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

User Manual
Pharmacy Inventory
Procurement Standard
(APPL)

Version   : 1.5
Document ID   : U.MANUAL_INV_PROCUREMENT STANDARD_APPL

Revision History

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1.1	05/05/2014	Mohd Syukri bin Noorsham	Shamsul-'Ariza (SA)	Update to the latest screen shots
1.2	22/12/2014	Nabilah binti Hanafi	Kee Tuan Hwa (SA)	Update to the latest screen shots
1.3	19/05/2015	Fitriani Binti Tiro	Kee Tuan Hwa (SA)	Update to Phis ver. 1.3
1.4	14/03/2016	Farah Dilla	Shamsul-'Ariza (SA)	Change to latest screenshot and add additional features
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Verified and Acknowledged By:

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Name	Role / Designation	Organization	Signature & Date
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1.0	Maxine Wong (QA)	Overall review
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1.4	Juridah Ayob/Michelle Foo (QA)	Overall review
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Reference ID : U.MANUAL_INV_PROCUREMENT STANDARD_APPL-v1.5

Application reference: PhIS & CPS v1.5.1

Table of Contents

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
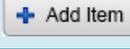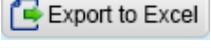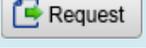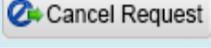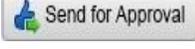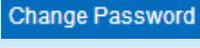
- Procurement Standard (APPL) record approval

1.3 Organised Sections

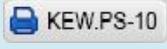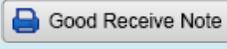These are the sections within this document:

- 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	Login to PhIS	**Logout**	Logout from PhIS
C	Reset Login Screen	+	Expand Menu
Home	Display Home Tab	▶	Expand Module
⊠	Close All Open Tabs	↻	Refresh Screen
+	Add/Create New Record	i	Show Help
*	Mandatory Field	31	Calendar Icon
X	Close Window	○	Radio Button
✎	Edit Record	⊘	Cancel
💾	Save	+ Add Item	Add Item to the list
Export to Excel	Export and Open Report in Excel Format		Automatically Display/Retrieve Box
Request	Request for Approval	Cancel Request	Cancel the Request
Send for Approval	Send for Approval	Approve	Approve Transaction
Change Password	Change Login Password	−	Collapse Menu
�	Collapse Module	Search	Search Record
🖨	Print	🔍	Search Icon
☐	Checkbox	🗑	Delete Record
Delete	Delete Item from the list		Empty Text Box
▼	Dropdown Box	Reject	Reject Transaction

Module Legend			
KEW.PS-10	View/Print KEW.PS-10	Good Receive Note	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
Purchase Order: Inter Facility Indent (for V1.5)	66

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
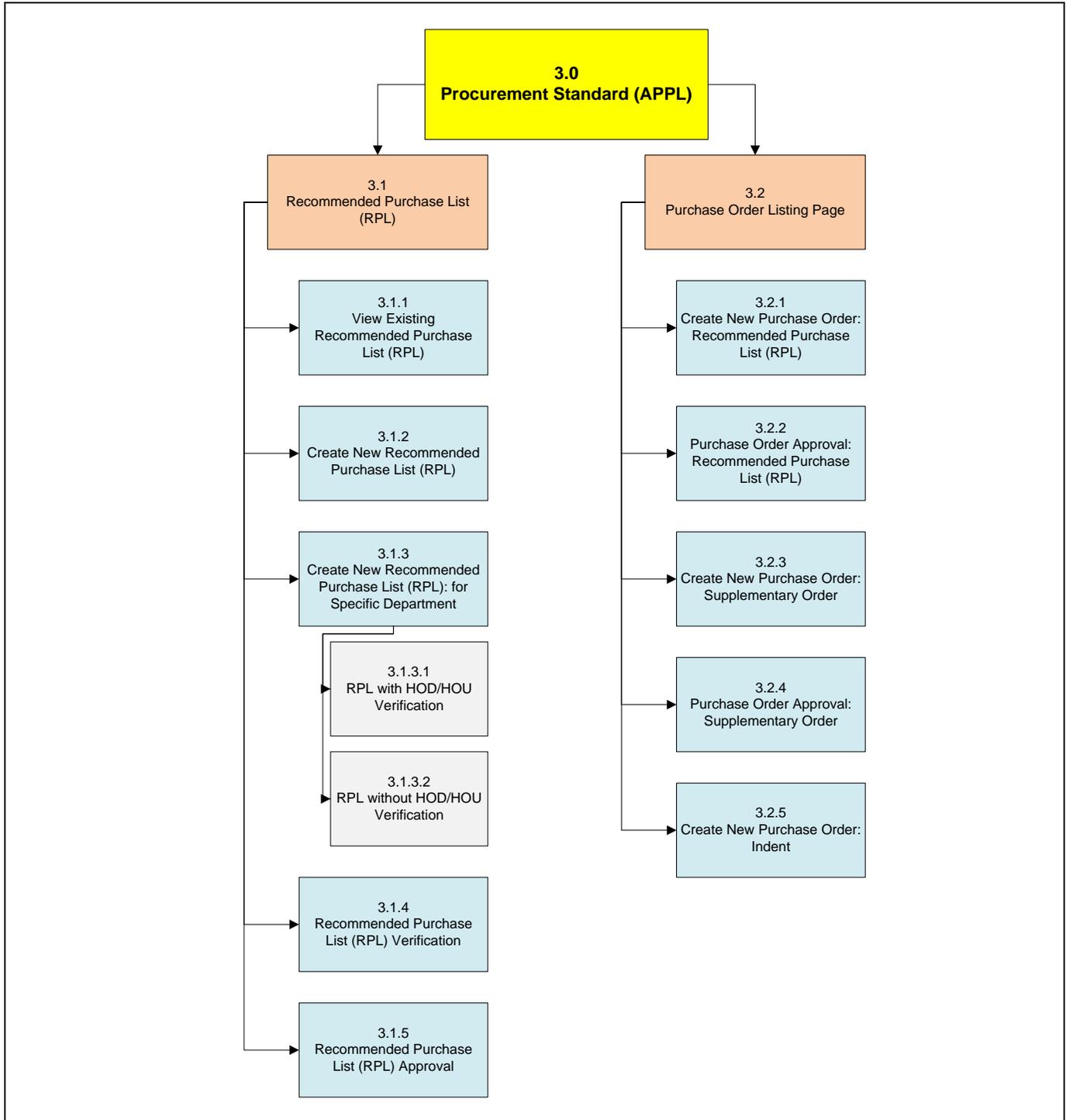
Figure 3.0-1

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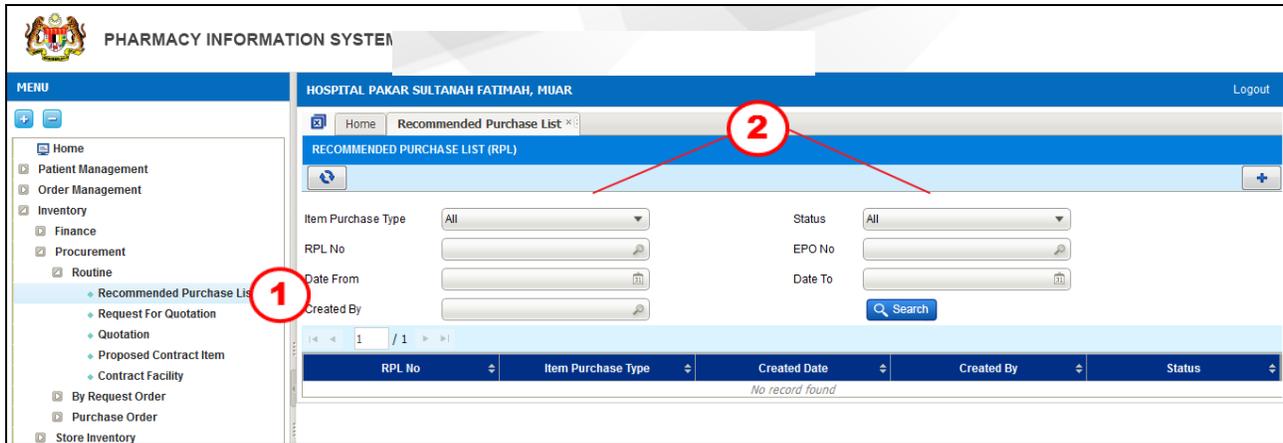
Figure 3.1.1-1 Recommended Purchase List (RPL) Listing Page

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 - Rejected	Filter and search existing records based on Status
c	RPL No.	Filter and search for record by selecting RPL	Filter and search existing records based on RPL No.

		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
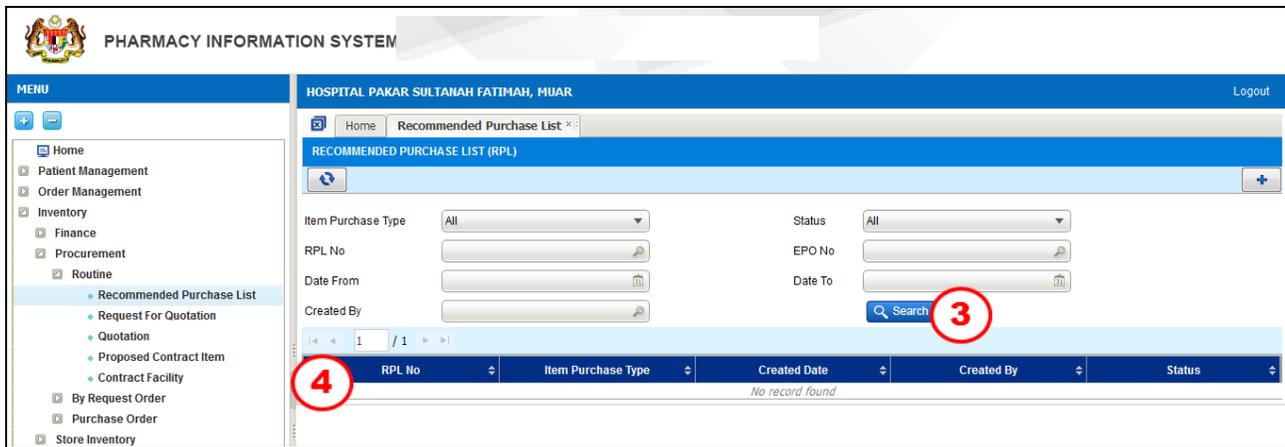
Figure 3.1.1-2 Recommended Purchase List (RPL) Listing Page

STEP 3

Click on the [Search] 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

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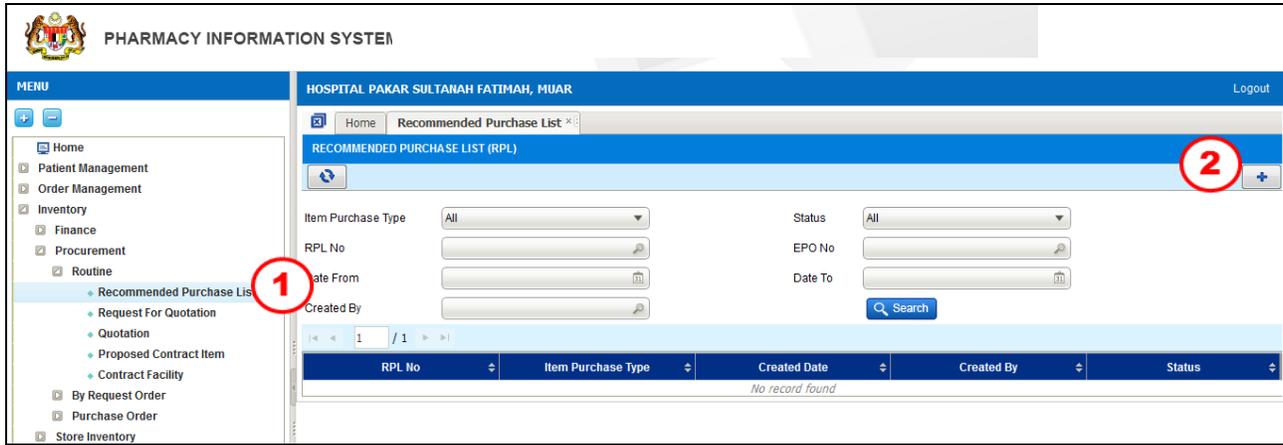
Figure 3.1.2-1 Create New Recommended Purchase List (RPL) record

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
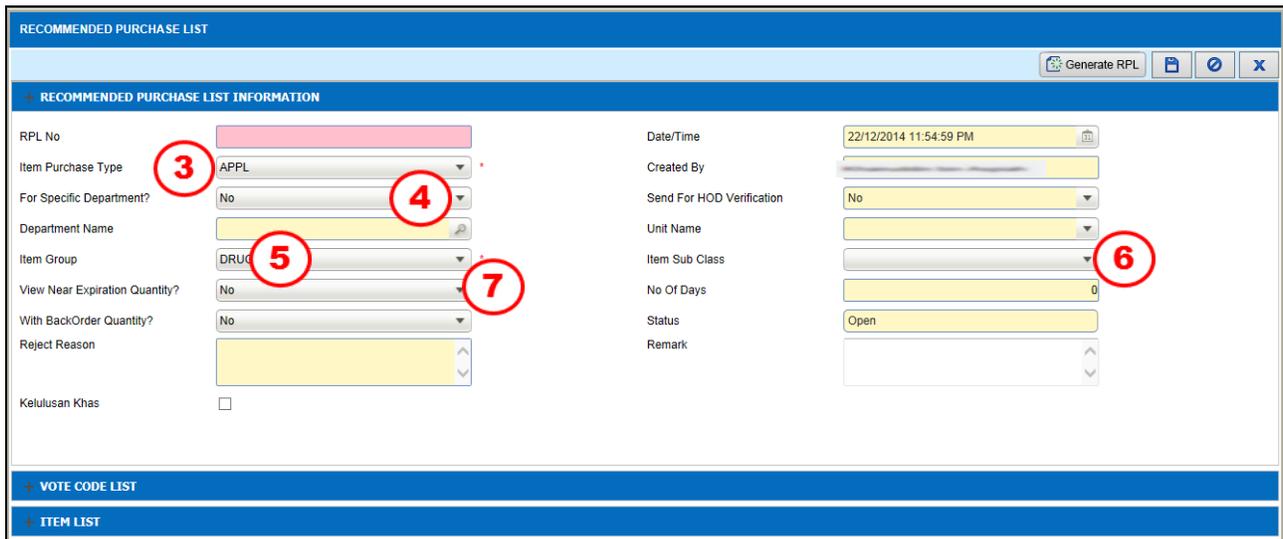
Figure 3.1.2-2 Recommended Purchase List (RPL)

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.*

Figure 3.1.2-3 'No Of Days' field
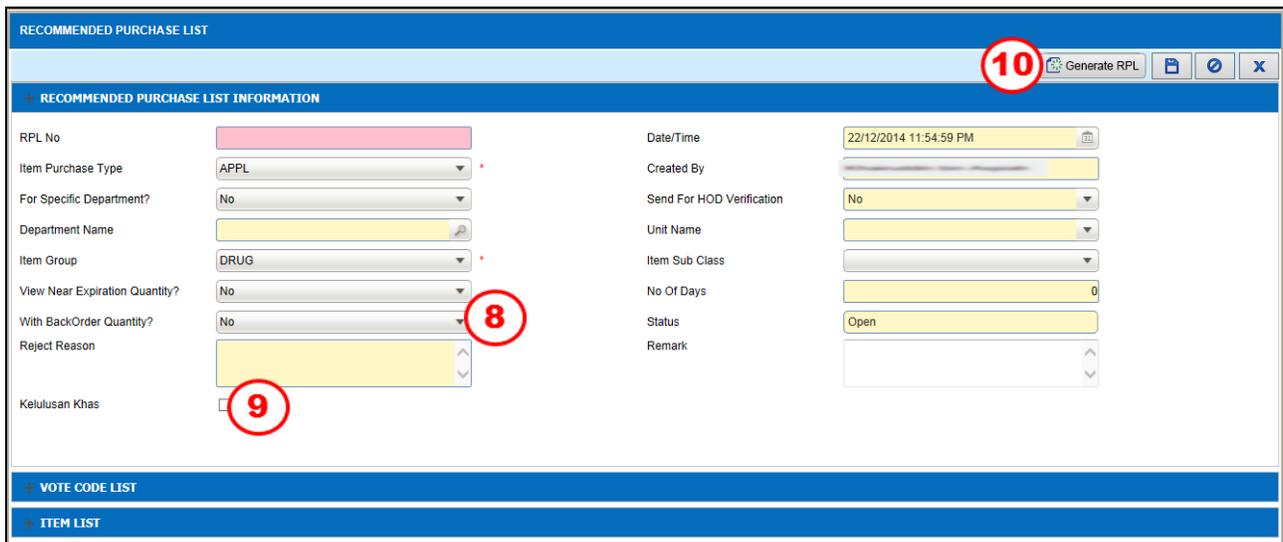
Figure 3.1.2-4 Generate RPL

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 *Kelulusan Khas* 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 [Generate RPL] 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

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	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)
☐	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
☐	G02AD02000S1001XX	Dinoprostone (Prostagladine E2) 3mg Vaginal Tablet	pess	240	240	320	480	1,516	0	33.6400	8,073.60	1	13,456.00
☐	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
☐	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
☐	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
☐	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
☐	R03CA02110P3001XX	Ephedrine HCl 30 mg/ml Injection	vial	750	0	500	750	2,842	0	0.7540	565.50	1	712.00
☐	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:*

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

Figure 3.1.2-7 Add Item

STEP 11

Click on the [+ Add Item] 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.

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.*
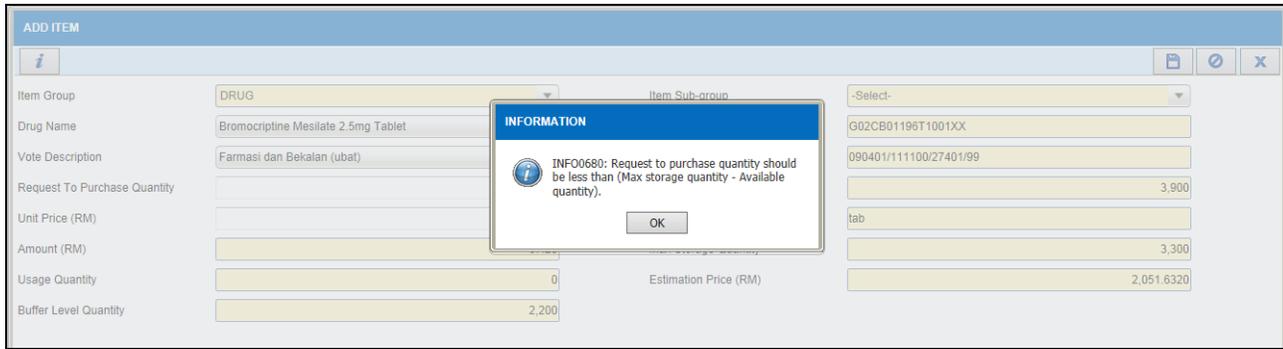
Figure 3.1.2-9 Information

- *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 [🗑 Delete Item] 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

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	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
☐	J02AC01000C1002XX	Fluconazole 100 mg Capsule	cap	2,100	150	1,500	2,250	3,262	4.0830	8,574.30	1	6,124.50
☐	N05AF01135P2001XX	Flupenthixol Decanoate Depot 20mg/ml Inj	amp	700	650	900	1,350	4,639	16.2400	11,368.00	1	32,480.00
☐	N05AB02135P3001XX	Fluphenazine Decanoate 25mg/ml Inj	amp	1,050	0	700	1,050	4,948	0.9570	1,004.85	1	1,505.10
☐	B03BB01000T1001XX	Folic Acid 5 mg Tablet	tab	180,820	68,660	166,320	249,480	1,135,017	0.0066	1,193.41	1	4,553.70
☐	S01CA01991D1001XX	Framycetin,Dexamethasone,Gramicidin Ear Drops (Sofradex)	bott	705	495	800	1,200	1,422	11.7100	8,255.55	1	7,026.00
☐	C03CA01000P3001XX	Frusemide 20mg/2ml Inj	amp	9,000	0	6,000	9,000	48,139	0.3940	3,546.00	1	5,308.00
☐	B05AA06905P9901a	Gelofusine 4% 500mL IV Soln	bott	631	169	400	800	1,279	12.1800	7,685.58	1	21,288.00

Figure 3.1.2-10 Delete Item

Modification of the Item Information

RECOMMENDED PURCHASE LIST

VOTE CODE LIST

ITEM LIST

Delete Item   + Add Item

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	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
☐	J02AC01000C1002XX	Fluconazole 100 mg Capsule	cap	(15) 2,100	150	1,500	2,250	3,262	4.0830	8,574.30	1	6,124.50
☐	N05AF01135P2001XX	Flupenthixol Decanoate Depot 20mg/ml Inj	amp	700	650	900	1,350	4,639	16.2400	11,368.00	1	32,480.00
☐	N05AB02135P3001XX	Fluphenazine Decanoate 25mg/ml Inj	amp	1,050	0	700	1,050	4,948	0.9570	1,004.85	1	1,505.10
☐	B03BB01000T1001XX	Folic Acid 5 mg Tablet	tab	180,820	68,660	166,320	249,480	1,135,017	0.0066	1,193.41	1	4,553.70

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*

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 [save] button in Figure 3.1.2-13 to save any changes

Figure 3.1.2-13 Vote Information

Note

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

Figure 3.1.2-14 Vote Code List

STEP 17

Click on the [+ Vote Code] 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.**

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 **Yes** button, record will be saved.
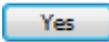
- If click on the **No** button, record will not be saved

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.

Figure 3.1.2-18 Vote Code List (Updated)

STEP 21

Click on the [💾] button to save the RPL record

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* [Yes] *button, record will be save*

- *If click on the* [No] *button, record will not be save*

- *Click on the* [OK] *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

- [Send for Approval] *and* [Cancel Request] *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* [Cancel Request] *button.*
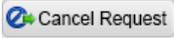
- *The **Status** will be automatically changed to 'Cancelled'.*

- *User is still allowed to edit the RPL record after the transaction is saved.*

STEP 22

Click on the [Send for Approval] 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
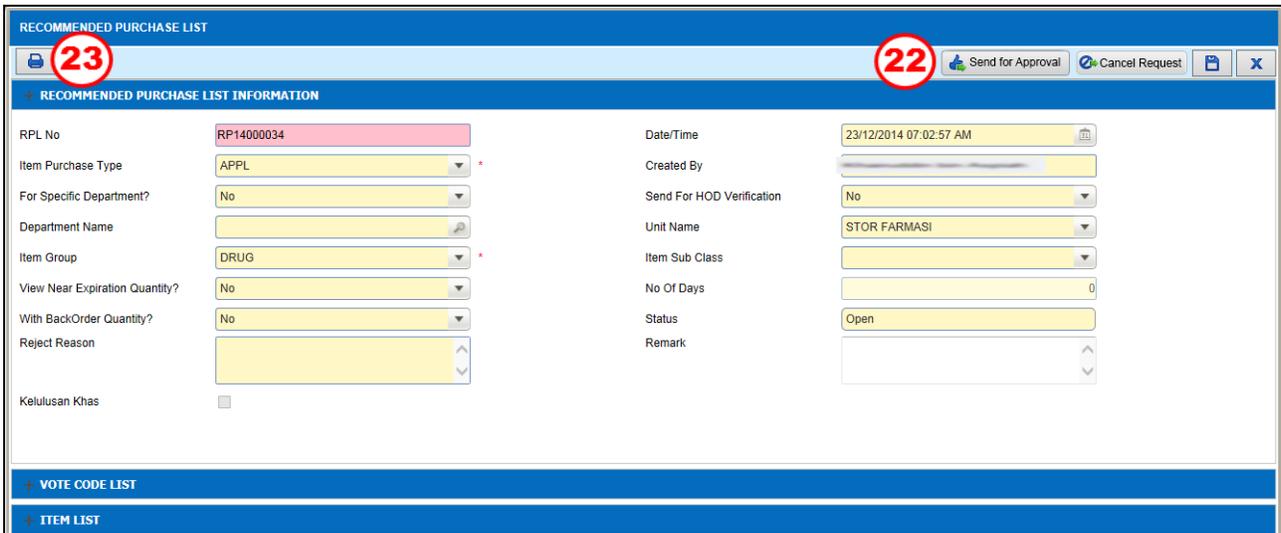
Figure 3.1.2-22 Send RPL for Approval
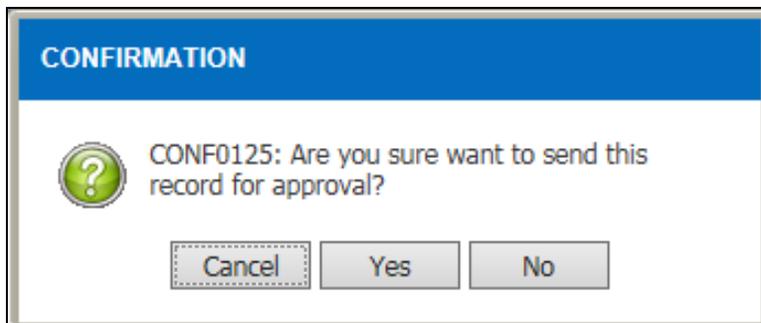
Figure 3.1.2-23 Alert Messages

Figure 3.1.2-24 Alert Messages

Note

- *If click on the* [Yes] *button, record will be* sent to get approval and proceed to Approval process

- *If click on the* [No] *button, record will not be* record will not be sent to approval process.

- *Click on the* [OK] *button to update data.*

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 :

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	C07AB02123T1002 XX	METOprolol Tartrate 100 mg Tablet	tablet	50,000	270,000	88,990	24,670	180,000	090401/031000/27 499/99	Anestesiologi (Bukan Ubat)	Operating	0.1856	4,578.75
2	C01BB01110P3001 XX	LIGNOcaine HCl (Lidocaine) 100 mg/5 ml Injection	vial	3,000	7,500	4,000	500	5,000	090401/111100/27 401/99	Farmasi dan Bekalan (ubat)	Operating	0.9975	498.75
3	C03AA03000T1002 XX	Hydrochlorothiazide 50 mg Tablet	tablet	0	54,000	35,723	10,000	36,000	090401/111100/27 401/99	Farmasi dan Bekalan (ubat)	Operating	0.0927	927.00
4	C03AA03000T1002 XX	Hydrochlorothiazide 50 mg Tablet	tablet	0	54,000	35,723	6	36,000	090401/010600/27 499/99	KK Rah Simulation	Development	0.0927	0.56
5	R06AX13000T1001 XX	Loratadine 10 mg Tablet	tablet	0	120,000	66,000	54,000	80,000	090401/111100/27 401/99	Farmasi dan Bekalan (ubat)	Operating	0.1194	6,447.60
6	M01AE01000T1001 XX	Ibuprofen 200 mg Tablet	tablet	0	9,000	5,000	4,000	6,000	090401/111100/27 401/99	Farmasi dan Bekalan (ubat)	Operating	0.0810	324.00
7	N06AA02110T1001 XX	Imipramine HCl 25 mg Tablet	tablet	10,000	21,000	5,000	3,000	14,000	090401/111100/27 401/99	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 proceed 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:

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 displayed screen as shown in Figure 3.1.3.1-2

Figure 3.1.3.1-2 Search Department

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 based 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:
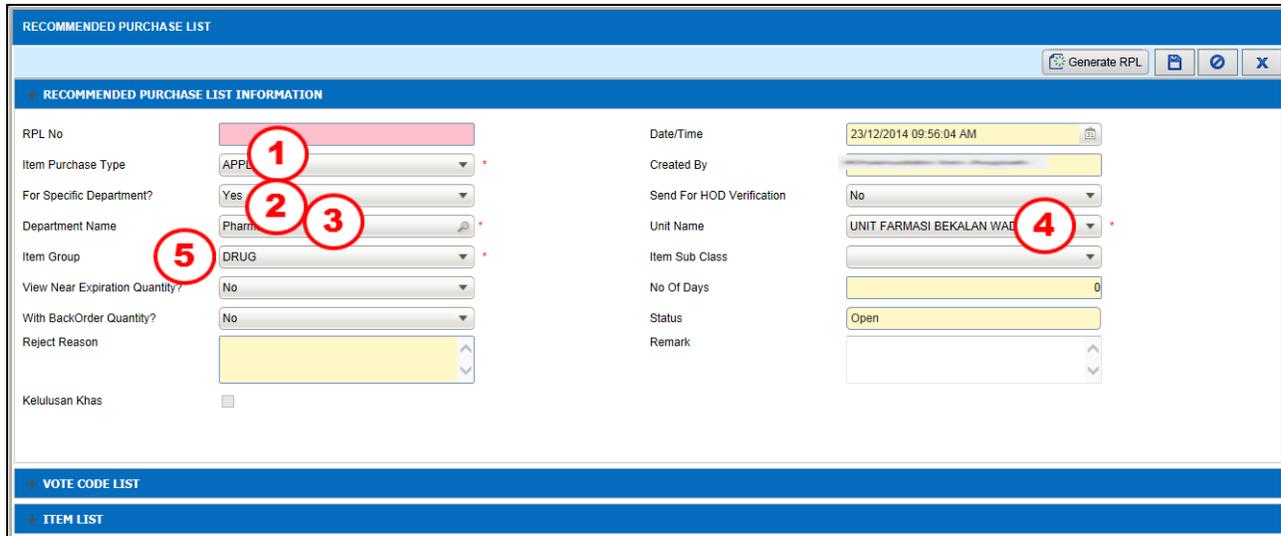
Figure 3.1.3.2-1 RPL

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 [image] button. System will displayed screen as shown in Figure 3.1.3.2-2

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 based 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 ①	16/12/2013 04:58 PM	Pending For Approval	STOR FARMASI	

[1 - 6 / 6]

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   💾   X

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	☐		

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

	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
	J02AC01000C1002XX	Fluconazole 100 mg Capsule	cap	2,100	150	1,500	2,250	3,262	4.0830	8,574.30	1	6,124.50
	N05AF01135P2001XX	Flupenthixol Decanoate Depot 20mg/ml Inj	amp	700	650	900	1,350	4,639	16.2400	11,368.00	1	32,480.00
	N05AB02135P3001XX	Fluphenazine Decanoate 25mg/ml Inj	amp	1,050	0	700	1,050	4,948	0.9570	1,004.85	1	1,505.10
	B03BB01000T1001XX	Folic Acid 5 mg Tablet	tab	180,820	68,660	166,320	249,480	1,135,017	0.0066	1,193.41	1	4,553.70

[1 - 10 / 79]

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:*

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 displayed as shown in figure 3.1.4-6
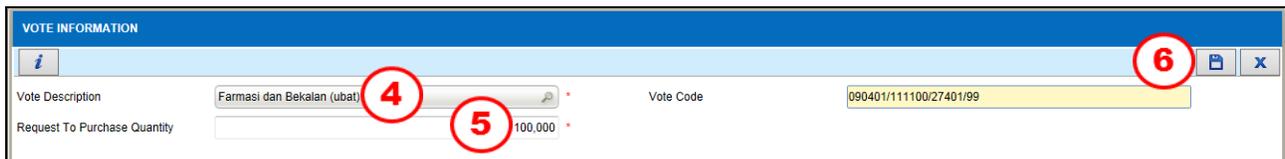
Figure 3.1.4-6 Vote Information

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 [   ]   Vote Code [   ]   🔍 Search

|◀ ◀ 1 / 5 ▶ ▶| [1 - 10 / 46

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 saved the Vote Information record

CONFIRMATION

CONF0001: Data have been modified. Save Changes?

[Cancel]   [Yes]   [No]
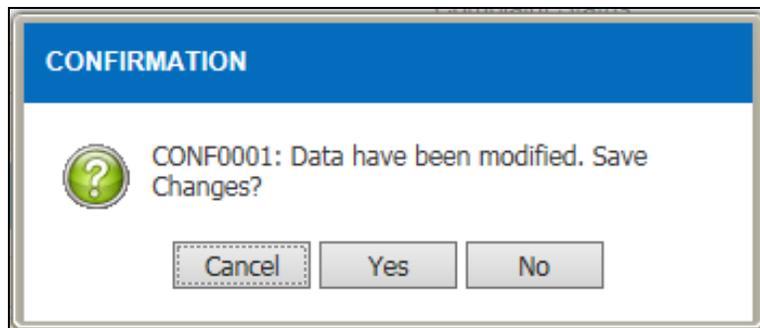
Figure 3.1.4-8 Alert Messages

INFORMATION

INFO0679: Record has been saved successfully

[OK]
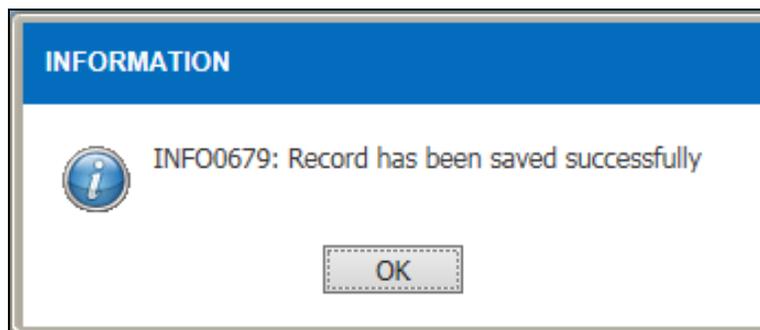
Figure 3.1.4-9 Alert Messages

Note

- *If click on the [Yes] button, record will be saved and modified vote code will appear in **Vote Code List.***
- *If click on the [No] button, record will not be modified, vote code will not appear in **Vote Code List.***
- *Click on the [OK] button to update data.*

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

Figure 3.1.4-10 Vote Code List

STEP 7

Click on the ➕Vote Code button to Add Vote Code

Note
New screen will displayed as shown in Figure 3.1.4-11.
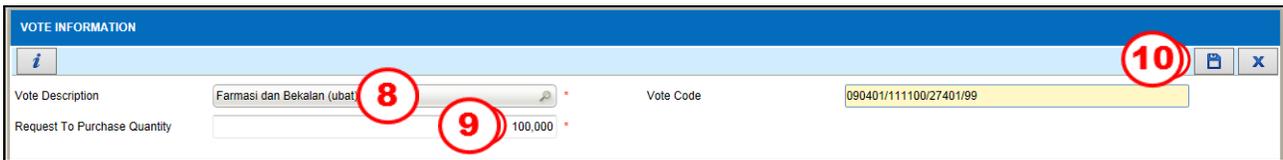
Figure 3.1.4-11 Vote Information

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.*

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
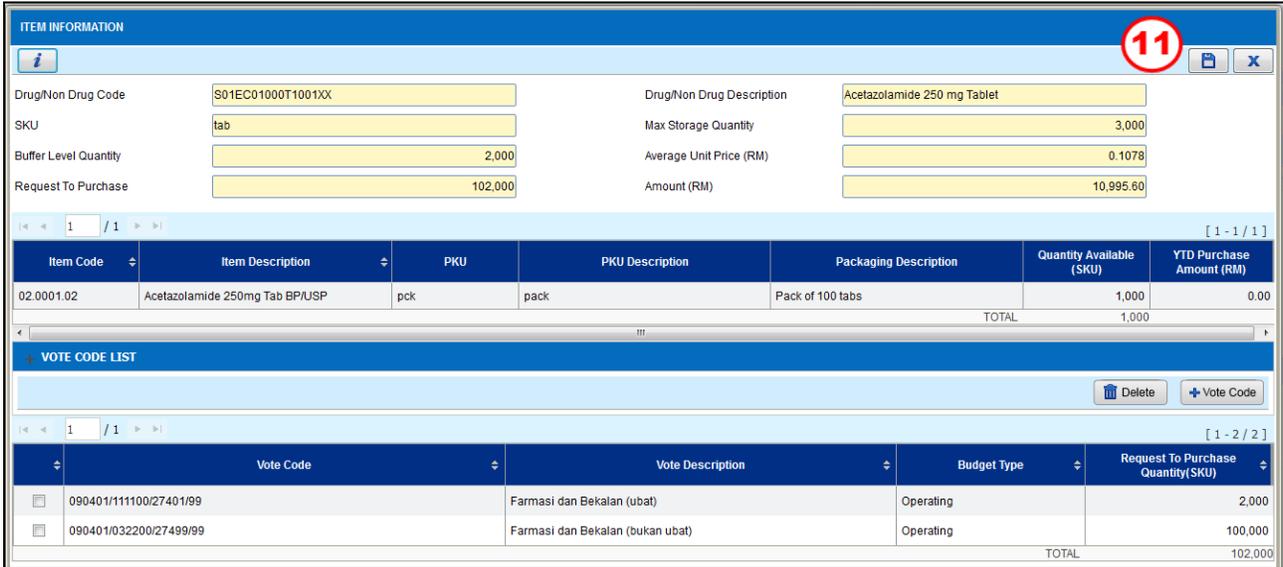
ITEM INFORMATION					
Drug/Non Drug Code	S01EC01000T1001XX		Drug/Non Drug Description	Acetazolamide 250 mg Tablet	
SKU	tab		Max Storage Quantity	3,000	
Buffer Level Quantity	2,000		Average Unit Price (RM)	0.1078	
Request To Purchase	102,000		Amount (RM)	10,995.60	

[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

🗑 Delete   ➕ Vote Code

[1 - 2 / 2]

	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

CONFIRMATION

CONF0001: Data have been modified. Save Changes?

Cancel   Yes   No
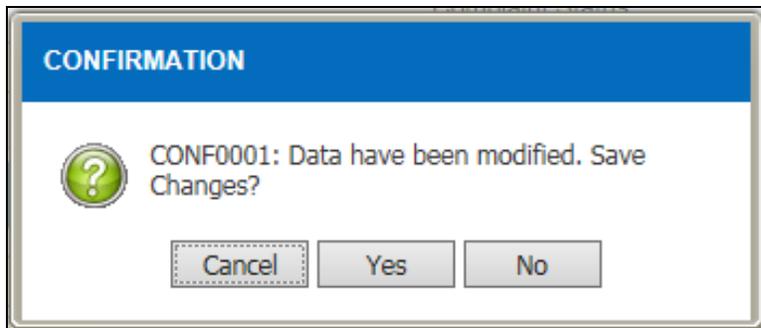
Figure 3.1.4-14 Alert Messages
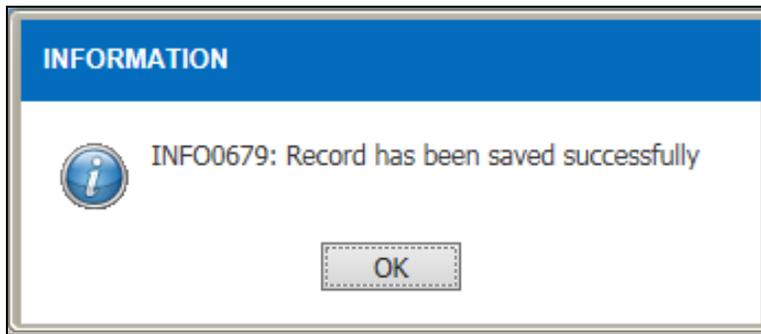
Figure 3.1.4-15 Alert Messages

Note

- If click on the [Yes] button, record will be saved and modified vote code will appear in **Vote Code List.**
- If click on the [No] button, record will not be modified, vote code will not appear in **Vote Code List.**
- Click on the [OK] button to update data

b) Add Item/Delete Item

Figure 3.1.4-16 Item List

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

STEP 12

Click on the [+ Add Item] button to add an item. New screen will displayed as shown in figure 3.1.4-16
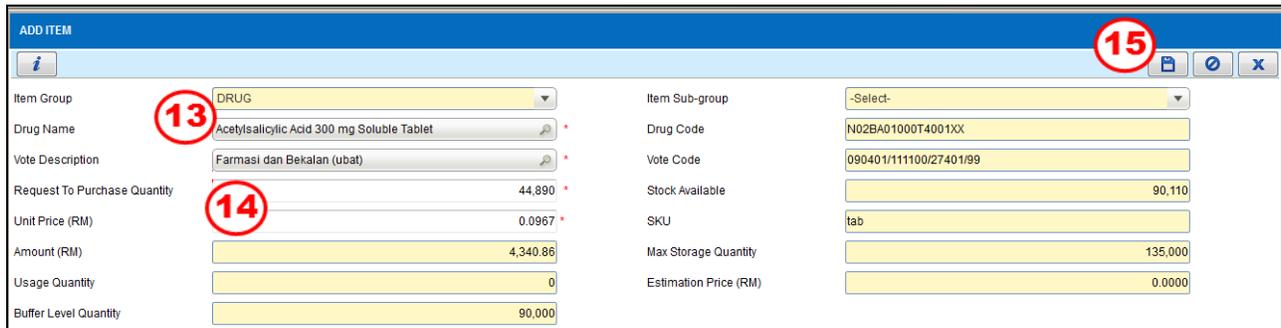
Figure 3.1.4-17 Add Item Screen

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 [save] button to save the changes made in the Item Information screen and screen will back to RPL Main Screen
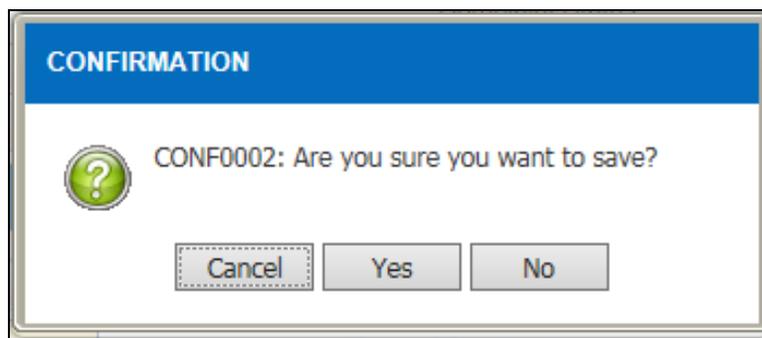
Figure 3.1.4-18 Alert Messages
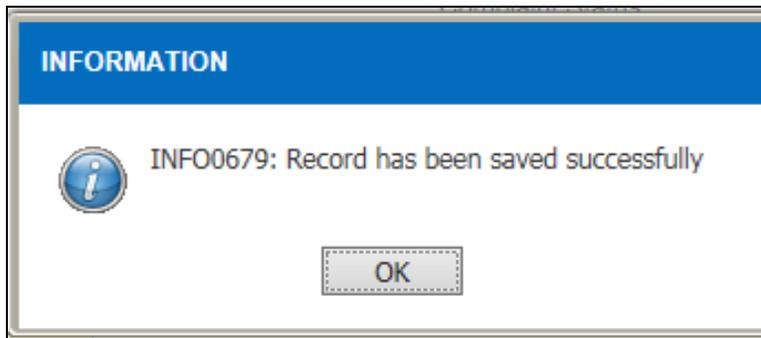
Figure 3.1.4-19 Alert Messages

Note
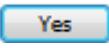
- If click on the [Yes] button, record will be saved.

- If click on the [No] button, record will not be saved.

- Click on the [OK] 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

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 [Delete] button to delete the item from the Item List Section

Figure 3.1.4-21 Verify RPL

STEP 18

Click on the [save] button to save the transaction

Figure 3.1.4-22 Alert Messages

Figure 3.1.4-23 Alert Messages

Note
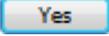
- If click on the [Yes] button, record will be saved.

- If click on the [No] button, record will not be saved.

- Click on the [OK] button to update data

STEP 19

Click on the [✔ Verify] button to Verify the Recommended Purchase List (RPL) or click on the [👎 Reject] button to reject the Recommended Purchase List (RPL)

Note

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

- [🔅 Generate EPO] *button will enabled*

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)

Figure 3.1.5-1 Recommended Purchase List

STEP 2

Click on the [Approve] button to Approve the Recommended Purchase List (RPL)
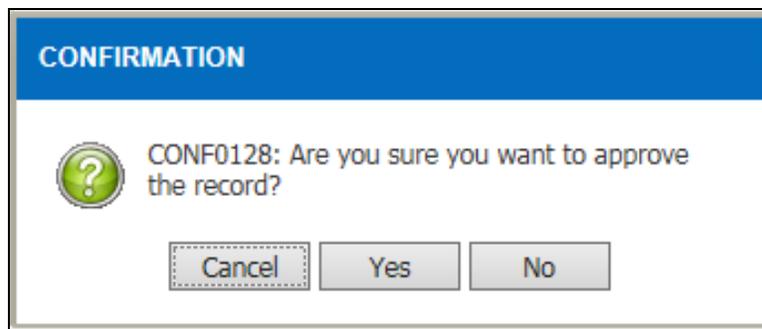
Figure 3.1.5-2 Alert Messages
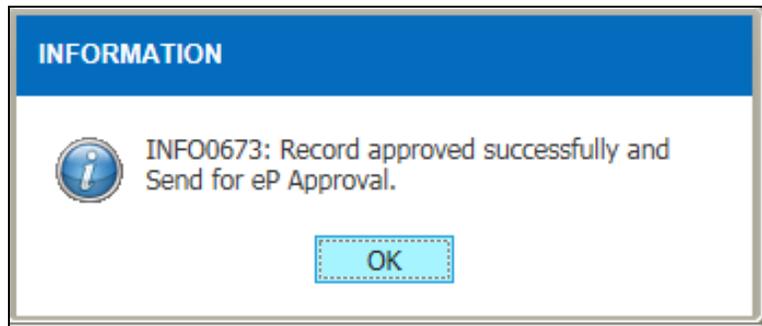
Figure 3.1.5-3 Alert Messages

Note
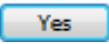
- If click on the [Yes] button, record will be approved.

- If click on the [No] button, record will not be approved.

- Click on the [OK] 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:*
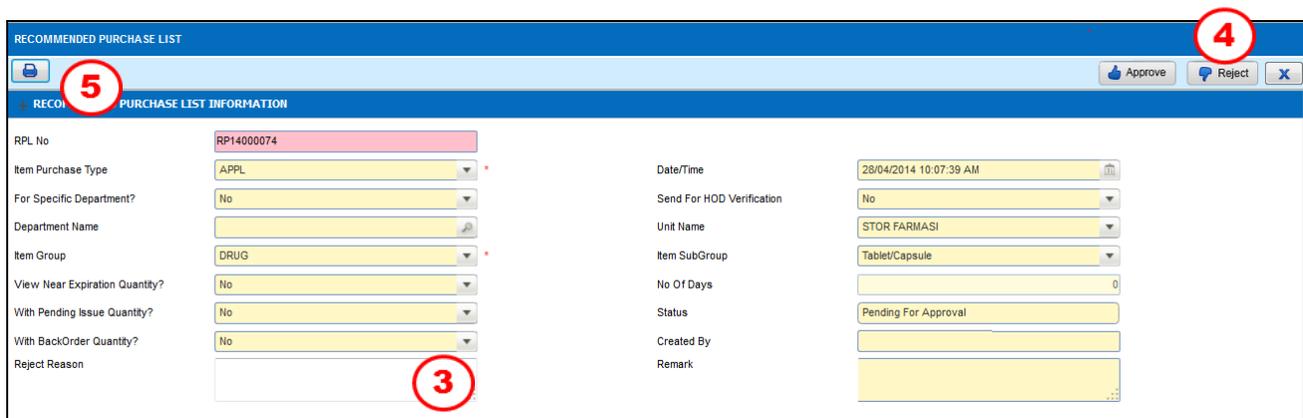
Figure 3.1.5-4 RPL Rejected

STEP 3
Enter Remarks for reject

STEP 4
Click on the [Reject] 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	C07AB02123T1002 XX	METOprolol Tartrate 100 mg Tablet	tablet	50,000	270,000	88,990	24,670	180,000	090401/031000/27 499/99	Anestesiologi (Bukan Ubat)	Operating	0.1856	4,578.75
2	C01BB01110P3001 XX	LIGNOcaine HCl (Lidocaine) 100 mg/5 ml Injection	vial	3,000	7,500	4,000	500	5,000	090401/111100/27 401/99	Farmasi dan Bekalan (ubat)	Operating	0.9975	498.75
3	C03AA03000T1002 XX	Hydrochlorothiazide 50 mg Tablet	tablet	0	54,000	35,723	10,000	36,000	090401/111100/27 401/99	Farmasi dan Bekalan (ubat)	Operating	0.0927	927.00
4	C03AA03000T1002 XX	Hydrochlorothiazide 50 mg Tablet	tablet	0	54,000	35,723	6	36,000	090401/010600/27 499/99	KK Rah Simulation	Development	0.0927	0.56
5	R06AX13000T1001 XX	Loratadine 10 mg Tablet	tablet	0	120,000	66,000	54,000	80,000	090401/111100/27 401/99	Farmasi dan Bekalan (ubat)	Operating	0.1194	6,447.60
6	M01AE01000T1001 XX	Ibuprofen 200 mg Tablet	tablet	0	9,000	5,000	4,000	6,000	090401/111100/27 401/99	Farmasi dan Bekalan (ubat)	Operating	0.0810	324.00
7	N06AA02110T1001 XX	Imipramine HCl 25 mg Tablet	tablet	10,000	21,000	5,000	3,000	14,000	090401/111100/27 401/99	Farmasi dan Bekalan (ubat)	Operating	0.0522	156.60

Figure 3.1.5-5 RPL Report

RECOMMENDED PURCHASE LIST

⑥ 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	☐		

Figure 3.1.5-6 Generate EPO

STEP 6

Click on the Generate EPO 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* [Generate EPO] *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.*
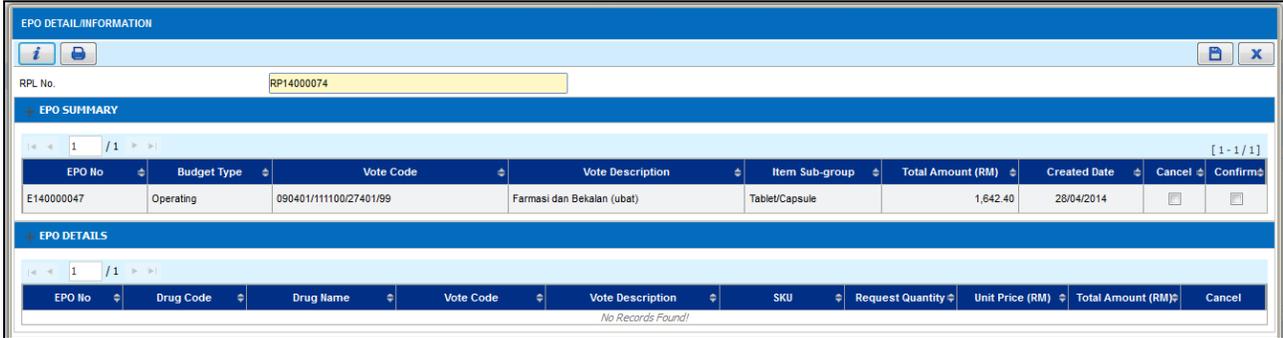
Figure 3.1.5-7 EPO Details

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.*
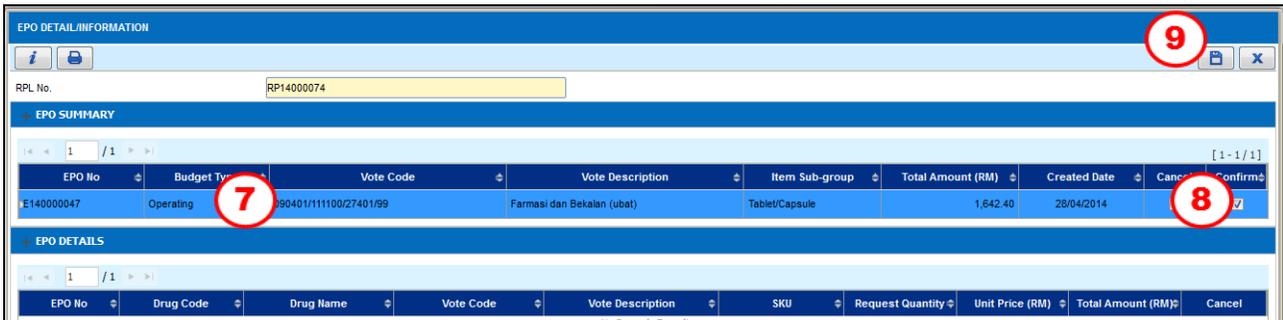
Figure 3.1.5-7 EPO Details

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 [save icon] to save the record

Figure 3.1.5-8 EPO Details

STEP 10

Click on the [print icon] button to view/print report

Figure 3.1.5-9 EPO Details

STEP 11

Click on the [X] to close the EPO Detail/Information screen and back to RPL Main Screen as shown in Figure 3.1.5-6

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 [EPO Details] *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:

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

Figure 3.2-2 Purchase Order Listing Page

STEP 3

Click on the [🔍 Search] 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

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:

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

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

Figure 3.2.1-3 Add Purchase Order Item

STEP 7
Select available *Item Description*

STEP 8
Select available *Vote Description*

Figure 3.2.1-4 Add Purchase Order Item

STEP 9
Change/modify *Order Quantity (PKU)*

STEP 10
Select available *Brand*

Note
Manufacturer will be default automatically after selected Brand.

STEP 11

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

STEP 12

Click on the [X] to close the screen
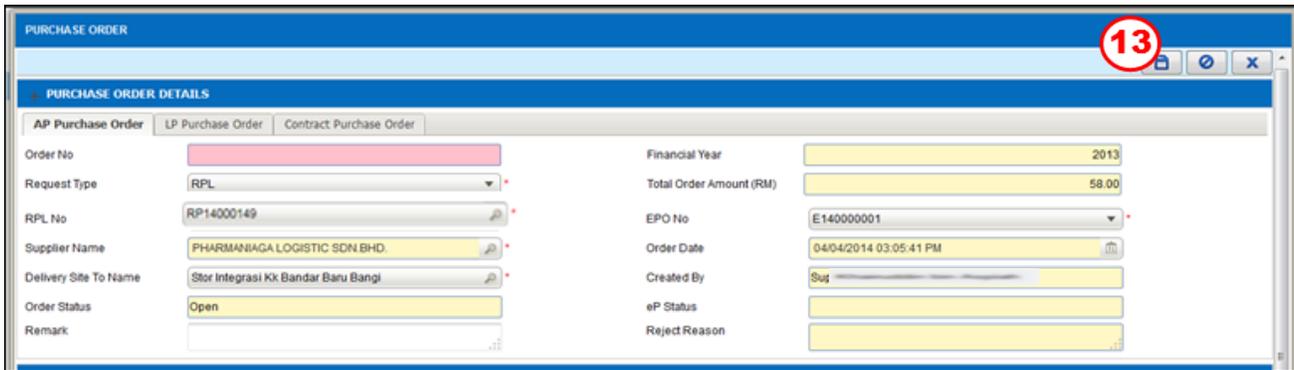
Figure 3.2.1-5 AP Purchase Order
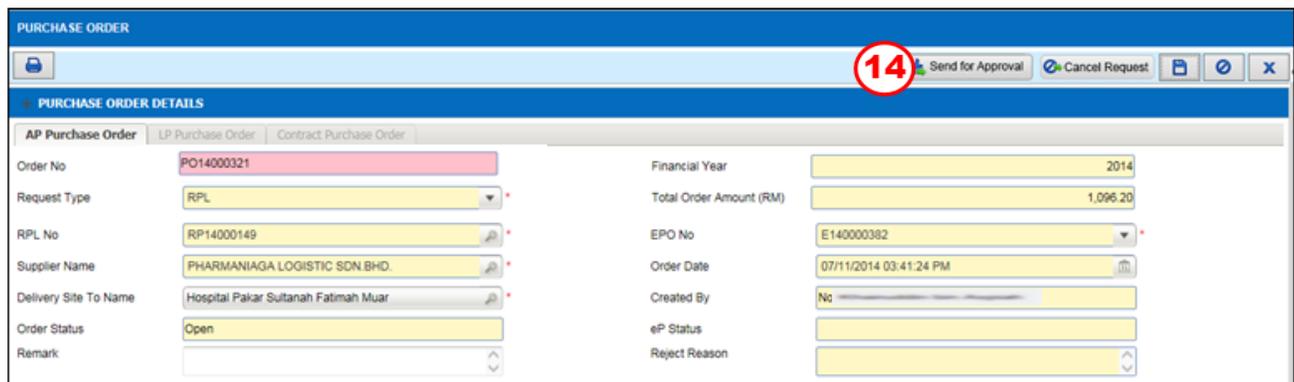
Figure 3.2.1-6 AP Purchase Order

STEP 13

Click on the [💾] button to save the modification

STEP 14

[👤 Send for Approval] *and* [🔄 Cancel Request] *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* [🔄 Cancel Request] *button.*

- ***Status*** *will be cancelled.*

- *If click on the* [Yes] *button, record will be sent to get approval and proceed to Approval process.*

- *If click on the* [No] *button, record will not be sent to approval process.*

- *Click on the* [OK] *button to update data.*

CONFIRMATION

CONF0125: Are you sure want to send this record for approval?

Cancel | Yes | No
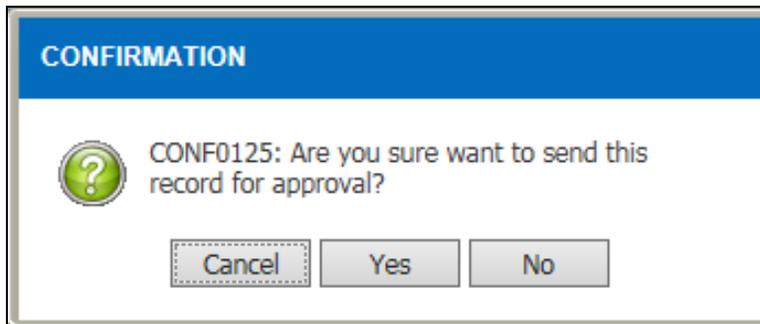
Figure 3.2.1-7 Alert Messages

INFORMATION

INFO0101: Record has been sent for approval successfully

OK
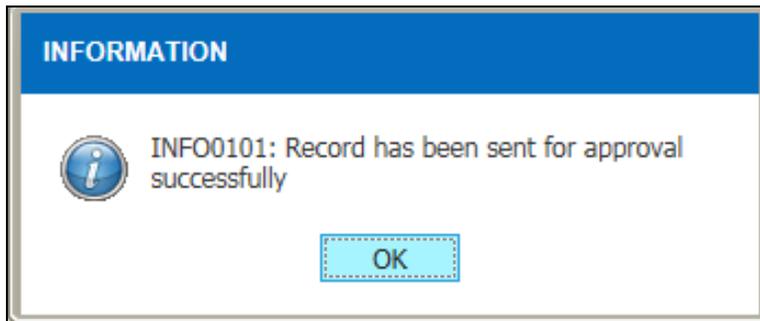
Figure 3.2.1-8 Alert Messages

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
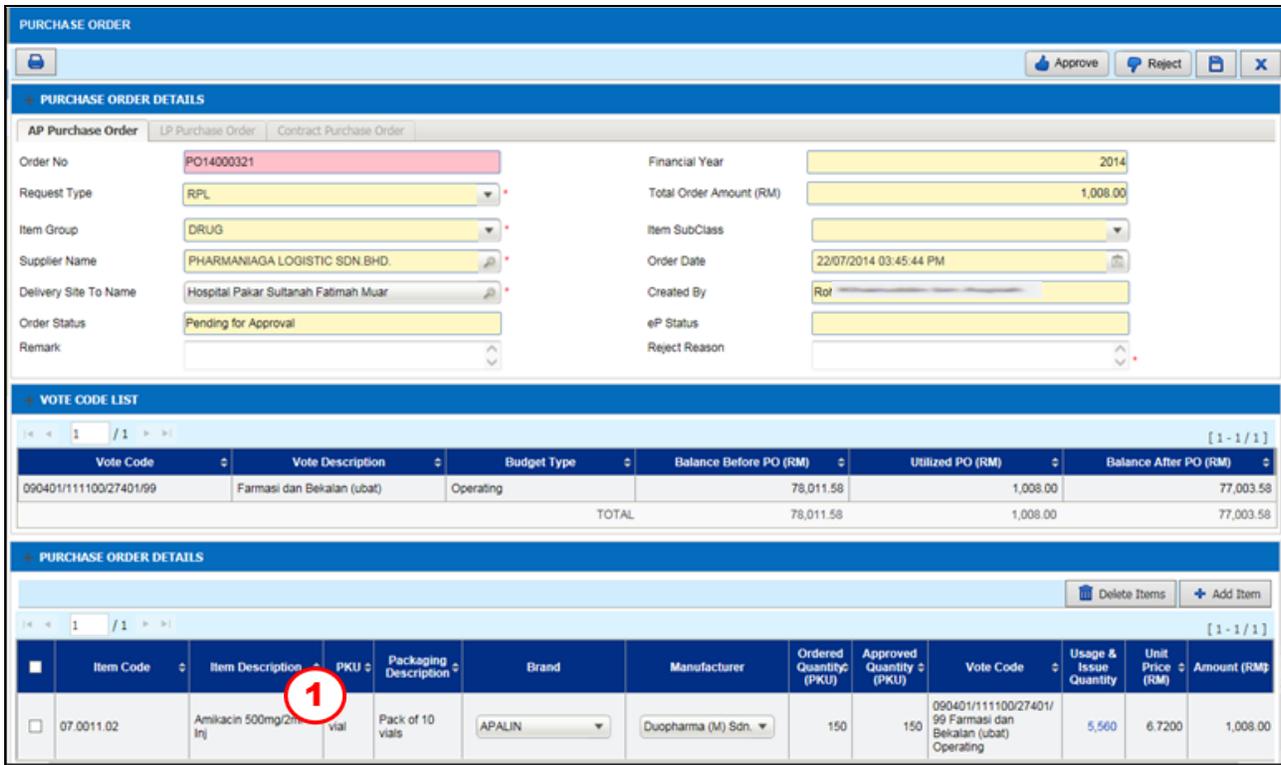
Figure 3.2.2-1 Purchase Order Approve

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
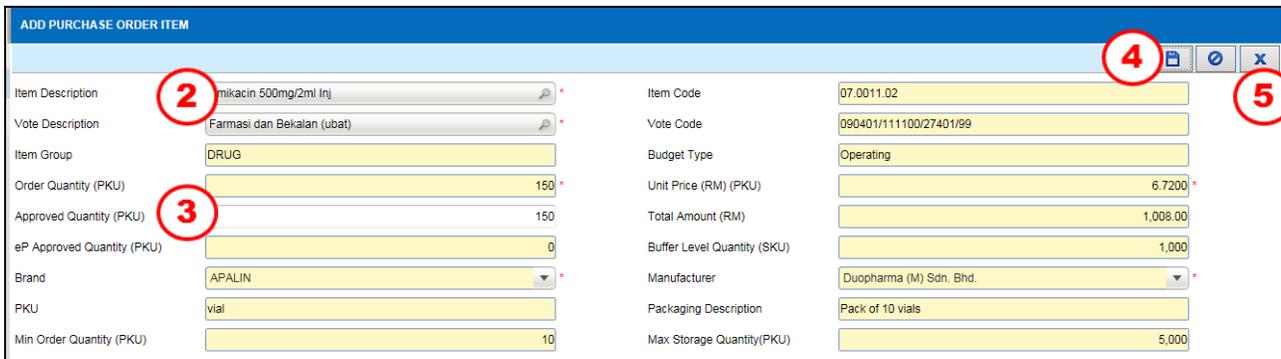
Figure 3.2.2-2 Add Purchase Order Item

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
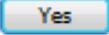
STEP 5

Click on the ☒ to close the screen

Note

- *If click on the* Yes *button, record will be saved.*

- *If click on the* No *button, record will not be saved.*

- *Click on the* OK *button to update data.*

CONFIRMATION

CONF0002: Are you sure you want to save?

Cancel   Yes   No
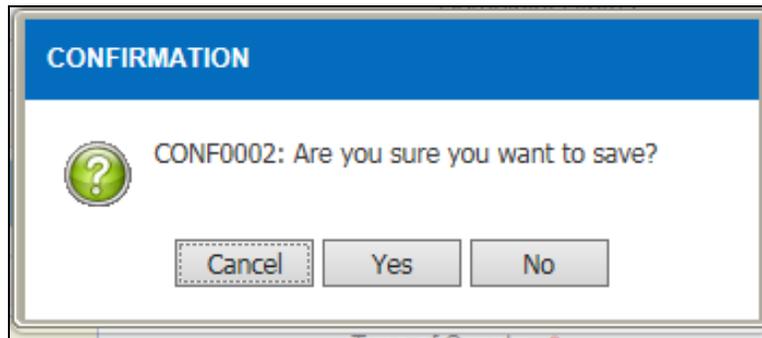
Figure 3.2.2-3 Alert Messages

INFORMATION

INFO0679: Record has been saved successfully

OK
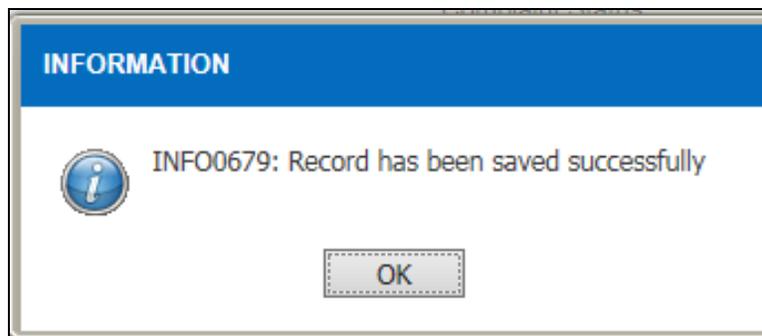
Figure 3.2.2-4 Alert Messages

STEP 6

Click on the 👍 Approve button to approve the transaction

Note

- *If click on the* 👎 Reject *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.*
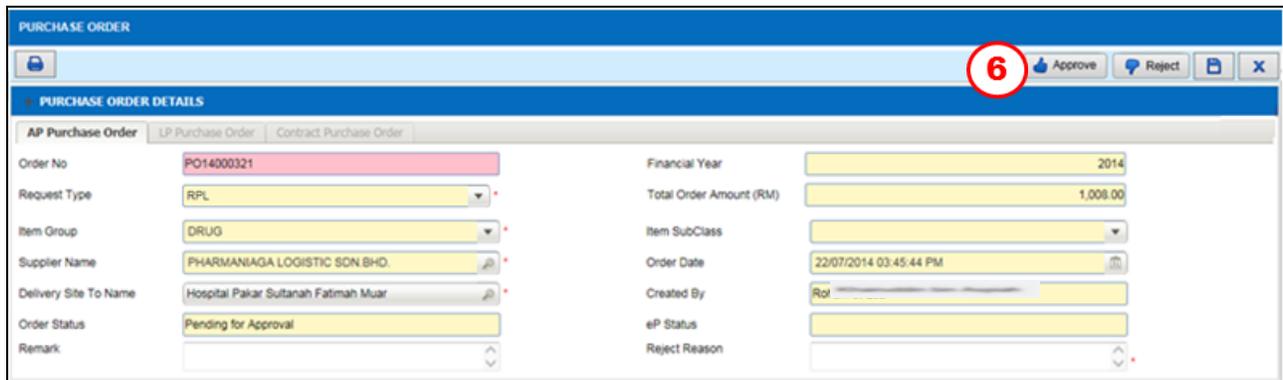
Figure 3.2.2-5 Purchase Order
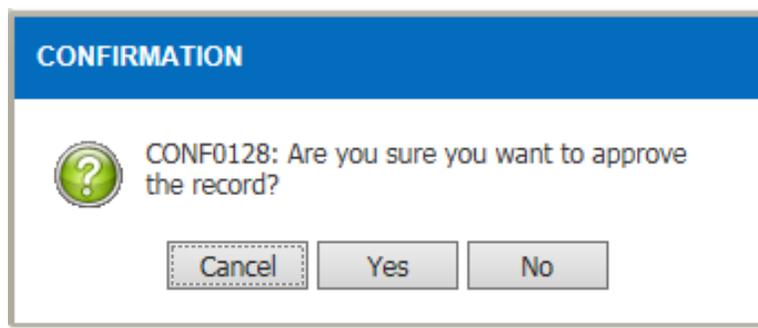
Figure 3.2.2-6 Alert Messages
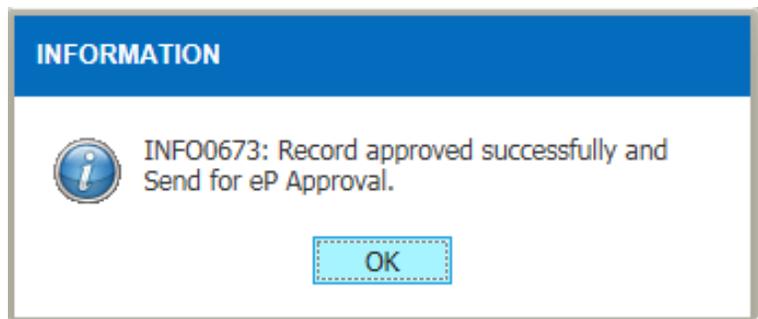
Figure 3.2.2-7 Alert Messages

STEP 7

Click on the [X] to close the screen

Note

- *If click on the* [Yes] *button, record will be approved.*

- *If click on the* [No] *button, record will not be approved.*

- *Click on the* [OK] *button to successfully approve and send for Ep Approval updated data.*

Figure 3.2.2-8 Purchase Order

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 consider as manually process but still using PhIS. To create a new AP Purchase Order transaction, perform the steps below:
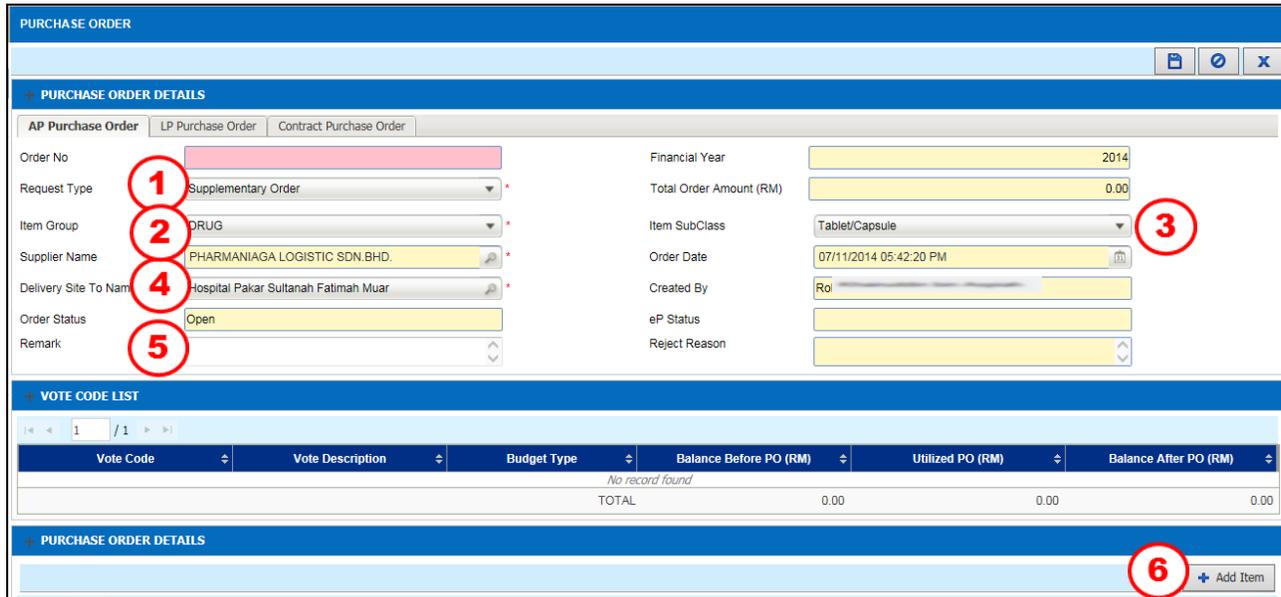
Figure 3.2.3-1 Supplementary Purchase Order

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
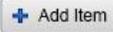
Click on the [+ Add Item] button to add item to be procure. Refer Figure 3.2.3-2
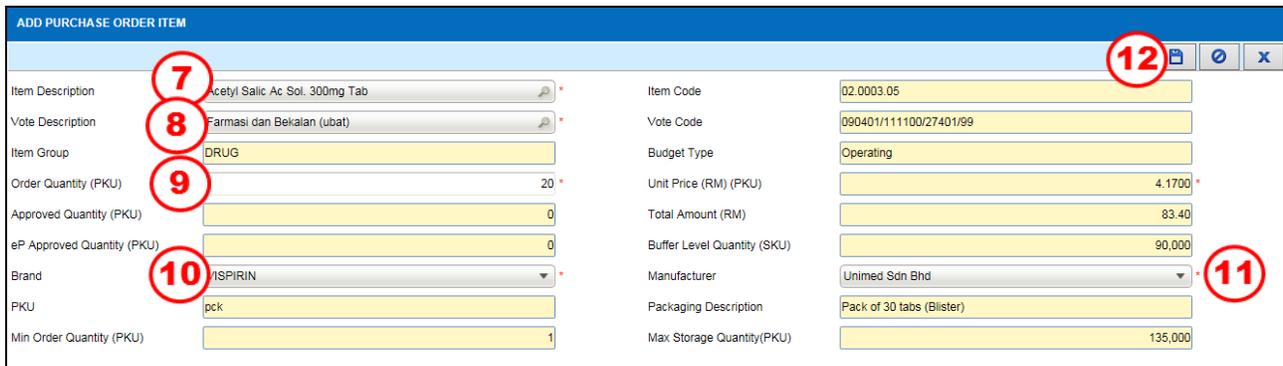
Figure 3.2.3-2 Add Purchase Order Item

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
Select *Brand*

STEP 11
Select *Manufacturer*

STEP 12

Click on the [icon] button to save the item added into the Purchase Order

Figure 3.2.3-3 Add Purchase Order Item

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 13
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* [X] *button to close the window.*

Figure 3.2.3-5 Purchase Order Usage Quantity Details

Figure 3.2.3-6 Purchase Order Details

STEP 14

Select on the Checkbox for selected Item

STEP 15
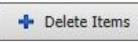
Click on the [Delete Items] button to delete unwanted item in the Purchase Order

Figure 3.2.3-7 Purchase Order

STEP 16

Click on the [💾] button to save the Purchase Order

Note
Order No will be generated automatically.
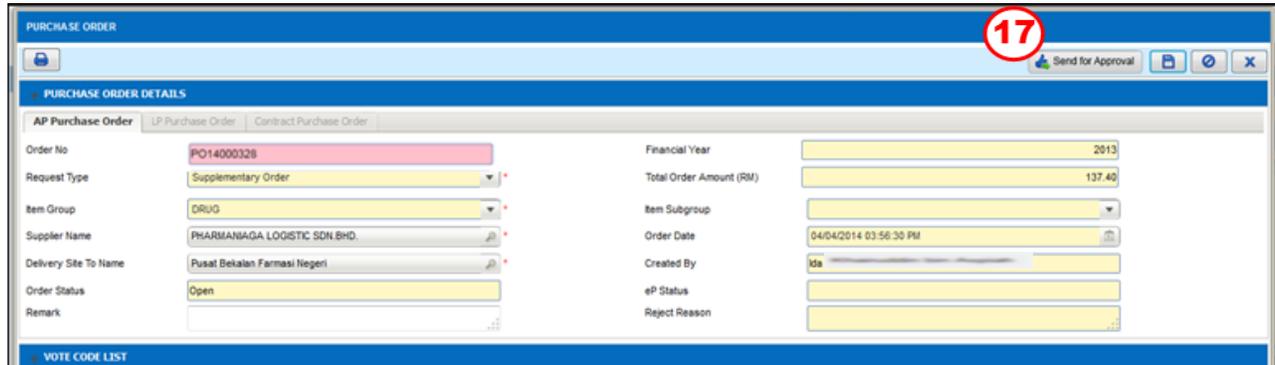
Figure 3.2.3-8 Purchase Order
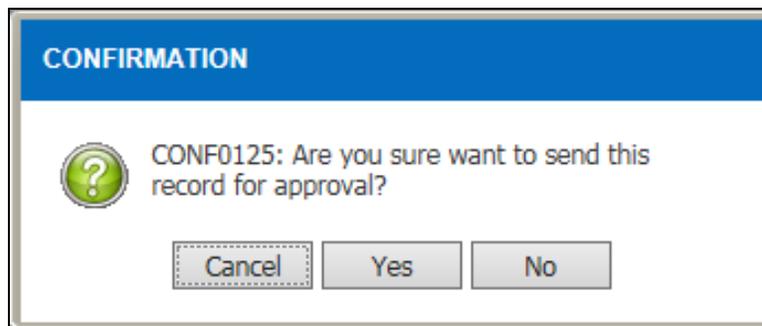
Figure 3.2.3-9 Purchase Order

STEP 17

Click on the [Send for Approval] button to get approval from Pharmacist

Note

- *If click on the [Yes] button, record will be sent to get approval and proceed to Approval process.*

- *If click on the [No] button, record will not be sent for approval process.*
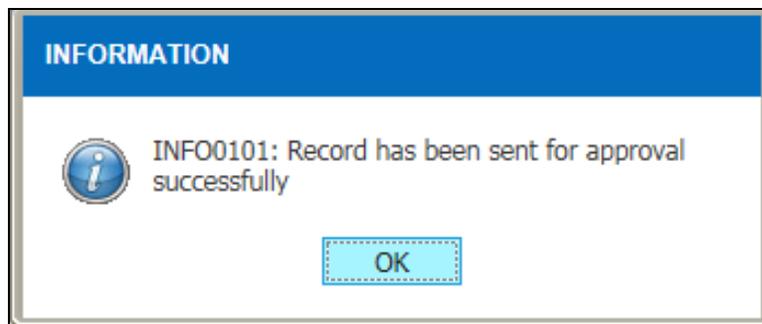
Figure 3.2.3-10 Purchase Order

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 refers 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)
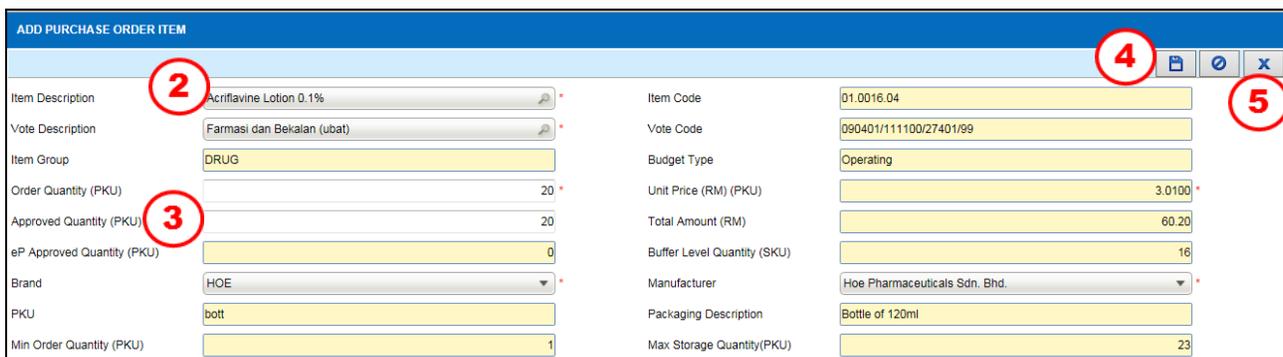
Figure 3.2.4-2 Add Purchase Order Item

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
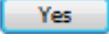
STEP 5

Click on the ☒ to close the screen

Note

- *If click on the* Yes *button, record will be saved.*

- *If click on the* No *button, record will not be saved.*

- *Click on the* OK *button to update data.*
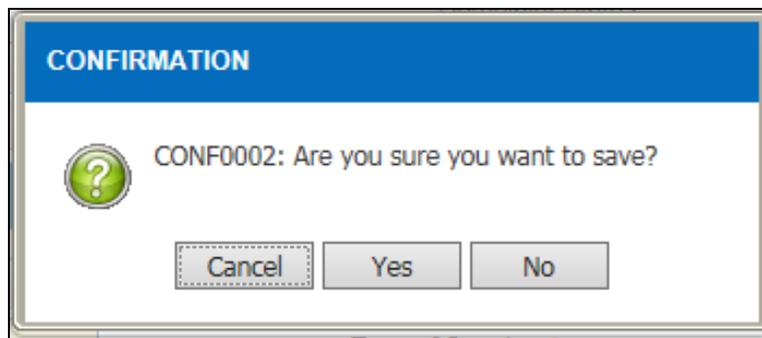
Figure 3.2.4-3 Alert Messages

Figure 3.2.4-4 Alert Messages

Figure 3.2.4-5 Purchase Order

STEP 6

Click on the [Approve] button to approve the transaction

Note

- *If click on the [Reject] 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 [X] to close the screen

Note

- *If click on the [Yes] button, record will be approved save.*

- *If click on the [No] 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.*
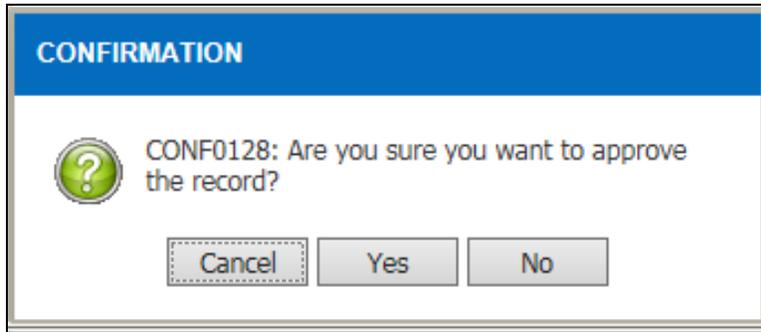
Figure 3.2.4-6 Alert Messages
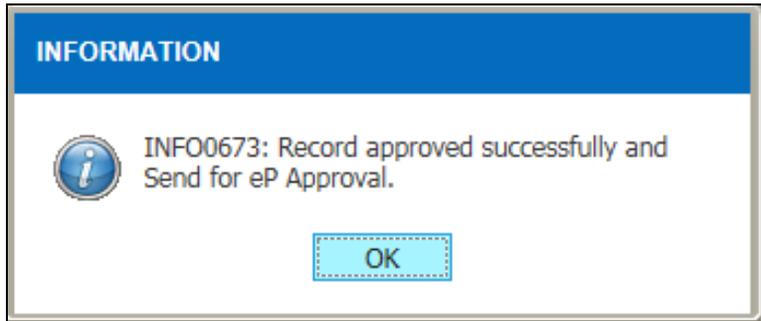
Figure 3.2.4-7 Alert Messages
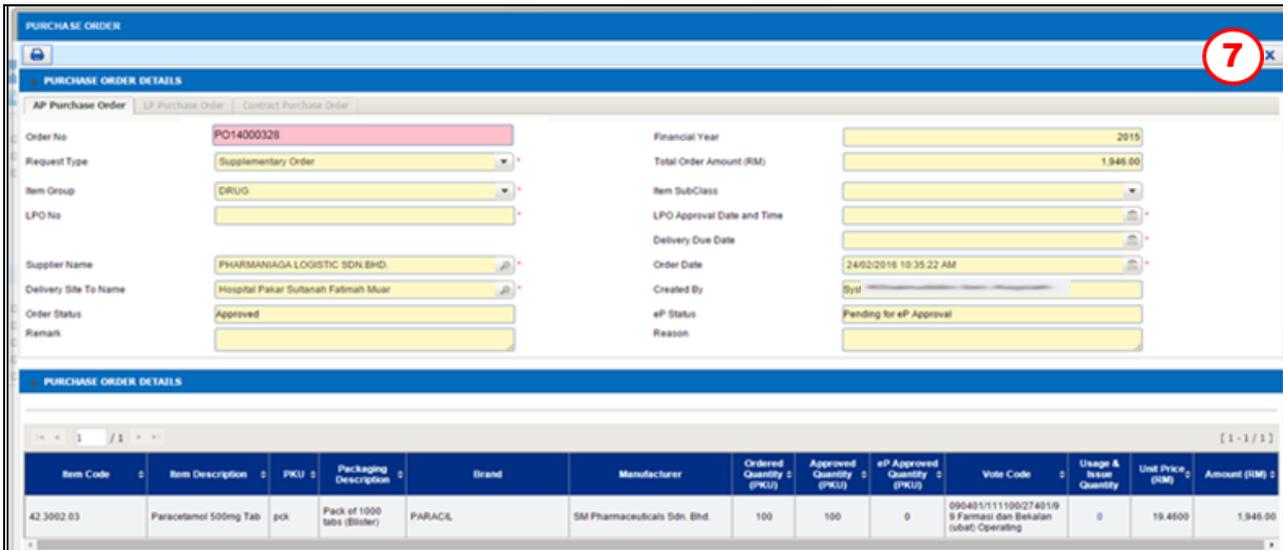
Figure 3.2.4-8 Supplementary Purchase Order Details

3.2.5 Create New Purchase Order: Indent

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

Figure 3.2.5-2 Purchase Order

Figure 3.2.5-2 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 3.2.5-3

Figure 3.2.5-3 External Indent No

<u>*Note*</u>

- *User is allowed to enter partially or fully searching criteria for* ***External Indent No*** *and* ***Facility Name***. *Then click* Q Search *button*

- *Double click on the selected* ***External Indent No***

- *Details of the purchase will be display under* ***Purchase Order Details*** *section*

Figure 3.2.5-4 Purchase Order: Indent

STEP 5

Click on the **Delivery Site To Name** and **Delivery Site To Name Search** window will be displayed as Figure 3.2.5-5
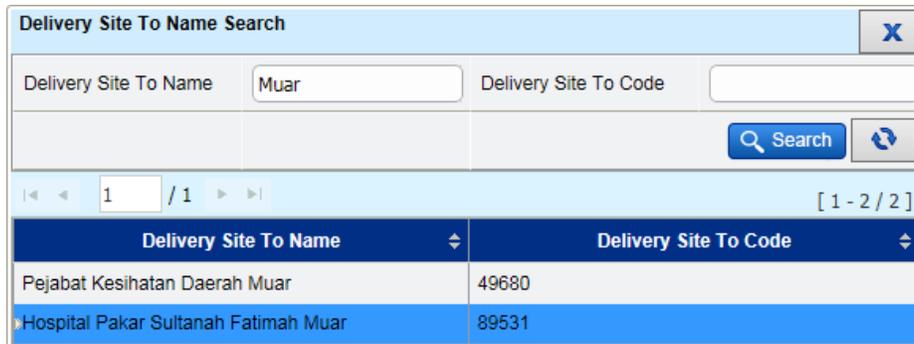
Figure 3.2.5-5 Delivery Site To Name Search

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**_

Figure 3.2.5-6 Purchase Order: Indent

STEP 6

Double click on the item and *Add Purchase Order Item* window will display as Figure 3.2.5-7

Figure 3.2.5-7 Add Purchase Order Item

STEP 7

Click on the *Vote Description* and *Search Vote Description* window will be displayed as Figure 3.2.5-8

Figure 3.2.5-8 Search Vote Descripiton

Note
- _User is allowed to enter partially or fully searching criteria for **Vote Name** and **Vote Code**. Then click_
  Search _button_

- _Double click on the selected **Vote Code**_

Figure 3.2.5-9 Add Purchase Order Item

STEP 8

Click on the [icon] button to save the record

CONFIRMATION

CONF0001: Data have been modified. Save Changes?

Cancel　　Yes　　No

Figure 3.2.5-10 Confirmation Message

Note

- *System will display a Confirmation Message as Figure 3.2.5-10*

- *Click on the* Yes *button to save the transaction*

- *Click on the* No *button to cancel the saved transaction*

- *Click on the* Cancel *button to cancel the editing made at the **Add Purchase Order Item** screen*

INFORMATION

INFO0679: Record has been saved successfully

OK

Figure 3.2.5-11 Information Message

Note

- *System will display a Information Message as Figure 3.2.5-11*

- *Click on the* OK *button to confirm*

Figure 3.2.5-12 Purchase Order: Indent

STEP 9

Click on the [💾] button to save the record
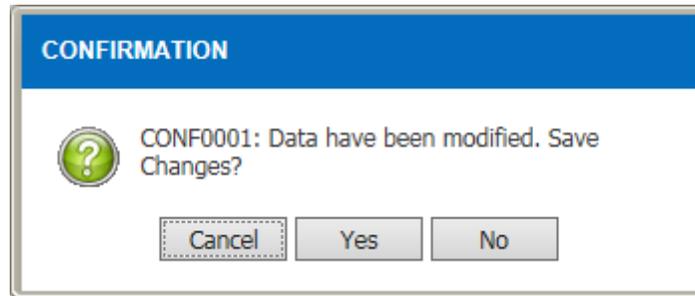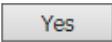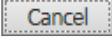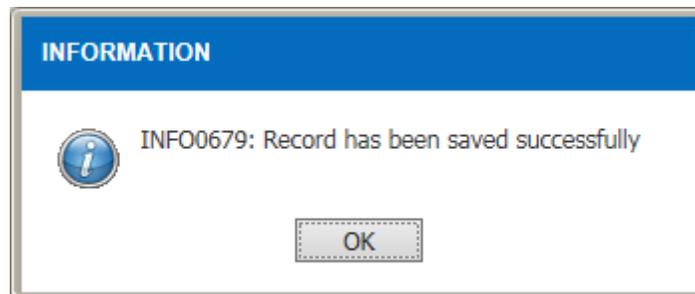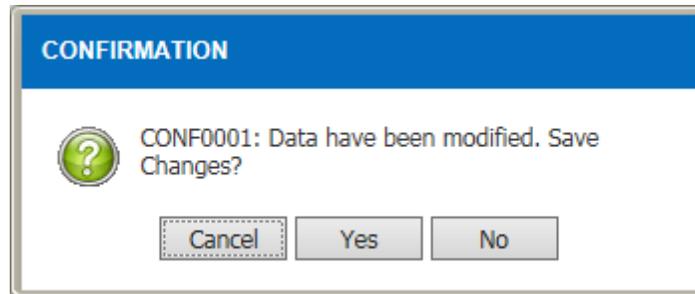

Figure 3.2.5-13 Confirmation Message

Note

- *System will display a Confirmation Message as Figure 3.2.5-13*

- *Click on the [Yes] button to save the transaction*
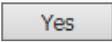
- *Click on the [No] button to cancel the saved transaction*

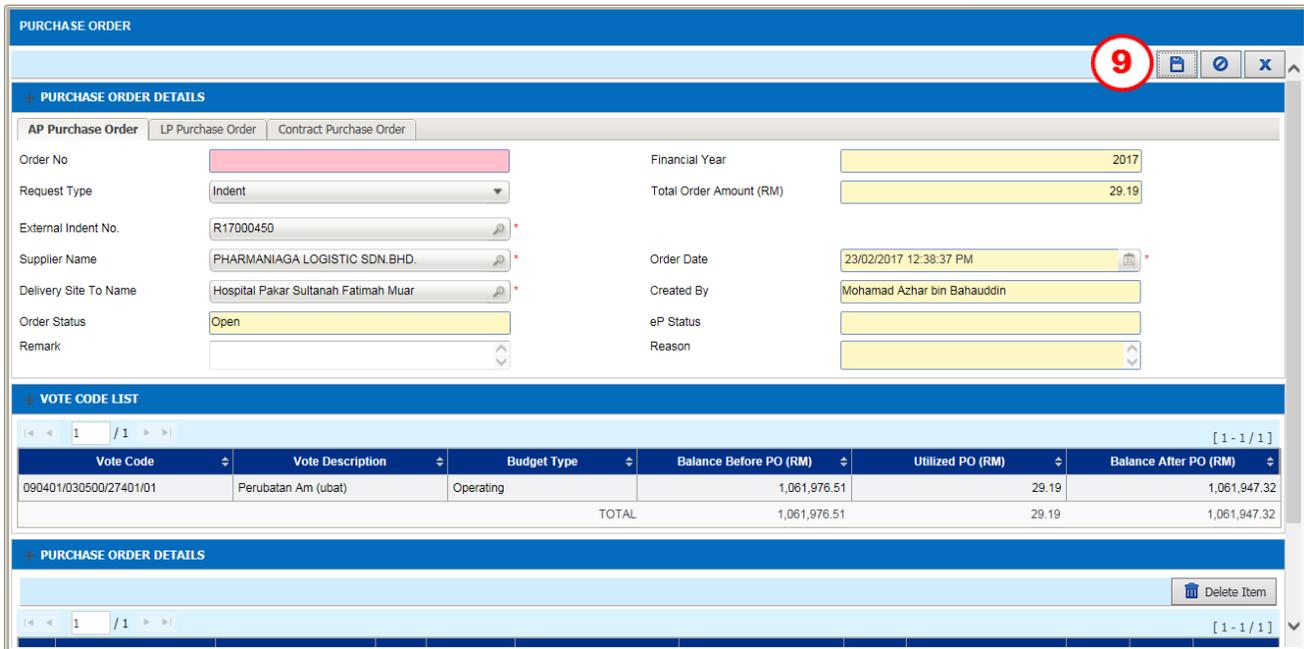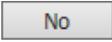- *Click on the [Cancel] button to cancel from saving the record*
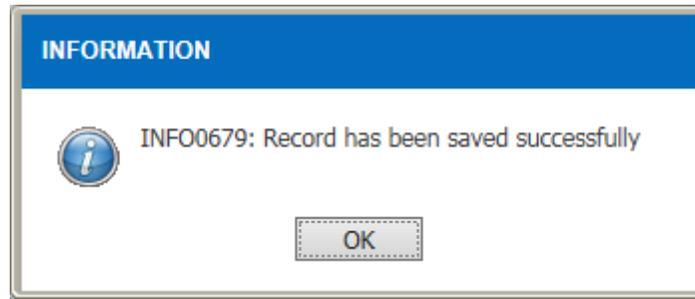
Figure 3.2.5-14 Information Message

Note

- *System will display a Information Message as Figure 3.2.5-14*

- *Click on the* OK *button to confirm*

Figure 3.2.5-15 Purchase Order: Indent

Note

- *User is allow to create another order by click on the* ➕ *button.*

- *Click on the* Cancel Request *button to cancel the order.*

STEP 12

a)   Click on the **Approve** button to approve the record

Note
- *System will be display a Confirmation Message as Figure 3.2.5-16*

- *Click on the* [Yes] *button to approve the record*

- *Click on the* [No] *or* [Cancel] *button to cancel for approve the record*

Confirmation

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

[Cancel] [Yes] [No]
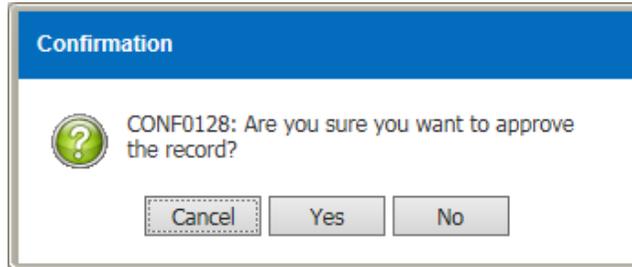
Figure 3.2.5-16 Confirmation Message

- *Information Message will display after click on the* [Yes] *buttom as Figure 3.2.5-17*

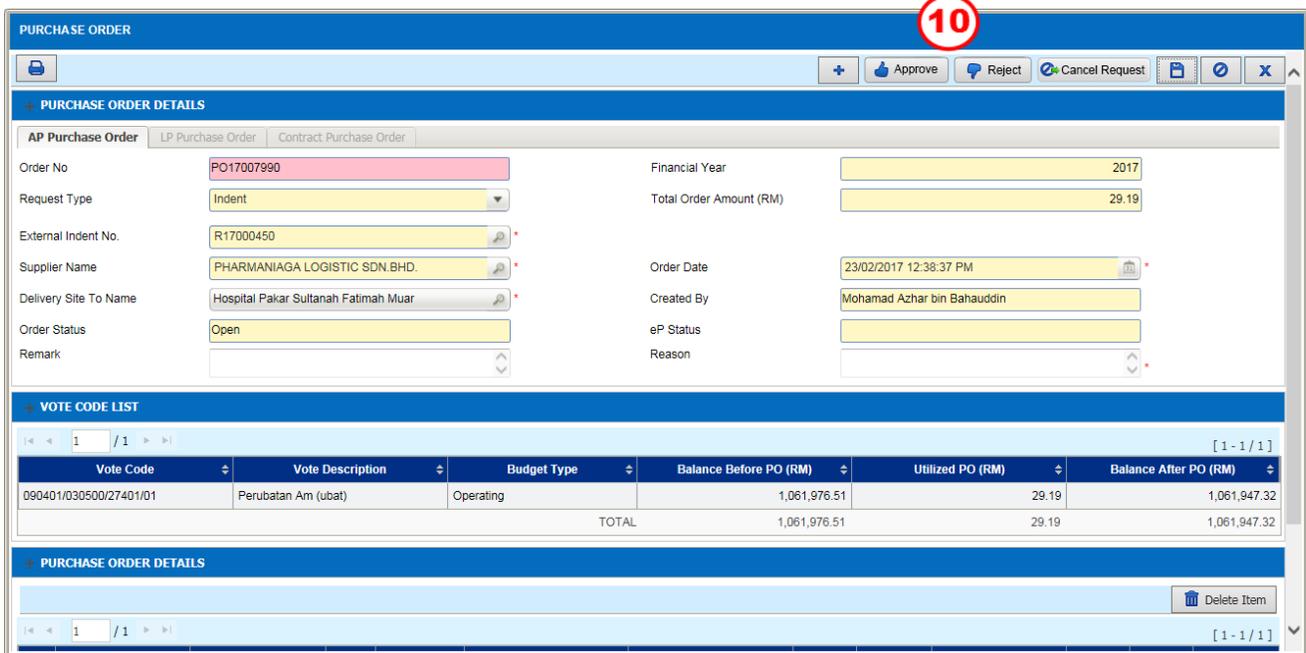- *Click on the* [OK] *button to successfully approved the record and the* **Status** *change to Approved*

Information

INFO0673: Record Approved Successfully.

[OK]

Figure 3.2.5-17 Information Message

b)   Click on the [Reject] button to reject the order transaction

Note
- *User need to enter reject reason as system will display an Information Message as Figure 3.2.5-18*

Information

INFO5055: Reject remark can not be blank

[OK]

Figure 3.2.5-18 Information Message

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

4.0 Acronyms

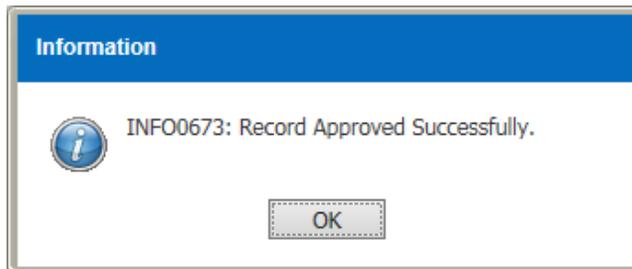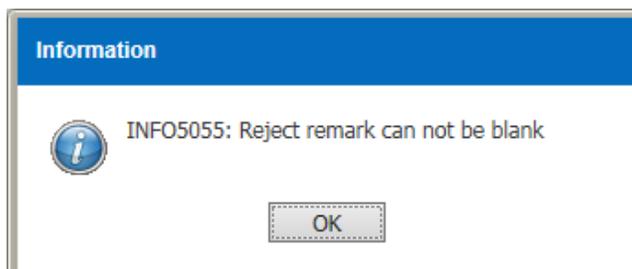| Abbreviation	Definition
MOH	Ministry of Health
KKM	Kementerian Kesihatan Malaysia
PhIS	Pharmacy Information System
CPS	Clinical Pharmacy System
PKU	Packaging Keeping Unit
SKU	Store Keeping Unit
TDM	Therapeutic Drug Monitoring
CDR	Cytotoxic Drug Reconstitution
APPL	Approved Product Purchase List
RPL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

5.0 Links to Inventory Modules

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