



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

User Manual Integrated Web Portal (IWP)

Order Authorization

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PhIS & CPS Project
User Manual – Integrated Web Portal (IWP)
Order Authorization



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Application reference: PhIS & CPS v1.4.1



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1 Introduction

1.1. Overview of IWP

Integrated Web Portal or better known as IWP is the HQ Application where it served various of function which is :

1. HQ Master Maintenance
2. HQ Master Distribution
3. HQ Transaction (Contract HQ, Special Request KPK)
4. HQ ePerolehan Enquiry
5. ePerolehan Integration (Procurement)
6. Synchronize between existing PIWP and New PIWP
7. PKD Approval (Budget, Payment, Year-End, Task List)
8. Integration Gateway (SPUB, Outsource, External, Notification)
9. Notification Distribution (Product Recall, Message)
10. Log Dashboard & Enquiry (for Administration)

1.2. Purpose and Objectives

This user manual outlines the Integrated Web Portal (IWP) PKD Authorization sub-module and its key features and functionalities. The primary objective is to guide users through the process of completing IWP application process.

User will understand the following activities in details:

- Request Order Authorization
- Request Order Status

1.3. Organised Sections

These are the sections within this document:

- Section 1 : Introduction
- Section 2 : Application Standard Features
- Section 3 : PKD Authorization
- Section 4 : Acronyms
- Section 5 : Link to IWP Modules



2 Application Standard Features

2.1. IWP Legend

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

Note

- To learn more about Login Information, kindly click [Login Information](#) Modules for descriptive step.

3 Order Authorization

Overview

This function is used for PKD user to authorize the purchase order that comes from Klinik Kesihatan.

User Group

This module is intended for Hospital/PKD User (subject to user assigned by the Hospital/PKD)

Functional Diagram

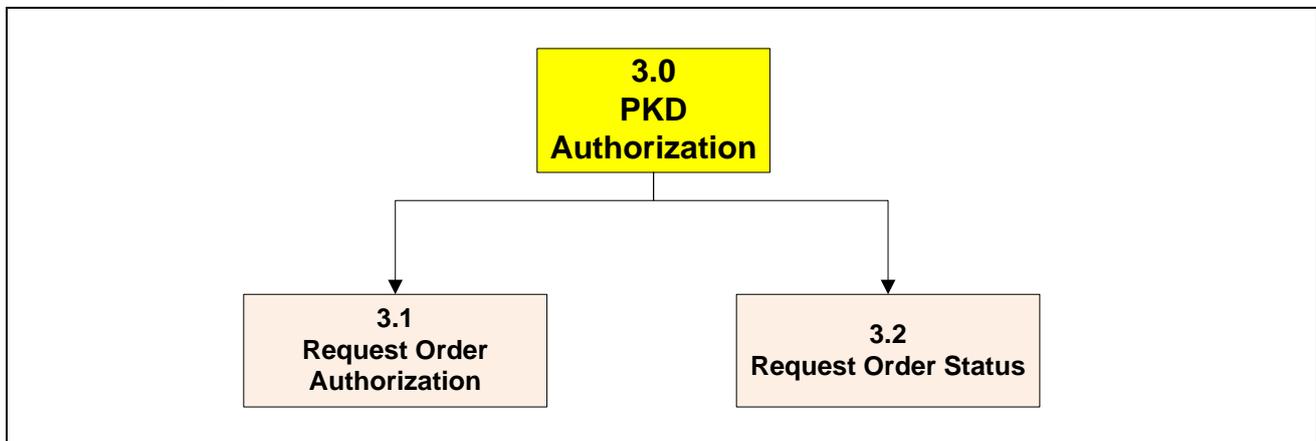


Figure 3.0-1

Functional Description

PKD Authorization comprises of two (2) main functions:

- **Request Order Authorization**
- **Request Order Status**

3.1. Request Order Authorization

To perform Request Order Authorization, perform the steps below:

Clinic Name	Clinic	Order No.	Order Type	Status	
Klinik Kesihatan Gunung Rapat	21-08050047	PO16000184	APPL	Pending for PKD Approval	
Klinik Kesihatan Gunung Rapat	21-08050047	PO16000185	APPL	Pending for PKD Approval	
Klinik Kesihatan Gunung Rapat	21-08050047	PO16000186	APPL	Pending for PKD Approval	
Klinik Kesihatan Gunung Rapat	21-08050047	PO16000187	APPL	Pending for PKD Approval	
Klinik Kesihatan Tronoh	21-08050099	PO16000135	APPL	Pending for PKD Approval	
Klinik Kesihatan Tronoh	21-08050099	08/08/2016	PO16000134	APPL	Pending for PKD Approval
Klinik Kesihatan Tronoh	21-08050099	08/08/2016	PO16000133	APPL	Pending for PKD Approval
Klinik Kesihatan Tronoh	21-08050099	08/08/2016	PO16000132	APPL	Pending for PKD Approval
Klinik Kesihatan Tronoh	21-08050099	08/08/2016	PO16000131	APPL	Pending for PKD Approval
Klinik Kesihatan Tronoh	21-08050099	08/08/2016	PO16000130	APPL	Pending for PKD Approval

3.1.1 Request Order Authorization

STEP 1

Go to 'PKD Authorization' Menu, and click on the Request Order Authorization sub-menu

STEP 2

Click on the dropdown menu to select the **Clinic Name/ID**

Note

Clinic Name/ID will display all the clinic under the same PKD/PTJ Code

STEP 3

Click on the button after key in the **Clinic Name/ID**

Note

The result display will be based on the entered criteria as shown in Figure 3.1-2

Clinic Name	Clinic Code	Date	Order No.	Order Type	Status
Klinik Kesihatan Gunung Rapat	21-08050047	10/08/2016	PO16000184	APPL	Pending for PKD Approval
Klinik Kesihatan Gunung Rapat	21-08050047	10/08/2016	PO16000185	APPL	Pending for PKD Approval
Klinik Kesihatan Gunung Rapat	21-08050047	09/08/2016	PO16000186	APPL	Pending for PKD Approval
Klinik Kesihatan Gunung Rapat	21-08050047	09/08/2016	PO16000187	APPL	Pending for PKD Approval

Figure 3.1-2 Request Order Authorization

STEP 4

Double click on the selected record and the details will be displayed as shown in Figure 3.1-3

ORDER AUTHORIZATION

Clinic Information
Clinic ID: KKJ21-08050047 Clinic Name: Klinik Kesihatan Gunung Rapat

Order Information
Order No: PO16000187 Ship-To-Code: 89429 Status: Pending for PKD Approval
Order Date: 09/08/2016 05:21:14 PM Item Group: DRUG Date Created: 09/08/2016 04:01:58 PM
Shipping Address: Klinik Kesihatan Gunung Rapat-Jalan Gopeng Financial Year: 2016 LPO No.:
Remarks: MCH Reject Reason:

Order List

Item Code	Item Description	Vote Code	Vote Name	Budget Type	Packaging Description	Available Qty	Buffer Lvl Qty	Ordered Qty (PKU)	PKD Approved Qty (PKU)	SKU	Unit Price (RM)	Amount (RM)
07.4218.04	Diphtheria-Tetanus-Pertussis-Inactivated Polio Virus-Haemophilus Influenza B Vaccine (DTaP-IPV-HIB)	052201/020600/27404/99	Farmasi dan bekalan (Vaksin)	Operating	Pack of 10 set (Vaccine + Diluent)	0	0	45	45	pck	335.2000	15,084.00
07.4208.07	Hepatitis B (Adult) Vaccine Injection (Single Dose)	052201/020600/27404/99	Farmasi dan bekalan (Vaksin)	Operating	vial	0	0	50	50	vial	4.8400	242.00
07.2402.01	Measles, Mumps and Rubella (MMR) Vaccine 1 Dose Vial Inj	052201/020600/27404/99	Farmasi dan bekalan (Vaksin)	Operating	Pack of 1 vial	0	0	450	450	vial	16.1200	7,254.00
07.4208.03	Hepatitis B Vaccine 1 Dose Inj (Paed)	052201/020600/27404/99	Farmasi dan bekalan (Vaksin)	Operating	Pack of 1 vial	0	0	400	400	vial	2.4300	972.00
Total :											23,552.00	

Figure 3.1-3 Order Authorization

Note

- Under Order Authorization screen, the information divided into 3 section:
 - Clinic Information** :- Display information of **Clinic ID** and **Clinic Name**
 - Order Information** :- Display information of **Order No**, **Order Date**, **Shipping Address**, **Ship-To-Code**, **Item Group**, **Financial Year**, **Status**, **Date Created** and **LPO No**.
 - Order List** :- Display information of item to be purchase
- PKD Approved Qty (PKU)** is default based on **Ordered Qty (PKU)**

STEP 5

Double click on the selected item under the **Order List** section and **Item Confirmation** window will display as figure 3.1-4

Item Confirmation

Update Order To Order List

Item Code	07.4218.04	Item Description	Diphtheria-Tetanus-Pertussis-Inac
Order Qty(PKU)	45	PKD Approved Quantity(PKU)	45
Unit Price (RM)	335.2000	Amount (RM)	15,084.00
Vote Code	052201/020600/27404/99	Vote Name	Farmasi dan bekalan (Vaksin)
Budget Type	Operating		

Figure 3.1-4 Item Confirmation

STEP 6

Click on the button

Note

User is able to edit:

- **Vote Code**
- **PKD Approved Quantity**

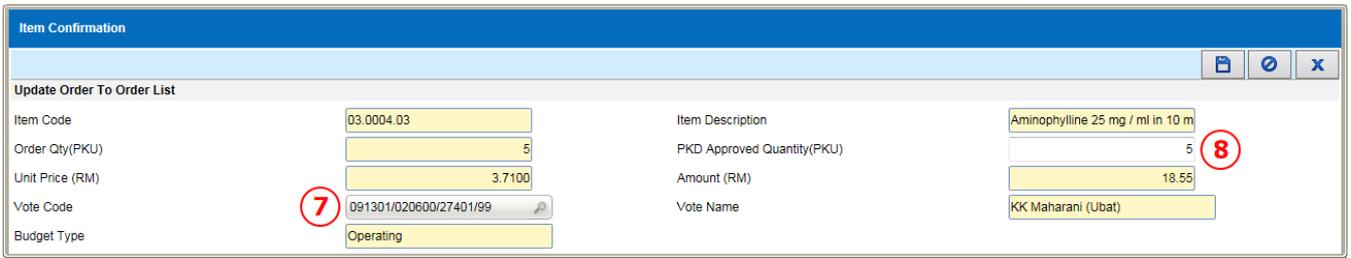
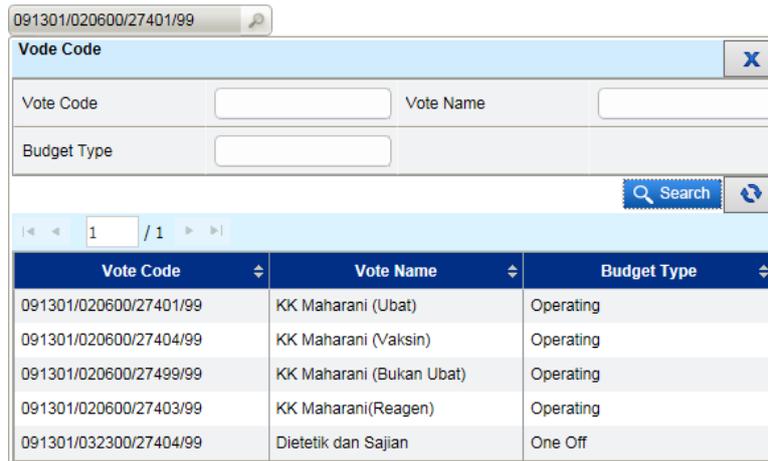


Figure 3.1-5 Item Confirmation

STEP 7

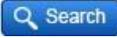
Click on the **Vote Code**  button and **Vote Code** window will be displayed as Figure 3.1-6



Vote Code	Vote Name	Budget Type
091301/020600/27401/99	KK Maharani (Ubat)	Operating
091301/020600/27404/99	KK Maharani (Vaksin)	Operating
091301/020600/27499/99	KK Maharani (Bukan Ubat)	Operating
091301/020600/27403/99	KK Maharani(Reagen)	Operating
091301/032300/27404/99	Dietetik dan Sajian	One Off

Figure 3.1-6 Vote Code

Note

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

STEP 8

Enter **PKD Approved Quantity(PKU)**

Note

- Value entered cannot be more than **Order Qty(PKU)** and should be multiple of minimum order quantity
- System will display alert message if value entered more than order quantity as Figure 3.1-7
- System will display alert message if value is not according multiple of minimum order quantity as Figure 3.1-8

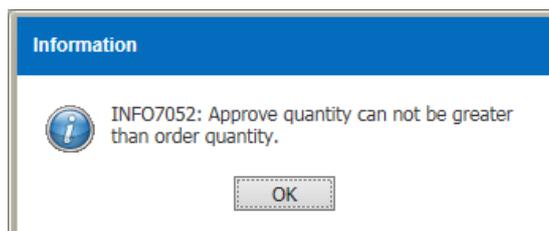


Figure 3.1-7 Information Message

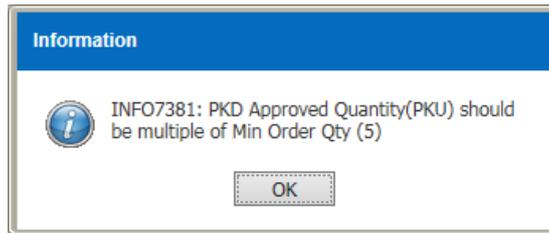
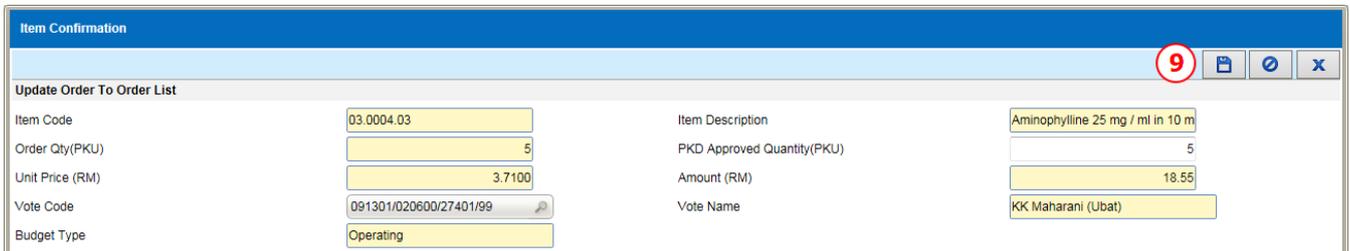


Figure 3.1-8 Information Message



The form is titled "Item Confirmation" and has a blue header. Below the header is a red circle with the number "9" and three icons: a save icon, a refresh icon, and a close icon. The main content area is titled "Update Order To Order List" and contains several input fields:

Item Code	03.0004.03	Item Description	Aminophylline 25 mg / ml in 10 m
Order Qty(PKU)	5	PKD Approved Quantity(PKU)	5
Unit Price (RM)	3.7100	Amount (RM)	18.55
Vote Code	091301/020600/27401/99	Vote Name	KK Maharani (Ubat)
Budget Type	Operating		

Figure 3.1-9 Item Confirmation

STEP 9

Click on the  button to save the record

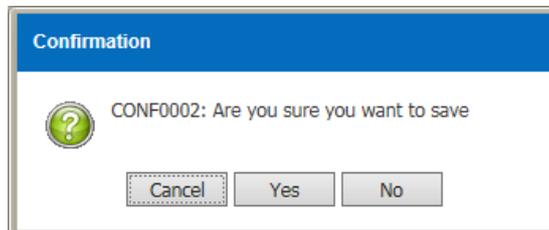
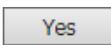
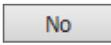


Figure 3.1-10 Confirmation Message

Note

- System will display a Confirmation Message as Figure 3.1-10
- 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 **Item Confirmation** screen

ORDER AUTHORIZATION
10

Save
Approve
Reject
X

Clinic Information

Clinic ID: Clinic Name:

Order Information

Order No.: Ship-To-Code: Status:

Order Date: Item Group: Date Created:

Shipping Address: Financial Year: LPO No.:

Remarks: Reject Reason:

Order List

Item Code	Item Description	Vote Code	Vote Name	Budget Type	Packaging Description	Available Qty	Buffer Lvl Qty	Ordered Qty (PKU)	PKD Approved Qty (PKU)	SKU	Unit Price (RM)	Amount (RM)
07.4218.04	Diphtheria-Tetanus-Pertussis-Inactivated Polio Virus-Haemophilus Influenza B Vaccine (DTaP-IPV-HiB)	052201/020600/27404/99	Farmasi dan bekalan (Vaksin)	Operating	Pack of 10 set (Vaccine + Diluent)	0	0	45	45	pck	335.2000	15,084.00
07.4208.07	Hepatitis B (Adult) Vaccine Injection (Single Dose)	052201/020600/27404/99	Farmasi dan bekalan (Vaksin)	Operating	vial	0	0	50	50	vial	4.8400	242.00
07.2402.01	Measles, Mumps and Rubella (MMR) Vaccine 1 Dose Vial Inj	052201/020600/27404/99	Farmasi dan bekalan (Vaksin)	Operating	Pack of 1 vial	0	0	450	450	vial	16.1200	7,254.00
07.4208.03	Hepatitis B Vaccine 1 Dose Inj (Paed)	052201/020600/27404/99	Farmasi dan bekalan (Vaksin)	Operating	Pack of 1 vial	0	0	400	400	vial	2.4300	972.00
Total:											23,552.00	

Figure 3.1-11 Order Authorization

STEP 10

Click on the button to approve the order transaction

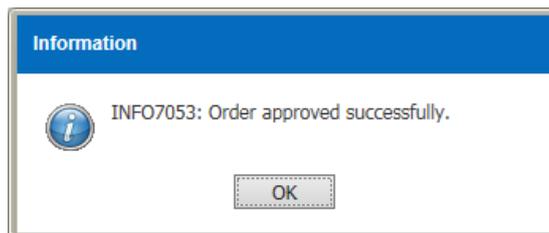


Figure 3.1-12 Information Message

Note

- System will display an Information Message as Figure 3.1-12
- Click on the button and **Status** of the order will change to **PKD Approved**
- If there is an Insufficient budget, system will display an **Information Message** as Figure 3.1-13

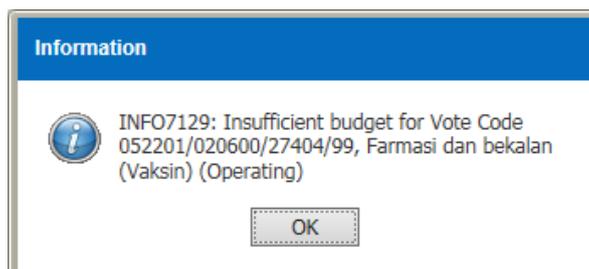


Figure 3.1-13 Information Message

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 3.1-14

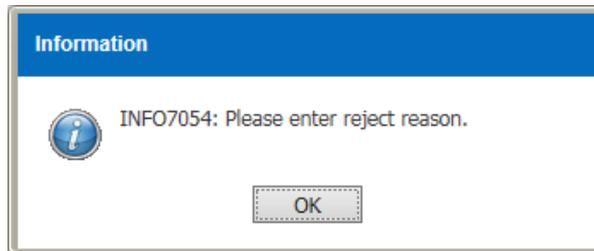


Figure 3.1-14 Information Message

- Status of the order will change to **PKD Rejected**

ORDER AUTHORIZATION

Clinic Information
 Clinic ID: KKQ21-08050047 Clinic Name: Klinik Kesihatan Gunung Rapat

Order Information
 Order No.: PO16000186 Ship-To-Code: 89429 Status: PKD Approved
 Order Date: 05/08/2016 04:06:22 PM Item Group: DRUG Date Created: 09/08/2016 04:03:01 PM
 Shipping Address: Klinik Kesihatan Gunung Rapat-Jalan Gopeng Financial Year: 2016 LPO No.:
 Remarks: Reject Reason:

Order List

Item Code	Item Description	Vote Code	Vote Name	Budget Type	Packaging Description	Available Qty	Buffer Lvl Qty	Ordered Qty (PKU)	PKD Approved Qty (PKU)	SKU	Unit Price (RM)	Amount (RM)
01.1602.03	Ipratropium Bromide 0.0125% (125 mcg / ml) Inhalation Solution (60 Doses)	052201/020600/27401/99	Farmasi dan bekalan (Ubat)	Operating	pack of 60 each	0	0	3	3	pkc	35.3800	106.14
01.0208.11	Budesonide 200 mcg per puff Inhaler (300 Doses)	052201/020600/27401/99	Farmasi dan bekalan (Ubat)	Operating	cannister	0	0	50	50	EA	21.4600	1,073.00
01.1603.02	Inhaler Salbutamol (200 Doses)	052201/020600/27401/99	Farmasi dan bekalan (Ubat)	Operating	cannister	0	0	288	288	EA	3.7700	1,085.76
Total :											2,264.90	

Figure 3.1-15 Order Authorization

3.2. Request Order Status

To perform Request Order Status, perform the steps below:

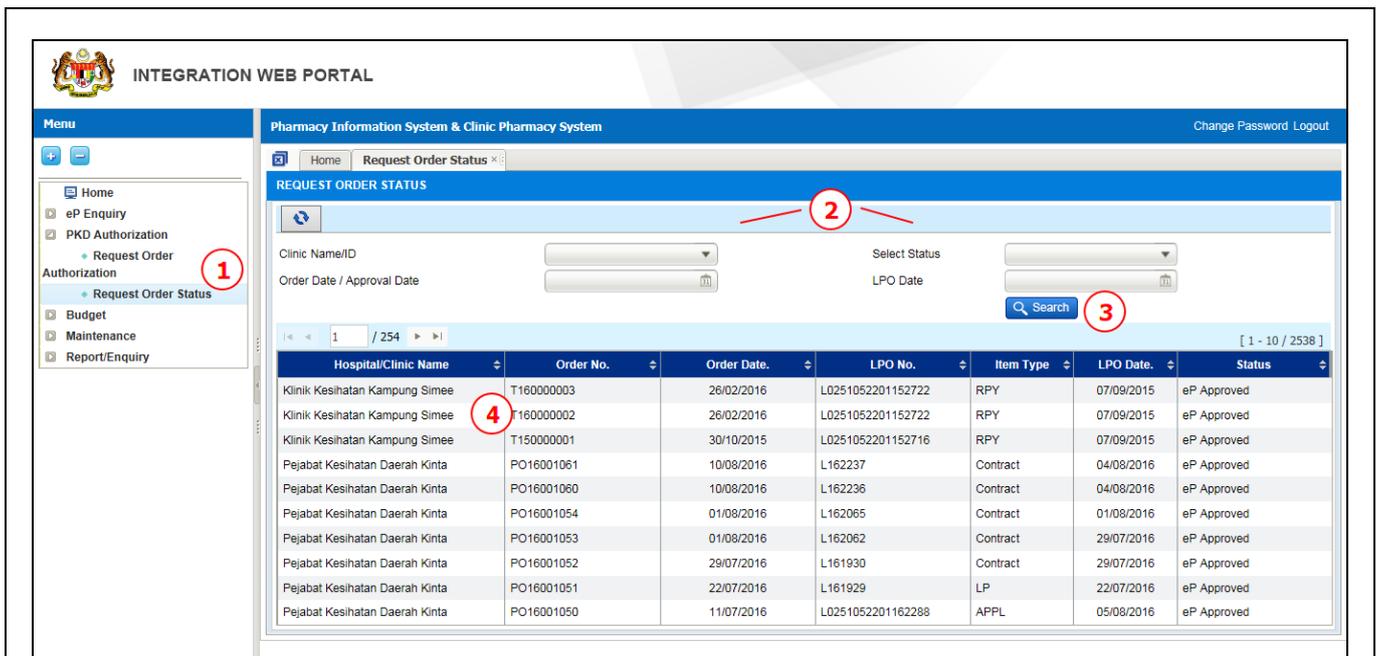


Figure 3.2-1 Request Order Status

STEP 1

Go to **PKD Authorization** Menu, and click on the **Request Order Status** sub-menu

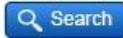
STEP 2

To search for existing Request Order Status record(s), user may search by criteria as follows:

No	Field	Description	Remarks
a	Clinic Name/ID	Clinic Name or Clinic ID	Display Clinic Name/ID for same PKD/PTJ Code
b	Order Date / Approved Date	Select Order Date or Approved Date from the calender	Format field (dd/mm/yy)
c	Select Status	Search By: - All - PKD Approved - PKD Rejected - eP Approved - eP Rejected - Pending for eP Approval	Able to filter and search record(s)
d	LPO Date	Select LPO Date from the calender	Format field (dd/mm/yy)

Table 3.2-1

STEP 3

Click on the  button after key in criteria

STEP 4

Double click on the selected record and the details will be displayed as Figure 3.2-2



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ORDER APPROVAL

5

Order Information

Order No. <input type="text" value="PO15000244"/>	Item Group <input type="text" value="Non Drug"/>	Financial Year <input type="text" value="2015"/>
Order Date <input type="text" value="05/11/2015 04:47:06 PM"/>	Status <input type="text" value="eP Approved"/>	Date Created <input type="text" value="06/11/2015 02:30:23 PM"/>
Ship-To-Code <input type="text" value="89428"/>	Delivery Due Date <input type="text" value="24/11/2015 06:11:00 AM"/>	Approved/Rejected Date <input type="text" value="14/11/2015 08:05:41 AM"/>
Shipping Address <input type="text" value="Klinik Kesihatan Greentown-Jalan Raja Musa Aziz"/>	Remark <input type="text"/>	
LPO NO <input type="text" value="L0251052201153826"/>	LPO Date <input type="text" value="13/11/2015"/>	Item Type <input type="text" value="APPL"/>

Order Details

Item Code	Item Description	Packaging Description	Vote Code	Vote Description	Budget Type	Ordered Qty	PKD Approve Qty	eP Approve Qty	SKU	Unit Price (RM)	Amount
12.3651.02	Syringe Disposable 2 - 3ml	pack of 100 pieces	052201/020600/27499/9	Farmasi dn Bekalan (Bukan Ubat)	Operating	96	96	96	pck	25.5200	2,449.92
09.0201.03	Crepe Bandage 10 cm x 4.5 m	roll	052201/020600/27499/9	Farmasi dn Bekalan (Bukan Ubat)	Operating	360	360	360	roll	3.1300	1,126.80
09.0402.02	Cotton Wool 0.6g (Balls)	pack of 250 balls	052201/020600/27499/9	Farmasi dn Bekalan (Bukan Ubat)	Operating	100	100	100	pck	4.0600	406.00
09.0201.02	Crepe Bandage 7.5 cm x 4.5 m	roll	052201/020600/27499/9	Farmasi dn Bekalan (Bukan Ubat)	Operating	360	360	360	roll	2.3200	835.20
17.0601.01	Disposable Blood Giving Set Complete	Pack of 100 set	052201/020600/27499/9	Farmasi dn Bekalan (Bukan Ubat)	Operating	6	6	6	pck	174.0000	1,044.00
12.0411.03	Intravenous Catheter Size 20 G x 3.30 cm Disposable	pack of 50 each	052201/020600/27499/9	Farmasi dn Bekalan (Bukan Ubat)	Operating	50	50	50	pck	78.8800	3,944.00
09.0201.04	Crepe Bandage 5 cm x 4.5 m	roll	052201/020600/27499/9	Farmasi dn Bekalan (Bukan Ubat)	Operating	360	360	360	roll	2.0800	748.80
10.3807.02	Tongue Depressor Disposable	Pack	052201/020600/27499/9	Farmasi dn Bekalan (Bukan Ubat)	Operating	90	90	90	pck	4.4000	396.00
12.0411.02	Intravenous Catheter Size 18 G x 4.5 cm Disposable	pack of 50 each	052201/020600/27499/9	Farmasi dn Bekalan (Bukan Ubat)	Operating	5	5	5	pck	78.8800	394.40
12.3651.03	Syringe Disposable 5ml	pack of 100 pieces	052201/020600/27499/9	Farmasi dn Bekalan (Bukan Ubat)	Operating	96	96	96	pck	30.8500	2,961.60
Total						1,523	1,523				14,306.72

Figure 3.2-2 Order Approval

Note

- Under this screen, user is able to view :
 - **Status of the order**
 - **LPO NO and LPO Date**
 - **Delivery Due Date**
 - **eP Approve Qty**

STEP 5

Click on the button to close the **Order Approval** screen



4. Acronyms

Abbreviation	Definition
MOH	Ministry of Health
PhIS	Pharmacy Information System
CPS	Clinical Pharmacy System
SKU	Store Keeping Unit
PKU	Packaging Keeping Unit
eDO	Electronic Delivery Order
EPO	Electronic Purchase Order
LPO	Local Purchase Order
YTD	Year To Date

5. Link to IWP Modules

No	Module	PDF Links
1	<i>eP Enquiry</i>	Click Here
2	<i>Budget</i>	Click Here
3	<i>Order Authorization</i>	Click Here