



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

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## **User Manual Pharmacy Inventory Procurement Standard (APPL)**

<b>Version</b> : 1.5 <b>Document ID</b> : U.MANUAL_INV_PROCUREMENT STANDARD_APPL
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*Application reference: PhIS & CPS v1.5.1*



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## 1.0 Introduction

### 1.1 Overview of PhIS

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

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

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

### 1.2 Purpose and Objectives

This user manual outlines the Pharmacy Inventory - Procurement Standard (APPL) 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:

- Create new Procurement Standard (APPL) record
- Procurement Standard (APPL) record verification
- Procurement Standard (APPL) record approval

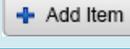
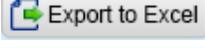
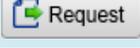
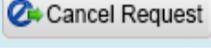
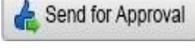
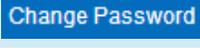
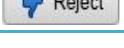
### 1.3 Organised Sections

These are the sections within this document:

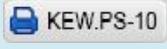
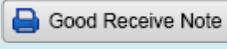
- Section 1 : Introduction
- Section 2 : Application Standard Features
- Section 3 : Procurement Standard (APPL)
- Section 4 : Acronyms
- Section 5 : Link to Inventory Modules

## 2.0 Application Standard Features

### 2.1 PhIS Legend

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

### Module Legend

	View/Print KEW.PS-10		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
<a href="#">Purchase Order: Inter Facility Indent</a> (for V1.5)	66



### 3.0 Procurement Standard (APPL)

#### Overview

Procurement Standard (APPL) is purchase item supplied by Pharmaniaga Logistic Sdn. Bhd. (PLSB). Item purchase based on selected criteria by using system. Purchasing value has no limitation in particular year. Purchasing Item via Recommended Purchase List (RPL) is for the routine activity only at the main store level. Before using Recommended Purchase List (RPL), the facility has to set a buffer level of minimum and maximum stock level. The system will then calculate the difference in the current stock level and buffer to suggest a list of items that needs to be purchased via Recommended Purchase List (RPL).

#### User Group

This module is intended for Pharmacist and Assistant Pharmacist at the Level 1 (subject to user assigned by the facility)

### Functional Diagram

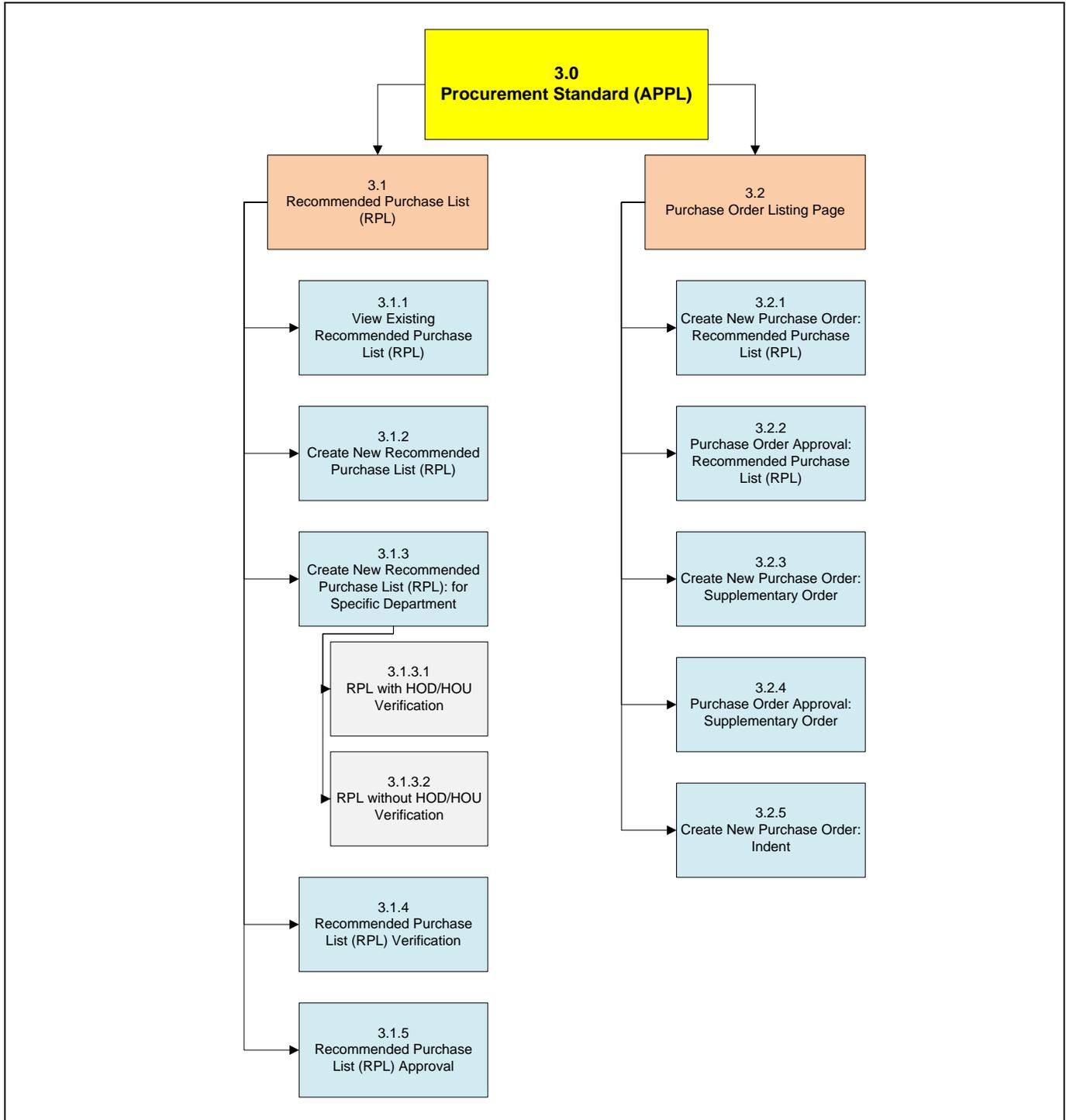


Figure 3.0-1

### 3.1 Recommended Purchase List (RPL)

RPL function in PhIS will be used for user to proceed with Drug or Non Drug purchasing in bulk. This screen will allow user to view a list of items that are recommended to be purchased based on the selection criteria and the available quantity of Drug or Non Drug in the Item/Product Buffer Level maintenance file.

#### 3.1.1 View Existing Recommended Purchase List (RPL) record(s)

To view existing Recommended Purchase List (RPL) record(s), perform the steps below:

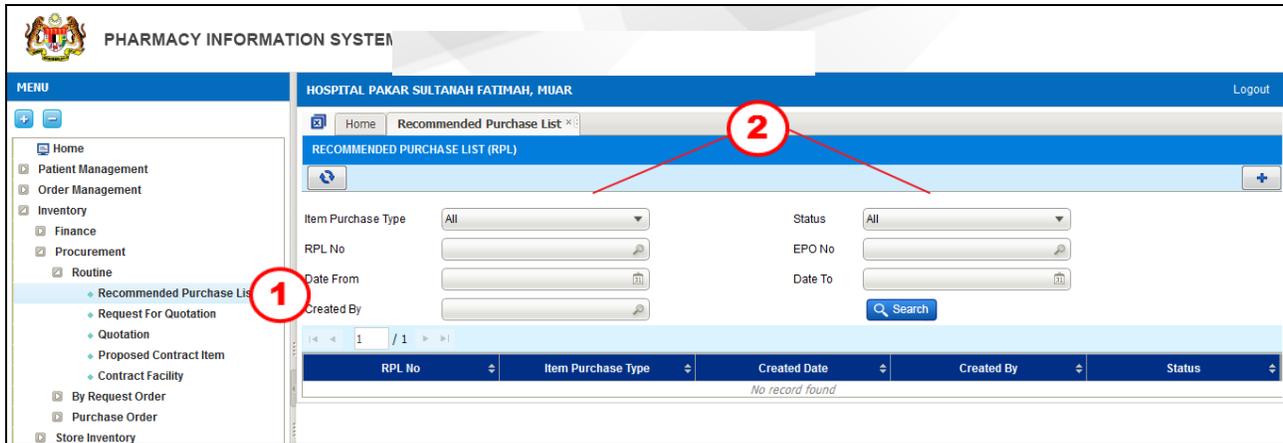


Figure 3.1.1-1 Recommended Purchase List (RPL) Listing Page

#### STEP 1

Click on the 'Inventory' menu followed by 'Procurement' and 'Routine', and select 'Recommended Purchase List

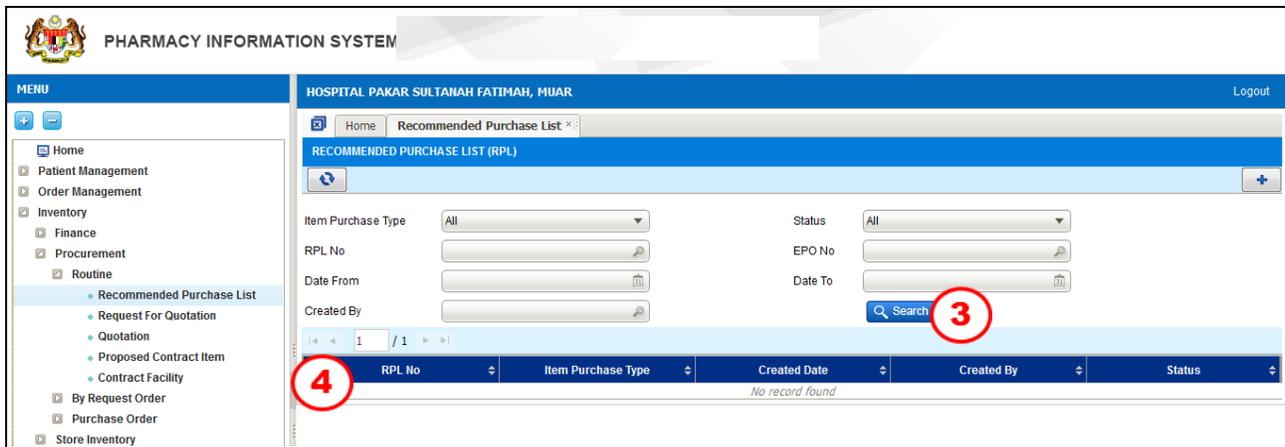
#### STEP 2

To search for existing Recommended Purchase List (RPL) transaction, user may search by criteria as follow:

No	Field	Description	Remark
A	Item Purchase Type	Select Item Purchase Type from the drop down menu: - All - APPL - Contract - LP	Filter and search existing records based on Item Purchase Type
b	Status	Select Status from the drop down menu: - All - Approved - Cancelled - Close - Open - Pending For Approval - Pending For Verification - Rejected	Filter and search existing records based on Status
c	RPL No.	Filter and search for record by selecting RPL	Filter and search existing records based on RPL No.

		No.	
d	EPO No.	Filter and search for record by selecting EPO No.	Filter and search existing records based on EPO 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	Created By	Filter and search for record by entering User First Name and/or User Last Name	Filter and search existing records based on Created By

**Table 3.1.1-1**



**Figure 3.1.1-2 Recommended Purchase List (RPL) Listing Page**

**STEP 3**

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

**STEP 4**

Double click on the selected record to view the transaction details as shown in Figure 3.1.1-3

RECOMMENDED PURCHASE LIST

EPO Details X

RECOMMENDED PURCHASE LIST INFORMATION

RPL No	RP14000029	Date/Time	14/12/2014 00:30:28 PM
Item Purchase Type	APPL	Created By	Mohamad Azhar bin Bahauddin
For Specific Department?	No	Send For HOD Verification	No
Department Name		Unit Name	STOR FARMASI
Item Group	DRUG	Item Sub Class	Injectables
View Near Expiration Quantity?	Yes	No Of Days	30
With BackOrder Quantity?	Yes	Status	Approved
Reject Reason		Remark	
Kelulusan Khas	<input type="checkbox"/>		

VOTE CODE LIST

ITEM LIST

Figure 3.1.1-3 Existing Recommended Purchase List (RPL) record

### 3.1.2 Create New Recommended Purchase List (RPL) record

To generate a Recommended Purchase List (RPL) record, perform the steps below:

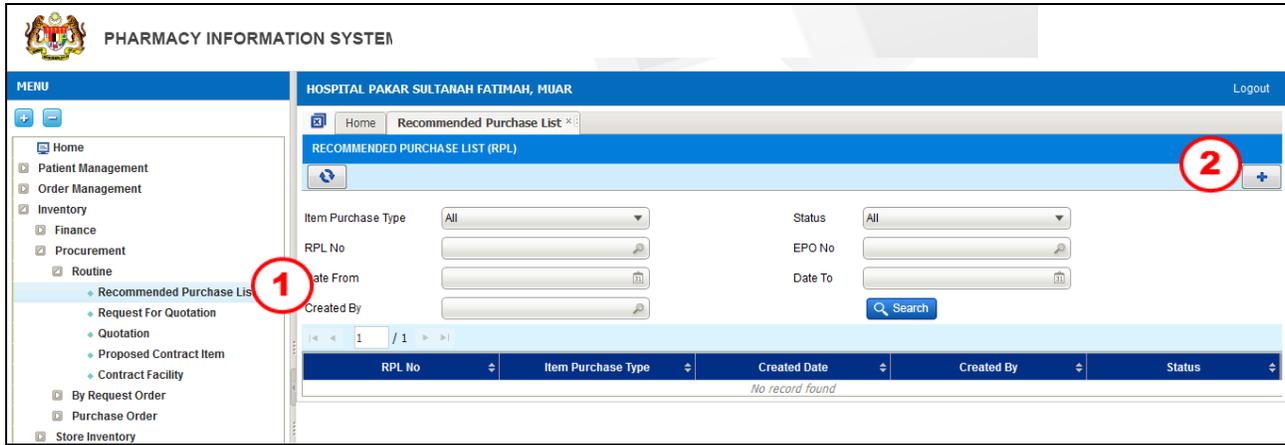


Figure 3.1.2-1 Create New Recommended Purchase List (RPL) record

This function is used to generate a list of standard items to be purchased for facility based on the buffer level maintained by pharmacy store

Available Quantity of items that are below than the buffer level quantity set in the Item/Product Buffer Level will be generated in Recommended Purchase List (RPL)

#### STEP 1

Click on the 'Inventory' menu followed by 'Procurement' and 'Routine', and select 'Recommended Purchase List'

#### STEP 2

Click on the  button and the Recommended Purchase List screen will be displayed as per Figure 3.1.2-2

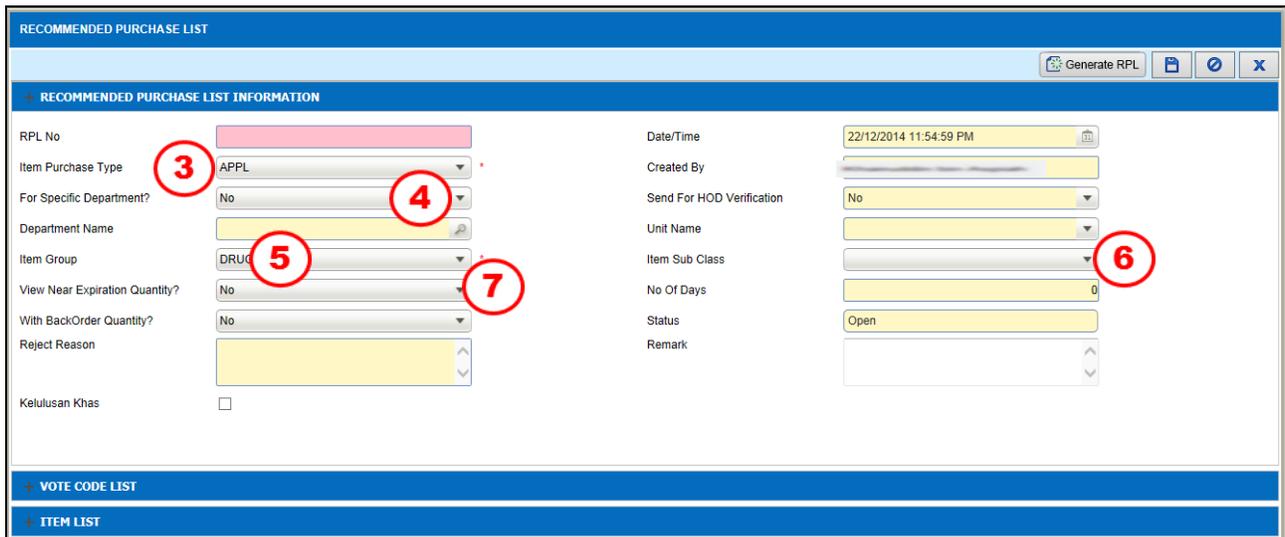


Figure 3.1.2-2 Recommended Purchase List (RPL)



**Note**

- *Date/Time will default to current date/time.*
- *Created By will display log in user's First Name and Last Name set in User Profile.*
- *Status is defaulted to 'Open' for the newly created record.*

**STEP 3**

Select **Item Purchase Type** as APPL from the drop down box

**STEP 4**

Select **For Specific Department:** NO

**Note**

*If For Specific Department is 'NO', function for **Send for HOD Approval** will be disabled. **Department Name** and **Unit Name** fields are also disabled.*

**STEP 5**

Select **Item Group** from the drop down box:

- Drug
- Non Drug

**STEP 6**

Select **Item Sub Class** (Optional)

**Note**

The value for the Item Sub Class drop down box will be based on the selection of Item Group.

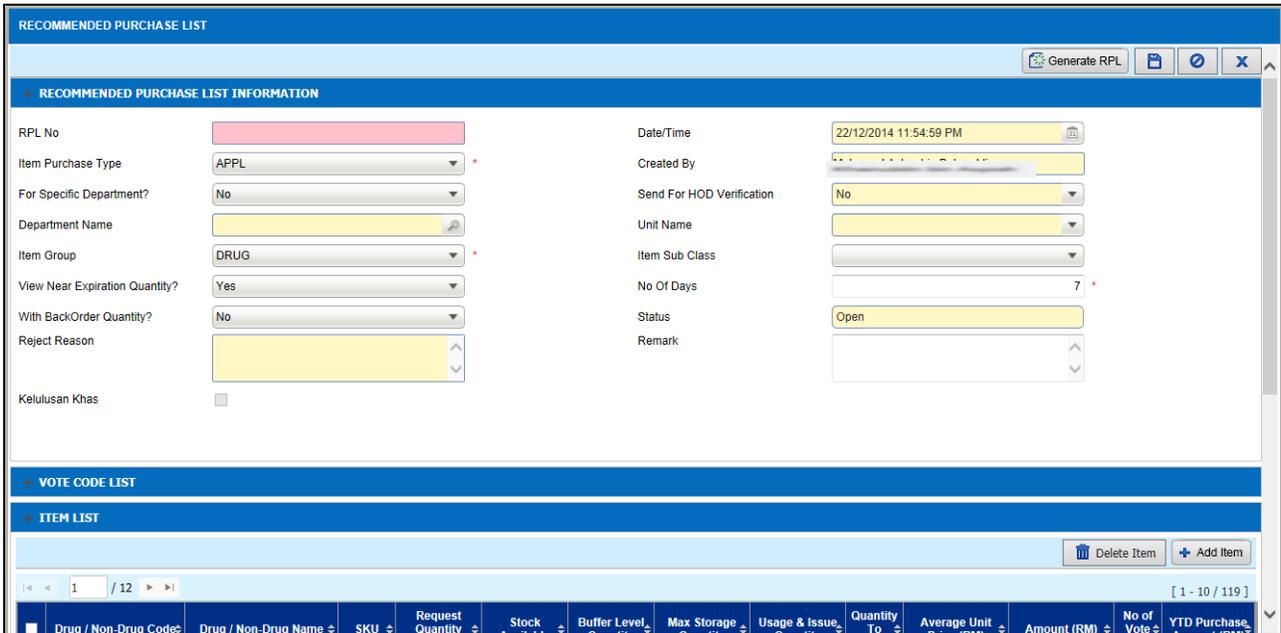
**STEP 7**

Select **View Near Expiration Quantity** from the drop down box

- Yes
- No

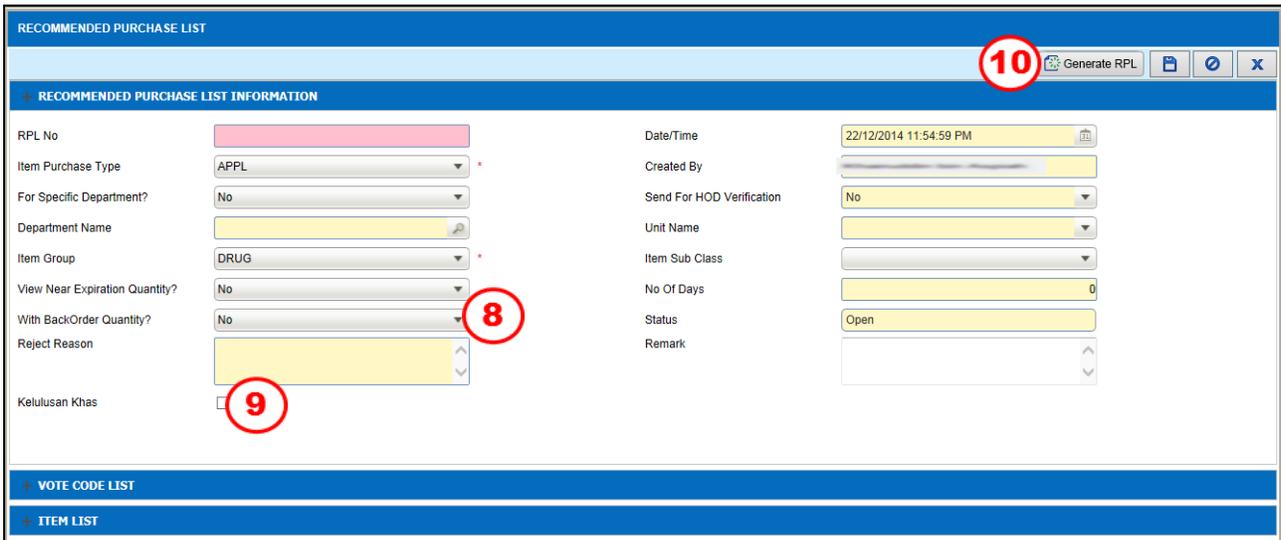
**Note**

- *If selection is 'Yes', user is mandatory to enter an integer in the 'No of Days' field as shown in Figure 3.1.2-3.*
- *System will display the quantity of item to expire based on the number of days entered by user for all drug/non drug in the Item List section.*



The screenshot shows the 'RECOMMENDED PURCHASE LIST' form. The 'No Of Days' field is highlighted with a red circle. The form includes fields for RPL No, Item Purchase Type (APPL), For Specific Department? (No), Department Name, Item Group (DRUG), View Near Expiration Quantity? (Yes), With BackOrder Quantity? (No), Reject Reason, Kelulusan Khas, Date/Time (22/12/2014 11:54:59 PM), Created By, Send For HOD Verification (No), Unit Name, Item Sub Class, and Status (Open). A table at the bottom shows columns for Drug / Non-Drug Codes, Drug / Non-Drug Name, SKU, Request Quantity, Stock, Buffer Level, Max Storage, Usage & Issue, Quantity To, Average Unit, Amount (RM), No of Vote, and YTD Purchase.

Figure 3.1.2-3 'No Of Days' field



The screenshot shows the 'RECOMMENDED PURCHASE LIST' form with annotations. A red circle with the number '10' is around the 'Generate RPL' button. A red circle with the number '8' is around the 'With BackOrder Quantity?' dropdown menu, which is set to 'No'. A red circle with the number '9' is around the 'Kelulusan Khas' checkbox, which is unchecked. The 'No Of Days' field is now set to 0. The rest of the form and table are the same as in Figure 3.1.2-3.

Figure 3.1.2-4 Generate RPL

**STEP 8**

Select to view **With Back Order Quantity** from the drop down box:

- Yes
- No

**Note**

- *Back Order Quantity represents the pending receive quantity that has not been supply yet by PLSB. The Back Order Quantity will affect the calculation for Request Quantity (SKU).*
- *Request Quantity (SKU) = ((Maximum Storage Quantity) - (Stock Available)) - Back Order Quantity*

**STEP 9**

Click on the **Kelulusan Khas** check box if user needs to purchase the APPL Item from other LP Suppliers as PLSB is unable to supply the requested item

**STEP 10**

Click on the  button for system to generate list of drug/non drug that needs to be procured

**Note**

- System will go through the Item/Product Buffer Level master to search and recommend Drug or Non Drug item that need to be purchased as the Available Quantity is less than the Buffer Level Quantity set for each drug/non drug.
- These are the information displayed under the 'Item List' section:

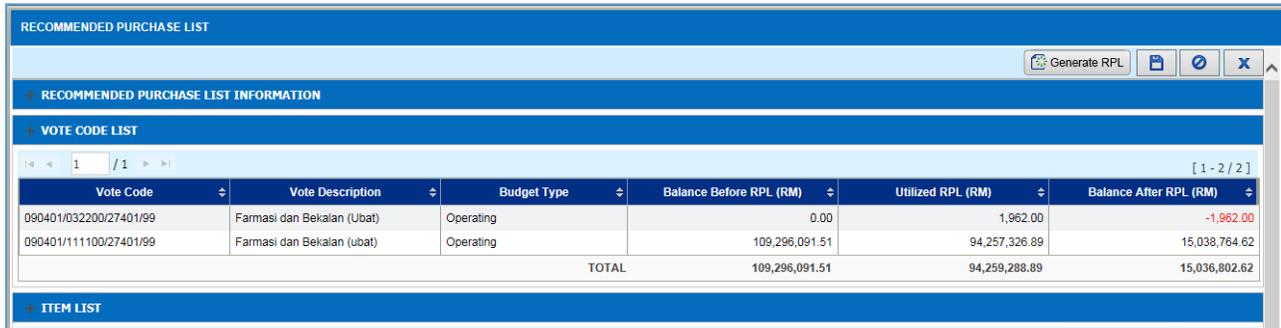
RECOMMENDED PURCHASE LIST													
+ RECOMMENDED PURCHASE LIST INFORMATION													
+ VOTE CODE LIST													
+ ITEM LIST													
<input type="button" value="Delete Item"/> <input type="button" value="+ Add Item"/>													
<input type="button" value="4"/> / 12 <input type="button" value=""/> [ 31 - 40 / 116 ]													
Drug / Non-Drug Code	Drug / Non-Drug Name	SKU	Request Quantity (SKU)	Stock Available	Buffer Level Quantity	Max Storage Quantity	Usage & Issue Quantity	Back Order	Average Unit Price (RM)	Amount (RM)	No of Vote Code	YTD Purchase Amount (RM)	
<input type="checkbox"/> C08DB01110T1001XX	Diltiazem HCl 30 mg Tablet	tab	54,432	8,928	42,240	63,360	174,087	0	0.1484	8,077.71	1	11,448.00	
<input type="checkbox"/> G02AD02000S1001XX	Dinoprostone (Prostaglandine E2) 3mg Vaginal Tablet	peas	240	240	320	480	1,516	0	33.6400	8,073.60	1	13,456.00	
<input type="checkbox"/> R06AA52110L2101XX	Diphenhydramine 14mg/5ml Ammonium Cl 135mg/5ml Expect	ml	66,000	204,000	360,000	540,000	293,846	270,000	0.0424	2,798.40	1	24,904.00	
<input type="checkbox"/> B01AC07000T1001XX	Dipyridamole 75 mg Tablet	tab	1,500	0	2,000	3,000	8,590	1,500	0.2088	313.20	1	1,041.68	
<input type="checkbox"/> J01AA02000C1001XX	Doxycycline 100 mg Capsule	cap	4,500	3,000	5,000	7,500	28,416	0	0.2227	1,002.15	1	3,464.92	
<input type="checkbox"/> C09AA02253T1001XX	ENALApril 5 mg Tab	tab	13,230	4,770	12,000	18,000	32,400	0	0.1623	2,147.23	1	3,317.00	
<input type="checkbox"/> R03CA02110P3001XX	Ephedrine HCl 30 mg/ml Injection	vial	750	0	500	750	2,842	0	0.7540	565.50	1	712.00	
<input type="checkbox"/> N01BX01000A4001XX	Ethyl Chloride Spray	can	90	0	60	90	378	0	10.4900	944.10	1	839.20	

Figure 3.1.2-5 Item List section

No	Field	Description	Remark
a	Drug/Non Drug Code	The values are retrieved from the Item/Product Buffer level	Display the code set for the Drug/Non Drug maintained by BPF, KKM
b	Drug/Non Drug Name	The values are retrieved from the Item/Product Buffer level	Display the description set for the Drug/Non Drug maintained by BPF, KKM
c	SKU	The field will display the SKU set for the selected Item Code	System will display the default item selected for the Drug/Non Drug set in the Item/Product Buffer Level master
d	Request Quantity (SKU)	The field will display the suggested purchase quantity in SKU set for displayed Drug/Non Drug	Calculation: With Back Order Quantity = No Request Quantity (SKU) = Max Storage Quantity - Buffer Level Quantity  With Back Order Quantity = Yes Request Quantity (SKU) = (Max Storage Quantity - Buffer Level Quantity) - Back Order Quantity
e	Stock Available	Quantity of stock available in the system	Will be automatically displayed based on the drug/non drug displayed
f	Buffer Level Quantity	Buffer Level Quantity set for the drug in the Item/Product Buffer Level master	Will be automatically displayed based on the drug/non drug displayed
g	Max Storage Quantity	Max Storage Quantity set for the drug in the Item/Product Buffer Level master	Will be automatically displayed based on the drug/non drug displayed
h	Usage & Issue Quantity	Display Usage & Issue Quantity for the: - 1st 30 days - 2nd 30 days -3rd 30 days - Monthly Average	The values displayed is for viewing purpose only and non editable
i	Back Order	Will display the drug/non drug that has pending receive quantity from PLSB	Request Quantity (SKU) = (Max Storage Quantity - Available Quantity) - Back Order Quantity
j	Average Unit Price (RM)	Average Unit Price (RM)	Average Unit Price (RM)
k	Amount (RM)	Display the Amount (RM) that will be charged for current purchasing	Amount (RM) = Average Unit Price (RM) * Request Quantity (SKU)
l	No of Vote Code	Will display the Number of Vote(s) that will be charged for the current purchasing	Default Value for the No. of Vote Code = 1 The value will be updated if user add in more vote to be charged for the same drug/non drug
m	YTD Purchase Amount (RM)	YTD Purchase Amount (RM)	YTD Purchase Amount (RM)

**Table 3.1.2-1**

- These are the information displayed under the Vote Code List' section:



Vote Code	Vote Description	Budget Type	Balance Before RPL (RM)	Utilized RPL (RM)	Balance After RPL (RM)
090401/032200/27401/99	Farmasi dan Bekalan (Ubat)	Operating	0.00	1,962.00	-1,962.00
090401/111100/27401/99	Farmasi dan Bekalan (ubat)	Operating	109,296,091.51	94,257,326.89	15,038,764.62
TOTAL			109,296,091.51	94,259,288.89	15,036,802.62

**Figure 3.1.2-6 Vote Code List section**

No	Field	Description	Remark
a	Vote Code	Code for default Vote set for the drug/non drug	Display the default Vote Code set in the Item/Product Buffer Level
b	Vote Description	Description for default Vote set for the drug/non drug	Display the default Vote Description set in the Item/Product Buffer Level
c	Budget Type	Budget Type will display any of the Budget Type listed below and is non editable: - Operating - Development - Dasar Baru - One Off	The Budget Type set for the charging Vote Code
d	Balance Before RPL (RM)	Balance Before RPL (RM)	Display the balance Amount (RM) for the Vote before the purchasing of this order
e	Utilized RPL (RM)	Utilized RPL (RM)	Display the Amount (RM) to be used for the order
f	Balance After RPL (RM)	Balance After RPL (RM)	Display the balance Amount (RM) for the Vote after the purchasing of this order Negative value will be shown if the budget in the Vote is not sufficient for the current purchasing but system will not stop user to proceed.

**Table 3.1.2-2**

RECOMMENDED PURCHASE LIST

Generate RPL

RECOMMENDED PURCHASE LIST INFORMATION

VOTE CODE LIST

ITEM LIST

Delete Item Add Item

4 / 12 [ 31 - 40 / 116 ]

Drug / Non-Drug Codes	Drug / Non-Drug Name	SKU	Request Quantity (SKU)	Stock Available	Buffer Level Quantity	Max Storage Quantity	Usage & Issue Quantity	Back Order	Average Unit Price (RM)	Amount (RM)	No of Vote Code	YTD Purchase Amount (RM)
<input checked="" type="checkbox"/> C08DB01110T1001XX	Diltiazem HCl 30 mg Tablet	tab	54,432	8,928	42,240	63,360	174,087	0	0.1484	8,077.71	1	11,448.00
<input type="checkbox"/> G02AD02000S1001XX	Dinoprostone (Prostaglandine E2) 3mg Vaginal Tablet	pess	240	240	320	480	1,516	0	33.6400	8,073.60	1	13,456.00
<input type="checkbox"/> R06AA52110L2101XX	Diphenhydramine 14mg/5ml Ammonium Cl 135mg/5ml Expect	ml	66,000	204,000	360,000	540,000	293,846	270,000	0.0424	2,798.40	1	24,904.00
<input type="checkbox"/> B01AC07000T1001XX	Dipyridamole 75 mg Tablet	tab	1,500	0	2,000	3,000	8,590	1,500	0.2088	313.20	1	1,041.68
<input type="checkbox"/> J01AA02000C1001XX	Doxycycline 100 mg Capsule	cap	4,500	3,000	5,000	7,500	28,416	0	0.2227	1,002.15	1	3,464.92
<input type="checkbox"/> C09AA02253T1001XX	ENALApril 5 mg Tab	tab	13,230	4,770	12,000	18,000	32,400	0	0.1623	2,147.23	1	3,317.00
<input type="checkbox"/> R03CA02110P3001XX	Ephedrine HCl 30 mg/ml Injection	vial	750	0	500	750	2,842	0	0.7540	565.50	1	712.00
<input type="checkbox"/> N01BX01000A4001XX	Ethyl Chloride Spray	can	90	0	60	90	378	0	10.4900	944.10	1	839.20

Figure 3.1.2-7 Add Item

STEP 11

Click on the  button to add additional item manually and system will display the 'Add Item' screen as shown in Figure 3.1.2-8

**Note**

Add Item function allows user to add additional item that are not generated from the RPL process.

ADD ITEM

Item Group: DRUG

Drug Name: Amoxicillin 500 mg Clavulanate 125 mg Tablet

Vote Description: Farmasi dan Bekalan (ubat)

Request To Purchase Quantity: 1,000

Unit Price (RM): 3,206.90

Amount (RM): 3,206.90

Usage Quantity: 0

Buffer Level Quantity: 14,000

Item Sub-group: -Select-

Drug Code: J01CR02961T1002XX

Vote Code: 090401/111100/27401/99

Stock Available: 17,080

SKU: tab

Max Storage Quantity: 21,000

Estimation Price (RM): 141,942.0822

Figure 3.1.2-8 Add Item manually into RPL

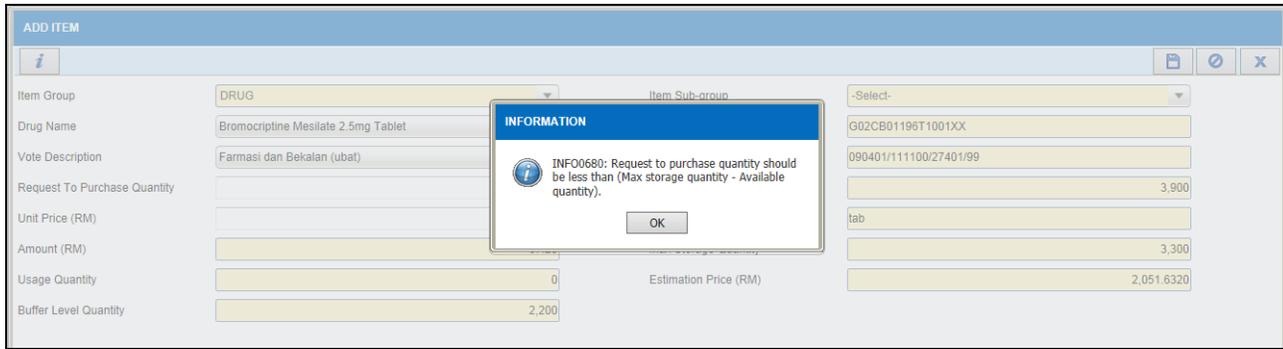
STEP 12

Select **Drug Name**

**Note**

- Drug Name displayed are from the Item/Product Buffer Level.
- Drug Code will be automatically displayed but is non editable.
- SKU, Usage Quantity, Stock Available, Buffer Level Quantity, Max Storage Quantity and Estimation Price (RM) will be automatically displayed by the system.

- *Default Vote Code/Description set for each drug/non drug will be auto displayed but user is still allowed to change.*
- *Request to Purchase Quantity will be auto calculated but is editable.*
- *Formula for Request to Purchase Quantity = Max Storage Quantity - Stock Available*
- *If user enter Request to Purchase Quantity > (Max Storage Quantity - Stock Available), alert message as shown in Figure 3.1.2-9 will be displayed.*



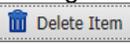
**Figure 3.1.2-9 Information**

- *Unit Price (RM) will be auto displayed by the system but is editable.*
- *Amount (RM) will be auto calculated by system and is non editable. Amount (RM) = Unit Price (RM) \* Request to Purchase Quantity.*

### STEP 13

Click on the  button to save the selected drug/non drug into the Item List section

### STEP 14

To delete drug/non drug from the Item List section, check on the check box next to Drug/Non Drug Code and click on the  button as shown in Figure 3.1.2-10

### **Note**

*Deleted item(s) will be removed from the Item List section.*

RECOMMENDED PURCHASE LIST												
												Generate RPL
RECOMMENDED PURCHASE LIST INFORMATION												
VOTE CODE LIST												
ITEM LIST												
												14 Delete Item
												+ Add Item
												[ 1 - 10 / 79 ]
Drug / Non-Drug Code	Drug / Non-Drug Name	SKU	Request Quantity (SKU)	Stock Available	Buffer Level Quantity	Max Storage Quantity	Usage & Issue Quantity	Average Unit Price (RM)	Amount (RM)	No of Vote Code	YTD Purchase Amount (RM)	
L03AA02000P5001XX	Filgrastim 30MU/0.5ml Inj	PFSy	75	0	50	75	348	87.0000	6,525.00	1	25,810.00	
J02AC01000C1002XX	Fluconazole 100 mg Capsule	cap	2,100	150	1,500	2,250	3,262	4.0830	8,574.30	1	6,124.50	
N05AF01135P2001XX	Flupentixol Decanoate Depot 20mg/ml Inj	amp	700	650	900	1,350	4,639	16.2400	11,368.00	1	32,480.00	
N05AB02135P3001XX	Fluphenazine Decanoate 25mg/ml Inj	amp	1,050	0	700	1,050	4,948	0.9570	1,004.85	1	1,505.10	
B03BB01000T1001XX	Folic Acid 5 mg Tablet	tab	180,820	68,660	166,320	249,480	1,135,017	0.0066	1,193.41	1	4,553.70	
S01CA01991D1001XX	Framycetin, Dexamethason e, Gramicidin Ear Drops (Sofradex)	bott	705	495	800	1,200	1,422	11.7100	8,255.55	1	7,026.00	
C03CA01000P3001XX	Frusemide 20mg/2ml Inj	amp	9,000	0	6,000	9,000	48,139	0.3940	3,546.00	1	5,308.00	
B05AA06905P9901a	Gelofusine 4% 500mL IV Soln	bott	631	169	400	800	1,279	12.1800	7,685.58	1	21,288.00	

Figure 3.1.2-10 Delete Item

**Modification of the Item Information**

RECOMMENDED PURCHASE LIST												
VOTE CODE LIST												
ITEM LIST												
												Delete Item
												+ Add Item
												[ 1 - 10 / 79 ]
Drug / Non-Drug Code	Drug / Non-Drug Name	SKU	Request Quantity (SKU)	Stock Available	Buffer Level Quantity	Max Storage Quantity	Usage & Issue Quantity	Average Unit Price (RM)	Amount (RM)	No of Vote Code	YTD Purchase Amount (RM)	
L03AA02000P5001XX	Filgrastim 30MU/0.5ml Inj	PFSy	75	0	50	75	348	87.0000	6,525.00	1	25,810.00	
J02AC01000C1002XX	Fluconazole 100 mg Capsule	cap	2,100	150	1,500	2,250	3,262	4.0830	8,574.30	1	6,124.50	
N05AF01135P2001XX	Flupentixol Decanoate Depot 20mg/ml Inj	amp	700	650	900	1,350	4,639	16.2400	11,368.00	1	32,480.00	
N05AB02135P3001XX	Fluphenazine Decanoate 25mg/ml Inj	amp	1,050	0	700	1,050	4,948	0.9570	1,004.85	1	1,505.10	
B03BB01000T1001XX	Folic Acid 5 mg Tablet	tab	180,820	68,660	166,320	249,480	1,135,017	0.0066	1,193.41	1	4,553.70	

Figure 3.1.2-11 Item List

**STEP 15**

Double click on any Drug/Non Drug to view/amend the Drug/Non Drug details and Item Information screen will be displayed as shown in Figure 3.1.2-11

**Note**

User is allowed to amend these in the Item Information screen:

- Change the Vote to be charged
- Change the Quantity to Purchase
- Add additional Vote to be charged

**ITEM INFORMATION**

Drug/Non Drug Code: B03BB01000T1001XX      Drug/Non Drug Description: Folic Acid 5 mg Tablet

SKU: tab      Max Storage Quantity: 249,480

Buffer Level Quantity: 166,320      Average Unit Price (RM): 0.0066

Request To Purchase: 180,820      Amount (RM): 1,193.41

Item Code	Item Description	PKU	PKU Description	Packaging Description	Quantity Available (SKU)	YTD Purchase Amount (RM)
42.1004.02	Folic Acid 5mg Tab	pck	pack	Pack of 110x63 tabs (Blister)	68,660	4,553.70
TOTAL					68,660	

**VOTE CODE LIST**

Vote Code	Vote Description	Budget Type	Request To Purchase Quantity (SKU)
090401/111100/27401/99	Farmasi dan Bekalan (ubat)	Operating	180,820
TOTAL			180,820

Figure 3.1.2-12 Item Information

**STEP 16**

Double click on the Vote under the Vote Code List section and system will display screen as shown in Figure 3.1.2-13 to change the **Vote** and/or to change the **Quantity to Purchase**. Proceed to click on the  button in Figure 3.1.2-13 to save any changes

**VOTE INFORMATION**

Vote Description: Farmasi dan Bekalan (ubat)      Vote Code: 090401/111100/27401/99

Request To Purchase Quantity: 100,000

Figure 3.1.2-13 Vote Information

**Note**

If user want to Add Vote to be charged, follow steps below:

**VOTE CODE LIST**

Vote Code	Vote Description	Budget Type	Request To Purchase Quantity (SKU)
090401/111100/27401/99	Farmasi dan Bekalan (ubat)	Operating	2,000

Figure 3.1.2-14 Vote Code List

**STEP 17**

Click on the  button to Add Vote Code and system will display screen as shown in Figure 3.1.2-15



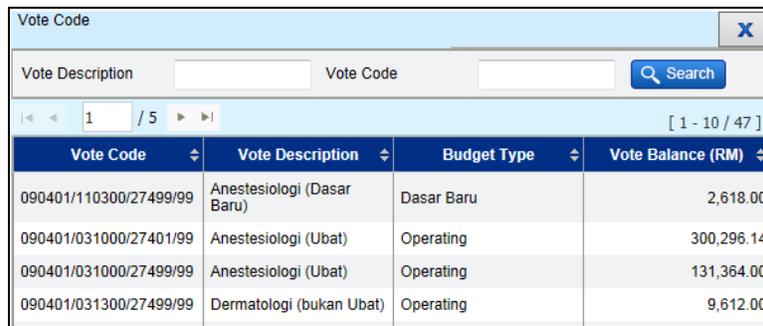
Figure 3.1.2-15 Vote Information

**STEP 18**

Click on the **Vote Description**  button and 'Vote Code' window will be displayed as Figure 3.1.2-16

**Note**

- **Vote Description** and/or **Vote Code** allows user to do random search based on **Vote Description** and/or **Vote Code**.
- Double click to select a **Vote Description/Code**.



Vote Code	Vote Description	Budget Type	Vote Balance (RM)
090401/110300/27499/99	Anestesiologi (Dasar Baru)	Dasar Baru	2,618.00
090401/031000/27401/99	Anestesiologi (Ubat)	Operating	300,296.14
090401/031000/27499/99	Anestesiologi (Ubat)	Operating	131,364.00
090401/031300/27499/99	Dermatologi (bukan Ubat)	Operating	9,612.00

Figure 3.1.2-16 Vote Code

**STEP 19**

Change the **Request to Purchase** quantity if required

**STEP 20**

Click on the  button to save the **Vote Information** record

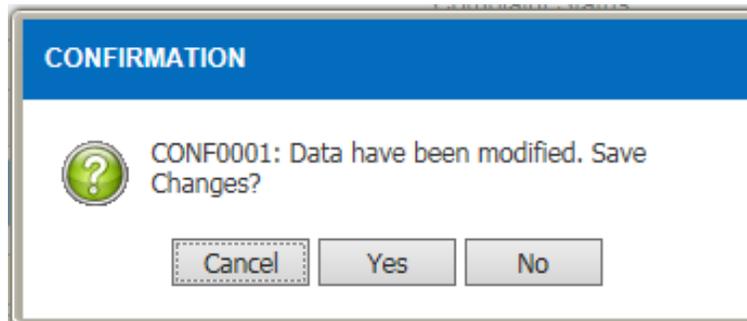
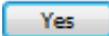


Figure 3.1.2-17 Alert Messages

**Note**

- If click on the  button, record will be saved.
- If click on the  button, record will not be saved

**Note**

After saved, system will back to Item Information screen and any changes made will updated in the screen as shown in Figure 3.1.2-18.

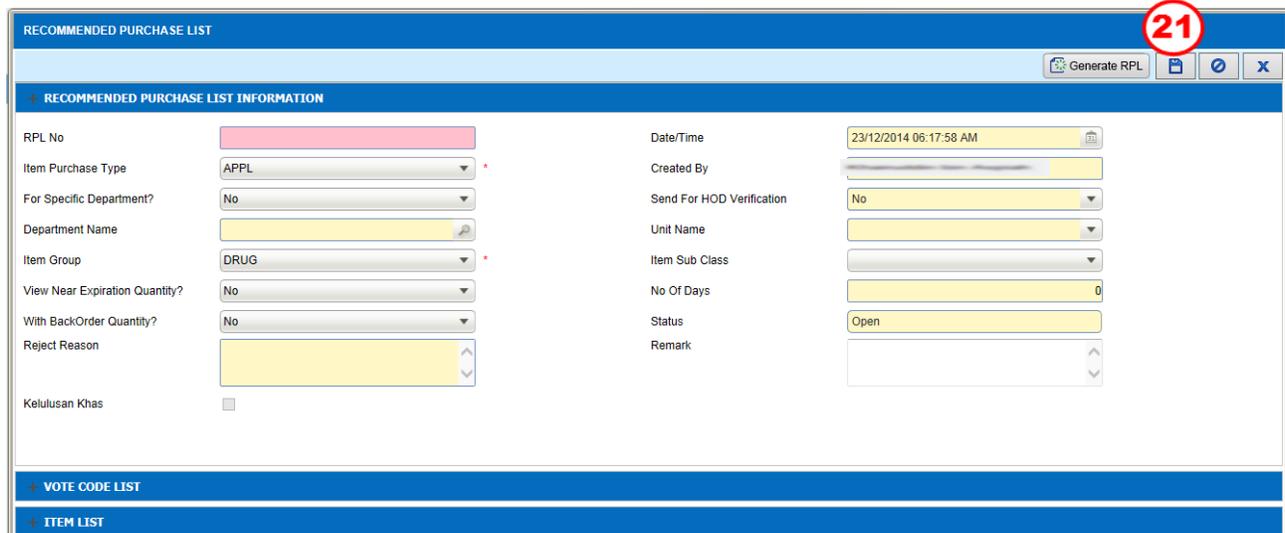


Vote Code	Vote Description	Budget Type	Request To Purchase Quantity(SKU)
090401/111100/27401/99	Farmasi dan Bekalan (ubat)	Operating	2,000

Figure 3.1.2-178 Updated-Vote Code List (Updated)

**STEP 21**

Click on the  button to save the RPL record



RECOMMENDED PURCHASE LIST

Generate RPL [Save] [Refresh] [Close]

RECOMMENDED PURCHASE LIST INFORMATION

RPL No	<input type="text"/>	Date/Time	23/12/2014 06:17:58 AM
Item Purchase Type	APPL	Created By	<input type="text"/>
For Specific Department?	No	Send For HOD Verification	No
Department Name	<input type="text"/>	Unit Name	<input type="text"/>
Item Group	DRUG	Item Sub Class	<input type="text"/>
View Near Expiration Quantity?	No	No Of Days	0
With BackOrder Quantity?	No	Status	Open
Reject Reason	<input type="text"/>	Remark	<input type="text"/>
Kelulusan Khas	<input type="checkbox"/>		

VOTE CODE LIST

ITEM LIST

Figure 3.1.2-189 Save RPL

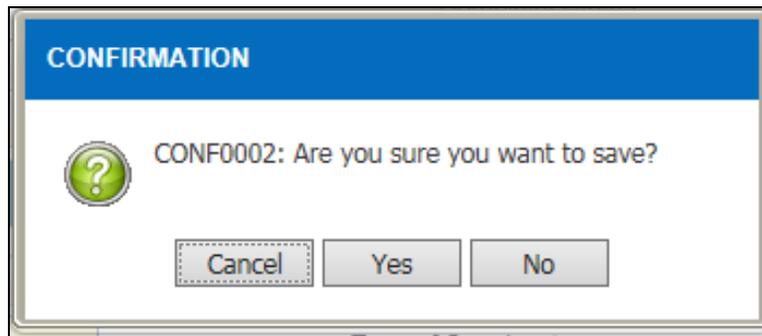
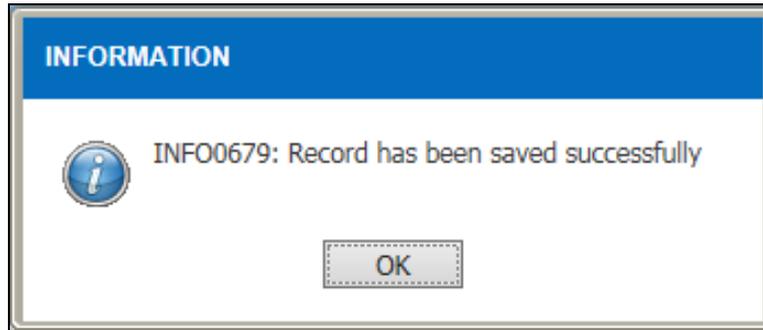


Figure 3.1.2-20 Alert Messages



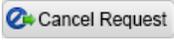
**Figure 3.1.2-21 Alert Messages**

**Note**

- If click on the  button, record will be save
- If click on the  button, record will not be save
- Click on the  button to update data.
- **RPL No** will be auto generated by system after user click on the save button for future reference. E.g.: RP14002653

Character	Description	Value
1-2	RPL	'RP'
3-4	Current year in 'YY' format	15
5-10	Unique running number	Starting from 000001. This running number will be restarted to 000001 of every new financial year

**Table 3.1.2-3**

-  and  will be displayed after the transaction is successfully saved as shown in Figure 3.1.2-22
- User is allowed to cancel the request by clicking on the  button.
- The **Status** will be automatically changed to 'Cancelled'.
- User is still allowed to edit the RPL record after the transaction is saved.

**STEP 22**

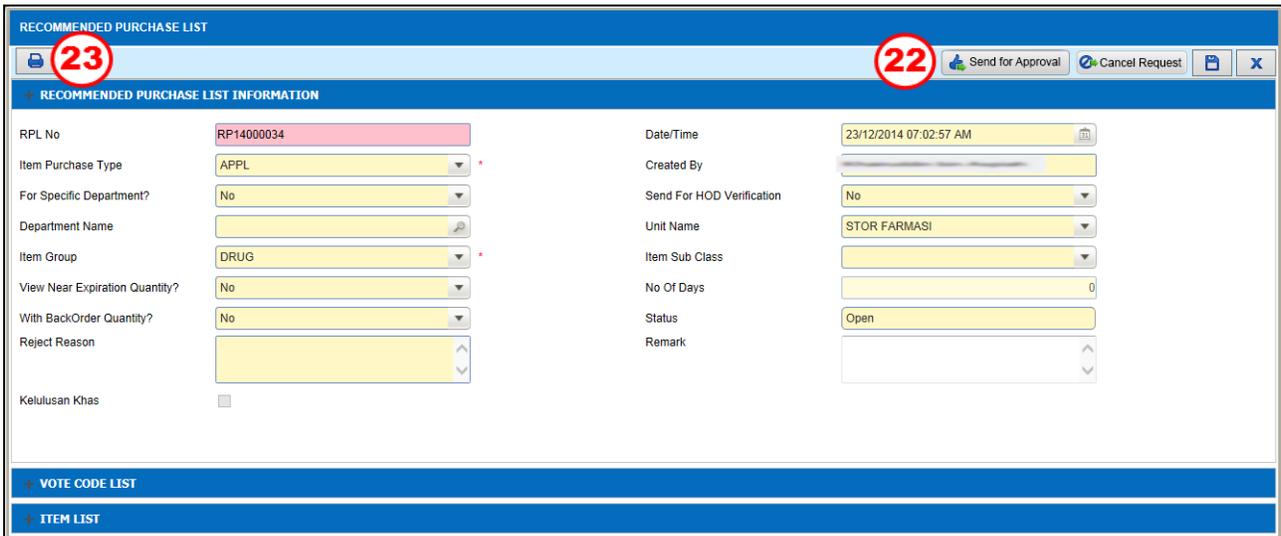
Click on the  button to send the transaction to pharmacist for approval

**Note**

- The **Status** will be automatically changed to 'Pending for Approval'.
- No further modification is allowed for the 'Pending for Approval' record.
- The Pharmacist will receive the 'Pending for Approval' task in the Task List.

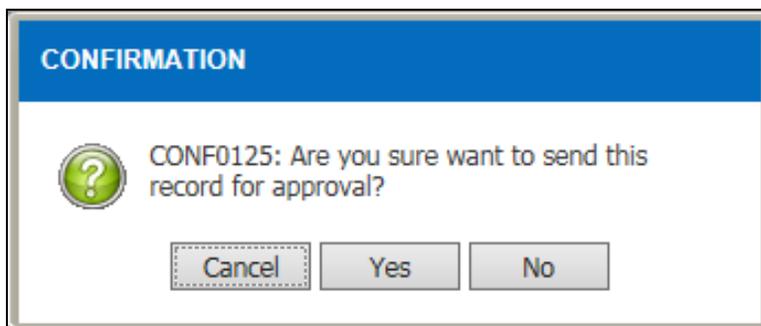
**STEP 23**

Click on the  button to view/print report



The screenshot shows a web application window titled "RECOMMENDED PURCHASE LIST". At the top right, there are buttons for "Send for Approval" (circled in red with the number 22), "Cancel Request", and window controls. Below the title bar is a section labeled "RECOMMENDED PURCHASE LIST INFORMATION" (with a circled red 23 next to a print icon). The form contains several fields: RPL No (RP14000034), Item Purchase Type (APPL), For Specific Department? (No), Department Name, Item Group (DRUG), View Near Expiration Quantity? (No), With BackOrder Quantity? (No), Reject Reason, Date/Time (23/12/2014 07:02:57 AM), Created By, Send For HOD Verification (No), Unit Name (STOR FARMASI), Item Sub Class, No Of Days (0), Status (Open), and Remark. There are also expandable sections for "VOTE CODE LIST" and "ITEM LIST".

**Figure 3.1.2-22 Send RPL for Approval**



**Figure 3.1.2-23 Alert Messages**

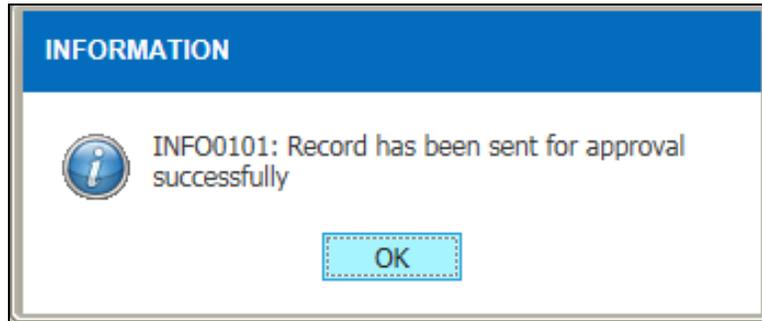


Figure 3.1.2-24 Alert Messages

**Note**

- If click on the  button, record will be sent to get approval and proceed to Approval process
- If click on the  button, record will not be record will not be sent to approval process.
- Click on the  button to update data.



**KEMENTERIAN KESIHATAN MALAYSIA**  
**Hospital Full Based**  
**RECOMMENDED PURCHASE LIST/EDIT LIST**

ORDER BY : ITEM TYPE : APPL  
RPL NO. : RP15000028  
RPL DATE : 17/08/2015 11:08:07 AM  
STATUS :

NO	Drug Code	Drug Name	SKU	Back Order Qty	Max Storage Qty	Qty Available	Request Qty	Buffer Level Qty	Vote Code	Vote Name	Budget Type	Average Unit Price (RM)	Amount (RM)
1	C07AB02123T1002XX	METOpriolol Tartrate 100 mg Tablet	tablet	50,000	270,000	88,990	24,670	180,000	090401/031000/27499/99	Anestesiologi (Bukan Ubat)	Operating	0.1856	4,578.75
2	C01BB01110P3001XX	LIGNOcaine HCl (Lidocaine) 100 mg/5 ml Injection	vial	3,000	7,500	4,000	500	5,000	090401/111100/27401/99	Farmasi dan Bekalan (ubat)	Operating	0.9975	498.75
3	C03AA03000T1002XX	Hydrochlorothiazide 50 mg Tablet	tablet	0	54,000	35,723	10,000	36,000	090401/111100/27401/99	Farmasi dan Bekalan (ubat)	Operating	0.0927	927.00
4	C03AA03000T1002XX	Hydrochlorothiazide 50 mg Tablet	tablet	0	54,000	35,723	6	36,000	090401/010600/27499/99	KK Rah Simulation	Development	0.0927	0.56
5	R06AX13000T1001XX	Loratadine 10 mg Tablet	tablet	0	120,000	66,000	54,000	80,000	090401/111100/27401/99	Farmasi dan Bekalan (ubat)	Operating	0.1194	6,447.60
6	M01AE01000T1001XX	Ibuprofen 200 mg Tablet	tablet	0	9,000	5,000	4,000	6,000	090401/111100/27401/99	Farmasi dan Bekalan (ubat)	Operating	0.0810	324.00
7	N06AA02110T1001XX	Imipramine HCl 25 mg Tablet	tablet	10,000	21,000	5,000	3,000	14,000	090401/111100/27401/99	Farmasi dan Bekalan (ubat)	Operating	0.0522	156.60

Figure 3.1.2-25 Recommended Purchase List (RPL) Report

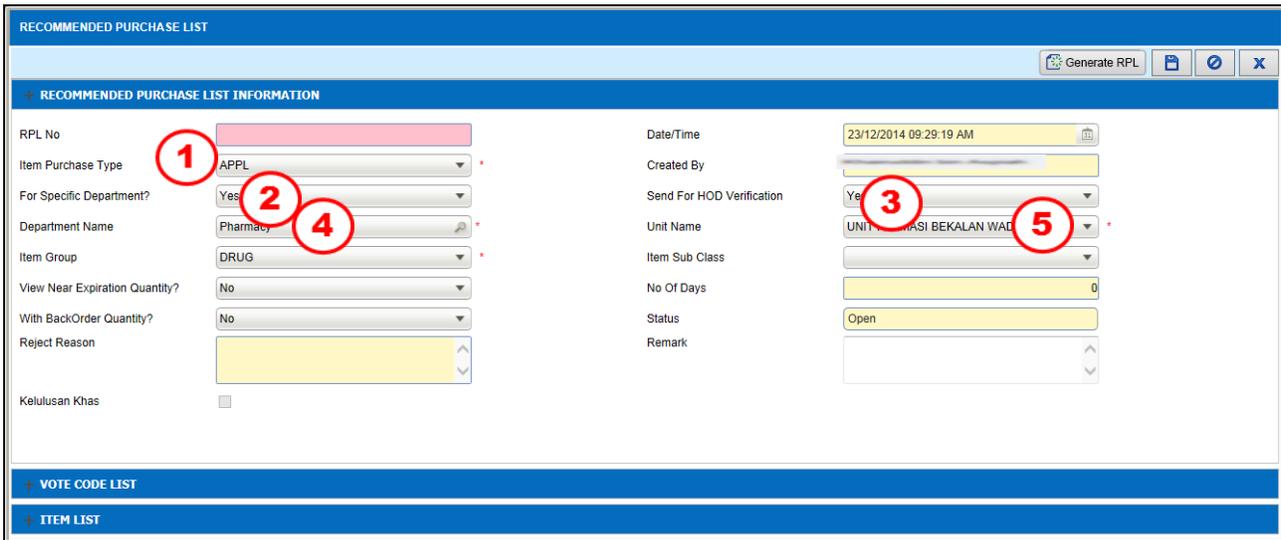
### 3.1.3 Create New Recommended Purchase List (RPL): for Specific Department

The function of the screen is to generate RPL for specific department instead of for Pharmacy Store. User can choose to select to have verification from Head of Department/ Head of Unit or not before proceed with purchasing.

#### 3.1.3.1 RPL with HOD/HOU Verification

If For Specific Department is selected as YES, system will go through the selected Unit Catalogue List instead of Item/Product Buffer Level.

To proceed with RPL with Head of Department (HOD) or Head of Unit (HOU) verification, perform the steps below:



The screenshot shows a web application interface for creating a Recommended Purchase List (RPL). The form is titled "RECOMMENDED PURCHASE LIST" and includes a "Generate RPL" button. The form is divided into two main sections: "RECOMMENDED PURCHASE LIST INFORMATION" and "VOTE CODE LIST". The "RECOMMENDED PURCHASE LIST INFORMATION" section contains various fields and dropdown menus. Five red circles are overlaid on the form to highlight specific fields: 1. Item Purchase Type (APPL), 2. For Specific Department? (Yes), 3. Send For HOD Verification (Yes), 4. Department Name (Pharmacy), and 5. Unit Name (UNIT KAWASAN BEKALAN WAD). Other fields include RPL No, Date/Time, Created By, Unit Name, Item Sub Class, No Of Days, Status, Remark, View Near Expiration Quantity?, With BackOrder Quantity?, Reject Reason, and Kelulusan Khas.

Figure 3.1.3.1-1 Create New RPL

#### STEP 1

Select **RPL Type** as APPL

#### STEP 2

Select For **Specific Department** as Yes

#### Note

If select For Specific Department as Yes, Send For HOD Approval will default to No

#### STEP 3

Select **Send For HOD Verification** as Yes

#### STEP 4

Select **Department Name** by click on the  button. System will displayed screen as shown in Figure 3.1.3.1-2

Department	
Department Name	Anaesthesia and Inten!
Department Code	
<input type="button" value="Search"/> <input type="button" value="Refresh"/>	
<input type="button" value="1"/> / <input type="button" value="6"/> <span style="float: right;">[ 1 - 10 / 55 ]</span>	
Department Name	Department Code
Administration	01
Anaesthesia and Intensive Care	02
Cardiology	03
Cardiothoracic	04
Central Sterilization Service (CSSU)	05
Clinical Research	34
Dental (Oral Surgery)	07
Dermatology	39
Dietetic and Food Services	08
Emergency and Trauma	09

Figure 3.1.3.1-2 Search Department

RECOMMENDED PURCHASE LIST			
<input type="button" value="Send for Verification"/> <input type="button" value="Cancel Request"/> <input type="button" value="Print"/> <input type="button" value="Close"/>			
RECOMMENDED PURCHASE LIST INFORMATION			
RPL No	RP15000024	Date/Time	29/07/2015 07:27:27 PM
Item Purchase Type	APPL	Created By	
For Specific Department?	Yes	Send For HDD Verification	Yes
Department Name	Dialysis	Unit Name	Haemodialysis Unit (HDU)
Item Group	DRUG	Item Sub Class	
View Near Expiration Quantity?	No	No Of Days	0
With BackOrder Quantity?	No	Status	Open
Reject Reason		Remark	
Keputusan Khas	<input type="checkbox"/>		
VOTE CODE LIST			
<input type="button" value="1"/> / <input type="button" value="1"/> <span style="float: right;">[ 1 - 1 / 1 ]</span>			
Vote Code	Vote Description	Budget Type	Balance Before RPL (RM)
Utilized RPL (RM)	Balance After RPL (RM)		

Figure 3.1.3.1-3 Send for Verification

**Note**

- **Department Name** and/or **Department Code** allows user to do random search based on criteria entered regardless partially and/or fully
- Double click to select a **Department Name**

**STEP 5**

Select **Unit Name** from the drop down menu

**Note**

- Unit Name will based on the Department Name selected.
- Proceed with **STEP 5** to **STEP 21** from section [3.1.2 Create New Recommended Purchase List \(RPL\) record](#)



**STEP 6**

Click on the '**Send for Verification**' button to send the RPL for HOD/HOU verification

**Note**

*The status of the RPL will automatically change to 'Pending for Verification'.*

### 3.1.3.2 RPL without HOD/HOU Verification

To proceed with RPL without Head of Department (HOD) or Head of Unit (HOU) verification, perform the steps below:

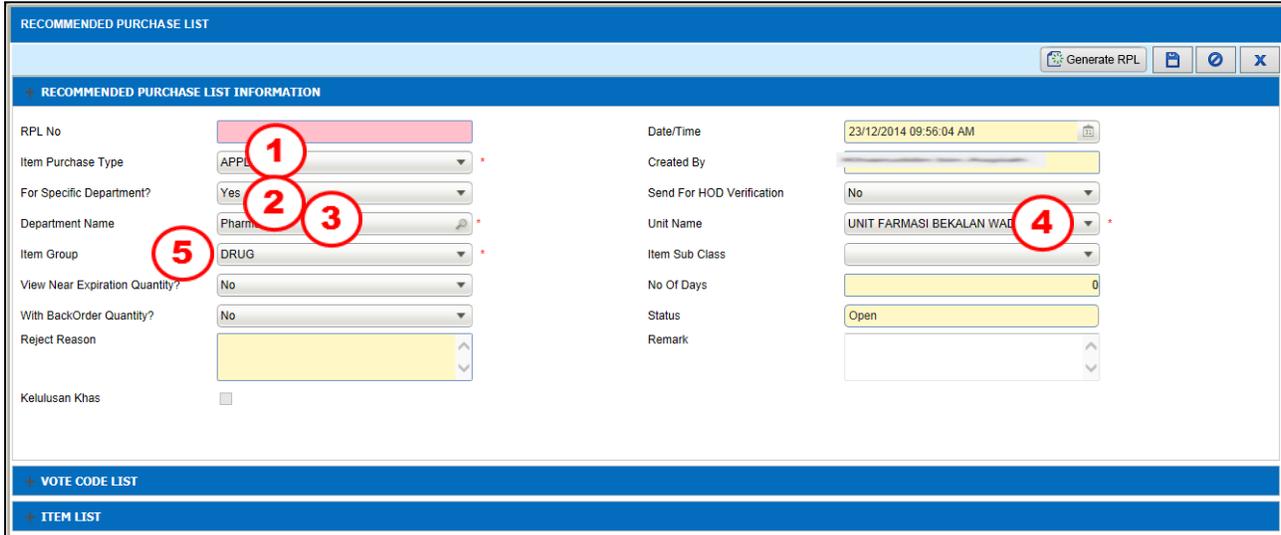


Figure 3.1.3.2-1 RPL

#### STEP 1

Select **RPL Type** as APPL

#### STEP 2

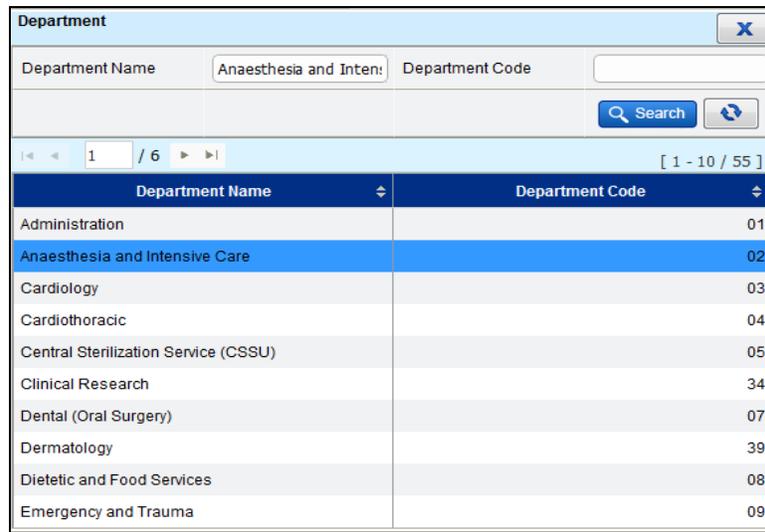
Select For **Specific Department** as Yes

#### Note

If select For **Specific Department** as Yes, **Send For HOD Verification** will default to No

#### STEP 3

Select **Department Name** by click on the  button. System will displayed screen as shown in Figure 3.1.3.2-2



Department Name	Department Code
Administration	01
Anaesthesia and Intensive Care	02
Cardiology	03
Cardiothoracic	04
Central Sterilization Service (CSSU)	05
Clinical Research	34
Dental (Oral Surgery)	07
Dermatology	39
Dietetic and Food Services	08
Emergency and Trauma	09

Figure 3.1.3.2-2 Search Department Name Bandbox

**Note**

- **Department Name** and/or **Department Code** allows user to do random search based on criteria entered regardless partially and/or fully
- Double click to select a **Department Name**

**STEP 4**

Select **Unit Name** from the drop down menu

**Note**

- Unit Name will based on the Department Name selected.
- Proceed with **STEP 5** to **STEP 22** from section [3.1.2 Create New Recommended Purchase List \(RPL\) record](#)

### 3.1.4 Recommended Purchase List (RPL) Verification

To View and Verify the Recommended Purchase List (RPL) record sent by the Assistant Pharmacist, perform the steps below:

TASK LIST						
No	Transaction Type	Transaction No.	Date/Time	Task Status	From Unit/Department	From User
1	Issue	M02PS001-0000003	10/12/2013 12:06 PM	Pending For Approval	STOR FARMASI	
2	Issue	N02PS001-0000006	12/12/2013 02:18 PM	Pending For Approval	STOR FARMASI	
3	Issue	N02PS001-0000010	13/12/2013 03:24 PM	Pending For Approval	STOR FARMASI	
4	Issue	N02PS001-0000012	16/12/2013 04:14 PM	Pending For Approval	STOR FARMASI	
5	Issue	N02PS001-0000014	16/12/2013 04:53 PM	Pending For Approval	STOR FARMASI	
6	Issue	N02PS001-0000016	16/12/2013 04:58 PM	Pending For Approval	STOR FARMASI	

Figure 4.1.4-1 Task List

**Note**

The HOD/HOU/Pharmacist will receive the 'Pending for Verification' RPL record in the Task List.

**STEP 1**

Click on the **Transaction No.** hyperlink and the Recommended Purchase List screen will be displayed as shown in the Figure 4.1.4-2

**Note**

HOD/HOU/Pharmacist is also able to refer to section [3.1.1 View Existing Recommended Purchase List \(RPL\) record\(s\)](#) to search for the 'Pending for Verification' RPL record.

RECOMMENDED PURCHASE LIST			
<input type="button" value="Verify"/> <input type="button" value="Reject"/> <input type="button" value="Cancel Request"/>		<input type="button" value="Print"/> <input type="button" value="Close"/>	
RECOMMENDED PURCHASE LIST INFORMATION			
RPL No	RP14000036	Date/Time	23/12/2014 09:40:42 AM
Item Purchase Type	APPL	Created By	
For Specific Department?	Yes	Send For HOD Verification	Yes
Department Name	Pharmacy	Unit Name	UNIT FARMASI BEKALAN WAD
Item Group	DRUG	Item Sub Class	
View Near Expiration Quantity?	No	No Of Days	0
With BackOrder Quantity?	No	Status	Open
Reject Reason		Remark	
Kelulusan Khas	<input type="checkbox"/>		
<input type="button" value="VOTE CODE LIST"/>			
<input type="button" value="ITEM LIST"/>			

**Figure 3.1.4-2 Recommended Purchase List**

**Note**

- HOD/HOU/Pharmacist can view summary of the entire vote code for all the item that generated by the system under the Vote Code List Section
- Under the Item List Section, HOD/HOU/Pharmacist is allowed to:
  - a) Modification of the Item Information
  - b) Add Item/Delete Item

**a) Modification of the Item Information**

RECOMMENDED PURCHASE LIST													
VOTE CODE LIST													
ITEM LIST													
											Delete Item		Add Item
											[ 1 - 10 / 79 ]		
Drug / Non-Drug Codes	Drug / Non-Drug Name	SKU	Request Quantity (SKU)	Stock Available	Buffer Level Quantity	Max Storage Quantity	Usage & Issue Quantity	Average Unit Price (RM)	Amount (RM)	No of Vote Code	YTD Purchase Amount (RM)		
<input checked="" type="checkbox"/> L03AA02000P5001XX	Filgrastim 30MU/0.5ml Inj	PFSy	75	0	50	75	348	87.0000	6,525.00	1	25,810.00		
<input type="checkbox"/> J02AC01000C1002XX	Fluconazole 100 mg Capsule	cap	2,100	150	1,500	2,250	3,262	4.0830	8,574.30	1	6,124.50		
<input type="checkbox"/> N05AF01135P2001XX	Flupenthixol Decanoate Depot 20mg/ml Inj	amp	700	650	900	1,350	4,639	16.2400	11,368.00	1	32,480.00		
<input type="checkbox"/> N05AB02135P3001XX	Fluphenazine Decanoate 25mg/ml Inj	amp	1,050	0	700	1,050	4,948	0.9570	1,004.85	1	1,505.10		
<input type="checkbox"/> B03BB01000T1001XX	Folic Acid 5 mg Tablet	tab	180,820	68,660	166,320	249,480	1,135,017	0.0066	1,193.41	1	4,553.70		

**Figure 3.1.4-3 Item List**

**STEP 2**

Double click on any Drug/Non Drug to view/amend the Drug/Non Drug details and Item Information screen as Shown in Figure 3.1.4-4 will be displayed

ITEM INFORMATION						
Drug/Non Drug Code	S01EC01000T1001XX	Drug/Non Drug Description	Acetazolamide 250 mg Tablet			
SKU	tab	Max Storage Quantity	3,000			
Buffer Level Quantity	2,000	Average Unit Price (RM)	0.1078			
Request To Purchase	2,000	Amount (RM)	215.60			
[ 1 - 1 / 1 ]						
Item Code	Item Description	PKU	PKU Description	Packaging Description	Quantity Available (SKU)	YTD Purchase Amount (RM)
02.0001.02	Acetazolamide 250mg Tab BP/USP	pck	pack	Pack of 100 tabs	1,000	0.00
TOTAL					1,000	
VOTE CODE LIST						
[ 1 - 1 / 1 ]						
Vote Code	Vote Description	Budget Type	Request To Purchase Quantity (SKU)			
090401/111100/27401/99	Farmasi dan Bekalan (ubat)	Operating	2,000			
TOTAL					2,000	

Figure 3.1.4-4 Item List

**Note**

- User is allowed to amend these in the Item Information screen:
  - Change Vote Code/Description
  - Change Quantity to Purchase
  - Add Vote Code
- If user want to change Vote Code/Description and Change Quantity to purchase follow steps below:

ITEM INFORMATION						
Drug/Non Drug Code	B03BB01000T1001XX	Drug/Non Drug Description	Folic Acid 5 mg Tablet			
SKU	tab	Max Storage Quantity	249,480			
Buffer Level Quantity	166,320	Average Unit Price (RM)	0.0066			
Request To Purchase	180,820	Amount (RM)	1,193.41			
[ 1 - 1 / 1 ]						
Item Code	Item Description	PKU	PKU Description	Packaging Description	Quantity Available (SKU)	YTD Purchase Amount (RM)
42.1004.02	Folic Acid 5mg Tab	pck	pack	Pack of 110x63 tabs (Blister)	68,660	4,553.70
TOTAL					68,660	
VOTE CODE LIST						
[ 1 - 1 / 1 ]						
Vote Code	Vote Description	Budget Type	Request To Purchase Quantity (SKU)			
090401/111100/27401/99	Farmasi dan Bekalan (ubat)	Operating	180,820			
TOTAL					180,820	

Figure 3.1.4-5 Vote Code List

**STEP 3**

Double click on the Vote Description under the Vote Code List section to change the Vote Code/Description and to change the Quantity to Purchase

**Note**

New screen will displayed as shown in figure 3.1.4-6

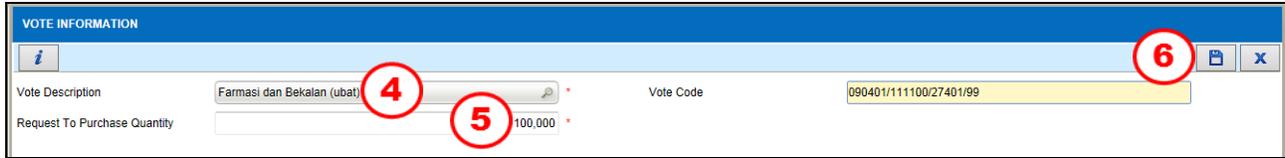


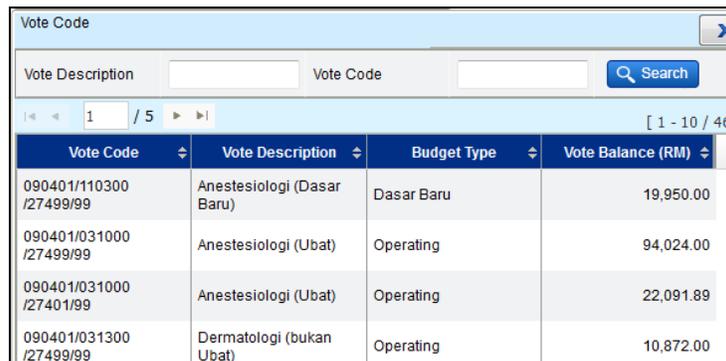
Figure 3.1.4-6 Vote Information

**STEP 4**

Click on the Vote Description search field button

**Note**

- System will display as Figure 3.1.4-7.
- **Vote Description** and/or **Vote Code** allows user to do random search based on criteria entered regardless partially and/or fully
- Double click to select a Vote Description/Code.



Vote Code	Vote Description	Budget Type	Vote Balance (RM)
090401/110300 /27499/99	Anestesiologi (Dasar Baru)	Dasar Baru	19,950.00
090401/031000 /27499/99	Anestesiologi (Ubat)	Operating	94,024.00
090401/031000 /27401/99	Anestesiologi (Ubat)	Operating	22,091.89
090401/031300 /27499/99	Dermatologi (bukan Ubat)	Operating	10,872.00

Figure 3.1.4-7 Vote Code

**STEP 5**

Change the Request to Purchase Quantity if required

**STEP 6**

Click on the  button to saved the Vote Information record

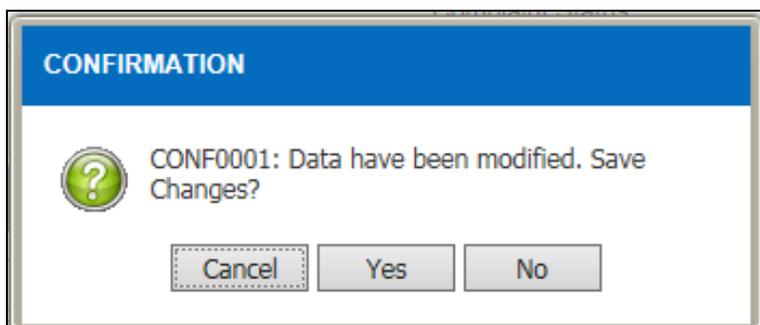


Figure 3.1.4-8 Alert Messages

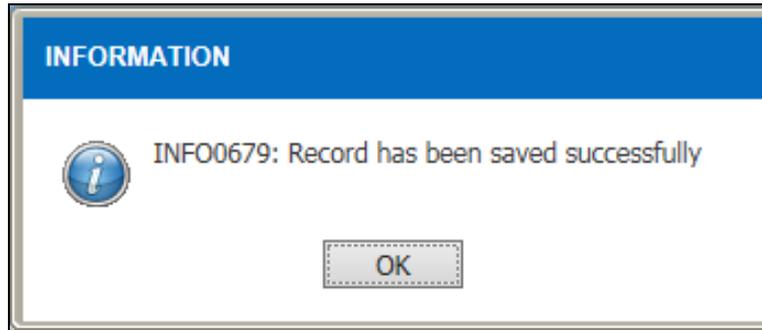


Figure 3.1.4-9 Alert Messages

**Note**

- If click on the  button, record will be saved and modified vote code will appear in **Vote Code List**.
- If click on the  button, record will not be modified, vote code will not appear in **Vote Code List**.
- Click on the  button to update data.

**Note**

If user wants to add Vote Code, follow the steps below:



Vote Code	Vote Description	Budget Type	Request To Purchase Quantity (SKU)
090401/111100/27401/99	Farmasi dan Bekalan (ubat)	Operating	2,000
TOTAL			2,000

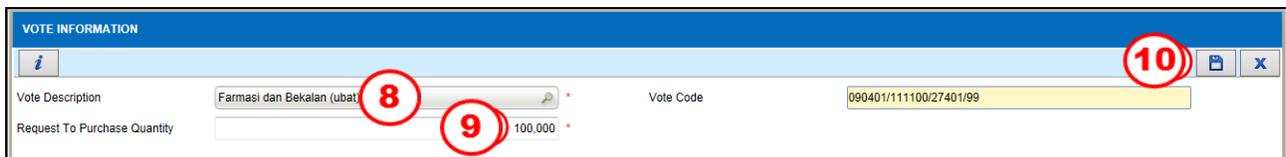
Figure 3.1.4-10 Vote Code List

**STEP 7**

Click on the  button to Add Vote Code

**Note**

New screen will displayed as shown in Figure 3.1.4-11.



VOTE INFORMATION

Vote Description: Farmasi dan Bekalan (ubat)

Request To Purchase Quantity:

Vote Code:

Figure 3.1.4-11 Vote Information

**STEP 8**

Click on the Vote Description search field button

**Note**

- System will display as Figure 3.1.4-12
- **Vote Description** and/or **Vote Code** allows user to do random search based on criteria entered regardless partially and/or fully
- Double click to select a Vote Description/Code.

Vote Code	Vote Description	Budget Type	Vote Balance (RM)
090401/110300 /27499/99	Anestesiologi (Dasar Baru)	Dasar Baru	19,950.00
090401/031000 /27499/99	Anestesiologi (Ubat)	Operating	94,024.00
090401/031000 /27401/99	Anestesiologi (Ubat)	Operating	22,091.89
090401/031300 /27499/99	Dermatologi (bukan Ubat)	Operating	10,872.00

Figure 3.1.4-12 Vote Code

**STEP 9**

Change the **Request to Purchase Quantity** if required

**STEP 10**

Click on the  button to save the Vote Information record

Item Code	Item Description	PKU	PKU Description	Packaging Description	Quantity Available (SKU)	YTD Purchase Amount (RM)
02.0001.02	Acetazolamide 250mg Tab BP/USP	pck	pack	Pack of 100 tabs	1,000	0.00
TOTAL					1,000	

Vote Code	Vote Description	Budget Type	Request To Purchase Quantity(SKU)
090401/111100/27401/99	Farmasi dan Bekalan (ubat)	Operating	2,000
090401/032200/27499/99	Farmasi dan Bekalan (bukan ubat)	Operating	100,000
TOTAL			102,000

Figure 3.1.4-13 Updated Item Information

**STEP 11**

Click on the  button to save the changes made in the Item Information screen and screen will back to RPL Main Screen

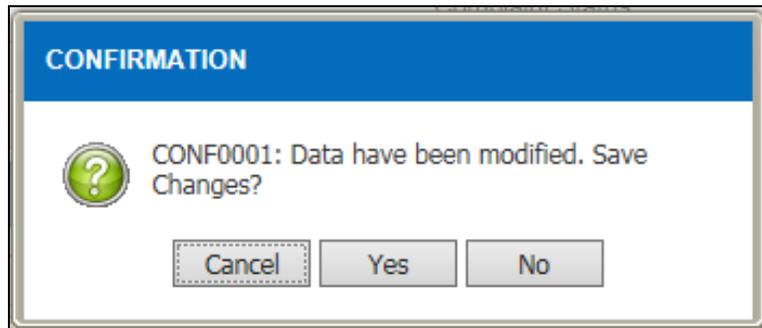


Figure 3.1.4-14 Alert Messages

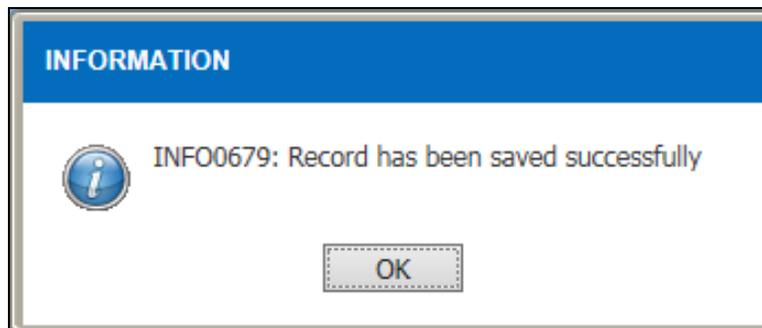


Figure 3.1.4-15 Alert Messages

**Note**

- If click on the  button, record will be saved and modified vote code will appear in **Vote Code List**.
- If click on the  button, record will not be modified, vote code will not appear in **Vote Code List**.
- Click on the  button to update data

**b) Add Item/Delete Item**

**12**

Drug / Non-Drug Code	Drug / Non-Drug Name	SKU	Request Quantity (SKU)	Stock Available	Buffer Level Quantity	Max Storage Quantity	Usage & Issue Quantity	Back Order	Pending Issue	Quantity To Expire	Average Unit Price (RM)	Amount (RM)
S01EC01000T1001XX	Acetazolamide 250 mg Tablet	tab	2,000	1,000	2,000	3,000	0	0	0	0	0.1078	215.60
D08AA03000L6001XX	Acriflavine 0.1% Lotion, 120ml	bott	23	0	16	23	0	0	0	0	2.7800	63.94
J05AB01000P4001XX	Acyclovir 250mg/10ml Inj	vial	750	450	800	1,200	0	0	0	0	5.8000	4,350.00
P02CA03000T1001XX	Albendazole 200 mg Tablet	tab	300	0	200	300	0	0	0	0	0.3445	103.35
P02CA03000L8001XX	Albendazole 200 mg/5 ml Suspension	bott	51	99	100	150	0	0	0	0	3.8800	197.88
RAW00021	Alcohol Absolute (Ethanol) AR	ml	660,000	300,000	640,000	960,000	0	0	0	0	0.0116	7,656.00
RAW00005	Alcohol Cetostearyl	g	40,000	20,000	40,000	60,000	0	0	0	0	0.0102	408.00

Figure 3.1.4-16 Item List

**Note**

User is allowed to add a item that not generated by the system (available quantity > buffer level)

**STEP 12**

Click on the  button to add an item. New screen will displayed as shown in figure 3.1.4-16

**15**

Item Group	DRUG	Item Sub-group	-Select-
Drug Name	Acetylsalicylic Acid 300 mg Soluble Tablet	Drug Code	N02BA01000T4001XX
Vote Description	Farmasi dan Bekalan (ubat)	Vote Code	090401/111100/27401/99
Request To Purchase Quantity	44,890	Stock Available	90,110
Unit Price (RM)	0.0967	SKU	tab
Amount (RM)	4,340.88	Max Storage Quantity	135,000
Usage Quantity	0	Estimation Price (RM)	0.0000
Buffer Level Quantity	90,000		

Figure 3.1.4-17 Add Item Screen

**STEP 13**

Click on the **Drug Name** search field button

**Note**

Drug Code is automatically displayed based on Drug Name

**STEP 14**

Enter **Request To Purchase** and change **Unit Price (RM)** if required

**Note**

- Systems will automatically calculated Request To Purchase but user is allowed to change the quantity.
- Formulation:  
 $Request\ to\ Purchase = Max\ Storage - Available\ Quantity$
- Request to Purchase cannot greater than Max Storage Quantity in the store.

**STEP 15**

Click on the  button to save the changes made in the Item Information screen and screen will back to RPL Main Screen

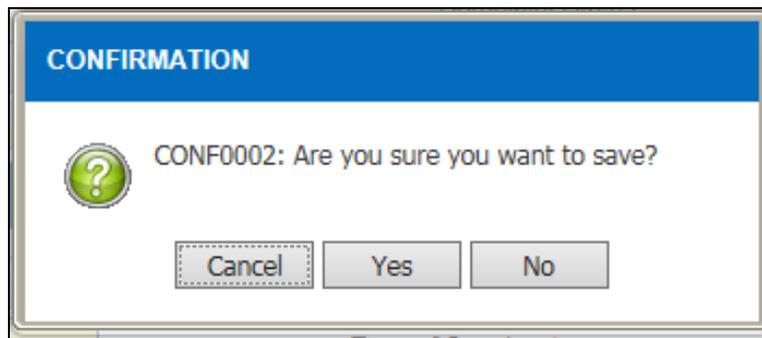


Figure 3.1.4-18 Alert Messages

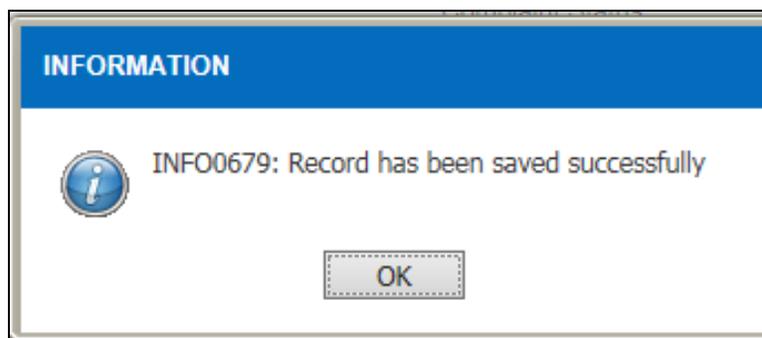
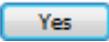
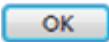


Figure 3.1.4-19 Alert Messages

**Note**

- If click on the  button, record will be saved.
- If click on the  button, record will not be saved.
- Click on the  button to update data

**Note**

User is allowed to delete item(s) in the Item List section as shown in figure 3.1-4.4-20

Drug / Non-Drug Code	Drug / Non-Drug Name	SKU	Request Quantity (SKU)	Stock Available	Buffer Level Quantity	Max Storage Quantity	Usage & Issue Quantity	Back Order	Pending Issue	Quantity To Expire	Average Unit Price (RM)	Amount (RM)
EC01000T1001XX	Acetazolamide 250 mg Tablet	tab	2,000	1,000	2,000	3,000	0	0	0	0	0.1078	215.60
D08AA03000L6001XX	Acriflavine 0.1% Lotion, 120ml	bott	23	0	16	23	0	0	0	0	2.7800	63.94
J05AB01000P4001XX	Acyclovir 250mg/10ml Inj	vial	750	450	800	1,200	0	0	0	0	5.8000	4,350.00
P02CA03000T1001XX	Albendazole 200 mg Tablet	tab	300	0	200	300	0	0	0	0	0.3445	103.35
P02CA03000L8001XX	Albendazole 200 mg/5 ml Suspension	bott	51	99	100	150	0	0	0	0	3.8800	197.88
RAW00021	Alcohol Absolute (Ethanol) AR	ml	660,000	300,000	640,000	960,000	0	0	0	0	0.0116	7,656.00
RAW00005	Alcohol Cetostearyl	g	40,000	20,000	40,000	60,000	0	0	0	0	0.0102	408.00

Figure 3.1.4-20 Delete Item

**STEP 16**

Click on the check button. User is allowed to click more than one item to delete

**STEP 17**

Click on the button to delete the item from the Item List Section

**RECOMMENDED PURCHASE LIST**

Buttons: Verify, Reject, Cancel Request, Save, Close

**RECOMMENDED PURCHASE LIST INFORMATION**

RPL No: RP14000037

Item Purchase Type: APPL

Date/Time: 04/04/2014 00:33:18 PM

For Specific Department?: Yes

Send For HOD Verification: Yes

Department Name: Anaesthesia and Intensive Care

Unit Name: WAD 16 (HDW)

Item Group: DRUG

Item SubGroup: [Empty]

View Near Expiration Quantity?: No

No Of Days: 0

With Pending Issue Quantity?: No

Status: Open

With BackOrder Quantity?: No

Created By: Super Visor

Reject Reason: [Empty]

Remark: [Empty]

Figure 3.1.4-21 Verify RPL

**STEP 18**

Click on the button to save the transaction

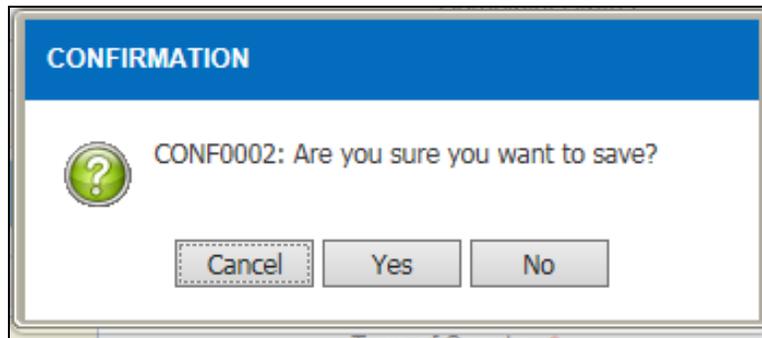


Figure 3.1.4-22 Alert Messages

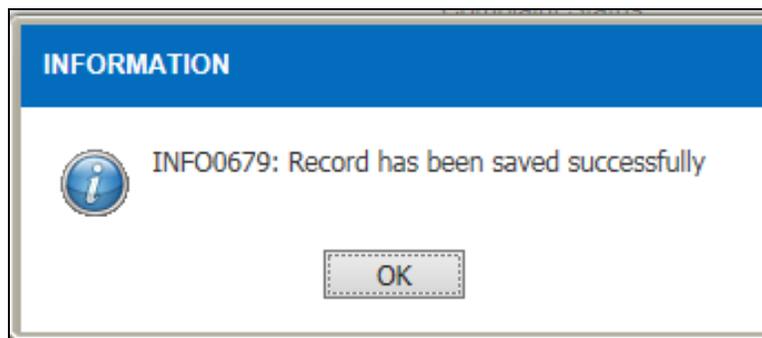
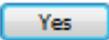
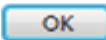


Figure 3.1.4-23 Alert Messages

**Note**

- If click on the  button, record will be saved.
- If click on the  button, record will not be saved.
- Click on the  button to update data

**STEP 19**

Click on the  button to Verify the Recommended Purchase List (RPL) or click on the  button to reject the Recommended Purchase List (RPL)

**Note**

- *The status will automatically change to Verified or Rejected based on the button clicked*
-  button will enabled



### **3.1.5 Recommended Purchase List (RPL) Approval**

To view and approve the Recommended Purchase List (RPL) record sent by the Pharmacist, perform the steps below:

#### **STEP 1**

User is also able to refer to search for 'Pending for Approval' Recommended Purchase List record by referring to section [3.1.1 View Existing Recommended Purchase List \(RPL\) record\(s\)](#)

**RECOMMENDED PURCHASE LIST**

🖨️
2
👍 Approve
👎 Reject
🔄 Cancel Request
📄
✕

**RECOMMENDED PURCHASE LIST INFORMATION**

RPL No	RP15000110	Date/Time	17/05/2015 06:10:22 PM
Item Purchase Type	APPL	Created By	
For Specific Department?	No	Send For HOD Verification	No
Department Name		Unit Name	STOR FARMASI
Item Group	DRUG	Item Sub Class	Tablet/Capsule
View Near Expiration Quantity?	No	No Of Days	0
With BackOrder Quantity?	No	Status	Open
Reject Reason		Remark	
Kelulusan Khas	<input type="checkbox"/>		

**VOTE CODE LIST**

1 / 1
[ 1 - 1 / 1 ]

Vote Code	Vote Description	Budget Type	Balance Before RPL (RM)	Utilized RPL (RM)	Balance After RPL (RM)
090401/111100/27401/99	Farmasi dan Bekalan (ubat)	Operating	109,296,091.51	19,399,723.13	89,896,368.38
TOTAL			109,296,091.51	19,399,723.13	89,896,368.38

**Figure 3.1.5-1 Recommended Purchase List**

**STEP 2**

Click on the  button to Approve the Recommended Purchase List (RPL)

**CONFIRMATION**



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

Cancel

Yes

No

**Figure 3.1.5-2 Alert Messages**

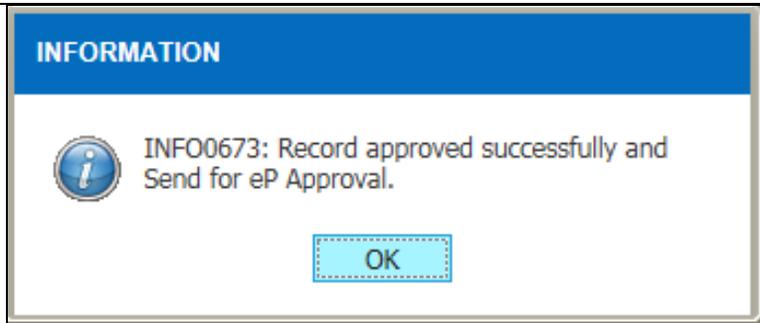
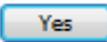
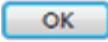


Figure 3.1.5-3 Alert Messages

**Note**

- If click on the  button, record will be approved.
- If click on the  button, record will not be approved.
- Click on the  button to successfully approve and send for Ep Approval updated data

**Note**

- *The status will automatically change to Approved*
- *On the other hand, if user wish to reject the Recommended Purchase List (RPL) record, perform the step below:*

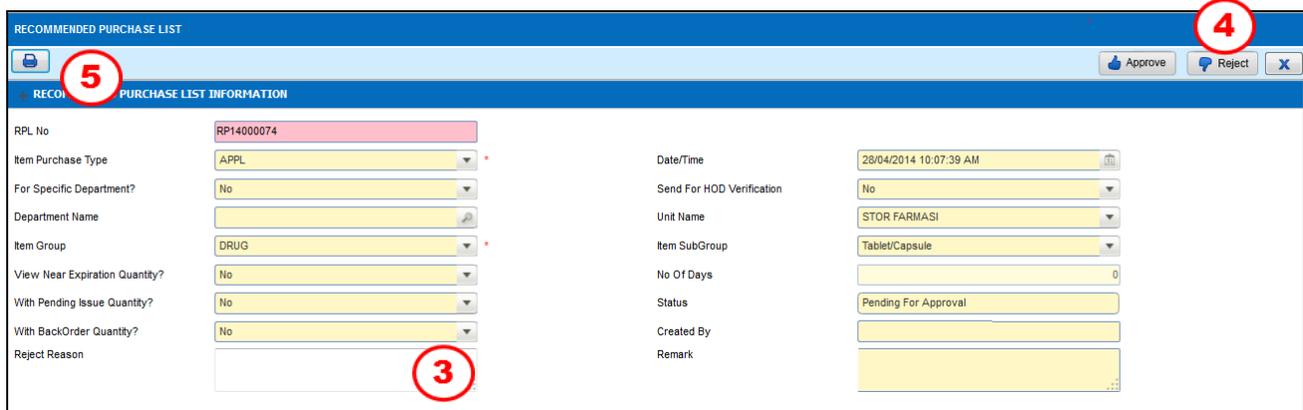


Figure 3.1.5-4 RPL Rejected

**STEP 3**

Enter Remarks for reject

**STEP 4**

Click on the  button to Reject the Recommended Purchase List (RPL)

**Note**

*The status will automatically change to Rejected.*

**STEP 5**

Click on the  button to view/print report

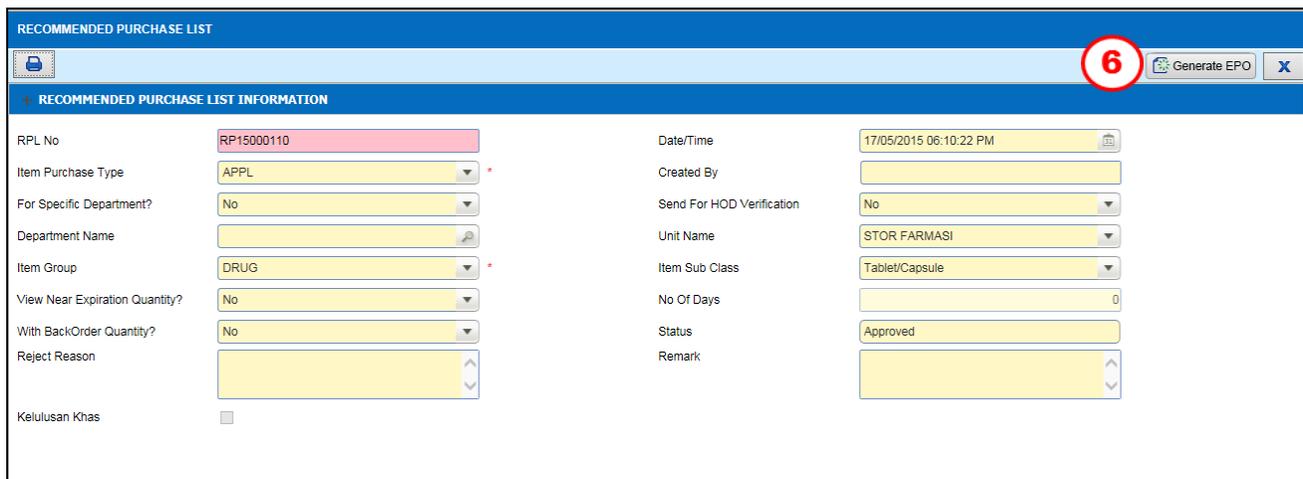


KEMENTERIAN KESIHATAN MALAYSIA  
Hospital Full Based  
RECOMMENDED PURCHASE LIST/EDIT LIST

ORDER BY : ITEM TYPE : APPL  
RPL NO. : RP15000028  
RPL DATE : 17/08/2015 11:08:07 AM  
STATUS : Approved

NO	Drug Code	Drug Name	SKU	Back Order Qty	Max Storage Qty	Qty Available	Request Qty	Buffer Level Qty	Vote Code	Vote Name	Budget Type	Average Unit Price (RM)	Amount (RM)
1	C07AB02123T1002XX	METOpromol Tartrate 100 mg Tablet	tablet	50,000	270,000	88,990	24,670	180,000	090401/031000/27499/99	Anestesiologi (Bukan Ubat)	Operating	0.1856	4,578.75
2	C01BB01110P3001XX	LIGNOCaine HCl (Lidocaine) 100 mg/5 ml Injection	vial	3,000	7,500	4,000	500	5,000	090401/111100/27401/99	Farmasi dan Bekatan (ubat)	Operating	0.9975	498.75
3	C03AA03000T1002XX	Hydrochlorothiazide 50 mg Tablet	tablet	0	54,000	35,723	10,000	36,000	090401/111100/27401/99	Farmasi dan Bekatan (ubat)	Operating	0.0927	927.00
4	C03AA03000T1002XX	Hydrochlorothiazide 50 mg Tablet	tablet	0	54,000	35,723	6	36,000	090401/010600/27499/99	KK Rah Simulation	Development	0.0927	0.56
5	R06AX13000T1001XX	Loratadine 10 mg Tablet	tablet	0	120,000	66,000	54,000	80,000	090401/111100/27401/99	Farmasi dan Bekatan (ubat)	Operating	0.1194	6,447.60
6	M01AE01000T1001XX	Ibuprofen 200 mg Tablet	tablet	0	9,000	5,000	4,000	6,000	090401/111100/27401/99	Farmasi dan Bekatan (ubat)	Operating	0.0810	324.00
7	N06AA02110T1001XX	Imipramine HCl 25 mg Tablet	tablet	10,000	21,000	5,000	3,000	14,000	090401/111100/27401/99	Farmasi dan Bekatan (ubat)	Operating	0.0522	156.60

Figure 3.1.5-5 RPL Report



RECOMMENDED PURCHASE LIST

Generate EPO X

RECOMMENDED PURCHASE LIST INFORMATION

RPL No: RP15000110 Date/Time: 17/05/2015 06:10:22 PM

Item Purchase Type: APPL Created By: [Empty]

For Specific Department?: No Send For HOD Verification: No

Department Name: [Empty] Unit Name: STOR FARMASI

Item Group: DRUG Item Sub Class: Tablet/Capsule

View Near Expiration Quantity?: No No Of Days: 0

With BackOrder Quantity?: No Status: Approved

Reject Reason: [Empty] Remark: [Empty]

Kelulusan Khas:

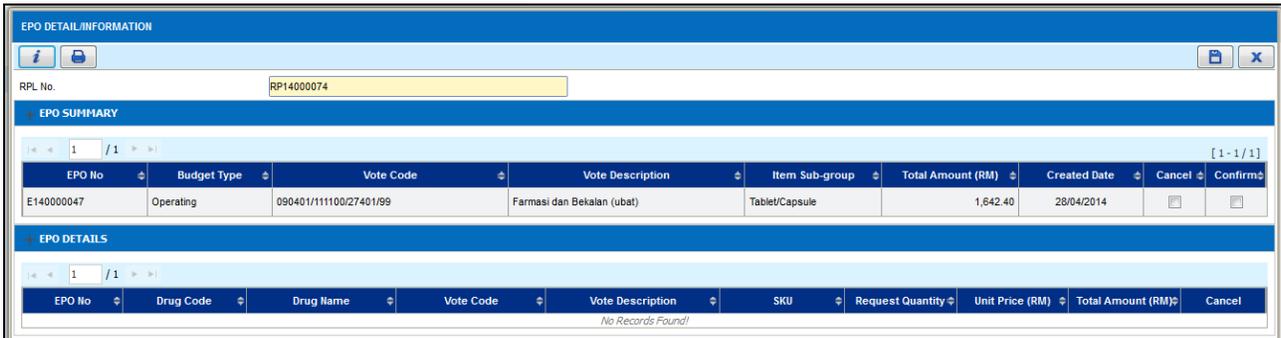
Figure 3.1.5-6 Generate EPO

STEP 6

Click on the  button and the new screen of EPO Detail/Information will be displayed as shown in Figure 3.1.5-7

**Note**

- EPO No(s) will be generated after user click on the  button
- List of Drug/Non Drug listed in 1 EPO No will have the same Vote Code and the same Item Sub Group.
- 1 EPO No will have a maximum of 10 Drug/Non Drug based on facility's setup.



EPO DETAIL INFORMATION

RPL No. RP14000074

EPO SUMMARY

EPO No	Budget Type	Vote Code	Vote Description	Item Sub-group	Total Amount (RM)	Created Date	Cancel	Confirm
E140000047	Operating	090401/111100/27401/99	Farmasi dan Bekalan (ubat)	Tablet/Capsule	1,642.40	28/04/2014	<input type="checkbox"/>	<input type="checkbox"/>

EPO DETAILS

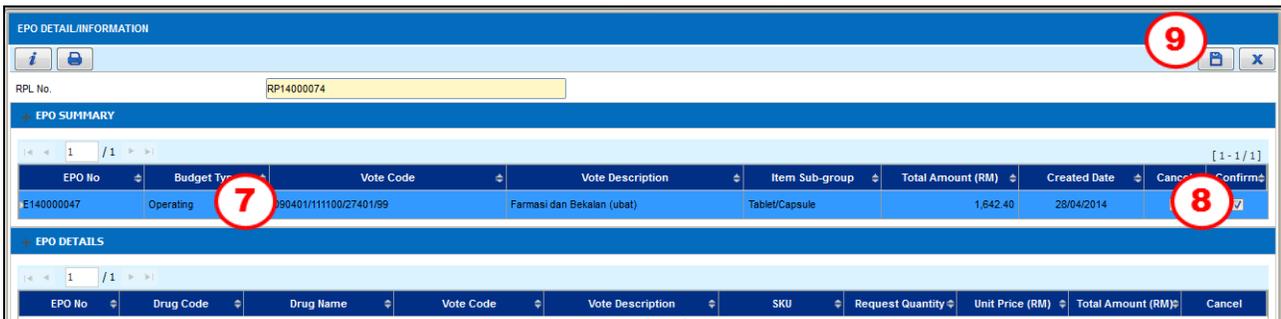
EPO No	Drug Code	Drug Name	Vote Code	Vote Description	SKU	Request Quantity	Unit Price (RM)	Total Amount (RM)	Cancel
No Records Found!									

**Figure 3.1.5-7 EPO Details**

**Note**

Under the Details/Information screen consist of two (2) sections which is:

1. EPO Summary – where this section will show all the EPO No generated by the system based on the same Vote Code or same Item Sub Group.
2. EPO Details – where system will show the Drug/Non Drug details for each of the EPO No generated by the system.



EPO DETAIL INFORMATION

RPL No. RP14000074

EPO SUMMARY

EPO No	Budget Type	Vote Code	Vote Description	Item Sub-group	Total Amount (RM)	Created Date	Cancel	Confirm
E140000047	Operating	090401/111100/27401/99	Farmasi dan Bekalan (ubat)	Tablet/Capsule	1,642.40	28/04/2014	<input type="checkbox"/>	<input checked="" type="checkbox"/>

EPO DETAILS

EPO No	Drug Code	Drug Name	Vote Code	Vote Description	SKU	Request Quantity	Unit Price (RM)	Total Amount (RM)	Cancel
No Records Found!									

**Figure 3.1.5-7 EPO Details**

**STEP 7**

Double click on the information listed under the EPO Summary to know the details

**Note**

All the details will display in the EPO Details section.

**STEP 8**

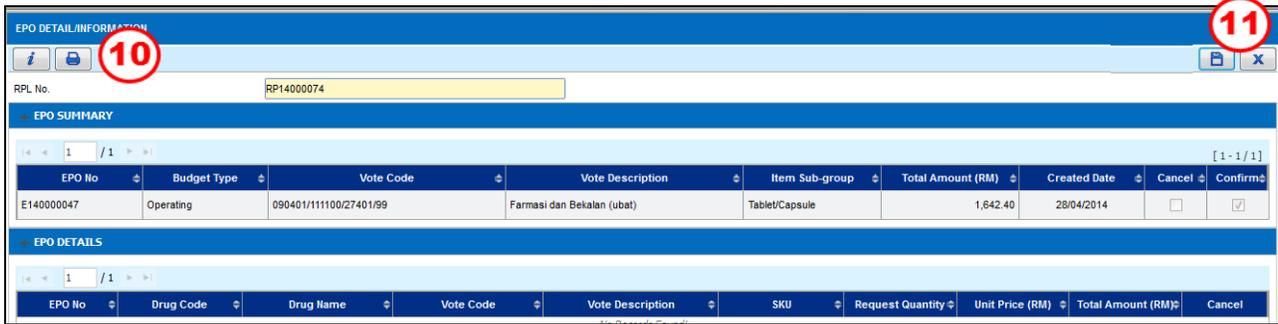
Check on the Confirm checkbox to confirm the EPO No or else check on the Cancel check box to cancel the EPO No

**Note**

- Only the confirm EPO No can be processed with purchase order.
- User is allowed to leave the EPO No uncheck for hold the process to purchase order.

**STEP 9**

Click on the  to save the record



**EPO DETAIL INFORMATION**

RPL No. RP14000074

**EPO SUMMARY**

EPO No	Budget Type	Vote Code	Vote Description	Item Sub-group	Total Amount (RM)	Created Date	Cancel	Confirm
E140000047	Operating	090401/111100/27401/99	Farmasi dan Bekalan (ubat)	Tablet/Capsule	1,642.40	28/04/2014	<input type="checkbox"/>	<input checked="" type="checkbox"/>

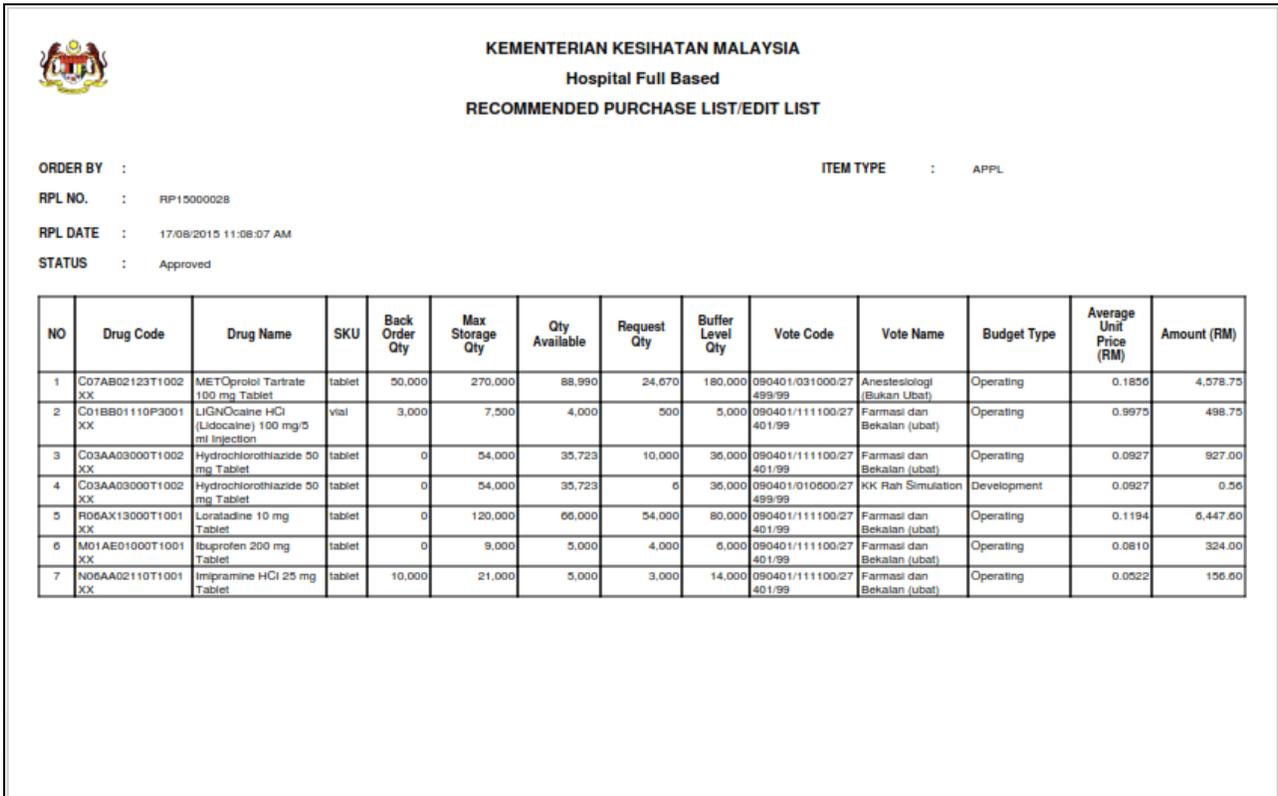
**EPO DETAILS**

EPO No	Drug Code	Drug Name	Vote Code	Vote Description	SKU	Request Quantity	Unit Price (RM)	Total Amount (RM)	Cancel
--------	-----------	-----------	-----------	------------------	-----	------------------	-----------------	-------------------	--------

Figure 3.1.5-8 EPO Details

**STEP 10**

Click on the  button to view/print report



**KEMENTERIAN KESIHATAN MALAYSIA**  
**Hospital Full Based**  
**RECOMMENDED PURCHASE LIST/EDIT LIST**

ORDER BY : ITEM TYPE : APPL

RPL NO. : RP1500002B

RPL DATE : 17/08/2015 11:08:07 AM

STATUS : Approved

NO	Drug Code	Drug Name	SKU	Back Order Qty	Max Storage Qty	Qty Available	Request Qty	Buffer Level Qty	Vote Code	Vote Name	Budget Type	Average Unit Price (RM)	Amount (RM)
1	C07AB02123T1002XX	METOProlol Tartrate 100 mg Tablet	tablet	50,000	270,000	88,990	24,670	180,000	090401/031000/27499/99	Anestesiologi (Bukan Ubat)	Operating	0.1856	4,578.75
2	C01BB01110P3001XX	LIGNOCaine HCl (Lidocaine) 100 mg/5 ml Injection	vial	3,000	7,500	4,000	500	5,000	090401/111100/27401/99	Farmasi dan Bekalan (ubat)	Operating	0.9975	498.75
3	C03AA03000T1002XX	Hydrochlorothiazide 50 mg Tablet	tablet	0	54,000	35,723	10,000	36,000	090401/111100/27401/99	Farmasi dan Bekalan (ubat)	Operating	0.0927	927.00
4	C03AA03000T1002XX	Hydrochlorothiazide 50 mg Tablet	tablet	0	54,000	35,723	6	36,000	090401/010600/27499/99	KK Rah Simulation	Development	0.0927	0.56
5	R06AX13000T1001XX	Loratadine 10 mg Tablet	tablet	0	120,000	66,000	54,000	80,000	090401/111100/27401/99	Farmasi dan Bekalan (ubat)	Operating	0.1194	6,447.00
6	M01AE01000T1001XX	Ibuprofen 200 mg Tablet	tablet	0	9,000	5,000	4,000	6,000	090401/111100/27401/99	Farmasi dan Bekalan (ubat)	Operating	0.0810	324.00
7	N06AA02110T1001XX	Imipramine HCl 25 mg Tablet	tablet	10,000	21,000	5,000	3,000	14,000	090401/111100/27401/99	Farmasi dan Bekalan (ubat)	Operating	0.0522	156.60

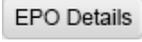
Figure 3.1.5-9 EPO Details

**STEP 11**

Click on the  to close the EPO Detail/Information screen and back to RPL Main Screen as shown in Figure 3.1.5-6

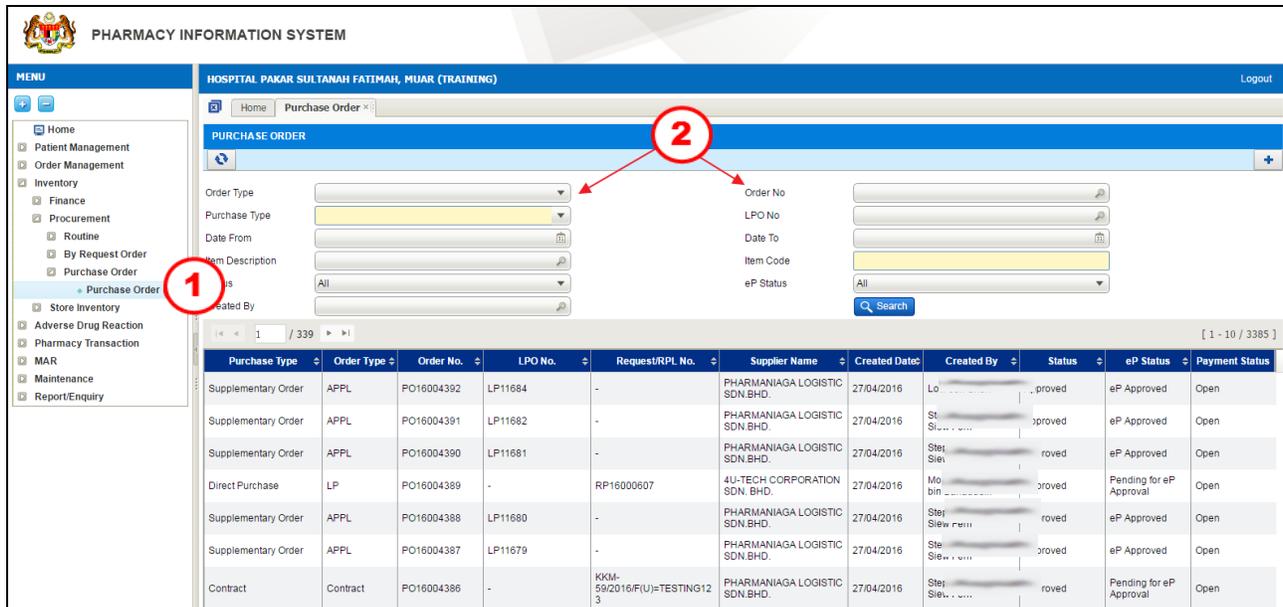
**Note**

*If user want to view the details on EPO No or want to proceed with undone transaction under EPO*

*Detail/Information, user can click on the  button and EPO Detail/Information will screen will display*

### 3.2 Purchase Order Listing Page

Purpose of this screen is to allow user to choose 3 order types which is APPL, Contract, and LP and proceed with procurement process. To view existing Purchase Order record, perform the steps below:



Purchase Type	Order Type	Order No.	LPO No.	Request/RPL No.	Supplier Name	Created Date	Created By	Status	eP Status	Payment Status
Supplementary Order	APPL	PO16004392	LP11684	-	PHARMANIAGA LOGISTIC SDN.BHD.	27/04/2016	Lo...	proved	eP Approved	Open
Supplementary Order	APPL	PO16004391	LP11682	-	PHARMANIAGA LOGISTIC SDN.BHD.	27/04/2016	St...	proved	eP Approved	Open
Supplementary Order	APPL	PO16004390	LP11681	-	PHARMANIAGA LOGISTIC SDN.BHD.	27/04/2016	Ste...	roved	eP Approved	Open
Direct Purchase	LP	PO16004389	-	RP16000607	4U-TECH CORPORATION SDN. BHD.	27/04/2016	Mo...	proved	Pending for eP Approval	Open
Supplementary Order	APPL	PO16004388	LP11680	-	PHARMANIAGA LOGISTIC SDN.BHD.	27/04/2016	Ste...	roved	eP Approved	Open
Supplementary Order	APPL	PO16004387	LP11679	-	PHARMANIAGA LOGISTIC SDN.BHD.	27/04/2016	Ste...	proved	eP Approved	Open
Contract	Contract	PO16004386	-	KKM-59/2016/R(U)=TESTING123	PHARMANIAGA LOGISTIC SDN.BHD.	27/04/2016	Ste...	roved	Pending for eP Approval	Open

Figure 3.2-1 Purchase Order Listing Page

#### STEP 1

Click on 'Inventory' menu followed by 'Procurement' and 'Purchase Order', and select 'Purchase Order'

#### STEP 2

To search for existing purchase order transaction, these search criteria can be used

- a) Order Type
  - APPL
  - Contract
  - LP
- b) Order No
- c) Purchase Type
  - Direct
  - Quotation
- d) LPO No
- e) Date From
- f) Date To
- g) Item Description
- h) Item Code
- i) Ep Status
  - Ep Approved
  - Ep Rejected
  - Pending for Ep Approval
- j) Status
  - ALL
  - Approved
  - Cancelled
  - Closed
  - LPO Cancelled by eP
  - Open
  - Pending for Approval

- Rejected

Purchase Type	Order Type	Order No.	LPO No.	Request/RPL No.	Supplier Name	Created Date	Created By	Status	eP Status	Payment Status
Supplementary Order	APPL	PO1400001	L0251090401141857	-	PHARMANIAGA LOGISTIC SDN BHD.	15/05/2014	Mo bin	proved	eP Approved	Payment With Credit Note
Supplementary Order	APPL	PO1400002	L0251090401141856	-	PHARMANIAGA LOGISTIC SDN BHD.	15/05/2014	Azli	proved	eP Approved	Open
Supplementary Order	APPL	PO1400003	L0251090401141855	-	PHARMANIAGA LOGISTIC SDN BHD.	15/05/2014	Az	proved	eP Approved	Payment With Credit Note
Supplementary Order	APPL	PO1400004	L0251090401141854	-	PHARMANIAGA LOGISTIC SDN BHD.	15/05/2014	Azli	proved	eP Approved	Open
Requisition Order	APPL	PO1400005	L0251090401141965	RO1400006	PHARMANIAGA LOGISTIC SDN BHD.	21/05/2014	Mo bin	proved	eP Approved	Open
Supplementary Order	APPL	PO1400007	L0251090401141979	-	PHARMANIAGA LOGISTIC SDN BHD.	22/05/2014	Mo bin	proved	eP Approved	Open
Supplementary Order	APPL	PO1400009	-	-	PHARMANIAGA LOGISTIC SDN BHD.	22/05/2014	Ste	proved	eP Rejected	Open
Supplementary Order	APPL	PO1400010	L0251090401141990	-	PHARMANIAGA LOGISTIC SDN BHD.	26/05/2014	Rol	proved	eP Approved	Open

Figure 3.2-2 Purchase Order Listing Page

**STEP 3**

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

**STEP 4**

Double click on the selected record and the details will be displayed as figure 3.2-3

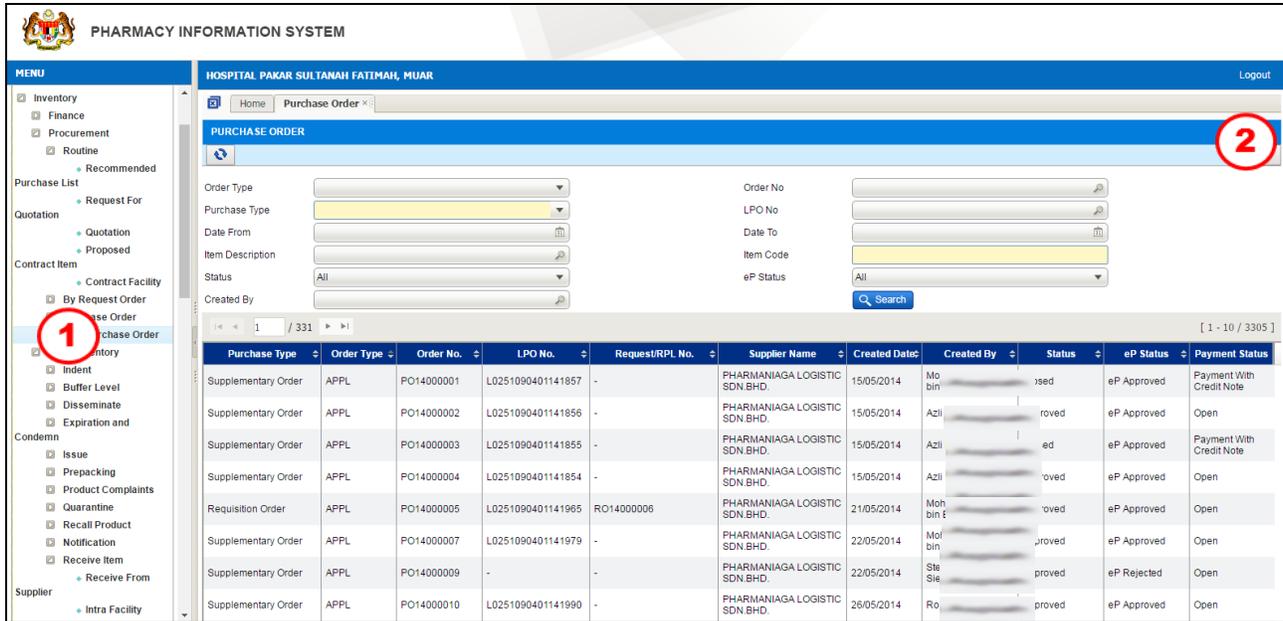
Vote Code	Vote Description	Budget Type	Balance Before PO (RM)	Utilized PO (RM)	Balance After PO (RM)
090401/1110027401/99	Farmasi dan Bekalan (ubat)	Operating	78,011.58	1,008.00	77,003.58
TOTAL			78,011.58	1,008.00	77,003.58

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)
07.0011.02	Amikacin 500mg/ml vial	vial	Pack of 10 vials	APALIN	Duopharma (M) Sdn.	150	150	090401/1110027401/99 Farmasi dan Bekalan (ubat) Operating	5.560	6.7200	1,008.00

Figure 3.2-3 Purchase Order Details

### 3.2.1 Create New Purchase Order: Recommended Purchase List (RPL)

To create a new Contract Recommended Purchase List (RPL) Purchase Order transaction, perform the steps below:



**PHARMACY INFORMATION SYSTEM**  
 HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

**MENU**

- Inventory
- Finance
- Procurement
- Routine
- Recommended
- Purchase List
- Request For
- Quotation
- Quotation
- Proposed
- Contract Item
- Contract Facility
- By Request Order
- Purchase Order**
- Inventory
- Indent
- Buffer Level
- Disseminate
- Expiration and
- Condemn
- Issue
- Prepacking
- Product Complaints
- Quarantine
- Recall Product
- Notification
- Receive Item
- Receive From
- Supplier
- Intra Facility

**PURCHASE ORDER**

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

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

[Search]

Purchase Type	Order Type	Order No.	LPO No.	Request/RPL No.	Supplier Name	Created Dates	Created By	Status	eP Status	Payment Status
Supplementary Order	APPL	PO14000001	L0251090401141857	-	PHARMANIAGA LOGISTIC SDN BHD.	15/05/2014	Mo bin	Approved	eP Approved	Payment With Credit Note
Supplementary Order	APPL	PO14000002	L0251090401141856	-	PHARMANIAGA LOGISTIC SDN BHD.	15/05/2014	Azli	Approved	eP Approved	Open
Supplementary Order	APPL	PO14000003	L0251090401141855	-	PHARMANIAGA LOGISTIC SDN BHD.	15/05/2014	Azli	Approved	eP Approved	Payment With Credit Note
Supplementary Order	APPL	PO14000004	L0251090401141854	-	PHARMANIAGA LOGISTIC SDN BHD.	15/05/2014	Azli	Approved	eP Approved	Open
Requisition Order	APPL	PO14000005	L0251090401141965	RO14000006	PHARMANIAGA LOGISTIC SDN BHD.	21/05/2014	Moh bin E	Approved	eP Approved	Open
Supplementary Order	APPL	PO14000007	L0251090401141979	-	PHARMANIAGA LOGISTIC SDN BHD.	22/05/2014	Mol bin	Approved	eP Approved	Open
Supplementary Order	APPL	PO14000009	-	-	PHARMANIAGA LOGISTIC SDN BHD.	22/05/2014	Sle Sle	Approved	eP Rejected	Open
Supplementary Order	APPL	PO14000010	L0251090401141990	-	PHARMANIAGA LOGISTIC SDN BHD.	26/05/2014	Ro	Approved	eP Approved	Open

Figure 3.2.1-1 New AP Purchase Order

#### STEP 1

Click on 'Inventory' menu followed by 'Procurement' and 'Purchase Order', and select 'Purchase Order'

#### STEP 2

Click on the  button and the **AP Purchase Order** tab will be displayed in the **Purchase Order** screen as per Figure 3.2.1-2

**PURCHASE ORDER**

**PURCHASE ORDER DETAILS**

AP Purchase Order | LP Purchase Order | Contract Purchase Order

Order No: [Redacted]      Financial Year: 2014  
 Request Type: RPL (3)      Total Order Amount (RM): 104,579.24  
 RPL No: RP14000149 (4)      EPO No: 014000350 (5)  
 Supplier Name: PHARMANIAGA LOGISTIC SDN BHD  
 Delivery Site To Name: Hospital Pakar Sultanah Fatimah Muar  
 Order Status: Open  
 Remark: [Empty]

**VOTE CODE LIST**

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	78,011.58	104,579.24	-26,567.66
TOTAL			78,011.58	104,579.24	-26,567.66

**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)
<input type="checkbox"/> 02.1205.07	Gemfibrozil 300mg Cap (6)		Pack of 30 caps			2,400	090401/111100/27401/99 Farmasi dan Bekalan (ubat) Operating	0	5,2200	12,528.00
<input type="checkbox"/> 02.2403.01	Mefenamic Acid 250mg Cap pck		Pack of 1000 caps (Blister)			51	090401/111100/27401/99 Farmasi dan Bekalan (ubat) Operating	671	153.1200	7,809.12

Figure 3.2.1-2 AP Purchase Order

**STEP 3**

Select on **Request Type** as RPL

**STEP 4**

Select available **RPL No**

**STEP 5**

Select available **EPO No**

**Note**

- **Supplier Name** will default to PHARMANIAGA LOGISTIC SDN BHD.
- **Order Date** will default to server time.
- **Delivery Site to Name** will default to creator department.
- **Delivery Site To Name** will default to Main Store .

**STEP 6**

Double click on item details to modify (refer Figure 3.2.1-2) :

- Item Description
- Vote Description
- Change Order Qty
- Brand
- Manufacturer

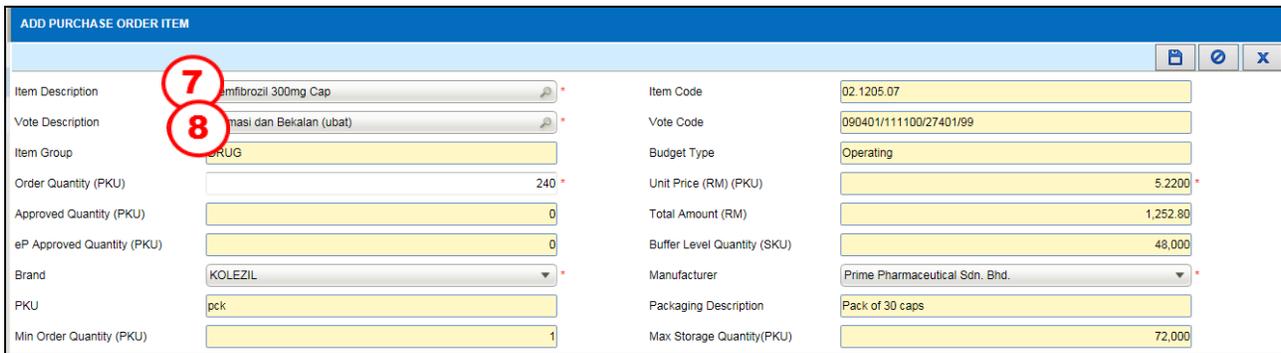


Figure 3.2.1-3 Add Purchase Order Item

**STEP 7**

Select available *Item Description*

**STEP 8**

Select available *Vote Description*

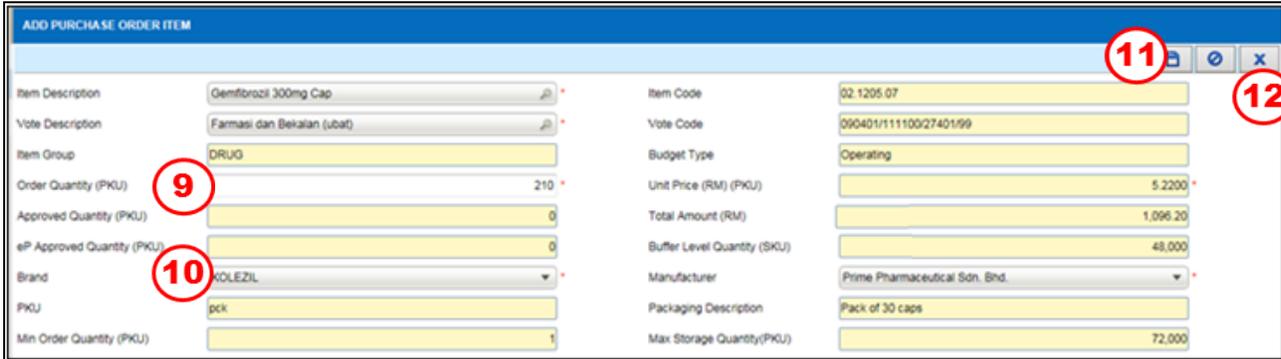


Figure 3.2.1-4 Add Purchase Order Item

**STEP 9**

Change/modify *Order Quantity (PKU)*

**STEP 10**

Select available *Brand*

**Note**

*Manufacturer will be default automatically after selected Brand.*

**STEP 11**

Click on the  button to save the modification and details will be displayed on Purchase Order Details

**STEP 12**

Click on the  to close the screen

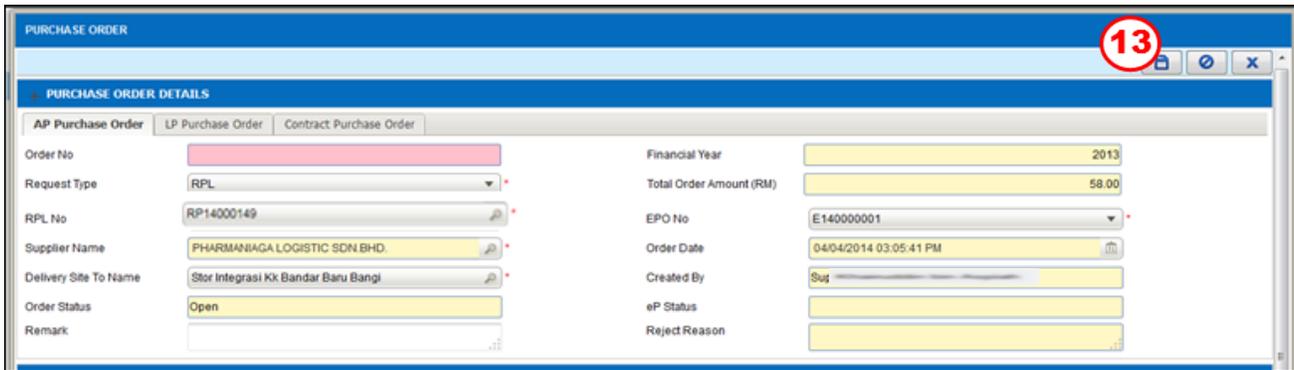


Figure 3.2.1-5 AP Purchase Order

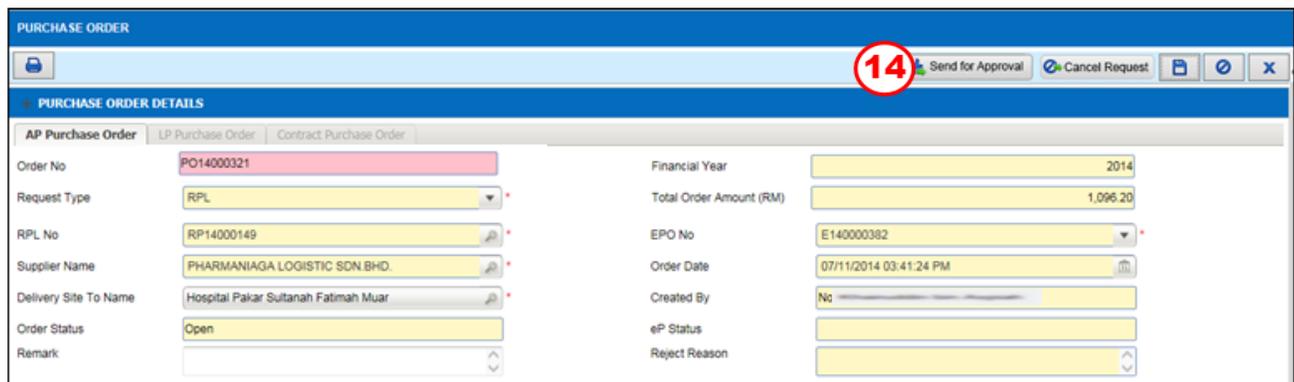


Figure 3.2.1-6 AP Purchase Order

**STEP 13**

Click on the  button to save the modification

**STEP 14**

 and  will be displayed after the transaction is successfully saved as Figure 3.2.1-6.

**Note**

- User is allowed to cancel the request by click on the  button.
- **Status** will be cancelled.
- If click on the  button, record will be sent to get approval and proceed to Approval process.
- If click on the  button, record will not be sent to approval process.
- Click on the  button to update data.

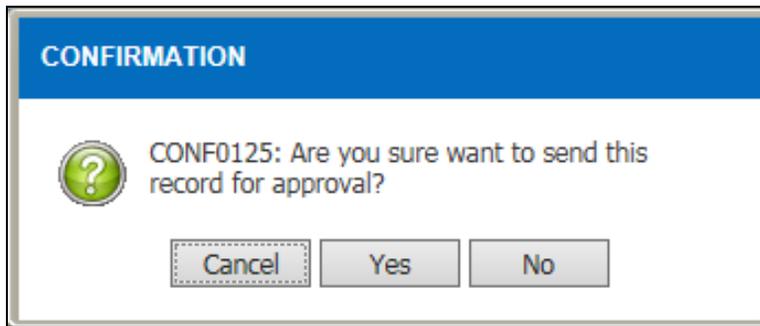


Figure 3.2.1-7 Alert Messages

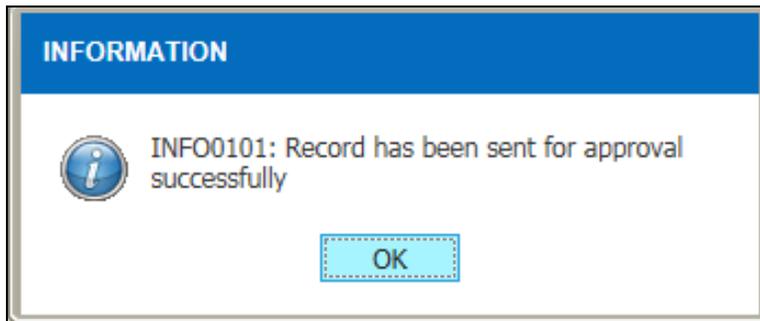
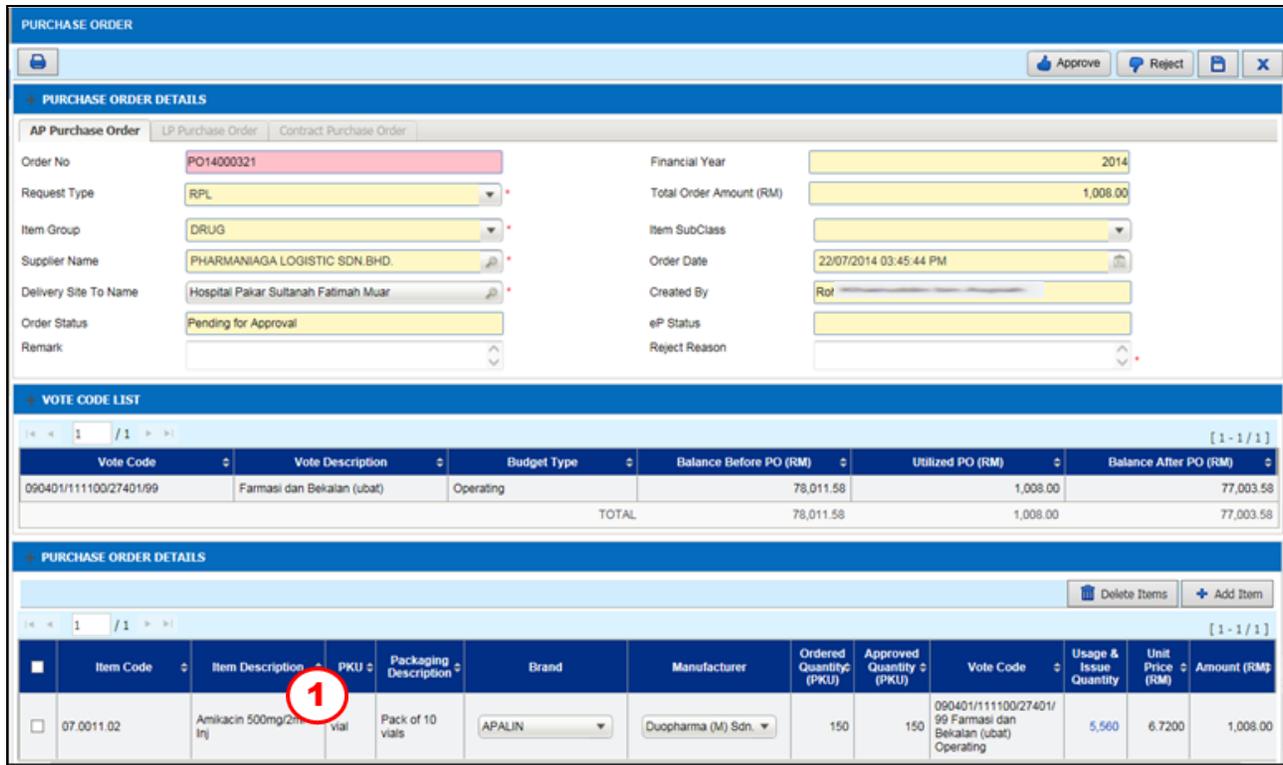


Figure 3.2.1-8 Alert Messages

### 3.2.2 Purchase Order Approval: Recommended Purchase List (RPL)

Pharmacist will receive notification in Task List for any Purchase Order that needs to be approved. Please refer to section [3.2.1](#) to search for any Pending for Approval records



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	78,011.58	1,008.00	77,003.58
TOTAL			78,011.58	1,008.00	77,003.58

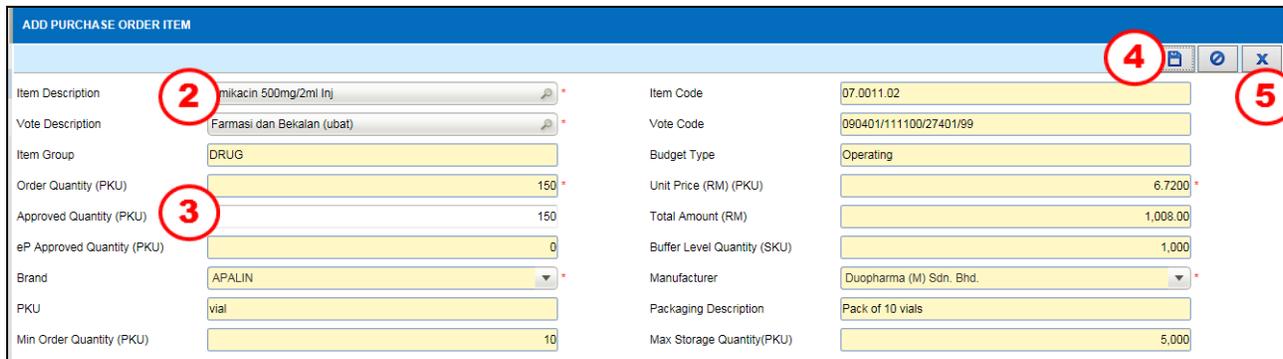
Item Code	Item Description	PKU	Packaging Description	Brand	Manufacturer	Ordered Quantity (PKU)	Approved Quantity (PKU)	Vote Code	Usage & Issue Quantity	Unit Price (RM)	Amount (RM)
07.0011.02	Amikacin 500mg/2ml Inj	150	Pack of 10 vials	APALIN	Duopharma (M) Sdn. Bhd.	150	150	090401/111100/27401/99 Farmasi dan Bekalan (ubat) Operating	5,560	6.7200	1,008.00

Figure 3.2.2-1 Purchase Order Approve

#### STEP 1

Double click on item details on Purchase Order Details to modify (refer Figure 3.2.2-1) :

- Item Description
- Vote Description
- Change Order Quantity
- Brand
- Manufacturer



Item Description	Amikacin 500mg/2ml Inj	Item Code	07.0011.02
Vote Description	Farmasi dan Bekalan (ubat)	Vote Code	090401/111100/27401/99
Item Group	DRUG	Budget Type	Operating
Order Quantity (PKU)	150	Unit Price (RM) (PKU)	6.7200
Approved Quantity (PKU)	150	Total Amount (RM)	1,008.00
eP Approved Quantity (PKU)	0	Buffer Level Quantity (SKU)	1,000
Brand	APALIN	Manufacturer	Duopharma (M) Sdn. Bhd.
PKU	vial	Packaging Description	Pack of 10 vials
Min Order Quantity (PKU)	10	Max Storage Quantity (PKU)	5,000

Figure 3.2.2-2 Add Purchase Order Item

#### STEP 2

Select available *Item Description*

### STEP 3

Insert **Approved Quantity (PKU)**

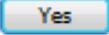
### STEP 4

Click on the  button to save the modification and details will be appeared on Purchase Order Details

### STEP 5

Click on the  to close the screen

#### Note

- If click on the  button, record will be saved.
- If click on the  button, record will not be saved.
- Click on the  button to update data.

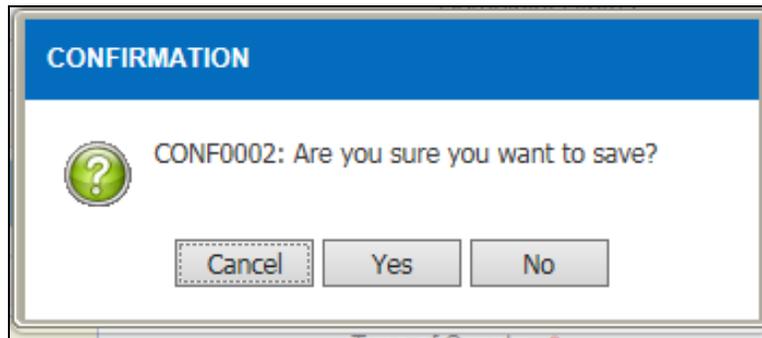


Figure 3.2.2-3 Alert Messages

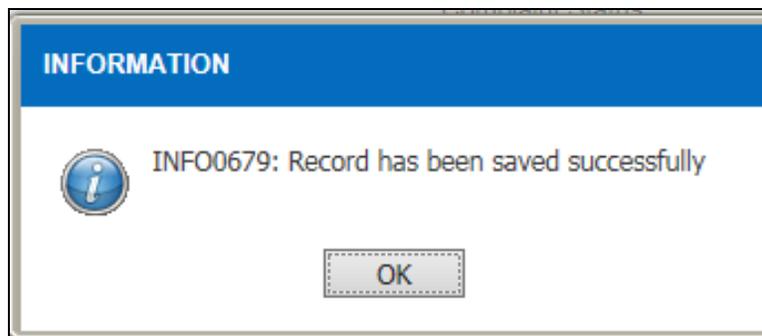


Figure 3.2.2-4 Alert Messages

### STEP 6

Click on the  button to approve the transaction

#### Note

- If click on the  button, record will be rejected and end the process.
- If click on the  button, information of current item to be purchased will be deleted, but, it will still use the same RPL No to create new purchase order, with different EPO.

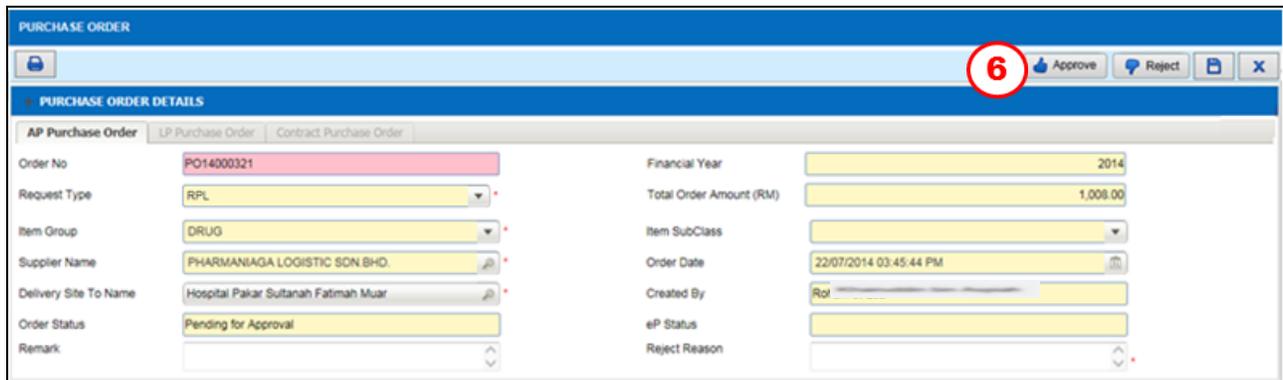


Figure 3.2.2-5 Purchase Order

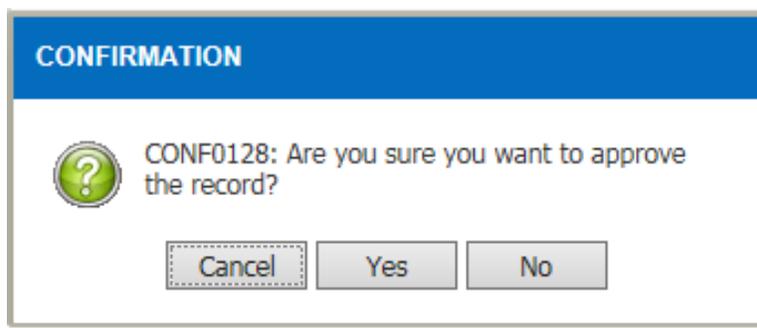


Figure 3.2.2-6 Alert Messages

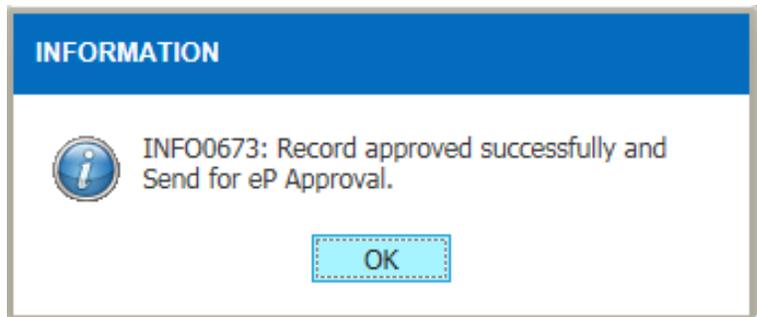
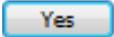


Figure 3.2.2-7 Alert Messages

#### STEP 7

Click on the  to close the screen

#### Note

- If click on the  button, record will be approved.
- If click on the  button, record will not be approved.
- Click on the  button to successfully approve and send for Ep Approval updated data.

**PURCHASE ORDER**

**PURCHASE ORDER DETAILS**

AP Purchase Order | LP Purchase Order | Contract Purchase Order

Order No: PO14000321 | Financial Year: 2014  
 Request Type: RPL | Total Order Amount (RM): 1,008.00  
 Item Group: DRUG | Item SubClass:   
 Supplier Name: PHARMANIAGA LOGISTIC SDN BHD. | Order Date: 22/07/2014 03:45:44 PM  
 Delivery Site To Name: Hospital Pakar Sultanah Fatimah Muar | Created By: Ro  
 Order Status: Approved | eP Status: Pending for eP Approval  
 Remark: | Reject Reason:

**VOTE CODE LIST**

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	78,011.58	1,008.00	77,003.58
TOTAL			78,011.58	1,008.00	77,003.58

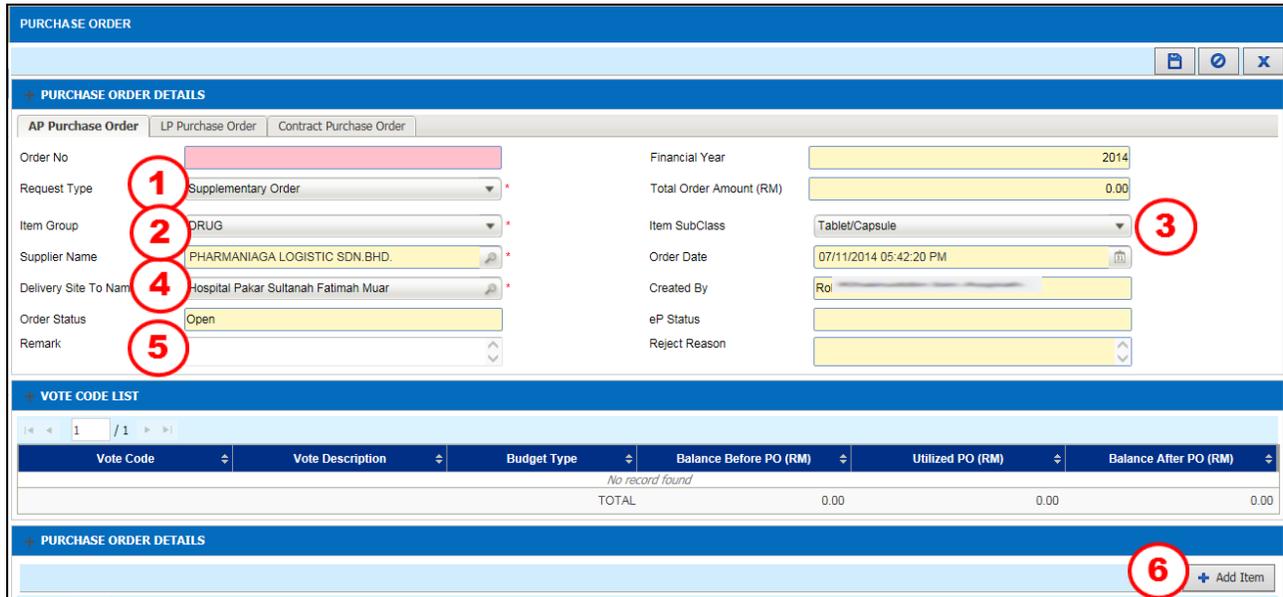
**PURCHASE ORDER DETAILS**

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)
07.0011.02	Amikacin 500mg/um Inj	vial	Pack of 10 vials	APALIN	Duopharma (M) Sdn.	150	150	090401/111100/27401/99 Farmasi dan Bekalan (ubat) Operating	5,560	6.7200	1,008.00

Figure 3.2.2-8 Purchase Order

### 3.2.3 Create New Purchase Order: Supplementary Order

The purpose of this function is to allow user to procure an item without using RPL screen. It is consider as manually process but still using PhIS. To create a new AP Purchase Order transaction, perform the steps below:



Vote Code	Vote Description	Budget Type	Balance Before PO (RM)	Utilized PO (RM)	Balance After PO (RM)
No record found					
TOTAL			0.00	0.00	0.00

Figure 3.2.3-1 Supplementary Purchase Order

#### STEP 1

Select **Request Type** as Supplementary Order

#### STEP 2

Select **Item Group** from the drop down menu

- Drug
- Non Drug

#### STEP 3

Select **Item Sub Class** from the drop down menu if necessary

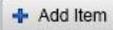
#### STEP 4

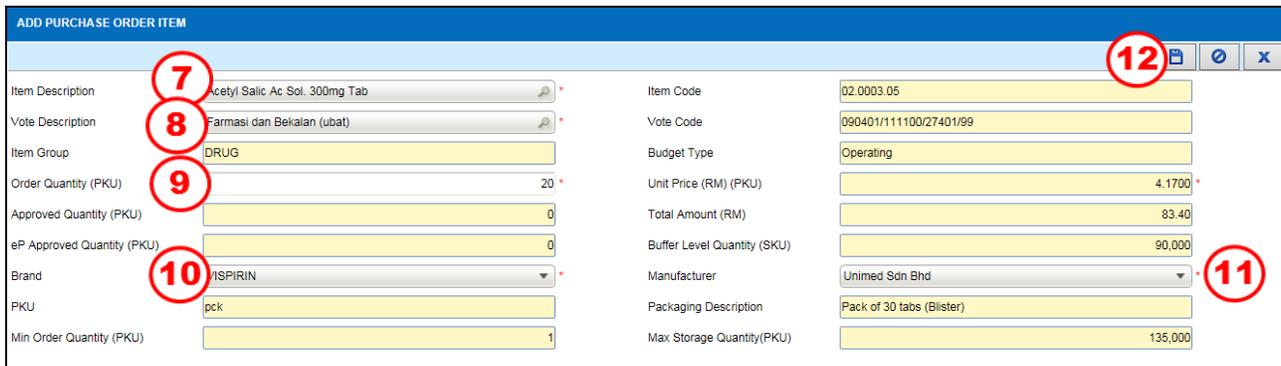
Change the **Delivery Site To Name**

#### STEP 5

Enter **Remark** if required

#### STEP 6

Click on the  button to add item to be procure. Refer Figure 3.2.3-2



The screenshot shows a web form titled "ADD PURCHASE ORDER ITEM". It contains two columns of input fields. The left column includes: Item Description (7), Vote Description (8), Item Group (DRUG), Order Quantity (PKU) (9), Approved Quantity (PKU), eP Approved Quantity (PKU), Brand (10), PKU, and Min Order Quantity (PKU). The right column includes: Item Code, Vote Code, Budget Type, Unit Price (RM) (PKU), Total Amount (RM), Buffer Level Quantity (SKU), Manufacturer (11), Packaging Description, and Max Storage Quantity (PKU). A save button (12) is located in the top right corner of the form.

Figure 3.2.3-2 Add Purchase Order Item

**Note**

- Financial Year is default to the current Year and is non-editable.
- Order Date will default to current Date Time.
- Delivery Lead Period (Day) is default to 7 days and is non-editable.
- Delivery Due Date will display the value as 7 working days after the Order Date and is non-editable.

**STEP 7**

Select **Item Description**

**STEP 8**

Search for **Vote Description**

**STEP 9**

Enter **Order Quantity (PKU)**

**STEP 10**

Select **Brand**

**STEP 11**

Select **Manufacturer**

**STEP 12**

Click on the  button to save the item added into the Purchase Order

**PURCHASE ORDER**

**PURCHASE ORDER DETAILS**

AP Purchase Order | LP Purchase Order | Contract Purchase Order

Order No: [Redacted] Financial Year: 2013  
 Request Type: Supplementary Order Total Order Amount (RM): 137.40  
 Item Group: DRUG Item Subgroup: [Redacted]  
 Supplier Name: PHARMANIAGA LOGISTIC SDN BHD. Order Date: 04/04/2014 03:56:30 PM  
 Delivery Site To Name: Pusat Bekalan Farmasi Negeri Created By: Ida  
 Order Status: Open eP Status: [Redacted]  
 Remark: [Redacted] Reject Reason: [Redacted]

**VOTE CODE LIST**

Vote Code	Vote Description	Budget Type	Balance Before PO (RM)	Utilized PO (RM)	Balance After PO (RM)
050101/031700/27401/99	Urologi (Ubat)	Development	900,000.00	137.40	899,862.60
TOTAL			900,000.00	137.40	899,862.60

**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)
07.0018.02	Acyclovir 200mg Tab	pck	Pack of 25 tabs (Blister)	UNKNOWN	Manufacturer Unknown	10	050101/031700/27401/99 Urologi (Ubat) Development	0	13.7400	137.40

Figure 3.2.3-3 Add Purchase Order Item

**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)
07.0018.02	Acyclovir 200mg Tab	pck	Pack of 25 tabs (Blister)	UNKNOWN	Manufacturer Unknown	10	050101/031700/27401/99 Urologi (Ubat) Development	13	13.7400	137.40

Figure 3.2.3-4 Purchase Order Details

**Note**

- After item completely added in the Purchase Order screen, user is allowed to (refer Figure 3.2.3-3) :
  - View Usage Quantity
  - Delete Item
- User can view Usage Quantity of item.

**STEP 13**

User can view the details of Issue Quantity and Usage Quantity for that particular item

**Note**

- This screen is for viewing purpose.
- Click on the  button to close the window.

USAGE QUANTITY DETAILS		
Issue Quantity	Usage Quantity	
1st 30 Days	<input type="text" value="0"/>	<input type="text" value="0"/>
2nd 30 Days	<input type="text" value="0"/>	<input type="text" value="0"/>
3rd 30 Days	<input type="text" value="0"/>	<input type="text" value="0"/>

Figure 3.2.3-5 Purchase Order Usage Quantity Details

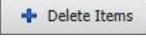
PURCHASE ORDER DETAILS										
Item Code	Item Description	PKU	Packaging Description	Brand	Manufacturer	Ordered Quantity (PKU)	Vote Code	Usage & Issue Quantity	Unit Price (RM)	Amount (RM)
07.0018.02	Acyclovir 200mg Tab	pck	Pack of 25 tabs (Blister)	UNKNOWN	Manufacturer Unknown	10	050101/031700/27401/99 Urologi (Ubat) Development	0	13.7400	137.40

Figure 3.2.3-6 Purchase Order Details

**STEP 14**

Select on the Checkbox for selected Item

**STEP 15**

Click on the  button to delete unwanted item in the Purchase Order

PURCHASE ORDER										
PURCHASE ORDER DETAILS										
AP Purchase Order	LP Purchase Order	Contract Purchase Order								
Order No					Financial Year	2013				
Request Type	Supplementary Order				Total Order Amount (RM)	137.40				
Item Group	DRUG				Item Subgroup					
Supplier Name	PHARMANIAGA LOGISTIC SDN.BHD.				Order Date	04/04/2014 03:58:30 PM				
Delivery Site To Name	Pusat Bekalan Farmasi Negeri				Created By	ida				
Order Status	Open				eP Status					
Remark										
VOTE CODE LIST										
Vote Code	Vote Description	Budget Type	Balance Before PO (RM)	Utilized PO (RM)	Balance After PO (RM)					
050101/031700/27401/99	Urologi (Ubat)	Development	900,000.00	137.40	899,862.60					
TOTAL			900,000.00	137.40	899,862.60					
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)
07.0018.02	Acyclovir 200mg Tab	pck	Pack of 25 tabs (Blister)	UNKNOWN	Manufacturer Unknown	10	050101/031700/27401/99 Urologi (Ubat) Development	0	13.7400	137.40

Figure 3.2.3-7 Purchase Order

**STEP 16**

Click on the  button to save the Purchase Order

**Note**

Order No will be generated automatically.

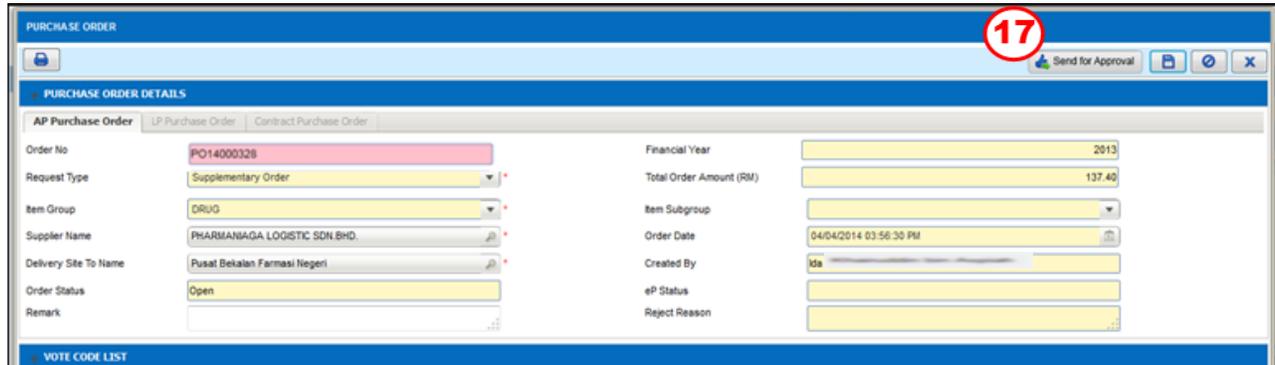


Figure 3.2.3-8 Purchase Order

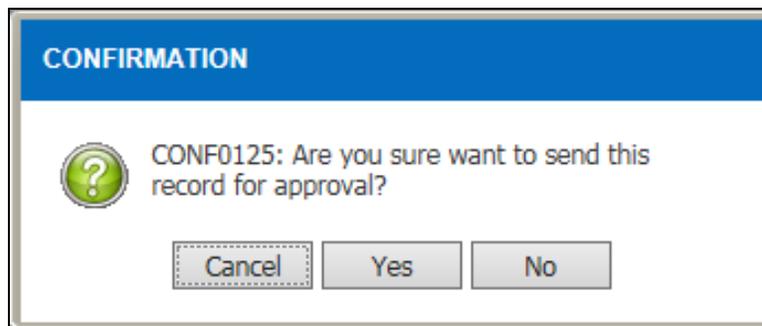


Figure 3.2.3-9 Purchase Order

**STEP 17**

Click on the  button to get approval from Pharmacist

**Note**

- If click on the  button, record will be sent to get approval and proceed to Approval process.
- If click on the  button, record will not be sent for approval process.

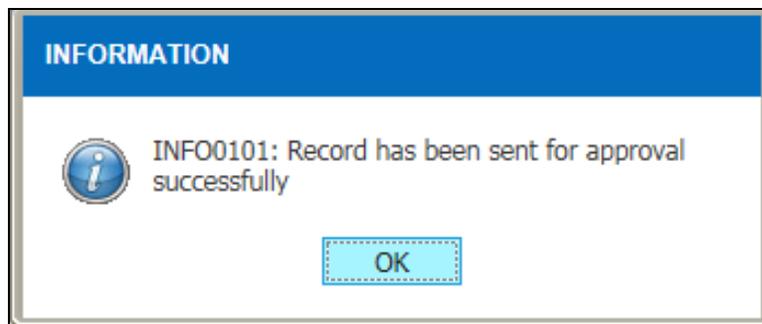
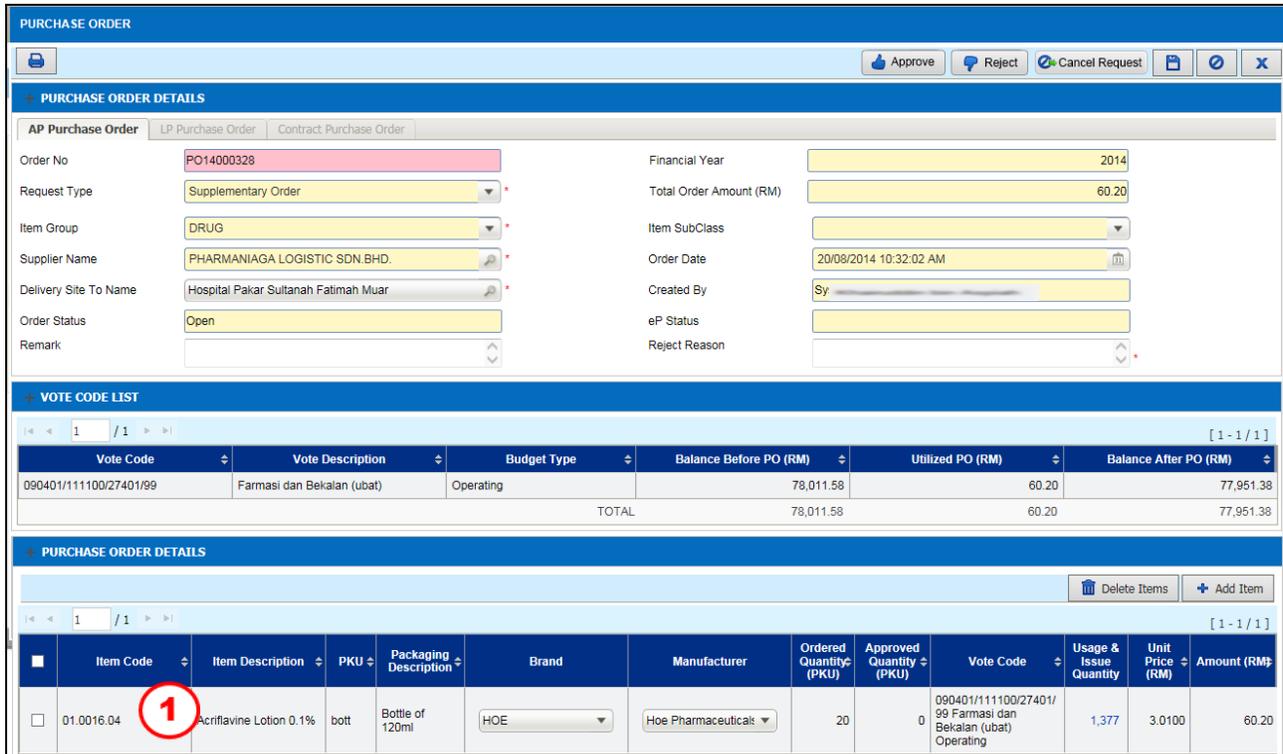


Figure 3.2.3-10 Purchase Order

### 3.2.4 Purchase Order Approval: Supplementary Order

Pharmacist will receive notification in Task List for any Purchase Order that needs to be approved. Please refer to section [3.2 Purchase Order Listing Page](#) to search for any Pending for Approval record.



**PURCHASE ORDER**

AP Purchase Order | LP Purchase Order | Contract Purchase Order

Order No: PO14000328 | Financial Year: 2014  
 Request Type: Supplementary Order | Total Order Amount (RM): 60.20  
 Item Group: DRUG | Item SubClass:   
 Supplier Name: PHARMANIAGA LOGISTIC SDN.BHD. | Order Date: 20/08/2014 10:32:02 AM  
 Delivery Site To Name: Hospital Pakar Sultanah Fatimah Muar | Created By: Sy  
 Order Status: Open | eP Status:   
 Remark: | Reject Reason:

**VOTE CODE LIST**

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	78,011.58	60.20	77,951.38
TOTAL			78,011.58	60.20	77,951.38

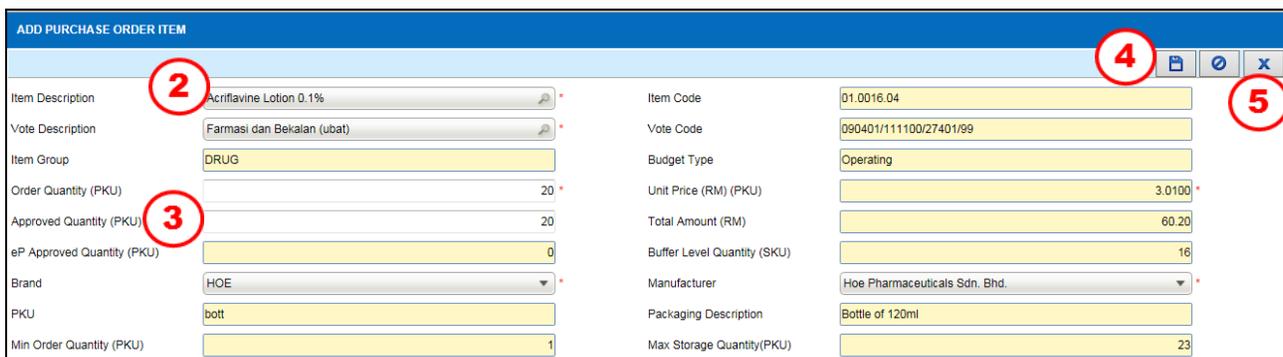
**PURCHASE ORDER DETAILS**

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)
01.0016.04	Acriflavine Lotion 0.1%	bott	Bottle of 120ml	HOE	Hoe Pharmaceuticals	20	0	090401/111100/27401/99 Farmasi dan Bekalan (ubat) Operating	1,377	3.0100	60.20

Figure 3.2.4-1 Purchase Order Approve

#### STEP 1

Double click on item details on Purchase Order Details to modify (refer Figure 3.2.4-1)



**ADD PURCHASE ORDER ITEM**

Item Description: Acriflavine Lotion 0.1% (2)  
 Vote Description: Farmasi dan Bekalan (ubat)  
 Item Group: DRUG  
 Order Quantity (PKU): 20  
 Approved Quantity (PKU): 20 (3)  
 eP Approved Quantity (PKU): 0  
 Brand: HOE  
 PKU: bott  
 Min Order Quantity (PKU): 1

Item Code: 01.0016.04 (4)  
 Vote Code: 090401/111100/27401/99 (5)  
 Budget Type: Operating  
 Unit Price (RM) (PKU): 3.0100  
 Total Amount (RM): 60.20  
 Buffer Level Quantity (SKU): 16  
 Manufacturer: Hoe Pharmaceuticals Sdn. Bhd.  
 Packaging Description: Bottle of 120ml  
 Max Storage Quantity(PKU): 23

Figure 3.2.4-2 Add Purchase Order Item

#### STEP 2

Select available *Item Description*

#### STEP 3

Insert *Approved Quantity (PKU)*

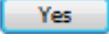
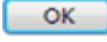
#### STEP 4

Click on the  button to save the modification and details will appear on Purchase Order Details

#### STEP 5

Click on the  to close the screen

#### Note

- If click on the  button, record will be saved.
- If click on the  button, record will not be saved.
- Click on the  button to update data.

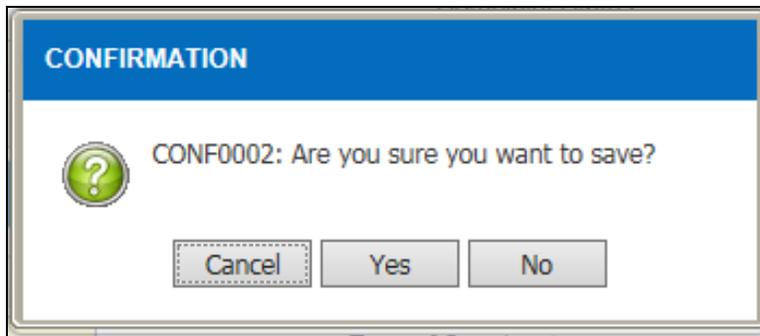


Figure 3.2.4-3 Alert Messages

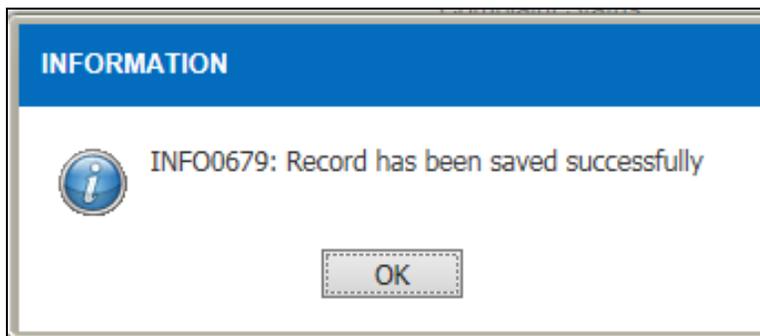


Figure 3.2.4-4 Alert Messages

**PURCHASE ORDER**

**6**

**PURCHASE ORDER DETAILS**

AP Purchase Order | LP Purchase Order | Contract Purchase Order

Order No: PO14000328 | Financial Year: 2014  
 Request Type: Supplementary Order | Total Order Amount (RM): 60.20  
 Item Group: DRUG | Item SubClass:   
 Supplier Name: PHARMANIAGA LOGISTIC SDN.BHD. | Order Date: 20/08/2014 10:32:02 AM  
 Delivery Site To Name: Hospital Pakar Sultanah Fatimah Muar | Created By: Syt  
 Order Status: Open | eP Status:   
 Remark:   
 Reject Reason:

**VOTE CODE LIST**

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	78,011.58	60.20	77,951.38
TOTAL			78,011.58	60.20	77,951.38

**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)
<input type="checkbox"/> 01.0016.04	Acirfivine Lotion 0.1%	bott	Bottle of 120ml	HOE	Hoe Pharmaceuticals	20	20	090401/111100/27401/99 Farmasi dan Bekalan (ubat) Operating	1.377	3.0100	60.20

Figure 3.2.4-5 Purchase Order

**STEP 6**

Click on the  button to approve the transaction

**Note**

- If click on the  button, record will be rejected and end the process.
- If click on the  button, information of current item to be purchased will be deleted, type the same RPL No to create new purchase order, but different IPO.

**STEP 7**

Click on the  to close the screen

**Note**

- If click on the  button, record will be approved save.
- If click on the  button, record will not be approved and saved.
- If click on the  button, information of current item to be purchased will be deleted, but, it will still can use the same RPL No to create new purchase order, with different EPO.

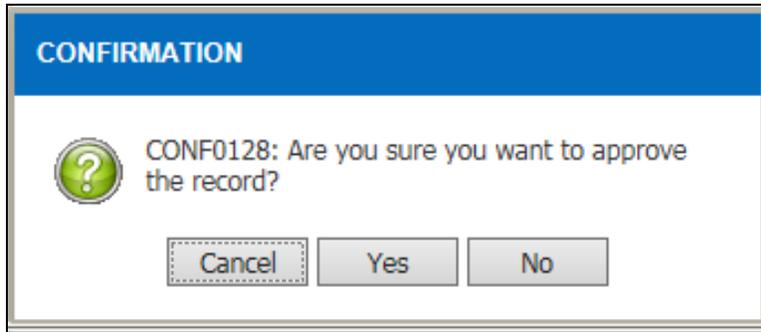


Figure 3.2.4-6 Alert Messages

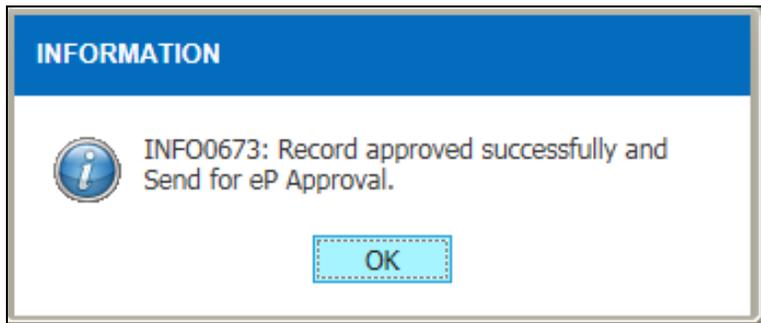


Figure 3.2.4-7 Alert Messages

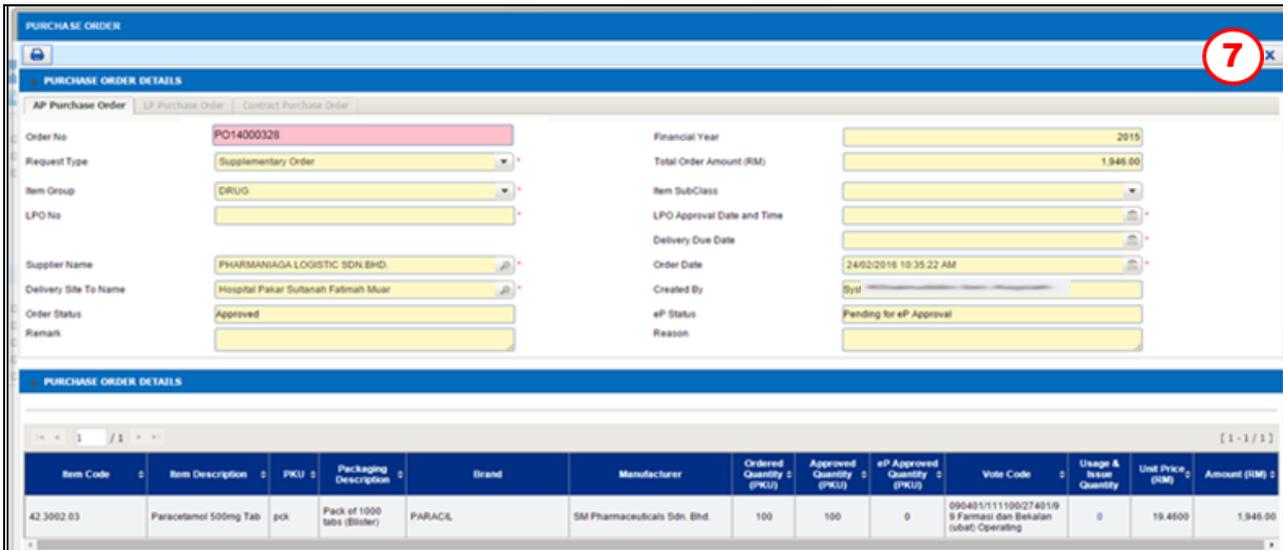


Figure 3.2.4-8 Supplementary Purchase Order Details

### 3.2.5 Create New Purchase Order: Indent

**PHARMACY INFORMATION SYSTEM**

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

Home Purchase Order x1

**PURCHASE ORDER**

Order Type: [Dropdown] Order No: [Text]

Purchase Type: [Dropdown] LPO No: [Text]

Date From: [Text] Date To: [Text]

Item Description: [Text] Item Code: [Text]

Status: [Dropdown] eP Status: [Dropdown]

Created By: [Text] Search: [Button]

Purchase Type	Order Type	Order No.	LPO No.	Request/RPL No.	Supplier Name	Created Date	Created By	Status	eP Status	Payment Status
Direct Purchase	LP	PO17007989	LP230201	-	3A PHARMA	23/02/2017	Mohamad Azhar bin Bahauddin	Approved	eP Approved	Open
Supplementary Order	APPL	PO17007988	-	-	PHARMANIAGA LOGISTIC SDN.BHD.	21/02/2017	Kamaliah Md Saman	Approved	Pending for eP Approval	Open
Supplementary Order	APPL	PO17007987	-	-	PHARMANIAGA LOGISTIC SDN.BHD.	21/02/2017	Stephanie Chow Siew Fern	Open	-	Open
Supplementary Order	APPL	PO17007986	-	-	PHARMANIAGA LOGISTIC SDN.BHD.	20/02/2017	Mohamad Azhar bin Bahauddin	Approved	Pending for eP Approval	Open

Figure 3.2.5-1 Purchase Order Listing Page

**STEP 1**

Click on the 'Inventory' menu followed by 'Procurement' and 'Routine', and select 'Purchase Order'

**STEP 2**

Click on the button and the Purchase Order screen will be displayed as shown in Figure 3.2.5-2

**PURCHASE ORDER**

**PURCHASE ORDER DETAILS**

AP Purchase Order LP Purchase Order Contract Purchase Order

Order No: [Text] Financial Year: [Text] 2017

Request Type: [Dropdown] Total Order Amount (RM): [Text] 0.00

Supplier Name: PHARMANIAGA LOGISTIC SDN.BHD. Order Date: 23/02/2017 12:38:37 PM

Delivery Site To Name: Hospital Pakar Sultanah Fatimah Muar Created By: Mohamad Azhar bin Bahauddin

Order Status: Open eP Status: [Text]

Remark: [Text] Reason: [Text]

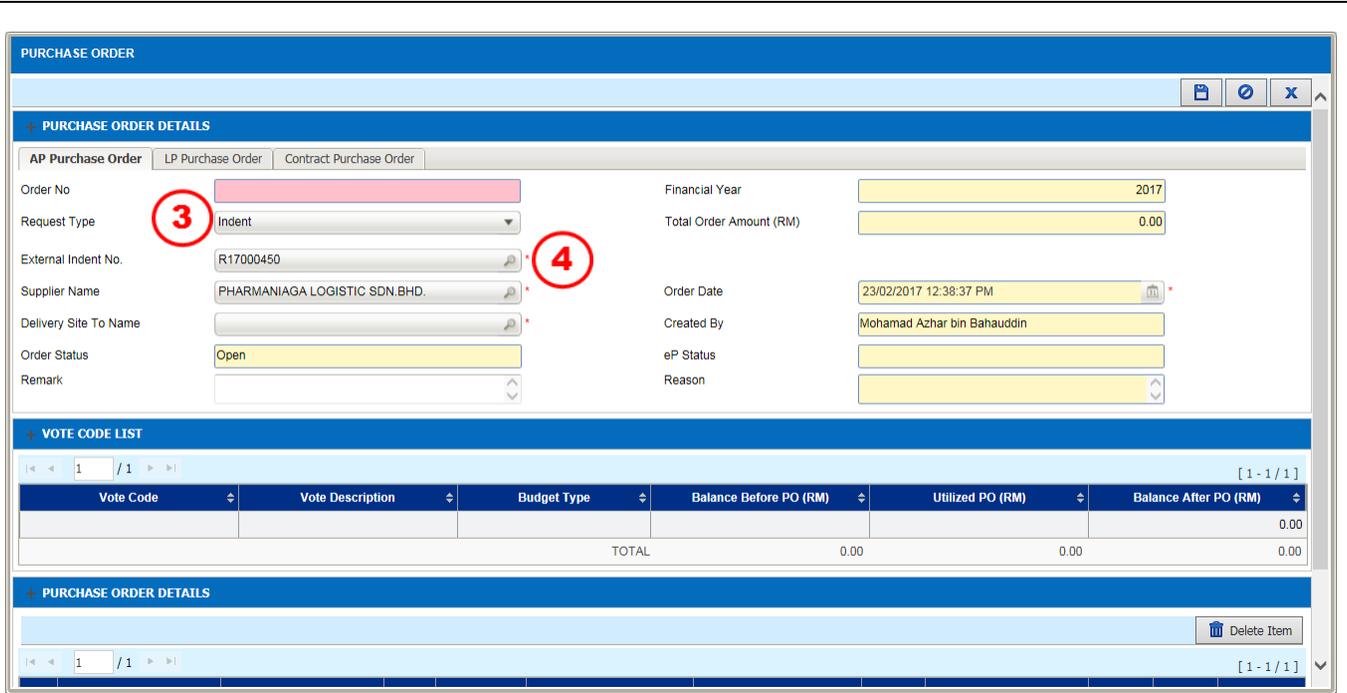
**VOTE CODE LIST**

Vote Code	Vote Description	Budget Type	Balance Before PO (RM)	Utilized PO (RM)	Balance After PO (RM)
No record found					
TOTAL					

**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)
No record found										

Figure 3.2.5-2 Purchase Order



**PURCHASE ORDER**

**+ PURCHASE ORDER DETAILS**

AP Purchase Order | LP Purchase Order | Contract Purchase Order

Order No: [Red Circle 3] [Field]

Request Type: [Red Circle 3] Indent

External Indent No: R17000450 [Red Circle 4]

Supplier Name: PHARMANIAGA LOGISTIC SDN.BHD.

Delivery Site To Name: [Field]

Order Status: Open

Remark: [Field]

Financial Year: 2017

Total Order Amount (RM): 0.00

Order Date: 23/02/2017 12:38:37 PM

Created By: Mohamad Azhar bin Bahauddin

eP Status: [Field]

Reason: [Field]

**+ VOTE CODE LIST**

Vote Code	Vote Description	Budget Type	Balance Before PO (RM)	Utilized PO (RM)	Balance After PO (RM)
					0.00
TOTAL			0.00	0.00	0.00

**+ PURCHASE ORDER DETAILS**

Delete Item

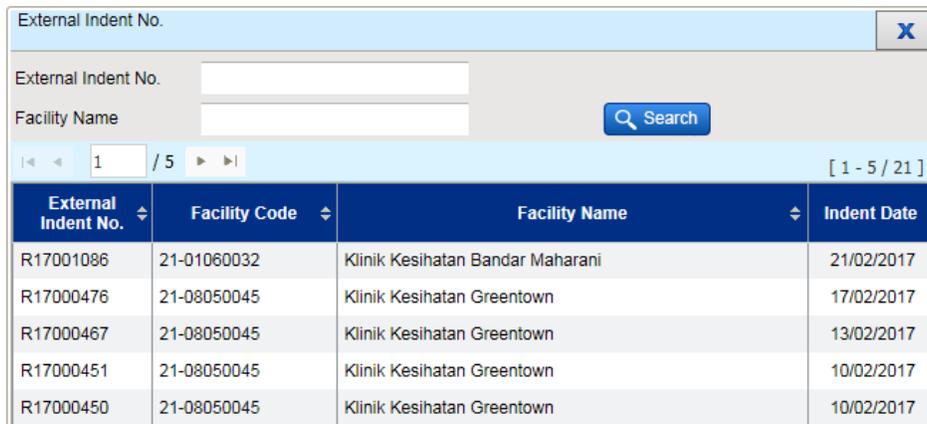
Figure 3.2.5-2 Purchase Order: Indent

**STEP 3**

Select **Request Type** as Indent

**STEP 4**

Click on the **External Indent No**  and **External Indent No** window will be displayed as Figure 3.2.5-3



External Indent No. [Field]

External Indent No. [Field]

Facility Name [Field] [Search]

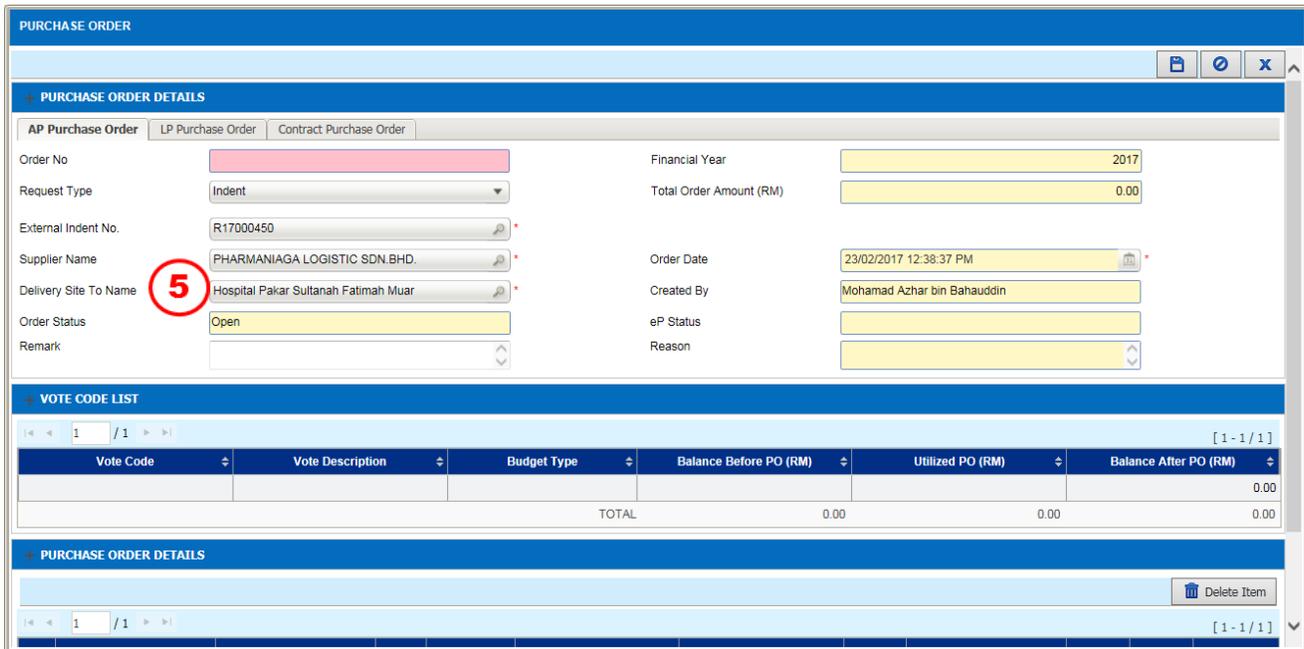
1 / 5 [1 - 5 / 21]

External Indent No.	Facility Code	Facility Name	Indent Date
R17001086	21-01060032	Klinik Kesihatan Bandar Maharani	21/02/2017
R17000476	21-08050045	Klinik Kesihatan Greentown	17/02/2017
R17000467	21-08050045	Klinik Kesihatan Greentown	13/02/2017
R17000451	21-08050045	Klinik Kesihatan Greentown	10/02/2017
R17000450	21-08050045	Klinik Kesihatan Greentown	10/02/2017

Figure 3.2.5-3 External Indent No

**Note**

- User is allowed to enter partially or fully searching criteria for **External Indent No** and **Facility Name**. Then click  button
- Double click on the selected **External Indent No**
- Details of the purchase will be display under **Purchase Order Details** section



**PURCHASE ORDER**

**PURCHASE ORDER DETAILS**

AP Purchase Order | LP Purchase Order | Contract Purchase Order

Order No: [Redacted] | Financial Year: 2017  
 Request Type: Indent | Total Order Amount (RM): 0.00  
 External Indent No.: R17000450  
 Supplier Name: PHARMANIAGA LOGISTIC SDN.BHD.  
 Delivery Site To Name: **5** Hospital Pakar Sultanah Fatimah Muar  
 Order Date: 23/02/2017 12:38:37 PM  
 Order Status: Open  
 Created By: Mohamad Azhar bin Bahauddin  
 Remark: [Redacted] | eP Status: [Redacted] | Reason: [Redacted]

**VOTE CODE LIST**

Vote Code	Vote Description	Budget Type	Balance Before PO (RM)	Utilized PO (RM)	Balance After PO (RM)
TOTAL			0.00	0.00	0.00

**PURCHASE ORDER DETAILS**

[Delete Item]

Figure 3.2.5-4 Purchase Order: Indent

**STEP 5**

Click on the **Delivery Site To Name**  and **Delivery Site To Name Search** window will be displayed as Figure 3.2.5-5



**Delivery Site To Name Search**

Delivery Site To Name: Muar | Delivery Site To Code: [Redacted]

[Search] [Refresh]

Delivery Site To Name	Delivery Site To Code
Pejabat Kesihatan Daerah Muar	49680
<b>Hospital Pakar Sultanah Fatimah Muar</b>	<b>89531</b>

Figure 3.2.5-5 Delivery Site To Name Search

**Note**

- User is allowed to enter partially or fully searching criteria for **Delivery Site To Name** and **Delivery Site To Code**. Then click  button
- Double click on the selected **Delivery Site To Name**

**PURCHASE ORDER**

**PURCHASE ORDER DETAILS**

AP Purchase Order | LP Purchase Order | Contract Purchase Order

Order No: [Redacted] | Financial Year: 2017  
 Request Type: Indent | Total Order Amount (RM): 0.00  
 External Indent No.: R17000450  
 Supplier Name: PHARMANIAGA LOGISTIC SDN.BHD. | Order Date: 23/02/2017 12:38:37 PM  
 Delivery Site To Name: Hospital Pakar Sultanah Fatimah Muar | Created By: Mohamad Azhar bin Bahauddin  
 Order Status: Open | eP Status: [Redacted]  
 Remark: [Redacted] | Reason: [Redacted]

**VOTE CODE LIST**

Vote Code	Vote Description	Budget Type	Balance Before PO (RM)	Utilized PO (RM)	Balance After PO (RM)
			0.00		0.00
TOTAL			0.00	0.00	0.00

**PURCHASE ORDER DETAILS**

Item Code	Item Description	PKU	Packaging Description	Brand	Manufacturer	Ordered Quantity (PKU)	Vote Code	Usage & Issue Quantity	Unit Price (RM)	Amount (RM)
02.0003.05	Acetyl Salic Ac Sol. 300mg Tab	pck	Pack of 30 tabs (Blister)	UNIASPIRIN	Idaman Pharma Man	7		6,030	4.1700	29.19

Figure 3.2.5-6 Purchase Order: Indent

**STEP 6**

Double click on the item and **Add Purchase Order Item** window will display as Figure 3.2.5-7

**ADD PURCHASE ORDER ITEM**

Item Description: Acetyl Salic Ac Sol. 300mg Tab | Item Code: 02.0003.05  
 Vote Description: Perubatan Am (ubat) | Vote Code: 090401/030500/27401/01  
 Item Group: DRUG | Budget Type: Operating  
 Order Quantity (PKU): 7 | Unit Price (RM) (PKU): 4.1700  
 Approved Quantity (PKU): 0 | Total Amount (RM): 29.19  
 eP Approved Quantity (PKU): 0 | Buffer Level Quantity (SKU): 90,000  
 Brand: UNIASPIRIN | Manufacturer: Idaman Pharma Manufacturing Sdn Bhd  
 PKU: pck | Packaging Description: Pack of 30 tabs (Blister)  
 Min Order Quantity (PKU): 1 | Max Storage Quantity(PKU): 4,500  
 Quantity Available (PKU): 1,695

Figure 3.2.5-7 Add Purchase Order Item

**STEP 7**

Click on the **Vote Description**  and **Search Vote Description** window will be displayed as Figure 3.2.5-8

Search Vote Description			
Vote Name	<input type="text"/>	Vote Code	<input type="text"/>
			<input type="button" value="Search"/> <input type="button" value="Refresh"/>
1 / 2			[ 1 - 10 / 16 ]
Budget Type	Vote Code	Vote Name	Balance
Operating	090401/030300/27401/00	Rawatan Pesakit Luar (ubat)	14,000.00
Operating	090401/031900/27401/01	Radioterapi (ubat)	466,967.96
Operating	090401/032700/27401/99	Psikiatrik (Ubat)	698.46
Operating	090401/030500/27401/01	Perubatan Am (ubat)	1,061,976.51
Operating	090401/032000/27401/99	Pengimejan Diagnostik (ubat)	5.44
Operating	090401/030600/27401/99	Pembedahan Am (ubat)	61,958.63
Operating	090401/030800/27401/99	Pediatrik (ubat)	148,203.30
Operating	090401/030900/27401/99	Ortopedik (ubat)	8,012.00
Operating	090401/031100/27401/99	Ofthalmologi (Ubat)	855.00
Operating	090401/030700/27401/99	Obstetik dan Ginekologi (ubat)	47,952.70

Figure 3.2.5-8 Search Vote Description

**Note**

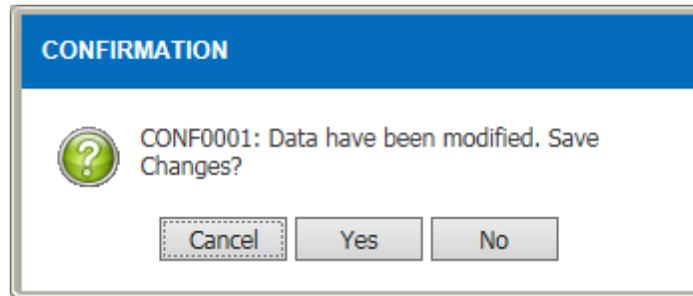
- User is allowed to enter partially or fully searching criteria for **Vote Name** and **Vote Code**. Then click  button
- Double click on the selected **Vote Code**

ADD PURCHASE ORDER ITEM			
Item Description	Acetyl Salic Ac Sol. 300mg Tab	Item Code	02.0003.05
Vote Description	Perubatan Am (ubat)	Vote Code	090401/030500/27401/01
Item Group	DRUG	Budget Type	Operating
Order Quantity (PKU)	7	Unit Price (RM) (PKU)	4.1700
Approved Quantity (PKU)	0	Total Amount (RM)	29.19
eP Approved Quantity (PKU)	0	Buffer Level Quantity (SKU)	90,000
Brand	UNIASPIRIN	Manufacturer	Idaman Pharma Manufacturing Sdn Bhd
PKU	pck	Packaging Description	Pack of 30 tabs (Blister)
Min Order Quantity (PKU)	1	Max Storage Quantity(PKU)	4,500
Quantity Available (PKU)	1,695		

Figure 3.2.5-9 Add Purchase Order Item

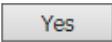
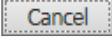
**STEP 8**

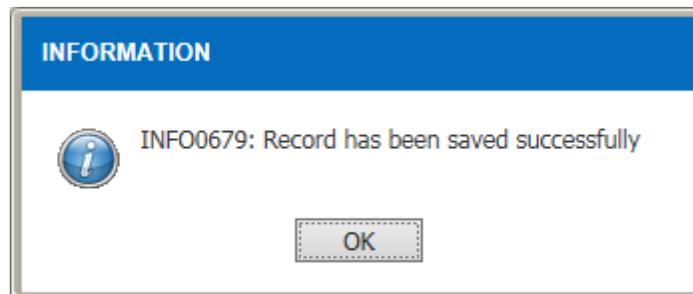
Click on the  button to save the record



**Figure 3.2.5-10 Confirmation Message**

**Note**

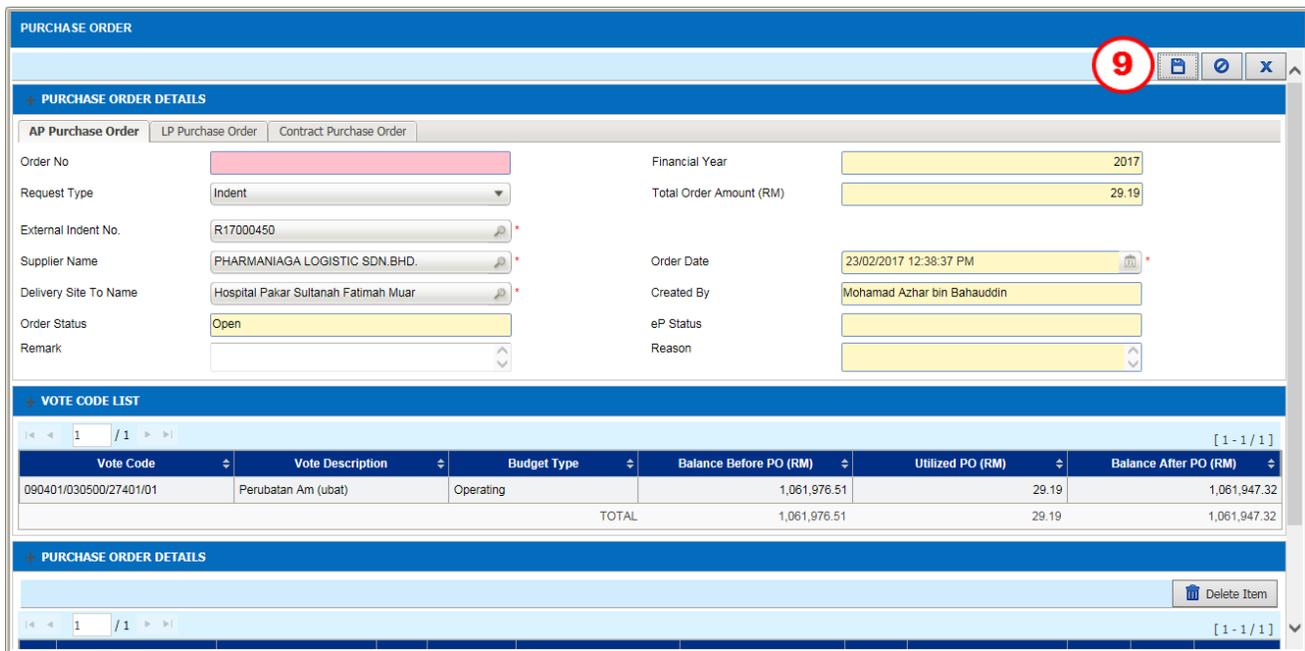
- System will display a Confirmation Message as Figure 3.2.5-10
- Click on the  button to save the transaction
- Click on the  button to cancel the saved transaction
- Click on the  button to cancel the editing made at the **Add Purchase Order Item** screen



**Figure 3.2.5-11 Information Message**

**Note**

- System will display a Information Message as Figure 3.2.5-11
- Click on the  button to confirm



**PURCHASE ORDER**

**PURCHASE ORDER DETAILS**

AP Purchase Order | LP Purchase Order | Contract Purchase Order

Order No: [Redacted] | Financial Year: 2017  
 Request Type: Indent | Total Order Amount (RM): 29.19  
 External Indent No.: R17000450  
 Supplier Name: PHARMANIAGA LOGISTIC SDN.BHD.  
 Delivery Site To Name: Hospital Pakar Sultanah Fatimah Muar  
 Order Date: 23/02/2017 12:38:37 PM  
 Order Status: Open  
 Created By: Mohamad Azhar bin Bahauddin  
 Remark: [Redacted] | eP Status: [Redacted] | Reason: [Redacted]

**+ VOTE CODE LIST**

Vote Code	Vote Description	Budget Type	Balance Before PO (RM)	Utilized PO (RM)	Balance After PO (RM)
090401/030500/27401/01	Perubatan Am (ubat)	Operating	1,061,976.51	29.19	1,061,947.32
TOTAL			1,061,976.51	29.19	1,061,947.32

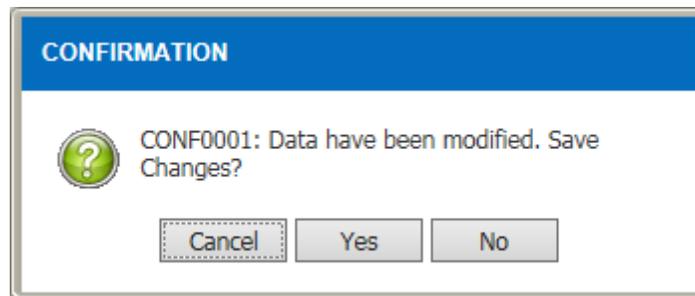
**+ PURCHASE ORDER DETAILS**

[Delete Item]

Figure 3.2.5-12 Purchase Order: Indent

**STEP 9**

Click on the  button to save the record



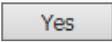
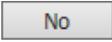
**CONFIRMATION**

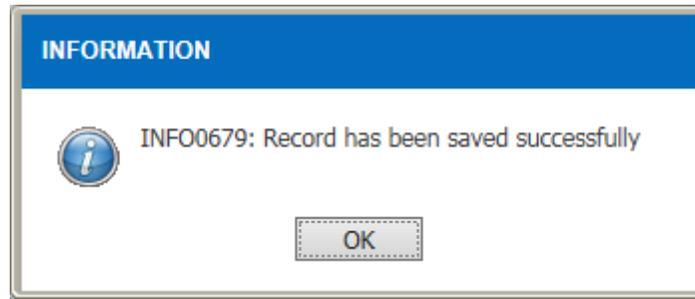
CONF0001: Data have been modified. Save Changes?

Cancel Yes No

Figure 3.2.5-13 Confirmation Message

**Note**

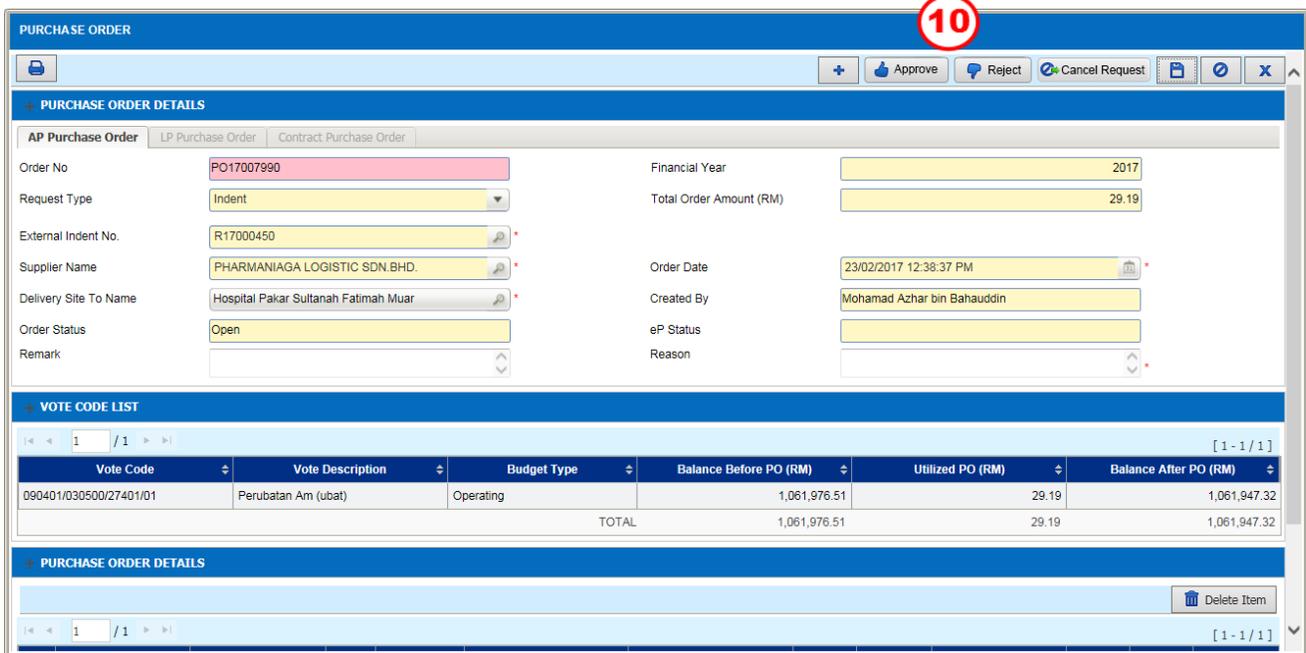
- System will display a Confirmation Message as Figure 3.2.5-13
- Click on the  button to save the transaction
- Click on the  button to cancel the saved transaction
- Click on the  button to cancel from saving the record



**Figure 3.2.5-14 Information Message**

**Note**

- System will display a Information Message as Figure 3.2.5-14
- Click on the  button to confirm



**Figure 3.2.5-15 Purchase Order: Indent**

**Note**

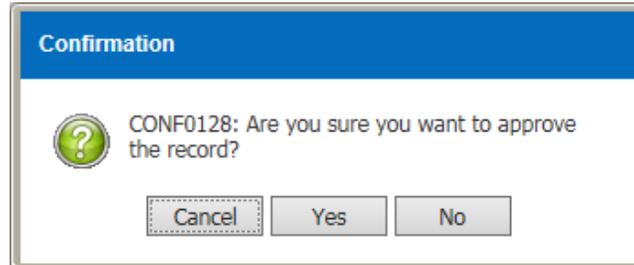
- User is allow to create another order by click on the  button.
- Click on the  button to cancel the order.

**STEP 12**

- Click on the  button to approve the record

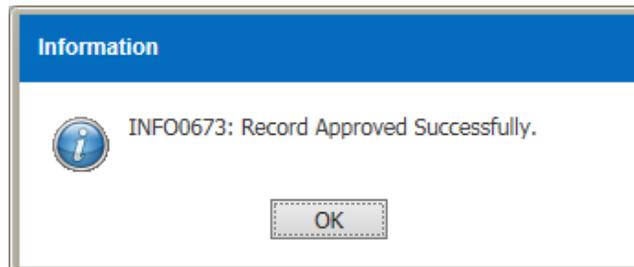
**Note**

- System will be display a Confirmation Message as Figure 3.2.5-16
- Click on the  button to approve the record
- Click on the  or  button to cancel for approve the record



**Figure 3.2.5-16 Confirmation Message**

- Information Message will display after click on the  button as Figure 3.2.5-17
- Click on the  button to successfully approved the record and the **Status** change to Approved

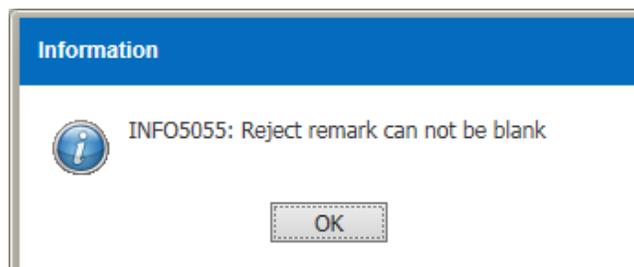


**Figure 3.2.5-17 Information Message**

- b) Click on the  button to reject the order transaction

**Note**

- User need to enter reject reason as system will display an Information Message as Figure 3.2.5-18



**Figure 3.2.5-18 Information Message**

- **Status** of the record will change to **Rejected**

## 4.0 Acronyms

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

## 5.0 Links to Inventory Modules

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