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

User Manual
Pharmacy Inventory
Procurement Standard (LP)

Version	**: 9th EDITION**
Document ID	**: U.MANUAL_INV_PROCUREMENT STANDARD (LP)**

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Reference ID : U.MANUAL_INV_PROCUREMENT STANDARD (LP)-9th EDITION

Application reference: PhIS & CPS v2.0

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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	Login to PhIS	Logout	Logout from PhIS
	Reset Login Screen		Expand Menu
Home	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	Add Item to the list
Export to Excel	Export and Open Report in Excel Format		Automatically Display/Retrieve Box
Request	Request for Approval	Cancel Request	Cancel the Request
Send for Approval	Send for Approval	Approve	Approve Transaction
Change Password	Change Login Password		Collapse Menu
	Collapse Module	Search	Search Record
	Print		Search Icon
	Checkbox		Delete Record
Delete	Delete Item from the list		Empty Text Box
	Dropdown Box	Reject	Reject Transaction

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

Note

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

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

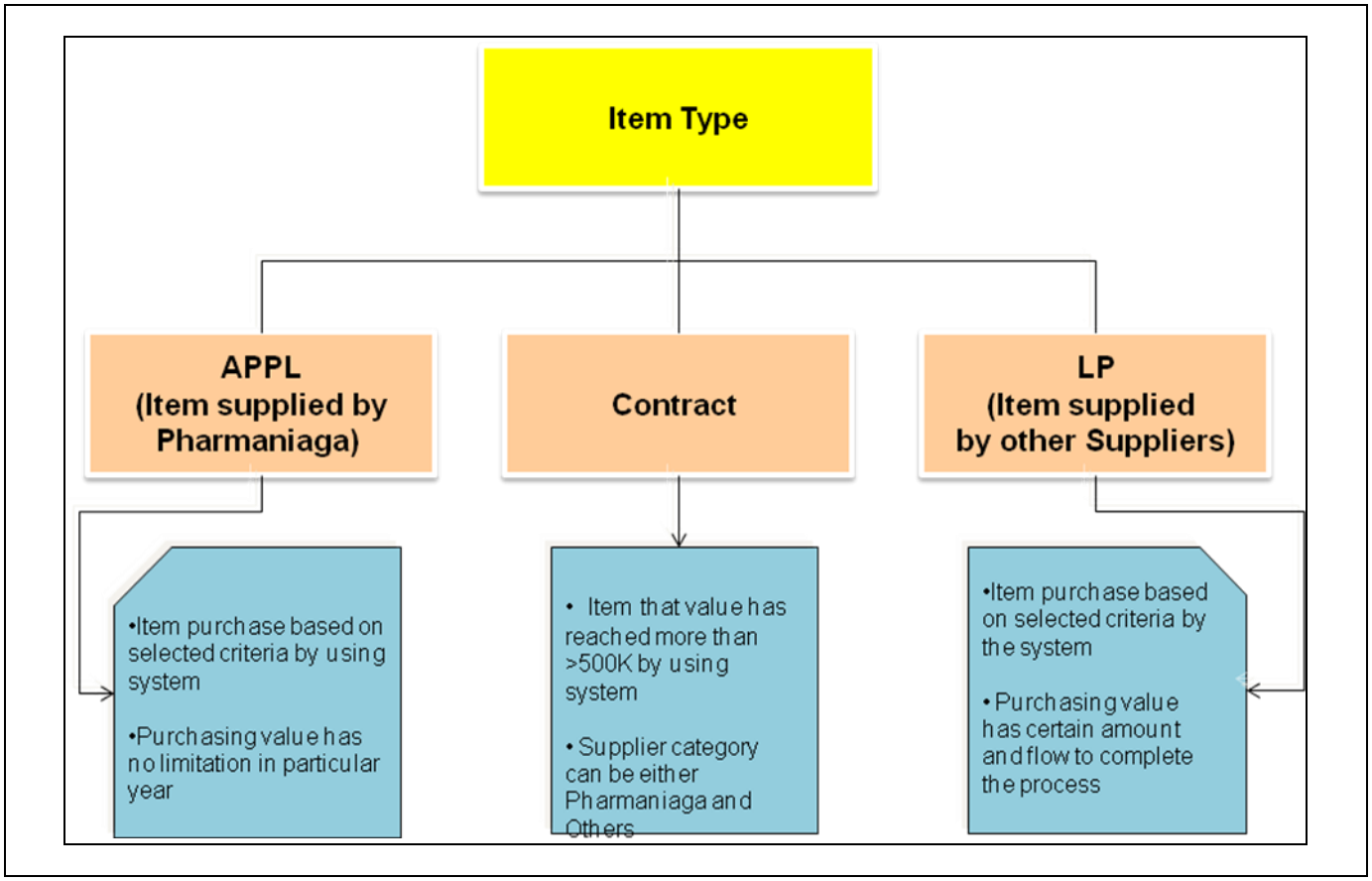


Figure 3.0-1

Functional Description

Slow Moving comprises of three (2) main functions:

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

3.1 Recommended Purchase List (RPL) Listing Page

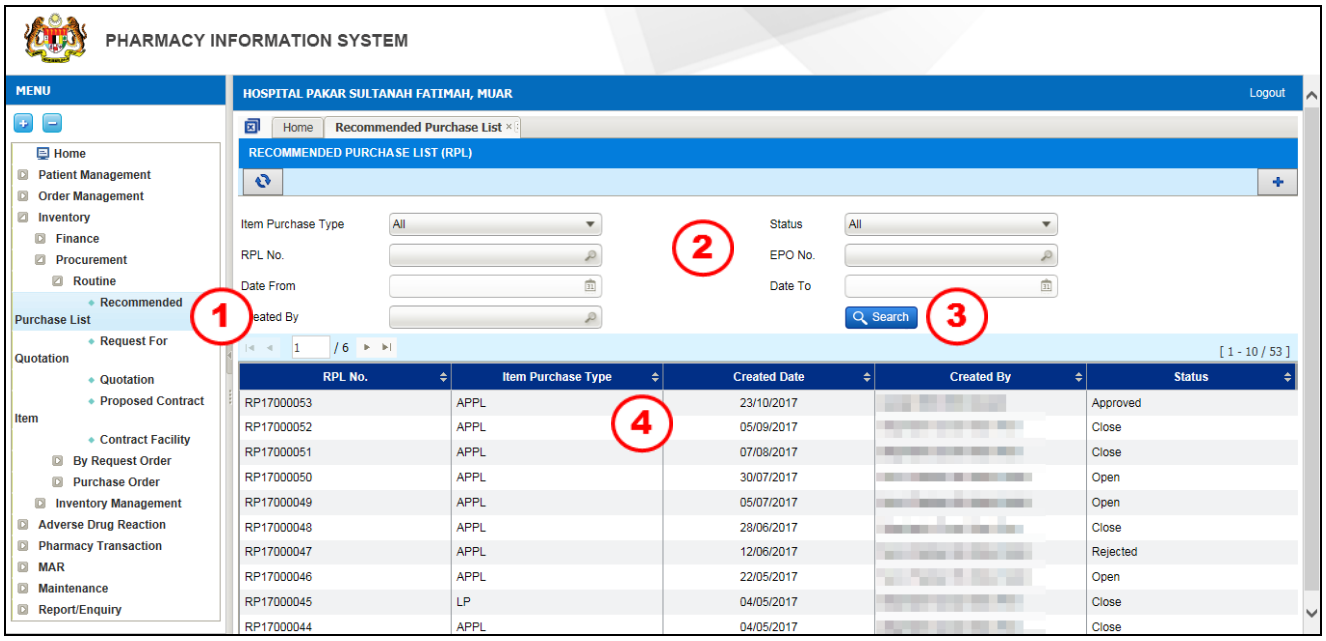


Figure 3.1-1 Recommended Purchase List (RPL) Listing Page

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

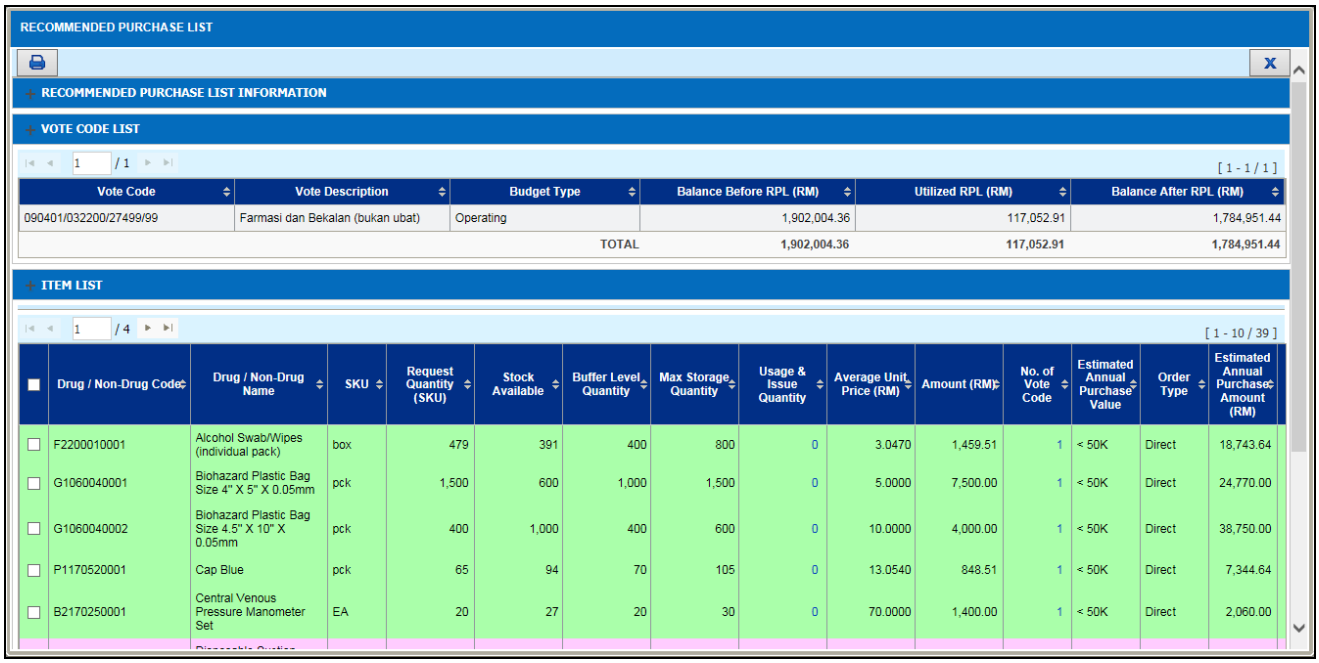
Click on the Search button after input criteria and the result display will be based on the criteria entered

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

1 / 1 [1 - 1 / 1]

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

1 / 4 [1 - 10 / 39]

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)
F2200010001	Alcohol Swab/Wipes (individual pack)	box	479	391	400	800	0	3.0470	1,459.51	1	< 50K	Direct	18,743.64
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
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
P1170520001	Cap Blue	pck	65	94	70	105	0	13.0540	848.51	1	< 50K	Direct	7,344.64
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:

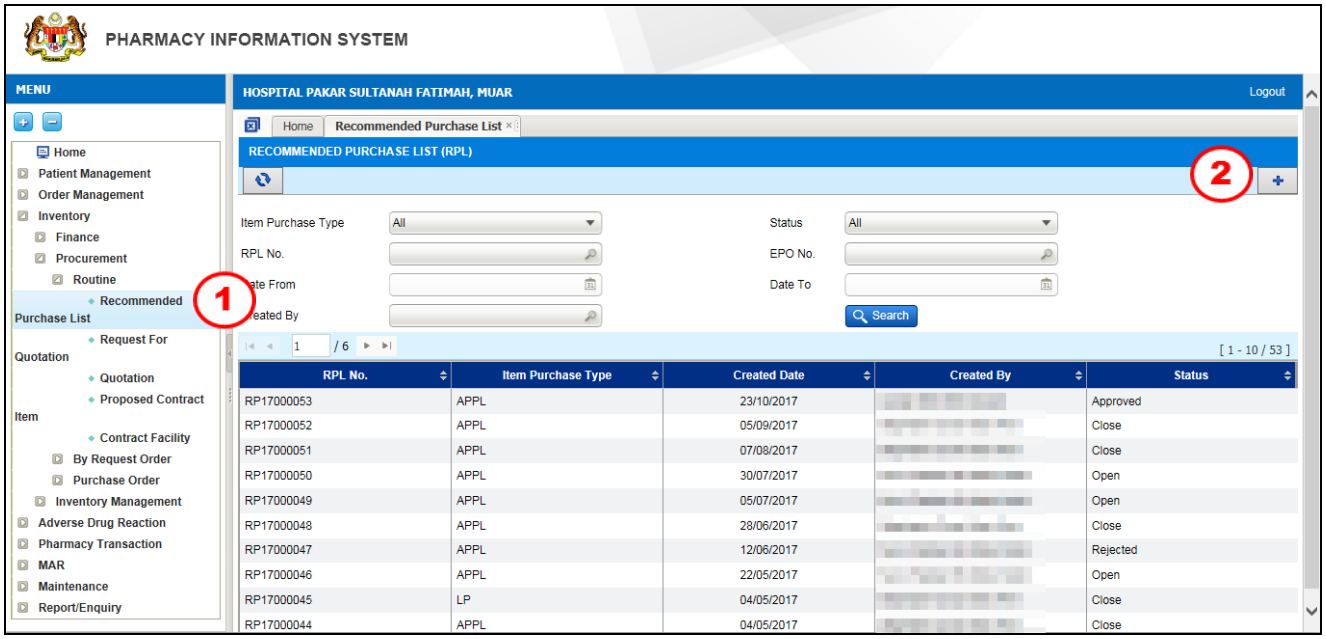


Figure 3.2-1 Recommended Purchase List

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

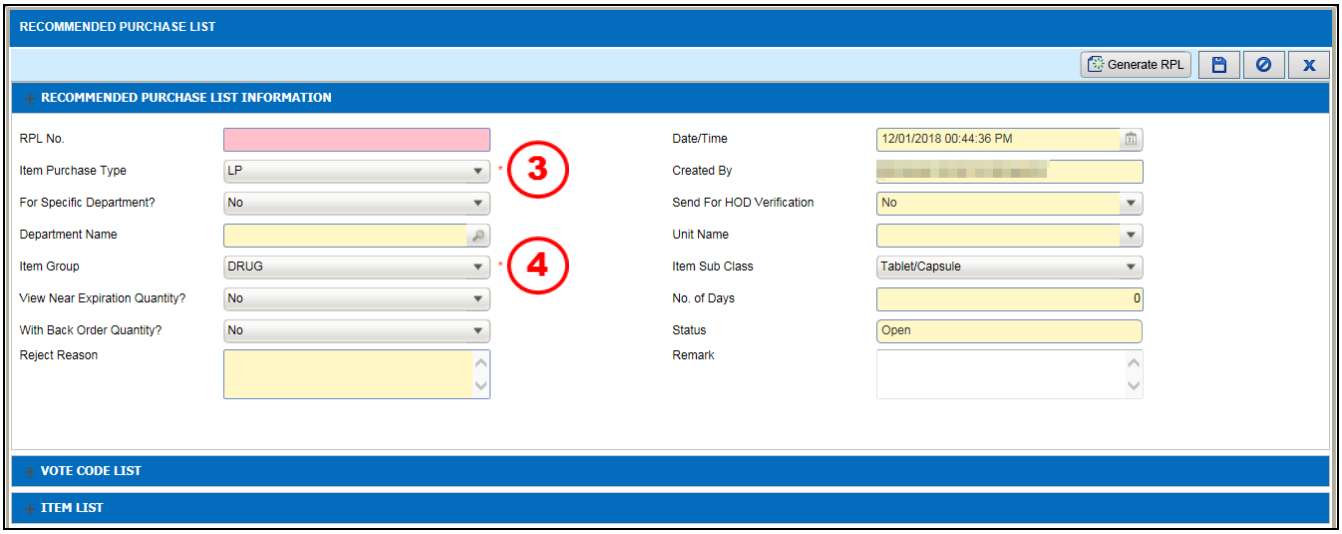


Figure 3.2-2 Recommended Purchase List

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*

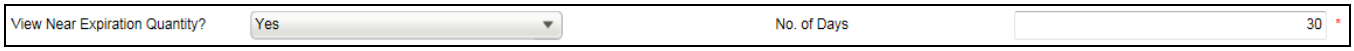


Figure 3.2-3 View Near Expiration Quantity?

- *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.*

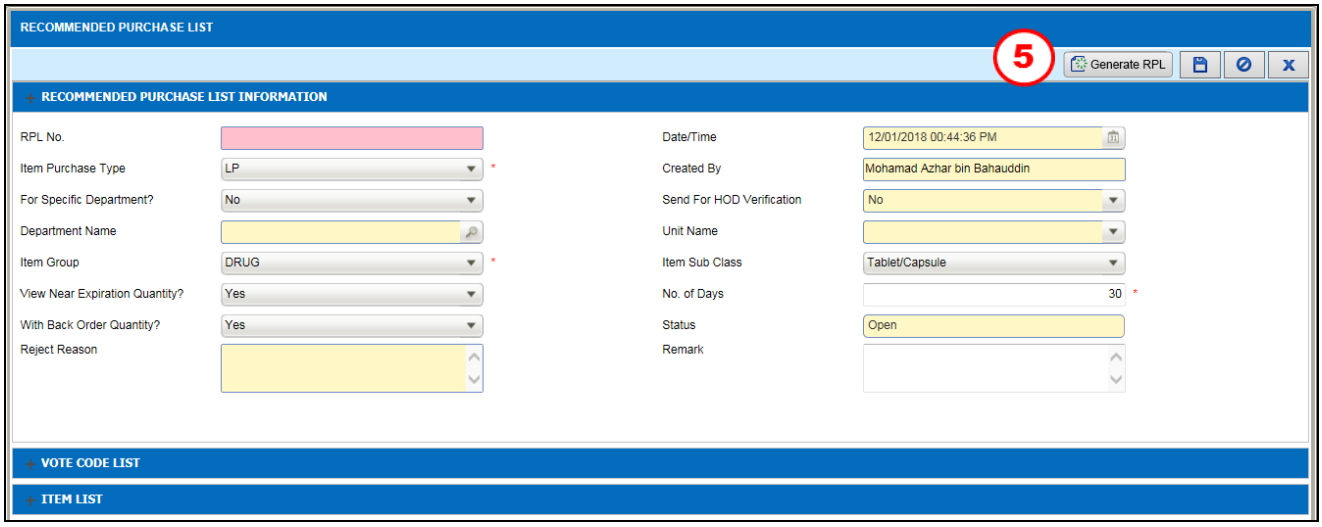


Figure 3.2-4 Recommended Purchase List

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

1 / 1 [1 - 4 / 4]

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

Delete Item | Add Item

1 / 1 [1 - 7 / 7]

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

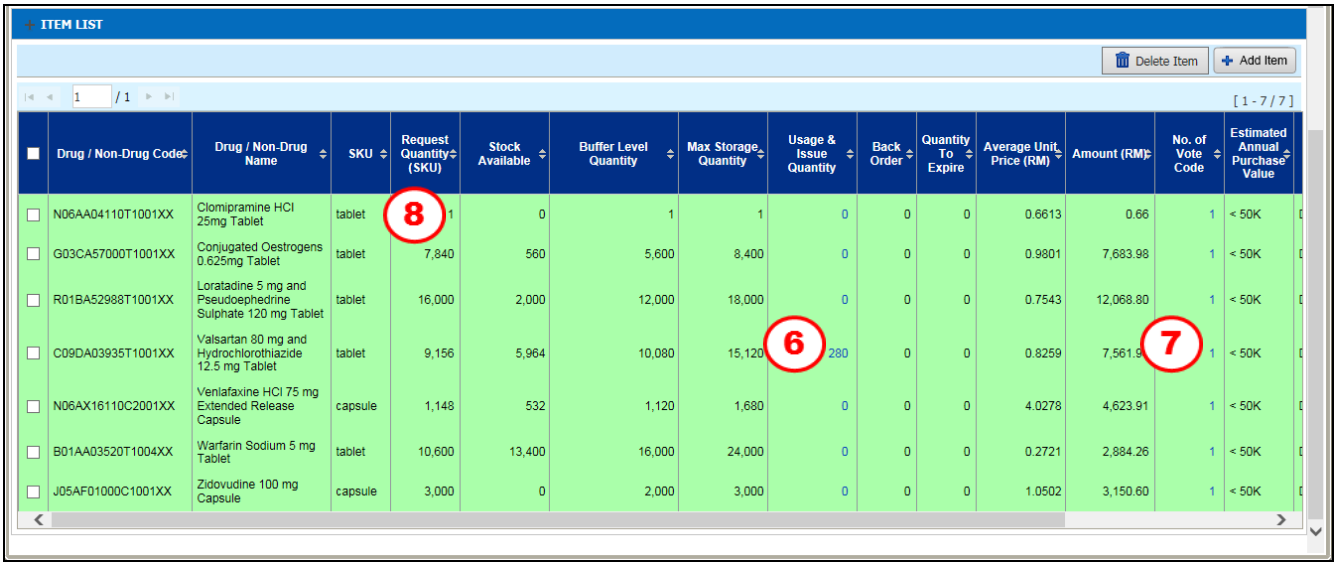
Figure 3.2-6 Item List

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*



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	7,561.9	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)*

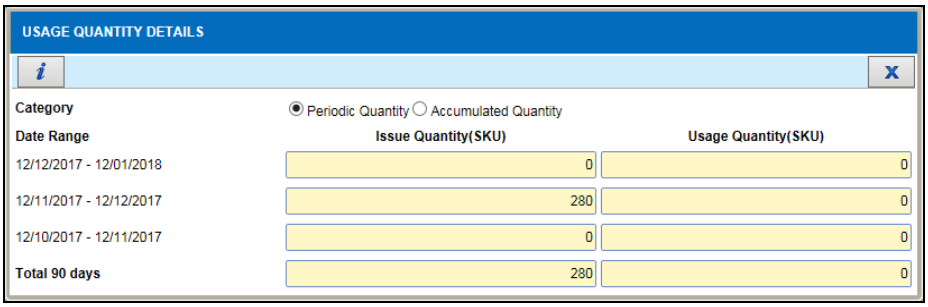


Figure 3.2-8 Usage Quantity Details: Periodic Quantity

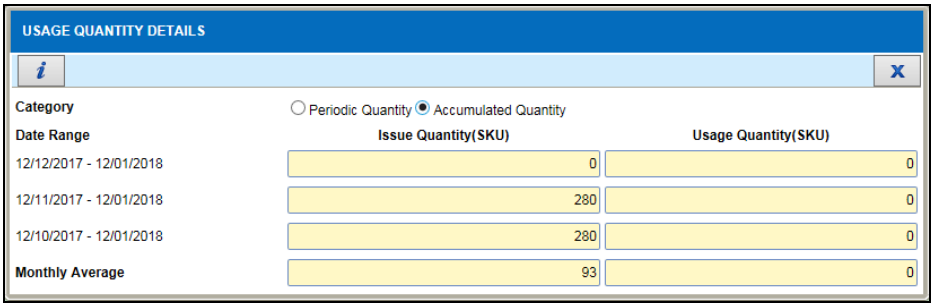


Figure 3.2-9 Usage Quantity Details: Accumulated Quantity

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

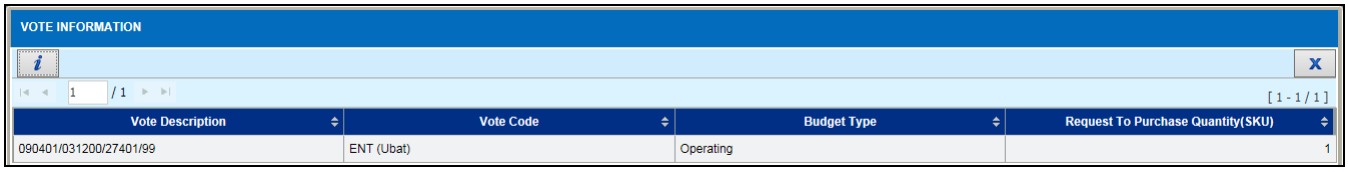


Figure 3.2-10 Vote Information

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

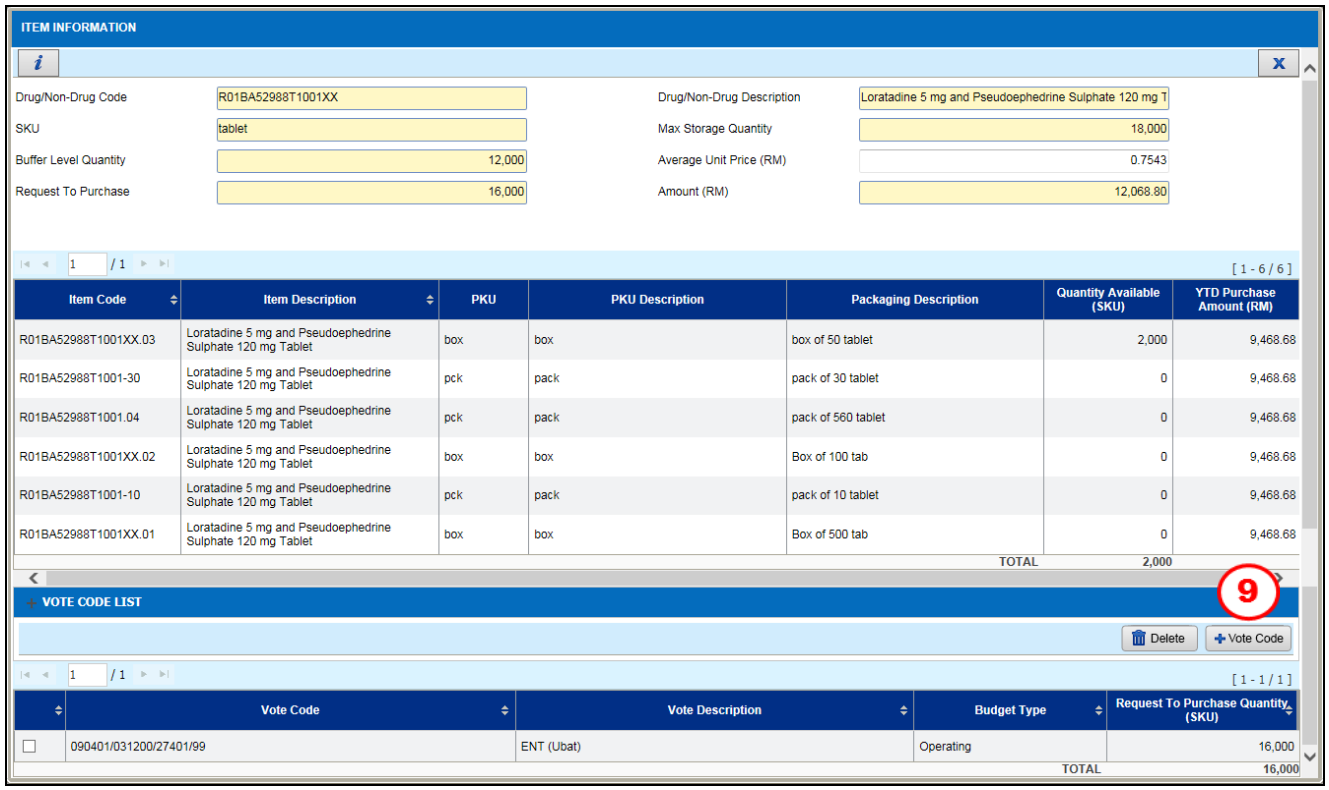
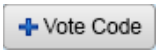


Figure 3.2-11 Item Information

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

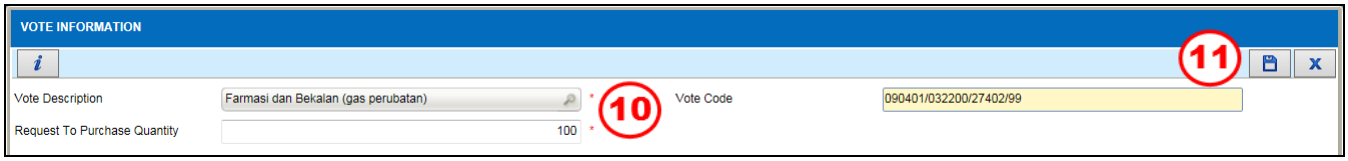


Figure 3.2-12 Vote Information

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

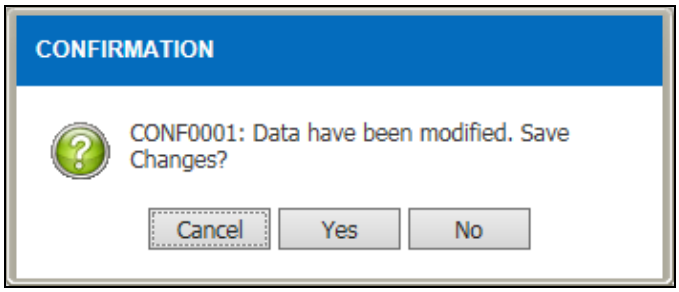


Figure 3.2-13 Confirmation Message

Note

- *Click on the* Yes *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*

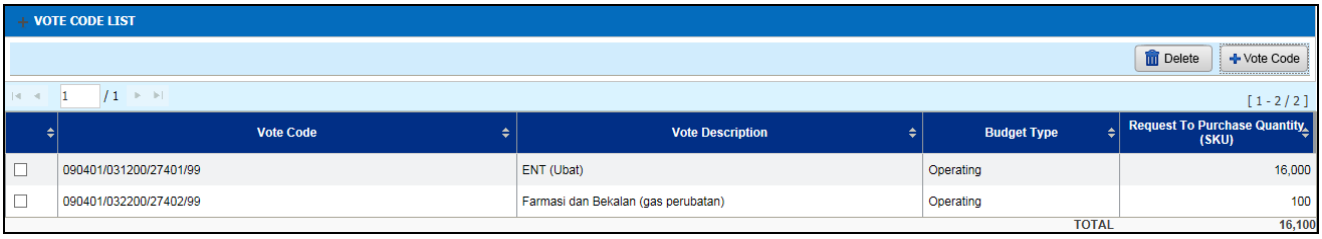


Figure 3.2-14 Vote Code List

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* Delete *button and confirmation message will be display as shown in Figure 3.2-15*

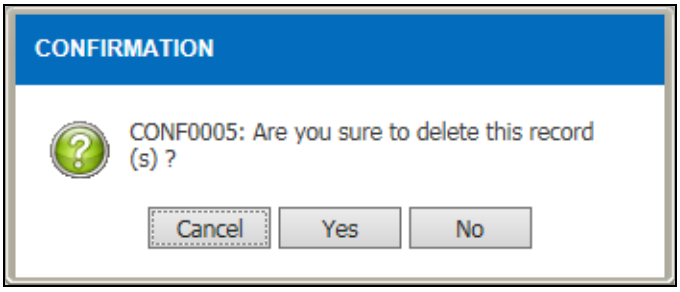


Figure 3.2-15 Confirmation Message

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

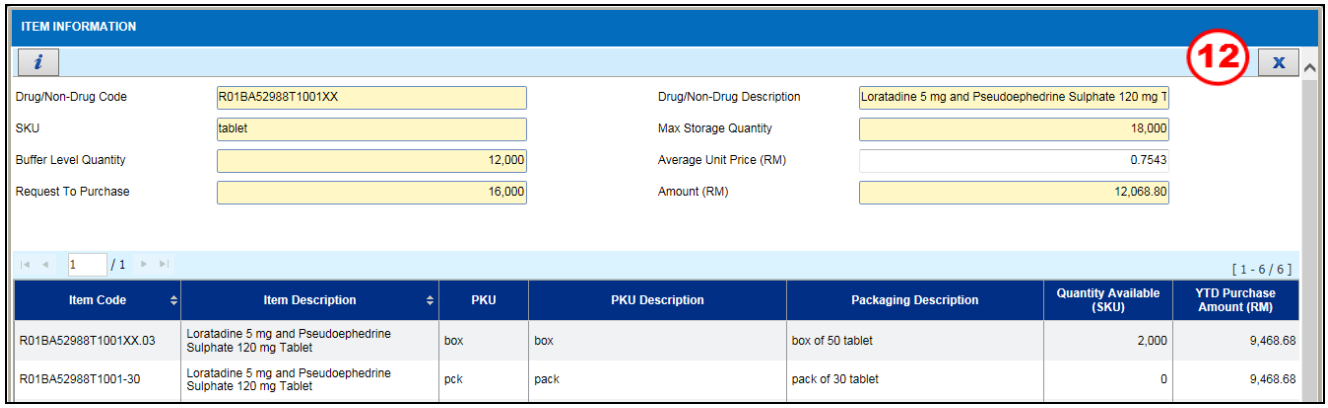


Figure 3.2-16 Item Information

STEP 12

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

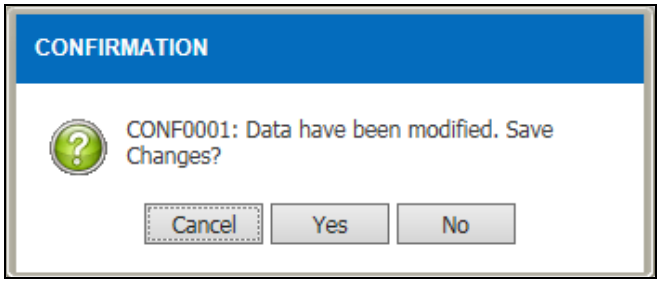


Figure 3.2-17 Confirmation Message

Note

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

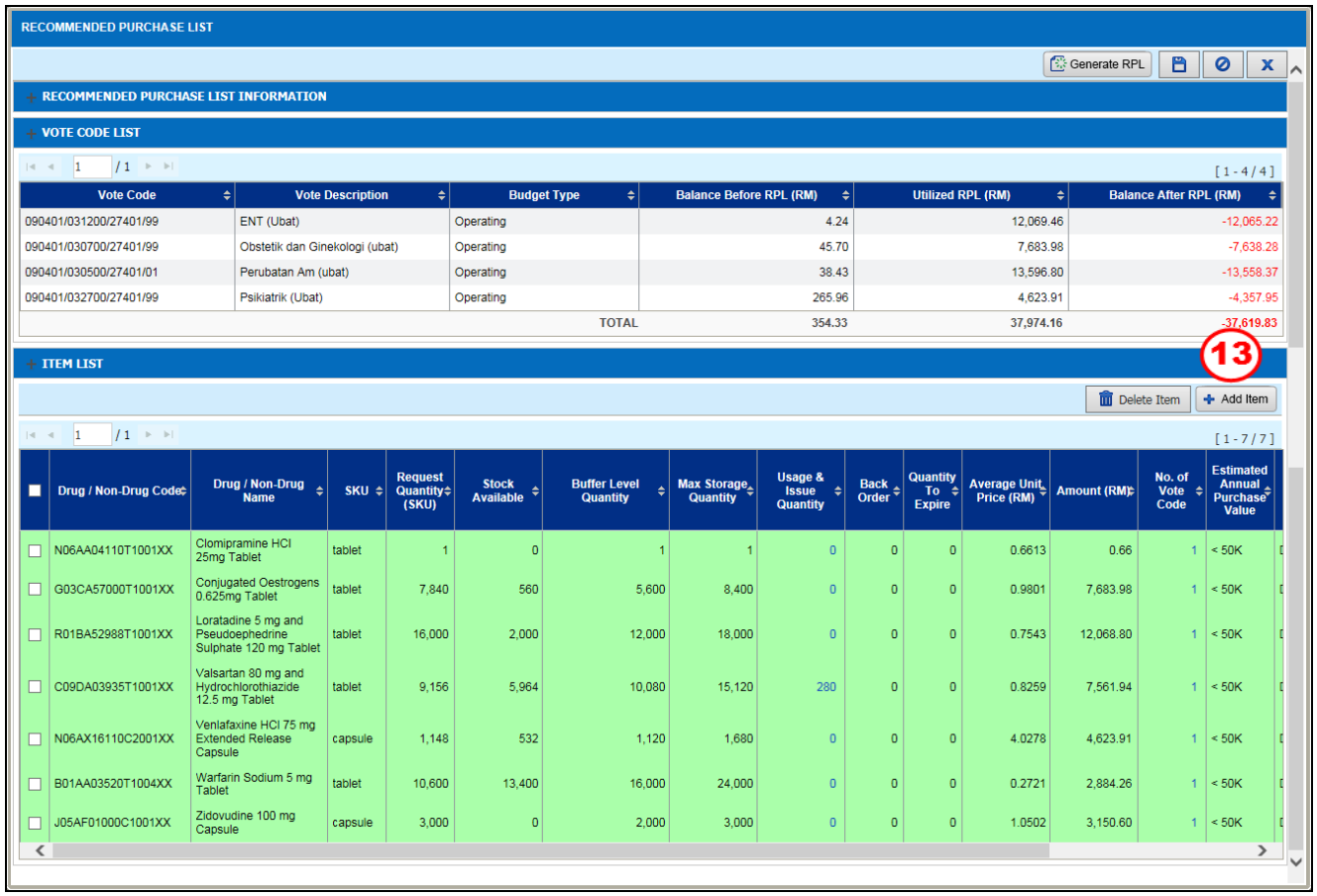
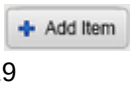


Figure 3.2-18 Recommended Purchase List

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

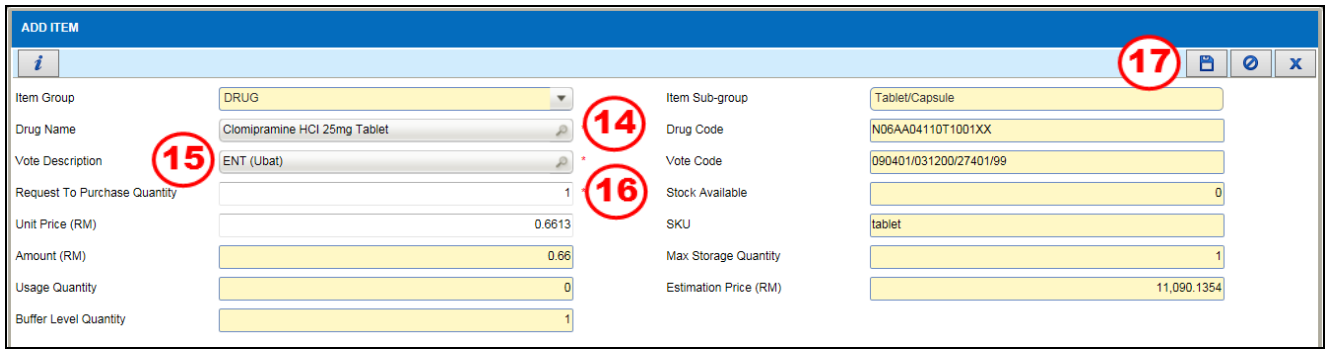


Figure 3.2-19 Add Item

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

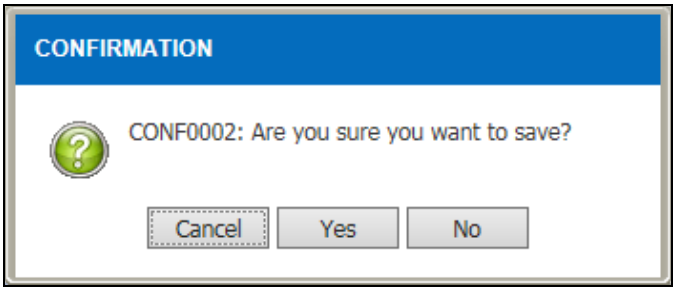


Figure 3.2-20 Confirmation Message

Note

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

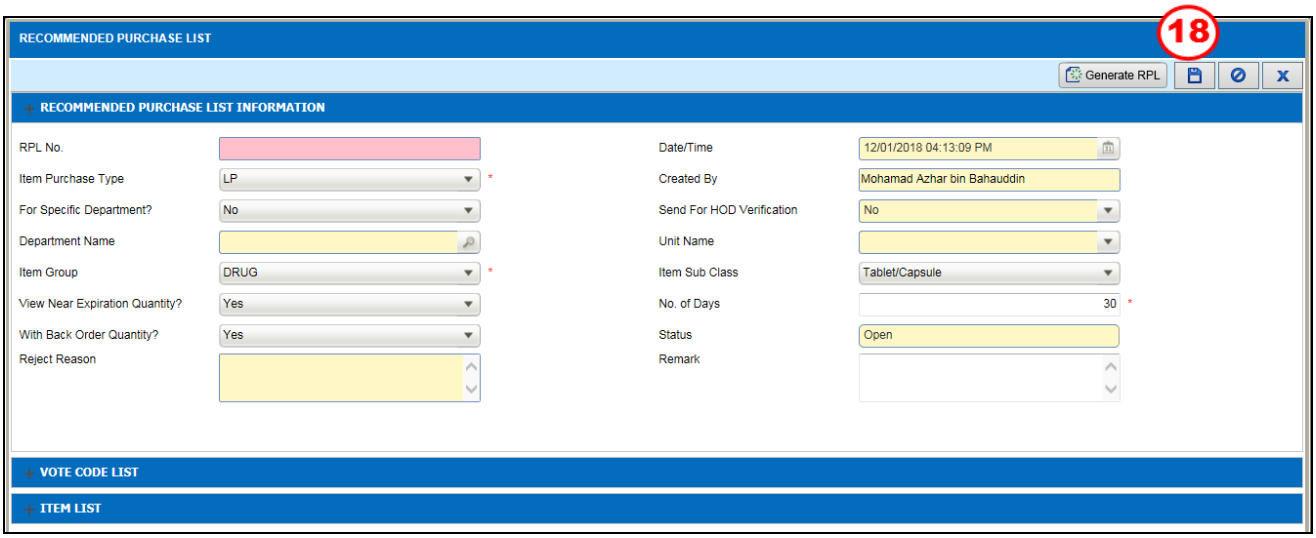


Figure 3.2-21 Recommended Purchase List

STEP 18

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

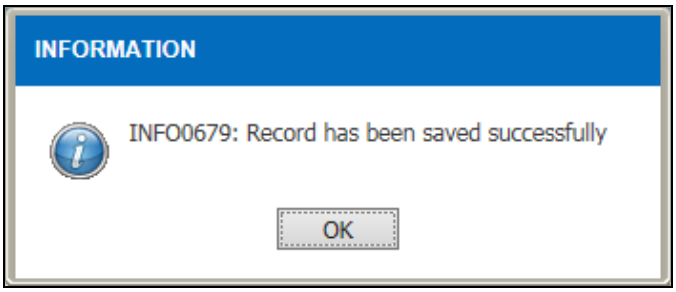


Figure 3.2-22 Information Message

Note

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

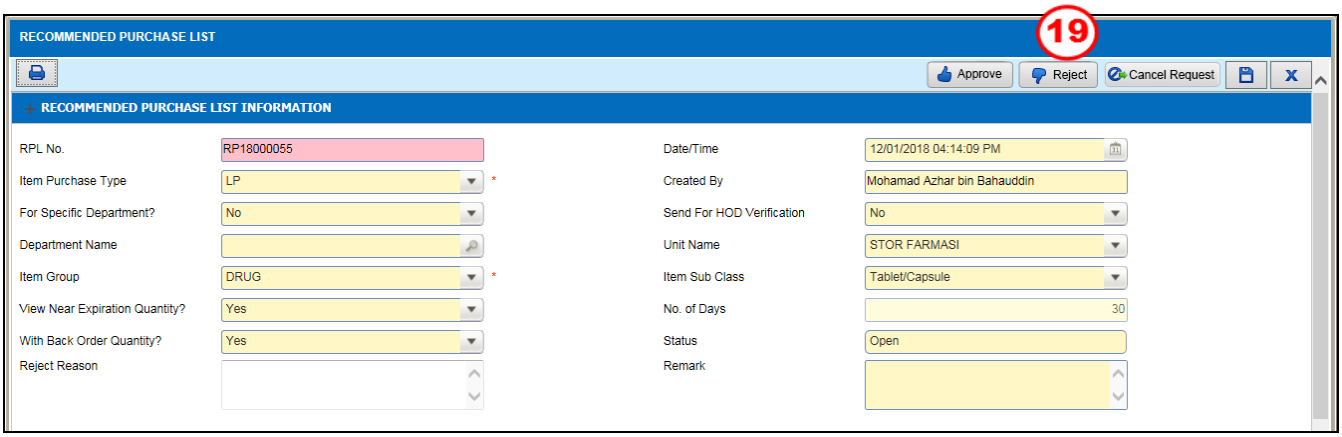


Figure 3.2-23 Recommended Purchase List

STEP 19

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

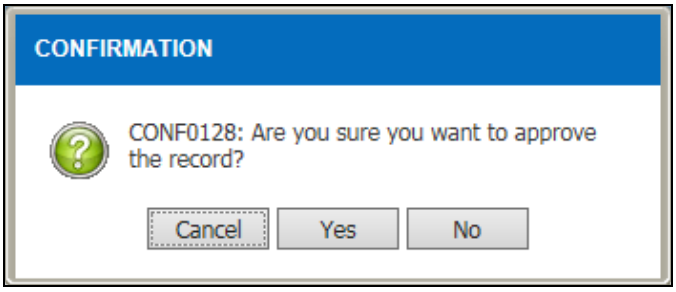


Figure 3.2-24 Confirmation Message

Note

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

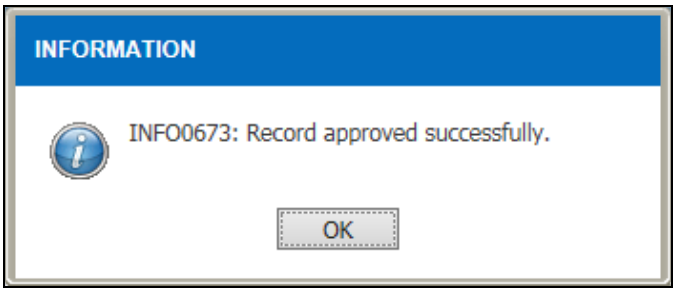


Figure 3.2-25 Information Message

Note

- *Click on the* OK *button to successfully approved the record*

b) Click on the Reject 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* Reject *button*

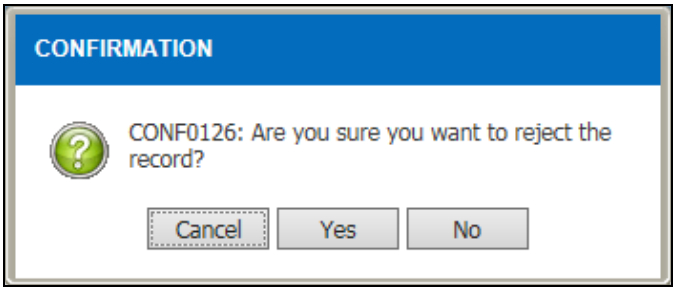


Figure 3.2-26 Confirmation Message

Note

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

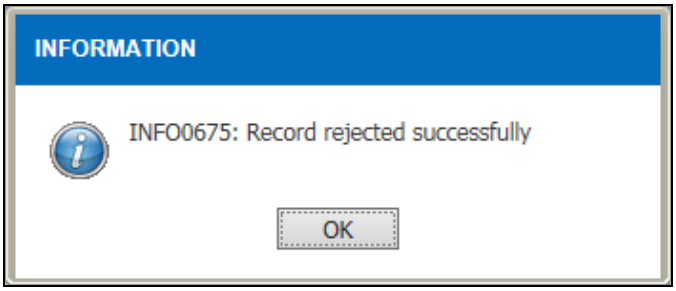


Figure 3.2-27 Information Message

Note

- *Click on the* OK *button to successfully rejected the record*

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

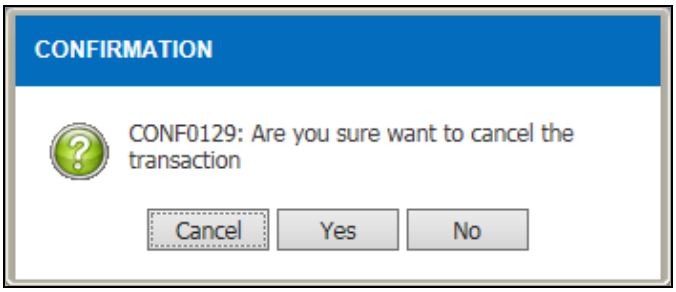


Figure 3.2-28 Confirmation Message

Note

Click on the Yes *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:

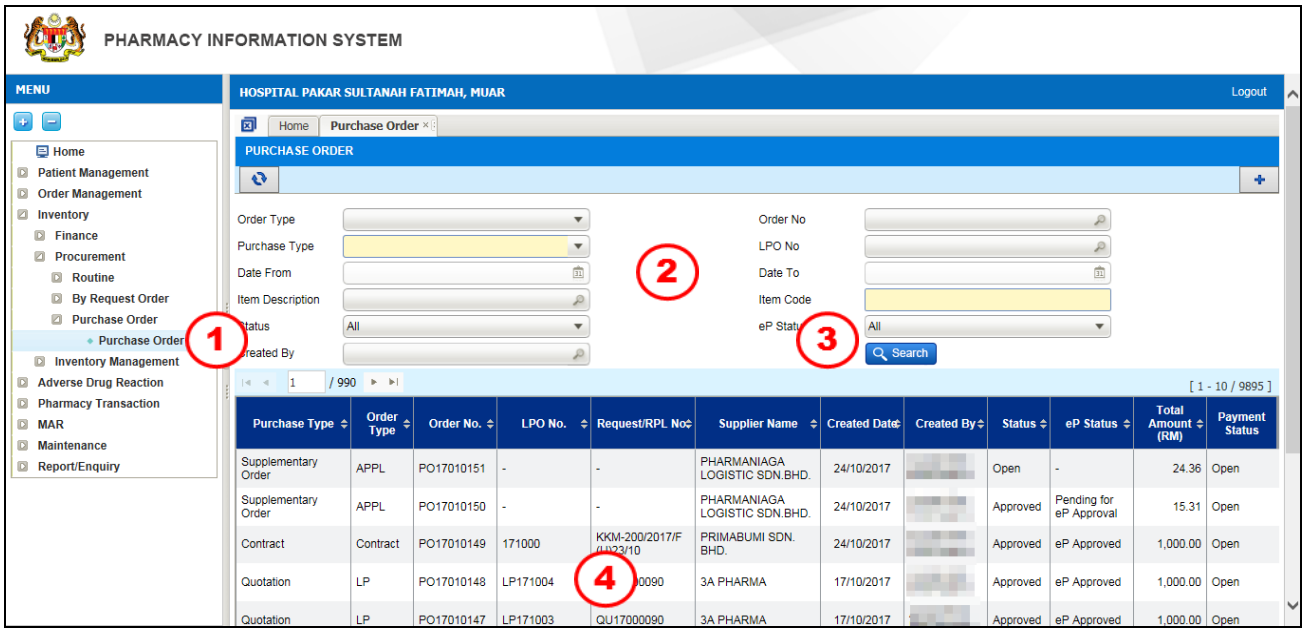


Figure 3.3.1-1 Purchase Order Listing Page

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

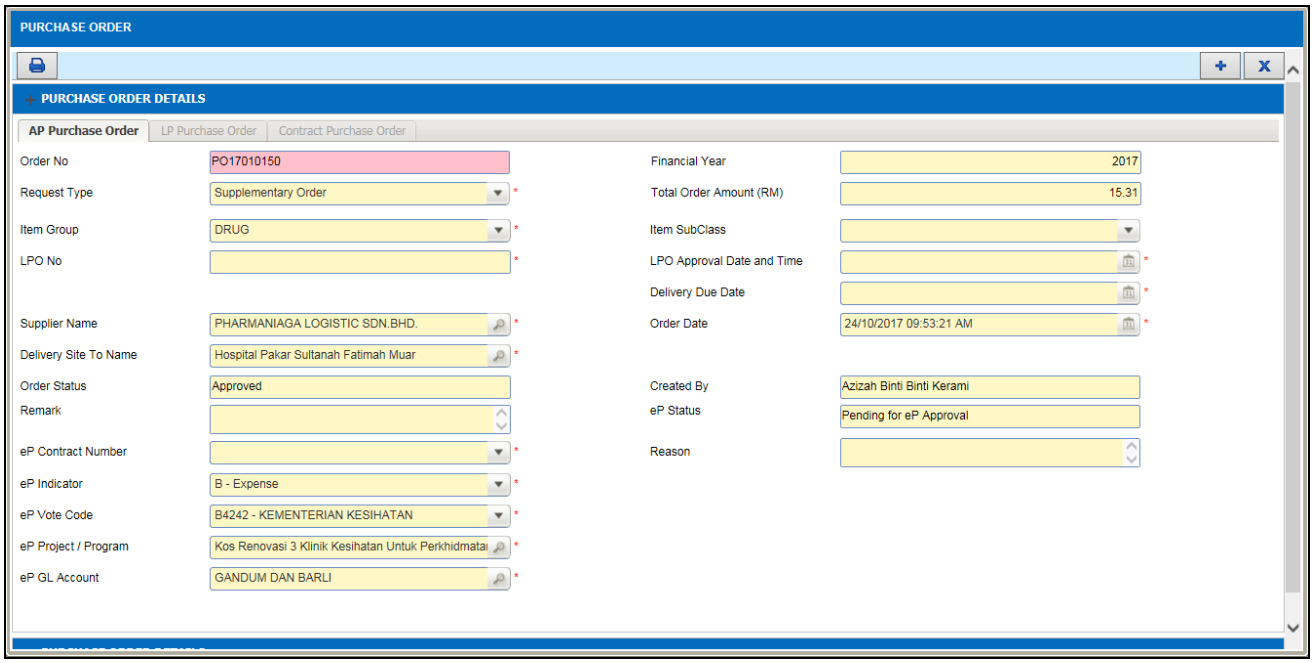


Figure 3.3.1-2 Purchase Order Listing Page

3.3.2 New Purchase Order LP Direct Purchase: RPL

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

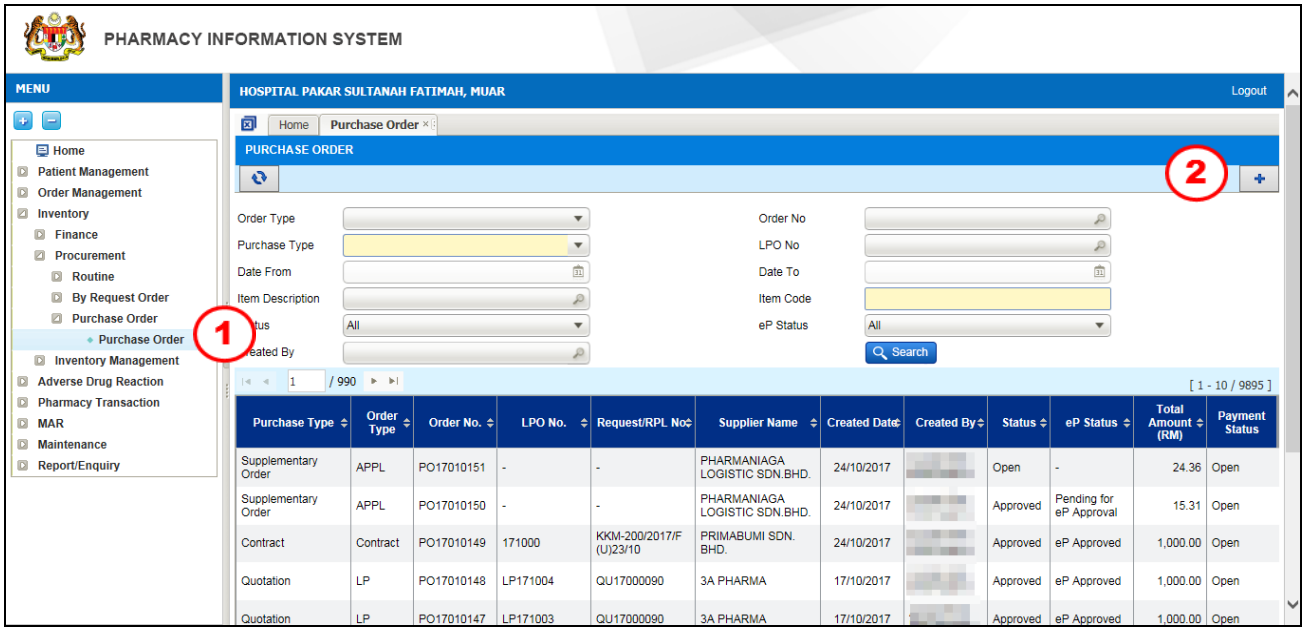


Figure 3.3.2-1 LP Purchase Order

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.

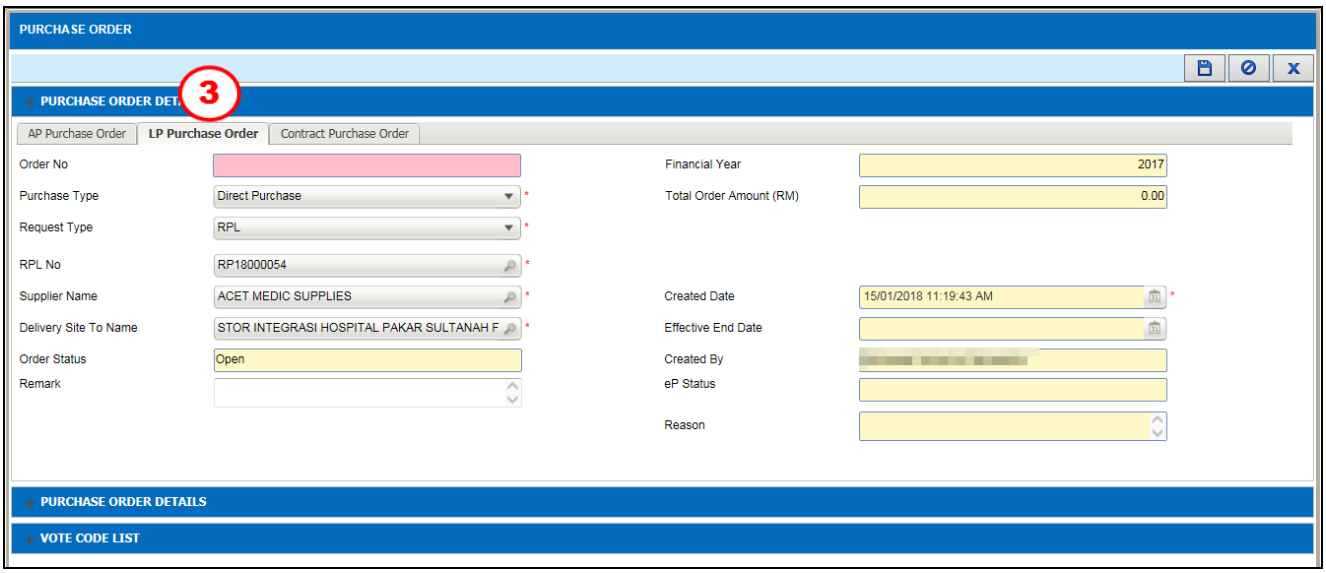


Figure 3.3.2-2 LP Purchase Order

STEP 3

Select 'LP Purchase Order' tab

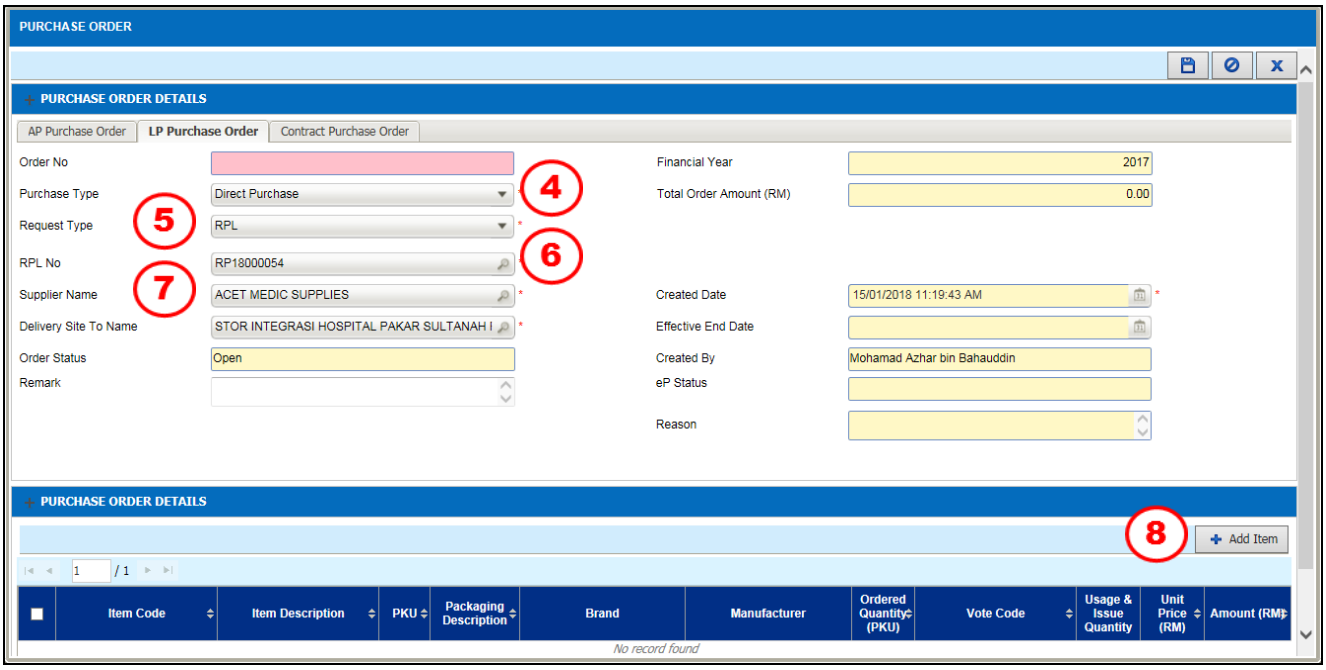


Figure 3.3.2-3 LP Purchase Order

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

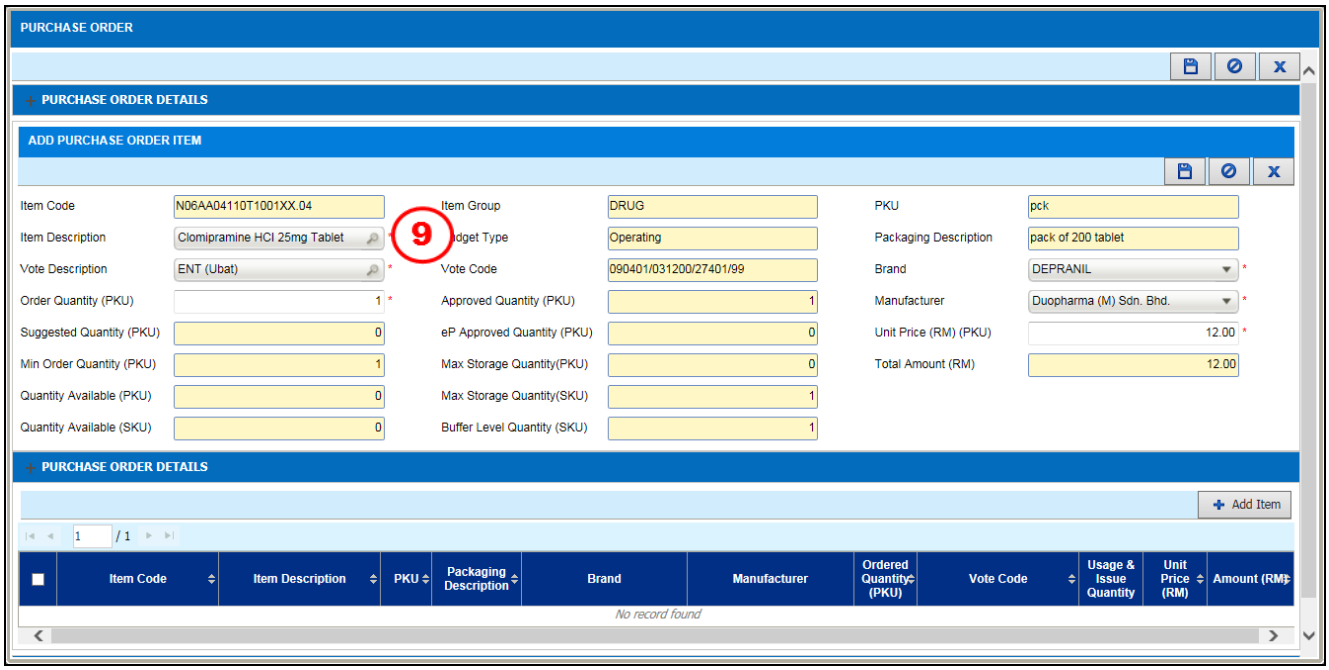
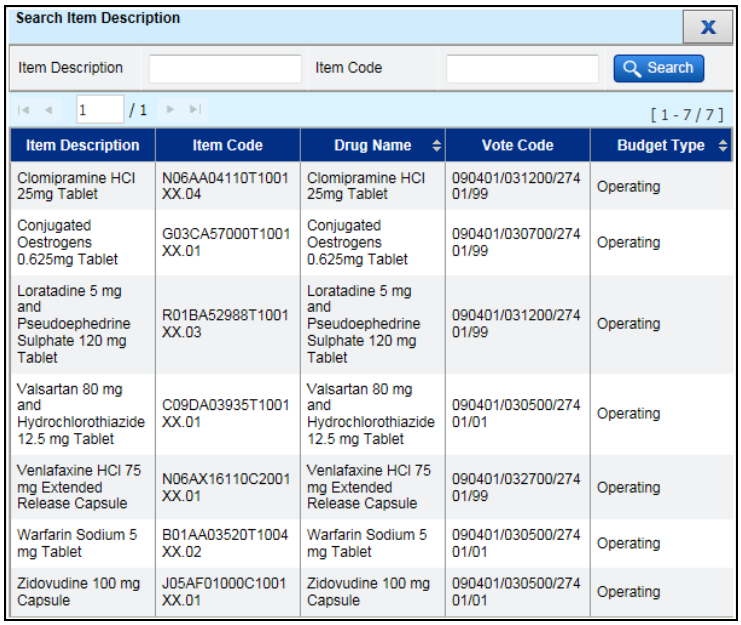


Figure 3.3.2-4 Add Purchase Order Item

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*

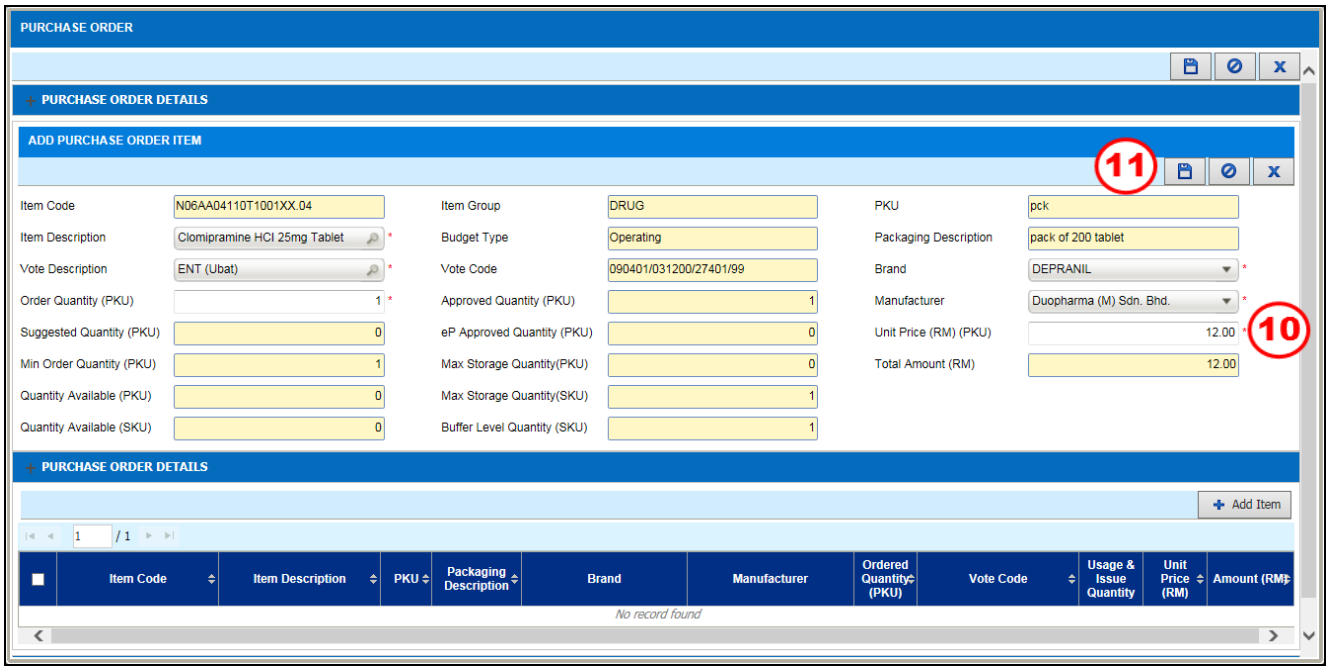


Figure 3.3.2-6 Add Purchase Order Item

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

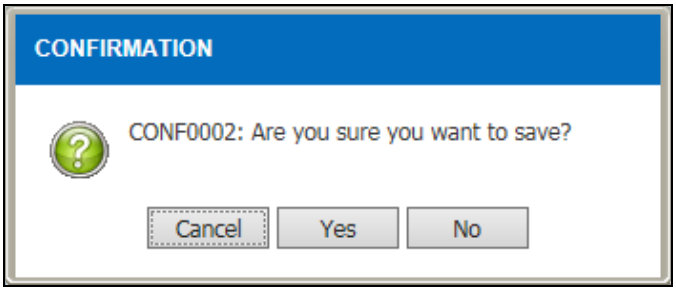


Figure 3.3.2-7 Confirmation Message

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

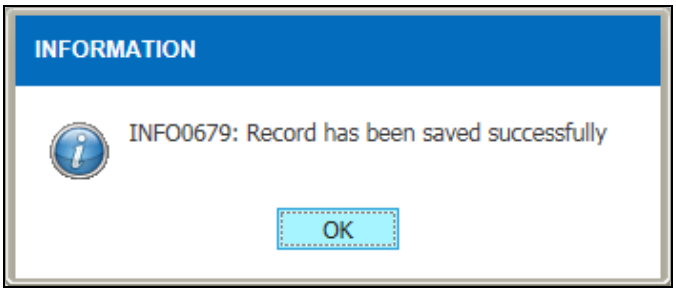


Figure 3.3.2-8 Information Message

Note

Click on the OK *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*

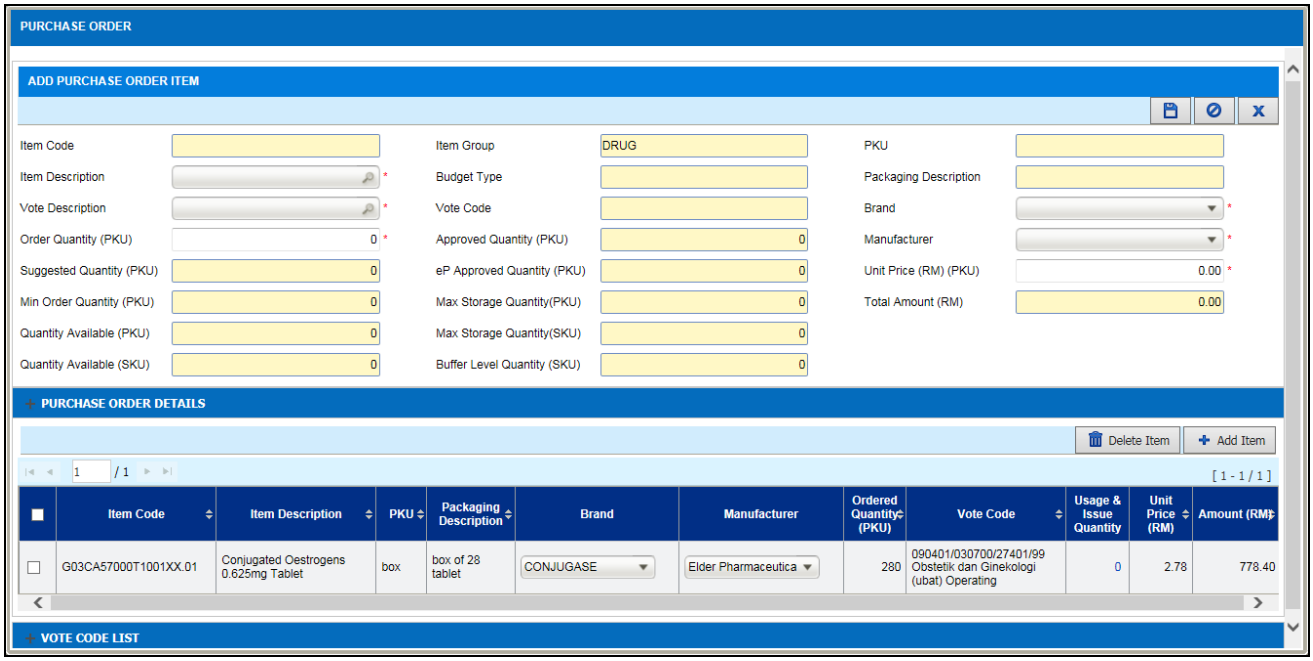


Figure 3.3.2-9 LP Purchase Order

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* Delete Item *button.*
- *User can view the vote code in the section Vote Code List as shown in figure 3.3.2-10*

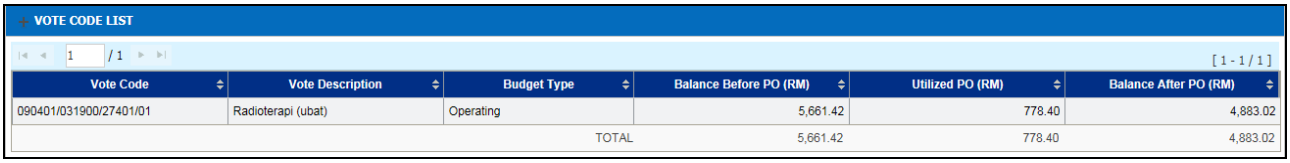


Figure 3.3.2-10 Vote Code List

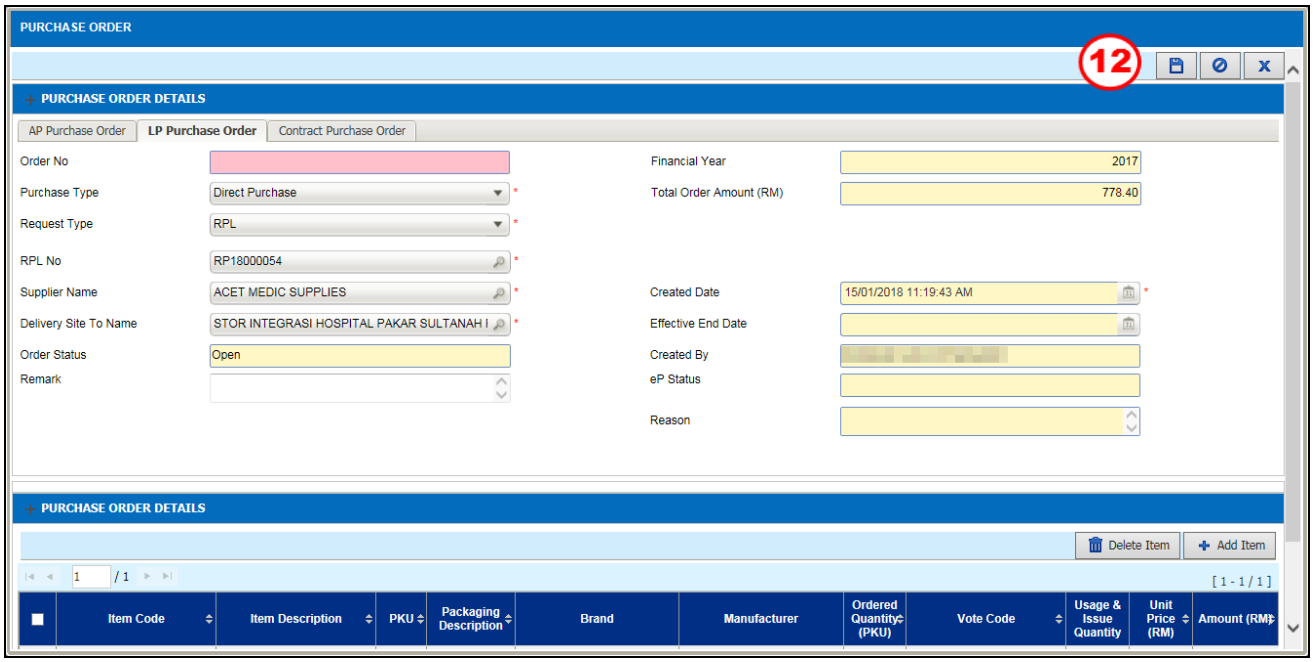


Figure 3.3.2-11 LP Purchase Order

STEP 12

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

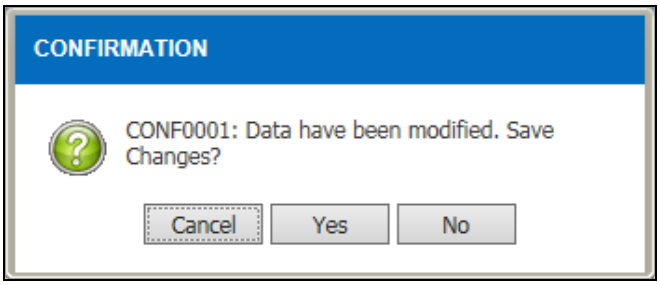


Figure 3.3.2-12 Confirmation Message

Note

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

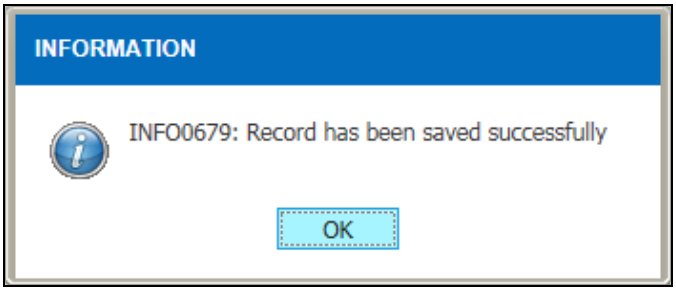


Figure 3.3.2-13 Information Message

Note

- *Click on the* OK *button to successfully save the record*

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

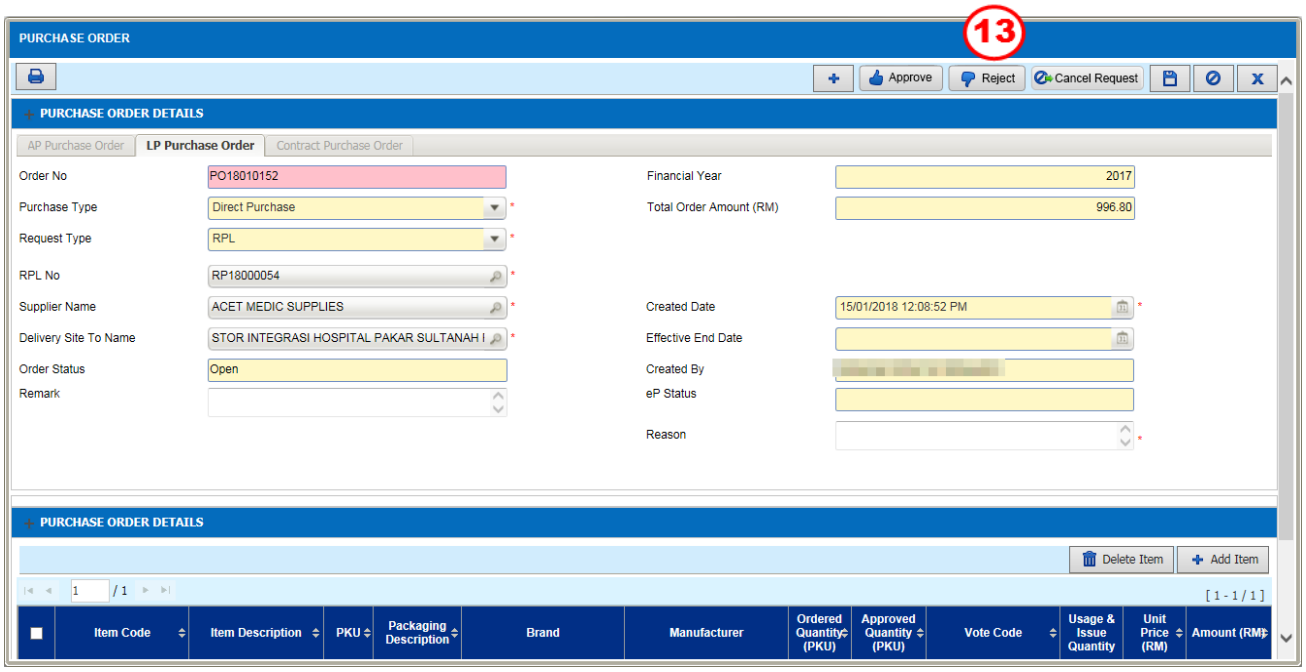


Figure 3.3.2-14 LP Purchase Order

STEP 13

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

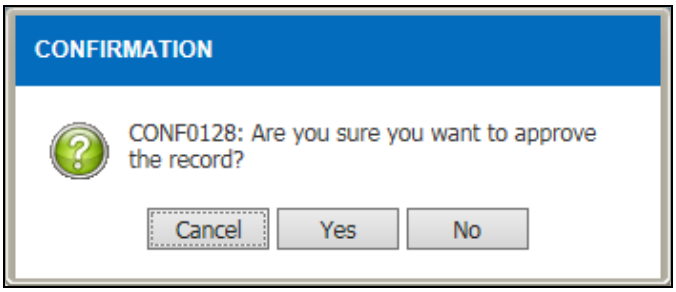


Figure 3.3.2-15 Confirmation Message

Note

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

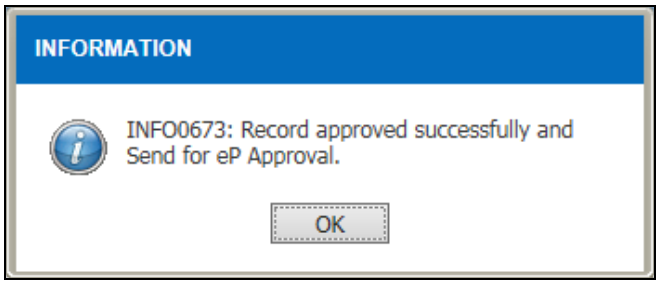


Figure 3.3.2-16 Information Message

Note

- *Click on the* OK *button to successfully approved the record*

b) Click on the Reject 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* Reject *button*

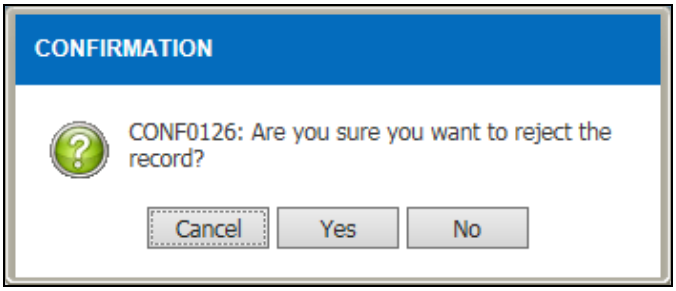


Figure 3.3.2-17 Confirmation Message

Note

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

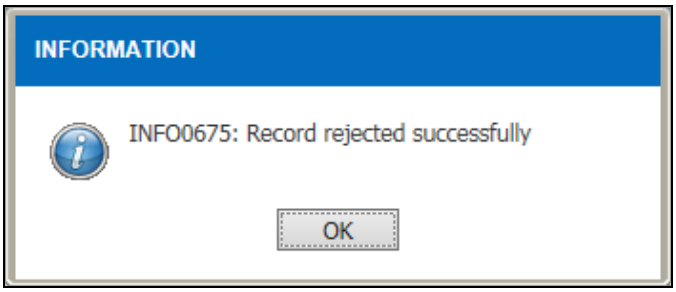


Figure 3.3.2-18 Information Message

Note

- *Click on the* OK *button to successfully rejected the record*

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

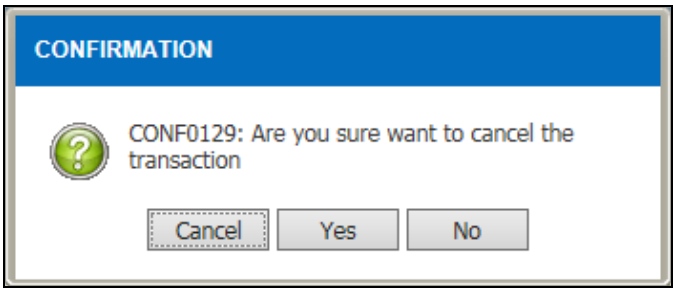


Figure 3.3.2-19 Confirmation Message

Note

Click on the Yes *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:

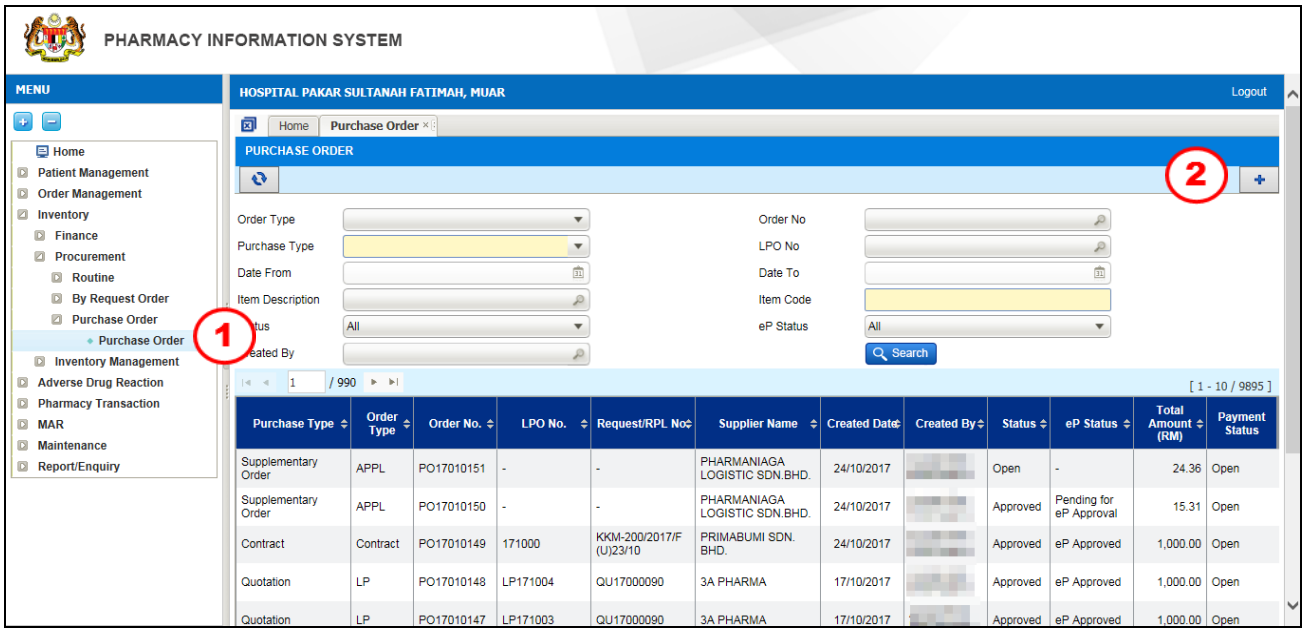


Figure 3.3.3-1 LP Purchase Order

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.

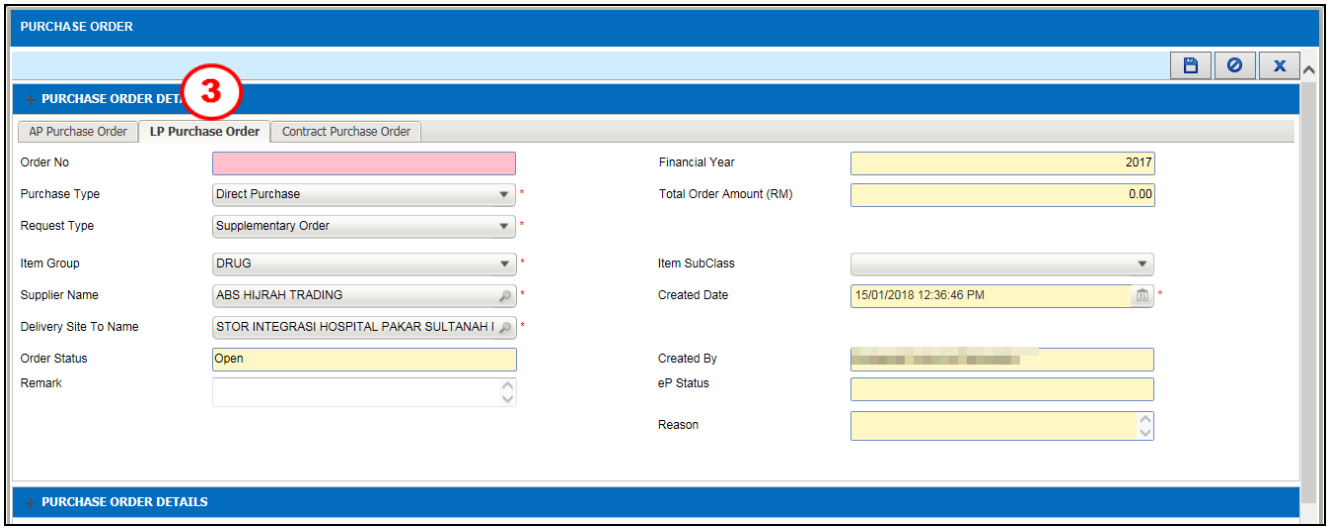


Figure 3.3.3-2 LP Purchase Order

STEP 3

Select 'LP Purchase Order' tab

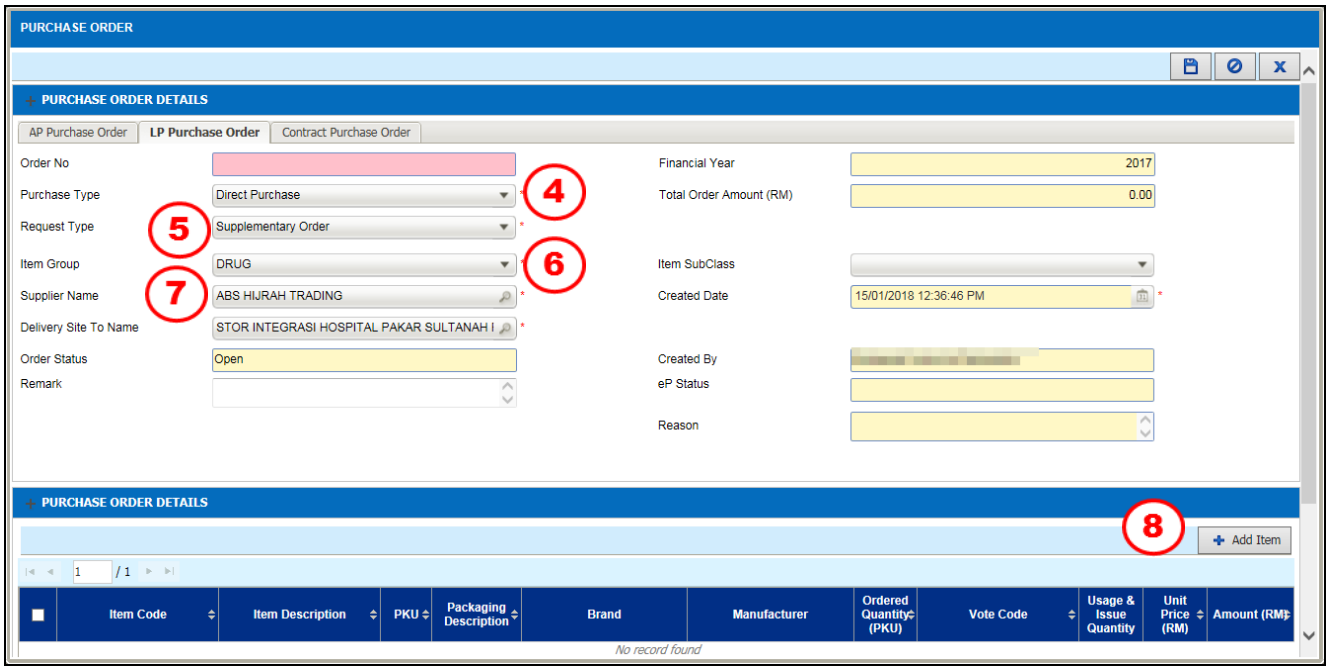


Figure 3.3.3-3 LP Purchase Order

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

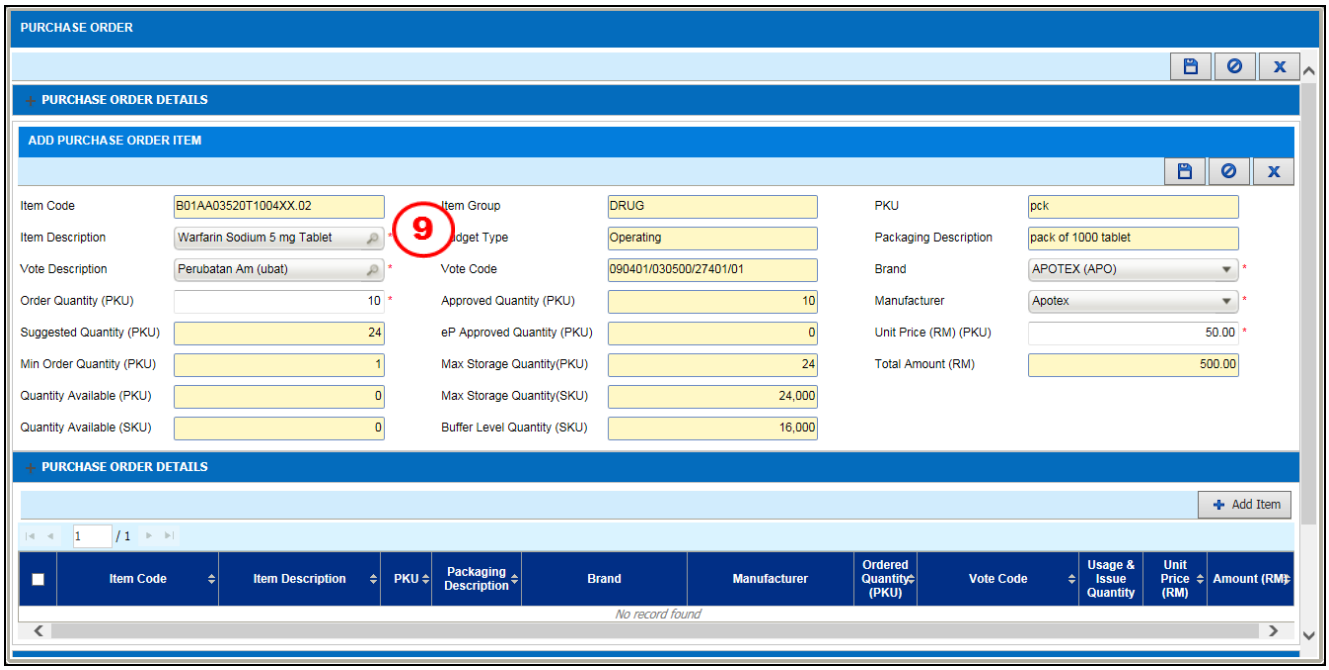
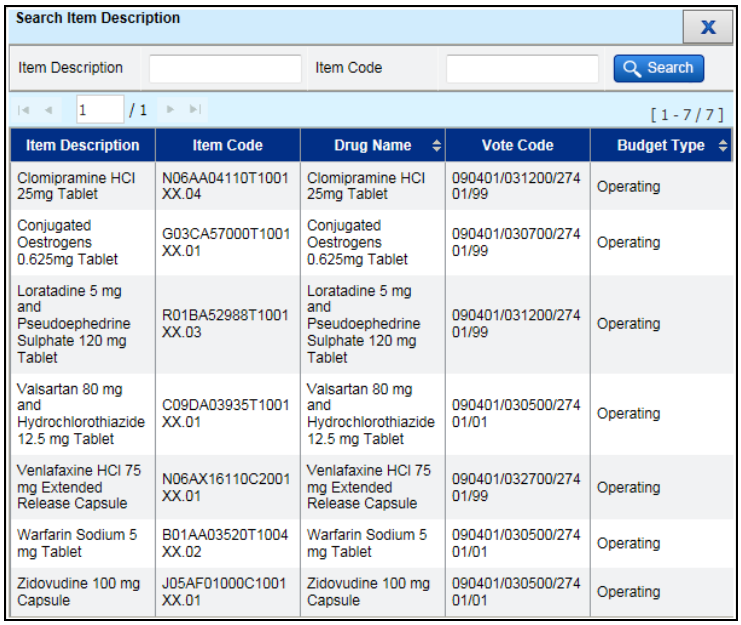


Figure 3.3.3-4 LP Add Purchase Order Details

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*

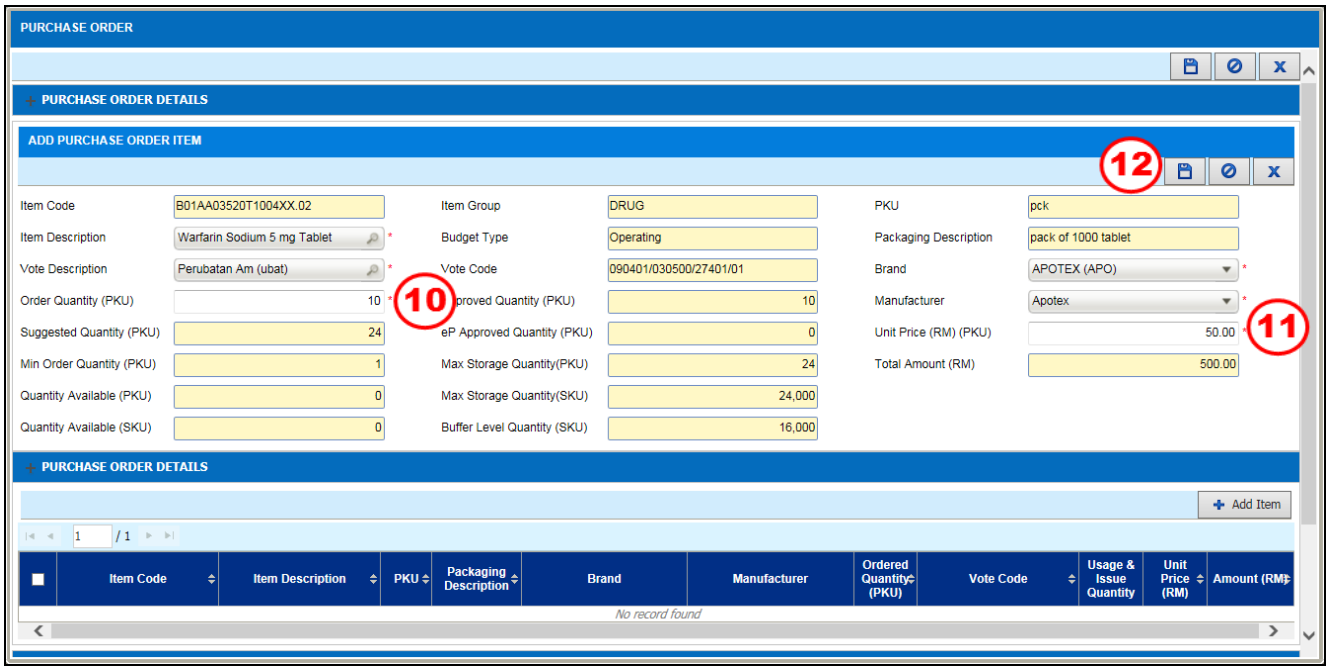


Figure 3.3.3-6 LP Add Purchase Order Details

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

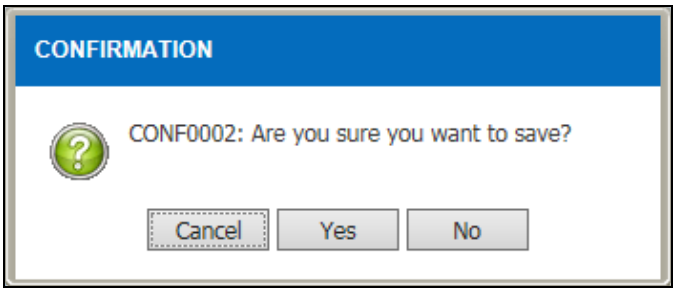


Figure 3.3.3-7 Confirmation Message

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

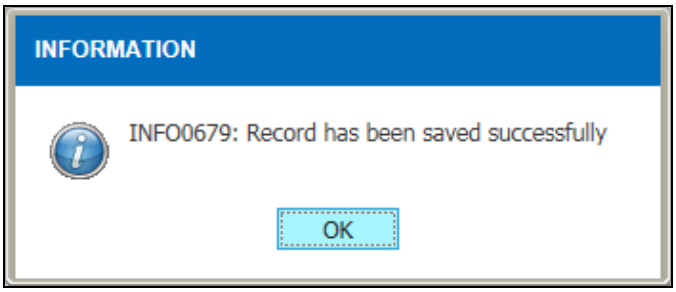


Figure 3.3.3-8 Information Message

Note

Click on the OK *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*

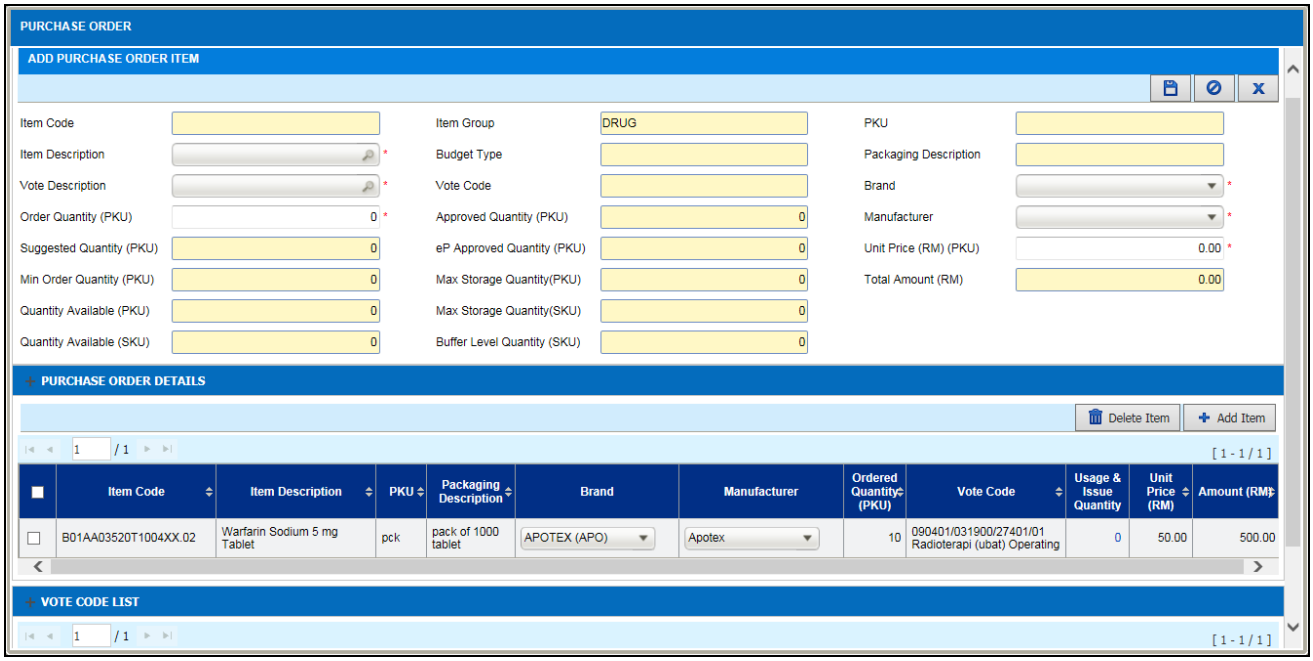


Figure 3.3.3-9 Purchase Order Details

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* Delete Item *button.*
- *Click on the* X *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*

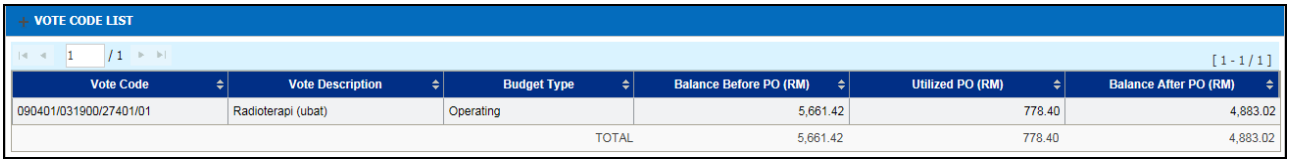


Figure 3.3.3-10 Vote Code List

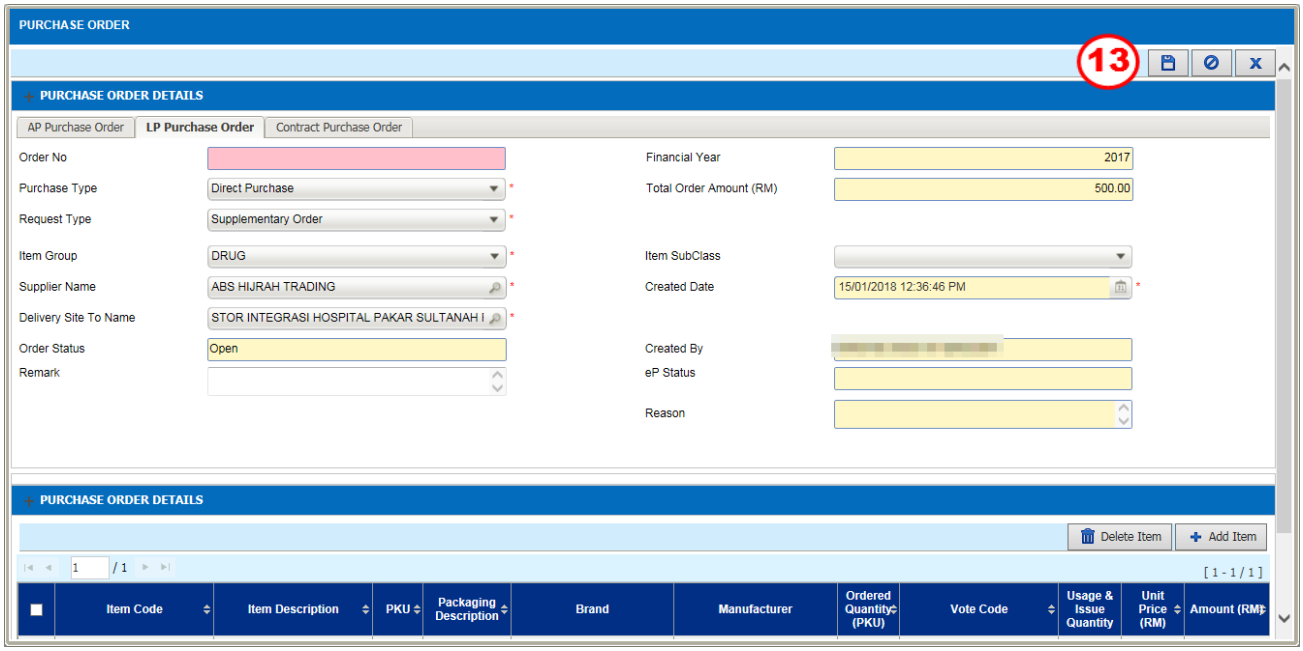


Figure 3.3.3-11 LP Purchase Order

STEP 13

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

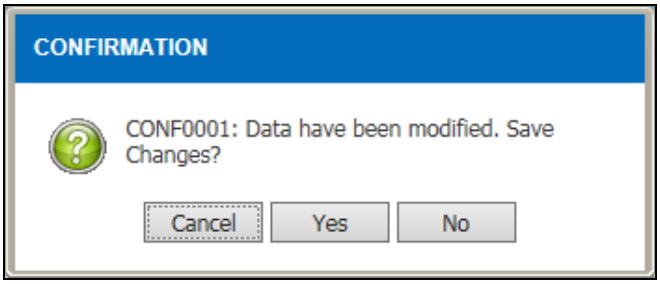


Figure 3.3.3-12 Confirmation Message

Note

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

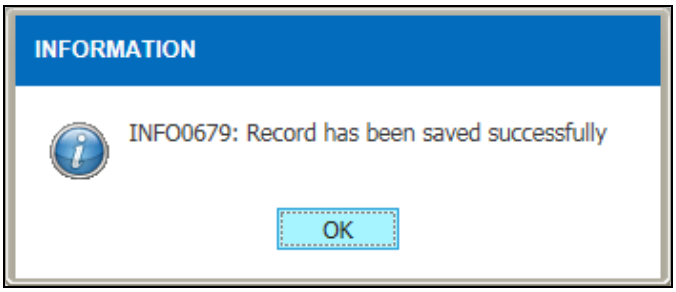


Figure 3.3.3-13 Information Message

Note

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

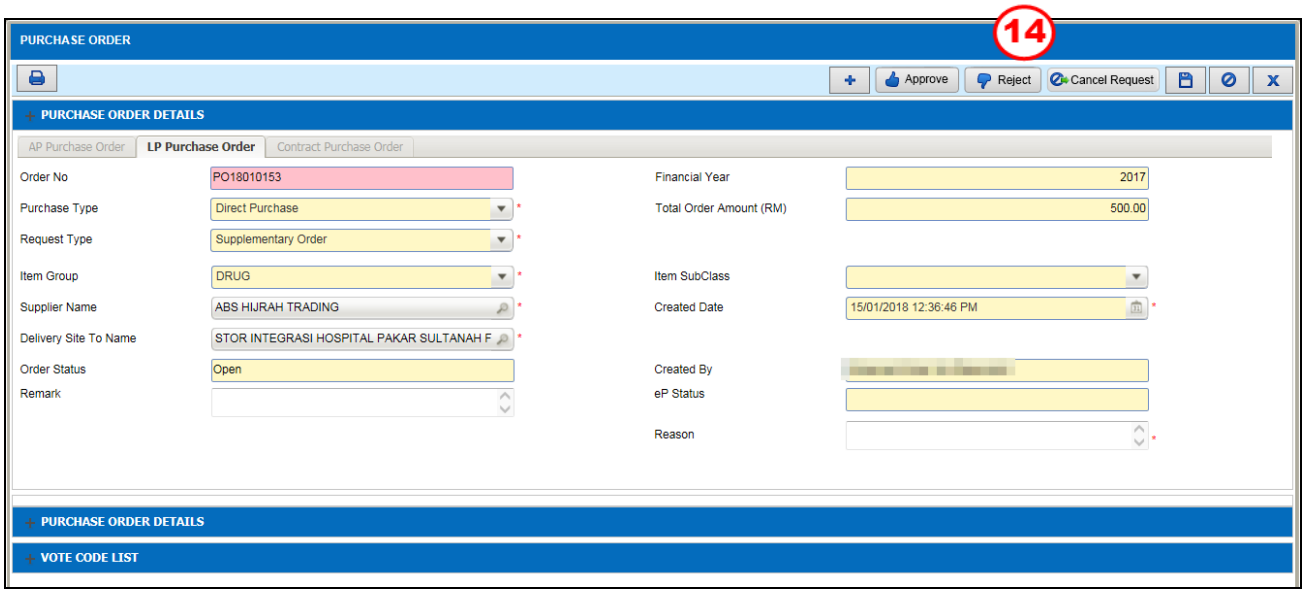


Figure 3.3.3-14 LP Purchase Order

STEP 14

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

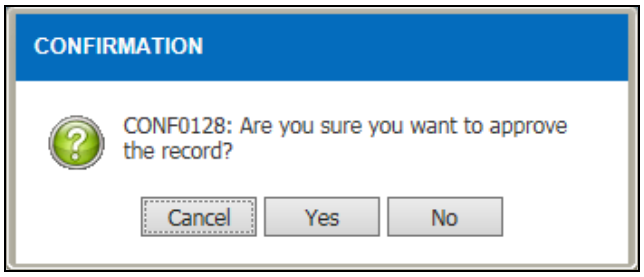


Figure 3.3.3-15 Confirmation Message

Note

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

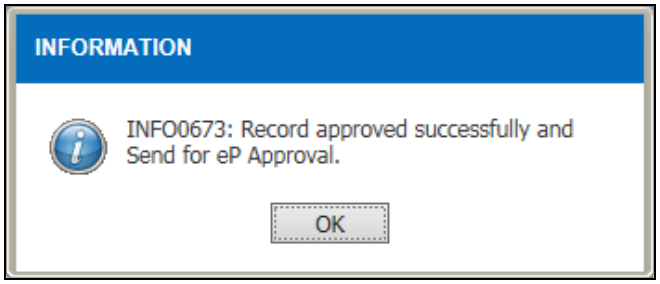


Figure 3.3.3-16 Information Message

Note

- *Click on the* OK *button to successfully approved the record*

b) Click on the Reject 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* Reject *button*

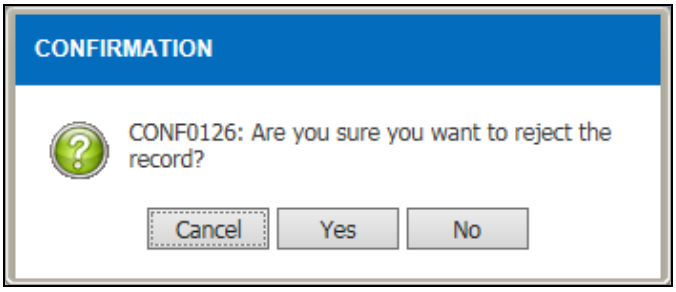


Figure 3.3.3-17 Confirmation Message

Note

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

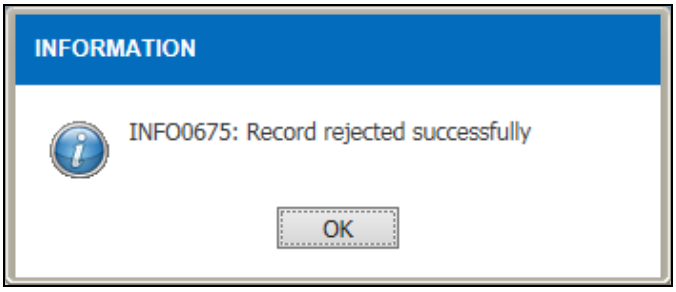


Figure 3.3.3-18 Information Message

Note

- *Click on the* OK *button to successfully rejected the record*

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

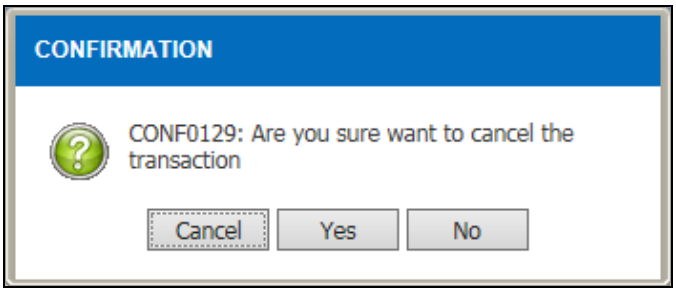


Figure 3.3.3-19 Confirmation Message

Note

Click on the Yes *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:

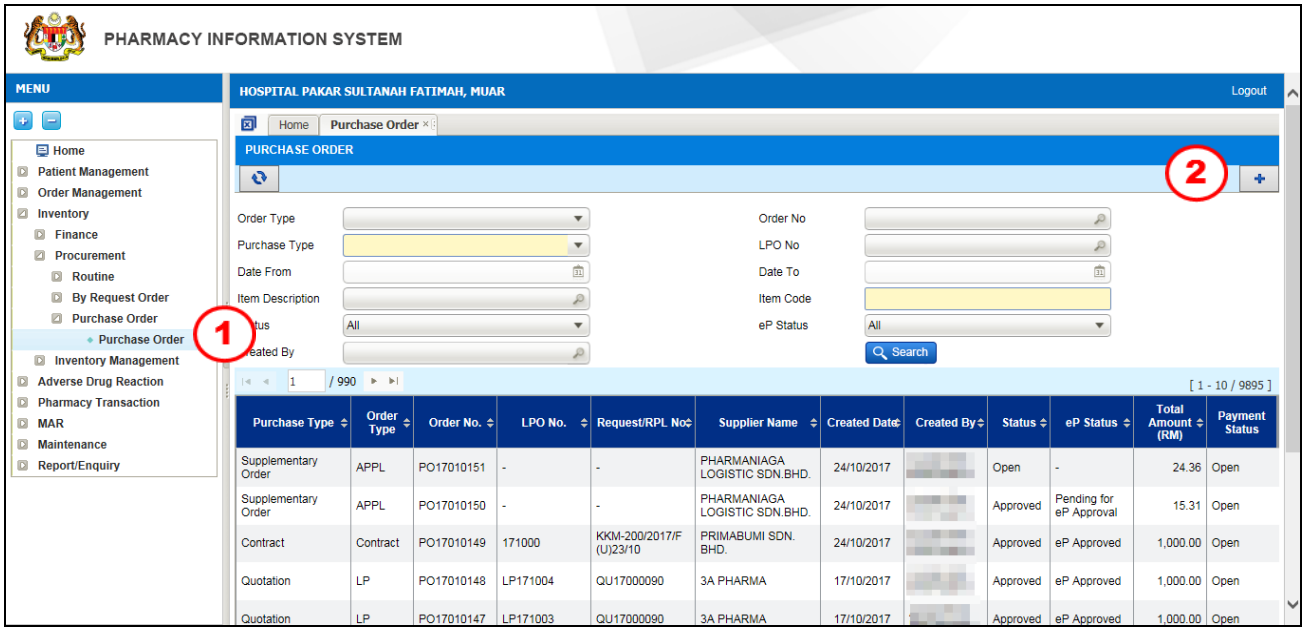


Figure 3.3.4-1 LP Purchase Order

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.

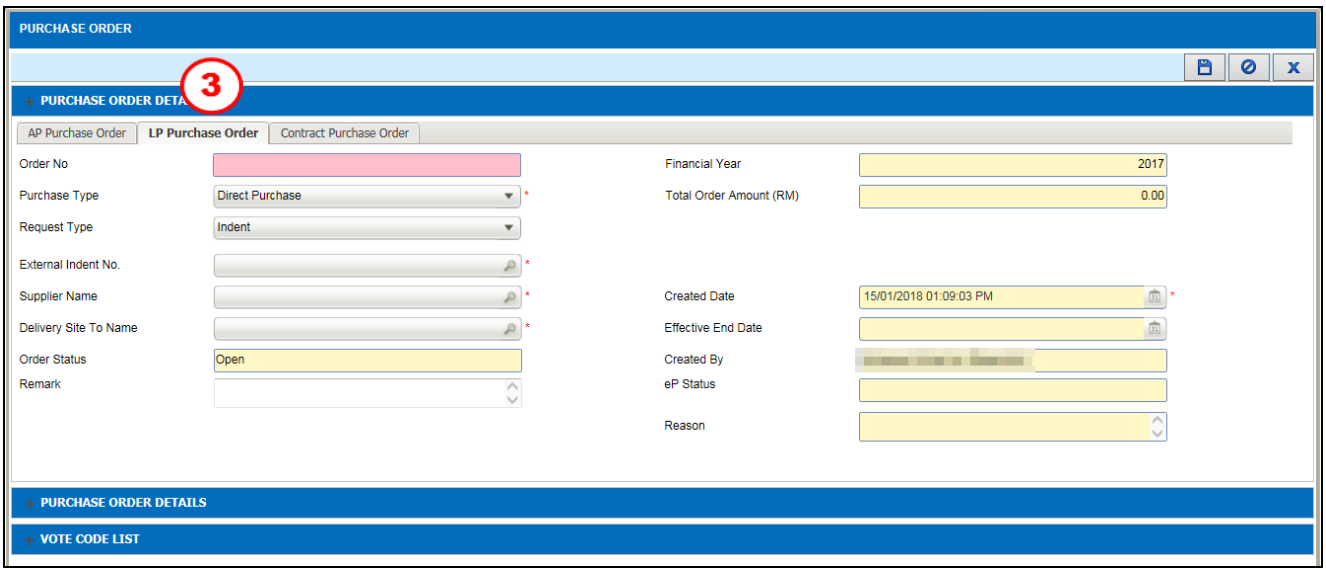


Figure 3.3.4-2 LP Purchase Order

STEP 3

Select 'LP Purchase Order' tab

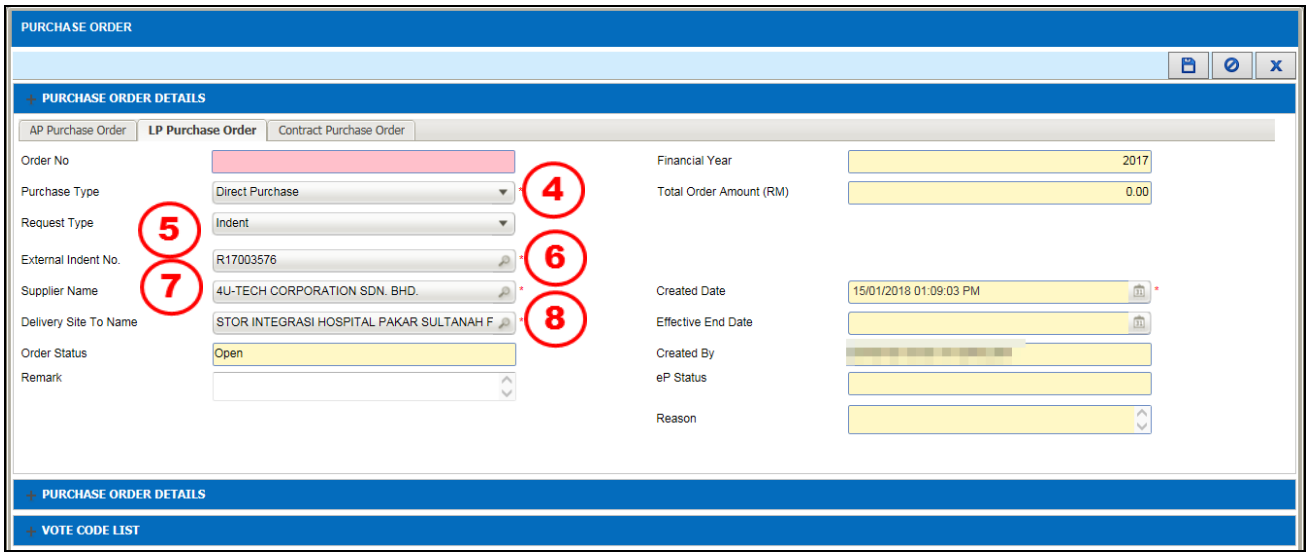


Figure 3.3.4-3 LP Purchase Order

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***

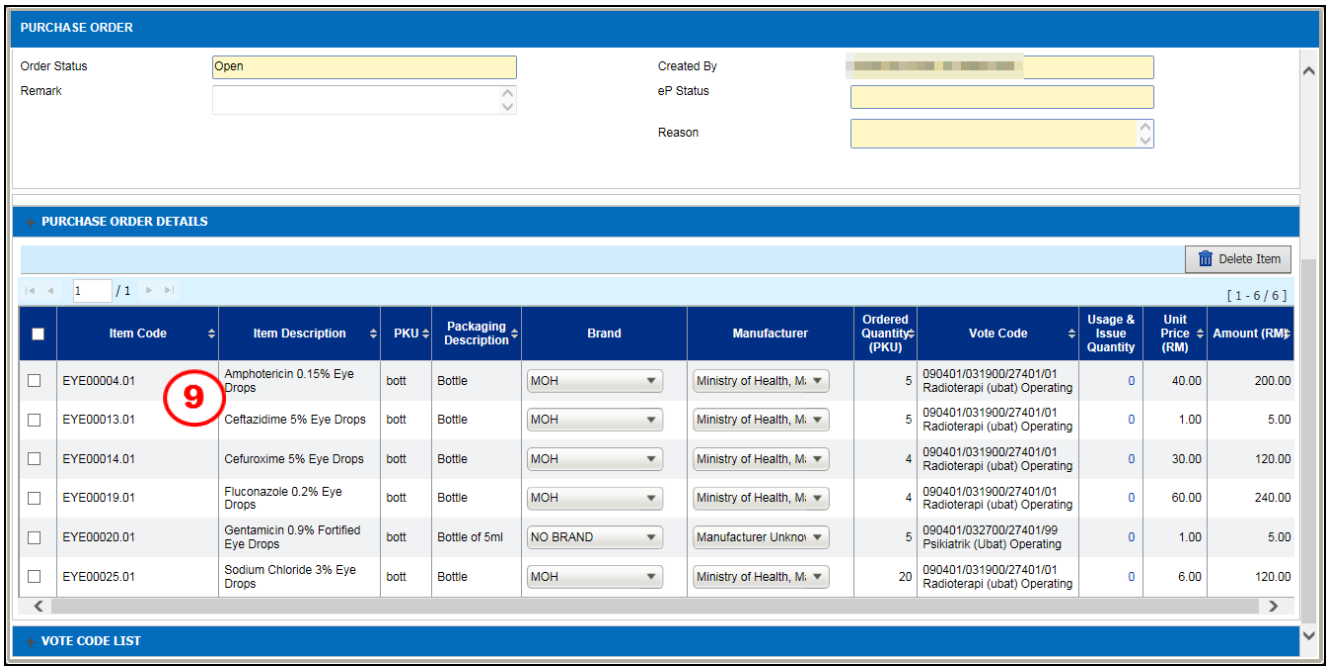


Figure 3.3.4-4 Purchase Order Details

STEP 9
Double click on the list of item to update the necessary information

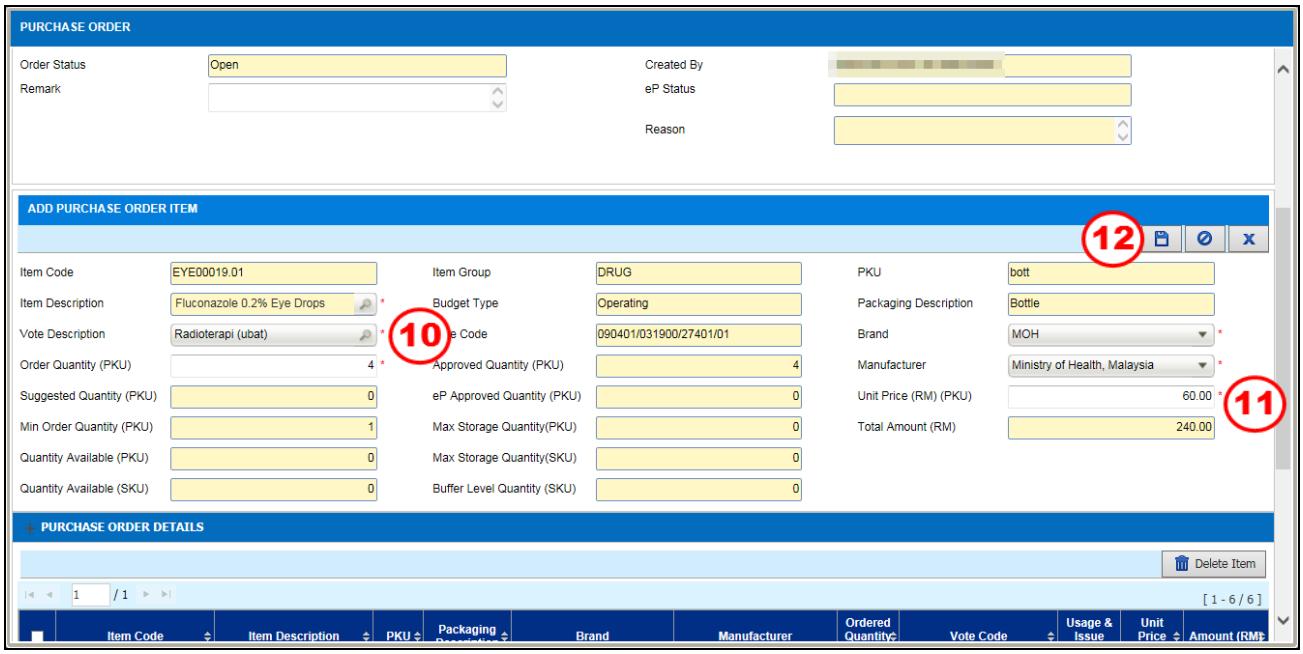


Figure 3.3.4-5 Add Purchase Order Item

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

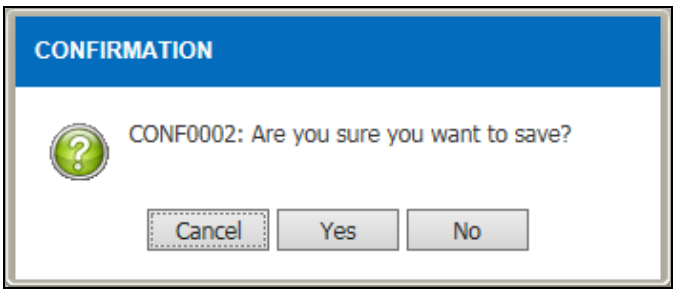


Figure 3.3.4-6 Confirmation Message

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

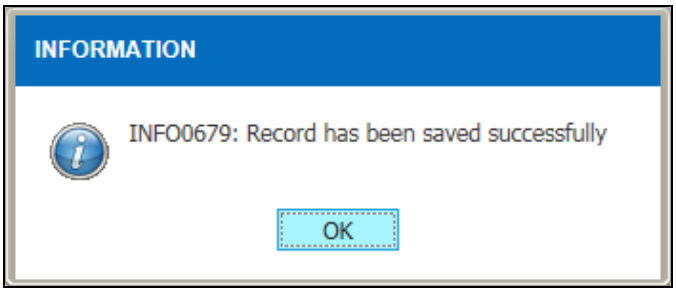


Figure 3.3.4-7 Information Message

Note

- *Click on the* OK *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* Delete Item *button.*
- *Repeat from STEP 9 to STEP 12 for updating the order information.*
- *Click on the* x *button to close the Add Purchase Order Details screen*

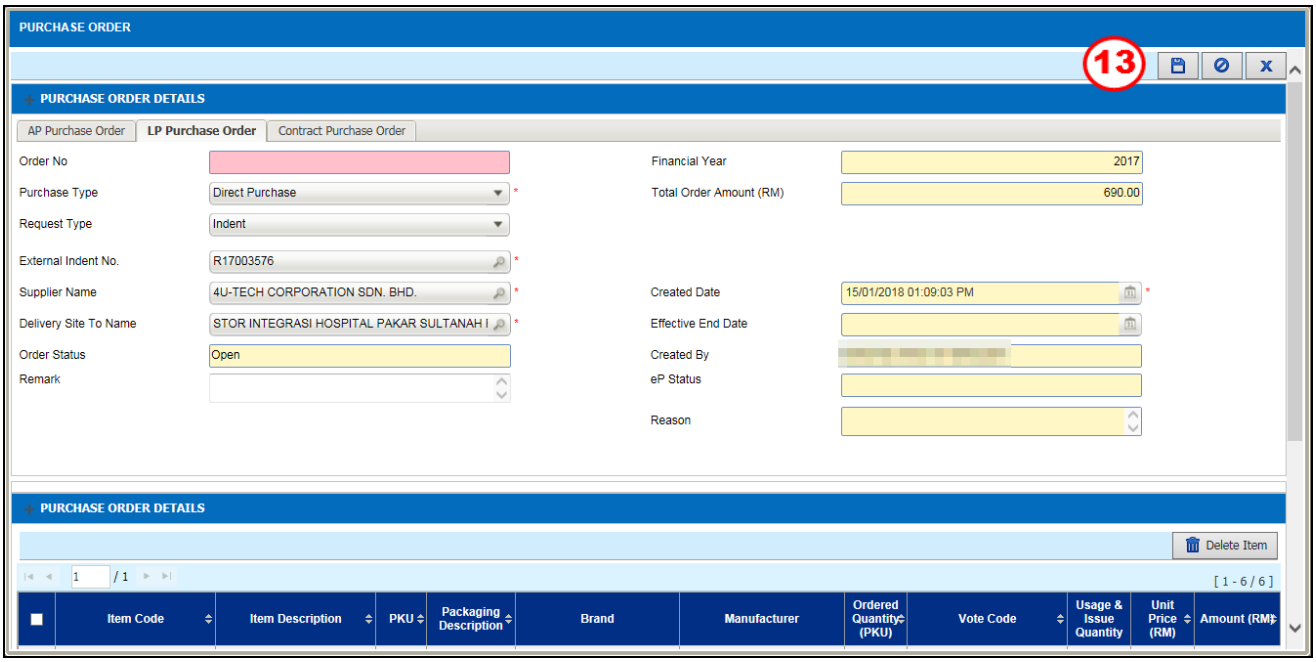


Figure 3.3.4-8 LP Purchase Order

STEP 13

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

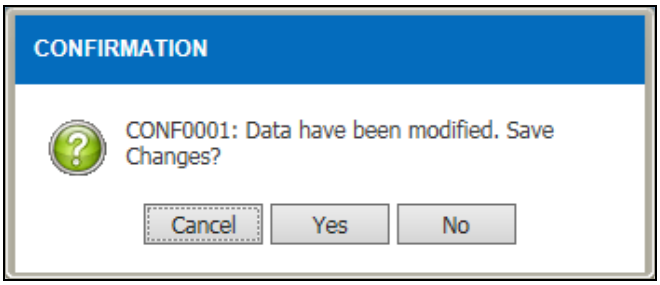


Figure 3.3.4-9 Confirmation Message

Note

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

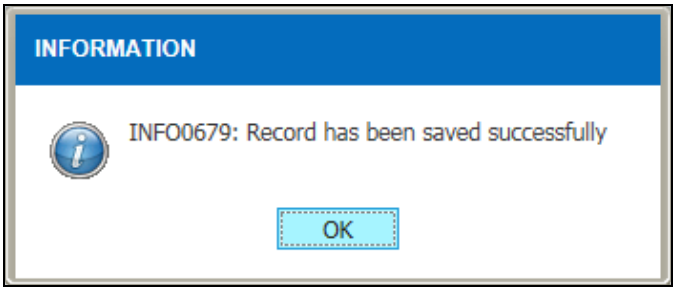


Figure 3.3.4-10 Information Message

Note

- *Click on the* OK *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* Approve, Reject *and* Cancel Request *will be enable after successfully saved the record as shown in Figure 3.3.4-11*

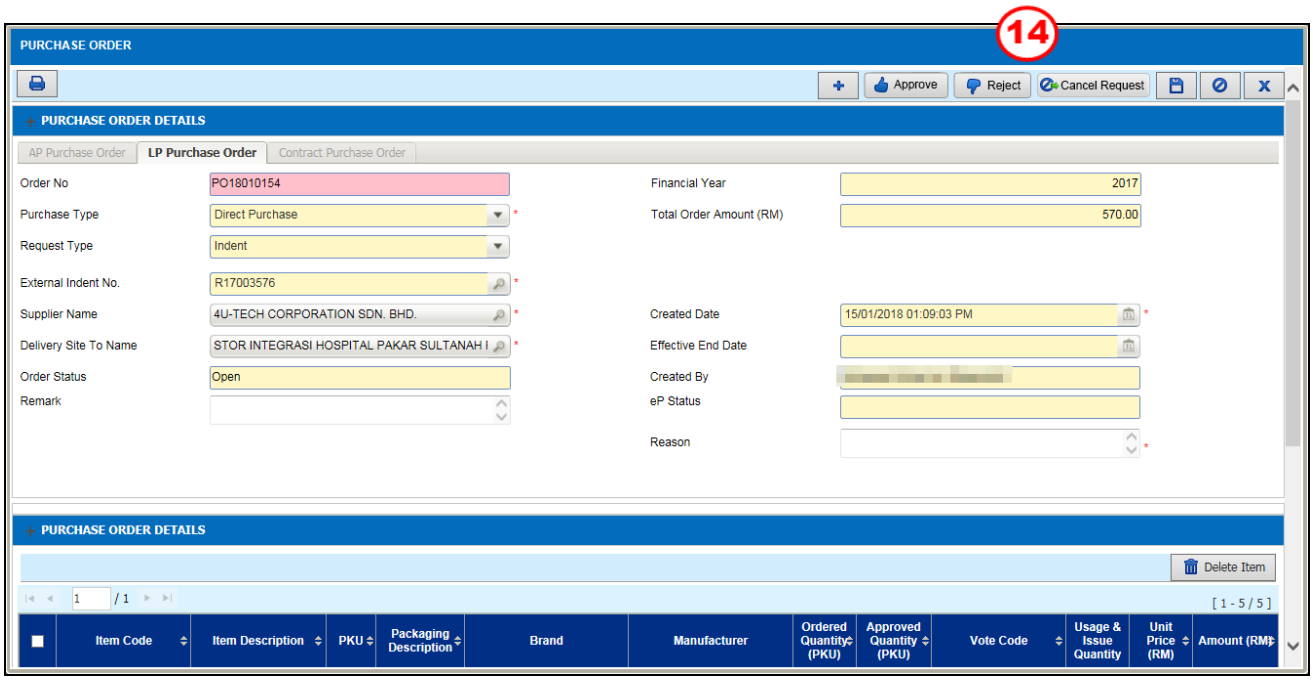


Figure 3.3.4-11 LP Purchase Order

STEP 14

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

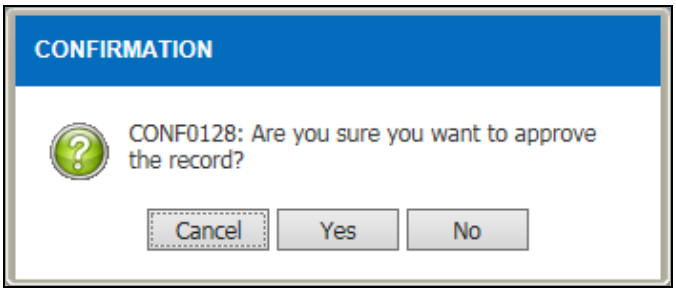


Figure 3.3.4-12 Confirmation Message

Note

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

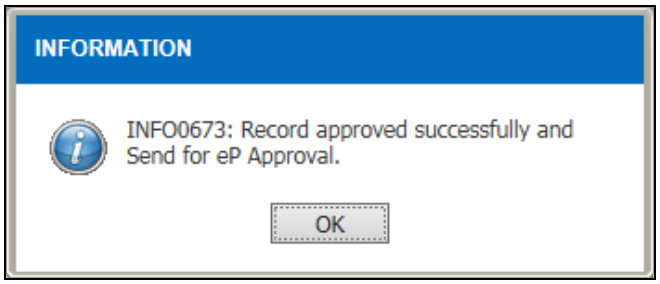


Figure 3.3.4-13 Information Message

Note

- *Click on the* OK *button to successfully approved the record*

b) Click on the Reject 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* Reject *button*

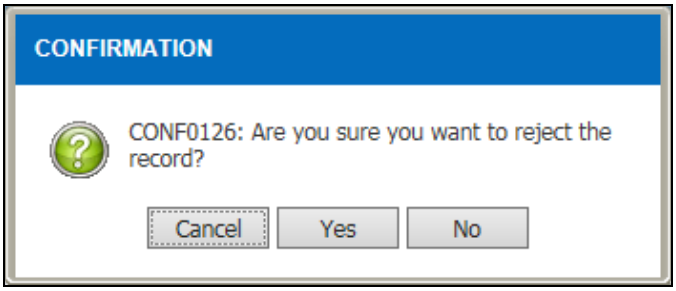


Figure 3.3.4-14 Confirmation Message

Note

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

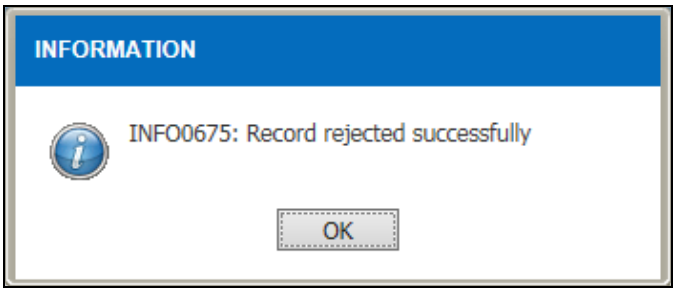


Figure 3.3.4-15 Information Message

Note

- *Click on the* OK *button to successfully rejected the record*

3.3.5 Purchase Order LP: eP Approval

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

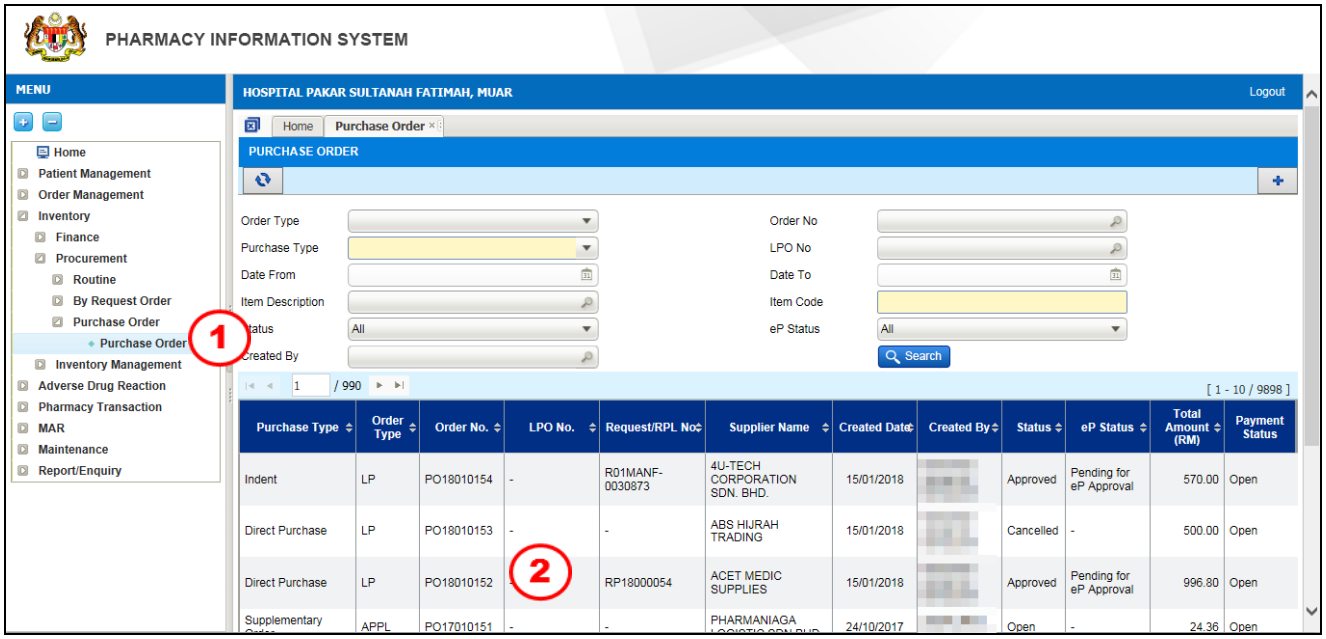


Figure 3.3.5-1 LP Purchase Order Listing Page

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

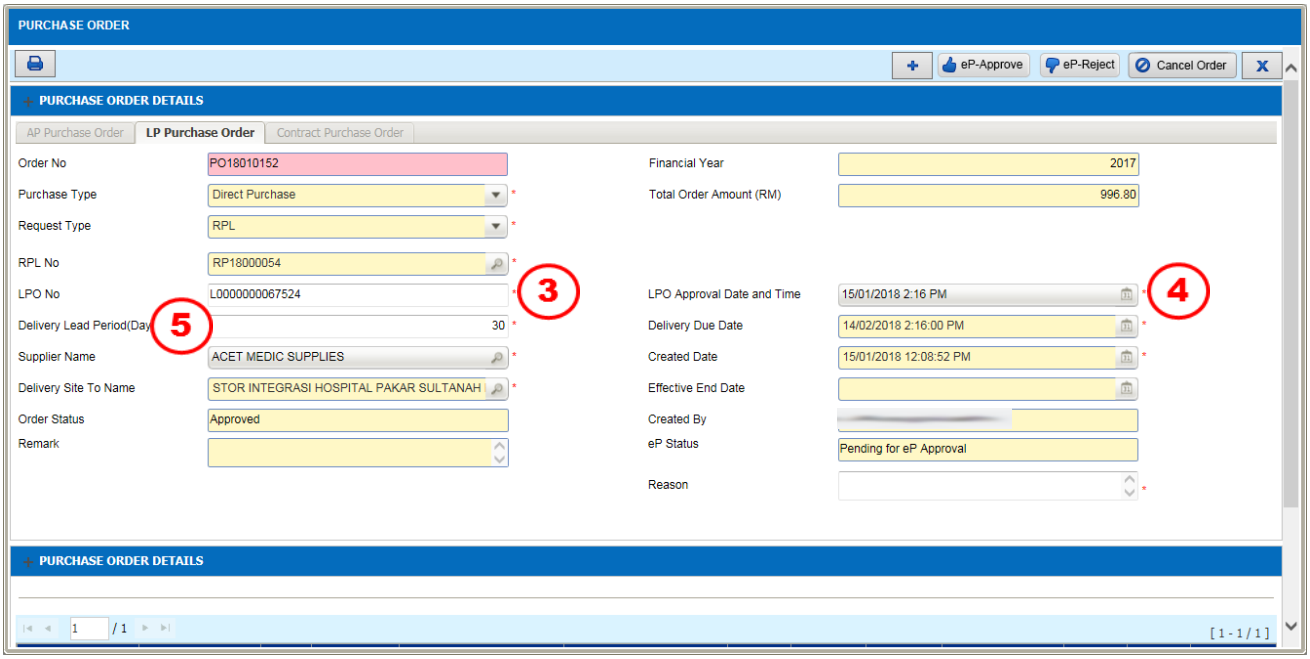


Figure 3.3.5-2 LP Purchase Order

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*

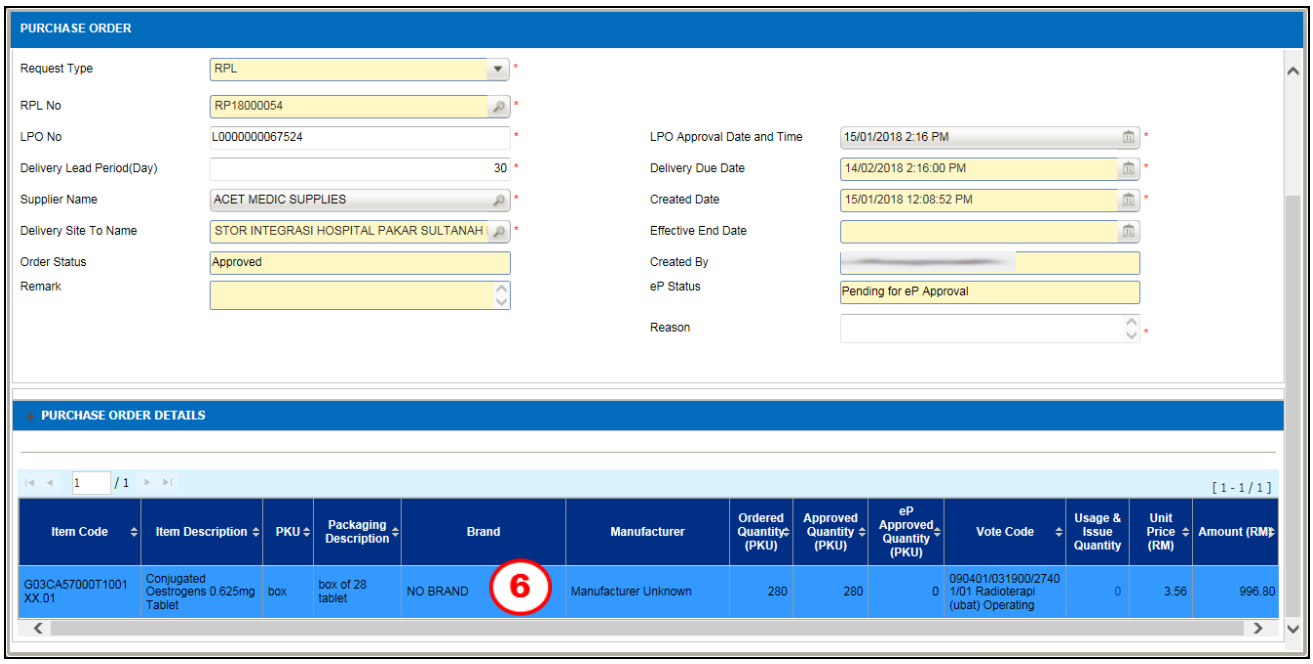


Figure 3.3.5-3 LP Purchase Order

STEP 6
Double click on the selected item and Add Purchase Order Item screen will be display as Figure 3.3.5-4

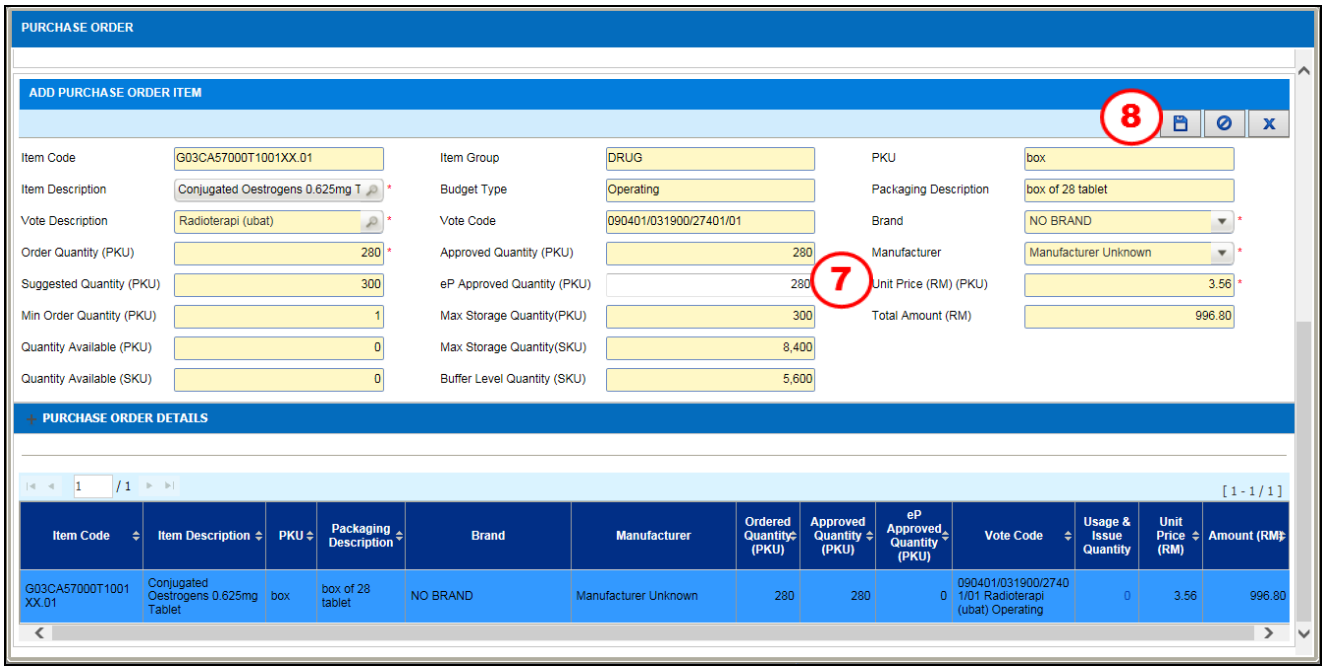


Figure 3.3.5-4 Add Purchase Order Item

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

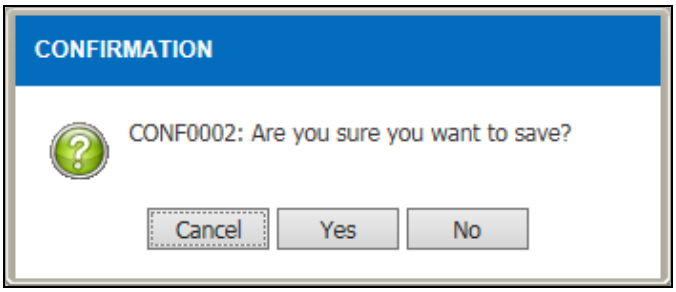


Figure 3.3.5-5 Confirmation Message

Note

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

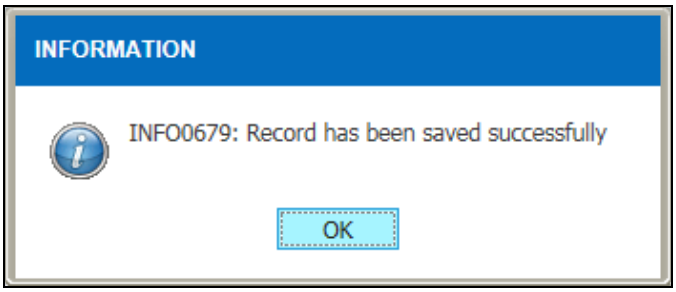


Figure 3.3.5-6 Information Message

Note

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

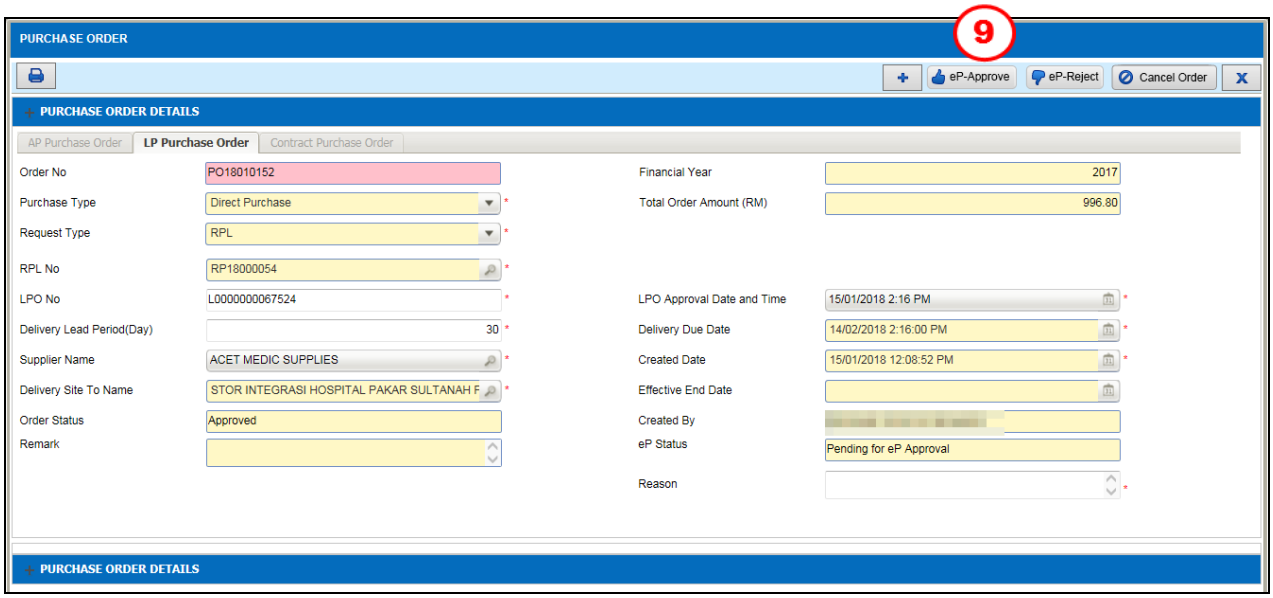


Figure 3.3.5-7 LP Purchase Order

STEP 9

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

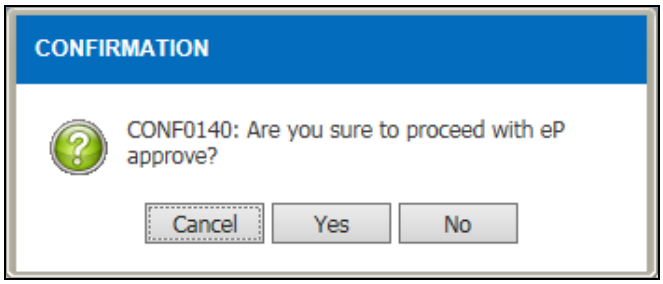


Figure 3.3.5-8 Confirmation Message

Note

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

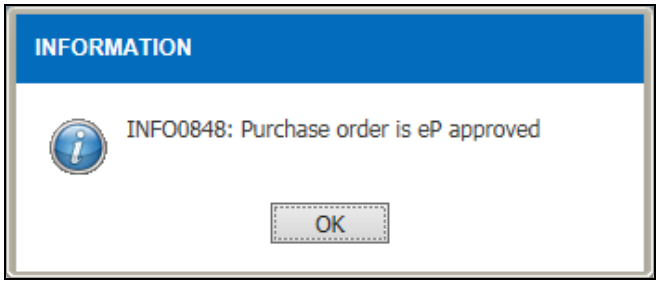


Figure 3.3.5-9 Information Message

Note

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

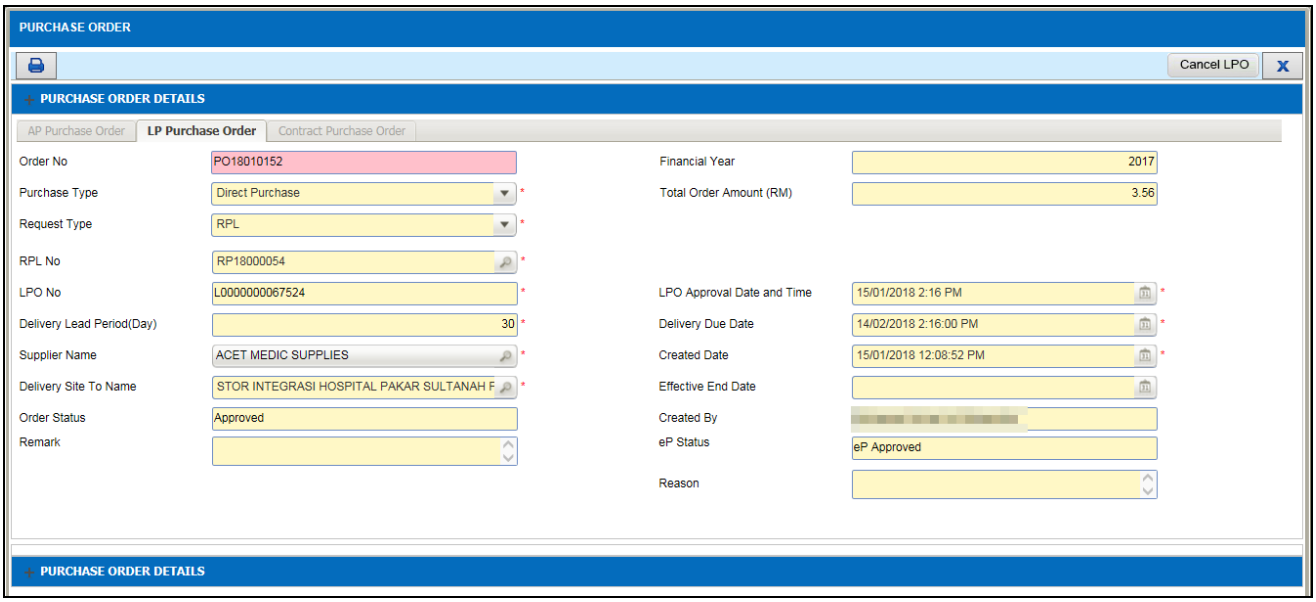


Figure 3.3.5-10 LP Purchase Order

Note

Click on the Cancel LPO *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:

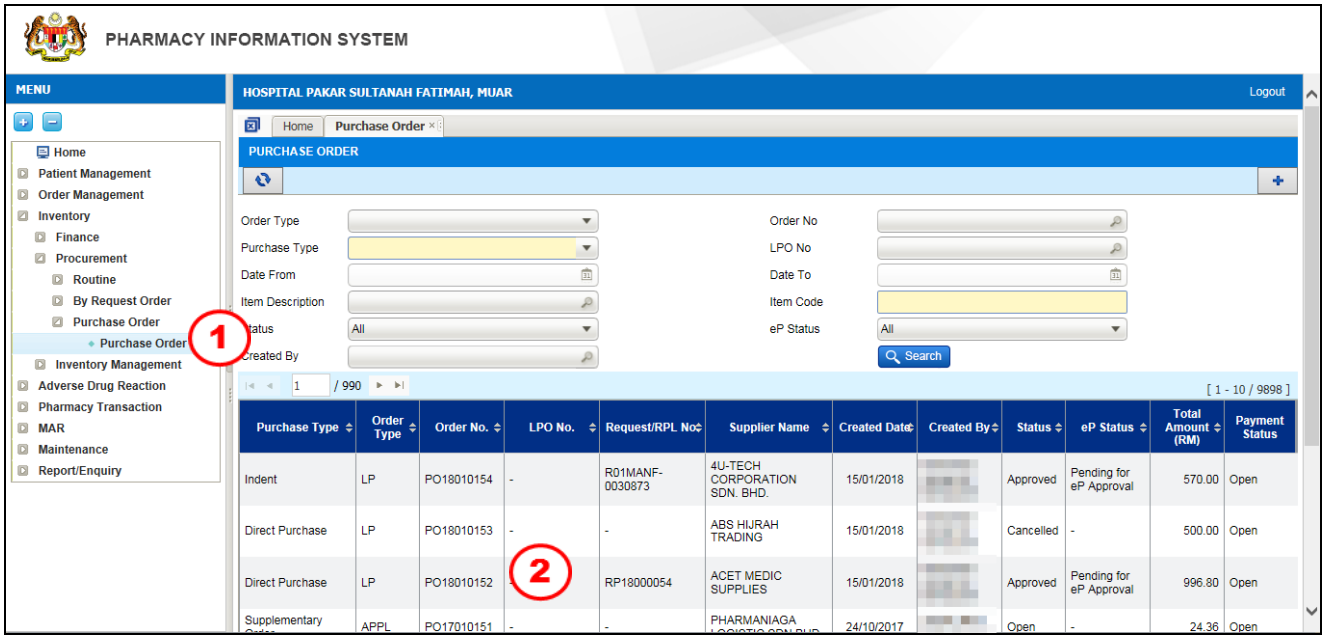


Figure 3.3.6-1 LP Purchase Order Listing Page

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

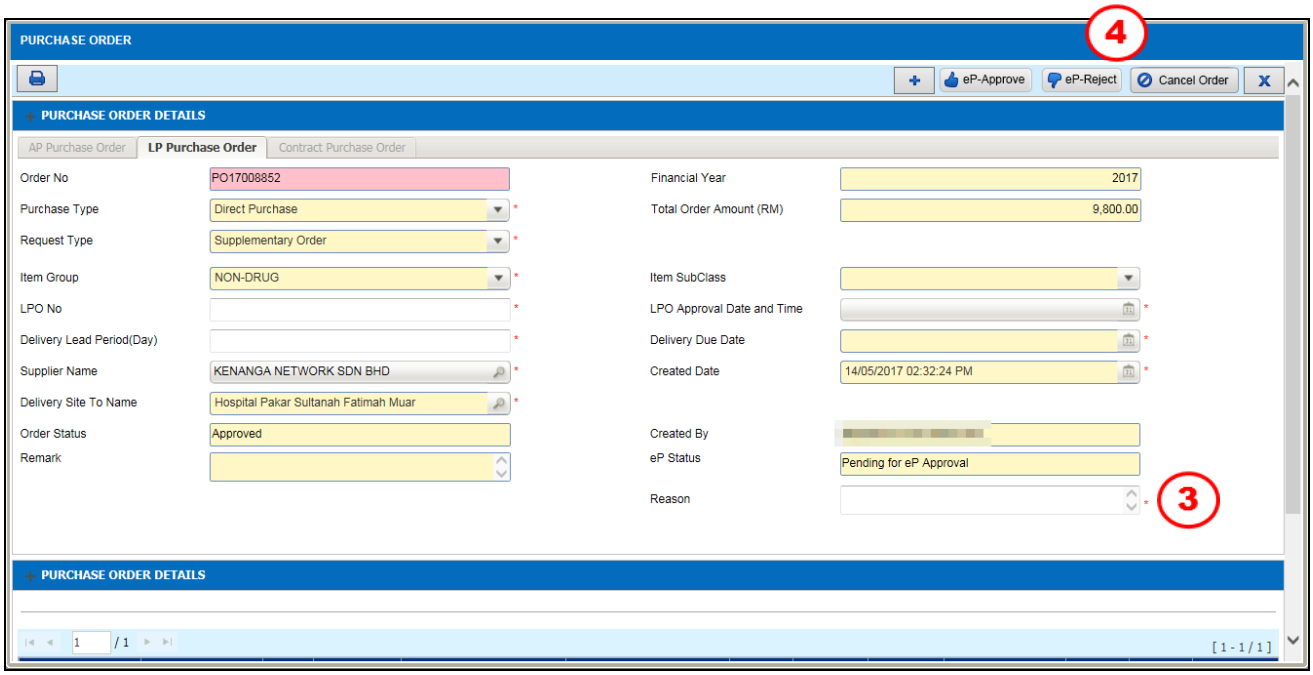


Figure 3.3.6-2 LP Purchase Order

STEP 3
Enter ***Reason***

STEP 4

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

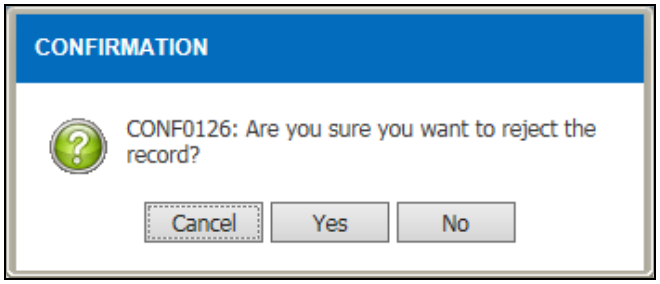


Figure 3.3.6-3 Confirmation Message

Note

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

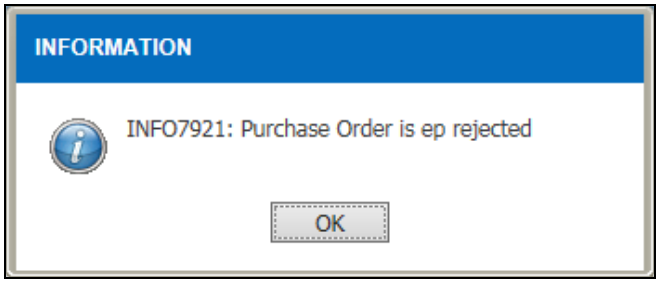


Figure 3.3.6-4 Information Message

Note

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

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

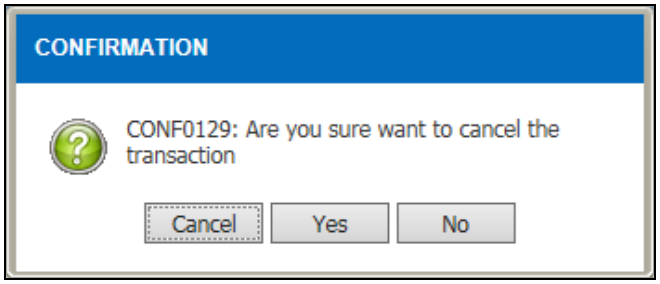


Figure 3.3.6-5 Confirmation Message

Note

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

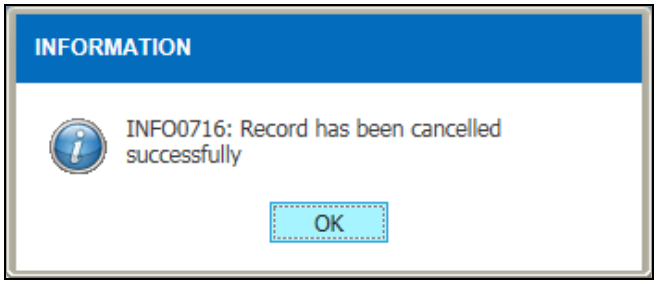


Figure 3.3.6-6 Information Message

Note

- *Click on the* OK *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