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

# User Manual
# Pharmacy Inventory - Slow Moving

| | |
|---|---|
| **Version** | **: 8th EDITION** |
| **Document ID** | **: U.MANUAL_INV_SLOW MOVING** |

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*Reference ID  : U.MANUAL_INV_SLOW MOVING-8th EDITION*

*Application reference: PhIS & CPS v1.8.1*

**Table of Contents**

## 1.0 Introduction

### 1.1 Overview of PhIS

Pharmacy Information System or better known as PhIS is a complete and comprehensive system that integrates pharmacy related services that geared toward pharmacy excellence. This implementation would transform most of the current manual process to electronic system would benefit facility end user in the health care sector.

There are 12 modules to assist service delivery by the health care sector which comprises of:

1. Order Management
2. Inpatient Pharmacy
3. Outpatient Pharmacy
4. Medication Counselling
5. Ward Pharmacy
6. Pharmacy Inventory
7. Manufacturing of Cytotoxic Drug Reconstitution (CDR), Parenteral Nutrition (PN), IV Admixture & Eye Drop, Radiopharmaceuticals and Extemporaneous
8. Adverse Drug Reaction & Drug Allergic Card (ADR & DAC)
9. Clinical Pharmacokinetics Services (TDM)
10. Drug Information & Consumer Education (DICE)
11. Medication Therapy Adherence Clinic (MTAC)
12. Data Mining (PhARM)

### 1.2 Purpose and Objectives

This user manual outlines the Pharmacy Inventory – Slow Moving 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:
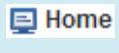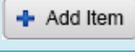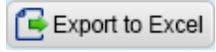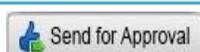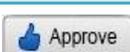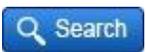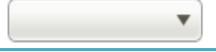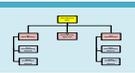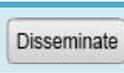
- Slow Moving
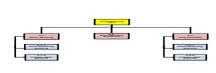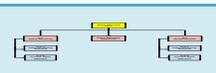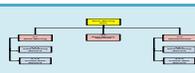- Disseminate

### 1.3 Organised Sections

These are the sections within this document:

- Section 1 : Introduction
- Section 2 : Application Standard Features
- Section 3 : Slow Moving
- Section 4 : Acronyms
- Section 5 : Link to Inventory Modules

## 2.0 Application Standard Features

### 2.1 PhIS Legend

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

| Module Legend | | | |
|---|---|---|---|
| 🗂 | List of slow moving item | Disseminate | Disseminate item |
| 🗂 | List of existing disseminate item | 🗂 | Send Notification |
| 🗂 | Send for Approval | 🗂 | To cancel the request |

***Note***
- *To learn more about Login Information, kindly click* <u>Login Information</u> *Modules for descriptive step.*

## 3.0 Slow Moving Item

### Overview

This module will be used by the user at the Pharmacy Store/Pharmacy Sub-Stores/Units to generate and distribute/disseminate slow moving item.

### User Group

This module is intended for inventory user at the Pharmacy Store, Sub Store and Unit/Ward (subject to user assigned by the facility).
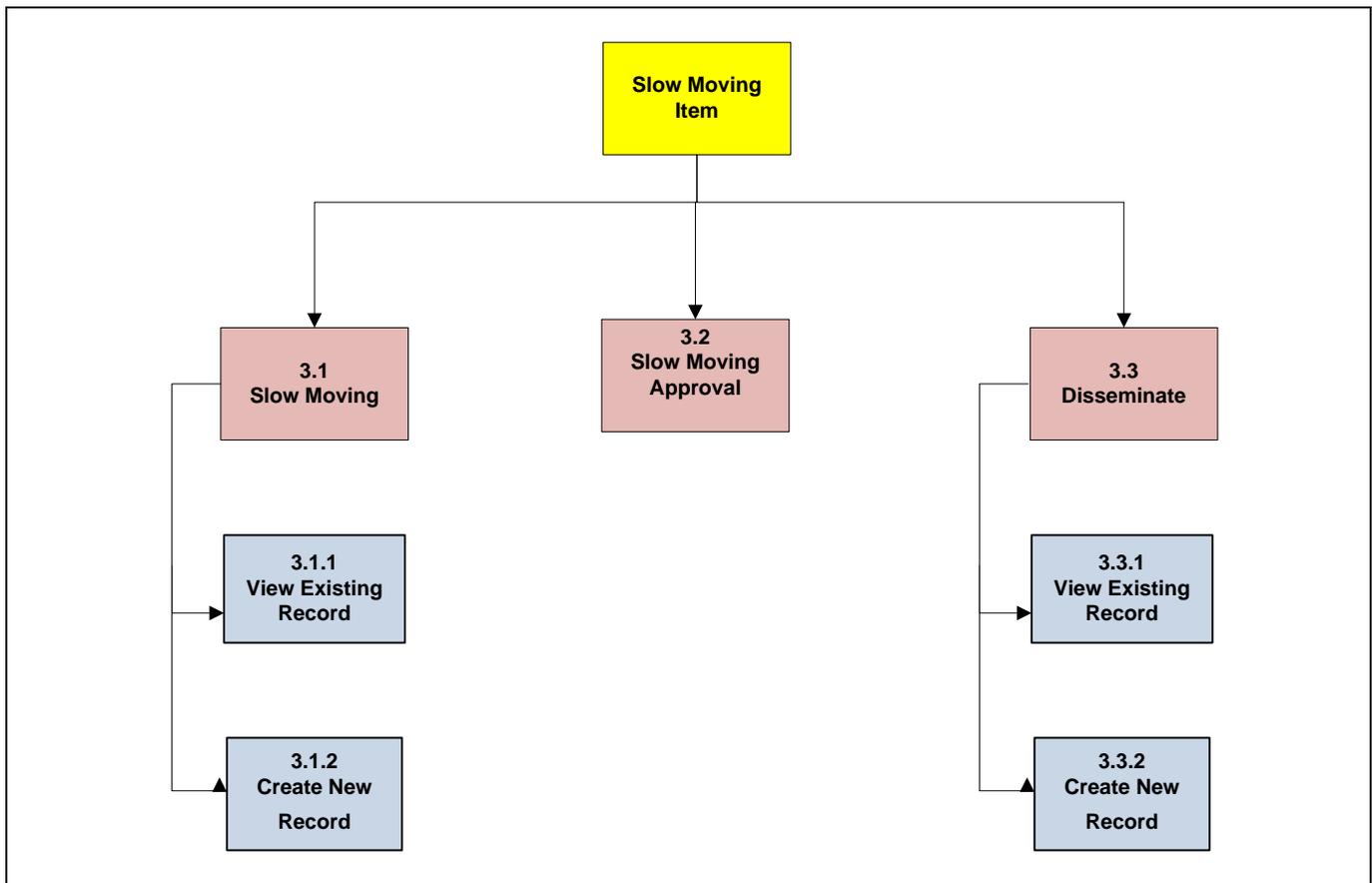
### Functional Diagram



**Figure 3.0-1**

### Functional Description

Slow Moving comprises of three (3) main functions:

- **Slow Moving**
  This function allows user to view all existing transaction and create a new transaction

- **Slow Moving Approval**
  This function is used for HOD to either approve or reject any slow moving transaction

- **Disseminate**
  This function allows user to view all existing transaction and create a new transaction

### 3.1 Slow Moving

Slow Moving Item is referring to the items purchased or received from other unit that have no issuing activities for a certain period of time.

#### 3.1.1 View Existing Transaction

This page will display all the existing transaction of this sub-module based on the user's access right
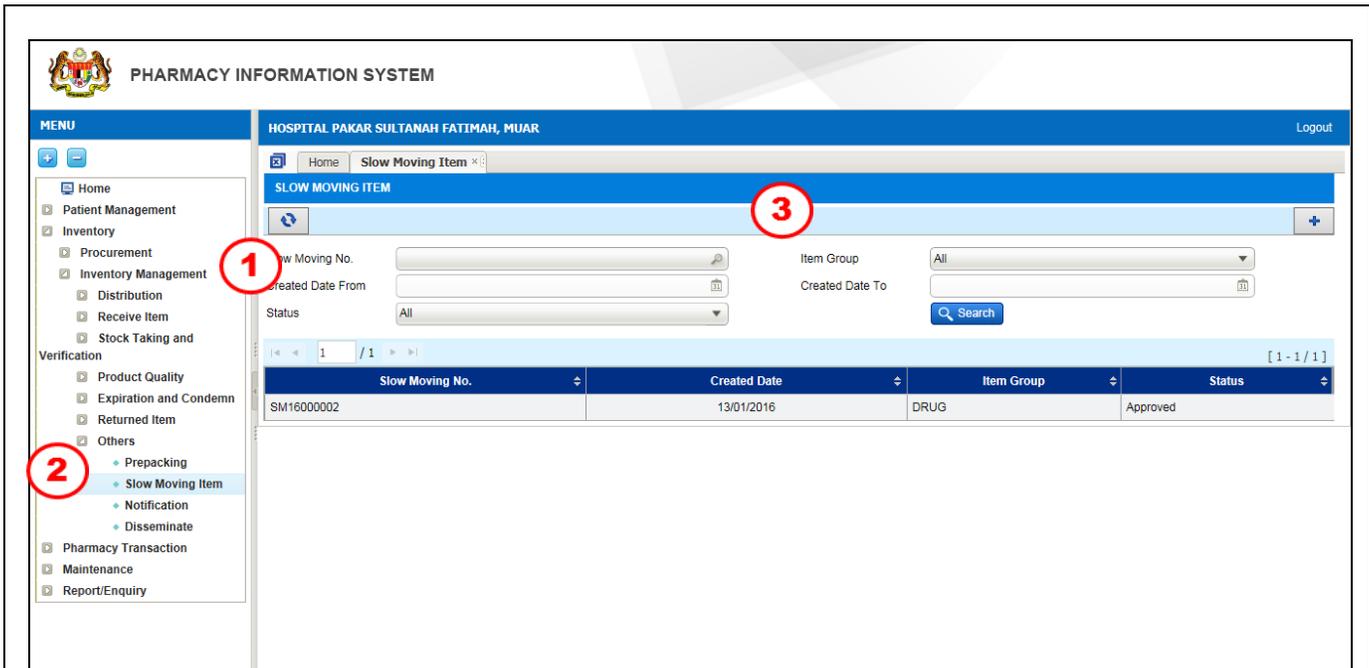


**Figure 3.1.1-1 Slow Moving Item Listing Page**

**STEP 1**

Click on 'Inventory' menu and follow by click on 'Inventory Management' then click 'Others'

**STEP 2**

Click on 'Slow Moving Item'

**STEP 3**

To search for existing Slow Moving Item record(s), user may search by criteria as follow:

| No | Field | Description | Remarks |
|---|---|---|---|
| a | Slow Moving No | Slow Moving Number | Display all existing Slow Moving No. belongs to the ward/unit |
| b | Item Group | Search by :<br>- All<br>- Drug<br>- Non drug | Able to filter and search record(s) |
| c | Created Date From | Start date for the slow moving transaction | Format field (dd/mm/yy) |
| d | Created Date To | End date for the slow moving transaction | Format field (dd/mm/yy) |
| e | Status | Search by:<br>- All | Able to filter and search record(s) |

|  |  | - Approved | |
|  |  | - Open | |
|  |  | - Pending For Approval | |
|  |  | - Cancelled | |
|  |  | - Rejected | |

**Table 3.1.1-1 Slow Moving**
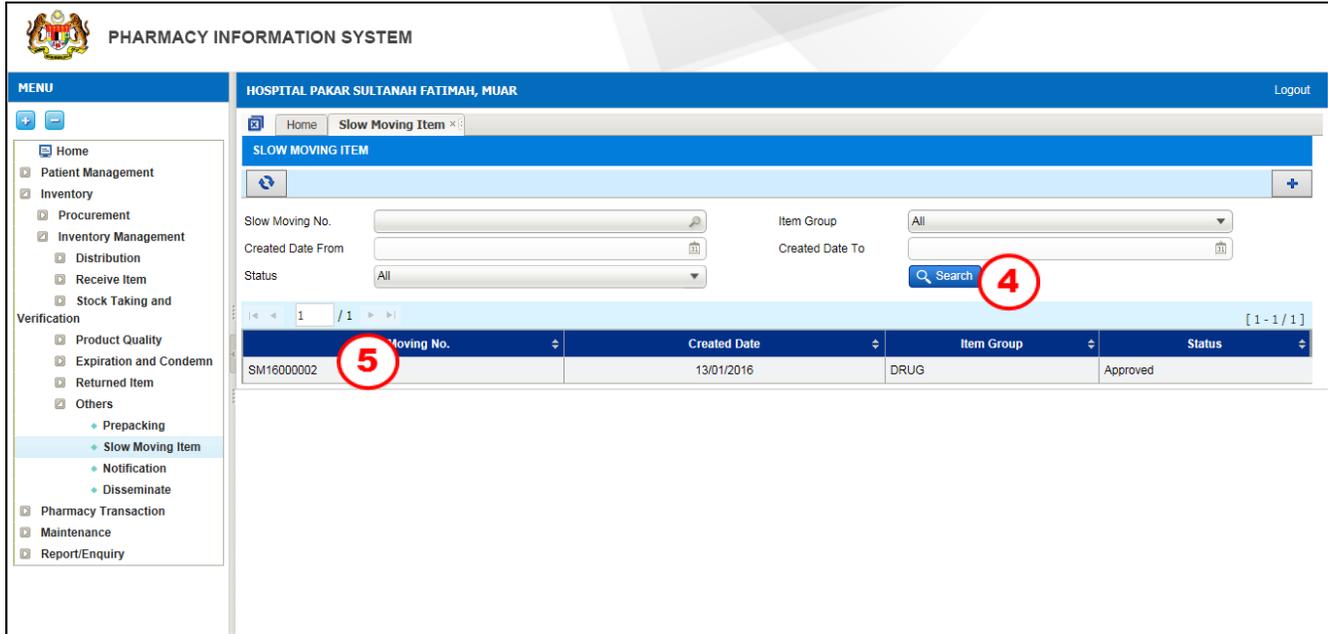


**Figure 3.1.1-2 Slow Moving Item Listing Page**

**STEP 4**

Click on the [Search] button to search the existing transaction

***Note***
*List of Transaction No. displayed will be based on the selected/entered criteria as shown in Figure 3.1.1-2.*

**STEP 5**
Double click on the selected record and the Slow Moving Item window will be displayed

### 3.1.2 Create New Slow Moving Item Record(s)

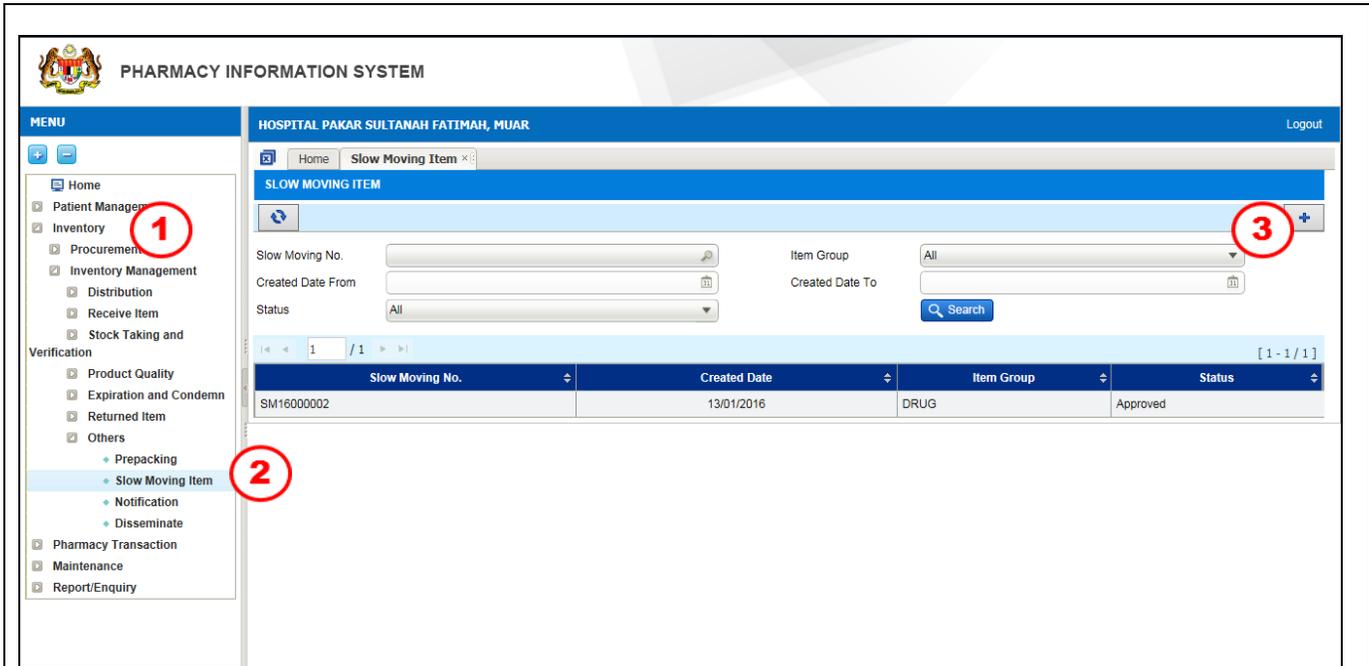For a new transaction, the system will generate a slow moving item list based on the period selected.



**Figure 3.1.2-1 Slow Moving Item Listing Page**

**STEP 1**
Click on 'Inventory' menu and follow by click on 'Inventory Management' then click 'Others'

**STEP 2**
Click on 'Slow Moving Item' sub menu

**STEP 3**
Click on the [+] button to create new transaction

***Note***
*Slow Moving Item screen will be displayed as shown in the Figure 3.1.2-2.*
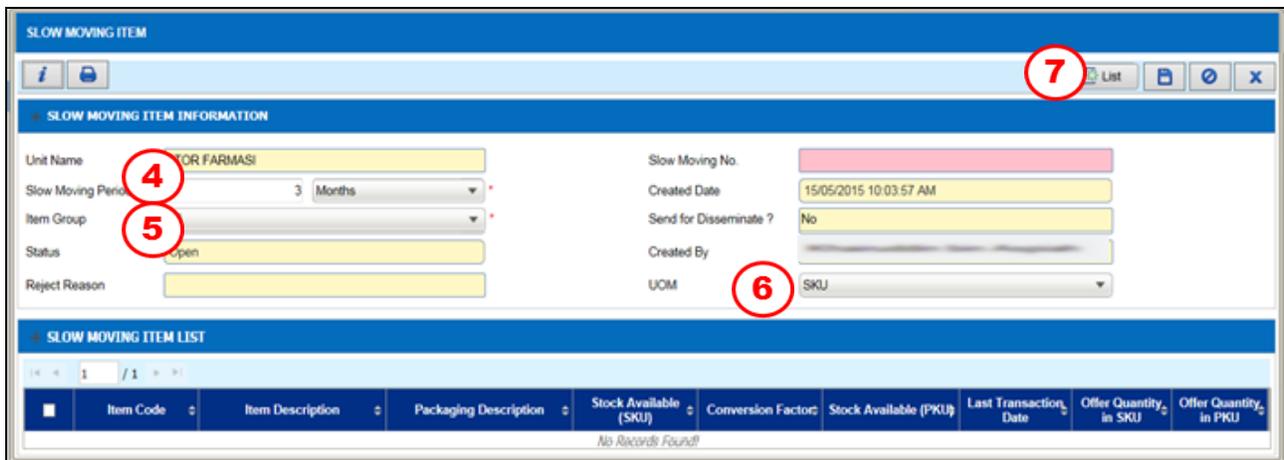


**Figure 3.1.2-2 Create New Slow Moving Item Information**

*Note*
- *New Slow Moving Item record **Status** will default to '**Open'**.*

- ***Unit Name** will be default based on user's login ID.*

- ***Created Date** will be defaulted to system date/time.*

- ***Send for Disseminate** will be defaulted to '**No'** as no dissemination is done yet. The value will change to '**Yes'** after user clicked on the Disseminate button.*

**STEP 4**
Select **Day(s)/Week(s)/Month(s)** from the drop down box and enter the value in the **Slow Moving Period** field

**STEP 5**
Select **Item Group** from the dropdown box:
- **All (Default)**
- **DRUG**
- **NON-DRUG**

**STEP 6**
Select **UOM** from the dropdown box:
- **SKU**
- **PKU**

**STEP 7**
Click on the [ List ] button to generate a slow moving list based on the selection criteria

*Note*
*System will display Slow Moving Item List as shown in Figure 3.1.2-3.*



**Figure 3.1.2-3 Slow Moving Item List**

**STEP 8**
Double click on the selected item to view the item details as shown in the Figure 3.1.2-4
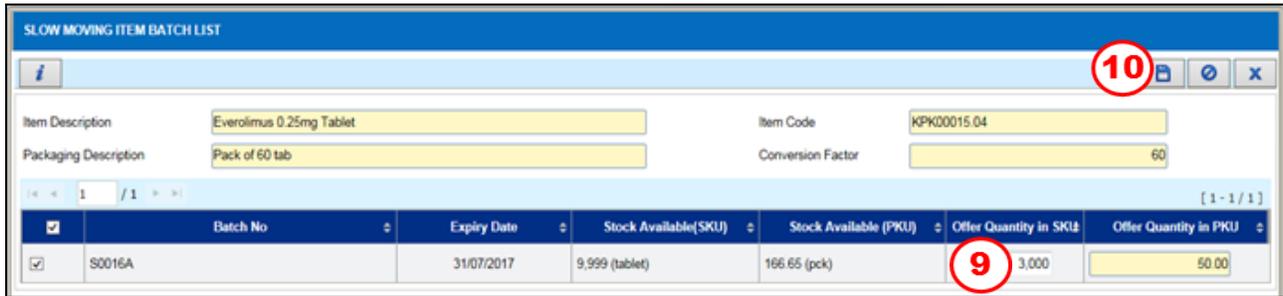
**Figure 3.1.2-4 Slow Moving Item Batch List**

*Note*

- **Offer Quantity in SKU** cannot be more than **Available Quantity in SKU**.

- **Offer Quantity in PKU** will be generated automatically based on the value insert in **Offer Quantity in SKU**.

- **Offer Quantity in PKU** will be calculated based on the Conversion Factor for that particular item.

- Calculation: **Offer Quantity in PKU = Offer Quantity in SKU/Conversion Factor**

    EXAMPLE:

    Offer Quantity in SKU = 200
    Conversion Factor      = 50
    Offer Quantity in PKU = 200/50 = 4

**STEP 9**
Select the [X] check box and enter the **Offer Quantity in SKU**

**STEP 10**

Click on the [save] button to save the transaction

*Note*
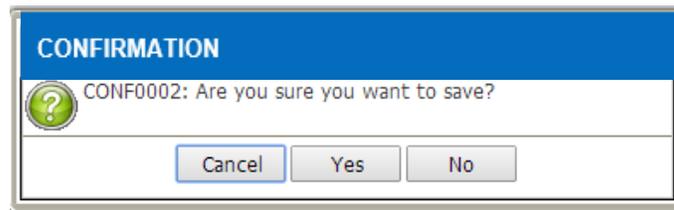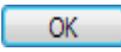- *After save record, alert message will be displayed as per Figure 3.1.2-5 & Figure 3.1.2-6.*



**Figure 3.1.2-5 Save Record Alert Message**

- *Click on the [OK] button in Figure 3.1.2-5*

**INFORMATION**

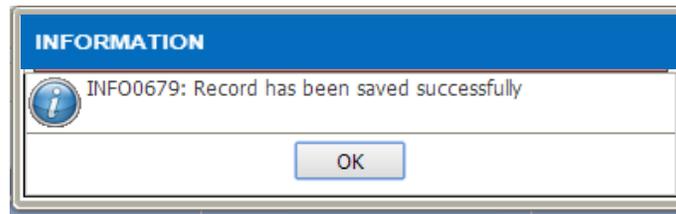INFO0679: Record has been saved successfully

OK

**Figure 3.1.2-6 Save Record Alert Message**

- *Click on the* OK *button in Figure 3.1.2-6*

- *Screen will return to the Slow Moving Item screen as shown in Figure 3.1.2-7.*

- *The quantity entered in the Slow Moving Item Batch List screen as shown in Figure 3.1.2-4 will be updated in the main screen.*
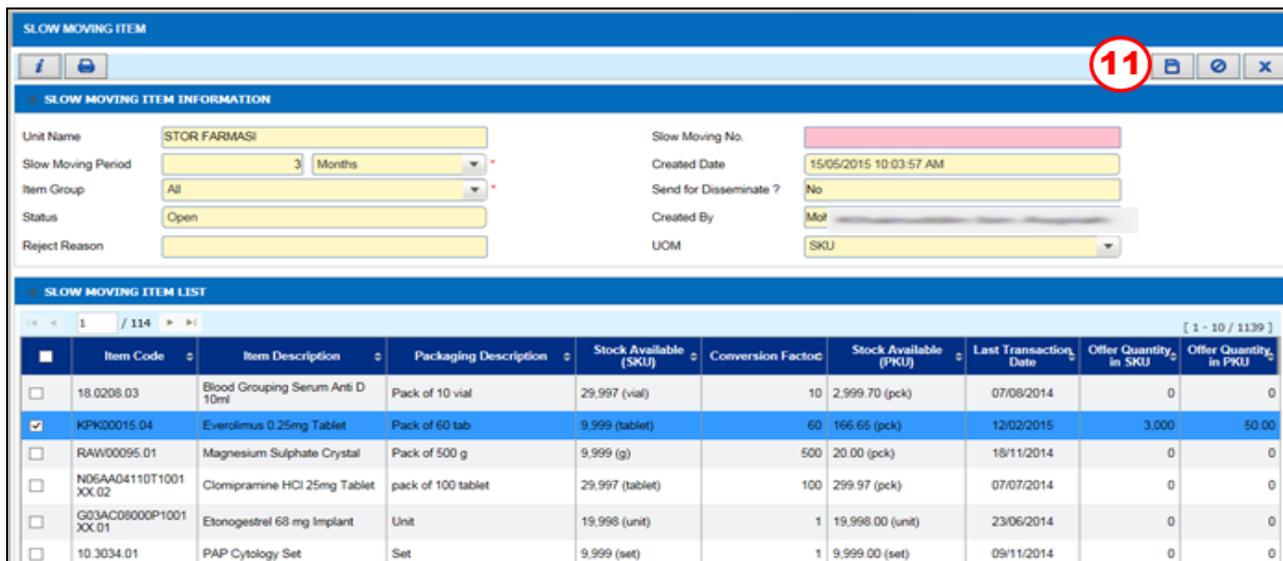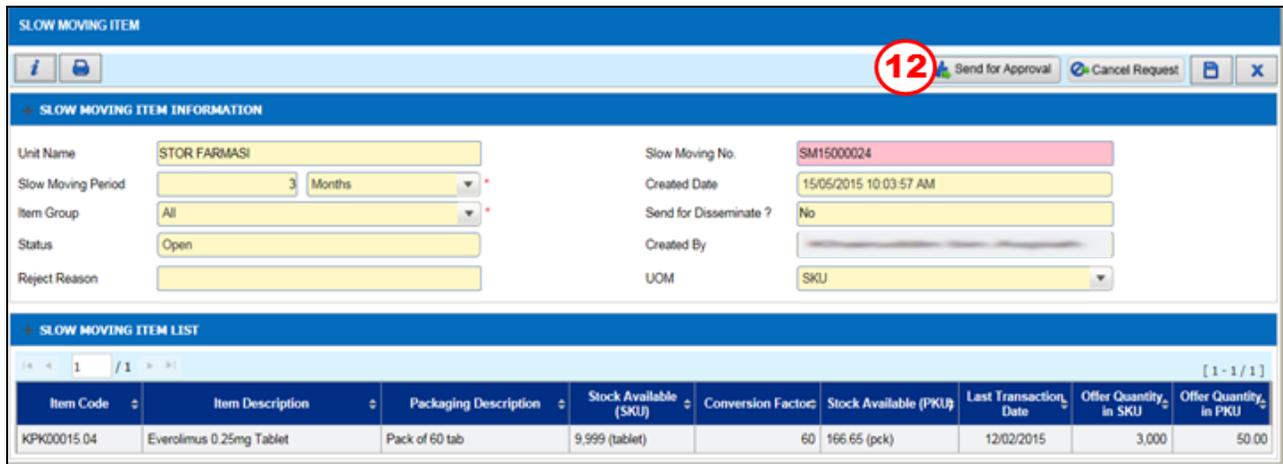


**Figure 3.1.2-7 Slow Moving Item**

**STEP 11**

Click on the button to save the Slow Moving Item record

***Note***

- *Slow Moving Item will be automatically generated for further reference and the* Send for Approval *button and* Cancel Request *button will be enabled*

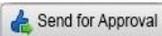| Character | Description | Value |
|-----------|-------------|-------|
| 1-2 | Slow Moving No | 'SM' |
| 3-4 | Current year in 'YY' format | 14 |
| 5-10 | Running no | Starting from 000001. This running number will be restarted to 000001 of every new financial year |

**Table 3.1.2-1**

**Figure 3.1.2-8 Slow Moving Item - Send for Approval**

**STEP 12**

Click on the [Send for Approval] to send the transaction to HOD for approval or click on the [Cancel Request] to cancel the request
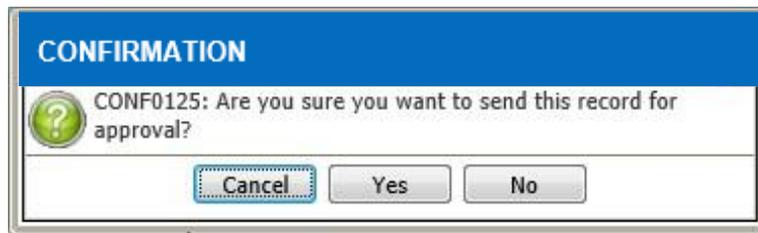


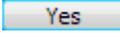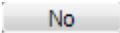**Figure 3.1.2-9 Send For Approval Record Alert Message**

***Note***

- *Click on the [Yes] button to send the record for Approval. An alert message will be displayed and the Status will change to 'Pending for Approval'. This transaction will be available in the Approver's Task List for approval process.*

- *If user clicks on the [No] button or [Cancel] button, there will be no changes applied and the screen will return to the Slow Moving Item screen.*



**Figure 3.1.2-10 Alert Message**

- *Click on the [OK] button to confirm the request to be sent for approval.*

### 3.2 Slow Moving Approval

The Head of Department (HOD)/ Head of Unit will receive the 'Pending for Approval' Slow Moving Item transaction in the Task List.



**Figure 3.2-1 Task List**

**STEP 1**

Click on the ***Transaction No.*** hyperlink and the Slow Moving Item screen will be displayed as shown in the Figure 3.2-2

***Note***

- *User is allowed to edit the Offer Quantity in SKU by double clicking on the Slow Moving Item List item before the transaction is approved.*

- *Offer Quantity in SKU changed cannot be more than Available Offer Quantity in SKU.*
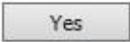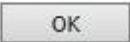


**Figure 3.2-2 Slow Moving Item Approval**

**STEP 2**

a) Click on the [Approve] button to approve the Slow Moving Item record and the *Status* will be displayed as 'Approved'

*Note*

- *Click on the [Yes] button in Figure 3.2-3 followed by the [OK] button in Figure 3.2-4. [Disseminate] button will be enabled for the user to proceed with disseminate process.*
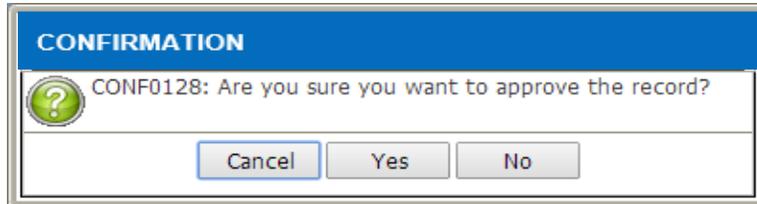
**CONFIRMATION**

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

Cancel    Yes    No

**Figure 3.2-3 Approve Record Alert Message**

**INFORMATION**
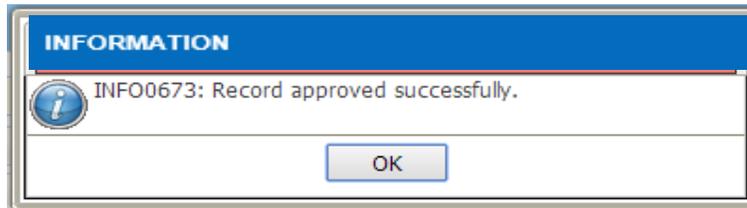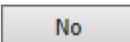
INFO0673: Record approved successfully.

OK

**Figure 3.2-4 Approve Record Alert Message**

- *If user clicks on the [No] button, there will be no changes applied and the screen will return to the Slow Moving Item screen.*

b) Click on the [Reject] button to reject the Slow Moving Item record and the status will be 'Rejected'

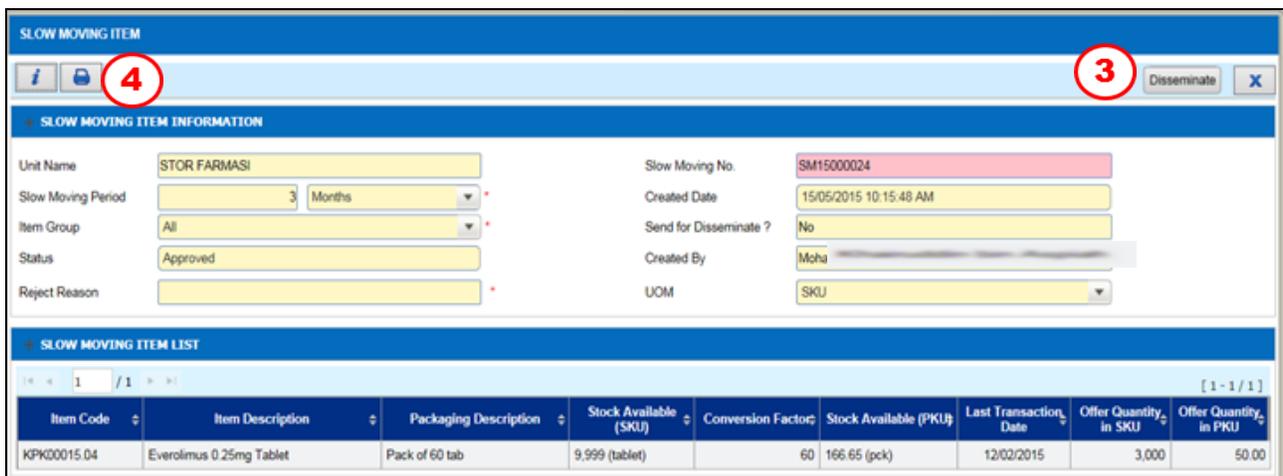- *Reject Reason is mandatory to be entered to reject the Slow Moving Item transaction*

**SLOW MOVING ITEM**

i  🖨  ④                                                          ③  Disseminate  X

**SLOW MOVING ITEM INFORMATION**

| | | | |
|---|---|---|---|
| Unit Name | STOR FARMASI | Slow Moving No. | SM15000024 |
| Slow Moving Period | 3  Months | Created Date | 15/05/2015 10:15:48 AM |
| Item Group | All | Send for Disseminate ? | No |
| Status | Approved | Created By | Moha |
| Reject Reason | | UOM | SKU |

**SLOW MOVING ITEM LIST**

|◄ ◄ 1 /1 ► ►|                                                          [1-1/1]

| Item Code | Item Description | Packaging Description | Stock Available (SKU) | Conversion Factor | Stock Available (PKU) | Last Transaction Date | Offer Quantity in SKU | Offer Quantity in PKU |
|---|---|---|---|---|---|---|---|---|
| KPK00015.04 | Everolimus 0.25mg Tablet | Pack of 60 tab | 9,999 (tablet) | 60 | 166.65 (pck) | 12/02/2015 | 3,000 | 50.00 |

Figure 3.2-5 Slow moving Item Disseminate

**STEP 3**

Click on the [Disseminate] button

***Note***
***The Slow Moving No.*** *will be available in the Disseminate screen*

**STEP 4**

Click on the [🖶] button to generate report as shown in Figure 3.2-6



**KEMENTERIAN KESIHATAN MALAYSIA**

**Hospital Pakar Sultanah Fatimah, Muar**

**SLOW MOVING ITEM REPORT**

Slow Moving : SM15000024          Status : Approved
Item Group : ALL          Slow Moving Period : 3 Months
          From : 14/02/201  To : 15/05/2015

| NO | ITEM CODE | ITEM DESCRIPTION | BATCH NO | SKU | PACKAGING DESCRIPTION | STOCK AVAILABLE (SKU) | OFFERED QUANTITY IN SKU | LAST TRANSACTION DATE | EXPIRY DATE |
|----|-----------|------------------|----------|-----|----------------------|----------------------|-------------------------|----------------------|-------------|
| 1 | KPK00015.04 | Everolimus 0.25mg Tablet | 60016A | tablet | Pack of 60 tab | 9,999 | 3,000 | 12/02/2015 | 31/07/2017 |

| DISEDIAKAN OLEH | | (DILULUSKAN)* | |
|---|---|---|---|
| Nama | : Mohamad Azhar bin Bahauddin | Nama | : Kamaliah Md Saman |
| Jawatan | : Pegawai Farmasi U48 | Jawatan | : Ketua Pegawai Farmasi |
| Unit | : STOR FARMASI | Unit | : STOR FARMASI |
| Jabatan | : Pharmacy | Jabatan | : Pharmacy |
| Tarikh | : 15/05/2015 | Tarikh | : 15/05/2015 |

Printed Date : 15/05/2015          Printed By : Kamaliah Md Saman          Unit Name : STOR FARMASI          Source : PhIS

Page 1 of 1

**Figure 3.2-6 Slow Moving Item Report**

***Note***
*User can view / print slow moving item report either before or after they save.*

### 3.3 Disseminate
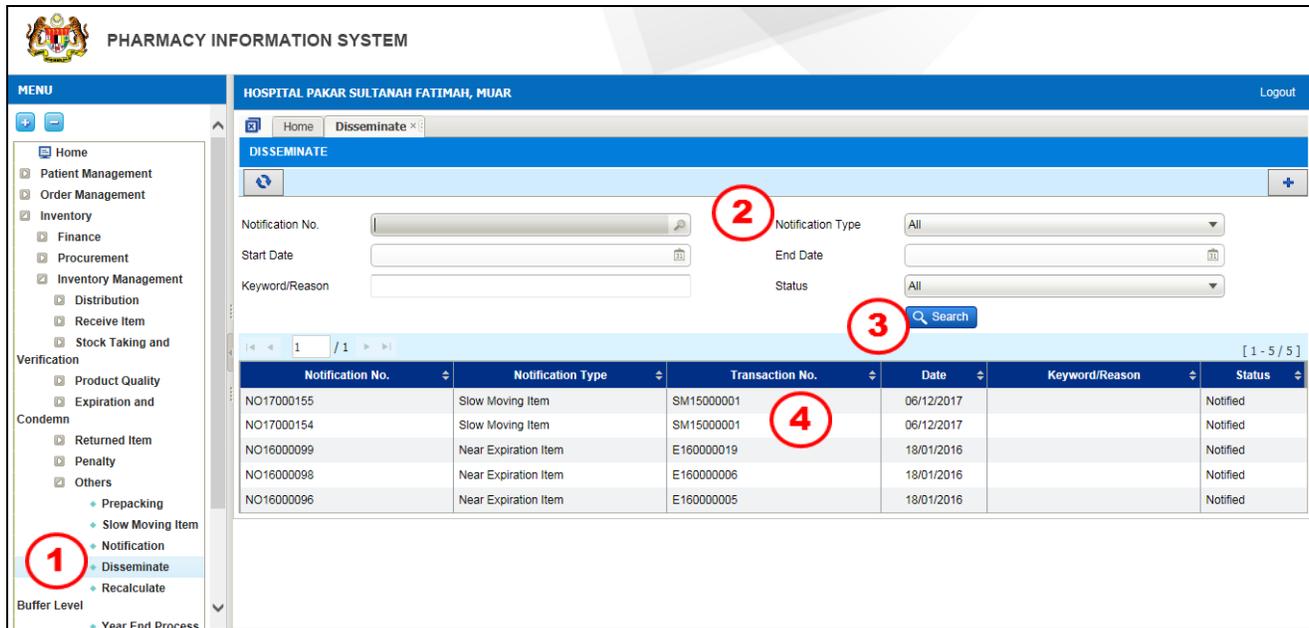This page will display all existing transactions of the sub-module



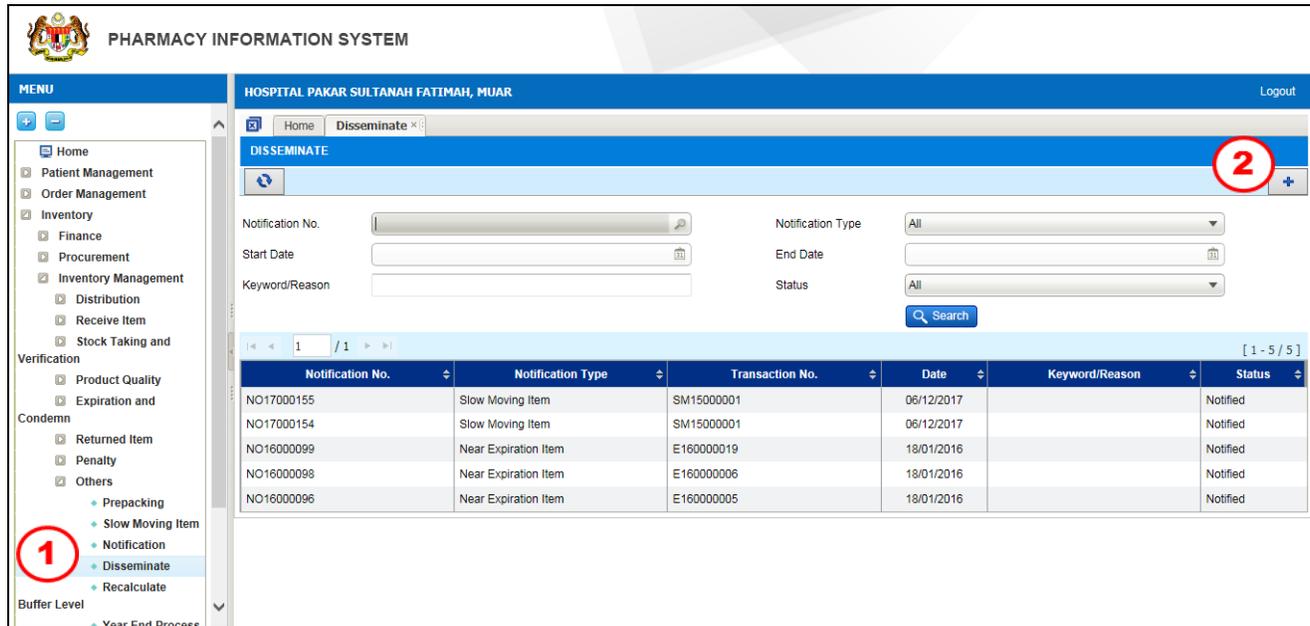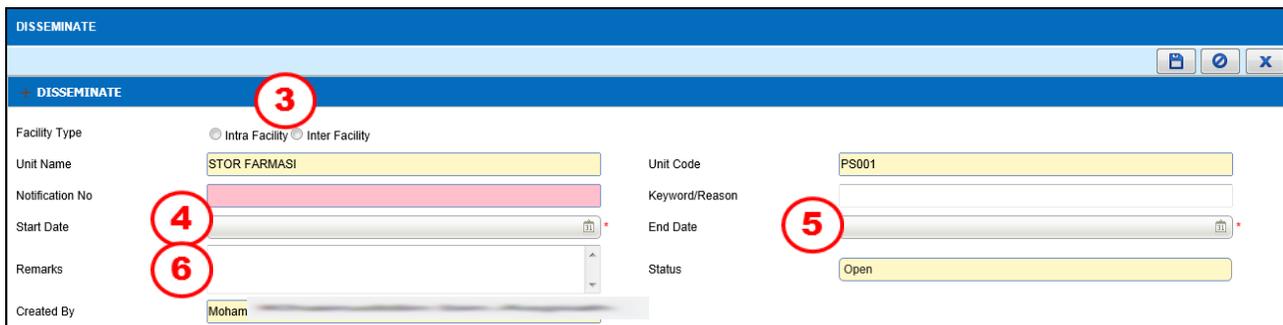**Figure 3.3-1 Disseminate**

**STEP 1**
Click on 'Inventory' menu and follow by 'Inventory Management' then click 'Others' and click on 'Disseminate'

**STEP 2**
To search for existing disseminate record(s), you may search by criteria as follows:

| No | Field | Description | Remarks |
|---|---|---|---|
| A | Notification No | Notification Number | Display all existing Notification No |
| B | Notification Type | Search by :<br>- All<br>- Cancel Request<br>- Notification<br>- Slow moving | Able to filter and search record(s) |
| C | Start Date | Start date for the slow moving transaction | Format field (dd/mm/yy) |
| d | End Date | End date for the slow moving transaction | Format field (dd/mm/yy) |
| e | Keyword/Reason | Title for the notification | Display the information or title of the Disseminate item |
| F | Status | Search by:<br>- All<br>- Cancel Request<br>- Notified<br>- Open | Able to filter and search record(s) |

**Table 3.3-1**

**STEP 3**

Click on the [Q Search] button to search the existing transactions

***Note***
*The results displayed will be based on the entered criteria as shown in Figure 3.3-1.*

**STEP 4**
Double-click on the selected record and the details will be displayed

### 3.3.1 New Disseminate Record: Intra Facility
To create a new Disseminate record for Intra facility, perform the steps below



**Figure 3.3.1-1 Disseminate**



**Figure 3.3.1-2 Disseminate**

**STEP 1**
Click on 'Inventory' menu and follow by 'Inventory Management' then click 'Others' and click on 'Disseminate'

**STEP 2**
Click on [+] button to create a new transaction

**STEP 3**
Select *Intra Facility* radio button

***Note***
- *A new Disseminate record Status is defaulted as 'Open'.*

- *Unit Name and Unit Code are defaulted to the user's login ID.*

**STEP 4**
Select the *Start Date* for the item dissemination

**STEP 5**
Select the *End Date* for the item dissemination

**STEP 6**
Enter *Remarks* if applicable



**Figure 3.3.1-3 Disseminate Item**

**STEP 7**
Select **'Slow Moving Item'** from the *Disseminate Type* dropdown box and system will automatically take the latest Slow Moving transaction record.

***Note***

- *Click on* History Of Disseminate *after selecting the Disseminate Type to view list of dissemination as per Figure 3.3.1-4 (If there is any)*

- *Alert message will be prompt as per Figure 3.3.1-5 if user click on the* History Of Disseminate *without selecting the disseminate type*

**STEP 8**
Click on the ✚ button to add the facility/unit

***Note***
The list of Facility/Unit Name will be displayed as per Figure 3.3.1-6.



**Figure 3.3.1-4 History of Disseminate**

**Figure 3.3.1-5 Alert Message**



**Figure 3.3.1-6 Disseminate Item**

**STEP 9**

Click on the [ + ] button to add the selected *Facility/Unit Name* into the 'Add Facility/Unit Name' section.
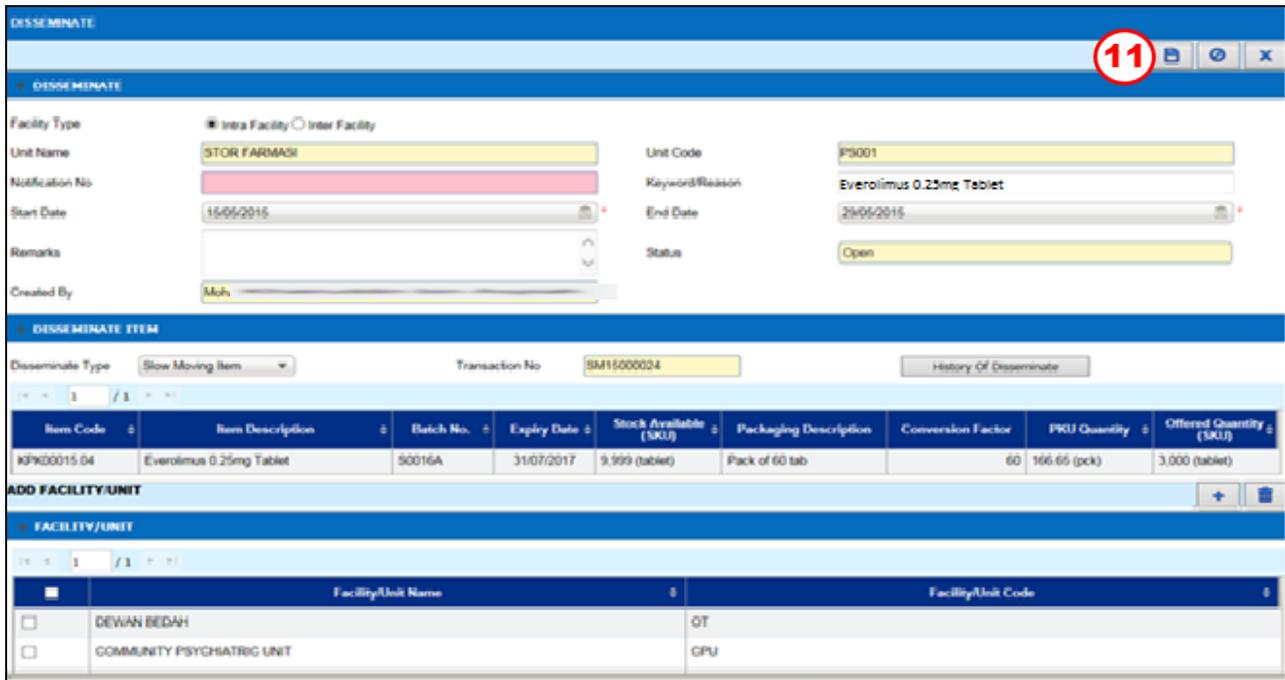


**Figure 3.3.1-7 Add Facility/Unit**

**STEP 10**

Select the ☐ check box to add the Facility/Unit Name based on the selection for *Facility Type*

**Note**

*User is allowed to select more than 1 check box.*



**Figure 3.3.1-8 Disseminate**

**STEP 11**

Click on the [floppy disk icon] button to save the disseminate record

**Note**

- *After saving the record, alert messages will be displayed as per Figure 3.3.1-9 and Figure 3.3.1-10.*
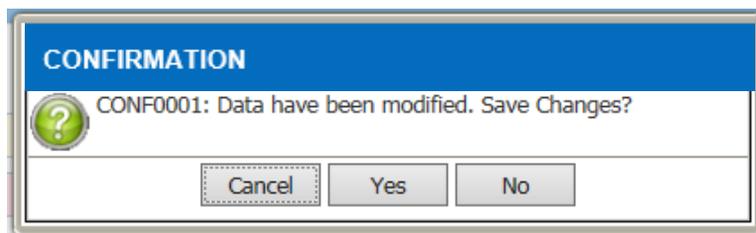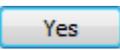


**CONFIRMATION**

CONF0001: Data have been modified. Save Changes?

Cancel    Yes    No

**Figure 3.3.1-9 Save Record Alert Message**

- *Click on the [Yes] button.*



**INFORMATION**

INFO7241: Disseminate saved successfully.

OK
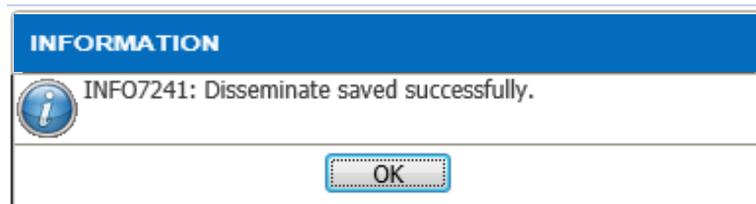
**Figure 3.3.1-10 Save Record Alert Message**
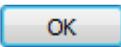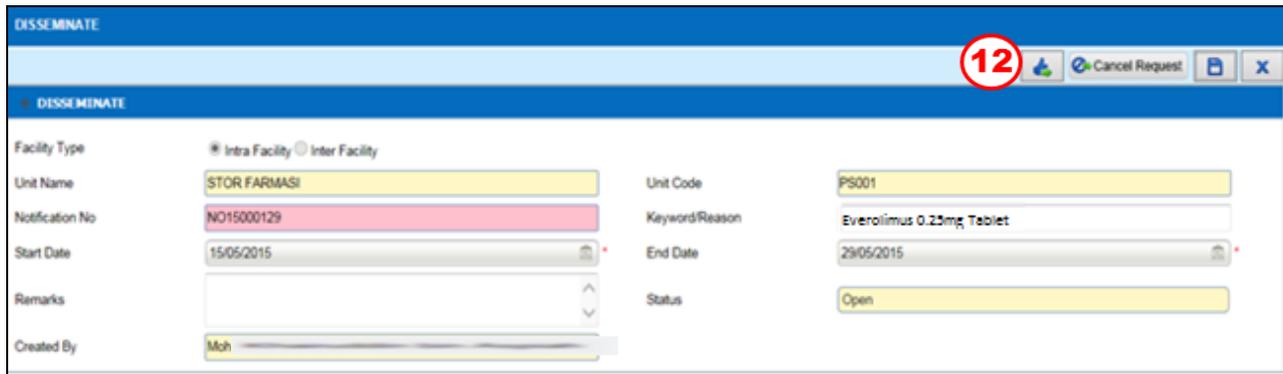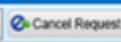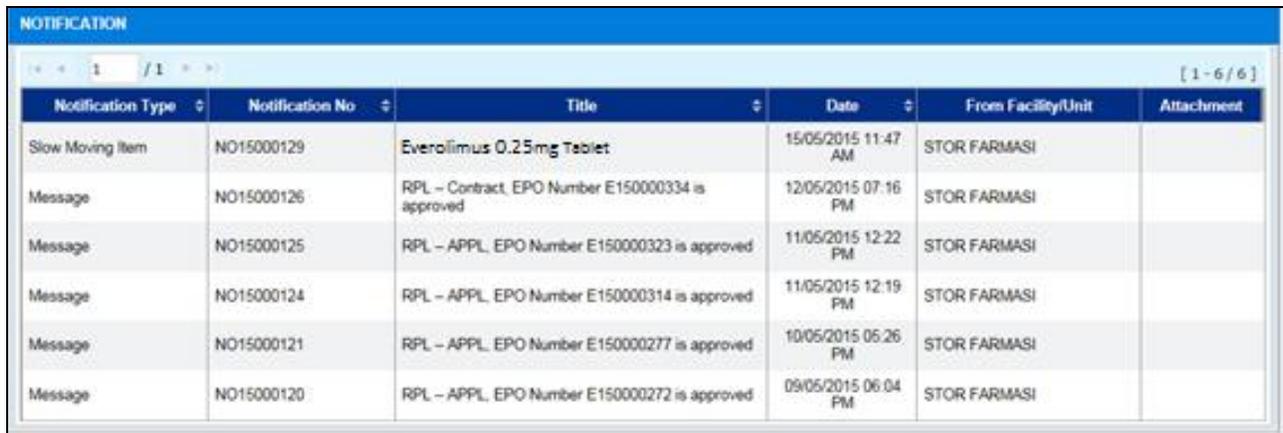
- *Click on the* [ OK ] *button.*



**Figure 3.3.1-11 Disseminate Send Notification**

**STEP 12**

Click on the [icon] button to send the notification to the selected facility/unit

***Note***
*After sending the notification, the system will automatically generate the Notification No. and it will be displayed on the home page of the selected facility/unit. For example: NO14000*
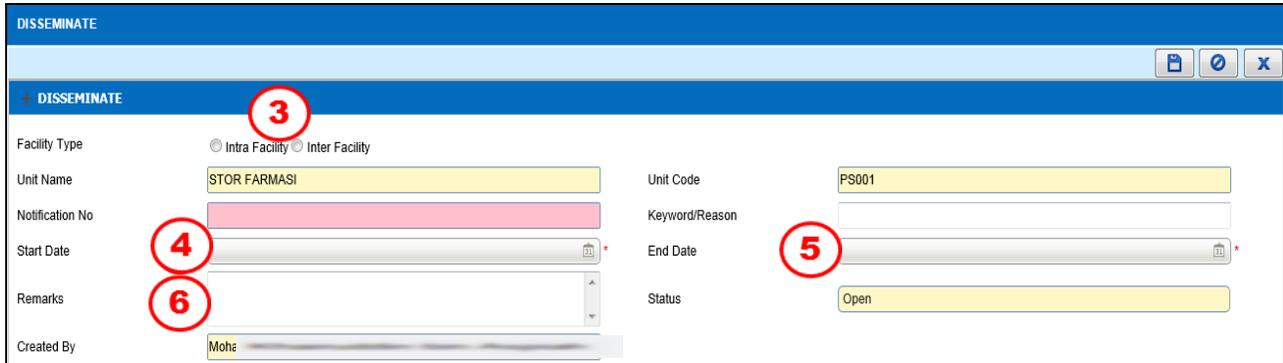


**Figure 3.3.1-12 Notification**

### 3.3.2 New Disseminate Record: Inter Facility
To create a new disseminate record between facilities, perform the steps below:



**Figure 3.3.2-1 Disseminate**

This function allows users to notify of slow moving item that are offered between facilities.

***Note***
*Repeat **STEP 1** and **STEP 2** from Section 3.3.1 New Disseminate Record: Intra Facility to create a new transaction and the Disseminate screen will be displayed as per Figure 3.3.2-1.*

**STEP 3**
Select **Inter Facility** radio button for *Facility Type*

***Note***
- *A new Disseminate record Status is defaulted as 'Open'.*

- ***Unit Name** and **Unit Code** are defaulted to the user's login ID.*
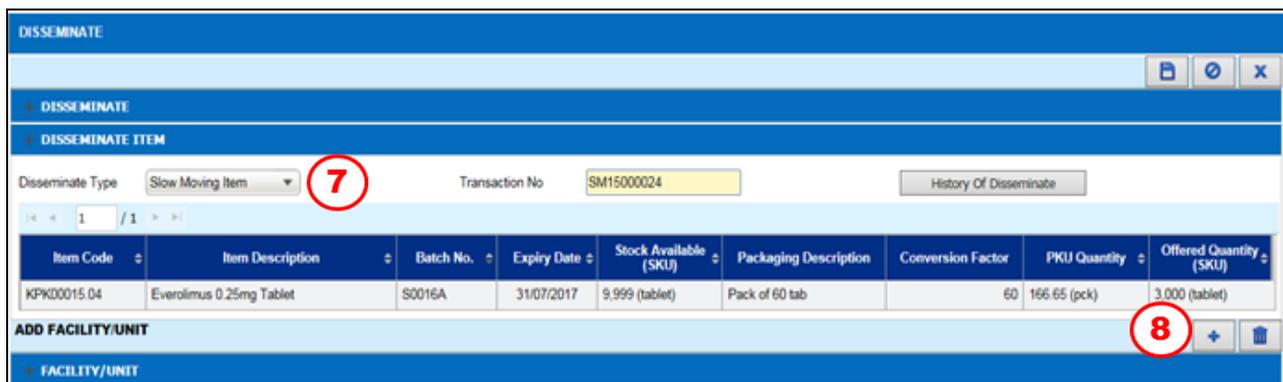
**STEP 4**
Select the **Start Date** for the item dissemination

**STEP 5**
Select the **End Date** for the item dissemination

**STEP 6**
Enter **Remarks** if applicable

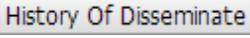

**Figure 3.3.2-2 Disseminate Item**

**STEP 7**

Select Slow Moving Item from the ***Disseminate Type*** dropdown box

**STEP 8**

Click on the [+] button and the 'Facility' screen will be displayed as shown in Figure 3.3.2-5

***Note***

- *Click on* [History Of Disseminate] *after selecting the Disseminate Type to view list of dissemination as per Figure 3.3.2-3.*

| HISTORY OF DISSEMINATE | | | |
|---|---|---|---|
| **Transaction No** | **Frequency of Disseminate** | **Last Disseminate Date** | **Facility/Unit Name** |
| SM15000014 | 9 | 13/04/2015 | Unit/Facility |
| SM15000005 | 1 | 20/04/2015 | Unit/Facility |
| SM15000024 | 1 | 15/05/2015 | Unit/Facility |

**Figure 3.3.2-3 History of Disseminate**

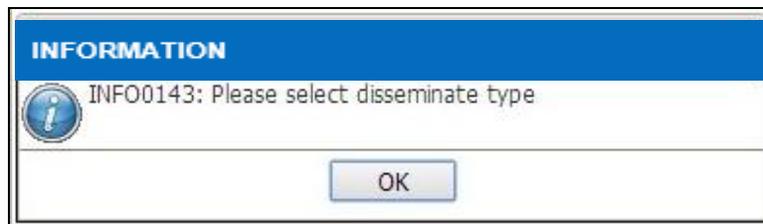- *Alert message will be prompt as per Figure 3.3.2-4 if user click on the* [History Of Disseminate] *without selecting the disseminate type.*

**INFORMATION**

ⓘ INFO0143: Please select disseminate type

OK

**Figure 3.3.2-4 Alert Message**

| FACILITY | | | |
|---|---|---|---|
| **SEARCH FACILITY** | | | |
| Facility Name | | Facility Code | |
| State | | Hospital Type | |
| | | | ⑩ Search |
| **ADD FACILITY** | | | Select All |
| ☐ | **Facility Name** | **Facility Code** | **State** | **Hospital Type** |
| | | No Record Found | | |

**Figure 3.3.2-5 Add Facility**

**STEP 9**

Select ***State*** or ***Hospital Type*** from the drop down box

**STEP 10**
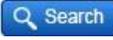
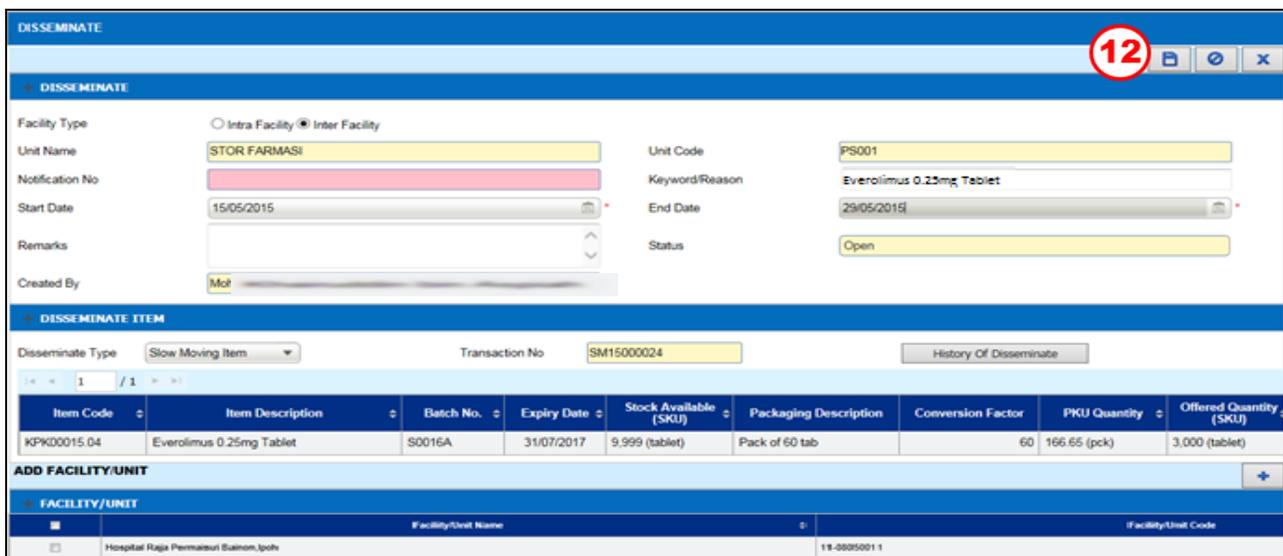Click on the [🔍 Search] button

***Note***
- *The list of Facility Name will be displayed based on the State or Hospital Type.*

- *Select the ☐ button to add the facility name.*

**STEP 11**

Click on the [➕] button to save the transaction

***Note***
Click on the ☐ button to add the selected ***Facility Name*** into the Add Facility/Unit Name section.



**Figure 3.3.2-6 Disseminate**

**STEP 12**

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

***Note***
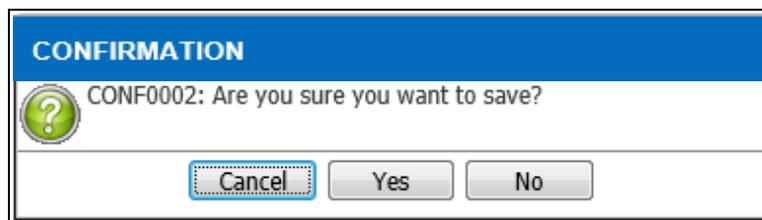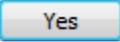- *An alert message will be displayed as per Figure 3.3.2-7 and Figure 3.3.2-8.*



**Figure 3.3.2-7 Save Record Alert Message**
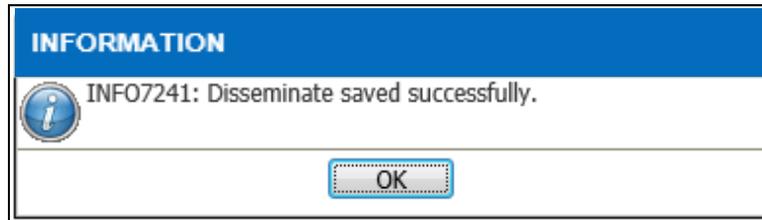
- *Click on the* [ Yes ] *button in Figure 3.3.2-7*



**INFORMATION**

INFO7241: Disseminate saved successfully.

[ OK ]

**Figure 3.3.2-8 Save Record Alert Message**

- *Click on the* [ OK ] *button in Figure 3.3.2-8*



**Figure 3.3.2-9 Disseminate Send Notification**

**STEP 13**

Click on the [icon] button to send the notification to the selected facility/unit

***Note***
*After sending the notification, the system will automatically generate the Notification No. and it will be displayed on the home page of the selected facility/unit. For example: NO15000057 in Figure 3.3.2-10*

**Figure 3.3.2-10 Notification for Slow Moving Item**

**STEP 14**

Click on the **Notification No** i.e. NO 5000057 to generate Slow Moving Item Report in Figure 3.3.2-10

KEMENTERIAN KESIHATAN MALAYSIA

**Hospital Kulim**

[SLOW MOVING/ NEAR EXPIRATION] ITEMS TO OFFER

| | | | | | |
|---|---|---|---|---|---|
| NOTIFICATION NO : | NO15000057 | CONTACT : | | | |
| DISSEMINATE TYPE : | SLOW MOVING ITEM | CONTACT NO : | 019 497 6639 | EMAIL : | |
| FROM UNIT : | STOR FARMASI | DATE START : | 18/12/2015 | DATE END : | 24/12/2015 |
| UNIT CODE : | PS001 | ADDRESS : | | | |
| CREATED DATE : | 18/12/2015 | REMARKS : | | | |
| TO FACILITY : | ,Jabatan Kesihatan Wilayah Persekutuan Kuala Lumpur,KK Bandar Maharani,Klinik Kesihatan Sungai Besi | | | | |

| No | Item Code | Item Description | SKU | Expiry Date | Batch No | Packaging Description | Offered Quantity (SKU) |
|---|---|---|---|---|---|---|---|
| 1 | J01CR02961P4001XX.02 | Amoxicillin 500mg + Clavulanate 100mg Inj | vial | 01/11/2016 | 3402714 | Vial | 1,000 |

Printed Date : 18/12/2015      Printed By : FADLIZA MOHD HUSSEIN      Unit Name : Farmasi Logistik      Source : PhIS

Page 1 of 1

**Figure 3.3.2-11 Slow Moving Item Report to Offer**

**Note**

*After click on the Notification No, the system will display automatically Slow Moving Item Report in Figure 3.3.2-11*

## 4.0  Acronyms

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

## 5.0  Links to Inventory Modules

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