



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

User Manual Inventory (External Indent)

Version	: 9th EDITION
Document ID	: U. MANUAL_INV_EXTERNAL INDENT



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-9th EDITION

Application reference: PhIS & CPS v2.0.1



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	Inter Facility (Sent) External Indent.....	7
3.4	New Indent (SPUB)	14
3.5	New Indent (Manufacturing)	21
3.6	Indent (Inter Facility) Approval	28
4.0	Acronyms	32
5.0	Links to Inventory Modules	32

1.0 Introduction

1.1 Overview of PhIS

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

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

1. Order Management
2. Inpatient Pharmacy
3. Outpatient Pharmacy
4. Medication Counselling
5. Ward Pharmacy
6. Pharmacy Inventory
7. Manufacturing of Cytotoxic Drug Reconstitution, 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

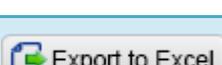
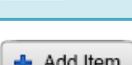
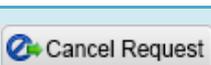
1.3 Organised Sections

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

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

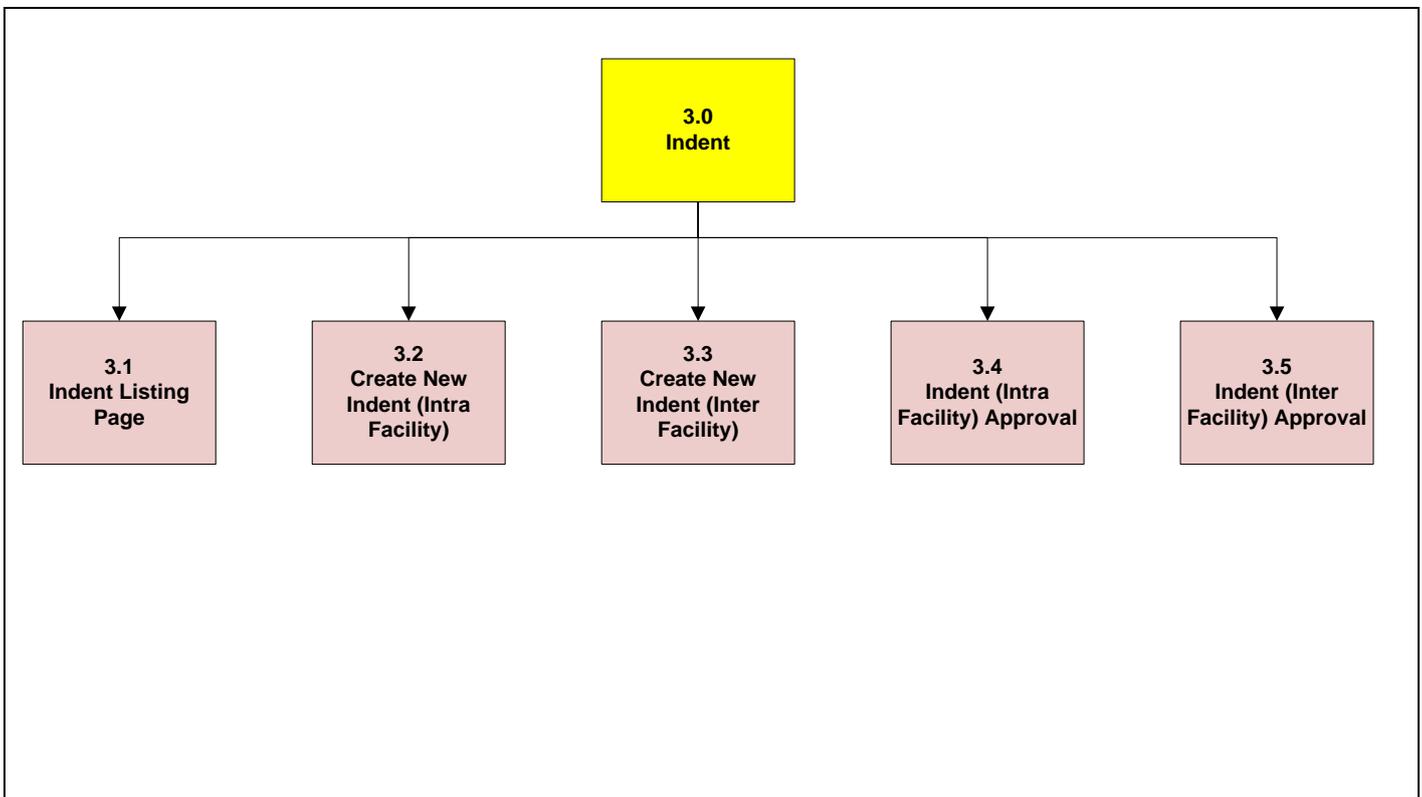


Figure 3.1

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.

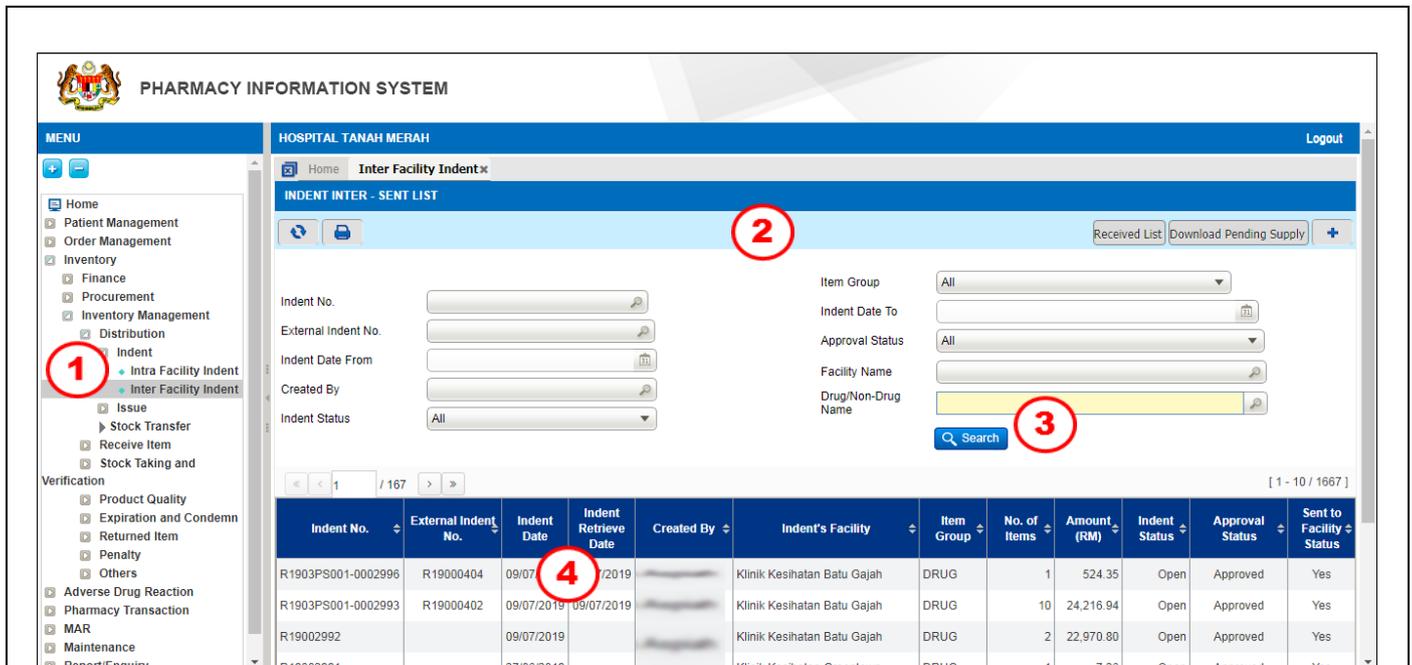


Figure 3.2-1 Indent listing Page

STEP 1

Click on 'Inventory' menu followed by 'Inventory Management', followed by click 'Distribution', click 'Indent' then 'Inter Facility Indent (Sent)' / 'Inter Facility Indent (Received)'

STEP 2

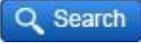
To search for existing Indent record(s), user may search by criteria as follows:

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 Inter Facility (Sent) External Indent

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

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 (Sent)'

STEP 2

Click on the button to create new record

Note

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

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**

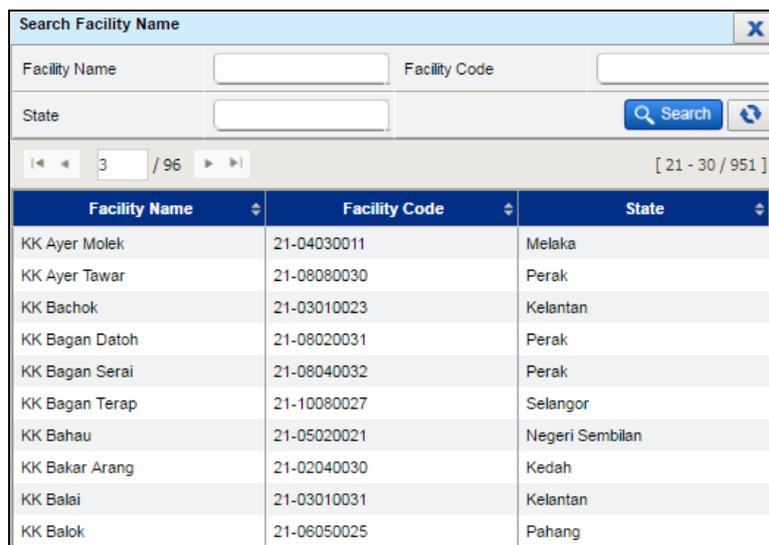
- Clinic
- PKD
- MUSN/PBFN
- Hospital

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.



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

Note

For indent category – SPUB or Manufacturing, ward stock item will be displayed in the list.

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

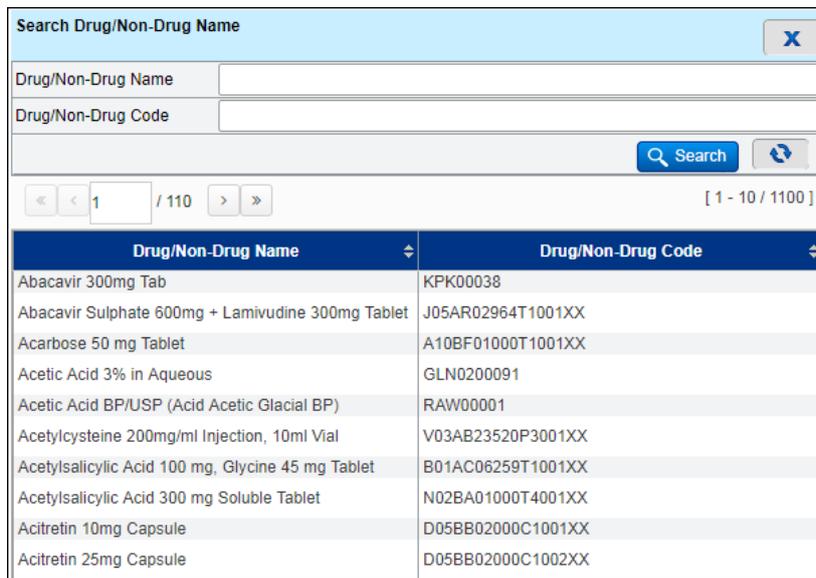
STEP 10

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).



Drug/Non-Drug Name	Drug/Non-Drug Code
Abacavir 300mg Tab	KPK00038
Abacavir Sulphate 600mg + Lamivudine 300mg Tablet	J05AR02964T1001XX
Acarbose 50 mg Tablet	A10BF01000T1001XX
Acetic Acid 3% in Aqueous	GLN0200091
Acetic Acid BP/USP (Acid Acetic Glacial BP)	RAW00001
Acetylcysteine 200mg/ml Injection, 10ml Vial	V03AB23520P3001XX
Acetylsalicylic Acid 100 mg, Glycine 45 mg Tablet	B01AC06259T1001XX
Acetylsalicylic Acid 300 mg Soluble Tablet	N02BA01000T4001XX
Acitretin 10mg Capsule	D05BB02000C1001XX
Acitretin 25mg Capsule	D05BB02000C1002XX

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.

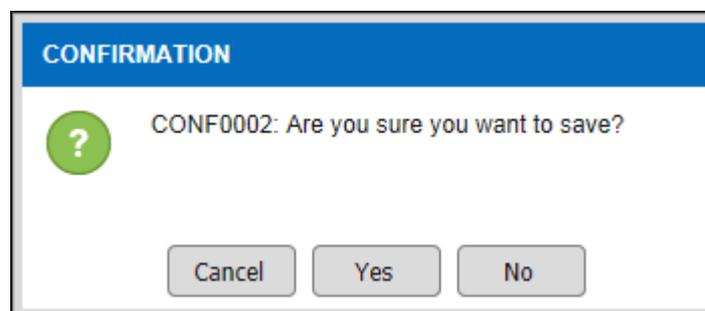
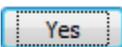


Figure 3.3-6 Save Record Alert Message

- Click on the  button.

INTER FACILITY INDENT 13

Generate RIL
[Save]
[Refresh]
[Close]

+ INDENT INFORMATION

Indent No. <input style="width: 100%;" type="text"/> Request Indent Type <input style="width: 100%;" type="text" value="Inter Facility"/> Facility <input style="width: 100%;" type="text" value="Hospital"/> Item Group <input style="width: 100%;" type="text" value="DRUG"/> View Near Expiration Quantity <input checked="" type="radio"/> No <input type="radio"/> Yes Total Amount (RM) <input style="width: 100%;" type="text" value="3,489.20"/> Send to Facility Status <input style="width: 100%;" type="text" value="No"/> Remark <input style="width: 100%; height: 20px;" type="text"/> Item Purchase Type <input style="width: 100%;" type="text" value="All"/>	Indent Date <input style="width: 100%;" type="text" value="19/07/2019"/> Send Indent To (Facility) <input style="width: 100%;" type="text" value="Hospital Kulim"/> Created By <input style="width: 100%;" type="text"/> Item Sub Class <input style="width: 100%;" type="text"/> No. of Items <input style="width: 100%;" type="text" value="3"/> Indent Status <input style="width: 100%;" type="text" value="Open"/> Approval Status <input style="width: 100%;" type="text"/> Indent category <input style="width: 100%;" type="text" value="Normal"/>
---	---

+ ADD INDENT LIST

Delete Item
Add Item

[1 - 3 / 3]

Preferred Item																	
Drug/Non-Drug Code	Drug/Non-Drug Name	Item Type	Item Name	Item Code	Packaging Description	SKU	Usage & Issue Quantity	Stock Availability	Indent Quantity (SKU)	Approve Quantity (SKU)	Back Order Quantity (Indent)	Pending Receive Quantity	Average Unit Price (RM)	Amount (RM)	Item Status	Urgent	Reject
<input type="checkbox"/>	M04AA01000T1002XX	Allopurinol 100 mg Tablet	LP	Allopurinol 100 mg Tablet	M04AA01000T1002X X.01	pack of 100 tablet	tablet	0	0	<input style="width: 30px;" type="text" value="10"/>	12	0	0.0000	0.00	Open	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	J07AP02000P3001XX	Typhoid Vaccine (20 doses)	APPL	Typhoid Vaccine Injection	07.4211.07	pack of 1 vial	vial	0	0	<input style="width: 30px;" type="text" value="10"/>	0	13	342.2000	3,422.00	Open	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	KPK00199	Vigabatrin 500mg Tablet	LP	Vigabatrin 500mg Tablet	KPK00199.01	pack of 100 tablet	tablet	0	0	<input style="width: 30px;" type="text" value="20"/>	0	0	3.3600	67.20	Open	<input type="checkbox"/>	<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

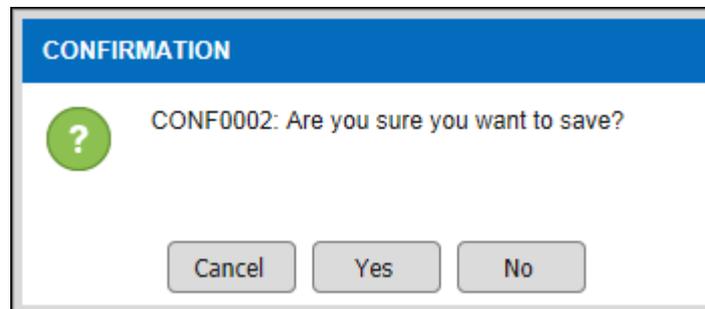


Figure 3.3-8 Save Record Alert Message

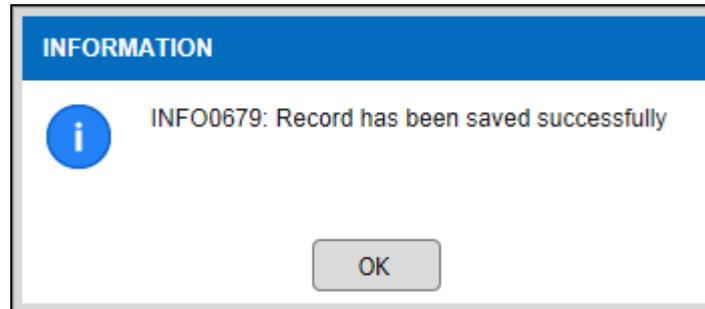
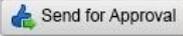
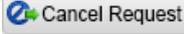


Figure 3.3-9 Save Record Alert Message

- **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

INTER FACILITY INDENT

14
Send for Approval
Cancel Indent
[Save]
[Close]

+ INDENT INFORMATION

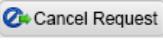
Indent No: <input type="text" value="R19000493"/> Request Indent Type: <input type="text" value="Inter Facility"/> Facility: <input type="text" value="Hospital"/> Item Group: <input type="text" value="DRUG"/> View Near Expiration Quantity: <input type="radio"/> No <input type="radio"/> Yes Total Amount (RM): <input type="text" value="249.40"/> Send to Facility Status: <input type="text" value="No"/> Remark: <input type="text"/> Item Purchase Type: <input type="text" value="All"/>	Indent Date: <input type="text" value="28/01/2019"/> Send Indent To (Facility): <input type="text" value="Hospital Kulim"/> Created By: <input type="text"/> Item Sub Class: <input type="text"/> No. of Items: <input type="text" value="3"/> Indent Status: <input type="text" value="Open"/> Approval Status: <input type="text"/> Indent category: <input type="text" value="Normal"/>
--	---

+ ADD INDENT LIST
Delete Item Add Item

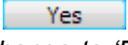
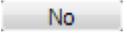
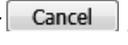
Preferred Item																	
Drug/Non-Drug Code	Drug/Non-Drug Name	Item Type	Item Name	Item Code	Packaging Description	SKU	Usage & Issue Quantity	Stock Availabl Quantity	Indent Quantity (SKU)	Approve Quantiti (SKU)	Back Order Quantiti (Indent)	Pending Receive Quantiti	Average Unit Price (RM)	Amount (RM)	Item Status	Urgent	Reject
<input type="checkbox"/>	A11CC09000C1001XX	Alfacalcidol 0.25mcg Capsule	Alfacalcidol 0.25mcg Cap	02.0402.02	pack of 100 capsule	capsule	0	4,000	1,000	1,000	0	0	0.1975	197.50	Open	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	C09AA01000T1002XX	Captopril 25mg Tablet	Captopril 25mg Tab	02.0428.08	Pack of 100 tabs (Blister)	tablet	0	20,000	1,000	1,000	0	0	0.0414	41.40	Open	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	C01AA05000T1001XX	Digoxin 0.25 mg Tablet	Digoxin 0.25mg Tab	02.0607.04	Pack of 240 tabs (Blister)	tablet	0	720	100	100	0	0	0.1050	10.50	Open	<input type="checkbox"/>	<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.

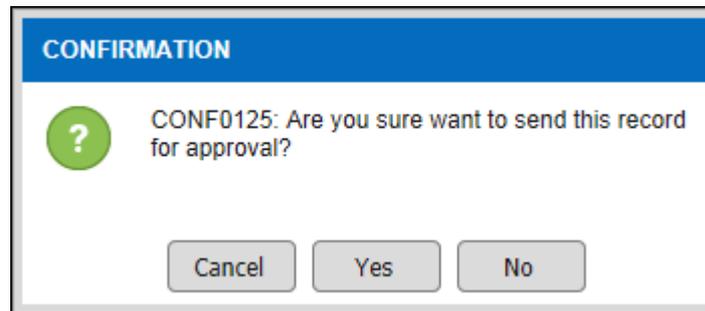


Figure 3.3-11 Send for Approval Record Alert Message

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

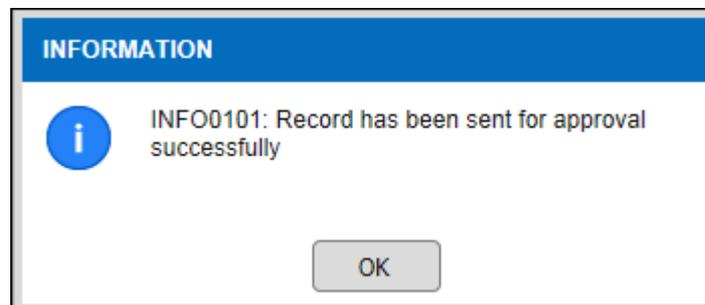


Figure 3.3-12 Alert Message

3.4 New Indent (SPUB)

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

Indent No.	Created Date	Created By	Approved Date	Approved By	Indent's Facility	Item Group	No. of Items	Amount (RM)	Indent Status	Approval Status	Sent to Facility Status
R19000493	28/01/2019	Responsible for Request	28/01/2019	Responsible for Request	Hospital Kulim	DRUG	3	249.40	Open	Approved	Yes
R19000492	22/01/2019	Responsible for Request	22/01/2019	Responsible for Request	Hospital Kulim	DRUG	2	44.66	Open	Approved	Yes
R19000491	11/01/2019	Responsible for Request	11/01/2019	Responsible for Request	Hospital Miri	DRUG	1	1.54	Closed	Approved	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.

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**

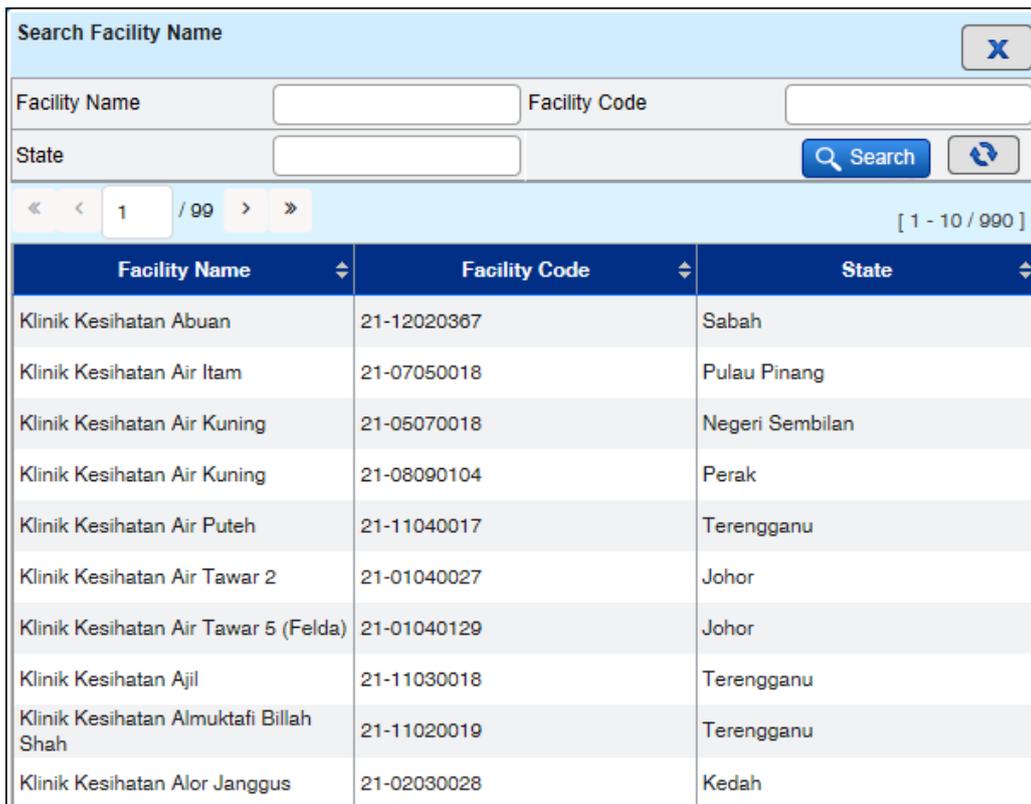
- Clinic
- PKD
- MUSN/PBFN
- Hospital

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.



Facility Name	Facility Code	State
Klinik Kesihatan Abuan	21-12020367	Sabah
Klinik Kesihatan Air Itam	21-07050018	Pulau Pinang
Klinik Kesihatan Air Kuning	21-05070018	Negeri Sembilan
Klinik Kesihatan Air Kuning	21-08090104	Perak
Klinik Kesihatan Air Puteh	21-11040017	Terengganu
Klinik Kesihatan Air Tawar 2	21-01040027	Johor
Klinik Kesihatan Air Tawar 5 (Felda)	21-01040129	Johor
Klinik Kesihatan Ajil	21-11030018	Terengganu
Klinik Kesihatan Almuktafi Billah Shah	21-11020019	Terengganu
Klinik Kesihatan Alor Janggus	21-02030028	Kedah

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

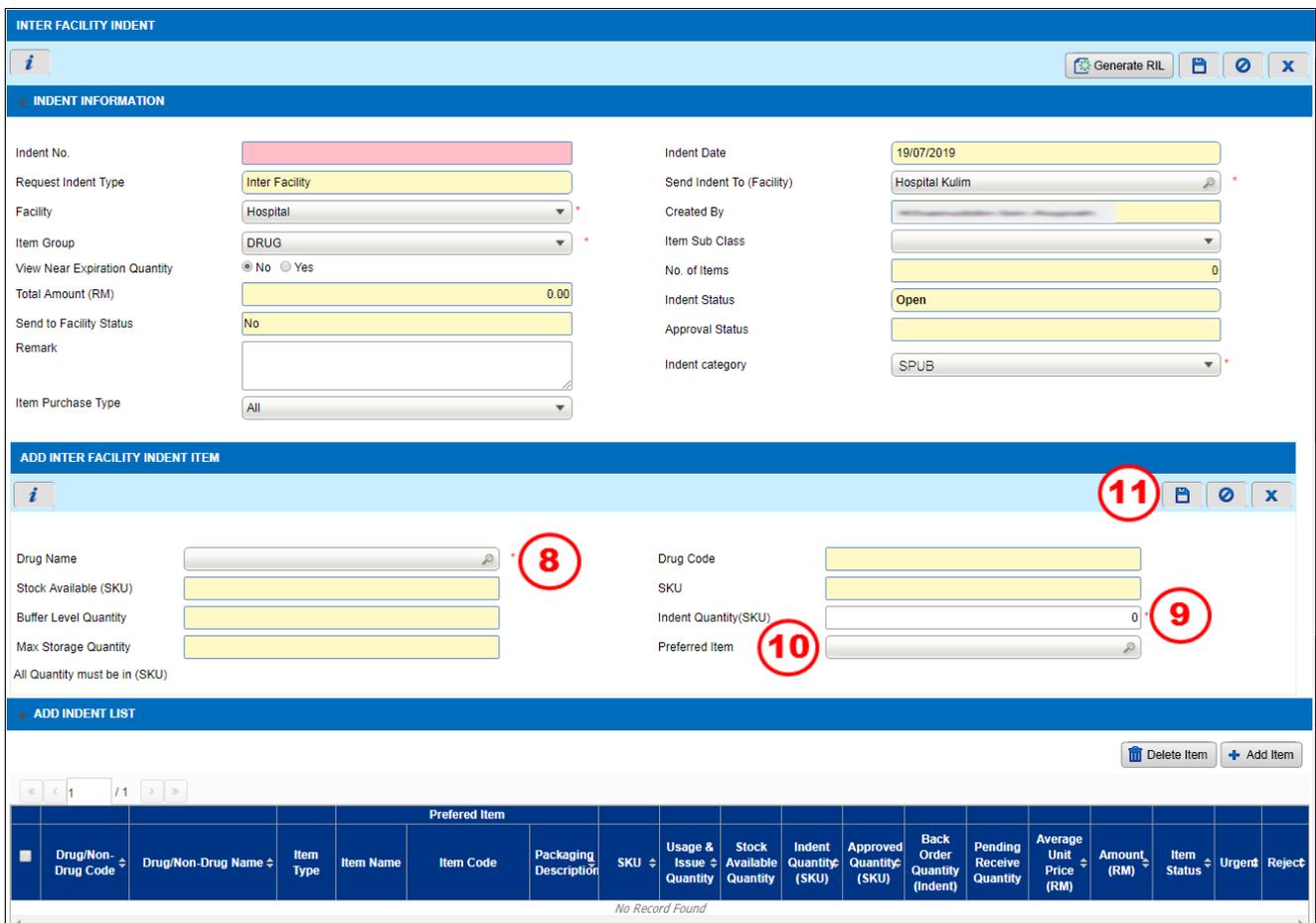
Select Indent Category as SPUB

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.



The screenshot displays two forms in the PhIS system. The top form is titled 'INTER FACILITY INDENT' and contains various input fields for creating an indent, such as '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'. The bottom form is titled 'ADD INTER FACILITY INDENT ITEM' and contains fields for 'Drug Name', 'Stock Available (SKU)', 'Buffer Level Quantity', 'Max Storage Quantity', 'Drug Code', 'SKU', 'Indent Quantity(SKU)', and 'Preferred Item'. Red circles with numbers 8, 9, 10, and 11 highlight specific fields in the 'ADD INTER FACILITY INDENT ITEM' form: 8 points to the 'Drug Name' field, 9 points to the 'Indent Quantity(SKU)' field, 10 points to the 'Preferred Item' field, and 11 points to the top right corner of the form area.

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

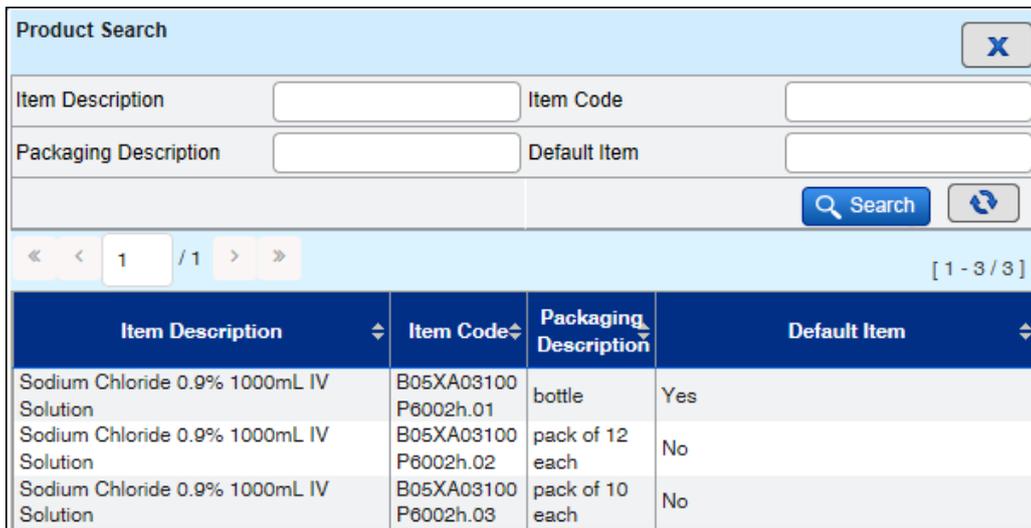
STEP 10

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 - 3 / 3]			
Item Description	Item Code	Packaging Description	Default Item
Sodium Chloride 0.9% 1000mL IV Solution	B05XA03100 P6002h.01	bottle	Yes
Sodium Chloride 0.9% 1000mL IV Solution	B05XA03100 P6002h.02	pack of 12 each	No
Sodium Chloride 0.9% 1000mL IV Solution	B05XA03100 P6002h.03	pack of 10 each	No

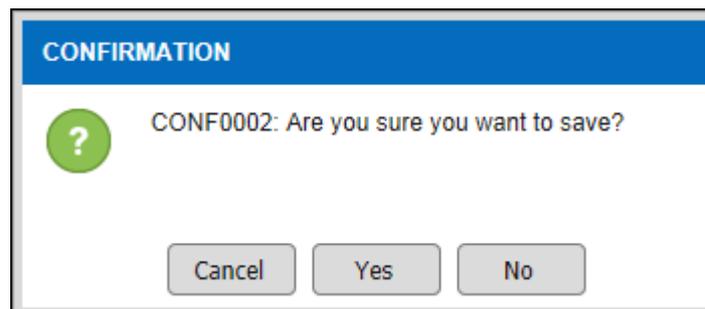
Figure 3.4-5 Add Indent Item

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.

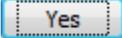


CONFIRMATION

?

CONF0002: Are you sure you want to save?

Figure 3.4-6 Save Record Alert Message

- Click on the  button.

INTER FACILITY INDENT

13






+ INDENT INFORMATION

Indent No. <input style="width: 100%;" type="text"/> Request Indent Type <input style="width: 100%;" type="text" value="Inter Facility"/> Facility <input style="width: 100%;" type="text" value="Clinic"/> Item Group <input style="width: 100%;" type="text" value="DRUG"/> View Near Expiration Quantity <input checked="" type="radio"/> No <input type="radio"/> Yes Total Amount (RM) <input style="width: 100%;" type="text" value="0.00"/> Send to Facility Status <input style="width: 100%;" type="text" value="No"/> Remark <input style="width: 100%; height: 20px;" type="text"/> Item Purchase Type <input style="width: 100%;" type="text" value="All"/>	Indent Date <input style="width: 100%;" type="text" value="29/01/2019"/> Send Indent To (Facility) <input style="width: 100%;" type="text" value="Klinik Kesihatan Air Kuning"/> Created By <input style="width: 100%;" type="text"/> Item Sub Class <input style="width: 100%;" type="text"/> No. of Items <input style="width: 100%;" type="text" value="1"/> Indent Status <input style="width: 100%;" type="text" value="Open"/> Approval Status <input style="width: 100%;" type="text"/> Indent category <input style="width: 100%;" type="text" value="SPUB"/>
---	--

+ ADD INDENT LIST

< < 1 / 1 > >
[1 - 1 / 1]

Preferred Item																		
■	Drug/Non-Drug Code	Drug/Non-Drug Name	Item Type	Item Name	Item Code	Packaging Description	SKU	Usage & Issue Quantit	Stock Availab Quantit	Indent Quantit (SKU)	Approv Quantit (SKU)	Back Order Quantit (Indent)	Pending Receive Quantit	Average Unit Price (RM)	Amount (RM)	Item Status	Urgent	Reject
<input type="checkbox"/>	B05XA03100P6002h	Sodium Chloride 0.9% 1000mL IV Solution	LP	Sodium Chloride 0.9% 1L	B05XA03100P6002h01	bottle	12	0	0	10	0	0	0	0.0000	0.00	Open	<input type="checkbox"/>	<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

CONFIRMATION

?

CONF0002: Are you sure you want to save?

Figure 3.4-8 Save Record Alert Message

U.MANUAL_INV_EXTERNAL INDENT-9thE

Page 18

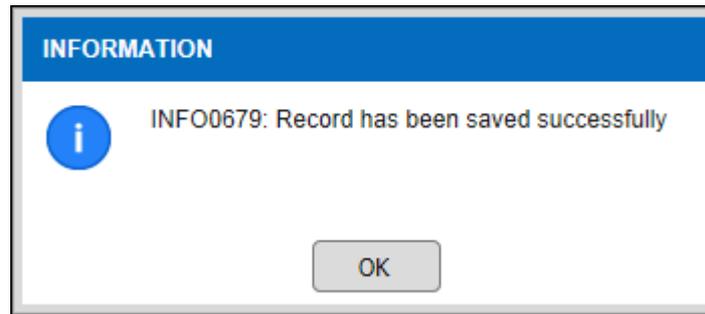
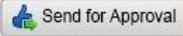
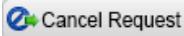
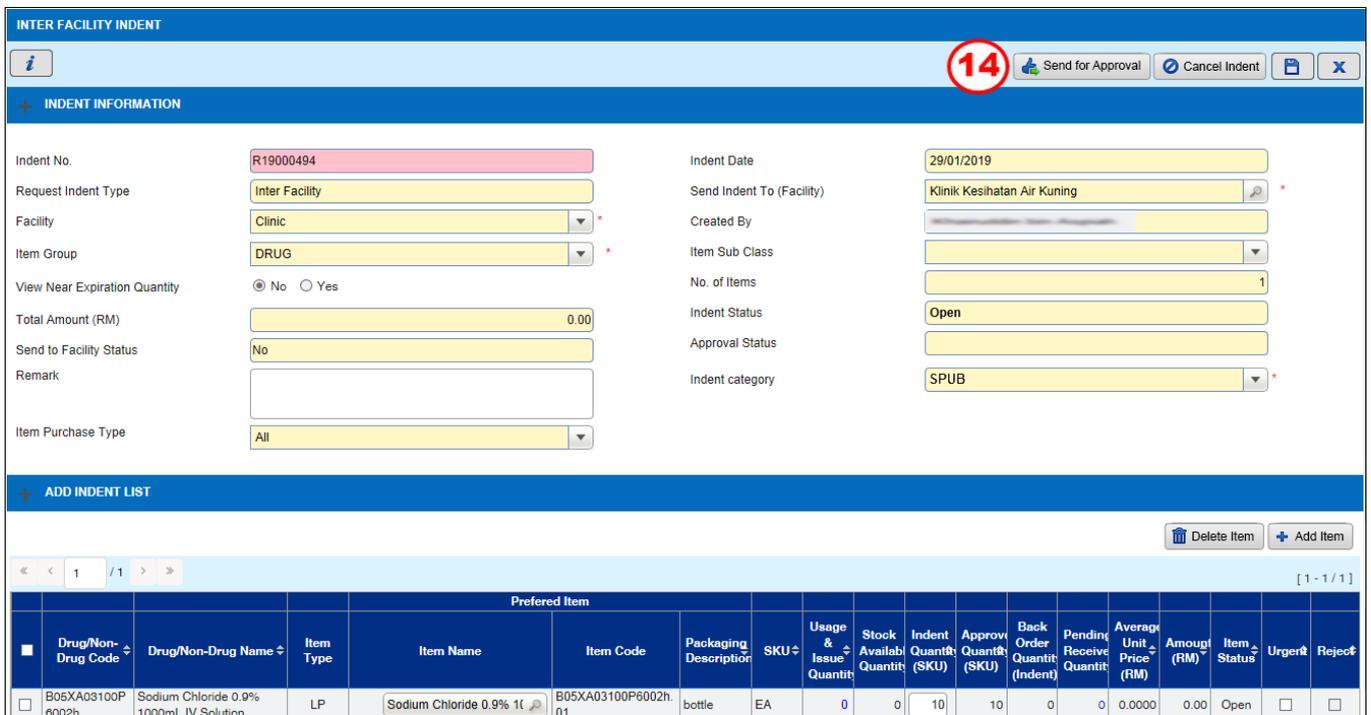


Figure 3.4-9 Save Record Alert Message

- **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

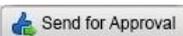
Table 3.4-1



Drug/Non-Drug Code	Drug/Non-Drug Name	Item Type	Item Name	Item Code	Packaging Description	SKU	Usage & Issue Quantity	Stock Availab Quantit	Indent Quantit (SKU)	Approv Quantit (SKU)	Back Order Quantit (Indent)	Pending Receive Quantit	Average Unit Price (RM)	Amount (RM)	Item Status	Urgent	Reject
B05XA03100P6002h	Sodium Chloride 0.9% 1000mL IV Solution	LP	Sodium Chloride 0.9% 1000mL IV Solution	B05XA03100P6002h.01	bottle	EA	0	0	10	10	0	0	0.0000	0.00	Open	<input type="checkbox"/>	<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.

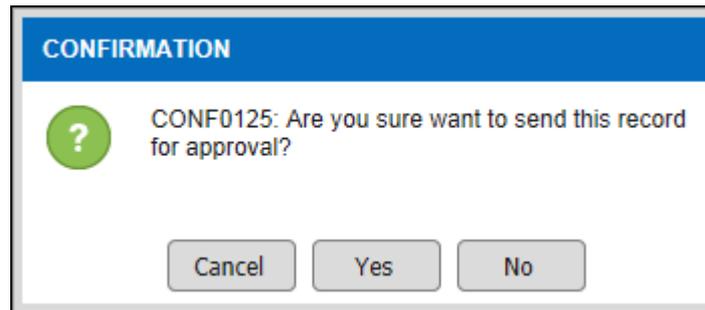


Figure 3.4-11 Send for Approval Record Alert Message

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

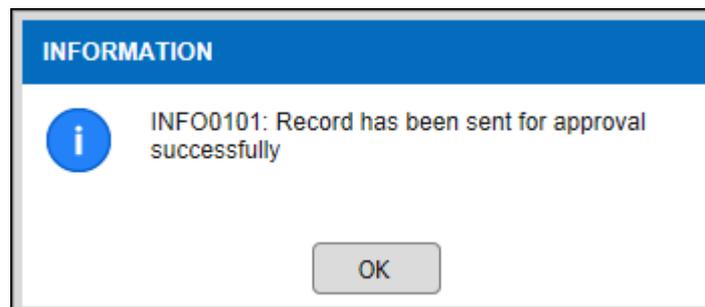


Figure 3.4-12 Alert Message

3.5 New Indent (Manufacturing)

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

Indent No.	Created Date	Created By	Approved Date	Approved By	Indent's Facility	Item Group	No. of Items	Amount (RM)	Indent Status	Approval Status	Sent to Facility Status
R19000493	28/01/2019	Responsible for Request	28/01/2019	Responsible for Request	Hospital Kulim	DRUG	3	249.40	Open	Approved	Yes
R19000492	22/01/2019	Responsible for Request	22/01/2019	Responsible for Request	Hospital Kulim	DRUG	2	44.66	Open	Approved	Yes
R19000491	11/01/2019	Responsible for Request	11/01/2019	Responsible for Request	Hospital Miri	DRUG	1	1.54	Closed	Approved	Yes

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"/>
<input type="button" value="<"/> <input type="button" value="1"/> / 99 <input type="button" value=">"/>		[1 - 10 / 990]
Facility Name	Facility Code	State
Klinik Kesihatan Abuan	21-12020367	Sabah
Klinik Kesihatan Air Itam	21-07050018	Pulau Pinang
Klinik Kesihatan Air Kuning	21-05070018	Negeri Sembilan
Klinik Kesihatan Air Kuning	21-08090104	Perak
Klinik Kesihatan Air Puteh	21-11040017	Terengganu
Klinik Kesihatan Air Tawar 2	21-01040027	Johor
Klinik Kesihatan Air Tawar 5 (Felda)	21-01040129	Johor
Klinik Kesihatan Ajil	21-11030018	Terengganu
Klinik Kesihatan Almuktafi Billah Shah	21-11020019	Terengganu
Klinik Kesihatan Alor Janggus	21-02030028	Kedah

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.

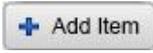
STEP 6

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

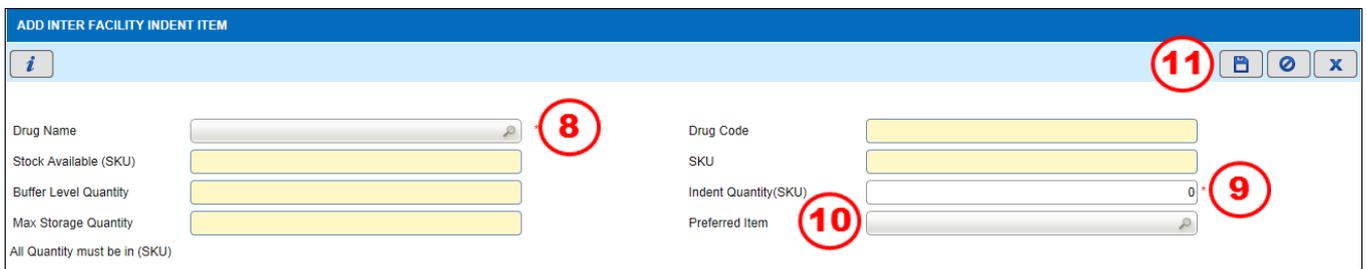


Figure 3.5-4 Add Indent Item

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).

Search Drug/Non-Drug Name X

Drug/Non-Drug Name

Drug/Non-Drug Code

< < 1 / 50 > > [1 - 10 / 493]

Drug/Non-Drug Name	Drug/Non-Drug Code
Abacavir 300mg Tab	KPK00038
Acarbose 50 mg Tablet	A10BF01000T1001XX
Acetic Acid 1% in Aqueous	GLN0200067
Acetylsalicylic Acid 100 mg, Glycine 45 mg Tablet	B01AC06259T1001XX
Acetylsalicylic Acid 300 mg Soluble Tablet	N02BA01000T4001XX
Acyclovir 200 mg Tablet	J05AB01000T1001XX
Acyclovir 800 mg Tablet	J05AB01000T1002XX
Adenosine 6mg/2ml Injection (3mg/ml) - 2ml amp	C01EB10000P3001XX
Adrenaline Acid Tartrate 1mg/ml Injection	C01CA24123P3001XX
Albendazole 200 mg/5 ml Suspension	P02CA03000L8001XX

Figure 3.5-5 Add Indent Item

STEP 11

Click on the  button to save the Add Indent Item

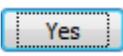
Note

After saving record, alert message will be displayed as per Figure 3.5-6.

CONFIRMATION

 CONF0002: Are you sure you want to save?

Figure 3.5-6 Save Record Alert Message

- Click on the  button.

INTER FACILITY INDENT

13

+ INDENT INFORMATION

Indent No. <input style="width: 100%;" type="text"/> Request Indent Type <input style="width: 100%;" type="text" value="Inter Facility"/> Facility <input style="width: 100%;" type="text" value="Hospital"/> Item Group <input style="width: 100%;" type="text" value="DRUG"/> View Near Expiration Quantity <input checked="" type="radio"/> No <input type="radio"/> Yes Total Amount (RM) <input style="width: 100%;" type="text" value="1,105.37"/> Send to Facility Status <input style="width: 100%;" type="text" value="No"/> Remark <input style="width: 100%; height: 20px;" type="text"/> Item Purchase Type <input style="width: 100%;" type="text" value="All"/>	Indent Date <input style="width: 100%;" type="text" value="29/01/2019"/> Send Indent To (Facility) <input style="width: 100%;" type="text" value="Hospital Kulim"/> Created By <input style="width: 100%;" type="text"/> Item Sub Class <input style="width: 100%;" type="text"/> No. of Items <input style="width: 100%;" type="text" value="2"/> Indent Status <input style="width: 100%;" type="text" value="Open"/> Approval Status <input style="width: 100%;" type="text"/> Indent category <input style="width: 100%;" type="text" value="Manufacturing"/>
---	--

+ ADD INDENT LIST

< < 1 / 1 > >
[1 - 2 / 2]

Preferred 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)	Approve Quantity (SKU)	Back Order Quantity (Indent)	Pending Receive Quantity	Average Unit Price (RM)	Amount (RM)	Item Status	Urgent	Reject
<input type="checkbox"/>	N05AA01110T1001XX	Chlorpromazine HCl 25 mg Tablet	APPL	Chlorpromazine HCl 25mg	02.0412.01	Pack of 500 tabs	tablet	1,500	<input style="width: 40px;" type="text" value="500"/>	0	0	0	0.2761	138.05	Open	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	N06AA04110T1001XX	Clomipramine HCl 25mg Tablet	LP	Clomipramine HCl 25mg	N06AA04110T1001XX.02	pack of 100 tablet	tablet	0	<input style="width: 40px;" type="text" value="200"/>	0	0	0	4.8366	967.32	Open	<input type="checkbox"/>	<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

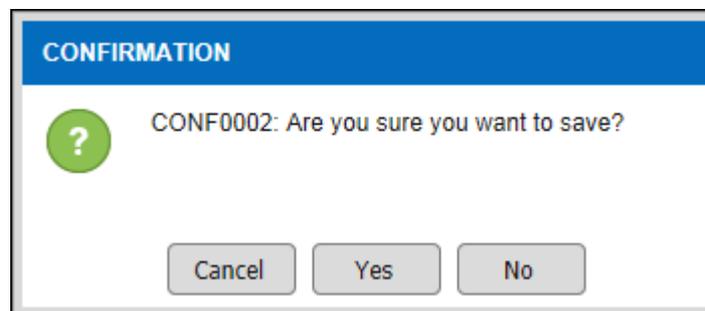


Figure 3.5-8 Save Record Alert Message

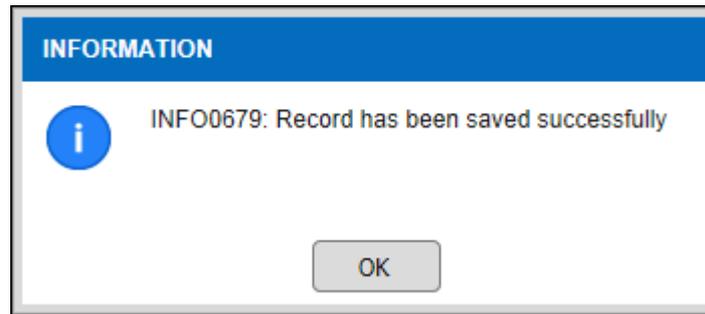


Figure 3.5-9 Save Record Alert Message

- **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

INTER FACILITY INDENT


14






+ INDENT INFORMATION

Indent No. <input type="text" value="R19000495"/>	Indent Date <input type="text" value="29/01/2019"/>
Request Indent Type <input type="text" value="Inter Facility"/>	Send Indent To (Facility) <input type="text" value="Hospital Kulim"/>
Facility <input type="text" value="Hospital"/>	Created By <input type="text" value=""/>
Item Group <input type="text" value="DRUG"/>	Item Sub Class <input type="text" value=""/>
View Near Expiration Quantity <input type="radio"/> No <input type="radio"/> Yes	No. of Items <input type="text" value="2"/>
Total Amount (RM) <input type="text" value="1,105.37"/>	Indent Status <input type="text" value="Open"/>
Send to Facility Status <input type="text" value="No"/>	Approval Status <input type="text" value=""/>
Remark <input type="text" value=""/>	Indent category <input type="text" value="Manufacturing"/>
Item Purchase Type <input type="text" value="All"/>	

+ ADD INDENT LIST

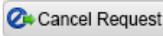



[1 - 2 / 2]

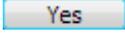
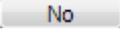
Preferred Item																		
<input type="checkbox"/>	Drug/Non-Drug Code	Drug/Non-Drug Name	Item Type	Item Name	Item Code	Packaging Description	SKU	Usage & Issue Quantity	Stock Availabl Quantity	Indent Quantity (SKU)	Approve Quantity (SKU)	Back Order Quantity (Indent)	Pending Receive Quantity	Average Unit Price (RM)	Amount (RM)	Item Status	Urgent	Reject
<input type="checkbox"/>	N05AA01110T1001XX	Chlorpromazine HCl 25 mg Tablet	APPL	Chlorpromazine HCl 25mg	02.0412.01	Pack of 500 tabs	tablet	0	1,500	500	500	0	0	0.2761	138.05	Open	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	N06AA04110T1001XX	Clomipramine HCl 25mg Tablet	LP	Clomipramine HCl 25mg	N06AA04110T1001XX.02	pack of 100 tablet	tablet	0	0	200	200	0	0	4.8366	967.32	Open	<input type="checkbox"/>	<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.

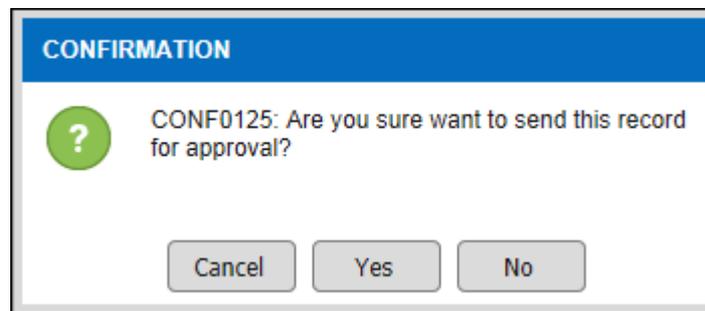
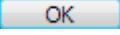


Figure 3.5-11 Send for Approval Record Alert Message

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

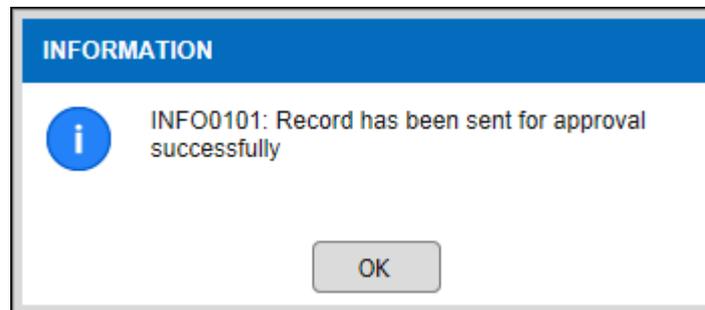


Figure 3.5-12 Alert Message

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

TASK LIST						
Transaction Type: All <input type="button" value="Search"/>						
« < 4 / 4 > »						[31 - 37 / 37]
Transaction Type	Transaction No.	Item Group	Date/Time	Task Status	From Unit/Department	From User
Indent(External)	R1908PS001-0000472	Drug	09/01/2019 09:17 AM	Pending For Approval	PHARMACY (Hospital Miri)	
Indent(External)	R1908PS001-0000473	Drug	09/01/2019 09:17 AM	Pending For Approval	PHARMACY (Hospital Miri)	
Indent(External)	R19000477	Drug	09/01/2019 11:01 AM	Pending For Approval	PHARMACY (KK Greentown)	
Indent(External)	R19000479	Drug	09/01/2019 11:02 AM	Pending For Approval	PHARMACY (KK Greentown)	
Indent(External)	R19000480	Drug	09/01/2019 11:02 AM	Pending For Approval	PHARMACY (KK Greentown)	
Indent(External)	R19000481	Drug	09/01/2019 11:03 AM	Pending For Approval	PHARMACY (KK Greentown)	
Indent(External)	R19000493	Drug	28/01/2019 03:18 PM	Pending For Approval	PHARMACY (KK Greentown)	

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.

INDENT DETAIL																
<input type="button" value="i"/> <input type="button" value="Approve"/> <input type="button" value="Reject"/> <input type="button" value="Print"/> <input type="button" value="Close"/>																
Indent No.	R19003001					Indent Date	19/07/2019 10:41:50 AM									
Send Indent To	Hospital Kulim					Item Group	DRUG									
Remark						Reject Reason										
+ ADD INDENT ITEM																
« < 1 / 1 > »															[1 - 3 / 3]	
Drug/Non-Drug Code	Drug/Non-Drug Name	Preferred Item	Packaging Description	Item Purchase Type	SKU	Avg Usage	Max Storage	Buffer Level	Stock Available	Back Order Quantity (Indent)	Indent Quantity (SKU)	Approved Quantity (SKU)	Average Unit Price (RM)	Amount (RM)	Urgent	Reject
M04AA0100 OT1002XX	Allopurinol 100 mg Tablet	Allopurinol 100 mg Tablet	pack of 100 tablet	LP	tablet	0	0	0	0	0	10	<input type="text" value="10"/>	0.000	0.00	<input type="checkbox"/>	<input type="checkbox"/>
J07AP02000 P3001XX	Typhoid Vaccine (20 doses)	Typhoid Vaccine Injection (20 Doses)	pack of 1 vial	APPL	vial	0	280	140	0	0	10	<input type="text" value="10"/>	342.2000	3,422.00	<input type="checkbox"/>	<input type="checkbox"/>
KPK00199	Vigabatrin 500mg Tablet	Vigabatrin 500mg Tablet	pack of 100 tablet	LP	tablet	0	0	0	0	0	20	<input type="text" value="20"/>	3.3600	67.20	<input type="checkbox"/>	<input type="checkbox"/>
Total Amount (RM)												<input type="text" value="3,489.20"/>				

Figure 3.6-2 Indent Approval

STEP 2

Change the Indent **Approved Quantity** if necessary

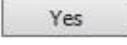
Note

- **Approved Quantity** will default to indent quantity but HOD is allowed to change the quantity.
- User is allowed to perform this:
 - a) Change the transaction to urgent by tick on check box
 - b) Reject the item by tick on check box

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.

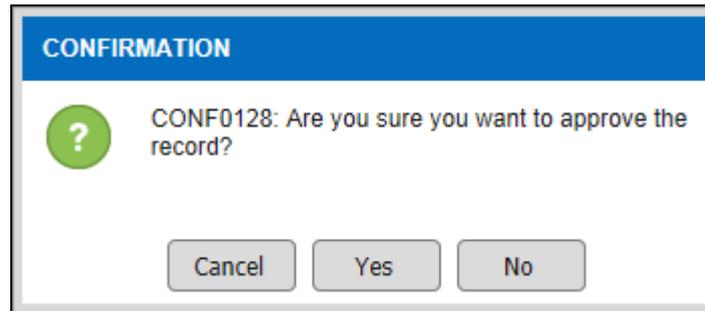


Figure 3.6-3 Approve Record Alert Message

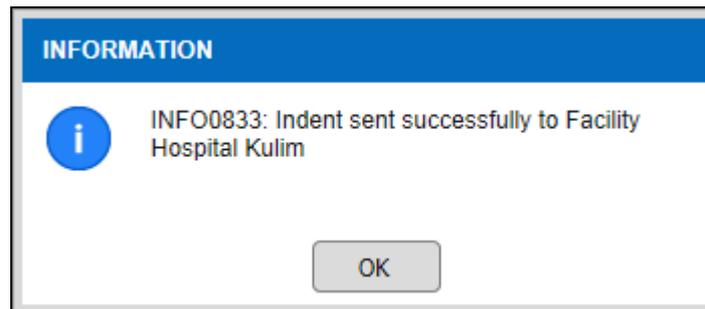
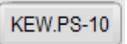


Figure 3.6-4 Approve Record Alert Message

- 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'.

		KEMENTERIAN KESIHATAN MALAYSIA Hospital Tanah Merah										KEW.PS-10		
BORANG PESANAN DAN PENGLUARAN STOK (Tatacara Pengurusan Stok 136)														
Pemesan : Pharmacy (Hospital Tanah Merah)				Pengeluar : Pharmacy (Hospital Kulim)										
Dilengkapkan Oleh Stor Pemesan						Dilengkapkan Oleh Stor Pengeluar								
No. Pesanan : R19003001		Tarikh Pesanan : 19/07/2019		No. Pengeluaran :				Tarikh Pengeluaran :						
Tarikh Bekalan Dikehendaki :				BAHAGIAN BEKALAN KAWALAN DAN AKAUN						BAHAGIAN SIMPANAN				
No. Kod (Drug/Non Drug Code)	Perihal Stok	Kuantiti Asal	SKU	No. Kod (Item Code)	Baki di Stor	SKU	Kuantiti Diluluskan (SKU)	Deskripsi Bungkusan	Harga (RM)		Kuantiti Dikeluarkan (PKU)	No. Kelompok	Tarikh Luput	Catatan
									Seunit (SKU)	Jumlah				
M04AA01000T1002X X	Allopurinol 100 mg Tablet	10	tablet											
J07AP02000P3001XX	Typhoid Vaccine (20 doses)	10	vial											
KPK00199	Vigabatrin 500mg Tablet	20	tablet											

Dilengkapkan Oleh Stor Pemesan				Dilengkapkan Oleh Stor Pengeluar			
Pegawai Pemesan :		Pegawai Penerima :		Telah Diluluskan dan Direkodkan oleh :		Dikeluarkan dan Direkod oleh :	
Nama : 		Nama :		Nama :		Nama :	
Jawatan : Pegawai Farmasi UF44		Jawatan :		Jawatan :		Jawatan :	
Unit : FARMASI LOGISTIK		Unit :		Unit :		Unit :	
Jabatan : General Medicine		Jabatan :		Jabatan :		Jabatan :	
Tarikh : 19/07/2019		Tarikh : (Dilengkapkan setelah stok diterima)		Tarikh :		Tarikh :	

BAHAGIAN BUNGKUSAN DAN PENGHANTARAN		
Butir-butir Bungkusan	Butir-butir Penghantaran	Telah dibungkus dan dihantar oleh :
		Nama :
		Jawatan :
		Jabatan :
		Tarikh :

Remarks:

Printed Date : 19/07/2019 Printed By :  Unit Name : FARMASI LOGISTIK 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