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

User Manual
Pharmacy Inventory
Request Order

Version	**: 9th EDITION**
Document ID	**: U.MANUAL_INV_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	Login to PhIS	Logout	Logout from PhIS
	Reset Login Screen		Expand Menu
Home	Display Home Tab		Expand Module
	Close All Open Tabs		Refresh Screen
	Add/Create New Record		Show Help
*	Mandatory Field		Calendar Icon
	Close Window		Radio Button
	Edit Record		Cancel
	Save	Add Item	Add Item to the list
Export to Excel	Export and Open Report in Excel Format		Automatically Display/Retrieve Box
Request	Request for Approval	Cancel Request	Cancel the Request
Send for Approval	Send for Approval	Approve	Approve Transaction
Change Password	Change Login Password		Collapse Menu
	Collapse Module	Search	Search Record
	Print		Search Icon
	Checkbox		Delete Record
Delete	Delete Item from the list		Empty Text Box
	Dropdown Box	Reject	Reject Transaction

Module Legend			
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
New screenshot for e-p	**41-48**

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:

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

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 Search 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

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

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:

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

Figure 3.1.2-4Search 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 Search 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**.*

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:*

*Order Amount(RM) = Request Qty(SKU)*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* Yes *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* No *button to cancel the saved transaction*
- *Before save, user is allowed to delete item by click on the* Delete Item *button.*

Figure 3.1.2-6Save Requisition Order

Figure 3.1.2-7Confirmation Message

Figure 3.1.2-8Information 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.*
- Send for Verification *and* Cancel Request *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* Cancel Request *button and* ***Status*** *will change to 'Cancelled'.*

Figure 3.1.2-9Send for Verification

Figure 3.1.2-10Confirmation Message

Figure 3.1.2-11Information 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 3.1.2-11will 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

Figure 3.1.3-1Task 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.

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 Figure3.1.3-3

Figure 3.1.3-3Item 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* Yes *button to proceed the transaction.*

Figure 3.1.3-5 Requisition Order (Non Standard)

STEP 6

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

Click on the Reject 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:

No	Transaction Type	Transaction No.	Date/Time	Task Status	From Unit/Department	From User
1	Requisition Order	RO14000009	03/04/2014 05:59 PM	Pending For Approval	WAD 6 (SURG/ORTO/ORL/DENTAL -P)	[redacted]
2	Adjustment	SA14000013	03/04/2014 10:24 AM	Pending For Approval	STOR FARMASI	[redacted]
3	Adjustment	SA14000012	03/04/2014 10:24 AM	Pending For Approval	STOR FARMASI	[redacted]
4	Adjustment	SA14000011	03/04/2014 10:23 AM	Pending For Approval	STOR FARMASI	[redacted]
5	Slow Moving Item	SM14000011	02/04/2014 04:03 PM	Pending For Approval	STOR FARMASI	[redacted]
6	Slow Moving Item	SM14000010	02/04/2014 04:02 PM	Pending For Approval	STOR FARMASI	[redacted]
7	Near Expiration Approval	E140000012	02/04/2014 12:27 PM	Pending For Approval	STOR FARMASI	[redacted]
8	Indent	R14000031	02/04/2014 11:57 AM	Pending For	STOR FARMASI	[redacted]

Figure 3.1.4-1Task 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.

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

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* Yes *button to confirm save transaction.*

Figure 3.1.4-5 Requisition Order Approval

STEP 8

Click on the Approve button to approve the transaction

Click on the Reject button to reject the transaction

Note

- *If user click on the* Approve *button and* ***Status*** *will change to 'Approved'.*
- *If user click on the* Reject *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).

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: - Approved by KPK Will display request(s) that have been approved by KPK/PKPF along with BPF Register No & request details - KPK Transaction Will display existing Approved Special Drug transaction(s)	Filter and search existing records based on KPK Type

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

Figure 3.2.1-2 Approved Special Drug Listing Page

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

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

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

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* Search *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.*

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*

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

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.*
- Send for Approval *and* Cancel Request *button will be displayed after save.*
- *User is allowed to cancel this transaction by click on the* Cancel Request *button.*

Figure 3.2.2-10 Alert Message

Figure 3.2.2-11 Alert Message

Figure 3.2.2-12 Send For Approval

STEP 9

Click on the Send for Approval 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 S**tatus** 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:

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.

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

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* Search *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

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 changed to Rejected

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

			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: - All - Approved - Cancelled - Closed - LPO Cancelled By eP - Open - PKD Approved - PKD Rejected - Pending for Approval - Pending for PKD Approval - Rejected	Filter and search existing records based on Status
j	eP Status	Select eP Status from the drop down menu: - All - Pending for eP Approval - eP Approved - eP Cancelled - eP Rejected	Filter and search existing records based on eP Status
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 Search 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:

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

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* Search *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*

Figure 3.3.1-3 Approved Special Drug Search

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

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.*
- Send for Approval *button will be displayed after save the record.*

Figure 3.3.1-7 AP Purchase Order

STEP 11

Click on the Send for Approval 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:

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

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* Search *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*

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

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

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.*
- Send for Approval *button will be displayed after save the record.*

Figure 3.3.2-6 AP Purchase Order

STEP 7

Click on the Send for Approval button to send the transaction for approval

Note

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

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

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

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

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

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* Search *button and the result will display.*
- *Details on the selected **Procurement Special Drug No.** will be displayed as Figure 3.3.3-4*

Figure 3.3.3-4 LP Purchase Order

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* Search *button and the result will be display to be selected.*

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.*

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.*
- Send for Approval *button will be displayed after save the record.*

Figure 3.3.3-9 LP Purchase Order

STEP 15

Click on the Send for Approval 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.

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

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* Search *button and the result will be display.*
- *Details on the selected **Requisition Order Number** will be displayed as Figure 3.3.4-3*

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* Search *button and the result will be display to be selected.*

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.*
- Send for Approval *button will be displayed after save the record.*

Figure 3.3.4-8 LP Purchase Order

STEP 10

Click on the Send for Approval 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]*

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

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* Search *button and the result will be display.*
- *Details on the selected **Requisition Order Number** will be displayed as Figure 3.3.6-3*

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

1 / 2 [1 - 10 / 16]

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

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.

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

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

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

3.5Request from Non Standard to Standard Item Approval

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.

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

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