



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

User Manual Pharmacy Inventory Procurement Standard Request for Quotation (RFQ)

Version : 8 th EDITION Document ID : U.MANUAL_INV_PROCUREMENT_RFQ



PhIS & CPS Project
User Manual – Procurement Standard
(Request for Quotation)



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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 – Request for Quotation 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:

- Request for Quotation (RFQ)

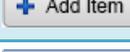
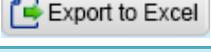
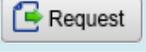
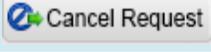
1.3 Organised Sections

These are the sections within this document:

- Section 1 : Introduction
- Section 2 : Application Standard Features
- Section 3 : Request for Quotation
- Section 4 : Acronyms
- Section 5 : Links to Inventory Modules

2.0 Application Standard Features

2.1 PhIS Legend

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



Module Legend

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

Note

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

3.0 Request for Quotation

Overview

Request for Quotation will be used to offer a quotation to a supplier to supply item based on the value of more than RM50,000 and less than RM500,000 estimated per annual.

User Group

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

Functional Diagram

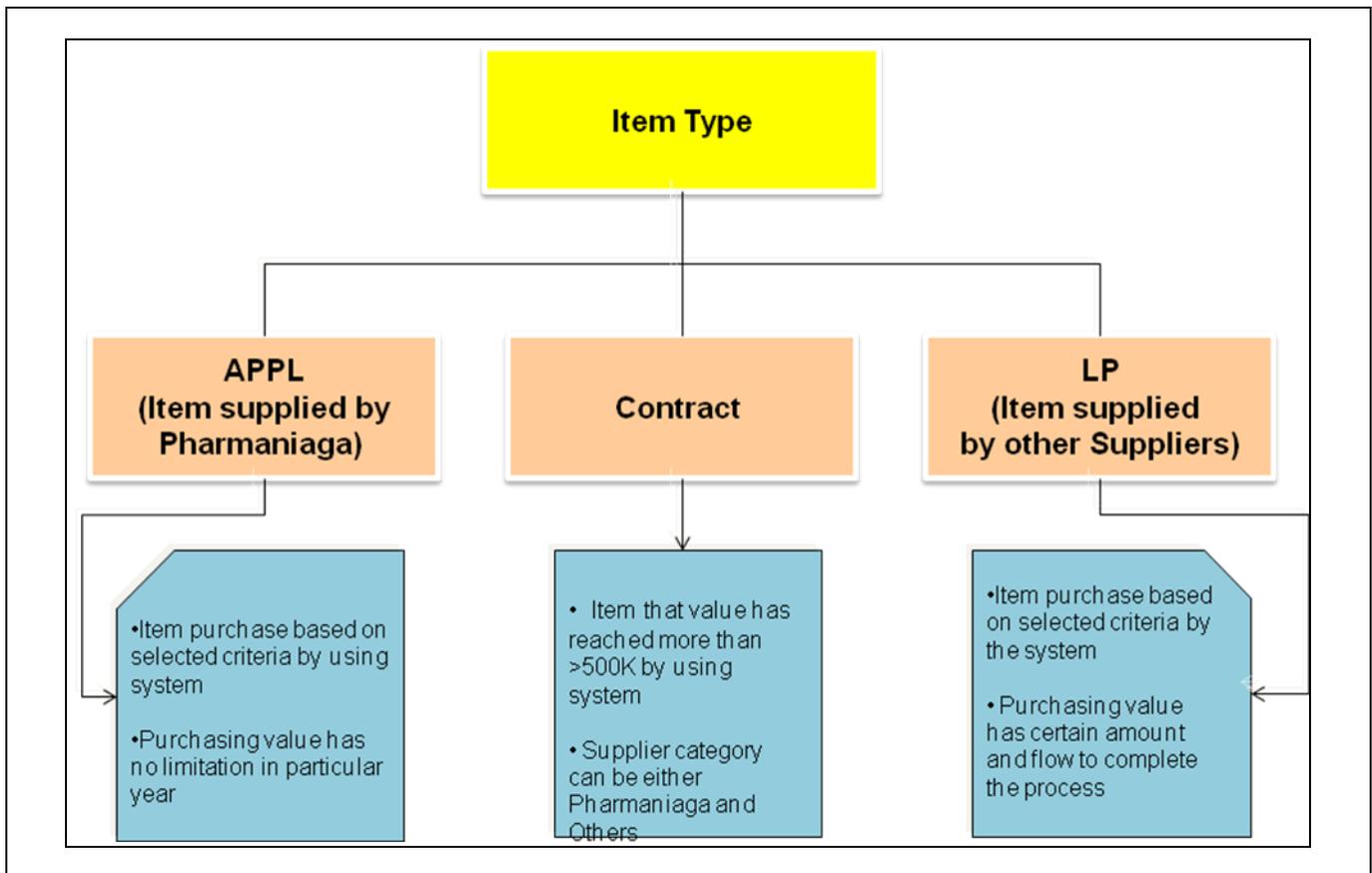


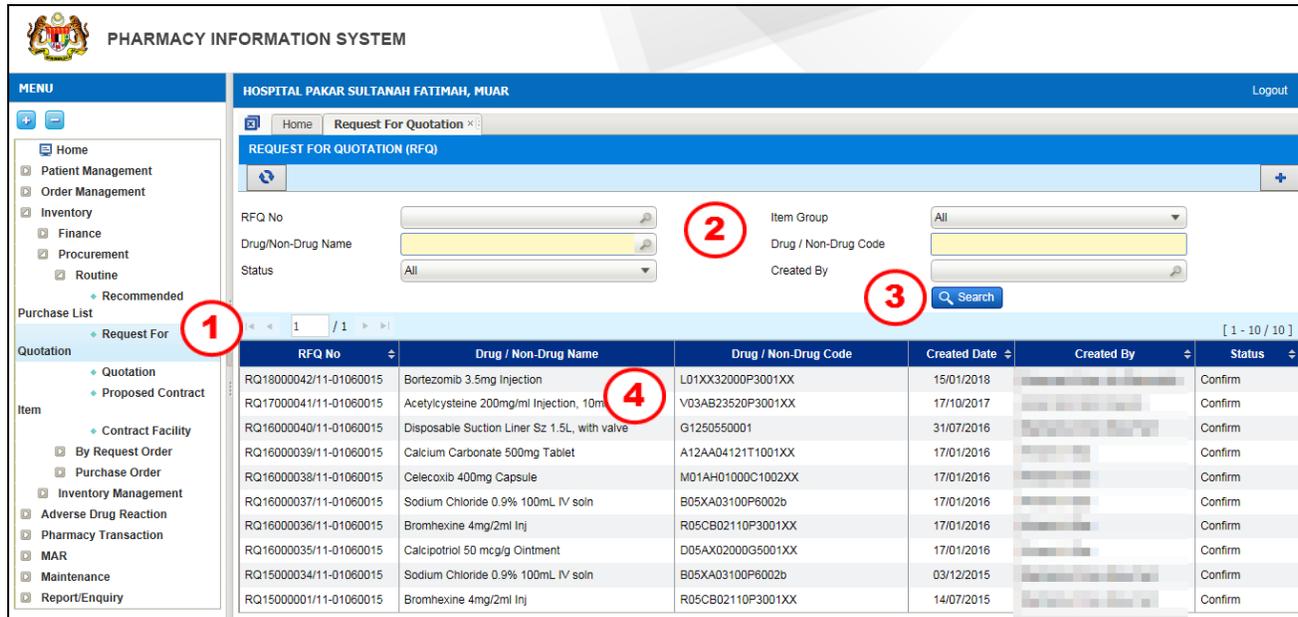
Figure 3.0-1

Functional Description

- Request for Quotation

3.1 Request for Quotation Listing Page

To search Request for Quotation records, perform the steps below:



PHARMACY INFORMATION SYSTEM

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

Logout

Home Request For Quotation

REQUEST FOR QUOTATION (RFQ)

RFQ No: Item Group: All

Drug/Non-Drug Name: Drug / Non-Drug Code:

Status: All Created By:

RFQ No	Drug / Non-Drug Name	Drug / Non-Drug Code	Created Date	Created By	Status
RQ13000042/11-01060015	Bortezomib 3.5mg Injection	L01XX32000P3001XX	15/01/2018		Confirm
RQ17000041/11-01060015	Acetylcysteine 200mg/ml Injection, 10m	V03AB23520P3001XX	17/10/2017		Confirm
RQ16000040/11-01060015	Disposable Suction Liner Sz 1.5L, with valve	G1250550001	31/07/2016		Confirm
RQ16000039/11-01060015	Calcium Carbonate 500mg Tablet	A12AA04121T1001XX	17/01/2016		Confirm
RQ16000038/11-01060015	Celecoxib 400mg Capsule	M01AH01000C1002XX	17/01/2016		Confirm
RQ16000037/11-01060015	Sodium Chloride 0.9% 100mL IV soln	B05XA03100P6002b	17/01/2016		Confirm
RQ16000036/11-01060015	Bromhexine 4mg/2ml Inj	R05CB02110P3001XX	17/01/2016		Confirm
RQ16000035/11-01060015	Calcipotriol 50 mcg/g Ointment	D05AX02000G5001XX	17/01/2016		Confirm
RQ15000034/11-01060015	Sodium Chloride 0.9% 100mL IV soln	B05XA03100P6002b	03/12/2015		Confirm
RQ15000001/11-01060015	Bromhexine 4mg/2ml Inj	R05CB02110P3001XX	14/07/2015		Confirm

Figure 3.1-1 Request for Quotation Listing Page

STEP 1

Click on the 'Inventory' menu followed by 'Procurement' and 'Routine', and select 'Request For Quotation'

STEP 2

To search for existing Request For Quotation, you may search by criteria as follow:

No	Field	Description	Remark
b	RFQ No.	Search by selecting a number from the RFQ	Will be automatically displayed once a RFQ No is selected
c	Item Group	Select item group from the drop down menu: - Drug - Non Drug	Filter and search existing records based on Status
e	Status	Select Status from the drop down menu: - All - Open - Confirm - Cancelled	Filter and search existing records based on Status
f	Created by	Select created from the drop down menu	Filter and search existing records based on creator

Table 3.1-1

STEP 3

Click on the button after input criteria. The result display will be based on the entered criteria as shown in refer Figure 3.1-1 Request For Quotation

Note

In circumstances of no criteria is input, the entire list of transaction will be displayed.

STEP 4

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

REQUEST FOR QUOTATION (RFQ) Lampiran Q X

RFQ

RFQ No	RQ17000041/11-01060015	Created Date	17/10/2017 04:30:04 PM
RFQ Type	Supplementary Order (Others)	RPL No	
Item Group	DRUG	Item Sub Class	
Quotation Closing Date	18/10/2017	Quotation Validity	5 (Days)*
Remark			
		Status	Confirm
		Created By	

ITEM DETAILS

Drug/Non-Drug Code	Drug/Non-Drug Name	SKU	Request Quantity (SKU)	Usage & Issue Quantity
V03AB23520P3001XX	Acetylcysteine 200mg/ml Injection, 10ml Vial	vial	100	100

Figure 3.1-2 Request for Quotation (RFQ)

3.2 New Request for Quotation: RPL

To create new Request for Quotation for RPL, perform the steps below:

PHARMACY INFORMATION SYSTEM

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

Logout

Home Request For Quotation x

REQUEST FOR QUOTATION (RFQ)

RFQ No: [] Item Group: All

Drug/Non-Drug Name: [] Drug / Non-Drug Code: []

Status: All Created By: []

[Search]

RFQ No	Drug / Non-Drug Name	Drug / Non-Drug Code	Created Date	Created By	Status
RQ18000042/11-01060015	Bortezomib 3.5mg Injection	L01XX32000P3001XX	15/01/2018	[]	Confirm
RQ17000041/11-01060015	Acetylcysteine 200mg/ml Injection, 10ml Vial	V03AB23520P3001XX	17/10/2017	[]	Confirm
RQ16000040/11-01060015	Disposable Suction Liner Sz 1.5L, with valve	G1250550001	31/07/2016	[]	Confirm
RQ16000039/11-01060015	Calcium Carbonate 500mg Tablet	A12AA04121T1001XX	17/01/2016	[]	Confirm
RQ16000038/11-01060015	Celecoxib 400mg Capsule	M01AH01000C1002XX	17/01/2016	[]	Confirm
RQ16000037/11-01060015	Sodium Chloride 0.9% 100mL IV soln	B05XA03100P6002b	17/01/2016	[]	Confirm
RQ16000036/11-01060015	Bromhexine 4mg/2ml Inj	R05CB02110P3001XX	17/01/2016	[]	Confirm
RQ16000035/11-01060015	Calcipotriol 50 mcg/g Ointment	D05AX02000G5001XX	17/01/2016	[]	Confirm
RQ15000034/11-01060015	Sodium Chloride 0.9% 100mL IV soln	B05XA03100P6002b	03/12/2015	[]	Confirm
RQ15000001/11-01060015	Bromhexine 4mg/2ml Inj	R05CB02110P3001XX	14/07/2015	[]	Confirm

Figure 3.2-1 Request for Quotation

STEP 1

Click on the Inventory menu followed by Procurement and Routine, and select Request For Quotation (RFQ)

STEP 2

Click on the button and the Request for Quotation (RFQ) screen will be displayed as shown in Figure 3.2-2

REQUEST FOR QUOTATION (RFQ)

RFQ No: [] Created Date: 15/01/2018 03:21:10 PM

RFQ Type: RPL RPL No: RP18000057

Item Group: DRUG Item Sub Class: []

Quotation Closing Date: 31/01/2018 Quotation Validity: 90 (Days)

Remark: [] Status: Open

Created By: []

ITEM DETAILS

Drug/Non-Drug Code	Drug/Non-Drug Name	SKU	Request Quantity (SKU)	Usage & Issue Quantity
No Records Found!				

Figure 3.2-2 Request for Quotation

STEP 3

Select **RFQ Type** as RPL

STEP 4

Select **RPL No**

Note

- **Item Group** will be based on the selected **RPL No**

STEP 5

Select **Quotation Closing Date**

Note

Date must be forward than current date.

STEP 6

Enter **Quotation Validity** in days

STEP 7

Click on the  button and Add Drug/Non-Drug screen will be displayed as Figure 3.2-3

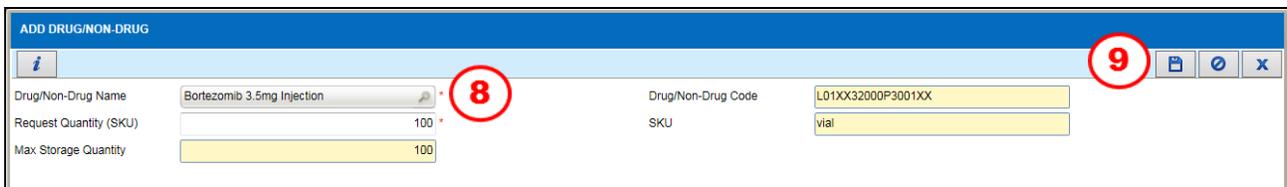


Figure 3.2-3 Add Drug/Non-Drug

STEP 8

Select **Drug/Non-Drug Name**

Note

Request Quantity (SKU) will be displayed based on the selected **Drug/Non-Drug Name**. The value display from the approved RPL transaction

STEP 9

Click on the  button to save the record and confirmation message will be displayed as Figure 3.2-4

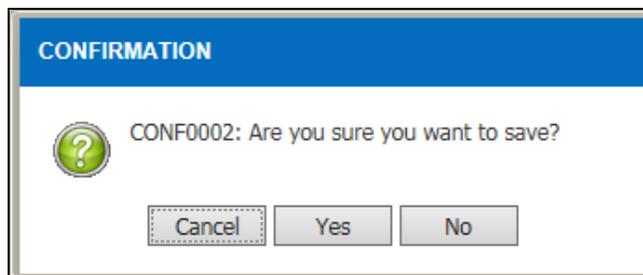
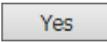


Figure 3.2-4 Confirmation Message

Note

- Click on the  button so save the record
- After saved, system will update the information under the Item Details section as shown in Figure 3.2-5

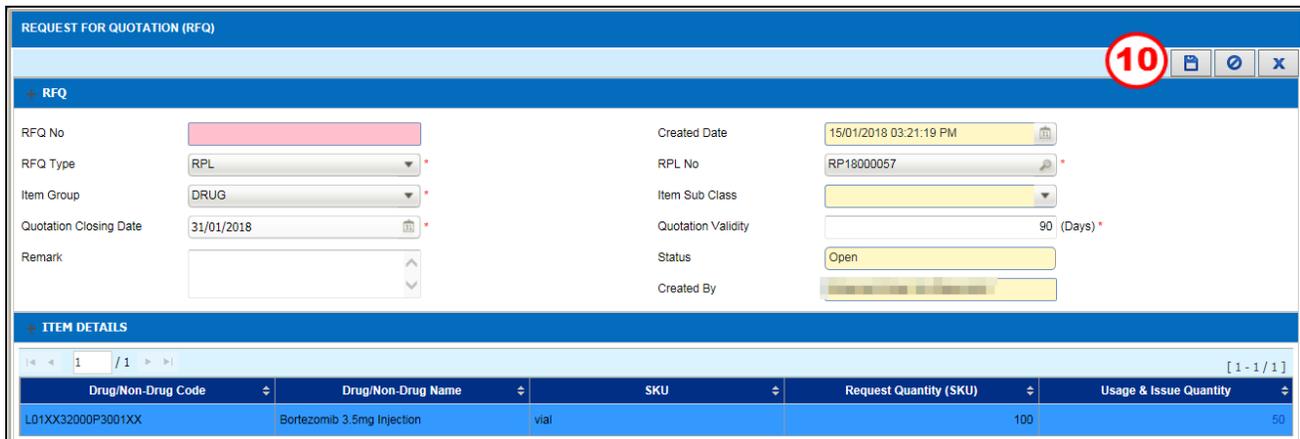


Figure 3.2-5 Request for Quotation

STEP 10

Click on the  button to save the transaction and confirmation message will be displayed as Figure 3.2-6

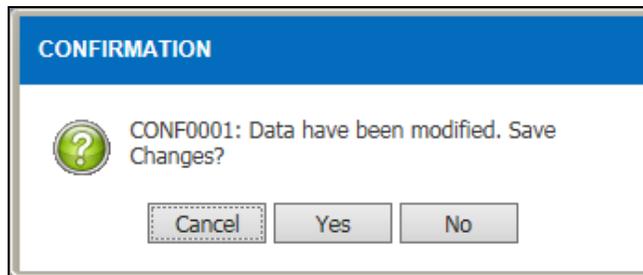
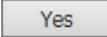


Figure 3.2-6 Confirmation Message

Note

- Click on the  button so save the transaction and system will displayed information message as shown in Figure 3.2-7

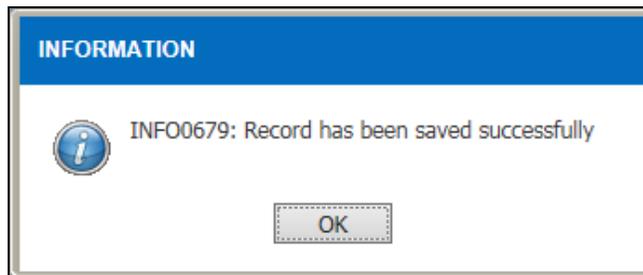
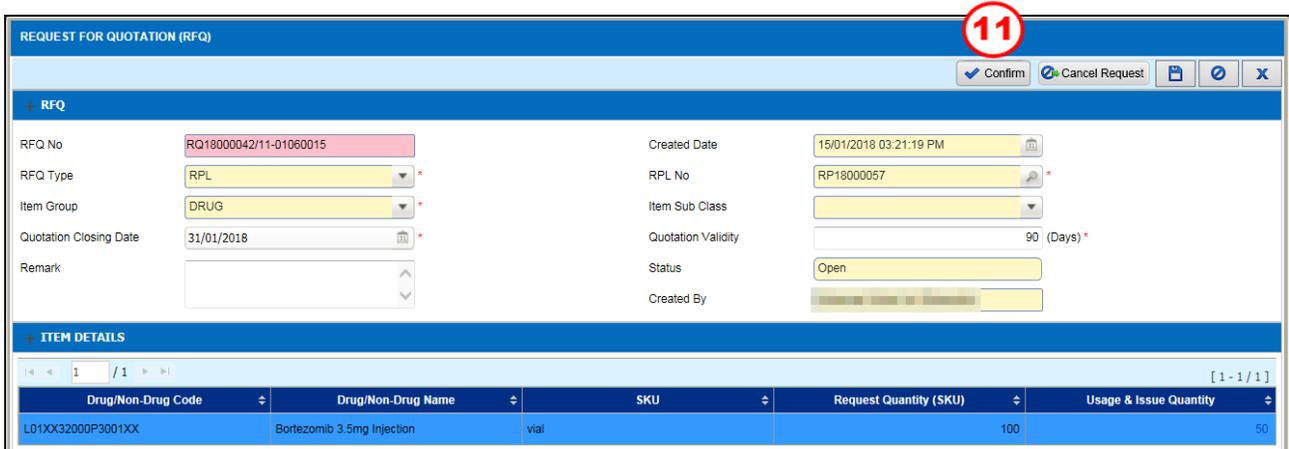


Figure 3.2-7 Information Message

Note

- Click on the  button to successfully save the transaction
- RFQ No** will be auto generated after successfully saved the record
- Button  and  will be appear after save the transaction as shown in Figure 3.2-8



Drug/Non-Drug Code	Drug/Non-Drug Name	SKU	Request Quantity (SKU)	Usage & Issue Quantity
L01XX32000P3001XX	Bortezomib 3.5mg Injection	vial	100	50

Figure 3.2-8 Request for Quotation

STEP 11

Click on the  button to confirm the transaction and confirmation message will be displayed as Figure 3.2-9

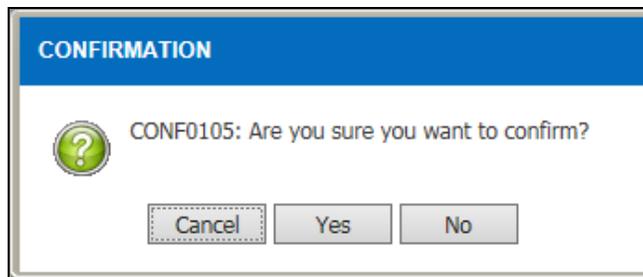
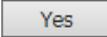


Figure 3.2-9 Confirmation Message

Note

- Click on the  button so confirm the transaction and system will displayed information message as shown in Figure 3.2-10

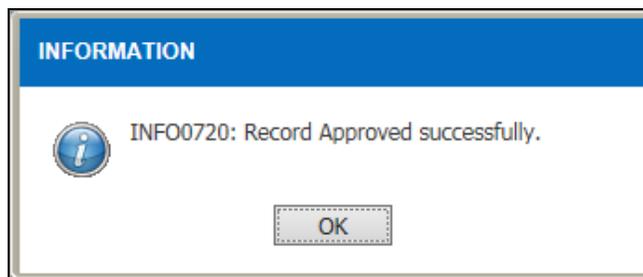


Figure 3.2-10 Information Message

Note

- Click on the  button to successfully confirmed and approved the transaction
- Button  will be appear after the transaction is approved as shown in Figure 3.2-11

REQUEST FOR QUOTATION (RFQ)

12 

+ RFQ

RFQ No	RQ18000042/11-01060015	Created Date	15/01/2018 03:21:19 PM
RFQ Type	RPL	RPL No	RP18000057
Item Group	DRUG	Item Sub Class	
Quotation Closing Date	31/01/2018	Quotation Validity	90 (Days)
Remark		Status	Confirm
		Created By	

+ ITEM DETAILS

[1 - 1 / 1]

Drug/Non-Drug Code	Drug/Non-Drug Name	SKU	Request Quantity (SKU)	Usage & Issue Quantity
L01XX32000P3001XX	Bortezomib 3.5mg Injection	vial	100	50

Figure 3.2-11 Request for Quotation

STEP 12

Click on the  button to generate 'Lampiran Q' as shown in Figure 3.2-12

(KEW-284.PIN/284) **LAMPIRAN Q**

KERAJAAN MALAYSIA
(ARAHAN PERBENDAHARAAN 170)
NEGERI JOHOR

Bila menjawab, sila nyatakan nombor ini

NO SIRI : No. Pelawaan :
RQ18000042/11-01060015

SEBUT HARGA UNTUK BEKALAN BARANG/PERKHIDMATAN

PENGURUS, Pelawaan sebut harga dikeluarkan oleh :
PENGARAH HOSPITAL
Hospital Pakar Sultanah Fatimah, Muar
Jalan Salleh

No. Pendaftaran dengan Kementerian Kewangan:
.....
Kod Bidang Pendaftaran yang relevan dengan pembelian ini 050201/050202/050203/0502099 No. Telefon : 069521901 ext 593
No. Fax : 069530735

1. Sila beri sebut harga untuk bekalan barang-barang/perkhidmatan yang disenaraikan di bawah tertakluk kepada syarat-syarat yang ditetapkan:

- 1.1 Syarat penyerahan/penyempurnaan : sila lihat syarat syarat am dibelakang.
- 1.2 Tarikh penyerahan/penyempurnaan dikehendaki.....
- 1.3 Arahkan pengiriman : seperti alamat diatas
- 1.4 Sebut harga hendaklah dimasukkan ke dalam suatu sampul bermeteri dan bertanda " No. Sebut Harga " RQ18000042/11-01060015
- 1.5 Sebut harga hendaklah dimasukkan ke dalam peti tawaran yang berkenaan di alamat di atas tidak lewat jam 12 tengahari pada 31/01/2018
- 1.6 Tempoh sahlaku sebutharga hendaklah sekurang-kurangnya 90 hari selepas tarikh ditutup.

Figure 3.2-12 Lampiran Q

3.3 New Request for Quotation: Supplementary Order (Others)

To create new Request for Quotation for Supplementary Order (others), perform the steps below:

PHARMACY INFORMATION SYSTEM

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

Home Request For Quotation ×

REQUEST FOR QUOTATION (RFQ)

RFQ No: [] Item Group: All

Drug/Non-Drug Name: [] Drug / Non-Drug Code: []

Status: All Created By: []

[Search]

RFQ No	Drug / Non-Drug Name	Drug / Non-Drug Code	Created Date	Created By	Status
RQ18000042/11-01060015	Bortezomib 3.5mg Injection	L01XX32000P3001XX	15/01/2018	[]	Confirm
RQ17000041/11-01060015	Acetylcysteine 200mg/ml Injection, 10ml Vial	V03AB23520P3001XX	17/10/2017	[]	Confirm
RQ16000040/11-01060015	Disposable Suction Liner Sz 1.5L, with valve	G1250550001	31/07/2016	[]	Confirm
RQ16000039/11-01060015	Calcium Carbonate 500mg Tablet	A12AA04121T1001XX	17/01/2016	[]	Confirm
RQ16000038/11-01060015	Celecoxib 400mg Capsule	M01AH01000C1002XX	17/01/2016	[]	Confirm
RQ16000037/11-01060015	Sodium Chloride 0.9% 100mL IV soln	B05XA03100P6002b	17/01/2016	[]	Confirm
RQ16000036/11-01060015	Bromhexine 4mg/2ml Inj	R05CB02110P3001XX	17/01/2016	[]	Confirm
RQ16000035/11-01060015	Calcipotriol 50 mcg/g Ointment	D05AX02000G5001XX	17/01/2016	[]	Confirm
RQ15000034/11-01060015	Sodium Chloride 0.9% 100mL IV soln	B05XA03100P6002b	03/12/2015	[]	Confirm
RQ15000001/11-01060015	Bromhexine 4mg/2ml Inj	R05CB02110P3001XX	14/07/2015	[]	Confirm

Figure 3.3-1 Request for Quotation

STEP 1

Click on the Inventory menu followed by Procurement and Routine, and select Request For Quotation (RFQ)

STEP 2

Click on the button and the Request for Quotation (RFQ) screen will be displayed as shown in Figure 3.3-2

REQUEST FOR QUOTATION (RFQ)

RFQ No: [] Created Date: 16/01/2018 10:15:27 AM

RFQ Type: Supplementary Order (Others) RPL No: []

Item Group: DRUG Item Sub Class: []

Quotation Closing Date: 31/01/2018 Quotation Validity: 90 (Days)

Remark: [] Status: Open

Created By: []

ITEM DETAILS

[Add Item]

Drug/Non-Drug Code	Drug/Non-Drug Name	SKU	Request Quantity (SKU)	Usage & Issue Quantity
No Records Found!				

Figure 3.3-2 Request for Quotation

STEP 3

Select **RFQ Type** as *Supplementary Order (Others)*

STEP 4

Select **Item Group** from drop down box

- Drug
- Non-Drug

Note

User can select **Item Sub Class** if required

STEP 5

Select **Quotation Closing Date**

Note

Date must be forward than current date.

STEP 6

Enter **Quotation Validity** in days

STEP 7

Click on the  button and Add Drug/Non-Drug screen will be displayed as Figure 3.3-3

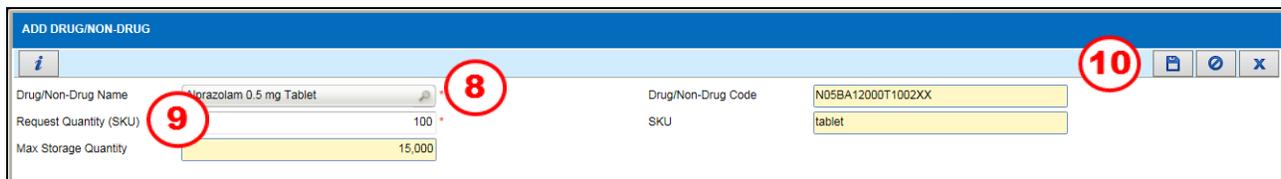


Figure 3.3-3 Add Drug/Non-Drug

STEP 8

Select **Drug/Non-Drug Name**

STEP 9

Enter **Request Quantity (SKU)**

STEP 10

Click on the  button to save the record and confirmation message will be displayed as Figure 3.3-4

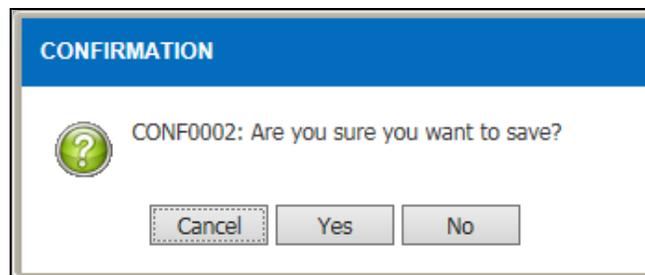
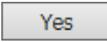


Figure 3.3-4 Confirmation Message

Note

- Click on the  button so save the record
- After saved, system will update the information under the Item Details section as shown in Figure 3.3-5

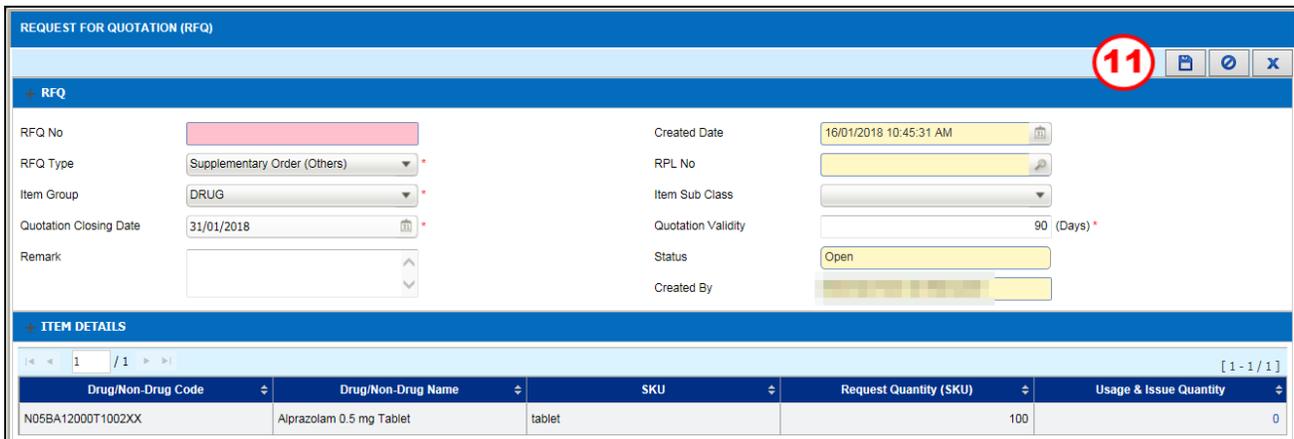


Figure 3.3-5 Request for Quotation

STEP 11

Click on the  button to save the transaction and confirmation message will be displayed as Figure 3.2-6

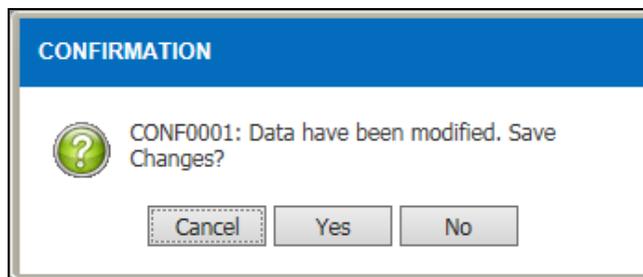
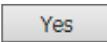


Figure 3.3-6 Confirmation Message

Note

- Click on the  button so save the transaction and system will displayed information message as shown in Figure 3.3-7

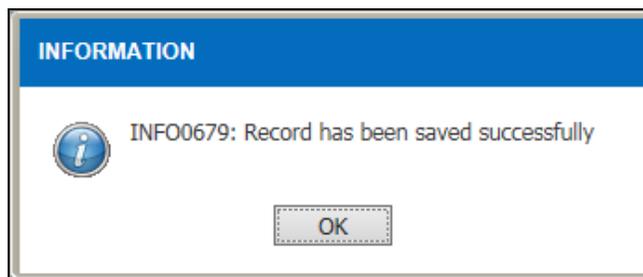


Figure 3.3-7 Information Message

Note

- Click on the  button to successfully save the transaction
- RFQ No** will be auto generated after successfully saved the record
- Button  and  will be appear after save the transaction as shown in Figure 3.3-8

Drug/Non-Drug Code	Drug/Non-Drug Name	SKU	Request Quantity (SKU)	Usage & Issue Quantity
N05BA12000T1002XX	Alprazolam 0.5 mg Tablet	tablet	100	0

Figure 3.3-8 Request for Quotation

STEP 12

Click on the  button to confirm the transaction and confirmation message will be displayed as Figure 3.3-9

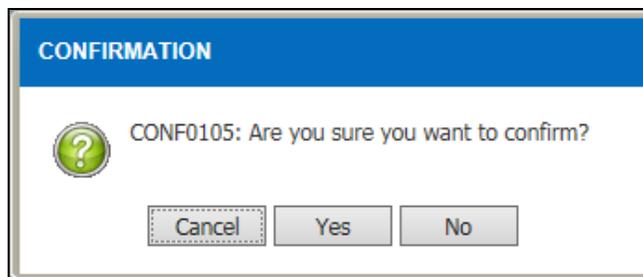
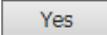


Figure 3.3-9 Confirmation Message

Note

- Click on the  button so confirm the transaction and system will displayed information message as shown in Figure 3.2-10

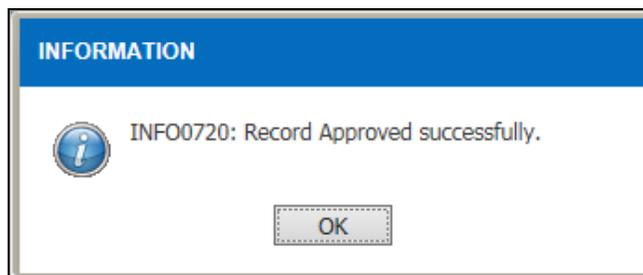


Figure 3.3-10 Information Message

Note

- Click on the  button to successfully confirmed and approved the transaction
- Button  will be appear after the transaction is approved as shown in Figure 3.3-11

REQUEST FOR QUOTATION (RFQ) 13 Lampiran Q X

+ RFQ

RFQ No	RQ18000043/11-01060015	Created Date	16/01/2018 10:45:31 AM
RFQ Type	Supplementary Order (Others)	RPL No	
Item Group	DRUG	Item Sub Class	
Quotation Closing Date	31/01/2018	Quotation Validity	90 (Days)
Remark			
		Status	Confirm
		Created By	

+ ITEM DETAILS

Drug/Non-Drug Code	Drug/Non-Drug Name	SKU	Request Quantity (SKU)	Usage & Issue Quantity
N05BA12000T1002XX	Alprazolam 0.5 mg Tablet	tablet	100	0

Figure 3.3-11 Request for Quotation

STEP 12

Click on the  button to generate 'Lampiran Q' as shown in Figure 3.3-12

(KEW-284.PIN/284)	KERAJAAN MALAYSIA (ARAHAN PERBENDAHARAAN 170) NEGERI JOHOR	LAMPIRAN Q Bila menjawab, sila nyatakan nombor ini
-------------------	--	--

NO SIRI :	No. Pelawaan :
	RQ18000042/11-01060015

SEBUT HARGA UNTUK BEKALAN BARANG/PERKHIDMATAN

PENGURUS,	Pelawaan sebut harga dikeluarkan oleh :
	PENGARAH HOSPITAL
	Hospital Pakar Sultanah Fatimah, Muar
	Jalan Salleh

No. Pendaftaran dengan Kementerian Kewangan:
.....

Kod Bidang Pendaftaran yang relevan dengan pembelian ini 050201/050202/050203/0502099

No. Telefon : 069521901 ext 593
No. Fax : 069530735

1. Sila beri sebut harga untuk bekalan barang-barang/perkhidmatan yang disenaraikan di bawah tertakluk kepada syarat-syarat yang ditetapkan:

- 1.1 Syarat penyerahan/penyempurnaan : sila lihat syarat syarat am dibelakang
- 1.2 Tarikh penyerahan/penyempurnaan dikehendaki.....
- 1.3 Arahkan pengiriman : seperti alamat diatas
- 1.4 Sebut harga hendaklah dimasukkan ke dalam suatu sampul bermeteri dan bertanda " No. Sebut Harga " RQ18000042/11-01060015
- 1.5 Sebut harga hendaklah dimasukkan ke dalam peti tawaran yang berkenaan di alamat di atas tidak lewat jam 12 tengahari pada 31/01/2018
- 1.6 Tempoh sahlaku sebutharga hendaklah sekurang-kurangnya 90 hari selepas tarikh ditutup.

Figure 3.3-12 Lampiran Q

3.4 New Request for Quotation: Requisition Order

To create new Request for Quotation for Requisition Order, perform the steps below:

PHARMACY INFORMATION SYSTEM

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

Home Request For Quotation ×

REQUEST FOR QUOTATION (RFQ)

RFQ No: [] Item Group: All

Drug/Non-Drug Name: [] Drug / Non-Drug Code: []

Status: All Created By: []

[Search]

RFQ No	Drug / Non-Drug Name	Drug / Non-Drug Code	Created Date	Created By	Status
RQ18000042/11-01060015	Bortezomib 3.5mg Injection	L01XX32000P3001XX	15/01/2018	[]	Confirm
RQ17000041/11-01060015	Acetylcysteine 200mg/ml Injection, 10ml Vial	V03AB23520P3001XX	17/10/2017	[]	Confirm
RQ16000040/11-01060015	Disposable Suction Liner Sz 1.5L, with valve	G1250550001	31/07/2016	[]	Confirm
RQ16000039/11-01060015	Calcium Carbonate 500mg Tablet	A12AA04121T1001XX	17/01/2016	[]	Confirm
RQ16000038/11-01060015	Celecoxib 400mg Capsule	M01AH01000C1002XX	17/01/2016	[]	Confirm
RQ16000037/11-01060015	Sodium Chloride 0.9% 100mL IV soln	B05XA03100P6002b	17/01/2016	[]	Confirm
RQ16000036/11-01060015	Bromhexine 4mg/2ml Inj	R05CB02110P3001XX	17/01/2016	[]	Confirm
RQ16000035/11-01060015	Calcipotriol 50 mcg/g Ointment	D05AX02000G5001XX	17/01/2016	[]	Confirm
RQ15000034/11-01060015	Sodium Chloride 0.9% 100mL IV soln	B05XA03100P6002b	03/12/2015	[]	Confirm
RQ15000001/11-01060015	Bromhexine 4mg/2ml Inj	R05CB02110P3001XX	14/07/2015	[]	Confirm

Figure 3.4-1 Request for Quotation

STEP 1

Click on the Inventory menu followed by Procurement and Routine, and select Request For Quotation (RFQ)

STEP 2

Click on the button and the Request for Quotation (RFQ) screen will be displayed as shown in Figure 3.4-2

REQUEST FOR QUOTATION (RFQ)

RFQ No: [] Created Date: 16/01/2018 11:05:02 AM

RFQ Type: Requisition Order (3) Requisition Order No: RO14000208 (4)

Item Group: DRUG (5) Item Sub Class: [] (6)

Quotation Closing Date: 31/01/2018 (5) Quotation Validity: 90 (Days) (6)

Remark: [] Status: Open (6)

Created By: []

ITEM DETAILS

Drug/Non-Drug Code	Drug/Non-Drug Name	SKU	Request Quantity (SKU)	Usage & Issue Quantity
G04CA52953C1001XX	Dutasteride 0.5mg and Tamsulosin 0.4mg Capsule	capsule	6,000	0 (7)

Figure 3.4-2 Request for Quotation

STEP 3

Select **RFQ Type** as Requisition Order

STEP 4

Select **Requisition No**

Note

- Item details will be displayed after selecting **Requisition Order**
- **Item Group** will be based on the selected **Requisition Order**

STEP 5

Select **Quotation Closing Date**

Note

Date must be forward than current date.

STEP 6

Enter **Quotation Validity** in days

STEP 7

Double click on the item details to edit and Add Drug/Non-Drug screen will be displayed as Figure 3.4-3

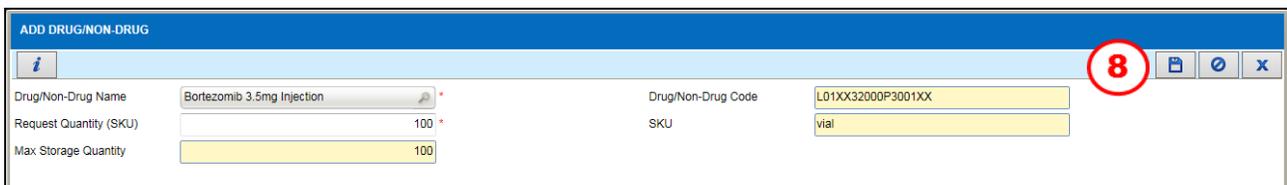


Figure 3.4-3 Add Drug/Non-Drug

Note

- User is allowed to edit **Request Quantity (SKU)** if required.
- **Request Quantity (SKU)** will be displayed based on the selected **Drug/Non-Drug Name**. The value display is from Requisition Order transaction.

STEP 8

Click on the  button to save the edited record and confirmation message will be displayed as Figure 3.4-4

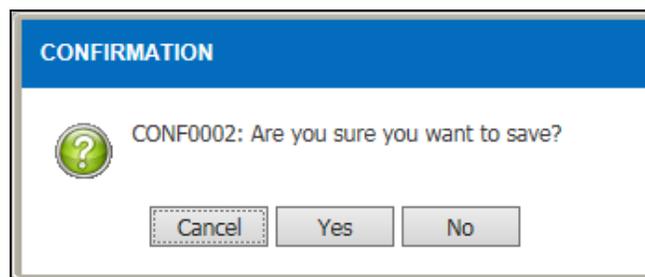
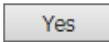


Figure 3.4-4 Confirmation Message

Note

- Click on the  button so save the record
- After saved, system will update the information under the Item Details section as shown in Figure 3.4-5

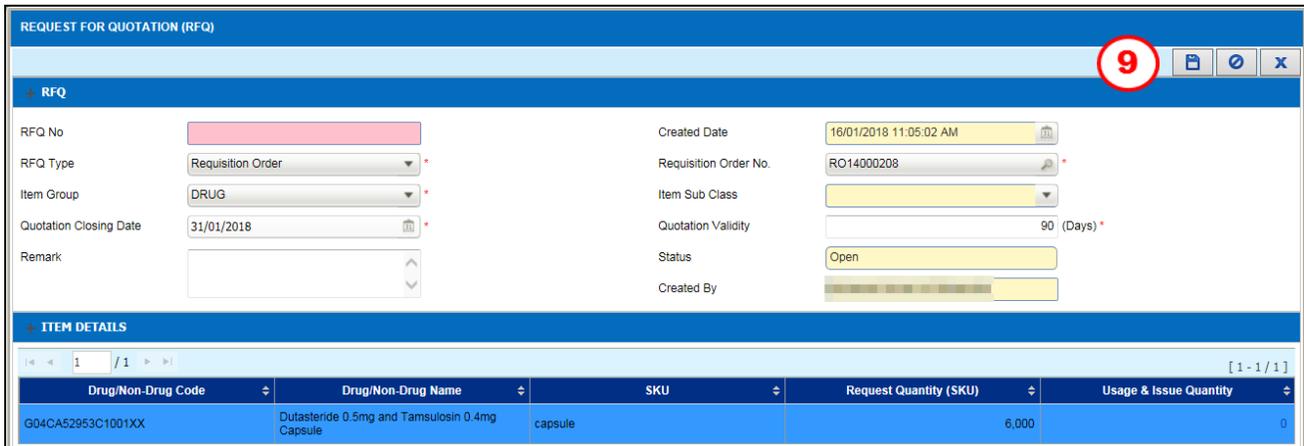


Figure 3.4-5 Request for Quotation

STEP 9

Click on the  button to save the transaction and confirmation message will be displayed as Figure 3.4-6

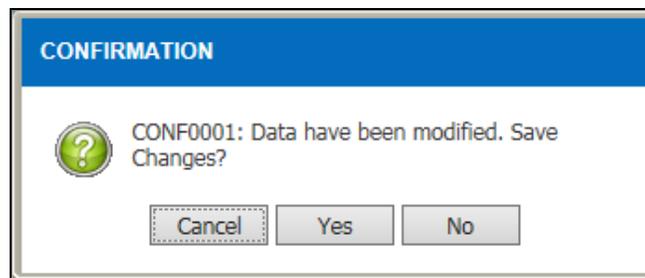
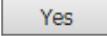


Figure 3.4-6 Confirmation Message

Note

- Click on the  button so save the transaction and system will displayed information message as shown in Figure 3.4-7

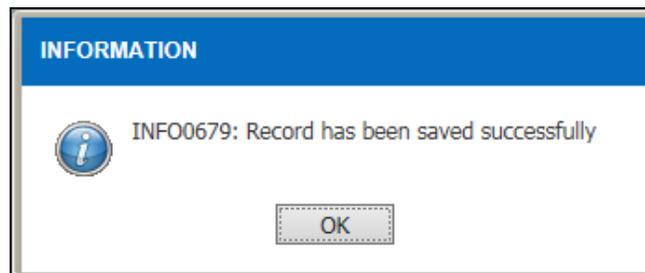
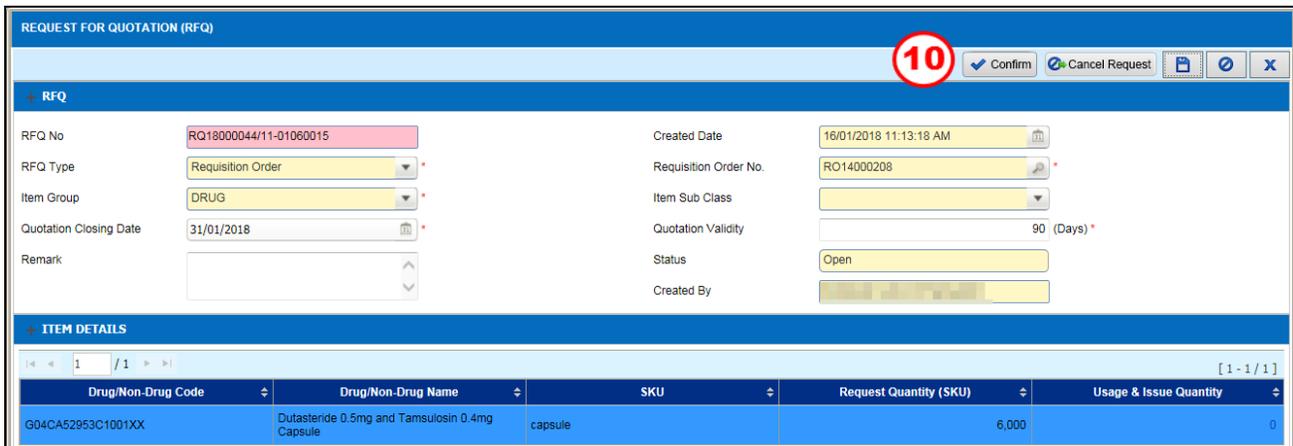


Figure 3.4-7 Information Message

Note

- Click on the  button to successfully save the transaction
- RFQ No** will be auto generated after successfully saved the record
- Button  and  will be appear after save the transaction as shown in Figure 3.4-8



Drug/Non-Drug Code	Drug/Non-Drug Name	SKU	Request Quantity (SKU)	Usage & Issue Quantity
G04CA52953C1001XX	Dutasteride 0.5mg and Tamsulosin 0.4mg Capsule	capsule	6,000	0

Figure 3.4-8 Request for Quotation

STEP 10

Click on the  button to confirm the transaction and confirmation message will be displayed as Figure 3.4-9

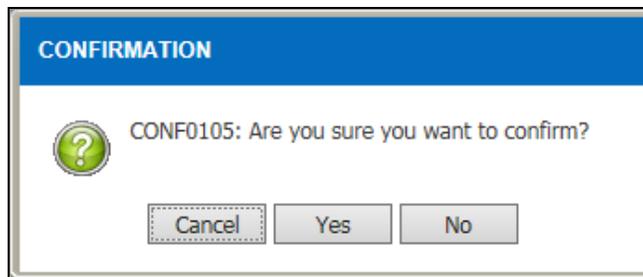
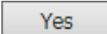


Figure 3.4-9 Confirmation Message

Note

- Click on the  button so confirm the transaction and system will displayed information message as shown in Figure 3.4-10

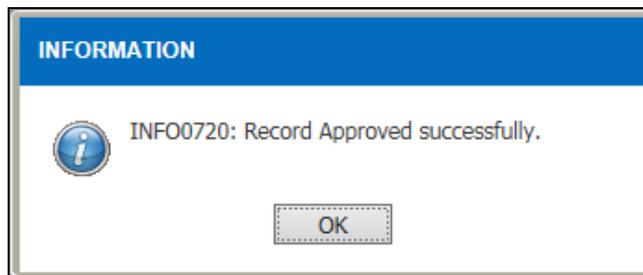


Figure 3.4-10 Information Message

Note

- Click on the  button to successfully confirmed and approved the transaction
- Button  will be appear after the transaction is approved as shown in Figure 3.4-11

REQUEST FOR QUOTATION (RFQ) 11 Lampiran Q X

RFQ

RFQ No	<input type="text" value="RQ18000044/11-01060015"/>	Created Date	<input type="text" value="16/01/2018 11:13:18 AM"/>
RFQ Type	<input type="text" value="Requisition Order"/>	Requisition Order No.	<input type="text" value="RO14000208"/>
Item Group	<input type="text" value="DRUG"/>	Item Sub Class	<input type="text"/>
Quotation Closing Date	<input type="text" value="31/01/2018"/>	Quotation Validity	<input type="text" value="90 (Days)"/>
Remark	<input type="text"/>		
		Status	<input type="text" value="Confirm"/>
		Created By	<input type="text"/>

ITEM DETAILS

Drug/Non-Drug Code	Drug/Non-Drug Name	SKU	Request Quantity (SKU)	Usage & Issue Quantity
G04CA52953C1001XX	Dutasteride 0.5mg and Tamsulosin 0.4mg Capsule	capsule	6,000	0

Figure 3.4-11 Request for Quotation

STEP 11

Click on the  button to generate 'Lampiran Q' as shown in Figure 3.4-12

(KEW-284.PIN/284)	KERAJAAN MALAYSIA (ARAHAN PERBENDAHARAAN 170) NEGERI JOHOR	LAMPIRAN Q Bila menjawab, sila nyatakan nombor ini
NO SIRI :		No. Pelawaan : RQ18000042/11-01060015
SEBUT HARGA UNTUK BEKALAN BARANG/PERKHIDMATAN		
PENGURUS,		Pelawaan sebut harga dikeluarkan oleh : PENGARAH HOSPITAL Hospital Pakar Sultanah Fatimah, Muar Jalan Salleh
No. Pendaftaran dengan Kementerian Kewangan: Kod Bidang Pendaftaran yang relevan dengan pembelian ini : 050201/050202/050203/0502099		No. Telefon : 069521901 ext 593 No. Fax : 069530735
1. Sila beri sebut harga untuk bekalan barang-barang/perkhidmatan yang disenaraikan di bawah tertakluk kepada syarat-syarat yang ditetapkan:		
1.1 Syarat penyerahan/penyempurnaan : <u>sila lihat syarat syarat am dibelakang.</u>		
1.2 Tarikh penyerahan/penyempurnaan dikehendaki.....		
1.3 Arahkan pengiriman : <u>seperti alamat diatas</u>		
1.4 Sebut harga hendaklah dimasukkan ke dalam suatu sampul bemeberi dan bertanda " No. Sebut Harga " <u>RQ18000042/11-01060015</u>		
1.5 Sebut harga hendaklah dimasukkan ke dalam peti tawaran yang berkenaan di alamat di atas tidak lewat jam 12 tengahari <u>pada 31/01/2018</u>		
1.6 Tempoh sahlaku sebutharga hendaklah <u>sekurang-kurangnya 90 hari selepas tarikh ditutup.</u>		

Figure 3.4-12 Lampiran Q

3.5 New Request for Quotation: Approved Special Drug

To create new Request for Quotation for Approved Special Drug, perform the steps below:

PHARMACY INFORMATION SYSTEM

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

Home Request For Quotation

REQUEST FOR QUOTATION (RFQ)

RFQ No: [] Item Group: All

Drug/Non-Drug Name: [] Drug / Non-Drug Code: []

Status: All Created By: []

RFQ No	Drug / Non-Drug Name	Drug / Non-Drug Code	Created Date	Created By	Status
RQ18000042/11-01060015	Bortezomib 3.5mg Injection	L01XX32000P3001XX	15/01/2018	[]	Confirm
RQ17000041/11-01060015	Acetylcysteine 200mg/ml Injection, 10ml Vial	V03AB23520P3001XX	17/10/2017	[]	Confirm
RQ16000040/11-01060015	Disposable Suction Liner Sz 1.5L, with valve	G1250550001	31/07/2016	[]	Confirm
RQ16000039/11-01060015	Calcium Carbonate 500mg Tablet	A12AA04121T1001XX	17/01/2016	[]	Confirm
RQ16000038/11-01060015	Celecoxib 400mg Capsule	M01AH01000C1002XX	17/01/2016	[]	Confirm
RQ16000037/11-01060015	Sodium Chloride 0.9% 100mL IV soln	B05XA03100P6002b	17/01/2016	[]	Confirm
RQ16000036/11-01060015	Bromhexine 4mg/2ml Inj	R05CB02110P3001XX	17/01/2016	[]	Confirm
RQ16000035/11-01060015	Calcipotriol 50 mcg/g Ointment	D05AX02000G5001XX	17/01/2016	[]	Confirm
RQ15000034/11-01060015	Sodium Chloride 0.9% 100mL IV soln	B05XA03100P6002b	03/12/2015	[]	Confirm
RQ15000001/11-01060015	Bromhexine 4mg/2ml Inj	R05CB02110P3001XX	14/07/2015	[]	Confirm

Figure 3.5-1 Request for Quotation

STEP 1

Click on the Inventory menu followed by Procurement and Routine, and select Request For Quotation (RFQ)

STEP 2

Click on the button and the Request for Quotation (RFQ) screen will be displayed as shown in Figure 3.5-2

REQUEST FOR QUOTATION (RFQ)

RFQ No: [] Created Date: 16/01/2018 11:05:02 AM

RFQ Type: Approved Special Drug Approved Special Drug: RO14000208

Item Group: DRUG Item Sub Class: []

Quotation Closing Date: 31/01/2018 Quotation Validity: 90 (Days)

Remark: [] Status: Open

Created By: []

Drug/Non-Drug Code	Drug/Non-Drug Name	SKU	Request Quantity (SKU)	Usage & Issue Quantity
G04CA52953C1001XX	Dutasteride 0.5mg and Tamsulosin 0.4mg Capsule	capsule	6,000	0

Figure 3.5-2 Request for Quotation

STEP 3

Select *RFQ Type as Approved Special Drug*

STEP 4

Select *Approved Special Drug*

Note

Item details will be displayed after selecting **Approved Special Drug**

STEP 5

Select **Quotation Closing Date**

Note

Date must be forward than current date.

STEP 6

Enter **Quotation Validity** in days

STEP 7

Double click on the item details to edit and Add Drug/Non-Drug screen will be displayed as Figure 3.5-3

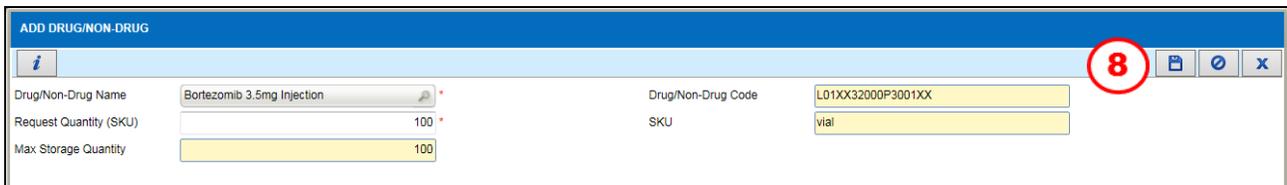


Figure 3.5-3 Add Drug/Non-Drug

Note

- User is allowed to edit **Request Quantity (SKU)** if required.
- **Request Quantity (SKU)** will be displayed based on the selected **Drug/Non-Drug Name**. The value display is from **Approved Special Drug** transaction

STEP 8

Click on the  button to save the edited record and confirmation message will be displayed as Figure 3.5-4

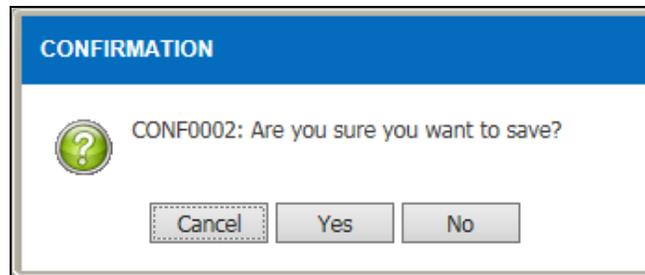
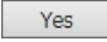


Figure 3.5-4 Confirmation Message

Note

- Click on the  button so save the record
- After saved, system will update the information under the **Item Details** section as shown in Figure 3.5-5

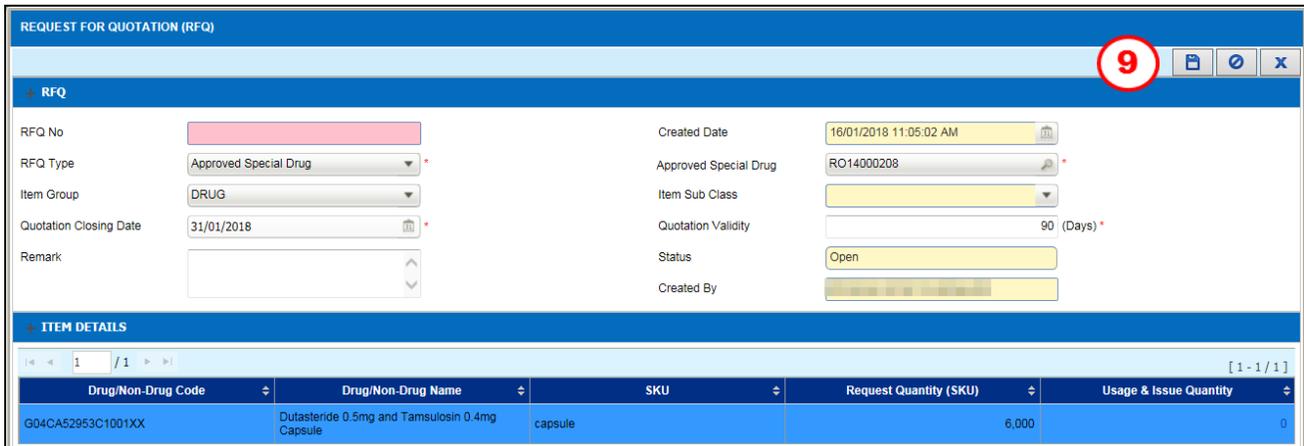


Figure 3.5-5 Request for Quotation

STEP 9

Click on the  button to save the transaction and confirmation message will be displayed as Figure 3.5-6

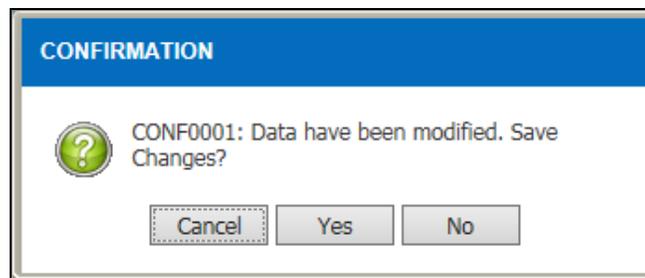
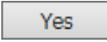


Figure 3.5-6 Confirmation Message

Note

- Click on the  button so save the transaction and system will displayed information message as shown in Figure 3.5-7

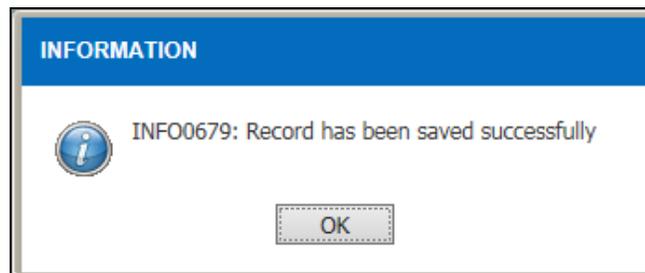
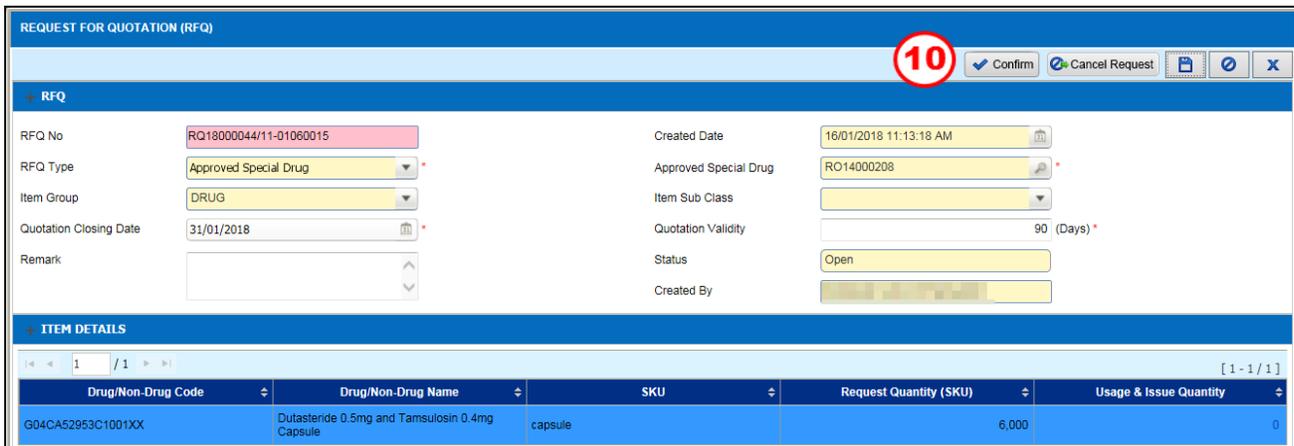


Figure 3.5-7 Information Message

Note

- Click on the  button to successfully save the transaction
- RFQ No** will be auto generated after successfully saved the record
- Button  Confirm and  Cancel Request will be appear after save the transaction as shown in Figure 3.5-8



Drug/Non-Drug Code	Drug/Non-Drug Name	SKU	Request Quantity (SKU)	Usage & Issue Quantity
G04CA52953C1001XX	Dutasteride 0.5mg and Tamsulosin 0.4mg Capsule	capsule	6,000	0

Figure 3.5-8 Request for Quotation

STEP 10

Click on the  button to confirm the transaction and confirmation message will be displayed as Figure 3.5-9

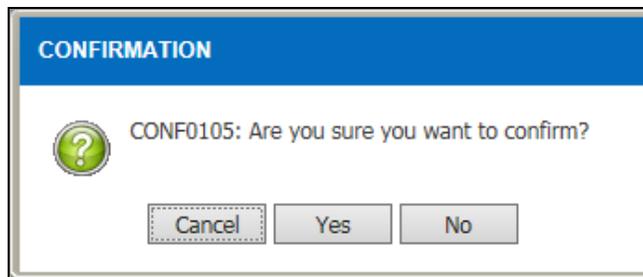
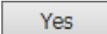


Figure 3.5-9 Confirmation Message

Note

- Click on the  button so confirm the transaction and system will displayed information message as shown in Figure 3.5-10

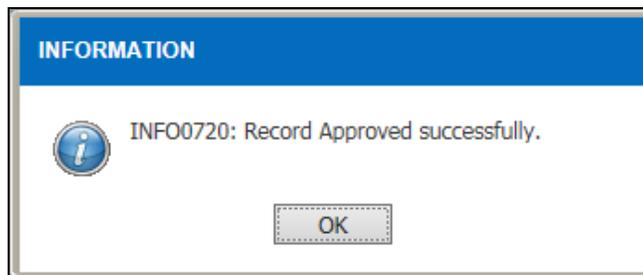


Figure 3.4-10 Information Message

Note

- Click on the  button to successfully confirmed and approved the transaction
- Button  will be appear after the transaction is approved as shown in Figure 3.5-11

REQUEST FOR QUOTATION (RFQ) 11 Lampiran Q X

RFQ

RFQ No	RQ18000044/11-01060015	Created Date	16/01/2018 11:13:18 AM
RFQ Type	Approved Special Drug	Approved Special Drug	RO14000208
Item Group	DRUG	Item Sub Class	
Quotation Closing Date	31/01/2018	Quotation Validity	90 (Days)
Remark			
		Status	Confirm
		Created By	

ITEM DETAILS

Drug/Non-Drug Code	Drug/Non-Drug Name	SKU	Request Quantity (SKU)	Usage & Issue Quantity
G04CA52953C1001XX	Dutasteride 0.5mg and Tamsulosin 0.4mg Capsule	capsule	6,000	0

Figure 3.5-11 Request for Quotation

STEP 11

Click on the  button to generate 'Lampiran Q' as shown in Figure 3.5-12

(KEW-284.PIN/284)	KERAJAAN MALAYSIA (ARAHAN PERBENDAHARAAN 170) NEGERI JOHOR	LAMPIRAN Q Bila menjawab, sila nyatakan nombor ini
NO SIRI :		No. Pelawaan : RQ18000042/11-01060015
PENGURUS,	SEBUT HARGA UNTUK BEKALAN BARANG/PERKHIDMATAN	Pelawaan sebut harga dikeluarkan oleh : PENGARAH HOSPITAL Hospital Pakar Sultanah Fatimah, Muar Jalan Salleh
No. Pendaftaran dengan Kementerian Kewangan: Kod Bidang Pendaftaran yang relevan dengan pembelian ini 050201/050202/050203/0502099		No. Telefon : 069521901 ext 593 No. Fax : 069530735
1. Sila beri sebut harga untuk bekalan barang-barang/perkhidmatan yang disenaraikan di bawah tertakluk kepada syarat-syarat yang ditetapkan:		
1.1 Syarat penyerahan/penyempurnaan : <u>sila lihat syarat syarat am dibelakang.</u>		
1.2 Tarikh penyerahan/penyempurnaan dikehendaki.....		
1.3 Arahkan pengiriman : <u>seperti alamat diatas</u>		
1.4 Sebut harga hendaklah dimasukkan ke dalam suatu sampul bermeteri dan bertanda " No. Sebut Harga " <u>RQ18000042/11-01060015</u>		
1.5 Sebut harga hendaklah dimasukkan ke dalam peti tawaran yang berkenaan di alamat di atas tidak lewat jam 12 tengahari <u>pada 31/01/2018</u>		
1.6 Tempoh sahlaku sebutharga hendaklah <u>sekurang-kurangnya 90 hari selepas tarikh ditutup.</u>		

Figure 3.5-12 Lampiran Q



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
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