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

User Manual
Pharmacy Inventory - Contract

Version	**: 4th Edition**
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Application reference: PhIS & CPS v1.4.1

Table of Contents

1.0 Introduction

1.1 Overview of PhIS

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

There are twelve (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, Parenteral Nutrition, lV 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 (Contract) 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:

- Proposed Contract Item
- Contract Facility

1.3 Organised Sections

These are the sections within this document:

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

2.0 Application Standard Features

2.1 PhIS Legend

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

Inventory Contract Module Legend			
Retrieve	Retrieve transaction		

Note

- *To learn more about Login Information, kindly click Login Information Modules for descriptive step.*

3.0 Contract

Overview

Contract Items is the estimated annual purchase amount that is more than RM500K. System identifies items to be purchased based on the accumulative amount. This transaction is made by the user from Main Store (Level 1).

Contract Facility is the project from HQ for the respective facility. The detailed information for a Contract Facility is controlled at HQ level. At the facility level, the users will be able to retrieve the information from HQ. However, the users at the facility level will not be able to key in the contract information through PhIS system as everything pertaining to Contract Facility will be controlled at HQ.

User Group

This module is intended for Pharmacist and Assistant Pharmacist (Subject to user assign by the facility)

Functional Diagram

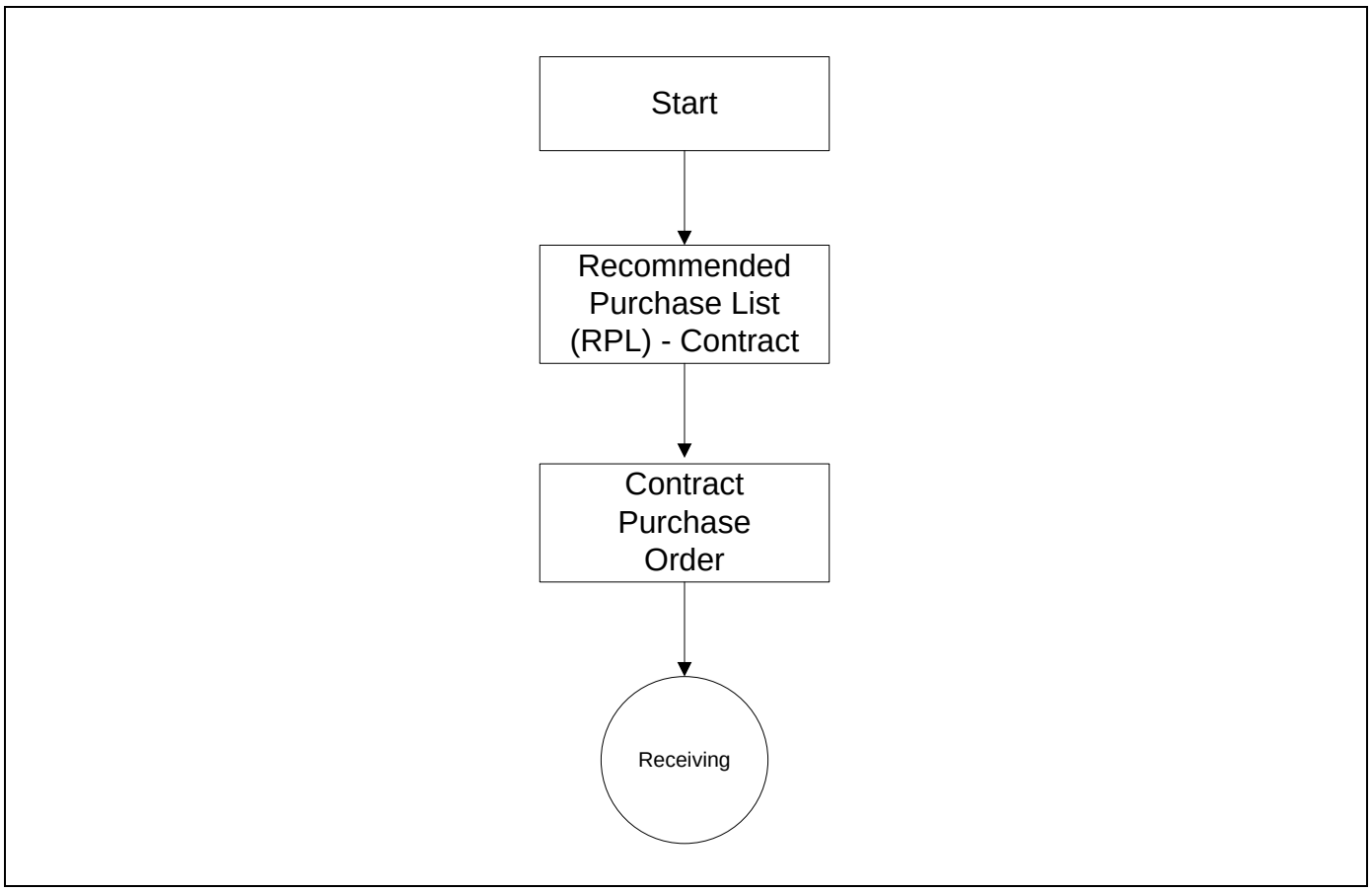


Figure 3.1

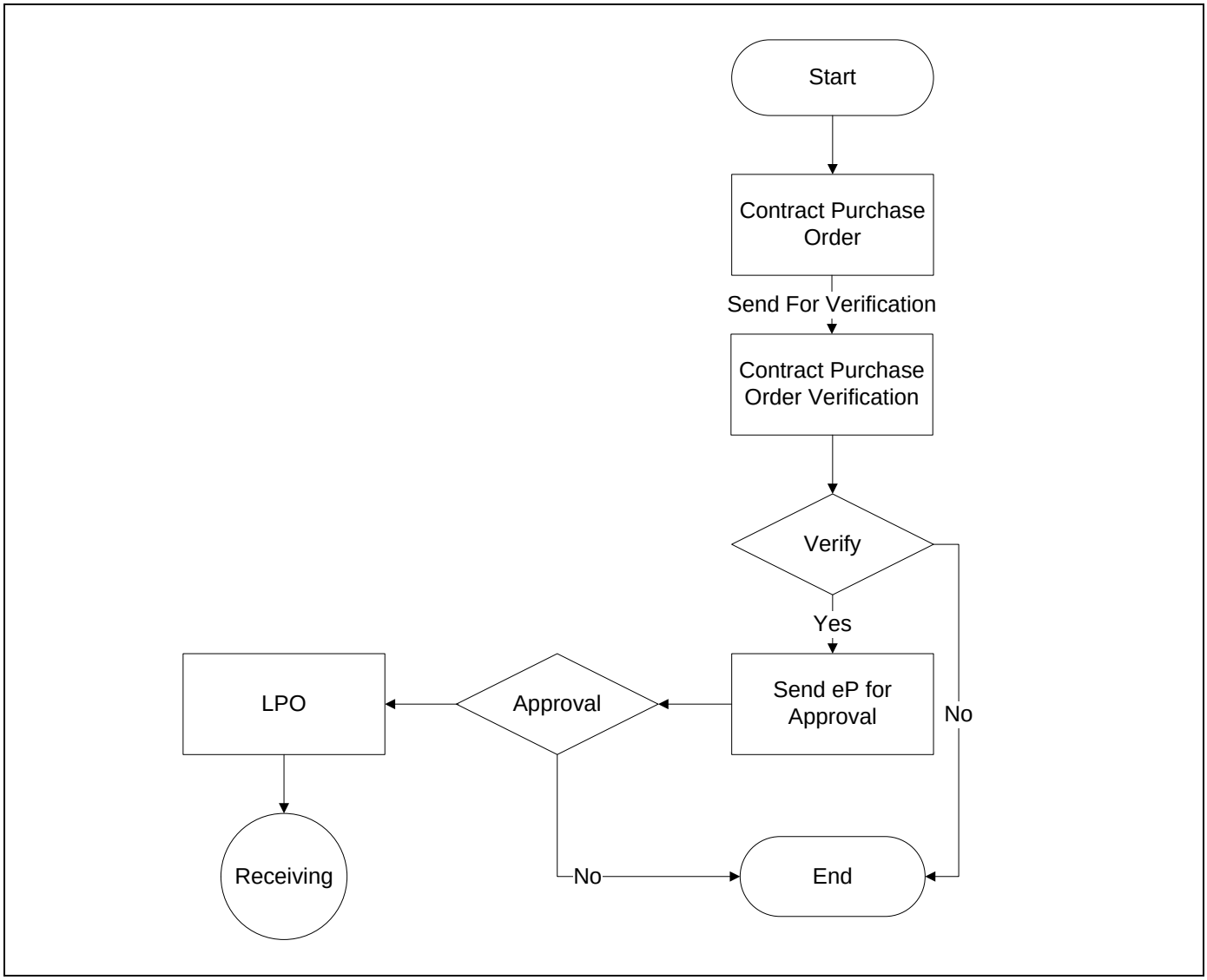

Start
Contract Purchase Order
Send For Verification
Contract Purchase Order Verification
Verify
Yes
No
Send eP for Approval
Approval
LPO
Receiving
No
End

Figure 3.2

3.1 View Recommended Purchase List (RPL) Contract Listing Page

To view existing Recommended Purchase List record, perform the steps below:

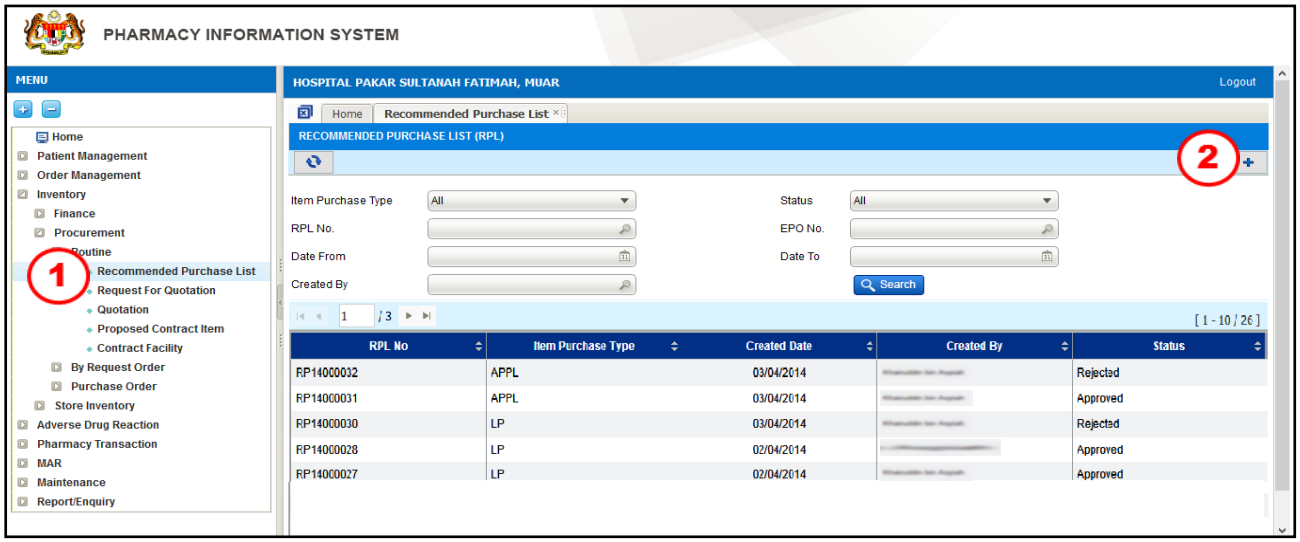


Figure 3.1-1 Recommended Purchase List (RPL) Listing Page

Recommended Purchase List (RPL) is a list generated by the system based on buffer level to help user to proceed with the purchases

STEP 1
Click on the 'Inventory menu' followed by 'Procurement', 'Routine' and click on 'Recommended Purchase List (RPL)'

STEP 2
To search for existing 'Recommended Purchase List (RPL)' transaction, this search criteria can be used:

a) Item Purchase Type:
- All
- APPL
- Contract
- LP

b) Status
- All
- Approved
- Cancelled
- Close
- Open
- Pending For Approval
- Pending For Verification
- Rejected

b) RPL No
c) EPO No
d) Date From
e) Date To
f) Created By

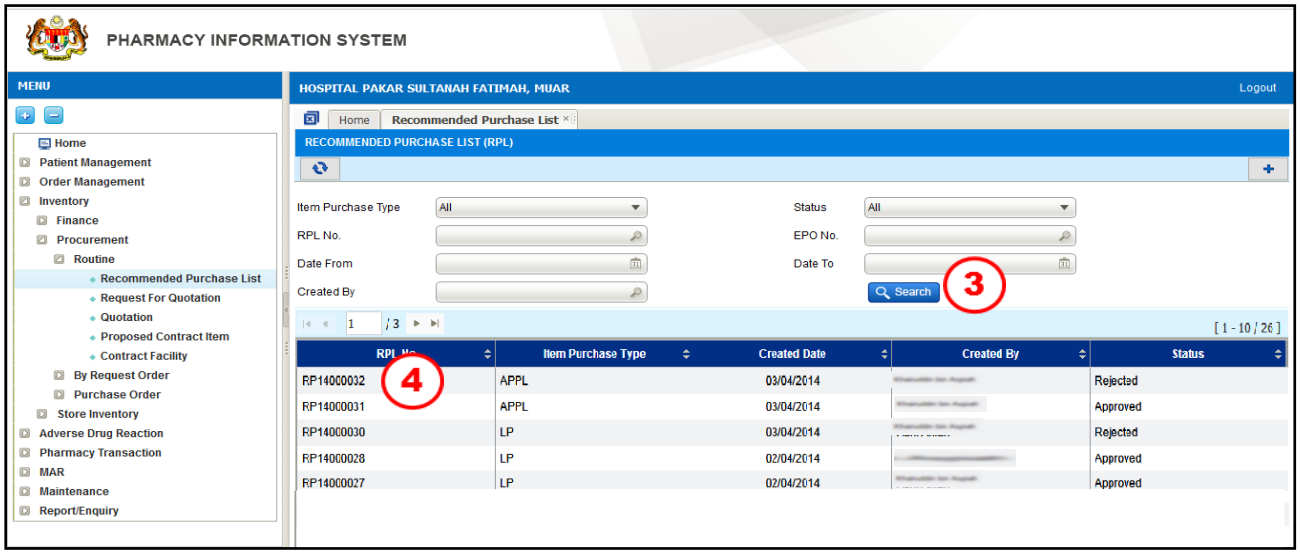


Figure 3.1-2 Recommended Purchase List (RPL) Listing Page

STEP 3

Click on the Search button after input criteria and the result display will be based on the criteria entered as shown in Figure 3.1-2

Note

In circumstances of no criteria is input, the entire list of previous transaction will be displayed.

STEP 4

Double click on the selected record and the details will be displayed

3.2 Create New Recommended Purchase List (RPL) Contract

To generate a Recommended Purchase List Contract record, perform the steps below:

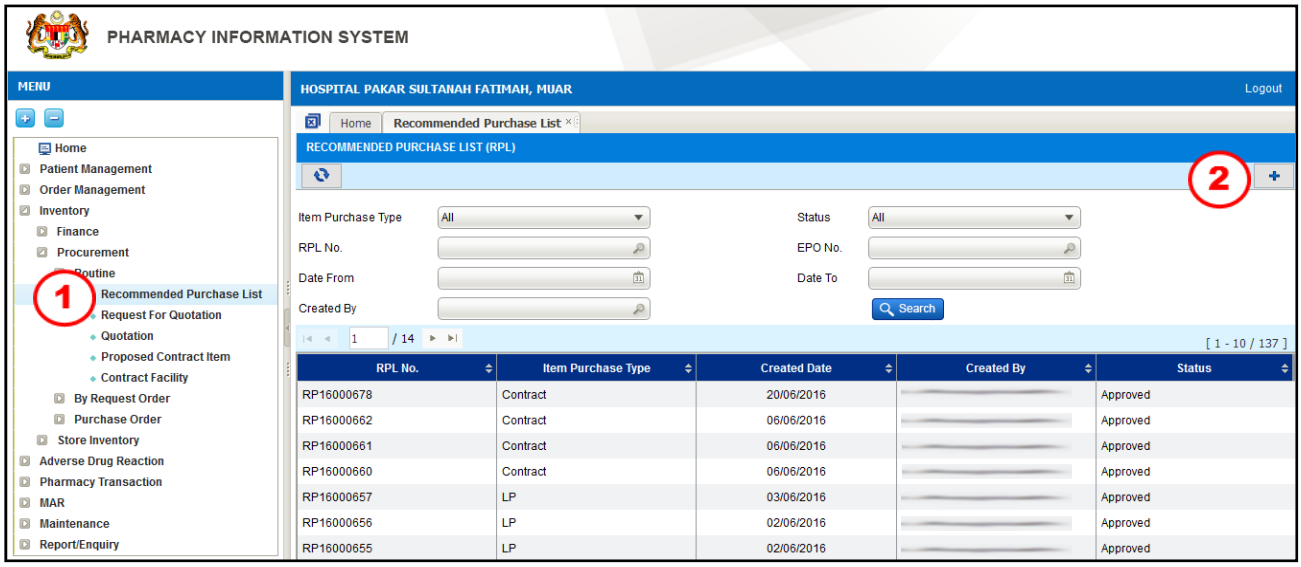


Figure 3.2-1 New Recommended Purchase List (RPL)

The purpose is to generate a list of items where the purchasing is meant for Facility used and not for specific department

STEP 1

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

STEP 2

Click on the + button and the 'Recommended Purchase List' screen will be displayed as shown in the Figure 3.2-2

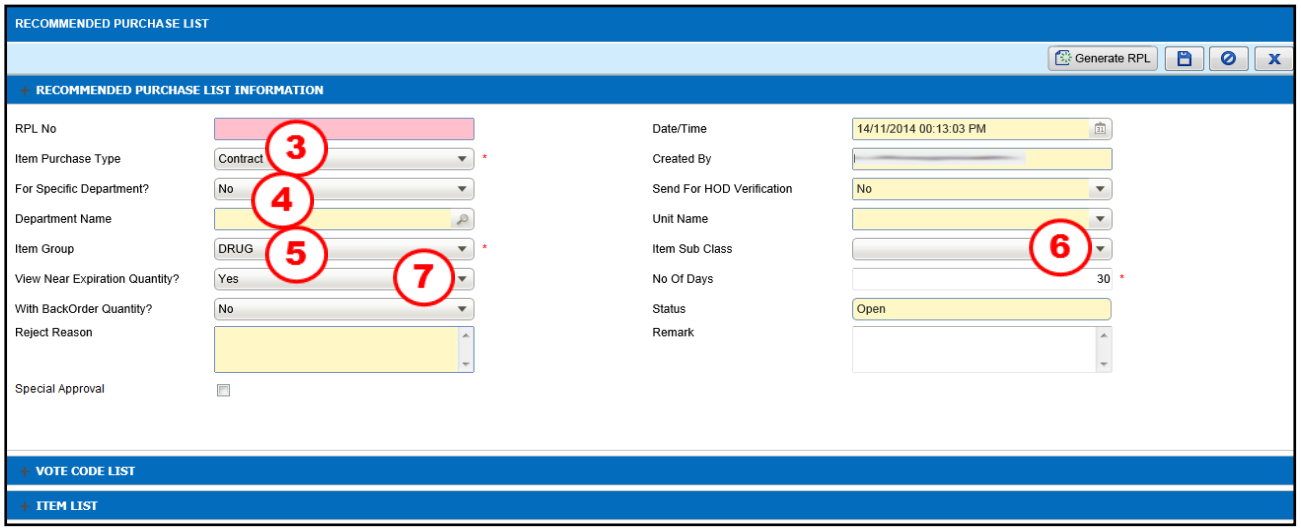


Figure 3.2-2 Recommended Purchase List (RPL)

STEP 3
Select ***Item Purchase Type*** as Contract

STEP 4
Select ***For Specific Department:*** NO

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

STEP 5
Select ***Item Group*** from the drop down box:
- Drug
- Non Drug

STEP 6
Select ***Item Sub Class*** will be retrieved from item sub class master table and will be displayed in a drop down box

STEP 7
Select to ***View Near Expiration Quantity?*** from the drop down box
- Yes
- No

Note
*If selection is 'Yes', user have to enter number of days in the **No of Days** field.*

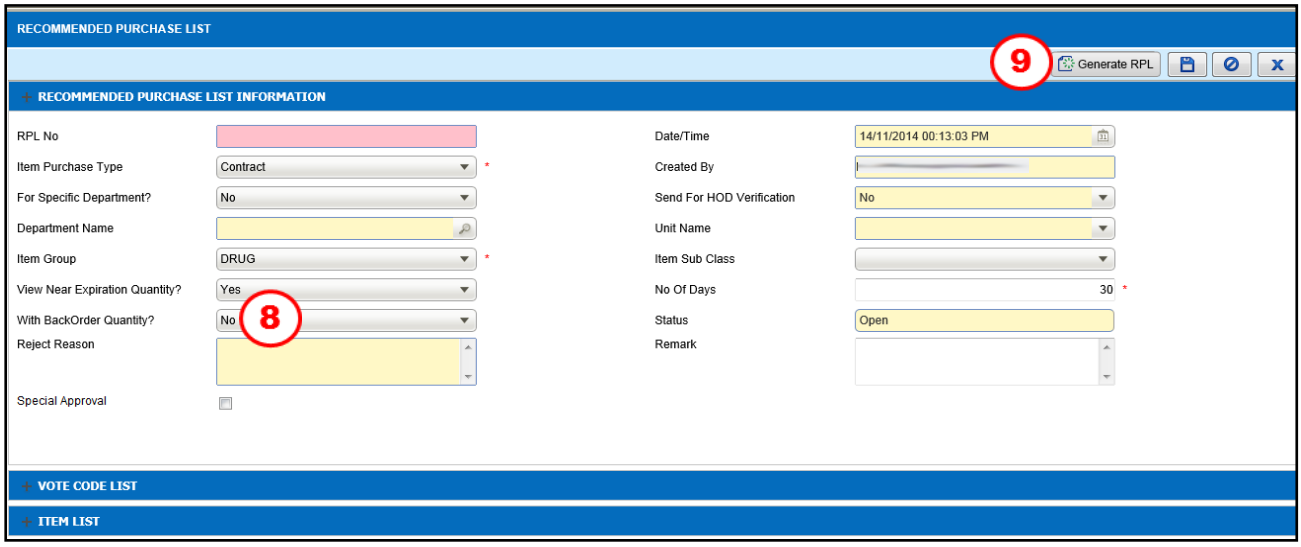


Figure 3.2-3 Recommended Purchase List (RPL)

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 supplied yet by the suppliers.

STEP 9
Click on the Generate RPL button to generate item based on selection criteria

Note

- *System is able to generate a list of items where the stock's quantity is less than the buffer level quantity.*
- *Buffer Level Quantity is set in the Item/Product Buffer Level.*
- *Summary information of Vote Code and Item List based on the list generated from the RPL.*
- *Vote Code List will contain summary information of Vote Code based on the items list generated from the RPL.*
- *RPL No will be generated when the user saves the transaction.*
- *Newly created RPL, **Status** will default to Open.*
- *Check on the **Special Approval** check box to purchase items from LP suppliers if PLSB or Contract Suppliers unable to supply needed Drug/Non Drug.*

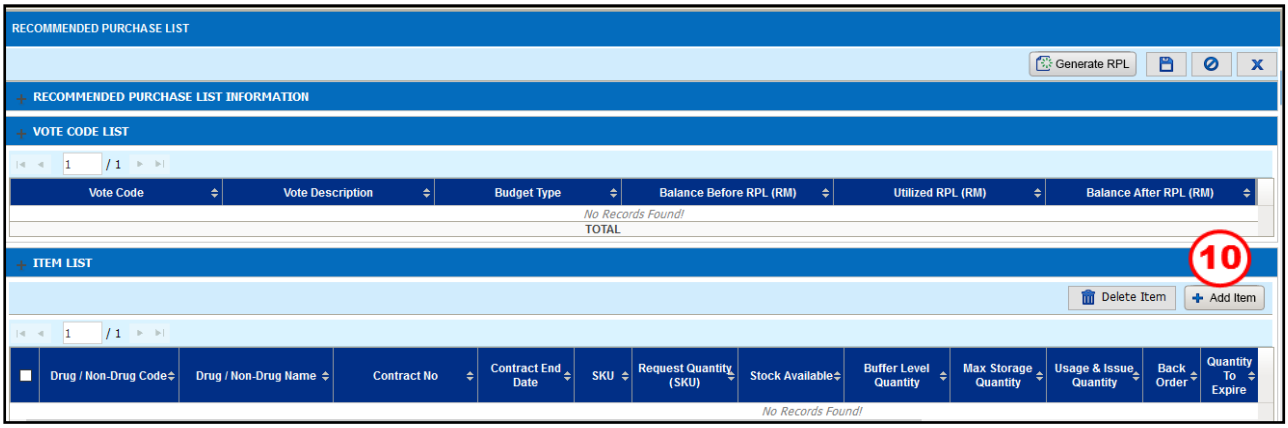


Figure 3.2-4 Add Item Manually

STEP 10

Click on the 

button to add additional item into the RPL list and the Add Item screen will be displayed as shown in Figure 3.2-5

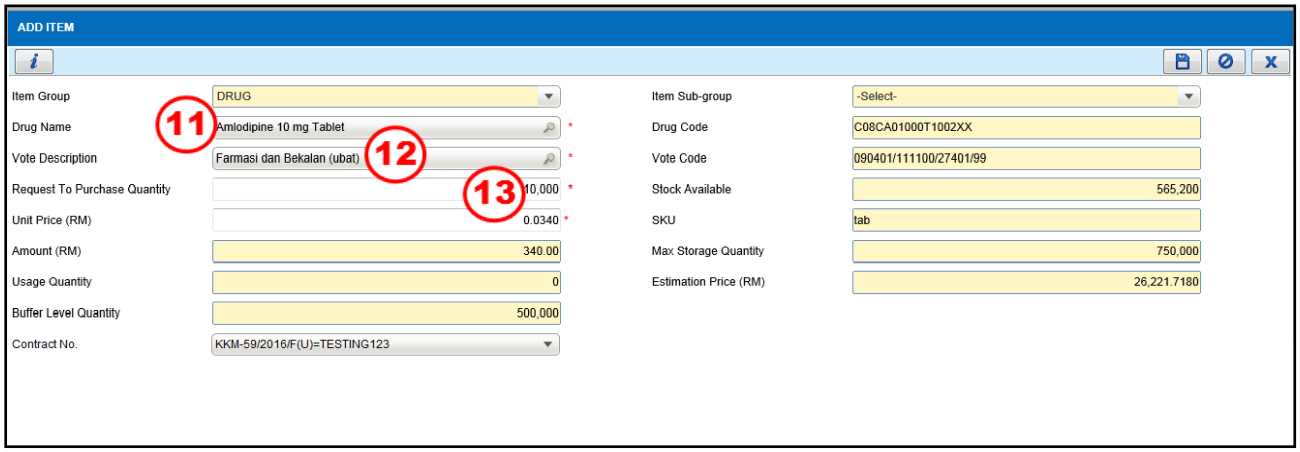


Figure 3.2-5 Add Item

STEP 11

Select ***Drug Name***

STEP 12
Select ***Vote Description*** from the drop down box if no default vote code has been set for the drug selected

STEP 13
Enter ***Request To Purchase Quantity***

Note

- *Available Quantity is non-editable; it will be automatically displayed base on the selected item code.*
- *Unit price is will be displayed but is editable*

Note (fields that are non editable)

- *SKU for item code is set up at Item Master.*
- *Amount (RM) will be based on the Request to Purchase Quantity*

*Amount (RM) = Request to Purchase Quantity * Unit Price (RM).*

- *Usage Quantity is default to 0 for first time procures and if the item has been purchased, value will be stated.*
- *The value for Estimation Price (RM) is based from Accumulate Total Quantity ÷ Amount Price.*

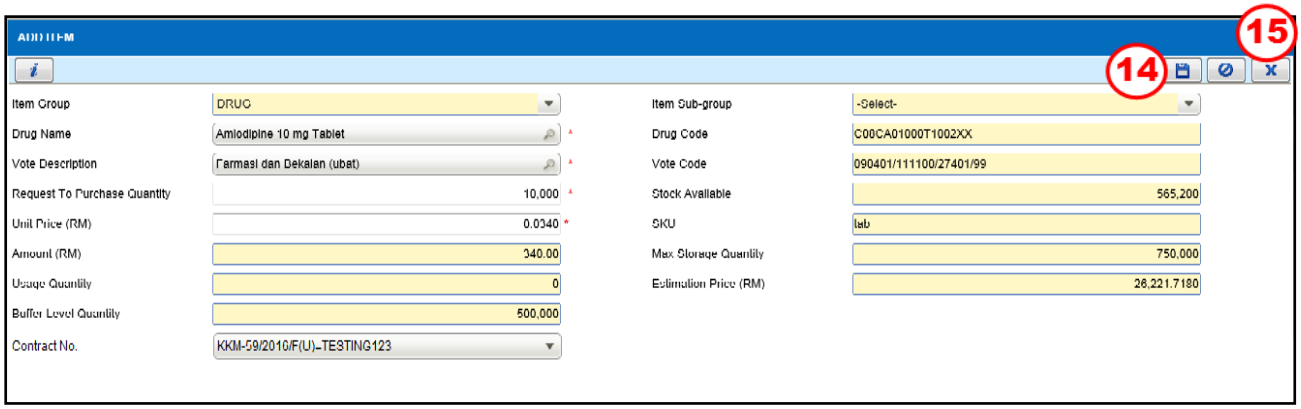


Figure 3.2-6 Add Item

STEP 14
Click on the  button to save the selected drug to be added into RPL list

STEP 15
Click on the  to close the Add Item screen

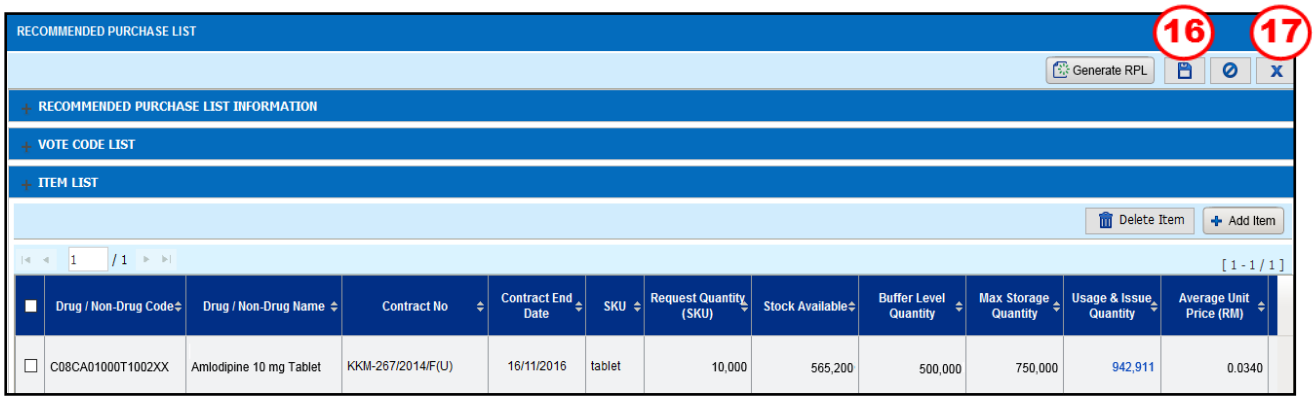


Figure 3.2-7 Save Record

STEP 16

Click on the  button to save the RPL transaction

Note

- *RPL No is generated after click save button.*
- *The transaction status is 'Open' after saved. After save, button for Send for Approval will be enabled.*
- *Click on the Send for Approval button to send the RPL to the HOD for approval.*
- *The transaction flow to Pharmacist to approve/reject through Task List. The status change to 'Pending for Approval'.*

STEP 17

Click on the  to close the RPL screen

3.3 Create New Recommended Purchase List Contract For Specific Department (YES) Without Verification

To generate a Recommended Purchase List Contract record, perform the steps below:

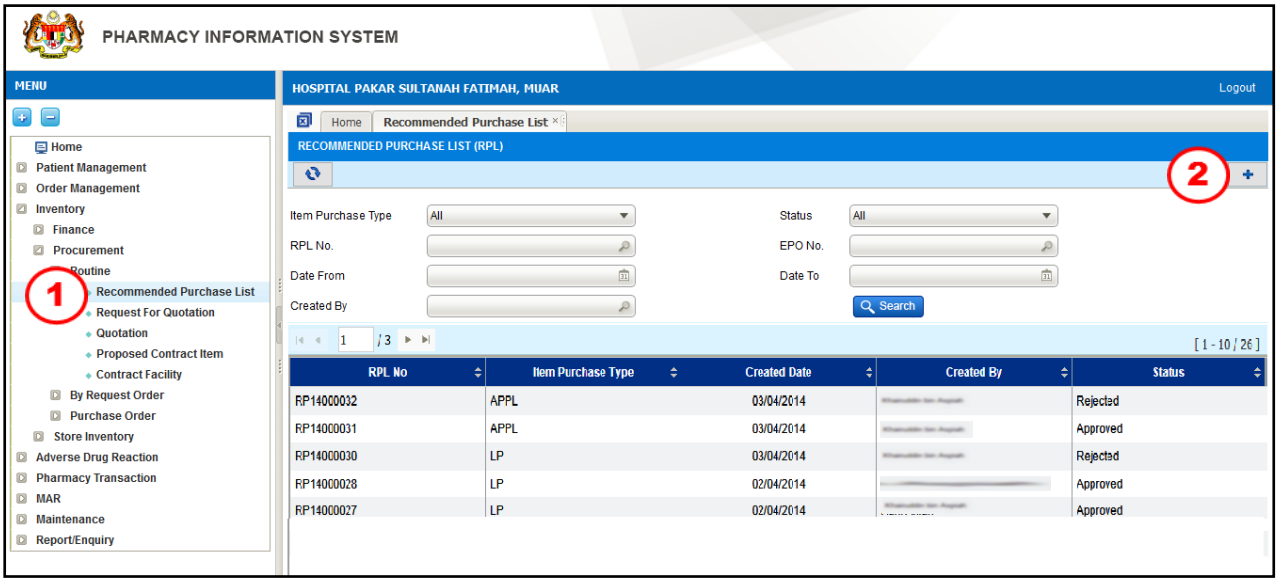


Figure 3.3-1 New Recommended Purchase List (RPL)

The purpose of this screen is to allow the user to create Recommended Purchase List (RPL) whereby verification from HOD is not required. The transaction is for Specific Department and user have to select ***Department Name*** and ***Unit Name*** but ***HOD Approval*** is '*NO*'

STEP 1

Click on 'Inventory' menu followed by 'Procurement and Routine', and select 'Recommended Purchase List (RPL)

STEP 2

Click on the  button and the 'Recommended Purchase List' will be displayed in the New Transaction screen as shown in the Figure 3.3-2 New Recommended Purchase List (RPL)

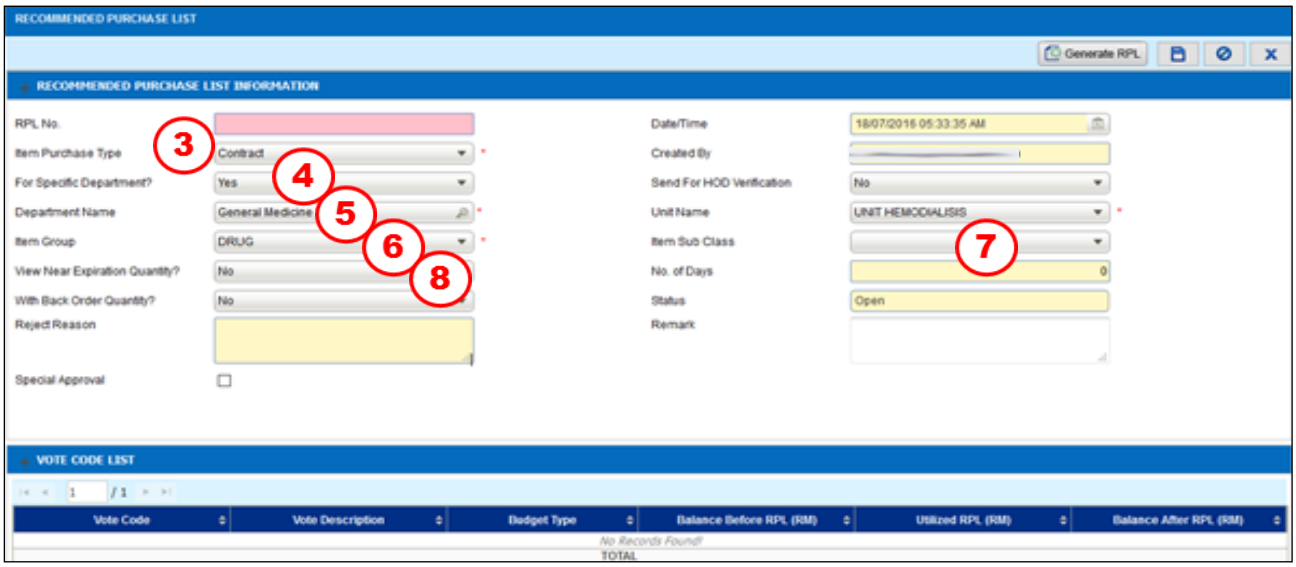


Figure 3.3-2 New Recommended Purchase List (RPL)

STEP 3
Select ***Item Purchase Type*** as Contract

STEP 4
Select ***For Specific Department is 'YES'***, function for ***Send for HOD Approval*** is enabled, but maintain 'NO'

STEP 5
Select ***Department Name***

Note
*List of **Department Name** retrieved from Department Master.*

STEP 6
Select ***Item Group*** from the drop down box:
- Drug
- Non Drug

STEP 7
Select ***Item Sub Class*** will be retrieved from item sub class master table and will be displayed in a drop down box

STEP 8
Select to ***View Near Expiration Quantity?*** from the drop down box:
- Yes
- No

Note
If selection is 'Yes', user have to enter No of Days.

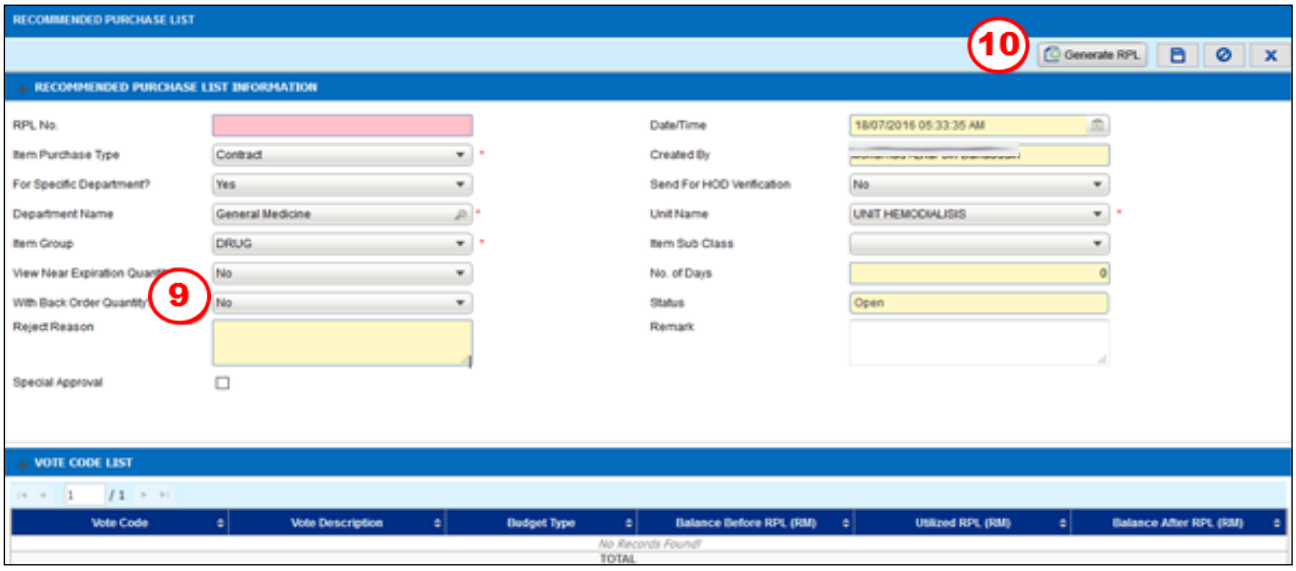


Figure 3.3-3 New Recommended Purchase List (RPL)

STEP 9

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

- Yes
- No

STEP 10

Click on the Generate RPL button to generate item based on selection criteria

Note

- *System is able to generate a list of items where the stock's quantity is less than the buffer level quantity.*
- *Buffer Level Quantity is set in the Item/Product Buffer Level.*
- *Summary information of Vote Code and Item List based on the list generated from the RPL.*
- *Vote Code List will contain summary information of Vote Code based on the items list generated from the RPL.*
- *RPL No will be generated when the user saves the transaction.*
- *Newly created RPL,* ***Status*** *will default to Open.*
- *Check on the* ***Special Approval*** *check box to purchase items from LP suppliers if PLSB or Contract Suppliers unable to supply needed Drug/Non Drug.*

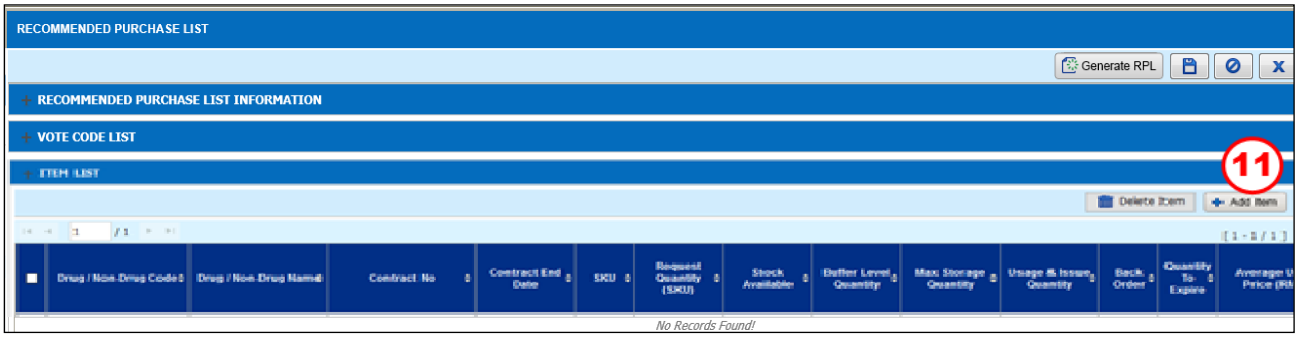


Figure 3.3-4 Add Item

STEP 11

Click on the Add Item button to add additional item into the RPL list and the Add Item screen will be displayed as shown in Figure 3.3-5

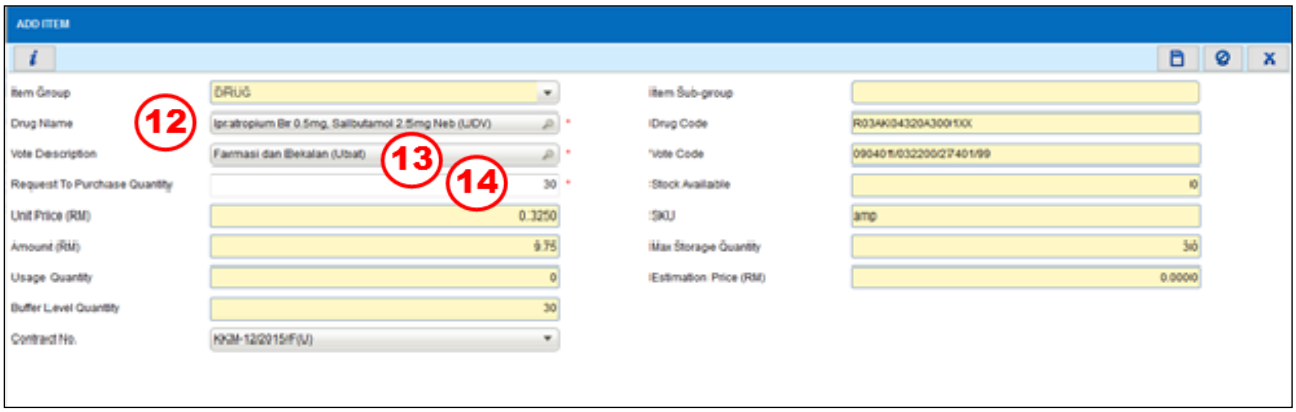


Figure 3.3-5 Add Item

STEP 12
Select ***Drug Name***

STEP 13
Select ***Vote Description*** from the drop down box if no default vote code has been set for the drug selected

STEP 14
Enter ***Request to Purchase Quantity***

Note

- *Available Quantity is non-editable; it will be automatically displayed base on the selected item code.*
- *Unit price is will be displayed but is editable*

Note (fields that are non editable)

- *SKU for item code is set up at Item Master.*
- *Amount (RM) will be based on the Request to Purchase Quantity*

  *Amount (RM) = Request to Purchase Quantity * Unit Price (RM).*

- *Usage Quantity is default to 0 for first time procures and if the item has been purchased, value will be stated.*
- *The value for Estimation Price (RM) is based from Accumulate Total Quantity ÷ Amount Price.*

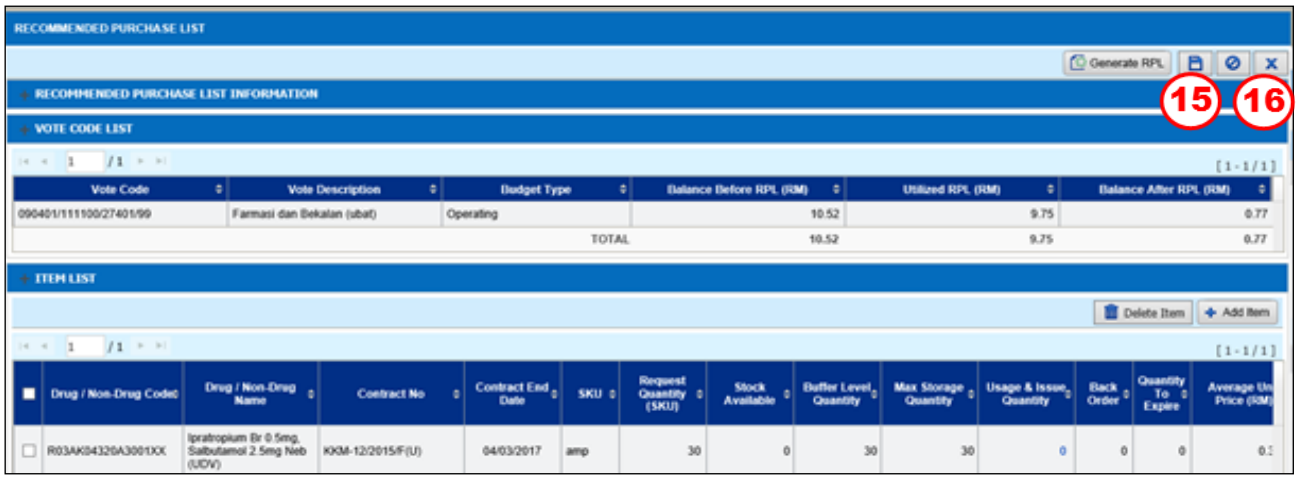


Figure 3.3-6 Save RPL

STEP 15

Click on the button to save the selected drug to be added into RPL list

Note

- *RPL No is generated after click save button.*
- *The transaction status is 'Open' after saved. After save, button for Send for Approval will be enabled.*
- *Click on the Send for Approval button to send the RPL to the HOD for approval.*
- *The transaction flow to Pharmacist to approve/reject through Task List. The status change to 'Pending for Approval'.*

STEP 16

Click on the to close the Add Item screen

3.4 Create New Recommended Contract For Specific Department (YES) With Verification

To create New RPL Contract, For Specific Department: YES, Send for Approval: YES, perform steps below

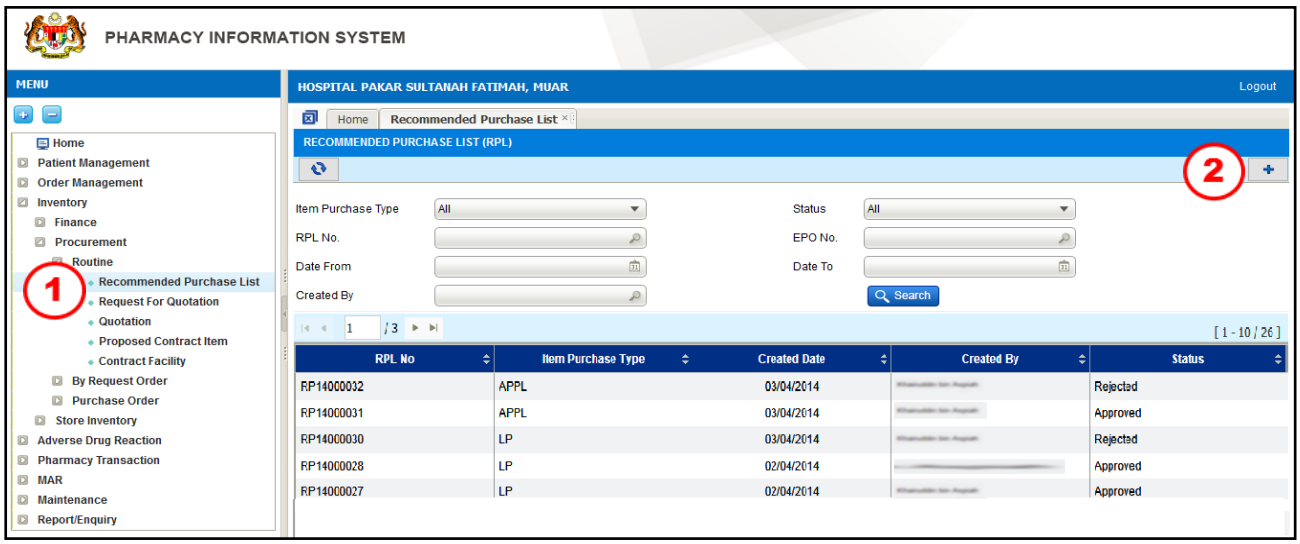


Figure 3.4-1 New Recommended Purchase List (RPL)

The purpose of this screen is to allow the user to create Recommended Purchase List (RPL) and Approval from HOD is required.The transaction is by Specific Department and user has to select Department Name and Unit Name. Users have to select 'Yes' for Send for HOD Verification.

STEP 1

Click on 'Inventory' menu followed by 'Procurement and Routine', and select 'Recommended Purchase List (RPL)

STEP 2

Click on the  button and the 'Recommended Purchase List' will be displayed in the New Transaction screen as shown in the Figure 3.4-2 New Recommended Purchase List (RPL)

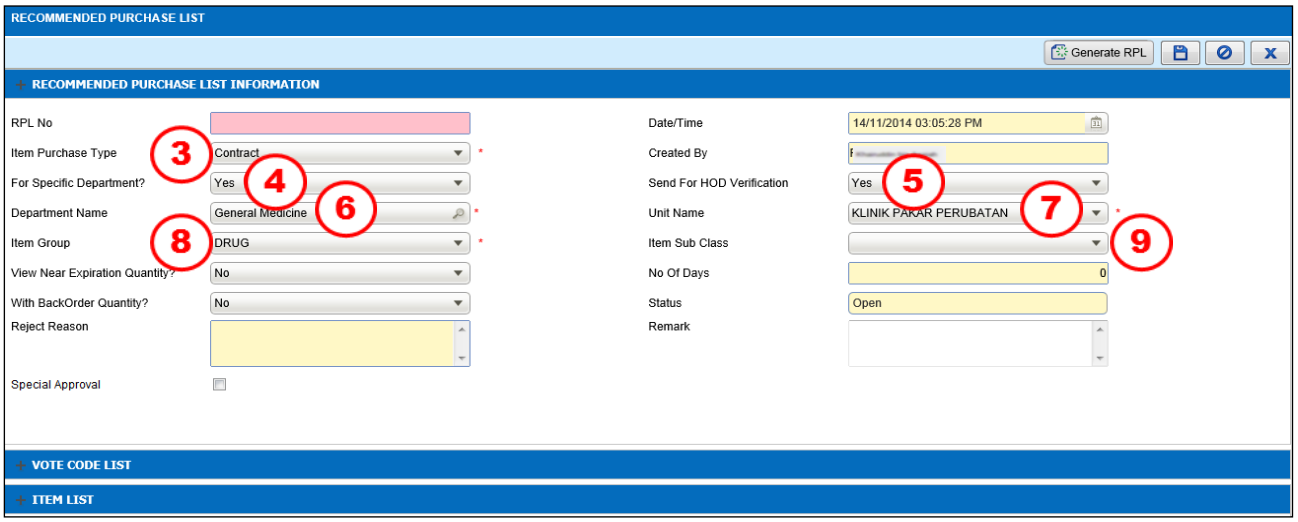


Figure 3.4-2 New Recommended Purchase List (RPL)

STEP 3

Select ***Item Purchase Type*** as Contract

STEP 4
Click ***For Specific Department*** and select '*Yes*', function for ***Send for HOD Verification*** is enabled

STEP 5
Click 'Yes' for ***Send For HOD Verification***
Note
If Send For HOD Verification is 'Yes' the RPL transaction will send to respective HOD for verification.

STEP 6
Select ***Department Name***
Note
List of Department Name retrieved from Department Master.

STEP 7
Select ***Unit Name***

STEP 8
Select ***Item Group*** from the drop down box:
- Drug
- Non Drug

STEP 9
Select ***Item Sub Class*** is retrievable from item sub class master table and will be displayed in a drop down box

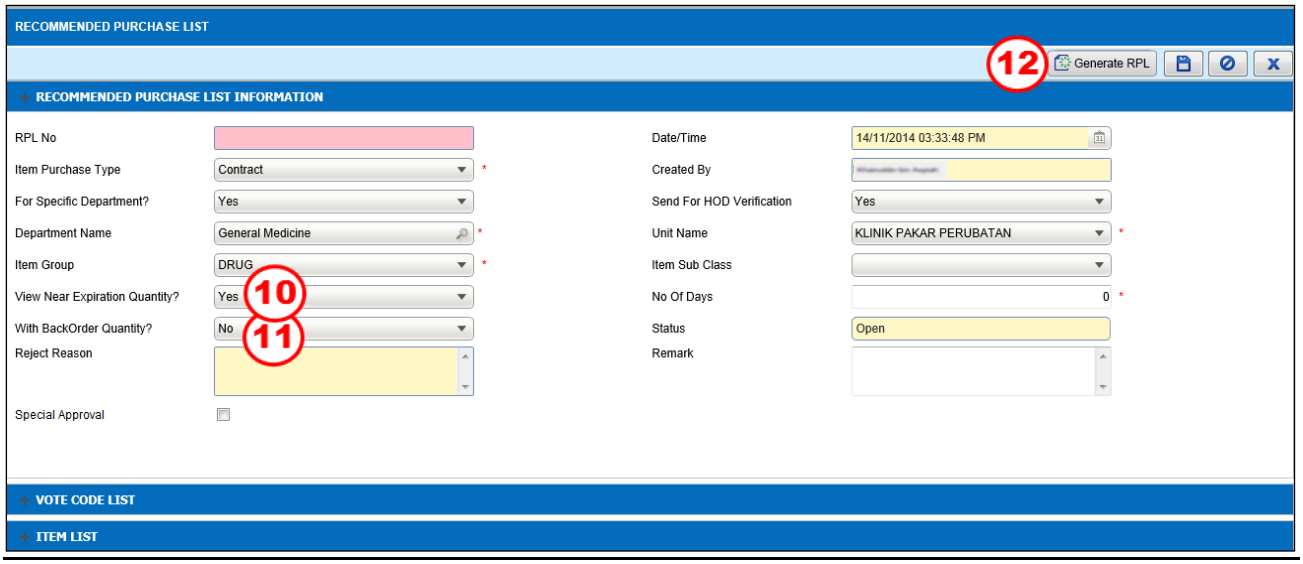


Figure 3.4-3 New Recommended Purchase List (RPL)

STEP 10
Select to ***View Near Expiration Quantity?*** from the drop down box:
- Yes
- No

Note
If selection is 'Yes', enter number of days in the ***No of Days*** *field.*

STEP 11
With Back Order Quantity? from the drop down box:
- Yes
- No

STEP 12

Click on the Generate RPL button to generate item based on selection criteria

Note

- *System is able to generate a list of items where the stock's quantity is less than the buffer level quantity.*
- *Buffer Level Quantity is set in the Item/Product Buffer Level.*
- *Summary information of Vote Code and Item List based on the list generated from the RPL.*
- *Vote Code List will contain summary information of Vote Code based on the items list generated from the RPL.*
- *RPL No will be generated when the user saves the transaction.*
- *Newly created RPL,* ***Status*** *will default to Open.*
- *Check on the* ***Kelulusan Khas*** *check box to purchase items from LP suppliers if PLSB or Contract Suppliers unable to supply needed Drug/Non-Drug.*

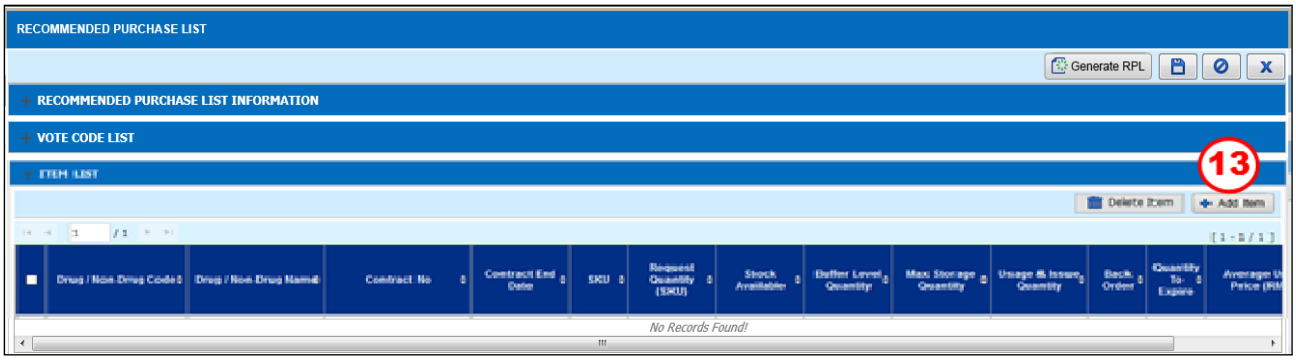


Figure 3.4-4 New Recommended Purchase List (RPL)

STEP 13

Click on the Add Item button to add additional item into the RPL list and the Add Item screen will be displayed as shown in Figure 3.4-5

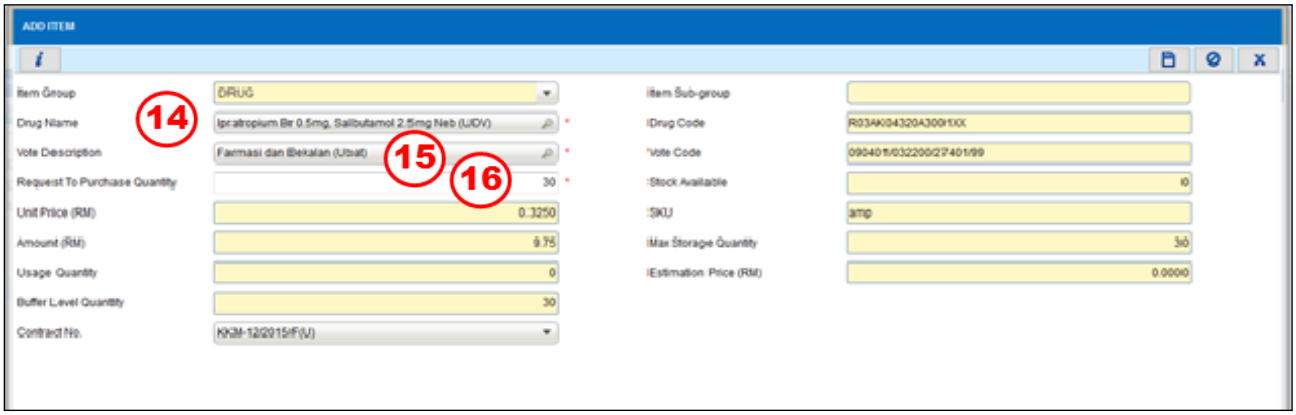


Figure 3.4-5 Add Item

STEP 14

Select ***Drug Name***

STEP 15
Select ***Vote Description*** from the drop down box if no default vote code has been set for the drug selected

STEP 16
Enter ***Request to Purchase Quantity***

Note

- *Available Quantity is non-editable; it will be automatically displayed base on the selected item code.*
- *Unit price (RM) will be displayed but is editable*

Note (fields that are non editable)

- *SKU for item code is set up at Item Master.*
- *Amount (RM) will be based on the Request to Purchase Quantity*

  *Amount (RM) = Request to Purchase Quantity * Unit Price (RM)*
- *Usage Quantity is default to 0 for first time procures and if the item has been purchased, value will be stated.*
- *The value for Estimation Price (RM) is based from Accumulate Total Quantity ÷ Amount Price.*

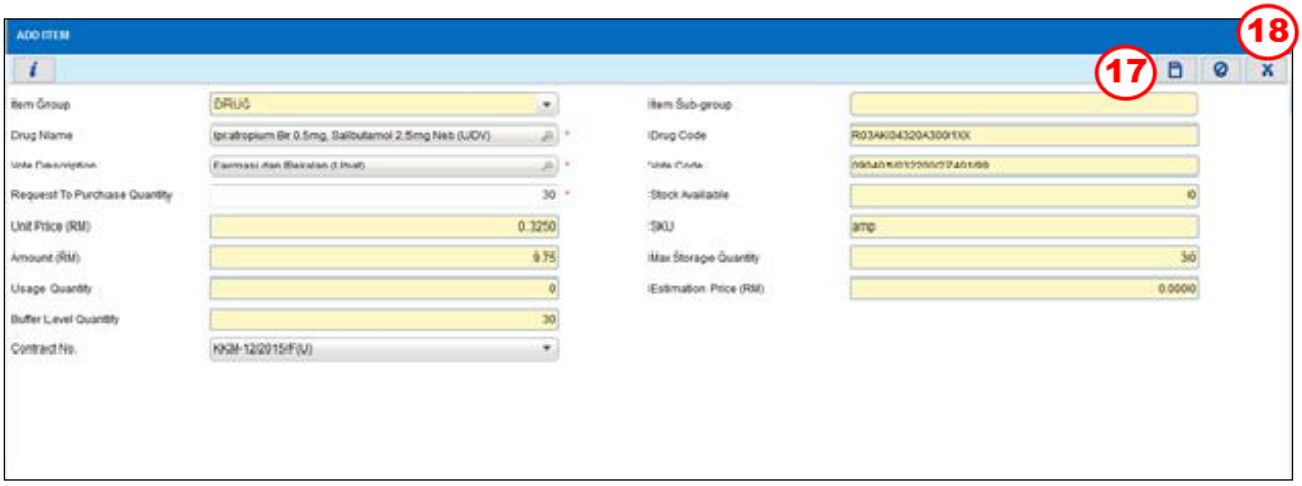


Figure 3.4-6 Add Item

STEP 17
Click on the  button to save the selected drug to be added into RPL list

STEP 18
Click on the  to close the Add Item screen

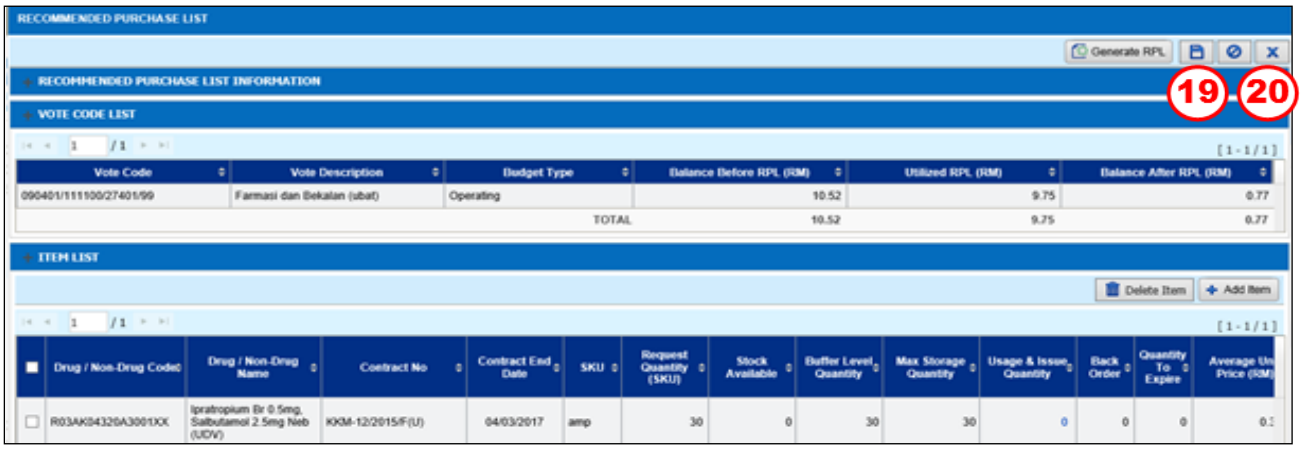


Figure 3.4-7 Recommended Purchase List (RPL)

STEP 19

Click on the  button to save the RPL transaction

STEP 20

Click on the  to close the RPL screen

Note

- *RPL No is generated after click save button.*
- *The transaction status is 'Open' after saved. After save, button for Send for Verification will be enabled.*
- *Click on the Send for Verification button to send the RPL to the HOD for verification.*
- *The transaction flow to HOD to approve/reject through Task List. The status change to 'Pending for Verification.*

3.5 Recommended Purchase List (RPL) Verification

To view and verify the Recommended Purchase List (RPL) record, perform the steps below:

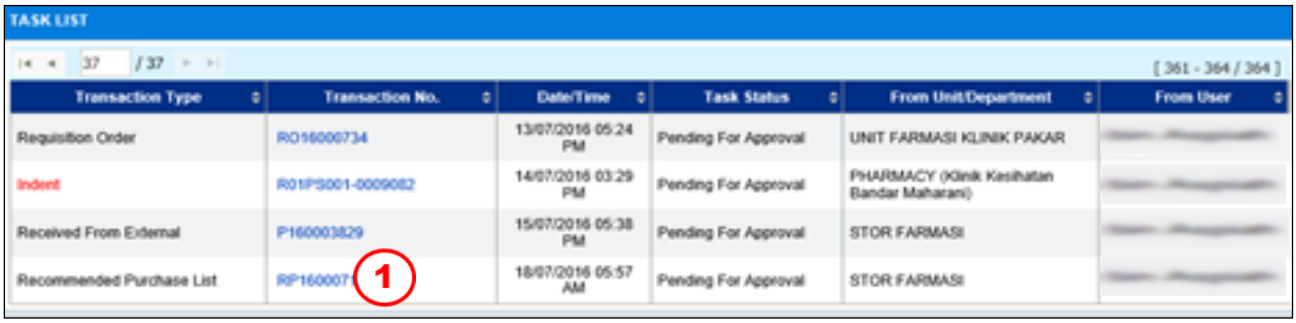


Figure 3.5-1 Task List

The purpose of this screen is for the HOD to search and view the Recommended Purchase List (RPL) through Task List. The transaction is mainly for HOD to verify the RPL transaction.

STEP 1

Click on the ***Transaction No***. hyperlink and the Recommended Purchase List (RPL) screen will be displayed as shown in Figure 3.5-2

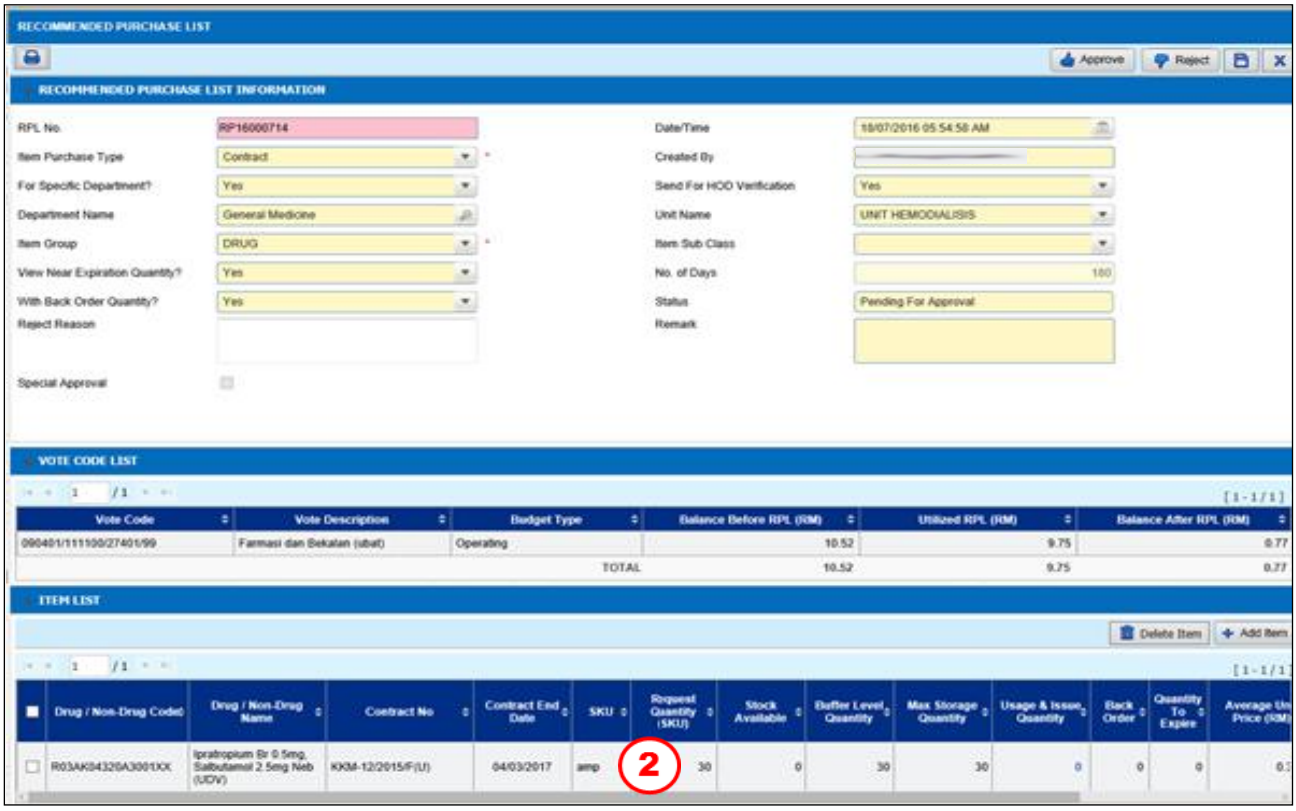


Figure 3.5-2 Recommended Purchase List (RPL) Verify

STEP 2

Double click on the Item List and new screen will be shown in Figure 3.5-3

Note
HOD/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/Pharmacist is allowed to:

a) *View Usage & Issue Quantity*
b) *View No Of Vote Code*
c) *Add/Delete Item*
d) *Made a modification of the Vote Code List*

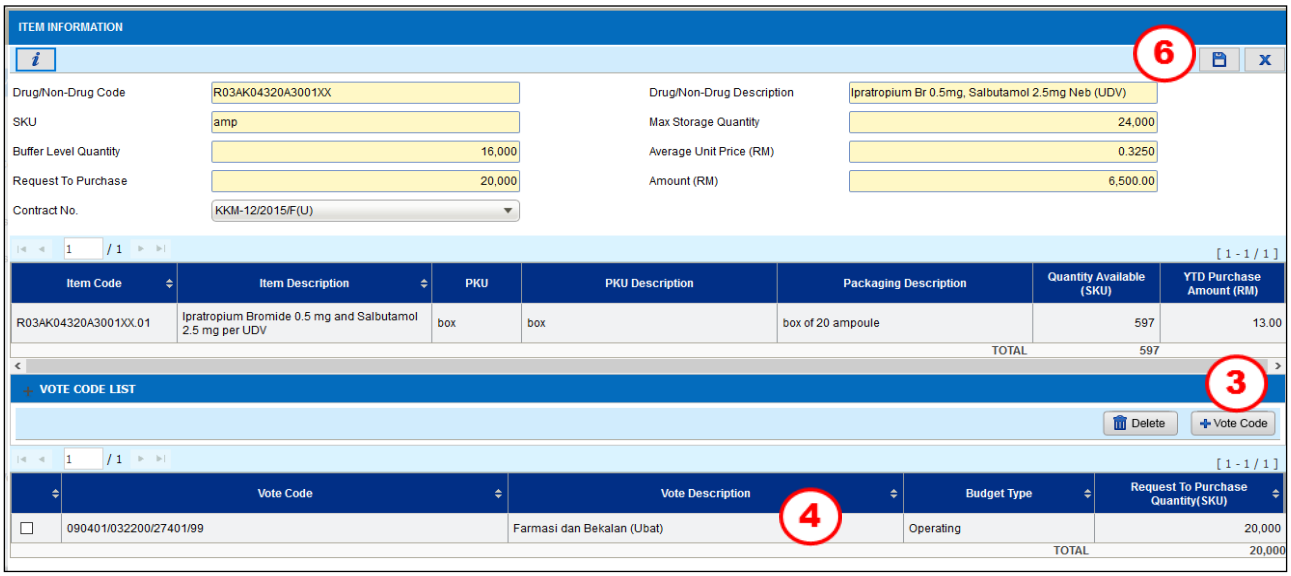


Figure 3.5-3 Recommended Purchase List (RPL) Verify

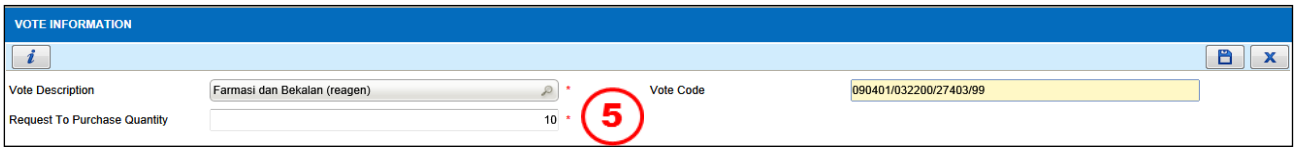


Figure 3.5-4 Vote Information

STEP 3

Click on the Vote Code button to add more vote code in Vote Code List and new screen will be shown in Figure 3.5-4

Note

- *The reason to add vote code because of insufficient budget to procure the item.*
- *If double click on available vote in vote code list, the new screen will be shown to allow user to edit the vote code as shown in Figure 3.5-4.*

STEP 4

Select ***Vote Description***

STEP 5

Insert ***Request To Purchase Quantity***

STEP 6

Click on the button to save the transaction

Note

- *If click on the* Yes *button, record will be saved and new vote code will appear in Vote Code List.*

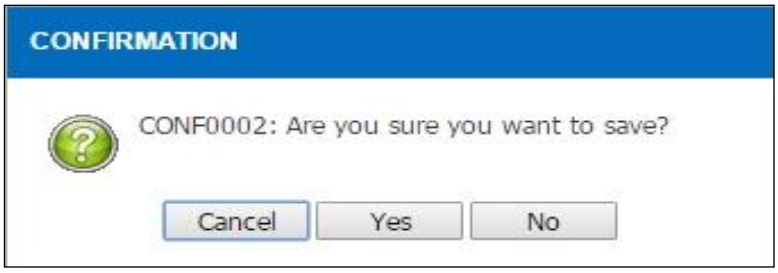


Figure 3.5-5 Alert Messages

- *If click on the* No *button, record will not be saved and will not be proceed to add vote code process.*

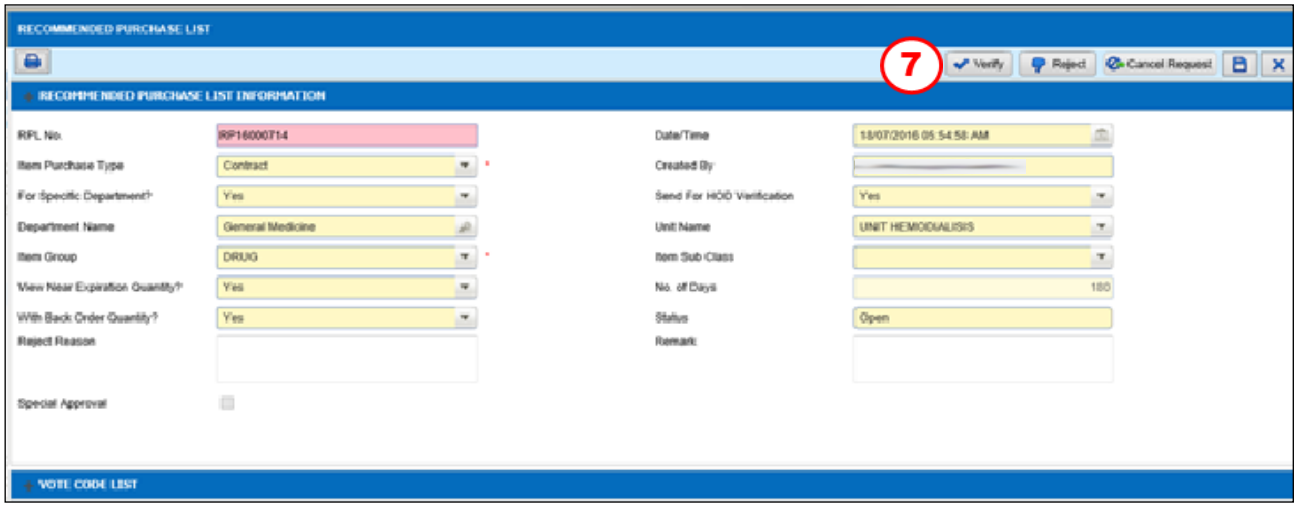


Figure 3.5-6 Verify Recommended Purchase List

STEP 7

Click on the Verify button to proceed the transaction

Note

- *HOD rejects transaction, necessary to put remarks.*

- *If click on the* Yes *button, record will be verified and saved and proceed to Approval process.*

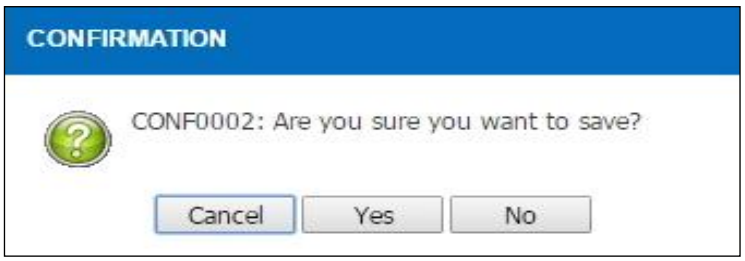


Figure 3.5-7 Alert Messages

- *If click on the* No *button, record will not be verified and will not be proceed to approval process as shown in Figure 3.5-7.*
- *If click on the* Reject *button, the transaction will not proceed to Approval process*
- *Click on the* OK *button, record will be verified and sent for approval successfully*

Figure 3.5-8 Record Verified Alert Messages

- *The transaction S**tatus** will be changed to 'Pending For Approval'.*

3.6 Recommended Purchase List (RPL) Contract Approval

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

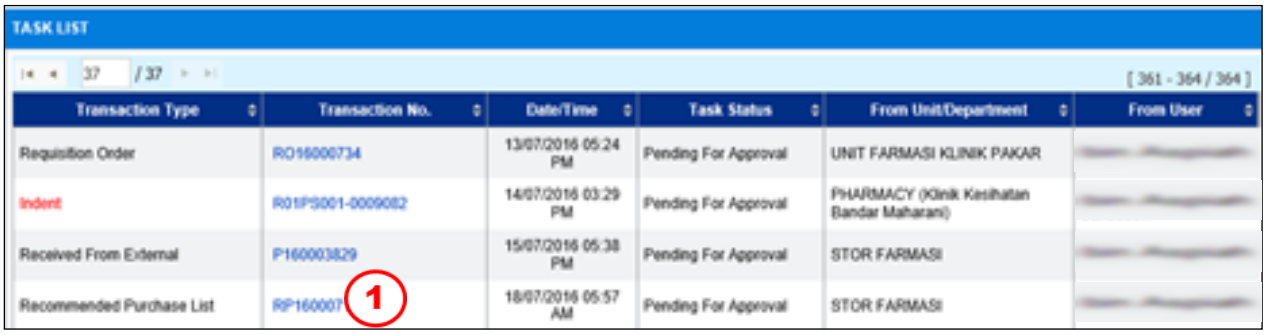


Figure 3.6-1 Recommended Purchase List (RPL) Approval

The purpose of this screen is for the Pharmacist to search, edit and view the RPL with the status Pending for Approval.The transaction is for Pharmacist to approve the transaction to proceed with purchasing

STEP 1
Click one of the Transaction No. and system will be directed to related screen

Note
Pharmacist has an option by open listing page and search for 'Pending for Approval for' Recommended Purchase List.

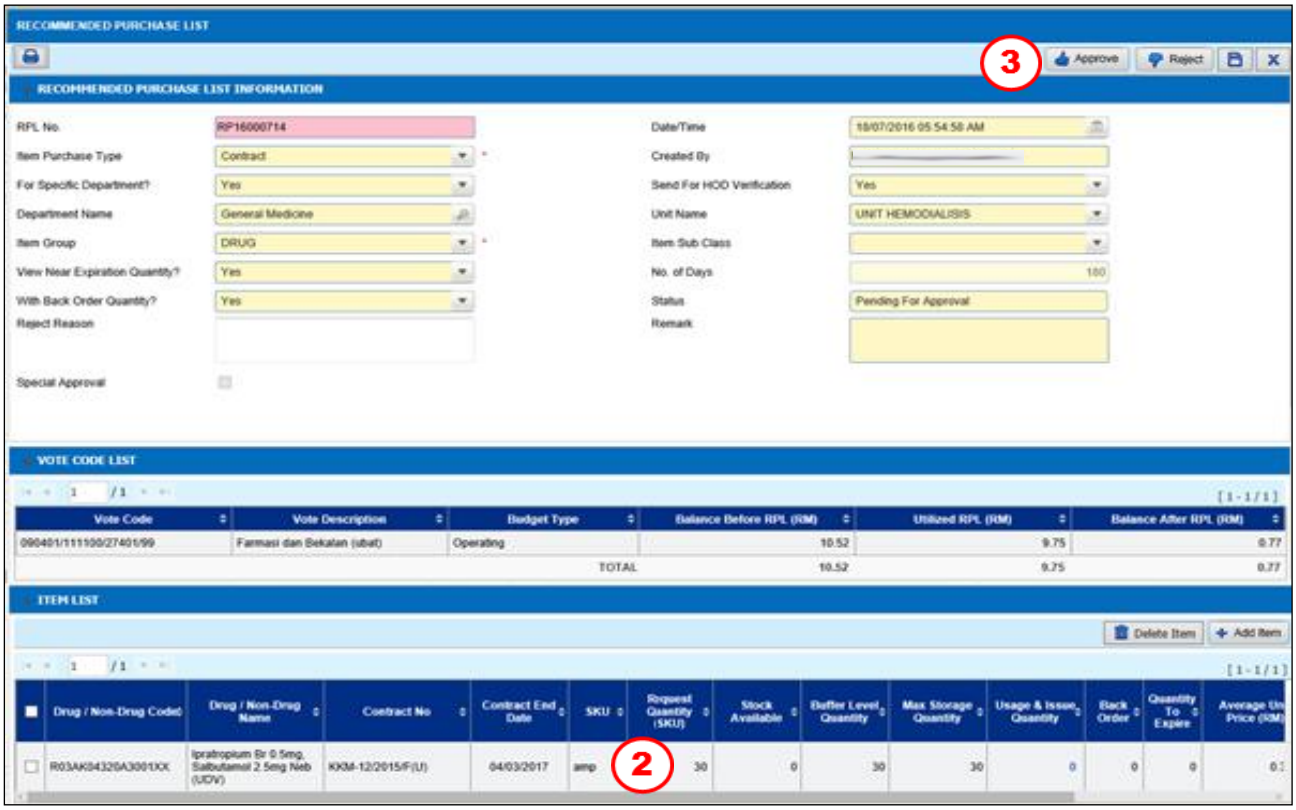


Figure 3.6-2 Recommended Purchase List (RPL) Approval

STEP 2
Double-click on the Item List to view Item Information

STEP 3

Click on the Approve button to approve the transaction and proceed to Generate EPO Details

Note

- *Before click on the Approve button, HOD/Pharmacist is allowed to:*
  - *View Usage & Issue Quantity*
  - *View No Of Vote Code*
  - *Add/Delete Item*
  - *Made a modification of the Vote Code List*

- *To do modification on Vote Code, please repeat steps and refer the Figure below:*
  - *Recommended Purchase List (RPL) Step 3, Figure 3.5-3 Recommended Purchase List (RPL) Verify*
  - *Recommended Purchase List (RPL)Step 4-6, Figure 3.5-4 Vote Information*
  - *Recommended Purchase List (RPL) Step 7-8, Figure 3.5-6 Vote Information*

3.7 Purchase Order Listing Page

To view existing Purchase Order record, perform the steps below:

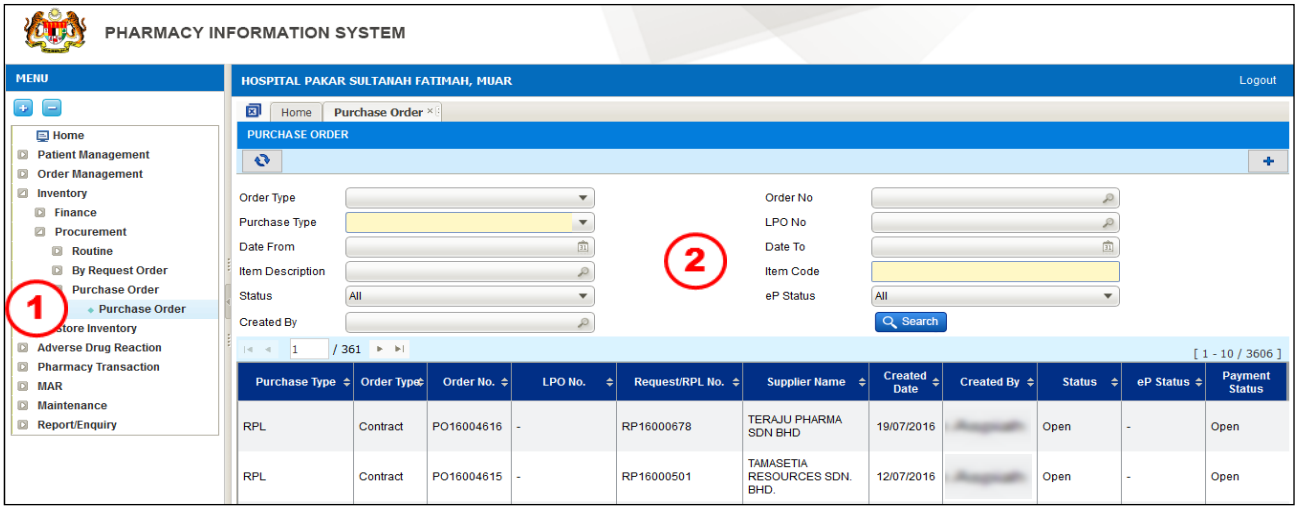


Figure 3.7-1 Purchase Order Listing Page

Purpose of this screen is to allow user to choose 3 order types which are APPL, Contract, and LP and proceed with procurement process

STEP 1
Click on 'Inventory' menu followed by
'Procurement and Routine', and select 'Purchase Order'

STEP 2
To search for existing purchase order transaction, you may search by criteria as follow:

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
   - Open
   - Pending to Approval
   - Approved
   - Cancelled
   - Closed
   - Rejected

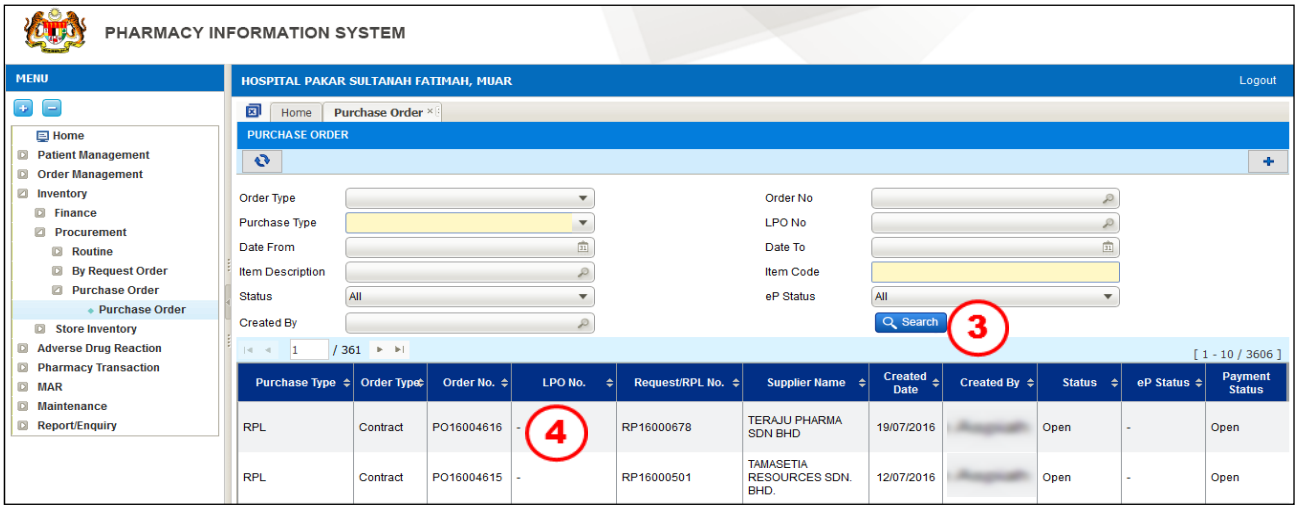


Figure 3.7-2 Purchase Order Listing Page

STEP 3

Click on the Search button after input criteria
The result displayed will be based on the entered criteria as shown in Figure 3.7-2
In circumstances of no criteria is input, the entire list of transaction will be displayed

STEP 4

Double click on the selected record and the details will be displayed

3.8 Create New Contract Purchase Order: RPL

To create a new Contract Purchase Order RPL transaction, perform the steps below:

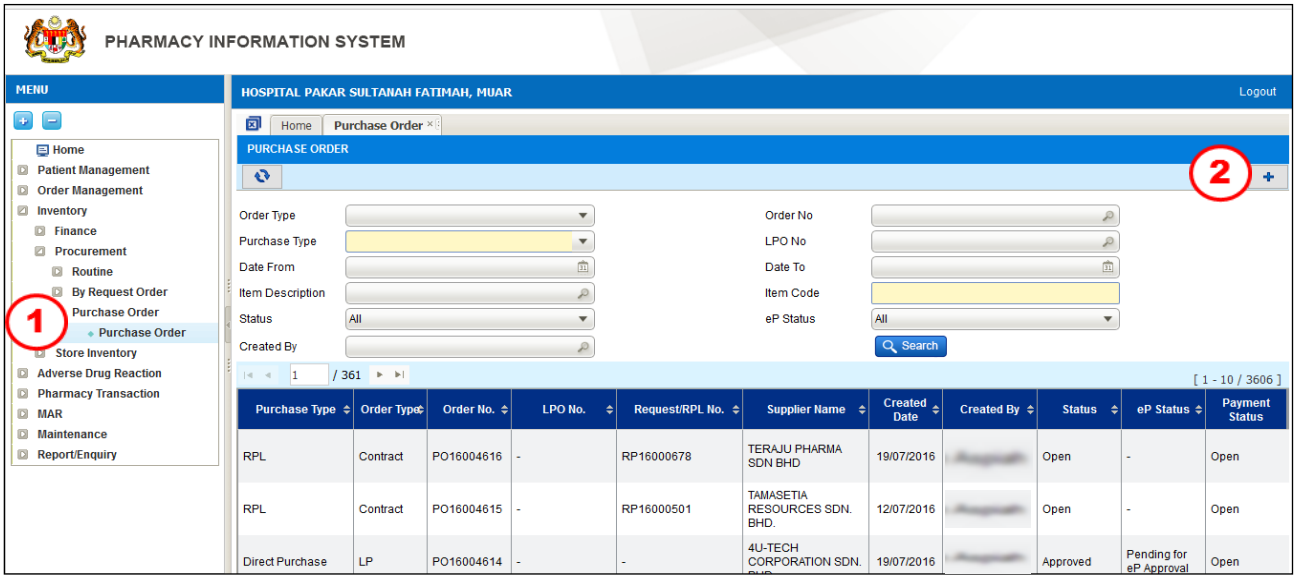


Figure 3.8-1 New Contract RPL Purchase Order

STEP 1

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

STEP 2

Click on the + button and the ***Contract Purchase Order*** tab will be displayed in the ***Purchase Order*** screen as shown in the Figure 3.8-2

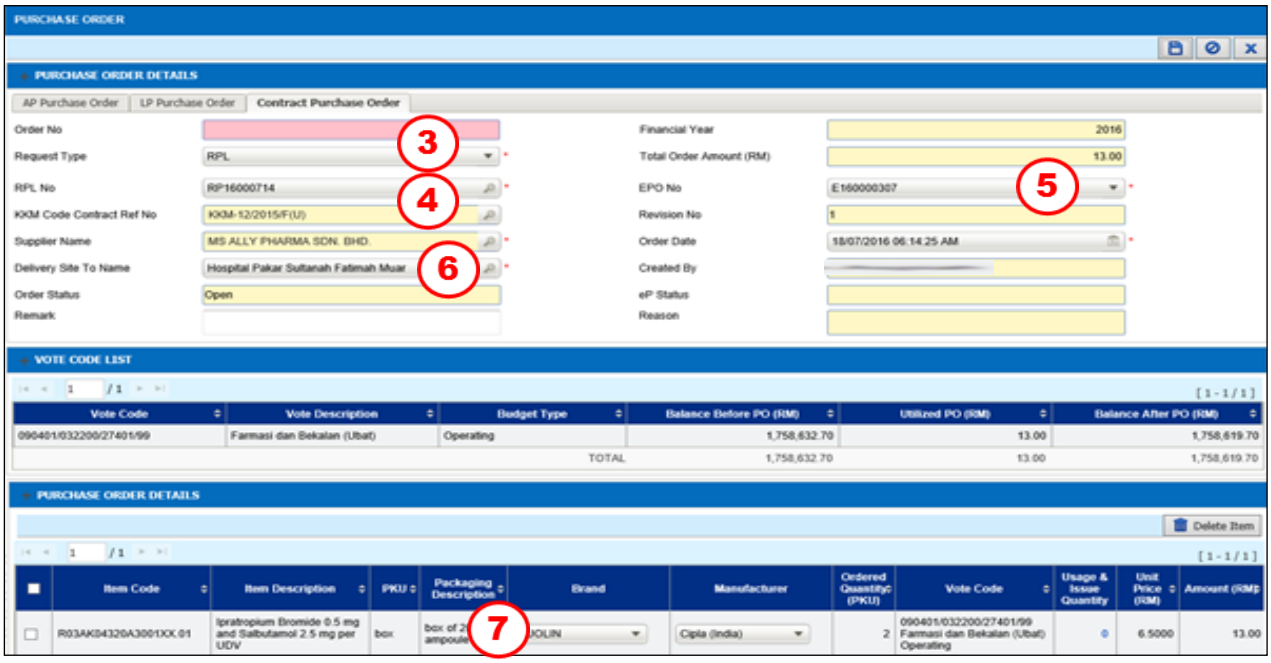


Figure 3.8-2 Contract RPL Purchase Order

STEP 3

Select on ***Request Type*** : RPL

STEP 4
Select available ***RPL No***

STEP 5
Select available ***EPO No***
Note

- ***Order Date*** *will default to server time.*
- ***Supplier Name*** *will be selected based on M.O.H given.*

STEP 6
Select available ***Delivery Site To Name***

STEP 7
Double click on the item listed

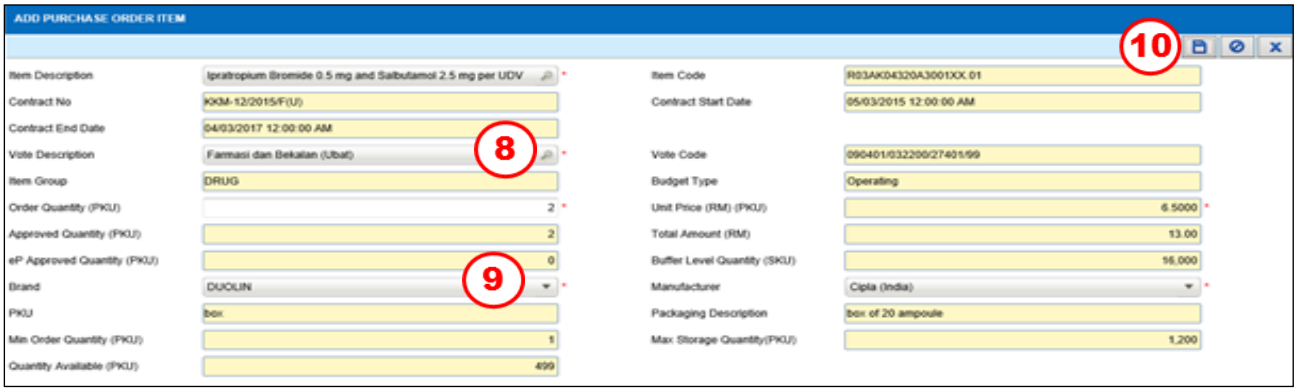


Figure 3.8-3 Add Purchase Order Item

STEP 8
Select available ***Brand***

STEP 9
Select ***Manufacturer***

STEP 10

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

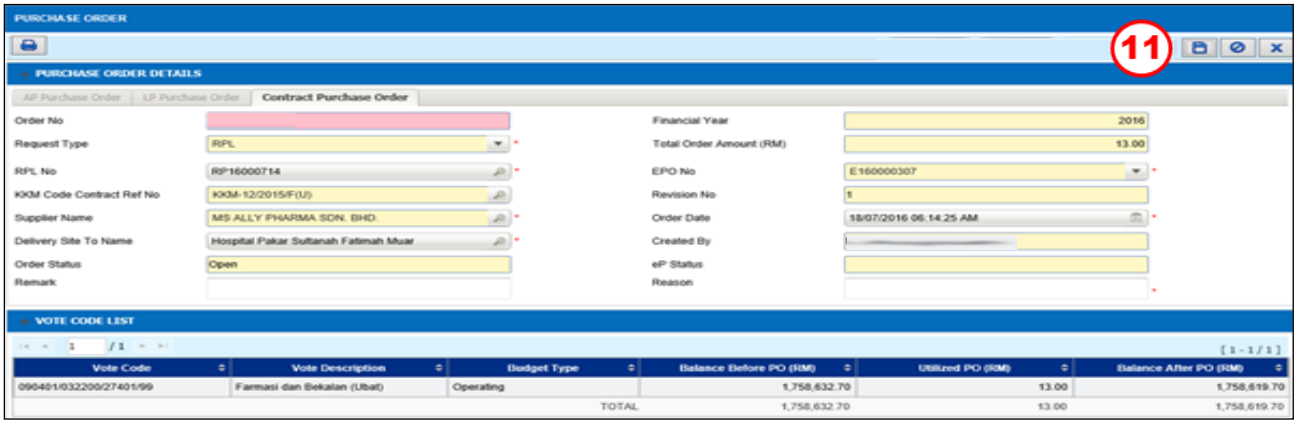


Figure 3.8-4 Contract Purchase Order

STEP 11

Click on the  button to save the modification

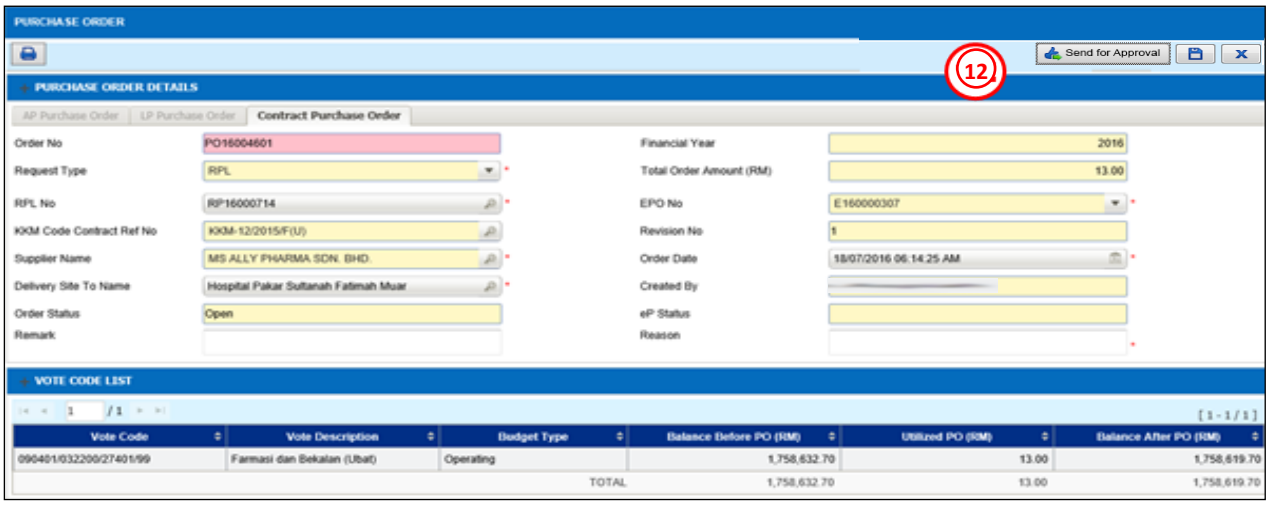


Figure 3.8-5 Contract Purchase Order

STEP 12

Click on the Send for Approval button to get approval from Pharmacist as per Figure 3.8-5

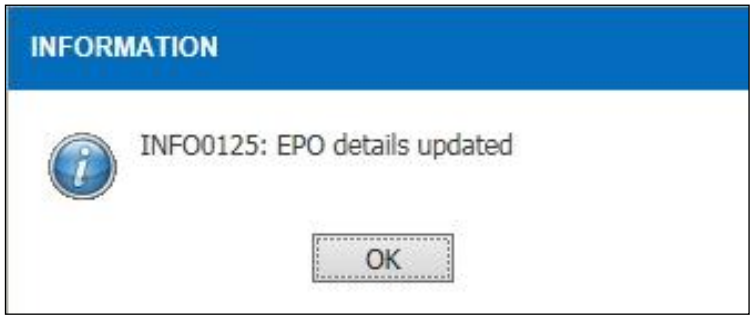


Figure 3.8-6 Alert Messages

Note

- *If click on the* Yes *button, record will be sent for approval and proceed to Approval process as shown in Figure 3.8-6.*
- *If click on the* No *button, record will not be sent to approval process as shown in Figure 3.8-6.*

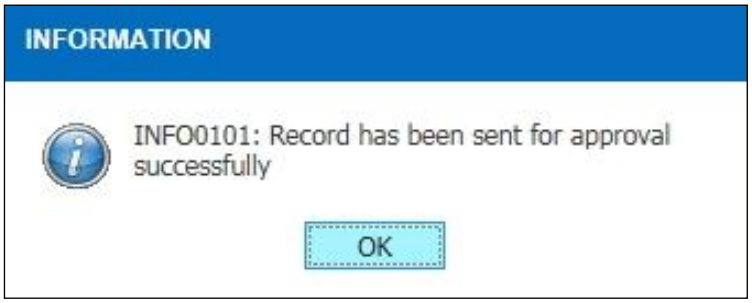


Figure 3.8-7 Alert Messages

- *Click on the* OK *button to updated data as shown in Figure 3.8-7.*

3.9 Contract Purchase Order Approval: RPL

Pharmacist will receive notification in Task List for any Purchase Order that needs to be approved

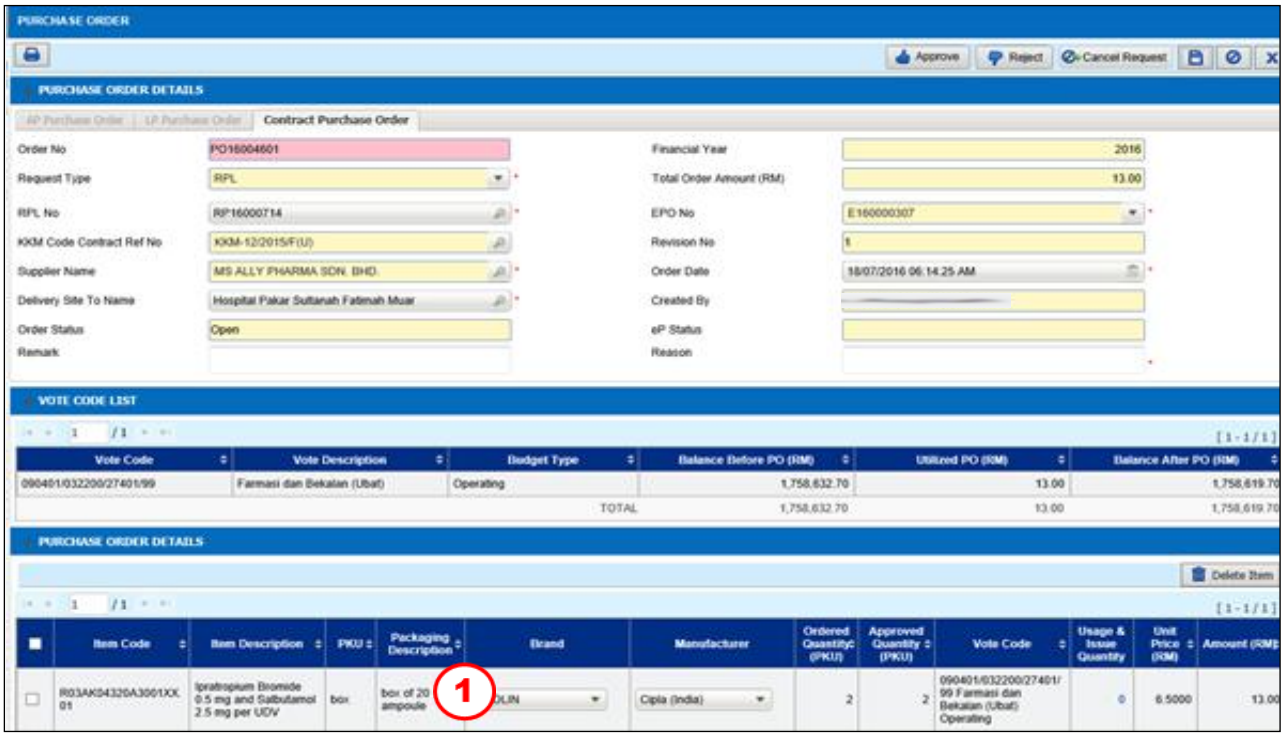


Figure 3.9-1 Purchase Order Approve

STEP 1

Double click on item details on Purchase Order Details to modify (refer Figure 3.8-3) :

a) Item Description
b) Vote Description
c) Change Order Qty
d) Brand
e) Manufacturer

STEP 2

Enter ***Approved Quantity (PKU)*** amount

STEP 3

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

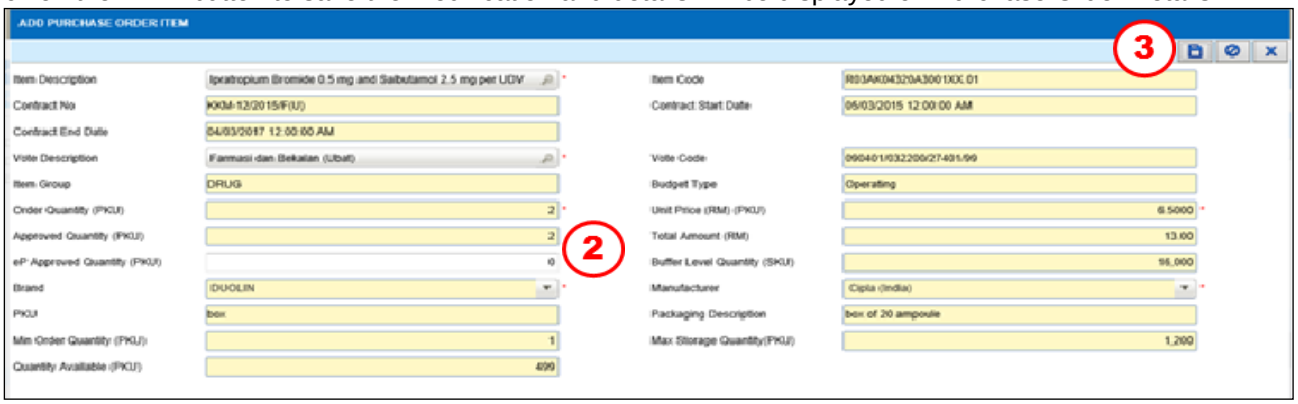


Figure 3.9-2 Add Purchase Order Item

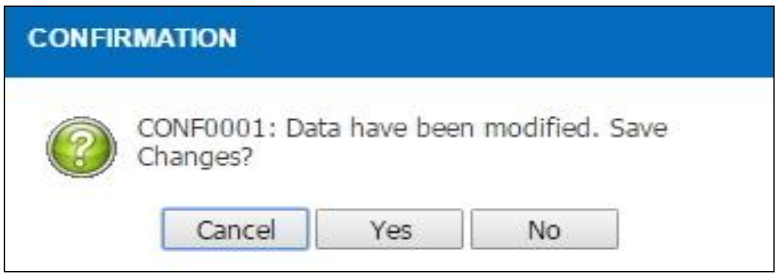


Figure 3.9-3 Alert Messages

Note

- *If click on the* Yes *button, record will be saved as shown in Figure 3.9-3.*
- *If click on the* No *button, record will not be saved as shown in Figure 3.9-3.*

Figure 3.9-4 Alert Messages

- *Click on the* OK *button to update data as shown in Figure 3.9-4.*

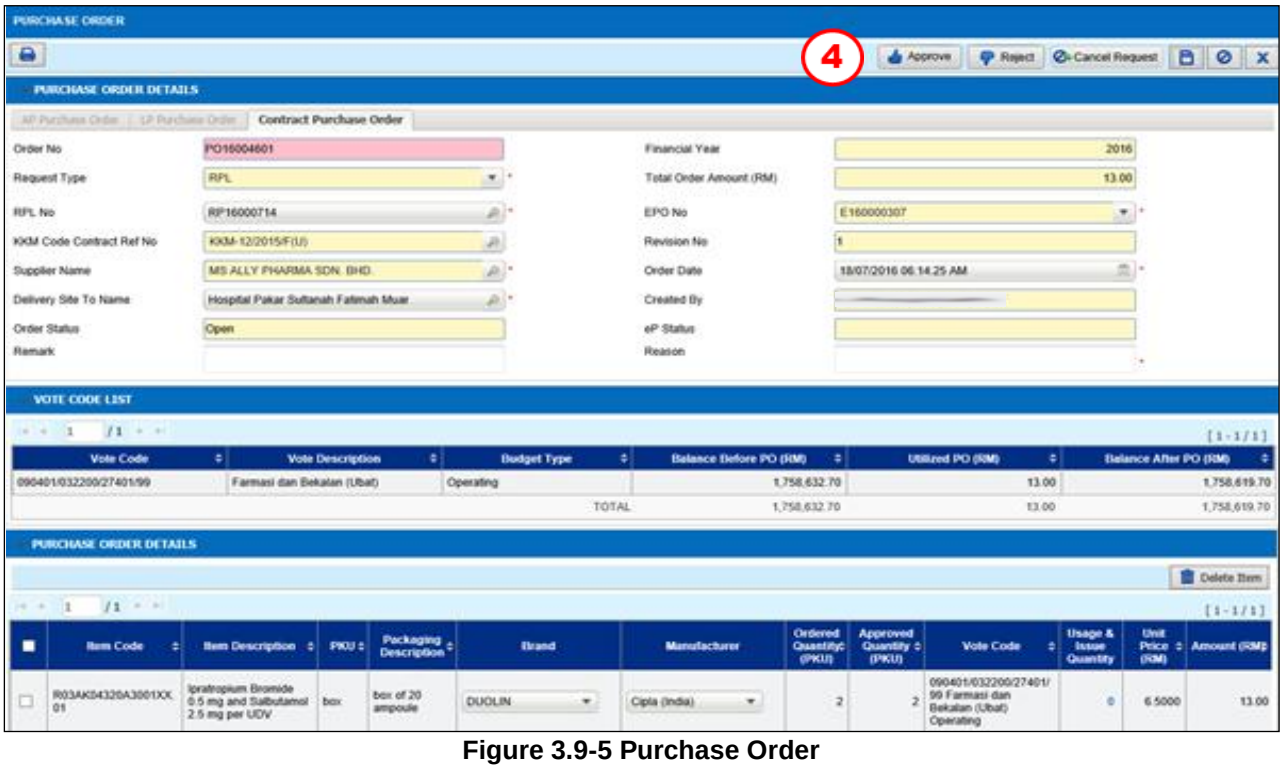


Figure 3.9-5 Purchase Order

STEP 4

Click on the Approve 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. However, creating a new purchase order using the same RPL No. is allowed, except it will be different IPO.*

STEP 5

Click on the  to close the screen

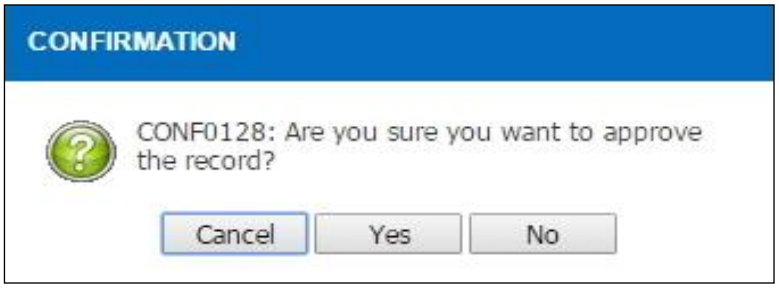
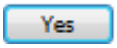
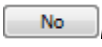


Figure 3.9-6 Alert Messages

Note

- *If click on the*  *button, record will be approved saved as shown in Figure 3.9-6.*
- *If click on the*  *button, record will not be approved save as shown in Figure 3.9-6.*

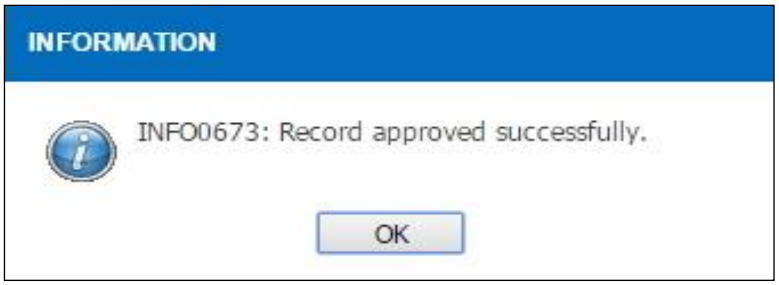
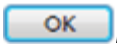


Figure 3.9-7 Alert Messages

- *Click on the*  *button to confirm approved and send for Ep Approval update data as shown in Figure 3.9-7.*

3.10 Create New Contract Purchase Order: Contract

To create a new Contract Purchase Order RPL transaction, perform the steps below:

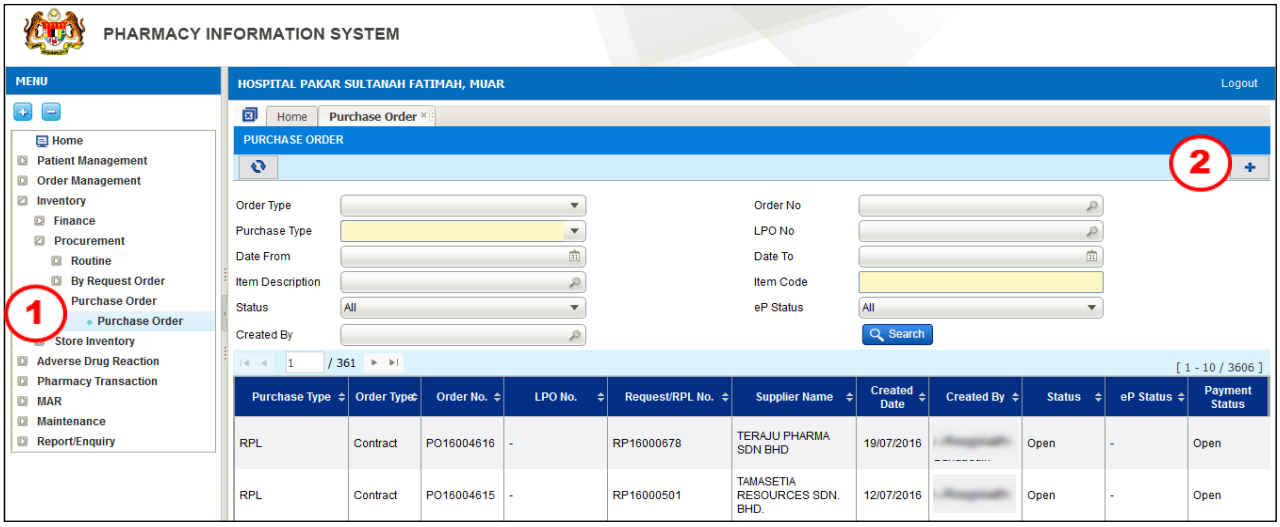


Figure 3.10-1 New Contract RPL Purchase Order

STEP 1
Click on 'Inventory' menu followed by 'Procurement and Routine', and select 'Purchase Order'

STEP 2

Click on the  button and the ***Contract Purchase Order*** tab will be displayed in the ***Purchase Order*** screen as shown in the Figure 3.10-2

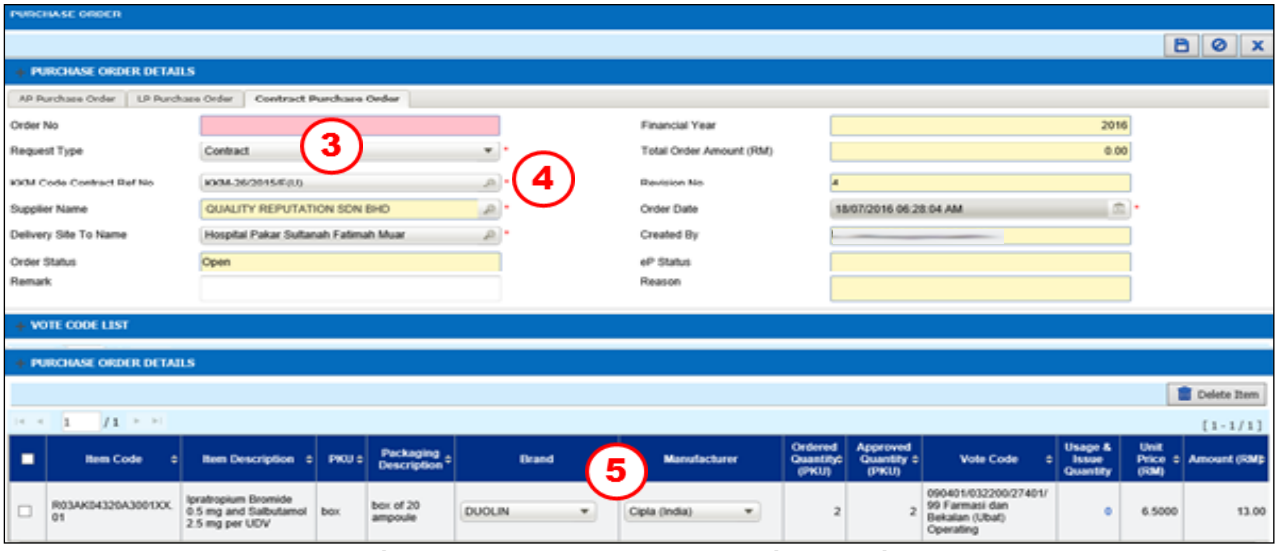


Figure 3.10-2 Contract RPL Purchase Order

STEP 3
Select on ***Request Type*** : Contract

STEP 4
Select available ***KKM Code Contract Ref No***

Note
KKM Code Contract Ref No given by HQ to proceed with Purchase Order.

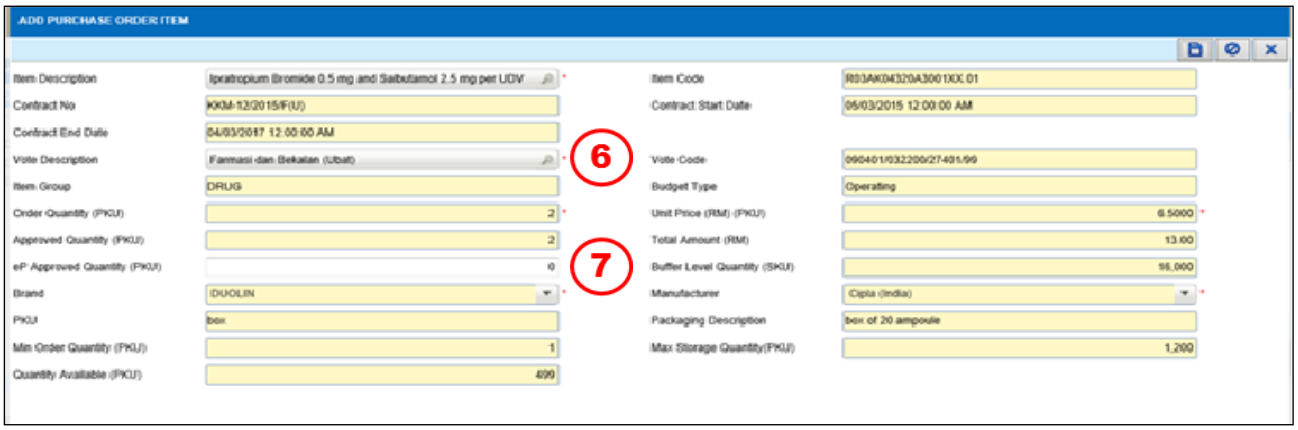


Figure 3.10-3 Add Purchase Order Item

STEP 5
Double click on the Purchase Order Details section to add order quantity for item

Note

- ***Order Date*** *will default to server time.*
- ***Supplier Name*** *will be selected based on M.O.H given.*

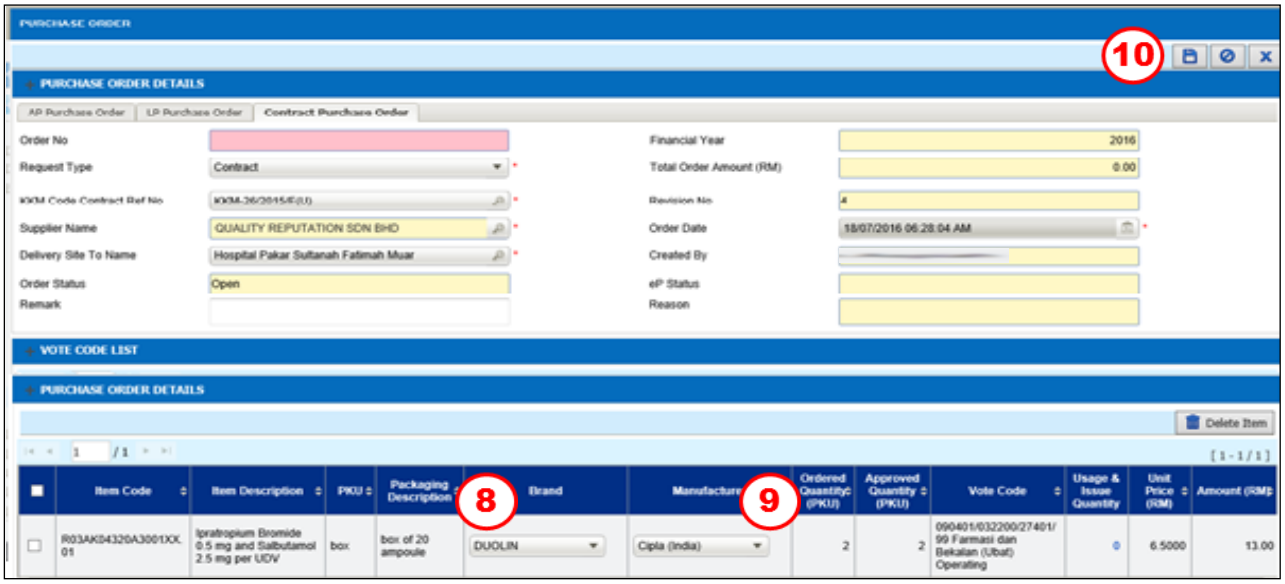


Figure 3.10-4 Contract Purchase Order

STEP 6
Select available ***Vote Description***

STEP 7
Enter ***Order Quantity (PKU)***

STEP 8
Select available ***Brand***

STEP 9
Select available ***Manufacturer***

STEP 10

Click on the  button to save the modification

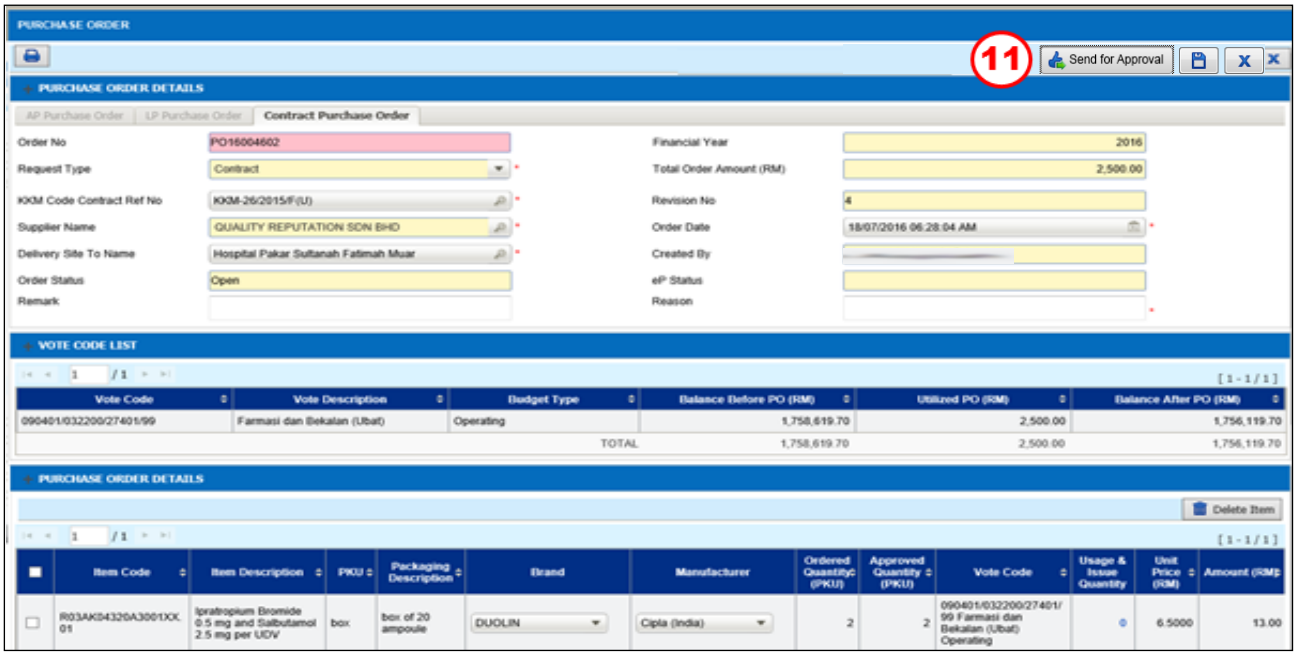


Figure 3.10-5 Contract Purchase Order

STEP 11

Click on the Send for Approval button to get approval from Pharmacist. Refer Figure 3.10-5

Note

- *If click on the Yes button, record will be sent for approval and proceed to Approval process as shown in Figure 3.10-6.*

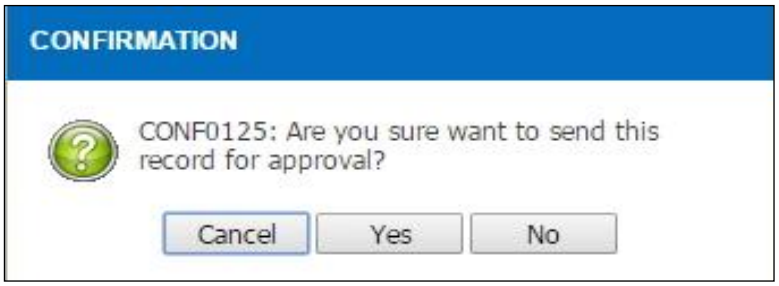


Figure 3.10-6 Alert Messages

- *If click on the No button, record will not be sent to approval process as shown in Figure 3.10-6*
- *Click on the OK button to updated data as shown in Figure 3.10-7.*

Figure 3.10-7 Alert Messag

3.11 Contract Purchase Order Approval: Contract

Pharmacist will receive notification in Task List for any Purchase Order that needs to be approved

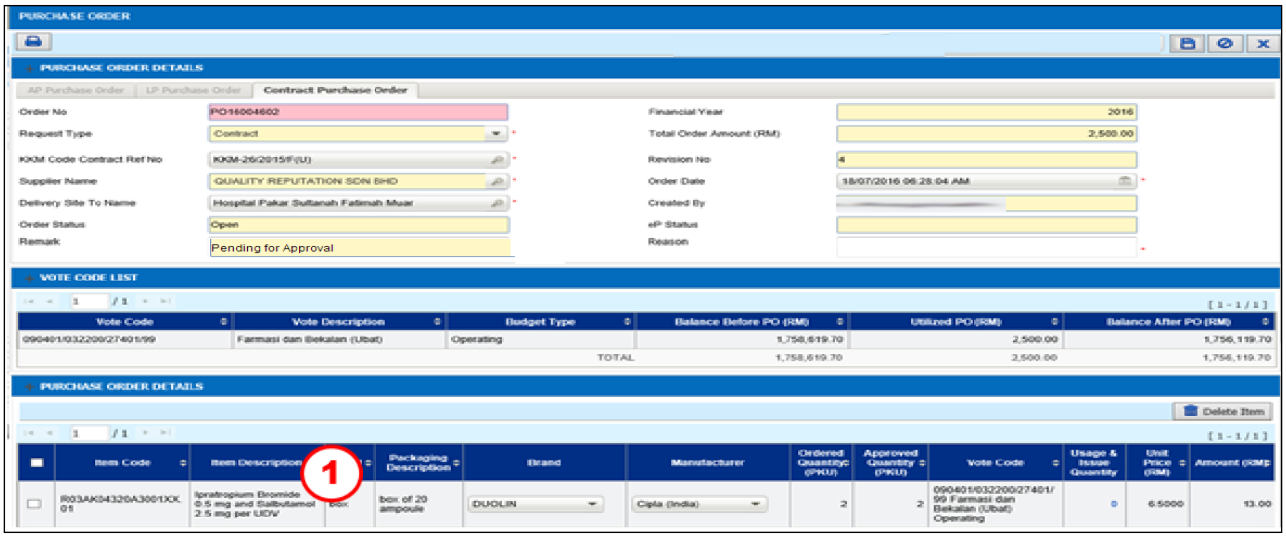


Figure 3.11-1 Purchase Order Approve

STEP 1

Double click on item details on Purchase Order Details to modify :

a) Item Description
b) Vote Description
c) Change Order Qty
d) Brand
e) Manufacturer

STEP 2

Enter ***Approved Quantity (PKU)*** amount

STEP 3

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

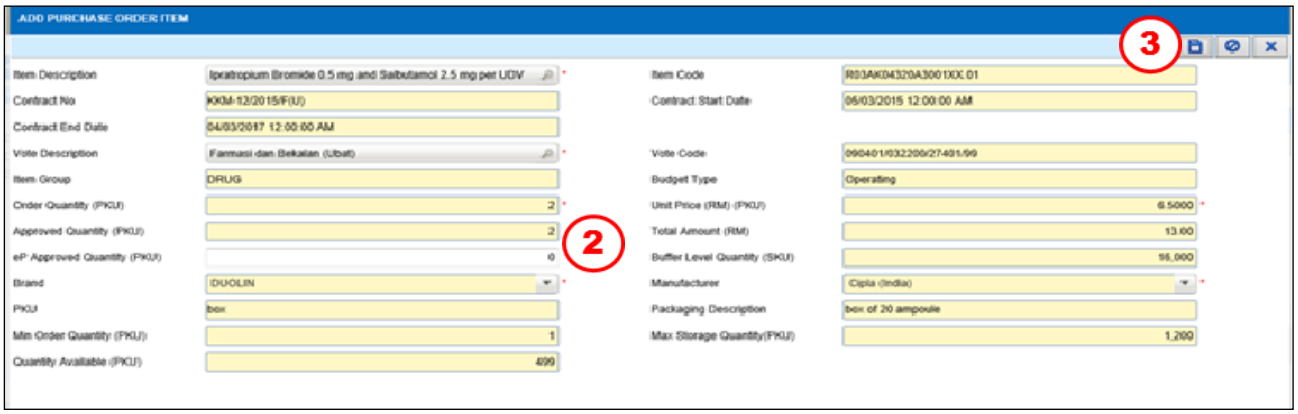
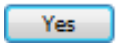
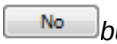


Figure 3.11-2 Add Purchase Order Item

Note

- *If click on the*  *button, record will be saved as shown in Figure 3.11-3.*
- *If click on the*  *button, record will not be saved as shown in Figure 3.11-3.*

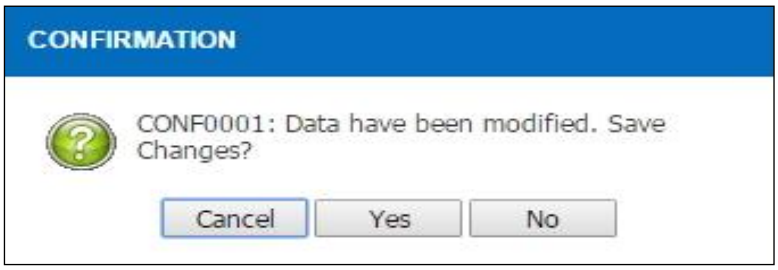


Figure 3.11-3 Alert Messages

Figure 3.11-4 Alert Messages

- *Click on the* OK *button to update data as shown in Figure 3.11-4.*

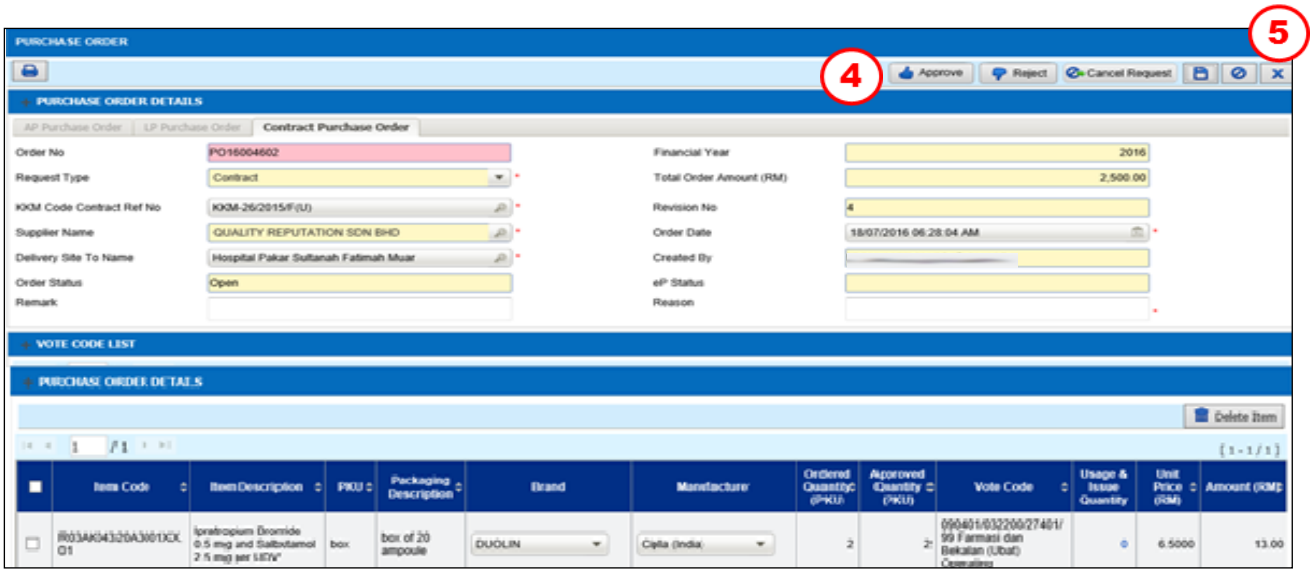


Figure 3.11-5 Purchase Order

STEP 4

Click on the Approve button to approve the transaction

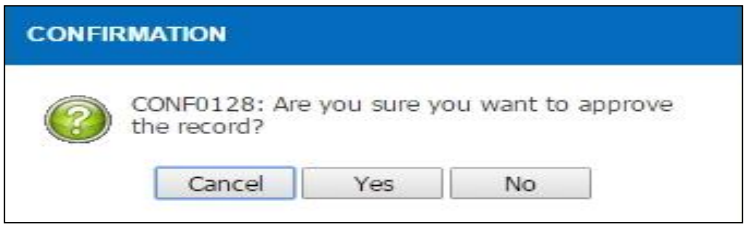


Figure 3.11-6 Alert Messages

Note

- *If click on the* Reject *button, record will be rejected and end the process.*
- *If click on the* + *button, information of current item to be purchased will be deleted. However, creating new purchase order using the same RPL No. is allowed, exception is different IPO.*

Figure 3.11-7 Alert Messages

STEP 5

Click on the X to close the screen

Note

- *If click on the* Yes *button, record will be approved saved as shown in Figure 3.11-6.*
- *If click on the* No *button, record will not be approved saved as shown in Figure 3.11-6.*
- *Click on the* OK *button to confirm approved and send for eP Approval update data as shown in Figure 3.11-7.*

3.12 Proposed Contract Item Listing Page

This function is used to view existing Proposed Contract Item Recommended Purchase List (RPL) records.

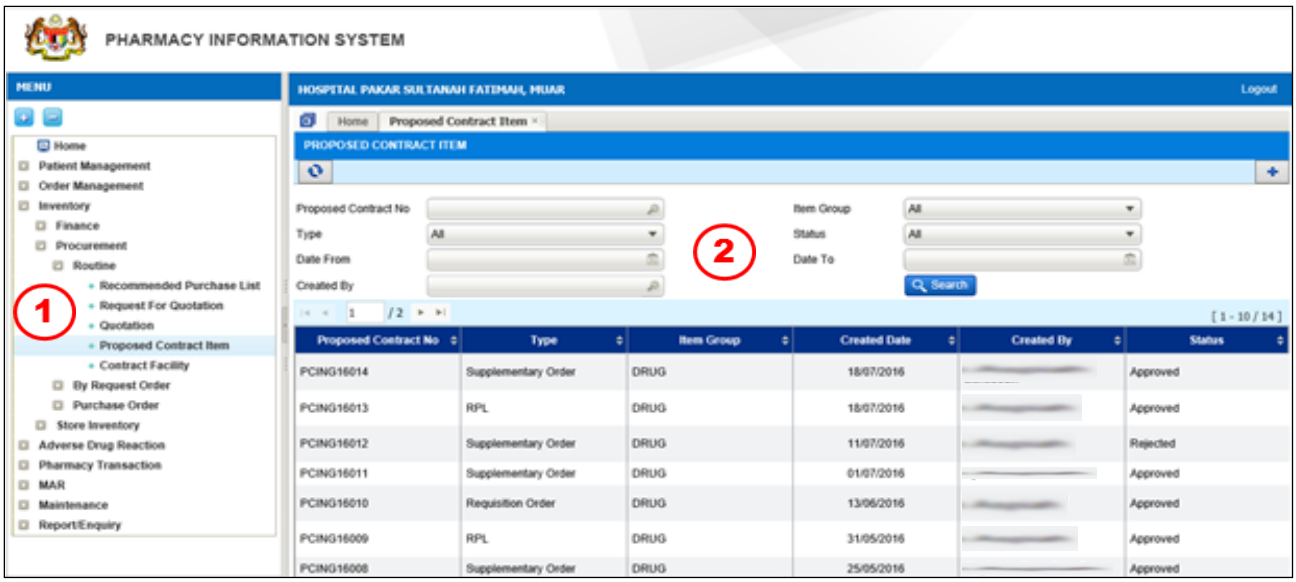


Figure 3.12-1 Proposed Contract Item Listing Page

Purpose of this screen is to allow user to proceed with procurement of item more than 500K

STEP 1
Click on 'Inventory' menu followed by 'Procurement and Routine', and select 'Proposed Contract Item'

STEP 2
To search for existing Proposed Contract Item transaction, you may search by criteria as follow:

a) Proposed Contract No
   - Item Group All
   - Drug
   - Non Drug

b) Type
   - All
   - Requisition Order
   - RPL

c) Status
   - Approved
   - Cancelled
   - Open
   - Pending For Approval
   - Rejected

d) Date From
e) Date To
f) Created By

STEP 3
Click on the Search button after input criteria and the result displayed will be based on the entered criteria

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

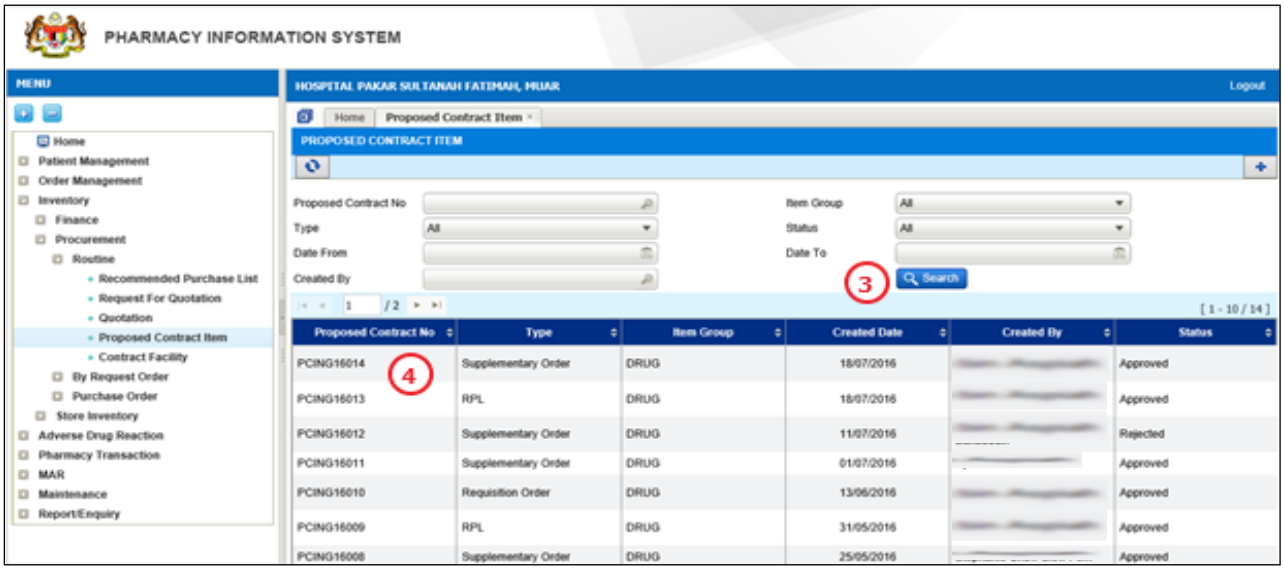


Figure 3.12-2 Purchase Order Listing Page

3.12.1 New Proposed Contract Item Record: Recommended Purchase List (RPL)

This function is to create a new record for type RPL

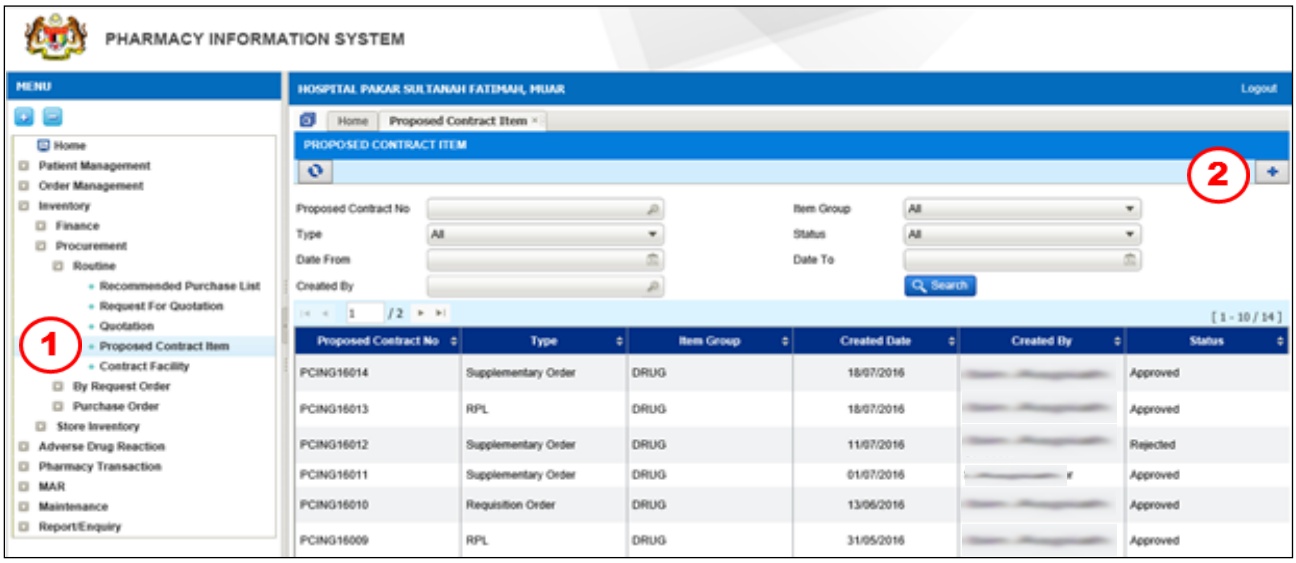


Figure 3.12.1-1 Create new Proposed Contract Item

STEP 1

Click on 'Inventory' menu follows by 'Procurement' then 'Routine' and click 'Proposed Contract Item'

STEP 2

Click on the  button to create new transaction

Note

- *Proposed Contract Item screen will be displayed as shown in the Figure 3.12.1-2.*
- *A newly created Proposed Contract Item record status will default to 'Open'.*

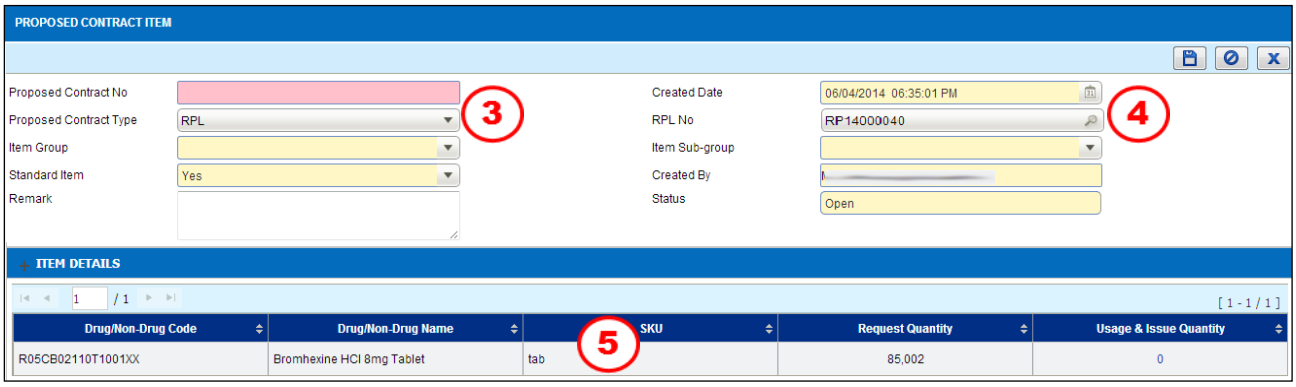


Figure 3.12.1-2 Proposed Contract Item

STEP 3
Select ***Proposed Contract Type*** as RPL from the dropdown box

Note
*If the user selects the **Proposed Contract Type** as RPL, **RPL No** search field will be displayed.*

STEP 4
Click on the to search the ***RPL No***

Note
List of item(s) will be listed under the Item List section.

STEP 5
Double click on the item details to insert Request Qty in Item Details

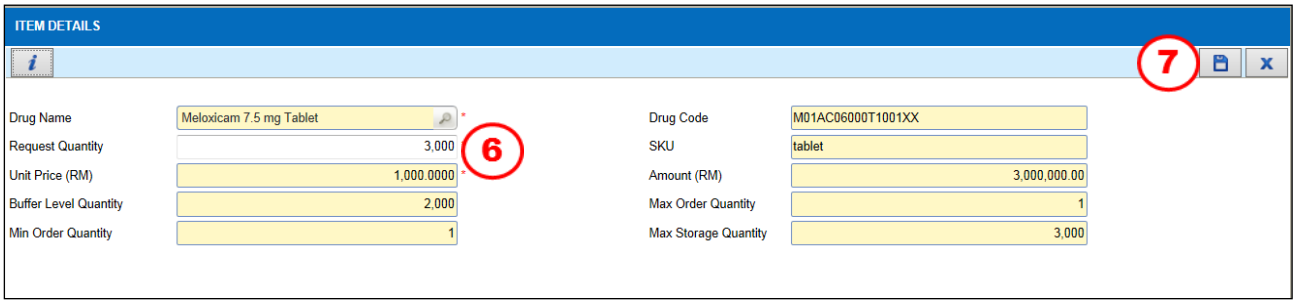


Figure 3.12.1-3 Item Details

STEP 6
Insert/Edit ***Request Quantity***

Note

- ***Unit Price (RM)*** *is based on each item.*
- ***Amount (RM)*** *is total amount of item.*
- ***SKU****: Store Keeping Unit.*
- ***Buffer Level Quantity*** *is set up for buffer level of this item. Set up at Buffer Level Master.*
- ***Min Order Quantity*** *is minimum quantity to be ordered of this item.*
- ***Max Order Quantity*** *is maximum quantity to be ordered of this item.*
- ***Max Storage Quantity*** *is for maximum of quantity to be stored.*

STEP 7

Click on the  button to save the transaction

STEP 8

Click on the  button to save the Proposed Contract Item

Note

After click on the  *button,* 

button will be enabled.

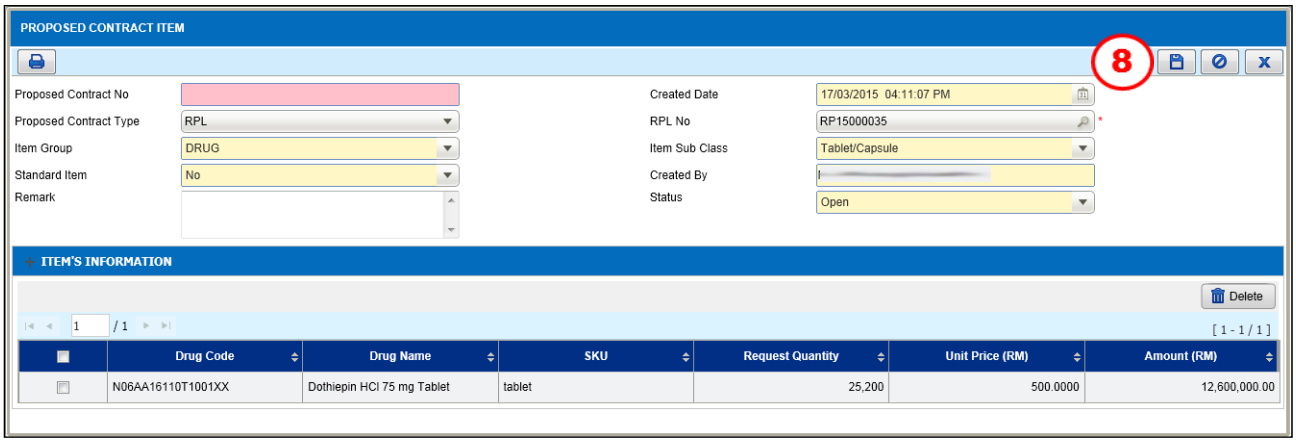


Figure 3.12.1-4 New Proposed Contract Item

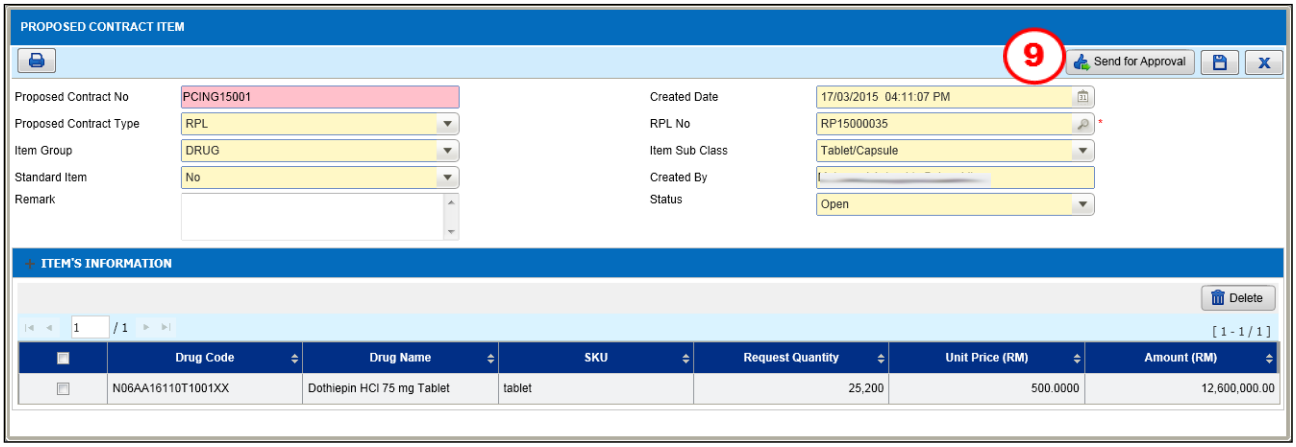


Figure 3.12.1-5 Proposed Contract Item

STEP 9

Click on the 

button

Note

- *Alert message will be displayed as per Figure 3.12.1-6 & Figure 3.12.1-7.*

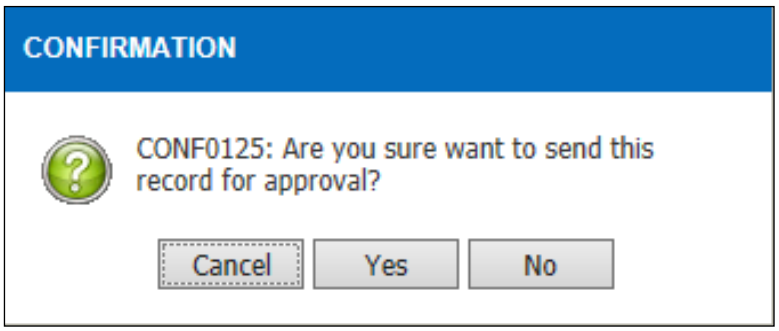


Figure 3.12.1-6 Save Record Alert Message

- *Click on the* Yes *button.*

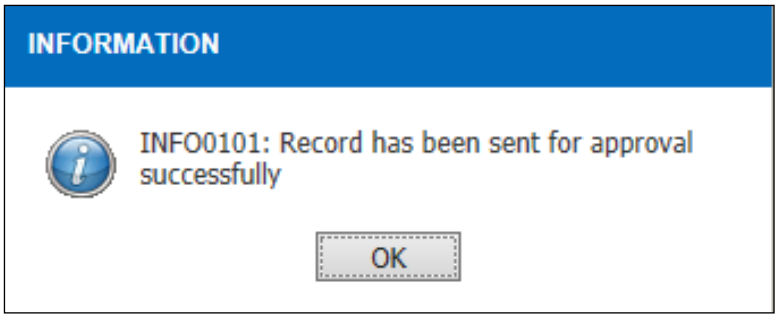


Figure 3.12.1-7 Save Record Alert Message

- *Click on the* OK *button.*

- ***Proposed Contract No.*** *will be auto generated by system for future reference and the* Send for Approval *button will be enabled.*

3.12.2 New Proposed Contract Item : Supplementary Order

This function is to create a new record for type Supplementary Order

Note

*Repeat **STEP 1** and **STEP 2** from section 3.12.1 New Proposed Contract Item Record Recommended Purchase List (RPL)*

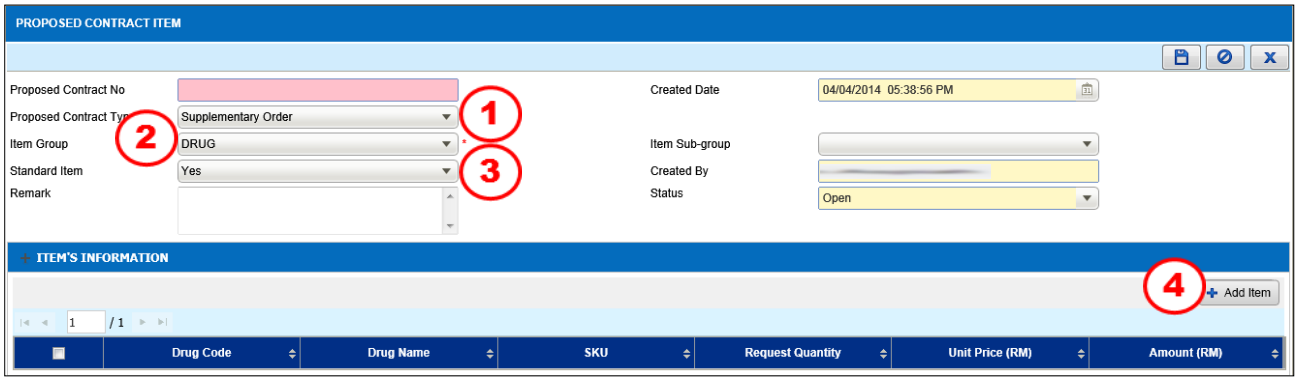


Figure 3.12.2-1 Proposed Contract Item

STEP 1

Select ***Proposed Contract Type*** as Supplementary Order from the dropdown box

STEP 2

Select either one of these from ***Item Group*** drop down box:

- Drug
- Non Drug

STEP 3

Select ***Standard Item***

- Yes
- No

Note

- ***Standard Item*** *options are used to determine whether the selected item is Standard Item or Non Standard Item.*
- ***Status*** *is default to 'Open'.*

STEP 4

Click on the  button to search/add item in Item Information

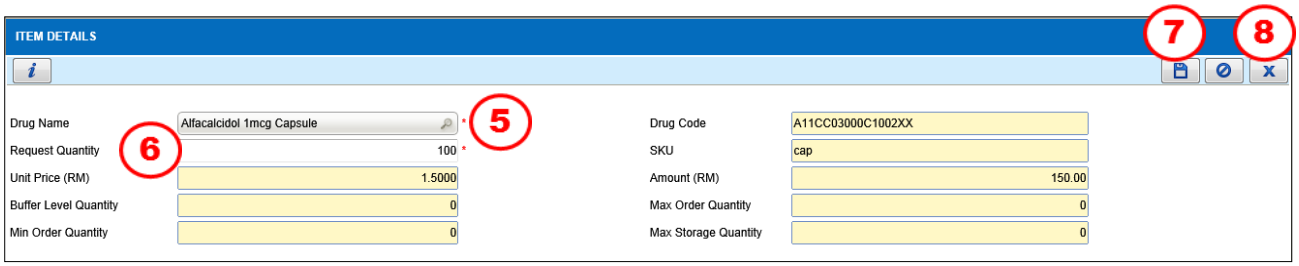


Figure 3.12.2-2 Item Details

STEP 5

Select available ***Drug Name***

STEP 6
Insert/Edit ***Request Quantity***

Note

- ***Unit Price (RM)*** *is based on each item.*
- ***Amount (RM)*** *is total amount of item.*
- ***SKU****: Store Keeping Unit.*
- ***Buffer Level Quantity*** *is set up for buffer level of this item. Set up at Buffer Level Master.*
- ***Min Order Quantity*** *is minimum quantity to be ordered of this item.*
- ***Max Order Quantity*** *is maximum quantity to be ordered of this item.*
- ***Max Storage Quantity*** *is for maximum of quantity to be stored.*

STEP 7
Click on the button to save the transaction

STEP 8
Click on the button to close the transaction

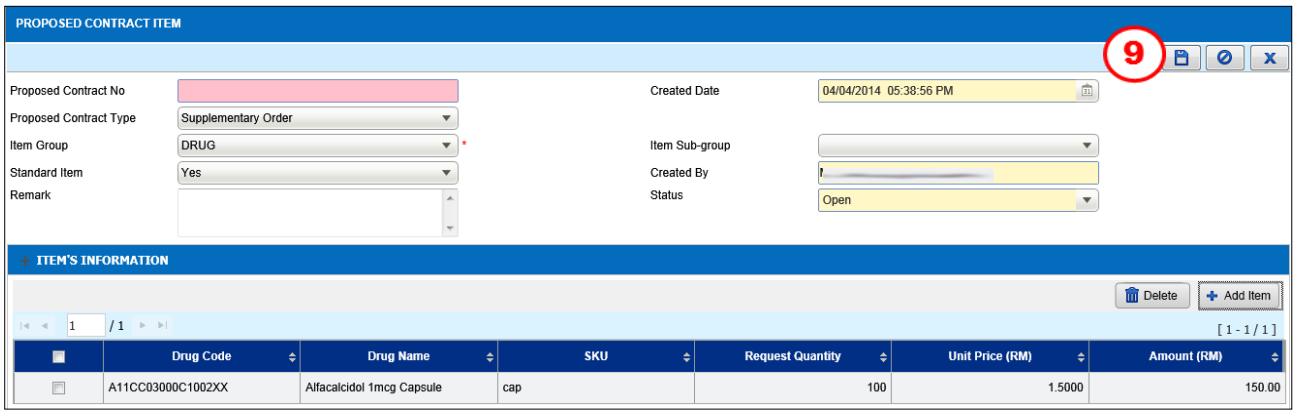


Figure 3.12.2-3 Proposed Contract Item

STEP 9
Click on the button to save the record

Note

- *After save record, alert message will be displayed as per Figure 3.12.2-4 & Figure 3.12.2-5.*

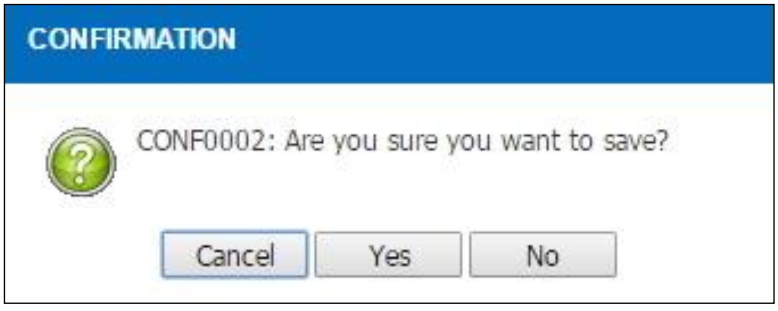


Figure 3.12.2-4 Save Record Alert Message

- *Click on the* Yes *button.*

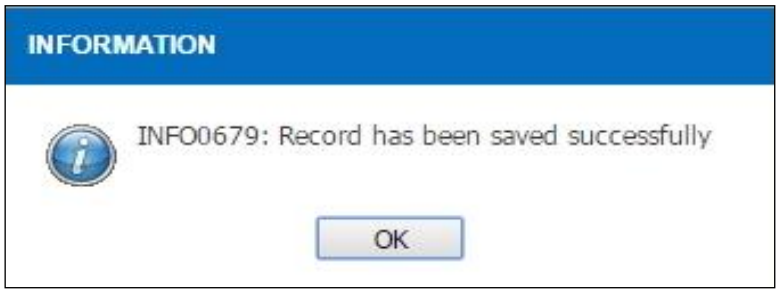


Figure 3.12.2-5 Save Record Alert Message

- *Click on the* OK *button.*

- ***Proposed Contract No.*** *will be auto generated by system for future reference and the* Send for Approval *button will be enabled.*

1-2	Return No	'PCING'
3-4	Current year in 'YY' format	14
5-10	Running no	Starting from 000001. This running number will start with 000001 of every new financial year

Table 3.12.2-1

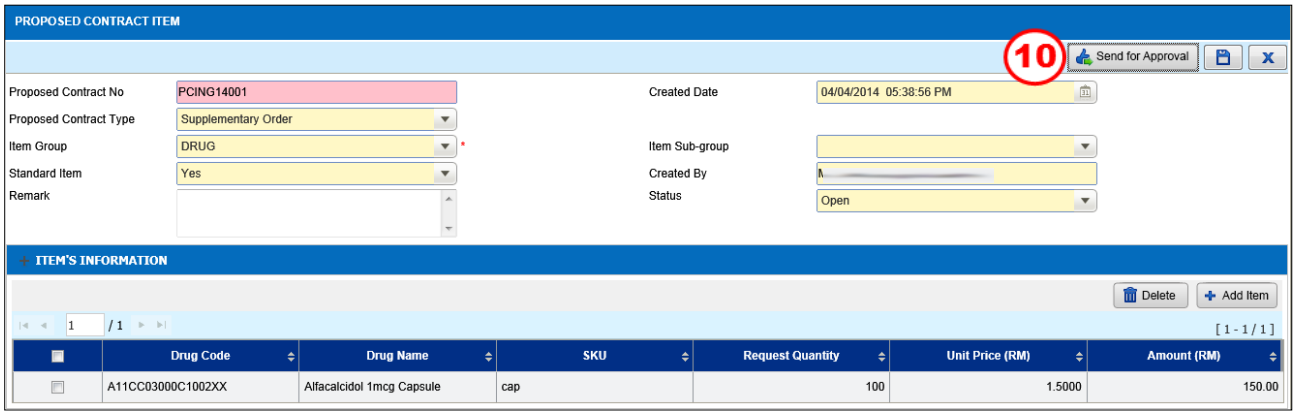


Figure 3.12.2-6 Proposed Contract Item Send for Approval

STEP 10

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

Note

- *After saving the record, alert messages will be displayed as per Figure 3.12.2-7 & Figure 3.12.2-8.*

Figure 3.12.2-7 Alert Message

- *Click on the* Yes *button.*

Figure 3.12.2-8 Alert Message

- *Click on the* OK *button.*
- *The status will changed to Pending for Approval*

3.12.3 New Proposed Contract Item Requisition: Requisition Order

This function is to create a new record for type Requisition Order

Note

*Repeat **STEP 1** and **STEP 2** from section 3.12.1 New Proposed Contract Item Record Recommended Purchase List (RPL)*

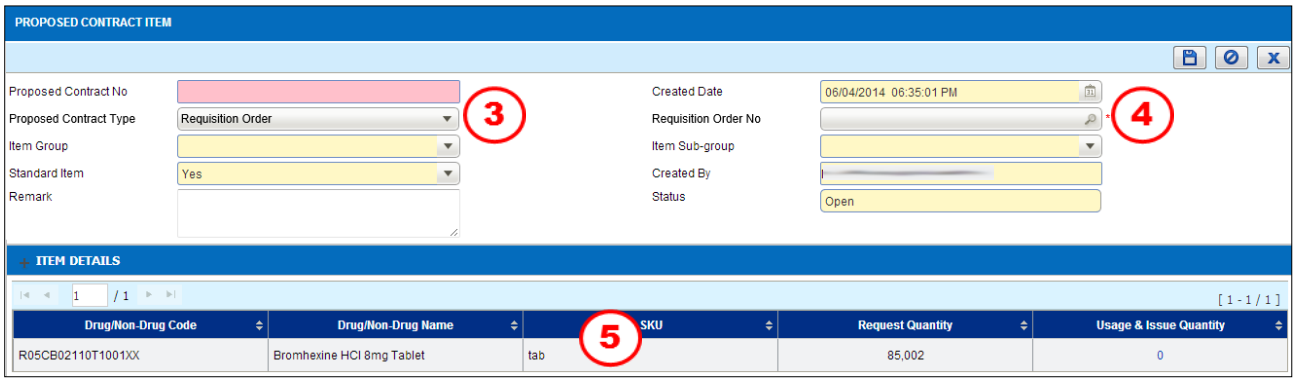


Figure 3.12.3-1 Proposed Contract Item

STEP 3

Select ***Proposed Contract Type*** as Requisition Order from the dropdown box

Note

*If the user selects the **Proposed Contract Type** as* Requisition Order, ***Requisition Order No** search field will be displayed.*

STEP 4

Click on the  to search the ***Requisition Order No***

Note

List of item(s) will be listed under the Item List section.

STEP 5

Double click on the item details to insert Request Qty in Item Details

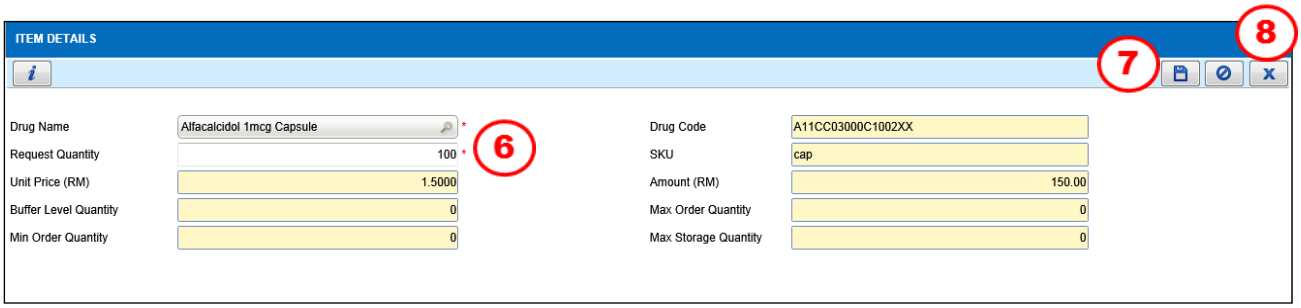


Figure 3.12.3-2 Item Details

STEP 6

Insert/Edit ***Request Quantity***

Note

- ***Unit Price (RM)** is based on each item.*
- ***Amount (RM)** is total amount of item.*
- ***SKU**: Store Keeping Unit.*

- ***Buffer Level Quantity*** *is set up for buffer level of this item. Set up at Buffer Level Master.*
- ***Min Order Quantity*** *is minimum quantity to be ordered of this item.*
- ***Max Order Quantity*** *is maximum quantity to be ordered of this item.*
- ***Max Storage Quantity*** *is for maximum of quantity to be stored.*

STEP 7

Click on the  button to save the transaction

STEP 8

Click on the  button to close the transaction

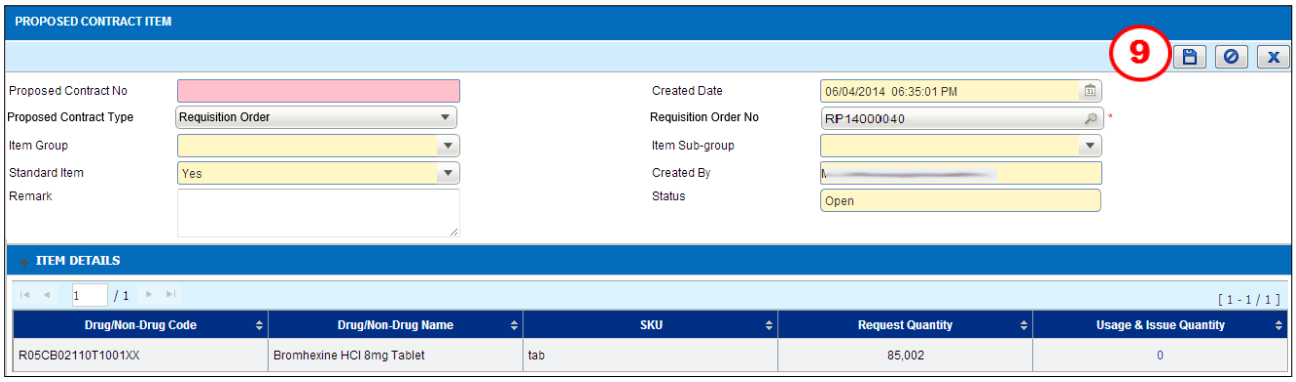


Figure 3.12.3-3 Proposed Contract Item

STEP 9

Click on the  button to save the record

Note

- *After save record, alert message will be displayed as per Figure 3.12.3-4 & Figure 3.12.3-5.*

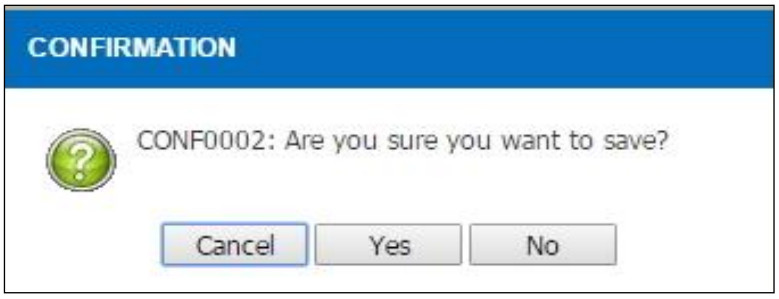
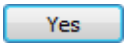


Figure 3.12.3-4 Save Record Alert Message

- *Click on the*  *button.*

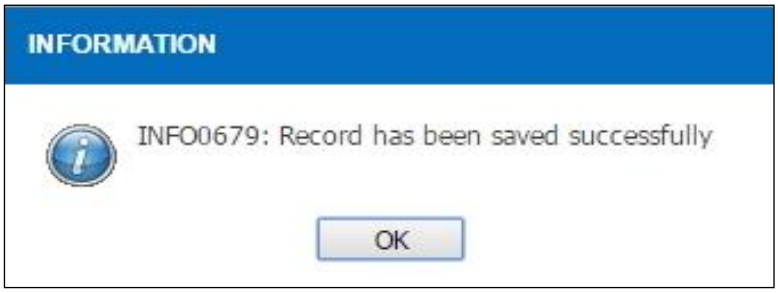


Figure 3.12.3-5 Save Record Alert Message

- *Click on the* OK *button.*

STEP 10

Proposed Contract No. *will be auto generated by system for future reference and the* Send for Approval *button will be enabled.*

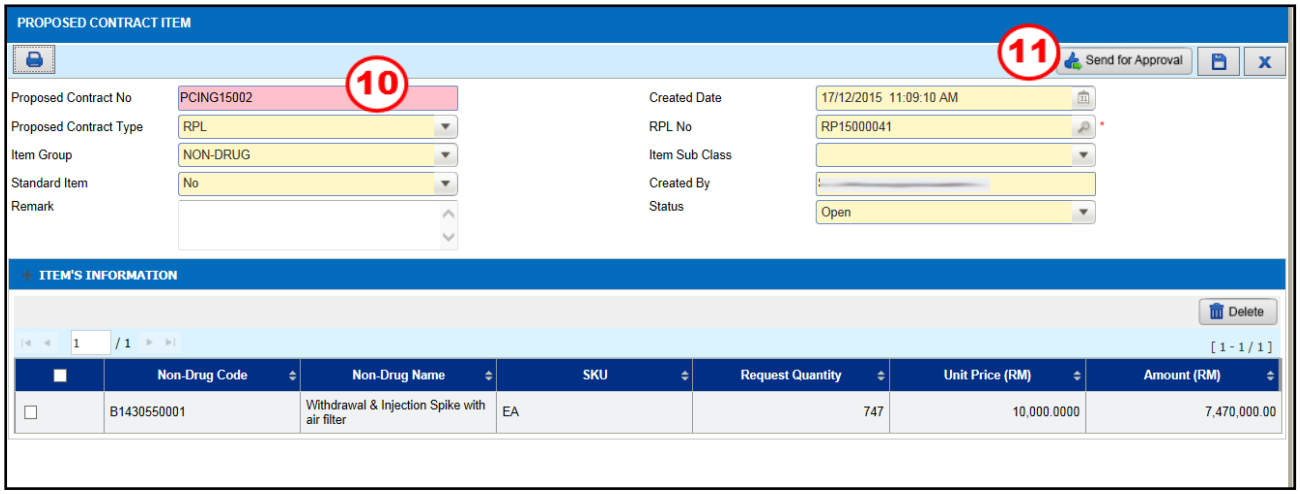


Figure 3.12.3-6 Proposed Contract Item Send for Approval

STEP 11

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

Note

- *After saving the record, alert messages will be displayed as per Figure 3.12.3-7 & Figure 3.12.3-8.*

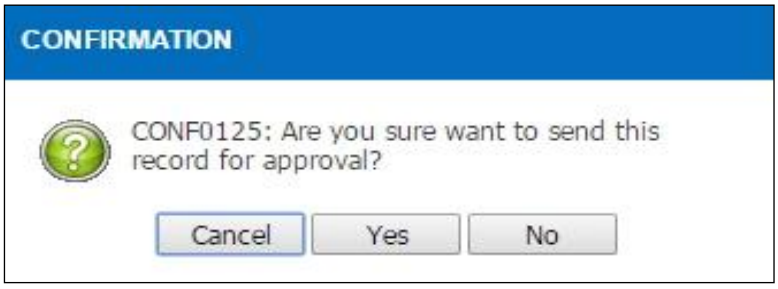


Figure 3.12.3-7 Alert Message

- *Click on the* Yes *button.*

Figure 3.12.3-8 Alert Message

- *Click on the* OK *button.*
- *The status will change to Pending for Approval.*

3.13 Proposed Contract Item Approval

This function is used to approve Proposed Contract Item.

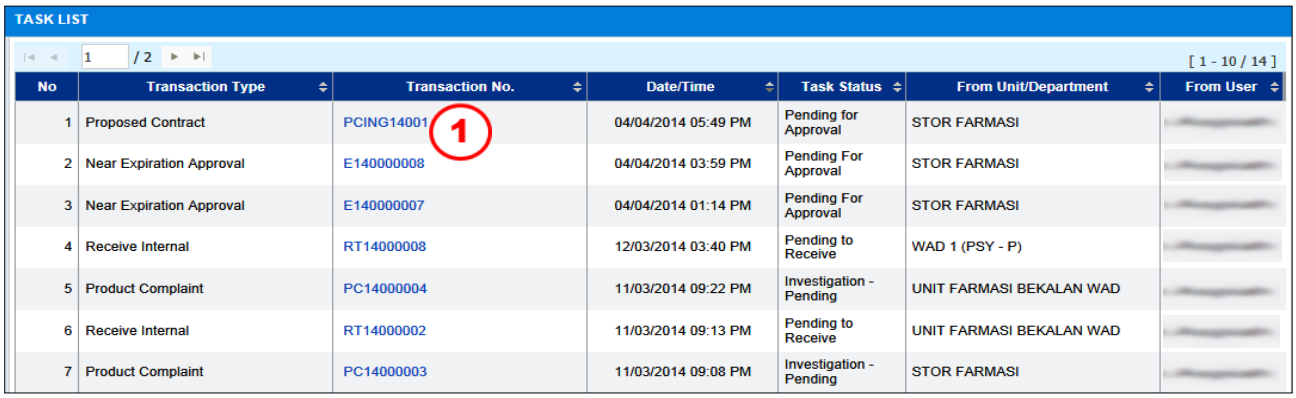


Figure 3.13-1 Task List

Note

- *The purpose of this screen is to inform Pharmacist to search any approval need to be done.*
- *User can also search by using Listing Page.*
- *The transaction is mainly for Pharmacist to approve the transaction.*

STEP 1

Click on Transaction No.

Note

System directly flow to the screen Proposed Contract Item.

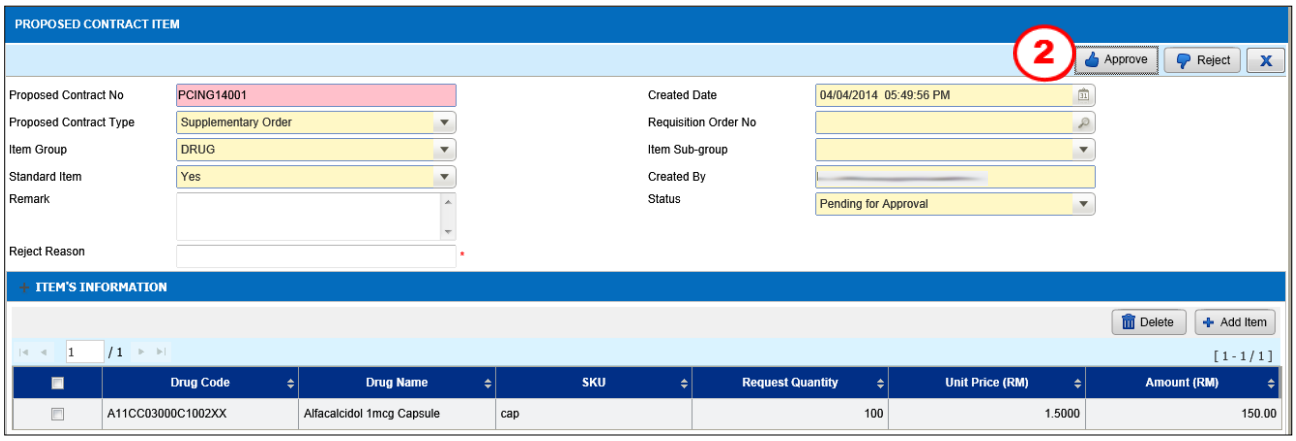


Figure 3.13-2 Proposed Contract Item Approval

STEP 2

User have to click Approve button to approve the transaction or click Reject button to reject the transaction

Note

- *Before click on the Approve button, HOD/Pharmacist is allowed to:*
  - *View Item Information*
  - *View No Of Proposed Contract*
  - *Add/Delete Item*

3.14 Contract Facility

This function is used to retrieve KKM Contract Reference No.

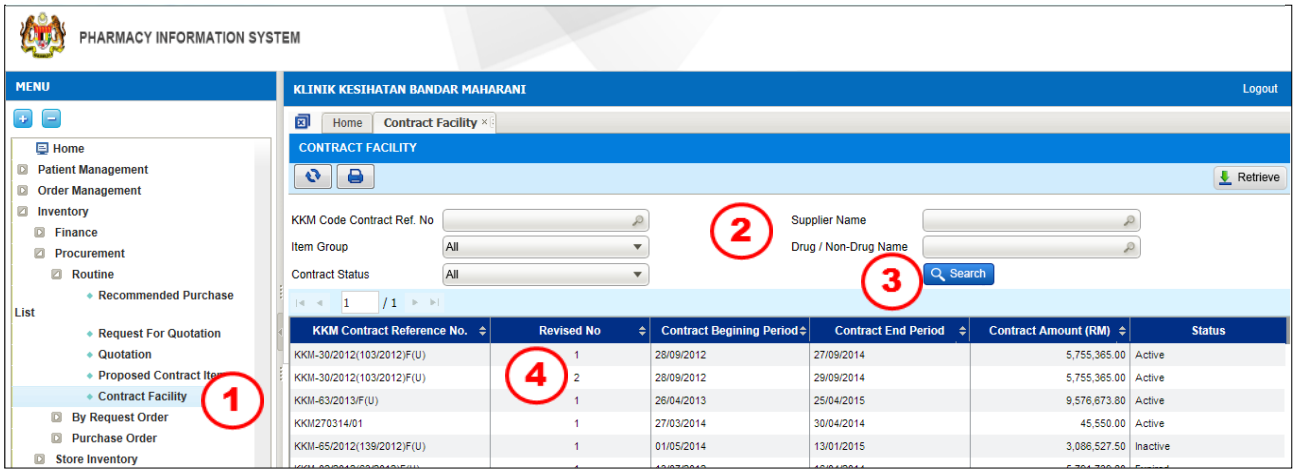


Figure 3.14-1 Contract Facility Listing Page

STEP 1
Click on 'Procurement' menu follows by 'Routine' then 'Contract Facility'

STEP 2
To search for existing Indent record(s), user may search by criteria as follows:

No	Field	Description	Remarks
a	KKM Code Contract Ref No.	Contract Number	Display all existing KKM Code Contract Ref No.
b	Supplier Name	Supplier Name	Display all existing supplier
c	Item group	Search by: - All - DRUG - NON-DRUG	Able to filter and search record(s)
d	Drug/Non Drug Name	Drug/Non Drug Description	Display all existing supplier
e	Contract Status	Search by: - All - Active - Expired - Inactive	Able to filter and search record(s)

Table 3.14-1

STEP 3
Click on the Search button after input criteria

Note
The result display will be based on the entered criteria as shown in Figure 3.14-1.

STEP 4
Double click on the selected record details listed down as per Figure 3.14-1

Note
The details of the Contract Facility screen will be displayed.

3.14.1 Retrieve Contract Facility

This function is to see and retrieve any new contract created by Bahagian Perkhidmatan Farmasi (BPF)

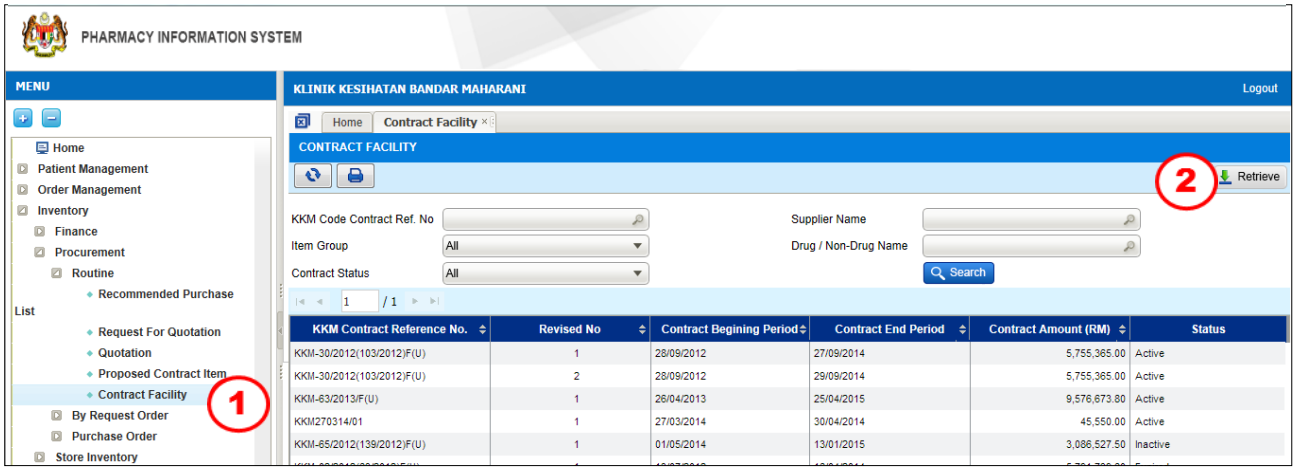


Figure 3.14.1-1 Contract Facility Listing Page

STEP 1
Click on 'Procurement' menu follows by 'Routine' then 'Contract Facility'

STEP 2

Click on the Retrieve to retrieve all the retrieve the KKM Contract Reference No

Note
List of Reference No will display in Contract Facility List

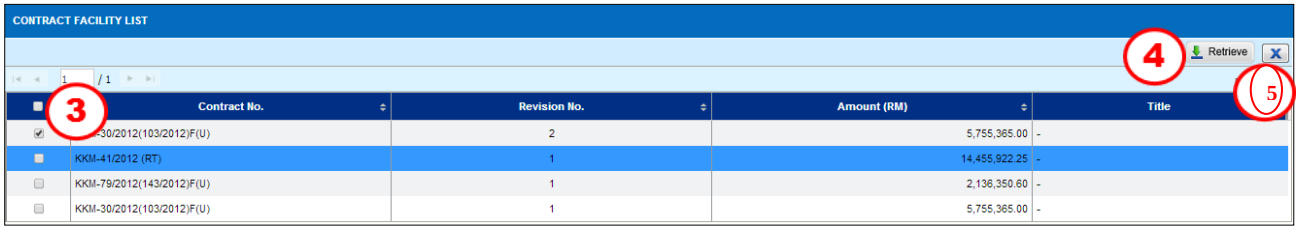


Figure 3.14.1-2 Contract Facility List

STEP 3
Select the Contract No's checkboxes as appropriate and user may select more than one

STEP 4

Click on the Retrieve button

STEP 5

Click on the X to close the transaction

Note
When user double click on any of the contract reference no, system will display the contract detail as per Figure 3.14.1-2.

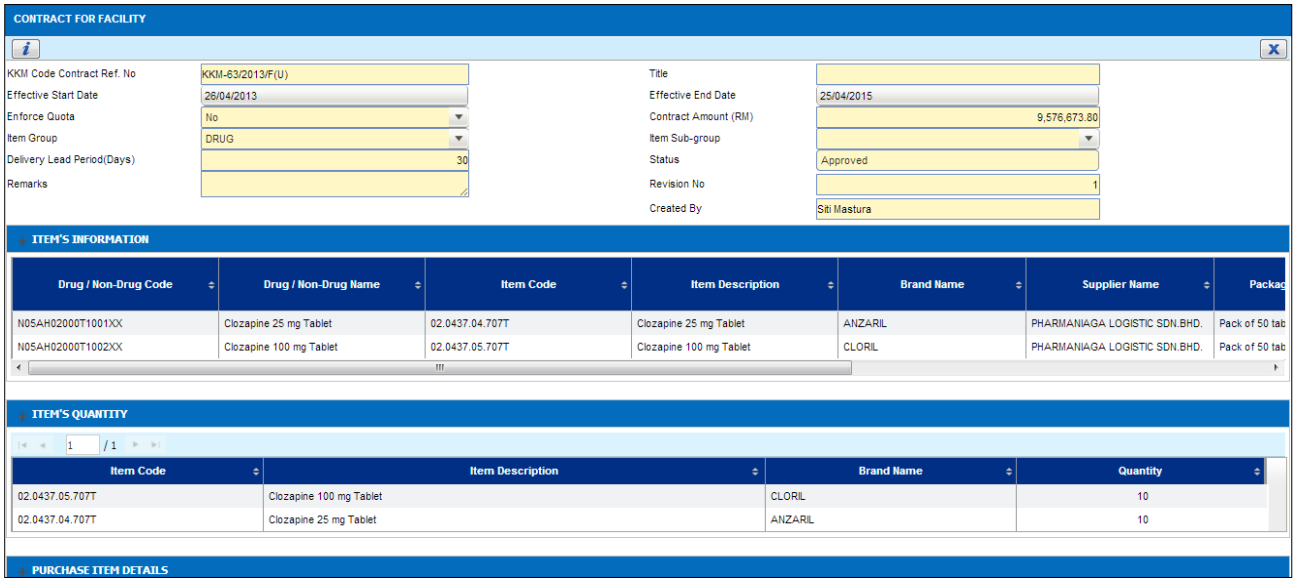


Figure 3.14.1-3 Contract for Facility

Note

- *This screen is non editable.*
- *Under Item's Information these information will be displayed:*
  - *Drug/Non Drug Code*
  - *Drug/Non Drug Name*
  - *Item Code*
  - *Item Description*
  - *Brand Name*
  - *Supplier Name*
  - *Packaging Description*
  - *Effective Start Date*
  - *Effective End Date*
  - *Contract Unit Amount (RM)*
- *Under Item's Quantity these information will be displayed:*
  - *Item Code*
  - *Item Description*
  - *Brand Name*
  - *Quantity*
  - *LPO No*
  - *LPO Date*
  - *Purchase Qty*
  - *Contract Unit Price (RM)*
  - *Contract Amount (RM)*
- *Purchase order Status*

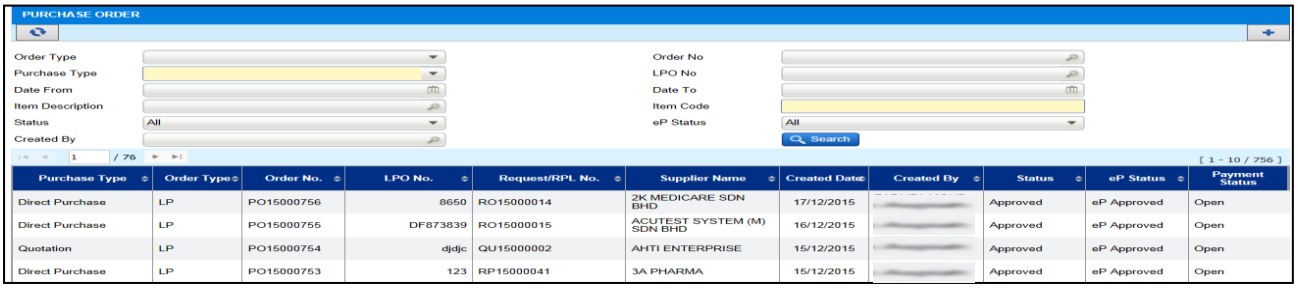


Figure 3.14.1-4 Purchase Order Status

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

5.0 Links To Inventory Modules

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