



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

User Manual Pharmacy Inventory Procurement Standard (LP)

Version : 8th EDITION
Document ID : U.MANUAL_INV_PROCUREMENT STANDARD (LP)



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Application reference: PhIS & CPS v1.8.1



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1.0 Introduction

1.1 Overview of PhIS

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

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

1. Order Management
2. Inpatient Pharmacy
3. Outpatient Pharmacy
4. Medication Counselling
5. Ward Pharmacy
6. Pharmacy Inventory
7. Manufacturing of Cytotoxic Drug Reconstitution (CDR), Parenteral Nutrition (PN), IV Admixture & Eye Drop, Radiopharmaceuticals and Extemporaneous
8. Adverse Drug Reaction & Drug Allergic Card (ADR & DAC)
9. Clinical Pharmacokinetics Services (TDM)
10. Drug Information & Consumer Education (DICE)
11. Medication Therapy Adherence Clinic (MTAC)
12. Data Mining (PhARM)

1.2 Purpose and Objectives

This user manual outlines the Pharmacy Inventory – Procurement standard LP 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 RPL Standard Procurement LP
- RPL Approval
- Create Purchase Order LP
- Purchase Order Approval

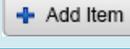
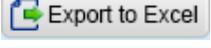
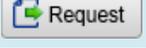
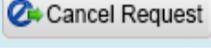
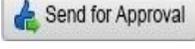
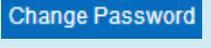
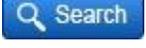
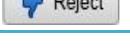
1.3 Organised Sections

These are the sections within this document:

- Section 1 : Introduction
- Section 2 : Application Standard Features
- Section 3 : Procurement Standard LP
- Section 4 : Acronyms
- Section 5 : Links to Inventory Modules

2.0 Application Standard Features

2.1 PhIS Legend

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



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

Note

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

3.0 Procurement Standard LP

Overview

Procurement Standard-LP is item supplied by supplier other than Pharmaniaga. Items are purchased based on selected criteria using the system. Purchasing value has a limit in a particular year. Purchasing item via Recommended Purchase List (RPL) is for the routine activity at the main store level. Before using Recommended Purchase List (RPL), the facility has to set a buffer level of minimum and maximum stock level. The system will then calculate the difference in the current stock level and buffer to suggest a list of items that needs to be purchased via Recommended Purchase List (RPL).

User Group

This module is intended for inventory user at the Pharmacy Store (subject to user assigned by the facility).

Functional Diagram

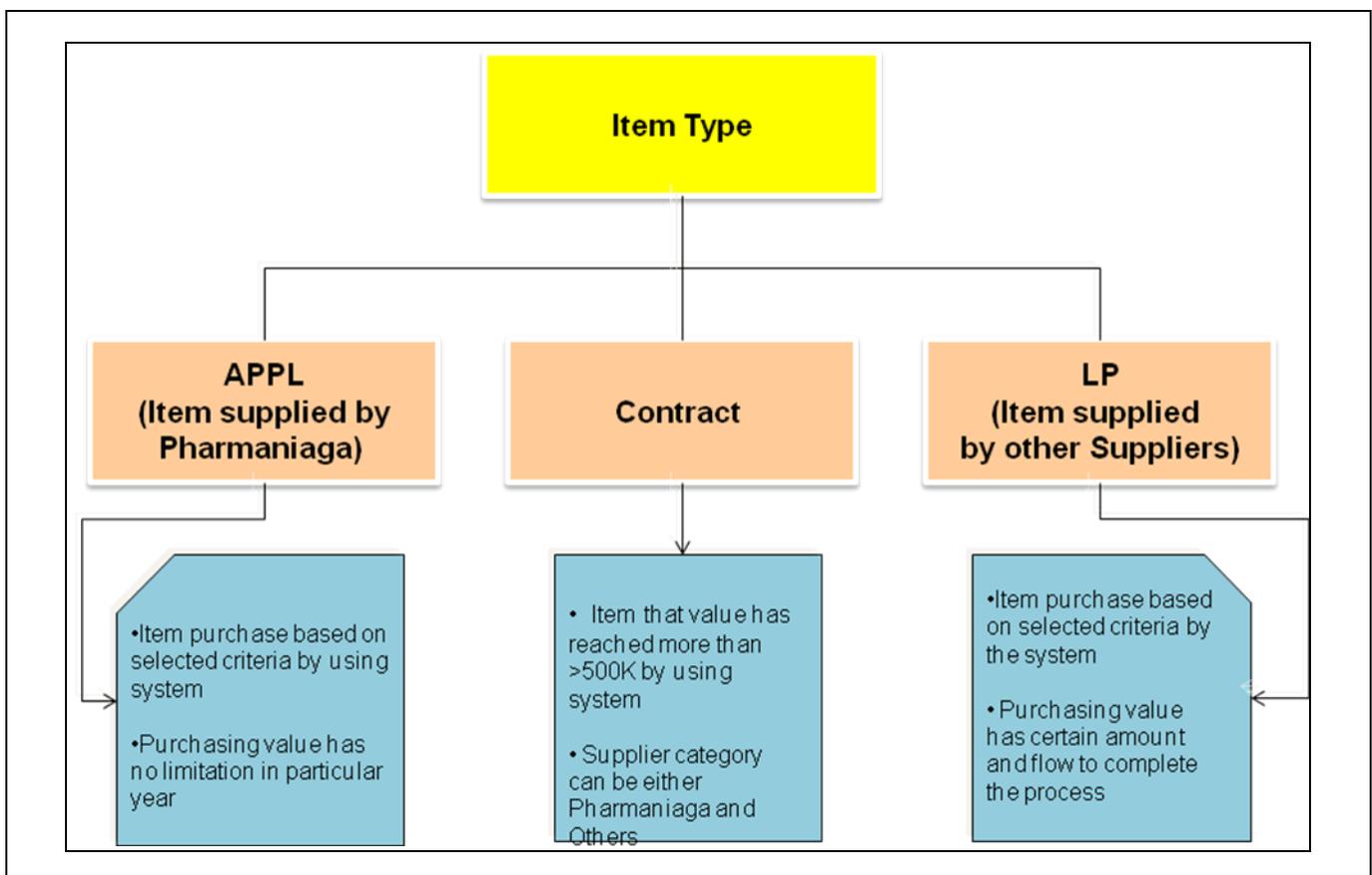


Figure 3.0-1

Functional Description

Slow Moving comprises of three (2) main functions:

- **Recommended Purchase List (RPL)**
- **Purchase Order**

3.1 Recommended Purchase List (RPL) Listing Page

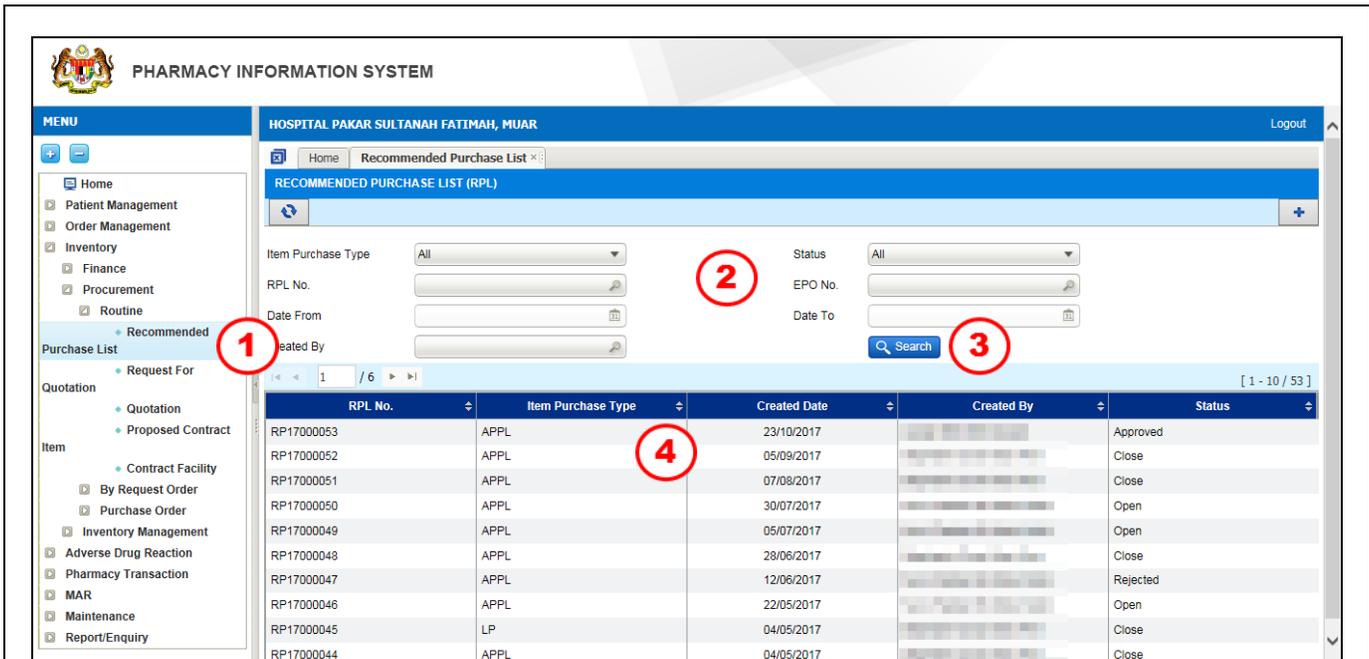


Figure 3.1-1 Recommended Purchase List (RPL) Listing Page

Recommended Purchase List (RPL) is a list generated item by the system based under buffer level to help user to proceed with the purchase

STEP 1

Click on the 'Inventory' menu followed by 'Procurement' and 'Routine', and select 'Recommended Purchase List'

STEP 2

To search for existing Recommended Purchase List (RPL) transaction, these search criteria can be used:

No	Field	Description	Remark
a	Item Purchase Type	Item Type - All - APPL - Contract - LP	Allow user to search existing transaction based on Item Type
b	RPL No.	Search by selecting a number from the RPL	Will be automatically displayed once a RPL no is selected
c	ePO No.	Search by selecting a number from the ePO	Will be automatically displayed once a ePO no is selected
d	Date from	Search by selecting a date from the calendar	Filter and search existing records based on date. The date format will be 'dd/mm/yyyy'. i.e. 31/12/2015
e	Status	Select Status from the drop down menu: - Open - Approved - Pending for Approval - Cancelled - Pending for Verification	Filter and search existing records based on Status

f	Created by	Select created from the drop down menu	Filter and search existing records based on creator
---	------------	--	---

Table 3.1-1

STEP 3

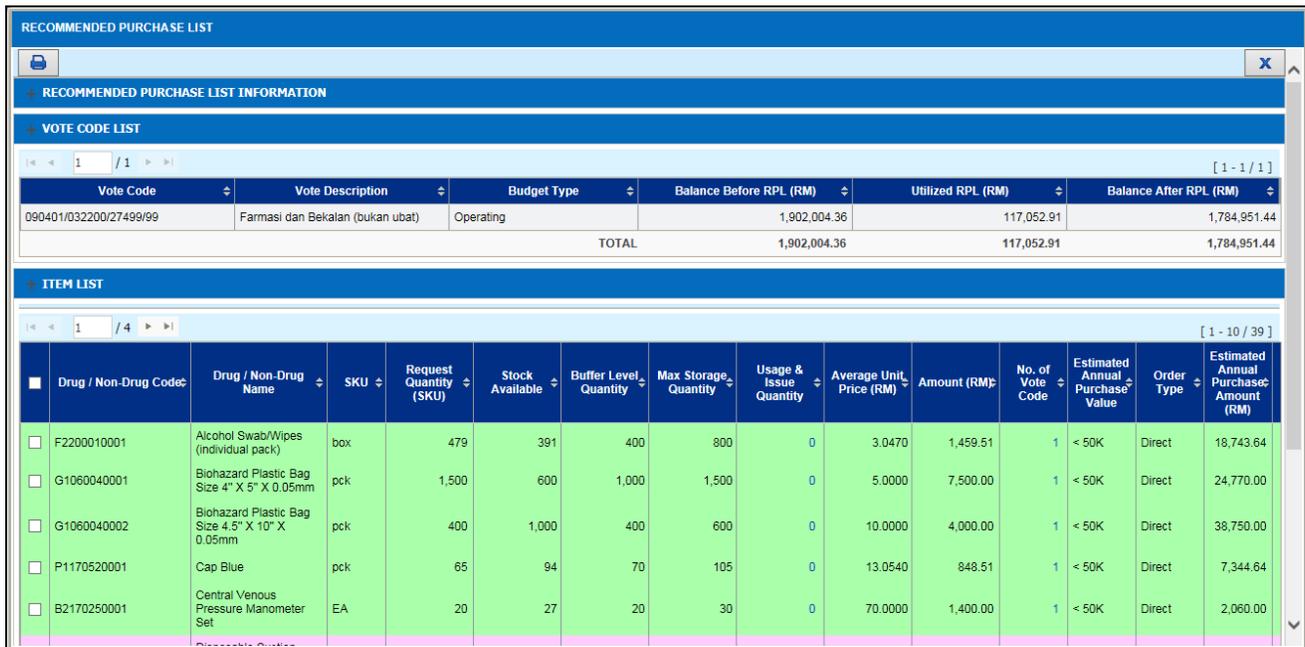
Click on the  button after input criteria and the result display will be based on the criteria entered

Note

In circumstances of no criteria is input, the entire list of previous transaction will be not displayed.

STEP 4

Double click on the selected record and the details will be displayed as figure 3.1-2



RECOMMENDED PURCHASE LIST

RECOMMENDED PURCHASE LIST INFORMATION

VOTE CODE LIST

Vote Code	Vote Description	Budget Type	Balance Before RPL (RM)	Utilized RPL (RM)	Balance After RPL (RM)
090401/032200/27499/99	Farmasi dan Bekalan (bukan ubat)	Operating	1,902,004.36	117,052.91	1,784,951.44
TOTAL			1,902,004.36	117,052.91	1,784,951.44

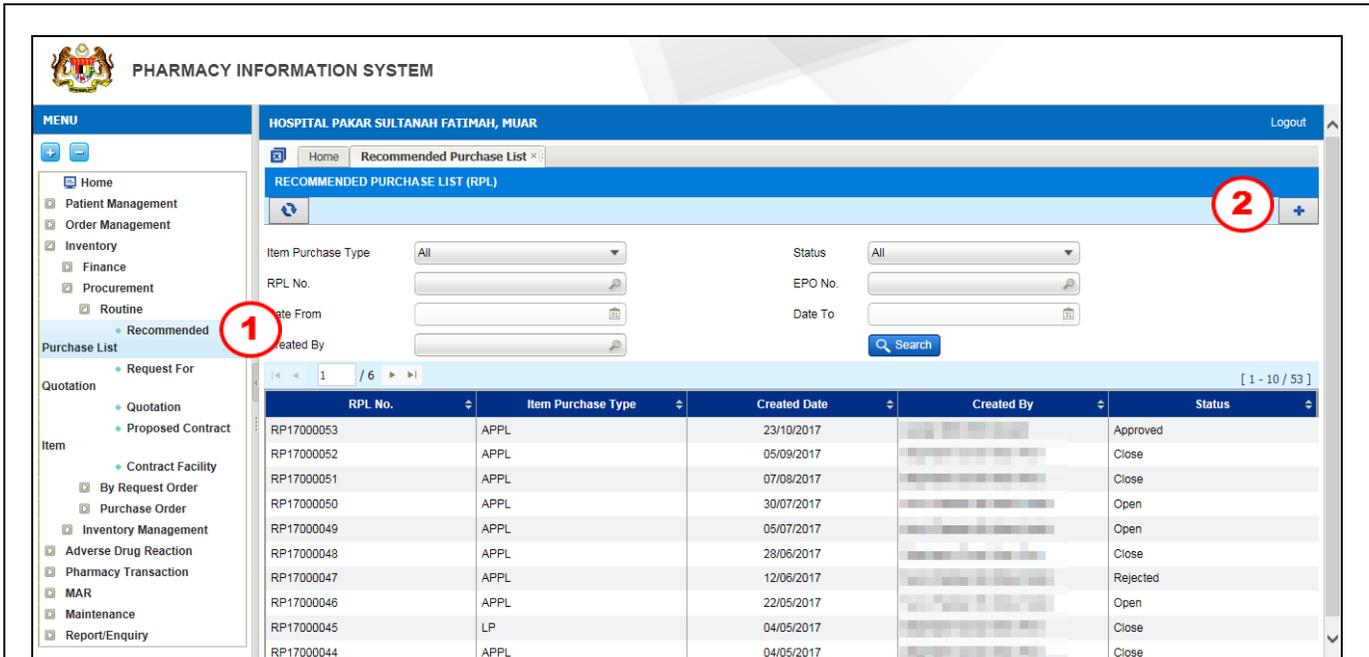
ITEM LIST

Drug / Non-Drug Code	Drug / Non-Drug Name	SKU	Request Quantity (SKU)	Stock Available	Buffer Level Quantity	Max Storage Quantity	Usage & Issue Quantity	Average Unit Price (RM)	Amount (RM)	No. of Vote Code	Estimated Annual Purchase Value	Order Type	Estimated Annual Purchase Amount (RM)
<input type="checkbox"/> F2200010001	Alcohol Swab/Wipes (individual pack)	box	479	391	400	800	0	3.0470	1,459.51	1	< 50K	Direct	18,743.64
<input type="checkbox"/> G1060040001	Biohazard Plastic Bag Size 4" X 5" X 0.05mm	pck	1,500	600	1,000	1,500	0	5.0000	7,500.00	1	< 50K	Direct	24,770.00
<input type="checkbox"/> G1060040002	Biohazard Plastic Bag Size 4.5" X 10" X 0.05mm	pck	400	1,000	400	600	0	10.0000	4,000.00	1	< 50K	Direct	38,750.00
<input type="checkbox"/> P1170520001	Cap Blue	pck	65	94	70	105	0	13.0540	848.51	1	< 50K	Direct	7,344.64
<input type="checkbox"/> B2170250001	Central Venous Pressure Manometer Set	EA	20	27	20	30	0	70.0000	1,400.00	1	< 50K	Direct	2,060.00

Figure 3.1-2 Recommended Purchase List

3.2 New Recommended Purchase List (RPL): LP

To create new Recommended Purchase List (RPL) transaction for LP, perform the steps below:



PHARMACY INFORMATION SYSTEM

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

Home Recommended Purchase List

RECOMMENDED PURCHASE LIST (RPL)

Item Purchase Type: All Status: All

RPL No. EPO No.

Date From Date To

Created By

Search

RPL No.	Item Purchase Type	Created Date	Created By	Status
RP17000053	APPL	23/10/2017		Approved
RP17000052	APPL	05/09/2017		Close
RP17000051	APPL	07/08/2017		Close
RP17000050	APPL	30/07/2017		Open
RP17000049	APPL	05/07/2017		Open
RP17000048	APPL	28/06/2017		Close
RP17000047	APPL	12/06/2017		Rejected
RP17000046	APPL	22/05/2017		Open
RP17000045	LP	04/05/2017		Close
RP17000044	APPL	04/05/2017		Close

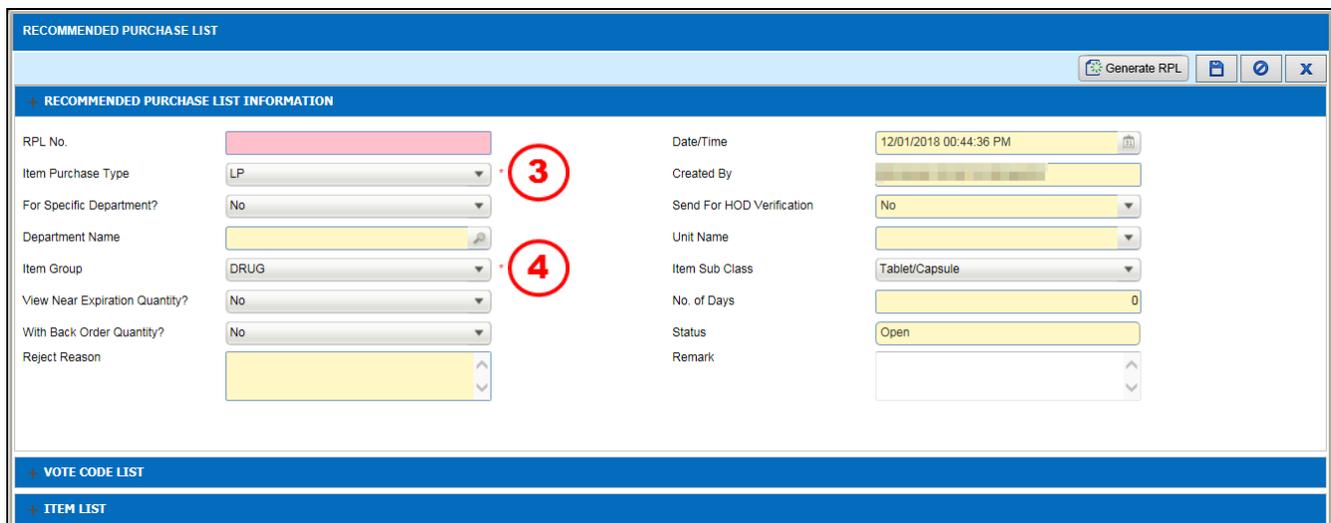
Figure 3.2-1 Recommended Purchase List

STEP 1

Click on the 'Inventory' menu followed by 'Procurement' and 'Routine', and select 'Recommended Purchase List'

STEP 2

Click on the  button and the Recommended Purchase List screen will be displayed as shown below



RECOMMENDED PURCHASE LIST

Generate RPL

RECOMMENDED PURCHASE LIST INFORMATION

RPL No. []

Item Purchase Type: LP (3)

For Specific Department?: No

Department Name: []

Item Group: DRUG (4)

View Near Expiration Quantity?: No

With Back Order Quantity?: No

Reject Reason: []

Date/Time: 12/01/2018 00:44:36 PM

Created By: []

Send For HOD Verification: No

Unit Name: []

Item Sub Class: Tablet/Capsule

No. of Days: 0

Status: Open

Remark: []

VOTE CODE LIST

ITEM LIST

Figure 3.2-2 Recommended Purchase List

STEP 3

Select *Item Purchase Type* as LP

STEP 4

Select Item Group from the drop down box:

- DRUG
- NON DRUG

Note

- User is allowed to select **For Specific Department**. If user select as 'Yes', **Send For HOD Verification** field will be enable.
- Refer 3.2.1 and 3.2.2 section for function **For Specific Department** and **Send For HOD Verification**.
- User is allowed to select **View Near Expiration Quantity?** As 'Yes'. If the selection is 'Yes', user has to enter value in the 'No of Days' field as shown in Figure 3.2-3

View Near Expiration Quantity?	Yes	No. of Days	30
--------------------------------	-----	-------------	----

Figure 3.2-3 View Near Expiration Quantity?

- User is allowed to select **With Back Order Quantity?** As 'Yes'. Back Order Quantity represents the pending receive quantity that has not been supply yet by the suppliers.

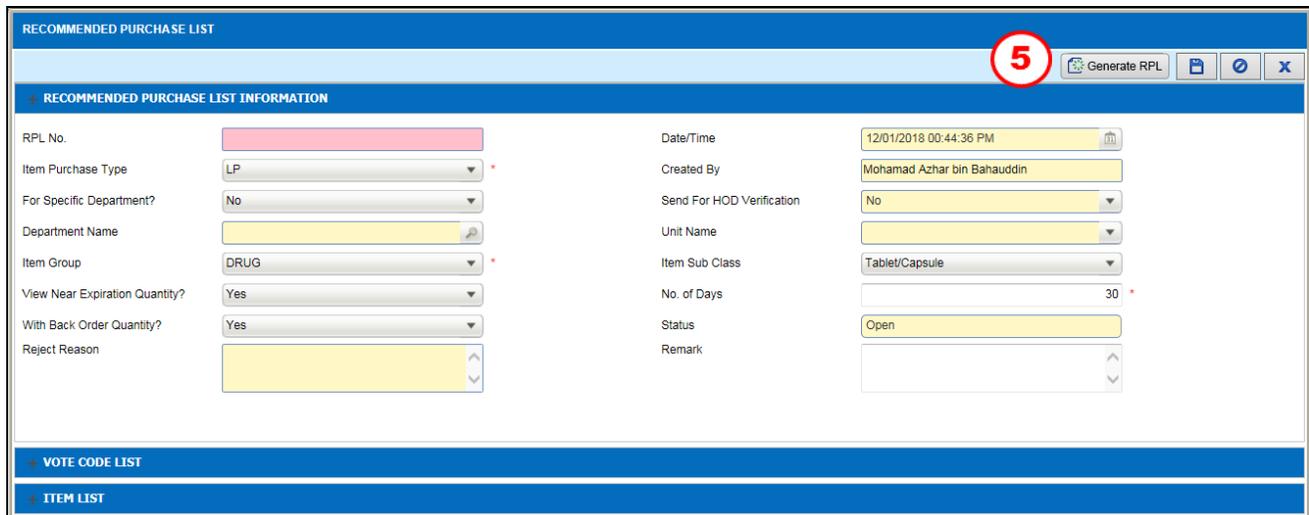


Figure 3.2-4 Recommended Purchase List

STEP 9

Click on the  button to generate item based on selection criteria

Note

- System will be able to generate a list of items where the stock's quantity is less than the buffer level quantity as shown in Figure 3.2-6.
- Buffer Level Quantity is set up at Item/Product Buffer Level master.
- System will be able to cater for 'With Back Order Quantity' that is still not delivered by the Supplier
- Vote Code List will contain summary information of Vote Code based on the items list generated from the RPL as shown in Figure 3.2-5.

VOTE CODE LIST					
Vote Code	Vote Description	Budget Type	Balance Before RPL (RM)	Utilized RPL (RM)	Balance After RPL (RM)
090401/031200/27401/99	ENT (Ubat)	Operating	4.24	12,069.46	-12,065.22
090401/030700/27401/99	Obstetik dan Ginekologi (ubat)	Operating	45.70	7,683.98	-7,638.28
090401/030500/27401/01	Perubatan Am (ubat)	Operating	38.43	13,596.80	-13,558.37
090401/032700/27401/99	Psikiatrik (Ubat)	Operating	265.96	4,623.91	-4,357.95
TOTAL			354.33	37,974.16	-37,619.83

Figure 3.2-5 Vote Code List

Note

Vote Code List content an information of:

- Vote Code
- Vote Description
- Budget Type
- Balance Before RPL (RM)
- Utilized RPL (RM)
- Balance After RPL (RM)

ITEM LIST													
Drug / Non-Drug Code	Drug / Non-Drug Name	SKU	Request Quantity (SKU)	Stock Available	Buffer Level Quantity	Max Storage Quantity	Usage & Issue Quantity	Back Order	Quantity To Expire	Average Unit Price (RM)	Amount (RM)	No. of Vote Code	Estimated Annual Purchase Value
N06AA04110T1001XX	Clomipramine HCl 25mg Tablet	tablet	1	0	1	1	0	0	0	0.6613	0.66	1	< 50K
G03CA57000T1001XX	Conjugated Oestrogens 0.625mg Tablet	tablet	7,840	560	5,600	8,400	0	0	0	0.9801	7,683.98	1	< 50K
R01BA5298T1001XX	Loratadine 5 mg and Pseudoephedrine Sulphate 120 mg Tablet	tablet	16,000	2,000	12,000	18,000	0	0	0	0.7543	12,068.80	1	< 50K
C09DA03935T1001XX	Valsartan 80 mg and Hydrochlorothiazide 12.5 mg Tablet	tablet	9,156	5,964	10,080	15,120	280	0	0	0.8259	7,561.94	1	< 50K
N06AX16110C2001XX	Venlafaxine HCl 75 mg Extended Release Capsule	capsule	1,148	532	1,120	1,680	0	0	0	4.0278	4,623.91	1	< 50K
B01AA03520T1004XX	Warfarin Sodium 5 mg Tablet	tablet	10,600	13,400	16,000	24,000	0	0	0	0.2721	2,884.26	1	< 50K
J05AF01000C1001XX	Zidovudine 100 mg Capsule	capsule	3,000	0	2,000	3,000	0	0	0	1.0502	3,150.60	1	< 50K

Figure 3.2-6 Item List

Note

Item List content an information of:

- Drug/Non-Drug Code
- Drug/Non-Drug Name
- SKU
- Request Quantity (SKU)
- Stock Available
- Buffer Level Quantity
- Max Storage Quantity
- Usage & Issue Quantity
- Back Order
- Quantity To Expire
- Average Unit Price (RM)
- Amount (RM)
- Vote Code
- Estimated Annual Purchase Value
- Order Type

- Estimated Annual Purchase Amount (RM)
- YTD Purchase Amount (RM)
- ‘Estimated Annual Purchase Value’ will show the ‘Order Type’ of the item whether Direct, Quotation or Request for Contract

ITEM LIST													
Drug / Non-Drug Code	Drug / Non-Drug Name	SKU	Request Quantity (SKU)	Stock Available	Buffer Level Quantity	Max Storage Quantity	Usage & Issue Quantity	Back Order	Quantity To Expire	Average Unit Price (RM)	Amount (RM)	No. of Vote Code	Estimated Annual Purchase Value
N06AA04110T1001XX	Clomipramine HCl 25mg Tablet	tablet	8	0	1	1	0	0	0	0.6613	0.66	1	< 50K
G03CA57000T1001XX	Conjugated Oestrogens 0.625mg Tablet	tablet	7,840	560	5,600	8,400	0	0	0	0.9801	7,683.98	1	< 50K
R01BA52988T1001XX	Loratadine 5 mg and Pseudoephedrine Sulphate 120 mg Tablet	tablet	16,000	2,000	12,000	18,000	0	0	0	0.7543	12,068.80	1	< 50K
C09DA03935T1001XX	Valsartan 80 mg and Hydrochlorothiazide 12.5 mg Tablet	tablet	9,156	5,964	10,080	15,120	280	0	0	0.8259	7,561.9	1	< 50K
N06AX16110C2001XX	Venlafaxine HCl 75 mg Extended Release Capsule	capsule	1,148	532	1,120	1,680	0	0	0	4.0278	4,623.91	1	< 50K
B01AA03520T1004XX	Warfarin Sodium 5 mg Tablet	tablet	10,600	13,400	16,000	24,000	0	0	0	0.2721	2,884.26	1	< 50K
J05AF01000C1001XX	Zidovudine 100 mg Capsule	capsule	3,000	0	2,000	3,000	0	0	0	1.0502	3,150.60	1	< 50K

Figure 3.2-7 Item List

STEP 6

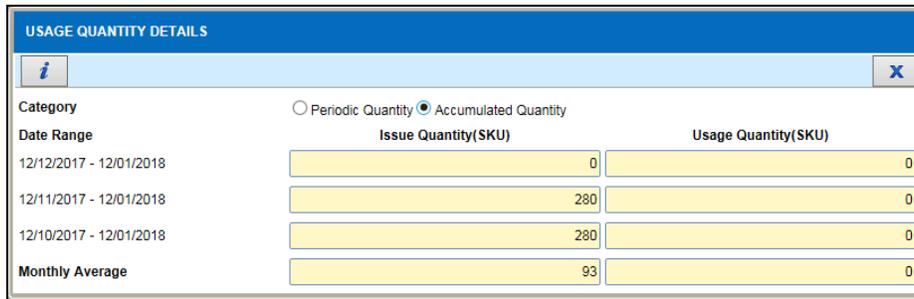
Click on the Usage & Issue Quantity hyperlink and Usage Quantity details window will be display as Figure 3.2-8

Note

- There are two category of Usage Quantity:
 - Periodic Quantity (refer Figure 3.2-8)
 - Accumulated Quantity (refer Figure 3.2-9)

USAGE QUANTITY DETAILS		
<input checked="" type="radio"/> Periodic Quantity <input type="radio"/> Accumulated Quantity		
Date Range	Issue Quantity(SKU)	Usage Quantity(SKU)
12/12/2017 - 12/01/2018	0	0
12/11/2017 - 12/12/2017	280	0
12/10/2017 - 12/11/2017	0	0
Total 90 days	280	0

Figure 3.2-8 Usage Quantity Details: Periodic Quantity



The screenshot shows a window titled "USAGE QUANTITY DETAILS" with a close button (X) in the top right. Below the title bar is an information icon (i) and another close button (X). The window contains a form with the following elements:

- Category:** Radio buttons for "Periodic Quantity" and "Accumulated Quantity" (selected).
- Date Range:** A table with three columns: "Date Range", "Issue Quantity(SKU)", and "Usage Quantity(SKU)".

Date Range	Issue Quantity(SKU)	Usage Quantity(SKU)
12/12/2017 - 12/01/2018	0	0
12/11/2017 - 12/01/2018	280	0
12/10/2017 - 12/01/2018	280	0
Monthly Average	93	0

Figure 3.2-9 Usage Quantity Details: Accumulated Quantity

Note

Click on the  button to close Usage Quantity Details

STEP 7

Click on the No. of Vote Code and Vote Information window will be display as Figure 3.2-10



The screenshot shows a window titled "VOTE INFORMATION" with a close button (X) in the top right. Below the title bar is an information icon (i) and another close button (X). The window contains a table with the following data:

Vote Description	Vote Code	Budget Type	Request To Purchase Quantity(SKU)
090401/031200/27401/99	ENT (Ubat)	Operating	1

Figure 3.2-10 Vote Information

Note

Click on the  button to close Usage Quantity Details

STEP 8

Double click on the selected item list to view item information as shown in Figure 3.2-11

ITEM INFORMATION

Drug/Non-Drug Code: R01BA52988T1001XX	Drug/Non-Drug Description: Loratadine 5 mg and Pseudoephedrine Sulphate 120 mg T
SKU: tablet	Max Storage Quantity: 18,000
Buffer Level Quantity: 12,000	Average Unit Price (RM): 0.7543
Request To Purchase: 16,000	Amount (RM): 12,068.80

Item Code	Item Description	PKU	PKU Description	Packaging Description	Quantity Available (SKU)	YTD Purchase Amount (RM)
R01BA52988T1001XX.03	Loratadine 5 mg and Pseudoephedrine Sulphate 120 mg Tablet	box	box	box of 50 tablet	2,000	9,468.68
R01BA52988T1001-30	Loratadine 5 mg and Pseudoephedrine Sulphate 120 mg Tablet	pck	pack	pack of 30 tablet	0	9,468.68
R01BA52988T1001.04	Loratadine 5 mg and Pseudoephedrine Sulphate 120 mg Tablet	pck	pack	pack of 560 tablet	0	9,468.68
R01BA52988T1001XX.02	Loratadine 5 mg and Pseudoephedrine Sulphate 120 mg Tablet	box	box	Box of 100 tab	0	9,468.68
R01BA52988T1001-10	Loratadine 5 mg and Pseudoephedrine Sulphate 120 mg Tablet	pck	pack	pack of 10 tablet	0	9,468.68
R01BA52988T1001XX.01	Loratadine 5 mg and Pseudoephedrine Sulphate 120 mg Tablet	box	box	Box of 500 tab	0	9,468.68
TOTAL					2,000	

VOTE CODE LIST

Vote Code	Vote Description	Budget Type	Request To Purchase Quantity (SKU)
090401/031200/27401/99	ENT (Ubat)	Operating	16,000
TOTAL			16,000

Figure 3.2-11 Item Information

Note

- User can view details information of the selected item
- User is allowed to edit the Average Unit Price (RM). By editing Average Unit Price (RM) value will impact the total Amount (RM)

STEP 9

Click on the  button to add Vote Code and Vote Information screen will be display as Figure 3.2-12

VOTE INFORMATION

Vote Description: Farmasi dan Bekalan (gas perubatan)	Vote Code: 090401/032200/27402/99
Request To Purchase Quantity: 100	

Figure 3.2-12 Vote Information

STEP 10

Select **Vote Description** and enter **Request To Purchase Quantity**

STEP 11

Click on the  button to save the record and confirmation message will be display as Figure 3.2-13

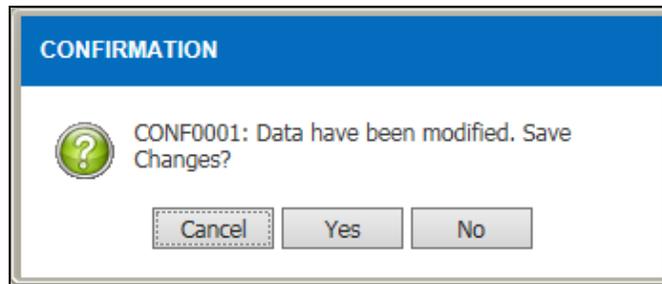


Figure 3.2-13 Confirmation Message

Note

- Click on the button so save the record
- After saved, system will update the information under the Vote Code List section as shown in Figure 3.2-14

VOTE CODE LIST					
				Delete	+ Vote Code
				[1 - 2 / 2]	
	Vote Code	Vote Description	Budget Type	Request To Purchase Quantity (SKU)	
<input type="checkbox"/>	090401/031200/27401/99	ENT (Ubat)	Operating	16,000	
<input type="checkbox"/>	090401/032200/27402/99	Farmasi dan Bekalan (gas perubatan)	Operating	100	
				TOTAL	16,100

Figure 3.2-14 Vote Code List

Note

User is allowed to delete the Vote Code by following the step below:

- Check on the check box of the selected Vote Code
- Click on the button and confirmation message will be display as shown in Figure 3.2-15

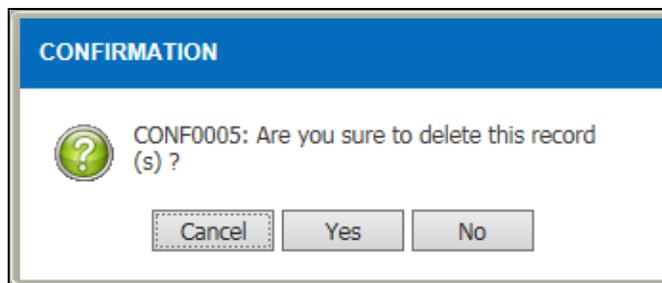


Figure 3.2-15 Confirmation Message

- Click on the button and the information of the vote code will be removed from the list

ITEM INFORMATION

12

Drug/Non-Drug Code	<input type="text" value="R01BA52988T1001XX"/>	Drug/Non-Drug Description	<input type="text" value="Loratadine 5 mg and Pseudoephedrine Sulphate 120 mg T"/>
SKU	<input type="text" value="tablet"/>	Max Storage Quantity	<input type="text" value="18,000"/>
Buffer Level Quantity	<input type="text" value="12,000"/>	Average Unit Price (RM)	<input type="text" value="0.7543"/>
Request To Purchase	<input type="text" value="16,000"/>	Amount (RM)	<input type="text" value="12,068.80"/>

1 / 1
[1 - 6 / 6]

Item Code	Item Description	PKU	PKU Description	Packaging Description	Quantity Available (SKU)	YTD Purchase Amount (RM)
R01BA52988T1001XX.03	Loratadine 5 mg and Pseudoephedrine Sulphate 120 mg Tablet	box	box	box of 50 tablet	2,000	9,468.68
R01BA52988T1001-30	Loratadine 5 mg and Pseudoephedrine Sulphate 120 mg Tablet	pck	pack	pack of 30 tablet	0	9,468.68

Figure 3.2-16 Item Information

STEP 12

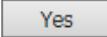
Click on the  button to close the screen and confirmation message will be display as Figure 3.2-17

CONFIRMATION

CONF0001: Data have been modified. Save Changes?

Figure 3.2-17 Confirmation Message

Note

- Click on the  button so save the modified record
- After save, system will go back to main screen as shown in Figure 3.2-18

RECOMMENDED PURCHASE LIST						
+ RECOMMENDED PURCHASE LIST INFORMATION						
+ VOTE CODE LIST						
Vote Code	Vote Description	Budget Type	Balance Before RPL (RM)	Utilized RPL (RM)	Balance After RPL (RM)	
090401/031200/27401/99	ENT (Ubat)	Operating	4.24	12,069.46	-12,065.22	
090401/030700/27401/99	Obstetrik dan Ginekologi (ubat)	Operating	45.70	7,683.98	-7,638.28	
090401/030500/27401/01	Perubatan Am (ubat)	Operating	38.43	13,596.80	-13,558.37	
090401/032700/27401/99	Psikiatrik (Ubat)	Operating	265.96	4,623.91	-4,357.95	
TOTAL			354.33	37,974.16	-37,619.83	

+ ITEM LIST													
Drug / Non-Drug Code	Drug / Non-Drug Name	SKU	Request Quantity (SKU)	Stock Available	Buffer Level Quantity	Max Storage Quantity	Usage & Issue Quantity	Back Order	Quantity To Expire	Average Unit Price (RM)	Amount (RM)	No. of Vote Code	Estimated Annual Purchase Value
N06AA04110T1001XX	Clomipramine HCl 25mg Tablet	tablet	1	0	1	1	0	0	0	0.6613	0.66	1	< 50K
G03CA57000T1001XX	Conjugated Oestrogens 0.625mg Tablet	tablet	7,840	560	5,600	8,400	0	0	0	0.9801	7,683.98	1	< 50K
R01BA52988T1001XX	Loratadine 5 mg and Pseudoephedrine Sulphate 120 mg Tablet	tablet	16,000	2,000	12,000	18,000	0	0	0	0.7543	12,068.80	1	< 50K
C09DA03935T1001XX	Valsartan 80 mg and Hydrochlorothiazide 12.5 mg Tablet	tablet	9,156	5,964	10,080	15,120	280	0	0	0.8259	7,561.94	1	< 50K
N06AX16110C2001XX	Venlafaxine HCl 75 mg Extended Release Capsule	capsule	1,148	532	1,120	1,680	0	0	0	4.0278	4,623.91	1	< 50K
B01AA03520T1004XX	Warfarin Sodium 5 mg Tablet	tablet	10,600	13,400	16,000	24,000	0	0	0	0.2721	2,884.26	1	< 50K
J05AF01000C1001XX	Zidovudine 100 mg Capsule	capsule	3,000	0	2,000	3,000	0	0	0	1.0502	3,150.60	1	< 50K

Figure 3.2-18 Recommended Purchase List

STEP 13

Click on the  button to add additional item to be purchased and Add Item screen will be display as Figure 3.2-19

ADD ITEM			
Item Group	DRUG	Item Sub-group	Tablet/Capsule
Drug Name	Clomipramine HCl 25mg Tablet	Drug Code	N06AA04110T1001XX
Vote Description	ENT (Ubat)	Vote Code	090401/031200/27401/99
Request To Purchase Quantity	1	Stock Available	0
Unit Price (RM)	0.6613	SKU	tablet
Amount (RM)	0.66	Max Storage Quantity	1
Usage Quantity	0	Estimation Price (RM)	11,090.1354
Buffer Level Quantity	1		

Figure 3.2-19 Add Item

STEP 14

Select **Drug Name**

STEP 15

Select **Vote Description**

Note

- **Drug Name** will display drug that is above buffer level.
- System will auto calculate **Request To Purchase Quantity** and user is allowed to edit the value.
- **Unit Price** will be automatically display and user is allowed to edit the value.

STEP 16

Enter **Request To Purchase Quantity** if necessary

STEP 17

Click on the  button to save the record and confirmation message will be display as Figure 3.2-20

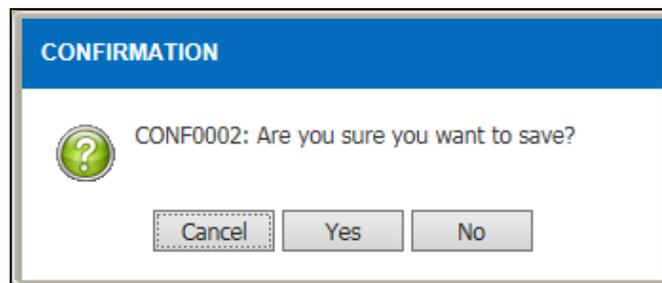
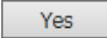


Figure 3.2-20 Confirmation Message

Note

- Click on the  button to save record
- After saved, the record will be updated on the Item List

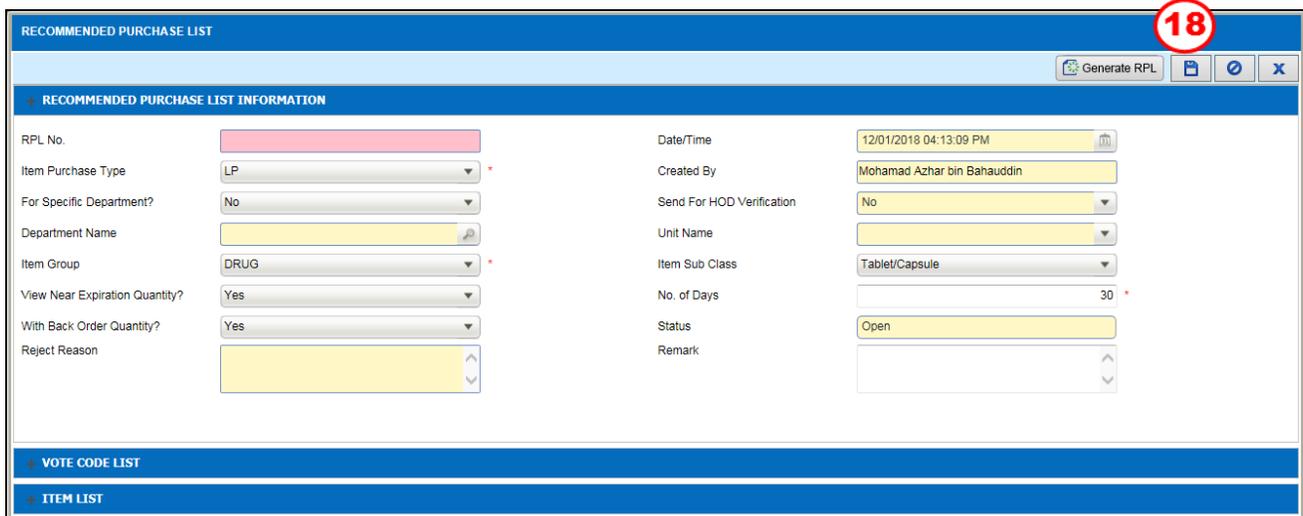


Figure 3.2-21 Recommended Purchase List

STEP 18

Click on the  button to save the RPL transaction and information message will be display as Figure 3.2-22

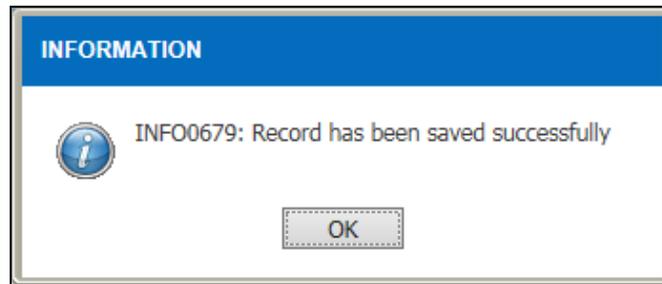


Figure 3.2-22 Information Message

Note

- Click on the  button to successfully save the record
- **RPL No** will be auto generated after successfully saved the record
- Button ,  and  will be enable after successfully saved the record as shown in Figure 3.2-23

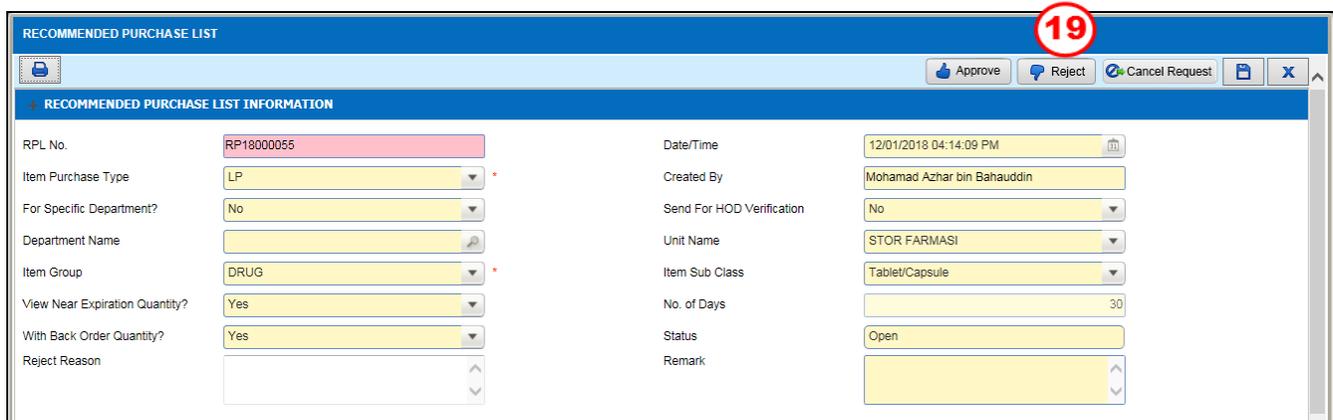


Figure 3.2-23 Recommended Purchase List

STEP 19

- Click on the  button to approve the record and confirmation message will be display as Figure 3.2-24

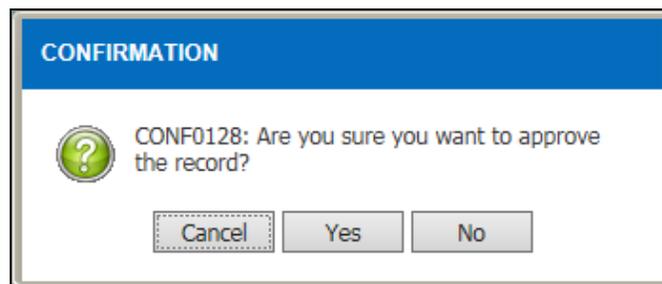
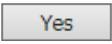


Figure 3.2-24 Confirmation Message

Note

- Click on the  button to approved record and information message will be display as Figure 3.2-25

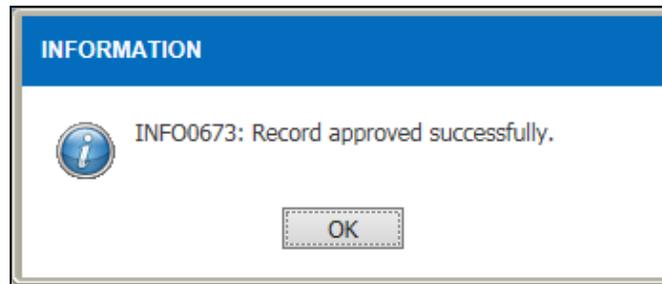


Figure 3.2-25 Information Message

Note

- Click on the  button to successfully approved the record

- b) Click on the  button to reject the record and confirmation message will be display as Figure 3.2-26

Note

User need to enter **Reject Reason** before click on the  button

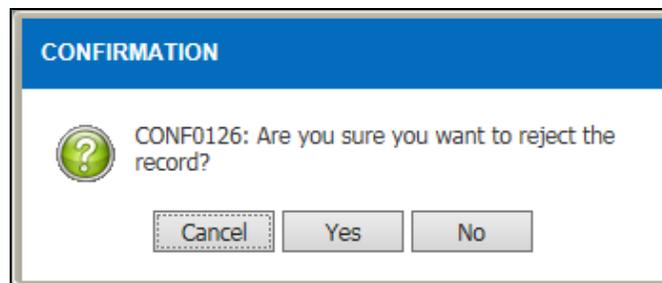


Figure 3.2-26 Confirmation Message

Note

- Click on the  button to reject record and information message will be display as Figure 3.2-27

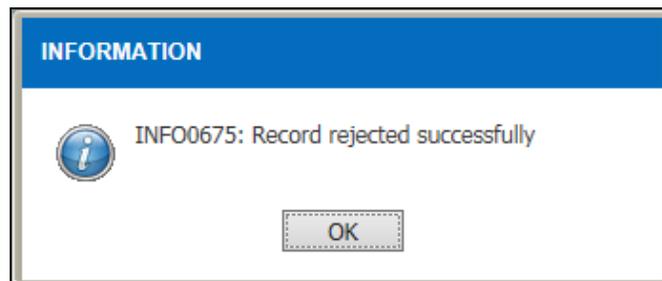


Figure 3.2-27 Information Message

Note

- Click on the  button to successfully rejected the record

- c) Click on the  button to cancel the record and confirmation message will be display as Figure 3.2-28

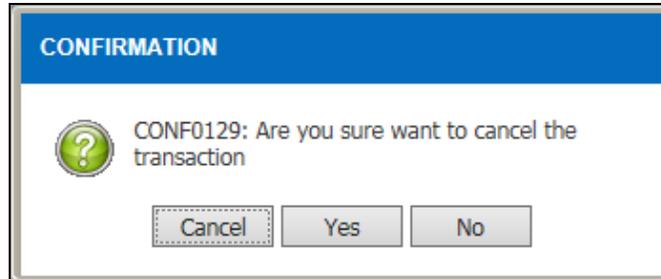
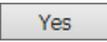


Figure 3.2-28 Confirmation Message

Note

Click on the  button to cancel the transaction

3.3 Purchase Order

3.3.1 Purchase Order Listing Page

To view existing Purchase order Record, perform the steps below:

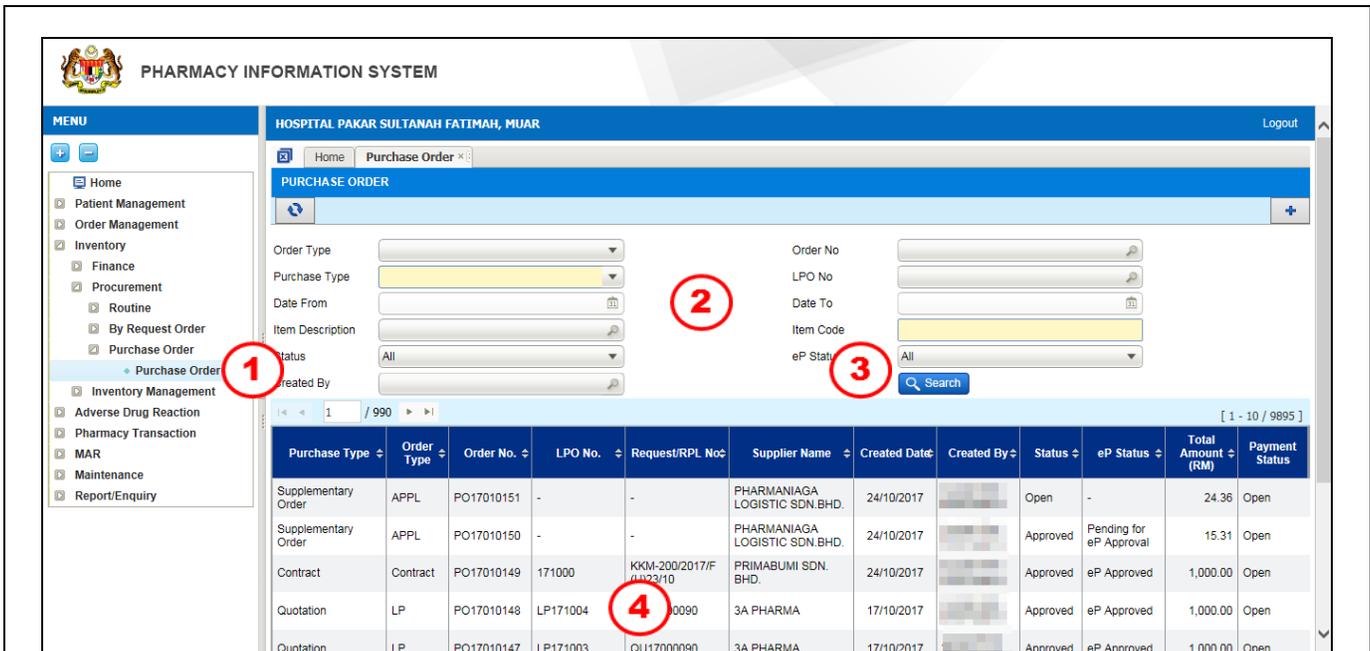


Figure 3.3.1-1 Purchase Order Listing Page

STEP 1

Click on 'Inventory' menu followed by 'Procurement' and 'Routine', and select 'Purchase Order'

STEP 2

To search for existing Purchase Order transaction, these search criteria can be used:

No	Field	Description	Remark
a	Order Type	Order Type All APPL LP Contract	Allow user to search existing Purchase Order record based on the 'Order Type'
b	Order No.	Order No generated after user save the Purchase Order transaction	Allow user to search existing Purchase Order record based on the 'Order No.'
c	LPO No.	LPO No. will be retrieved automatically by the system from eP for AP PO and is entered manually by user for LP PO and Contract PO	Will be automatically displayed once a EPO No. is selected
d	Date From	Select 'Date From' from the calendar	Filter and search existing records based on date. The date format will be 'DD/MM/YYYY'. i.e. 31/12/2015
f	Date To	Select 'Date To' from the calendar	Filter and search existing records based on date. The date format will be 'DD/MM/YYYY'. i.e. 31/12/2015
g	Item Description	Select by Item Description	Allow user to search existing Purchase Order record(s) based on the 'Item Description'

h	Status	Select Status from the drop down menu: All Approved Cancelled Cancelled LPO Cancelled Order Closed LPO Cancelled By eP Open Pending for Approval Rejected	Filter and search existing records based on 'Status'
i	eP Status	Select eP Status from the drop down menu: All Pending for eP Approval eP Approved eP Cancelled eP Rejected	Filter and search existing records based on 'eP Status'
j	Created By	Filter and search for record by entering User First Name and/or User Last Name	Filter and search existing records based on 'Created By'

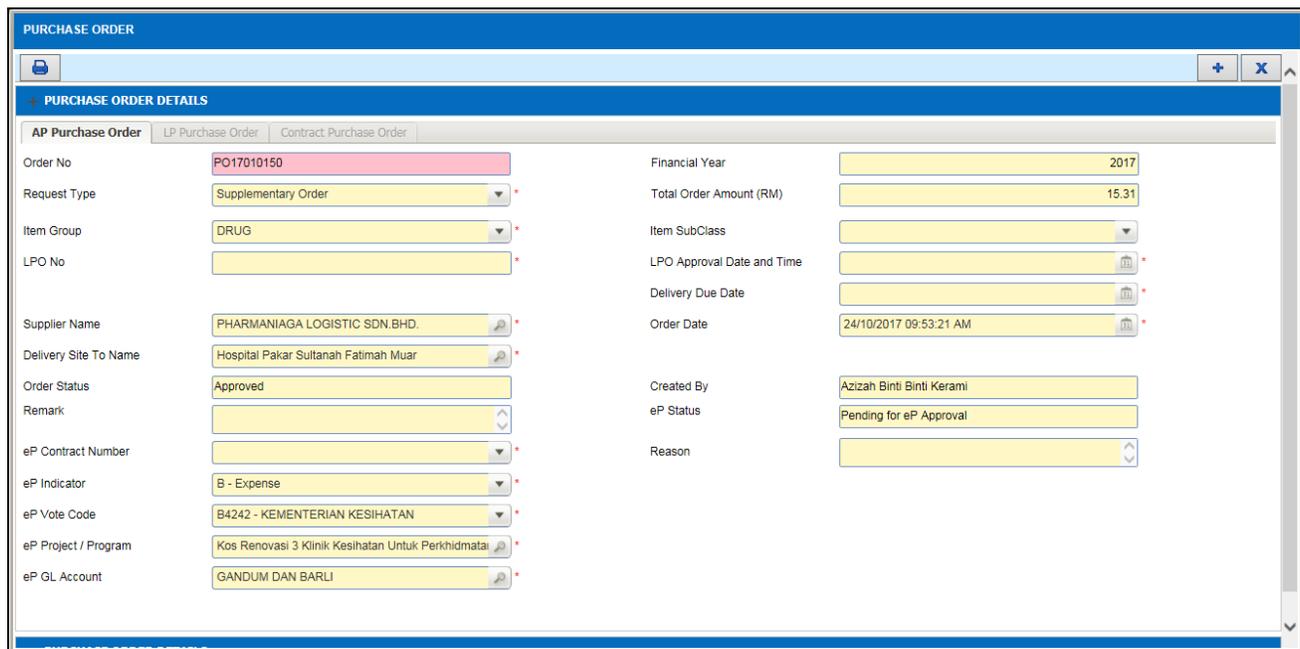
Table 3.3.1-1

STEP 3

Click on the  button after input criteria and the result display will be based on the entered criteria

STEP 4

Double click on the selected record and the details will be displayed as figure 3.3.1-2



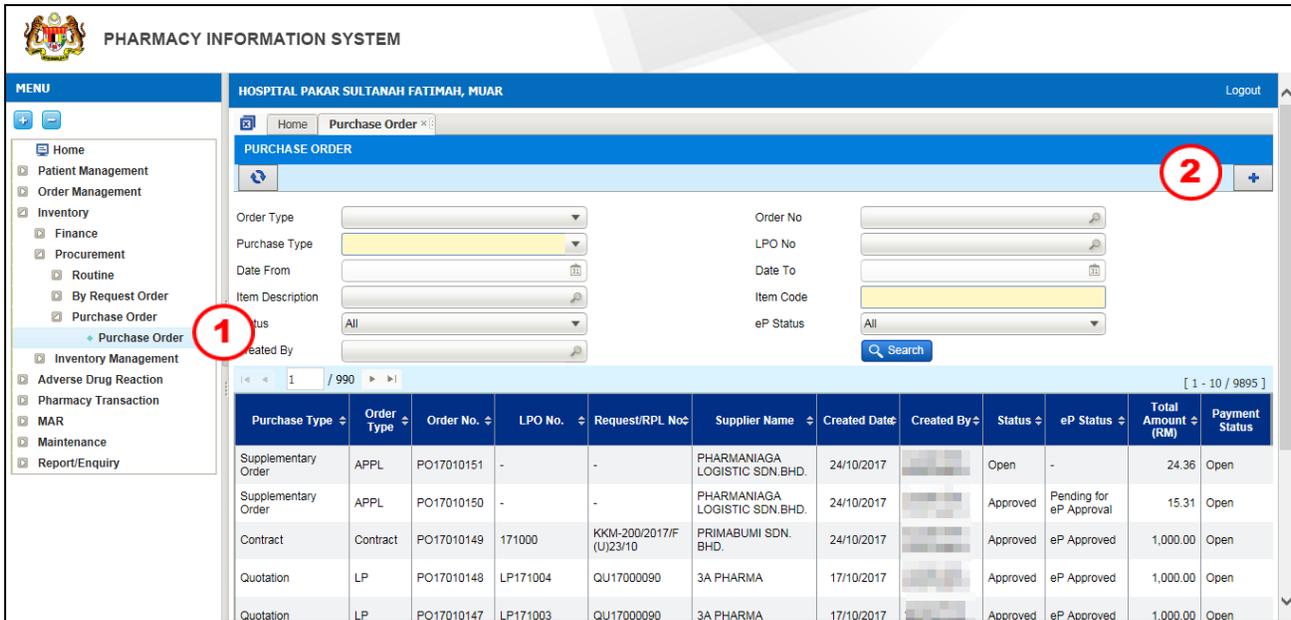
The screenshot displays a web application window titled "PURCHASE ORDER" with a sub-header "PURCHASE ORDER DETAILS". It features three tabs: "AP Purchase Order" (selected), "LP Purchase Order", and "Contract Purchase Order". The form contains the following fields:

- Order No: PO17010150
- Request Type: Supplementary Order
- Item Group: DRUG
- LPO No: (empty)
- Supplier Name: PHARMANIAGA LOGISTIC SDN.BHD.
- Delivery Site To Name: Hospital Pakar Sultanah Fatimah Muar
- Order Status: Approved
- Remark: (empty)
- eP Contract Number: (empty)
- eP Indicator: B - Expense
- eP Vote Code: B4242 - KEMENTERIAN KESIHATAN
- eP Project / Program: Kos Renovasi 3 Klinik Kesihatan Untuk Perkhidmata
- eP GL Account: GANDUM DAN BARLI
- Financial Year: 2017
- Total Order Amount (RM): 15.31
- Item SubClass: (empty)
- LPO Approval Date and Time: (empty)
- Delivery Due Date: (empty)
- Order Date: 24/10/2017 09:53:21 AM
- Created By: Azizah Binti Binti Kerami
- eP Status: Pending for eP Approval
- Reason: (empty)

Figure 3.3.1-2 Purchase Order Listing Page

3.3.2 New Purchase Order LP Direct Purchase: RPL

To create new Purchase Order LP Direct Purchase for RPL, perform the steps below:



PHARMACY INFORMATION SYSTEM

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

Home Purchase Order x1

PURCHASE ORDER

Order Type: [Dropdown] Order No: [Text]

Purchase Type: [Dropdown] LPO No: [Text]

Date From: [Text] Date To: [Text]

Item Description: [Text] Item Code: [Text]

Status: [Dropdown] eP Status: [Dropdown]

Created By: [Text] Search

Purchase Type	Order Type	Order No.	LPO No.	Request/RPL No.	Supplier Name	Created Date	Created By	Status	eP Status	Total Amount (RM)	Payment Status
Supplementary Order	APPL	PO17010151	-	-	PHARMANIAGA LOGISTIC SDN.BHD.	24/10/2017		Open	-	24.36	Open
Supplementary Order	APPL	PO17010150	-	-	PHARMANIAGA LOGISTIC SDN.BHD.	24/10/2017		Approved	Pending for eP Approval	15.31	Open
Contract	Contract	PO17010149	171000	KKM-200/2017/F(U)23/10	PRIMABUMI SDN. BHD.	24/10/2017		Approved	eP Approved	1,000.00	Open
Quotation	LP	PO17010148	LP171004	QU17000090	3A PHARMA	17/10/2017		Approved	eP Approved	1,000.00	Open
Quotation	LP	PO17010147	LP171003	QU17000090	3A PHARMA	17/10/2017		Approved	eP Approved	1,000.00	Open

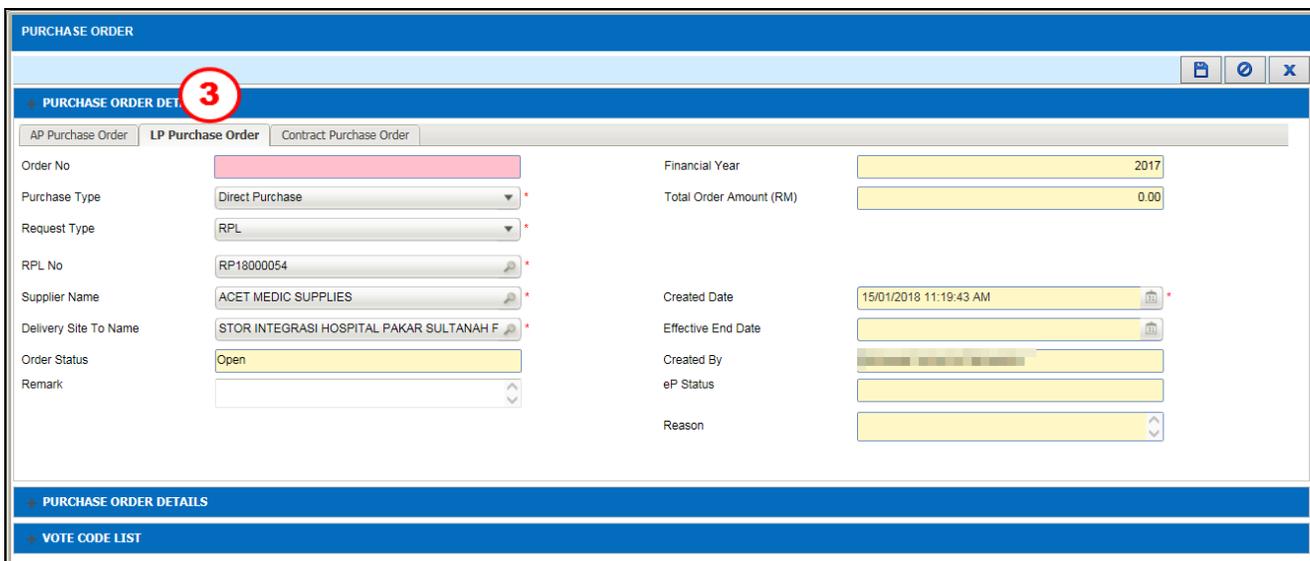
Figure 3.3.2-1 LP Purchase Order

STEP 1

Click on 'Inventory' menu followed by 'Procurement' and 'Routine', and select 'Purchase Order'

STEP 2

Click on the  button and the Purchase Order screen will be displayed.



PURCHASE ORDER

PURCHASE ORDER DET

AP Purchase Order LP Purchase Order Contract Purchase Order

Order No: [Text] Financial Year: 2017

Purchase Type: Direct Purchase Total Order Amount (RM): 0.00

Request Type: RPL

RPL No: RP18000054

Supplier Name: ACET MEDIC SUPPLIES Created Date: 15/01/2018 11:19:43 AM

Delivery Site To Name: STOR INTEGRASI HOSPITAL PAKAR SULTANAH F Effective End Date: [Text]

Order Status: Open Created By: [Text]

Remark: [Text] eP Status: [Text]

Reason: [Text]

PURCHASE ORDER DETAILS

VOTE CODE LIST

Figure 3.3.2-2 LP Purchase Order

STEP 3

Select 'LP Purchase Order' tab

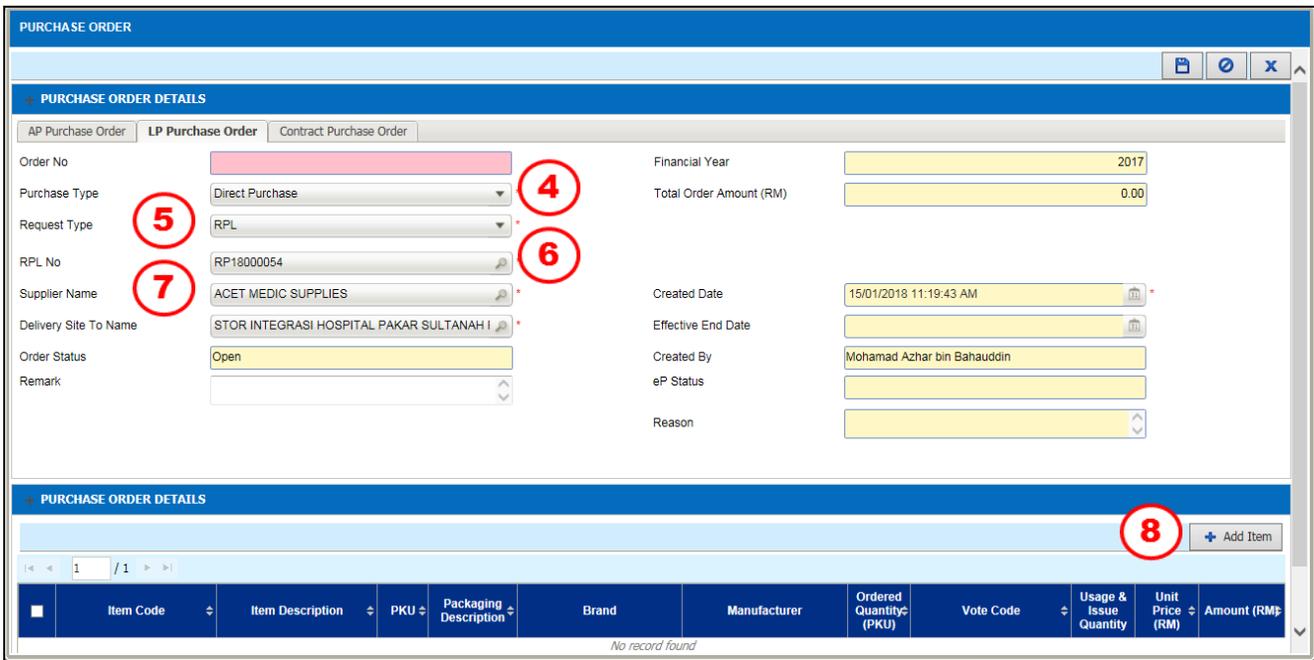


Figure 3.3.2-3 LP Purchase Order

STEP 4

Select on **Purchase Type** as Direct Purchase

STEP 5

Select **Request Type** as RPL

STEP 6

Select **RPL No**

STEP 7

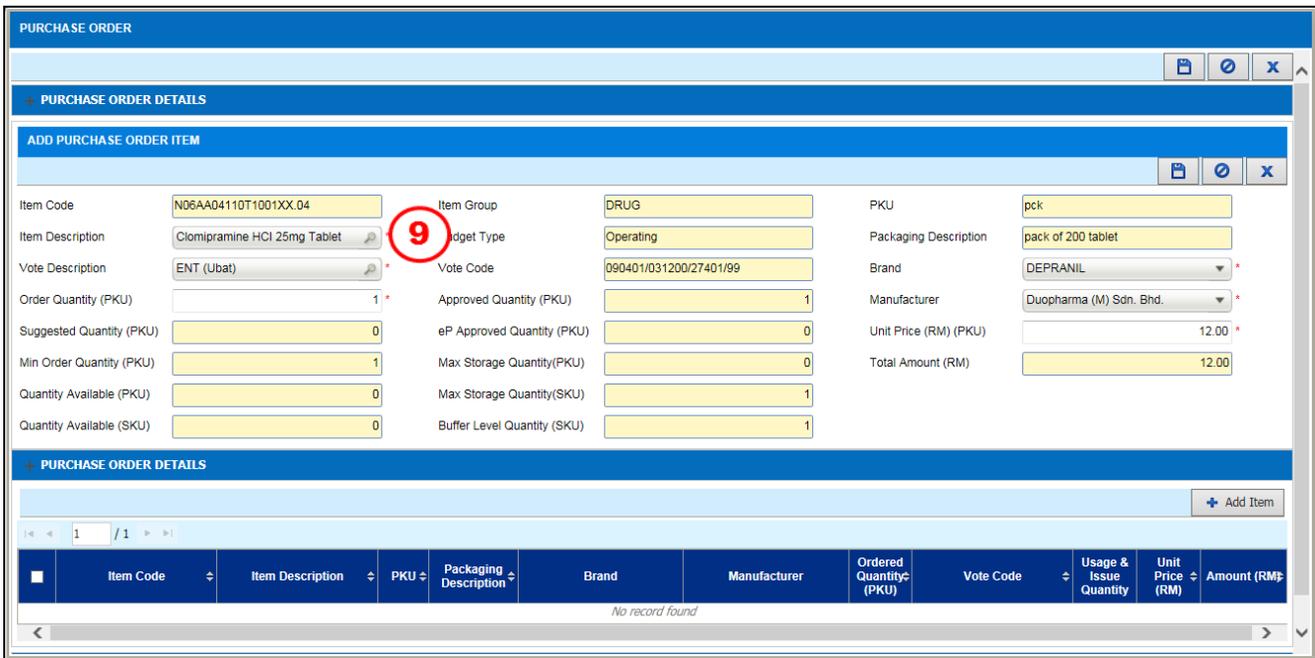
Select **Supplier Name**

Note

Delivery Site To Name will be default to the facility **Delivery Site to Name**.

STEP 8

Click on the  button to add item to be procure and Add Purchase Order Item screen will be display as Figure 3.3.2-4



PURCHASE ORDER

+ PURCHASE ORDER DETAILS

ADD PURCHASE ORDER ITEM

Item Code: N06AA04110T1001XX.04
 Item Description: Clomipramine HCl 25mg Tablet
 Vote Description: ENT. (Ubat)
 Order Quantity (FKU): 1
 Suggested Quantity (FKU): 0
 Min Order Quantity (FKU): 1
 Quantity Available (FKU): 0
 Quantity Available (SKU): 0

Item Group: DRUG
 Budget Type: Operating
 Vote Code: 090401/031200/27401/99
 Approved Quantity (FKU): 1
 eP Approved Quantity (FKU): 0
 Max Storage Quantity (FKU): 0
 Max Storage Quantity (SKU): 1
 Buffer Level Quantity (SKU): 1

PKU: pck
 Packaging Description: pack of 200 tablet
 Brand: DEPRANIL
 Manufacturer: Duopharma (M) Sdn. Bhd.
 Unit Price (RM) (FKU): 12.00
 Total Amount (RM): 12.00

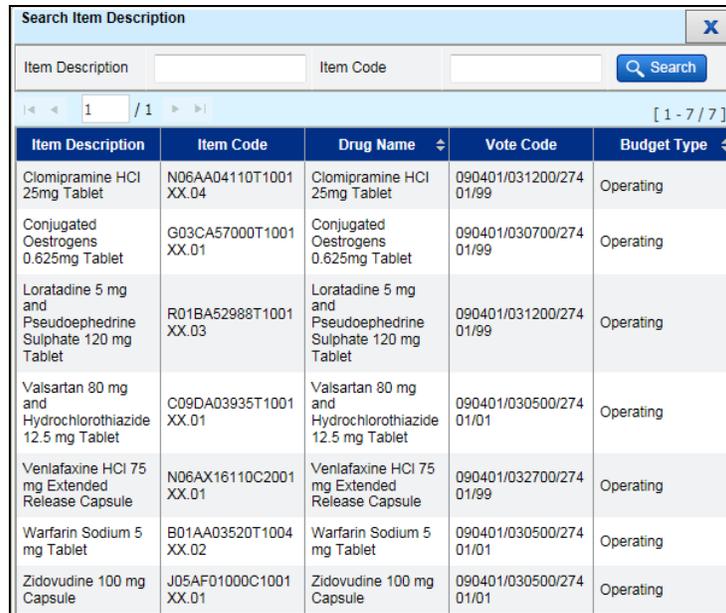
+ PURCHASE ORDER DETAILS

Item Code	Item Description	PKU	Packaging Description	Brand	Manufacturer	Ordered Quantity (FKU)	Vote Code	Usage & Issue Quantity	Unit Price (RM)	Amount (RM)
No record found										

Figure 3.3.2-4 Add Purchase Order Item

STEP 9

Select **Item Description** and Search Item Description window will be display as Figure 3.3.2-5

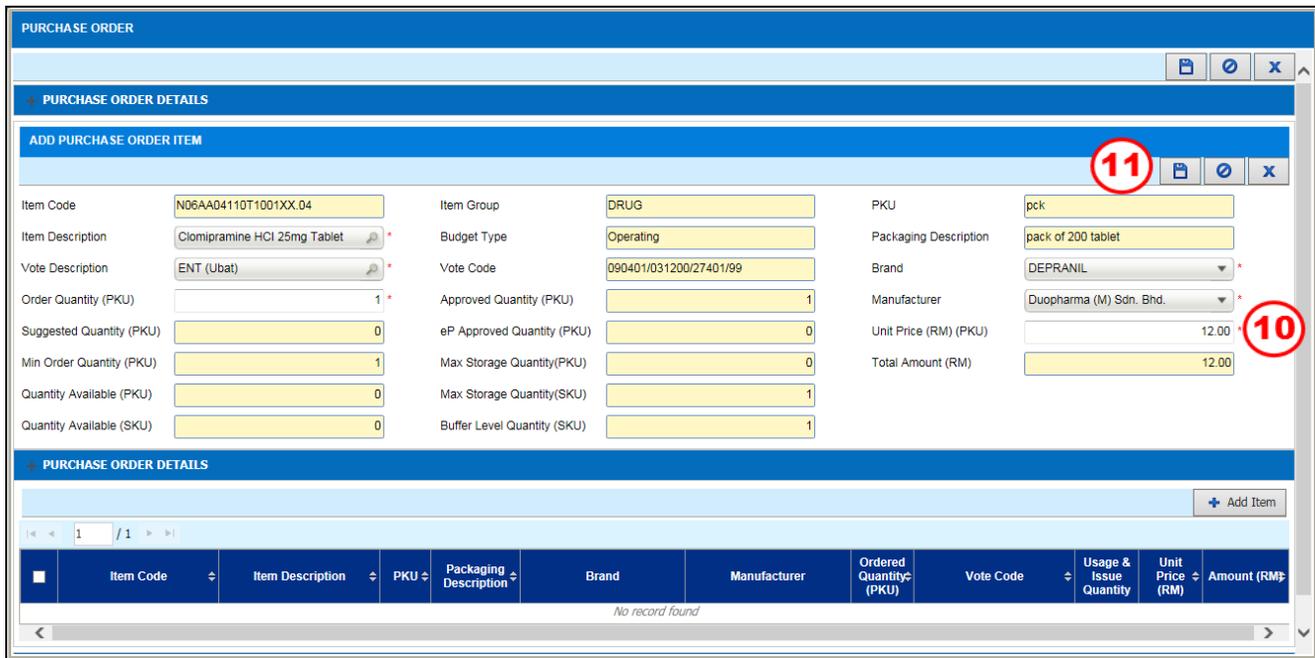


Item Description	Item Code	Drug Name	Vote Code	Budget Type
Clomipramine HCl 25mg Tablet	N06AA04110T1001XX.04	Clomipramine HCl 25mg Tablet	090401/031200/27401/99	Operating
Conjugated Oestrogens 0.625mg Tablet	G03CA57000T1001XX.01	Conjugated Oestrogens 0.625mg Tablet	090401/030700/27401/99	Operating
Loratadine 5 mg and Pseudoephedrine Sulphate 120 mg Tablet	R01BA52988T1001XX.03	Loratadine 5 mg and Pseudoephedrine Sulphate 120 mg Tablet	090401/031200/27401/99	Operating
Valsartan 80 mg and Hydrochlorothiazide 12.5 mg Tablet	C09DA03935T1001XX.01	Valsartan 80 mg and Hydrochlorothiazide 12.5 mg Tablet	090401/030500/27401/01	Operating
Venlafaxine HCl 75 mg Extended Release Capsule	N06AX16110C2001XX.01	Venlafaxine HCl 75 mg Extended Release Capsule	090401/032700/27401/99	Operating
Warfarin Sodium 5 mg Tablet	B01AA03520T1004XX.02	Warfarin Sodium 5 mg Tablet	090401/030500/27401/01	Operating
Zidovudine 100 mg Capsule	J05AF01000C1001XX.01	Zidovudine 100 mg Capsule	090401/030500/27401/01	Operating

Figure 3.3.2-5 Search Item Description

Note

- List of item display is the list from approved RPL
- Click on the selected item



PURCHASE ORDER

+ PURCHASE ORDER DETAILS

ADD PURCHASE ORDER ITEM

Item Code: N06AA04110T1001XX.04
 Item Description: Clomipramine HCl 25mg Tablet
 Vote Description: ENT (Ubat)
 Order Quantity (FKU): 1
 Suggested Quantity (FKU): 0
 Min Order Quantity (FKU): 1
 Quantity Available (FKU): 0
 Quantity Available (SKU): 0

Item Group: DRUG
 Budget Type: Operating
 Vote Code: 090401/031200/27401/99
 Approved Quantity (FKU): 1
 eP Approved Quantity (FKU): 0
 Max Storage Quantity (FKU): 0
 Max Storage Quantity (SKU): 1
 Buffer Level Quantity (SKU): 1

PKU: pck
 Packaging Description: pack of 200 tablet
 Brand: DEPRANIL
 Manufacturer: Duopharma (M) Sdn. Bhd.
 Unit Price (RM) (PKU): 12.00
 Total Amount (RM): 12.00

+ PURCHASE ORDER DETAILS

Item Code	Item Description	PKU	Packaging Description	Brand	Manufacturer	Ordered Quantity (PKU)	Vote Code	Usage & Issue Quantity	Unit Price (RM)	Amount (RM)
No record found										

Figure 3.3.2-6 Add Purchase Order Item

Note

- **Vote Description** will be display after selecting **Item Description** and user is allowed to change the **Vote Description**.
- **Order Quantity** will be display value based on the approved quantity at RPL stage.
- **Brand** and **Manufacturer** will be based on the selected **Item Description** and user is allowed to change the value. If there is no value for **Brand** and **Manufacturing**, user needs to select from the drop down box.

STEP 10

Enter **Unit Price (RM) (PKU)**

STEP 11

Click on the  button to save the record and confirmation message will be display as Figure 3.3.2-7

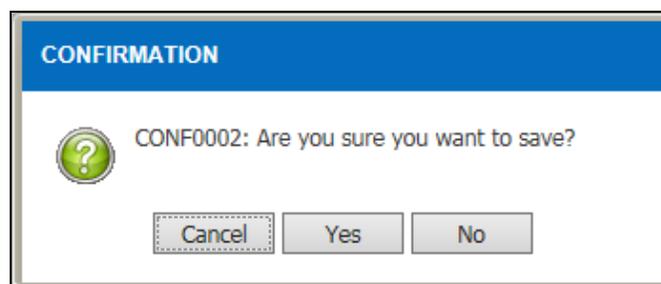
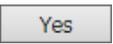


Figure 3.3.2-7 Confirmation Message

Note

Click on the  button to save the record and information message will be display as Figure 3.3.2-8

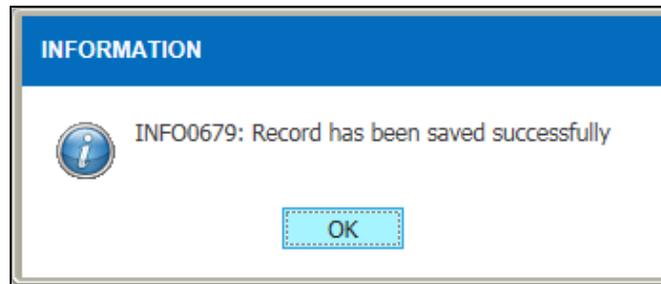
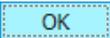


Figure 3.3.2-8 Information Message

Note

Click on the  button to successfully saved the record and the details will be appeared on Purchase Order Details as shown in the Figure 3.3.2-9

PURCHASE ORDER

ADD PURCHASE ORDER ITEM

Item Code: [] Item Group: DRUG PKU: []
 Item Description: [] Budget Type: [] Packaging Description: []
 Vote Description: [] Vote Code: [] Brand: []
 Order Quantity (PKU): 0 Approved Quantity (PKU): 0 Manufacturer: []
 Suggested Quantity (PKU): 0 eP Approved Quantity (PKU): 0 Unit Price (RM) (PKU): 0.00
 Min Order Quantity (PKU): 0 Max Storage Quantity(PKU): 0 Total Amount (RM): 0.00
 Quantity Available (PKU): 0 Max Storage Quantity(SKU): 0
 Quantity Available (SKU): 0 Buffer Level Quantity (SKU): 0

PURCHASE ORDER DETAILS

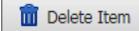
1 / 1

Item Code	Item Description	PKU	Packaging Description	Brand	Manufacturer	Ordered Quantity (PKU)	Vote Code	Usage & Issue Quantity	Unit Price (RM)	Amount (RM)
G03CA57000T1001XX.01	Conjugated Oestrogens 0.625mg Tablet	box	box of 28 tablet	CONJUGASE	Elder Pharmaceutica	280	090401/030700/27401/99 Obstetik dan Ginekologi (ubat Operating)	0	2.78	778.40

VOTE CODE LIST

Figure 3.3.2-9 LP Purchase Order

Note

- To add more items to purchase, please repeat form STEP 8 to STEP 11.
- User is allowed to delete the list of Purchase Order Details by click on the check box then click the  button.
- User can view the vote code in the section Vote Code List as shown in figure 3.3.2-10

VOTE CODE LIST

1 / 1

Vote Code	Vote Description	Budget Type	Balance Before PO (RM)	Utilized PO (RM)	Balance After PO (RM)
090401/031900/27401/01	Radioterapi (ubat)	Operating	5,661.42	778.40	4,883.02
TOTAL			5,661.42	778.40	4,883.02

Figure 3.3.2-10 Vote Code List

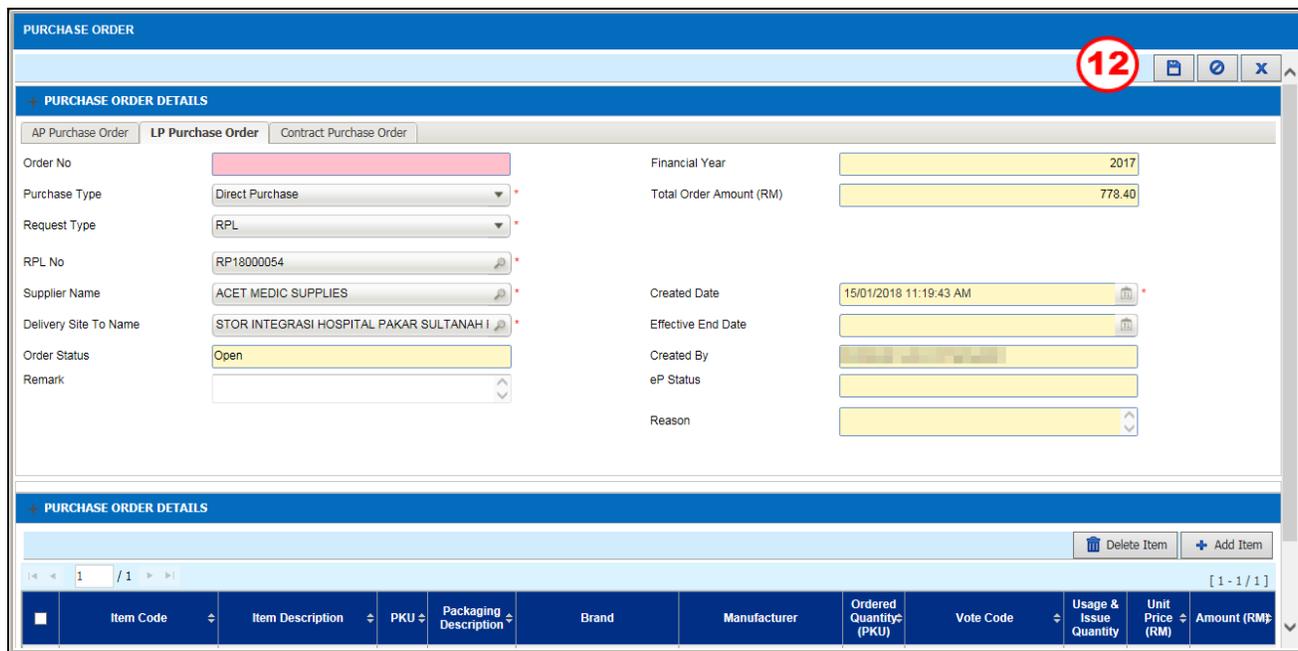


Figure 3.3.2-11 LP Purchase Order

STEP 12

Click on the  button to save the record and confirmation message will be display as Figure 3.3.2-12

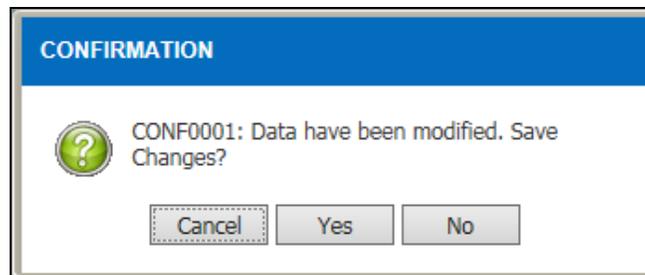
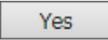


Figure 3.3.2-12 Confirmation Message

Note

Click on the  button to save the record and information message will be display as Figure 3.3.2-13

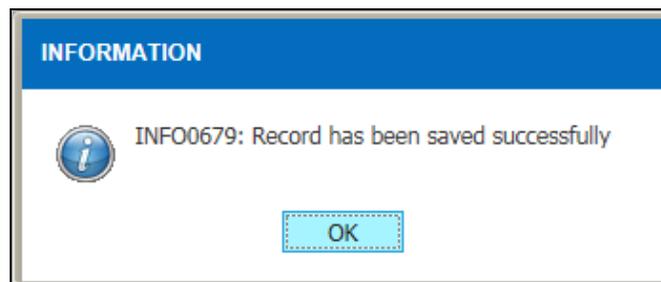
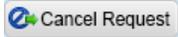


Figure 3.3.2-13 Information Message

Note

- Click on the  button to successfully save the record

- **Order No** will be auto generated after successfully saved the record
- Button ,  and  will be enable after successfully saved the record as shown in Figure 3.3.2-14

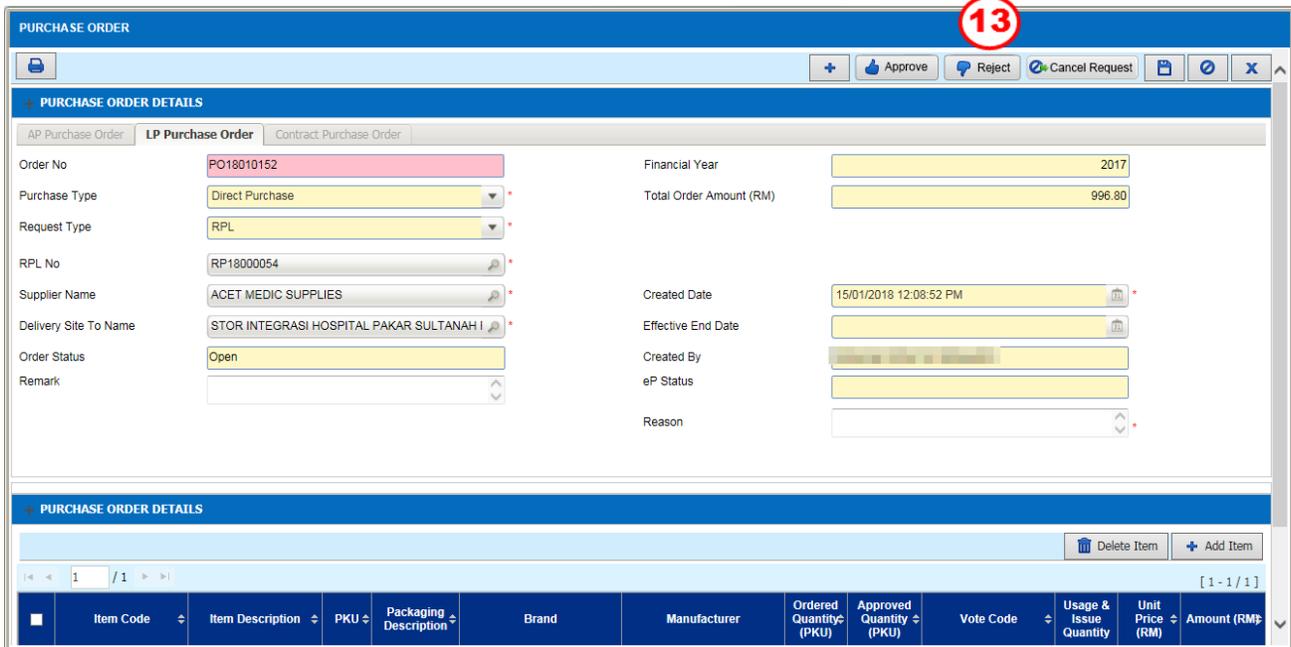
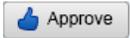


Figure 3.3.2-14 LP Purchase Order

STEP 13

- Click on the  button to approve the record and confirmation message will be display as Figure 3.3.2-15

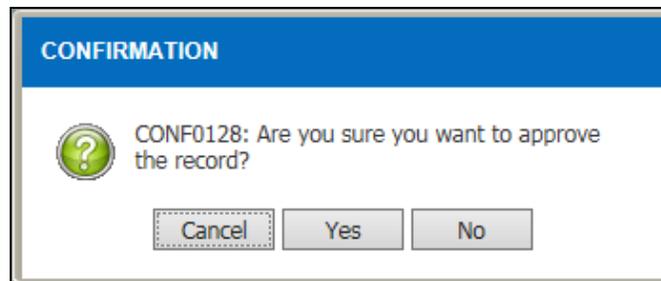
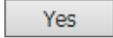


Figure 3.3.2-15 Confirmation Message

Note

- Click on the  button to approved record and information message will be display as Figure 3.3.2-16

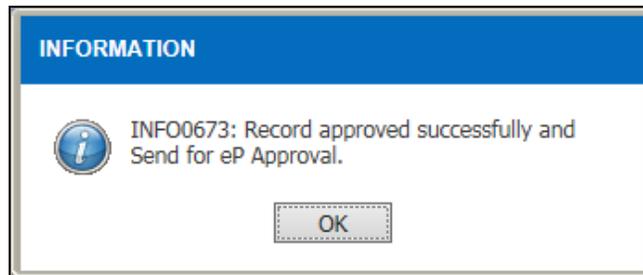


Figure 3.3.2-16 Information Message

Note

- Click on the  button to successfully approved the record
- b) Click on the  button to reject the record and confirmation message will be display as Figure 3.3.2-17

Note

User need to enter **Reject Reason** before click on the  button

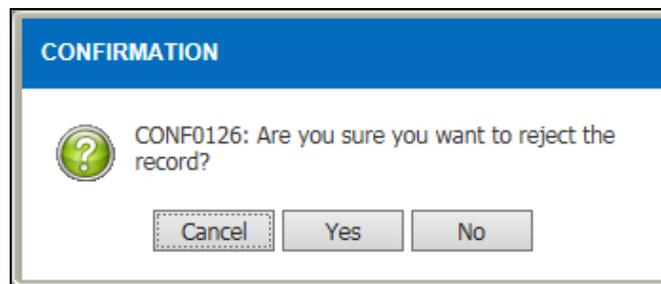
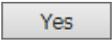


Figure 3.3.2-17 Confirmation Message

Note

- Click on the  button to reject record and information message will be display as Figure 3.3.2-18

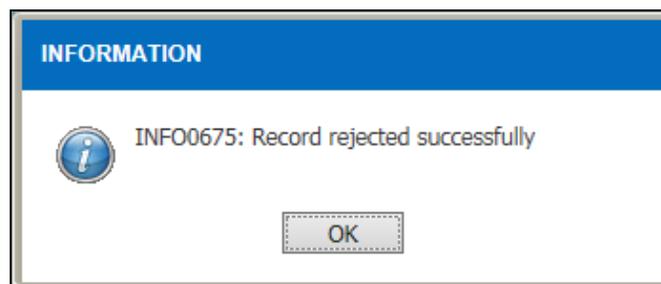
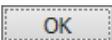


Figure 3.3.2-18 Information Message

Note

- Click on the  button to successfully rejected the record

- c) Click on the  button to cancel the record and confirmation message will be display as Figure 3.3.2-19

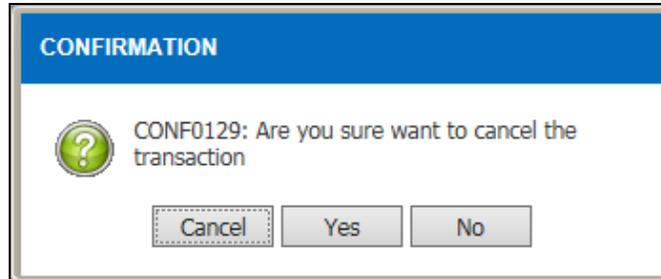
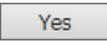


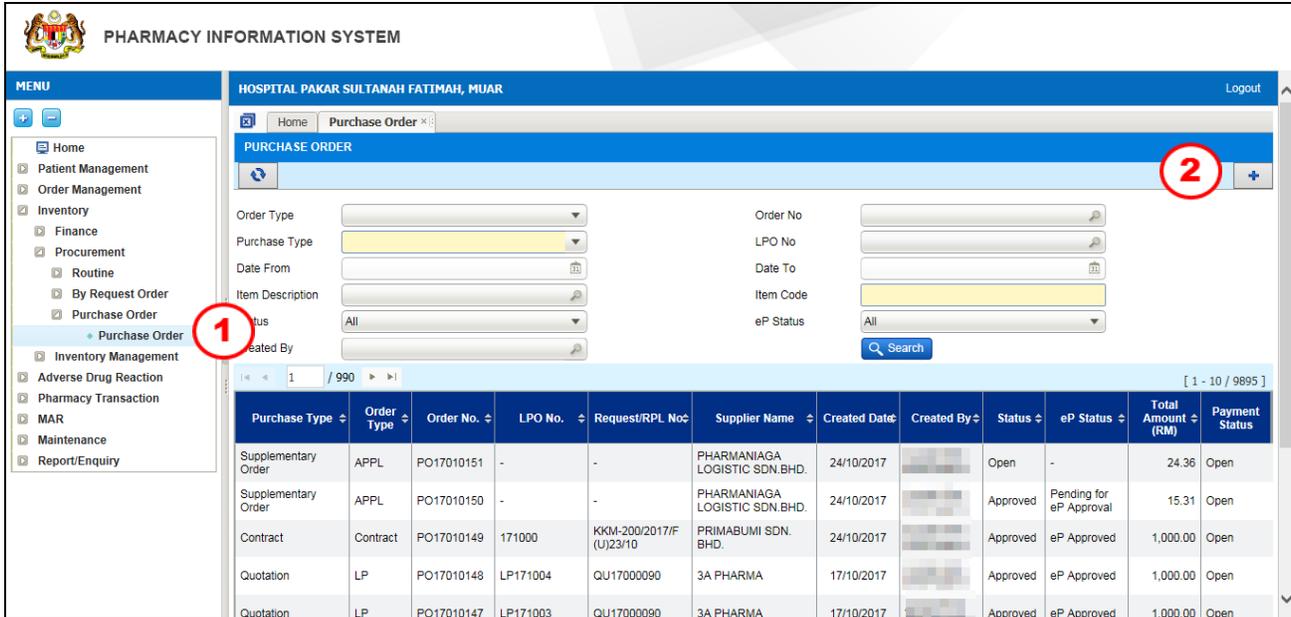
Figure 3.3.2-19 Confirmation Message

Note

Click on the  button to cancel the transaction

3.3.3 New Purchase Order LP Direct Purchase: Supplementary

To create new Purchase Order LP Direct Purchase for Supplementary, perform the steps below:



PHARMACY INFORMATION SYSTEM

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

Home Purchase Order

PURCHASE ORDER

Order Type: [Dropdown] Order No: [Text]

Purchase Type: [Dropdown] LPO No: [Text]

Date From: [Text] Date To: [Text]

Item Description: [Text] Item Code: [Text]

Status: [Dropdown] eP Status: [Dropdown]

Created By: [Text]

[Search]

Purchase Type	Order Type	Order No.	LPO No.	Request/RPL No.	Supplier Name	Created Date	Created By	Status	eP Status	Total Amount (RM)	Payment Status
Supplementary Order	APPL	PO17010151	-	-	PHARMANIAGA LOGISTIC SDN.BHD.	24/10/2017	[User]	Open	-	24.36	Open
Supplementary Order	APPL	PO17010150	-	-	PHARMANIAGA LOGISTIC SDN.BHD.	24/10/2017	[User]	Approved	Pending for eP Approval	15.31	Open
Contract	Contract	PO17010149	171000	KKM-200/2017/F(UJ23/10)	PRIMABUMI SDN. BHD.	24/10/2017	[User]	Approved	eP Approved	1,000.00	Open
Quotation	LP	PO17010148	LP171004	QU17000090	3A PHARMA	17/10/2017	[User]	Approved	eP Approved	1,000.00	Open
Quotation	LP	PO17010147	LP171003	QU17000090	3A PHARMA	17/10/2017	[User]	Approved	eP Approved	1,000.00	Open

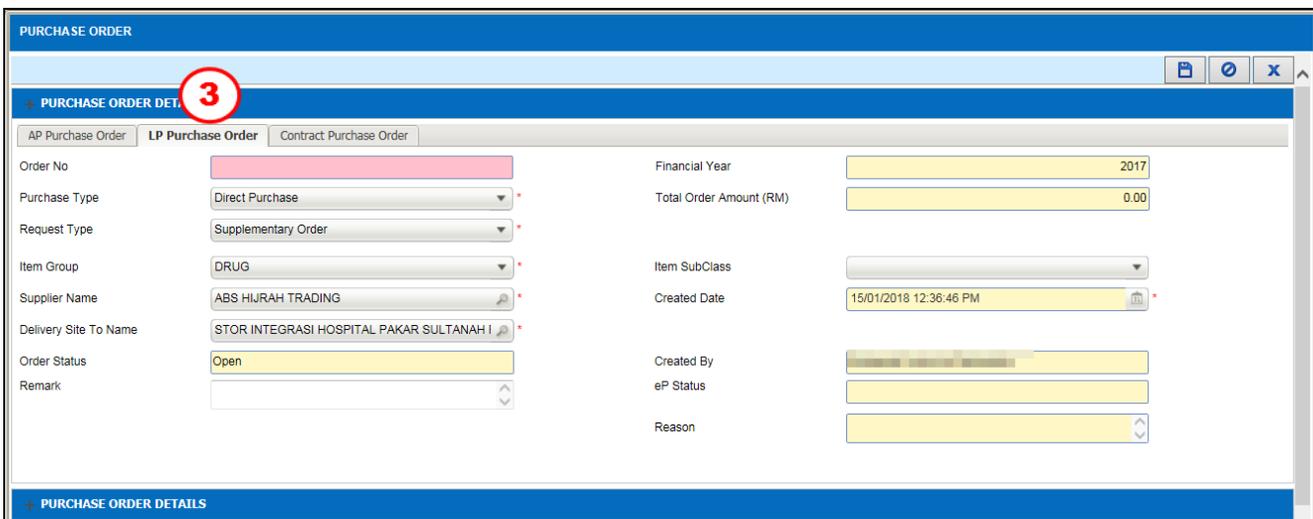
Figure 3.3.3-1 LP Purchase Order

STEP 1

Click on 'Inventory' menu followed by 'Procurement' and 'Routine', and select 'Purchase Order'

STEP 2

Click on the  button and the Purchase Order screen will be displayed.



PURCHASE ORDER

PURCHASE ORDER DET.

AP Purchase Order LP Purchase Order Contract Purchase Order

Order No: [Text] Financial Year: [Text] 2017

Purchase Type: [Dropdown] Direct Purchase Total Order Amount (RM): [Text] 0.00

Request Type: [Dropdown] Supplementary Order

Item Group: [Dropdown] DRUG Item SubClass: [Text]

Supplier Name: [Text] ABS HIJRAH TRADING Created Date: [Text] 15/01/2018 12:36:46 PM

Delivery Site To Name: [Text] STOR INTEGRASI HOSPITAL PAKAR SULTANAH I

Order Status: [Dropdown] Open Created By: [Text]

Remark: [Text] eP Status: [Text]

Reason: [Text]

PURCHASE ORDER DETAILS

Figure 3.3.3-2 LP Purchase Order

STEP 3

Select 'LP Purchase Order' tab

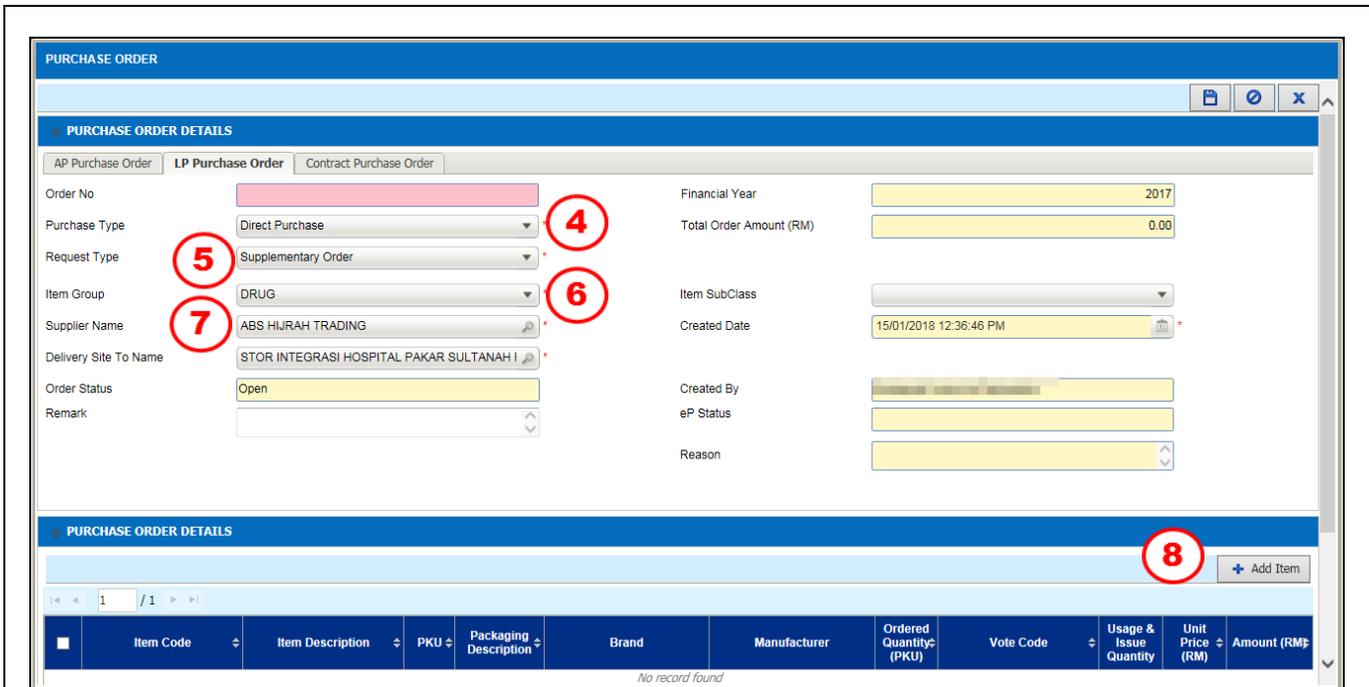


Figure 3.3.3-3 LP Purchase Order

STEP 4

Select on **Purchase Type** as Direct Purchase

STEP 5

Select **Request Type** as Supplementary Order

STEP 6

Select **Item Group**

- Drug
- Non-Drug

Note

Select **Item SubClass** if required

STEP 7

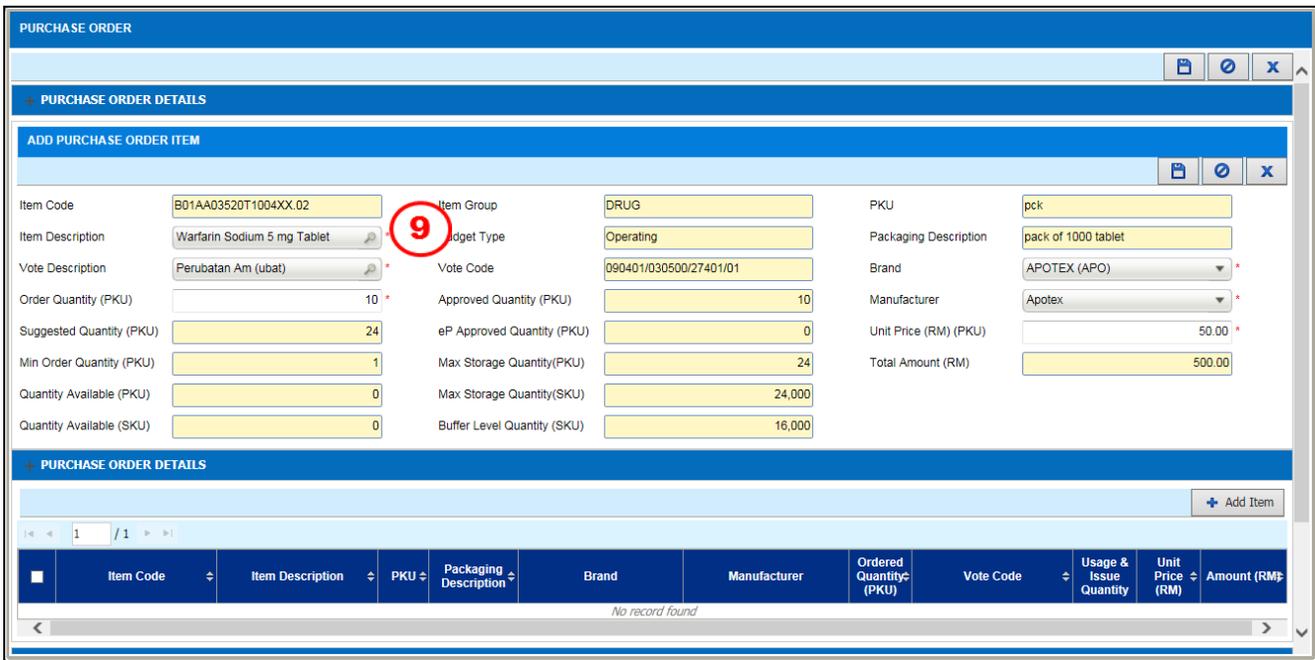
Select **Supplier Name**

Note

Delivery Site To Name will be default to the facility Delivery Site to Name.

STEP 8

Click on the  button to add item to be procure and Add Purchase Order Item screen will be display as Figure 3.3.3-4



PURCHASE ORDER

+ PURCHASE ORDER DETAILS

ADD PURCHASE ORDER ITEM

Item Code: B01AA03520T1004XX.02
 Item Description: Warfarin Sodium 5 mg Tablet
 Vote Description: Perubahan Am (ubat)
 Order Quantity (FKU): 10
 Suggested Quantity (FKU): 24
 Min Order Quantity (FKU): 1
 Quantity Available (FKU): 0
 Quantity Available (SKU): 0

Item Group: DRUG
 Budget Type: Operating
 Vote Code: 090401/030500/27401/01
 Approved Quantity (FKU): 10
 eP Approved Quantity (FKU): 0
 Max Storage Quantity (FKU): 24
 Max Storage Quantity (SKU): 24,000
 Buffer Level Quantity (SKU): 16,000

PKU: pck
 Packaging Description: pack of 1000 tablet
 Brand: APOTEX (APO)
 Manufacturer: Apotex
 Unit Price (RM) (FKU): 50.00
 Total Amount (RM): 500.00

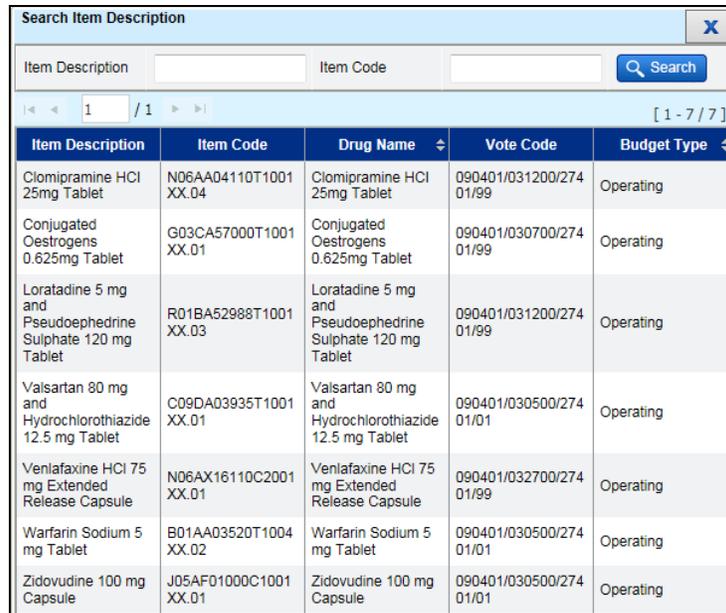
+ PURCHASE ORDER DETAILS

Item Code	Item Description	PKU	Packaging Description	Brand	Manufacturer	Ordered Quantity (FKU)	Vote Code	Usage & Issue Quantity	Unit Price (RM)	Amount (RM)
No record found										

Figure 3.3.3-4 LP Add Purchase Order Details

STEP 9

Select **Item Description** and Search Item Description window will be display as Figure 3.3.3-5



Item Description	Item Code	Drug Name	Vote Code	Budget Type
Clomipramine HCl 25mg Tablet	N06AA04110T1001XX.04	Clomipramine HCl 25mg Tablet	090401/031200/27401/99	Operating
Conjugated Oestrogens 0.625mg Tablet	G03CA57000T1001XX.01	Conjugated Oestrogens 0.625mg Tablet	090401/030700/27401/99	Operating
Loratadine 5 mg and Pseudoephedrine Sulphate 120 mg Tablet	R01BA52988T1001XX.03	Loratadine 5 mg and Pseudoephedrine Sulphate 120 mg Tablet	090401/031200/27401/99	Operating
Valsartan 80 mg and Hydrochlorothiazide 12.5 mg Tablet	C09DA03935T1001XX.01	Valsartan 80 mg and Hydrochlorothiazide 12.5 mg Tablet	090401/030500/27401/01	Operating
Venlafaxine HCl 75 mg Extended Release Capsule	N06AX16110C2001XX.01	Venlafaxine HCl 75 mg Extended Release Capsule	090401/032700/27401/99	Operating
Warfarin Sodium 5 mg Tablet	B01AA03520T1004XX.02	Warfarin Sodium 5 mg Tablet	090401/030500/27401/01	Operating
Zidovudine 100 mg Capsule	J05AF01000C1001XX.01	Zidovudine 100 mg Capsule	090401/030500/27401/01	Operating

Figure 3.3.3-5 Search Item Description

Note

- List of item display is the list from the Item/Product Buffer Level
- Click on the selected item

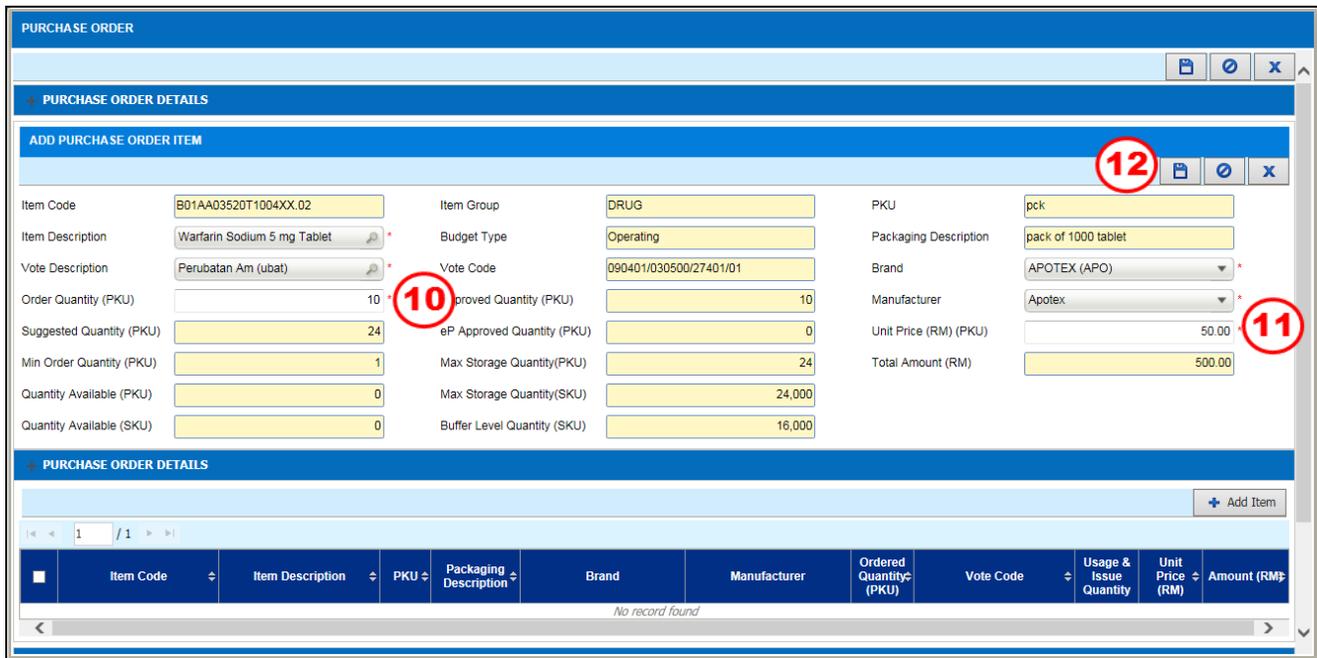


Figure 3.3.3-6 LP Add Purchase Order Details

Note

- **Vote Description** will be display after selecting **Item Description** and user is allowed to change the **Vote Description**.
- **Brand** and **Manufacturer** will be based on the selected **Item Description** and user is allowed to change the value. If there is no value for **Brand** and **Manufacturing**, user needs to select from the drop down box.

STEP 10

Enter **Order Quantity (PKU)**

STEP 11

Enter **Unit Price (RM) (PKU)**

STEP 12

Click on the  button to save the record and confirmation message will be display as Figure 3.3.3-7

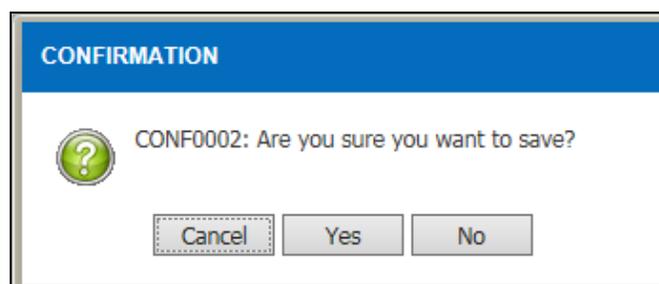
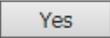


Figure 3.3.3-7 Confirmation Message

Note

Click on the  button to save the record and information message will be display as Figure 3.3.3-8

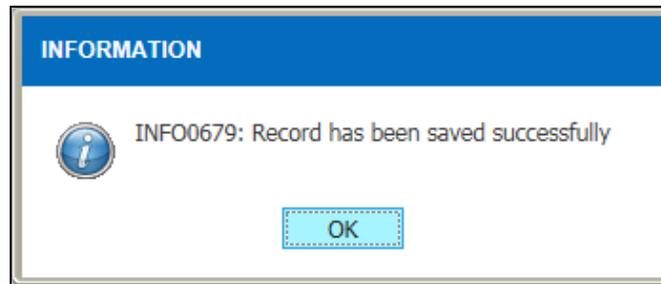
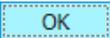


Figure 3.3.3-8 Information Message

Note

Click on the  button to successfully saved the record and the details will be appeared on Purchase Order Details as shown in the Figure 3.3.3-9

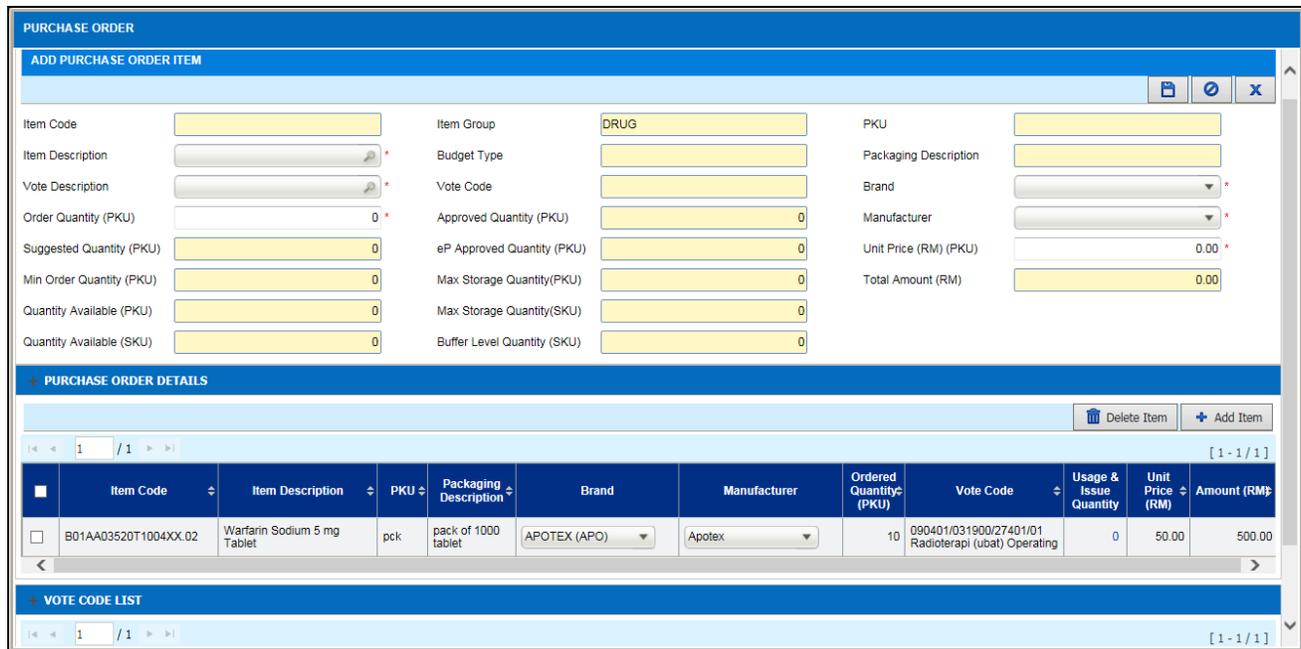
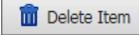


Figure 3.3.3-9 Purchase Order Details

Note

- To add more items to purchase, please repeat form STEP 8 to STEP 12.
- User is allowed to delete the list of Purchase Order Details by click on the check box then click the  button.
- Click on the  button to close the Add Purchase Order Details screen
- User can view the vote code in the section Vote Code List as shown in figure 3.3.3-10

VOTE CODE LIST					
Vote Code	Vote Description	Budget Type	Balance Before PO (RM)	Utilized PO (RM)	Balance After PO (RM)
090401/031900/27401/01	Radioterapi (ubat)	Operating	5,661.42	778.40	4,883.02
TOTAL			5,661.42	778.40	4,883.02

Figure 3.3.3-10 Vote Code List

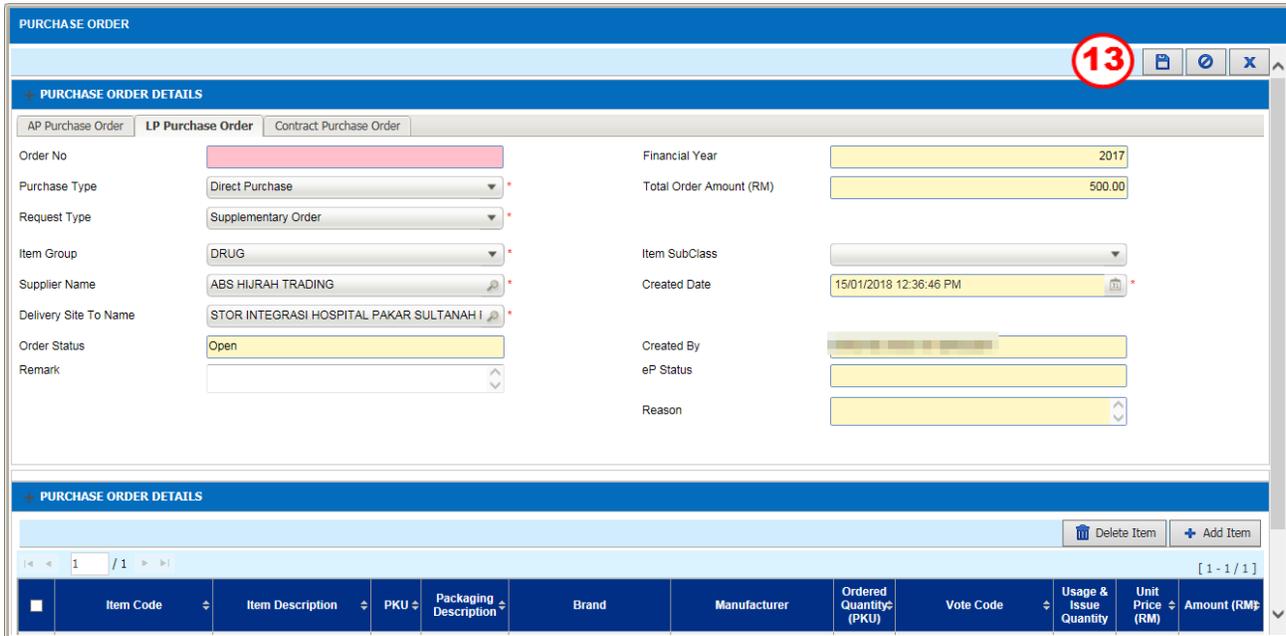


Figure 3.3.3-11 LP Purchase Order

STEP 13

Click on the  button to save the record and confirmation message will be display as Figure 3.3.3-12

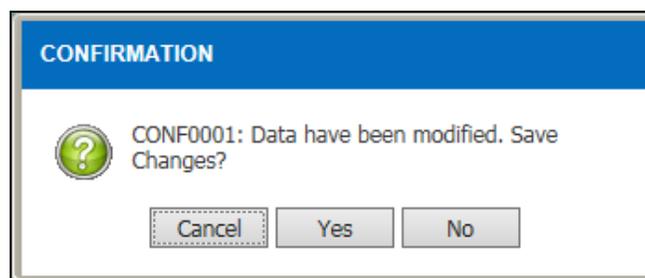
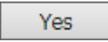


Figure 3.3.3-12 Confirmation Message

Note

Click on the  button to save the record and information message will be display as Figure 3.3.3-13

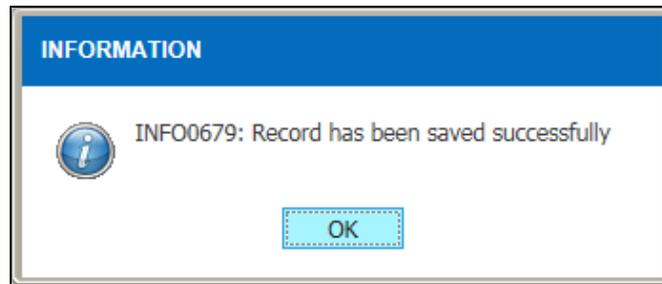


Figure 3.3.3-13 Information Message

Note

- Click on the  button to successfully save the record
- **Order No** will be auto generated after successfully saved the record
- Button ,  and  will be enable after successfully saved the record as shown in Figure 3.3.3-14

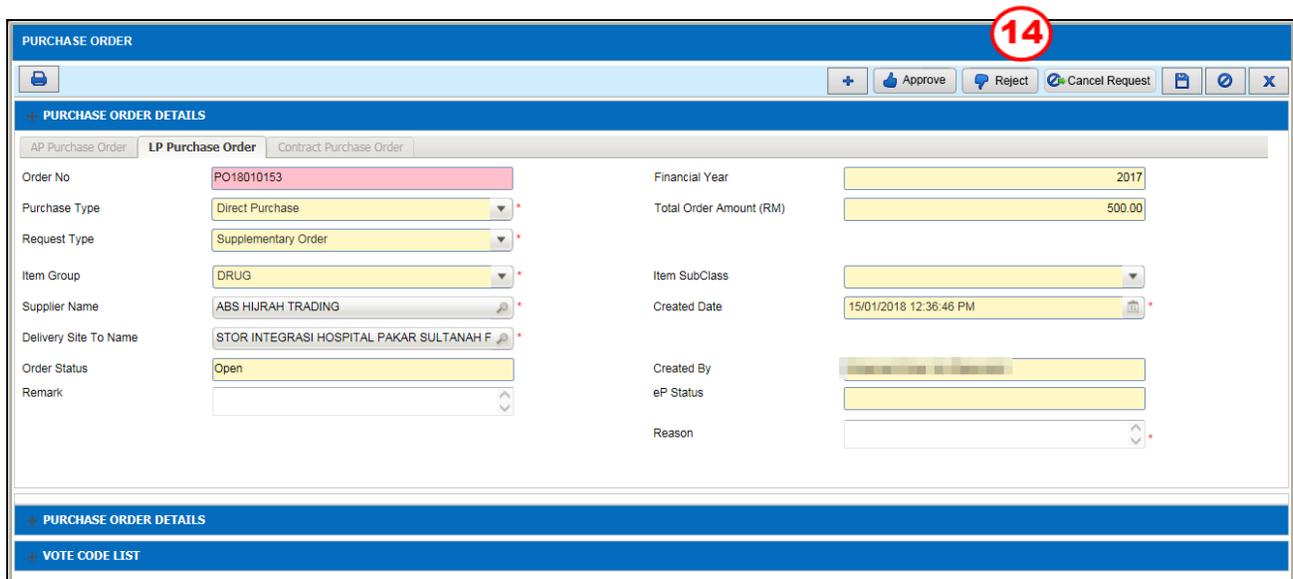


Figure 3.3.3-14 LP Purchase Order

STEP 14

- Click on the  button to approve the record and confirmation message will be display as Figure 3.3.3-15

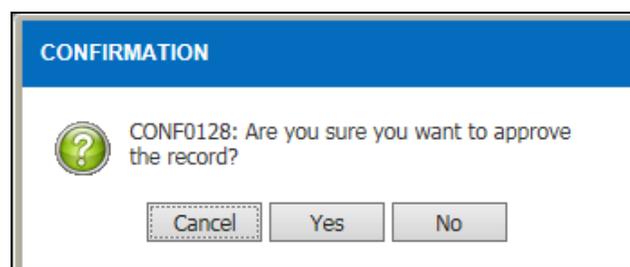


Figure 3.3.3-15 Confirmation Message

Note

- Click on the button to approved record and information message will be display as Figure 3.3.3-16

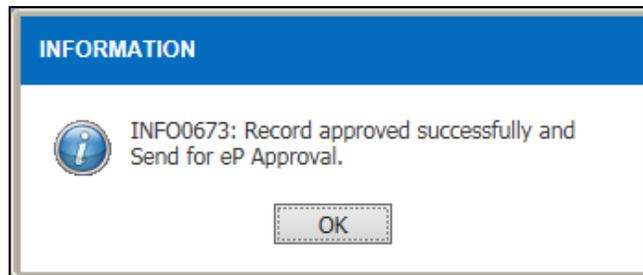


Figure 3.3.3-16 Information Message

Note

- Click on the button to successfully approved the record
- b) Click on the button to reject the record and confirmation message will be display as Figure 3.3.3-17

Note

User need to enter **Reject Reason** before click on the button

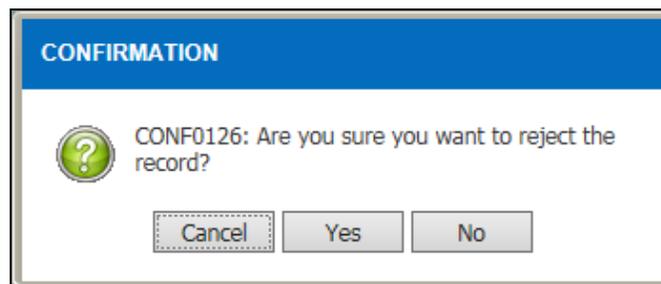


Figure 3.3.3-17 Confirmation Message

Note

- Click on the button to reject record and information message will be display as Figure 3.3.3-18

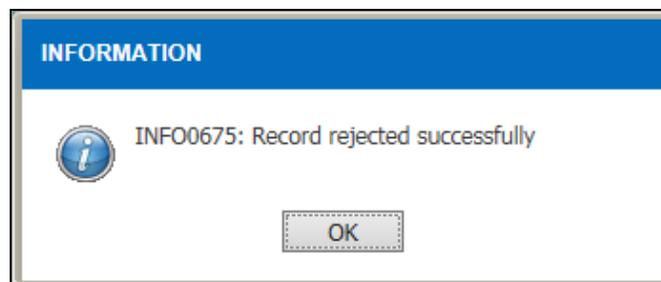


Figure 3.3.3-18 Information Message

Note

- Click on the button to successfully rejected the record

- c) Click on the  button to cancel the record and confirmation message will be display as Figure 3.3.3-19

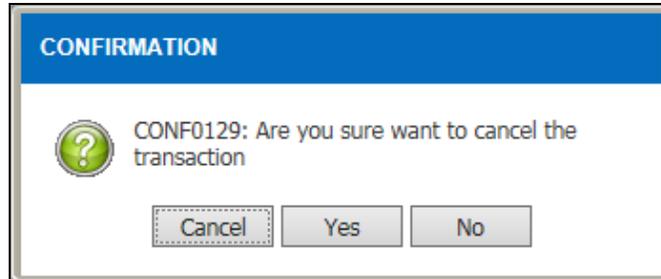
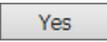


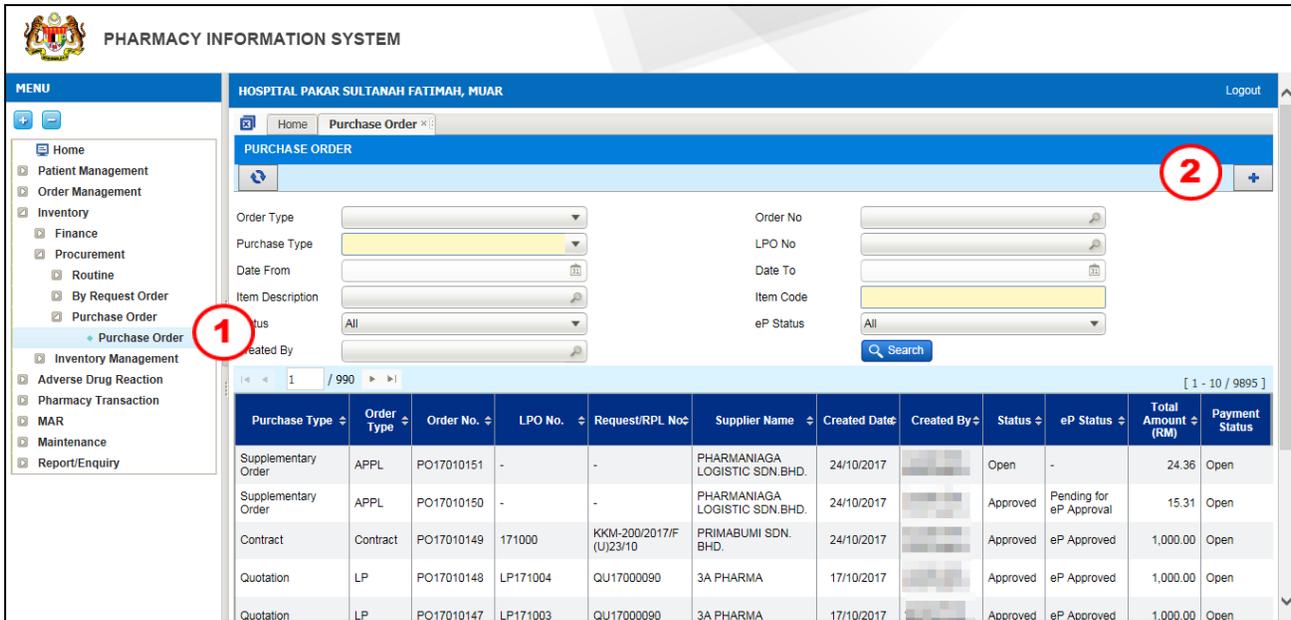
Figure 3.3.3-19 Confirmation Message

Note

Click on the  button to cancel the transaction

3.3.4 New Purchase Order LP Direct Purchase: Indent

To create new Purchase Order LP Direct Purchase for Indent, perform the steps below:



PHARMACY INFORMATION SYSTEM

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

Home Purchase Order x1

PURCHASE ORDER

Order Type: [Dropdown] Order No: [Text]

Purchase Type: [Dropdown] LPO No: [Text]

Date From: [Text] Date To: [Text]

Item Description: [Text] Item Code: [Text]

Status: [Dropdown] eP Status: [Dropdown]

Created By: [Text] [Search]

Purchase Type	Order Type	Order No.	LPO No.	Request/RPL No.	Supplier Name	Created Date	Created By	Status	eP Status	Total Amount (RM)	Payment Status
Supplementary Order	APPL	PO17010151	-	-	PHARMANIAGA LOGISTIC SDN.BHD.	24/10/2017	[User]	Open	-	24.36	Open
Supplementary Order	APPL	PO17010150	-	-	PHARMANIAGA LOGISTIC SDN.BHD.	24/10/2017	[User]	Approved	Pending for eP Approval	15.31	Open
Contract	Contract	PO17010149	171000	KKM-200/2017/F(U)23/10	PRIMABUMI SDN. BHD.	24/10/2017	[User]	Approved	eP Approved	1,000.00	Open
Quotation	LP	PO17010148	LP171004	QU17000090	3A PHARMA	17/10/2017	[User]	Approved	eP Approved	1,000.00	Open
Quotation	LP	PO17010147	LP171003	QU17000090	3A PHARMA	17/10/2017	[User]	Approved	eP Approved	1,000.00	Open

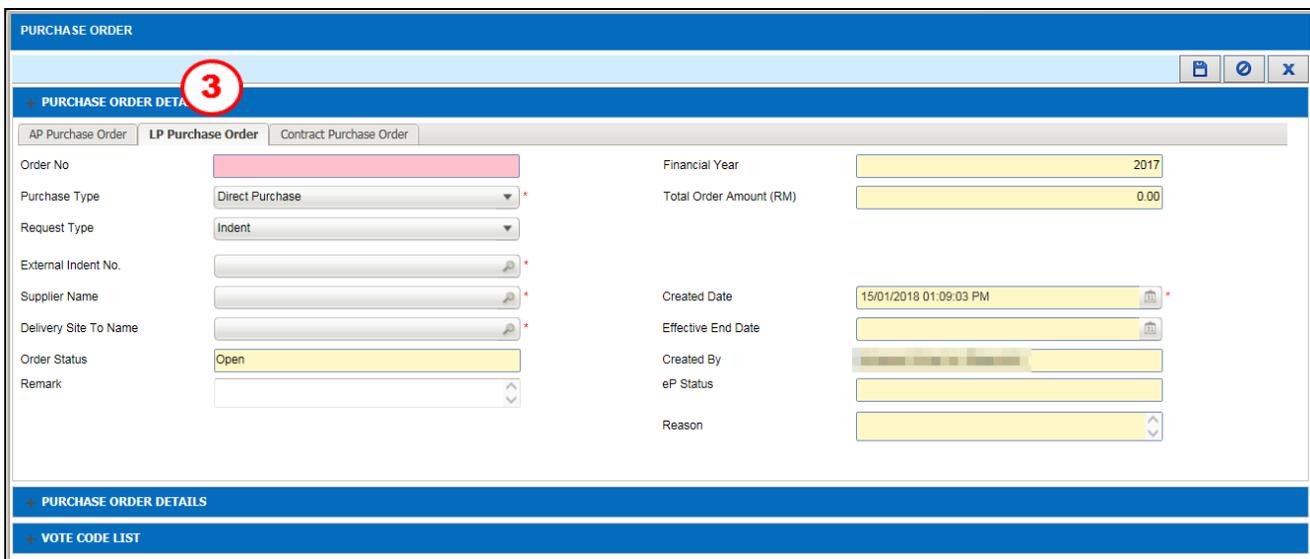
Figure 3.3.4-1 LP Purchase Order

STEP 1

Click on 'Inventory' menu followed by 'Procurement' and 'Routine', and select 'Purchase Order'

STEP 2

Click on the  button and the Purchase Order screen will be displayed.



PURCHASE ORDER

PURCHASE ORDER DETAILS

AP Purchase Order LP Purchase Order Contract Purchase Order

Order No: [Text] Financial Year: 2017

Purchase Type: Direct Purchase Total Order Amount (RM): 0.00

Request Type: Indent

External Indent No.: [Text]

Supplier Name: [Text] Created Date: 15/01/2018 01:09:03 PM

Delivery Site To Name: [Text] Effective End Date: [Text]

Order Status: Open Created By: [Text]

Remark: [Text] eP Status: [Text]

Reason: [Text]

PURCHASE ORDER DETAILS

VOTE CODE LIST

Figure 3.3.4-2 LP Purchase Order

STEP 3

Select 'LP Purchase Order' tab

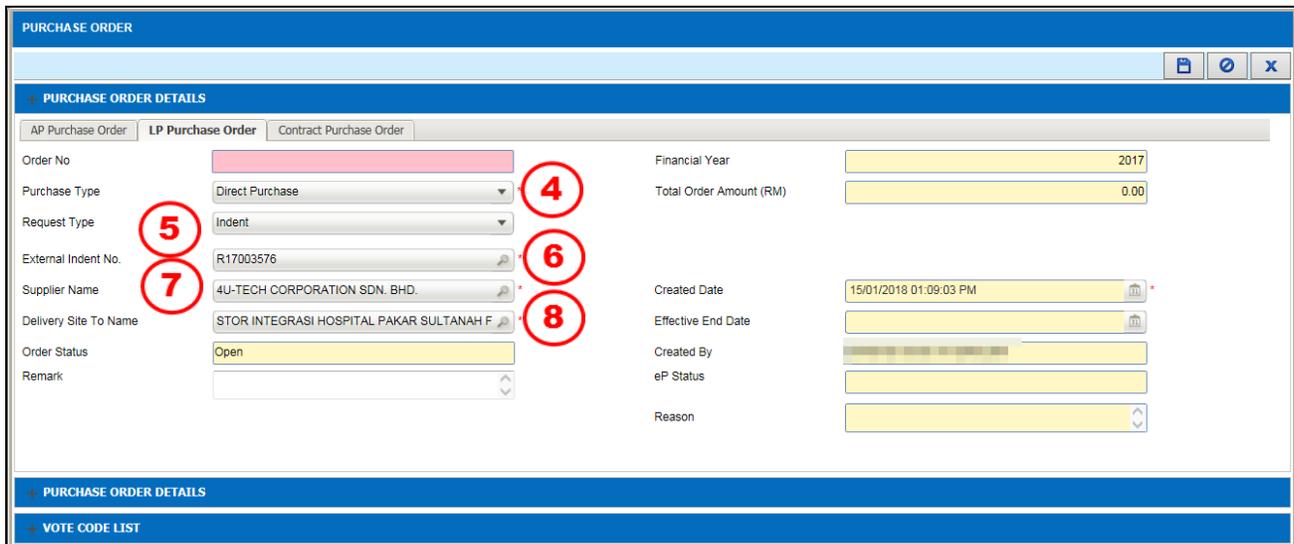


Figure 3.3.4-3 LP Purchase Order

STEP 4

Select on **Purchase Type** as Direct Purchase

STEP 5

Select **Request Type** as Indent

STEP 6

Select **External Indent No**

Note

After selecting **External Indent No**, the list of item will be display at the Purchase Order Details section as shown in Figure 3.3.4-4

STEP 7

Select **Supplier Name**

STEP 7

Select **Delivery Site To Name**

PURCHASE ORDER											
Order Status	Open			Created By							
Remark				eP Status							
				Reason							
PURCHASE ORDER DETAILS											
											Delete Item
											[1 - 6 / 6]
Item Code	Item Description	PKU	Packaging Description	Brand	Manufacturer	Ordered Quantity (PKU)	Vote Code	Usage & Issue Quantity	Unit Price (RM)	Amount (RM)	
<input type="checkbox"/> EYE0004.01	Amphotericin 0.15% Eye Drops	bott	Bottle	MOH	Ministry of Health, M.	5	090401/031900/27401/01 Radioterapi (ubat) Operating	0	40.00	200.00	
<input type="checkbox"/> EYE00013.01	Ceftazidime 5% Eye Drops	bott	Bottle	MOH	Ministry of Health, M.	5	090401/031900/27401/01 Radioterapi (ubat) Operating	0	1.00	5.00	
<input type="checkbox"/> EYE00014.01	Cefuroxime 5% Eye Drops	bott	Bottle	MOH	Ministry of Health, M.	4	090401/031900/27401/01 Radioterapi (ubat) Operating	0	30.00	120.00	
<input type="checkbox"/> EYE00019.01	Fluconazole 0.2% Eye Drops	bott	Bottle	MOH	Ministry of Health, M.	4	090401/031900/27401/01 Radioterapi (ubat) Operating	0	60.00	240.00	
<input type="checkbox"/> EYE00020.01	Gentamicin 0.9% Fortified Eye Drops	bott	Bottle of 5ml	NO BRAND	Manufacturer Unknow	5	090401/032700/27401/99 Psikiatrik (Ubat) Operating	0	1.00	5.00	
<input type="checkbox"/> EYE00025.01	Sodium Chloride 3% Eye Drops	bott	Bottle	MOH	Ministry of Health, M.	20	090401/031900/27401/01 Radioterapi (ubat) Operating	0	6.00	120.00	
VOTE CODE LIST											

Figure 3.3.4-4 Purchase Order Details

STEP 9

Double click on the list of item to update the necessary information

PURCHASE ORDER											
Order Status	Open			Created By							
Remark				eP Status							
				Reason							
ADD PURCHASE ORDER ITEM											
Item Code	EYE00019.01	Item Group	DRUG	PKU	bott						
Item Description	Fluconazole 0.2% Eye Drops	Budget Type	Operating	Packaging Description	Bottle						
Vote Description	Radioterapi (ubat)	Vote Code	090401/031900/27401/01	Brand	MOH						
Order Quantity (PKU)	4	Approved Quantity (PKU)	4	Manufacturer	Ministry of Health, Malaysia						
Suggested Quantity (PKU)	0	eP Approved Quantity (PKU)	0	Unit Price (RM) (PKU)	60.00						
Min Order Quantity (PKU)	1	Max Storage Quantity (PKU)	0	Total Amount (RM)	240.00						
Quantity Available (PKU)	0	Max Storage Quantity (SKU)	0								
Quantity Available (SKU)	0	Buffer Level Quantity (SKU)	0								
PURCHASE ORDER DETAILS											
											Delete Item
											[1 - 6 / 6]
Item Code	Item Description	PKU	Packaging Description	Brand	Manufacturer	Ordered Quantity	Vote Code	Usage & Issue	Unit Price	Amount (RM)	

Figure 3.3.4-5 Add Purchase Order Item

STEP 10

Select **Vote Description**

Note

- Order Quantity will be display value based on the external indent

- **Brand** and **Manufacturer** will be based on the selected **Item Description** and user is allowed to change the value. If there is no value for **Brand** and **Manufacturing**, user needs to select from the drop down box.

STEP 11

Enter **Unit Price (RM) (PKU)**

STEP 12

Click on the  button to save the record and confirmation message will be display as Figure 3.3.4-6

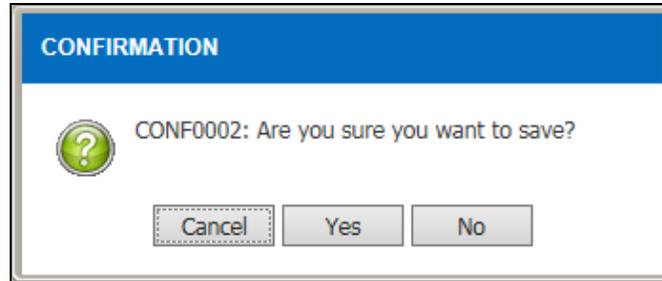
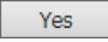


Figure 3.3.4-6 Confirmation Message

Note

Click on the  button to save the record and information message will be display as Figure 3.3.4-7

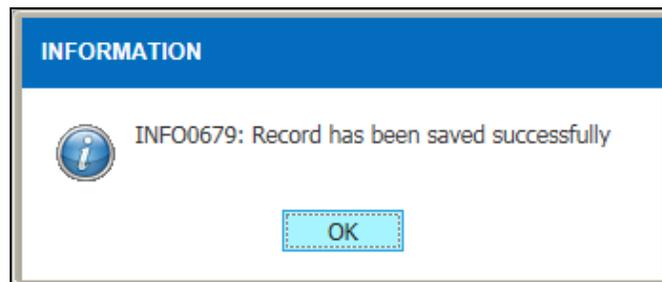


Figure 3.3.4-7 Information Message

Note

- Click on the  button to successfully save the record.
- User is allowed to delete the list of Purchase Order Details by click on the check box then click the  button.
- Repeat from STEP 9 to STEP 12 for updating the order information.
- Click on the  button to close the Add Purchase Order Details screen

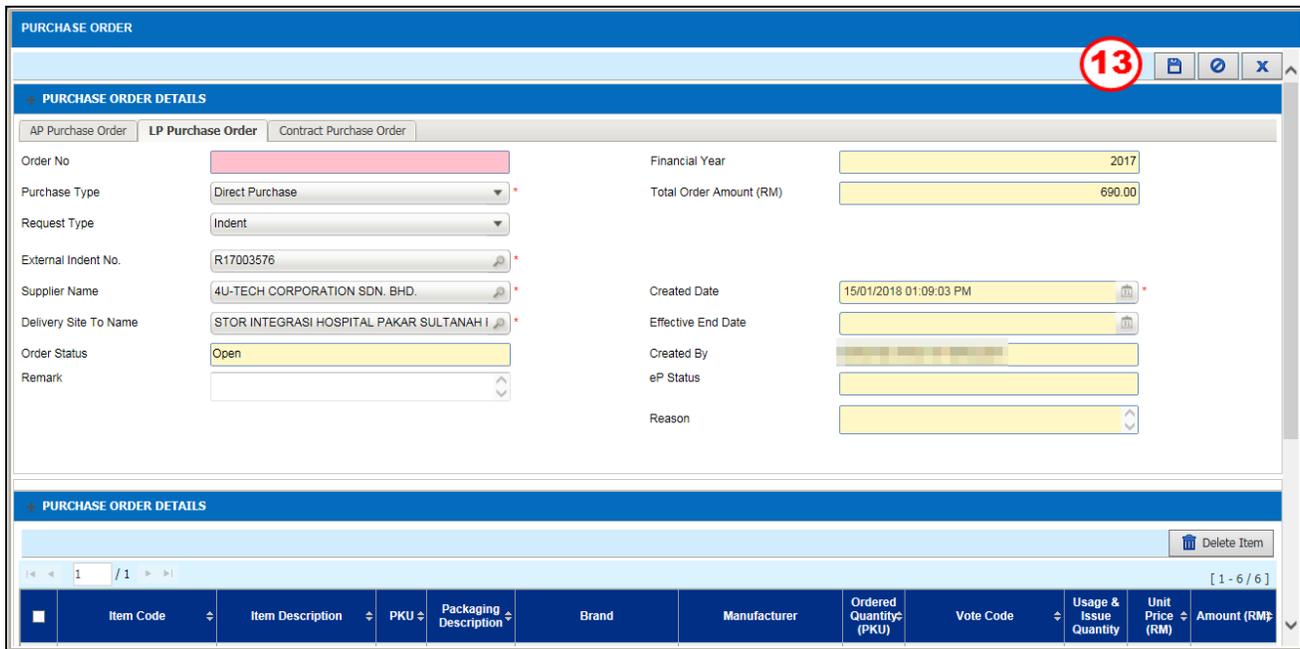


Figure 3.3.4-8 LP Purchase Order

STEP 13

Click on the  button to save the record and confirmation message will be display as Figure 3.3.4-9

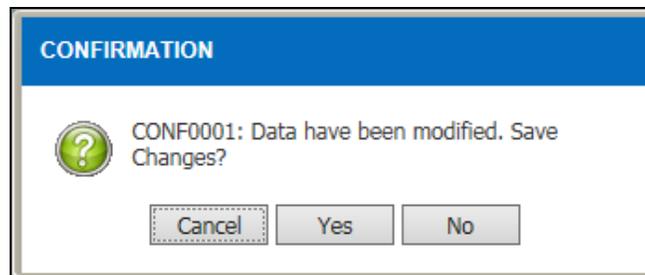
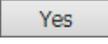


Figure 3.3.4-9 Confirmation Message

Note

Click on the  button to save the record and information message will be display as Figure 3.3.4-10

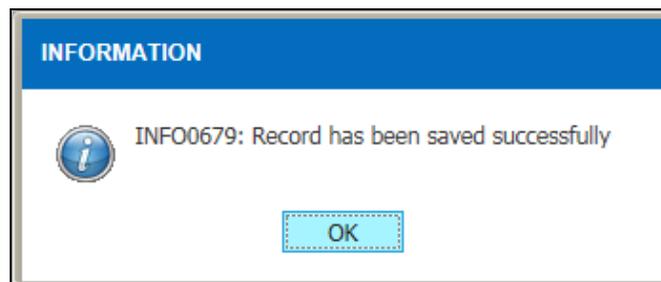


Figure 3.3.4-10 Information Message

Note

- Click on the  button to successfully save the record

- **Order No** will be auto generated after successfully saved the record
- Only five (5) item is allowed for each order
- Button ,  and  will be enable after successfully saved the record as shown in Figure 3.3.4-11

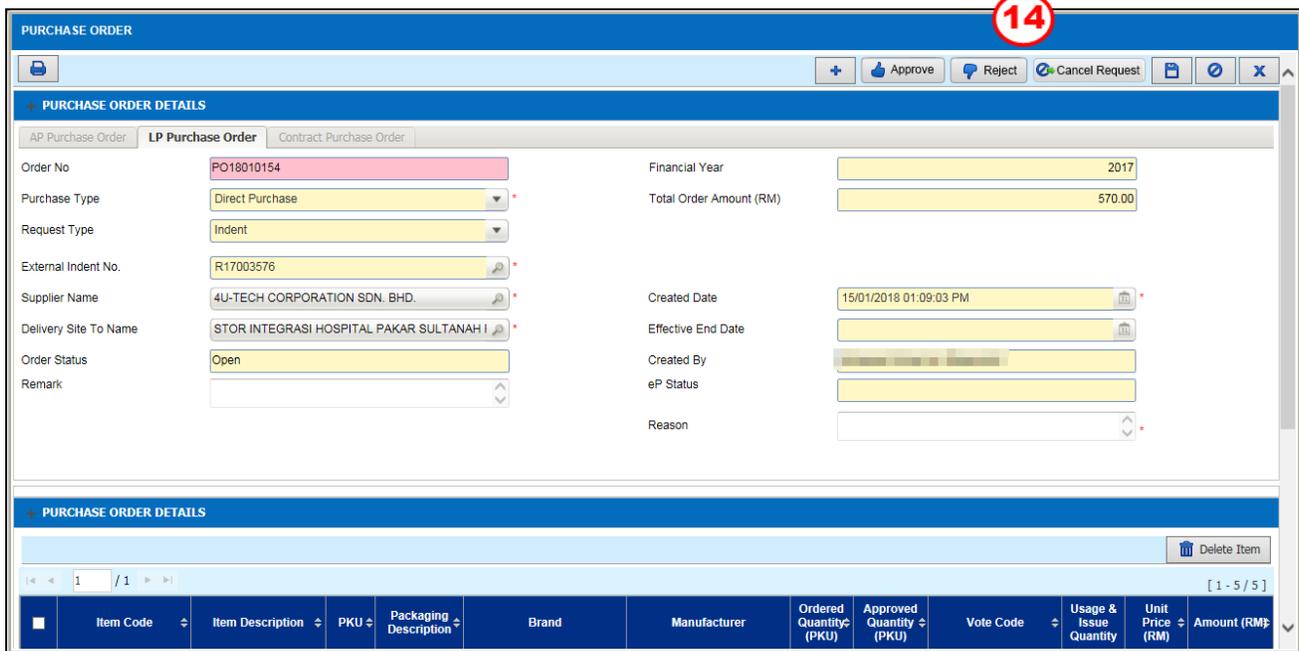


Figure 3.3.4-11 LP Purchase Order

STEP 14

- Click on the  button to approve the record and confirmation message will be display as Figure 3.3.4-12

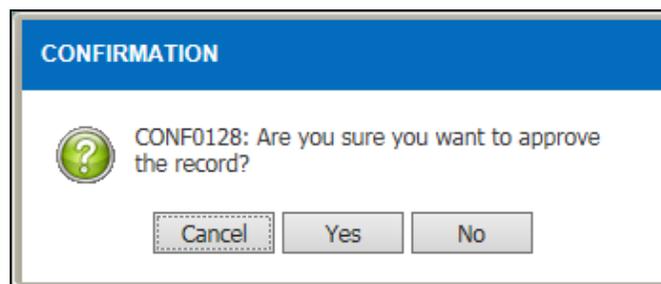
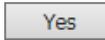


Figure 3.3.4-12 Confirmation Message

Note

- Click on the  button to approved record and information message will be display as Figure 3.3.4-13

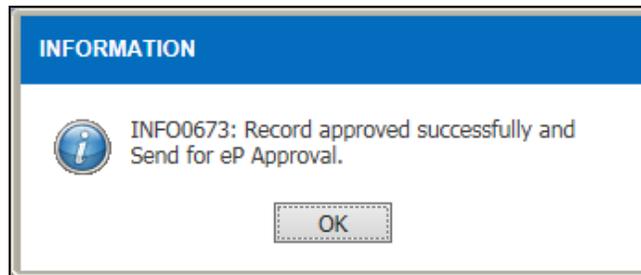


Figure 3.3.4-13 Information Message

Note

- Click on the  button to successfully approved the record
- b) Click on the  button to reject the record and confirmation message will be display as Figure 3.3.4-14

Note

User need to enter **Reject Reason** before click on the  button

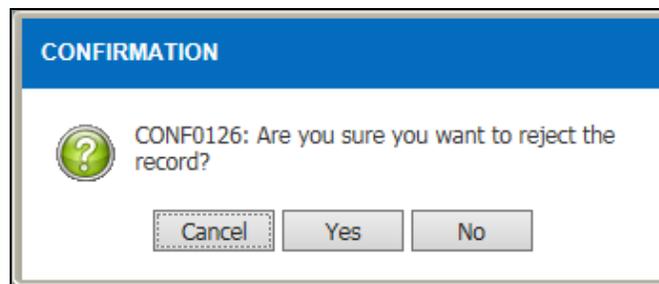
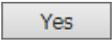


Figure 3.3.4-14 Confirmation Message

Note

- Click on the  button to reject record and information message will be display as Figure 3.3.4-15

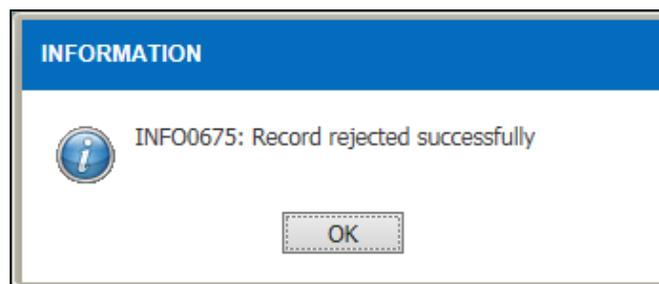
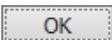


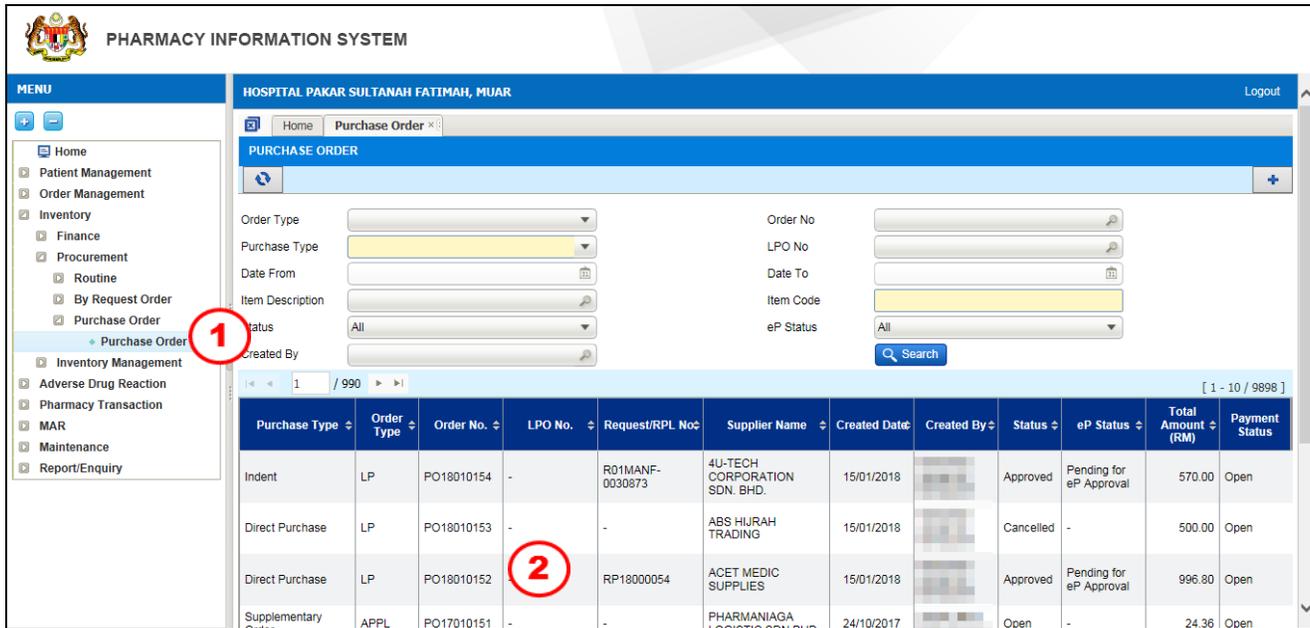
Figure 3.3.4-15 Information Message

Note

- Click on the  button to successfully rejected the record

3.3.5 Purchase Order LP: eP Approval

To proceed with eP Approval process, perform the steps below:



PHARMACY INFORMATION SYSTEM
HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

Home Purchase Order x: Logout

PURCHASE ORDER

Order Type: [Dropdown] Order No: [Text Box]

Purchase Type: [Dropdown] LPO No: [Text Box]

Date From: [Text Box] Date To: [Text Box]

Item Description: [Text Box] Item Code: [Text Box]

Status: [Dropdown] eP Status: [Dropdown]

Created By: [Text Box] Search

[1 - 10 / 9898]

Purchase Type	Order Type	Order No.	LPO No.	Request/RPL No.	Supplier Name	Created Date	Created By	Status	eP Status	Total Amount (RM)	Payment Status
Indent	LP	PO18010154	-	R01MANF-0030873	4U-TECH CORPORATION SDN. BHD.	15/01/2018	[User]	Approved	Pending for eP Approval	570.00	Open
Direct Purchase	LP	PO18010153	-	-	ABS HIJRAH TRADING	15/01/2018	[User]	Cancelled	-	500.00	Open
Direct Purchase	LP	PO18010152	-	RP18000054	ACET MEDIC SUPPLIES	15/01/2018	[User]	Approved	Pending for eP Approval	996.80	Open
Supplementary	APPL	PO17010151	-	-	PHARMANIAGA	24/10/2017	[User]	Open	-	24.36	Open

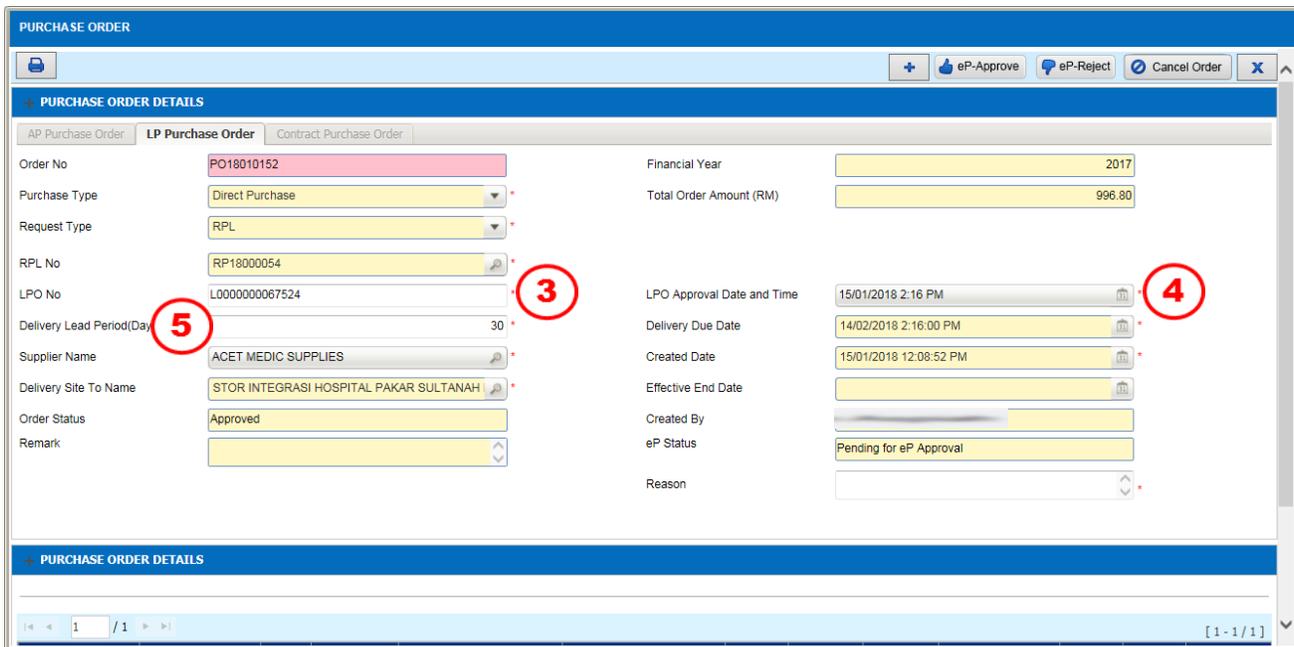
Figure 3.3.5-1 LP Purchase Order Listing Page

STEP 1

Click on 'Inventory' menu followed by 'Procurement' and 'Routine', and select 'Purchase Order'

STEP 2

Search for LP Order Type with status 'Pending for eP Approval' and double click on the record



PURCHASE ORDER

AP Purchase Order LP Purchase Order Contract Purchase Order

Order No: PO18010152 Financial Year: 2017

Purchase Type: Direct Purchase Total Order Amount (RM): 996.80

Request Type: RPL

RPL No: RP18000054

LPO No: L000000067524 LPO Approval Date and Time: 15/01/2018 2:16 PM

Delivery Lead Period (Day): 30 Delivery Due Date: 14/02/2018 2:16:00 PM

Supplier Name: ACET MEDIC SUPPLIES Created Date: 15/01/2018 12:08:52 PM

Delivery Site To Name: STOR INTEGRASI HOSPITAL PAKAR SULTANAH Effective End Date: [Text Box]

Order Status: Approved Created By: [Text Box]

Remark: [Text Box] eP Status: Pending for eP Approval

Reason: [Text Box]

[1 - 1 / 1]

Figure 3.3.5-2 LP Purchase Order

STEP 3

Enter **LPO No**

STEP 4

Select **LPO Approval Date and Time**

STEP 5

Enter **Delivery Lead Period (Day)**

Note

Delivery Due Date will be auto calculated

PURCHASE ORDER

Request Type	RPL		LPO Approval Date and Time	15/01/2018 2:16 PM
RPL No	RP18000054		Delivery Due Date	14/02/2018 2:16:00 PM
LPO No	L000000067524		Created Date	15/01/2018 12:08:52 PM
Delivery Lead Period(Day)	30		Effective End Date	
Supplier Name	ACET MEDIC SUPPLIES		Created By	
Delivery Site To Name	STOR INTEGRASI HOSPITAL PAKAR SULTANAH		eP Status	Pending for eP Approval
Order Status	Approved		Reason	
Remark				

PURCHASE ORDER DETAILS

Item Code	Item Description	PKU	Packaging Description	Brand	Manufacturer	Ordered Quantity (PKU)	Approved Quantity (PKU)	eP Approved Quantity (PKU)	Vote Code	Usage & Issue Quantity	Unit Price (RM)	Amount (RM)
G03CA57000T1001 XX.01	Conjugated Oestrogens 0.625mg Tablet	box	box of 28 tablet	NO BRAND 6	Manufacturer Unknown	280	280	0	090401/031900/2740 1/01 Radioterapi (ubat) Operating	0	3.56	996.80

Figure 3.3.5-3 LP Purchase Order

STEP 6

Double click on the selected item and Add Purchase Order Item screen will be display as Figure 3.3.5-4

PURCHASE ORDER

ADD PURCHASE ORDER ITEM

Item Code	G03CA57000T1001XX.01	Item Group	DRUG	PKU	box
Item Description	Conjugated Oestrogens 0.625mg T	Budget Type	Operating	Packaging Description	box of 28 tablet
Vote Description	Radioterapi (ubat)	Vote Code	090401/031900/27401/01	Brand	NO BRAND
Order Quantity (PKU)	280	Approved Quantity (PKU)	280	Manufacturer	Manufacturer Unknown
Suggested Quantity (PKU)	300	eP Approved Quantity (PKU)	280	Unit Price (RM) (PKU)	3.56
Min Order Quantity (PKU)	1	Max Storage Quantity(PKU)	300	Total Amount (RM)	996.80
Quantity Available (PKU)	0	Max Storage Quantity(SKU)	8,400		
Quantity Available (SKU)	0	Buffer Level Quantity (SKU)	5,600		

PURCHASE ORDER DETAILS

Item Code	Item Description	PKU	Packaging Description	Brand	Manufacturer	Ordered Quantity (PKU)	Approved Quantity (PKU)	eP Approved Quantity (PKU)	Vote Code	Usage & Issue Quantity	Unit Price (RM)	Amount (RM)
G03CA57000T1001XX.01	Conjugated Oestrogens 0.625mg Tablet	box	box of 28 tablet	NO BRAND	Manufacturer Unknown	280	280	0	090401/031900/27401/01 Radioterapi (ubat) Operating	0	3.56	996.80

Figure 3.3.5-4 Add Purchase Order Item

STEP 7

Enter *eP Approved Quantity (PKU)*

STEP 8

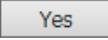
Click on the  button to save the record and confirmation message will be display as Figure 3.3.5-5

CONFIRMATION

 CONF0002: Are you sure you want to save?

Figure 3.3.5-5 Confirmation Message

Note

Click on the  button to save the record and information message will be display as Figure 3.3.5-6

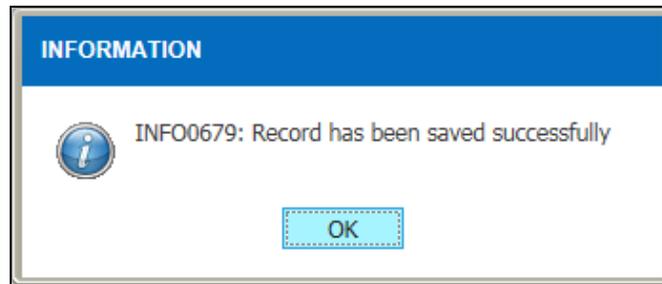


Figure 3.3.5-6 Information Message

Note

- Click on the  button to successfully saved the record
- Click on the  button to close the Add Purchase Order Item screen

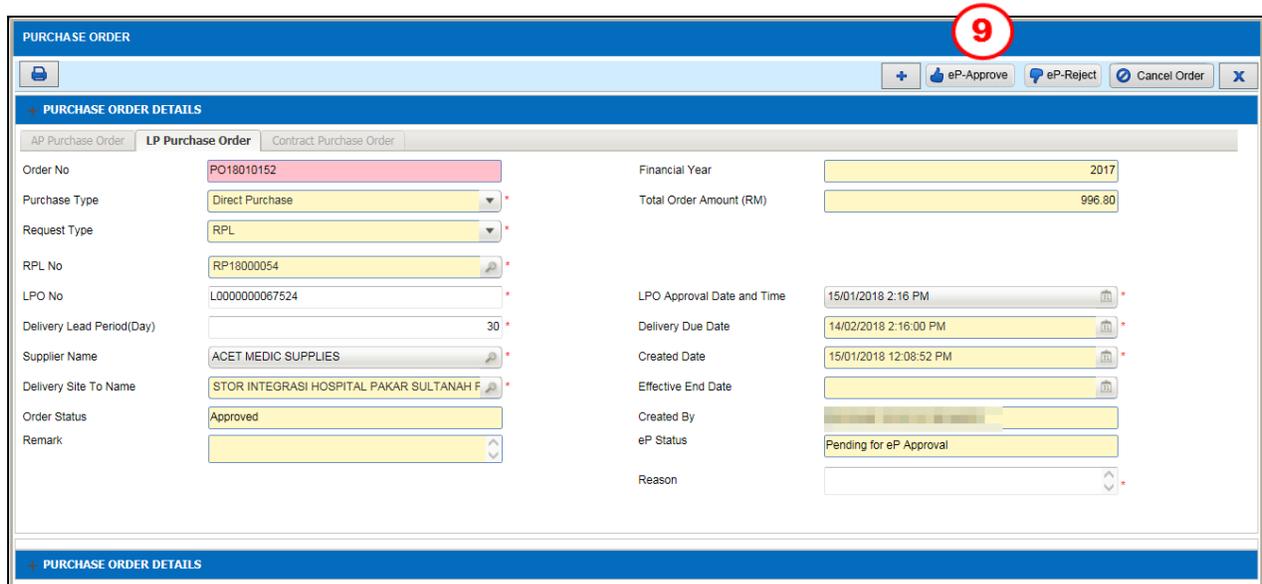


Figure 3.3.5-7 LP Purchase Order

STEP 9

Click on the  button to approve the transaction and confirmation message will be display as Figure 3.3.5-8

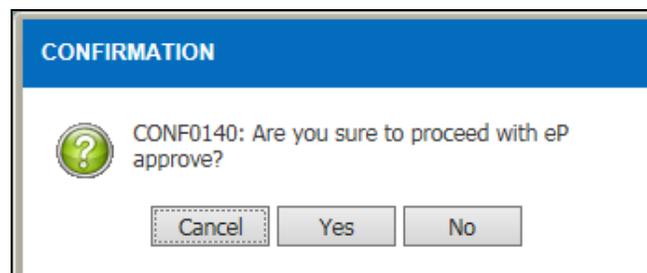


Figure 3.3.5-8 Confirmation Message

Note

Click on the button to save the record and information message will be display as Figure 3.3.5-9

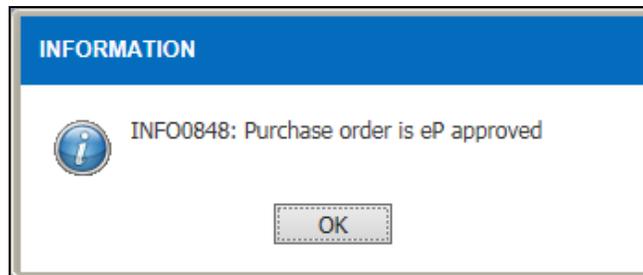
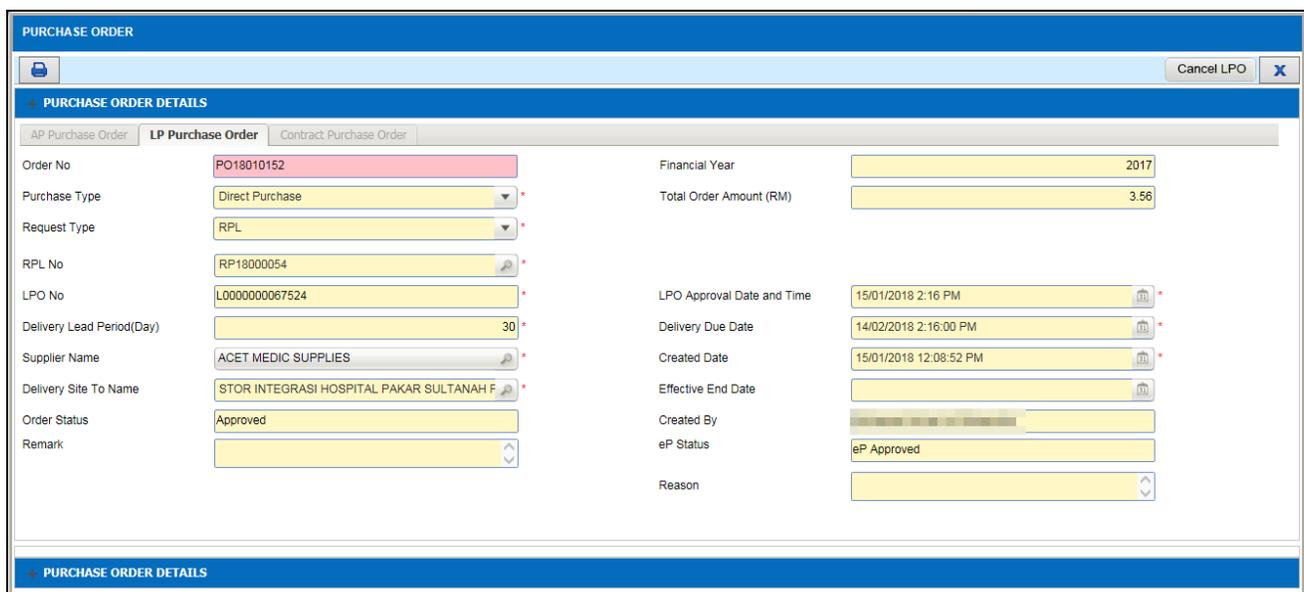


Figure 3.3.5-9 Information Message

Note

- Click on the button to approve the purchase order
- **eP status** of the order will change to 'eP Approved'
- Button will be enable after eP approval as Figure 3.3.5-10



The image shows a screenshot of the "PURCHASE ORDER" form. The form has a blue header with the title "PURCHASE ORDER" and a "Cancel LPO" button in the top right corner. Below the header is a section for "PURCHASE ORDER DETAILS" with three tabs: "AP Purchase Order", "LP Purchase Order" (which is selected), and "Contract Purchase Order". The form contains various fields for order details, including Order No, Purchase Type, Request Type, RPL No, LPO No, Delivery Lead Period, Supplier Name, Delivery Site To Name, Order Status, Remark, Financial Year, Total Order Amount, LPO Approval Date and Time, Delivery Due Date, Created Date, Effective End Date, Created By, eP Status, and Reason. The "eP Status" field is set to "eP Approved".

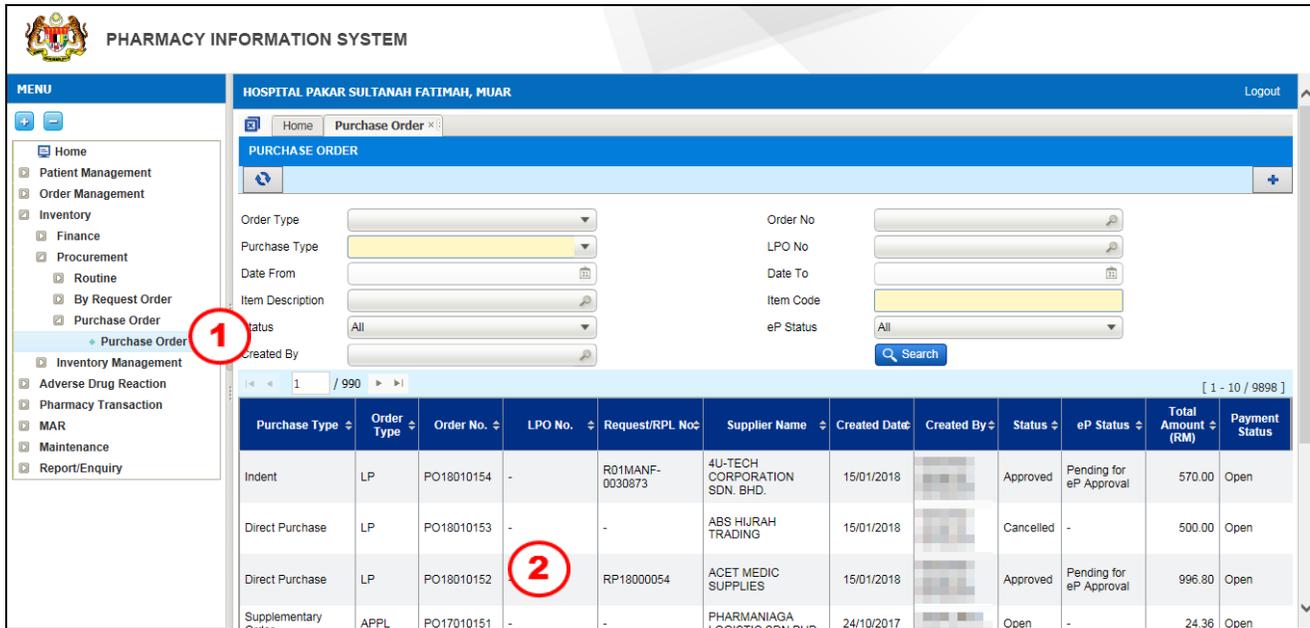
Figure 3.3.5-10 LP Purchase Order

Note

Click on the button to cancel the approved LPO

3.3.6 Purchase Order LP: eP Reject/Cancel

To proceed with eP Reject/Cancel process, perform the steps below:



PHARMACY INFORMATION SYSTEM
HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

Home Purchase Order x: Logout

PURCHASE ORDER

Order Type: [Dropdown] Order No: [Text Box]

Purchase Type: [Dropdown] LPO No: [Text Box]

Date From: [Text Box] Date To: [Text Box]

Item Description: [Text Box] Item Code: [Text Box]

Status: [Dropdown] eP Status: [Dropdown]

Created By: [Text Box] Search

[1 - 10 / 9898]

Purchase Type	Order Type	Order No.	LPO No.	Request/RPL No.	Supplier Name	Created Date	Created By	Status	eP Status	Total Amount (RM)	Payment Status
Indent	LP	PO18010154	-	R01MANF-0030873	4U-TECH CORPORATION SDN. BHD.	15/01/2018	[User]	Approved	Pending for eP Approval	570.00	Open
Direct Purchase	LP	PO18010153	-	-	ABS HIJRAH TRADING	15/01/2018	[User]	Cancelled	-	500.00	Open
Direct Purchase	LP	PO18010152	-	RP18000054	ACET MEDIC SUPPLIES	15/01/2018	[User]	Approved	Pending for eP Approval	996.80	Open
Supplementary	APPL	PO17010151	-	-	PHARMANIAGA	24/10/2017	[User]	Open	-	24.36	Open

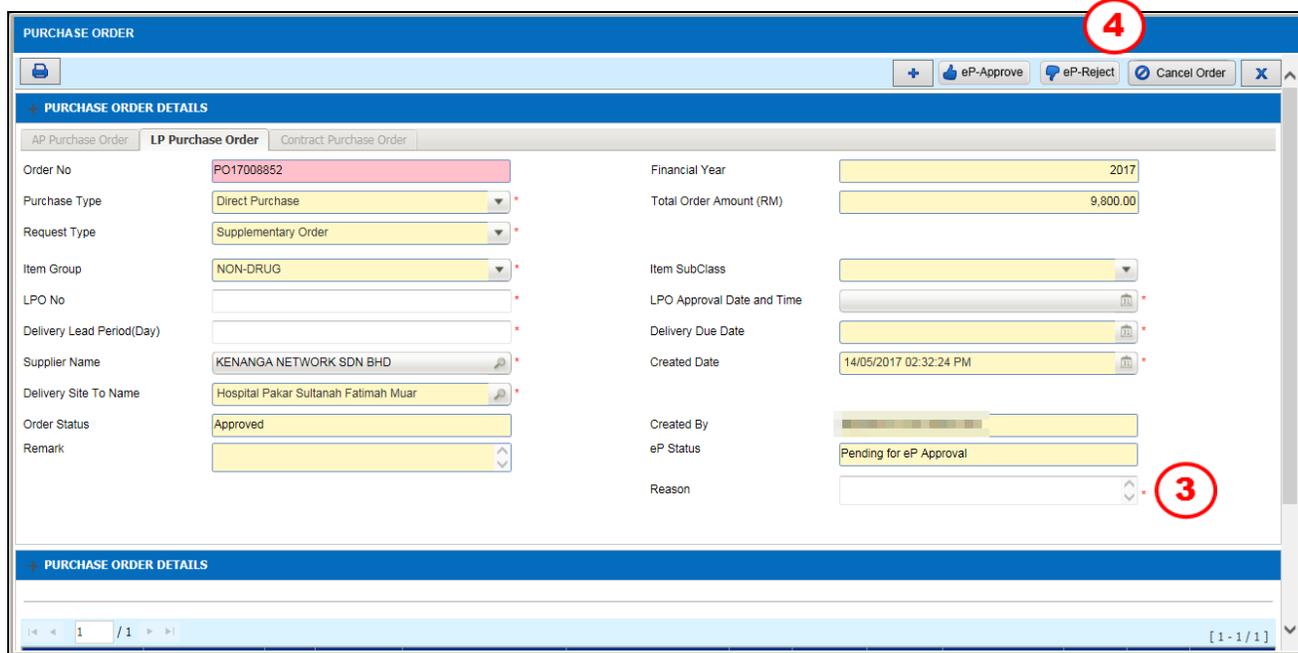
Figure 3.3.6-1 LP Purchase Order Listing Page

STEP 1

Click on 'Inventory' menu followed by 'Procurement' and 'Routine', and select 'Purchase Order'

STEP 2

Search for LP Order Type with status 'Pending for eP Approval' and double click on the record



PURCHASE ORDER

+ eP-Approve eP-Reject Cancel Order X

PURCHASE ORDER DETAILS

AP Purchase Order LP Purchase Order Contract Purchase Order

Order No: PO17008852 Financial Year: 2017

Purchase Type: Direct Purchase Total Order Amount (RM): 9,800.00

Request Type: Supplementary Order

Item Group: NON-DRUG Item SubClass: [Dropdown]

LPO No: [Text Box] LPO Approval Date and Time: [Text Box]

Delivery Lead Period(Day): [Text Box] Delivery Due Date: [Text Box]

Supplier Name: KENANGA NETWORK SDN BHD Created Date: 14/05/2017 02:32:24 PM

Delivery Site To Name: Hospital Pakar Sultanah Fatimah Muar

Order Status: Approved Created By: [User]

Remark: [Text Box] eP Status: Pending for eP Approval

Reason: [Text Box]

[1 - 1 / 1]

Figure 3.3.6-2 LP Purchase Order

STEP 3

Enter **Reason**

STEP 4

- a) Click on the  button to reject the record and confirmation message will be display as Figure 3.3.6-3

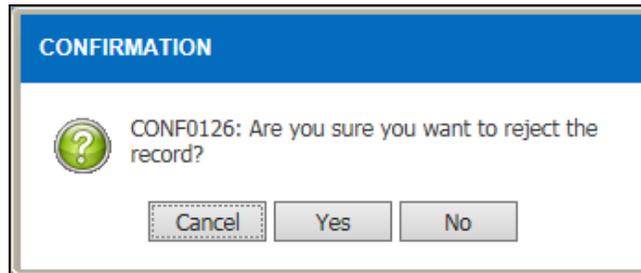
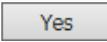


Figure 3.3.6-3 Confirmation Message

Note

- Click on the  button to reject record and information message will be display as Figure 3.3.6-4

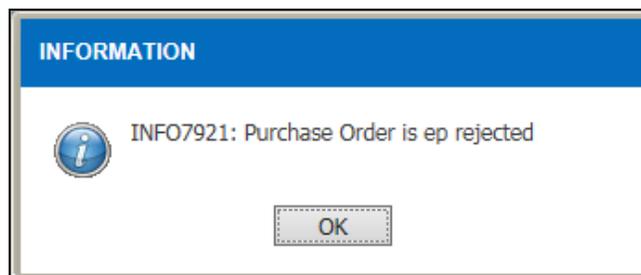


Figure 3.3.6-4 Information Message

Note

- Click on the  button
- **eP Status** will change to eP Rejected

- b) Click on the  button to cancel the record and confirmation message will be display as Figure 3.3.6-5

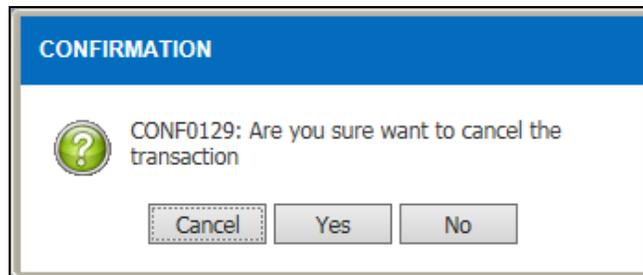
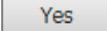


Figure 3.3.6-5 Confirmation Message

Note

- Click on the  button to cancel record and information message will be display as Figure 3.3.6-6

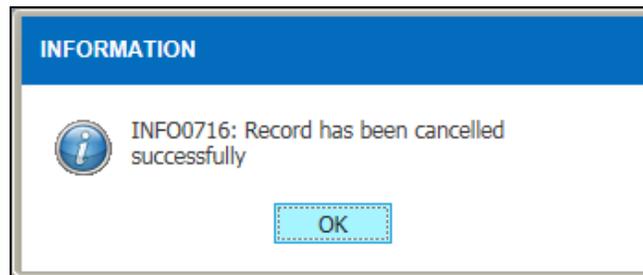


Figure 3.3.6-6 Information Message

Note

- Click on the  button to successfully cancelled the record
- **eP Status** will change to eP Cancelled

4.0 Acronyms

Abbreviation	Definition
MOH	Ministry of Health
KKM	Kementerian Kesihatan Malaysia
PhIS	Pharmacy Information System
CPS	Clinical Pharmacy System
PKU	Packaging Keeping Unit
SKU	Store Keeping Unit
TDM	Therapeutic Drug Monitoring
CDR	Cytotoxic Drug Reconstitution
APPL	Approved Product Purchase List
RPL	Recommended Purchase List
EPO	Electronic Purchase Order

5.0 Links to Inventory Modules

No	Module	PDF Links	No	Module	PDF Links
1	Finance	Click Here	15	Internal Indent	Click Here
2	Procurement Standard APPL	Click Here	16	Issue	Click Here
3	Procurement standard LP	Click Here	17	Receive From Supplier	Click Here
4	Procurement Standard Contract	Click Here	18	Receive Inter Facility	Click Here
5	Procurement Standard Quotation	Click Here	19	Receive Intra Facility	Click Here
6	Procurement Standard (RFQ)	Click Here	20	Return to Supplier	Click Here
7	Procurement Non Standard (Requisition Order)	Click Here	21	Return to Supplying Unit	Click Here
8	Quarantine	Click Here	22	Slow Moving	Click Here
9	Product Complaint	Click Here	23	Stock Taking And Verification	Click Here
10	Recalculate Buffer Level	Click Here	24	Stock Transfer	Click Here
11	Expiration And Condemn	Click Here	25	Year End	Click Here
12	Recall Product	Click Here	26	Penalty	Click Here
13	Payment	Click Here	27	IWP Budget	Click Here
14	External Indent	Click Here	28	IWP Order Authorization	Click Here