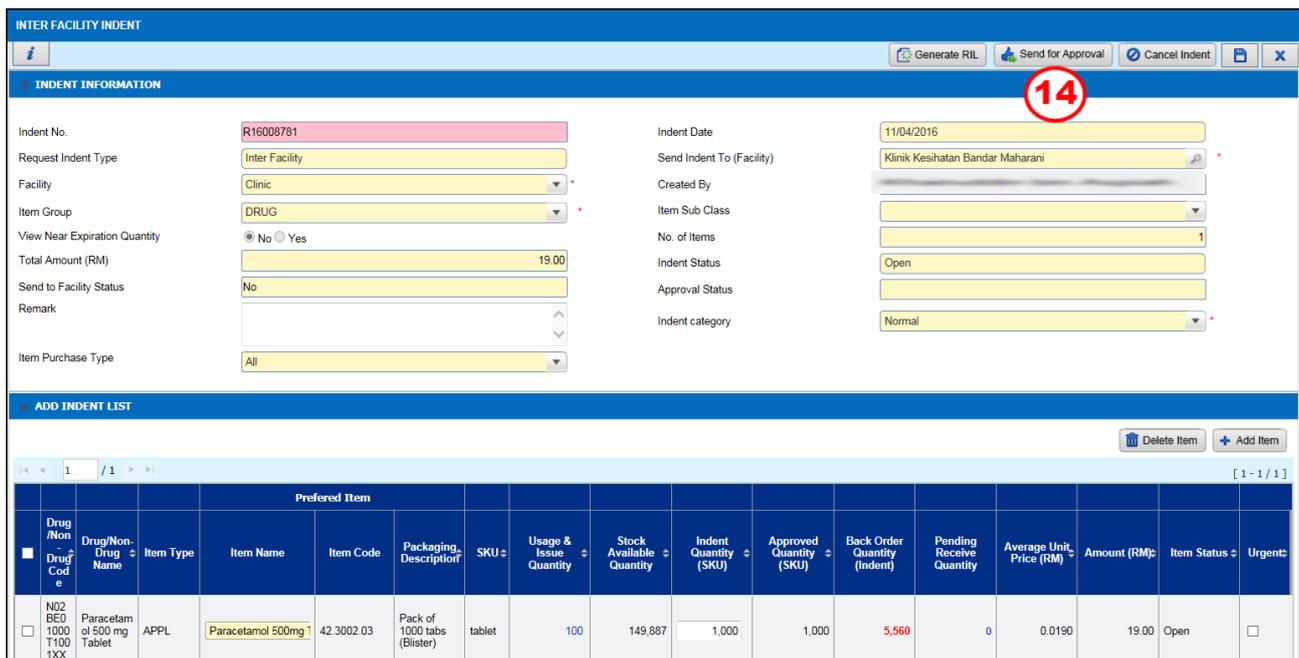
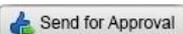
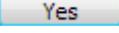
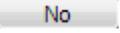


Figure 3.3-9 Send for Approval

STEP 14

Click on the  button to send the Indent transaction to HOD for approval or click on the  to cancel the request

Note

- Click on the  button to send the record for Approval. An alert message will be displayed and the **Status** will change to 'Pending for Approval'. This transaction will be available in the Approver's Task List for approval process.
- If user clicks on the  button or  button, there will be no changes applied and the screen will return to the Indent screen.

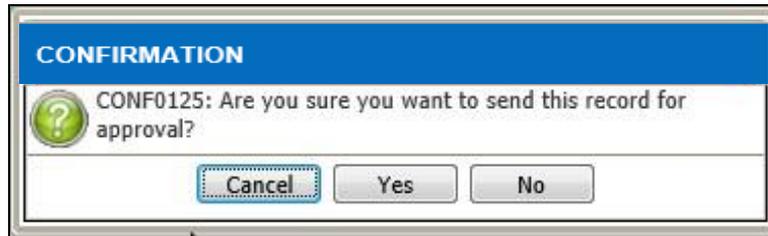


Figure 3.3-10 Send For Approval Record Alert Message

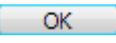
- Click on the  button to confirm the request to be sent for approval.



Figure 3.3-11 Alert Message

3.4 New Indent (SPUB)

To create a new record for Indent, perform steps below:

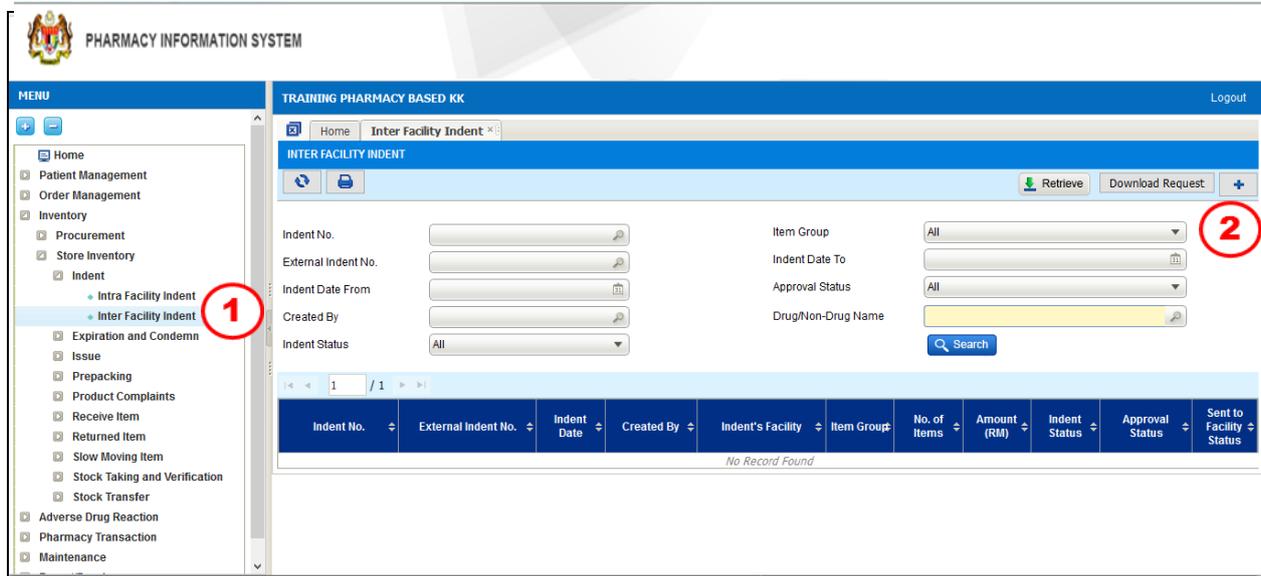


Figure 3.4-1 Create New External Indent

STEP 1

Click on 'Inventory' menu follows by 'Store Inventory', Click Indent and then 'Inter Facility'

STEP 2

Click on the  button to create new record

Note

Indent screen will be displayed as shown in the Figure 3.4-2.

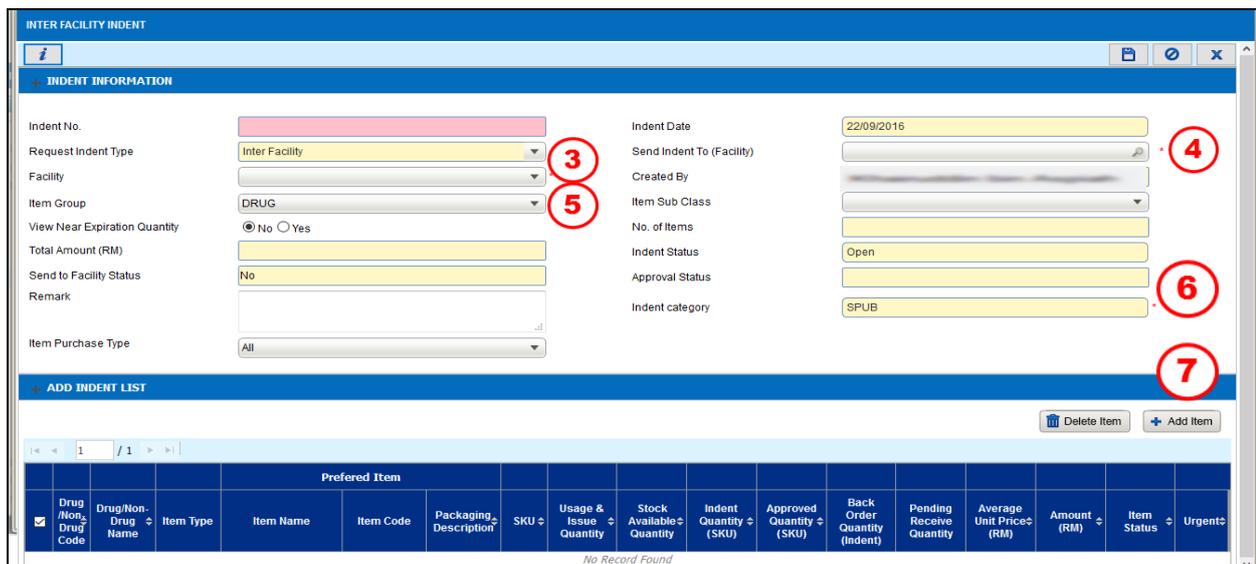


Figure 3.4-2 New Indent Information

Note

- Newly created Indent record **Status** will default to 'Open'.
- **Unit Name** will be defaulted based on user's login ID.
- **Indent Date** will be defaulted to the system date/time.

STEP 3

Select **Facility**

- Clinic
- PKD
- MUSN/PBFN
- Hospital

STEP 4

Click on the  to search **Sent to Indent To (Facility)**

Note

- List of **Facility** will be displayed as per Figure 3.4-3.

Search Facility Name		
Facility Name	<input type="text"/>	Facility Code <input type="text"/>
State	<input type="text"/>	<input type="button" value="Search"/> <input type="button" value="Refresh"/>
1 / 94		[1 - 10 / 940]
Facility Name	Facility Code	State
Klinik Kesihatan Sebuyau	21-13280185	Sarawak
KK Air Hangat	21-02070027	Kedah
KK Air Itam	21-07050018	Pulau Pinang
KK Air Kuning	21-05070018	Negeri Sembilan
KK Air Kuning	21-08090104	Perak
KK Air Puteh	21-11040017	Terengganu
KK Air Tawar 2	21-01040027	Johor
KK Air Tawar 5 (Felda)	21-01040129	Johor
KK Ajil	21-11030018	Terengganu
KK Almuktafi Billah Shah	21-11020019	Terengganu

Figure 3.5-3 List of Facility Name

- Double click to select the **Facility Name**.

STEP 5

Select **Item Group**

- DRUG
- NON DRUG

Note

- **Item Sub Class** is an optional field.
- **View Near Expiration Quantity** will default to 'NO'.
- If 'YES' radio button is selected for 'View Near Expiration Quantity', 'Number of Days' field will be enabled and mandatory for the user to enter.
- The system will display the quantity of drug that will expire prior to the number of days entered.

STEP 6

Select Indent Category as SPUB

Note

- The system will generate the List of drug/non-drug based on the drug/non drug buffer level in the Unit Catalogue.
- Only item that has available quantity below buffer level will be displayed.
- **Indent Qty** will be suggested by the system.
 $Indent Qty = Max Storage Qty (SKU) - Available Qty (SKU)$.

STEP 7

Click on the  button to add an item to indent.

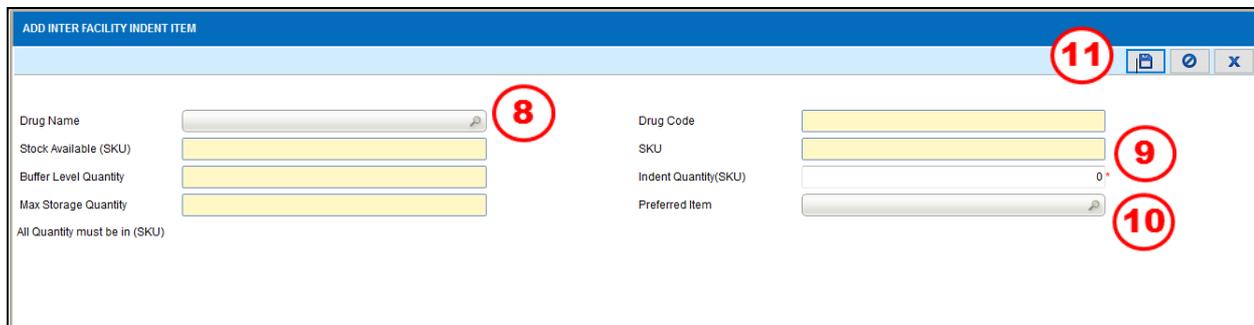


Figure 3.4-4 Add Indent Item

STEP 8

Click on the  to search for **Drug Name**

Note

List of **Drug Name** will be displayed as shown in Figure 3.4-5.

STEP 9

Enter the **Indent Quantity(SKU)** to be indent

STEP 10

Enter the **preferred item** to be indent

Note

Preferred Item listing is displayed together with:

- Item Description,
- Item Code,
- Packaging Description, and
- Item Status (Default: Y/N).

Product Search X			
Item Description	<input type="text"/>	Item Code	<input type="text"/>
Packaging Description	<input type="text"/>	Default Item	<input type="text"/>
			<input type="button" value="Search"/> <input type="button" value="Refresh"/>
1 / 1		[1 - 2 / 2]	
Item Description	Item Code	Packaging Description	Default Item
Sodium Chloride 0.9% 1000mL Irrigation Soln	B05XA03100P6002f.01	Bottle	Yes
Sodium Chloride 0.9% 1000mL Irrigation Soln	B05XA03100P6002f.02	box of 10 bottle	No

Figure 3.4-5 Add Indent Item

STEP 11

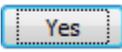
Click on the  button to save the Add Indent Item

Note

After saving record, alert message will be displayed as per Figure 3.4-6.

CONFIRMATION	
	CONF0002: Are you sure you want to save?
<input type="button" value="Cancel"/>	<input type="button" value="Yes"/> <input type="button" value="No"/>

Figure 3.4-6 Save Record Alert Message

- Click on the  button.

INTER FACILITY INDENT

INDENT INFORMATION

Indent No.
 Request Indent Type:
 Facility:
 Item Group:
 View Near Expiration Quantity: No Yes
 Total Amount (RM):
 Send to Facility Status:
 Remark:
 Item Purchase Type:

Indent Date:
 Send Indent To (Facility):
 Created By:
 Item Sub Class:
 No. of Items:
 Indent Status:
 Approval Status:
 Indent category:

ADD INDENT LIST

Preferred Item																
Drug /Non-Drug Code	Drug/Non-Drug Name	Item Type	Item Name	Item Code	Packaging Description	SKU	Usage & Issue Quantity	Stock Available	Indent Quantity (SKU)	Approved Quantity (SKU)	Back Order Quantity (Indent)	Pending Receive Quantity	Average Unit Price (RM)	Amount (RM)	Item Status	Urgent
<input type="checkbox"/> B05XA03100P6002f	Sodium Chloride 0.9% 1000mL Irrigation Soln	LP	Sodium Chloride 0.9	B05XA03100P6002f02	box of 10 bottle	bott	0	0	<input type="text" value="10"/>	0	0	0	98.9582	989.58	Open	<input type="checkbox"/>

Figure 3.4-7 Indent List

STEP 12

Change the quantity to indent in the **Indent Quantity** field if needed

Note

If the drugs are urgently needed, select on the **Urgent** check box.

STEP 13

Click on the button to save the Indent transaction

Note

- After saving record, alert message will be displayed as per Figure 3.4-8 & Figure 3.4-9

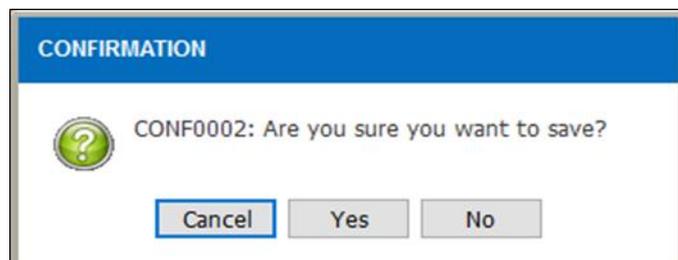


Figure 3.4-8 Save Record Alert Message

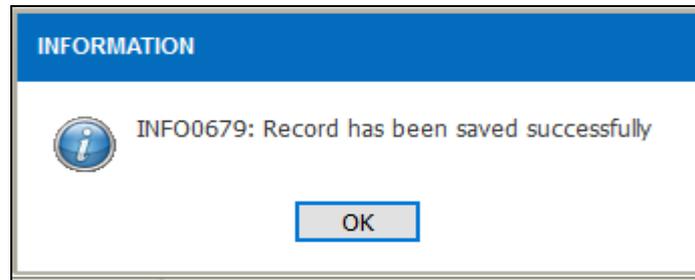
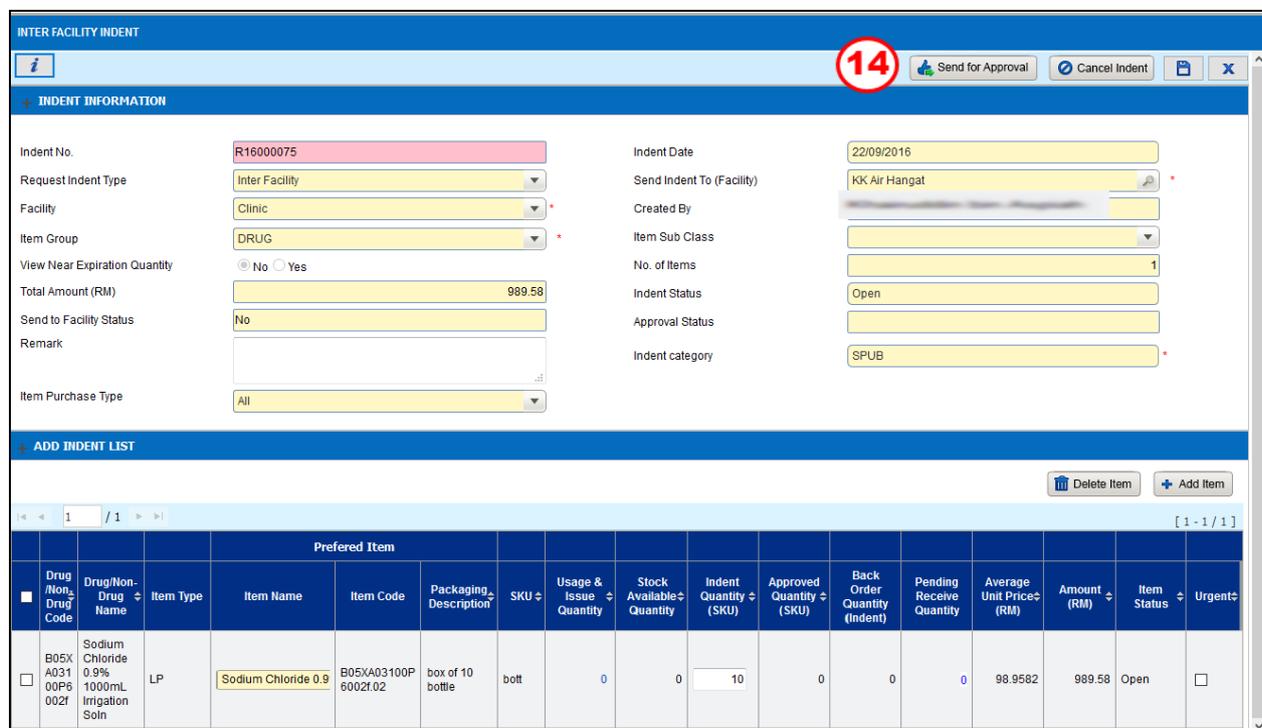


Figure 3.4-9 Save Record Alert Message

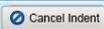
- **Indent No** will be auto generated by system for future reference and the  button and  button will be enabled.

Character	Description	Value
1-2	Indent No	'R'
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 3.4-1



INTER FACILITY INDENT

14  

INDENT INFORMATION

Indent No: R16000075
 Request Indent Type: Inter Facility
 Facility: Clinic
 Item Group: DRUG
 View Near Expiration Quantity: No Yes
 Total Amount (RM): 989.58
 Send to Facility Status: No
 Remark:
 Item Purchase Type: All

Indent Date: 22/09/2016
 Send Indent To (Facility): KK Air Hangat
 Created By:
 Item Sub Class:
 No. of Items: 1
 Indent Status: Open
 Approval Status:
 Indent category: SPUB

ADD INDENT LIST

1 / 1

	Drug / Non-Drug Code	Drug / Non-Drug Name	Item Type	Item Name	Item Code	Packaging Description	SKU	Usage & Issue Quantity	Stock Available Quantity	Indent Quantity (SKU)	Approved Quantity (SKU)	Back Order Quantity (Indent)	Pending Receive Quantity	Average Unit Price (RM)	Amount (RM)	Item Status	Urgent
<input type="checkbox"/>	B05X A031 00P6 002F	Sodium Chloride 0.9% 1000mL Irrigation Soln	LP	Sodium Chloride 0.9	B05XA03100P 6002F.02	box of 10 bottle	bott	0	0	10	0	0	0	98.9582	989.58	Open	<input type="checkbox"/>

Figure 3.4-10 Send for Approval

STEP 14

Click on the  button to send the Indent transaction to HOD for approval or click on the  to cancel the request

Note

- Click on the button to send the record for Approval. An alert message will be displayed and the **Status** will change to 'Pending for Approval'. This transaction will be available in the Approver's Task List for approval process.
- If user clicks on the button or button, there will be no changes applied and the screen will return to the Indent screen.

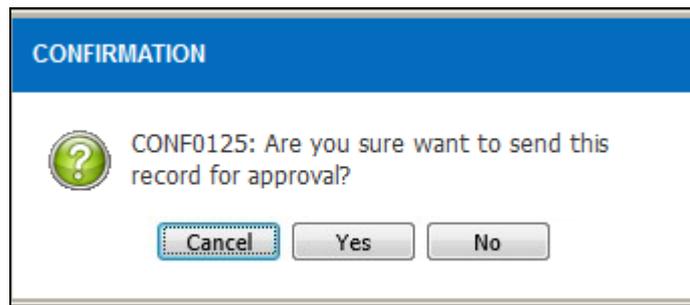


Figure 3.4-11 Send for Approval Record Alert Message

- Click on the button to confirm the request to be sent for approval.

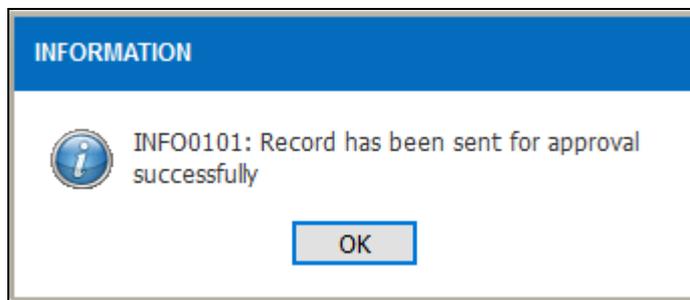


Figure 3.4.12 Alert Message

3.5 New Indent (Manufacturing)

To create a new record for Indent, perform steps below:

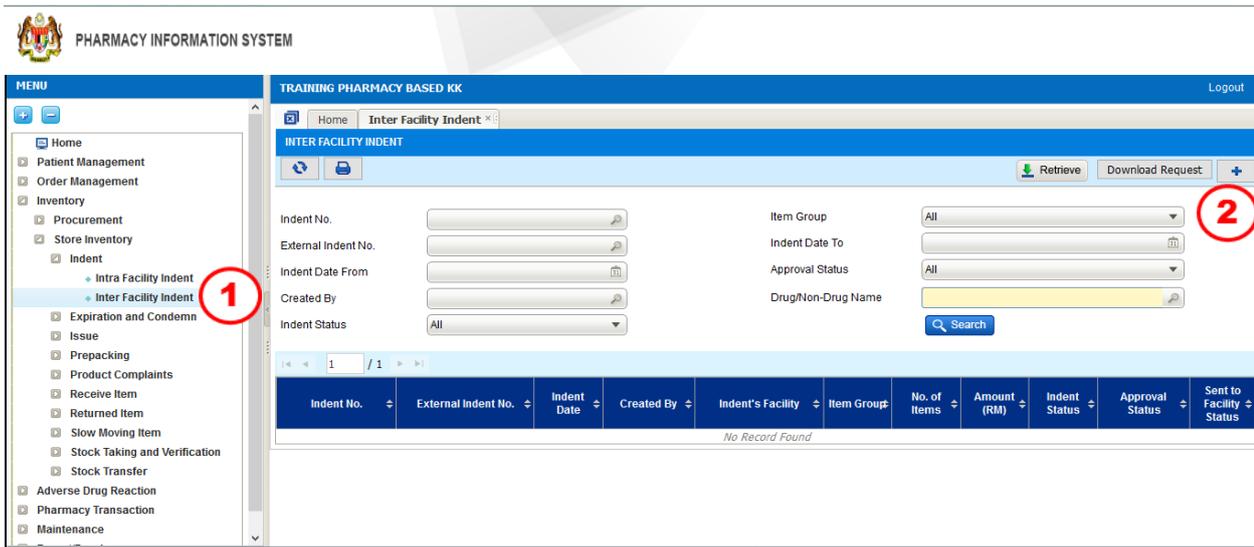


Figure 3.6-1 Create New External Indent

STEP 1

Click on 'Inventory' menu follows by 'Store Inventory', Click Indent and then 'Inter Facility'

STEP 2

Click on the button to create new record

Note

Indent screen will be displayed as shown in the Figure 3.6-2.

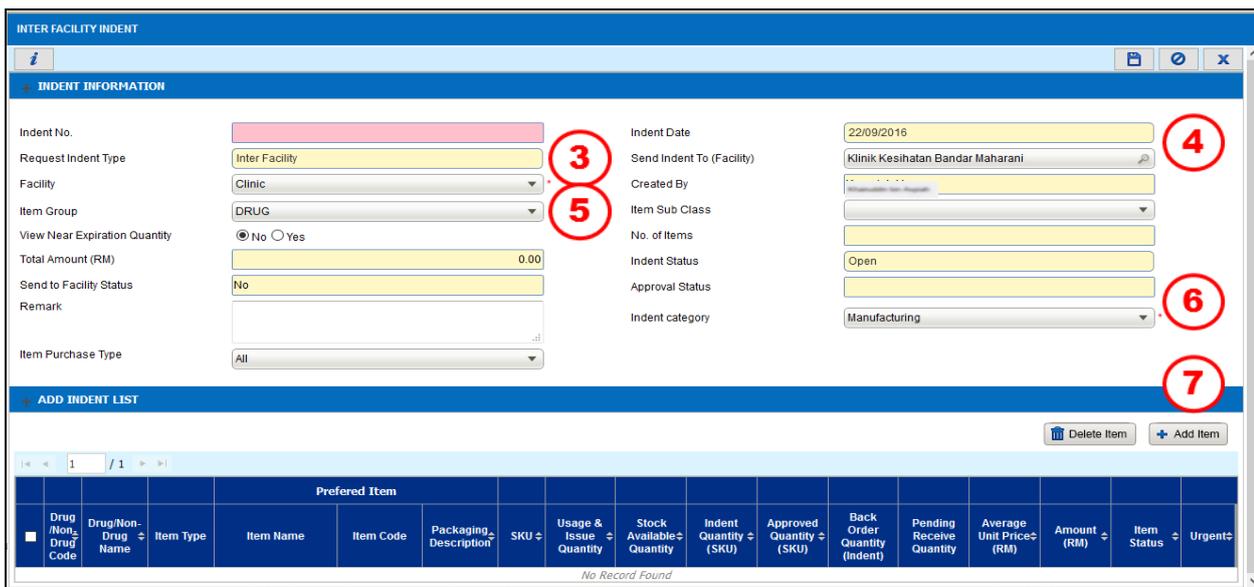


Figure 3.6-2 New Indent Information

Note

- Newly created Indent record **Status** will default to 'Open'.
- **Unit Name** will be defaulted based on user's login ID.
- **Indent Date** will be defaulted to the system date/time.

STEP 3

Select **Facility**

- Clinic
- PKD
- MUSN/PBFN
- Hospital

STEP 4

Click on the  to search **Sent to Indent To (Facility)**

Note

- List of **Facility** will be displayed as per Figure 3.6-3.

Search Facility Name		
Facility Name	<input type="text"/>	Facility Code <input type="text"/>
State	<input type="text"/>	<input type="button" value="Search"/> <input type="button" value="Refresh"/>
1 / 94		[1 - 10 / 940]
Facility Name	Facility Code	State
Klinik Kesihatan Sebuyau	21-13280185	Sarawak
KK Air Hangat	21-02070027	Kedah
KK Air Itam	21-07050018	Pulau Pinang
KK Air Kuning	21-05070018	Negeri Sembilan
KK Air Kuning	21-08090104	Perak
KK Air Puteh	21-11040017	Terengganu
KK Air Tawar 2	21-01040027	Johor
KK Air Tawar 5 (Felda)	21-01040129	Johor
KK Ajil	21-11030018	Terengganu
KK Almuktafi Billah Shah	21-11020019	Terengganu

Figure 3.6-3 List of Facility Name

- Double click to select the **Facility Name**.

STEP 5

Select **Item Group**

- DRUG
- NON DRUG

Note

- **Item Sub Class** is an optional field.
- **View Near Expiration Quantity** will default to 'NO'.
- If 'YES' radio button is selected for 'View Near Expiration Quantity', 'Number of Days' field will be enabled and mandatory for the user to enter.
- The system will display the quantity of drug that will expire prior to the number of days entered.

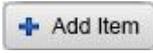
STEP 6

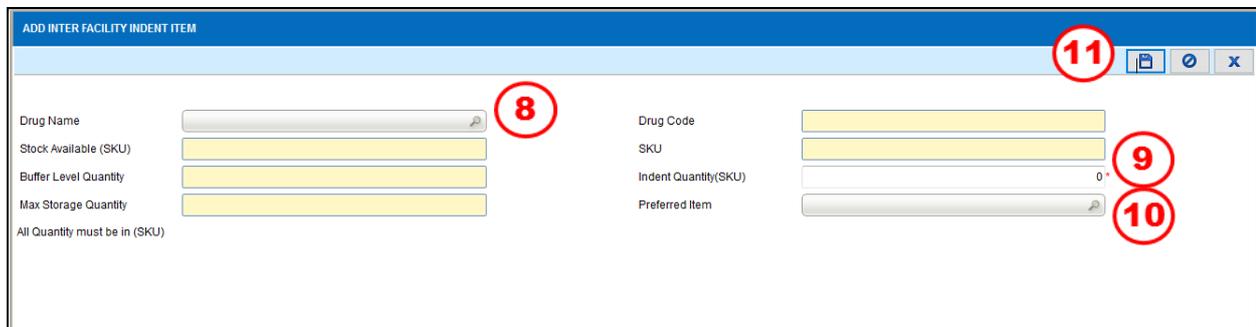
Select **Indent Category** as Manufacturing

Note

- The system will generate the drug/non drug name based on the list of drug/non drug available in the Unit Catalogue.
- Only item that has available quantity below buffer level will be displayed.
- **Indent Qty** will be suggested by the system.
 $Indent\ Qty = Max\ Storage\ Qty\ (SKU) - Available\ Qty\ (SKU)$.

STEP 7

Click on the  button to add an item to indent if the item is not listed from the  button



ADD INTER FACILITY INDENT ITEM

Drug Name	<input type="text"/>	Drug Code	<input type="text"/>
Stock Available (SKU)	<input type="text"/>	SKU	<input type="text"/>
Buffer Level Quantity	<input type="text"/>	Indent Quantity(SKU)	<input type="text"/>
Max Storage Quantity	<input type="text"/>	Preferred Item	<input type="text"/>

All Quantity must be in (SKU)

Figure 3.6-4 Add Indent Item

STEP 8

Click on the  to search for **Drug Name**

Note

List of **Drug Name** will be displayed as shown in Figure 3.6-5.

STEP 9

Enter the **Indent Quantity(SKU)** to be indent

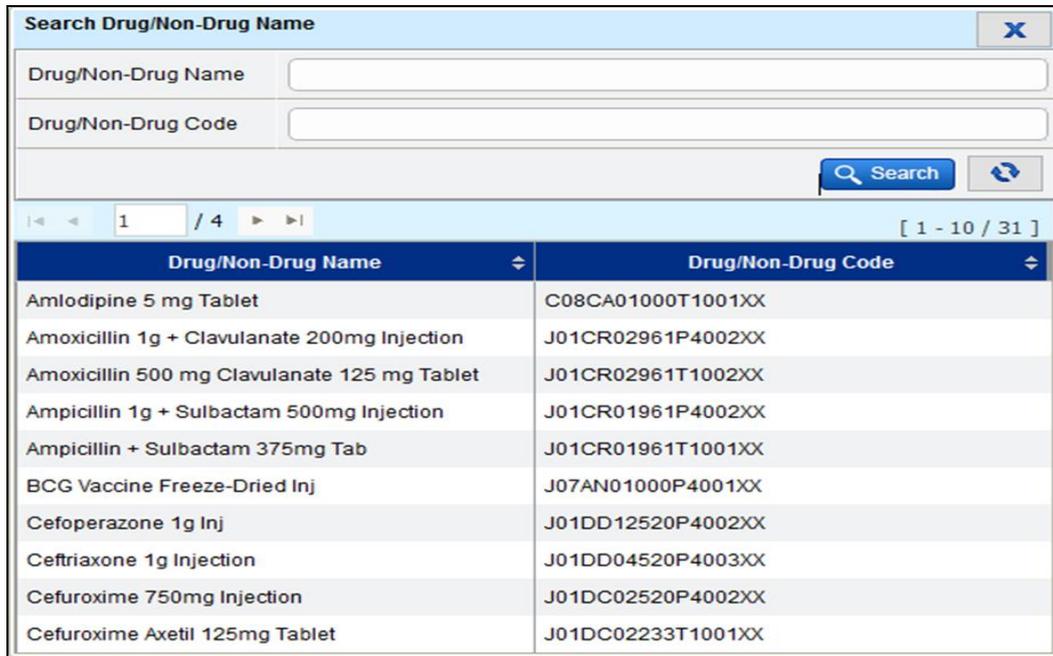
STEP 10

Enter the **preferred item** to be indent

Note

Preferred Item listing is displayed together with:

- Item Description,
- Item Code,
- Packaging Description, and
- Item Status (Default: Y/N).



Drug/Non-Drug Name	Drug/Non-Drug Code
Amlodipine 5 mg Tablet	C08CA01000T1001XX
Amoxicillin 1g + Clavulanate 200mg Injection	J01CR02961P4002XX
Amoxicillin 500 mg Clavulanate 125 mg Tablet	J01CR02961T1002XX
Ampicillin 1g + Sulbactam 500mg Injection	J01CR01961P4002XX
Ampicillin + Sulbactam 375mg Tab	J01CR01961T1001XX
BCG Vaccine Freeze-Dried Inj	J07AN01000P4001XX
Cefoperazone 1g Inj	J01DD12520P4002XX
Ceftriaxone 1g Injection	J01DD04520P4003XX
Cefuroxime 750mg Injection	J01DC02520P4002XX
Cefuroxime Axetil 125mg Tablet	J01DC02233T1001XX

Figure 3.6-5 Add Indent Item

STEP 11

Click on the  button to save the Add Indent Item

Note

After saving record, alert message will be displayed as per Figure 3.6-6.

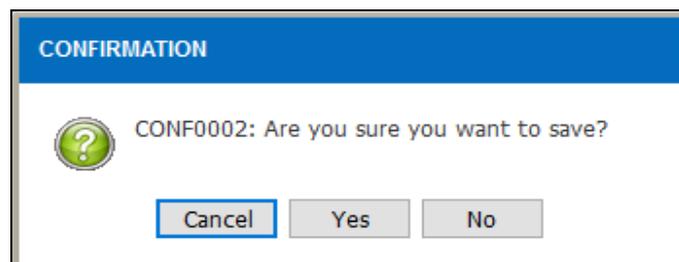
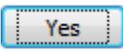
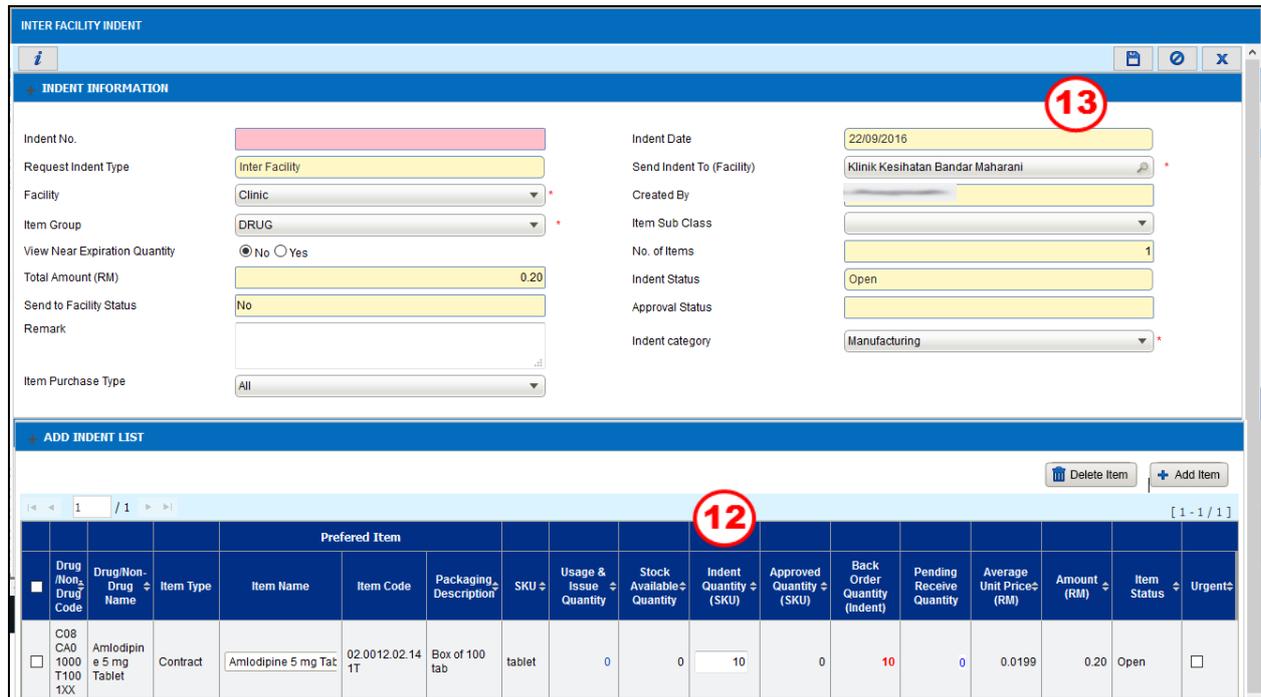


Figure 3.6-6 Save Record Alert Message

- Click on the  button.



Drug/Non-Drug Code	Drug/Non-Drug Name	Item Type	Item Name	Item Code	Packaging Description	SKU	Usage & Issue Quantity	Stock Available Quantity	Indent Quantity (SKU)	Approved Quantity (SKU)	Back Order Quantity (Indent)	Pending Receive Quantity	Average Unit Price (RM)	Amount (RM)	Item Status	Urgent
C08 CA0 1000 T100 1XX	Amlodipine 5 mg Tablet	Contract	Amlodipine 5 mg Tab	02.0012.02.14 1T	Box of 100 tab	tablet	0	0	10	0	10	0	0.0199	0.20	Open	<input type="checkbox"/>

Figure 3.6-7 Indent List

STEP 12

Change the quantity to be indent in the **Indent Quantity** field if needed

Note

If the drugs are urgently needed, select on the **Urgent** check box.

STEP 13

Click on the  button to save the Indent transaction

Note

- After saving record, alert message will be displayed as per Figure 3.6-8 & Figure 3.6-9

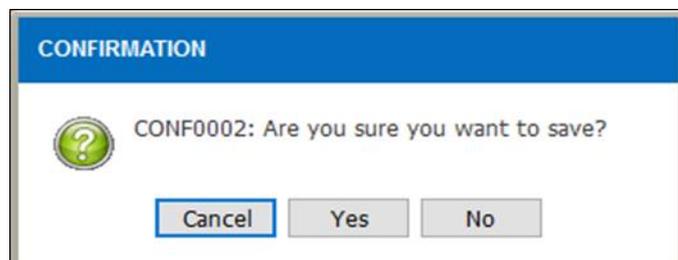


Figure 3.6-8 Save Record Alert Message

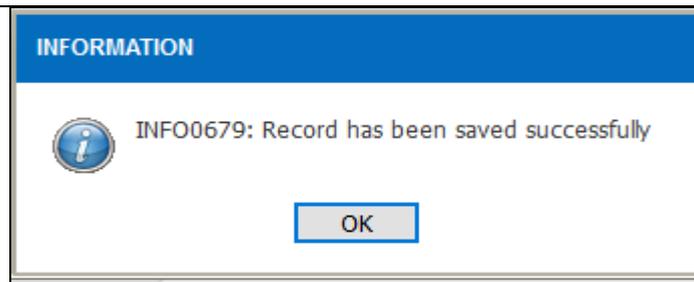
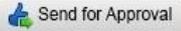


Figure 3.6-9 Save Record Alert Message

- **Indent No** will be auto generated by system for future reference and the  button and  button will be enabled.

Character	Description	Value
1-2	Indent No	'R'
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 3.6-1

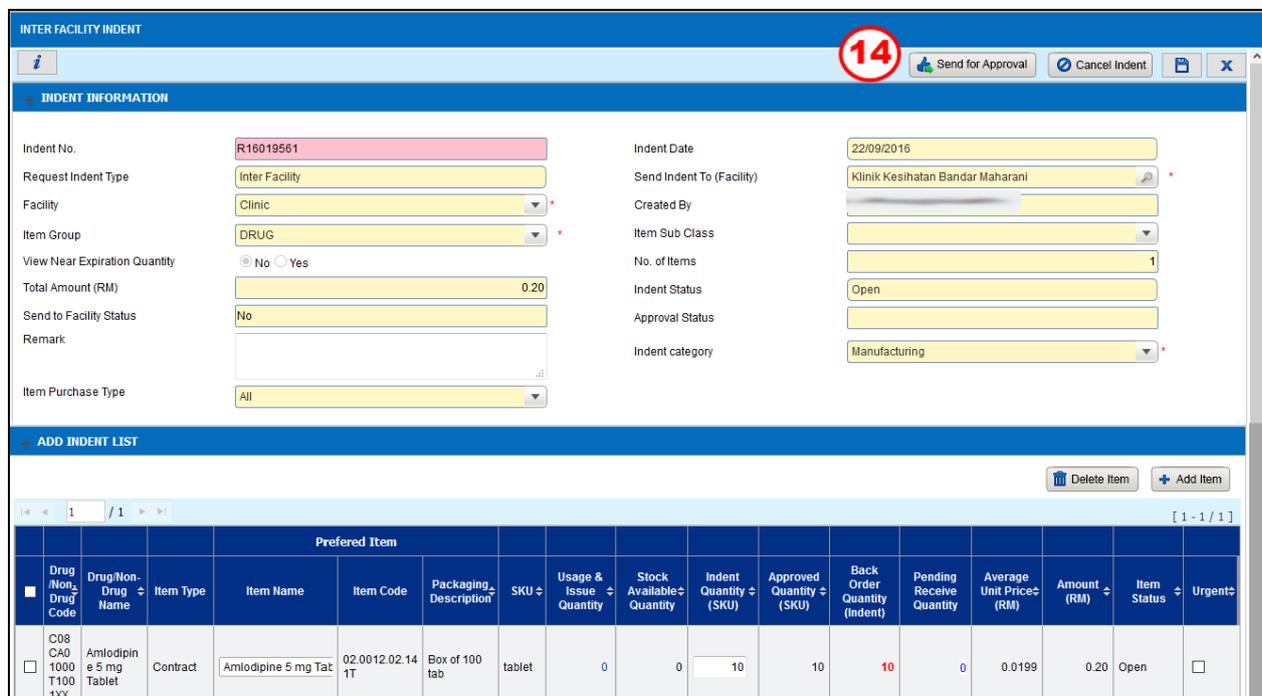
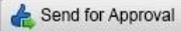


Figure 3.6-10 Send for Approval

STEP 14

Click on the  button to send the Indent transaction to HOD for approval or click on the  to cancel the request

Note

- Click on the button to send the record for Approval. An alert message will be displayed and the **Status** will change to 'Pending for Approval'. This transaction will be available in the Approver's Task List for approval process.
- If user clicks on the button or button, there will be no changes applied and the screen will return to the Indent screen.

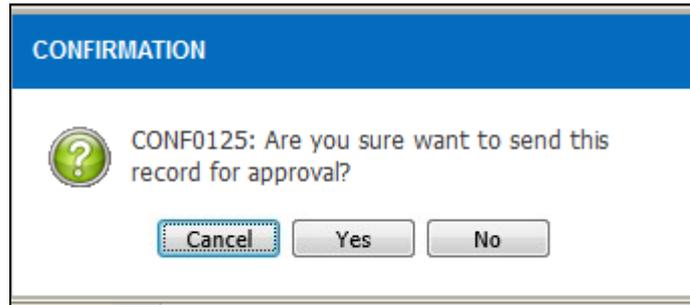


Figure 3.6-11 Send For Approval Record Alert Message

- Click on the button to confirm the request to be sent for approval.

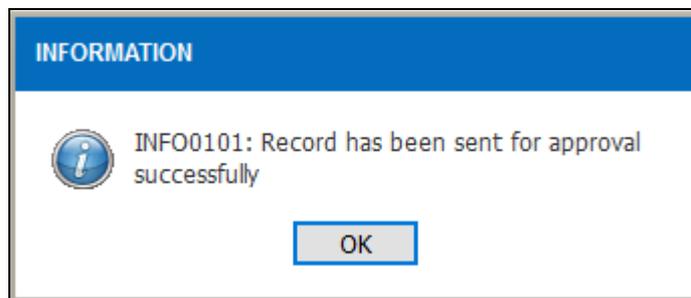
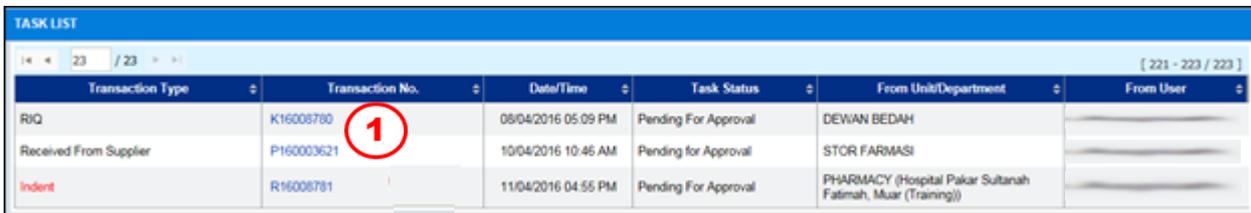


Figure 3.6-12 Alert Message

3.6 Indent (Inter Facility) Approval

The Head of Department (HOD)/ Head of Unit will receive the 'Pending for Approval' Indent transaction in the Task List.



Transaction Type	Transaction No.	Date/Time	Task Status	From Unit/Department	From User
RIO	K16000780	08/04/2016 05:09 PM	Pending For Approval	DEWAN BEDAH	
Received From Supplier	P160000621	10/04/2016 10:46 AM	Pending for Approval	STOR FARMASI	
Indent	R16000781	11/04/2016 04:55 PM	Pending For Approval	PHARMACY (Hospital Pakar Sultanah Fatmah, Muar (Training))	

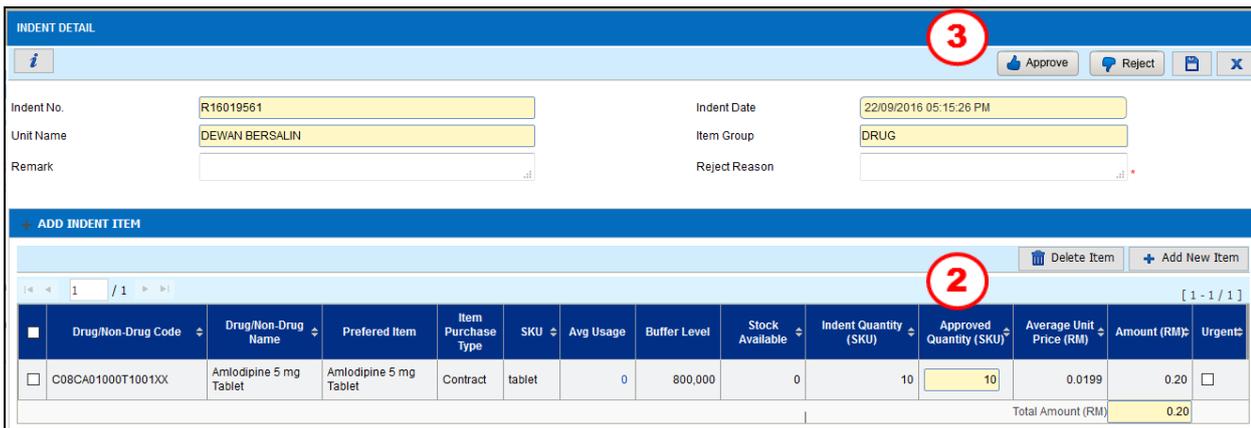
Figure 3.7-1 Task List

STEP 1

Click on the Transaction No. hyperlink and the Indent screen will be displayed as shown in the Figure 3.7-2

Note

User also able to refer to section [3.1 Indent Listing Page](#) to search for the 'Pending for Approval' Indent record.



INDENT DETAIL

Indent No. R16019561 Indent Date 22/09/2016 05:15:26 PM

Unit Name DEWAN BERSALIN Item Group DRUG

Remark Reject Reason

ADD INDENT ITEM

Drug/Non-Drug Code	Drug/Non-Drug Name	Preferred Item	Item Purchase Type	SKU	Avg Usage	Buffer Level	Stock Available	Indent Quantity (SKU)	Approved Quantity (SKU)	Average Unit Price (RM)	Amount (RM)	Urgent
C08CA01000T1001XX	Amlodipine 5 mg Tablet	Amlodipine 5 mg Tablet	Contract	tablet	0	800,000	0	10	10	0.0199	0.20	<input type="checkbox"/>
Total Amount (RM)											0.20	

Figure 3.7-2 Indent Approval

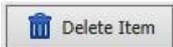
STEP 2

Change the Indent **Approved Quantity** if necessary

Note

- **Approved Quantity** will default to indent quantity but HOD is allowed to change the quantity.
- User is allowed to perform this:

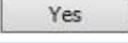
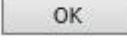
a) Add new indent item by click on the  button

b) Delete indent item by click on the  button.

STEP 3

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

Note

- Click on the  button in Figure 3.7-3 followed by the  button in Figure 3.7-4.  button will be enabled for the user to proceed with sending the indent to desired external facility.

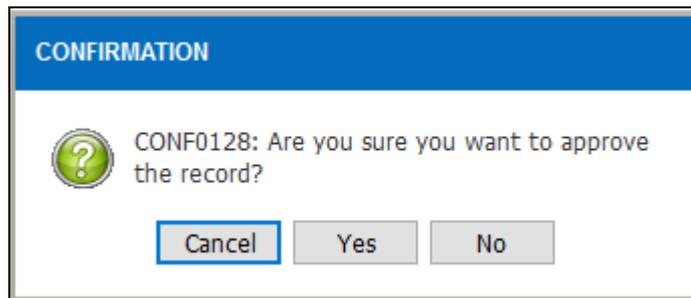


Figure 3.8-3 Approve Record Alert Message

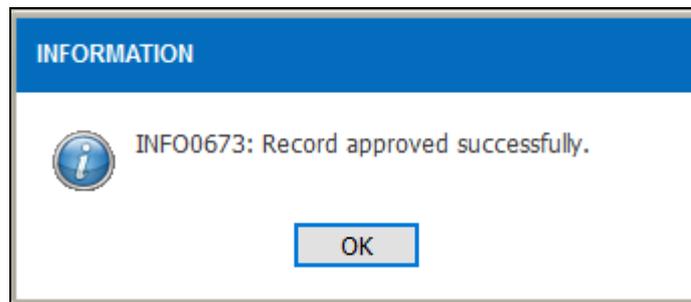
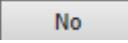
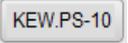
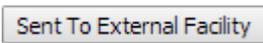
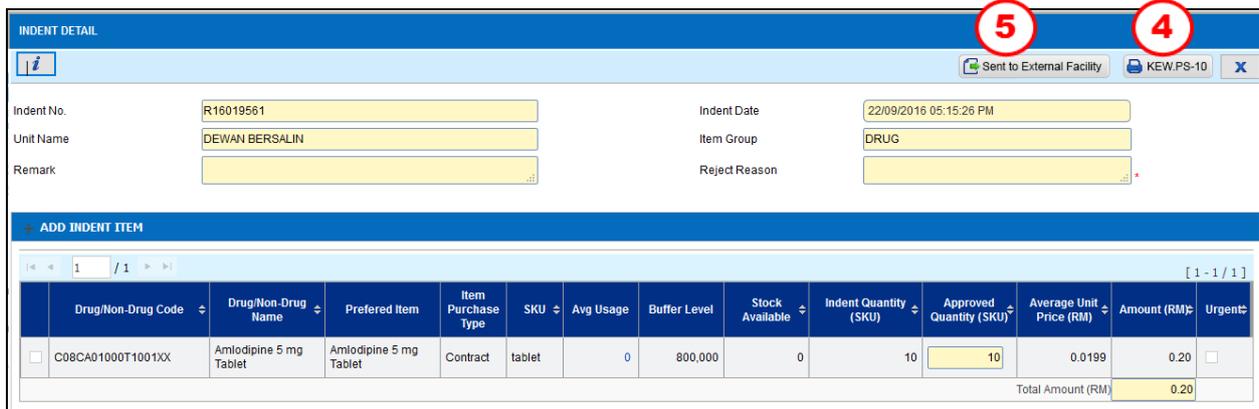


Figure 3.7-4 Approve Record Alert Message

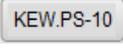
- If user clicks on the  button, there will be no changes applied and the screen will return to the Indent screen.
- Click on the  button to reject the Indent record and the status will be 'Rejected'
- Reject Reason** is mandatory to be entered to reject the Indent transaction
- After the indent transaction is approved,  button and  button will be enabled.
- If the Indent is rejected, indent **Status** will be 'Close'.



Drug/Non-Drug Code	Drug/Non-Drug Name	Preferred Item	Item Purchase Type	SKU	Avg Usage	Buffer Level	Stock Available	Indent Quantity (SKU)	Approved Quantity (SKU)	Average Unit Price (RM)	Amount (RM)	Urgent
C08CA01000T1001XX	Amlodipine 5 mg Tablet	Amlodipine 5 mg Tablet	Contract	tablet	0	800,000	0	10	10	0.0199	0.20	<input type="checkbox"/>
Total Amount (RM)											0.20	

Figure 3.7-5 Indent Detail

STEP 4

Click on the  button to print indent detail

Note

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

STEP 5

Click on the  button to send to the external facility

Note

The issuer will retrieve the 'External Indent' in their Task List as 'Pending for Approval'. They have the right to approve or reduce the number of requests or reject the request. After the request is approved, they will proceed to issue the item and generate the Issue Note at Issue Screen. The requestor will receive a notification and will need to perform Receiving Inter Facility.



KEMENTERIAN KESIHATAN MALAYSIA
Hospital Pakar Sultanah Fatimah, Muar
BORANG PESANAN DAN PENGELUARAN STOK
(Tatacara Pengurusan Stok 136)

KEW.PS-10

Dilengkapkan Oleh Stor Penerimaan				Dilengkapkan Oleh Stor Pengeluaran											
Kepada : Pharmacy (Hospital Pakar Sultanah Fatimah, Muar)				Kepada : Pharmacy (Klinik Kesihatan Bandar Maharani)											
No. Pesanan : M18912951		Tarikh Pesanan : 22/09/2018		No. Pengeluaran :		Tarikh Pengeluaran :									
Tarikh Bekalan Dikehendaki :				Tarikh Pengeluaran :											
SAHAGIAN BEKALAN KAWALAN DAN AKALIN				SAHAGIAN SIMPANAN											
No. Kod (Drug/Non Drug Code)	Nama Stok	Kuantiti Asal	SKU	No. Kod (Item Code)	Baki di Stor	SKU	Kuantiti Dikeluarkan (SKU)	Dedapan Bungkus	Harga (RM)		Kuantiti Dikeluarkan (PKU)	No. Kelompok	Tarikh Luput	Cetakan	
									Sesuai (SKU)	Jumlah					
C08CA010001001X X	Amlodipine 5 mg Tablet	10	tablet												

Dilengkapkan Oleh Stor Penerimaan				Dilengkapkan Oleh Stor Pengeluaran			
Nama : _____		Nama : _____		Telah Difulaskan dan Direkodkan oleh :		Dikeluarkan dan Direkod oleh :	
Jawatan : Jururawat Terlatih		Jawatan : _____		Nama : _____		Nama : _____	
Unit : DEWAN BERSALIN		Jawatan : _____		Jawatan : _____		Jawatan : _____	
Jabatan : Obstetrics and Gynaecology		Unit : _____		Unit : _____		Unit : _____	
Tarikh : 23/09/2018		Tarikh : _____		Tarikh : _____		Tarikh : _____	
		(Dilengkapkan setelah stok diterima)					

SAHAGIAN BUNDEKUSAN DAN PENCIHANTAIAN		
Buku-buku Bungkus	Buku-buku Penerimaan	Telah dibungkus dan dihantar oleh :
		Nama : _____
		Jawatan : _____
		Jabatan : _____
		Tarikh : _____

Ini adalah cetakan komputer, tandatangan tidak diperlukan

Printed Date : 23/09/2018 Printed By : _____ Unit Name : DEWAN BERSALIN Source : PhIS
Page 1 of 1

Figure 3.7-6 KEW.PS-10 Borang Pesanan Dan Pengeluaran Stok

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
RIQ	Recommended Issue Quantity

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