



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

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## **User Manual Pharmacy Inventory Request Order**

<b>Version</b>	<b>: 6<sup>th</sup> Edition</b>
<b>Document ID</b>	<b>: U.MANUAL_INV_REQUEST ORDER</b>



PhIS & CPS Project  
User Manual – Pharmacy Inventory  
Request Order



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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 Order 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:

- Approved Special Drug
- Requisition Order (Non Standard)
- Purchase Order
- Change from Non Standard Item to Standard Item

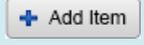
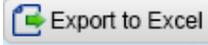
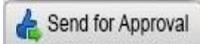
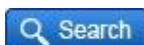
### 1.3 Organised Sections

These are the sections within this document:

- Section 1 : Introduction
- Section 2 : Application Standard Features
- Section 3 : Request Order
- Section 4 : Acronyms

## 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

 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



### 3.0 Request Order

#### Overview

For the procurement of Non Standard Item can be done by the user at the main store, they need to receive request from the requester unit(s).

Procurement for Non Standard Items allows the user to purchase items that are not kept in store. Non-standard items consist of formulary items and consumable items. It can be KPK item and also new item at the facility level. Non standards item can be divided into:

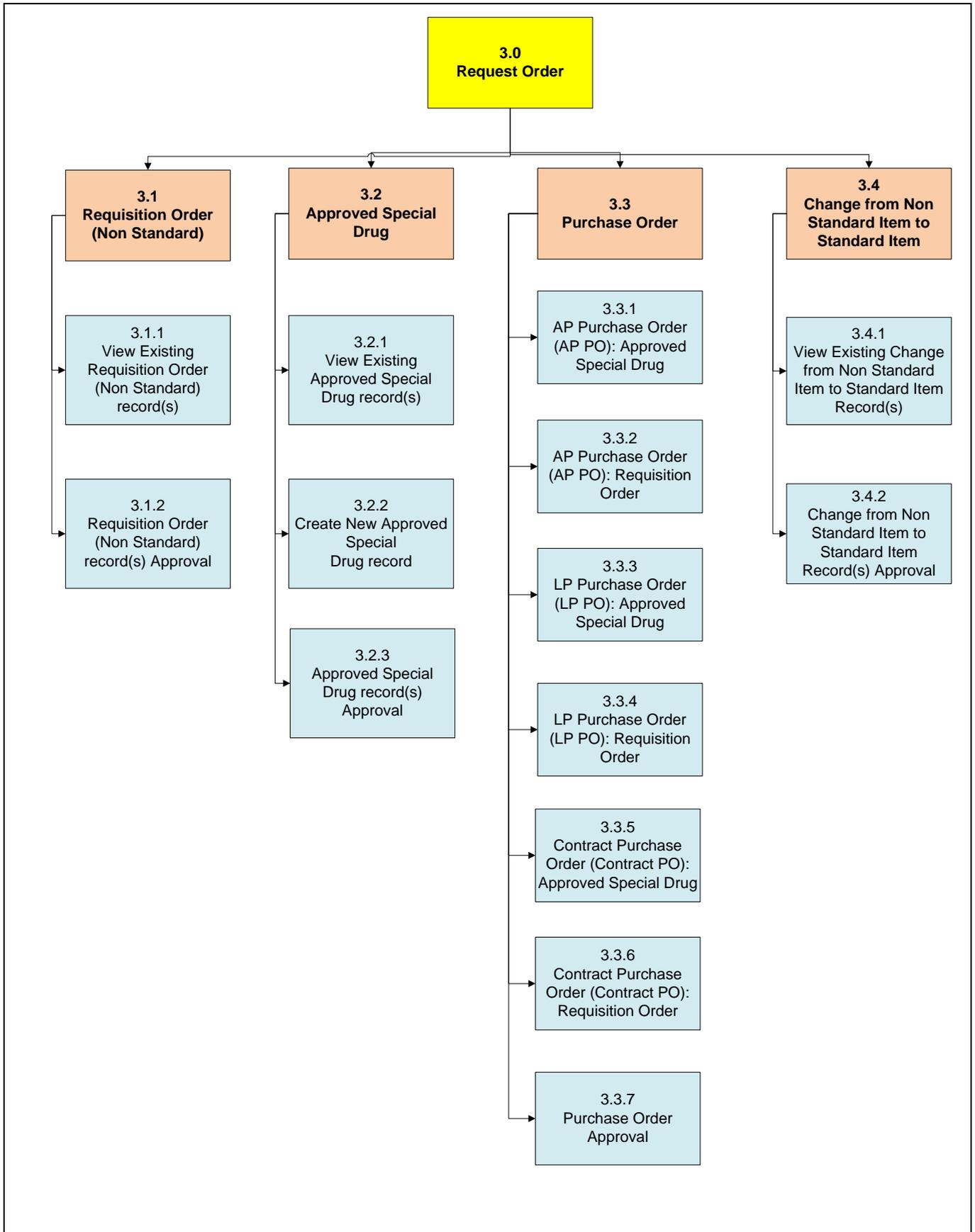
- Special Drug (required KPK Approval)
- Requisition Order (New item & existing item)

For user to change from Non-standard items to Standard Item, request has to be performed using the system, once approved, the standard status if the item will be automatically changed in the system.

#### User Group

This module is intended for storekeeper and pharmacists at the Pharmacy Store, Pharmacist and Assistant Pharmacist at the Sub Store; Sister and Nurse at the unit/ward (subject to user assign by the facility).

**Functional Diagram**



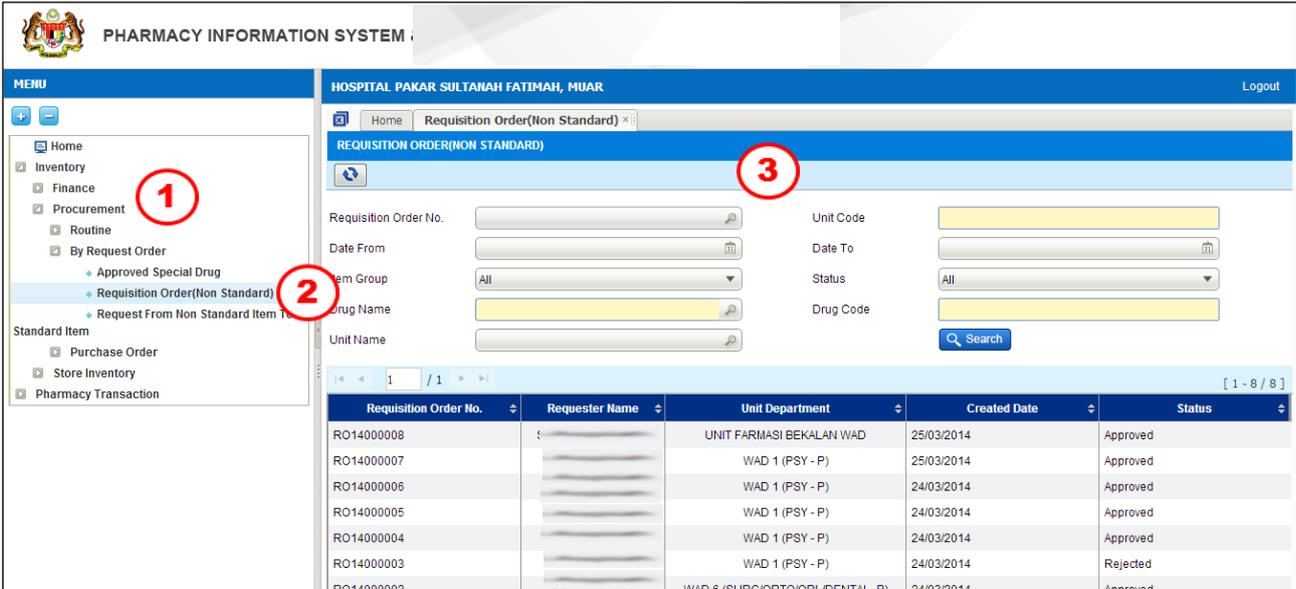
**Figure 3.0-1**

### 3.1 Requisition Order (Non Standard)

Verified Requisition Order (Non Standard) received from the sub store has to be approved by the Pharmacist at the main store before it can be proceeds to Purchase Order transaction.

#### 3.1.1 View Existing Requisition Order (Non Standard) record(s)

To view existing Requisition Order (Non Standard) record(s), perform the steps below:



The screenshot shows the PHIS interface for HOSPITAL PAKAR SULTANAH FATIMAH, MUAR. The left menu has 'Inventory' selected, with 'Procurement' and 'By Request Order' sub-menus. 'By Request Order' includes 'Requisition Order (Non Standard)'. The main area shows a search form with fields for Requisition Order No., Unit Code, Date From, Date To, Item Group, Drug Name, and Unit Name. Below the form is a table listing requisition orders with columns for Requisition Order No., Requester Name, Unit Department, Created Date, and Status.

Requisition Order No.	Requester Name	Unit Department	Created Date	Status
RO14000008		UNIT FARMASI BEKALAN WAD	25/03/2014	Approved
RO14000007		WAD 1 (PSY - P)	25/03/2014	Approved
RO14000006		WAD 1 (PSY - P)	24/03/2014	Approved
RO14000005		WAD 1 (PSY - P)	24/03/2014	Approved
RO14000004		WAD 1 (PSY - P)	24/03/2014	Approved
RO14000003		WAD 1 (PSY - P)	24/03/2014	Rejected
RO14000002		WAD 6 (SURGIC/DENTAL)	24/03/2014	Approved

Figure 3.1.1-1 Requisition Order (Non Standard) Listing Page

#### STEP 1

Click on 'Inventory' menu and click on 'Procurement' sub menu

#### STEP 2

Click on '**By Request Order**' and follow by click on '**Requisition Order (Non Standard)**'

#### STEP 3

To search for existing Requisition Order (Non Standard) transaction, user may search by criteria as follow:

No	Field	Description	Remark
a	Requisition Order No.	Filter and search for record by entering Requisition Order No.	Filter and search existing records based on Requisition Order No.
b	Unit Code	Unit Code	This is auto populated value on selection of Unit Name
c	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
d	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
e	Item Group	Select Item Group from the drop down menu: - Drug - Non Drug	Filter and search existing records based on Item Group



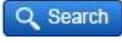
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f	Status	Select Status from the drop down menu: - All - Approved - Cancelled - Open - Pending For Approval - Pending For Verification - Rejected	Filter and search existing records based on date Filter and search existing records based on Status
g	Drug Name	Filter and search for record by entering Drug Name	Filter and search existing records based on Drug Name
h	Drug Code	Drug Code	This is auto populated value on selection of Drug Name
i	Unit Name	Unit Name	Filter and search existing records based on Requester Description and/or Requester Code

Table 3.1.1-1

**STEP 4**

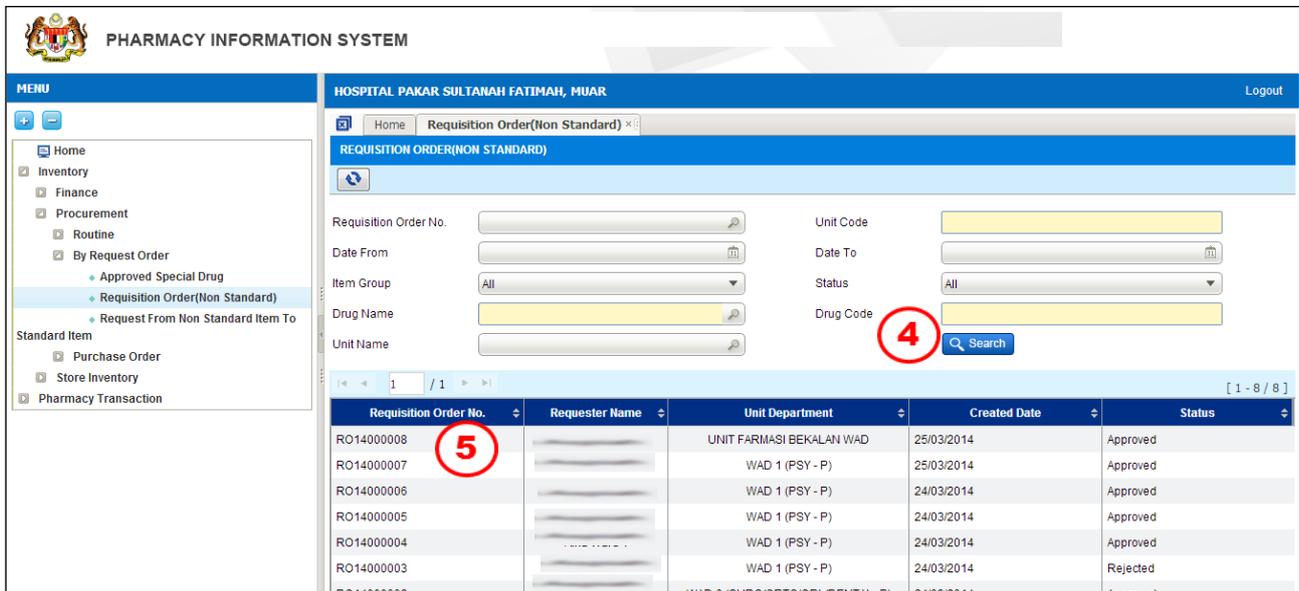
Click on the  button after input criteria

**Note**

The result display will be based on the entered criteria as shown in Figure 3.1.1-1.

**STEP 5**

Double click on the selected record and the details will be displayed as shown in Figure 3.1.1-3



**PHARMACY INFORMATION SYSTEM**

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

Logout

Home Requisition Order(Non Standard) x1

REQUISITION ORDER(NON STANDARD)

Requisition Order No.  Unit Code

Date From  Date To

Item Group  Status

Drug Name  Drug Code  **4**

Unit Name

1 / 1 [ 1 - 8 / 8 ]

Requisition Order No.	Requester Name	Unit Department	Created Date	Status
RO14000008	<b>5</b>	UNIT FARMASI BEKALAN WAD	25/03/2014	Approved
RO14000007		WAD 1 (PSY - P)	25/03/2014	Approved
RO14000006		WAD 1 (PSY - P)	24/03/2014	Approved
RO14000005		WAD 1 (PSY - P)	24/03/2014	Approved
RO14000004		WAD 1 (PSY - P)	24/03/2014	Approved
RO14000003		WAD 1 (PSY - P)	24/03/2014	Rejected
RO14000002		WAD 1 (PSY - P)	24/03/2014	Approved

Figure 3.1.1-2 Requisition Order (Non Standard) Listing Page



# PhIS & CPS Project User Manual – Pharmacy Inventory Request Order



REQUISITION ORDER(NON STANDARD)

REQUISITION ORDER(NON STANDARD)

Requisition Order No.	RO14000406	Financial Year	2014
Item Group	DRUG	Created Date	12/11/2014 04:36:50 PM
Item Sub Class		Created By	
Recommended Vote by HOD	Medical	Unit Name	FKP FILLING STATION
Approved Date	12/11/2014	Requester Unit Level	Unit/Ward
Approved By		Total Accumulative Purchase Quantity (SKU)	240
Remarks		Status	Approved
Reject Reason			

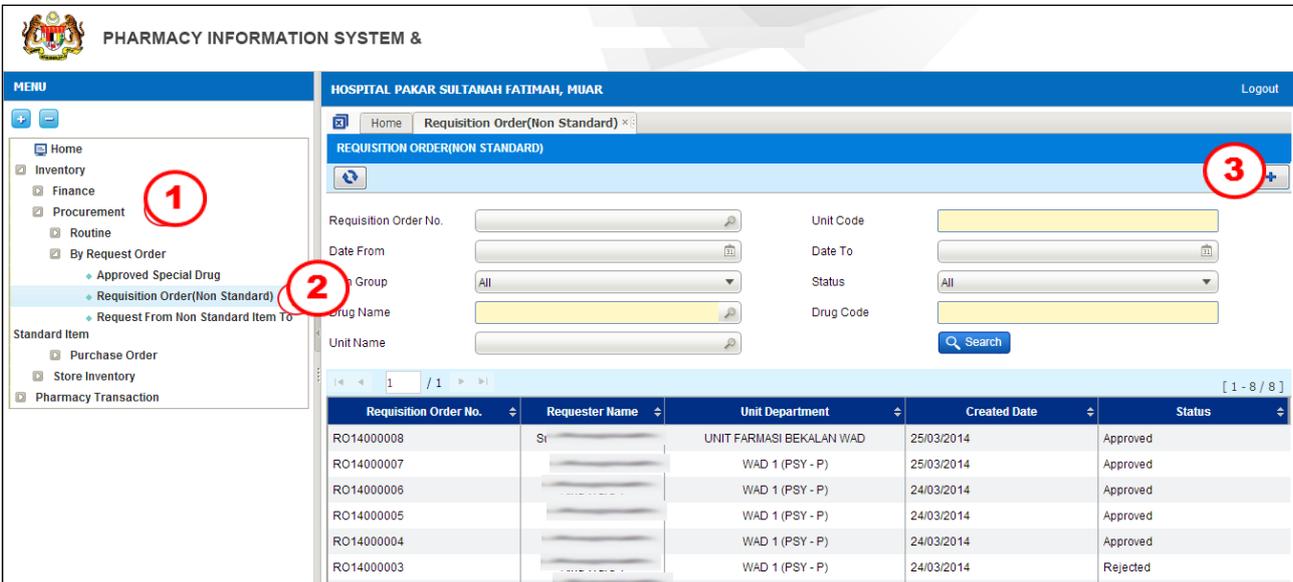
ITEM LIST

Drug / Non-Drug Code	Drug / Non-Drug Name	SKU	Item Description	Item Code	Packaging Description	PKU	Stock Available (SKU)	Requested Quantity (SKU)	Ver
G04CA01110T1001XX	Alfuzosin HCl 10 mg Tablet	tab	Alfuzosin HCl 10 mg MR Tablet	G04CA01110T1001XX.01	Box of 30 tab	box	60	240	

Figure 3.1.1-3 Requisition Order (Non Standard)

### 3.1.2 Create New Requisition Order (Non Standard)

To create New Requisition Order (Non Standard), perform steps below:



Requisition Order No.	Requester Name	Unit Department	Created Date	Status
RO14000008	St...	UNIT FARMASI BEKALAN WAD	25/03/2014	Approved
RO14000007		WAD 1 (PSY - P)	25/03/2014	Approved
RO14000006		WAD 1 (PSY - P)	24/03/2014	Approved
RO14000005		WAD 1 (PSY - P)	24/03/2014	Approved
RO14000004		WAD 1 (PSY - P)	24/03/2014	Approved
RO14000003		WAD 1 (PSY - P)	24/03/2014	Rejected

Figure 3.1.2-1 New Requisition order

#### STEP 1

Click on 'Inventory' menu and click on 'Procurement' sub menu

#### STEP 2

Click on '**By Request Order**' and follow by click on '**Requisition Order (Non Standard)**'

#### STEP 3

Click on the  button and the 'Requisition Order' screen will be displayed as Figure 3.1.2.2

#### Note

- Newly created transaction **Status** is 'Open'.
- **Date** is defaults to system date and time.
- **Unit Name, Requester Unit Level and Requester Name** will be based on the user Login ID.
- **Recommended Vote by HOD** will enable at verification stage.
- **Total Accumulative Purchase Quantity (SKU)** will be based on the total quantity of drug/non drug to be purchased.

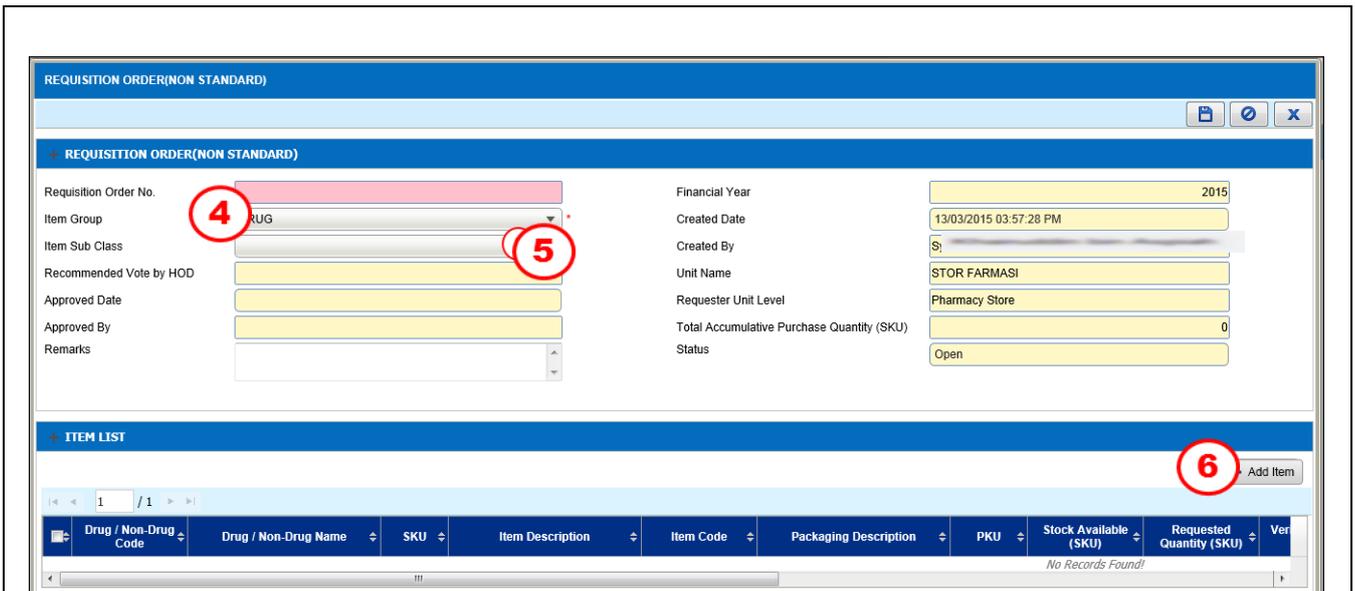


Figure 3.1.2-2 Requisition order

**STEP 4**

Select **Item Group** from dropdown box by choose either Drug or Non Drug

**STEP 5**

Select **Item Sub Class** (optional)

**STEP 6**

Click on the  button to add the item and 'Item Details' screen will be displayed as Figure 3.1.2-3

**Note**

*Every transaction, there only can be one item.*

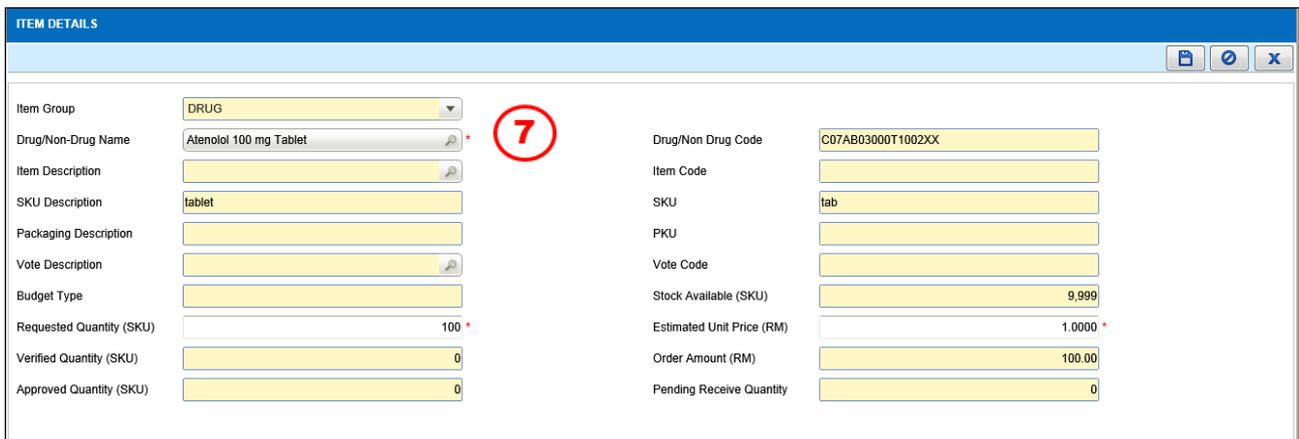


Figure 3.1.2-3 Item Details

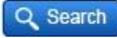
Search Drug/Non-Drug Name	
Drug/Non-Drug Name	Drug/Non-Drug Code
<input type="text"/>	<input type="text"/>
<input type="button" value="Search"/> <input type="button" value="Refresh"/>	
[ 1 - 10 / 18 ]	
Drug/Non-Drug Name	Drug/Non-Drug Code
Atenolol 100 mg Tablet	C07AB03000T1002XX
Atropine Sulphate 1mg/ml Inj	A03BA01183P3001XX
Betamethasone Valerate 1 in 10 Cream	GLN0200001
Betamethasone Valerate 1 in 4 Cream	GLN0200003
Budesonide 1 mg/2 ml Nebulising Solution	R03BA02000A3002XX
Cetrimide 1% Lotion	GLN0200005
Charcoal Activated Granules	A07BA01000F1001XX
Chlorhexidine Gluconate 0.12 % Mouthwash	R02AA05137M2001XX
Dextrose Powder	V04CA02000F2101XX
Ether Solvent	N01AA01000L9901XX

Figure 3.1.2-4 Search Drug/Non-Drug Name

**STEP 7**

Click on the **Drug/Non-Drug Name**  button and 'Search Drug/Non-Drug Name' window will be displayed as Figure 3.1.2-4

**Note**

- This textbox will allow user to enter a wildcard value for **Drug/Non-Drug Name** and/or **Drug/Non-Drug Code** and click the  button.
- Drug/Non Drug Code will display based on the selected Drug/Non Drug Name.
- Upon requesting, the system will refer to Drug/Non Drug Name/Code based on Unit Catalogue List master.
- **SKU Description** and **SKU** will be based on the selected **Drug/Non-Drug Name**.

ITEM DETAILS			
Item Group	DRUG	Drug/Non Drug Code	C07AB03000T1002XX
Drug/Non-Drug Name	Atenolol 100 mg Tablet	Item Code	
Item Description		SKU	tab
SKU Description	tablet	PKU	
Packaging Description		Vote Code	
Vote Description		Stock Available (SKU)	9,999
Budget Type		Estimated Unit Price (RM)	12.0000
Requested Quantity (SKU)	4	Order Amount (RM)	48.00
Verified Quantity (SKU)	0	Pending Receive Quantity	0
Approved Quantity (SKU)	0		

Figure 3.1.2-5 Item Details

**STEP 8**

Enter **Requested Qty (SKU)**

**STEP 9**

Enter **Estimated Unit Price(RM)**

**Note**

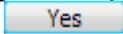
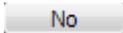
**Order Amount(RM)** will be auto calculated based on:

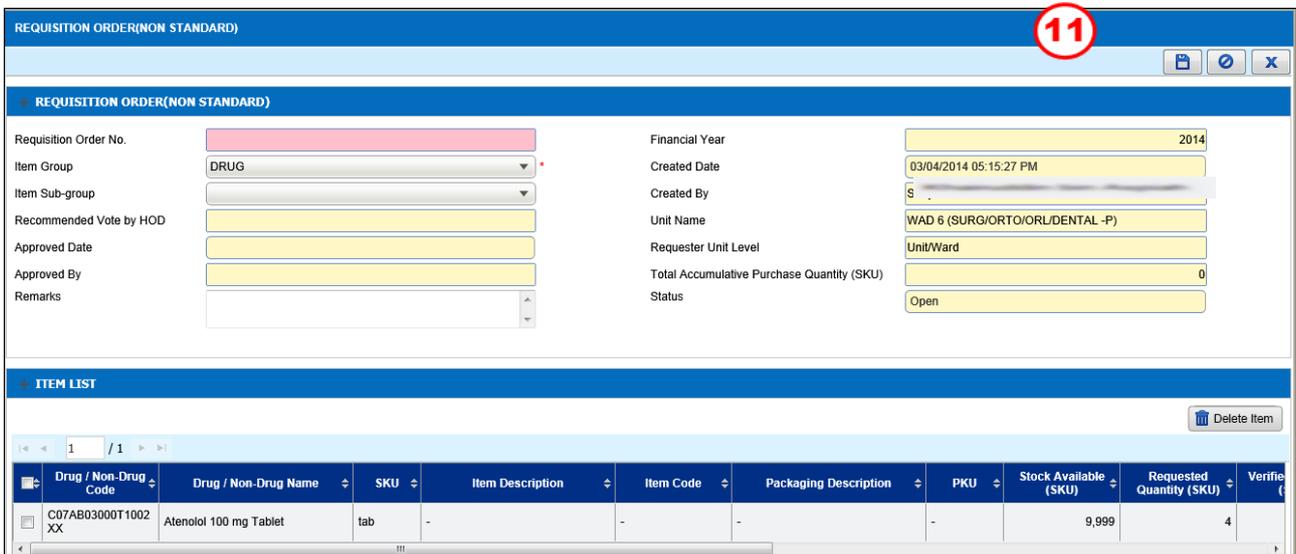
$$\text{Order Amount(RM)} = \text{Request Qty(SKU)} * \text{Estimated Unit Price(RM)}$$

**STEP 10**

Click on the  button to create new transaction

**Note**

- Alert message will display after save the record as Figure 3.1.2-7
- Click on the  button to confirm the saved transaction and the item information will be displayed on the 'Item List' as Figure 3.1.2-8.
- Click on the  button to cancel the saved transaction
- Before save, user is allowed to delete item by click on the  button.



Drug / Non-Drug Code	Drug / Non-Drug Name	SKU	Item Description	Item Code	Packaging Description	PKU	Stock Available (SKU)	Requested Quantity (SKU)	Verify
C07AB03000T1002XX	Atenolol 100 mg Tablet	tab	-	-	-	-	9,999	4	

Figure 3.1.2-6 Save Requisition Order

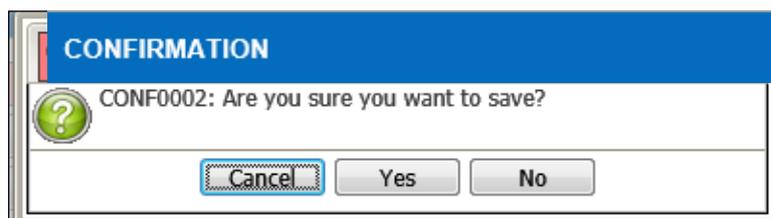


Figure 3.1.2-7 Confirmation Message

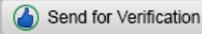


Figure 3.1.2-8 Information Message

**STEP 11**

Click on the  button to save the transaction

**Note**

- System will display an alert message as displayed in Figure 3.1.2-7
- Message Information as Figure 3.1.2-8 will be displayed once user click on the Yes button in Figure 3.1.2-7
- **Requisition Order No.** will be auto generated for future reference.
-  and  button will be displayed after save as Figure 3.1.2-9
- Before send the transaction for verification, user is allowed to cancel the request.
- Click on the  button and **Status** will change to 'Cancelled'.

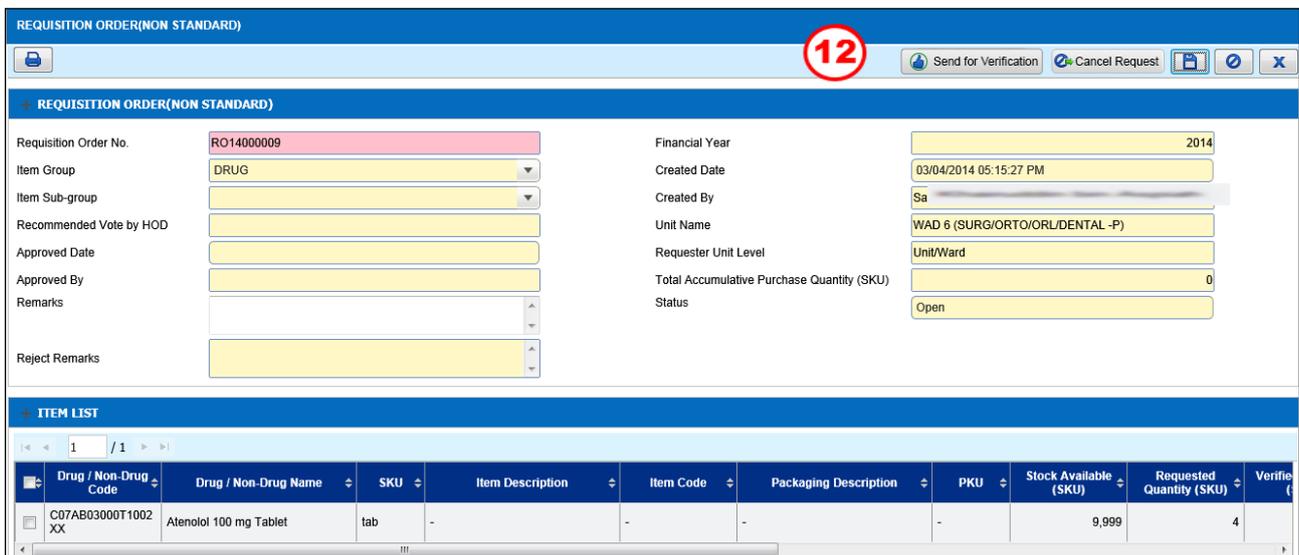
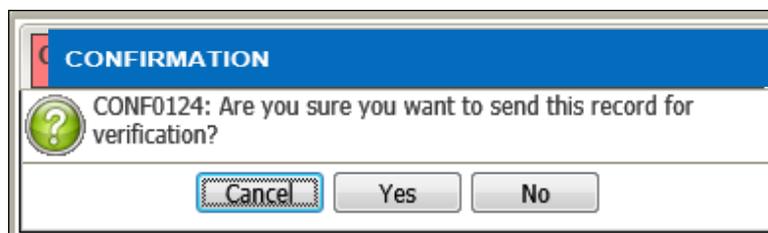
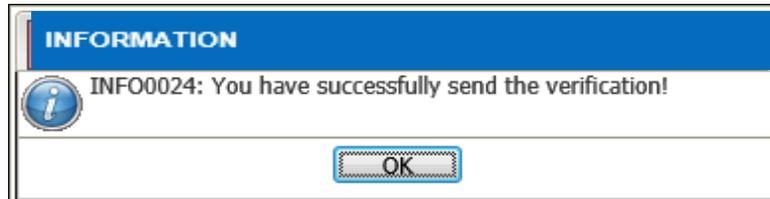


Figure 3.1.2-9 Send for Verification



**Figure 3.1.2-10 Confirmation Message**



**Figure 3.1.2-11 Information Message**

**STEP 12**

Click on the  button to send the transaction to the HOD / Pharmacist for verification

**Note**

- System will display an confirmation message as displayed in Figure 3.1.2-9
- Message Information as displayed in Figure 3.1.2-11 will be displayed once user click on the Yes button in Figure 3.1.2-10.

The **Status** will automatically change to 'Pending for Verification'

### 3.1.3 Requisition Order (Non Standard) Verification

To verify or reject requisition order (non standard) verification, perform steps below

No	Transaction Type	Transaction No.	Date/Time	Task Status	From Unit/Department	From User
1	Requisition Order <b>1</b>	RO14000009	03/04/2014 05:59 PM	Pending For Approval	WAD 6 (SURG/ORTO/ORL/DENTAL -P)	Lily H
2	Adjustment	SA14000013	03/04/2014 10:24 AM	Pending For Approval	STOR FARMASI	Susee Gopal
3	Adjustment	SA14000012	03/04/2014 10:24 AM	Pending For Approval	STOR FARMASI	Susee Gopal
4	Adjustment	SA14000011	03/04/2014 10:23 AM	Pending For Approval	STOR FARMASI	Susee Gopal
5	Slow Moving Item	SM14000011	02/04/2014 04:03 PM	Pending For Approval	STOR FARMASI	Susee Gopal
6	Slow Moving Item	SM14000010	02/04/2014 04:02 PM	Pending For Approval	STOR FARMASI	Susee Gopal
7	Near Expiration Approval	E140000012	02/04/2014 12:27 PM	Pending For Approval	STOR FARMASI	Susee Gopal
8	Indent	R140000031	02/04/2014 11:57 AM	Pending For Approval	STOR FARMASI	Susee Gopal

Figure 3.1.3-1 Task List

HOD will receive the 'Pending for Verification' for Requisition Order transaction in the Task List as shown in figure 3.1.3-1

#### STEP 1

Click on the Transaction No. hyperlink and the 'Requisition Order' screen will be displayed as shown in the Figure 3.1.3-1

#### Note

HOD also able to refer to section [4.1 Requisition Order \(Non Standard\) Listing Page](#) to search for the 'Pending for Verification' Requisition Order record.

**REQUISITION ORDER(NON STANDARD)**

Verify Reject X

---

**REQUISITION ORDER(NON STANDARD)**

Requisition Order No. <b>RO14000009</b>	Financial Year <b>2014</b>
Item Group <b>DRUG</b>	Created Date <b>03/04/2014 05:43:10 PM</b>
Item Sub-group	Created By <b>Saryar...</b>
Recommended Vote by HOD <b>farmasi &amp; bekalan (ubat)</b> <b>2</b>	Unit Name <b>WAD 6 (SURG/ORTO/ORL/DENTAL -P)</b>
Approved Date	Requester Unit Level <b>Unit/Ward</b>
Approved By	Total Accumulative Purchase Quantity (SKU) <b>0</b>
Remarks	Status <b>Pending For Verification</b>
Reject Remarks	

---

**ITEM LIST**

Drug / Non-Drug Code	Drug / Non-Drug Name	SI	Item Description	Item Code	Packaging Description	PKU	Stock Available (SKU)	Requested Quantity (SKU)	Verify
C07AB03000T1002 XX	Atenolol 100 mg Tablet	<b>3</b>	tab	-	-	-	9,999	4	

Figure 3.1.3-2 Requisition Order

#### STEP 2

Enter **Recommended Vote by HOD**

#### Note

HOD need to enter which Vote Code that needs to be charges for purchasing.

**STEP 3**

Double click on the item under 'Item List' section and 'Item Details' screen will be displayed as Figure 3.1.3-3

**Figure 3.1.3-3 Item Details**

**Figure 3.1.3-4 Alert Message**

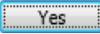
**STEP 4**

Enter **Verified Qty (SKU)**

**STEP 5**

Click on the  button to save the transaction

**Note**

- System will display an alert message as displayed in Figure 3.1.3-4
- Click on the  button to proceed the transaction.

**Figure 3.1.3-5 Requisition Order (Non Standard)**



**STEP 6**

Click on the  button to verify the transaction and the **Status** will change to 'Pending for Approval'

Click on the  button to reject the transaction and the **Status** will change to 'Rejected'

**Note**

*Verified transaction will flow to the pharmacist at the Pharmacy Store for approval.*

### 3.1.4 Requisition Order (Non Standard) Approval

To view, approve or reject the Requisition Order (Non Standard) record, perform the steps below:

TASK LIST						
No	Transaction Type	Transaction No.	Date/Time	Task Status	From Unit/Department	From User
1	Requisition Order <b>1</b>	<a href="#">RO14000009</a>	03/04/2014 05:59 PM	Pending For Approval	WAD 6 (SURG/ORTO/ORL/DENTAL -P)	Khanzudin bin Asyraf
2	Adjustment	<a href="#">SA14000013</a>	03/04/2014 10:24 AM	Pending For Approval	STOR FARMASI	Khanzudin bin Asyraf
3	Adjustment	<a href="#">SA14000012</a>	03/04/2014 10:24 AM	Pending For Approval	STOR FARMASI	Khanzudin bin Asyraf
4	Adjustment	<a href="#">SA14000011</a>	03/04/2014 10:23 AM	Pending For Approval	STOR FARMASI	Khanzudin bin Asyraf
5	Slow Moving Item	<a href="#">SM14000011</a>	02/04/2014 04:03 PM	Pending For Approval	STOR FARMASI	Khanzudin bin Asyraf
6	Slow Moving Item	<a href="#">SM14000010</a>	02/04/2014 04:02 PM	Pending For Approval	STOR FARMASI	Khanzudin bin Asyraf
7	Near Expiration Approval	<a href="#">E140000012</a>	02/04/2014 12:27 PM	Pending For Approval	STOR FARMASI	Khanzudin bin Asyraf
8	Indent	<a href="#">R140000031</a>	02/04/2014 11:57 AM	Pending For Approval	STOR FARMASI	Khanzudin bin Asyraf

**Figure 3.1.4-1 Task List**

Pharmacist at Main Store will be received the 'Pending for Approval' Requisition Order (Non Standard) transaction in the Task List as shown in Figure 3.1.4-1

**STEP 1**

Click on the Transaction No. hyperlink and the Requisition Order (Non Standard) screen will be displayed as shown in the Figure 3.1.4-2

**Note**

Pharmacist also able to refer to section [3.1.1 View Existing Requisition Order \(Non Standard\) record\(s\)](#) to search for the 'Pending for Approval' Requisition Order (Non Standard) record.

REQUISITION ORDER(NON STANDARD)

Approve Reject X

REQUISITION ORDER(NON STANDARD)

Requisition Order No. RO14000009 Financial Year 2014  
 Item Group DRUG Created Date 03/04/2014 05:43:10 PM  
 Item Sub-group Created By  
 Recommended Vote by HOD farmasi & bekalan (ubat) Unit Name WAD 6 (SURG/ORTO/ORL/DENTAL -P)  
 Approved Date Requester Unit Level Unit/Ward  
 Approved By Total Accumulative Purchase Quantity (SKU) 0  
 Remarks Status Pending For Approval  
 Reject Remarks

ITEM LIST

1 / 1

Drug / Non-Drug Code	Drug / Non-Drug Name	SKU	Item Description	Item Code	Packaging Description	PKU	Stock Available (SKU)	Requested Quantity (SKU)	Verifie
C07AB03000T1002XX	Atenolol 100 mg Tablet	tab					9,999	4	

Figure 3.1.4-2 Requisition Order (Non Standard)

**STEP 2**

Double click on the information item under Item List section and Item Details screen will be displayed as shown in Figure 3.1.4-3

ITEM DETAILS

7

Item Group DRUG  
 Drug/Non-Drug Name Atenolol 100 mg Tablet  
 Item Description Atenolol 100mg Tab  
 SKU Description tablet  
 Packaging Description Pack of 100 tabs (Blister)  
 Vote Description Farmasi dan Bekalan (ubat)  
 Budget Type Operating  
 Requested Quantity (SKU) 10  
 Verified Quantity (SKU) 4  
 Approved Quantity (SKU) 4  
 YTD Purchase Amount (RM) 0.00

Drug/Non Drug Code C07AB03000T1002XX  
 Item Code 02.0007.03  
 SKU tab  
 PKU pck  
 Vote Code 090401/111100/27401/99  
 Stock Available (SKU) 9,999  
 Estimated Unit Price (RM) 50.0000  
 Order Amount (RM) 0.51  
 Pending Receive Quantity 0

Figure 3.1.4-3 Item Details screen

**STEP 3**

Select **Item Description**

**STEP 4**

Select **Vote Description**

**STEP 5**

Enter **Approved Qty (SKU)**

**STEP 6**

Change **Estimated Unit Price(RM)** if necessary

**Note**

- If APPL Item it will defaulted to APPL unit price if LP need to key in the unit price.
- If Contract it will default to Contract price.

**STEP 7**

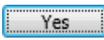
Click on the  button to save the transaction

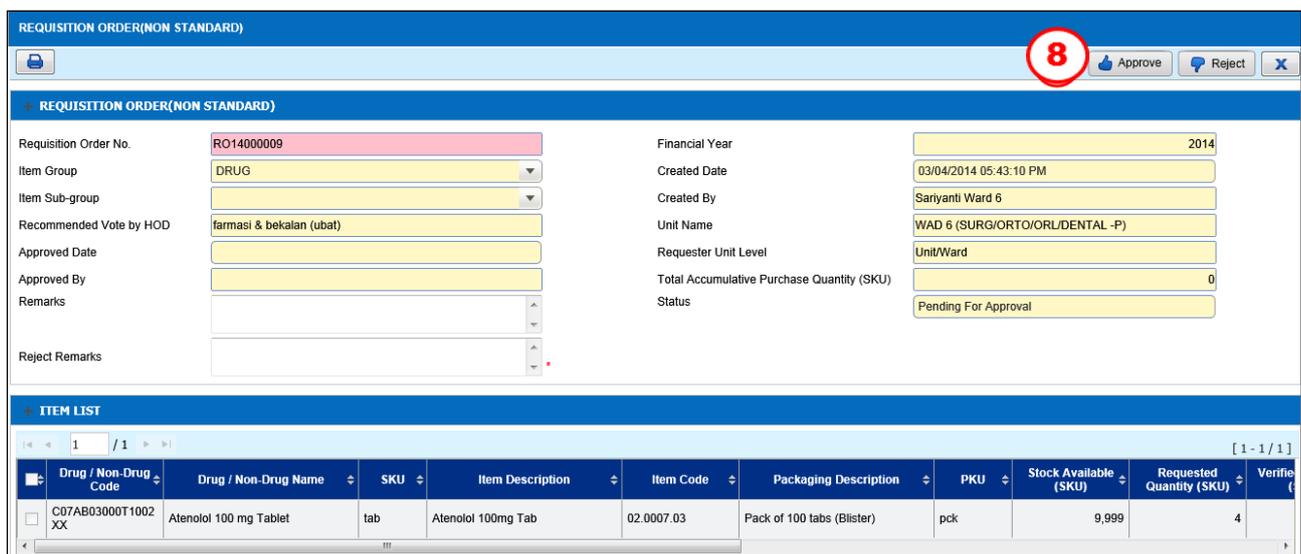


**Figure 3.1.4-4 Alert Message**

**Note**

- System will display an alert message as displayed in Figure 3.1.4--4.

Click on the  button to confirm save transaction.



Drug / Non-Drug Code	Drug / Non-Drug Name	SKU	Item Description	Item Code	Packaging Description	PKU	Stock Available (SKU)	Requested Quantity (SKU)	Verified
C07AB03000T1002XX	Atenolol 100 mg Tablet	tab	Atenolol 100mg Tab	02.0007.03	Pack of 100 tabs (Blister)	pck	9,999	4	

**Figure 3.1.4-5 Requisition Order Approval**

**STEP 8**

Click on the  button to approve the transaction

Click on the  button to reject the transaction

**Note**

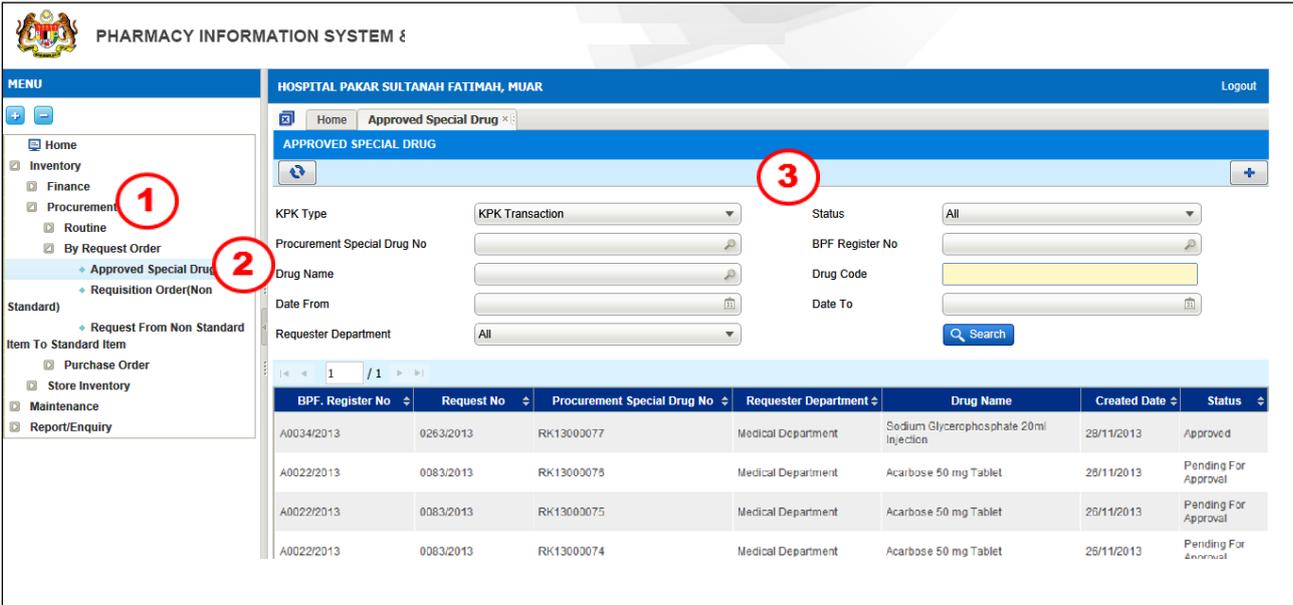
- If user click on the  button and **Status** will change to 'Approved'.
- If user click on the  button and **Status** will change to 'Rejected'.
- Approved transaction will flow to purchase order

### 3.2. Approved Special Drug

The function of the screen is to proceed with Special Drug Request purchasing once received the BPF Register No from BPF, KKM.

#### 3.2.1 View Existing Approved Special Drug record(s)

This page will display all the existing Approved Special Drug (KPK) transaction(s).



The screenshot shows the 'PHARMACY INFORMATION SYSTEM' interface for 'HOSPITAL PAKAR SULTANAH FATIMAH, MUAR'. The left menu has 'Inventory' selected, with 'Procurement' and 'By Request Order' sub-menus. 'Approved Special Drug' is highlighted under 'By Request Order'. The main area shows search filters for 'KPK Type' (set to 'KPK Transaction'), 'Status' (set to 'All'), 'BPF Register No', 'Drug Code', and 'Date To'. A table below lists drug records with columns: BPF Register No, Request No, Procurement Special Drug No, Requester Department, Drug Name, Created Date, and Status.

BPF Register No	Request No	Procurement Special Drug No	Requester Department	Drug Name	Created Date	Status
A0034/2013	0263/2013	RK13000077	Medical Department	Sodium Glycerophosphate 20ml Injection	28/11/2013	Approved
A0022/2013	0083/2013	RK13000075	Medical Department	Acarbose 50 mg Tablet	25/11/2013	Pending For Approval
A0022/2013	0083/2013	RK13000075	Medical Department	Acarbose 50 mg Tablet	25/11/2013	Pending For Approval
A0022/2013	0083/2013	RK13000074	Medical Department	Acarbose 50 mg Tablet	25/11/2013	Pending For Approval

Figure 3.2.1-1 Approved Special Drug Listing Page

#### STEP 1

Click on 'Inventory' menu and click on 'Procurement' sub menu

#### STEP 2

Click on '**By Request Order**' and follow by click on '**Approved Special Drug**'

#### STEP 3

To search for existing Approved Special Drug (KPK) transaction, user may search by criteria as follow:

No	Field	Description	Remark
a	KPK Type	Select KPK Type from the drop down menu: <ul style="list-style-type: none"> <li>- Approved by KPK Will display request(s) that have been approved by KPK/PKPF along with BPF Register No &amp; request details</li> <li>- KPK Transaction Will display existing Approved</li> </ul>	Filter and search existing records based on KPK Type



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		Special Drug transaction(s)	
b	Status	Select Status from the drop down menu: - All - Approved - Cancel - Open - Pending for Approval - Rejected	Filter and search existing records based on Status
c	Procurement Special Drug No.	Procurement Special Drug No. is generated when user saves the Approved Special Drug transaction	Filter and search existing records based on Procurement Special Drug No.
d	BPF Register No.	BPF Register No. is the reference number provided by BPF for approved Special Drug Request record	Filter and search existing records based on BPF Register No.
e	Drug Name	Drug Name	Filter and search existing records based on Drug Name and/or Drug Code
f	Drug Code	Drug Code	This is auto populated value on selection of Drug Name
g	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
h	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
i	Requester Department	Display all active Department for the facility	Filter and search existing records based on Requester Department

Table 3.2.1-1

**PHARMACY INFORMATION SYSTEM**

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

Home Approved Special Drug

**APPROVED SPECIAL DRUG**

KPK Type:  Status:   
 Procurement Special Drug No:  BPF Register No:   
 Drug Name:  Drug Code:   
 Date From:  Date To:   
 Requester Department:

BPF. Register No	Request No	Procurement Special Drug No	Requester Department	Drug Name	Created Date	Status
A0034/2013	0263/2013	RK13000077	Medical Department	Sodium Glycophosphate 20ml Injection	28/11/2013	Approved
A0022/2013	0083/2013	RK13000076	Medical Department	Acarbose 50 mg Tablet	28/11/2013	Pending For Approval
A0022/2013	0083/2013	RK13000075	Medical Department	Acarbose 50 mg Tablet	25/11/2013	Pending For Approval
A0022/2013	0083/2013	RK13000074	Medical Department	Acarbose 50 mg Tablet	25/11/2013	Pending For Approval

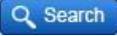
Figure 3.2.1-2 Approved Special Drug Listing Page



# PhIS & CPS Project User Manual – Pharmacy Inventory Request Order

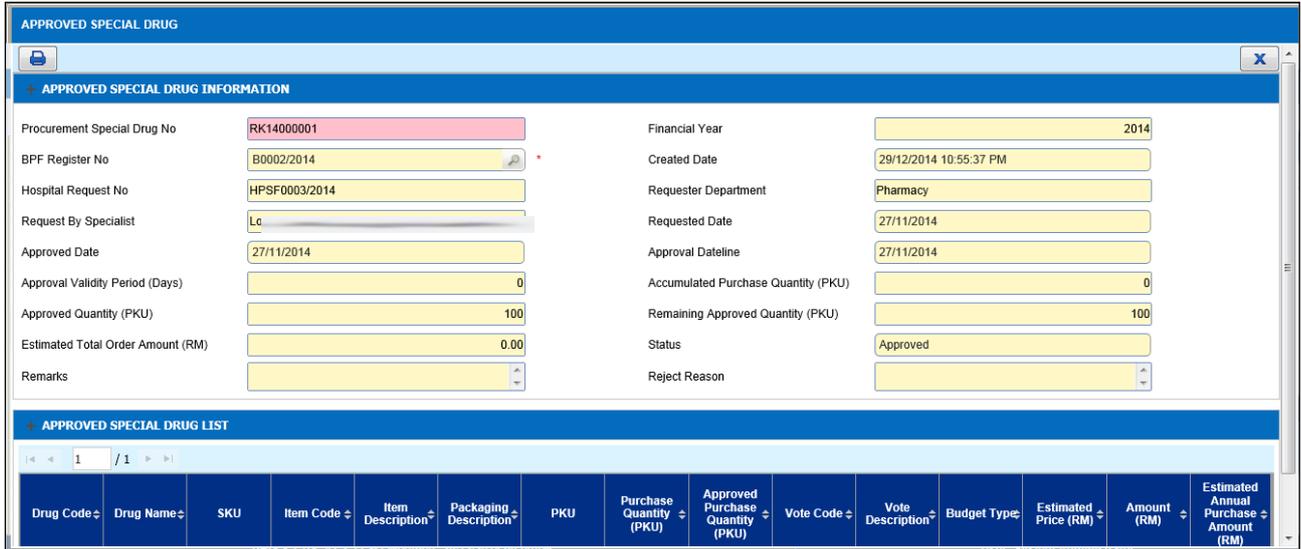


## STEP 4

Click on the  button after input criteria

## STEP 5

Double click on the selected record and the details will be displayed as shown in Figure 3.2.1-3



The screenshot displays a software window titled "APPROVED SPECIAL DRUG". It is divided into two main sections: "APPROVED SPECIAL DRUG INFORMATION" and "APPROVED SPECIAL DRUG LIST".

**APPROVED SPECIAL DRUG INFORMATION**

Procurement Special Drug No	RK14000001	Financial Year	2014
BPF Register No	B0002/2014	Created Date	29/12/2014 10:55:37 PM
Hospital Request No	HPSF0003/2014	Requester Department	Pharmacy
Request By Specialist	Lc	Requested Date	27/11/2014
Approved Date	27/11/2014	Approval Dateline	27/11/2014
Approval Validity Period (Days)	0	Accumulated Purchase Quantity (PKU)	0
Approved Quantity (PKU)	100	Remaining Approved Quantity (PKU)	100
Estimated Total Order Amount (RM)	0.00	Status	Approved
Remarks		Reject Reason	

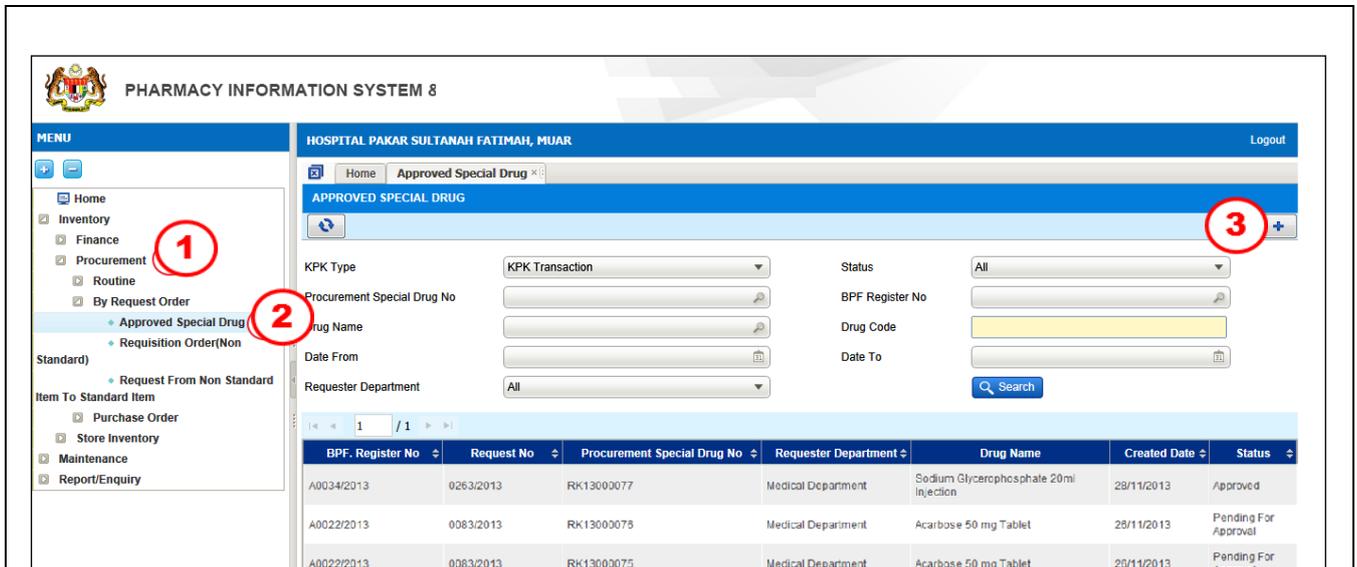
**APPROVED SPECIAL DRUG LIST**

Drug Code	Drug Name	SKU	Item Code	Item Description	Packaging Description	PKU	Purchase Quantity (PKU)	Approved Purchase Quantity (PKU)	Vote Code	Vote Description	Budget Type	Estimated Price (RM)	Amount (RM)	Estimated Annual Purchase Amount (RM)
-----------	-----------	-----	-----------	------------------	-----------------------	-----	-------------------------	----------------------------------	-----------	------------------	-------------	----------------------	-------------	---------------------------------------

Figure 3.2.1-3 Approved Special Drug

### 3.2.2 Create New Approved Special Drug record

To create new request order for Approved Special Drug (KPK), perform steps below:



**Figure 3.2.2-1 Create New Approved Special Drug**

Approved Special Drug (KPK) transaction comes from Special Drug Request by a HOD/Specialist/Pharmacist where the request has been approved by KPK/PKPF at HQ level.

The Secretariat will provide BPF Register No. along with the item code that set in item master at the HQ Level.

User is allowed to do only one transaction for one drug request.

#### STEP 1

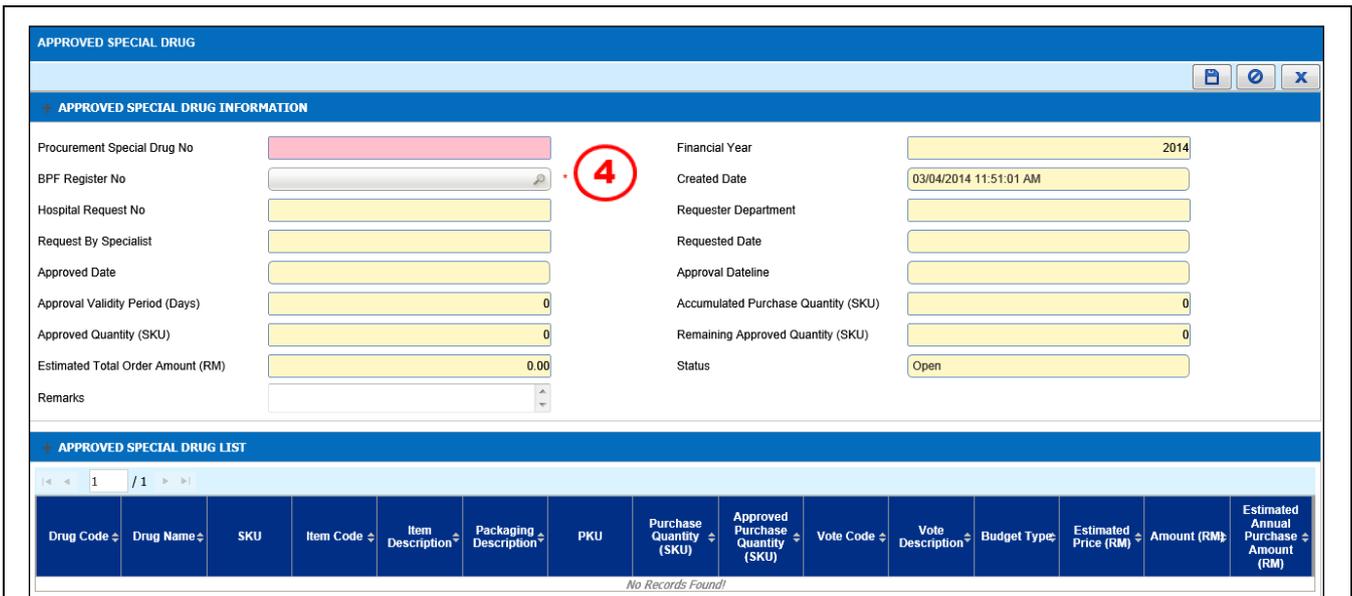
Click on 'Inventory' menu and click on 'Procurement' sub menu

#### STEP 2

Click on '**By Request Order**' and follow by click on '**Approved Special Drug**'

#### STEP 3

Click on the  button and Approved Special Drug screen will be displayed as Figure 3.2.2-2



**APPROVED SPECIAL DRUG**

**APPROVED SPECIAL DRUG INFORMATION**

Procurement Special Drug No:

BPF Register No:   **4**

Hospital Request No:

Request By Specialist:

Approved Date:

Approval Validity Period (Days):

Approved Quantity (SKU):

Estimated Total Order Amount (RM):

Remarks:

Financial Year:

Created Date:

Requester Department:

Requested Date:

Approval Date:

Accumulated Purchase Quantity (SKU):

Remaining Approved Quantity (SKU):

Status:

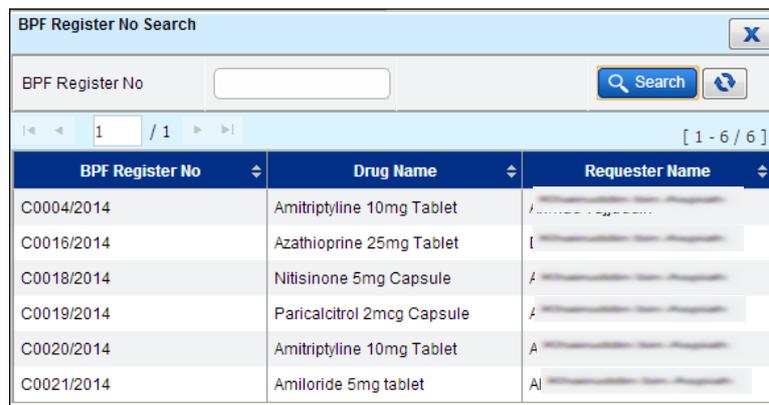
**APPROVED SPECIAL DRUG LIST**

Drug Code	Drug Name	SKU	Item Code	Item Description	Packaging Description	PKU	Purchase Quantity (SKU)	Approved Purchase Quantity (SKU)	Vote Code	Vote Description	Budget Type	Estimated Price (RM)	Amount (RM)	Estimated Annual Purchase Amount (RM)
No Records Found!														

Figure 3.2.2-2 Approved Special Drug

**STEP 4**

Click on the **BPF Register No**  button and BPF Register No Search window will be displayed as Figure 3.2.2-3



**BPF Register No Search**

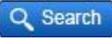
BPF Register No:   Search 

1 / 1 [ 1 - 6 / 6 ]

BPF Register No	Drug Name	Requester Name
C0004/2014	Amitriptyline 10mg Tablet	A
C0016/2014	Azathioprine 25mg Tablet	A
C0018/2014	Nitisinone 5mg Capsule	A
C0019/2014	Paricalcitol 2mcg Capsule	A
C0020/2014	Amitriptyline 10mg Tablet	A
C0021/2014	Amiloride 5mg tablet	Al

Figure 3.2.2-3 BPF Register No Search

**Note**

- This textbox allow user to enter a wildcard value for **BPF Register No** and click the  button.
- List of BPF Register No will be displayed on the window.
- Double click to select the BPF Register No.
- The selected BPF Register No information will be displayed on the list.

APPROVED SPECIAL DRUG

APPROVED SPECIAL DRUG INFORMATION

Procurement Special Drug No		Financial Year	2014
BPF Register No	C0018/2014	Created Date	03/04/2014 2:41:24 PM
Hospital Request No	0024/2014	Requester Department	General Medicine
Request By Specialist		Requested Date	03/04/2014
Approved Date	03/04/2014	Approval Dateline	03/04/2014
Approval Validity Period (Days)	0	Accumulated Purchase Quantity (SKU)	0
Approved Quantity (SKU)	120	Remaining Approved Quantity (SKU)	120
Estimated Total Order Amount (RM)	0.00	Status	Open
Remarks			

APPROVED SPECIAL DRUG LIST

Drug Code	Drug Name	SKU	Item Code	Item Description	Packaging Description	PKU	Purchase Quantity (SKU)	Approved Purchase Quantity (SKU)	Vote Code	Vote Description	Budget Type	Estimated Price (RM)	Amount (RM)	Estimated Annual Purchase Amount (RM)
KPK00131	Nitisinone 5mg Capsule	cap	KPK00131.01	Nitisinone 5mg Capsule	Pack of 60 cap	pck	-	0				0.0333	-	0.00

**Figure 3.2.2-4 Approved Special Drug Details**

**Note**

- **Created Date** is based on the system date and time
- **Hospital Request No** will be display automatically from Special Drug Request transaction.
- **Requester Department** will be display automatically the department that has requested the special drug from Special Drug Request transaction.
- **Request by Specialist** will be display automatically the register user's ID Name.
- **Estimated Total Order Amount (RM)** = Purchase Qty \* Estimated Unit Price (RM)
- **Request Date** will be display automatically the date for Special Drug Request transaction.
- **Approve Date** is a date where KPK/PKPF approves the special drug request transaction.
- **Approved Quantity (SKU)** will be displayed as BPF approved quantity for the Special Drug Request transaction.
- **Approval Validity Period (Days)** will be displayed the validity period (days) for that special drug request approve by BPF.
- **Accumulated Purchase Quantity** will be displayed the total quantity purchase for that BPF Register No.
- **Approval Dateline** will display the last day to purchase that particular special drug.
- **Approval Dateline** = Approval Date + Approval Validity Period (Days)
- **The new created transaction** will be 'open'
- **Remaining Approved Quantity (SKU)** will be automatically generated based on the remaining approved quantity that has not been purchased.
- **Remaining Approved Quantity (SKU)** = Approved Qty – Accumulated Purchase Qty

APPROVED SPECIAL DRUG

+ APPROVED SPECIAL DRUG INFORMATION

Procurement Special Drug No	<input type="text"/>	Financial Year	<input type="text" value="2014"/>
BPF Register No	<input type="text" value="C0004/2014"/>	Created Date	<input type="text" value="03/04/2014 11:43:44 AM"/>
Hospital Request No	<input type="text" value="0007/2014"/>	Requester Department	<input type="text" value="General Medicine"/>
Request By Specialist	<input type="text"/>	Requested Date	<input type="text" value="26/03/2014"/>
Approved Date	<input type="text" value="26/03/2014"/>	Approval Dateline	<input type="text" value="26/03/2014"/>
Approval Validity Period (Days)	<input type="text" value="0"/>	Accumulated Purchase Quantity (SKU)	<input type="text" value="0"/>
Approved Quantity (SKU)	<input type="text" value="10"/>	Remaining Approved Quantity (SKU)	<input type="text" value="10"/>
Estimated Total Order Amount (RM)	<input type="text" value="0.00"/>	Status	<input type="text" value="Open"/>
Remarks	<input type="text"/>		

+ APPROVED SPECIAL DRUG LIST

Drug Code	Drug Name	SKU	Item Code	Item Description	Packaging Description	PKU	Purchase Quantity (SKU)	Approved Purchase Quantity (SKU)	Vote Code	Vote Description	Budget Type	Estimated Price (RM)	Amount (RM)	Estimated Annual Purchase Amount (RM)
KPK00045	Amitriptyline 10mg Tablet	tab	<span style="border: 2px solid red; border-radius: 50%; padding: 2px;">5</span> KPK00045.01	Amitriptyline 10mg Tablet	Pack of 100 tab	pck	-	0				1.0000	-	0.00

Figure 3.2.2-5 Approved Special Drug

**STEP 5**

Double click on the information and Item Details screen will be displayed as Figure 3.2.2-6

ITEM DETAILS

Budget Type	<input type="text"/>	Vote Description	<input type="text"/>
Vote Code	<input type="text"/>	Drug Code	<input type="text" value="KPK00131"/>
Drug Name	<input type="text" value="Nitisinone 5mg Capsule"/>	SKU	<input type="text" value="cap"/>
Item Code	<input type="text" value="KPK00131.01"/>	PKU	<input type="text" value="pck"/>
Packaging Description	<input type="text" value="Pack of 60 cap"/>	Purchase Quantity (SKU)	<input type="text" value="120"/>
Estimated Unit Price (RM)	<input type="text" value="0.0333"/>	Approved Purchase Quantity (SKU)	<input type="text" value="0"/>
Remaining Approved Quantity (SKU)	<input type="text" value="120"/>	Total Estimated Amount (RM)	<input type="text" value="4.00"/>
Estimated Annual Purchase Amount (RM)	<input type="text" value="0.00"/>		

Figure 3.2.2-6 Item Details

**STEP 6**

Enter **Purchase Quantity (SKU)**

**Note**

**Purchase Quantity (SKU) cannot exceeds Remaining Approved Quantity (SKU)**

**STEP 7**

Click on the  button to save the transaction

**Note**

- System will display an alert message as displayed in Figure 3.2.2-7.
- Message Information as Figure 3.2.2-8 will be displayed once user click on the Yes button in Figure 3.2.2-7.

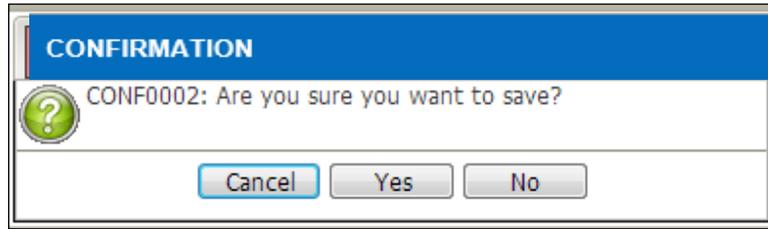


Figure 3.2.2-7 Alert Message

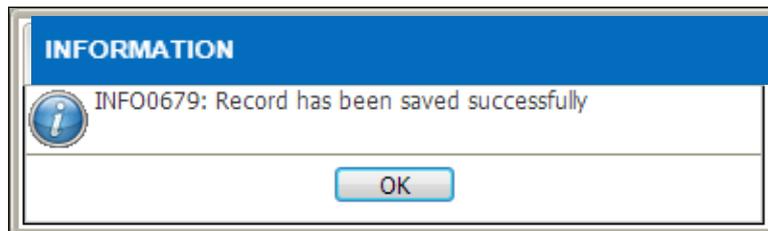


Figure 3.2.2-8 Alert Message

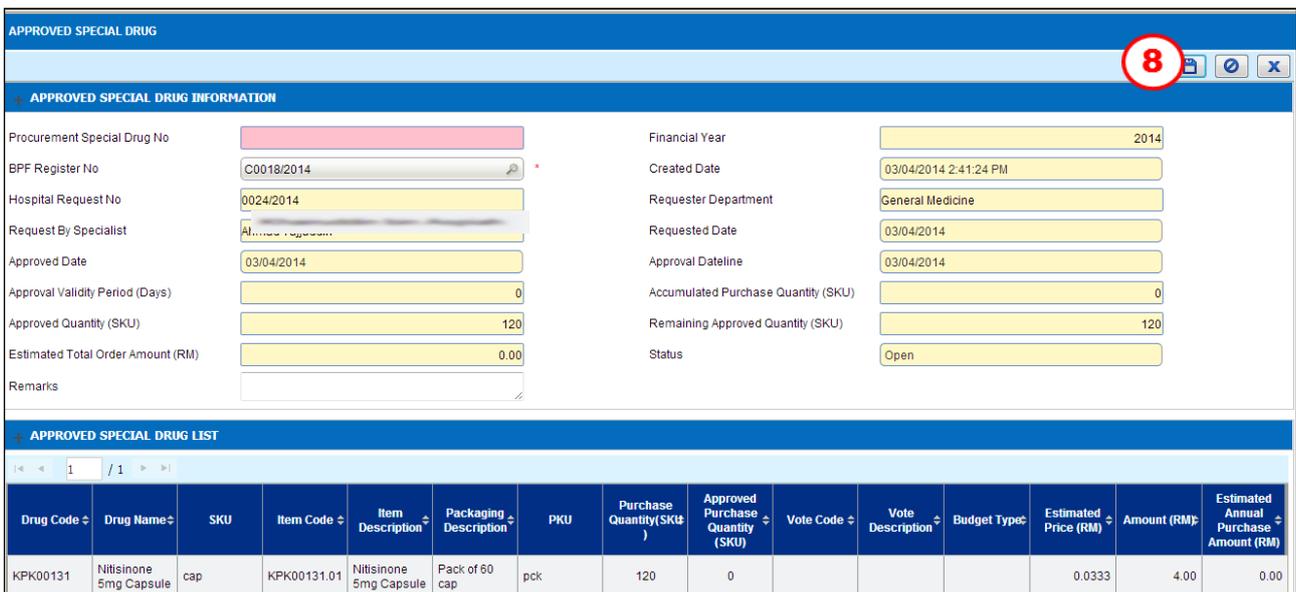


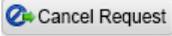
Figure 3.2.2-9 Approved Special Drug

**STEP 8**

Click on the  button to save the transaction

**Note**

- System will display an alert message as displayed in Figure 3.2.2-10.
- Message Information as Figure 3.2.2-11 will be displayed once user click on the 'Yes' button in Figure 3.2.1-10.

- Procurement Special Drug No. will be auto generated for future reference.
-  and  button will be displayed after save.
- User is allowed to cancel this transaction by click on the  button.

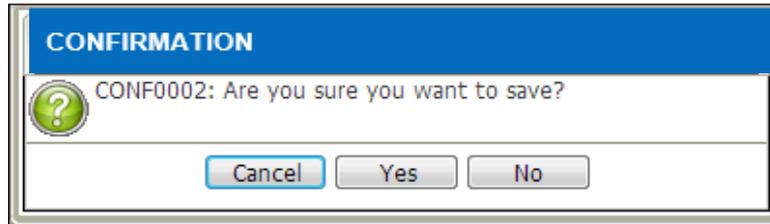


Figure 3.2.2-10 Alert Message

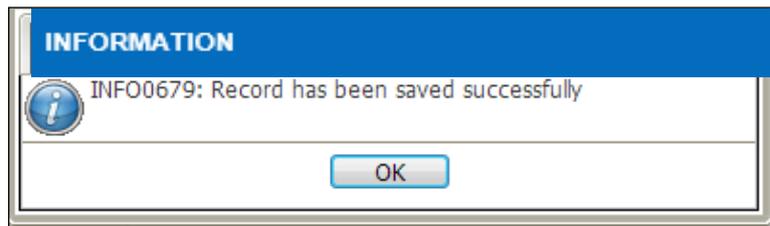


Figure 3.2.2-11 Alert Message

APPROVED SPECIAL DRUG

9





+ APPROVED SPECIAL DRUG INFORMATION

Procurement Special Drug No	RK14000001	Financial Year	2014
BPF Register No	C0018/2014	Created Date	03/04/2014 2:41:24 PM
Hospital Request No	0024/2014	Requester Department	General Medicine
Request By Specialist	Ai	Requested Date	03/04/2014
Approved Date	03/04/2014	Approval Dateline	03/04/2014
Approval Validity Period (Days)	0	Accumulated Purchase Quantity (SKU)	0
Approved Quantity (SKU)	120	Remaining Approved Quantity (SKU)	120
Estimated Total Order Amount (RM)	0.00	Status	Open
Remarks			

+ APPROVED SPECIAL DRUG LIST

Drug Code	Drug Name	SKU	Item Code	Item Description	Packaging Description	PKU	Purchase Quantity (SKU)	Approved Purchase Quantity (SKU)	Vote Code	Vote Description	Budget Type	Estimated Price (RM)	Amount (RM)	Estimated Annual Purchase Amount (RM)
KPK00131	Nitisinone 5mg Capsule	cap	KPK00131.01	Nitisinone 5mg Capsule	Pack of 60 cap	pck	120	0				0.0333	4.00	0.00

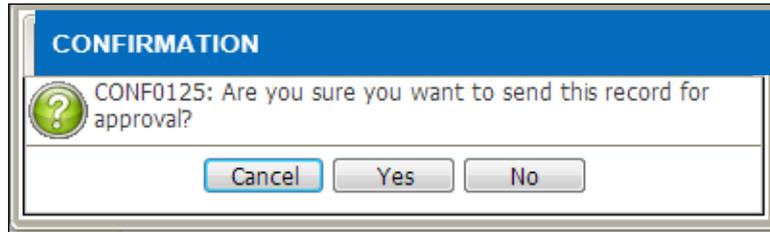
Figure 3.2.2-12 Send For Approval

**STEP 9**

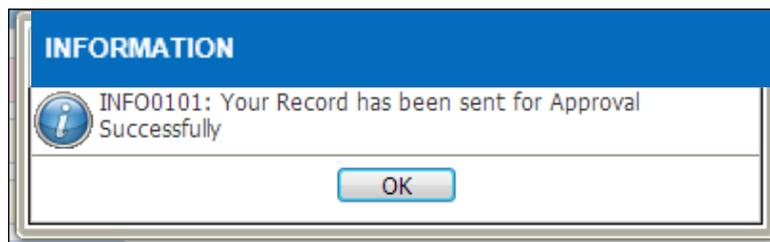
Click on the  button to send the transaction for approval

**Note**

- System will display an alert message as displayed in Figure 3.2.2-13.
- Message Information as displayed in Figure 3.2.2-14 will be displayed once user click on the Yes button in Figure 3.2.2-13.
- The **Status** will change automatically to 'Pending for Approval'.



**Figure 3.2.2-13 Alert Message**



**Figure 3.2.2-14 Alert Message**

### 3.2.3 Approved Special Drug record(s) Approval

To view, approve or reject an Approved Special Drug record, perform the steps below:

No	Transaction Type	Transaction No.	Date/Time	Task Status	From Unit/Department	From User
1	Approve Special Drug	RK14000002	03/04/2014 02:53 PM	Pending For Approval	STOR FARMASI	
2	Approve Special Drug	RK14000001	03/04/2014 02:52 PM	Pending For Approval	STOR FARMASI	
3	Indent	R14000031	02/04/2014 11:57 AM	Pending For Approval	STOR FARMASI	
4	Indent	R14000028	27/03/2014 06:16 PM	Pending For Approval	STOR FARMASI	
5	Payment	PM14000001	20/03/2014 12:55 PM	Pending For Approval	STOR FARMASI	
6	Purchase Order	PO14000019	01/04/2014 04:32 PM	Pending For Approval	STOR FARMASI	
7	Purchase Order	PO14000020	01/04/2014 04:33 PM	Pending For Approval	STOR FARMASI	
8	Purchase Order	PO14000018	28/03/2014 02:52 PM	Pending For Approval	STOR FARMASI	

Figure 3.2.3-1 Task List

The HOD/Pharmacist will receive the 'Pending for Approval' Approved Special Drug record in the Task List.

#### STEP 1

Click on the Transaction No. hyperlink and the Approved Special Drug screen will be displayed as shown in Figure 3.2.3-2

#### Note

The Pharmacist is also able to refer to section [3.2.1 View Existing Approved Special Drug record\(s\)](#) to search for the 'Pending for Approval' Approved Special Drug.

APPROVED SPECIAL DRUG														
<input type="button" value="Approve"/> <input type="button" value="Reject"/> <input type="button" value="X"/>														
APPROVED SPECIAL DRUG INFORMATION														
Procurement Special Drug No	RK14000001			Financial Year	2014									
BPF Register No	C0018/2014			Created Date	03/04/2014 2:41:24 PM									
Hospital Request No	0024/2014			Requester Department	General Medicine									
Request By Specialist				Requested Date	03/04/2014									
Approved Date	03/04/2014			Approval Dateline	03/04/2014									
Approval Validity Period (Days)	0			Accumulated Purchase Quantity (SKU)	0									
Approved Quantity (SKU)	120			Remaining Approved Quantity (SKU)	120									
Estimated Total Order Amount (RM)	0.00			Status	Pending For Approval									
Remarks				Reject Reason										
APPROVED SPECIAL DRUG LIST														
<input type="button" value="1"/> / <input type="button" value="1"/>														
Drug Code	Drug Name	SKU	Item Code	Item Description	Packaging Description	PKU	Purchase Quantity (SKU)	Approved Purchase Quantity (SKU)	Vote Code	Vote Description	Budget Type	Estimated Price (RM)	Amount (RM)	Estimated Annual Purchase Amount (RM)
KPK00131	Nitisinone 5mg Capsule	cap	KPK00131.01	Nitisinone 5mg Capsule	Pack of 60 cap	pck	120	0				0.0333	4.00	0.00

Figure 3.2.3-2 Approved Special Drug

#### STEP 2

Double click on the information list and Item Details screen will be displayed as Figure 3.2.3-3

ITEM DETAILS			
Budget Type	Operating	Vote Description	Farmasi dan Bekalan (ubat)
Vote Code	090401/111100/27401/99	Drug Code	KPK00131
Drug Name	Nitisinone 5mg Capsule	SKU	cap
Item Code	KPK00131.01	PKU	pck
Packaging Description	Pack of 60 cap	Purchase Quantity (SKU)	120
Estimated Unit Price (RM)	0.0333	Approved Purchase Quantity (SKU)	120
Remaining Approved Quantity (SKU)	120	Total Estimated Amount (RM)	4.00
Estimated Annual Purchase Amount (RM)	0.00		

Figure 3.2.3-3 Item Details

**STEP 3**

Click on the **Vote Description**  button and 'Search Vote Description' window will be displayed as Figure 3.2.3-3

**Note**

- This textbox allow user to enter a wildcard value for **Vote Description** and/or **Vote Code** and click the  button.
- List of **Vote Description** will be displayed and double click to select.

Vote Description	Vote Code	Budget Type	Amount (RM)
Tabung Darah (Ubat)	090401/032900/27401/99	Operating	1,750.00
Tabung Darah (reagen)	090401/032900/27403/99	Operating	61,938.00
Tabung Darah (bukan Ubat)	090401/032900/27499/99	Operating	41,498.00
Rawatan Pesakit Luar (ubat)	090401/030300/27401/00	Operating	3,692.50
Rawatan Pesakit Luar (bukan ubat)	090401/030400/27499/99	Operating	2,929.80
Rawatan Pesakit Luar	090401/030300/27499/	Operating	152,544.00

Figure 3.2.3-4 Search Vote Code

**STEP 4**

Enter **Approved Purchase Quantity (SKU)**

**Note**

**Approved Purchase Quantity (SKU)** cannot more than **Remaining Approved Quantity (SKU)**.

**STEP 5**

Click on the  button to save the record

APPROVED SPECIAL DRUG 6

Approve
Reject
X

+ APPROVED SPECIAL DRUG INFORMATION

Procurement Special Drug No	<input type="text" value="RK14000001"/>	Financial Year	<input type="text" value="2014"/>
BPF Register No	<input type="text" value="C0018/2014"/>	Created Date	<input type="text" value="03/04/2014 2:41:24 PM"/>
Hospital Request No	<input type="text" value="0024/2014"/>	Requester Department	<input type="text" value="General Medicine"/>
Request By Specialist	<input type="text" value=""/>	Requested Date	<input type="text" value="03/04/2014"/>
Approved Date	<input type="text" value="03/04/2014"/>	Approval Dateline	<input type="text" value="03/04/2014"/>
Approval Validity Period (Days)	<input type="text" value="0"/>	Accumulated Purchase Quantity (SKU)	<input type="text" value="0"/>
Approved Quantity (SKU)	<input type="text" value="120"/>	Remaining Approved Quantity (SKU)	<input type="text" value="120"/>
Estimated Total Order Amount (RM)	<input type="text" value="0.00"/>	Status	<input type="text" value="Pending For Approval"/>
Remarks	<input type="text" value=""/>		
	Reject Reason	<input type="text" value=""/>	

+ APPROVED SPECIAL DRUG LIST

Drug Code	Drug Name	SKU	Item Code	Item Description	Packaging Description	PKU	Purchase Quantity (SKU)	Approved Purchase Quantity (SKU)	Vote Code	Vote Description	Budget Type	Estimated Price (RM)	Amount (RM)	Estimated Annual Purchase Amount (RM)
KPK00131	Nitrosone 5mg Capsule	cap	KPK00131.01	Nitrosone 5mg Capsule	Pack of 60 cap	pck	120	120	090401/111100/27401/99	Farmasi dan Bekalan (ubat)	Operating	0.0333	4.00	0.00

Figure 3.2.3-5 Approved Special Drug

**STEP 6**

Click on the  button to approve the Approved Special Drug transaction and the **Status** will change to Approved

Click on the  button to reject the Approved Special Drug transaction and the **Status** will be changed to Rejected

U.MANUAL\_INV\_REQUEST ORDER- 6<sup>th</sup> E

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### 3.3 Purchase Order

Purpose of this screen is to allow user to choose 3 order types which is APPL, Contract, and LP and proceed with procurement process

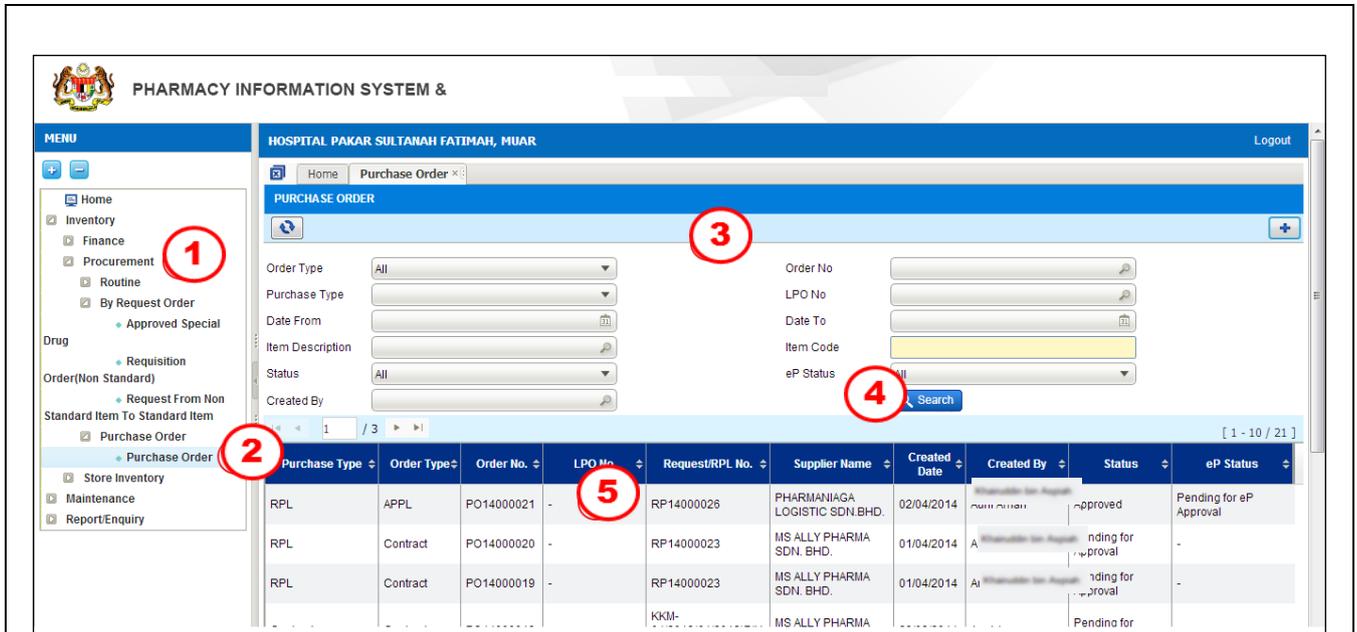


Figure 3.3-1 Purchase Order

#### STEP 1

Click on 'Inventory, menu follow by 'Procurement' sub menu and click 'Purchase Order'

#### STEP 2

Click on '**Purchase Order**'

#### STEP 3

To search for existing purchase order transaction, user may search by criteria as follow:

No	Field	Description	Remark
a	Order Type	Select Order Type from the drop down menu: - APPL - Contract - LP	Filter and search existing records based on Order Type
b	Order No.	Order No.	Filter and search existing records based on Order No.
c	Purchase Type	Select Purchase Type from the drop down menu: - All - Approved Special Drug - RPL - Requisition Order - Supplementary Order	Filter and search existing records based on Purchase Type
d	LPO No.	LPO No.	Filter and search existing records based on LPO No.
e	Date From	Select start date from the calendar	Filter and search existing records based on date



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			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	Item Description	Item Description	Filter and search existing records based on Item Description and/or Item Code
h	Item Code	Item Code	This is auto populated value on selection of Item Name
i	Status	Select Status from the drop down menu: <ul style="list-style-type: none"> <li>- All</li> <li>- Approved</li> <li>- Cancelled</li> <li>- Closed</li> <li>- LPO Cancelled By eP</li> <li>- Open</li> <li>- PKD Approved</li> <li>- PKD Rejected</li> <li>- Pending for Approval</li> <li>- Pending for PKD Approval</li> <li>- Rejected</li> </ul>	Filter and search existing records based on Status
j	eP Status	Select eP Status from the drop down menu: <ul style="list-style-type: none"> <li>- All</li> <li>- Pending for eP Approval</li> <li>- eP Approved</li> <li>- eP Cancelled</li> <li>- eP Rejected</li> </ul>	Filter and search existing records based on eP Status
k	Created By	Created By	Filter and search existing records based on User First Name and/or User Last Name

Table 3.3-1

**STEP 4**

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

**STEP 5**

Double click on the selected record to view the details as shown in Figure 3.3-2

Figure 3.3-2 Purchase Order

### 3.3.1 AP Purchase Order (AP PO): Approved Special Drug

To create a new AP Purchase Order for Approved Special Drug, perform steps below:

Purchase Type	Order Type	Order No.	LPO No.	Request/RPL No.	Supplier Name	Created Date	Created By	Status	eP Status
RPL	APPL	PO14000021	-	RP14000026	PHARMANIAGA LOGISTIC SDN BHD.	02/04/2014	...	Approved	Pending for eP Approval
RPL	Contract	PO14000020	-	RP14000023	MS ALLY PHARMA SDN. BHD.	01/04/2014	...	Pending for approval	-
RPL	Contract	PO14000019	-	RP14000023	MS ALLY PHARMA SDN. BHD.	01/04/2014	...	Pending for approval	-
Contract	Contract	PO14000018	-	KKM-04/2012(61/2012)F(U	MS ALLY PHARMA SDN. BHD.	28/03/2014	...	Pending for approval	-

Figure 3.3.1-1 Purchase Order Listing Page

**STEP 1**

Click on 'Inventory, menu follow by 'Procurement' sub menu and click 'Purchase Order'

**STEP 2**

Click on '**Purchase Order**'

**STEP 3**

Click on the button to create a new Purchase Order record

Order No		Financial Year	2014
Request Type	Approved Special Drug	Total Order Amount (RM)	0.00
Procurement Special Drug No	RK14000004	Reference No	
Supplier Name	PHARMANIAGA LOGISTIC SDN BHD.	Order Date	08/04/2014 09:36:12 AM
Delivery Site To Name	Hospital Pakar Sultanah Fatimah Muar	Created By	
Order Status	Open	eP Status	
Remark		Reject Reason	

Figure 3.3.1-2 AP Purchase Order

**STEP 4**

Click on the '**AP Purchase Order**' tab

**Note**

**Supplier Name** will be defaulted to PHARMANIAGA LOGISTIC SDN BHD and this field is non-editable.

**STEP 5**

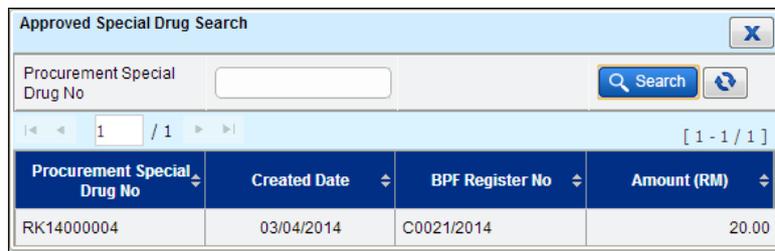
Select **Request Type** as Approved Special Drug from dropdown box

**STEP 6**

Click on the **Procurement Special Drug No**  button and Approved Special Drug Search window will be displayed as Figure 3.3.1-3

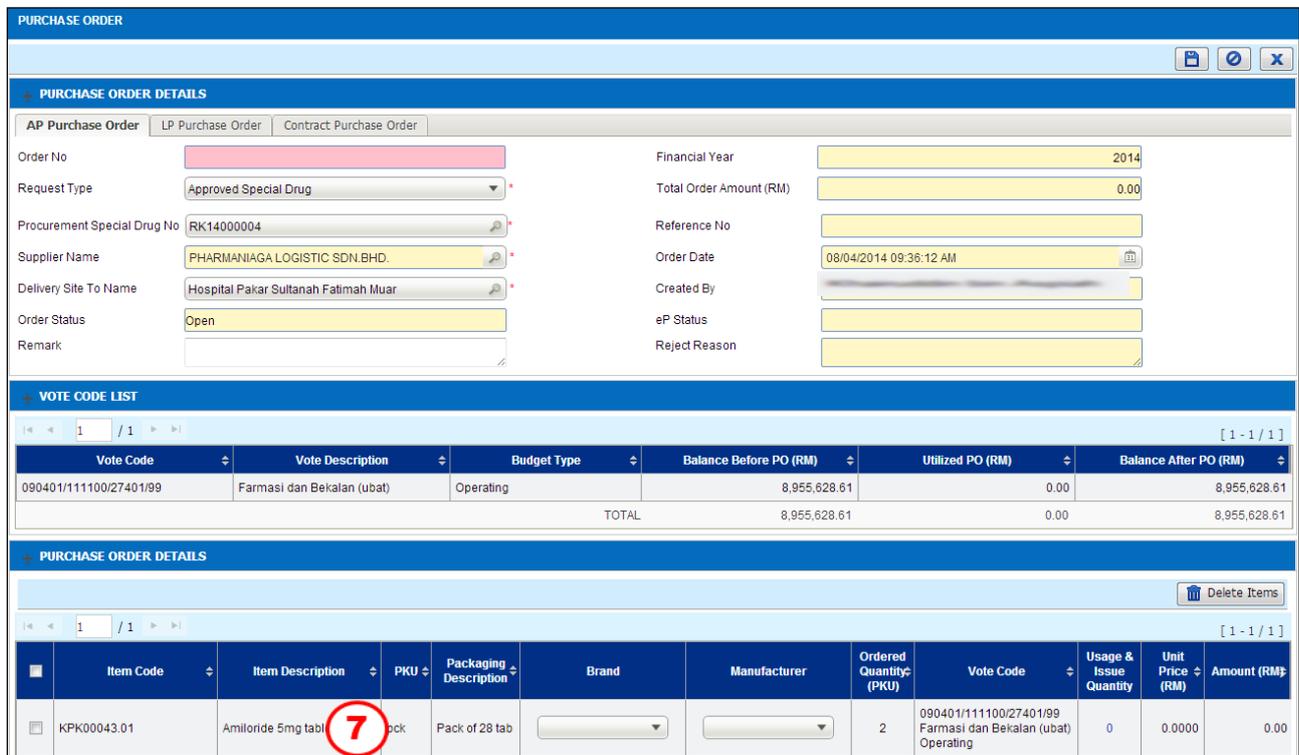
**Note**

- User is allowed to enter partial or full character of **Procurement Special Drug No.**
- Click on the  button and the result will be display to be selected.
- Details on the selected **Procurement Special Drug No.** will be displayed as Figure 3.3.1-4



Procurement Special Drug No	Created Date	BPF Register No	Amount (RM)
RK14000004	03/04/2014	C0021/2014	20.00

Figure 3.3.1-3 Approved Special Drug Search



Vote Code	Vote Description	Budget Type	Balance Before PO (RM)	Utilized PO (RM)	Balance After PO (RM)
090401/111100/27401/99	Farmasi dan Bekalan (ubat)	Operating	8,955,628.61	0.00	8,955,628.61
TOTAL			8,955,628.61	0.00	8,955,628.61

Item Code	Item Description	PKU	Packaging Description	Brand	Manufacturer	Ordered Quantity (PKU)	Vote Code	Usage & Issue Quantity	Unit Price (RM)	Amount (RM)
KPK00043.01	Amiloride 5mg tabl	7	Pack of 28 tab			2	090401/111100/27401/99 Farmasi dan Bekalan (ubat) Operating	0	0.0000	0.00

Figure 3.3.1-4 AP Purchase Order

**STEP 7**

Double click on the Purchase Order Details information and Add Purchase Order Item screen will be displayed as Figure 3.3.1-4

Figure 3.3.1-5 Add Purchase Order Item

**Note**

- a) User is allowed to modify: Vote Description
- b) Order Quantity

**STEP 8**

Select **Brand** from dropdown box

**Note**

**Manufacturer** will be display automatically based on the selected **Brand**.

**STEP 9**

Click on the  button to save the record and information will be updated in Purchase Order screen as Figure 3.3.1-6

Item Code	Item Description	PKU	Packaging Description	Brand	Manufacturer	Ordered Quantity (PKU)	Vote Code	Usage & Issue Quantity	Unit Price (RM)	Amount (RM)
KPK00043.01	Amiloride 5mg tablet	pck	Pack of 28 tab	UNKNOWN	Manufacturer Unkn	2	090401/111100/27401/99 Farmasi dan Bekalan (ubat) Operating	0	2.0000	4.00

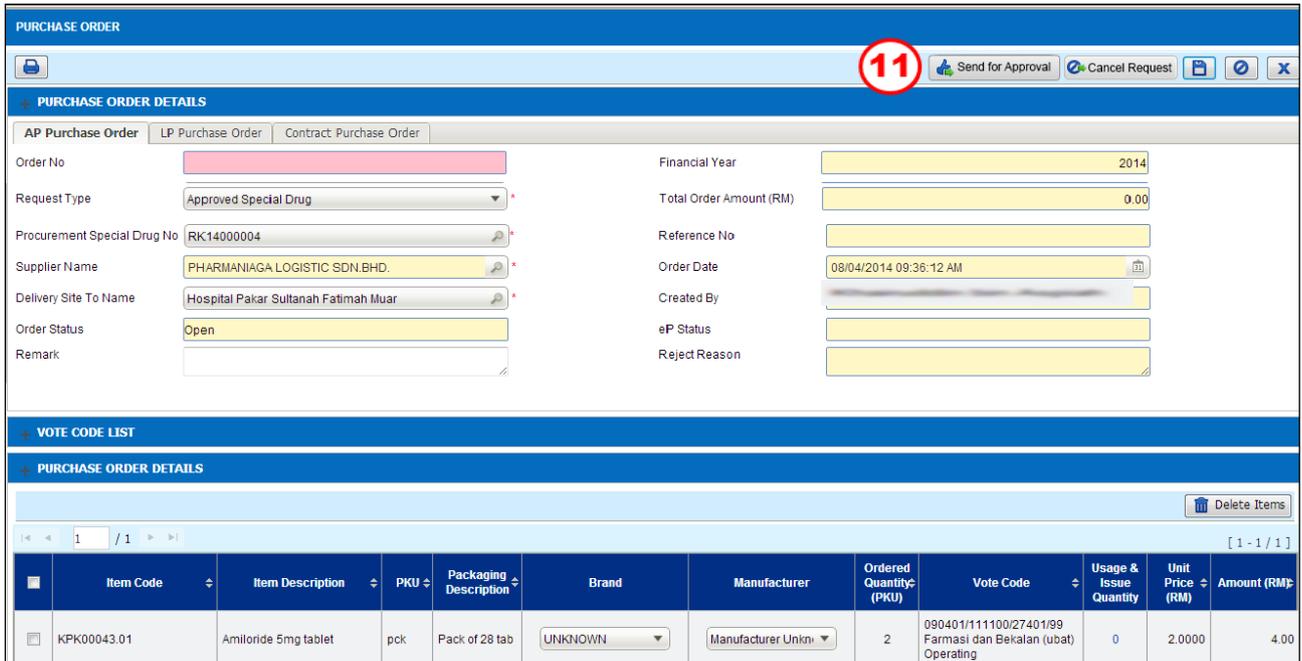
Figure 3.3.1-6 AP Purchase Order

**STEP 10**

Click on the  button to save the transaction

**Note**

- **Order No** will be generated automatically for future reference.
-  button will be displayed after save the record.



Item Code	Item Description	PKU	Packaging Description	Brand	Manufacturer	Ordered Quantity (PKU)	Vote Code	Usage & Issue Quantity	Unit Price (RM)	Amount (RM)
KPK00043.01	Amloride 5mg tablet	pck	Pack of 28 tab	UNKNOWN	Manufacturer Unkn	2	090401/111100/27401/99 Farmasi dan Bekalan (ubat) Operating	0	2.0000	4.00

**Figure 3.3.1-7 AP Purchase Order**

**STEP 11**

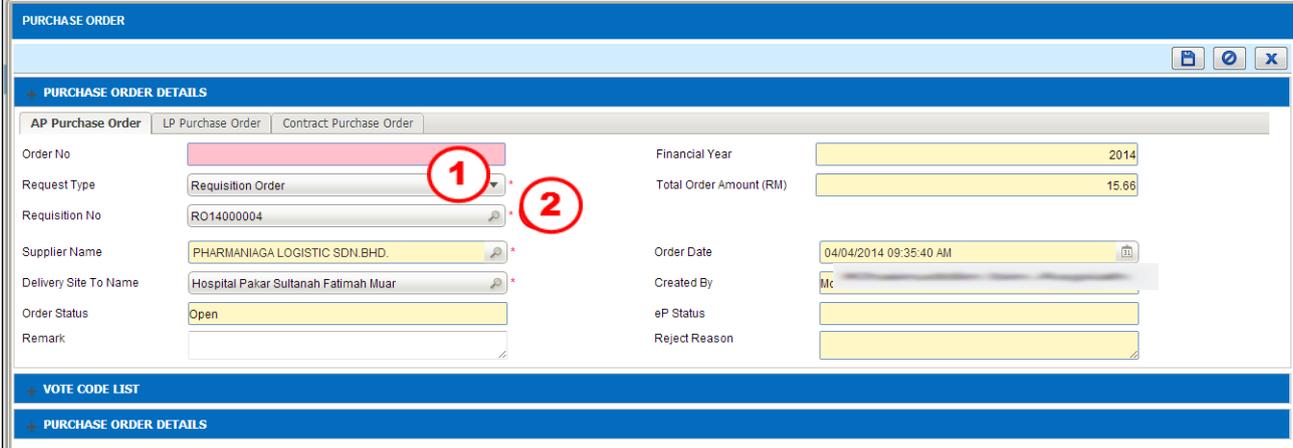
Click on the  button to send the transaction for approval

**Note**

**Status** will change to 'Pending for Approval'.

### 3.3.2 AP Purchase Order (AP PO): Requisition Order

To create a new AP Purchase Order for Requisition Order, perform steps below:



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

- Order No: [Redacted]
- Request Type: Requisition Order (highlighted with a red circle 1)
- Requisition No: RO14000004 (highlighted with a red circle 2)
- Supplier Name: PHARMANIAGA LOGISTIC SDN BHD.
- Delivery Site To Name: Hospital Pakar Sultanah Fatimah Muar
- Order Status: Open
- Financial Year: 2014
- Total Order Amount (RM): 15.66
- Order Date: 04/04/2014 09:35:40 AM
- Created By: Mk
- eP Status: [Empty]
- Reject Reason: [Empty]

Figure 3.3.2-1 AP Purchase Order – Requisition Order

**Note**

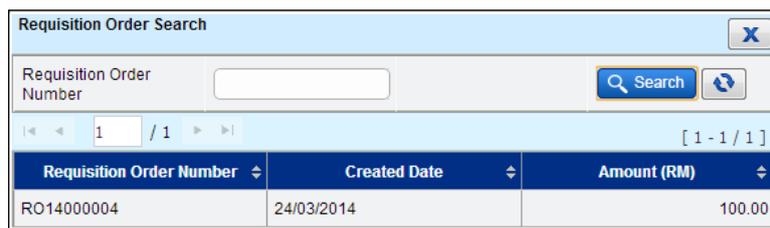
To proceed with purchase order for Requisition Order, Repeat from **STEP 1** to **STEP 4** in section [3.3.1 AP Purchase Order \(AP PO\): Approved Special Drug](#)

**STEP 1**

Select **Request Type** as Requisition Order from dropdown box

**STEP 2**

Click on the **Requisition Order**  button and Requisition Order Search window will be displayed as Figure 3.3.2-2



The 'Requisition Order Search' window displays the following search results:

Requisition Order Number	Created Date	Amount (RM)
RO14000004	24/03/2014	100.00

Figure 3.3.2-2 Requisition Order Search

**Note**

- User is allowed to enter partial or full character of **Requisition Order Number**.
- Click on the  button and the result will be display to be selected.
- Details on the selected **Requisition Order Number** will be displayed as Figure 3.3.2-3

**PURCHASE ORDER**

**PURCHASE ORDER DETAILS**

AP Purchase Order | LP Purchase Order | Contract Purchase Order

Order No: [Redacted] Financial Year: 2014  
 Request Type: Requisition Order Total Order Amount (RM): 15.66  
 Requisition No: RO14000004  
 Supplier Name: PHARMANIAGA LOGISTIC SDN.BHD. Order Date: 04/04/2014 09:35:40 AM  
 Delivery Site To Name: Hospital Pakar Sultanah Fatimah Muar Created By: M  
 Order Status: Open eP Status:  
 Remark: Reject Reason:

**VOTE CODE LIST**

**PURCHASE ORDER DETAILS**

1 / 1

Item Code	Item Description	PKU	Packaging Description	Brand	Manufacturer	Ordered Quantity (PKU)	Vote Code	Usage & Issue Quantity	Unit Price (RM)	Amount (RM)
43.0006.02	Atropine Sulphate 1mg/1ml Inj	pck	Pack of 10 amps			1	090401/031000/27401/99 Anestesiologi (Ubat) Operating	0	15.6600	15.66

Figure 3.3.2-3 AP Purchase Order

**STEP 3**

Double click on the Purchase Order Details information and Add Purchase Order Item screen will be displayed as Figure 3.3.2-4

**ADD PURCHASE ORDER ITEM**

5

Item Description: Atropine Sulphate 1mg/1ml Inj  
 Vote Description: Anestesiologi (Ubat) a  
 Item Group: DRUG  
 Order Quantity (PKU): b  
 Approved Quantity (PKU): 0  
 eP Approved Quantity (PKU): 0  
 Brand: DUOPHARMA 4  
 PKU: pck  
 Min Order Quantity (PKU): 1

Item Code: 43.0006.02  
 Vote Code: 090401/031000/27401/99  
 Budget Type: Operating  
 Unit Price (RM) (PKU): 15.6600  
 Total Amount (RM): 15.66  
 Buffer Level Quantity (SKU): 0  
 Manufacturer: Duopharma (M) Sdn. Bhd.  
 Packaging Description: Pack of 10 amps  
 Max Storage Quantity (PKU): 0

Figure 3.3.2-4 Add Purchase Order Item

**Note**

User is allowed to modify:

- a) Vote Description
- b) Order Quantity

**STEP 4**

Select **Brand** from dropdown box

**Note**

**Manufacturer** will be display automatically based on the selected **Brand**.

**STEP 5**

Click on the  button to save the record and information will be updated in Purchase Order screen as Figure 3.3.2-5

**PURCHASE ORDER**

**PURCHASE ORDER DETAILS**

AP Purchase Order | LP Purchase Order | Contract Purchase Order

Order No: [Redacted] Financial Year: 2014  
 Request Type: Requisition Order Total Order Amount (RM): 15.66  
 Requisition No: RO14000004  
 Supplier Name: PHARMANIAGA LOGISTIC SDN.BHD. Order Date: 04/04/2014 09:35:40 AM  
 Delivery Site To Name: Hospital Pakar Sultanah Fatimah Muar Created By: Mol  
 Order Status: Open eP Status:  
 Remark: Reject Reason:

**VOTE CODE LIST**

**PURCHASE ORDER DETAILS**

Item Code	Item Description	PKU	Packaging Description	Brand	Manufacturer	Ordered Quantity (PKU)	Vote Code	Usage & Issue Quantity	Unit Price (RM)	Amount (RM)
43.0006.02	Atropine Sulphate 1mg/1ml Inj	pck	Pack of 10 amps	DUOPHARMA	Duopharma (M) Sd	1	090401/031000/27401/99 Anestesiologi (Ubat) Operating	0	15.6600	15.66

Figure 3.3.2-5 AP Purchase Order

**STEP 6**

Click on the button to save the transaction

**Note**

- *Order No will be generated automatically after save.*
- button will be displayed after save the record.

**PURCHASE ORDER**

**PURCHASE ORDER DETAILS**

AP Purchase Order | LP Purchase Order | Contract Purchase Order

Order No: PO16001128 Financial Year: 2016  
 Request Type: Requisition Order Total Order Amount (RM): 162.40  
 Requisition No: RO15000010  
 Supplier Name: PHARMANIAGA LOGISTIC SDN.BHD. Order Date: 25/08/2016 10:47:35 AM  
 Delivery Site To Name: Hospital Tanah Merah Created By: M  
 Order Status: Open eP Status:  
 Remark: Reason:

**VOTE CODE LIST**

Vote Code	Vote Description	Budget Type	Balance Before PO (RM)	Utilized PO (RM)	Balance After PO (RM)
130721/031000/27401/99	Anestesiologi (Ubat)	Operating	35,305.00	162.40	35,142.6
TOTAL			35,305.00	162.40	35,142.6

**PURCHASE ORDER DETAILS**

Item Code	Item Description	PKU	Packaging Description	Brand	Manufacturer	Ordered Quantity (PKU)	Vote Code	Usage & Issue Quantity	Unit Price (RM)	Amount (RM)
02.3029.01	Pyrazinamide 0.5g Tab	pck	Pack of 500 tabs (Blister)	PHARMANIAGA	Pharmaniaga Manufac	2	130721/031000/27401/99 Anestesiologi (Ubat) Operating	0	81.2000	162.

Figure 3.3.2-6 AP Purchase Order



**STEP 7**

Click on the  button to send the transaction for approval

**Note**

**Status** will change to 'Pending for Approva'l.

### 3.3.3 LP Purchase Order (LP PO): Approved Special Drug

This function is to purchase Approved Special Drug for LP item.

**PHARMACY INFORMATION SYSTEM**

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

Logout

Home Purchase Order

**PURCHASE ORDER**

Order Type: All | Order No: | Purchase Type: | LPO No: | Date From: | Date To: | Item Description: | Item Code: | Status: All | eP Status: All

Created By: | Search

Purchase Type	Order Type	Order No.	LPO No.	Request/RPL No.	Supplier Name	Created Date	Created By	Status	eP Status
RPL	APPL	PO14000021	-	RP14000026	PHARMANIAGA LOGISTIC SDN.BHD.	02/04/2014	Auni Amani	Approved	Pending for eP Approval
RPL	Contract	PO14000020	-	RP14000023	MS ALLY PHARMA SDN. BHD.	01/04/2014		Pending for Approval	-
RPL	Contract	PO14000019	-	RP14000023	MS ALLY PHARMA SDN. BHD.	01/04/2014		Pending for Approval	-
Contract	Contract	PO14000018	-	KKM-04/2012(61/2012)F(U	MS ALLY PHARMA SDN. BHD.	28/03/2014	Auni Aman	Pending for Approval	-

Figure 3.3.3-1 Purchase Order Listing Page

**STEP 1**

Click on 'Inventory, menu follow by 'Procurement' sub menu and click 'Purchase Order'

**STEP 2**

Click on '**Purchase Order**'

**STEP 3**

Click on the button to create a new record

**PURCHASE ORDER**

PURCHASE ORDER DETAILS

AP Purchase Order | LP Purchase Order | Contract Purchase Order

Order No: | Financial Year: 2014

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

Request Type: Approved Special Drug

Procurement Special Drug No: RK14000001 | Reference No: C0018/2014

Supplier Name: | Order Date: 03/04/2014 03:24:26 PM

Delivery Site To Name: Hospital Pakar Sultanah Fatimah Muar | Created By: | eP Status: | Reject Reason: |

Order Status: Open

Remark: |

VOTE CODE LIST

PURCHASE ORDER DETAILS

Figure 3.3.3-2 LP Purchase Order

**STEP 4**

Click on '**LP Purchase Order**' Tab

**STEP 5**

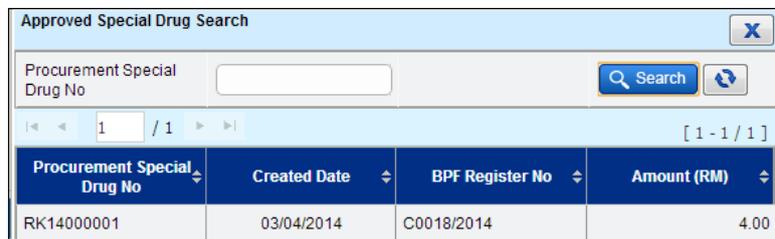
Select **Purchase Type** as Direct Purchase from dropdown box

**STEP 6**

Select **Request Type** as Approved Special Drug from dropdown box

**STEP 7**

Click on the **Procurement Special Drug No**  button and Approved Special Drug Search window will be displayed as Figure 3.3.3-3

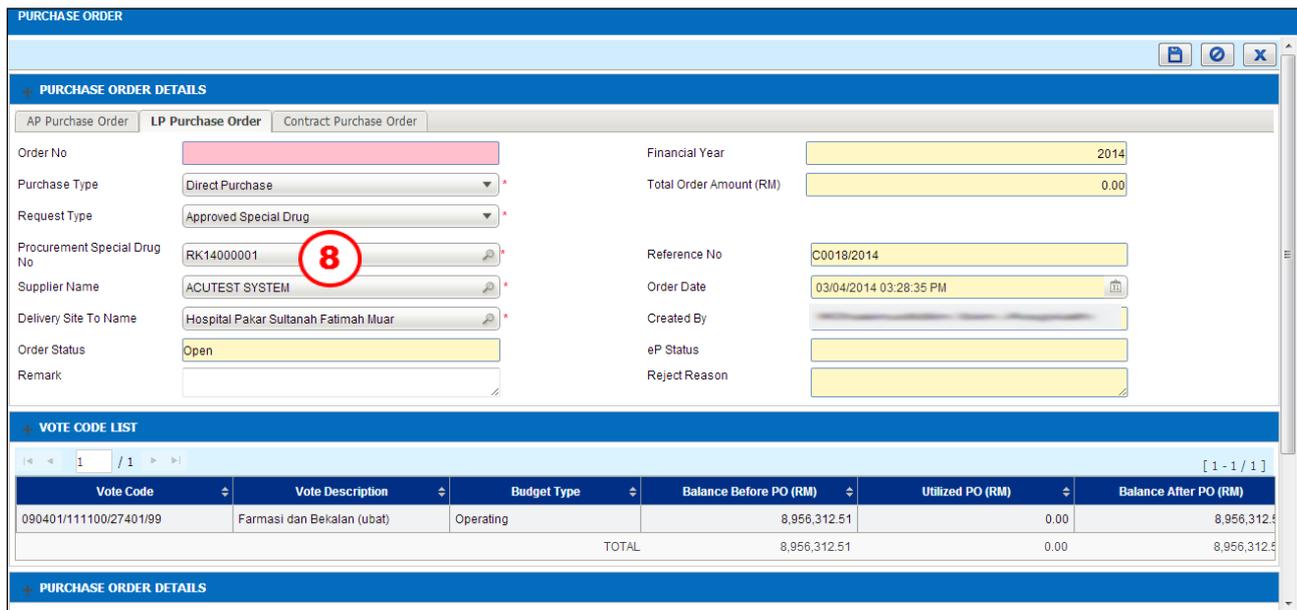


Procurement Special Drug No	Created Date	BPF Register No	Amount (RM)
RK14000001	03/04/2014	C0018/2014	4.00

Figure 3.3.3-3 Approved Special Drug Search

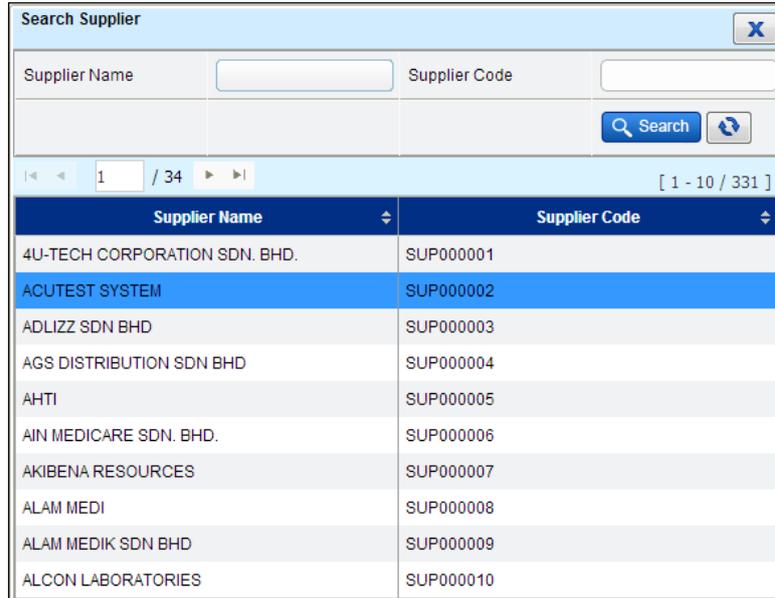
**Note**

- User is allowed to enter partial or full character of **Procurement Special Drug No**.
- Click on the  button and the result will display .
- Details on the selected **Procurement Special Drug No**. will be displayed as Figure 3.3.3-4



Vote Code	Vote Description	Budget Type	Balance Before PO (RM)	Utilized PO (RM)	Balance After PO (RM)
090401/111100/27401/99	Farmasi dan Bekalan (ubat)	Operating	8,956,312.51	0.00	8,956,312.51
TOTAL			8,956,312.51	0.00	8,956,312.51

Figure 3.3.3-4 LP Purchase Order



Supplier Name	Supplier Code
4U-TECH CORPORATION SDN. BHD.	SUP000001
ACUTEST SYSTEM	SUP000002
ADLIZZ SDN BHD	SUP000003
AGS DISTRIBUTION SDN BHD	SUP000004
AHTI	SUP000005
AIN MEDICARE SDN. BHD.	SUP000006
AKIBENA RESOURCES	SUP000007
ALAM MEDI	SUP000008
ALAM MEDIK SDN BHD	SUP000009
ALCON LABORATORIES	SUP000010

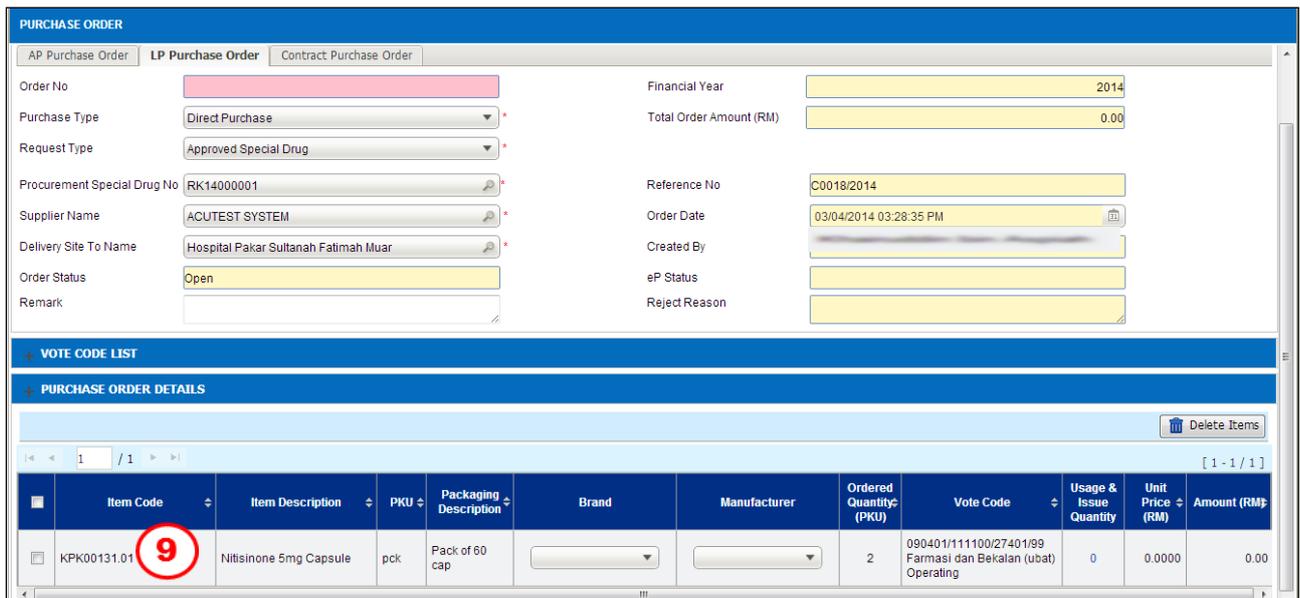
Figure 3.3.3-5 Search Supplier

**STEP 8**

Click on the **Supplier Name**  button and Search Supplier window will be displayed as Figure 3.3.3-5

**Note**

- User is allowed to enter partial or full character of **Supplier Name** and/or **Supplier Code**.
- Click on the  button and the result will be display to be selected.



Item Code	Item Description	PKU	Packaging Description	Brand	Manufacturer	Ordered Quantity (PKU)	Vote Code	Usage & Issue Quantity	Unit Price (RM)	Amount (RM)
KPK00131.01	Nitisinone 5mg Capsule	pck	Pack of 60 cap			2	090401/111100/27401/99 Farmasi dan Bekalan (ubat) Operating	0	0.0000	0.00

Figure 3.3.3-6 LP Purchase Order

**STEP 9**

Double Click on the item information and Add Purchase Order Item screen will be displayed as Figure 3.3.3-7

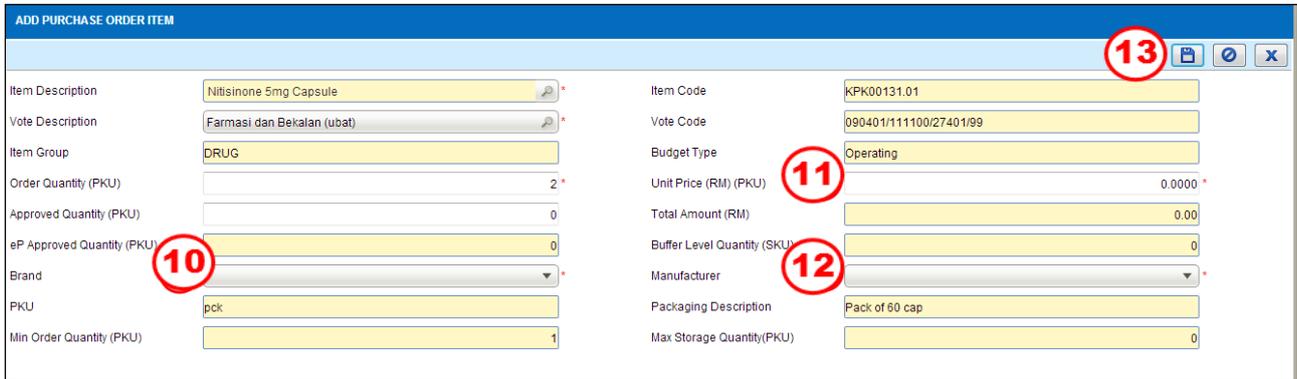


Figure 3.3.3-7 LP Purchase Order

**STEP 10**

Select **Brand** from dropdown box

**STEP 11**

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

**STEP 12**

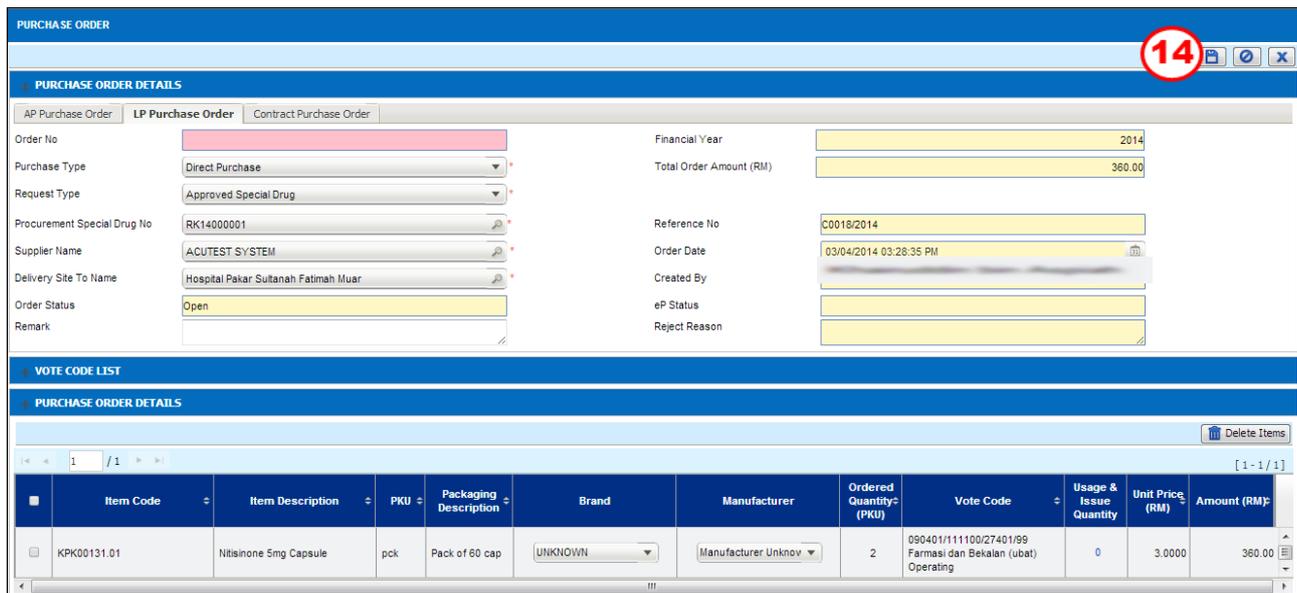
Select **Manufacturer** from dropdown box

**STEP 13**

Click on the  button to save the transaction

**Note**

- User is allowed to change the **Vote Description** by clicking on the **Vote Description**  button.
- Change **Order Quantity (PKU)** if applicable.
- Information will be updated after saving the transaction as Figure 3.3.3-8.



Item Code	Item Description	PKU	Packaging Description	Brand	Manufacturer	Ordered Quantity (PKU)	Vote Code	Usage & Issue Quantity	Unit Price (RM)	Amount (RM)
KPK00131.01	Nitisinone 5mg Capsule	pck	Pack of 60 cap	UNKNOWN	Manufacturer Unknov	2	090401/111100/27401/99 Farmasi dan Bekalan (ubat) Operating	0	3.0000	360.00

Figure 3.3.3-8 LP Purchase Order

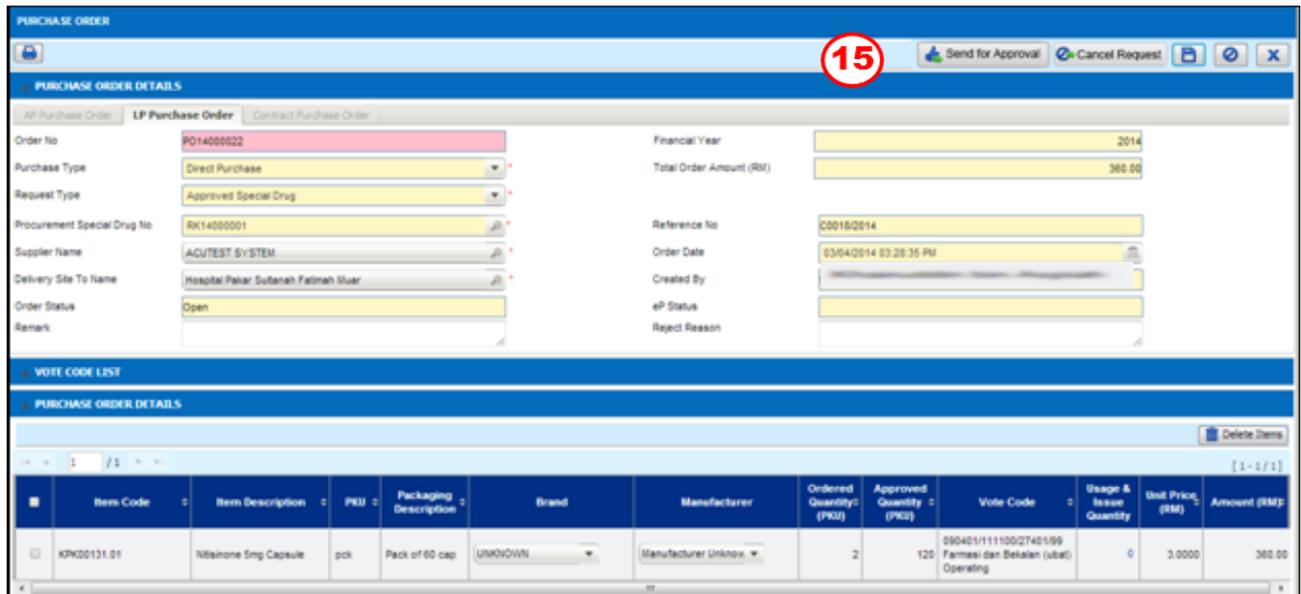
**STEP 14**

Click on the  button to save the transaction

**Note**

- **Order No** will be generated automatically after saving.

-  button will be displayed after save the record.



**PURCHASE ORDER**

**PURCHASE ORDER DETAILS**

Order No: PD14059522 | Financial Year: 2014  
 Purchase Type: Direct Purchase | Total Order Amount (RM): 360.00  
 Request Type: Approved Special Drug  
 Procurement Special Drug No: RK14000001 | Reference No: C00182014  
 Supplier Name: ACUTEST SYSTEM | Order Date: 03/04/2014 03:28:35 PM  
 Delivery Site To Name: Hospital Pakar Sultanah Fatimah Muar | Created By: [User]  
 Order Status: Open | eP Status: [User]  
 Remark: [Text]

**NOTE CODE LIST**

**PURCHASE ORDER DETAILS**

Item Code	Item Description	PKU	Packaging Description	Brand	Manufacturer	Ordered Quantity (PKU)	Approved Quantity (PKU)	Vote Code	Usage & Issue Quantity	Unit Price (RM)	Amount (RM)
KPK02131.01	Nitazone 5mg Capsule	pkc	Pack of 60 cap	UNKNOWN	Manufacturer Unknown	2	120	0004011111002740199 Farmasi dan Bekalan (ubat) Operating	0	3.0000	360.00

**Figure 3.3.3-9 LP Purchase Order**

**STEP 15**

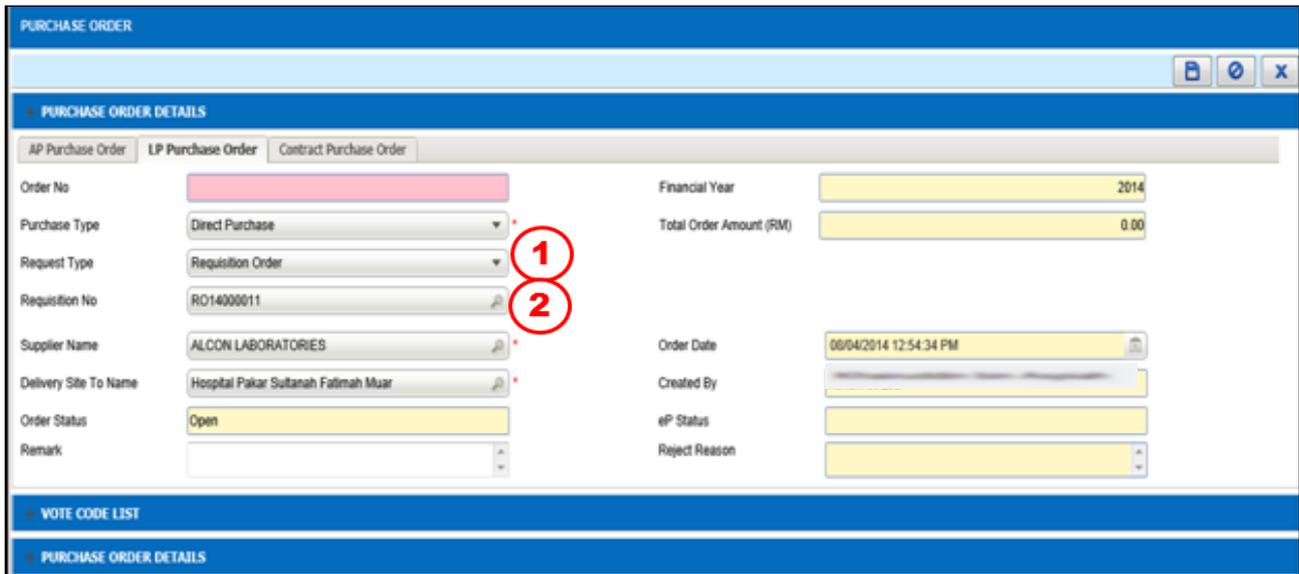
Click on the  button to send the transaction for approval

**Note**

**Status** will change to Pending for Approval.

### 3.3.4 LP Purchase Order (LP PO): Requisition Order

This function is to purchase Requisition Order for LP item.



**PURCHASE ORDER**

**PURCHASE ORDER DETAILS**

AP Purchase Order | LP Purchase Order | Contract Purchase Order

Order No: [Redacted] Financial Year: 2014  
 Purchase Type: Direct Purchase Total Order Amount (RM): 0.00  
 Request Type: Requisition Order (1)  
 Requisition No: RO14000011 (2)  
 Supplier Name: ALCON LABORATORIES  
 Delivery Site To Name: Hospital Pakar Sultanah Fatimah Muar  
 Order Status: Open  
 Remark: [Redacted]  
 Order Date: 06/04/2014 12:54:34 PM  
 Created By: [Redacted]  
 eP Status: [Redacted]  
 Reject Reason: [Redacted]

VOTE CODE LIST

PURCHASE ORDER DETAILS

Figure 3.3.4-1 LP Purchase Order

**Note**

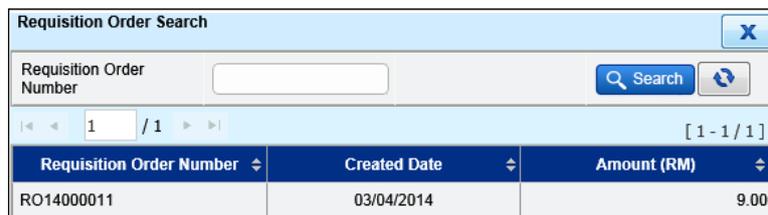
To proceed with purchase order for Requisition Order, Repeat from **STEP 1** to **STEP 4** in section [3.3.1 AP Purchase Order \(AP PO\): Approved Special Drug](#)

**STEP 1**

Select **Request Type** as Requisition Order from dropdown box

**STEP 2**

Click on the **Requisition Order**  button and Requisition Order Search window will be displayed as Figure 3.3.4-2



**Requisition Order Search**

Requisition Order Number: [Search Field] Search [Refresh]

1 / 1 [1 - 1 / 1]

Requisition Order Number	Created Date	Amount (RM)
RO14000011	03/04/2014	9.00

Figure 3.3.4-2 Requisition Order Search

**Note**

- User is allowed to enter partial or full character of **Requisition Order Number**.
- Click on the  button and the result will be display.
- Details on the selected **Requisition Order Number** will be displayed as Figure 3.3.4-3

**PURCHASE ORDER**

**PURCHASE ORDER DETAILS**

AP Purchase Order | LP Purchase Order | Contract Purchase Order

Order No: [Redacted] Financial Year: 2014  
 Purchase Type: Direct Purchase Total Order Amount (RM): 0.00  
 Request Type: Requisition Order  
 Requisition No: RO14000011  
 Supplier Name: ALCON LABORATORIES (3)  
 Delivery Site To Name: Hospital Pakar Sultanah Fatimah Muar  
 Order Status: Open  
 Order Date: 08/04/2014 12:54:34 PM  
 Created By: [Redacted]  
 eP Status: [Redacted]  
 Remark: [Redacted] Reject Reason: [Redacted]

**VOTE CODE LIST**

**PURCHASE ORDER DETAILS**

Item Code	Item Description	PKU	Packaging Description	Brand	Manufacturer	Ordered Quantity (PKU)	Vote Code	Usage & Issue Quantity	Unit Price (RM)	Amount (RM)
V04CA02000F2101XX.01	Dextrose Powder	pck	Pack of 25000 g			1	090401/032200/27499/99 Farmasi dan Bekalan (bukan ubat) Operating	0	0.0000	0.00

Figure 3.3.4-3 Requisition Order Search

**STEP 3**

Click on the **Supplier Name**  button and Search Supplier window will be displayed as Figure 3.3.4-4

**Note**

- User is allowed to enter partial or full character of **Supplier Name** and/or **Supplier Code**.
- Click on the  button and the result will be display to be selected.

**Search Supplier**

Supplier Name: ALCON LABORATORIES Supplier Code: [Redacted]

12 / 34 [ 111 - 120 / 331 ]

Supplier Name	Supplier Code
GERMAX SDN BHD	SUP000111
G-HEALTHCARE	SUP000112
GOODLABS MEDICAL	SUP000113
HAMN JAYA	SUP000114
HANA MEDIC	SUP000115
HITECH FIELD SDN BHD	SUP000116
HNF RESOURCES SDN BHD	SUP000117
HNS MEDICAL	SUP000118
HOSPART	SUP000119
HOSPIMETRIX SDN BHD	SUP000120

Figure 3.3.4-4 Search Supplier

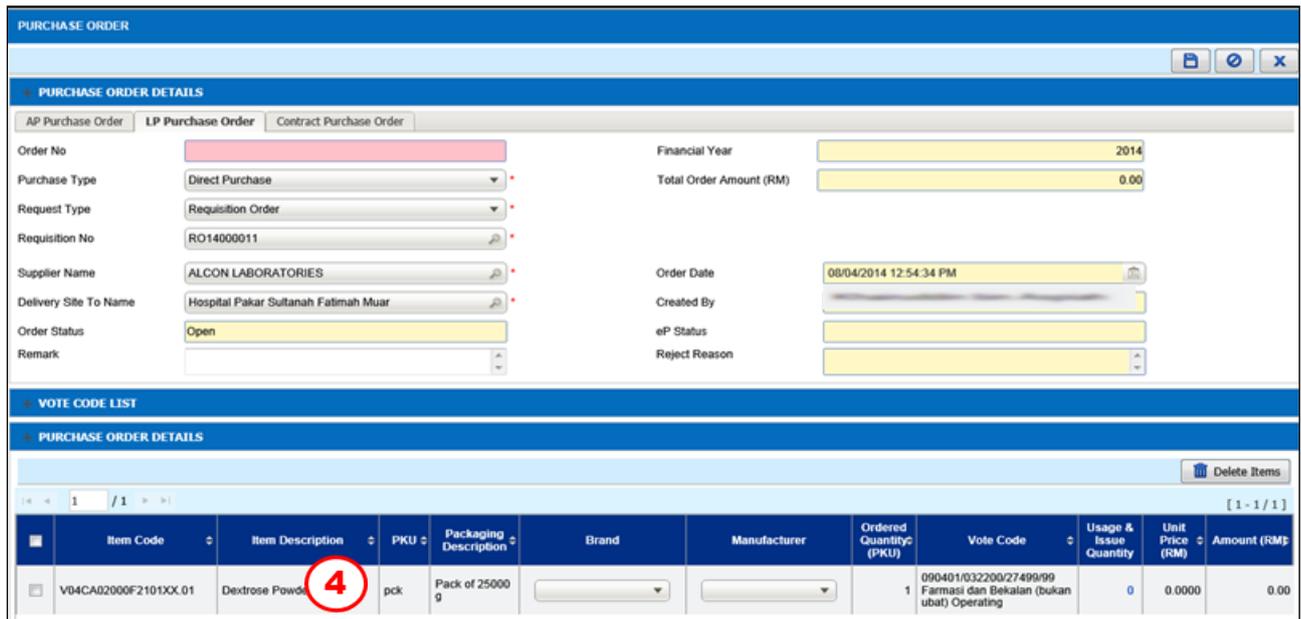


Figure 3.3.4-5 LP Purchase Order

**STEP 4**

Double Click on the **item information** and **Add Purchase Order Item** screen will be displayed as Figure 3.4.4-6

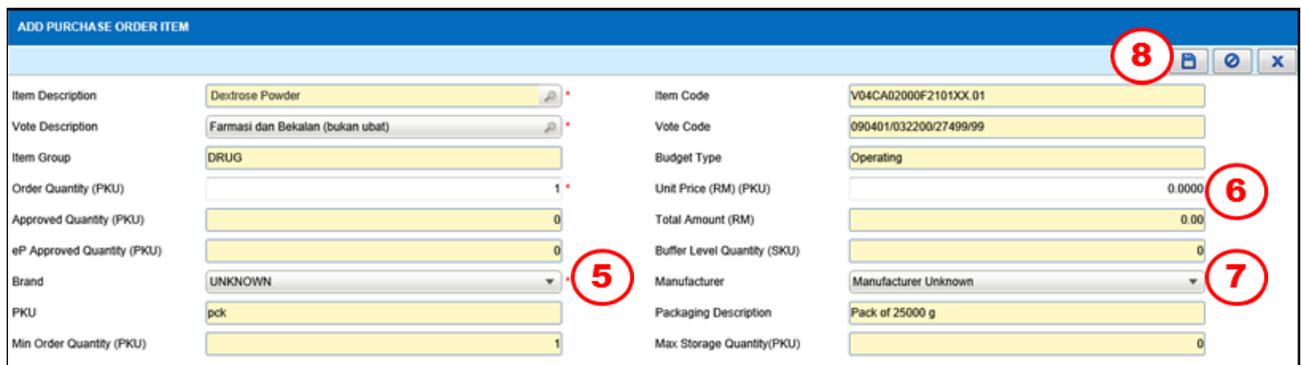


Figure 3.3.4-6 Add Purchase Order Item

**STEP 5**

Select **Brand** from dropdown box

**STEP 6**

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

**STEP 7**

Select **Manufacturer** from dropdown box

**STEP 8**

Click on the  button to save the transaction

**Note**

- User is allowed to change the **Vote Description** by click on the **Vote Description**  button.
- Change **Order Quantity (PKU)** if applicable.
- Information will be updated after saving the transaction as Figure 3.3.4-7.

Figure 3.3.4-7 LP Purchase Order

**STEP 9**

Click on the button to save the transaction

**Note**

- *Order No will automatically generated after save.*
- button will be displayed after save the record.

Figure 3.3.4-8 LP Purchase Order

**STEP 10**

Click on the button to send the transaction for approval

**Note**

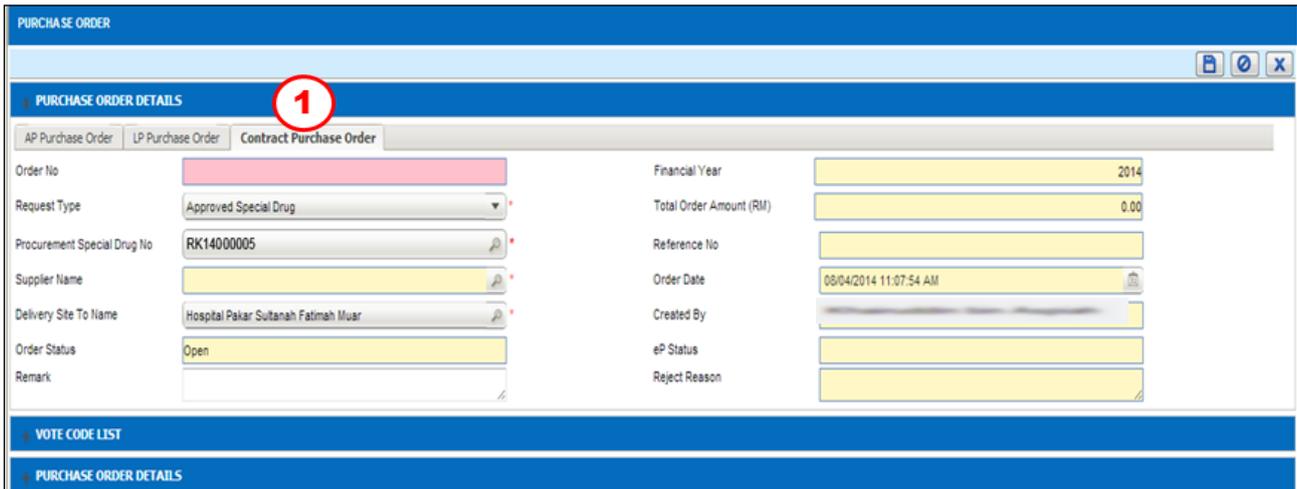
*Status will change to Pending for Approval.*

### 3.3.5 Contract Purchase Order (Contract PO): Approved Special Drug

To create a new Contract Purchase Order for Approved Special Drug, perform steps below:

**Note**

To proceed with purchase order for Approved Special Drug, Repeat from **STEP 1** to **STEP 4** in section [3.3.1 AP Purchase Order \(AP PO\): Approved Special Drug](#)



PURCHASE ORDER			
PURCHASE ORDER DETAILS			
AP Purchase Order   LP Purchase Order   <b>Contract Purchase Order</b>			
Order No		Financial Year	2014
Request Type	Approved Special Drug	Total Order Amount (RM)	0.00
Procurement Special Drug No	RK1400005	Reference No	
Supplier Name		Order Date	08/04/2014 11:07:54 AM
Delivery Site To Name	Hospital Pakar Sultanah Fatimah Muar	Created By	
Order Status	Open	eP Status	
Remark		Reject Reason	

Figure 3.3.5-1 Contract Purchase Order

**STEP 1**

Click on '**Contract Purchase Order**' Tab

**Note**

To proceed with Contract Purchase Order for Approved Special Drug, Repeat from **STEP 5** to **STEP 15** in section [3.3.3 LP Purchase Order \(LP PO\): Approved Special Drug](#)

### 3.3.6 Contract Purchase Order (Contract PO): Requisition Order

To create a new Contract Purchase Order for Requisition Order, perform steps below:

**Note**

To proceed with purchase order for Requisition Order, Repeat from **STEP 1** to **STEP 4** in section [3.3.1 AP Purchase Order \(AP PO\): Approved Special Drug](#)

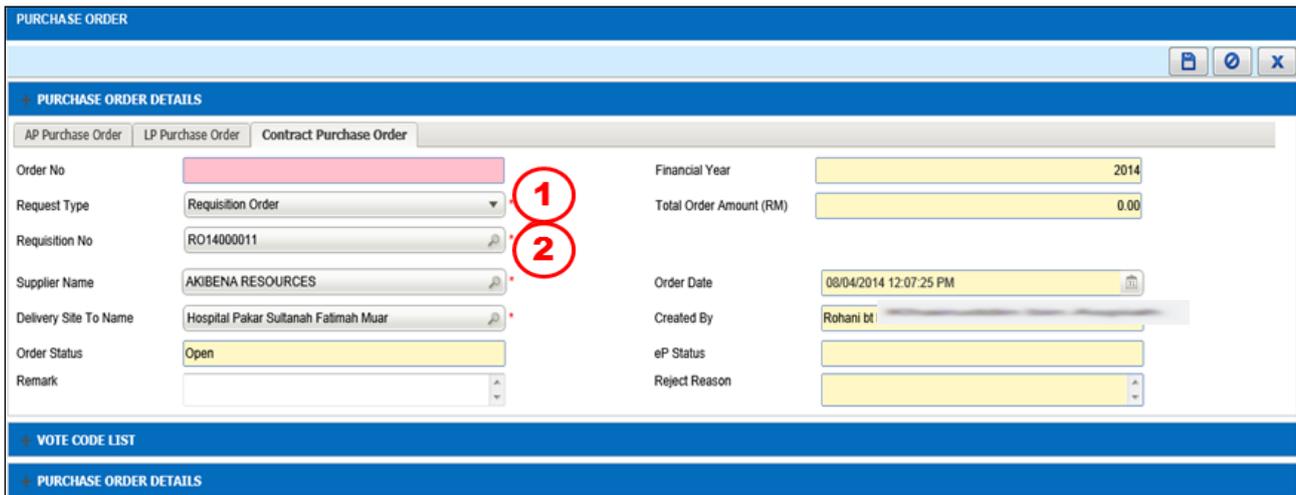


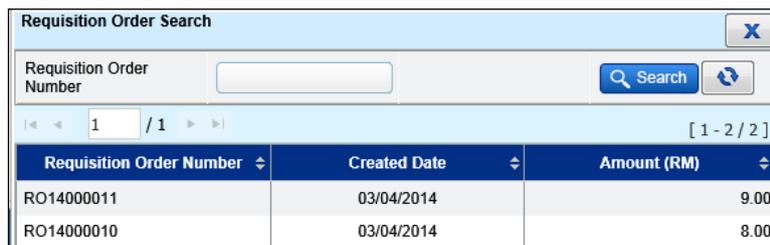
Figure 3.3.6-1

**STEP 1**

Select **Request Type** as Requisition Order from dropdown box

**STEP 2**

Click on the **Requisition Order**  button and Requisition Order Search window will be displayed as Figure 3.3.6-2



Requisition Order Number	Created Date	Amount (RM)
RO14000011	03/04/2014	9.00
RO14000010	03/04/2014	8.00

Figure 3.3.6-2 Requisition Order Search

**Note**

- User is allowed to enter partial or full character of **Requisition Order Number**.
- Click on the  button and the result will be display.
- Details on the selected **Requisition Order Number** will be displayed as Figure 3.3.6-3



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Request Order



**PURCHASE ORDER**

**PURCHASE ORDER DETAILS**

AP Purchase Order | LP Purchase Order | **Contract Purchase Order**

Order No: [Redacted] Financial Year: 2014  
 Request Type: Requisition Order Total Order Amount (RM): 0.00  
 Requisition No: RO14000011  
 Supplier Name: [Redacted] Order Date: 08/04/2014 11:44:56 AM  
 Delivery Site To Name: Hospital Pakar Sultanah Fatimah Muar Created By: Mohamad  
 Order Status: Open eP Status: [Redacted]  
 Remark: [Redacted] Reject Reason: [Redacted]

**VOTE CODE LIST**

Vote Code	Vote Description	Budget Type	Balance Before PO (RM)	Utilized PO (RM)	Balance After PO (RM)
090401/032200/27499/99	Farmasi dan Bekalan (bukan ubat)	Operating	10,880,840.16	0.00	10,880,840.16
TOTAL			10,880,840.16	0.00	10,880,840.16

**PURCHASE ORDER DETAILS**

Item Code	Item Description	PKU	Packaging Description	Brand	Manufacturer	Ordered Quantity (PKU)	Vote Code	Usage & Issue Quantity	Unit Price (RM)	Amount (RM)
V04CA02000F2101XX.01	Dextrose Powder	pck	Pack of 25000 g			1	090401/032200/27499/99 Farmasi dan Bekalan (bukan ubat) Operating	0	0.0000	0.00

Figure 3.3.6-3 Contract Purchase Order

**Note**  
 To proceed with Contract Purchase Order for Requisition Order, Repeat from **STEP 3** to **STEP 10** in section [3.3.4 LP Purchase Order \(LP PO\): Requisition Order](#)



### 3.3.7 Purchase Order Approval

To view, approve or reject Purchase Order, perform the steps below:

TASK LIST						
No	Transaction Type	Transaction No.	Date/Time	Task Status	From Unit/Department	From User
1	Adjustment	<a href="#">SA14000012</a>	03/04/2014 10:24 AM	Pending For Approval	STOR FARMASI	<a href="#">Khanzudin bin Anwar</a>
2	Adjustment	<a href="#">SA14000013</a>	03/04/2014 10:24 AM	Pending For Approval	STOR FARMASI	<a href="#">Khanzudin bin Anwar</a>
3	Adjustment	<a href="#">SA14000011</a>	03/04/2014 10:23 AM	Pending For Approval	STOR FARMASI	<a href="#">Khanzudin bin Anwar</a>
4	Indent	<a href="#">R14000031</a>	02/04/2014 11:57 AM	Pending For Approval	STOR FARMASI	<a href="#">Khanzudin bin Anwar</a>
5	Near Expiration Approval	<a href="#">E140000008</a>	01/04/2014 01:07 PM	Pending For Approval	STOR FARMASI	<a href="#">Khanzudin bin Anwar</a>
6	Near Expiration Approval	<a href="#">E140000012</a>	02/04/2014 12:27 PM	Pending For Approval	STOR FARMASI	<a href="#">Khanzudin bin Anwar</a>
7	Payment	<a href="#">PM14000001</a>	20/03/2014 12:55 PM	Pending For Approval	STOR FARMASI	<a href="#">Khanzudin bin Anwar</a>
8	Purchase Order	<a href="#">PO14000014</a>	27/03/2014 02:55 PM	Pending For Approval	STOR FARMASI	<a href="#">Khanzudin bin Anwar</a>
9	Purchase Order	<a href="#">PO14000041</a>	08/04/2014 12:28 PM	Pending For Approval	STOR FARMASI	<a href="#">Khanzudin bin Anwar</a>
10	Purchase Order	<a href="#">PO14000042</a>	08/04/2014 12:28 PM	Pending For Approval	STOR FARMASI	<a href="#">Khanzudin bin Anwar</a>

3.3.7-1 Task List

Pharmacist will receive the 'Pending for Approval' for Purchase Order transaction in the Task List

#### STEP 1

Click on the Transaction No. hyperlink and the Purchase Order screen will be displayed as shown in the Figure 3.3.7-2

#### Note

Pharmacist also able to refer to section [3.3 Purchase Order](#) section to search for the 'Pending for Approval' Purchase Order.

**PURCHASE ORDER**

Approve Reject X

**PURCHASE ORDER DETAILS**

AP Purchase Order LP Purchase Order Contract Purchase Order

Order No: PO14000044 Financial Year: 2014  
 Request Type: Requisition Order Total Order Amount (RM): 4.00  
 Requisition No: RO14000010 Order Date: 08/04/2014 12:33:16 PM  
 Supplier Name: AGS DISTRIBUTION SDN BHD Created By: [Redacted]  
 Delivery Site To Name: Hospital Pakar Sultanah Fatimah Muar eP Status: [Redacted]  
 Order Status: Pending for Approval Reject Reason: [Redacted]  
 Remark: [Redacted]

**VOTE CODE LIST**

**PURCHASE ORDER DETAILS**

Delete Items

1 / 1 [1 - 1 / 1]

Item Code	Item Description	PKU	Packaging Description	Brand	Manufacturer	Ordered Quantity (PKU)	Approved Quantity (PKU)	Vote Code	Usage & Issue Quantity	Unit Price (RM)	Amount (RM)
A07BA01000F1001XX.01	Charcoal Activated Granules	pck	Pack of 500 g	NORIT	Rx Pharma Sdn Bhd	1	1	090401/111100/27401/99 Farmasi dan Bekalan (ubat) Operating	0	4.0000	4.00

Figure 3.3.7-2 Purchase Order

**STEP 2**

Double Click on the Purchase Order Details information and Add Purchase Order Item screen will be displayed as Figure 3.3.7-3

**Note**

Approver is allowed to modify:

- a) Item Description
- b) Vote Description

**ADD PURCHASE ORDER ITEM**

4

Item Description: Charcoal Activated Granules Item Code: A07BA01000F1001XX.01  
 Vote Description: Farmasi dan Bekalan (ubat) Vote Code: 090401/111100/27401/99  
 Item Group: DRUG Budget Type: Operating  
 Order Quantity (PKU): 1 Approved Quantity (PKU): 1  
 eP Approved Quantity (PKU): 0 Unit Price (RM) (PKU): 4.0000  
 Brand: NORIT Total Amount (RM): 4.00  
 PKU: pck Buffer Level Quantity (SKU): 0  
 Min Order Quantity (PKU): 1 Manufacturer: Rx Pharma Sdn Bhd  
 Packaging Description: Pack of 500 g  
 Max Storage Quantity (PKU): 0

3

Figure 3.3.7-3 Add Purchase Order Item

**STEP 3**

Change **Approved Quantity(PKU)** if applicable

**STEP 4**

Click on the  button to save the transaction

**PURCHASE ORDER**

5
Approve
Reject
Cancel Request

+ PURCHASE ORDER DETAILS

+ VOTE CODE LIST

Vote Code	Vote Description	Budget Type	Balance Before PO (RM)	Utilized PO (RM)	Balance After PO (RM)
090401/032200/27499/99	Farmasi dan Bekalan (bukan ubat)	Operating	178,376.82	5.00	178,371.82
TOTAL			178,376.82	5.00	178,371.82

+ PURCHASE ORDER DETAILS

Item Code	Item Description	PKU	Packaging Description	Brand	Manufacturer	Ordered Quantity (PKU)	Approved Quantity (PKU)	Vote Code	Usage & Issue Quantity	Unit Price (RM)	Amount (RM)
B1430550003.01	Withdrawal Injection Spike with Filter for cytotoxic drugs	EA	Each	NO BRAND	Manufacturer Unknou	1	1	090401/032200/27499/99 Farmasi dan Bekalan (bukan ubat) Operating	0	5.0000	5.00

**Figure 3.3.7-4 Approve/Reject Purchase Order**

**STEP 5**

Click on the  button to Approve Purchase Order and the status will change to Pending for eP Approval

Click on the  button to reject the transaction and the status will change to Rejected

### 3.4 Request from Non Standard Item to Standard Item

To view existing Request from Non Standard Item to Standard Item, perform the steps below:

Non Standard item are items which are procure but not kept in the pharmacy store

User is allowed to request item from Non Standard to Standard accordingly based on the usage to all within facility

This request could only be done at Level 2 and Level 3 with the HOD/Pharmacist approval

The approve from Non Standard to Standard flag can only be done by the Pharmacist at Main Store

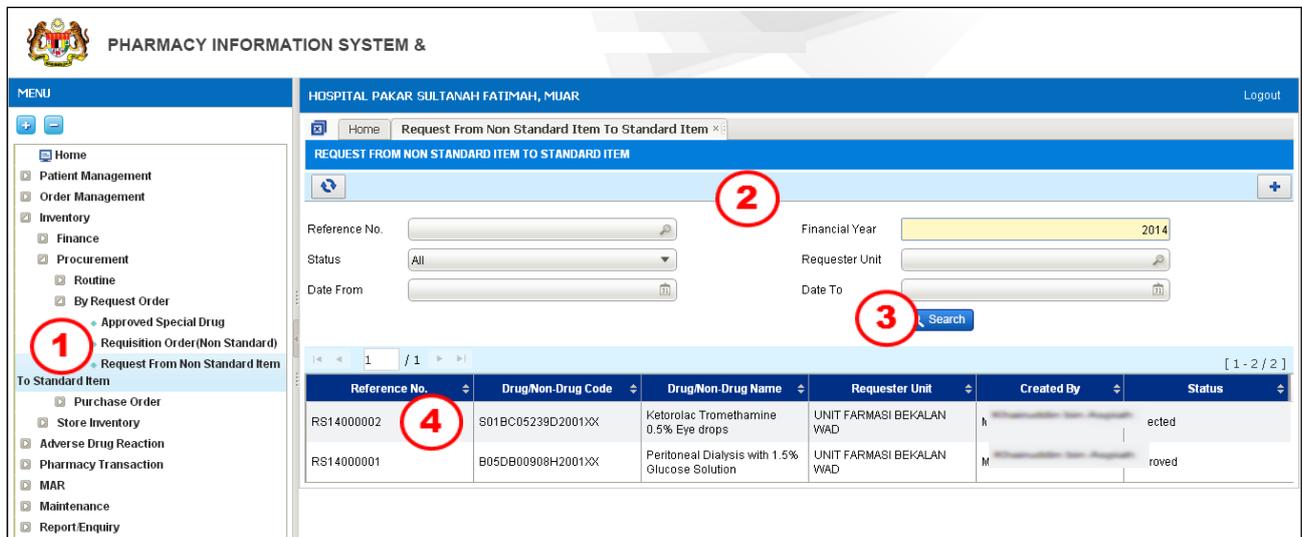


Figure 3.4-1 Request from Non Standard to Standard Item Listing Page

#### STEP 1

Click on the 'Inventory' menu followed by 'Procurement' then 'By Request Order', and select 'Request from Non Standard to Standard Item'

#### STEP 2

To search for existing Request from Non Standard to Standard Item record(s), user may search by criteria as follow:

No	Field	Description	Remark
a	Reference No	Reference No	Filter and search existing records based on Reference No
b	Financial Year	Financial Year	This is auto populated value
c	Status	Select Status from the drop down menu: - All - Approved - Cancelled - Open - Pending For Approval - Pending For Verification - Rejected	Filter and search existing records based on Status



d	Requester Unit	Requester Unit	Filter and search existing records based on Requester Unit
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

**Table 3.4-1**

**STEP 3**

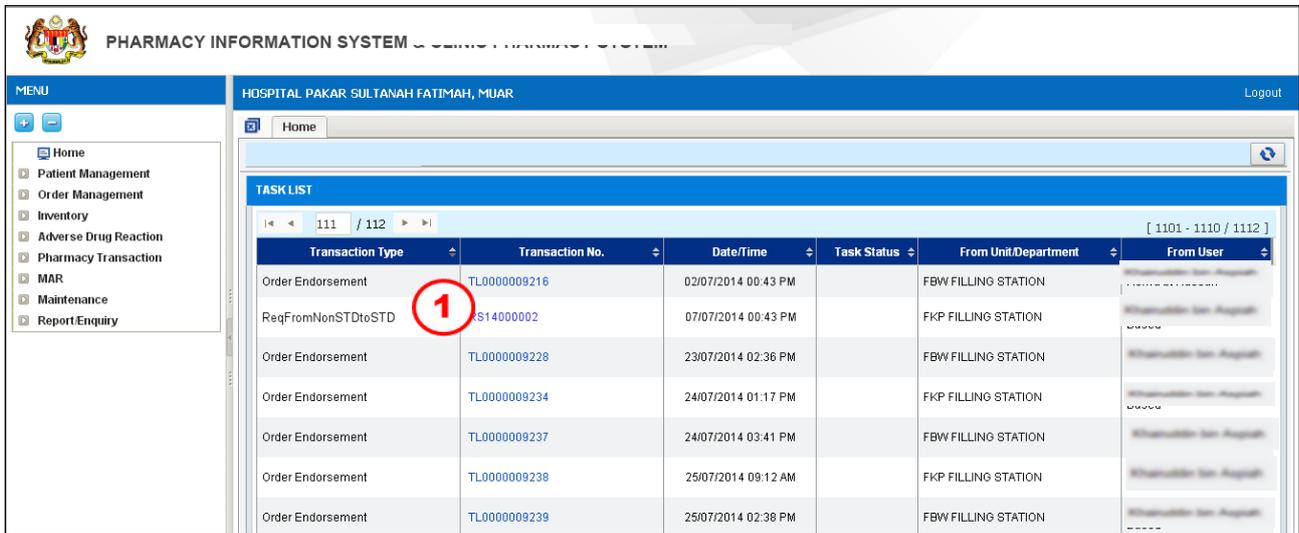
Click on the  button after input criteria and the result display will be based on the entered criteria

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

### 3.5 Request from Non Standard to Standard Item Approval



Transaction Type	Transaction No.	Date/Time	Task Status	From Unit/Department	From User
Order Endorsement	TL0000009216	02/07/2014 00:43 PM		FBW FILLING STATION	...
ReqFromNonSTDtoSTD	<b>1</b> S14000002	07/07/2014 00:43 PM		FKP FILLING STATION	...
Order Endorsement	TL0000009228	23/07/2014 02:36 PM		FBW FILLING STATION	...
Order Endorsement	TL0000009234	24/07/2014 01:17 PM		FKP FILLING STATION	...
Order Endorsement	TL0000009237	24/07/2014 03:41 PM		FBW FILLING STATION	...
Order Endorsement	TL0000009238	25/07/2014 09:12 AM		FKP FILLING STATION	...
Order Endorsement	TL0000009239	25/07/2014 02:38 PM		FBW FILLING STATION	...

Figure 3.5-1 Task List

**Note**

Pharmacist will be received the 'Pending for Approval' for Request from Non Standard Item to Standard Item in the Task List as per Figure 3.5-1

**STEP 1**

Click on the Transaction No. hyperlink and the Request from Non Standard Item to Standard Item screen will be displayed as per Figure 3.5-2

**Note**

Pharmacist also able to refer to section [3.4 Request from Non Standard Item to Standard Item](#) to search for the 'Pending for Approval' transaction.

2Approve Reject X

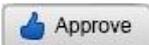
REQUEST FROM NON STANDARD ITEM TO STANDARD ITEM

REQUEST FROM NON STANDARD ITEM TO STANDARD ITEM INFORMATION

Reference No. <input type="text" value="RS14000002"/>	Financial Year <input type="text" value="2014"/>
Unit Name <input type="text" value="UNIT FARMASI BEKALAN WAD"/>	Requester Name <input type="text" value=""/>
Department Name <input type="text" value="Pharmacy"/>	Date <input type="text" value="07/07/2014 00:43:51 PM"/>
Item Group <input type="text" value="DRUG"/>	Item Sub Class <input type="text" value="Inhalers, Eye/Ear/Nose Preparations"/>
Drug/Non-Drug Name <input type="text" value="Ketorolac Tromethamine 0.5% Eye drops"/>	Drug/Non-Drug Code <input type="text" value="S01BC05239D2001XX"/>
Brand Name <input type="text" value=""/>	Supplier Name <input type="text" value=""/>
Date Started to Use <input type="text" value="06/07/2014"/>	Date Last Used <input type="text" value="31/12/2015"/>
Usage Period(Days) <input type="text" value="543"/>	Unit Price (RM) <input type="text" value="15.4500"/>
Replacing Existing Stock <input type="text" value="No"/>	Usage Purpose <input type="text" value="20"/>
Replacing Drug/Non-Drug Name <input type="text" value=""/>	Replacing Drug/Non-Drug Code <input type="text" value=""/>
Reject Reason <input type="text" value="Pls request stock transfer from fkp. Item slow moving"/>	Remarks <input type="text" value=""/>
Created By <input type="text" value=""/>	Status <input type="text" value="Open"/>
Item Type <input type="text" value=""/>	Default Item <input type="text" value=""/>
Default Vote Code <input type="text" value=""/>	Max Storage Quantity <input type="text" value="0"/>

**Figure 3.5-2 Request From Non Standard Item to Standard Item Approval**

**STEP 2**

Click on the  button to approve the request

Click on the  button to reject the request

**Note**

*The Standard status of the Drug/Non Drug will be updated automatically in the Drug/Non Drug Catalogue maintenance file.*



## 4 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 LinksTo Inventory Modules

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