



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

User Manual Pharmacy Inventory Request Order

Version	: 1.5
Document ID	: FB_U.MANUAL_INV_REQUEST ORDER



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1.1	Michelle Foo (QA) Juridah Ayub (QA)	First submission to MOH
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1.4	Michelle Foo (QA) Juridah Ayub (QA)	Change to latest screenshot and add additional features
1.5	Michelle Foo / Juridah Ayub (QA)	Change to latest screenshot and functions for version 1.5.1



PhIS & CPS Project
User Manual – Pharmacy Inventory
Request Order



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Reference ID : FB_U.MANUAL_INV_REQUEST ORDER- v1.5

Application reference: PhIS & CPS v1.5.1



Table of Contents

1.0	Introduction	1
1.1	Overview of PhIS	1
1.2	Purpose and Objectives	1
1.3	Organised Sections	1
2.0	Application Standard Features	2
2.1	PhIS Legend	2
2.2	Latest Enhancement and Updates	4
3.0	Request Order	1
	Overview	1
	User Group	1
	Functional Diagram	2
3.1	Requisition Order (Non Standard)	3
3.1.1	View Existing Requisition Order (Non Standard) record(s)	3
3.1.1.1	Create New Requisition Order (Non Standard)	6
3.1.2	Requisition Order (Non Standard) Verification	12
3.1.2.1	Requisition Order (Non Standard) Approval	15
3.2	Approved Special Drug	18
3.2.1	View Existing Approved Special Drug record(s)	18
3.2.2	Create New Approved Special Drug record	21
3.2.3	Approved Special Drug record(s) Approval	28
3.3	Purchase Order	31
3.3.1	AP Purchase Order (AP PO): Approved Special Drug	33
3.3.2	AP Purchase Order (AP PO): Requisition Order	37
3.3.3	LP Purchase Order (LP PO): Approved Special Drug	41
3.3.4	LP Purchase Order (LP PO): Requisition Order	46
3.3.5	Contract Purchase Order (Contract PO): Approved Special Drug	50
3.3.6	Contract Purchase Order (Contract PO): Requisition Order	51
3.3.7	Purchase Order Approval	53
3.4	Request from Non Standard Item to Standard Item	56
3.4.2	Request from Non Standard to Standard Item Approval	58
4.0	Acronyms	60
5.0	LinksTo Inventory Modules	61



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

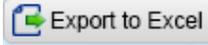
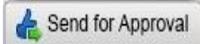
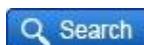
1.3 Organised Sections

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	<input type="text"/>	Empty Text Box
<input type="text"/>	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

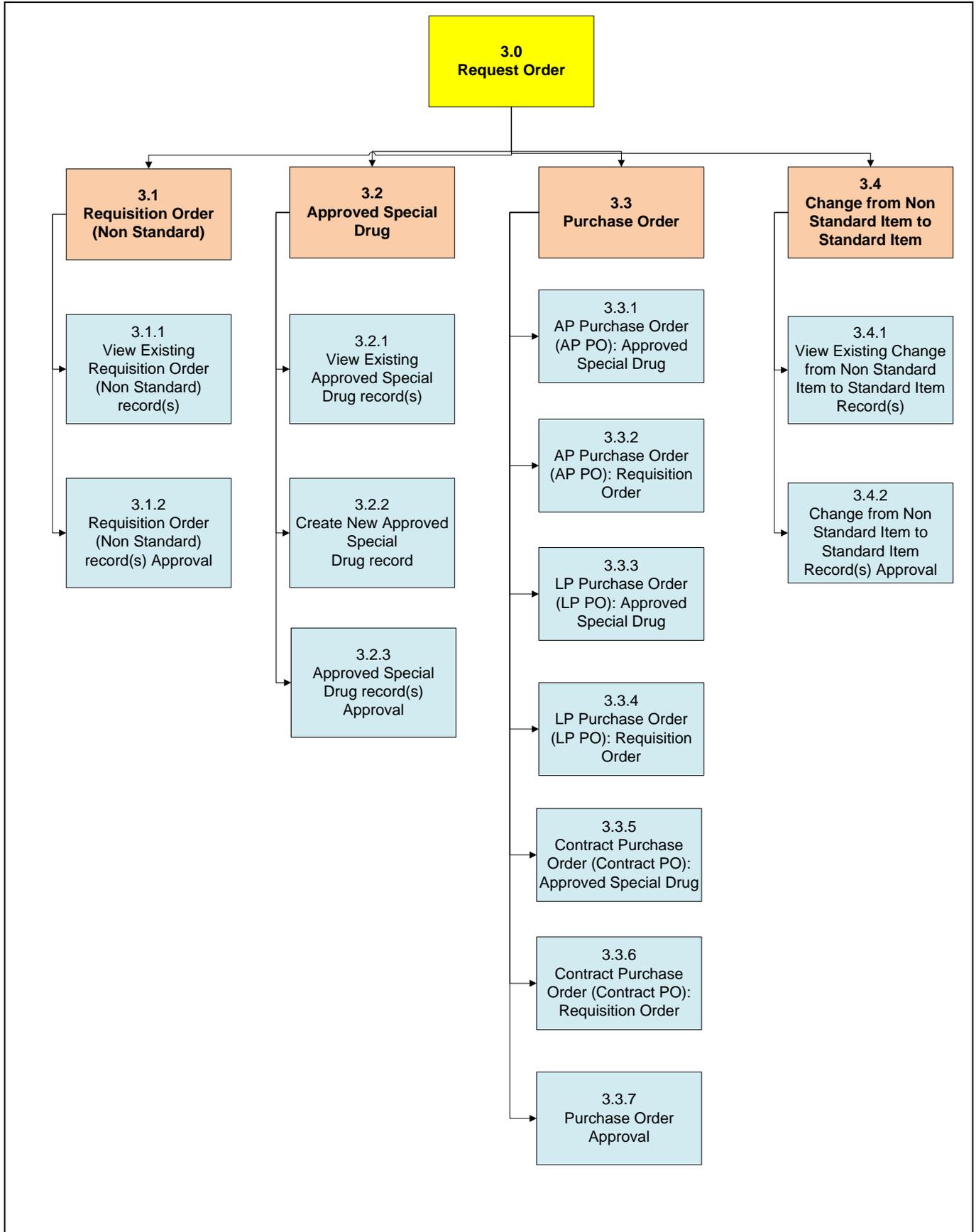


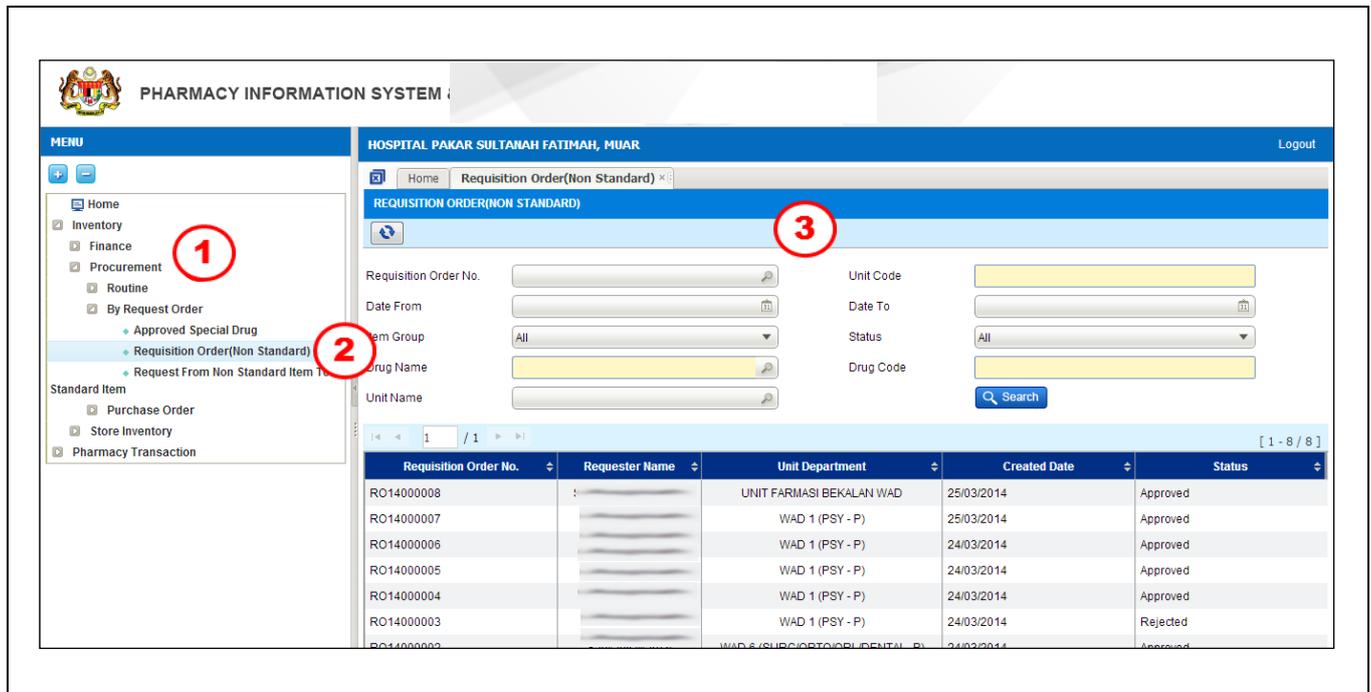
Figure 3.0-1

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 'PHARMACY INFORMATION SYSTEM' interface for 'HOSPITAL PAKAR SULTANAH FATIMAH, MUAR'. The left menu has 'Inventory' selected (1), and 'By Request Order' is expanded with 'Requisition Order (Non Standard)' selected (2). The main area shows a search form for 'REQUISITION ORDER(NON STANDARD)' (3) with fields for Requisition Order No., Date From, Date To, Status, and Drug Code. 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 (SURGICDENTAL)	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



PhIS & CPS Project
User Manual – Pharmacy Inventory
Request Order



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

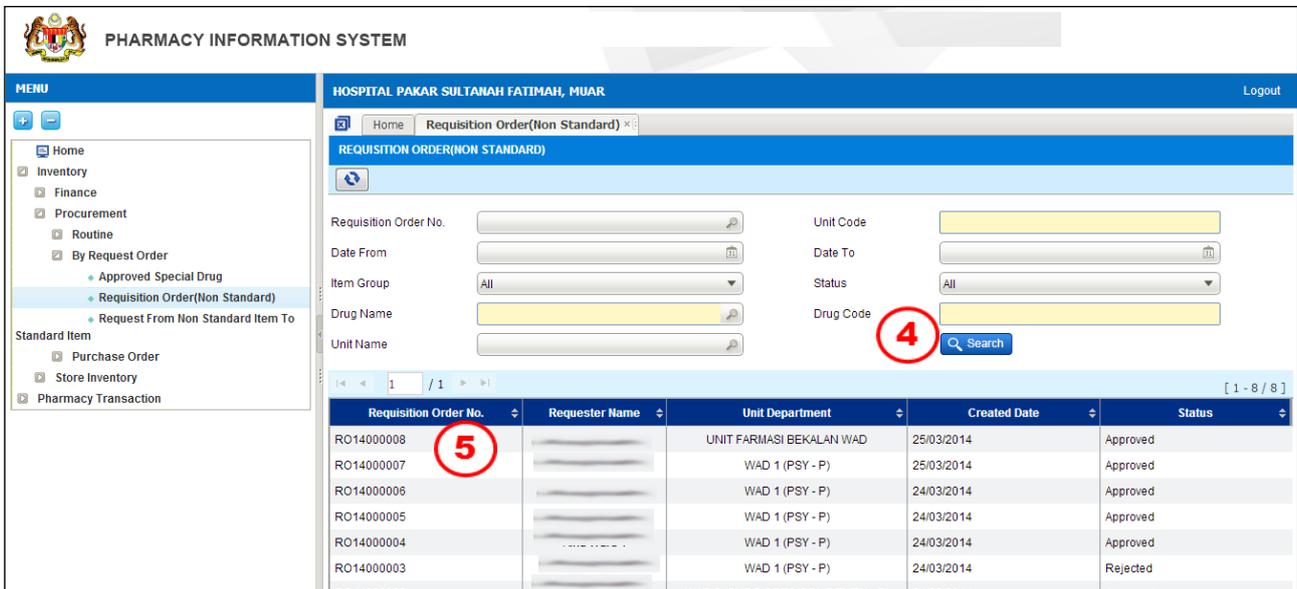
Click on the  button after input criteria

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

Home Requisition Order(Non Standard) x

REQUISITION ORDER(NON STANDARD)

Requisition Order No. Unit Code

Date From Date To

Item Group Status

Drug Name Drug Code

Unit Name

1 / 1 [1 - 8 / 8]

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

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 No. Financial Year
Item Group Created Date
Item Sub Class Created By
Recommended Vote by HOD Unit Name
Approved Date Requester Unit Level
Approved By Total Accumulative Purchase Quantity (SKU)
Remarks Status
Reject Reason

ITEM LIST

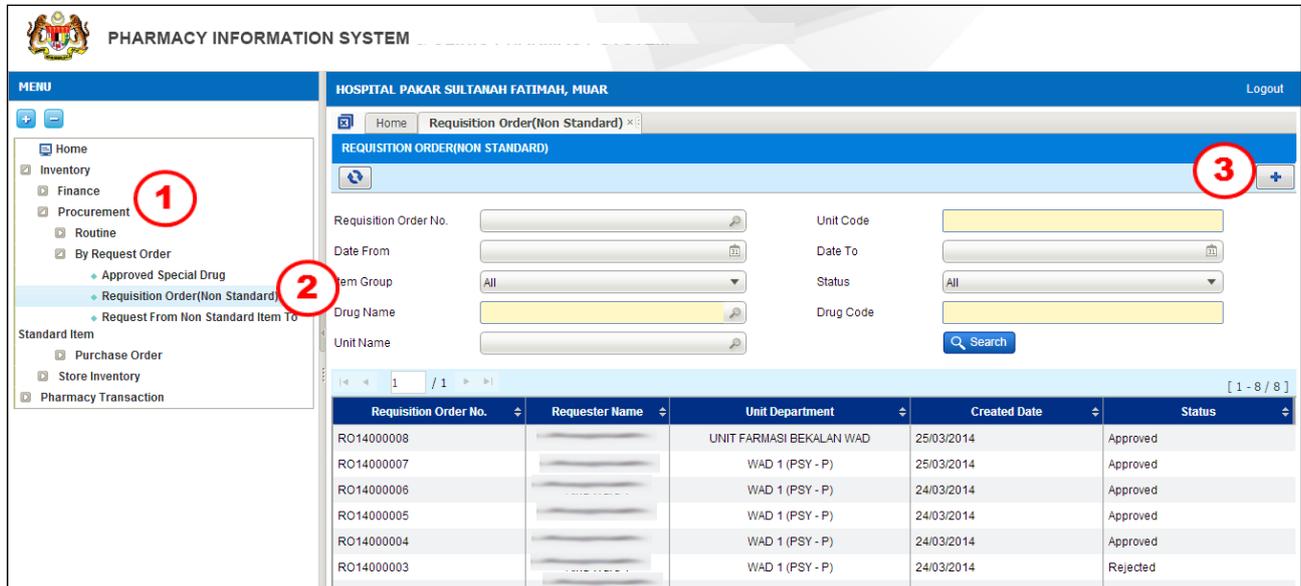
1 / 1 [1 - 1 / 1]

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)

3.1.1. 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		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 (SURG/ORTOPEDINTL) PL	24/03/2014	Approved

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.

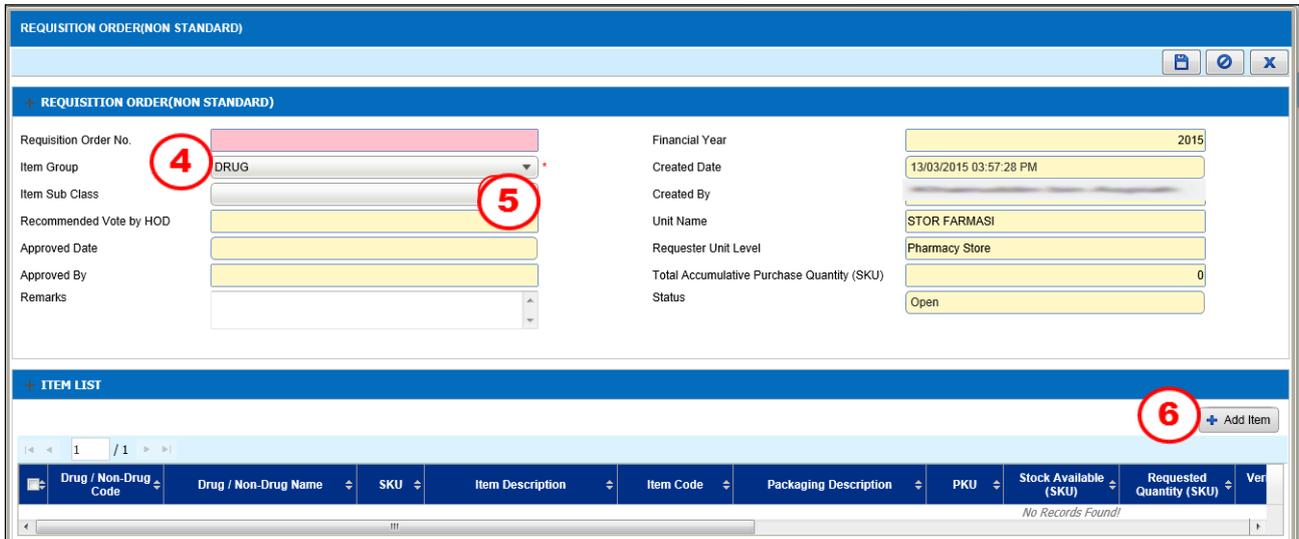


Figure 3.1.2-2 Requisition order

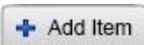
STEP 4

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.

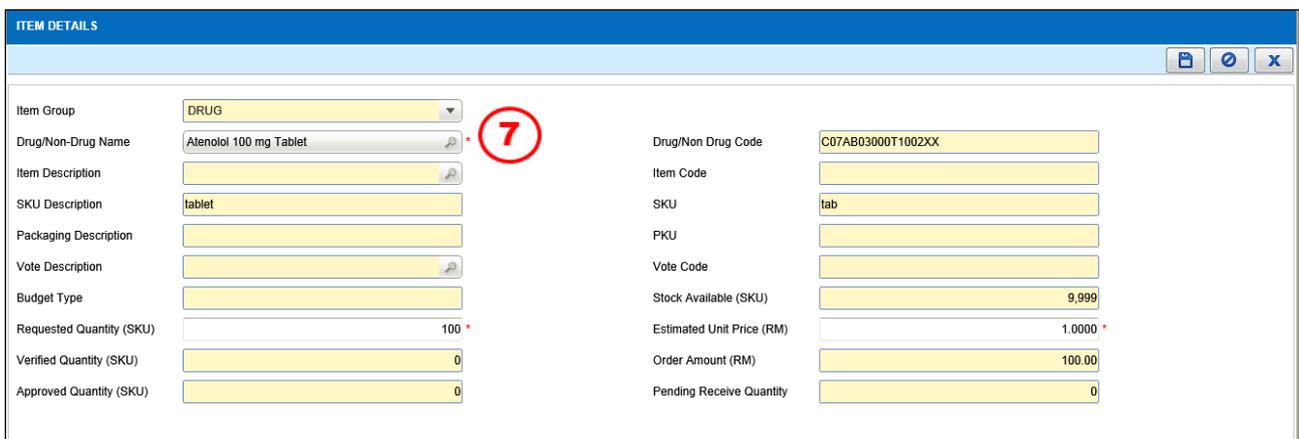
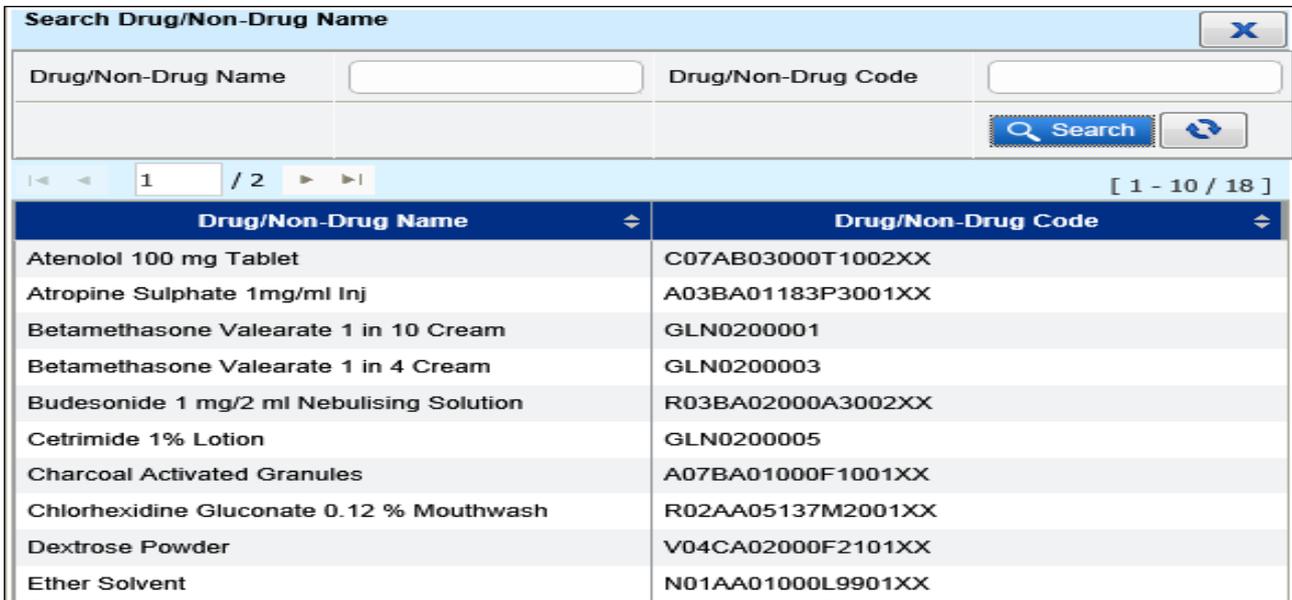


Figure 3.1.2-3 Item Details



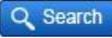
Drug/Non-Drug Name	Drug/Non-Drug Code
Atenolol 100 mg Tablet	C07AB03000T1002XX
Atropine Sulphate 1mg/ml Inj	A03BA01183P3001XX
Betamethasone Velearate 1 in 10 Cream	GLN0200001
Betamethasone Velearate 1 in 4 Cream	GLN0200003
Budesonide 1 mg/2 ml Nebulising Solution	R03BA02000A3002XX
Cetrimide 1% Lotion	GLN0200005
Charcoal Activated Granules	A07BA01000F1001XX
Chlorhexidine Gluconate 0.12 % Mouthwash	R02AA05137M2001XX
Dextrose Powder	V04CA02000F2101XX
Ether Solvent	N01AA01000L9901XX

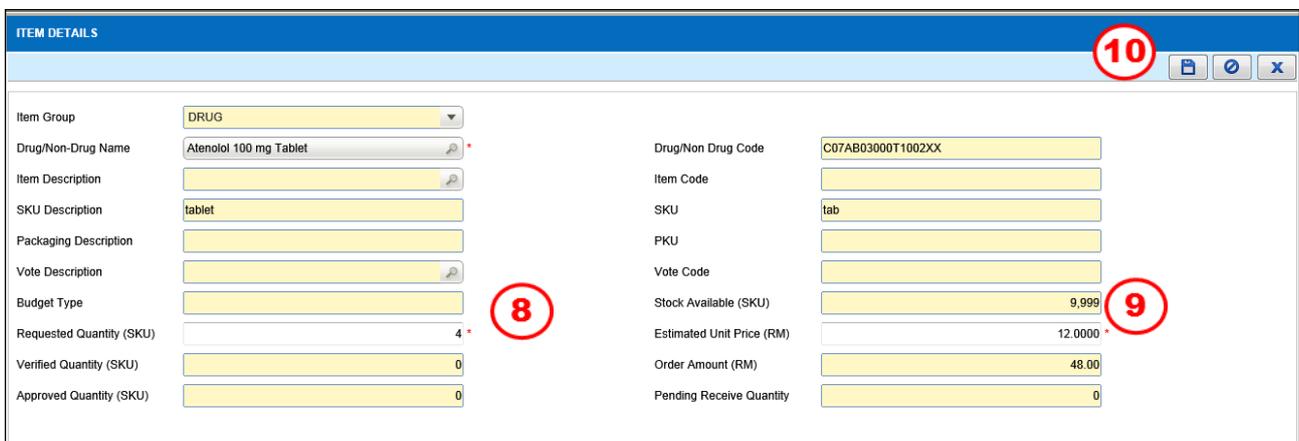
Figure 3.1.2-4 Search Drug/Non-Drug Name

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 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

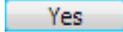
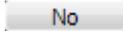
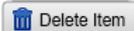
Order Amount(RM) will be auto calculated based on:

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

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.

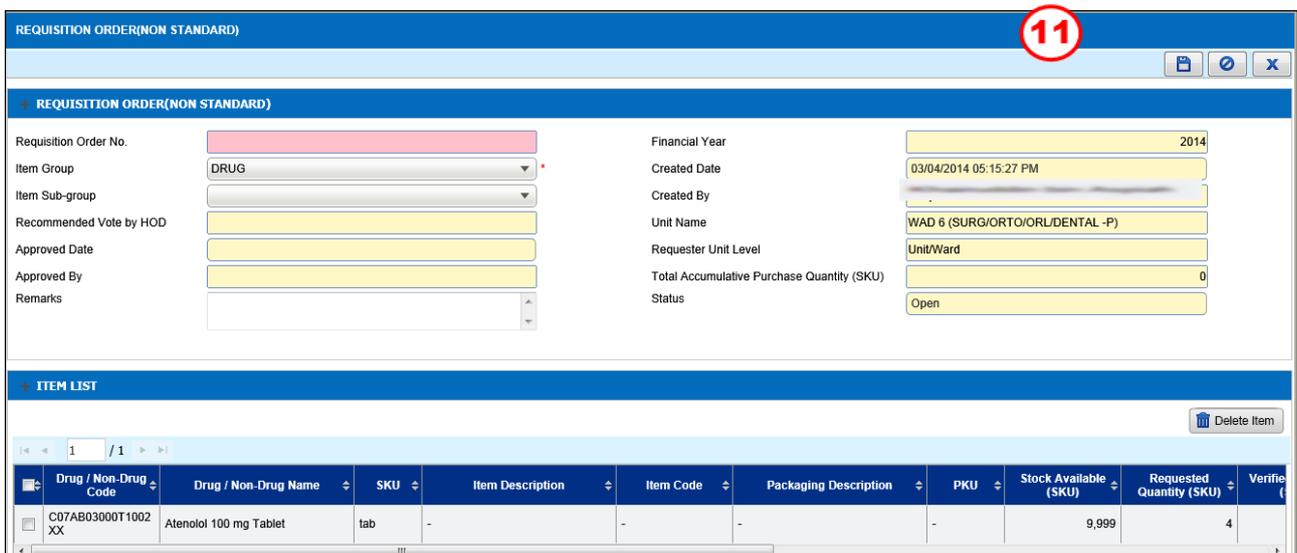


Figure 3.1.2-6 Save Requisition Order

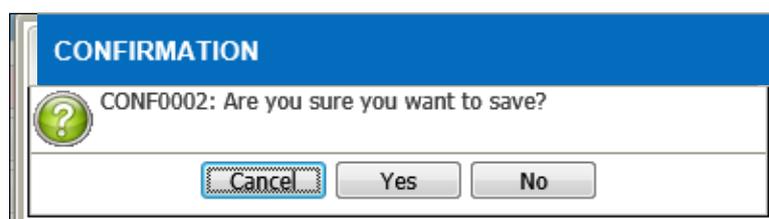


Figure 3.1.2-7 Confirmation Message

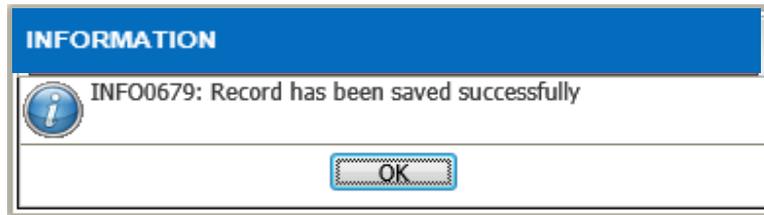
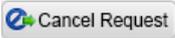


Figure 3.1.2-8 Information Message

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'.

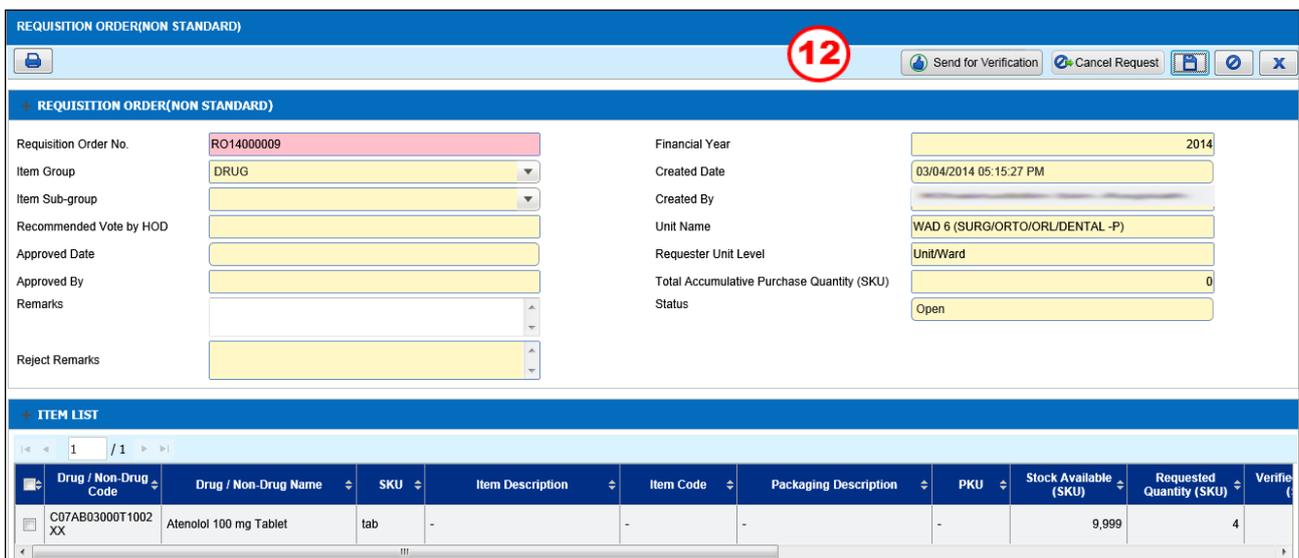


Figure 3.1.2-9 Send for Verification

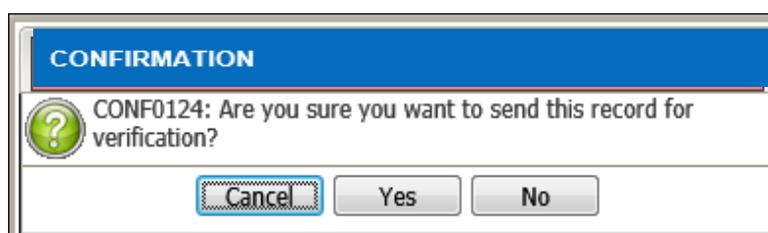


Figure 3.1.2-10 Confirmation Message

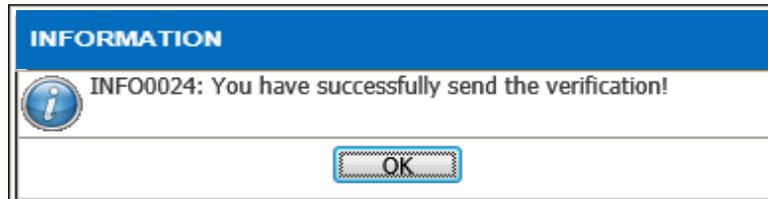


Figure 3.1.2-11 Information Message

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'

3.1.2 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	RO1400009	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 Gopa
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 Gopa
6	Slow Moving Item	SM14000010	02/04/2014 04:02 PM	Pending For Approval	STOR FARMASI	Susee Gopa
7	Near Expiration Approval	E140000012	02/04/2014 12:27 PM	Pending For Approval	STOR FARMASI	Susee Gopa
8	Indent	R14000031	02/04/2014 11:57 AM	Pending For Approval	STOR FARMASI	Susee Gopa

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.	RO1400009	Financial Year	2014
Item Group	DRUG	Created Date	03/04/2014 05:43:10 PM
Item Sub-group		Created By	Sariyar...
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 Verification
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
C07AB03000T1002XX	Atenolol 100 mg Tablet	tab					9,999	4	

Figure 3.1.3-2 Requisition Order

STEP 2

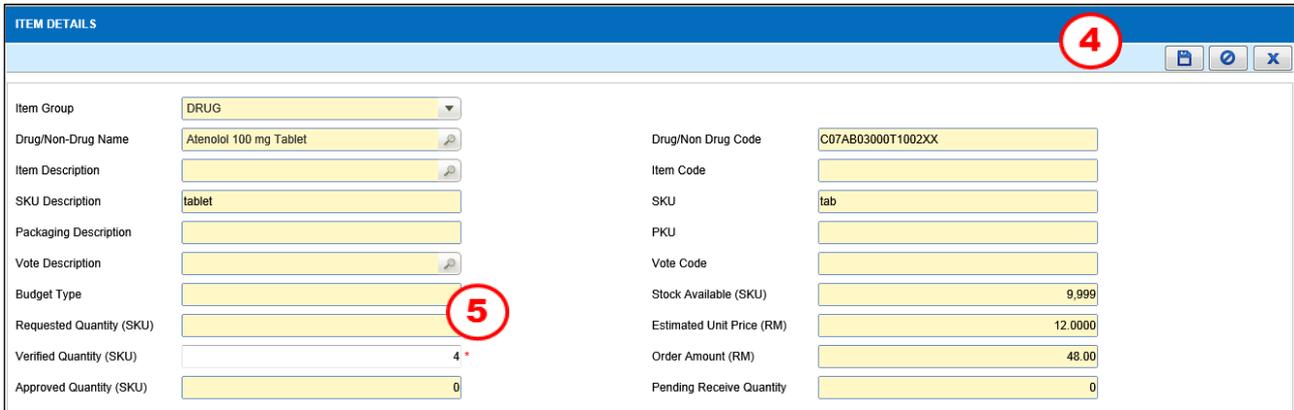
Enter **Recommended Vote by HOD**

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



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)		Pending Receive Quantity	0
Approved Quantity (SKU)	0		

Figure 3.1.3-3 Item Details



Figure 3.1.3-4 Alert Message

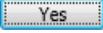
STEP 4

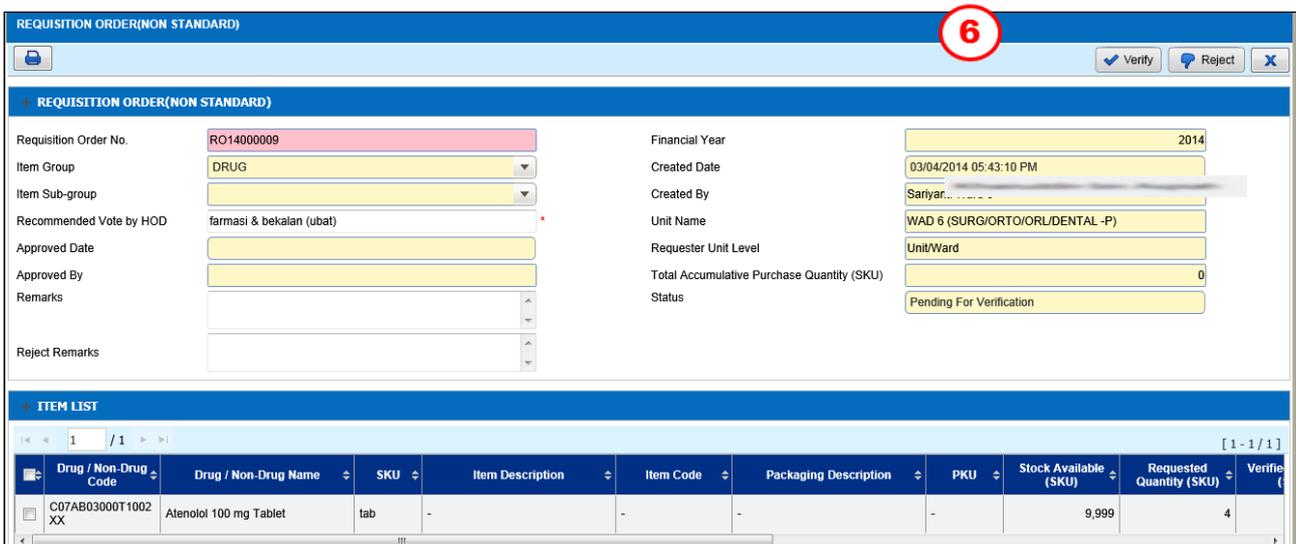
Enter **Verified Qty (SKU)**

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.



Requisition Order No.	RO14000009	Financial Year	2014
Item Group	DRUG	Created Date	03/04/2014 05:43:10 PM
Item Sub-group		Created By	Sariyar.....
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 Verification
Reject Remarks			

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

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.

3.1.2. 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 1	RO14000009	03/04/2014 05:59 PM	Pending For Approval	WAD 6 (SURG/ORTO/ORL/DENTAL -P)	Khanzudin bin Aguph
2	Adjustment	SA14000013	03/04/2014 10:24 AM	Pending For Approval	STOR FARMASI	Khanzudin bin Aguph
3	Adjustment	SA14000012	03/04/2014 10:24 AM	Pending For Approval	STOR FARMASI	Khanzudin bin Aguph
4	Adjustment	SA14000011	03/04/2014 10:23 AM	Pending For Approval	STOR FARMASI	Khanzudin bin Aguph
5	Slow Moving Item	SM14000011	02/04/2014 04:03 PM	Pending For Approval	STOR FARMASI	Khanzudin bin Aguph
6	Slow Moving Item	SM14000010	02/04/2014 04:02 PM	Pending For Approval	STOR FARMASI	Khanzudin bin Aguph
7	Near Expiration Approval	E140000012	02/04/2014 12:27 PM	Pending For Approval	STOR FARMASI	Khanzudin bin Aguph
8	Indent	R14000031	02/04/2014 11:57 AM	Pending For Approval	STOR FARMASI	Khanzudin bin Aguph

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)

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

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					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

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

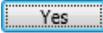
Click on the  button to save the transaction

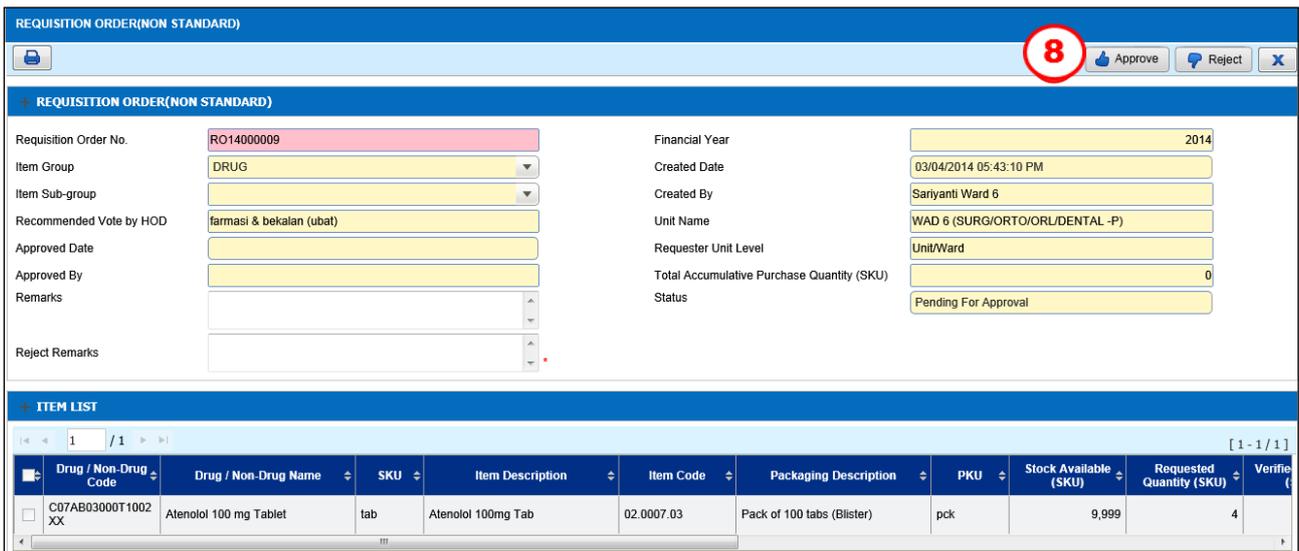


Figure 3.1.4-4 Alert Message

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)	Verify
C07AB03000T1002 XX	Atenolol 100 mg Tablet	tab	Atenolol 100mg Tab	02.0007.03	Pack of 100 tabs (Blister)	pck	9,999	4	

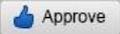
Figure 3.1.4-5 Requisition Order Approval

STEP 8

Click on the  button to approve the transaction

Click on the  button to reject the transaction

Note

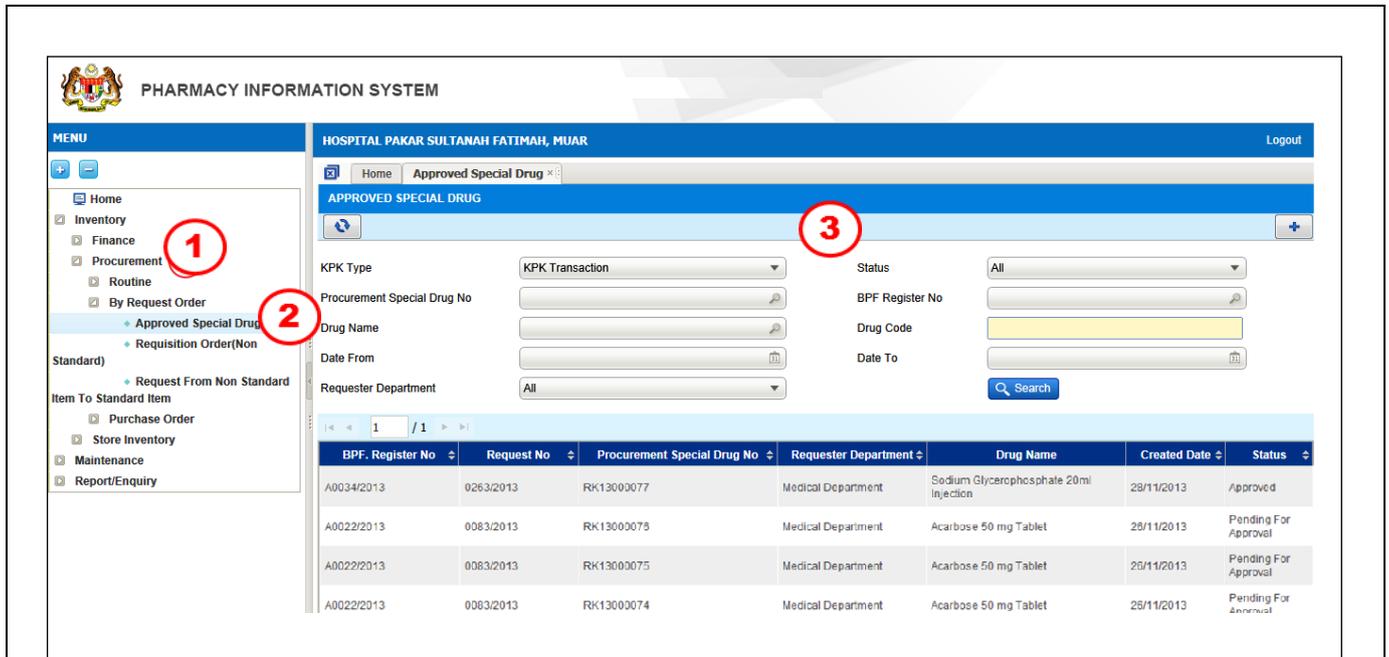
- If user click on the  button and **Status** will change to 'Approved'.
- If user click on the  button and **Status** will change to 'Rejected'.
- Approved transaction will flow to purchase order

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).



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	28/11/2013	Pending For Approval
A0022/2013	0083/2013	RK13000075	Medical Department	Acarbose 50 mg Tablet	29/11/2013	Pending For Approval
A0022/2013	0083/2013	RK13000074	Medical Department	Acarbose 50 mg Tablet	28/11/2013	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"> - 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 	Filter and search existing records based on KPK Type



PhIS & CPS Project
User Manual – Pharmacy Inventory
Request Order



		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 Logout

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: 4

BPF Register No	Request No	Procurement Special Drug No	Requester Department	Drug Name	Created Date	Status
A0034/2013	0263/2013	RK1300077	Medical Department	Sodium Glycophosphate 20ml Injection	28/11/2013	Approved
A0022/2013	0083/2013	RK1300078	Medical Department	Acarbose 50 mg Tablet	25/11/2013	Pending For Approval
A0022/2013	0083/2013	RK1300075	Medical Department	Acarbose 50 mg Tablet	25/11/2013	Pending For Approval
A0022/2013	0083/2013	RK1300074	Medical Department	Acarbose 50 mg Tablet	25/11/2013	Pending For Approval

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

APPROVED SPECIAL DRUG

+ 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="B0002/2014"/>	Created Date	<input type="text" value="29/12/2014 10:55:37 PM"/>
Hospital Request No	<input type="text" value="HPSF0003/2014"/>	Requester Department	<input type="text" value="Pharmacy"/>
Request By Specialist	<input type="text" value="L"/>	Requested Date	<input type="text" value="27/11/2014"/>
Approved Date	<input type="text" value="27/11/2014"/>	Approval Dateline	<input type="text" value="27/11/2014"/>
Approval Validity Period (Days)	<input type="text" value="0"/>	Accumulated Purchase Quantity (PKU)	<input type="text" value="0"/>
Approved Quantity (PKU)	<input type="text" value="100"/>	Remaining Approved Quantity (PKU)	<input type="text" value="100"/>
Estimated Total Order Amount (RM)	<input type="text" value="0.00"/>	Status	<input type="text" value="Approved"/>
Remarks	<input type="text"/>	Reject Reason	<input type="text"/>

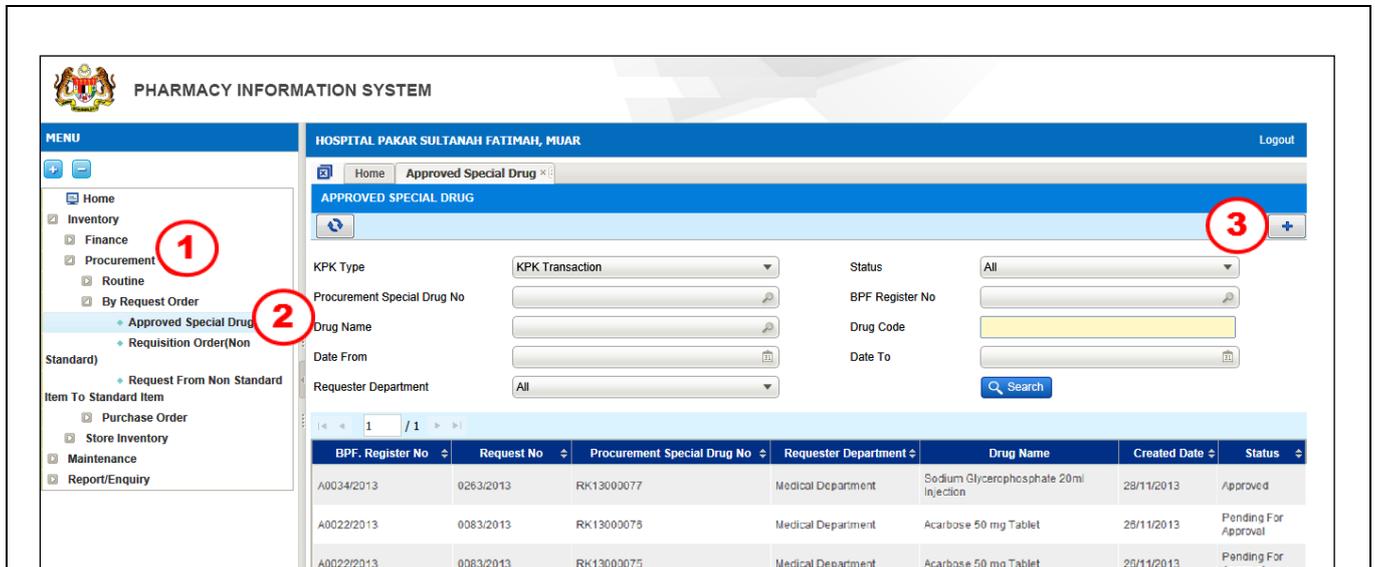
+ APPROVED SPECIAL DRUG LIST

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)
1 / 1														

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:



BPF. Register No	Request No	Procurement Special Drug No	Requester Department	Drug Name	Created Date	Status
A0034/2013	0263/2013	RK13000077	Medical Department	Sodium Glycero-phosphate 20ml injection	29/11/2013	Approved
A0022/2013	0083/2013	RK13000075	Medical Department	Acarbose 50 mg Tablet	29/11/2013	Pending For Approval
A0022/2013	0083/2013	RK13000075	Medical Department	Acarbose 50 mg Tablet	29/11/2013	Pending For Approval

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

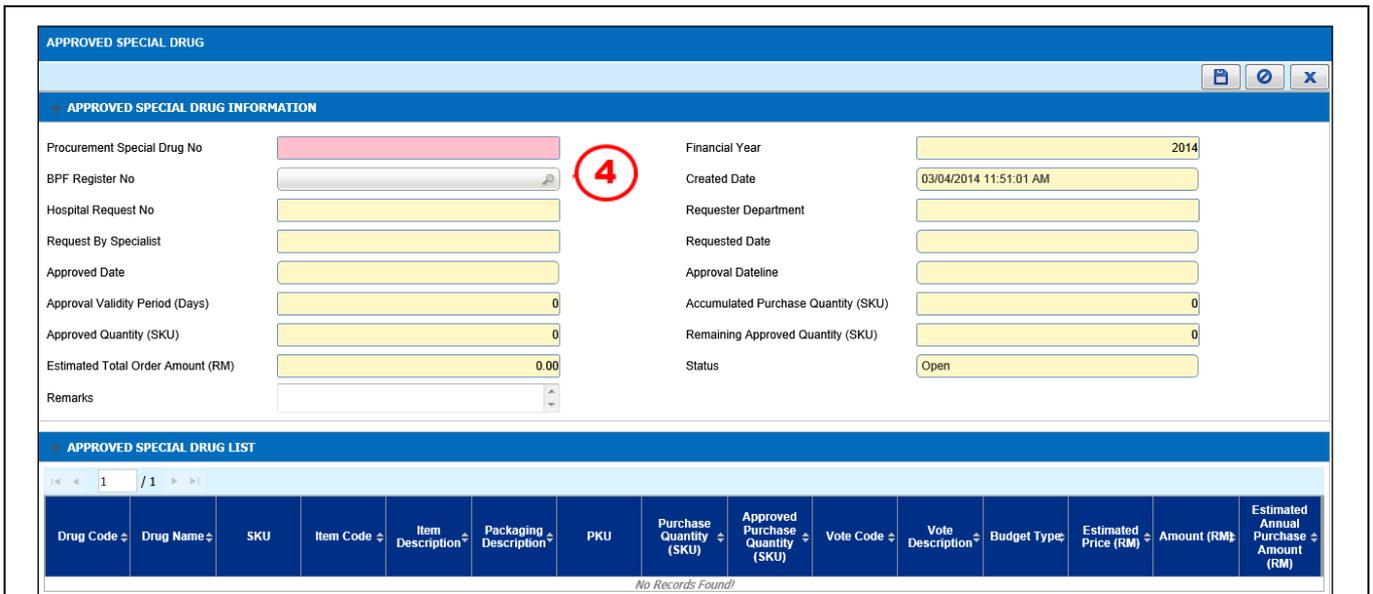


Figure 3.2.2-2 Approved Special Drug

STEP 4

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

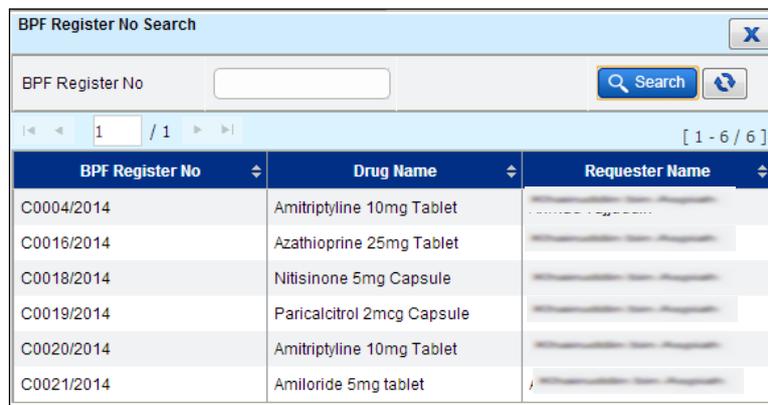
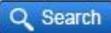


Figure 3.2.2-3 BPF Register No Search

Note

- This textbox allow user to enter a wildcard value for **BPF Register No** and click the  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														
1 / 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	-	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		Financial Year	2014
BPF Register No	C0004/2014	Created Date	03/04/2014 11:43:44 AM
Hospital Request No	0007/2014	Requester Department	General Medicine
Request By Specialist		Requested Date	26/03/2014
Approved Date	26/03/2014	Approval Dateline	26/03/2014
Approval Validity Period (Days)	0	Accumulated Purchase Quantity (SKU)	0
Approved Quantity (SKU)	10	Remaining Approved Quantity (SKU)	10
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)
KPK00045	Amitriptyline 10mg Tablet	tab 5	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		Vote Description	
Vote Code		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)	0
Remaining Approved Quantity (SKU)	120	Total Estimated Amount (RM)	4.00
Estimated Annual Purchase Amount (RM)	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.

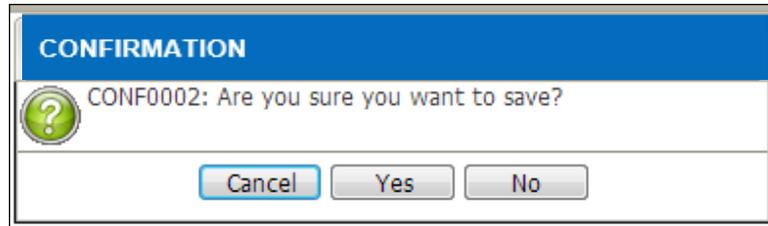


Figure 3.2.2-7 Alert Message

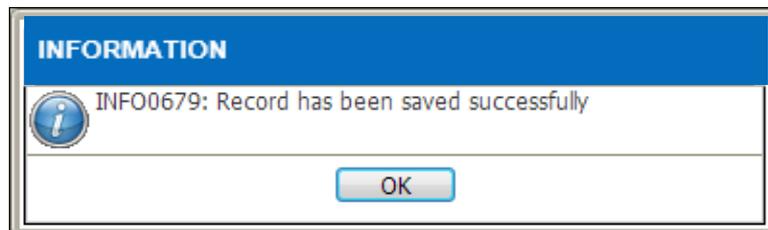


Figure 3.2.2-8 Alert Message

APPROVED SPECIAL DRUG

8

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	120	0				0.0333	4.00	0.00

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.

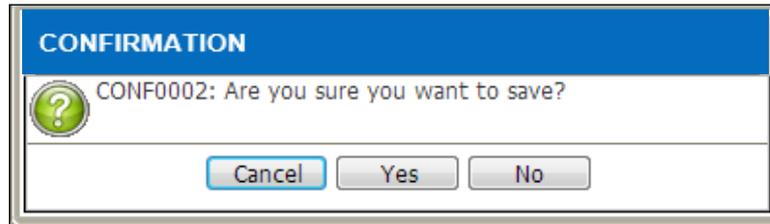


Figure 3.2.2-10 Alert Message

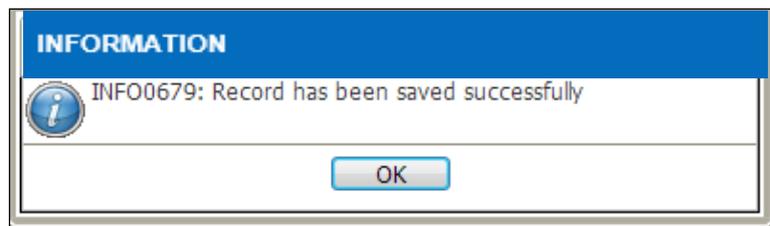


Figure 3.2.2-11 Alert Message

APPROVED SPECIAL DRUG

9





APPROVED SPECIAL DRUG INFORMATION

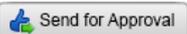
Procurement Special Drug No	<input type="text" value="RK14000001"/>	Financial Year	<input type="text" value="2014"/>
BPF Register No	<input type="text" value="C0018/2014"/>	Created Date	<input type="text" value="03/04/2014 2:41:24 PM"/>
Hospital Request No	<input type="text" value="0024/2014"/>	Requester Department	<input type="text" value="General Medicine"/>
Request By Specialist	<input type="text"/>	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="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)
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'.

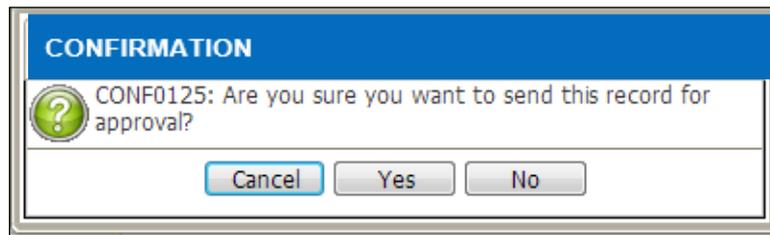


Figure 3.2.2-13 Alert Message

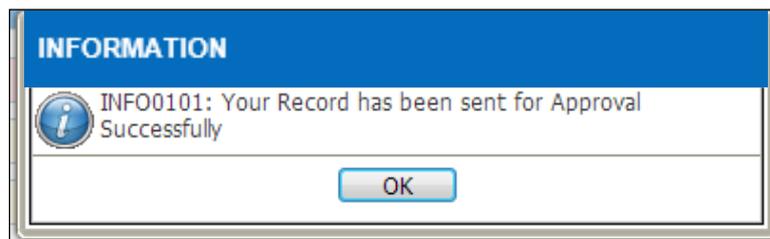


Figure 3.2.2-14 Alert Message



3.2.3 Approved Special Drug record(s) Approval

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

TASK LIST						
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														
<div style="text-align: right;"> <input type="button" value="Approve"/> <input type="button" value="Reject"/> <input type="button" value="X"/> </div>														
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														
<div style="text-align: right;"> <input type="button" value="1"/> / 1 </div>														
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

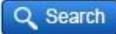
ITEM DETAILS			
Budget Type	Operating	Vote Description	Farmasi dan Bekalan (Ubat)
Vote Code	090401/111100/27401/99	Drug Code	KPK00131
Drug Name	Nitrisinone 5mg Capsule	SKU	cap
Item Code	KPK00131.01	PKU	pcck
Packaging Description	Pack of 60 cap	Purchase Quantity (SKU)	120
Estimated Unit Price (RM)	0.0333	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.

Search Vote Description			
Vote Description	Vote Code		
[1 - 10 / 44]			
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

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	Nitisinone 5mg Capsule	cap	KPK00131.01	Nitisinone 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

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

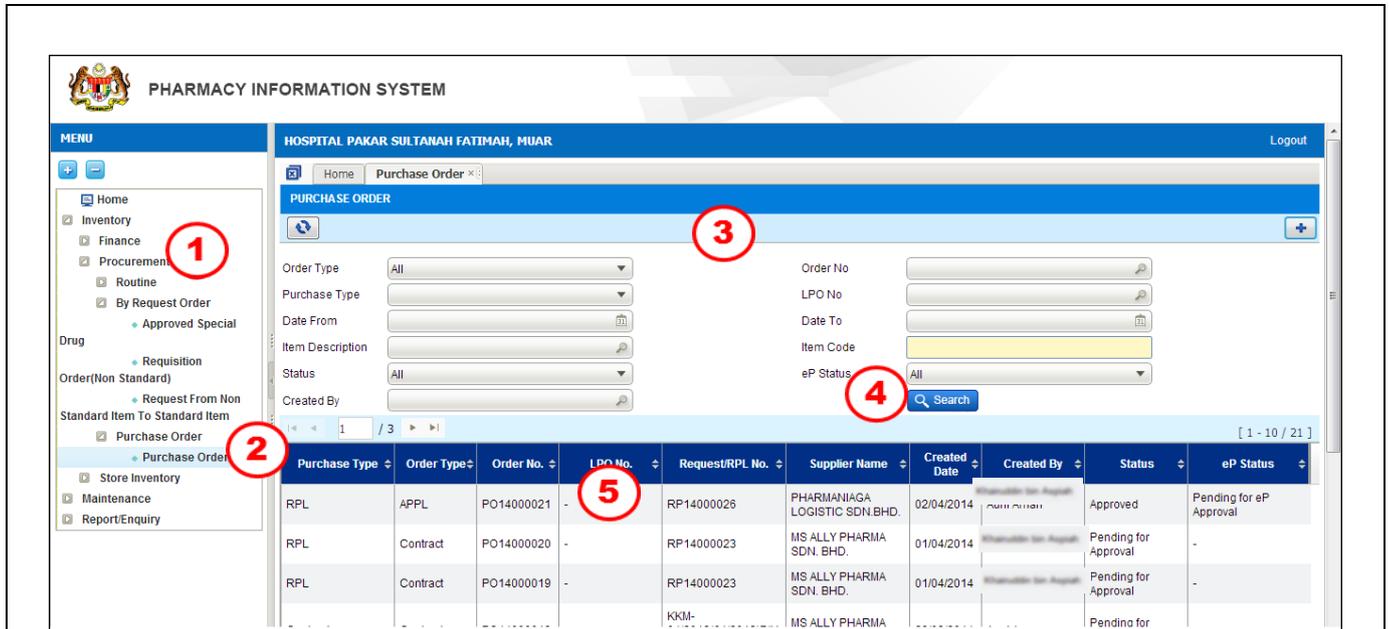


Figure 3.3-1 Purchase Order

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

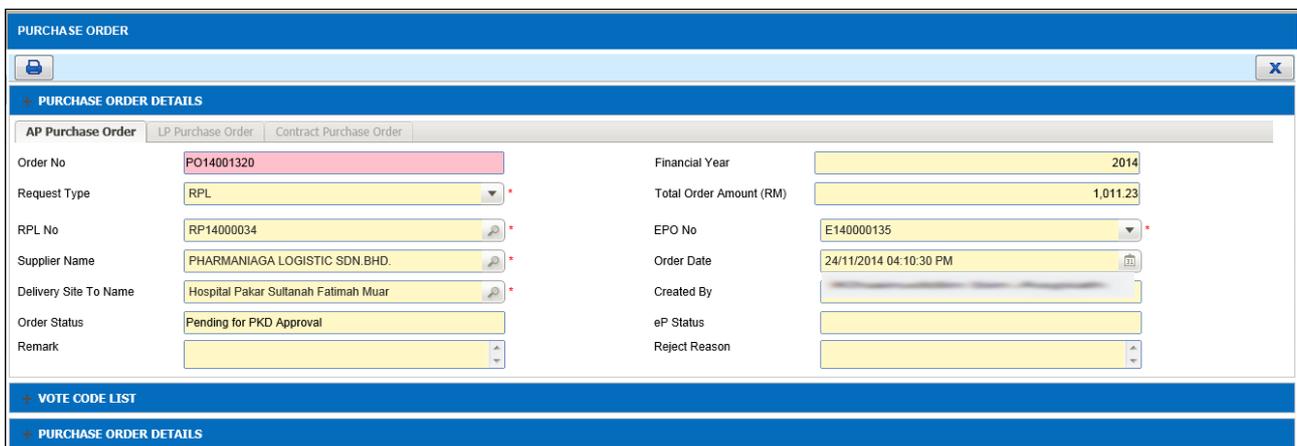
Table 3.3-1

STEP 4

Click on the  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



PURCHASE ORDER

PURCHASE ORDER DETAILS

AP Purchase Order | LP Purchase Order | Contract Purchase Order

Order No: PO14001320 | Financial Year: 2014

Request Type: RPL | Total Order Amount (RM): 1,011.23

RPL No: RP14000034 | EPO No: E140000135

Supplier Name: PHARMANIAGA LOGISTIC SDN.BHD. | Order Date: 24/11/2014 04:10:30 PM

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

Order Status: Pending for PKD Approval | eP Status: [Redacted]

Remark: [Redacted] | Reject Reason: [Redacted]

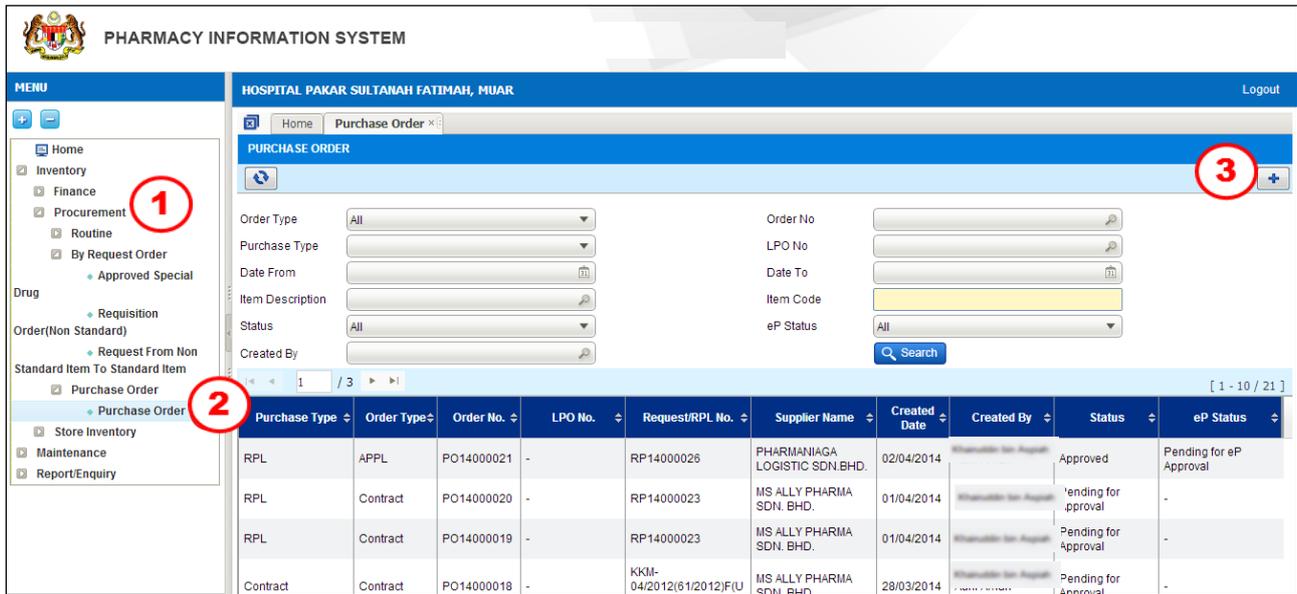
VOTE CODE LIST

PURCHASE ORDER DETAILS

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

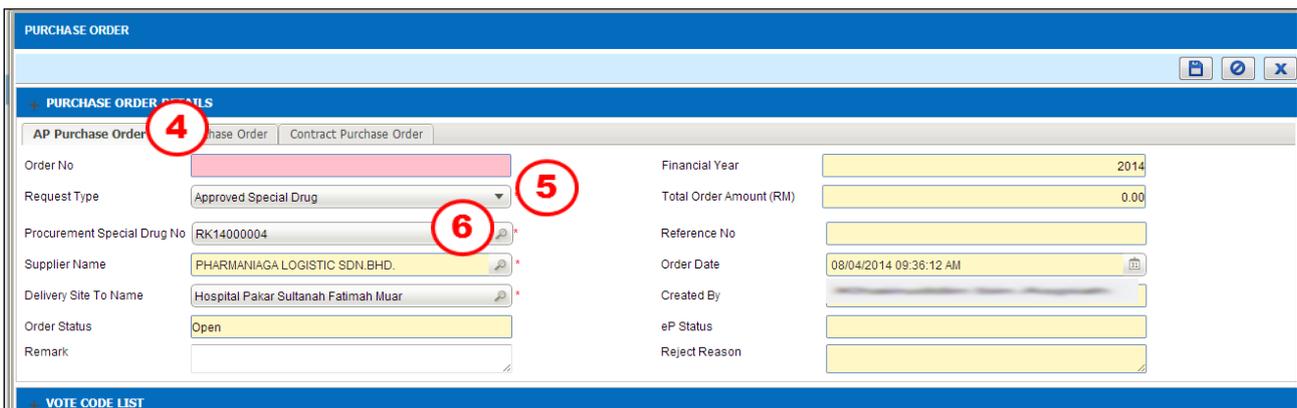


Figure 3.3.1-2 AP Purchase Order

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

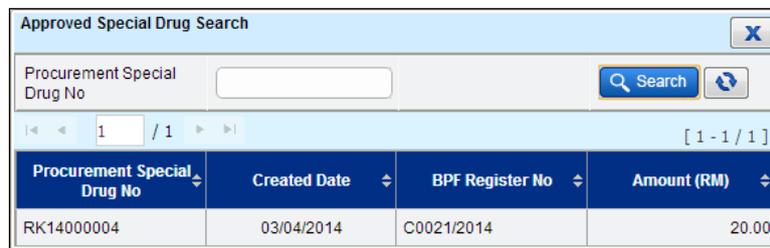
Select **Request Type** as Approved Special Drug from dropdown box

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

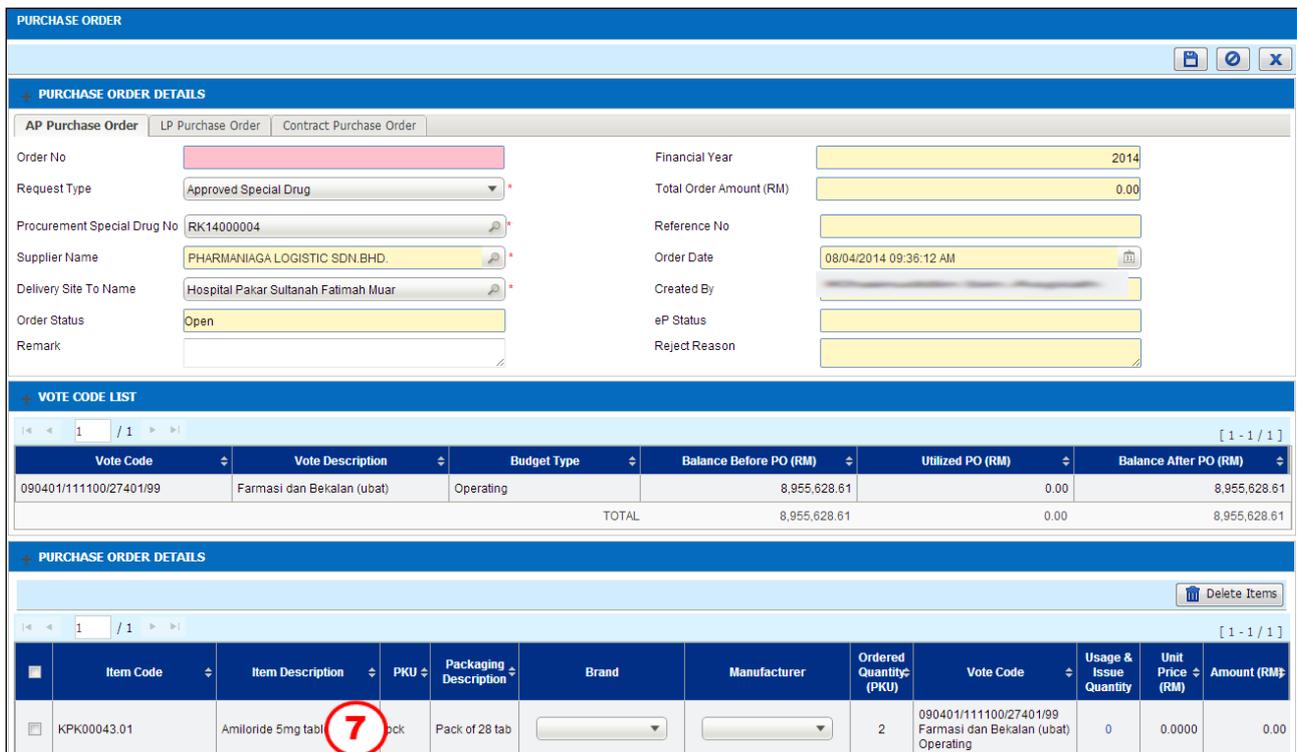
Note

- 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



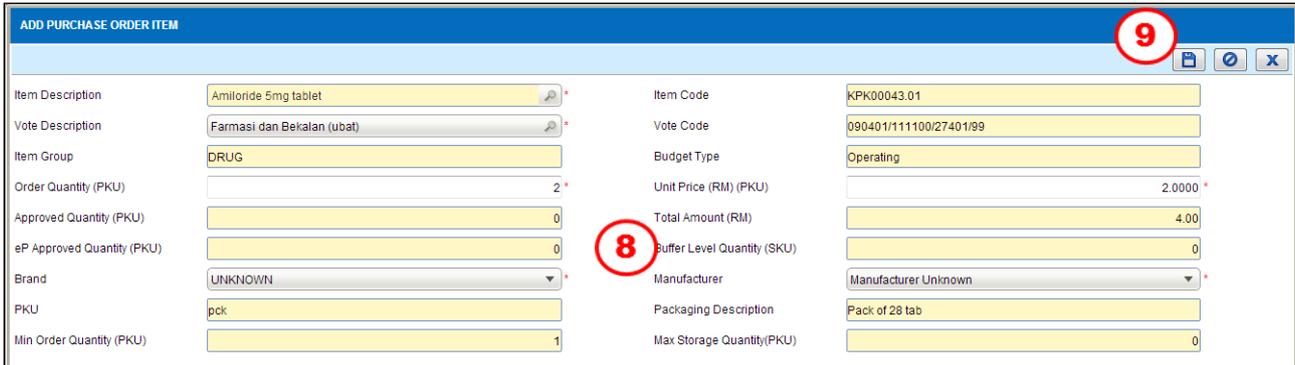
Vote Code	Vote Description	Budget Type	Balance Before PO (RM)	Utilized PO (RM)	Balance After PO (RM)
090401/111100/27401/99	Farmasi dan Bekalan (ubat)	Operating	8,955,628.61	0.00	8,955,628.61
TOTAL			8,955,628.61	0.00	8,955,628.61

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 ack		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



ADD PURCHASE ORDER ITEM

Item Description: Amiloride 5mg tablet
Vote Description: Farmasi dan Bekalan (ubat)
Item Group: DRUG
Order Quantity (PKU): 2
Approved Quantity (PKU): 0
eP Approved Quantity (PKU): 0
Brand: UNKNOWN
PKU: pck
Min Order Quantity (PKU): 1
Item Code: KPK00043.01
Vote Code: 090401/111100/27401/99
Budget Type: Operating
Unit Price (RM) (PKU): 2.0000
Total Amount (RM): 4.00
Buffer Level Quantity (SKU): 0
Manufacturer: Manufacturer Unknown
Packaging Description: Pack of 28 tab
Max Storage Quantity(PKU): 0

Figure 3.3.1-5 Add Purchase Order Item

Note

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

STEP 8

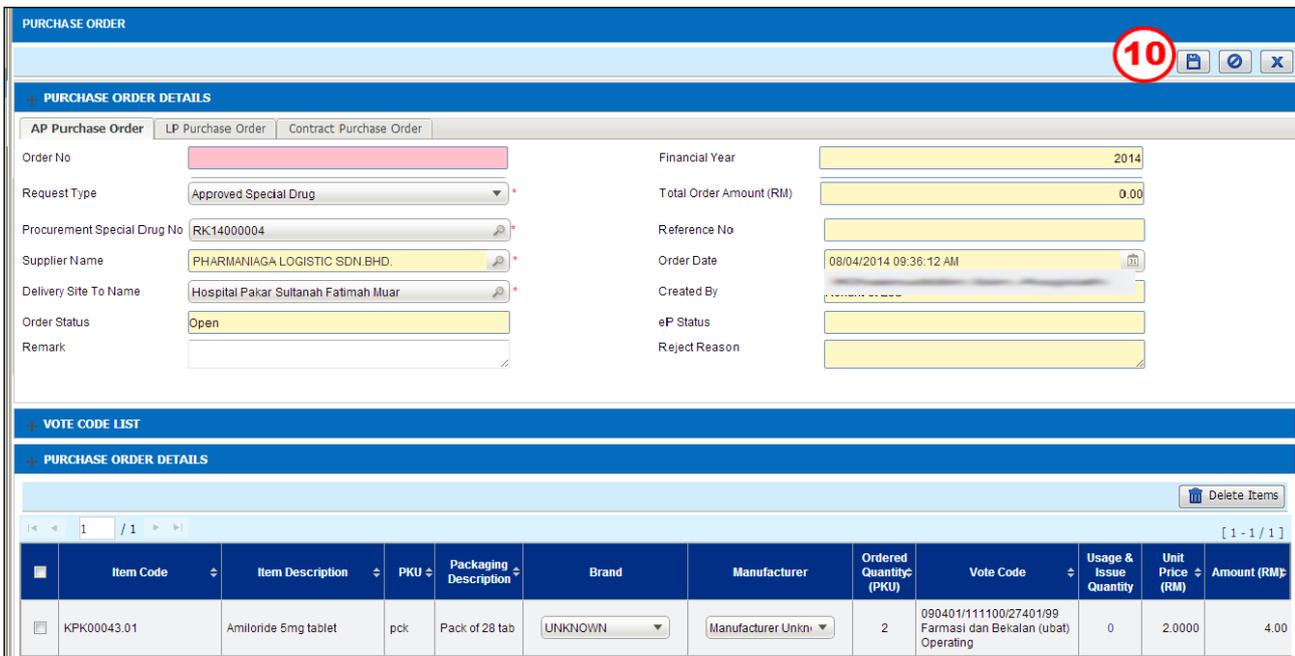
Select **Brand** from dropdown box

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



PURCHASE ORDER

PURCHASE ORDER DETAILS

AP Purchase Order | LP Purchase Order | Contract Purchase Order

Order No: [Redacted] | Financial Year: 2014
Request Type: Approved Special Drug | Total Order Amount (RM): 0.00
Procurement Special Drug No: RK14000004 | Reference No: [Redacted]
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: [Redacted]
Order Status: Open | 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)
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

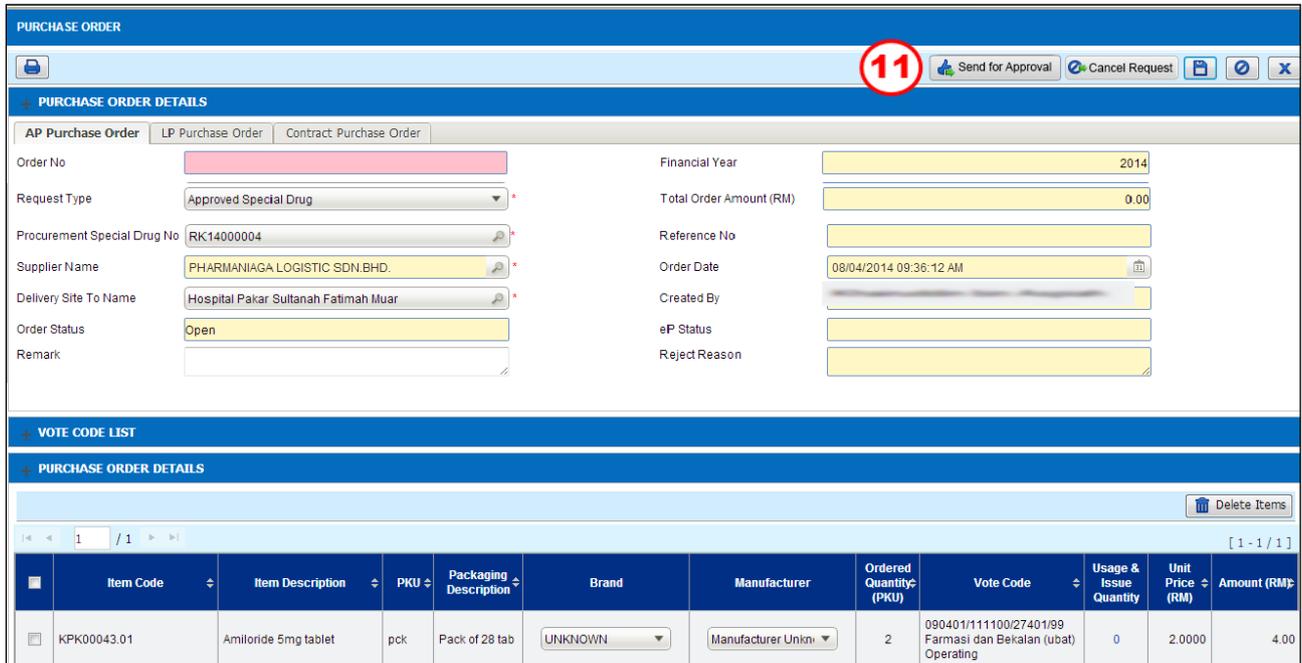
Figure 3.3.1-6 AP Purchase Order

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.



PURCHASE ORDER

PURCHASE ORDER DETAILS

AP Purchase Order | LP Purchase Order | Contract Purchase Order

Order No: [Redacted] | Financial Year: 2014

Request Type: Approved Special Drug | Total Order Amount (RM): 0.00

Procurement Special Drug No: RK14000004 | Reference No: [Redacted]

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: [Redacted]

Order Status: Open | 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)
KPK00043.01	Amiloride 5mg tablet	pck	Pack of 28 tab	UNKNOWN	Manufacturer Unkn	2	090401111100/2740199 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:

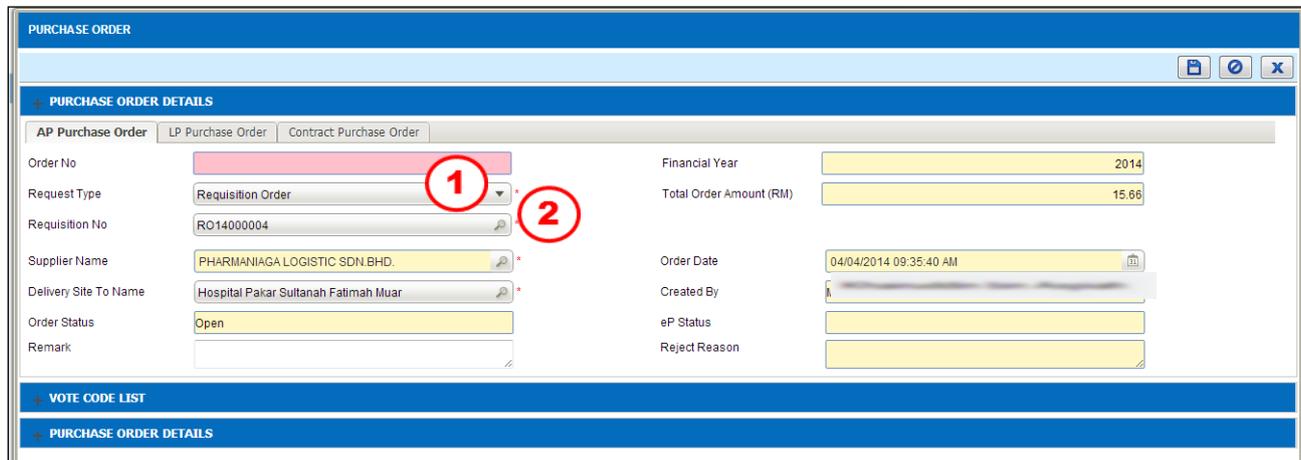


Figure 3.3.2-1 AP Purchase Order – Requisition Order

Note

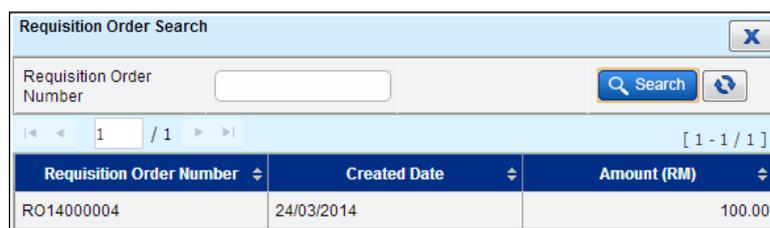
To proceed with purchase order for Requisition Order, Repeat from **STEP 1** to **STEP 4** in section [3.3.1 AP Purchase Order \(AP PO\): Approved Special Drug](#)

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

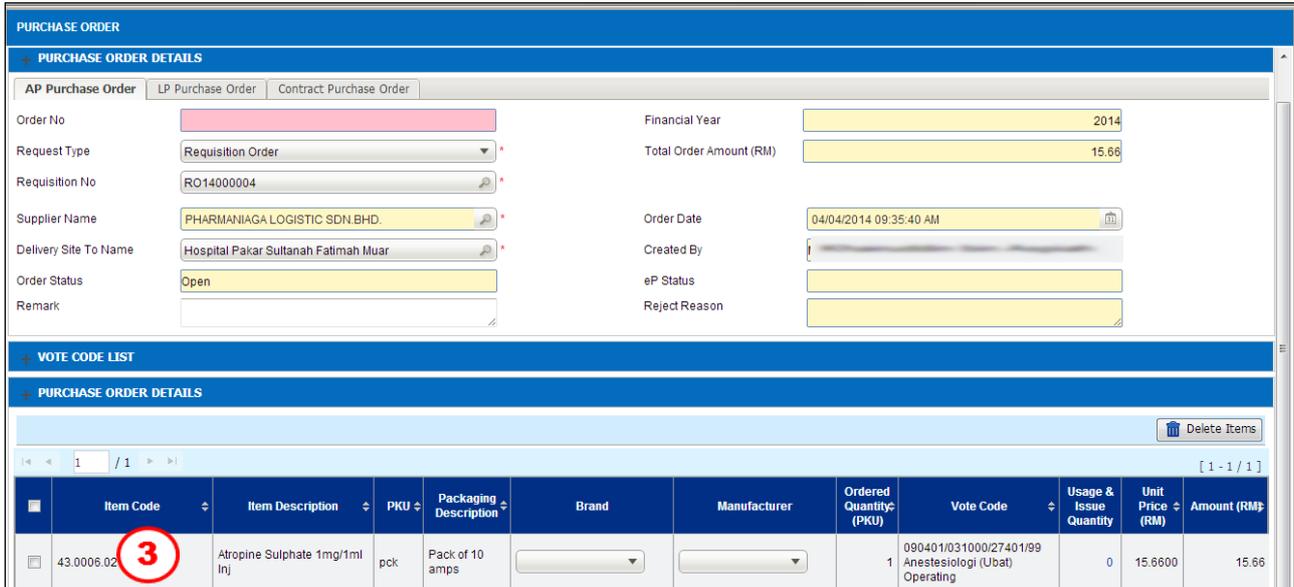


Requisition Order Number	Created Date	Amount (RM)
RO14000004	24/03/2014	100.00

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



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

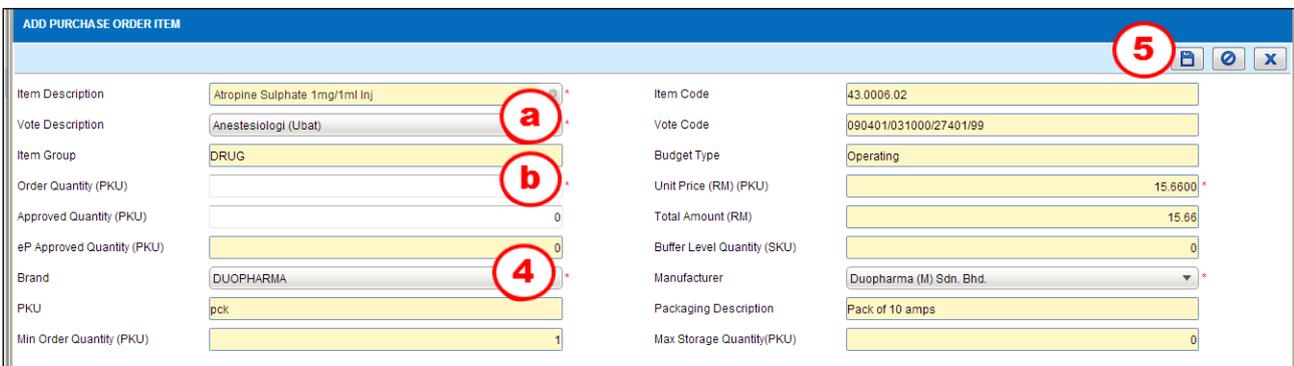


Figure 3.3.2-4 Add Purchase Order Item

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



PhIS & CPS Project User Manual – Pharmacy Inventory Request Order



PURCHASE ORDER

6   

PURCHASE ORDER DETAILS

AP Purchase Order | LP Purchase Order | Contract Purchase Order

Order No: Financial Year:
 Request Type: Total Order Amount (RM):
 Requisition No:
 Supplier Name: Order Date:
 Delivery Site To Name: Created By:
 Order Status: eP Status:
 Remark: Reject Reason:

VOTE CODE LIST

PURCHASE ORDER DETAILS



[1 - 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	DUOPHARMA	Duopharma (M) Sd	1	090401031000/27401/99 Anestesiologi (Ubat) Operating	0	15.6600	15.66

Figure 3.3.2-5 AP Purchase Order

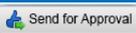
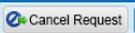
STEP 6

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

7     

PURCHASE ORDER DETAILS

AP Purchase Order | LP Purchase Order | Contract Purchase Order

Order No: Financial Year:
 Request Type: Total Order Amount (RM):
 Requisition No:
 Supplier Name: Order Date:
 Delivery Site To Name: Created By:
 Order Status: eP Status:
 Remark: Reason:

VOTE CODE LIST

[1 - 1 / 1]

Vote Code	Vote Description	Budget Type	Balance Before PO (RM)	Utilized PO (RM)	Balance After PO (RM)
130721031000/27401/99	Anestesiologi (Ubat)	Operating	35,305.00	162.40	35,142.6
TOTAL			35,305.00	162.40	35,142.6

PURCHASE ORDER DETAILS



[1 - 1 / 1]

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	130721031000/27401/99 Anestesiologi (Ubat) Operating	0	81.2000	162.

Figure 3.3.2-6 AP Purchase Order



STEP 7

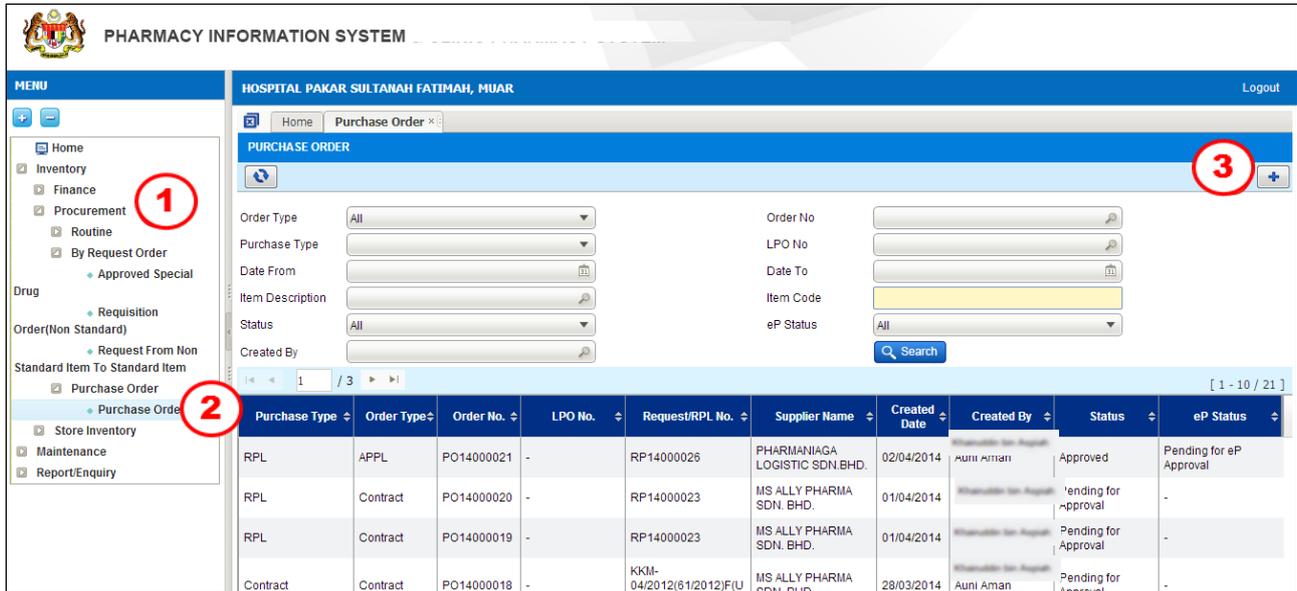
Click on the  button to send the transaction for approval

Note

Status will change to 'Pending for Approva'.

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

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

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 AMAN	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	-	KKJ-04/2012(6/1/2012)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

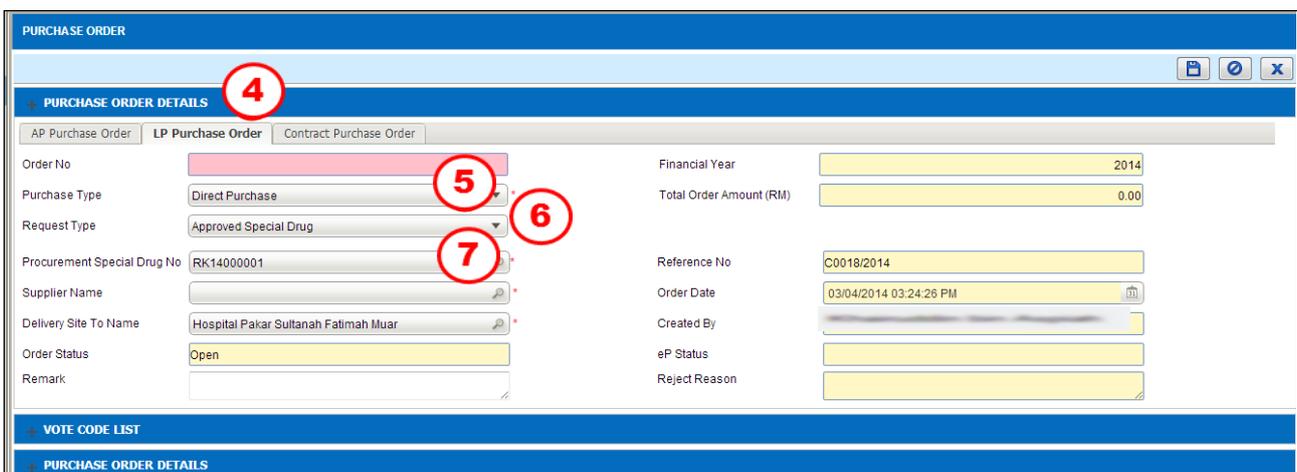
Click on 'Inventory, menu follow by 'Procurement' sub menu and click 'Purchase Order'

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: [Text Field] 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: [Text Field] Order Date: 03/04/2014 03:24:26 PM

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

Order Status: Open eP Status: [Text Field]

Remark: [Text Area] Reject Reason: [Text Field]

+ VOTE CODE LIST

+ PURCHASE ORDER DETAILS

Figure 3.3.3-2 LP Purchase Order

STEP 4

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

STEP 5

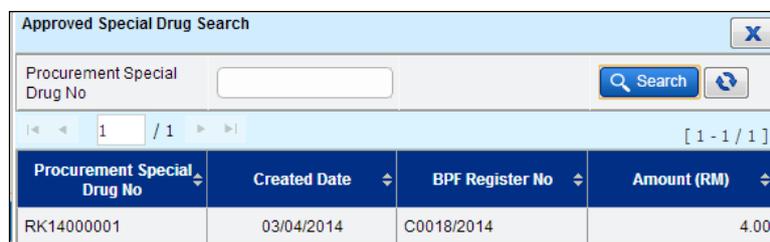
Select **Purchase Type** as Direct Purchase from dropdown box

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

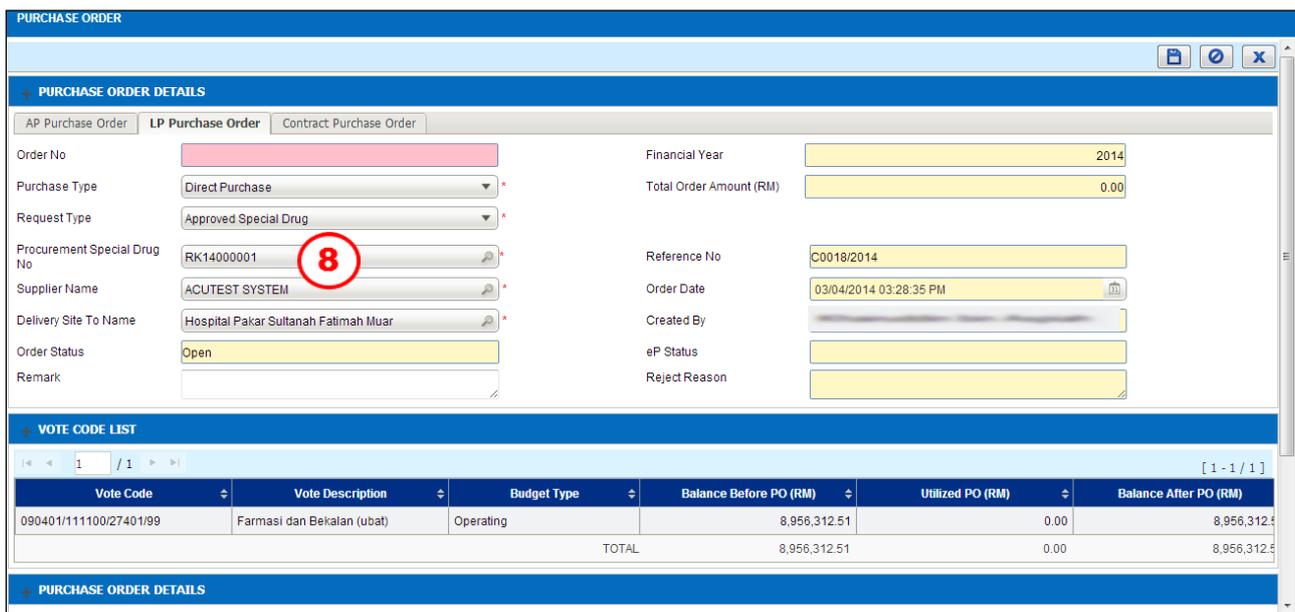


Procurement Special Drug No	Created Date	BPF Register No	Amount (RM)
RK14000001	03/04/2014	C0018/2014	4.00

Figure 3.3.3-3 Approved Special Drug Search

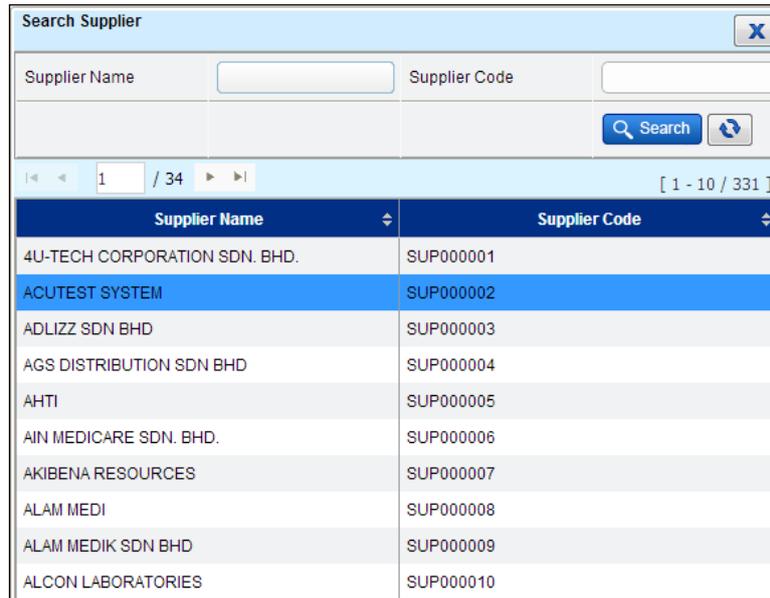
Note

- 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

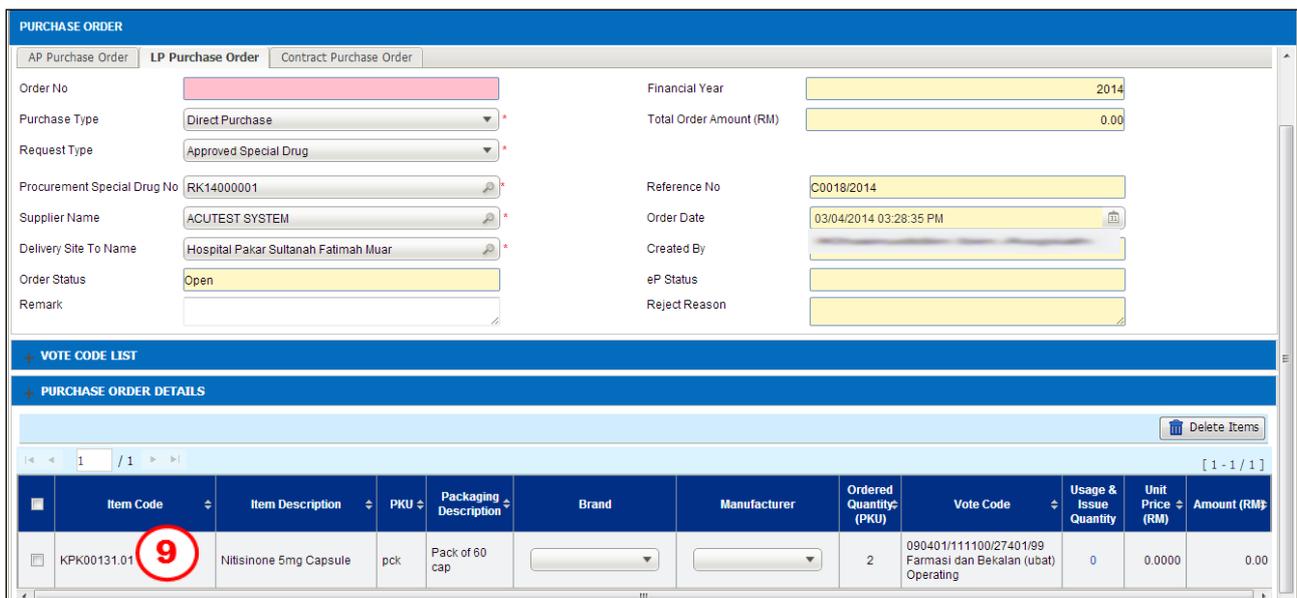
Figure 3.3.3-5 Search Supplier

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	090401/111100/2740199 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

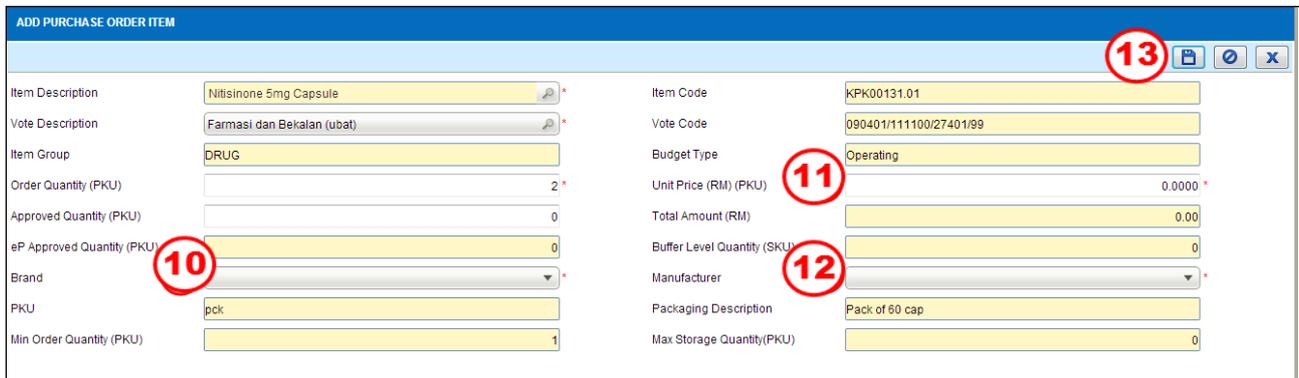


Figure 3.3.3-7 LP Purchase Order

STEP 10

Select **Brand** from dropdown box

STEP 11

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

STEP 12

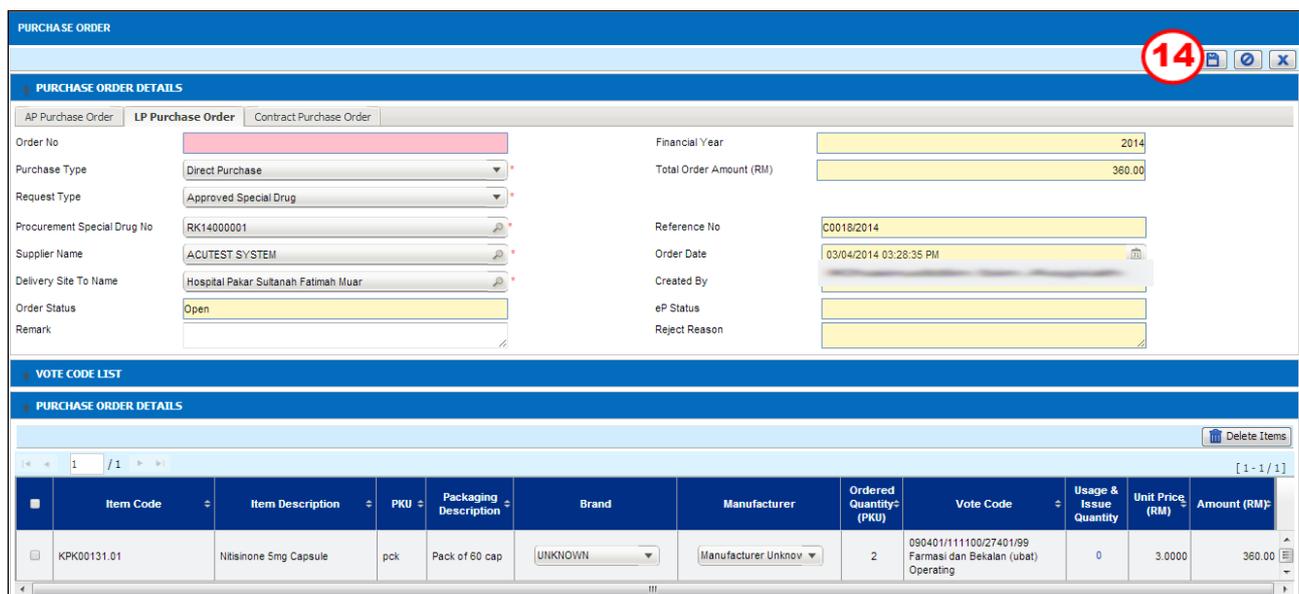
Select **Manufacturer** from dropdown box

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

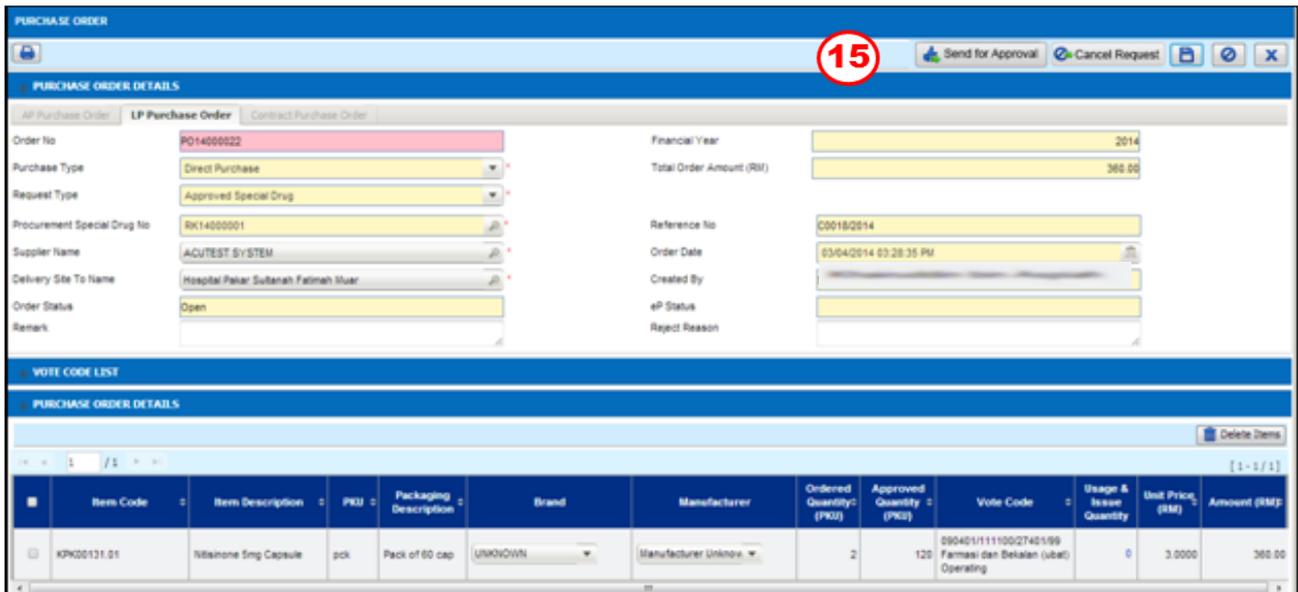
Figure 3.3.3-8 LP Purchase Order

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.



Item Code	Item Description	PKU	Packaging Description	Brand	Manufacturer	Ordered Quantity (PKU)	Approved Quantity (PKU)	Vote Code	Usage & Stock Quantity	Unit Price (RM)	Amount (RM)
KPK00131.01	Nitazone 5mg Capsule	pck	Pack of 60 cap	UNKNOWN	Manufacturer Unknown	2	120	090401/1111002740199	0	3.0000	360.00

Figure 3.3.3-9 LP Purchase Order

STEP 15

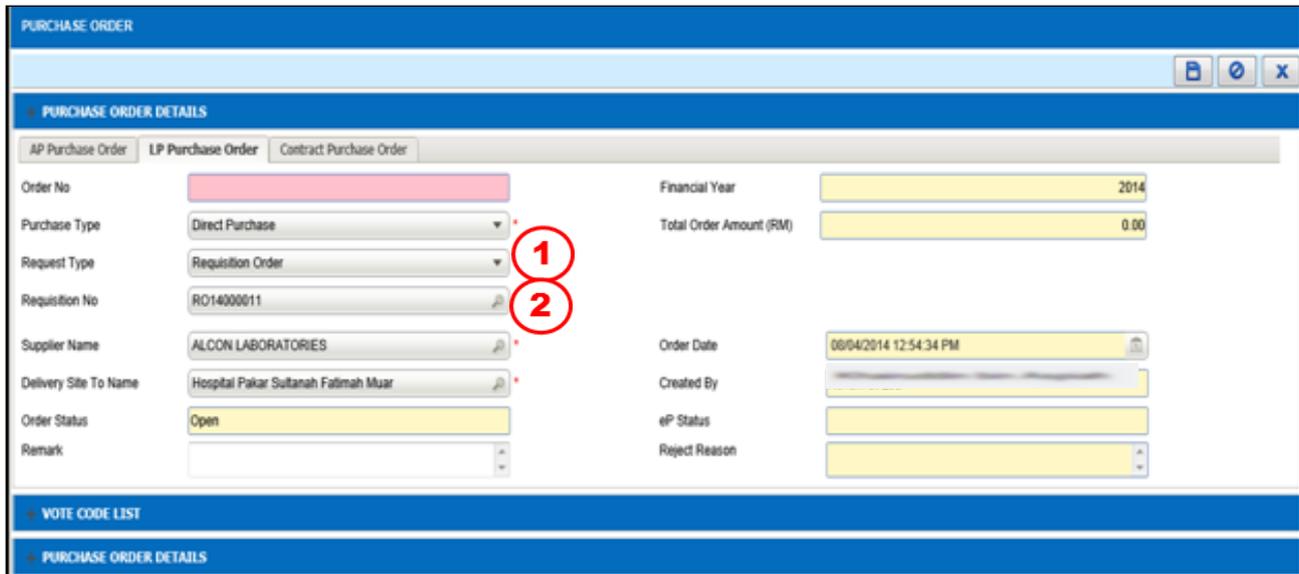
Click on the  button to send the transaction for approval

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	Financial Year: 2014
Purchase Type: Direct Purchase	Total Order Amount (RM): 0.00
Request Type: Requisition Order	
Requisition No: RO14000011	
Supplier Name: ALCON LABORATORIES	Order Date: 09/04/2014 12:54:34 PM
Delivery Site To Name: Hospital Pakar Sultanah Fatimah Muar	Created By:
Order Status: Open	eP Status:
Remark:	Reject Reason:

Figure 3.3.4-1 LP Purchase Order

Note

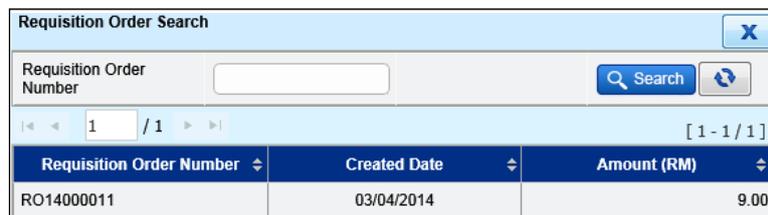
To proceed with purchase order for Requisition Order, Repeat from **STEP 1** to **STEP 4** in section [3.3.1 AP Purchase Order \(AP PO\): Approved Special Drug](#)

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 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 **Search** 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
 Remark: [Redacted] Created By: [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

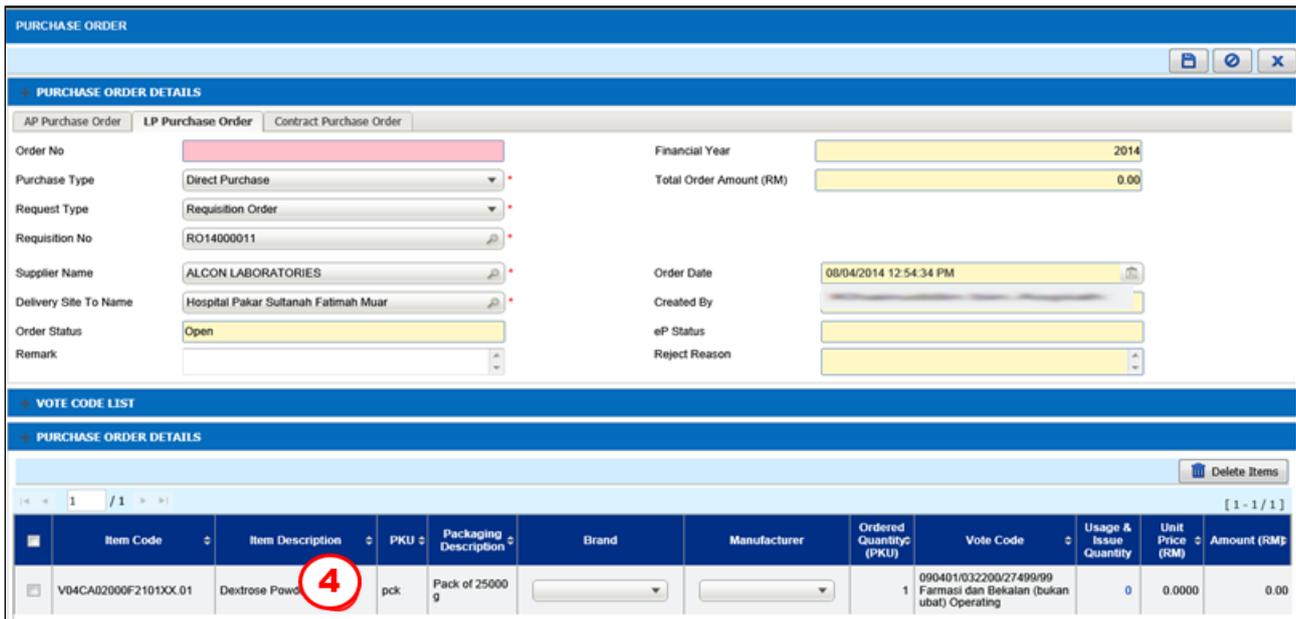
Supplier Name: ALCON LABORATORIES Supplier Code: [Redacted]

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



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 Order Date: 08/04/2014 12:54:34 PM
 Delivery Site To Name: Hospital Pakar Sultanah Fatimah Muar Created By: [Redacted]
 Order Status: Open eP Status: [Redacted]
 Remark: [Redacted] Reject Reason: [Redacted]

VOTE CODE LIST

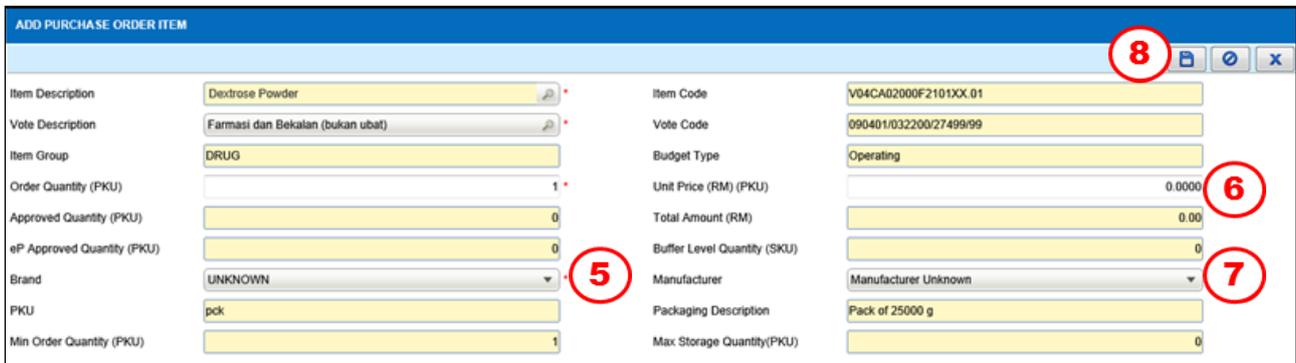
PURCHASE ORDER DETAILS

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 4	pck	Pack of 25000 g			1	090401/032200/27499/99 Farmasi dan Bekalan (bukan ubat) Operating	0	0.0000	0.00

Figure 3.3.4-5 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



ADD PURCHASE ORDER ITEM

Item Description: Dextrose Powder
 Vote Description: Farmasi dan Bekalan (bukan ubat)
 Item Group: DRUG
 Order Quantity (PKU): 1
 Approved Quantity (PKU): 0
 eP Approved Quantity (PKU): 0
 Brand: UNKNOWN **5**
 PKU: pck
 Min Order Quantity (PKU): 1

Item Code: V04CA02000F2101XX.01
 Vote Code: 090401/032200/27499/99
 Budget Type: Operating
 Unit Price (RM) (PKU): 0.0000 **6**
 Total Amount (RM): 0.00
 Buffer Level Quantity (SKU): 0
 Manufacturer: Manufacturer Unknown **7**
 Packaging Description: Pack of 25000 g
 Max Storage Quantity(PKU): 0

8 [Save Button]

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

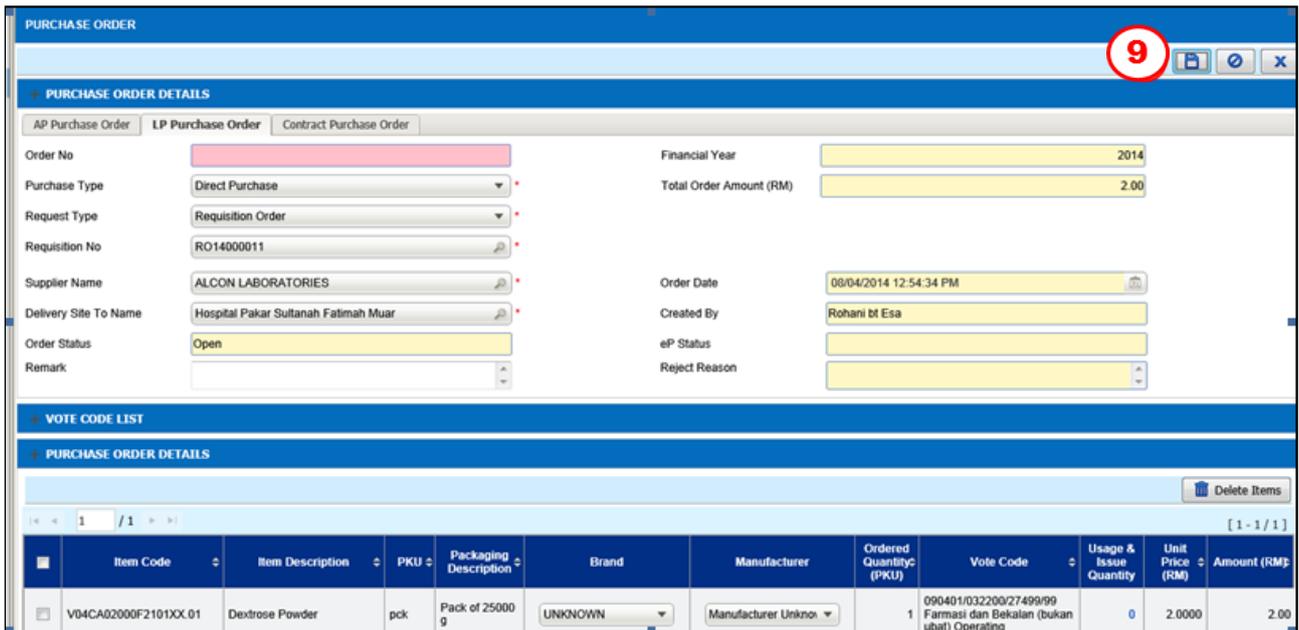
Select **Manufacturer** from dropdown box

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.



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): 2.00
 Request Type: Requisition Order
 Requisition No: RO14000011
 Supplier Name: ALCON LABORATORIES Order Date: 08/04/2014 12:54:34 PM
 Delivery Site To Name: Hospital Pakar Sultanah Fatimah Muar Created By: Rohani bt Esa
 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)
V04CA02000F2101XX.01	Dextrose Powder	pck	Pack of 25000 g	UNKNOWN	Manufacturer Unkno	1	090401/032200/27499/09 Farmasi dan Bekalan (bukan ubat) Operating	0	2.0000	2.00

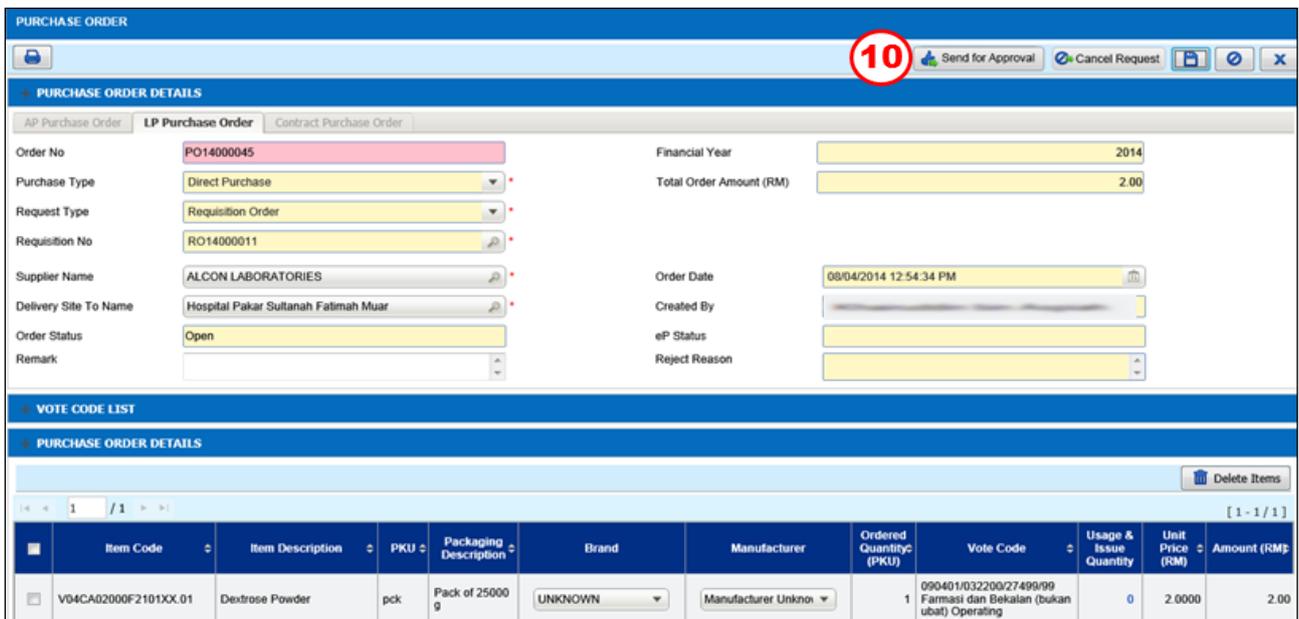
Figure 3.3.4-7 LP Purchase Order

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.



PURCHASE ORDER

PURCHASE ORDER DETAILS

AP Purchase Order | LP Purchase Order | Contract Purchase Order

Order No: PO14000045 Financial Year: 2014
 Purchase Type: Direct Purchase Total Order Amount (RM): 2.00
 Request Type: Requisition Order
 Requisition No: RO14000011
 Supplier Name: ALCON LABORATORIES Order Date: 08/04/2014 12:54:34 PM
 Delivery Site To Name: Hospital Pakar Sultanah Fatimah Muar Created By:
 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)
V04CA02000F2101XX.01	Dextrose Powder	pck	Pack of 25000 g	UNKNOWN	Manufacturer Unkno	1	090401/032200/27499/09 Farmasi dan Bekalan (bukan ubat) Operating	0	2.0000	2.00

Figure 3.3.4-8 LP Purchase Order

STEP 10

Click on the  button to send the transaction for approval

Note

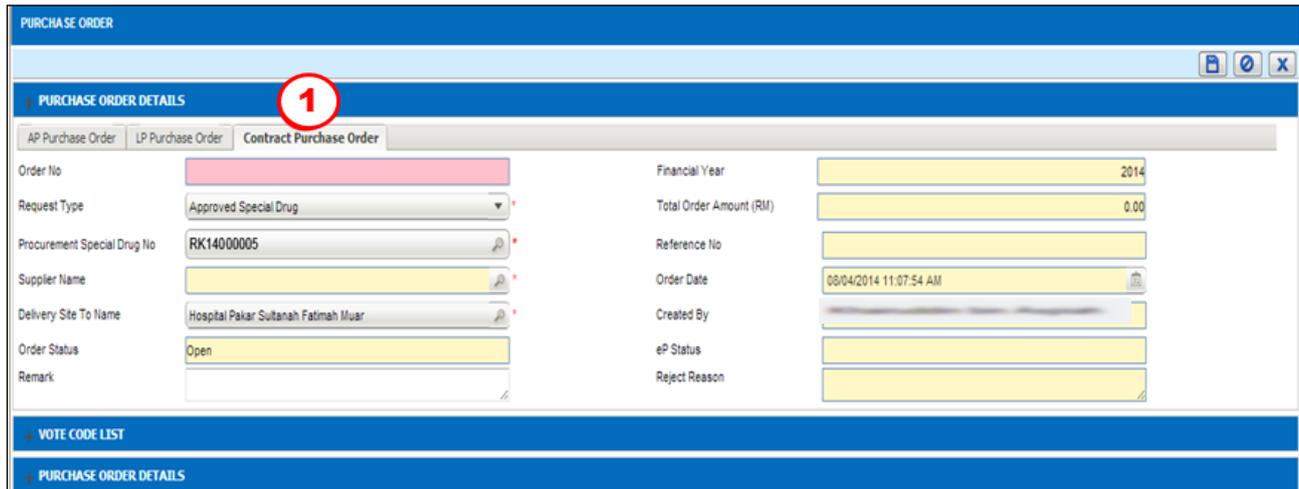
Status will change to Pending for Approval.

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 Contract Purchase Order			
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](#)

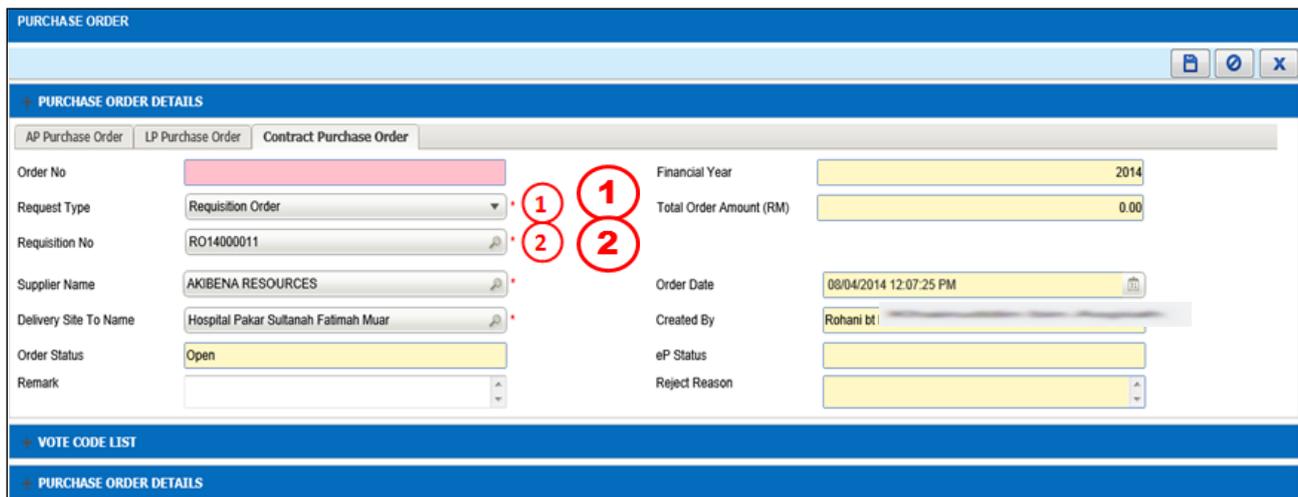


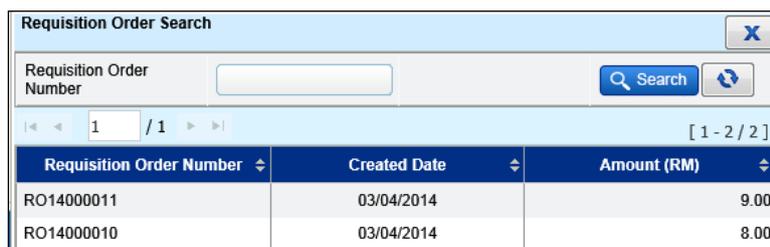
Figure 3.3.6-1

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



PhIS & CPS Project User Manual – Pharmacy Inventory Request Order



PURCHASE ORDER

PURCHASE ORDER DETAILS

AP Purchase Order | LP Purchase Order | Contract Purchase Order

Order No	<input style="width: 95%;" type="text"/>	Financial Year	<input style="width: 95%;" type="text" value="2014"/>
Request Type	<input style="width: 95%;" type="text" value="Requisition Order"/>	Total Order Amount (RM)	<input style="width: 95%;" type="text" value="0.00"/>
Requisition No	<input style="width: 95%;" type="text" value="RO14000011"/>	Order Date	<input style="width: 95%;" type="text" value="08/04/2014 11:44:56 AM"/>
Supplier Name	<input style="width: 95%;" type="text"/>	Created By	<input style="width: 95%;" type="text" value="Mohamad"/>
Delivery Site To Name	<input style="width: 95%;" type="text" value="Hospital Pakar Sultanah Fatimah Muar"/>	eP Status	<input style="width: 95%;" type="text"/>
Order Status	<input style="width: 95%;" type="text" value="Open"/>	Reject Reason	<input style="width: 95%;" type="text"/>
Remark	<input style="width: 95%;" type="text"/>		

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	Item Code	Item Description	PKU	Packaging Description	Brand	Manufacturer	Ordered Quantity (PKU)	Vote Code	Usage & Issue Quantity	Unit Price (RM)	Amount (RM)
<input type="checkbox"/>	V04CAD2000F2101XX.01	Dextrose Powder	pck	Pack of 25000 g	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	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						
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	Khanzudin bin Asyraf
2	Adjustment	SA14000013	03/04/2014 10:24 AM	Pending For Approval	STOR FARMASI	Khanzudin bin Asyraf
3	Adjustment	SA14000011	03/04/2014 10:23 AM	Pending For Approval	STOR FARMASI	Khanzudin bin Asyraf
4	Indent	R14000031	02/04/2014 11:57 AM	Pending For Approval	STOR FARMASI	Khanzudin bin Asyraf
5	Near Expiration Approval	E140000008	01/04/2014 01:07 PM	Pending For Approval	STOR FARMASI	Khanzudin bin Asyraf
6	Near Expiration Approval	E140000012	02/04/2014 12:27 PM	Pending For Approval	STOR FARMASI	Khanzudin bin Asyraf
7	Payment	PM14000001	20/03/2014 12:55 PM	Pending For Approval	STOR FARMASI	Khanzudin bin Asyraf
8	Purchase Order	PO14000014	27/03/2014 02:55 PM	Pending For Approval	STOR FARMASI	Khanzudin bin Asyraf
9	Purchase Order	PO14000041	08/04/2014 12:28 PM	Pending For Approval	STOR FARMASI	Khanzudin bin Asyraf
10	Purchase Order	PO14000042	08/04/2014 12:28 PM	Pending For Approval	STOR FARMASI	Khanzudin bin Asyraf

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

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

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

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 | Unit Price (RM) (PKU): 4.0000
 Approved Quantity (PKU): 1 | Total Amount (RM): 4.00
 eP Approved Quantity (PKU): 0 | Buffer Level Quantity (SKU): 0
 Brand: NORIT | Manufacturer: Rx Pharma Sdn Bhd
 PKU: pck | Packaging Description: Pack of 500 g
 Min Order Quantity (PKU): 1 | Max Storage Quantity (PKU): 0

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
Print
Refresh
Close

+ PURCHASE ORDER DETAILS

+ VOTE CODE LIST

[1 - 1 / 1]

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

Delete Item

[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)
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

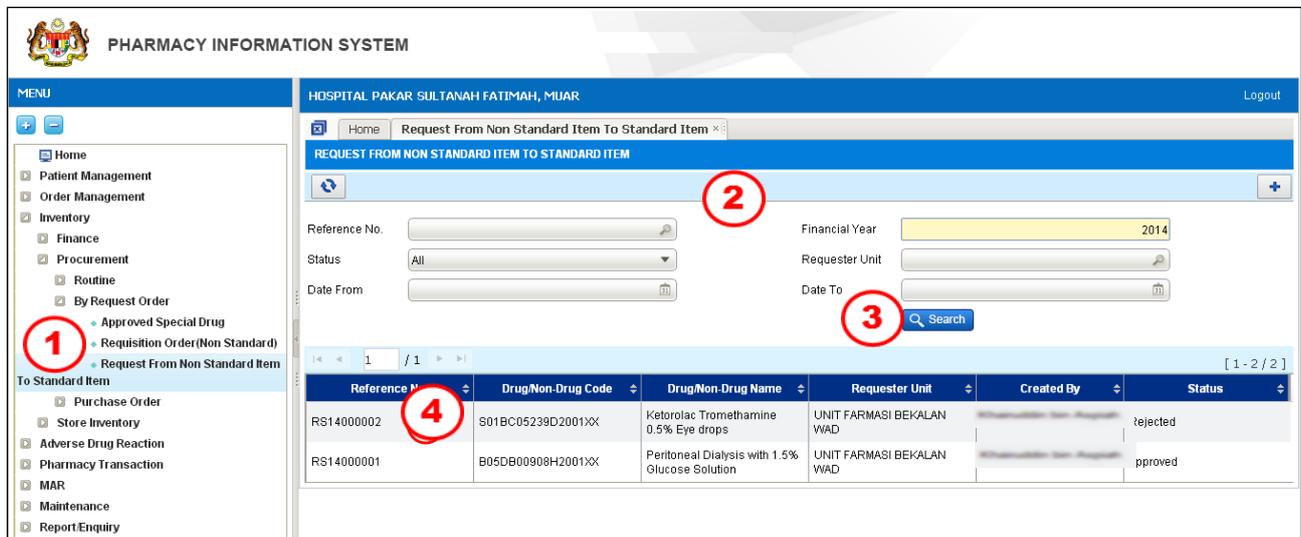
To view existing Request from Non Standard Item to Standard Item, perform the steps below:

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



PHARMACY INFORMATION SYSTEM

HOSPITAL PAKAR SULTANAH FATI'MAH, MUAR

Request From Non Standard Item To Standard Item

REFERENCE NO. [] FINANCIAL YEAR [2014]

STATUS [All] REQUESTER UNIT []

DATE FROM [] DATE TO [] [Search]

Reference No.	Drug/Non-Drug Code	Drug/Non-Drug Name	Requester Unit	Created By	Status
RS14000002	S01BC05239D2001XX	Ketorolac Tromethamine 0.5% Eye drops	UNIT FARMASI BEKALAN WAD		Rejected
RS14000001	B05DB00908H2001XX	Peritoneal Dialysis with 1.5% Glucose Solution	UNIT FARMASI BEKALAN WAD		Approved

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

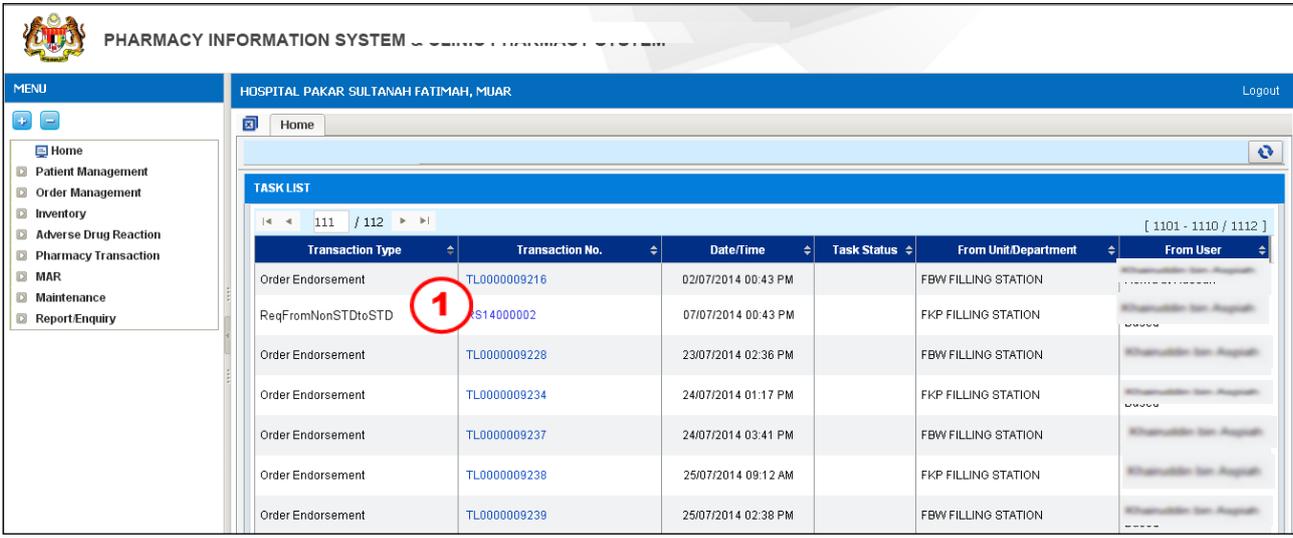
Click on the  button after input criteria and the result display will be based on the entered criteria

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

3.4.2 Request from Non Standard to Standard Item Approval



PHARMACY INFORMATION SYSTEM

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

MENU: Home, Patient Management, Order Management, Inventory, Adverse Drug Reaction, Pharmacy Transaction, MAR, Maintenance, Report/Enquiry

Home

TASK LIST

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	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 3.4.1-1 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 3.4.1-1

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 3.4.1-2

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 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 3.4.1-2 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.



4.0 Acronyms

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



5.0 LinksTo Inventory Modules

<i>No</i>	<i>Module</i>	<i>PDF Links</i>	<i>No</i>	<i>Module</i>	<i>PDF Links</i>
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