



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

User Manual Pharmacy Inventory Procurement Standard (APPL)

Version	: 8th EDITION
Document ID	: U.MANUAL_INV_PROCUREMENT STANDARD_APPL



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Reference ID : U.MANUAL_INV_PROCUREMENT STANDARD_APPL-8th EDITION

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 (APPL) 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 new Procurement Standard (APPL) record
- Procurement Standard (APPL) record verification
- Procurement Standard (APPL) record approval

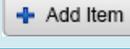
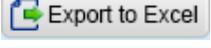
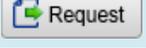
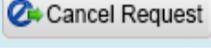
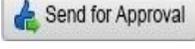
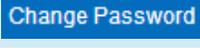
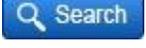
1.3 Organised Sections

These are the sections within this document:

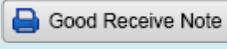
- Section 1 : Introduction
- Section 2 : Application Standard Features
- Section 3 : Procurement Standard (APPL)
- Section 4 : Acronyms
- Section 5 : Link to Inventory Modules

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	<input type="text"/>	Empty Text Box
<input type="text"/>	Dropdown Box		Reject Transaction

Module Legend

	View/Print KEW.PS-10		View/Print Goods Received Note
---	----------------------	--	--------------------------------

Note

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



2.2 Latest Enhancement and Updates

Latest Functions	Page



3.0 Procurement Standard (APPL)

Overview

Procurement Standard (APPL) is purchase item supplied by Pharmaniaga Logistic Sdn. Bhd. (PLSB). Item purchase based on selected criteria by using system. Purchasing value has no limitation in particular year. Purchasing Item via Recommended Purchase List (RPL) is for the routine activity only 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 Pharmacist and Assistant Pharmacist at the Level 1 (subject to user assigned by the facility)

Functional Diagram

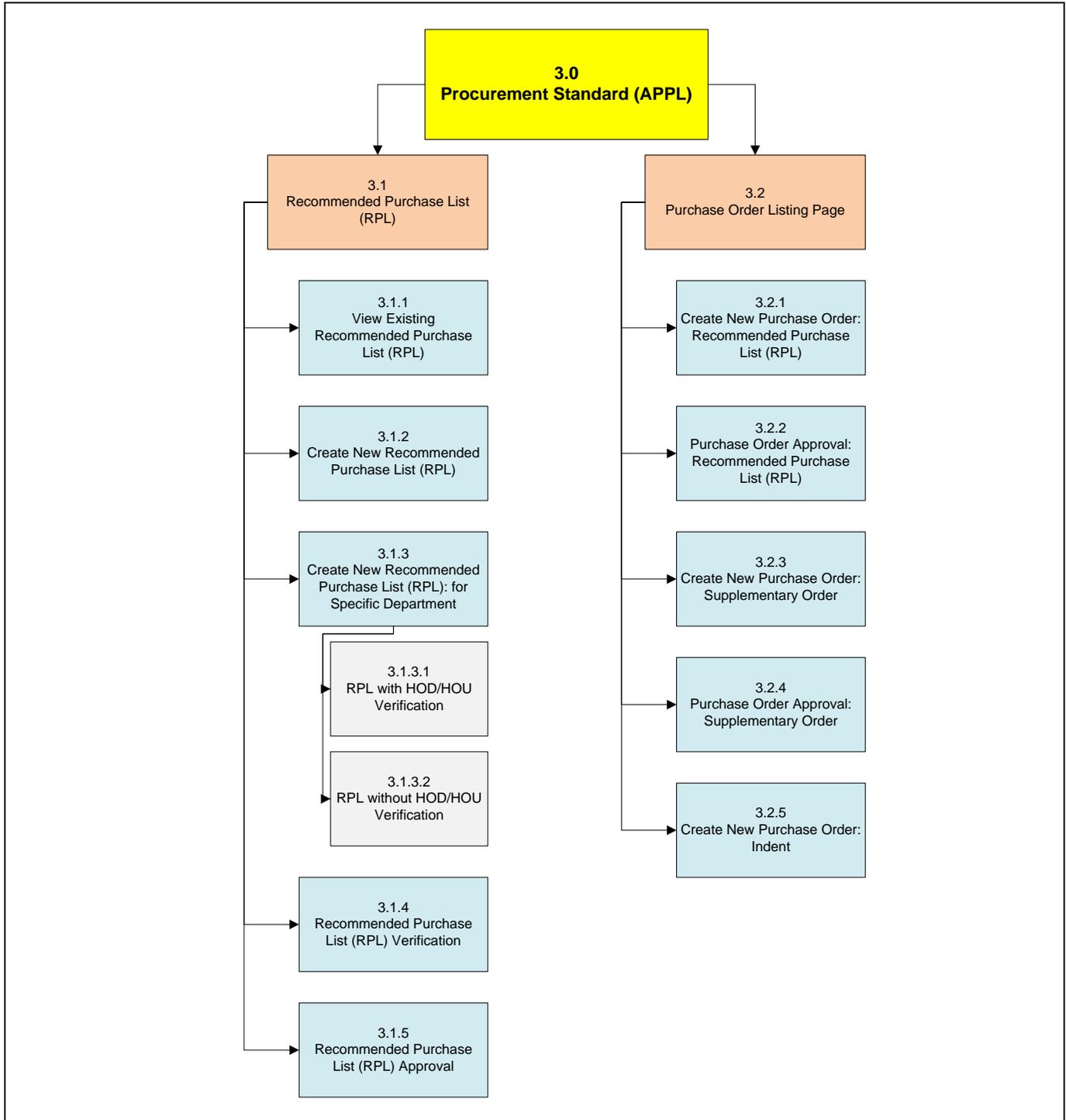


Figure 3.0-1

3.1 Recommended Purchase List (RPL)

RPL function in PhIS will be used for user to proceed with Drug or Non Drug purchasing in bulk. This screen will allow user to view a list of items that are recommended to be purchased based on the selection criteria and the available quantity of Drug or Non Drug in the Item/Product Buffer Level maintenance file.

3.1.1 View Existing Recommended Purchase List (RPL) record(s)

To view existing Recommended Purchase List (RPL) record(s), perform the steps below:

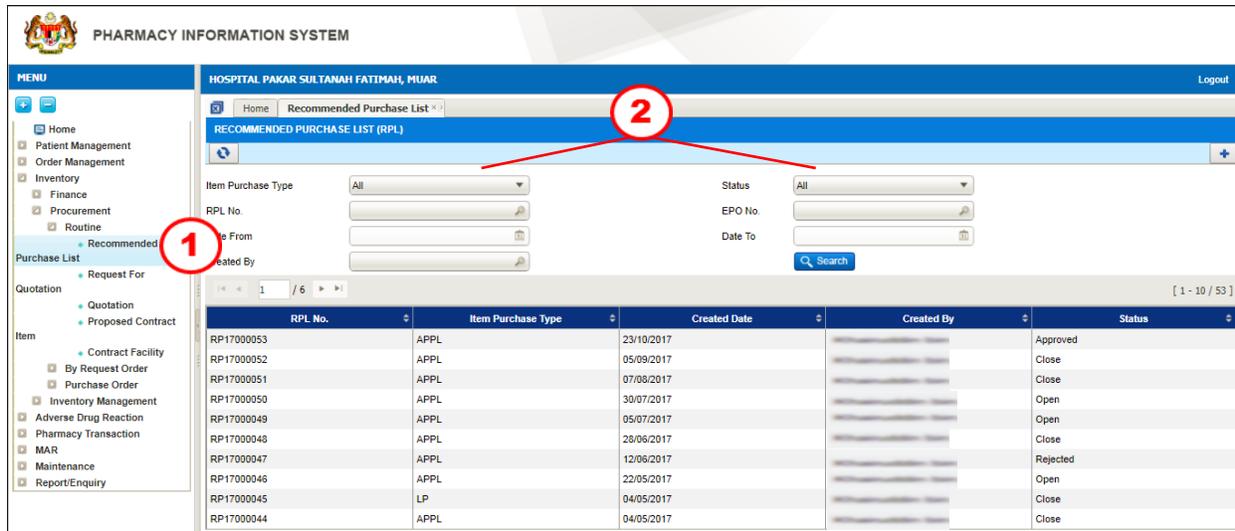


Figure 3.1.1-1 Recommended Purchase List (RPL) Listing Page

STEP 1

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

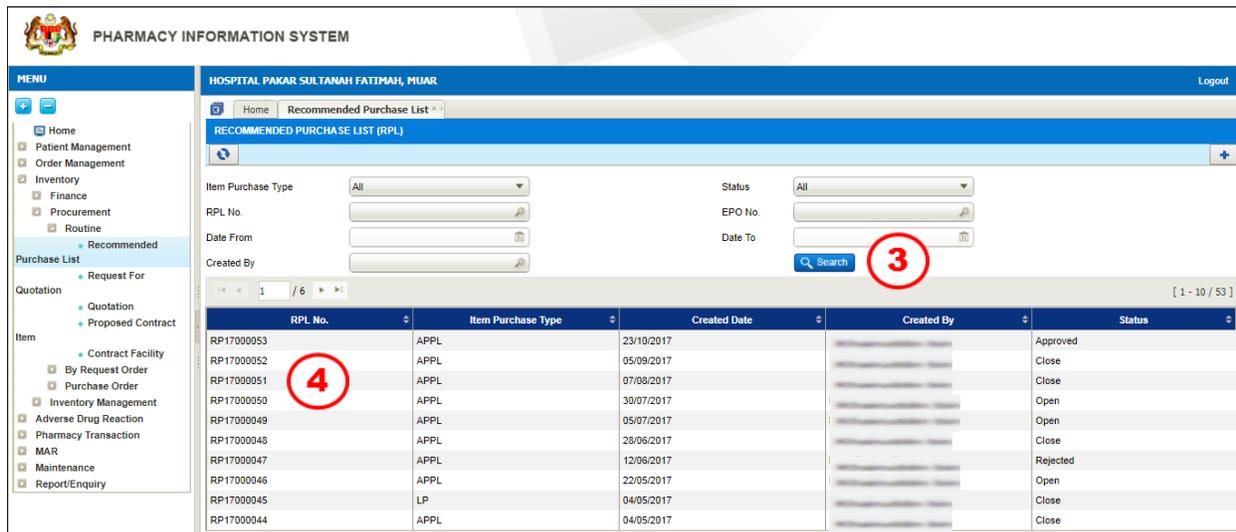
STEP 2

To search for existing Recommended Purchase List (RPL) transaction, user may search by criteria as follow:

No	Field	Description	Remark
A	Item Purchase Type	Select Item Purchase Type from the drop-down menu: - All - APPL - Contract - LP	Filter and search existing records based on Item Purchase Type
b	Status	Select Status from the drop-down menu: - All - Approved - Cancelled - Close - Open - Pending For Approval - Pending For Verification	Filter and search existing records based on Status

		- Rejected	
c	RPL No.	Filter and search for record by selecting RPL No.	Filter and search existing records based on RPL No.
d	EPO No.	Filter and search for record by selecting EPO No.	Filter and search existing records based on EPO No.
e	Date From	Select start date from the calendar	Filter and search existing records based on date The date format will be 'DD/MM/YYYY'. i.e. 01/01/2015
f	Date To	Select end 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
g	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 3.1.1-1



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

[1 - 10 / 53]

RPL No.	Item Purchase Type	Created Date	Created By	Status
RP17000053	APPL	23/10/2017		Approved
RP17000052	APPL	05/09/2017		Close
RP17000051	APPL	07/09/2017		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 3.1.1-2 Recommended Purchase List (RPL) Listing Page

STEP 3

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

STEP 4

Double click on the selected record to view the transaction details as shown in Figure 3.1.1-3

RECOMMENDED PURCHASE LIST

EPO Details X

RECOMMENDED PURCHASE LIST INFORMATION

RPL No	RP14000029	Date/Time	14/12/2014 00:30:28 PM
Item Purchase Type	APPL	Created By	
For Specific Department?	No	Send For HOD Verification	No
Department Name		Unit Name	STOR FARMASI
Item Group	DRUG	Item Sub Class	Injectables
View Near Expiration Quantity?	Yes	No Of Days	30
With BackOrder Quantity?	Yes	Status	Approved
Reject Reason		Remark	
Special Approval	<input type="checkbox"/>		

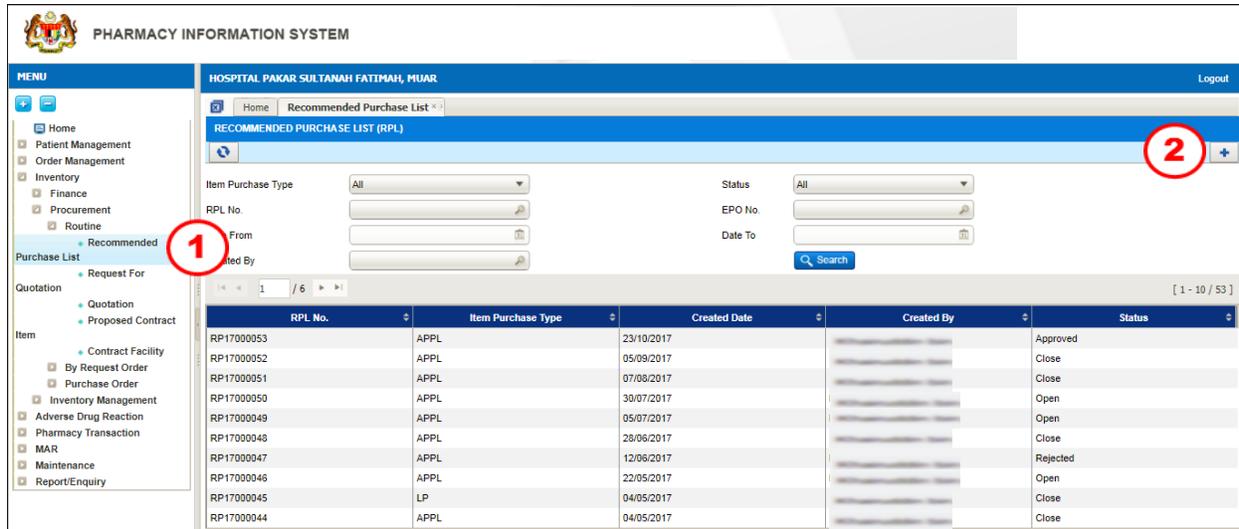
VOTE CODE LIST

ITEM LIST

Figure 3.1.1-3 Existing Recommended Purchase List (RPL) record

3.1.2 Create New Recommended Purchase List (RPL) record

To generate a Recommended Purchase List (RPL) record, perform the steps below:



The screenshot shows the 'PHARMACY INFORMATION SYSTEM' interface for 'HOSPITAL PAKAR SULTANAH FATIMAH, MUAR'. The left menu has 'Recommended Purchase List' highlighted with a red circle '1'. The main area shows search filters for 'Item Purchase Type', 'Status', 'RPL No.', 'EPO No.', 'From', and 'Date To'. A table below lists RPL records with columns: RPL No., Item Purchase Type, Created Date, Created By, and Status. A red circle '2' highlights the '+' button in the top right of the RPL section.

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 3.1.2-1 Create New Recommended Purchase List (RPL) record

This function is used to generate a list of standard items to be purchased for facility based on the buffer level maintained by pharmacy store

Available Quantity of items that are below than the buffer level quantity set in the Item/Product Buffer Level will be generated in Recommended Purchase List (RPL)

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 per Figure 3.1.2-2

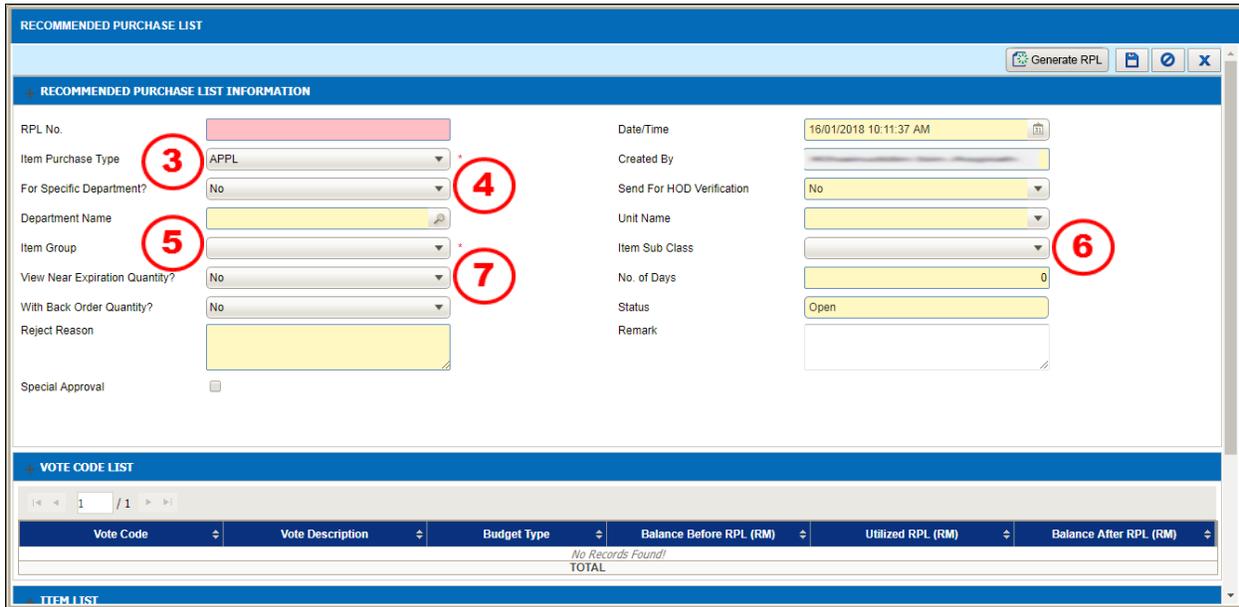


Figure 3.1.2-2 Recommended Purchase List (RPL)

Note

- Date/Time will default to current date/time.
- Created By will display log in user's First Name and Last Name set in User Profile.
- Status is defaulted to 'Open' for the newly created record.

STEP 3

Select **Item Purchase Type** as APPL from the drop-down box

STEP 4

Select **For Specific Department:** NO

Note

If **For Specific Department** is 'NO', function for **Send for HOD Approval** will be disabled. **Department Name** and **Unit Name** fields are also disabled.

STEP 5

Select **Item Group** from the drop-down box:

- Drug
- Non Drug

STEP 6

Select **Item Sub Class** (Optional)

Note

The value for the Item Sub Class drop down box will be based on the selection of Item Group.

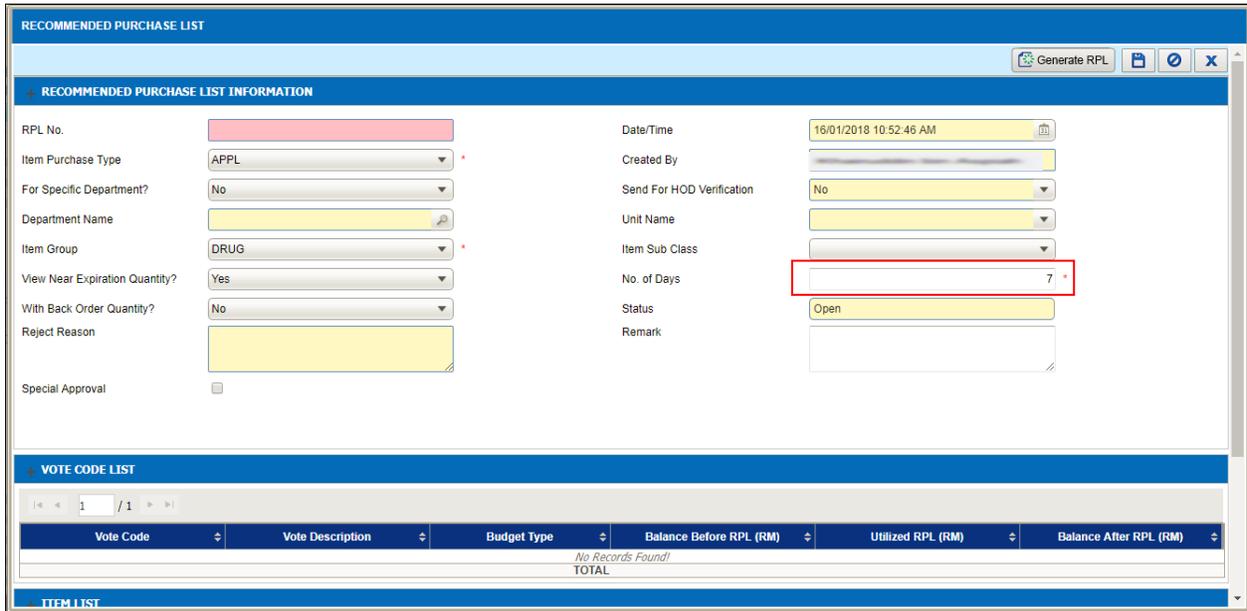
STEP 7

Select **View Near Expiration Quantity** from the drop-down box

- Yes
- No

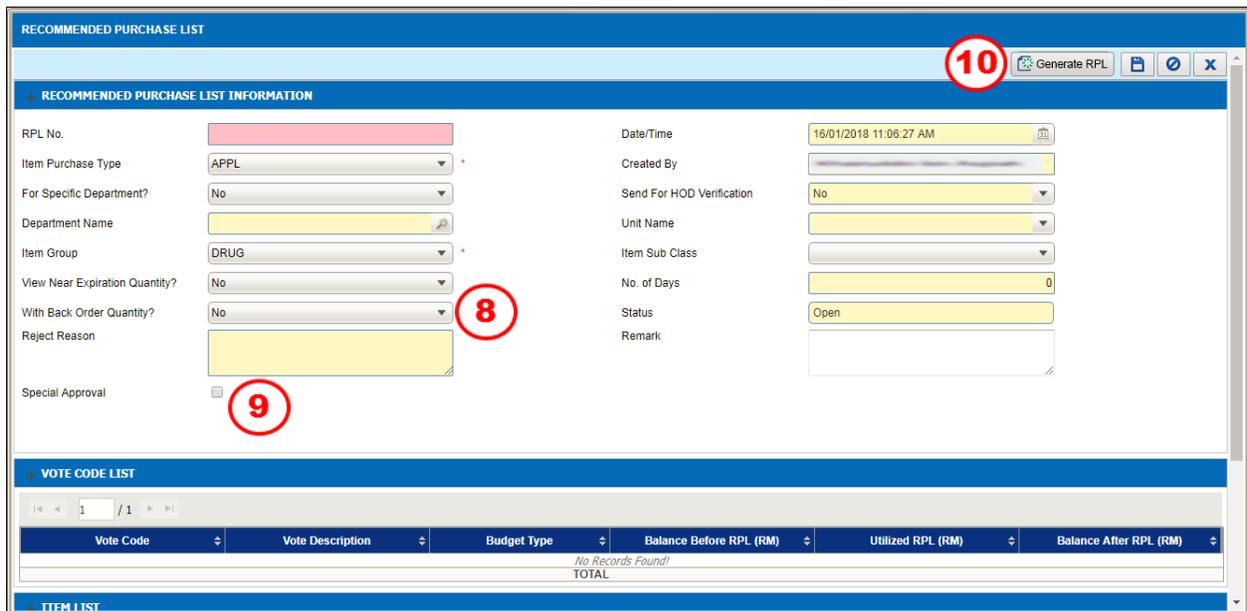
Note

- If selection is 'Yes', user is mandatory to enter an integer in the 'No of Days' field as shown in Figure 3.1.2-3.
- System will display the quantity of item to expire based on the number of days entered by user for all drug/non drug in the Item List section.



The screenshot shows the 'RECOMMENDED PURCHASE LIST' form. The 'No of Days' field is highlighted with a red box and contains the value '7'. Other fields include RPL No., Item Purchase Type (APPL), For Specific Department? (No), Department Name, Item Group (DRUG), View Near Expiration Quantity? (Yes), With Back Order Quantity? (No), Reject Reason, Date/Time (16/01/2018 10:52:46 AM), Created By, Send For HOD Verification (No), Unit Name, Item Sub Class, Status (Open), and Remark.

Figure 3.1.2-3 'No Of Days' field



The screenshot shows the 'RECOMMENDED PURCHASE LIST' form with annotations. A red circle with the number '10' is around the 'Generate RPL' button. A red circle with the number '8' is around the 'With Back Order Quantity?' dropdown menu, which is set to 'No'. A red circle with the number '9' is around the 'Special Approval' checkbox, which is unchecked. The 'No of Days' field now contains '0'. Other fields are the same as in Figure 3.1.2-3.

Figure 3.1.2-4 Generate RPL

STEP 8

Select to view **With Back Order Quantity** from the drop-down box:

- Yes
- No

Note

- Back Order Quantity represents the pending receive quantity that has not been supply yet by PLSB. The Back Order Quantity will affect the calculation for Request Quantity (SKU).
- Request Quantity (SKU) = ((Maximum Storage Quantity) - (Stock Available)) - Back Order Quantity

STEP 9

Click on the **Special Approval** check box if user needs to purchase the APPL Item from other LP Suppliers as PLSB is unable to supply the requested item

STEP 10

Click on the  button for system to generate list of drug/non drug that needs to be procured

Note

- System will go through the Item/Product Buffer Level master to search and recommend Drug or Non Drug item that need to be purchased as the Available Quantity is less than the Buffer Level Quantity set for each drug/non drug.
- These are the information displayed under the 'Item List' section:

RECOMMENDED PURCHASE LIST													
RECOMMENDED PURCHASE LIST INFORMATION													
VOTE CODE LIST													
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	Average Unit Price (RM)	Amount (RM)	No of Vote Code	YTD Purchase Amount (RM)	
<input type="checkbox"/> C08DB01110T1001XX	Diltiazem HCl 30 mg Tablet	tab	54,432	8,928	42,240	63,360	174,087	0	0.1484	8,077.71	1	11,448.00	
<input type="checkbox"/> G02AD02000S1001XX	Dinoprostone (Prostaglandin E2) 3mg Vaginal Tablet	pepp	240	240	320	480	1,516	0	33.6400	8,073.60	1	13,456.00	
<input type="checkbox"/> R06AA52110L2101XX	Diphenhydramine 14mg/5ml Ammonium Cl 135mg/5ml Expect	ml	66,000	204,000	360,000	540,000	293,846	270,000	0.0424	2,798.40	1	24,904.00	
<input type="checkbox"/> B01AC07000T1001XX	Dipyridamole 75 mg Tablet	tab	1,500	0	2,000	3,000	8,590	1,500	0.2088	313.20	1	1,041.68	
<input type="checkbox"/> J01AA02000C1001XX	Doxycycline 100 mg Capsule	cap	4,500	3,000	5,000	7,500	28,416	0	0.2227	1,002.15	1	3,464.92	
<input type="checkbox"/> C09AA02253T1001XX	ENALApril 5 mg Tab	tab	13,230	4,770	12,000	18,000	32,400	0	0.1623	2,147.23	1	3,317.00	
<input type="checkbox"/> R03CA02110P3001XX	Ephedrine HCl 30 mg/ml Injection	vial	750	0	500	750	2,842	0	0.7540	565.50	1	712.00	
<input type="checkbox"/> N01BX01000A4001XX	Ethyl Chloride Spray	can	90	0	60	90	378	0	10.4900	944.10	1	839.20	

Figure 3.1.2-5 Item List section

No	Field	Description	Remark
a	Drug/Non Drug Code	The values are retrieved from the Item/Product Buffer level	Display the code set for the Drug/Non Drug maintained by BPF, KKM
b	Drug/Non Drug Name	The values are retrieved from the Item/Product Buffer level	Display the description set for the Drug/Non Drug maintained by BPF, KKM
c	SKU	The field will display the SKU set for the selected Item Code	System will display the default item selected for the Drug/Non Drug set in the Item/Product Buffer Level master
d	Request Quantity (SKU)	The field will display the suggested purchase quantity in SKU set for displayed Drug/Non Drug	Calculation: With Back Order Quantity = No Request Quantity (SKU) = Max Storage Quantity - Buffer Level Quantity With Back Order Quantity = Yes Request Quantity (SKU) = (Max Storage Quantity - Buffer Level Quantity) - Back Order Quantity
e	Stock Available	Quantity of stock available in the system	Will be automatically displayed based on the drug/non drug displayed
f	Buffer Level Quantity	Buffer Level Quantity set for the drug in the Item/Product Buffer Level master	Will be automatically displayed based on the drug/non drug displayed
g	Max Storage Quantity	Max Storage Quantity set for the drug in the Item/Product Buffer Level master	Will be automatically displayed based on the drug/non drug displayed
h	Usage & Issue Quantity	Display Usage & Issue Quantity for the: - 1st 30 days - 2nd 30 days - 3rd 30 days - Monthly Average	The values displayed is for viewing purpose only and non editable
i	Back Order	Will display the drug/non drug that has pending receive quantity from PLSB	Request Quantity (SKU) = (Max Storage Quantity - Available Quantity) - Back Order Quantity
j	Average Unit Price (RM)	Average Unit Price (RM)	Average Unit Price (RM)
k	Amount (RM)	Display the Amount (RM) that will be charged for current purchasing	Amount (RM) = Average Unit Price (RM) * Request Quantity (SKU)
l	No of Vote Code	Will display the Number of Vote(s) that will be charged for the current purchasing	Default Value for the No. of Vote Code = 1 The value will be updated if user add in more vote to be charged for the same drug/non drug
m	YTD Purchase Amount (RM)	YTD Purchase Amount (RM)	YTD Purchase Amount (RM)

Table 3.1.2-1

- These are the information displayed under the Vote Code List' section:

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)	
090401/031000/27401/99	Anestesiologi (Ubat)	Operating	17,073.95	5,568.00	11,505.95	
090401/012200/27401/99	Farmasi Dan Bekalan (Ubat)	Operating	100,000.00	7,560.00	92,440.00	
TOTAL			117,073.95	13,128.00	103,945.95	

Figure 3.1.2-6 Vote Code List section

No	Field	Description	Remark
a	Vote Code	Code for default Vote set for the drug/non drug	Display the default Vote Code set in the Item/Product Buffer Level
b	Vote Description	Description for default Vote set for the drug/non drug	Display the default Vote Description set in the Item/Product Buffer Level
c	Budget Type	Budget Type will display any of the Budget Type listed below and is non editable: - Operating - Development - Dasar Baru - One Off	The Budget Type set for the charging Vote Code
d	Balance Before RPL (RM)	Balance Before RPL (RM)	Display the balance Amount (RM) for the Vote before the purchasing of this order
e	Utilized RPL (RM)	Utilized RPL (RM)	Display the Amount (RM) to be used for the order
f	Balance After RPL (RM)	Balance After RPL (RM)	Display the balance Amount (RM) for the Vote after the purchasing of this order Negative value will be shown if the budget in the Vote is not sufficient for the current purchasing, but system will not stop user to proceed.

Table 3.1.2-2

RECOMMENDED PURCHASE LIST

Generate RPL

RECOMMENDED PURCHASE LIST INFORMATION

VOTE CODE LIST

ITEM LIST

Delete Item Add Item

[1 - 10 / 10]

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	YTD Purchase Amount (RM)
P02CA03000T1001XX	Albendazole 200 mg Tablet	tablet	3	0	2	3	600	0.4598	1.38	1	242.16
RAW00015	Cocaine HCl BP Powder	g	5	0	3	5	50	88.9200	444.60	1	13,338.00
N05BA01000P3001XX	Diazepam 10 mg/2 ml Injection	amp	25	0	17	25	0	1.5200	38.00	1	836.00
N02AA08123T1001XX	Dihydrocodeine Tartrate 30 mg Tablet	tablet	40	0	27	40	0	0.2925	11.70	1	0.00
N01BX01000A4001XX	Ethyl Chloride Spray	cannister	55	45	67	100	13	15.6200	859.10	1	634.80
N01AH01136P3001XX	Fentanyl Citrate 50mcg/ml Injection (2ml)	amp	250	0	167	250	3,000	1.5700	392.50	1	16,485.00
J07AG01000P4001XX	Haemophilus Influenzae Type b Conjugate 10 mcg Vaccine	vial	3	0	2	3	2	41.8900	125.67	1	127.76
A03BB01320T1001XX	Hyoscine N-Butylbromide 10 mg Tablet	tablet	12	0	8	12	1,500	0.4984	5.98	1	1,310.40
	Hyoscine N-Butylbromide										

Figure 3.1.2-7 Add Item

STEP 11

Click on the button to add additional item manually and system will display the 'Add Item' screen as shown in Figure 3.1.2-8

Note

Add Item function allows user to add additional item that are not generated from the RPL process.

ADD ITEM

Item Group: DRUG

Drug Name: Loratadine 10 mg Tablet

Vote Description: FARMASI DAN BEKALAN (UBAT DAN DADAH)

Request To Purchase Quantity: 500

Unit Price (RM): 0.1392

Amount (RM): 69.60

Usage Quantity: 0

Buffer Level Quantity: 242

Item Sub-group: R06AX13000T1001XX

Drug Code: R06AX13000T1001XX

Vote Code: 151601/032200/27401/99

Stock Available: 54,500

SKU: tablet

Max Storage Quantity: 363

Estimation Price (RM): 55,808.2000

Figure 3.1.2-8 Add Item manually into RPL

STEP 12

Select **Drug Name**

Note

- Drug Name displayed are from the Item/Product Buffer Level.
- Drug Code will be automatically displayed but is non editable.
- SKU, Usage Quantity, Stock Available, Buffer Level Quantity, Max Storage Quantity and Estimation Price (RM) will be automatically displayed by the system.
- Default Vote Code/Description set for each drug/non drug will be auto displayed but user is still allowed to

change.

- Request to Purchase Quantity will be auto calculated but is editable.
- Formula for Request to Purchase Quantity = Max Storage Quantity - Stock Available
- If user enter Request to Purchase Quantity > (Max Storage Quantity - Stock Available), alert message as shown in Figure 3.1.2-9 will be displayed.

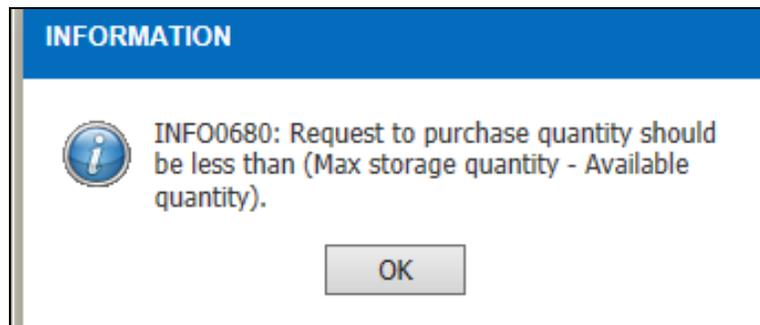


Figure 3.1.2-9 Information

- Unit Price (RM) will be auto displayed by the system but is editable.
- Amount (RM) will be auto calculated by system and is non editable. Amount (RM) = Unit Price (RM) * Request to Purchase Quantity.

STEP 13

Click on the  button to save the selected drug/non drug into the Item List section

STEP 14

To delete drug/non drug from the Item List section, check on the check box next to Drug/Non Drug Code and click on the  button as shown in Figure 3.1.2-10

Note

Deleted item(s) will be removed from the Item List section.

RECOMMENDED PURCHASE LIST

Generate RPL

RECOMMENDED PURCHASE LIST INFORMATION

VOTE CODE LIST

ITEM LIST

14 Delete Item Add Item

[1 - 10 / 10]

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	YTD Purchase Amount (RM)
P02CA03000T1001XX	Albendazole 200 mg Tablet	tablet	3	0	2	3	600	0.4598	1.38	1	242.16
RAW00015	Cocaine HCl BP Powder	g	5	0	3	5	50	88.9200	444.60	1	13,338.00
N05BA01000P3001XX	Diazepam 10 mg/2 ml Injection	amp	25	0	17	25	0	1.5200	38.00	1	836.00
N02AA08123T1001XX	Dihydrocodeine Tartrate 30 mg Tablet	tablet	40	0	27	40	0	0.2925	11.70	1	0.00
N01BX01000A4001XX	Ethyl Chloride Spray	cannister	55	45	67	100	13	15.6200	859.10	1	634.80
N01AH01136P3001XX	Fentanyl Citrate 50mcg/ml Injection (2ml)	amp	250	0	167	250	3,000	1.5700	392.50	1	16,485.00
J07AG01000P4001XX	Haemophilus Influenzae Type b Conjugate 10 mcg Vaccine	vial	3	0	2	3	2	41.8900	125.67	1	127.76
A03BB01320T1001XX	Hyoscine N-Butylbromide 10 mg Tablet	tablet	12	0	8	12	1,500	0.4984	5.98	1	1,310.40
	Hyoscine N-Butylbromide										

Figure 3.1.2-10 Delete Item

Modification of the Item Information

RECOMMENDED PURCHASE LIST

Generate RPL

RECOMMENDED PURCHASE LIST INFORMATION

VOTE CODE LIST

ITEM LIST

Delete Item Add Item

[1 - 10 / 10]

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	YTD Purchase Amount (RM)
P02CA03000T1001XX	Albendazole 200 mg Tablet	tablet	3	0	2	3	600	0.4598	1.38	1	242.16
RAW00015	Cocaine HCl BP Powder	g	5	0	3	5	50	88.9200	444.60	1	13,338.00
N05BA01000P3001XX	Diazepam 10 mg/2 ml Injection	amp	25	0	17	25	0	1.5200	38.00	1	836.00
N02AA08123T1001XX	Dihydrocodeine Tartrate 30 mg Tablet	tablet	40	0	27	40	0	0.2925	11.70	1	0.00

Figure 3.1.2-11 Item List

STEP 15

Double click on any Drug/Non Drug to view/amend the Drug/Non Drug details and Item Information screen will be displayed as shown in Figure 3.1.2-11

Note

User is allowed to amend these in the Item Information screen:

- Change the Vote to be charged
- Change the Quantity to Purchase
- Add additional Vote to be charged

ITEM INFORMATION						
Drug/Non-Drug Code	P02CA03000T1001XX	Drug/Non-Drug Description	Albendazole 200 mg Tablet			
SKU	tablet	Max Storage Quantity	3			
Buffer Level Quantity	2	Average Unit Price (RM)	0.4598			
Request To Purchase	3	Amount (RM)	1.38			
[1 - 4 / 4]						
Item Code	Item Description	PKU	PKU Description	Packaging Description	Quantity Available (SKU)	YTD Purchase Amount (RM)
P02CA03000T1001-1	Albendazole 200mg Tab	pck	pack	pack of 1 tablet	0	242.16
P02CA03000T1001-6	Albendazole 200mg Tab	pck	pack	pack of 6 tablet	0	242.16
P02CA03000T1001-2	Albendazole 200mg Tab	pck	pack	pck of 2 tablet	0	242.16
02.0005.01	Albendazole 200mg Tab	pck	pack	Pack of 100 tabs	0	242.16
TOTAL					0	
+ VOTE CODE LIST						
[1 - 1 / 1]						
Vote Code	Vote Description	Budget Type	Request To Purchase Quantity(SKU)			
151601/032200/27401/99	FARMASI DAN BEKALAN (UBAT DAN DADAHA)	Operating	3			
TOTAL						3

Figure 3.1.2-12 Item Information

STEP 16

Double click on the Vote under the Vote Code List section and system will display screen as shown in Figure 3.1.2-13 to change the **Vote** and/or to change the **Quantity to Purchase**. Proceed to click on the  button in Figure 3.1.2-13 to save any changes

VOTE INFORMATION	
Vote Description	Farmasi dan Bekalan (ubat)
Request To Purchase Quantity	100,000
Vote Code	090401/111100/27401/99

Figure 3.1.2-13 Vote Information

Note

If user want to Add Vote to be charged, follow steps below:

+ VOTE CODE LIST			
[1 - 1 / 1]			
Vote Code	Vote Description	Budget Type	Request To Purchase Quantity(SKU)
090401/111100/27401/99	Farmasi dan Bekalan (ubat)	Operating	2,000

Figure 3.1.2-14 Vote Code List

STEP 17

Click on the  button to Add Vote Code and system will display screen as shown in Figure 3.1.2-15



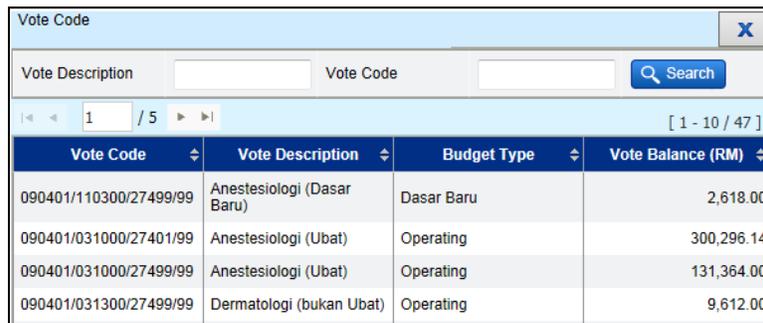
Figure 3.1.2-15 Vote Information

STEP 18

Click on the **Vote Description**  button and 'Vote Code' window will be displayed as Figure 3.1.2-16

Note

- **Vote Description** and/or **Vote Code** allows user to do random search based on **Vote Description** and/or **Vote Code**.
- Double click to select a **Vote Description/Code**.



Vote Code	Vote Description	Budget Type	Vote Balance (RM)
090401/110300/27499/99	Anestesiologi (Dasar Baru)	Dasar Baru	2,618.00
090401/031000/27401/99	Anestesiologi (Ubat)	Operating	300,296.14
090401/031000/27499/99	Anestesiologi (Ubat)	Operating	131,364.00
090401/031300/27499/99	Dermatologi (bukan Ubat)	Operating	9,612.00

Figure 3.1.2-16 Vote Code

STEP 19

Change the **Request to Purchase** quantity if required

STEP 20

Click on the  button to save the **Vote Information** record

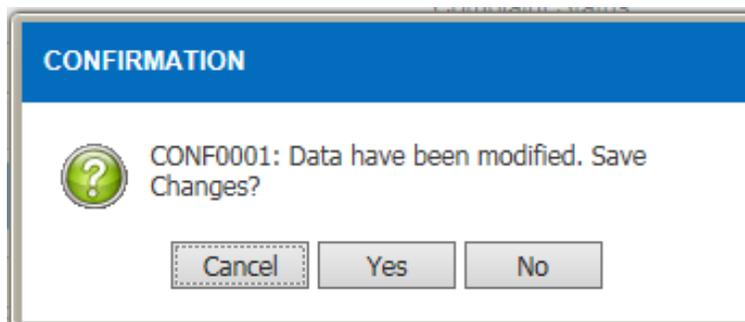
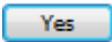


Figure 3.1.2-17 Alert Messages

Note

- If click on the  button, record will be saved.
- If click on the  button, record will not be saved

Note

After saved, system will back to Item Information screen and any changes made will updated in the screen as shown in Figure 3.1.2-18.

+ VOTE CODE LIST			
Vote Code	Vote Description	Budget Type	Request To Purchase Quantity(SKU)
090401/111100/27401/99	Farmasi dan Bekalan (ubat)	Operating	2,000

Figure 3.1.2-18 Vote Code List (Updated)

STEP 21

Click on the  button to save the RPL record

RECOMMENDED PURCHASE LIST

Generate RPL   

+ RECOMMENDED PURCHASE LIST INFORMATION

RPL No	<input type="text"/>	Date/Time	23/12/2014 06:17:58 AM
Item Purchase Type	APPL	Created By	<input type="text"/>
For Specific Department?	No	Send For HOD Verification	No
Department Name	<input type="text"/>	Unit Name	<input type="text"/>
Item Group	DRUG	Item Sub Class	<input type="text"/>
View Near Expiration Quantity?	No	No Of Days	0
With BackOrder Quantity?	No	Status	Open
Reject Reason	<input type="text"/>	Remark	<input type="text"/>
Kelulusan Khas	<input type="checkbox"/>		

+ VOTE CODE LIST

+ ITEM LIST

Figure 3.1.2-19 Save RPL

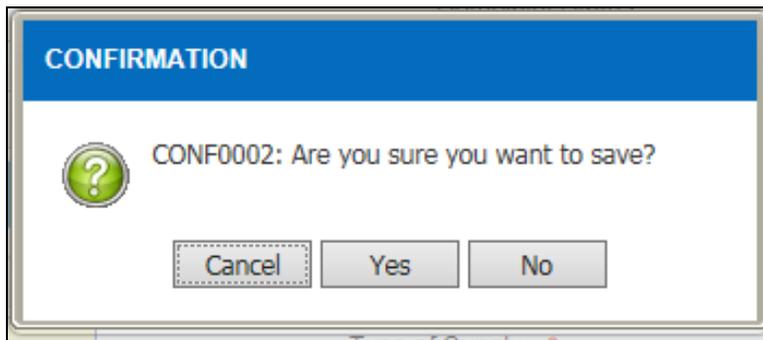


Figure 3.1.2-20 Alert Messages

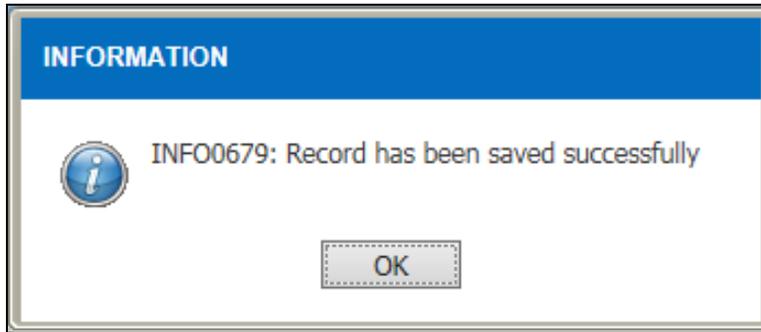


Figure 3.1.2-21 Alert Messages

Note

- If click on the  button, record will be save
- If click on the  button, record will not be save
- Click on the  button to update data.
- **RPL No** will be auto generated by system after user click on the save button for future reference. E.g.: RP14002653

Character	Description	Value
1-2	RPL	'RP'
3-4	Current year in 'YY' format	15
5-10	Unique running number	Starting from 000001. This running number will be restarted to 000001 of every new financial year

Table 3.1.2-3

-  and  will be displayed after the transaction is successfully saved as shown in Figure 3.1.2-22
- User is allowed to cancel the request by clicking on the  button.
- The **Status** will be automatically changed to 'Cancelled'.
- User is still allowed to edit the RPL record after the transaction is saved.

STEP 22

Click on the  button to send the transaction to pharmacist for approval

Note

- The **Status** will be automatically changed to 'Pending for Approval'.
- No further modification is allowed for the 'Pending for Approval' record.
- The Pharmacist will receive the 'Pending for Approval' task in the Task List.

STEP 23

Click on the  button to view/print report

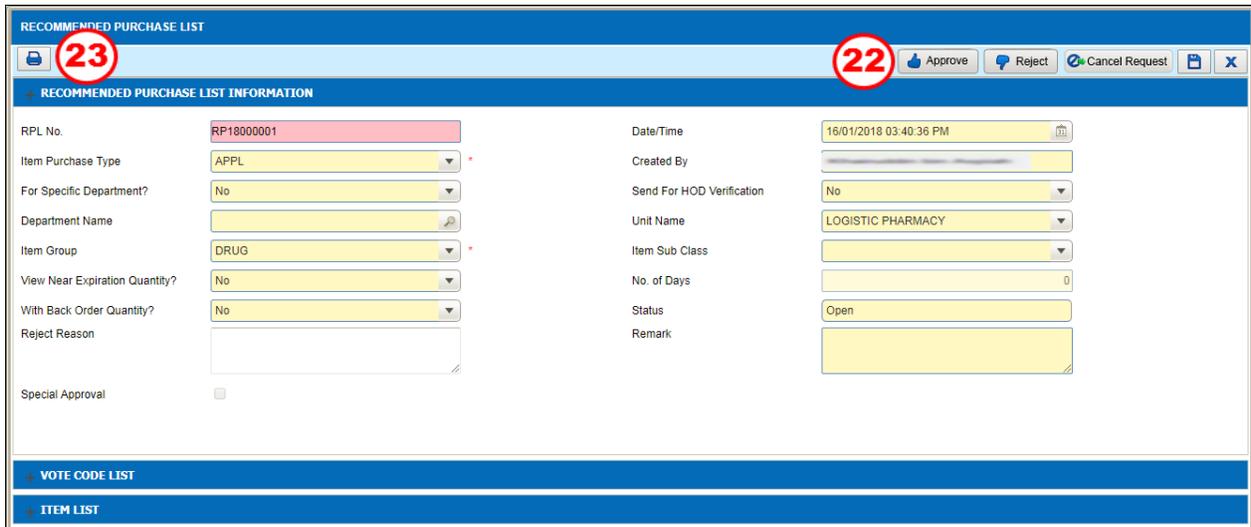


Figure 3.1.2-22 Send RPL for Approval

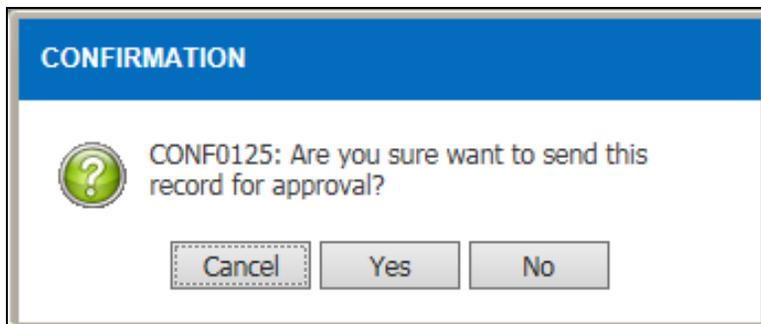


Figure 3.1.2-23 Alert Messages

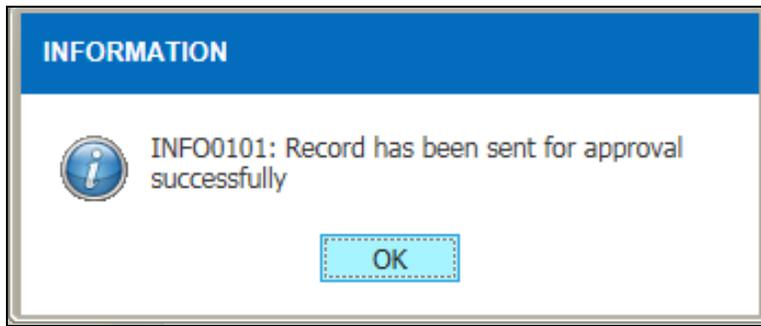
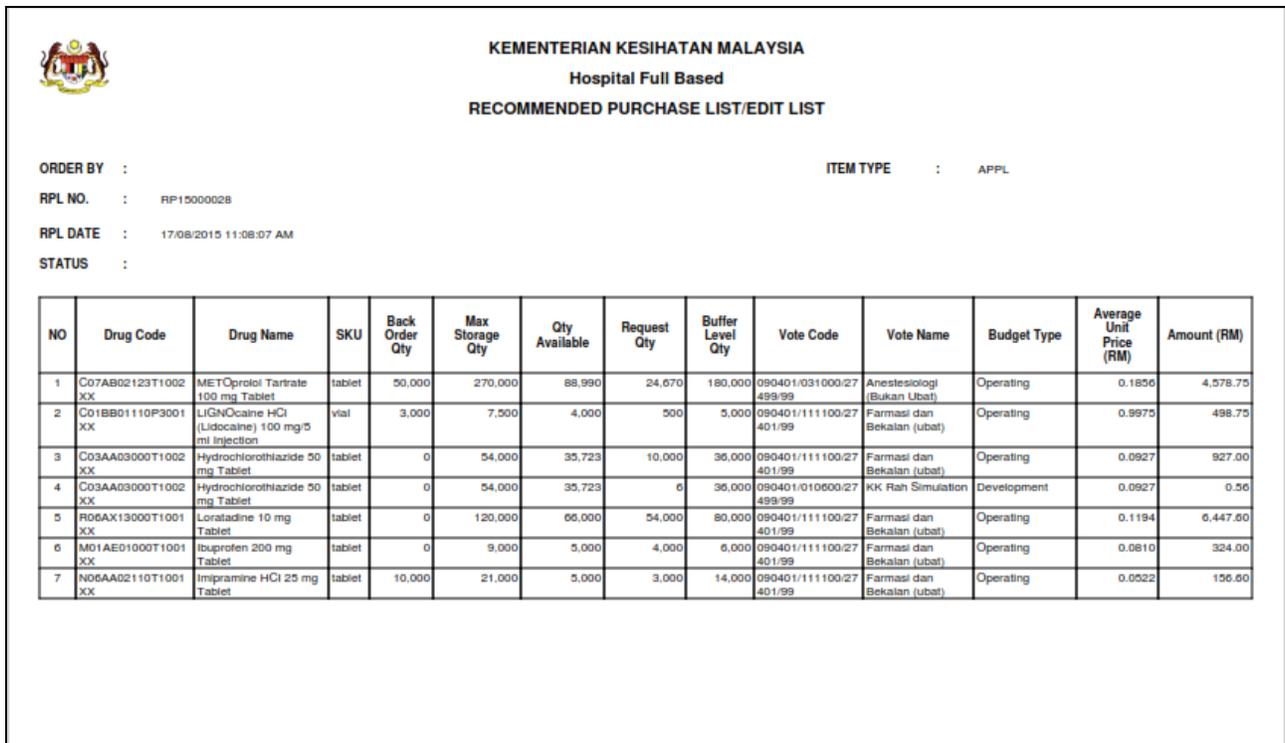


Figure 3.1.2-24 Alert Messages

Note

- If click on the button, record will be sent to get approval and proceed to Approval process
- If click on the button, record will not be record will not be sent to approval process.
- Click on the button to update data.



NO	Drug Code	Drug Name	SKU	Back Order Qty	Max Storage Qty	Qty Available	Request Qty	Buffer Level Qty	Vote Code	Vote Name	Budget Type	Average Unit Price (RM)	Amount (RM)
1	C07AB02123T1002XX	METOpriolol Tartrate 100 mg Tablet	tablet	50,000	270,000	88,990	24,670	180,000	090401/031000/27499/99	Anestesiologi (Bukan Ubat)	Operating	0.1856	4,578.75
2	C01BB01110P3001XX	LIGNOcaine HCl (Lidocaine) 100 mg/5 ml Injection	vial	3,000	7,500	4,000	500	5,000	090401/111100/27401/99	Farmasi dan Bekalan (ubat)	Operating	0.9975	498.75
3	C03AA03000T1002XX	Hydrochlorothiazide 50 mg Tablet	tablet	0	54,000	35,723	10,000	36,000	090401/111100/27401/99	Farmasi dan Bekalan (ubat)	Operating	0.0927	927.00
4	C03AA03000T1002XX	Hydrochlorothiazide 50 mg Tablet	tablet	0	54,000	35,723	6	36,000	090401/010600/27499/99	KK Rah Simulation	Development	0.0927	0.56
5	R06AX13000T1001XX	Loratadine 10 mg Tablet	tablet	0	120,000	66,000	54,000	80,000	090401/111100/27401/99	Farmasi dan Bekalan (ubat)	Operating	0.1194	6,447.60
6	M01AE01000T1001XX	Ibuprofen 200 mg Tablet	tablet	0	9,000	5,000	4,000	6,000	090401/111100/27401/99	Farmasi dan Bekalan (ubat)	Operating	0.0810	324.00
7	N05AA02110T1001XX	Imipramine HCl 25 mg Tablet	tablet	10,000	21,000	5,000	3,000	14,000	090401/111100/27401/99	Farmasi dan Bekalan (ubat)	Operating	0.0522	156.60

Figure 3.1.2-25 Recommended Purchase List (RPL) Report

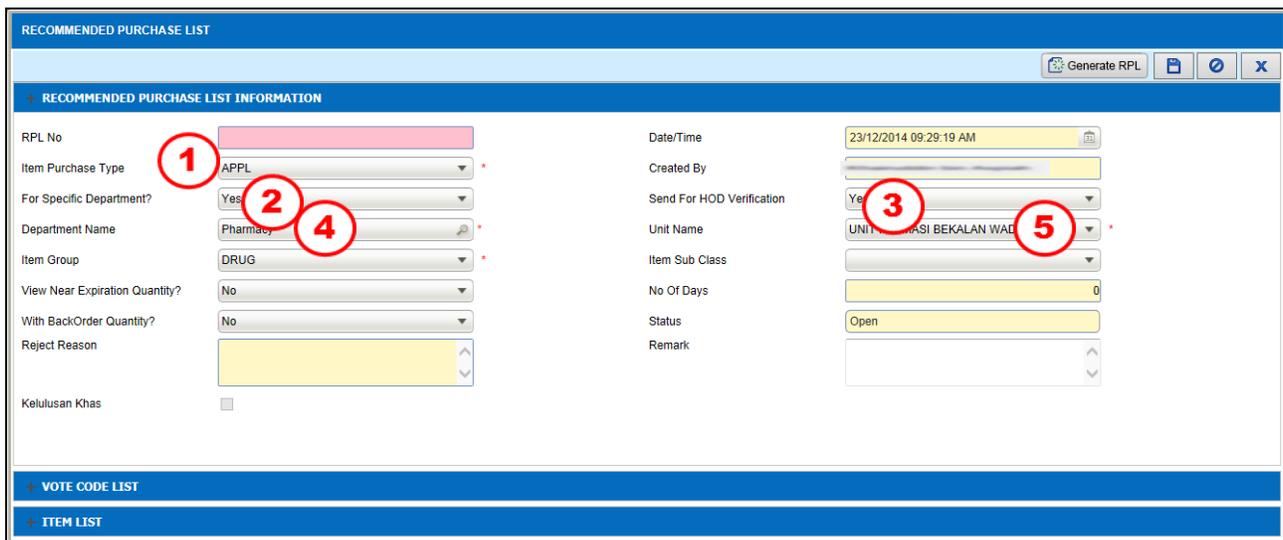
3.1.3 Create New Recommended Purchase List (RPL): for Specific Department

The function of the screen is to generate RPL for specific department instead of for Pharmacy Store. User can choose to select to have verification from Head of Department/ Head of Unit or not before proceeding with purchasing.

3.1.3.1 RPL with HOD/HOU Verification

If For Specific Department is selected as YES, system will go through the selected Unit Catalogue List instead of Item/Product Buffer Level.

To proceed with RPL with Head of Department (HOD) or Head of Unit (HOU) verification, perform the steps below:



The screenshot shows the 'RECOMMENDED PURCHASE LIST' form. The form is divided into two main sections: 'RECOMMENDED PURCHASE LIST INFORMATION' and 'VOTE CODE LIST'. The 'RECOMMENDED PURCHASE LIST INFORMATION' section contains the following fields:

- RPL No: [Empty text box]
- Item Purchase Type: [APPL] (Callout 1)
- For Specific Department?: [Yes] (Callout 2)
- Department Name: [Pharmacy] (Callout 4)
- Item Group: [DRUG]
- View Near Expiration Quantity?: [No]
- With BackOrder Quantity?: [No]
- Reject Reason: [Empty dropdown]
- Kelulusan Khas: [Unchecked checkbox]
- Date/Time: [23/12/2014 09:29:19 AM]
- Created By: [Empty text box]
- Send For HOD Verification: [Yes] (Callout 3)
- Unit Name: [UNIT KAWAS BEKALAN WAD] (Callout 5)
- Item Sub Class: [Empty dropdown]
- No Of Days: [0]
- Status: [Open]
- Remark: [Empty text box]

At the bottom of the form, there are two expandable sections: 'VOTE CODE LIST' and 'ITEM LIST'.

Figure 3.1.3.1-1 Create New RPL

STEP 1

Select **RPL Type** as APPL

STEP 2

Select For **Specific Department** as Yes

Note

If select For Specific Department as Yes, Send For HOD Approval will default to No

STEP 3

Select **Send For HOD Verification** as Yes

STEP 4

Select **Department Name** by click on the  button. System will display screen as shown in Figure 3.1.3.1-2

Department	
Department Name	Anaesthesia and Inten!
Department Code	
<input type="button" value="Search"/> <input type="button" value="Refresh"/>	
1 / 6 [1 - 10 / 55]	
Department Name	Department Code
Administration	01
Anaesthesia and Intensive Care	02
Cardiology	03
Cardiothoracic	04
Central Sterilization Service (CSSU)	05
Clinical Research	34
Dental (Oral Surgery)	07
Dermatology	39
Dietetic and Food Services	08
Emergency and Trauma	09

Figure 3.1.3.1-2 Search Department

RECOMMENDED PURCHASE LIST			
<input type="button" value="Send for Verification"/> <input type="button" value="Cancel Request"/>			
RECOMMENDED PURCHASE LIST INFORMATION			
RPL No	RP15000024	Date/Time	29/07/2015 07:27:27 PM
Item Purchase Type	APPL	Created By	
For Specific Department?	Yes	Send For HOD Verification	Yes
Department Name	Dialysis	Unit Name	Haemodialysis Unit (HDU)
Item Group	DRUG	Item Sub Class	
View Near Expiration Quantity?	No	No Of Days	0
With BackOrder Quantity?	No	Status	Open
Reject Reason		Remark	
Keputusan Khas	<input type="checkbox"/>		
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)		

Figure 3.1.3.1-3 Send for Verification

Note

- **Department Name** and/or **Department Code** allows user to do random search based on criteria entered regardless partially and/or fully
- Double click to select a **Department Name**

STEP 5

Select **Unit Name** from the drop-down menu

Note

- *Unit Name will base on the Department Name selected.*
- Proceed with **STEP 5** to **STEP 21** from section [3.1.2 Create New Recommended Purchase List \(RPL\) record](#)



STEP 6

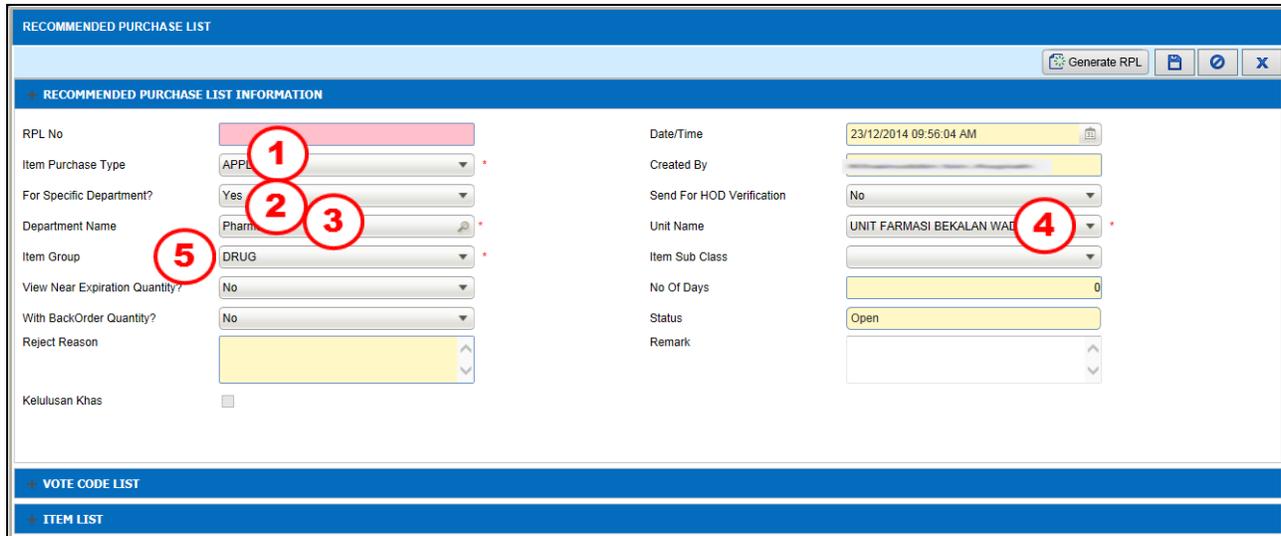
Click on the '**Send for Verification**' button to send the RPL for HOD/HOU verification

Note

The status of the RPL will automatically change to 'Pending for Verification'.

3.1.3.2 RPL without HOD/HOU Verification

To proceed with RPL without Head of Department (HOD) or Head of Unit (HOU) verification, perform the steps below:



The screenshot shows the 'RECOMMENDED PURCHASE LIST' form. The 'RECOMMENDED PURCHASE LIST INFORMATION' section contains the following fields:

RPL No	[Redacted]	Date/Time	23/12/2014 09:56:04 AM
Item Purchase Type	APPL (1)	Created By	[Redacted]
For Specific Department?	Yes (2)	Send For HOD Verification	No
Department Name	Pharm (3)	Unit Name	UNIT FARMASI BEKALAN WAJ (4)
Item Group	DRUG (5)	Item Sub Class	[Redacted]
View Near Expiration Quantity?	No	No Of Days	0
With BackOrder Quantity?	No	Status	Open
Reject Reason	[Redacted]	Remark	[Redacted]
Kelulusan Khas	<input type="checkbox"/>		

Figure 3.1.3.2-1 Recommended Purchase List RPL

STEP 1

Select **RPL Type** as APPL

STEP 2

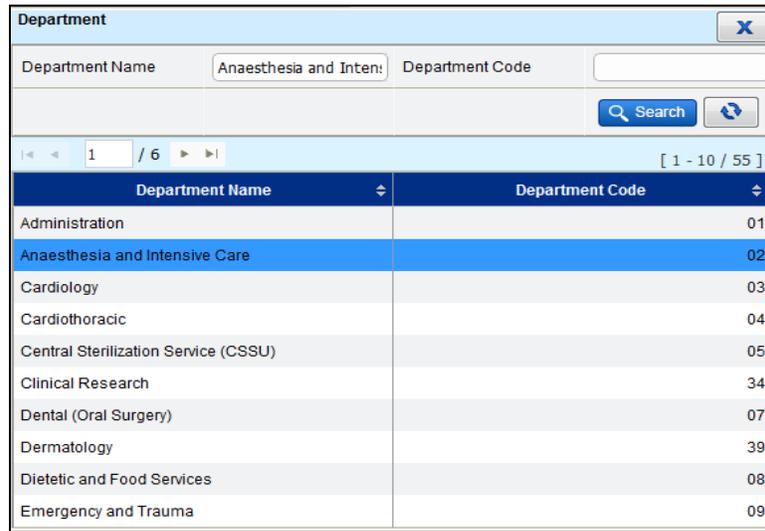
Select For **Specific Department** as Yes

Note

If select For **Specific Department** as Yes, **Send For HOD Verification** will default to No

STEP 3

Select **Department Name** by click on the  button. System will display screen as shown in Figure 3.1.3.2-2



Department Name	Department Code
Administration	01
Anaesthesia and Intensive Care	02
Cardiology	03
Cardiothoracic	04
Central Sterilization Service (CSSU)	05
Clinical Research	34
Dental (Oral Surgery)	07
Dermatology	39
Dietetic and Food Services	08
Emergency and Trauma	09

Figure 3.1.3.2-2 Search Department Name Bandbox

Note

- **Department Name** and/or **Department Code** allows user to do random search based on criteria entered regardless partially and/or fully
- Double click to select a **Department Name**

STEP 4

Select **Unit Name** from the drop-down menu

Note

- *Unit Name will base on the Department Name selected.*
- Proceed with **STEP 5** to **STEP 22** from section [3.1.2 Create New Recommended Purchase List \(RPL\) record](#)

3.1.4 Recommended Purchase List (RPL) Verification

To View and Verify the Recommended Purchase List (RPL) record sent by the Assistant Pharmacist, perform the steps below:

TASK LIST						
No	Transaction Type	Transaction No.	Date/Time	Task Status	From Unit/Department	From User
1	Issue	M02PS001-0000003	10/12/2013 12:06 PM	Pending For Approval	STOR FARMASI	
2	Issue	N02PS001-0000006	12/12/2013 02:18 PM	Pending For Approval	STOR FARMASI	
3	Issue	N02PS001-0000010	13/12/2013 03:24 PM	Pending For Approval	STOR FARMASI	
4	Issue	N02PS001-0000012	16/12/2013 04:14 PM	Pending For Approval	STOR FARMASI	
5	Issue	N02PS001-0000014	16/12/2013 04:53 PM	Pending For Approval	STOR FARMASI	
6	Issue	N02PS001-0000016	16/12/2013 04:58 PM	Pending For Approval	STOR FARMASI	

Figure 4.1.4-1 Task List

Note

The HOD/HOU/Pharmacist will receive the 'Pending for Verification' RPL record in the Task List.

STEP 1

Click on the **Transaction No.** hyperlink and the Recommended Purchase List screen will be displayed as shown in the Figure 4.1.4-2

Note

HOD/HOU/Pharmacist is also able to refer to section [3.1.1 View Existing Recommended Purchase List \(RPL\) record\(s\)](#) to search for the 'Pending for Verification' RPL record.

RECOMMENDED PURCHASE LIST

Verify Reject Cancel Request

+ RECOMMENDED PURCHASE LIST INFORMATION

RPL No	RP14000036	Date/Time	23/12/2014 09:40:42 AM
Item Purchase Type	APPL	Created By	
For Specific Department?	Yes	Send For HOD Verification	Yes
Department Name	Pharmacy	Unit Name	UNIT FARMASI BEKALAN WAD
Item Group	DRUG	Item Sub Class	
View Near Expiration Quantity?	No	No Of Days	0
With BackOrder Quantity?	No	Status	Open
Reject Reason		Remark	
Kelulusan Khas	<input type="checkbox"/>		

+ VOTE CODE LIST

+ ITEM LIST

Figure 3.1.4-2 Recommended Purchase List

Note

- HOD/HOU/Pharmacist can view summary of the entire vote code for all the item that generated by the system under the Vote Code List Section
- Under the Item List Section, HOD/HOU/Pharmacist is allowed to:
 - a) Modification of the Item Information
 - b) Add Item/Delete Item

a) Modification of the Item Information

RECOMMENDED PURCHASE LIST												
VOTE CODE LIST												
ITEM LIST												
											Delete Item	Add Item
											[1 - 10 / 79]	
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	YTD Purchase Amount (RM)	
L03AA02000P5001XX	Filgrastim 30MU/0.5ml Inj	PFSy	75	0	50	75	348	87.0000	6,525.00	1	25,810.00	
<input type="checkbox"/>	J02AC01000C1002XX	Fluconazole 100 mg Capsule	cap	2,100	150	1,500	2,250	3,262	4,0830	1	6,124.50	
<input type="checkbox"/>	N05AF01135P2001XX	Flupenthixol Decanoate Depot 20mg/ml Inj	amp	700	650	900	1,350	4,639	16,2400	1	32,480.00	
<input type="checkbox"/>	N05AB02135P3001XX	Fluphenazine Decanoate 25mg/ml Inj	amp	1,050	0	700	1,050	4,948	0,9570	1	1,505.10	
<input type="checkbox"/>	B03BB01000T1001XX	Folic Acid 5 mg Tablet	tab	180,820	68,660	166,320	249,480	1,135,017	0,0066	1,193.41	4,553.70	

Figure 3.1.4-3 Item List

STEP 2

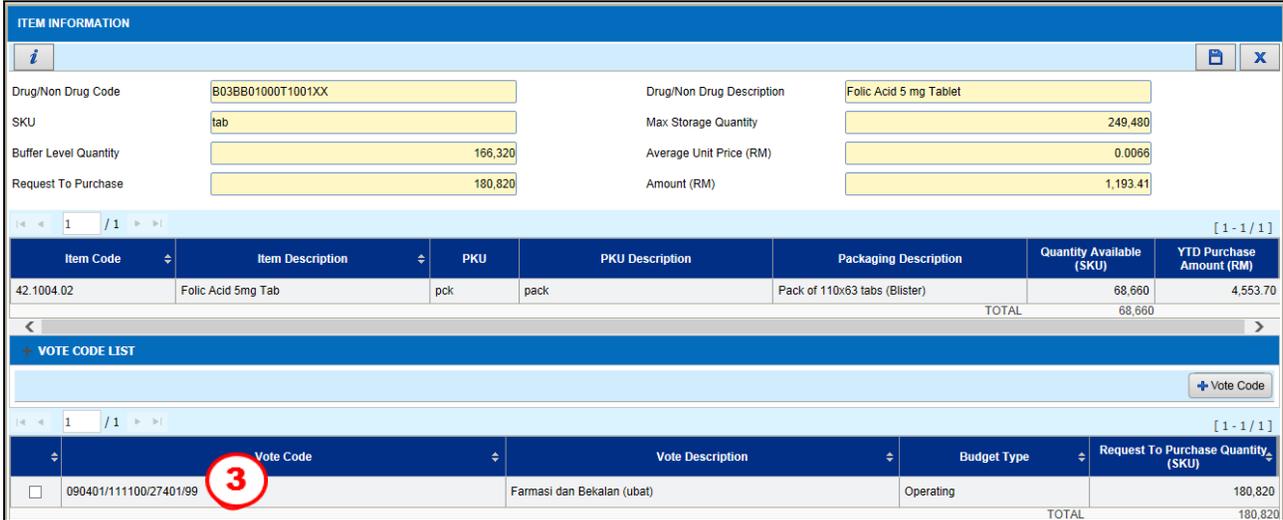
Double click on any Drug/Non Drug to view/amend the Drug/Non Drug details and Item Information screen as Shown in Figure 3.1.4-4 will be displayed

ITEM INFORMATION						
Drug/Non Drug Code	S01EC01000T1001XX	Drug/Non Drug Description	Acetazolamide 250 mg Tablet			
SKU	tab	Max Storage Quantity	3,000			
Buffer Level Quantity	2,000	Average Unit Price (RM)	0.1078			
Request To Purchase	2,000	Amount (RM)	215.60			
[1 - 1 / 1]						
Item Code	Item Description	PKU	PKU Description	Packaging Description	Quantity Available (SKU)	YTD Purchase Amount (RM)
02.0001.02	Acetazolamide 250mg Tab BP/USP	pck	pack	Pack of 100 tabs	1,000	0.00
TOTAL					1,000	
VOTE CODE LIST						
[1 - 1 / 1]						
Vote Code	Vote Description	Budget Type	Request To Purchase Quantity (SKU)			
090401/111100/27401/99	Farmasi dan Bekalan (ubat)	Operating	2,000			
TOTAL					2,000	

Figure 3.1.4-4 Item List

Note

- User is allowed to amend these in the Item Information screen:
 - Change Vote Code/Description
 - Change Quantity to Purchase
 - Add Vote Code
- If user want to change Vote Code/Description and Change Quantity to purchase, follow steps below:



Item Code	Item Description	PKU	PKU Description	Packaging Description	Quantity Available (SKU)	YTD Purchase Amount (RM)
42.1004.02	Folic Acid 5mg Tab	pck	pack	Pack of 110x63 tabs (Blister)	68,660	4,553.70
TOTAL					68,660	

Vote Code	Vote Description	Budget Type	Request To Purchase Quantity (SKU)
090401/111100/27401/99	Farmasi dan Bekalan (ubat)	Operating	180,820
TOTAL			180,820

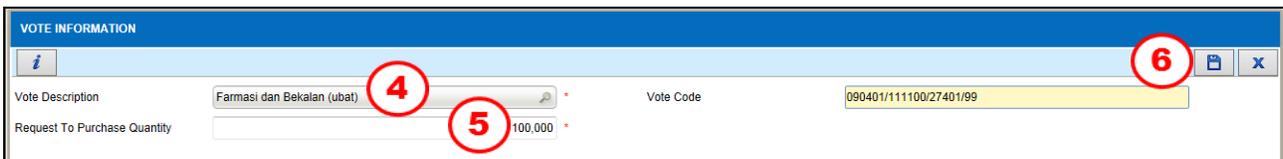
Figure 3.1.4-5 Vote Code List

STEP 3

Double click on the Vote Description under the Vote Code List section to change the Vote Code/Description and to change the Quantity to Purchase

Note

New screen will display as shown in figure 3.1.4-6



Vote Description	Farmasi dan Bekalan (ubat)	Vote Code	090401/111100/27401/99
Request To Purchase Quantity	100,000		

Figure 3.1.4-6 Vote Information

STEP 4

Click on the Vote Description search field button

Note

- System will display as Figure 3.1.4-7.
- **Vote Description** and/or **Vote Code** allows user to do random search based on criteria entered regardless partially and/or fully
- Double click to select a Vote Description/Code.

Vote Code	Vote Description	Budget Type	Vote Balance (RM)
090401/110300 /27499/99	Anestesiologi (Dasar Baru)	Dasar Baru	19,950.00
090401/031000 /27499/99	Anestesiologi (Ubat)	Operating	94,024.00
090401/031000 /27401/99	Anestesiologi (Ubat)	Operating	22,091.89
090401/031300 /27499/99	Dermatologi (bukan Ubat)	Operating	10,872.00

Figure 3.1.4-7 Vote Code

STEP 5

Change the Request to Purchase Quantity if required

STEP 6

Click on the  button to save the Vote Information record

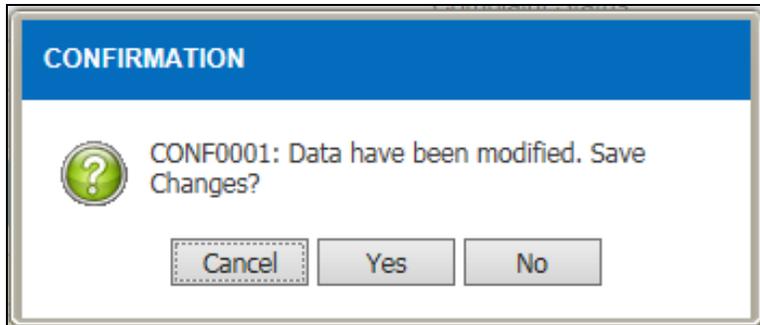


Figure 3.1.4-8 Alert Messages

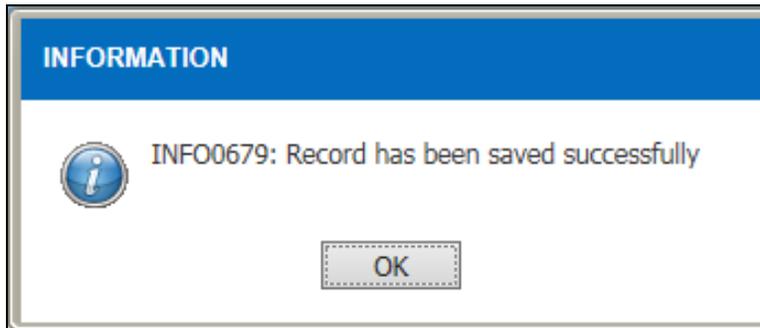


Figure 3.1.4-9 Alert Messages

Note

- If click on the  button, record will be saved, and modified vote code will appear in **Vote Code List**.
- If click on the  button, record will not be modified, vote code will not appear in **Vote Code List**.
- Click on the  button to update data.

Note

If user wants to add Vote Code, follow the steps below:



Vote Code	Vote Description	Budget Type	Request To Purchase Quantity (SKU)
090401/111100/27401/99	Farmasi dan Bekalan (ubat)	Operating	2,000
TOTAL			2,000

Figure 3.1.4-10 Vote Code List

STEP 7

Click on the  button to Add Vote Code

Note

New screen will display as shown in Figure 3.1.4-11.



Vote Description: Farmasi dan Bekalan (ubat) **8**

Request To Purchase Quantity: 100,000 **9**

Vote Code: 090401/111100/27401/99 **10**

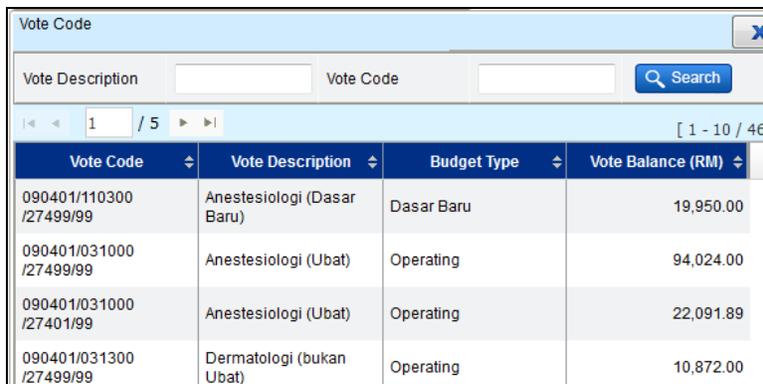
Figure 3.1.4-11 Vote Information

STEP 8

Click on the Vote Description search field button

Note

- System will display as Figure 3.1.4-12
- **Vote Description** and/or **Vote Code** allows user to do random search based on criteria entered regardless partially and/or fully
- Double click to select a Vote Description/Code.



Vote Code	Vote Description	Budget Type	Vote Balance (RM)
090401/110300 /27499/99	Anestesiologi (Dasar Baru)	Dasar Baru	19,950.00
090401/031000 /27499/99	Anestesiologi (Ubat)	Operating	94,024.00
090401/031000 /27401/99	Anestesiologi (Ubat)	Operating	22,091.89
090401/031300 /27499/99	Dermatologi (bukan Ubat)	Operating	10,872.00

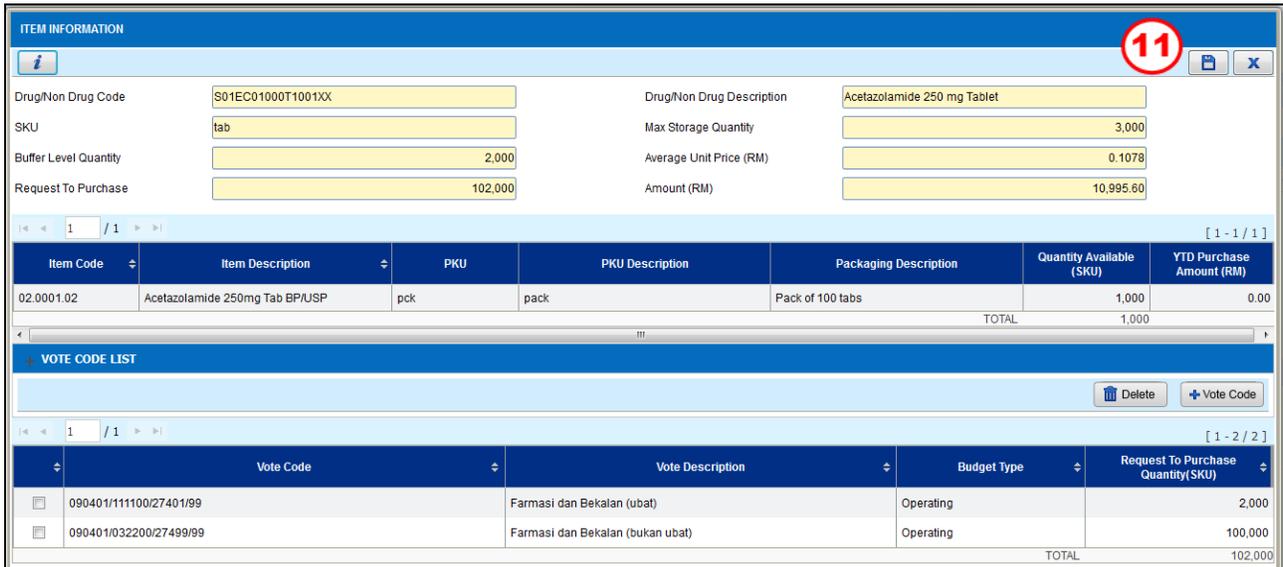
Figure 3.1.4-12 Vote Code

STEP 9

Change the **Request to Purchase Quantity** if required

STEP 10

Click on the  button to save the Vote Information record



Item Code	Item Description	PKU	PKU Description	Packaging Description	Quantity Available (SKU)	YTD Purchase Amount (RM)
02.0001.02	Acetazolamide 250mg Tab BP/USP	pck	pack	Pack of 100 tabs	1,000	0.00
TOTAL					1,000	0.00

Vote Code	Vote Description	Budget Type	Request To Purchase Quantity(SKU)
090401/111100/27401/99	Farmasi dan Bekalan (ubat)	Operating	2,000
090401/032200/27499/99	Farmasi dan Bekalan (bukan ubat)	Operating	100,000
TOTAL			102,000

Figure 3.1.4-13 Updated Item Information

STEP 11

Click on the  button to save the changes made in the Item Information screen and screen will back to RPL Main Screen

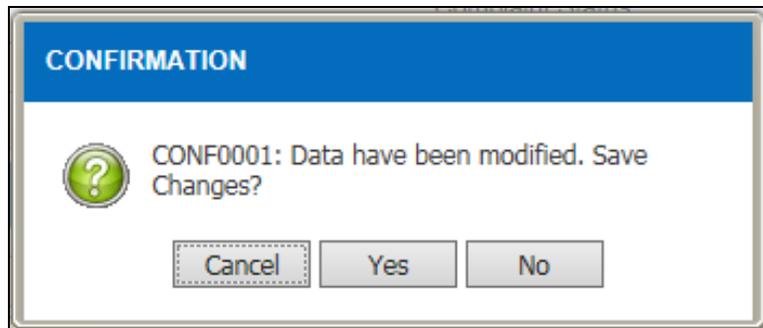


Figure 3.1.4-14 Alert Messages

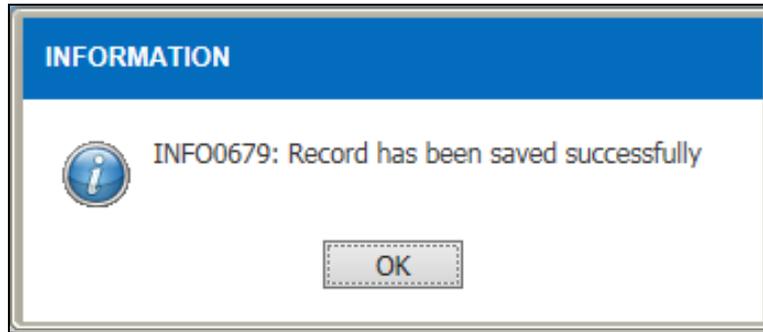
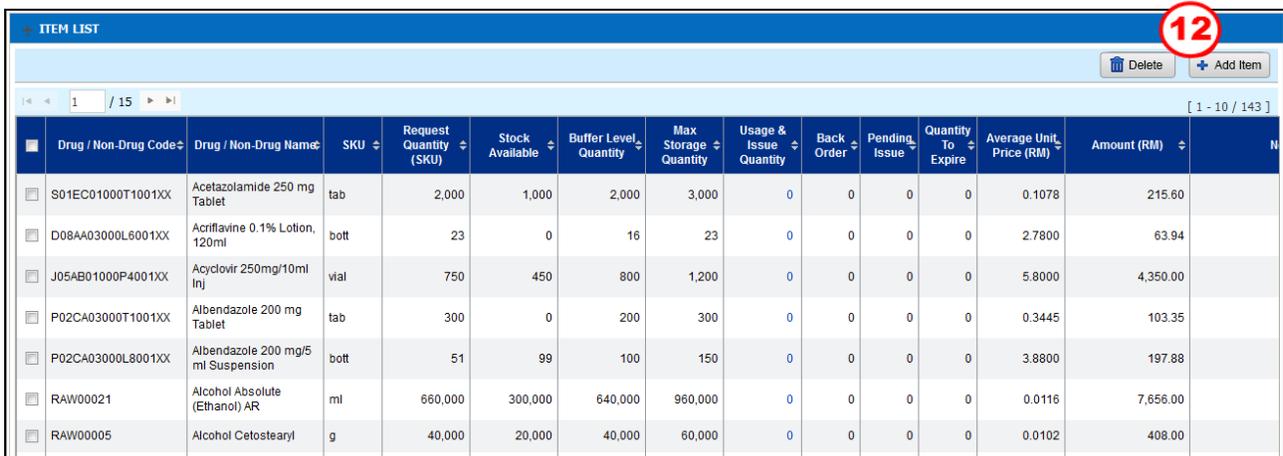


Figure 3.1.4-15 Alert Messages

Note

- If click on the button, record will be saved, and modified vote code will appear in **Vote Code List**.
- If click on the button, record will not be modified, vote code will not appear in **Vote Code List**.
- Click on the button to update data

b) Add Item/Delete Item



Drug / Non-Drug Code	Drug / Non-Drug Name	SKU	Request Quantity (SKU)	Stock Available	Buffer Level	Max Storage	Usage & Issue Quantity	Back Order	Pending Issue	Quantity To Expire	Average Unit Price (RM)	Amount (RM)
S01EC01000T1001XX	Acetazolamide 250 mg Tablet	tab	2,000	1,000	2,000	3,000	0	0	0	0	0.1078	215.60
D08AA03000L6001XX	Acriflavine 0.1% Lotion, 120ml	bott	23	0	16	23	0	0	0	0	2.7800	63.94
J05AB01000P4001XX	Acyclovir 250mg/10ml Inj	vial	750	450	800	1,200	0	0	0	0	5.8000	4,350.00
P02CA03000T1001XX	Albendazole 200 mg Tablet	tab	300	0	200	300	0	0	0	0	0.3445	103.35
P02CA03000L8001XX	Albendazole 200 mg/5 ml Suspension	bott	51	99	100	150	0	0	0	0	3.8800	197.88
RAW00021	Alcohol Absolute (Ethanol) AR	ml	660,000	300,000	640,000	960,000	0	0	0	0	0.0116	7,656.00
RAW00005	Alcohol Cetostearyl	g	40,000	20,000	40,000	60,000	0	0	0	0	0.0102	408.00

Figure 3.1.4-16 Item List

Note

User is allowed to add an item that not generated by the system (available quantity > buffer level)

STEP 12

Click on the button to add an item. New screen will display as shown in figure 3.1.4-16

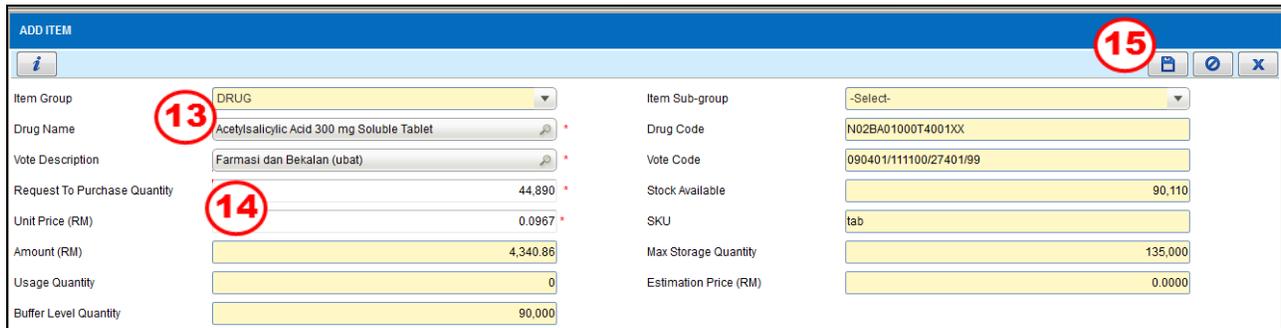


Figure 3.1.4-17 Add Item Screen

STEP 13

Click on the **Drug Name** search field button

Note

Drug Code is automatically displayed based on Drug Name

STEP 14

Enter **Request To Purchase** and change **Unit Price (RM)** if required

Note

- Systems will automatically calculated Request to Purchase but user is allowed to change the quantity.
- Formulation:
Request to Purchase = Max Storage – Available Quantity
- Request to Purchase cannot greater than Max Storage Quantity in the store.

STEP 15

Click on the  button to save the changes made in the Item Information screen and screen will back to RPL Main Screen

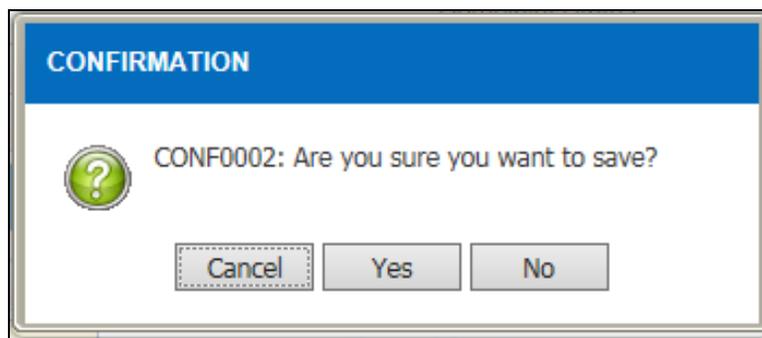


Figure 3.1.4-18 Alert Messages

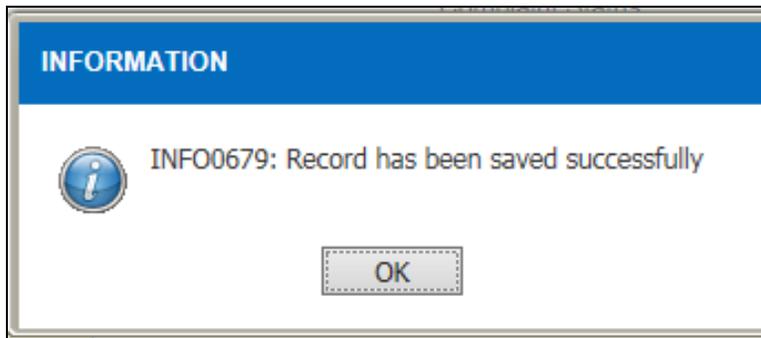
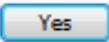


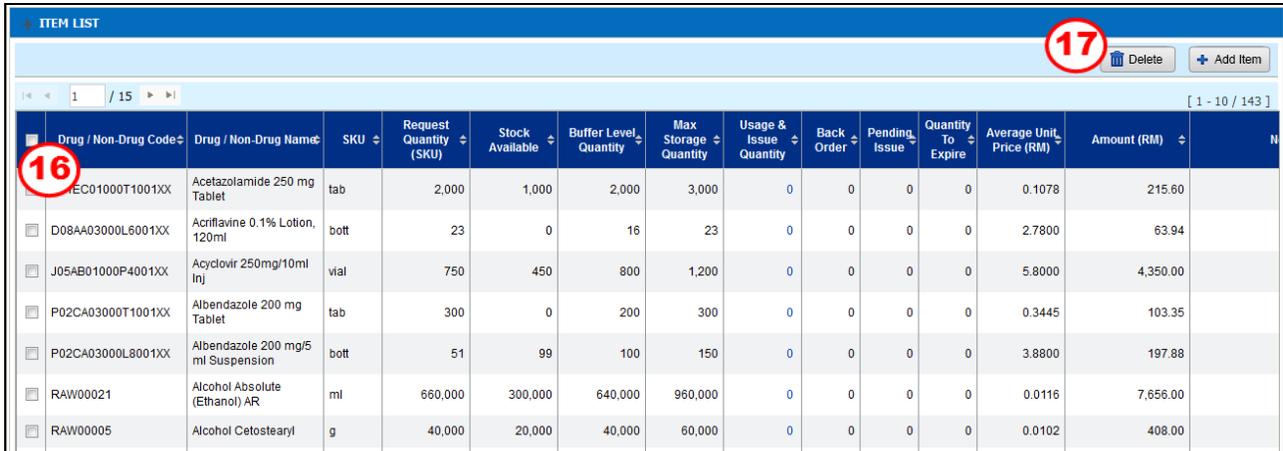
Figure 3.1.4-19 Alert Messages

Note

- If click on the  button, record will be saved.
- If click on the  button, record will not be saved.
- Click on the  button to update data

Note

User is allowed to delete item(s) in the Item List section as shown in figure 3.1.4-20



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	Pending Issue	Quantity To Expire	Average Unit Price (RM)	Amount (RM)
EC01000T1001XX	Acetazolamide 250 mg Tablet	tab	2,000	1,000	2,000	3,000	0	0	0	0	0.1078	215.60
D08AA03000L6001XX	Acriflavine 0.1% Lotion, 120ml	bott	23	0	16	23	0	0	0	0	2.7800	63.94
J05AB01000P4001XX	Acyclovir 250mg/10ml Inj	vial	750	450	800	1,200	0	0	0	0	5.8000	4,350.00
P02CA03000T1001XX	Albendazole 200 mg Tablet	tab	300	0	200	300	0	0	0	0	0.3445	103.35
P02CA03000L8001XX	Albendazole 200 mg/5 ml Suspension	bott	51	99	100	150	0	0	0	0	3.8800	197.88
RAW00021	Alcohol Absolute (Ethanol) AR	ml	660,000	300,000	640,000	960,000	0	0	0	0	0.0116	7,656.00
RAW00005	Alcohol Cetostearyl	g	40,000	20,000	40,000	60,000	0	0	0	0	0.0102	408.00

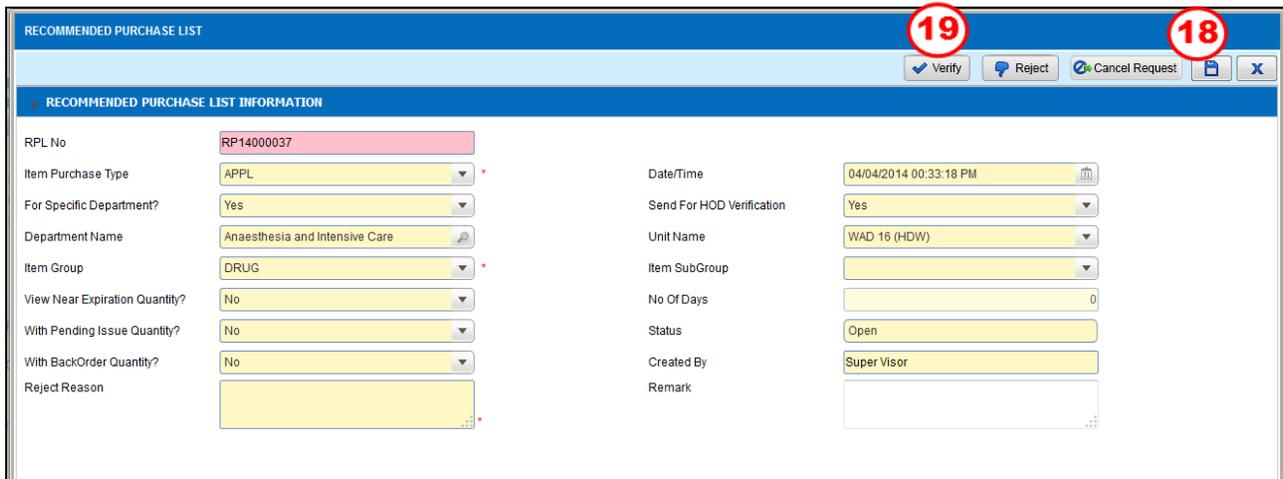
Figure 3.1.4-20 Delete Item

STEP 16

Click on the check button. User is allowed to click more than one item to delete

STEP 17

Click on the  button to delete the item from the Item List Section



RECOMMENDED PURCHASE LIST INFORMATION			
RPL No	RP14000037		
Item Purchase Type	APPL	DateTime	04/04/2014 00:33:18 PM
For Specific Department?	Yes	Send For HOD Verification	Yes
Department Name	Anaesthesia and Intensive Care	Unit Name	WAD 16 (HDW)
Item Group	DRUG	Item SubGroup	
View Near Expiration Quantity?	No	No Of Days	0
With Pending Issue Quantity?	No	Status	Open
With BackOrder Quantity?	No	Created By	Super Visor
Reject Reason		Remark	

Figure 3.1.4-21 Verify RPL

STEP 18

Click on the  button to save the transaction

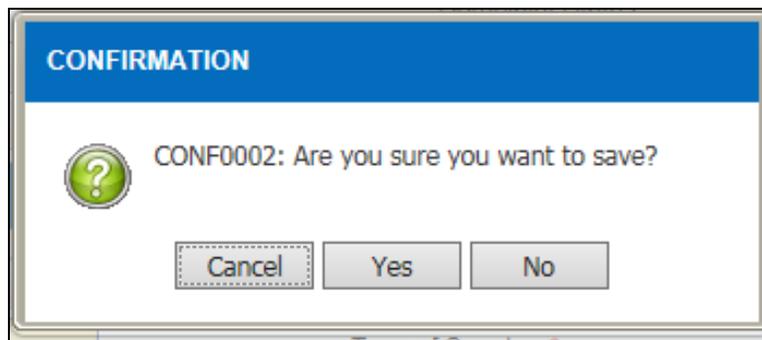


Figure 3.1.4-22 Alert Messages

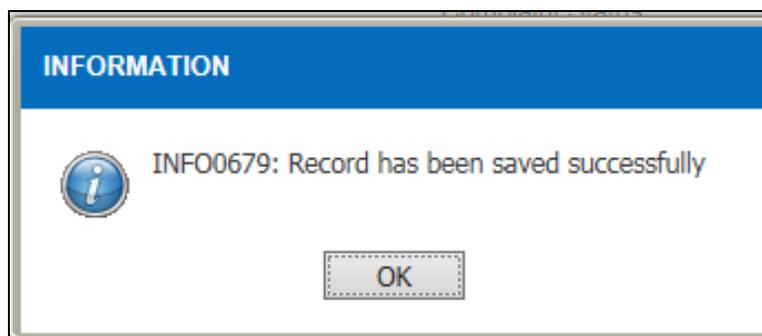
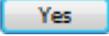


Figure 3.1.4-23 Alert Messages

Note

- If click on the  button, record will be saved.
- If click on the  button, record will not be saved.
- Click on the  button to update data

STEP 19

Click on the  button to Verify the Recommended Purchase List (RPL) or click on the  button to reject the Recommended Purchase List (RPL)

Note

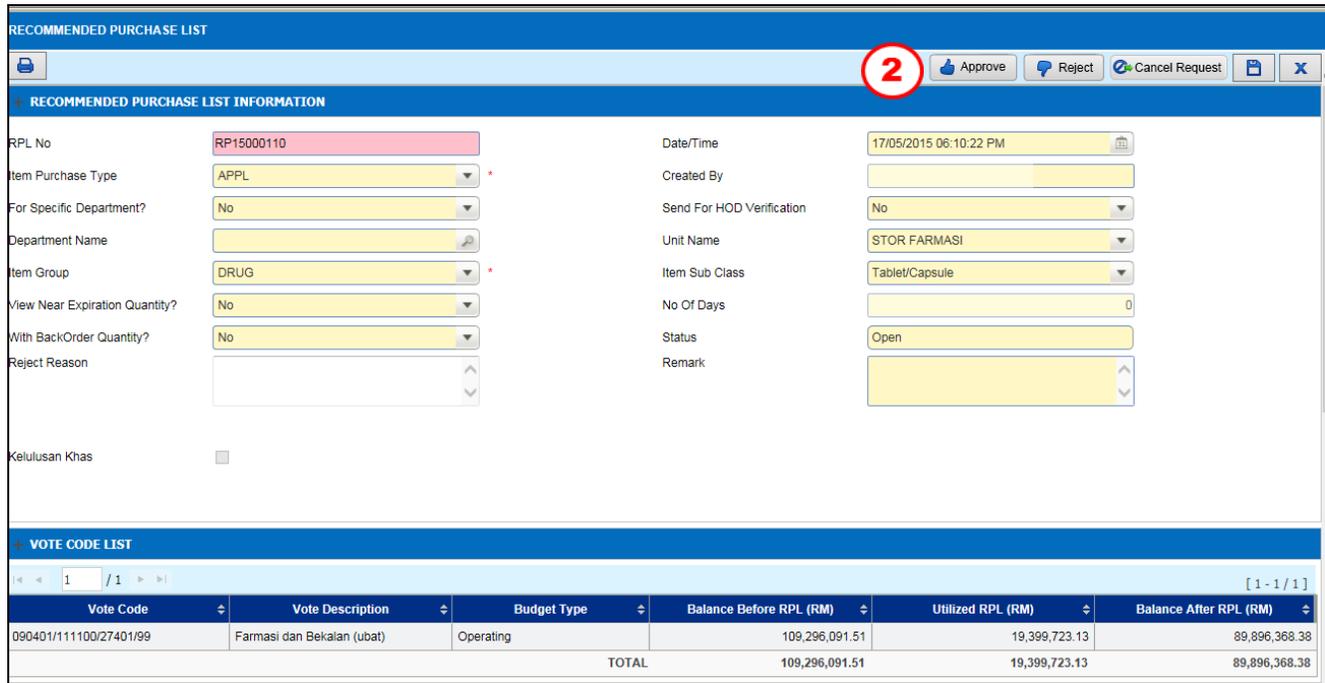
- *The status will automatically change to Verified or Rejected based on the button clicked*
-  button will enable

3.1.5 Recommended Purchase List (RPL) Approval

To view and approve the Recommended Purchase List (RPL) record sent by the Pharmacist, perform the steps below:

STEP 1

User is also able to refer to search for 'Pending for Approval' Recommended Purchase List record by referring to section [3.1.1 View Existing Recommended Purchase List \(RPL\) record\(s\)](#)



RECOMMENDED PURCHASE LIST

RECOMMENDED PURCHASE LIST INFORMATION

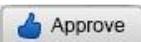
RPL No: RP15000110
Date/Time: 17/05/2015 06:10:22 PM
Item Purchase Type: APPL
Created By: [Empty]
For Specific Department?: No
Send For HOD Verification: No
Department Name: [Empty]
Unit Name: STOR FARMASI
Item Group: DRUG
Item Sub Class: Tablet/Capsule
View Near Expiration Quantity?: No
No Of Days: 0
With BackOrder Quantity?: No
Status: Open
Reject Reason: [Empty]
Remark: [Empty]
Kelulusan Khas:

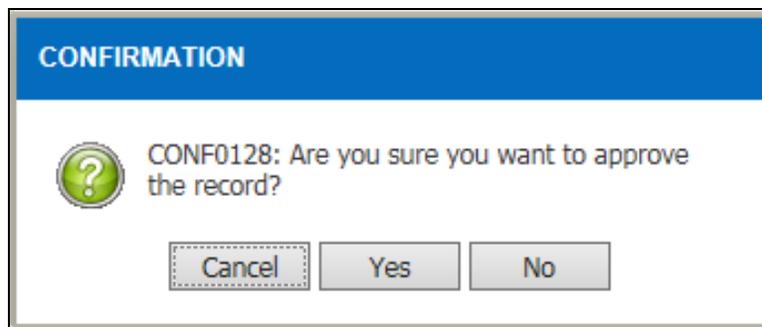
VOTE CODE LIST

Vote Code	Vote Description	Budget Type	Balance Before RPL (RM)	Utilized RPL (RM)	Balance After RPL (RM)
090401/111100/27401/99	Farmasi dan Bekalan (ubat)	Operating	109,296,091.51	19,399,723.13	89,896,368.38
TOTAL			109,296,091.51	19,399,723.13	89,896,368.38

Figure 3.1.5-1 Recommended Purchase List

STEP 2

Click on the  button to Approve the Recommended Purchase List (RPL)



CONFIRMATION

CONF0128: Are you sure you want to approve the record?

Cancel Yes No

Figure 3.1.5-2 Alert Messages

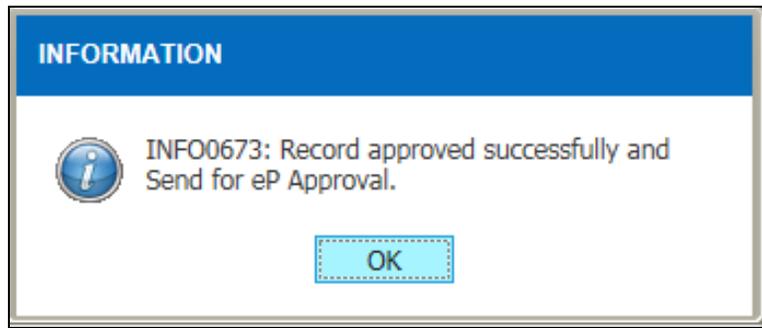


Figure 3.1.5-3 Alert Messages

Note

- If click on the button, record will be approved.
- If click on the button, record will not be approved.
- Click on the button to successfully approve and send for Ep Approval updated data

Note

- *The status will automatically change to Approved*
- *On the other hand, if user wish to reject the Recommended Purchase List (RPL) record, perform the step below:*

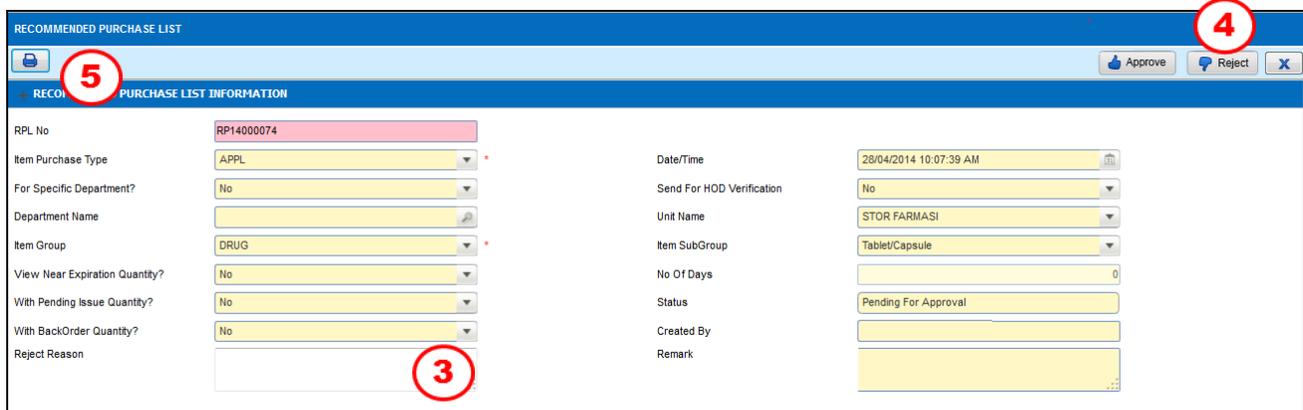


Figure 3.1.5-4 RPL Rejected

STEP 3

Enter Remarks for reject

STEP 4

Click on the button to Reject the Recommended Purchase List (RPL)

Note

The status will automatically change to Rejected.

STEP 5

Click on the button to view/print report



KEMENTERIAN KESIHATAN MALAYSIA
Hospital Full Based
RECOMMENDED PURCHASE LIST/EDIT LIST

ORDER BY : ITEM TYPE : APPL

RPL NO. : RP15000028

RPL DATE : 17/08/2015 11:08:07 AM

STATUS : Approved

NO	Drug Code	Drug Name	SKU	Back Order Qty	Max Storage Qty	Qty Available	Request Qty	Buffer Level Qty	Vote Code	Vote Name	Budget Type	Average Unit Price (RM)	Amount (RM)
1	C07AB02123T1002XX	METOpriolol Tartrate 100 mg Tablet	tablet	50,000	270,000	88,990	24,070	180,000	090401/031000/27499/99	Anestesiologi (Bukan Ubat)	Operating	0.1850	4,578.75
2	C01BB01110P3001XX	LIGNOcaline HCl (Lidocaine) 100 mg/5 ml Injection	vial	3,000	7,500	4,000	500	5,000	090401/111100/27401/99	Farmasi dan Bekalan (ubat)	Operating	0.9975	498.75
3	C03AA03000T1002XX	Hydrochlorothiazide 50 mg Tablet	tablet	0	54,000	35,723	10,000	36,000	090401/111100/27401/99	Farmasi dan Bekalan (ubat)	Operating	0.0927	927.00
4	C03AA03000T1002XX	Hydrochlorothiazide 50 mg Tablet	tablet	0	54,000	35,723	6	36,000	090401/010000/27499/99	KK Rah Simulation	Development	0.0927	0.56
5	R05AX13000T1001XX	Loratadine 10 mg Tablet	tablet	0	120,000	66,000	54,000	80,000	090401/111100/27401/99	Farmasi dan Bekalan (ubat)	Operating	0.1194	6,447.60
6	M01AE01000T1001XX	Ibuprofen 200 mg Tablet	tablet	0	9,000	5,000	4,000	6,000	090401/111100/27401/99	Farmasi dan Bekalan (ubat)	Operating	0.0810	324.00
7	N05AA02110T1001XX	Imipramine HCl 25 mg Tablet	tablet	10,000	21,000	5,000	3,000	14,000	090401/111100/27401/99	Farmasi dan Bekalan (ubat)	Operating	0.0522	156.60

Figure 3.1.5-5 RPL Report

RECOMMENDED PURCHASE LIST


Generate EPO
X

RECOMMENDED PURCHASE LIST INFORMATION

RPL No	RP15000110	Date/Time	17/05/2015 06:10:22 PM
Item Purchase Type	APPL	Created By	
For Specific Department?	No	Send For HOD Verification	No
Department Name		Unit Name	STOR FARMASI
Item Group	DRUG	Item Sub Class	Tablet/Capsule
View Near Expiration Quantity?	No	No Of Days	0
With BackOrder Quantity?	No	Status	Approved
Reject Reason		Remark	
Kelulusan Khas	<input type="checkbox"/>		

Figure 3.1.5-6 Generate EPO

STEP 6

Click on the  button and the new screen of EPO Detail/Information will be displayed as shown in Figure 3.1.5-7

Note

- EPO No(s) will be generated after user click on the  button
- List of Drug/Non Drug listed in 1 EPO No will have the same Vote Code and the same Item Sub Group.
- 1 EPO No will have a maximum of 10 Drug/Non Drug based on facility's setup.

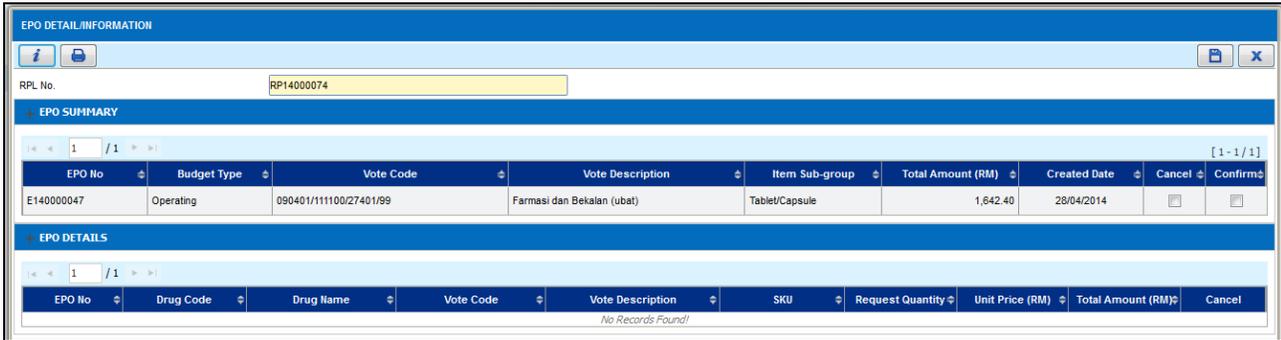


Figure 3.1.5-7 EPO Details

Note

Under the Details/Information screen consist of two (2) sections which is:

1. EPO Summary – where this section will show all the EPO No generated by the system based on the same Vote Code or same Item Sub Group.
2. EPO Details – where system will show the Drug/Non Drug details for each of the EPO No generated by the system.

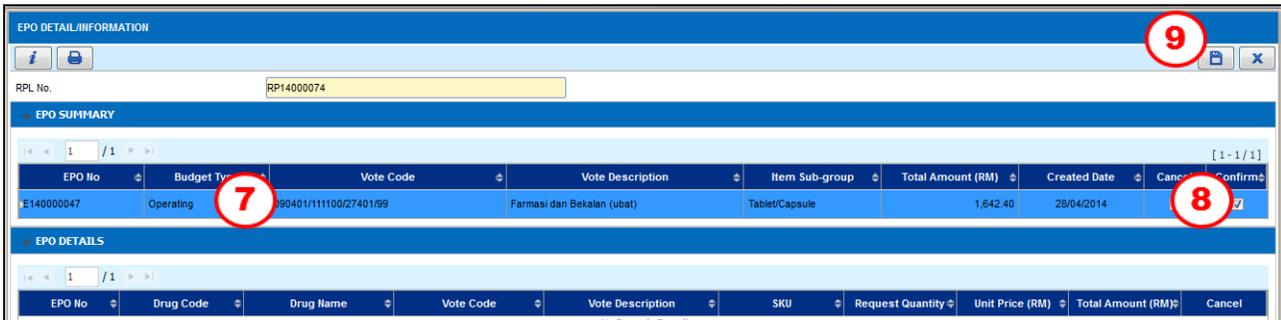


Figure 3.1.5-8 EPO Details

STEP 7

Double click on the information listed under the EPO Summary to know the details

Note

All the details will display in the EPO Details section.

STEP 8

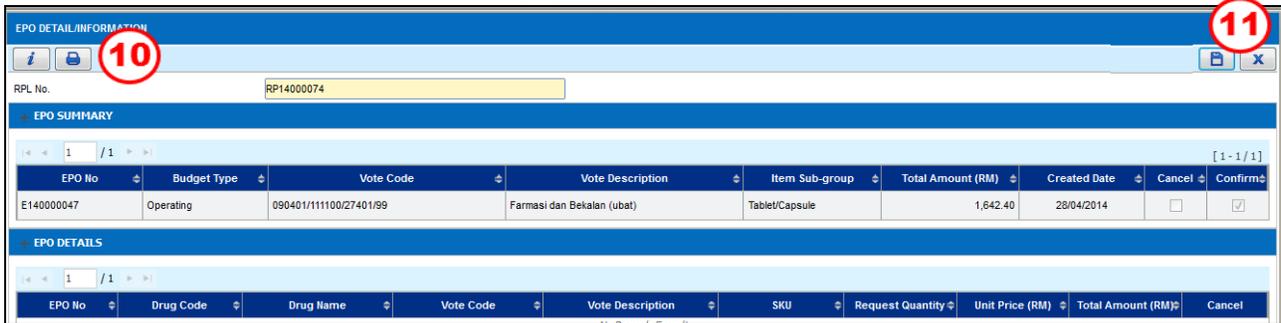
Check on the Confirm checkbox to confirm the EPO No or else check on the Cancel check box to cancel the EPO No

Note

- Only the confirm EPO No can be processed with purchase order.
- User is allowed to leave the EPO No uncheck for hold the process to purchase order.

STEP 9

Click on the  to save the record



EPO DETAIL INFORMATION

RPL No. RP14000074

EPO SUMMARY

EPO No	Budget Type	Vote Code	Vote Description	Item Sub-group	Total Amount (RM)	Created Date	Cancel	Confirm
E140000047	Operating	090401/111100/27401/99	Farmasi dan Bekalan (ubat)	Tablet/Capsule	1,642.40	28/04/2014	<input type="checkbox"/>	<input checked="" type="checkbox"/>

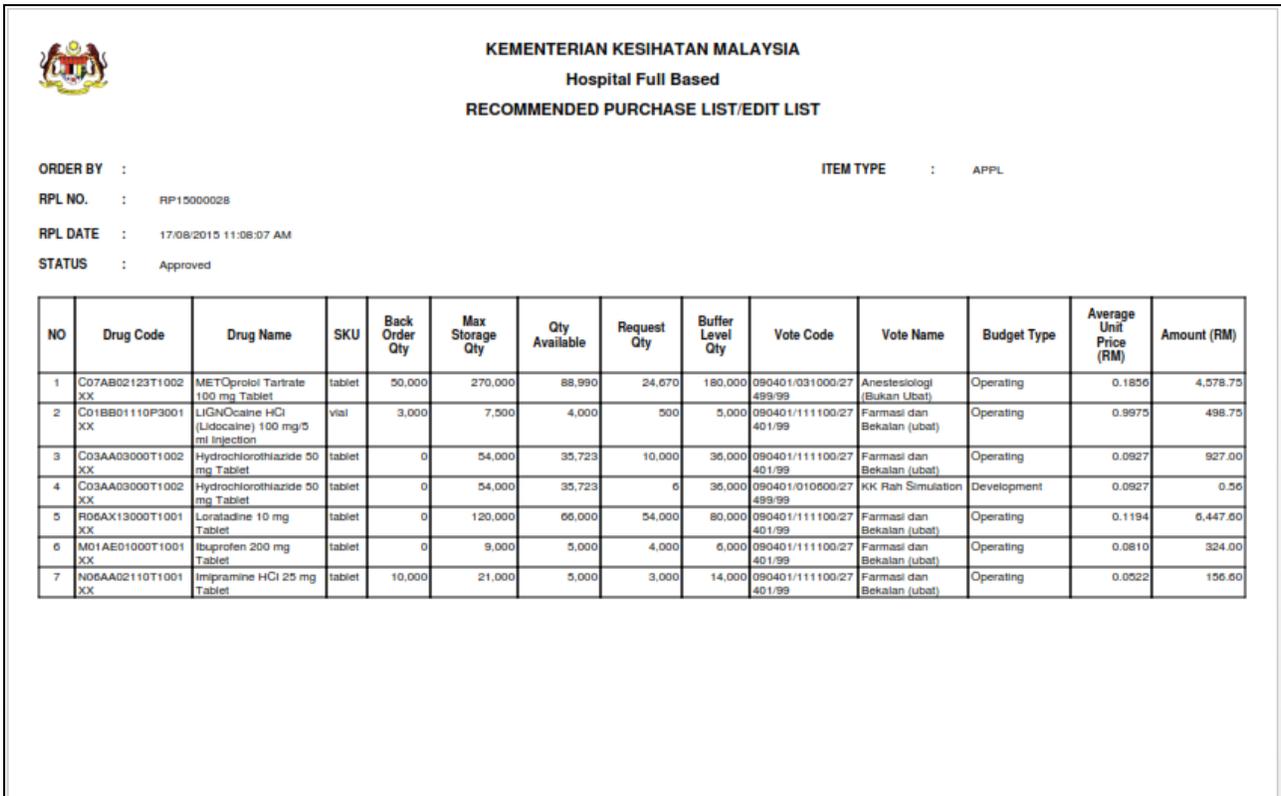
EPO DETAILS

EPO No	Drug Code	Drug Name	Vote Code	Vote Description	SKU	Request Quantity	Unit Price (RM)	Total Amount (RM)	Cancel
--------	-----------	-----------	-----------	------------------	-----	------------------	-----------------	-------------------	--------

Figure 3.1.5-9 EPO Details

STEP 10

Click on the  button to view/print report



KEMENTERIAN KESIHATAN MALAYSIA
Hospital Full Based
RECOMMENDED PURCHASE LIST/EDIT LIST

ORDER BY : ITEM TYPE : APPL

RPL NO. : RP15000028

RPL DATE : 17/08/2015 11:08:07 AM

STATUS : Approved

NO	Drug Code	Drug Name	SKU	Back Order Qty	Max Storage Qty	Qty Available	Request Qty	Buffer Level Qty	Vote Code	Vote Name	Budget Type	Average Unit Price (RM)	Amount (RM)
1	C07AB02123T1002XX	METOpriolol Tartrate 100 mg Tablet	tablet	50,000	270,000	88,990	24,670	180,000	090401/031000/27499/99	Anestesiologi (Bukan Ubat)	Operating	0.1856	4,578.75
2	C01BB01110P3001XX	LIGNOCAINE HCl (Lidocaine) 100 mg/5 ml Injection	vial	3,000	7,500	4,000	500	5,000	090401/111100/27401/99	Farmasi dan Bekalan (ubat)	Operating	0.9975	498.75
3	C03AA03000T1002XX	Hydrochlorothiazide 50 mg Tablet	tablet	0	54,000	35,723	10,000	36,000	090401/111100/27401/99	Farmasi dan Bekalan (ubat)	Operating	0.0927	927.00
4	C03AA03000T1002XX	Hydrochlorothiazide 50 mg Tablet	tablet	0	54,000	35,723	6	36,000	090401/010600/27499/99	KK Rah Simulation	Development	0.0927	0.56
5	R06AX13000T1001XX	Loratadine 10 mg Tablet	tablet	0	120,000	66,000	54,000	80,000	090401/111100/27401/99	Farmasi dan Bekalan (ubat)	Operating	0.1194	6,447.60
6	M01AE01000T1001XX	Ibuprofen 200 mg Tablet	tablet	0	9,000	5,000	4,000	6,000	090401/111100/27401/99	Farmasi dan Bekalan (ubat)	Operating	0.0810	324.00
7	N06AA02110T1001XX	Imipramine HCl 25 mg Tablet	tablet	10,000	21,000	5,000	3,000	14,000	090401/111100/27401/99	Farmasi dan Bekalan (ubat)	Operating	0.0522	156.60

Figure 3.1.5-10 EPO Details

STEP 11

Click on the  to close the EPO Detail/Information screen and back to RPL Main Screen as shown in Figure 3.1.5-9

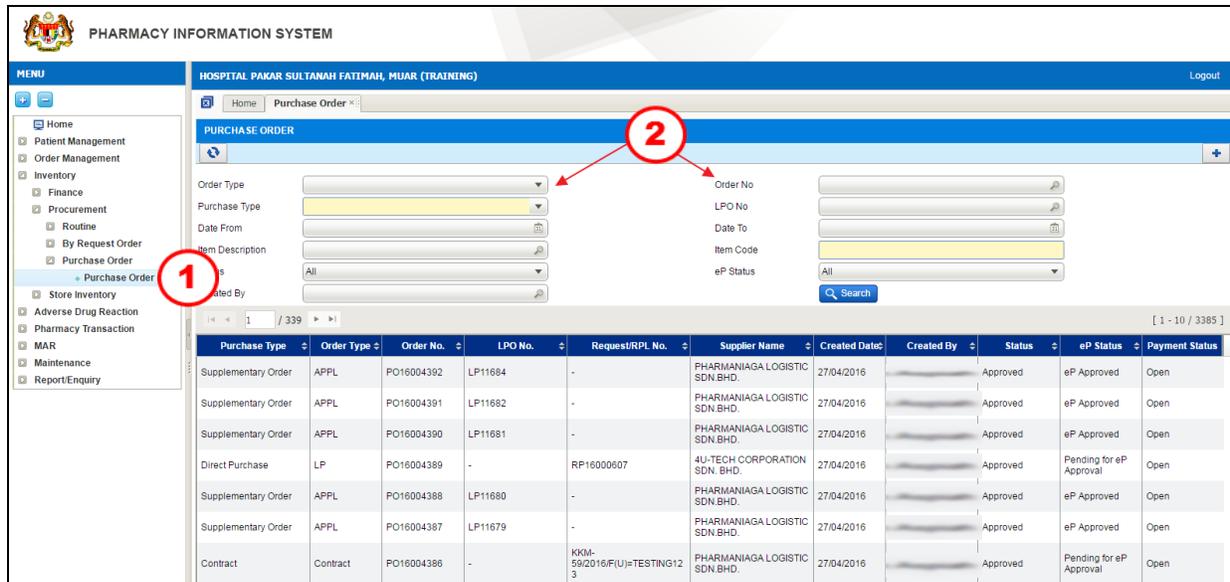
Note

If user want to view the details on EPO No or want to proceed with undone transaction under EPO

Detail/Information, user can click on the  button and EPO Detail/Information will screen will display

3.2 Purchase Order Listing Page

Purpose of this screen is to allow user to choose 3 order types which is APPL, Contract, and LP and proceed with procurement process. To view existing Purchase Order record, perform the steps below:



Purchase Type	Order Type	Order No.	LPO No.	Request/RPL No.	Supplier Name	Created Date	Status	eP Status	Payment Status
Supplementary Order	APPL	PO16004392	LP11684	-	PHARMANIAGA LOGISTIC SDN BHD.	27/04/2016	Approved	eP Approved	Open
Supplementary Order	APPL	PO16004391	LP11682	-	PHARMANIAGA LOGISTIC SDN BHD.	27/04/2016	Approved	eP Approved	Open
Supplementary Order	APPL	PO16004390	LP11681	-	PHARMANIAGA LOGISTIC SDN BHD.	27/04/2016	Approved	eP Approved	Open
Direct Purchase	LP	PO16004389	-	RP16000607	4U-TECH CORPORATION SDN. BHD.	27/04/2016	Approved	Pending for eP Approval	Open
Supplementary Order	APPL	PO16004388	LP11680	-	PHARMANIAGA LOGISTIC SDN BHD.	27/04/2016	Approved	eP Approved	Open
Supplementary Order	APPL	PO16004387	LP11679	-	PHARMANIAGA LOGISTIC SDN BHD.	27/04/2016	Approved	eP Approved	Open
Contract	Contract	PO16004386	-	KKM-59/2016(F/U)=TESTING123	PHARMANIAGA LOGISTIC SDN BHD.	27/04/2016	Approved	Pending for eP Approval	Open

Figure 3.2-1 Purchase Order Listing Page

STEP 1

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

STEP 2

To search for existing purchase order transaction, these search criteria can be used

- a) Order Type
 - APPL
 - Contract
 - LP
- b) Order No
- c) Purchase Type
 - Direct
 - Quotation
- d) LPO No
- e) Date From
- f) Date To
- g) Item Description
- h) Item Code
- i) Ep Status
 - Ep Approved
 - Ep Rejected
 - Pending for Ep Approval
- j) Status
 - ALL
 - Approved
 - Cancelled
 - Closed
 - LPO Cancelled by eP
 - Open
 - Pending for Approval
 - Rejected

PHARMACY INFORMATION SYSTEM

HOSPITAL MIRI

Home | Purchase Order

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]

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
Direct Purchase	LP	PO17003235	173266		PHARMANIAGA LOGISTIC SDN BHD.	27/11/2017		Closed	eP Approved	6,102.00	Full Payment
Contract	Contract	PO17003234	173264	KKM-67/2016(F/U)	QUALITY REPUTATION SDN BHD	27/11/2017		Closed	eP Approved	1,908.00	Full Payment
Contract	Contract	PO17003233	173263	KKM-107/2017(F/U)	AIN MEDICARE SDN. BHD.	27/11/2017		Closed	eP Approved	5,280.00	Full Payment
Contract	Contract	PO17003232	173262	KKM-22/2017(F/U)	AIN MEDICARE SDN. BHD.	27/11/2017		Closed	eP Approved	2,450.00	Full Payment

Figure 3.2-2 Purchase Order Listing Page

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 3.2-3

PURCHASE ORDER

PURCHASE ORDER DETAILS

AP Purchase Order | LP Purchase Order | Contract Purchase Order

Order No: PO14000321 Financial Year: 2014

Request Type: RPL Total Order Amount (RM): 1,008.00

Item Group: DRUG Item SubClass: [Dropdown]

Supplier Name: PHARMANIAGA LOGISTIC SDN BHD Order Date: 22/07/2014 03:45:44 PM

Delivery Site To Name: Hospital Pakar Sultanah Fatimah Muar Created By: [Text Box]

Order Status: Approved eP Status: Pending for eP Approval

Remark: [Text Box] Reject Reason: [Text Box]

VOTE CODE LIST

Vote Code	Vote Description	Budget Type	Balance Before PO (RM)	Utilized PO (RM)	Balance After PO (RM)
090401/111100/27401/99	Farmasi dan Bekalan (ubat)	Operating	78,011.58	1,008.00	77,003.58
TOTAL			78,011.58	1,008.00	77,003.58

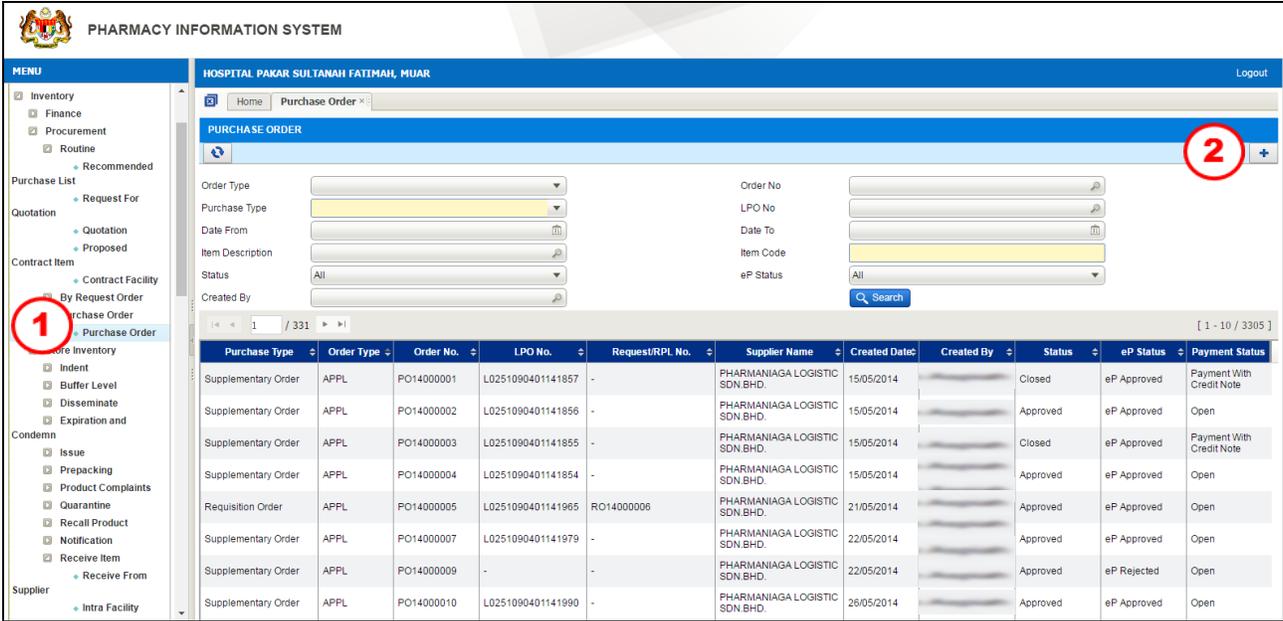
PURCHASE ORDER DETAILS

Item Code	Item Description	PKU	Packaging Description	Brand	Manufacturer	Ordered Quantity (PKU)	Approved Quantity (PKU)	Vote Code	Usage & Issue Quantity	Unit Price (RM)	Amount (RM)
07.0011.02	Amikacin 500mgum Inj	vial	Pack of 10 vials	APALIN	Duopharma (M) Sdn. Bhd.	150	150	090401/111100/27401/99 Farmasi dan Bekalan (ubat) Operating	5.560	6.7200	1,008.00

Figure 3.2-3 Purchase Order Details

3.2.1 Create New Purchase Order: Recommended Purchase List (RPL)

To create a new Contract Recommended Purchase List (RPL) Purchase Order transaction, perform the steps below:



PHARMACY INFORMATION SYSTEM

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

Home Purchase Order

PURCHASE ORDER

Order Type: [Dropdown]
 Purchase Type: [Dropdown]
 Date From: [Date Picker]
 Date To: [Date Picker]
 Item Description: [Text Field]
 Status: [Dropdown]
 Created By: [Text Field]

Order No: [Text Field]
 LPO No: [Text Field]
 Date To: [Date Picker]
 Item Code: [Text Field]
 eP Status: [Dropdown]

[Search]

Purchase Type	Order Type	Order No.	LPO No.	Request/RPL No.	Supplier Name	Created Dates	Created By	Status	eP Status	Payment Status
Supplementary Order	APPL	PO14000001	L0251090401141857	-	PHARMANIAGA LOGISTIC SDN BHD.	15/05/2014		Closed	eP Approved	Payment With Credit Note
Supplementary Order	APPL	PO14000002	L0251090401141856	-	PHARMANIAGA LOGISTIC SDN BHD.	15/05/2014		Approved	eP Approved	Open
Supplementary Order	APPL	PO14000003	L0251090401141855	-	PHARMANIAGA LOGISTIC SDN BHD.	15/05/2014		Closed	eP Approved	Payment With Credit Note
Supplementary Order	APPL	PO14000004	L0251090401141854	-	PHARMANIAGA LOGISTIC SDN BHD.	15/05/2014		Approved	eP Approved	Open
Requisition Order	APPL	PO14000005	L0251090401141965	RO14000006	PHARMANIAGA LOGISTIC SDN BHD.	21/05/2014		Approved	eP Approved	Open
Supplementary Order	APPL	PO14000007	L0251090401141979	-	PHARMANIAGA LOGISTIC SDN BHD.	22/05/2014		Approved	eP Approved	Open
Supplementary Order	APPL	PO14000009	-	-	PHARMANIAGA LOGISTIC SDN BHD.	22/05/2014		Approved	eP Rejected	Open
Supplementary Order	APPL	PO14000010	L0251090401141990	-	PHARMANIAGA LOGISTIC SDN BHD.	26/05/2014		Approved	eP Approved	Open

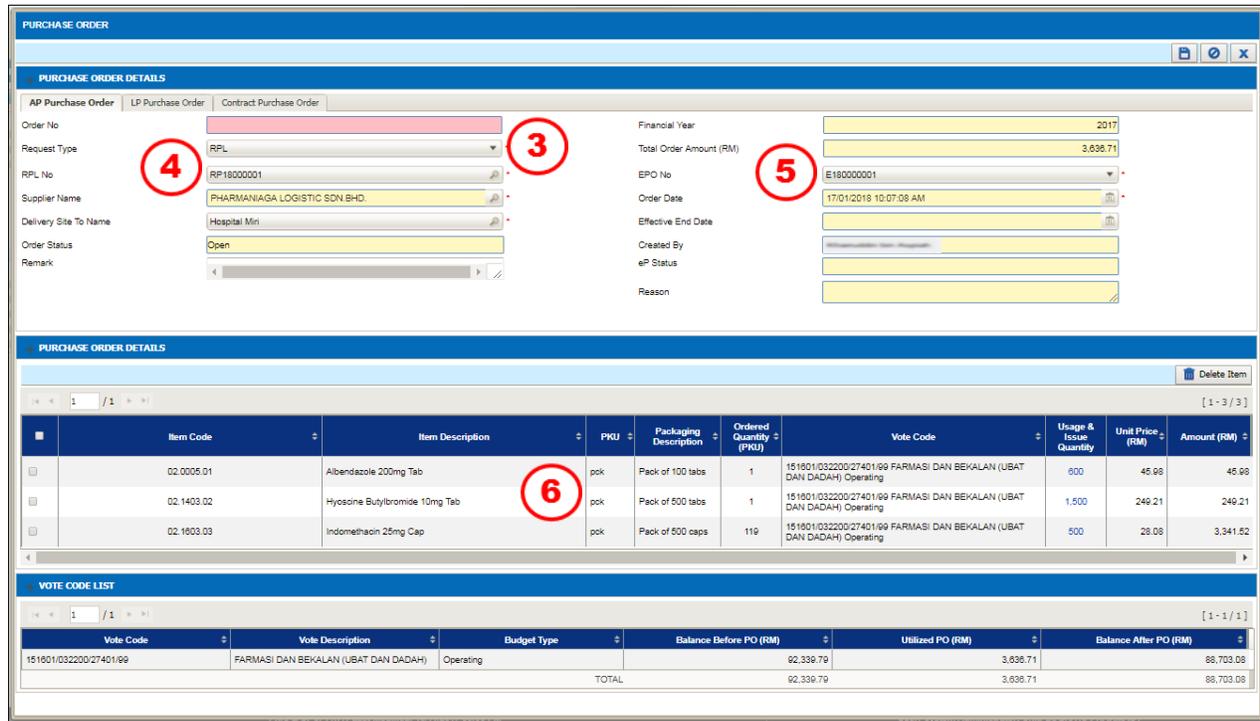
Figure 3.2.1-1 New AP Purchase Order

STEP 1

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

STEP 2

Click on the  button and the **AP Purchase Order** tab will be displayed in the **Purchase Order** screen as per Figure 3.2.1-2



PURCHASE ORDER

PURCHASE ORDER DETAILS

AP Purchase Order | LP Purchase Order | Contract Purchase Order

Order No: []
 Request Type: **4** RPL **3**
 RPL No: RP18000001
 Supplier Name: PHARMANIAGA LOGISTIC SDN BHD
 Delivery Site To Name: Hospital Miri
 Order Status: Open
 Remark: []

Financial Year: 2017
 Total Order Amount (RM): 3,636.71
 EPO No: **5** E180000001
 Order Date: 17/01/2018 10:07:08 AM
 Effective End Date: []
 Created By: []
 eP Status: []
 Reason: []

PURCHASE ORDER DETAILS

Item Code	Item Description	PKU	Packaging Description	Ordered Quantity (PKU)	Vote Code	Usage & Issue Quantity	Unit Price (RM)	Amount (RM)
02.0005.01	Albendazole 200mg Tab	pck	Pack of 100 tabs	1	151801.032200.27401.09 FARMASI DAN BEKALAN (UBAT DAN DADAH) Operating	800	45.98	45.98
02.1403.02	Hyosine Butylbromide 10mg Tab	pck	Pack of 500 tabs	1	151801.032200.27401.09 FARMASI DAN BEKALAN (UBAT DAN DADAH) Operating	1,500	249.21	249.21
02.1603.03	Indomethacin 25mg Cap	pck	Pack of 500 caps	119	151801.032200.27401.09 FARMASI DAN BEKALAN (UBAT DAN DADAH) Operating	500	28.08	3,341.52

6

VOTE CODE LIST

Vote Code	Vote Description	Budget Type	Balance Before PO (RM)	Utilized PO (RM)	Balance After PO (RM)
151801.032200.27401.09	FARMASI DAN BEKALAN (UBAT DAN DADAH) Operating		92,339.79	3,636.71	88,703.08
TOTAL			92,339.79	3,636.71	88,703.08

Figure 3.2.1-2 AP Purchase Order

STEP 3

Select on **Request Type** as RPL

STEP 4

Select available **RPL No**

STEP 5

Select available **EPO No**

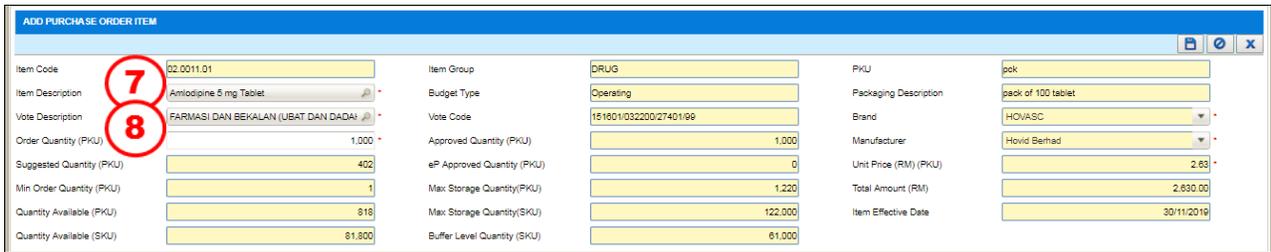
Note

- **Supplier Name** will default to PHARMANIAGA LOGISTIC SDN BHD.
- **Order Date** will default to server time.
- **Delivery Site to Name** will default to creator department.
- **Delivery Site To Name** will default to Main Store.

STEP 6

Double click on item details to modify (refer Figure 3.2.1-2):

- Item Description
- Vote Description
- Change Order Qty
- Brand
- Manufacturer



ADD PURCHASE ORDER ITEM					
Item Code	02.0011.01	Item Group	DRUG	PKU	pek
Item Description	Amiodipine 5 mg Tablet	Budget Type	Operating	Packaging Description	pack of 100 tablet
Vote Description	FARMASI DAN BEKALAN (UBAT DAN DADA)	Vote Code	151801032200/2740199	Brand	HOVASC
Order Quantity (PKU)	1,000	Approved Quantity (PKU)	1,000	Manufacturer	Hovid Berhad
Suggested Quantity (PKU)	402	eP Approved Quantity (PKU)	0	Unit Price (RM) (PKU)	2.83
Min Order Quantity (PKU)	1	Max Storage Quantity (PKU)	1,220	Total Amount (RM)	2,830.00
Quantity Available (PKU)	818	Max Storage Quantity (SKU)	122,000	Item Effective Date	30/11/2019
Quantity Available (SKU)	81,800	Buffer Level Quantity (SKU)	81,000		

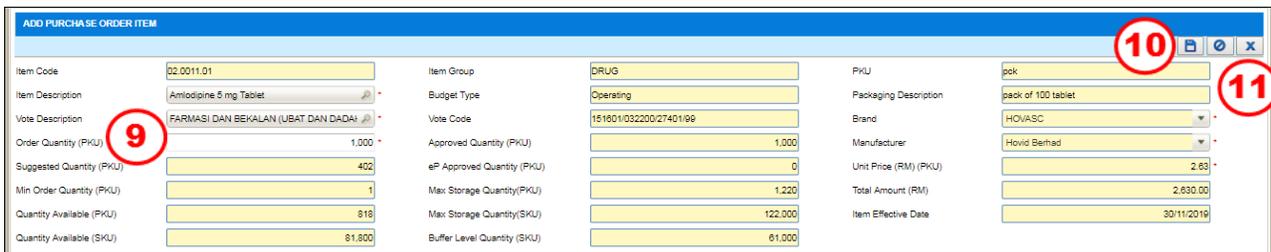
Figure 3.2.1-3 Add Purchase Order Item

STEP 7

Select available *Item Description*

STEP 8

Select available *Vote Description*



ADD PURCHASE ORDER ITEM					
Item Code	02.0011.01	Item Group	DRUG	PKU	pek
Item Description	Amiodipine 5 mg Tablet	Budget Type	Operating	Packaging Description	pack of 100 tablet
Vote Description	FARMASI DAN BEKALAN (UBAT DAN DADA)	Vote Code	151801032200/2740199	Brand	HOVASC
Order Quantity (PKU)	1,000	Approved Quantity (PKU)	1,000	Manufacturer	Hovid Berhad
Suggested Quantity (PKU)	402	eP Approved Quantity (PKU)	0	Unit Price (RM) (PKU)	2.83
Min Order Quantity (PKU)	1	Max Storage Quantity (PKU)	1,220	Total Amount (RM)	2,830.00
Quantity Available (PKU)	818	Max Storage Quantity (SKU)	122,000	Item Effective Date	30/11/2019
Quantity Available (SKU)	81,800	Buffer Level Quantity (SKU)	81,000		

Figure 3.2.1-4 Add Purchase Order Item

STEP 9

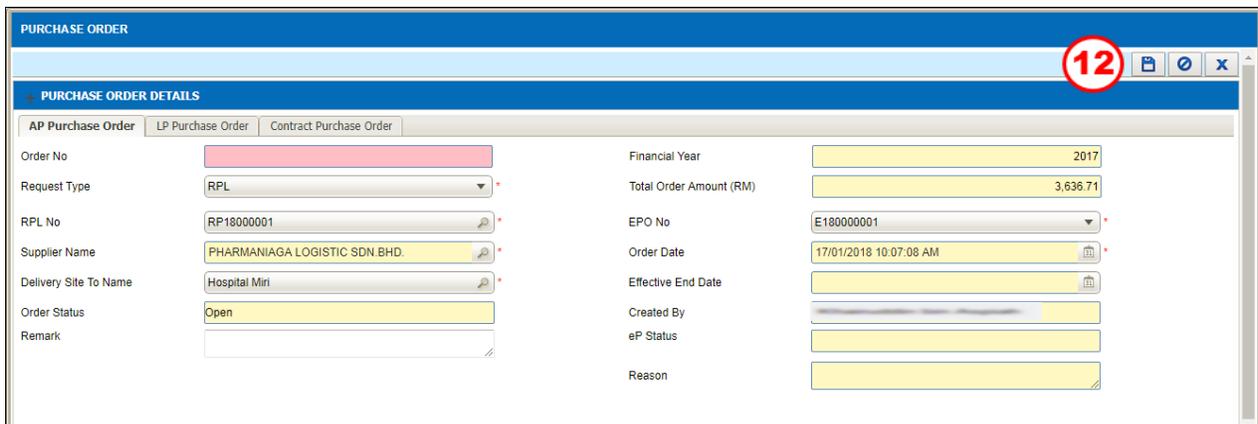
Change/modify *Order Quantity (PKU)*

STEP 10

Click on the  button to save the modification and details will be displayed on Purchase Order Details

STEP 11

Click on the  to close the screen



PURCHASE ORDER	
PURCHASE ORDER DETAILS	
AP Purchase Order	LP Purchase Order
Contract Purchase Order	
Order No	Financial Year
Request Type	Total Order Amount (RM)
RPL No	EPO No
Supplier Name	Order Date
Delivery Site To Name	Effective End Date
Order Status	Created By
Remark	eP Status
	Reason

Figure 3.2.1-5 AP Purchase Order

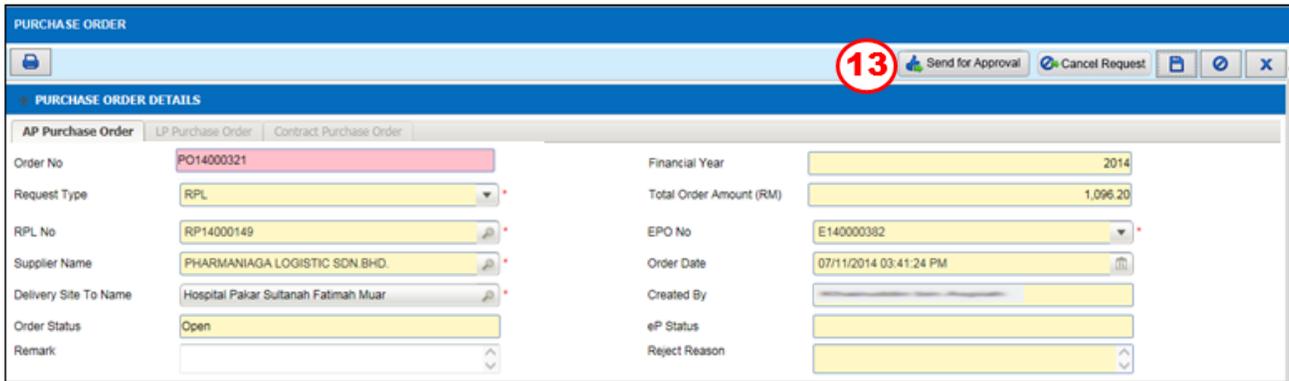


Figure 3.2.1-6 AP Purchase Order

STEP 12

Click on the  button to save the modification

STEP 13

 and  will be displayed after the transaction is successfully saved as Figure 3.2.1-6.

Note

- User is allowed to cancel the request by click on the  button.
- **Status** will be cancelled.
- If click on the  button, record will be sent to get approval and proceed to Approval process.
- If click on the  button, record will not be sent to approval process.
- Click on the  button to update data.

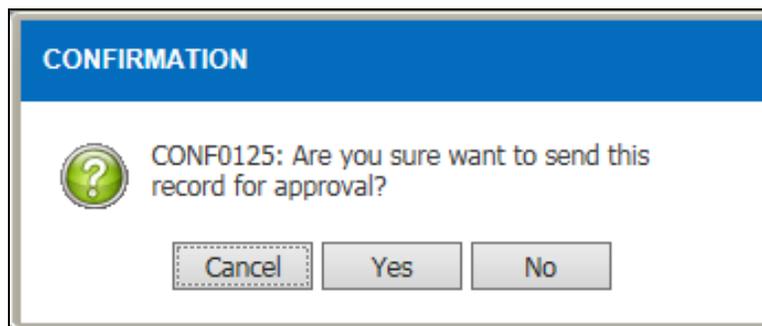


Figure 3.2.1-7 Alert Messages

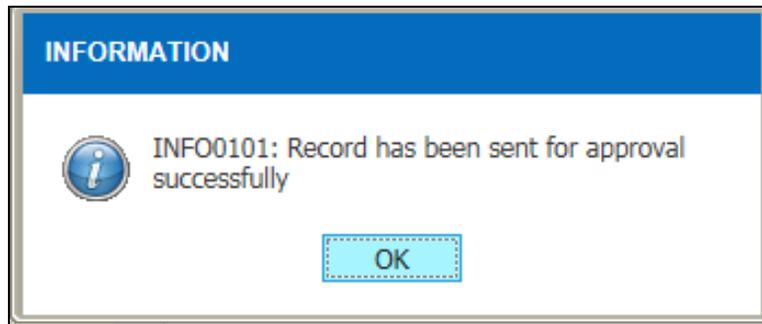
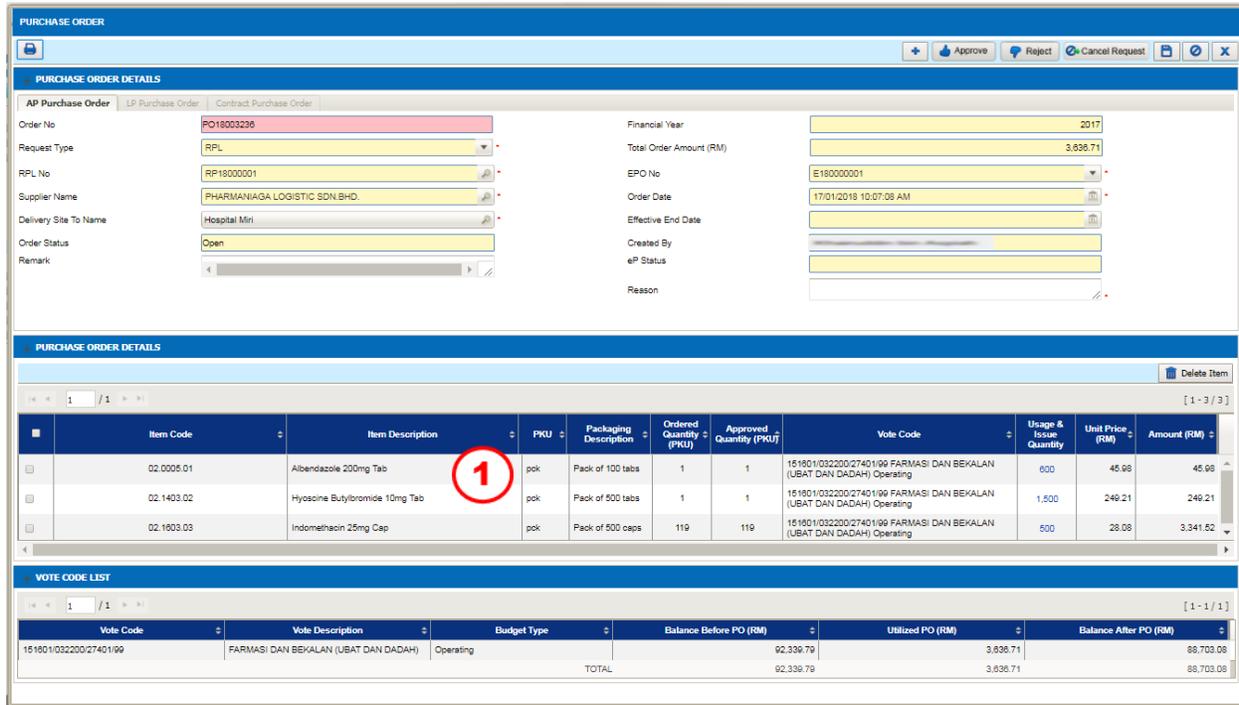


Figure 3.2.1-8 Alert Messages

3.2.2 Purchase Order Approval: Recommended Purchase List (RPL)

Pharmacist will receive notification in Task List for any Purchase Order that needs to be approved. Please refer to section [c](#) to search for any Pending for Approval records



PURCHASE ORDER

PURCHASE ORDER DETAILS

AP Purchase Order | LP Purchase Order | Contract Purchase Order

Order No: PO18003236 | Financial Year: 2017
 Request Type: RPL | Total Order Amount (RM): 3,836.71
 RPL No: RP18000001 | EPO No: E18000001
 Supplier Name: PHARMANIAGA LOGISTIC SDN.BHD. | Order Date: 17/01/2018 10:07:08 AM
 Delivery Site To Name: Hospital Miri | Effective End Date:
 Order Status: Open | Created By:
 Remark: | eP Status:
 Reason:

PURCHASE ORDER DETAILS

Item Code	Item Description	PKU	Packaging Description	Ordered Quantity (PKU)	Approved Quantity (PKU)	Vote Code	Usage & Issue Quantity	Unit Price (RM)	Amount (RM)
02.0005.01	Albendazole 200mg Tab	pkk	Pack of 100 tabs	1	1	151801032200/27401/99 FARMASI DAN BEKALAN (UBAT DAN DADAH) Operating	800	45.98	45.98
02.1403.02	Hyosine Butylbromide 10mg Tab	pkk	Pack of 500 tabs	1	1	151801032200/27401/99 FARMASI DAN BEKALAN (UBAT DAN DADAH) Operating	1,500	249.21	249.21
02.1803.03	Indomethacin 25mg Cap	pkk	Pack of 500 caps	119	119	151801032200/27401/99 FARMASI DAN BEKALAN (UBAT DAN DADAH) Operating	500	28.08	3,341.52

VOTE CODE LIST

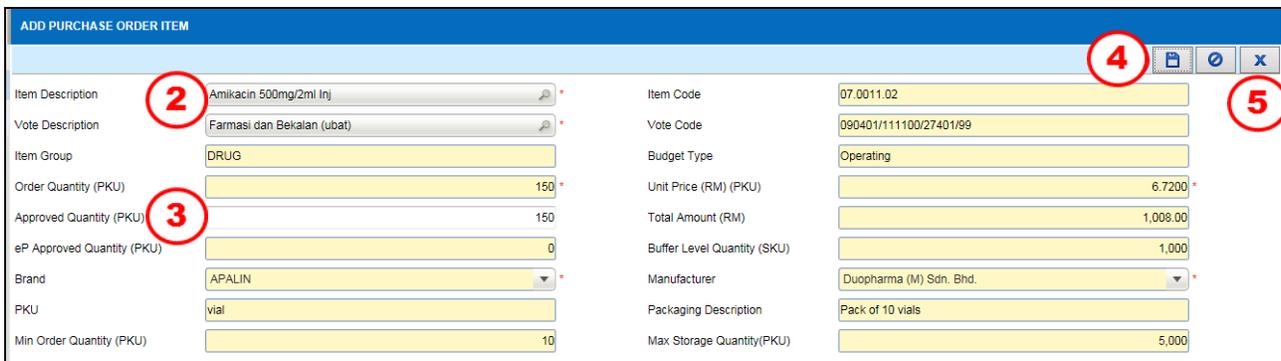
Vote Code	Vote Description	Budget Type	Balance Before PO (RM)	Utilized PO (RM)	Balance After PO (RM)
151801032200/27401/99	FARMASI DAN BEKALAN (UBAT DAN DADAH)	Operating	92,336.79	3,836.71	88,703.08
TOTAL			92,336.79	3,836.71	88,703.08

Figure 3.2.2-1 Purchase Order Approve

STEP 1

Double click on item details on Purchase Order Details to modify (refer Figure 3.2.2-1):

- Item Description
- Vote Description
- Change Order Quantity
- Brand
- Manufacturer



ADD PURCHASE ORDER ITEM

Item Description: Amikacin 500mg/2ml Inj (2)

Vote Description: Farmasi dan Bekalan (ubat) (4)

Item Group: DRUG

Order Quantity (PKU): 150 (3)

Approved Quantity (PKU): 150

eP Approved Quantity (PKU): 0

Brand: APALIN

PKU: vial

Min Order Quantity (PKU): 10

Item Code: 07.0011.02 (5)

Vote Code: 090401/111100/27401/99

Budget Type: Operating

Unit Price (RM) (PKU): 6.7200

Total Amount (RM): 1,008.00

Buffer Level Quantity (SKU): 1,000

Manufacturer: Duopharma (M) Sdn. Bhd.

Packaging Description: Pack of 10 vials

Max Storage Quantity(PKU): 5,000

Figure 3.2.2-2 Add Purchase Order Item

STEP 2

Select available *Item Description*

STEP 3

Insert *Approved Quantity (PKU)*

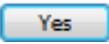
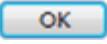
STEP 4

Click on the  button to save the modification and details will be appeared on Purchase Order Details

STEP 5

Click on the  to close the screen

Note

- If click on the  button, record will be saved.
- If click on the  button, record will not be saved.
- Click on the  button to update data.

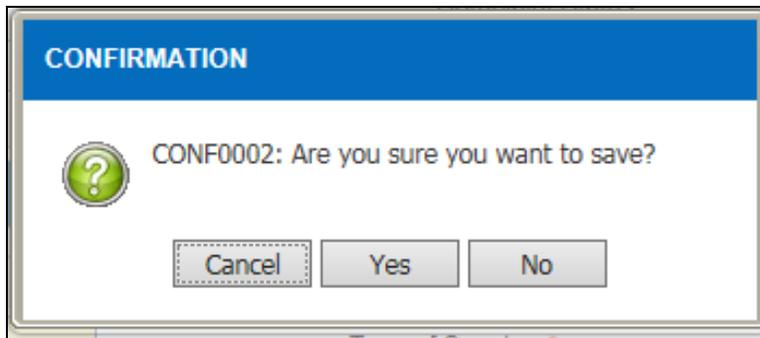


Figure 3.2.2-3 Alert Messages

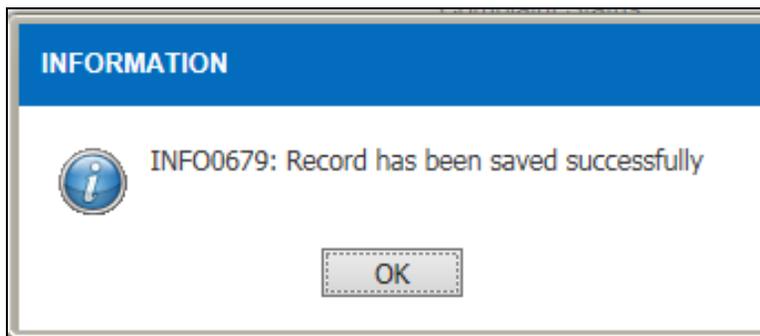


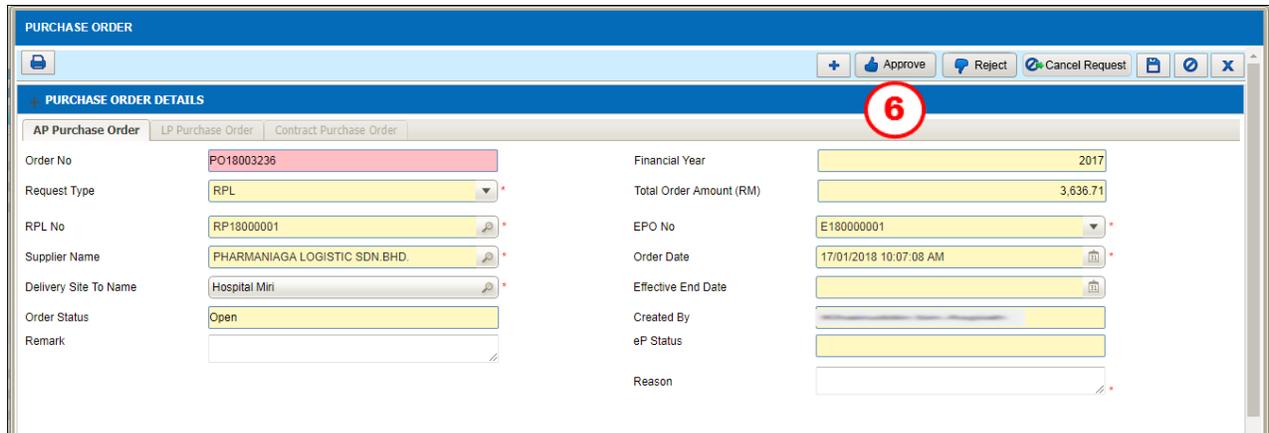
Figure 3.2.2-4 Alert Messages

STEP 6

Click on the  button to approve the transaction

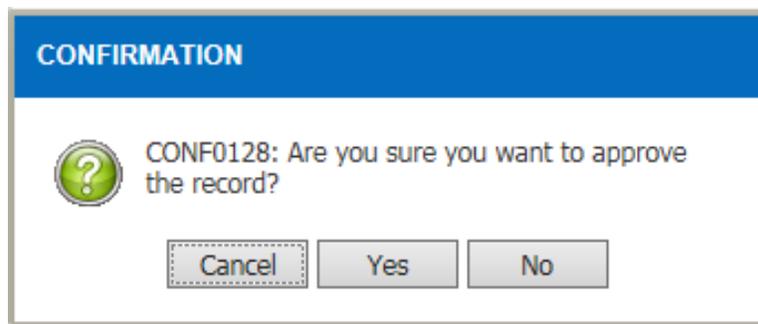
Note

- If click on the  button, record will be rejected and end the process.
- If click on the  button, information of current item to be purchased will be deleted, but, it will still use the same RPL No to create new purchase order, with different EPO.



PURCHASE ORDER			
PURCHASE ORDER DETAILS			
Order No	PO18003236	Financial Year	2017
Request Type	RPL	Total Order Amount (RM)	3,636.71
RPL No	RP18000001	EPO No	E180000001
Supplier Name	PHARMANIAGA LOGISTIC SDN.BHD.	Order Date	17/01/2018 10:07:08 AM
Delivery Site To Name	Hospital Mini	Effective End Date	
Order Status	Open	Created By	
Remark		eP Status	
		Reason	

Figure 3.2.2-5 Purchase Order

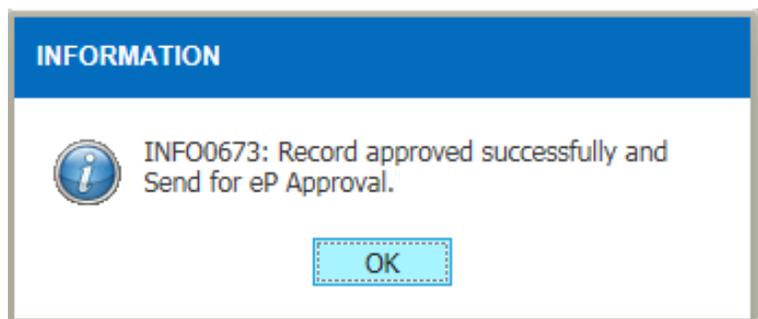


CONFIRMATION

CONF0128: Are you sure you want to approve the record?

Cancel Yes No

Figure 3.2.2-6 Alert Messages



INFORMATION

INFO0673: Record approved successfully and Send for eP Approval.

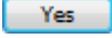
OK

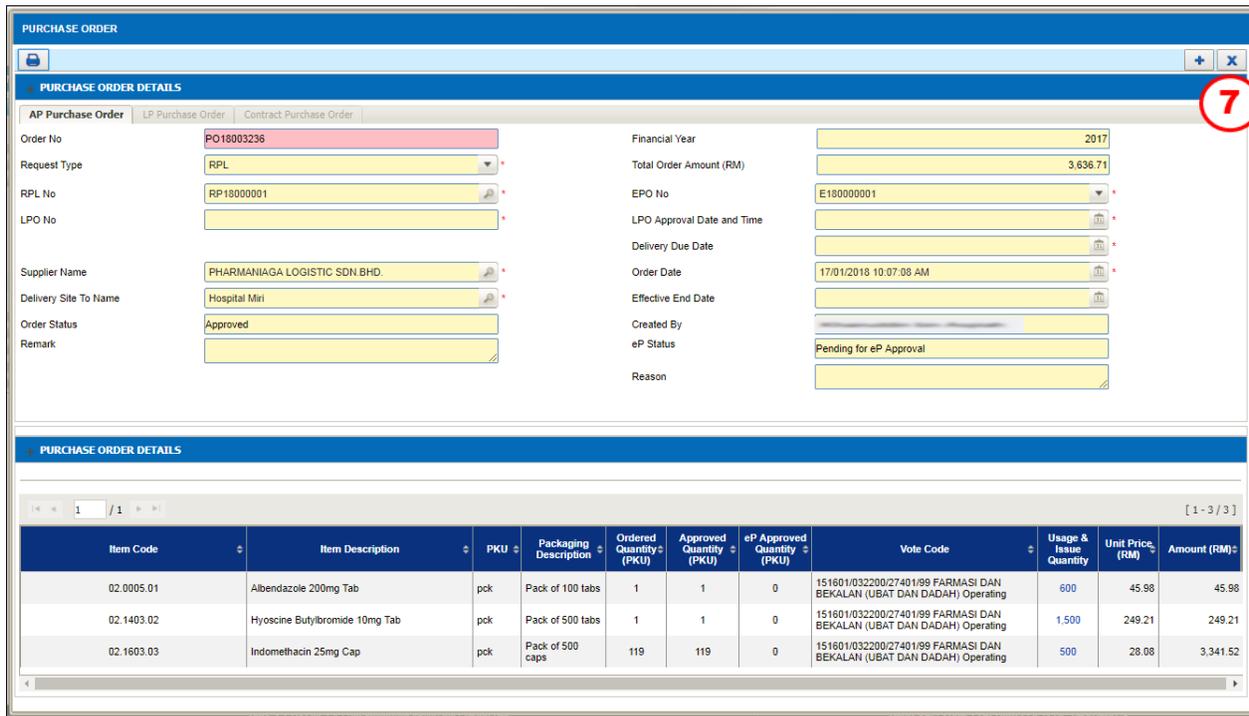
Figure 3.2.2-7 Alert Messages

STEP 7

Click on the  to close the screen

Note

- If click on the  button, record will be approved.
- If click on the  button, record will not be approved.
- Click on the  button to successfully approve and send for Ep Approval updated data.



PURCHASE ORDER

PURCHASE ORDER DETAILS

AP Purchase Order | LP Purchase Order | Contract Purchase Order

Order No: PO18003236 | Financial Year: 2017

Request Type: RPL | Total Order Amount (RM): 3,636.71

RPL No: RP18000001 | EPO No: E180000001

LPO No: | LPO Approval Date and Time: |

Supplier Name: PHARMANIAGA LOGISTIC SDN BHD. | Delivery Due Date: |

Delivery Site To Name: Hospital Miri | Order Date: 17/01/2018 10:07:08 AM

Order Status: Approved | Effective End Date: |

Remark: | Created By: |

eP Status: Pending for eP Approval | Reason: |

Item Code	Item Description	PKU	Packaging Description	Ordered Quantity (PKU)	Approved Quantity (PKU)	eP Approved Quantity (PKU)	Vote Code	Usage & Issue Quantity	Unit Price (RM)	Amount (RM)
02.0005.01	Albendazole 200mg Tab	pck	Pack of 100 tabs	1	1	0	151601/032200/27401/99 FARMASI DAN BEKALAN (UBAT DAN DADAH) Operating	600	45.98	45.98
02.1403.02	Hyoscine Butylbromide 10mg Tab	pck	Pack of 500 tabs	1	1	0	151601/032200/27401/99 FARMASI DAN BEKALAN (UBAT DAN DADAH) Operating	1,500	249.21	249.21
02.1603.03	Indomethacin 25mg Cap	pck	Pack of 500 caps	119	119	0	151601/032200/27401/99 FARMASI DAN BEKALAN (UBAT DAN DADAH) Operating	500	28.08	3,341.52

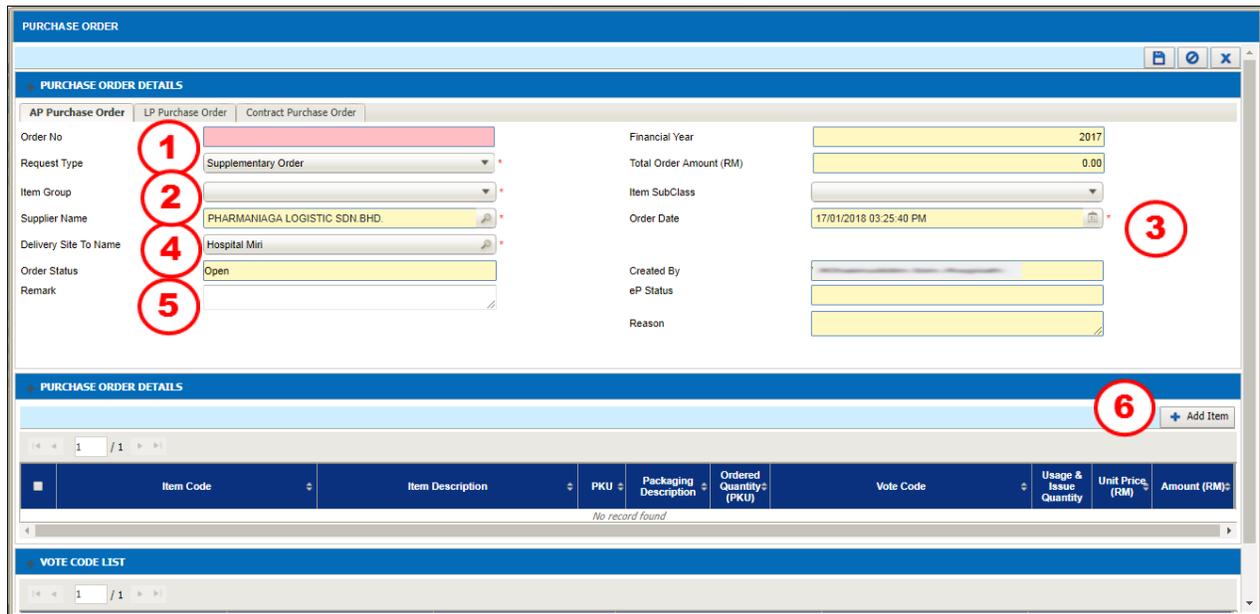
Figure 3.2.2-8 Purchase Order

Note

- If click on the  button, information of current item to be purchased will be deleted, but, it will still use the same RPL No to create new purchase order, with different EPO

3.2.3 Create New Purchase Order: Supplementary Order

The purpose of this function is to allow user to procure an item without using RPL screen. It is considered as manually process but still using PhIS. To create a new AP Purchase Order transaction, perform the steps below:



The screenshot displays the 'PURCHASE ORDER' form with the following details:

- Order No:** 1
- Request Type:** Supplementary Order (2)
- Item Group:** (3)
- Supplier Name:** PHARMANIAGA LOGISTIC SDN BHD
- Delivery Site To Name:** Hospital Mini (4)
- Order Status:** Open
- Remark:** (5)
- Financial Year:** 2017
- Total Order Amount (RM):** 0.00
- Item SubClass:** (3)
- Order Date:** 17/01/2018 03:25:40 PM (3)
- Created By:** (3)
- eP Status:** (3)
- Reason:** (3)

The 'PURCHASE ORDER DETAILS' section shows a table with columns: Item Code, Item Description, PKU, Packaging Description, Ordered Quantity (PKU), Vote Code, Usage & Issue Quantity, Unit Price (RM), and Amount (RM). The table is currently empty, displaying 'No record found'. A red circle with the number 6 highlights the '+ Add Item' button.

Figure 3.2.3-1 Supplementary Purchase Order

STEP 1

Select **Request Type** as Supplementary Order

STEP 2

Select **Item Group** from the drop-down menu

- Drug
- Non Drug

STEP 3

Select **Item Sub Class** from the drop-down menu if necessary

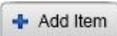
STEP 4

Change the **Delivery Site To Name**

STEP 5

Enter **Remark** if required

STEP 6

Click on the  button to add item to be procure. Refer Figure 3.2.3-2

ADD PURCHASE ORDER ITEM					
Item Code	02.0203.02	Item Group	DRUG	PKU	pck
Item Description	Baclofen 10mg Tab	Budget Type	Operating	Packaging Description	Pack of 50 tabs (Blister)
Vote Description	FARMASI DAN BEKALAN (UBAT DAN I	Vote Code	151601/032200/27401/99	Brand	MUSAFEN
Order Quantity (PKU)	0	Approved Quantity (PKU)	0	Manufacturer	Duopharma (M) Sdn. Bhd.
Suggested Quantity (PKU)	0	eP Approved Quantity (PKU)	0	Unit Price (RM) (PKU)	44.46
Min Order Quantity (PKU)	1	Max Storage Quantity(PKU)	1	Total Amount (RM)	0.00
Quantity Available (PKU)	98	Max Storage Quantity(SKU)	90	Item Effective Date	30/11/2019
Quantity Available (SKU)	4,900	Buffer Level Quantity (SKU)	60		

Figure 3.2.3-2 Add Purchase Order Item

Note

- Financial Year is default to the current Year and is non-editable.
- Order Date will default to current Date Time.
- Delivery Lead Period (Day) is default to 7 days and is non-editable.
- Delivery Due Date will display the value as 7 working days after the Order Date and is non-editable.

STEP 7

Select **Item Description**

STEP 8

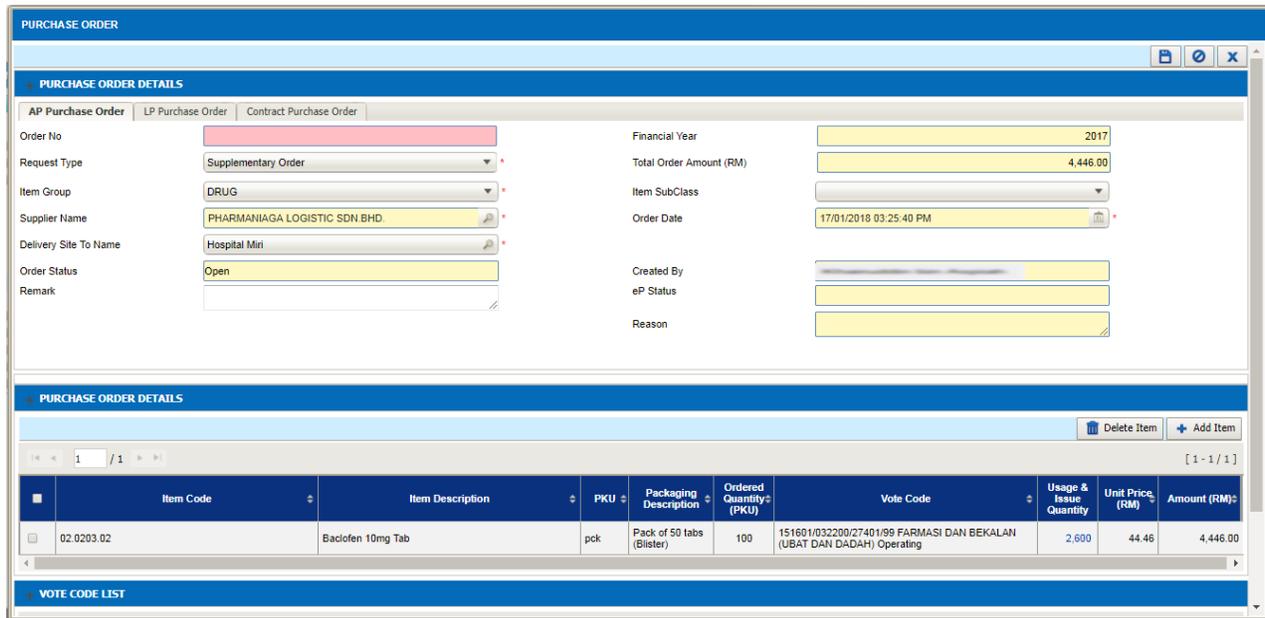
Search for **Vote Description**

STEP 9

Enter **Order Quantity (PKU)**

STEP 10

Click on the  button to save the item added into the Purchase Order



PURCHASE ORDER

PURCHASE ORDER DETAILS

AP Purchase Order | LP Purchase Order | Contract Purchase Order

Order No: [Field] Financial Year: 2017

Request Type: Supplementary Order Total Order Amount (RM): 4,446.00

Item Group: DRUG Item SubClass: [Field]

Supplier Name: PHARMANIAGA LOGISTIC SDN BHD Order Date: 17/01/2018 03:25:40 PM

Delivery Site To Name: Hospital Miri Created By: [Field]

Order Status: Open eP Status: [Field]

Remark: [Field] Reason: [Field]

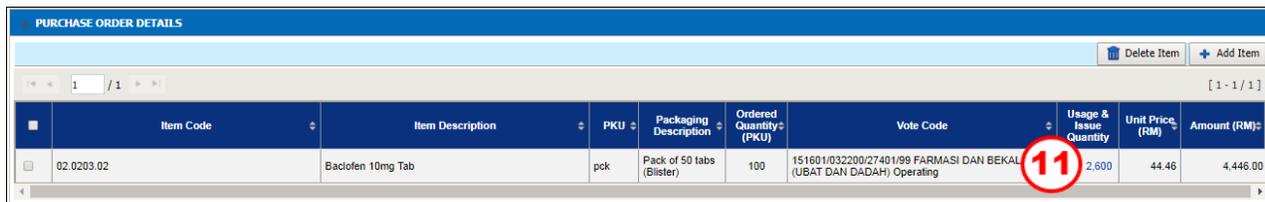
PURCHASE ORDER DETAILS

Delete Item + Add Item

Item Code	Item Description	PKU	Packaging Description	Ordered Quantity (PKU)	Vote Code	Usage & Issue Quantity	Unit Price (RM)	Amount (RM)
02.0203.02	Baclofen 10mg Tab	pck	Pack of 50 tabs (Blister)	100	151601/032200/27401/99 FARMASI DAN BEKALAN (UBAT DAN DADAH) Operating	2,600	44.46	4,446.00

VOTE CODE LIST

Figure 3.2.3-3 Add Purchase Order Item



PURCHASE ORDER DETAILS

Delete Item + Add Item

Item Code	Item Description	PKU	Packaging Description	Ordered Quantity (PKU)	Vote Code	Usage & Issue Quantity	Unit Price (RM)	Amount (RM)
02.0203.02	Baclofen 10mg Tab	pck	Pack of 50 tabs (Blister)	100	151601/032200/27401/99 FARMASI DAN BEKALAN (UBAT DAN DADAH) Operating	2,600	44.46	4,446.00

Figure 3.2.3-4 Purchase Order Details

Note

- After item completely added in the Purchase Order screen, user is allowed to (refer Figure 3.2.3-3):
 - a) View Usage Quantity
 - b) Delete Item
- User can view Usage Quantity of item.

STEP 11

User can view the details of Issue Quantity and Usage Quantity for that particular item

Note

- This screen is for viewing purpose.
- Click on the  button to close the window.

USAGE QUANTITY DETAILS		
<input checked="" type="radio"/> Periodic Quantity <input type="radio"/> Accumulated Quantity		
Date Range	Issue Quantity(SKU)	Usage Quantity(SKU)
17/12/2017 - 17/01/2018	1,000	0
17/11/2017 - 17/12/2017	1,600	0
17/10/2017 - 17/11/2017	0	0
Total 90 days	2,600	0

Figure 3.2.3-5 Purchase Order Usage Quantity Details

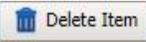
PURCHASE ORDER DETAILS								
Item Code	Item Description	PKU	Packaging Description	Ordered Quantity (PKU)	Vote Code	Usage & Issue Quantity	Unit Price (RM)	Amount (RM)
02.0203.02	Baclofen 10mg Tab	pck	Pack of 50 tabs (Blister)	100	151601/032200/27401/99 FARMASI DAN BEKALAN (UBAT DAN DADAH) Operating	2,600	44.46	4,446.00

Figure 3.2.3-6 Purchase Order Details

STEP 12

Select on the Checkbox for selected Item

STEP 13

Click on the  button to delete unwanted item in the Purchase Order

PURCHASE ORDER	
PURCHASE ORDER DETAILS	
AP Purchase Order	Contract Purchase Order
Order No	Financial Year: 2017
Request Type: Supplementary Order	Total Order Amount (RM): 4,446.00
Item Group: DRUG	Item SubClass
Supplier Name: PHARMANIAGA LOGISTIC SDN BHD	Order Date: 17/01/2018 03:25:40 PM
Delivery Site To Name: Hospital Mini	Created By
Order Status: Open	eP Status
Remark	Reason

PURCHASE ORDER DETAILS								
Item Code	Item Description	PKU	Packaging Description	Ordered Quantity (PKU)	Vote Code	Usage & Issue Quantity	Unit Price (RM)	Amount (RM)
02.0203.02	Baclofen 10mg Tab	pck	Pack of 50 tabs (Blister)	100	151601/032200/27401/99 FARMASI DAN BEKALAN (UBAT DAN DADAH) Operating	2,600	44.46	4,446.00

Figure 3.2.3-7 Purchase Order

STEP 14

Click on the  button to save the Purchase Order

Note

Order No will be generated automatically.

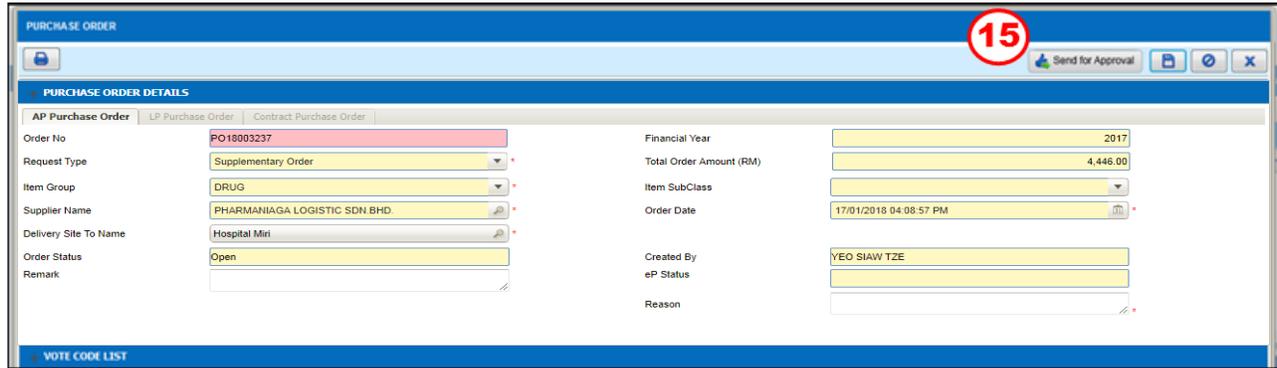


Figure 3.2.3-8 Purchase Order

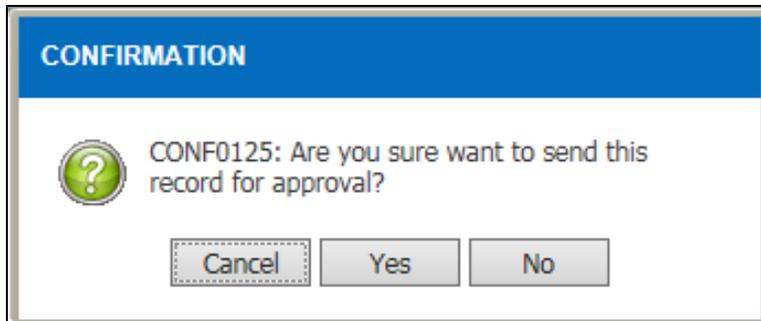


Figure 3.2.3-9 Purchase Order

STEP 15

Click on the  button to get approval from Pharmacist

Note

- If click on the  button, record will be sent to get approval and proceed to Approval process.
- If click on the  button, record will not be sent for approval process.

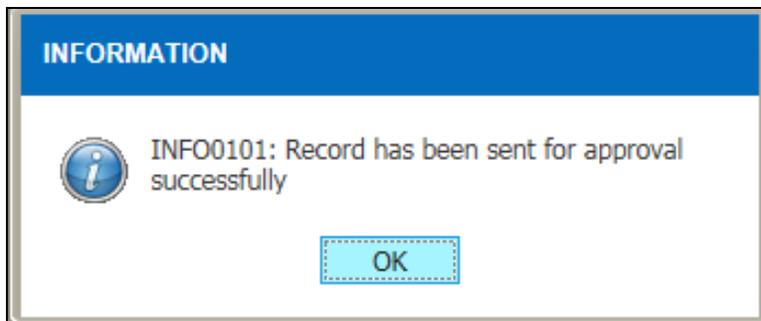


Figure 3.2.3-10 Purchase Order

3.2.4 Purchase Order Approval: Supplementary Order

Pharmacist will receive notification in Task List for any Purchase Order that needs to be approved. Please refer to section [3.2 Purchase Order Listing Page](#) to search for any Pending for Approval record.

Figure 3.2.4-1 Purchase Order Approve

STEP 1

Double click on item details on Purchase Order Details to modify (refer Figure 3.2.4-1)

Figure 3.2.4-2 Add Purchase Order Item

STEP 2

Select available **Item Description**

STEP 3

Insert **Approved Quantity (PKU)**

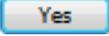
STEP 4

Click on the button to save the modification and details will appear on Purchase Order Details

STEP 5

Click on the to close the screen

Note

- If click on the  button, record will be saved.
- If click on the  button, record will not be saved.
- Click on the  button to update data.

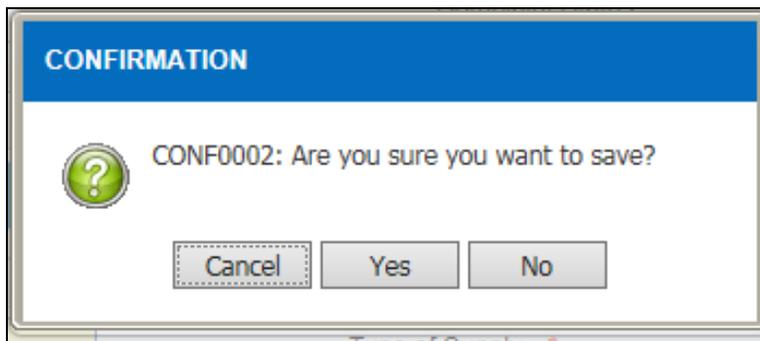


Figure 3.2.4-3 Alert Messages

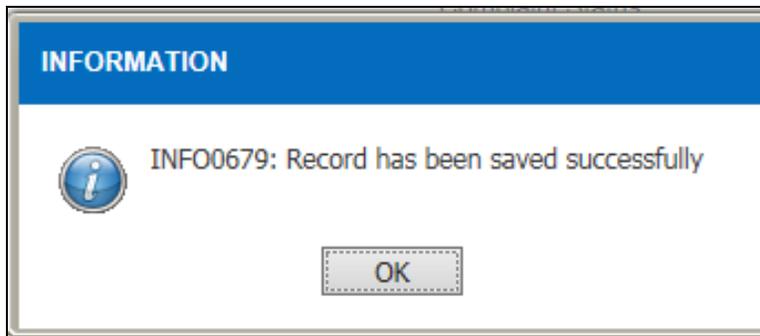
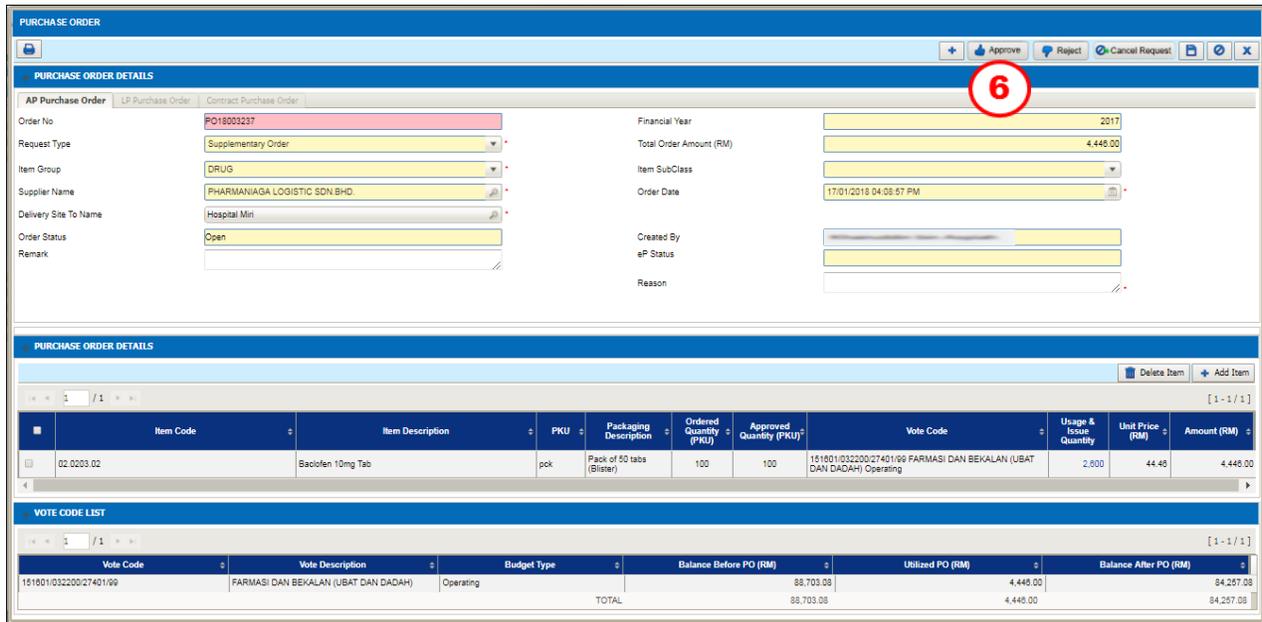


Figure 3.2.4-4 Alert Messages



PURCHASE ORDER

AP Purchase Order | LP Purchase Order | Contract Purchase Order

Order No: PO18003237 | Financial Year: 2017

Request Type: Supplementary Order | Total Order Amount (RM): 4,448.00

Item Group: DRUG | Item SubClass: [Blank]

Supplier Name: PHARMANIAGA LOGISTIC SDN BHD | Order Date: 17/01/2018 04:08:57 PM

Delivery Site To Name: Hospital Mini

Order Status: Open | Created By: [Blank]

Remark: [Blank] | eP Status: [Blank]

Reason: [Blank]

PURCHASE ORDER DETAILS

Item Code	Item Description	PKU	Packaging Description	Ordered Quantity (PKU)	Approved Quantity (PKU)	Vote Code	Usage & Issue Quantity	Unit Price (RM)	Amount (RM)
02.0203.02	Baclofen 10mg Tab	pck	Pack of 30 tabs (Blister)	100	100	1518010322002740199 FARMASI DAN BEKALAN (UBAT DAN DADAH) Operating	2,800	44.48	4,448.00

VOTE CODE LIST

Vote Code	Vote Description	Budget Type	Balance Before PO (RM)	Utilized PO (RM)	Balance After PO (RM)
1518010322002740199	FARMASI DAN BEKALAN (UBAT DAN DADAH)	Operating	88,703.08	4,448.00	84,257.08
TOTAL			88,703.08	4,448.00	84,257.08

Figure 3.2.4-5 Purchase Order

STEP 6

Click on the  button to approve the transaction

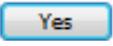
Note

- If click on the  button, record will be rejected and end the process.
- If click on the  button, information of current item to be purchased will be deleted, type the same RPL No to create new purchase order, but different IPO.

STEP 7

Click on the  to close the screen

Note

- If click on the  button, record will be approved save.
- If click on the  button, record will not be approved and saved.
- If click on the  button, information of current item to be purchased will be deleted, but, it will still can use the same RPL No to create new purchase order, with different EPO.

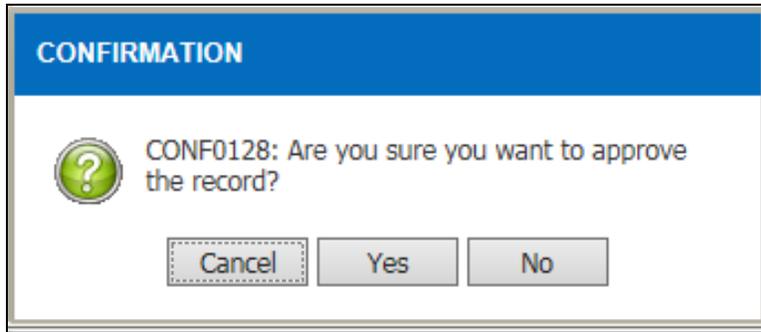


Figure 3.2.4-6 Alert Messages

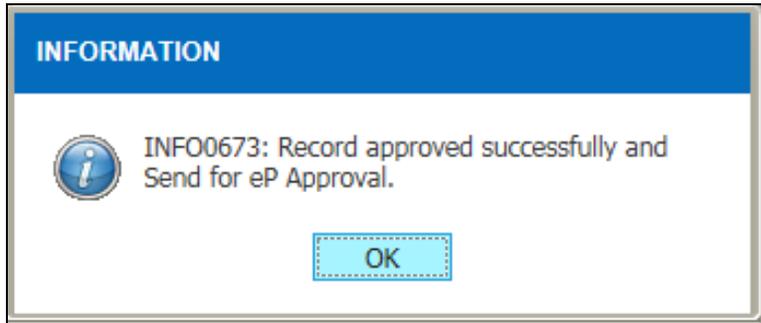


Figure 3.2.4-7 Alert Messages

PURCHASE ORDER

PURCHASE ORDER DETAILS

AP Purchase Order | LP Purchase Order | Contract Purchase Order

Order No: PO18003237 | Financial Year: 2017

Request Type: Supplementary Order | Total Order Amount (RM): 4,446.00

Item Group: DRUG | Item Sub-Class: [Dropdown]

LPO No: [Field] | LPO Approval Date and Time: [Field]

Supplier Name: PHARMANIAGA LOGISTIC SDN.BHD. | Delivery Due Date: [Field]

Delivery Site To Name: Hospital Mini | Order Date: 17/01/2018 04:08:57 PM

Order Status: Approved | Created By: [Field]

Remark: [Field] | eP Status: Pending for eP Approval

Reason: [Field]

PURCHASE ORDER DETAILS

[1 / 1]

Item Code	Item Description	PKU	Packaging Description	Ordered Quantity (PKU)	Approved Quantity (PKU)	eP Approved Quantity (PKU)	Vote Code	Usage & Issue Quantity	Unit Price (RM)	Amount (RM)
02.0203.02	Baclofen 10mg Tab	pck	Pack of 50 tabs (Blister)	100	100	0	151601/032200/27401/99 FARMASI DAN BEKALAN (UBAT DAN DADAH)	2,600	44.46	4,446.00

Figure 3.2.4-8 Supplementary Purchase Order Details

3.2.5 Create New Purchase Order: Indent

PHARMACY INFORMATION SYSTEM

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

Logout

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

1 / 774 [1 - 10 / 773]

Purchase Type	Order Type	Order No.	LPO No.	Request/RPL No.	Supplier Name	Created Date	Created By	Status	eP Status	Payment Status
Direct Purchase	LP	PO17007989	LP230201	-	3A PHARMA	23/02/2017	Mohamad Azhar bin Bahaudin	Approved	eP Approved	Open
Supplementary Order	APPL	PO17007988	-	-	PHARMANIAGA LOGISTIC SDN.BHD.	21/02/2017	Kamaliah Md Saman	Approved	Pending for eP Approval	Open
Supplementary Order	APPL	PO17007987	-	-	PHARMANIAGA LOGISTIC SDN.BHD.	21/02/2017	Stephanie Chow Siew Fern	Open	-	Open
Supplementary Order	APPL	PO17007986	-	-	PHARMANIAGA LOGISTIC SDN.BHD.	20/02/2017	Mohamad Azhar bin Bahaudin	Approved	Pending for eP Approval	Open

Figure 3.2.5-1 Purchase Order Listing Page

STEP 1

Click on the '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 as shown in Figure 3.2.5-2

PURCHASE ORDER

PURCHASE ORDER DETAILS

AP Purchase Order LP Purchase Order Contract Purchase Order

Order No: [Text] Financial Year: 2017

Request Type: [Dropdown] Total Order Amount (RM): 0.00

Supplier Name: PHARMANIAGA LOGISTIC SDN.BHD. Order Date: 23/02/2017 12:38:37 PM

Delivery Site To Name: Hospital Pakar Sultanah Fatimah Muar Created By: [Text]

Order Status: Open eP Status: [Text]

Remark: [Text] Reason: [Text]

VOTE CODE LIST

1 / 1

Vote Code	Vote Description	Budget Type	Balance Before PO (RM)	Utilized PO (RM)	Balance After PO (RM)
No record found					
TOTAL					

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)
No record found										

Figure 3.2.5-2 Purchase Order

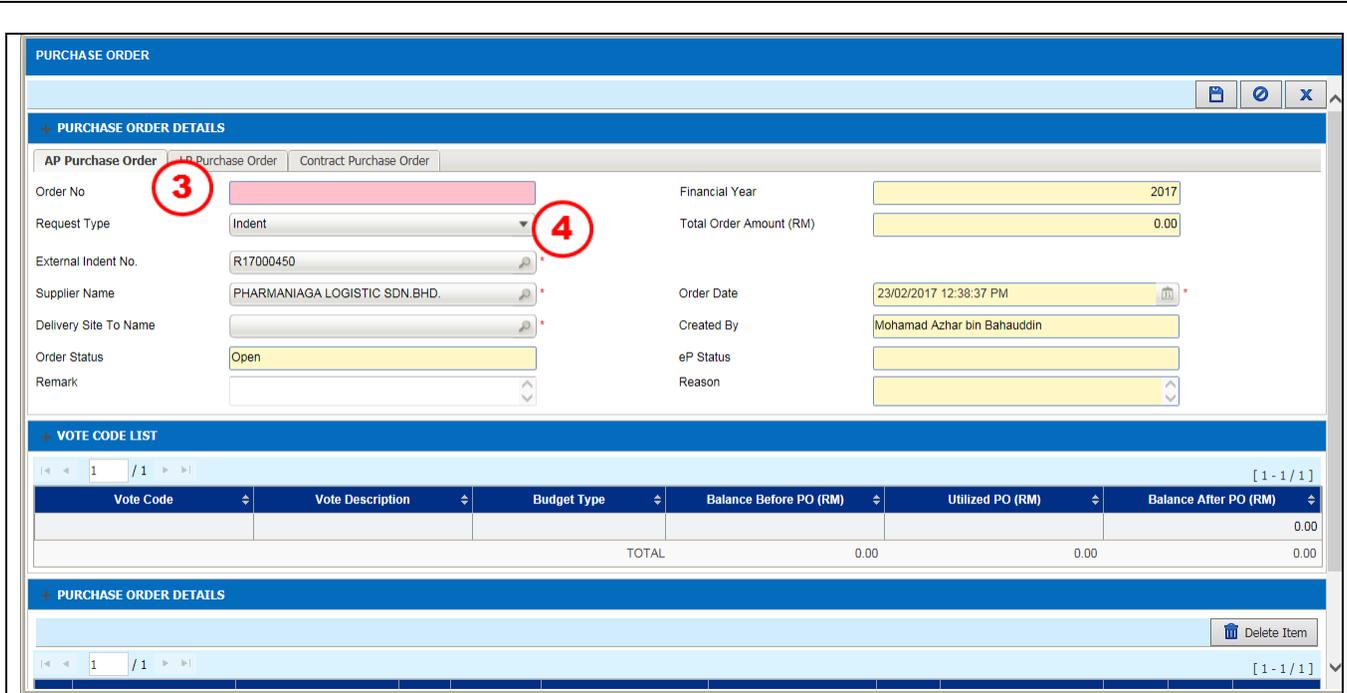


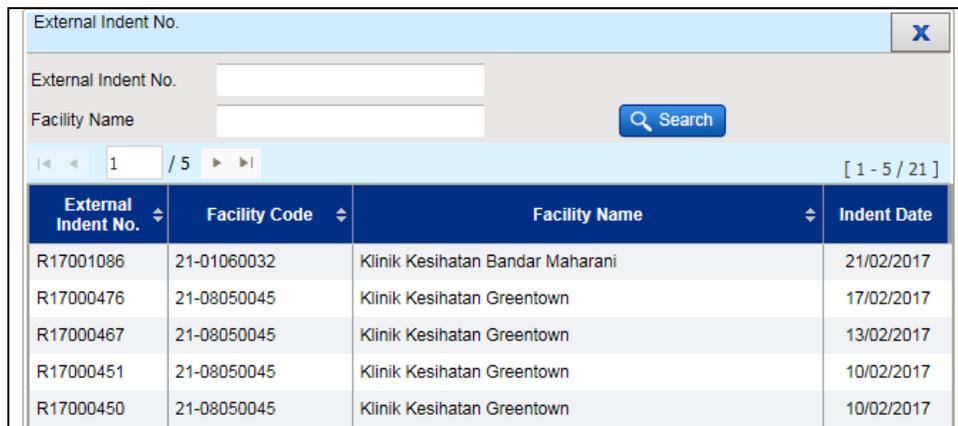
Figure 3.2.5-3 Purchase Order: Indent

STEP 3

Select **Request Type** as Indent

STEP 4

Click on the **External Indent No**  and **External Indent No** window will be displayed as Figure 3.2.5-4

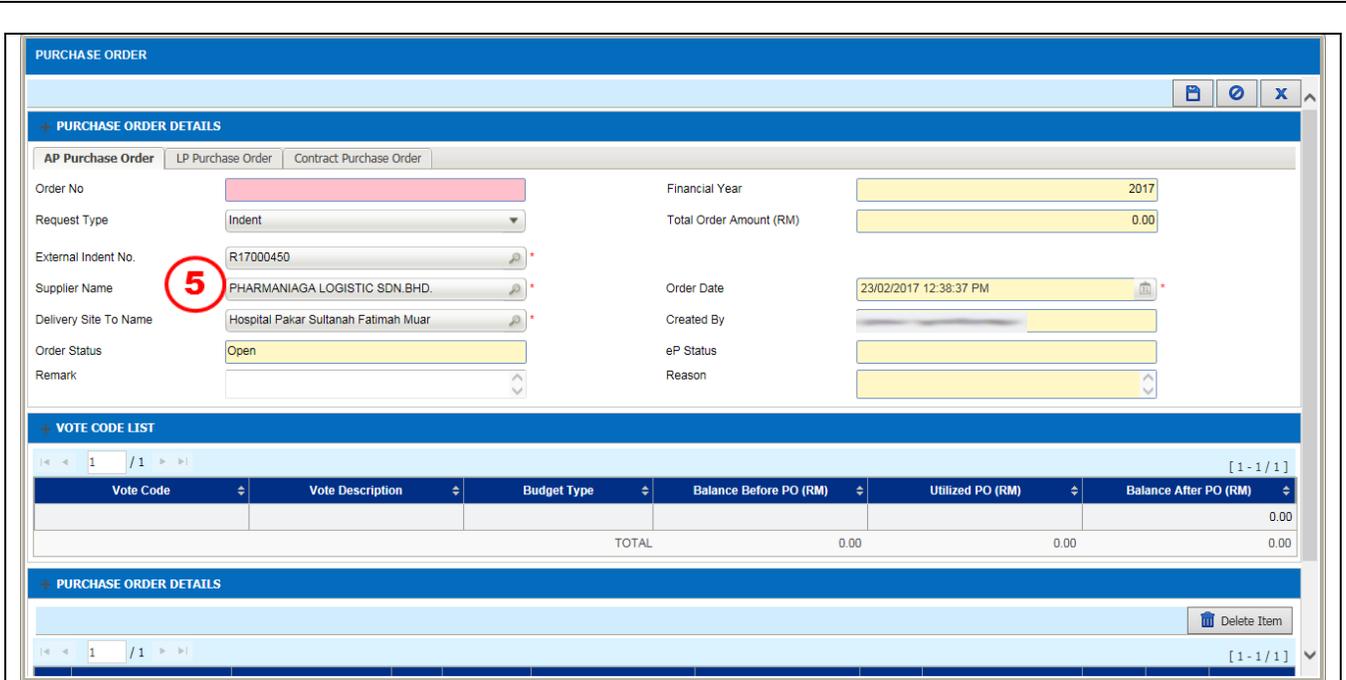


External Indent No.	Facility Code	Facility Name	Indent Date
R17001086	21-01060032	Klinik Kesihatan Bandar Maharani	21/02/2017
R17000476	21-08050045	Klinik Kesihatan Greentown	17/02/2017
R17000467	21-08050045	Klinik Kesihatan Greentown	13/02/2017
R17000451	21-08050045	Klinik Kesihatan Greentown	10/02/2017
R17000450	21-08050045	Klinik Kesihatan Greentown	10/02/2017

Figure 3.2.5-4 External Indent No

Note

- User is allowed to enter partially or fully searching criteria for **External Indent No** and **Facility Name**. Then click  button
- Double click on the selected **External Indent No**
- Details of the purchase will be display under **Purchase Order Details** section

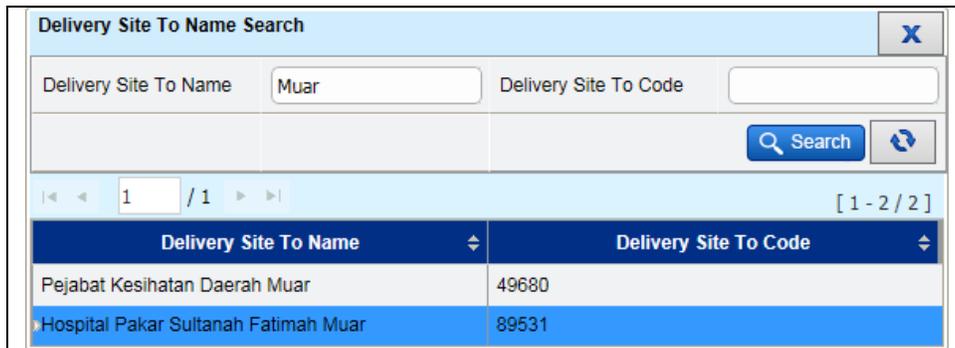


Vote Code	Vote Description	Budget Type	Balance Before PO (RM)	Utilized PO (RM)	Balance After PO (RM)
TOTAL			0.00	0.00	0.00

Figure 3.2.5-5 Purchase Order: Indent

STEP 5

Click on the **Delivery Site To Name**  and **Delivery Site To Name Search** window will be displayed as Figure 3.2.5-6

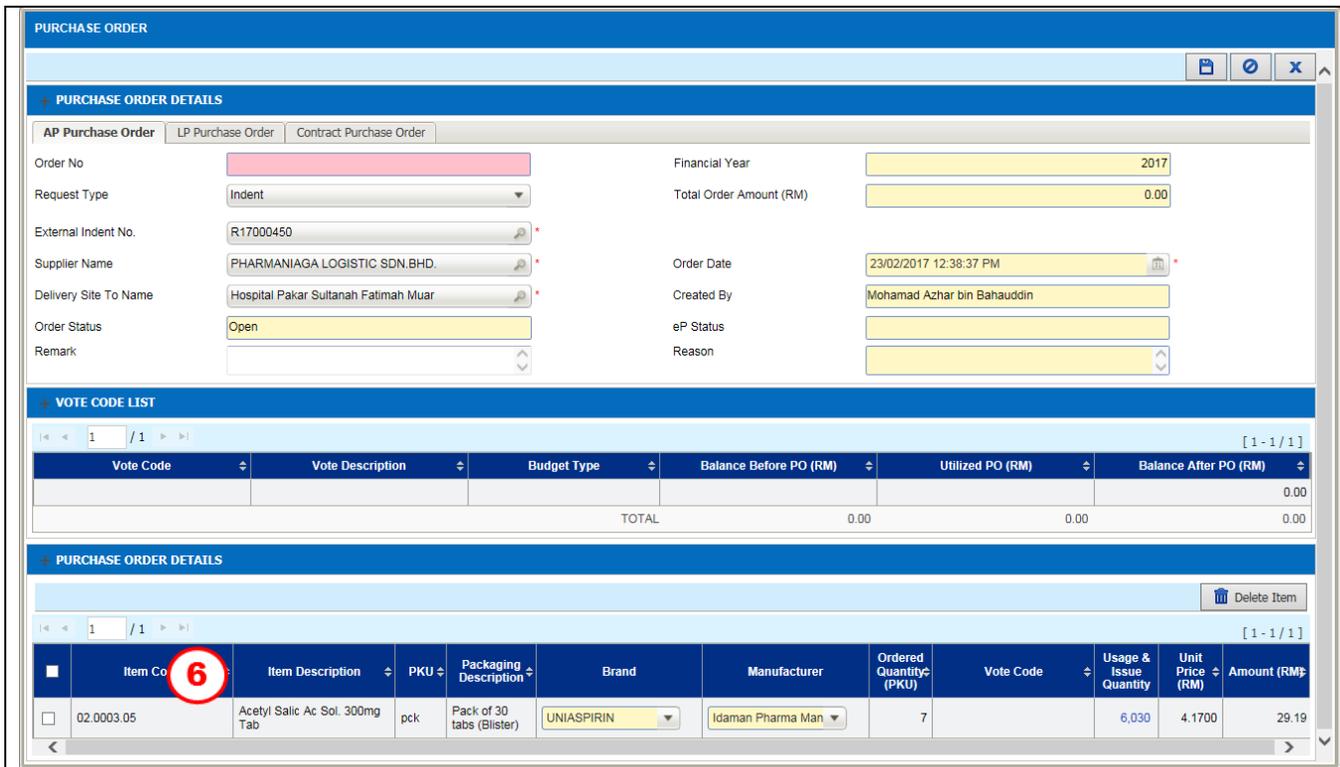


Delivery Site To Name	Delivery Site To Code
Pejabat Kesihatan Daerah Muar	49680
Hospital Pakar Sultanah Fatimah Muar	89531

Figure 3.2.5-6 Delivery Site To Name Search

Note

- User is allowed to enter partially or fully searching criteria for **Delivery Site To Name** and **Delivery Site To Code**. Then click  button
- Double click on the selected **Delivery Site To Name**



PURCHASE ORDER

+ PURCHASE ORDER DETAILS

AP Purchase Order | LP Purchase Order | Contract Purchase Order

Order No: [Redacted] | Financial Year: 2017
 Request Type: Indent | Total Order Amount (RM): 0.00
 External Indent No.: R17000450
 Supplier Name: PHARMANIAGA LOGISTIC SDN BHD. | Order Date: 23/02/2017 12:38:37 PM
 Delivery Site To Name: Hospital Pakar Sultanah Fatimah Muar | Created By: Mohamad Azhar bin Bahauddin
 Order Status: Open | eP Status: [Redacted]
 Remark: [Redacted] | Reason: [Redacted]

+ VOTE CODE LIST

Vote Code	Vote Description	Budget Type	Balance Before PO (RM)	Utilized PO (RM)	Balance After PO (RM)
			0.00		0.00
TOTAL			0.00	0.00	0.00

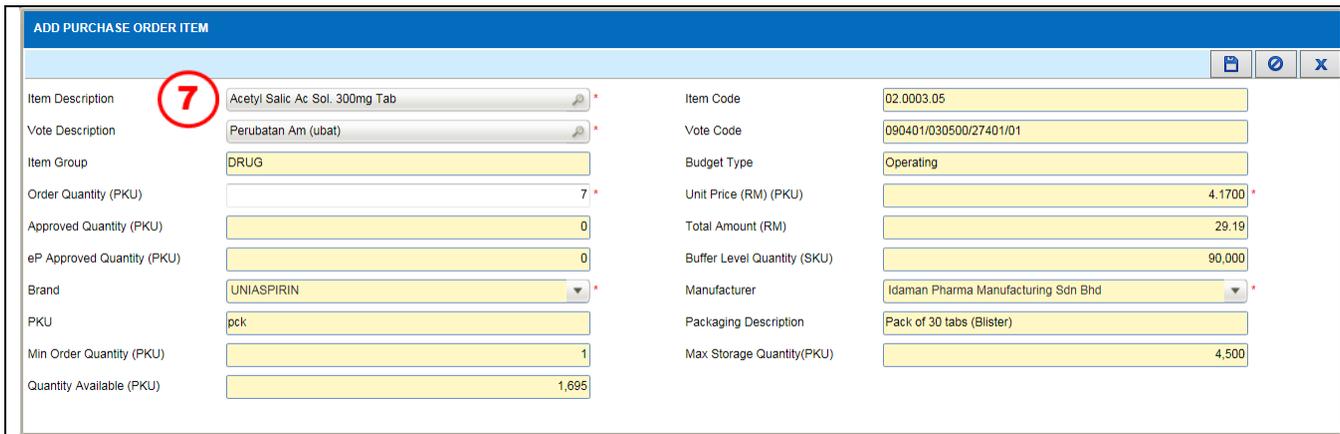
+ PURCHASE ORDER DETAILS

Item Co	Item Description	PKU	Packaging Description	Brand	Manufacturer	Ordered Quantity (PKU)	Vote Code	Usage & Issue Quantity	Unit Price (RM)	Amount (RM)
6	Acetyl Salic Ac Sol. 300mg Tab	pck	Pack of 30 tabs (Blister)	UNIASPIRIN	Idaman Pharma Man	7		6,030	4,1700	29.19

Figure 3.2.5-7 Purchase Order: Indent

STEP 6

Double click on the item and **Add Purchase Order Item** window will display as Figure 3.2.5-8



ADD PURCHASE ORDER ITEM

Item Description: 7 Acetyl Salic Ac Sol. 300mg Tab | Item Code: 02.0003.05
 Vote Description: Perubatan Am (ubat) | Vote Code: 090401/030500/27401/01
 Item Group: DRUG | Budget Type: Operating
 Order Quantity (PKU): 7 | Unit Price (RM) (PKU): 4,1700
 Approved Quantity (PKU): 0 | Total Amount (RM): 29.19
 eP Approved Quantity (PKU): 0 | Buffer Level Quantity (SKU): 90,000
 Brand: UNIASPIRIN | Manufacturer: Idaman Pharma Manufacturing Sdn Bhd
 PKU: pck | Packaging Description: Pack of 30 tabs (Blister)
 Min Order Quantity (PKU): 1 | Max Storage Quantity(PKU): 4,500
 Quantity Available (PKU): 1,695

Figure 3.2.5-8 Add Purchase Order Item

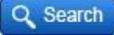
STEP 7

Click on the **Vote Description**  and **Search Vote Description** window will be displayed as Figure 3.2.5-9

Search Vote Description			
Vote Name	<input type="text"/>	Vote Code	<input type="text"/>
			<input type="button" value="Search"/> <input type="button" value="Refresh"/>
<input type="button" value="Previous"/> <input type="button" value="Next"/> 1 / 2 <input type="button" value="Previous"/> <input type="button" value="Next"/>			[1 - 10 / 16]
Budget Type	Vote Code	Vote Name	Balance
Operating	090401/030300/27401/00	Rawatan Pesakit Luar (ubat)	14,000.00
Operating	090401/031900/27401/01	Radioterapi (ubat)	466,967.96
Operating	090401/032700/27401/09	Psikiatrik (Ubat)	698.46
Operating	090401/030500/27401/01	Perubatan Am (ubat)	1,061,976.51
Operating	090401/032000/27401/09	Pengimejan Diagnostik (ubat)	5.44
Operating	090401/030600/27401/09	Pembedahan Am (ubat)	61,958.63
Operating	090401/030800/27401/09	Pediatrik (ubat)	148,203.30
Operating	090401/030900/27401/09	Ortopedik (ubat)	8,012.00
Operating	090401/031100/27401/09	Oftalmologi (Ubat)	855.00
Operating	090401/030700/27401/09	Obstetik dan Ginekologi (ubat)	47,952.70

Figure 3.2.5-9 Search Vote Description

Note

- User is allowed to enter partially or fully searching criteria for **Vote Name** and **Vote Code**. Then click  button
- Double click on the selected **Vote Code**

ADD PURCHASE ORDER ITEM			
Item Description	Acetyl Salic Ac Sol. 300mg Tab	Item Code	02.0003.05
Vote Description	Perubatan Am (ubat)	Vote Code	090401/030500/27401/01
Item Group	DRUG	Budget Type	Operating
Order Quantity (PKU)	7	Unit Price (RM) (PKU)	4.1700
Approved Quantity (PKU)	0	Total Amount (RM)	29.19
eP Approved Quantity (PKU)	0	Buffer Level Quantity (SKU)	90,000
Brand	UNIASPIRIN	Manufacturer	Idaman Pharma Manufacturing Sdn Bhd
PKU	pck	Packaging Description	Pack of 30 tabs (Blister)
Min Order Quantity (PKU)	1	Max Storage Quantity(PKU)	4,500
Quantity Available (PKU)	1,695		

Figure 3.2.5-10 Add Purchase Order Item

STEP 8

Click on the  button to save the record

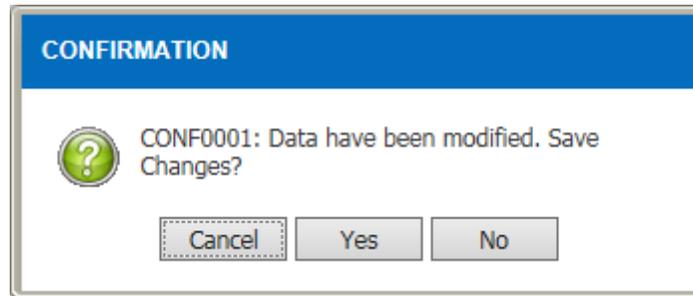


Figure 3.2.5-11 Confirmation Message

Note

- System will display a Confirmation Message as Figure 3.2.5-12
- Click on the button to save the transaction
- Click on the button to cancel the saved transaction
- Click on the button to cancel the editing made at the **Add Purchase Order Item** screen

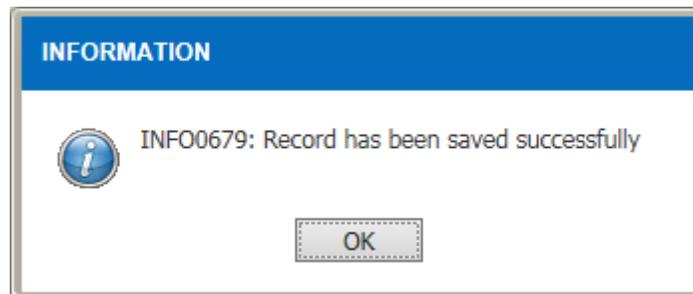


Figure 3.2.5-12 Information Message

Note

- System will display a Information Message as Figure 3.2.5-12
- Click on the button to confirm

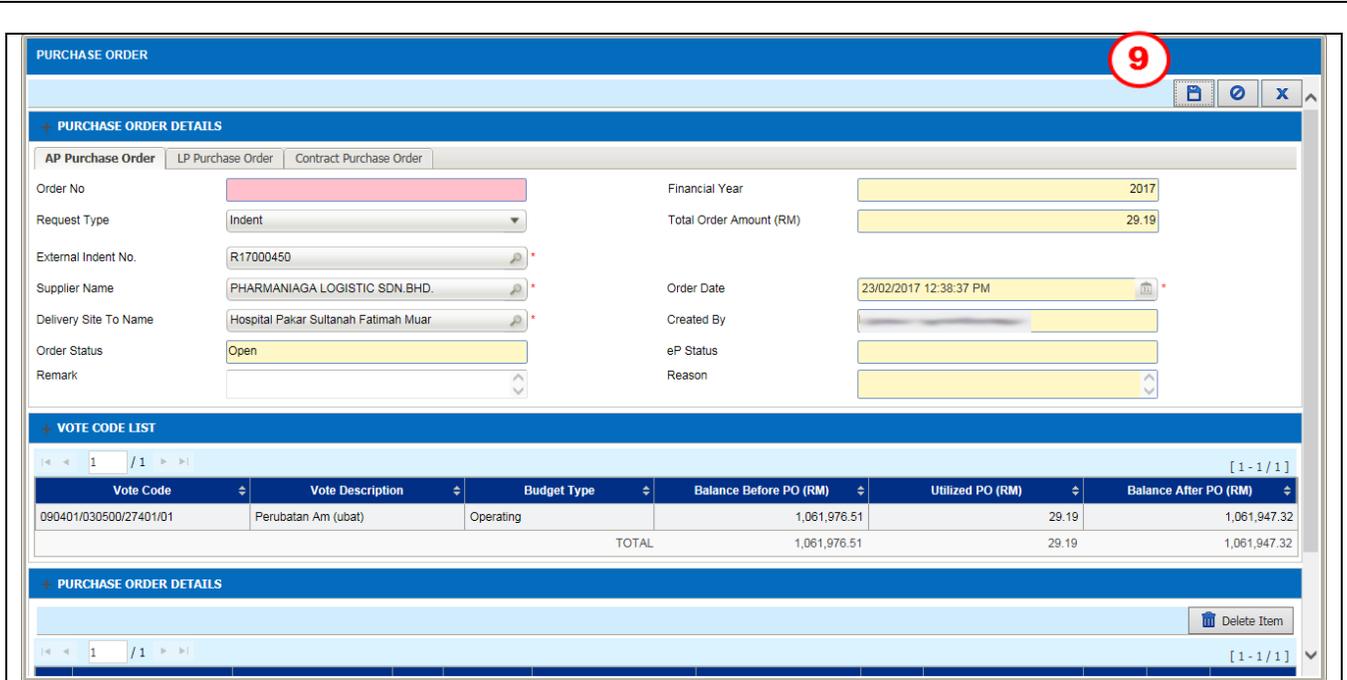


Figure 3.2.5-13 Purchase Order: Indent

STEP 9

Click on the  button to save the record

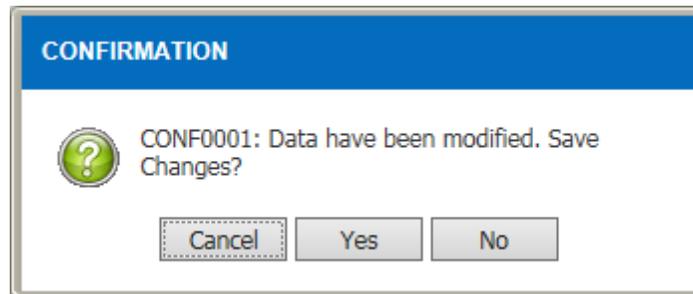
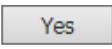
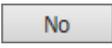
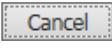


Figure 3.2.5-14 Confirmation Message

Note

- System will display a Confirmation Message as Figure 3.2.5-14
- Click on the  button to save the transaction
- Click on the  button to cancel the saved transaction
- Click on the  button to cancel from saving the record

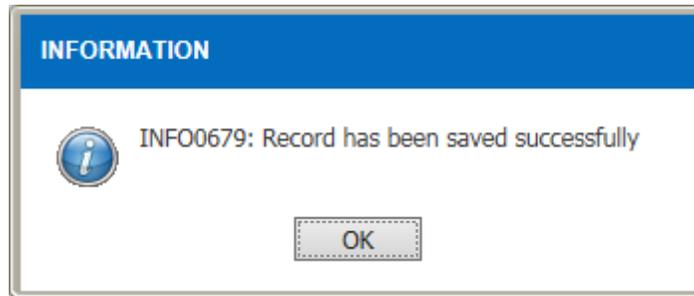


Figure 3.2.5-15 Information Message

Note

- System will display a Information Message as Figure 3.2.5-16
- Click on the  button to confirm

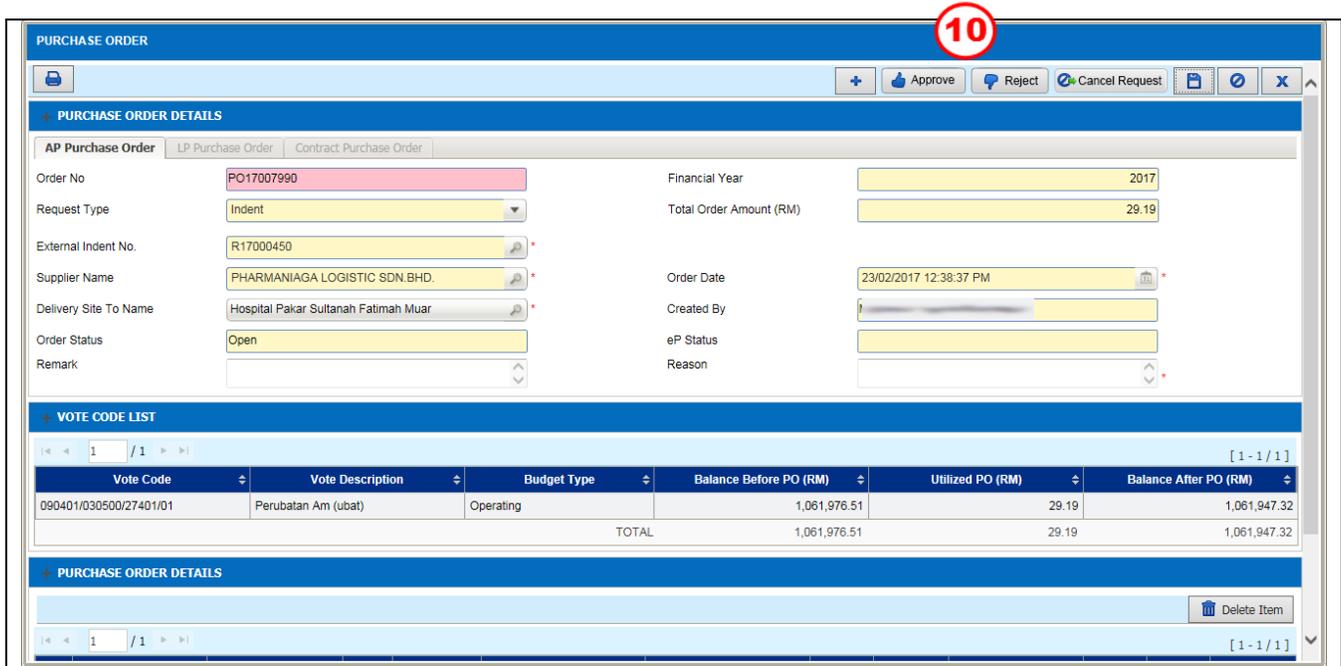


Figure 3.2.5-16 Purchase Order: Indent

Note

- User is allow to create another order by click on the  button.
- Click on the  button to cancel the order.

STEP 12

- Click on the  button to approve the record

Note

- System will display a Confirmation Message as Figure 3.2.5-17
- Click on the button to approve the record
- Click on the or button to cancel for approve the record

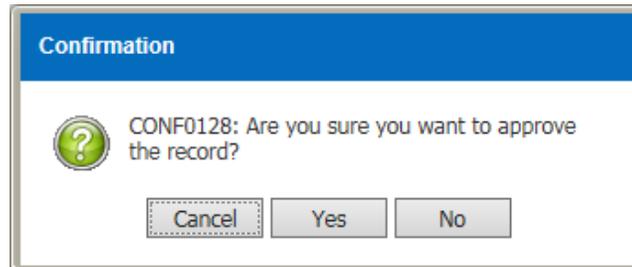


Figure 3.2.5-17 Confirmation Message

- Information Message will display after click on the button as Figure 3.2.5-18
- Click on the button to successfully approved the record and the **Status** change to Approved

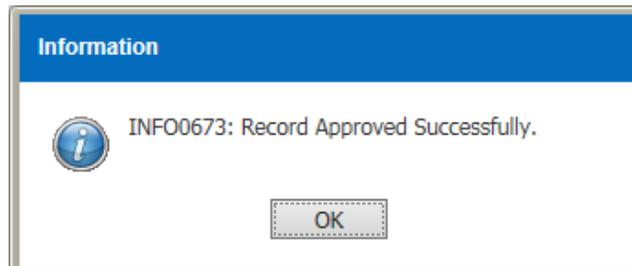


Figure 3.2.5-18 Information Message

- b) Click on the button to reject the order transaction

Note

- User need to enter reject reason as system will display an Information Message as Figure 3.2.5-19

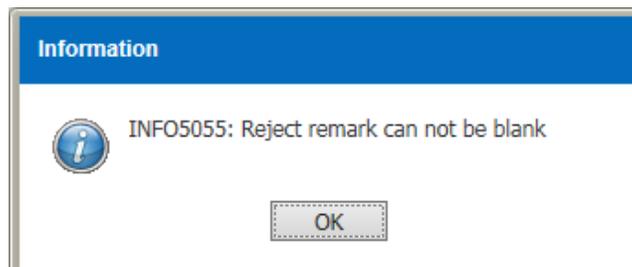


Figure 3.2.5-19 Information Message

- **Status** of the record will change to **Rejected**



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	<i>Finance</i>	Click Here	15	<i>Internal Indent</i>	Click Here
2	<i>Procurement Standard APPL</i>	Click Here	16	<i>Issue</i>	Click Here
3	<i>Procurement standard LP</i>	Click Here	17	<i>Receive From Supplier</i>	Click Here
4	<i>Procurement Standard Contract</i>	Click Here	18	<i>Receive Inter Facility</i>	Click Here
5	<i>Procurement Standard Quotation</i>	Click Here	19	<i>Receive Intra Facility</i>	Click Here
6	<i>Procurement Standard (RFQ)</i>	Click Here	20	<i>Return to Supplier</i>	Click Here
7	<i>Procurement Non Standard (Requisition Order)</i>	Click Here	21	<i>Return to Supplying Unit</i>	Click Here
8	<i>Quarantine</i>	Click Here	22	<i>Slow Moving</i>	Click Here
9	<i>Product Complaint</i>	Click Here	23	<i>Stock Taking And Verification</i>	Click Here
10	<i>Recalculate Buffer Level</i>	Click Here	24	<i>Stock Transfer</i>	Click Here
11	<i>Expiration And Condemn</i>	Click Here	25	<i>Year End</i>	Click Here
12	<i>Recall Product</i>	Click Here	26	<i>Penalty</i>	Click Here
13	<i>Payment</i>	Click Here	27	<i>IWP Budget</i>	Click Here
14	<i>External Indent</i>	Click Here	28	<i>IWP Order Authorization</i>	Click Here