



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

User Manual Inventory (External Indent)

Version	: 8th EDITION
Document ID	: U. MANUAL_INV_EXTERNAL INDENT



© 2011-2018 *Pharmacy Information System & Clinic Pharmacy System (PhIS & CPS) Project*

CONFIDENTIAL COPYRIGHTED MATERIAL – *The information includes all concepts, comments, recommendations, and material, contained herein shall remain the property of Pharmacy Information System & Clinic Pharmacy System (PhIS & CPS) Project. No portion of this document shall be disclosed, duplicated or used in whole or in part of any purpose other than the purpose of the Pharmacy Information System & Clinic Pharmacy System (PhIS & CPS) Project execution only.*

Reference ID : U.MANUAL_INV_EXTERNAL INDENT-8th EDITION

Application reference: PhIS & CPS v1.8.1



Table of Contents

1.0	Introduction	1
1.1	Overview of PhIS	1
1.2	Purpose and Objectives.....	1
1.3	Organised Sections	1
2.0	Application Standard Features	2
2.1	PhIS Legend.....	2
2.2	Latest Enhancement and Updates	3
3.0	Indent	4
3.1	Overview	4
3.1.1	User Group.....	4
3.1.2	Functional Diagram	4
3.1.3	Functional Description	4
3.2	External Indent	5
3.2.1	View Existing Transaction	5
3.3	New Indent (Inter Facility)	7
3.4	New Indent (SPUB)	15
3.5	New Indent (Manufacturing)	22
3.6	Indent (Inter Facility) Approval.....	29
4.0	Acronyms	33
5.0	Links to Inventory Modules	33

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

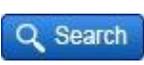
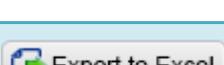
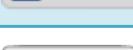
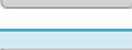
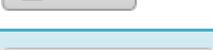
1.3 Organised Sections

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
--------------	-------------------------	-------------------	-----------------------

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

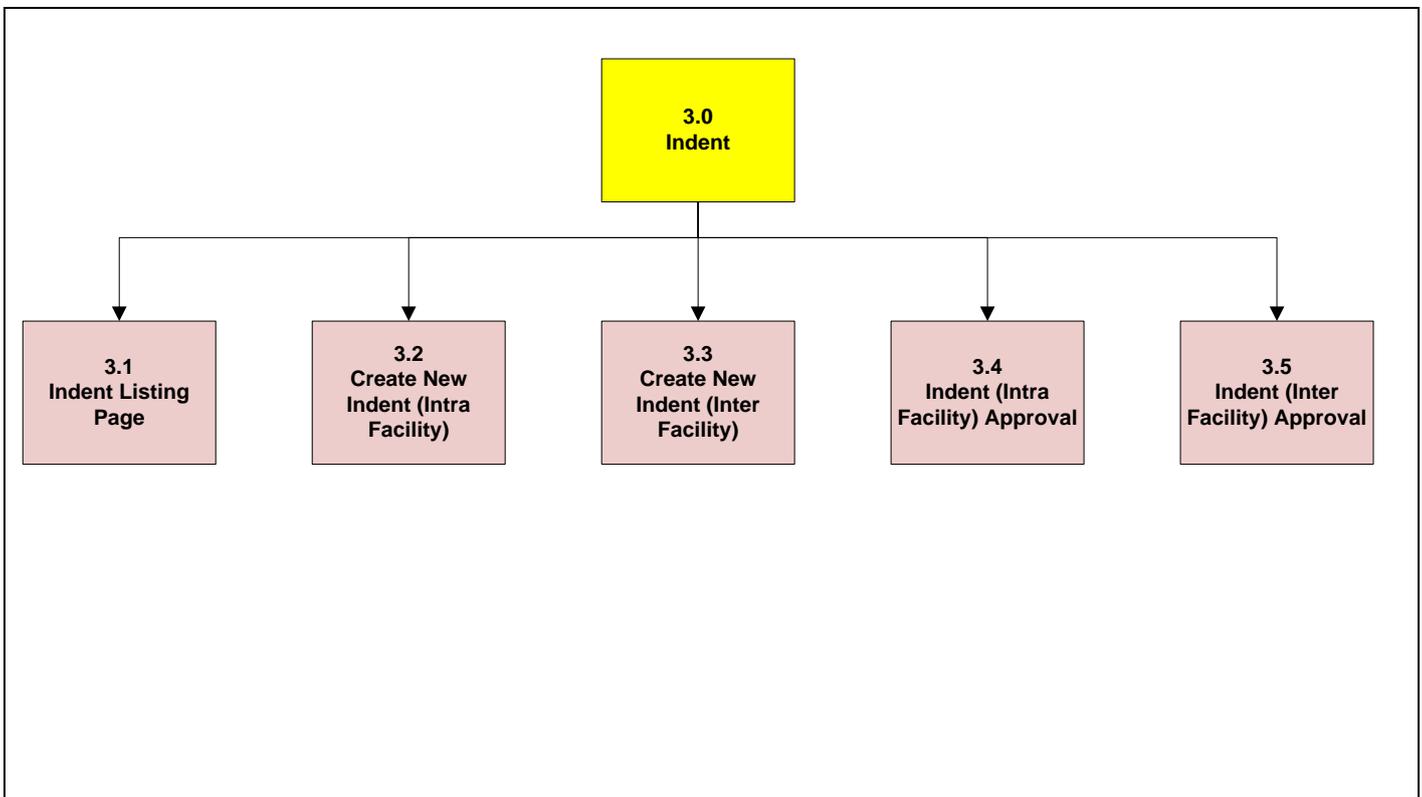


Figure 3.1

3.1.3 Functional Description

Indent comprises of three (3) main functions:

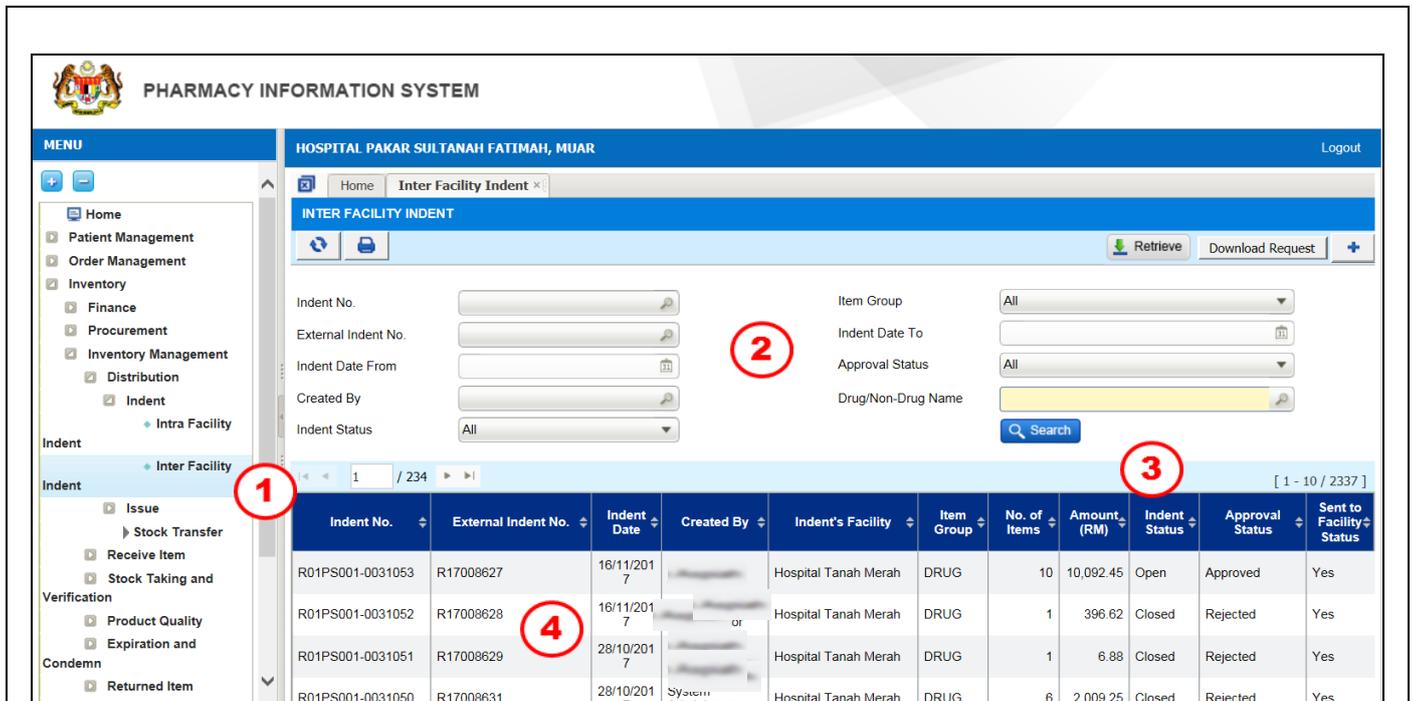
- **Indent (Intra)**
Indent (Intra) is the indenting within facility
This function allows user to view all existing transaction and create a new transaction
- **Indent (Inter)**
Indent (Inter) is the indenting to externally facility
This function allows user to view all existing transaction and create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

3.2 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.

3.2.1 View Existing Transaction

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



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
R01PS001-0031053	R17008627	16/11/2017		Hospital Tanah Merah	DRUG	10	10,092.45	Open	Approved	Yes
R01PS001-0031052	R17008628	16/11/2017		Hospital Tanah Merah	DRUG	1	396.62	Closed	Rejected	Yes
R01PS001-0031051	R17008629	28/10/2017		Hospital Tanah Merah	DRUG	1	6.88	Closed	Rejected	Yes
R01PS001-0031050	R17008631	28/10/2017		Hospital Tanah Merah	DRUG	6	2,009.25	Closed	Rejected	Yes

Figure 3.2-1 Indent listing Page

STEP 1

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

STEP 2

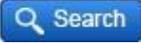
To search for existing Indent record(s), user may search by criteria as follows:

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 Date From	Start date for the indent transaction	Format field (dd/mm/yy)
d	Created By	Name of the person who created the transaction	
e	Indent Status	Search by : - All - Cancel - Close - Open	Able to filter and search record(s)
f	Item Group	Search by : - All - Drug - Non Drug	Able to filter and search record(s)
g	Indent Date To	Start date for the indent transaction	Format field (dd/mm/yy)

h	Approval Status	Search by: - All - Approved - Open - Pending For Approval - Rejected	Able to filter and search record(s)
i	Drug and Non Drug	-	-

Table 3.1-1

STEP 3

Click on the  button after input of criteria

STEP 4

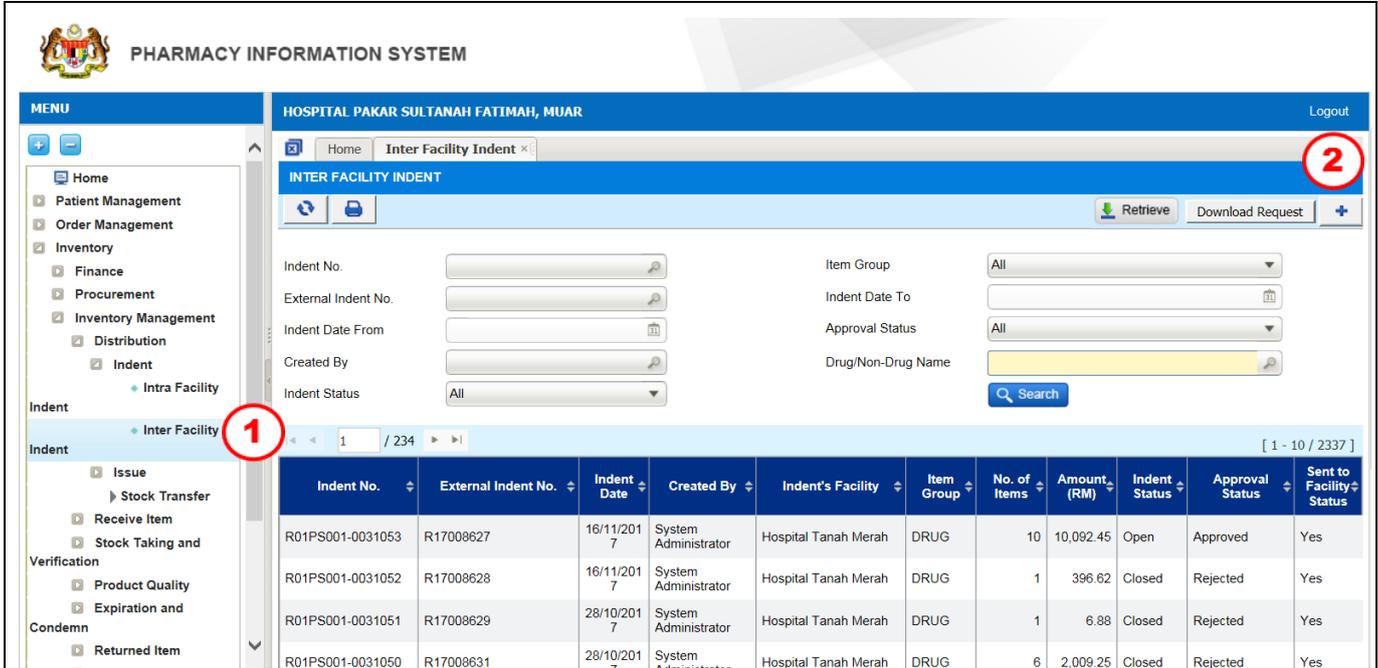
Double-click on the selected record details listed as per Figure 3.2-1

Note

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

3.3 New Indent (Inter Facility)

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



PHARMACY INFORMATION SYSTEM

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

Logout

Home Inter Facility Indent

INTER FACILITY INDENT

Retrieve Download Request +

Indent No. [] Item Group: All

External Indent No. [] Indent Date To: []

Indent Date From: [] Approval Status: All

Created By: [] Drug/Non-Drug Name: []

Indent Status: All

Search

1 / 234 [1 - 10 / 2337]

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
R01PS001-0031053	R17008627	16/11/2017	System Administrator	Hospital Tanah Merah	DRUG	10	10,092.45	Open	Approved	Yes
R01PS001-0031052	R17008628	16/11/2017	System Administrator	Hospital Tanah Merah	DRUG	1	396.62	Closed	Rejected	Yes
R01PS001-0031051	R17008629	28/10/2017	System Administrator	Hospital Tanah Merah	DRUG	1	6.88	Closed	Rejected	Yes
R01PS001-0031050	R17008631	28/10/2017	System Administrator	Hospital Tanah Merah	DRUG	6	2,009.25	Closed	Rejected	Yes

Figure 3.3-1 Create New External Indent

STEP 1

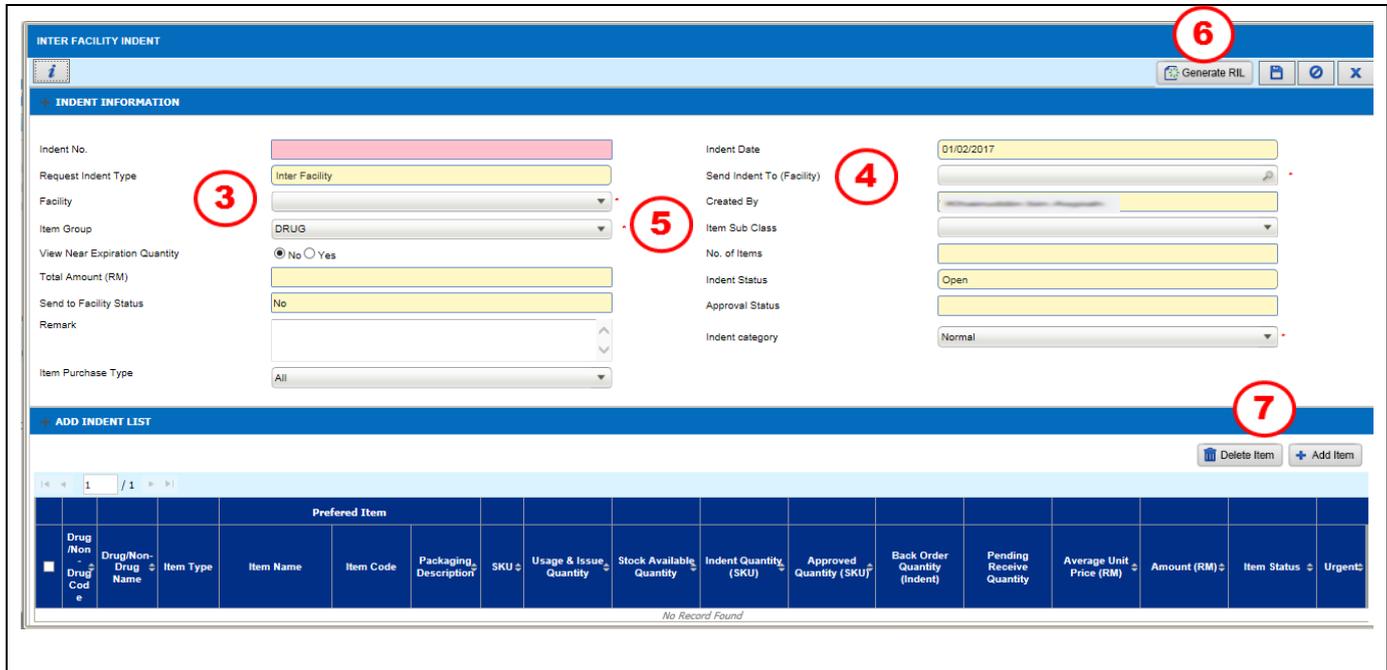
Click on 'Inventory' menu followed by 'Inventory Management', followed by click Distribution, click 'Indent' then 'Inter Facility Indent'

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: $Indent\ Qty = Max\ Storage\ Qty\ (SKU) - Available\ Qty\ (SKU)$.

STEP 7

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

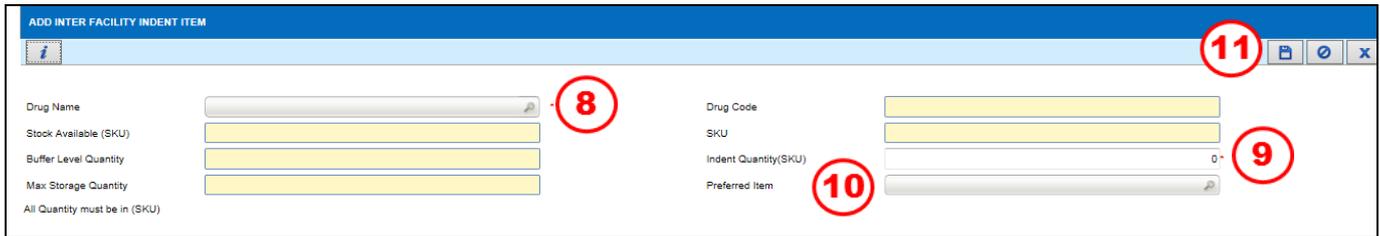


Figure 3.3-4 Add Indent Item

STEP 8

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

Note

List of **Drug Name** will be displayed as shown in Figure 3.3-5.

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			
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 3.3-5 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 3.3-6.

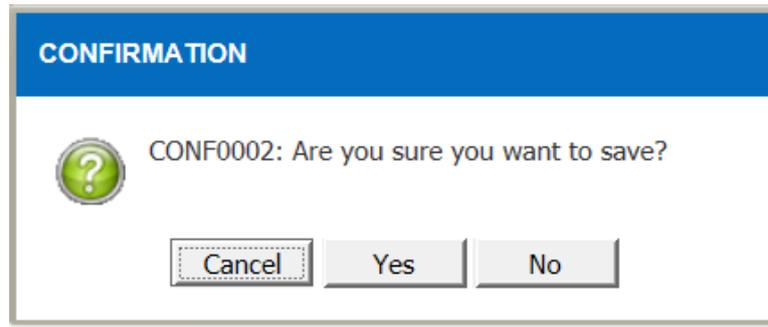
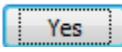
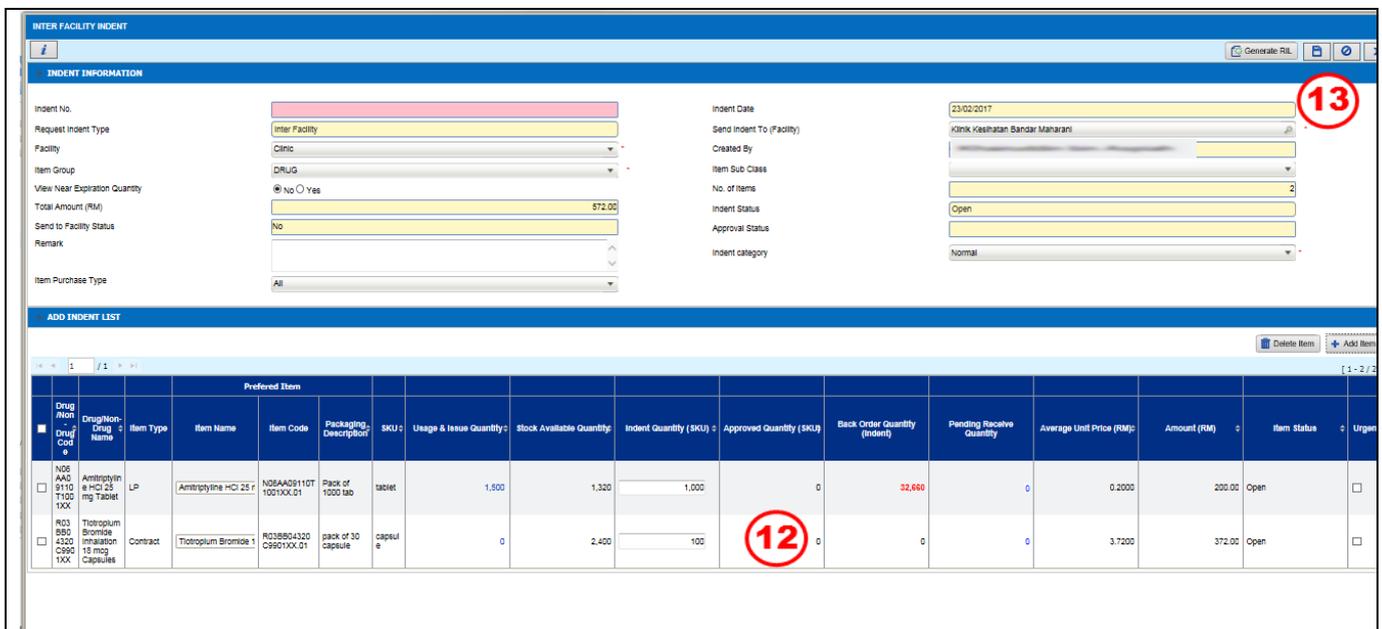


Figure 3.3-6 Save Record Alert Message

- Click on the  button.



Drug Item	Drug Name	Item Type	Item Name	Item Code	Packaging	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"/>	Amtripyline HCl 25 mg Tablet	LP	Amtripyline HCl 25 mg Tablet	N05AA09110T1001XX01	Pack of 1000 tab	tablet	1,500	1,320	1,000	0	32,640	0	0.2000	200.00	Open	<input type="checkbox"/>
<input type="checkbox"/>	Tiotropium Bromide Inhalation 15 mcg Capsules	Contract	Tiotropium Bromide Inhalation 15 mcg Capsules	R03BB04320C9901XX01	pack of 30 capsule	capsule	0	2,400	100	0	0	0	3.7200	372.00	Open	<input type="checkbox"/>

Figure 3.3-7 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 3.3-8 & Figure 3.3-9

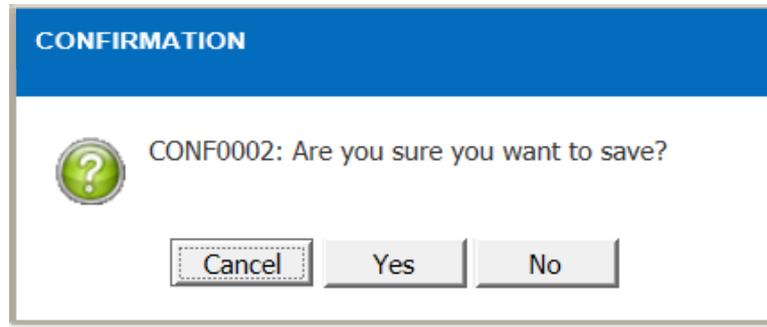


Figure 3.3-8 Save Record Alert Message

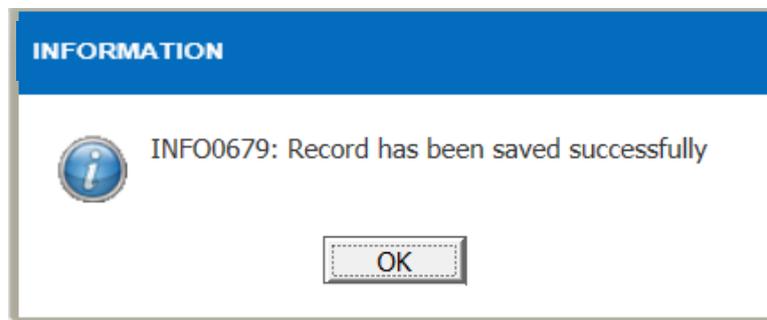
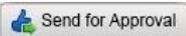


Figure 3.3-9 Save Record Alert Message

- **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 3.3-1

The screenshot shows the 'INTER FACILITY INDENT' form. At the top right, there are buttons for 'Generate RIL', 'Send for Approval', and 'Cancel Indent'. The 'Send for Approval' button is circled in red with the number '14'. Below the buttons is the 'INDENT INFORMATION' section with various input fields for Indent No., Request Indent Type, Facility, Item Group, View Near Expiration Quantity, 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, and Indent category.

Below the form is the 'ADD INDENT LIST' section, which contains a table of items. The table has the following columns: 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.

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
N02 BE0 1000 T100 1XX	Paracetamol 500 mg Tablet	APPL	Paracetamol 500mg	42.3002.03	Pack of 1000 tabs (Blister)	tablet	100	149,887	1,000	1,000	5,560	0	0.0190	19.00	Open	<input type="checkbox"/>

Figure 3.3-10 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.

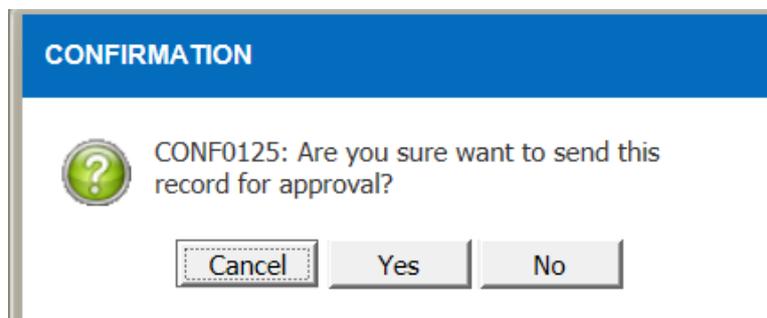


Figure 3.3-11 Send for Approval Record Alert Message

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

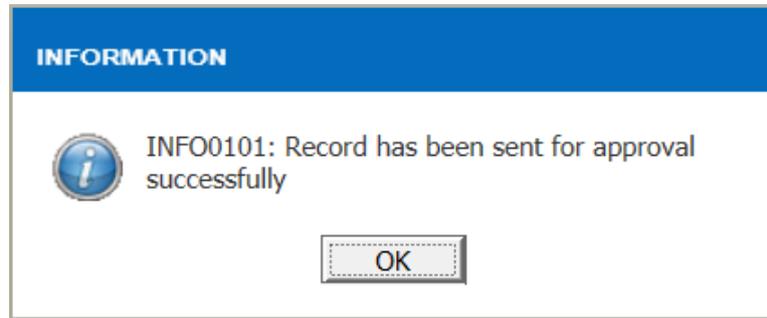


Figure 3.3-12 Alert Message

3.4 New Indent (SPUB)

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

PHARMACY INFORMATION SYSTEM

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

Logout

Home Inter Facility Indent

INTER FACILITY INDENT

Retrieve Download Request

Indent No. Item Group All

External Indent No. Indent Date To

Indent Date From Approval Status All

Created By Drug/Non-Drug Name

Indent Status All Search

1 / 234 [1 - 10 / 2337]

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
R01PS001-0031053	R17008627	16/11/2017	System Administrator	Hospital Tanah Merah	DRUG	10	10,092.45	Open	Approved	Yes
R01PS001-0031052	R17008628	16/11/2017	System Administrator	Hospital Tanah Merah	DRUG	1	396.62	Closed	Rejected	Yes
R01PS001-0031051	R17008629	28/10/2017	System Administrator	Hospital Tanah Merah	DRUG	1	6.88	Closed	Rejected	Yes
R01PS001-0031050	R17008631	28/10/2017	System Administrator	Hospital Tanah Merah	DRUG	6	2,009.25	Closed	Rejected	Yes

Figure 3.4-1 Create New External Indent

STEP 1

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

STEP 2

Click on the button to create new record

Note

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

INTER FACILITY INDENT

INDENT INFORMATION

Indent No. Request Indent Type Inter Facility

Facility

Item Group DRUG

View Near Expiration Quantity No Yes

Total Amount (RM)

Send to Facility Status No

Remark

Item Purchase Type All

Indent Date 22/09/2016

Send Indent To (Facility)

Created By

Item Sub Class

No. of Items

Indent Status Open

Approval Status

Indent category SPUB

ADD INDENT LIST

Delete Item Add Item

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
No Record Found																

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"/>
<input type="button" value="Previous"/> <input type="text" value="1"/> / 94 <input type="button" value="Next"/>		[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 3.4-3 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.

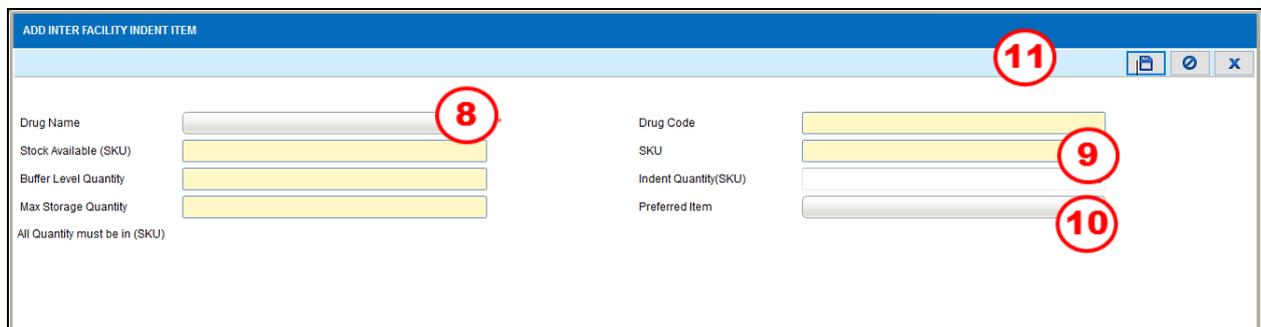


Figure 3.4-4 Add Indent Item

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			
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

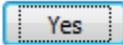
- Click on the  button.

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

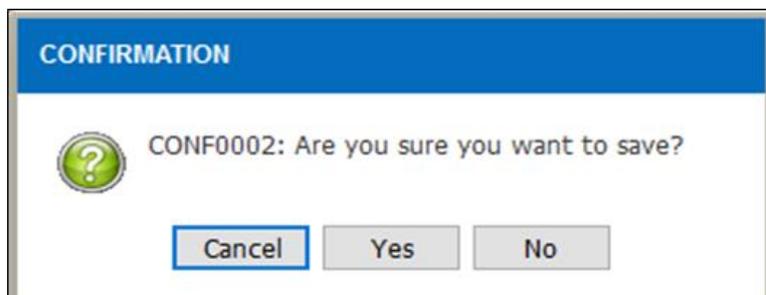


Figure 3.4-8 Save Record Alert Message

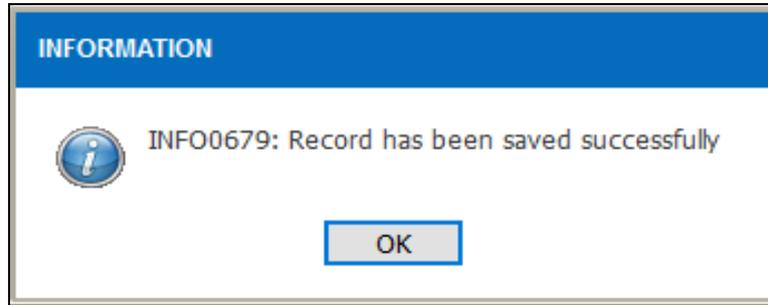
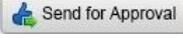
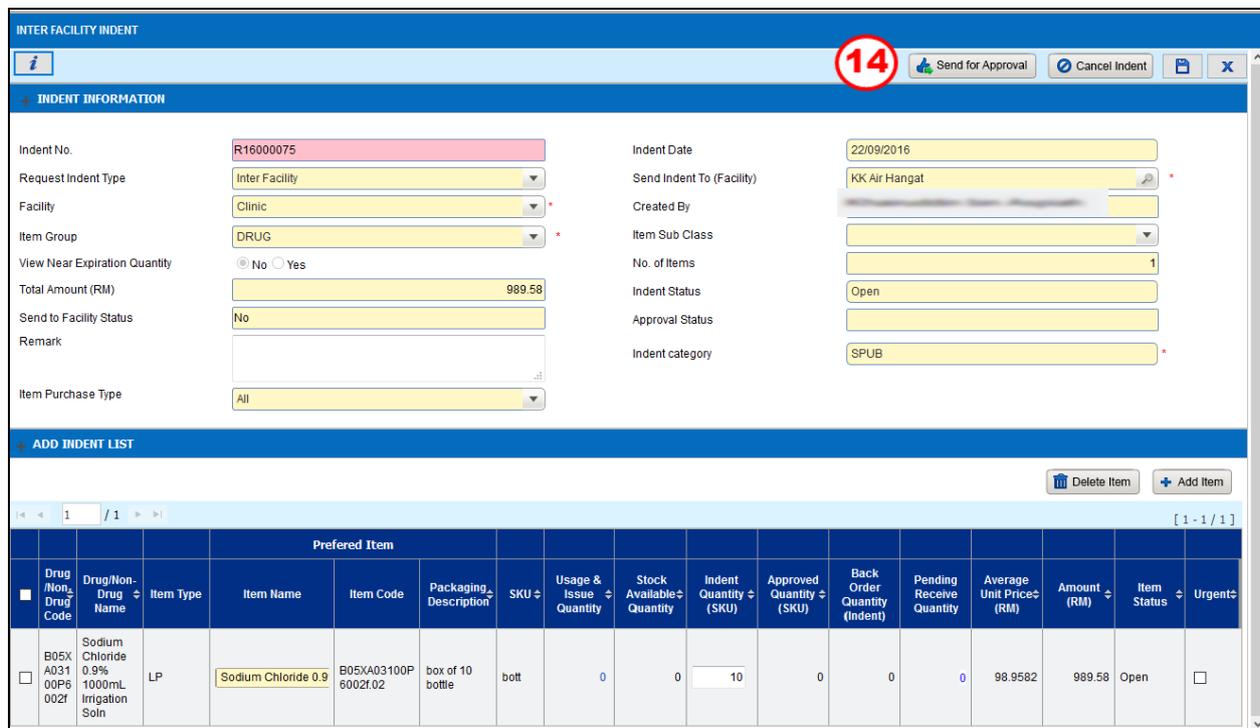


Figure 3.4-9 Save Record Alert Message

- **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

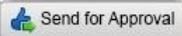
Table 3.4-1



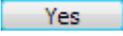
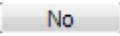
Drug /Non-Drug Code	Drug/Non-Drug Name	Item Type	Item Name	Item Code	Packaging Description	SKU	Usage & Issue Quantity	Stock Available Quantity	Indent Quantity (SKU)	Approved Quantity (SKU)	Back Order Quantity (Indent)	Pending Receive Quantity	Average Unit Price (RM)	Amount (RM)	Item Status	Urgent
B05X A031 00P6 002F	Sodium Chloride 0.9% 1000mL Irrigation Soln	LP	Sodium Chloride 0.9	B05XA03100P 6002F02	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.

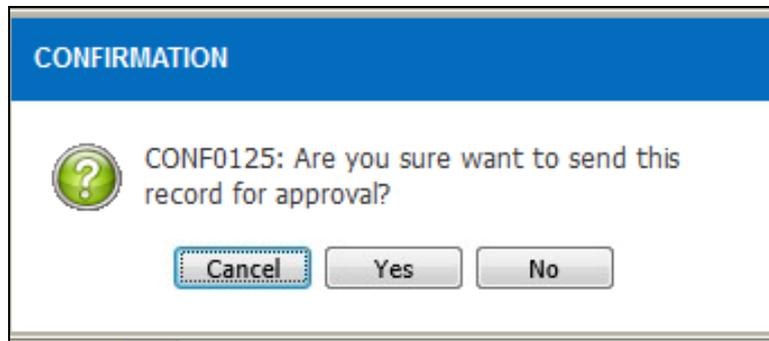
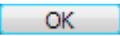


Figure 3.4-11 Send for Approval Record Alert Message

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

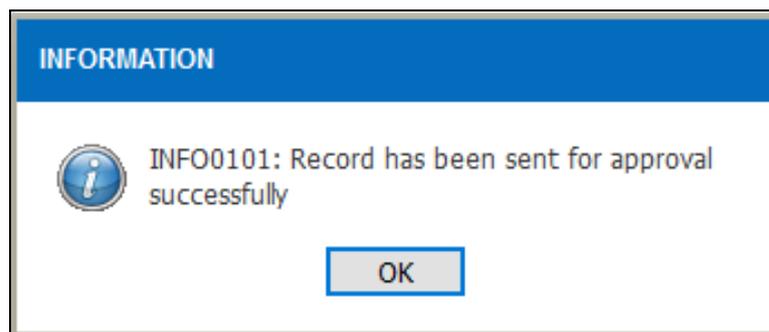


Figure 3.4.12 Alert Message

3.5 New Indent (Manufacturing)

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

Figure 3.5-1 Create New External Indent

STEP 1

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

STEP 2

Click on the  button to create new record

Note

Indent screen will be displayed as shown in the Figure 3.5-2.

Figure 3.5-2 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 3.5-3.

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.

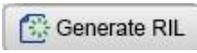
STEP 6

Select **Indent Category** as 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

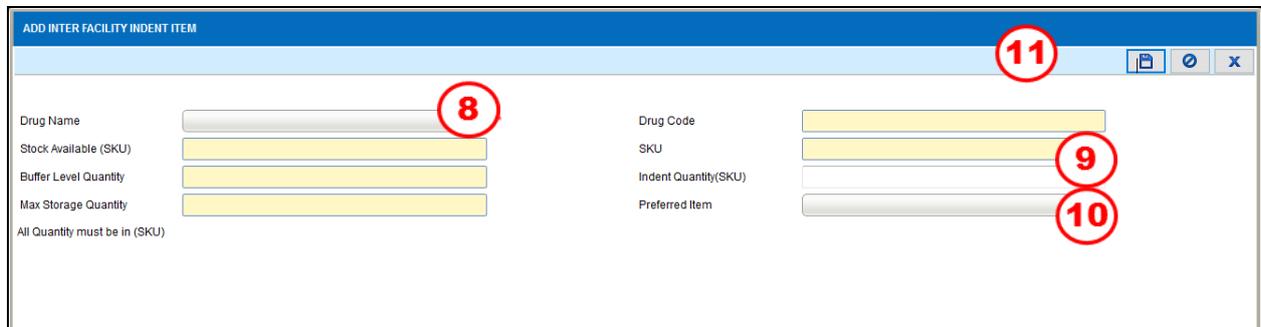


Figure 3.5-4 Add Indent Item

STEP 8

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

Note

List of **Drug Name** will be displayed as shown in Figure 3.5-5.

STEP 9

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

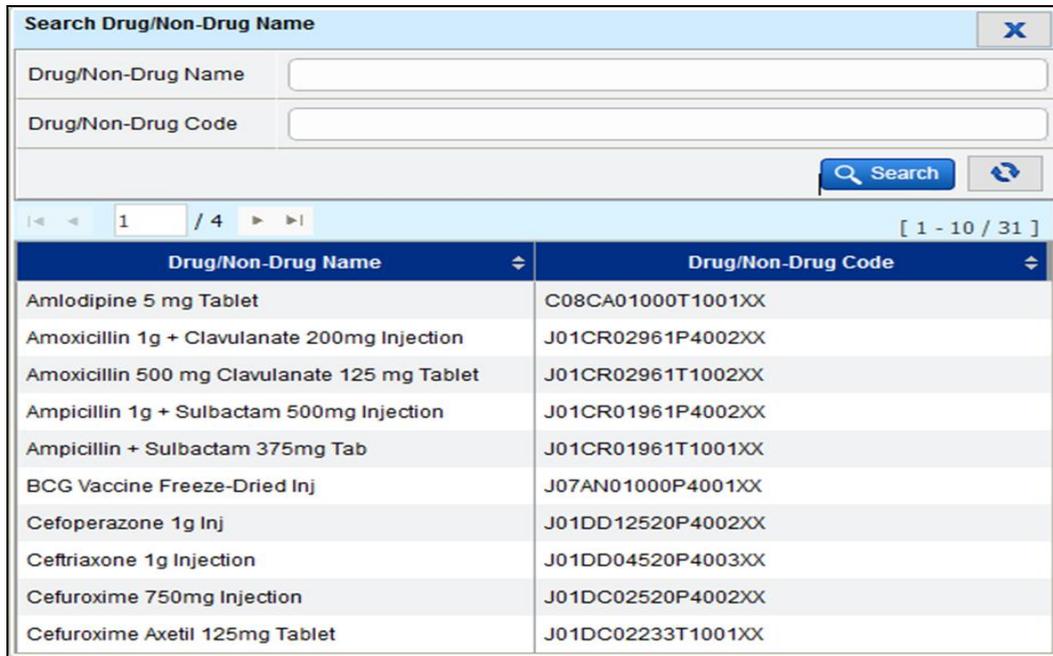
STEP 10

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 3.5-5 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 3.5-6.

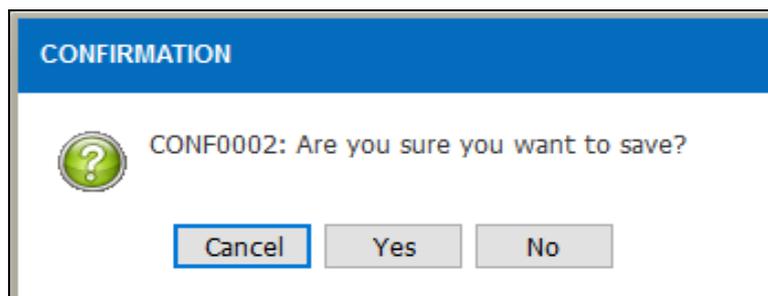
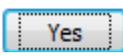
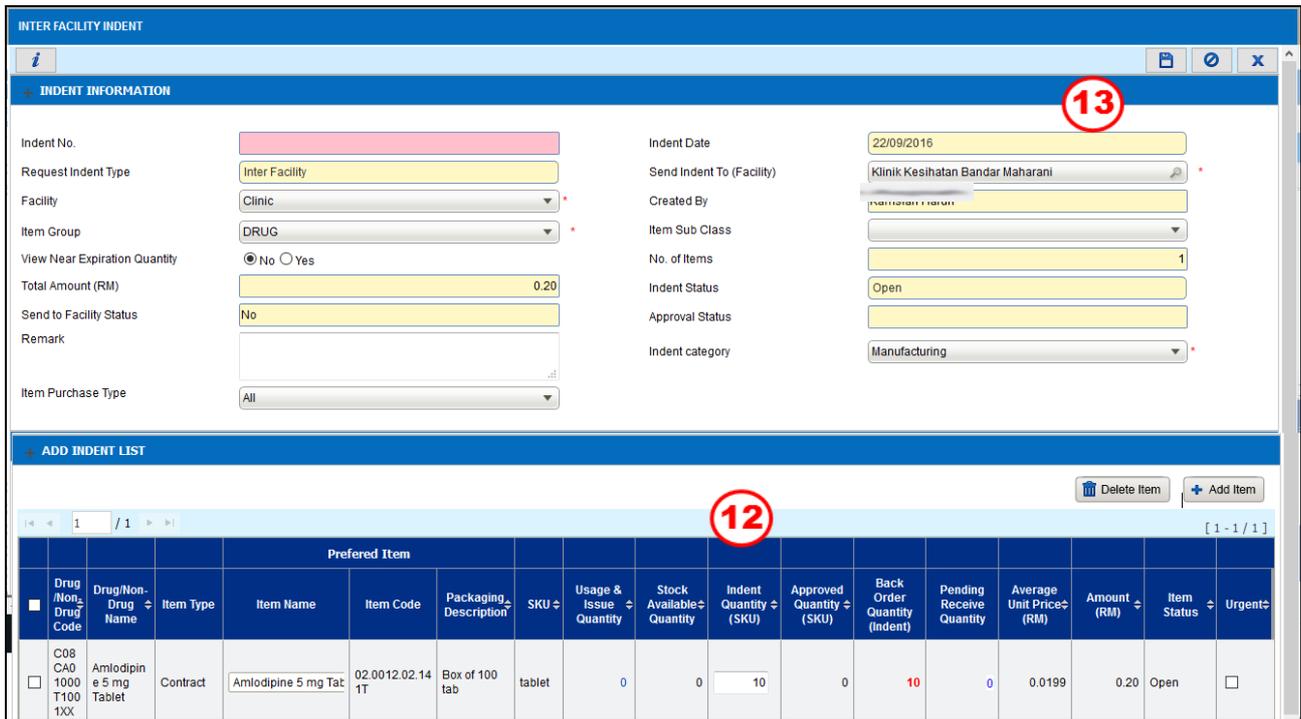


Figure 3.5-6 Save Record Alert Message

- Click on the  button.



INTER FACILITY INDENT

INDENT INFORMATION

Indent No. [] Indent Date: 22/09/2016

Request Indent Type: Inter Facility Send Indent To (Facility): Klinik Kesihatan Bandar Maharani

Facility: Clinic Created By: []

Item Group: DRUG Item Sub Class: []

View Near Expiration Quantity: No Yes No. of Items: 1

Total Amount (RM): 0.20 Indent Status: Open

Send to Facility Status: No Approval Status: []

Remark: [] Indent category: Manufacturing

Item Purchase Type: All

ADD INDENT LIST

1 / 1 [Delete Item] [Add Item]

	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"/>	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 3.5-7 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 3.5-8 & Figure 3.5-9

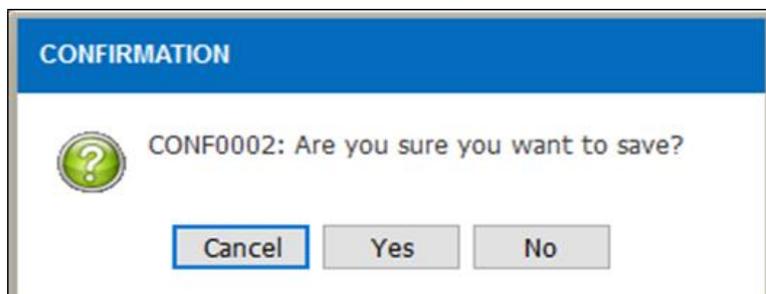


Figure 3.5-8 Save Record Alert Message

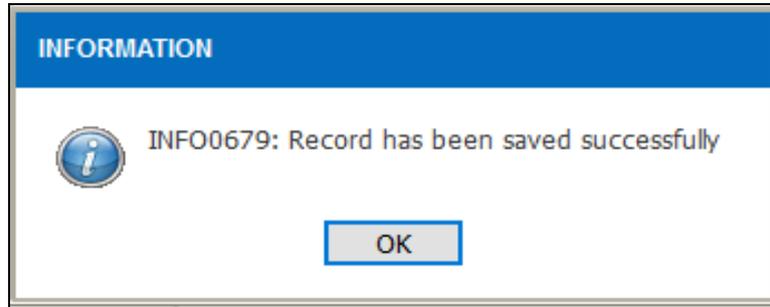
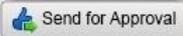
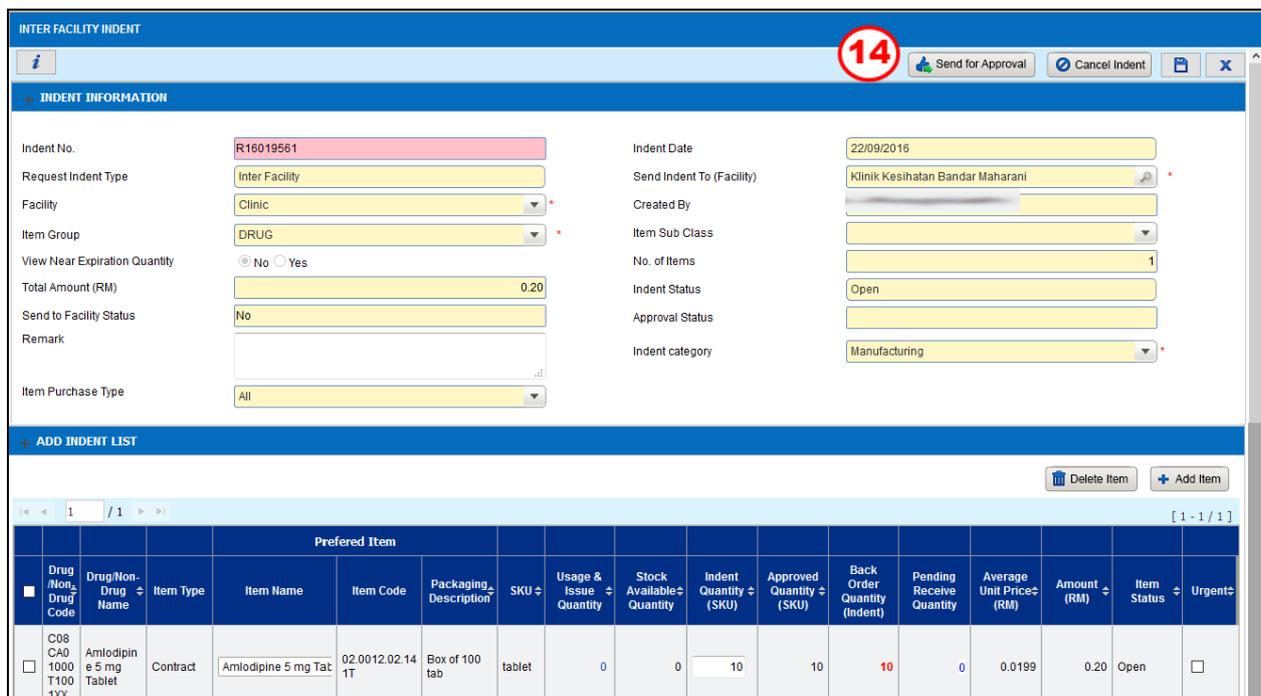


Figure 3.5-9 Save Record Alert Message

- **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

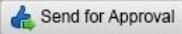
Table 3.5-1



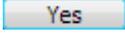
Drug / Non-Drug Code	Drug/Non-Drug Name	Item Type	Item Name	Item Code	Packaging Description	SKU	Usage & Issue Quantity	Stock Available Quantity	Indent Quantity (SKU)	Approved Quantity (SKU)	Back Order Quantity (Indent)	Pending Receive Quantity	Average Unit Price (RM)	Amount (RM)	Item Status	Urgent
C08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

Figure 3.5-10 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.

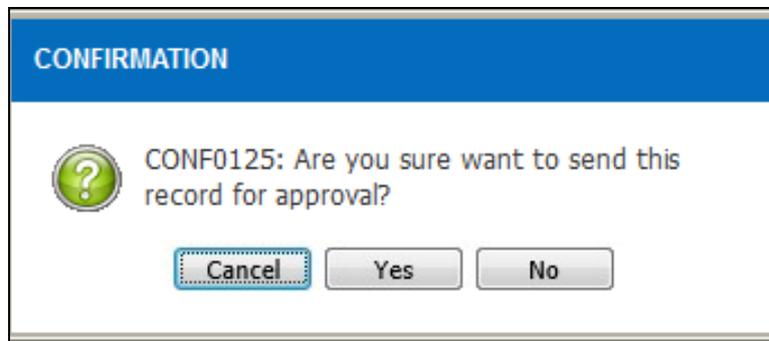
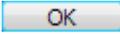


Figure 3.5-11 Send for Approval Record Alert Message

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

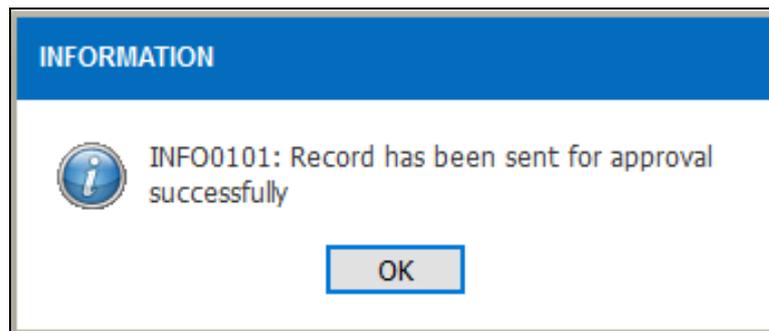


Figure 3.5-12 Alert Message

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
RIQ	K16008780	08/04/2016 05:09 PM	Pending For Approval	DEWAN BEDAH	
Received From Supplier	P160003621	10/04/2016 10:46 AM	Pending for Approval	STOR FARMASI	
Indent	R16008781	11/04/2016 04:55 PM	Pending For Approval	PHARMACY (Hospital Pakar Sult, Fatmah, Muar (Training))	Bahaudin

Figure 3.6-1 Task List

STEP 1

Click on the Transaction No. hyperlink and the Indent screen will be displayed as shown in the Figure 3.6-2

Note

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

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
C08CAD1000T1001XX	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 3.6-2 Indent Approval

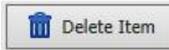
STEP 2

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:

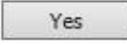
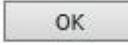
a) Add new indent item by click on the  button

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 3.6-3 followed by the  button in Figure 3.6-4.

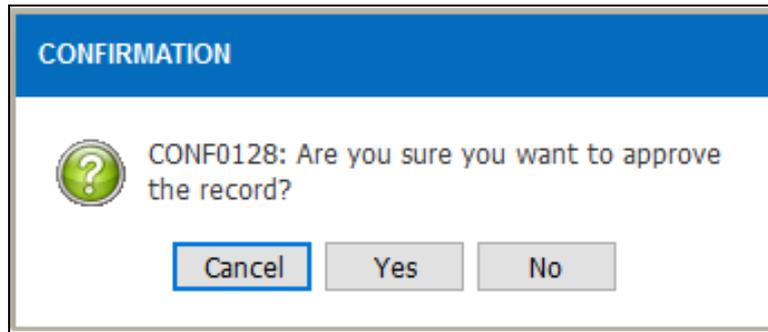


Figure 3.6-3 Approve Record Alert Message

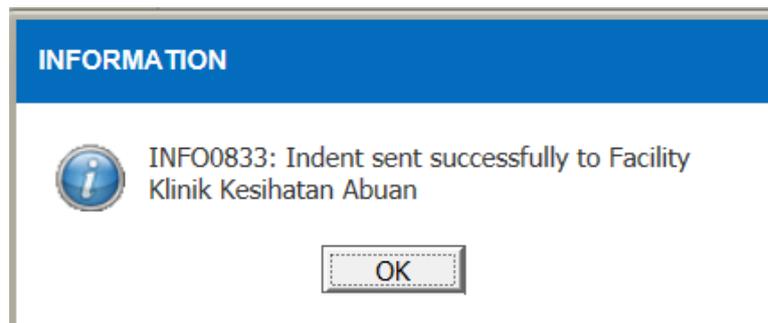
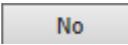
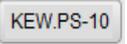


Figure 3.6-4 Approve Record Alert Message

- 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 will be enabled.
- If the Indent is rejected, indent **Status** will be 'Close'.

INDENT DETAIL

i
4
KEW.PS-10 X

Indent No.

Unit Name

Remark

Indent Date

Item Group

Reject Reason

ADD INDENT ITEM

1 / 1
[1 - 1 / 1]

	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
<input type="checkbox"/>	M04AA01000T1001XX	Allopurinol 300 mg Tablet	Allopurinol 300mg Tab	APPL	tablet	100	24,000	33,100	30,000	30,000	0.1392	4,176.00	<input type="checkbox"/>
Total Amount (RM)												4,176.00	

Figure 3.6-5 Indent Detail

STEP 4

Click on the KEW.PS-10 button to print indent detail

Note

- The report will be in PDF format. The user is allowed to view/save/print the report.
- The issuer will retrieve the 'External Indent' in their Task List as 'Pending for Approval'. They have the right 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

Ditengokkan Oleh Stor Penerimaan				Ditengokkan Oleh Stor Pengeluaran										
Kepada : Pharmacy (Hospital Pakar Sultanah Fatimah, Muar)				Kepada : Pharmacy (Klinik Kesihatan Bandar Maharani)										
No. Pesanan : M18912261		Tarikh Pesanan : 22/09/2018		No. Pengeluaran :		Tarikh Pengeluaran :								
Tarikh Bekalan Dikeluarkan :				Tarikh Pengeluaran :										
BAHAGIAN BEKALAN KAWALAN DAN AKALIN				BAHAGIAN SIMPANAN										
No. Kod (Drug/Non Drug Code)	Nama Stok	Kuantiti Asal	SKU	No. Kod (Item Code)	Baki di Stok	SKU	Kuantiti Dikeluarkan (SKU)	Dedapan Bungkus	Harga (RM)		Kuantiti Dikeluarkan (PKU)	No. Kelompok	Tarikh Luput	Cetakan
									Semut (SKU)	Jumlah				
C08CA010001001X X	Amlodipine 5 mg Tablet	10	table											

Ditengokkan Oleh Stor Penerimaan				Ditengokkan Oleh Stor Pengeluaran			
Nama : _____		Nama : _____		Telah Difulaskan dan Direkodkan oleh :		Dikeluarkan dan Direkod oleh :	
Jawatan : Jurusawat Terlatih		Jawatan : _____		Nama : _____		Nama : _____	
Unit : DEWAN BERSALIN		Jabatan : _____		Jawatan : _____		Jawatan : _____	
Jabatan : Obstetrics and Gynaecology		Unit : _____		Unit : _____		Unit : _____	
Tarikh : 23/09/2018		Tarikh : _____		Tarikh : _____		Tarikh : _____	
		(Ditengokkan setelah stok diterima)					
BAHAGIAN BUNDEKUSAN DAN PENCIANTAIAN							
Butir-butir Bungkus		Butir-butir Pengehantaran		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 3.6-6 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