



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

User Manual PhIS Plus

Centralized

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Verified and Acknowledged By:

Name	Role /Designation	Organization	Signature & Date

Name	Role / Designation	Organization	Signature & Date
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Table of Contents

1.0	Introduction	1
1.1	Overview of PhIS Plus	1
1.2	Purpose and Objectives	1
1.3	Organised Sections	1
2.0	Application Standard Features	2
2.1	PhIS Plus	2
3.0	Centralized.....	3
	Overview	3
	User Group	3
	Functional Diagram.....	3
3.1	Login to PhIS Plus	4
3.2	PhIS Plus Home Page Overview	5
3.3	Centralized Purchase Order	6
3.3.1	Create New Centralized Purchase Order.....	6
3.3.2	Centralized Purchase Order Approval	13
3.4	Centralized Receiving.....	16
3.4.1	Create New Centralized Receiving	16
3.4.2	Centralized Receiving Approval.....	26
4.0	Acronyms.....	29

1.0 Introduction

1.1 Overview of PhIS Plus

Pharmacy Information System Plus or better known as PhIS Plus is a complete and comprehensive system for health care sector, which includes a centralized vaccine management platform that can manage mass vaccination by including Vaccine Centralized Procurement and Vaccine Distribution process

1.2 Purpose and Objectives

This user manual outlines the PhIS+ Admin Dashboard and its key features and functionalities. The primary objective is to help guide users through the process of completing the application process.

User will understand the following activities in details:

- Master Purchase Order
- Master Receiving



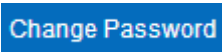



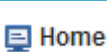


















1.3 Organised Sections

These are the sections within this document:

- Section 1 : Introduction
- Section 2 : Application Standard Features
- Section 3 : Centralized
- Section 4 : Acronyms

2.0 Application Standard Features

2.1 PhIS Plus

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		Commission
	Confirm		Mandatory Field
	Calendar Icon		Cancel
	Close Window		Save
	Reject Transaction		Reject All
	Release All		Clear
	Release		Serialize

3.0 Centralized

Overview

Centralized modules consist of two (2) function which is Master Purchase Order and Master Receiving. This function that will be used at BPF (HQ) is a process to create a complete purchase order and receiving of vaccine product for all Pusat Simpanan Vaksin (PSV).

User Group

This module is intended for HQ (BPF) user that has access to PhIS Plus application

Functional Diagram

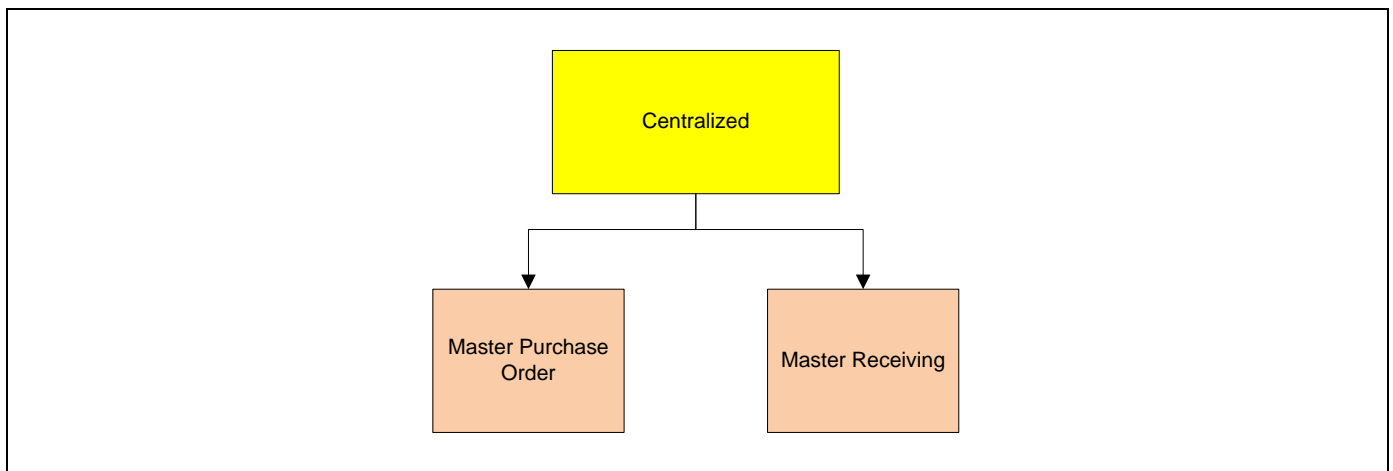


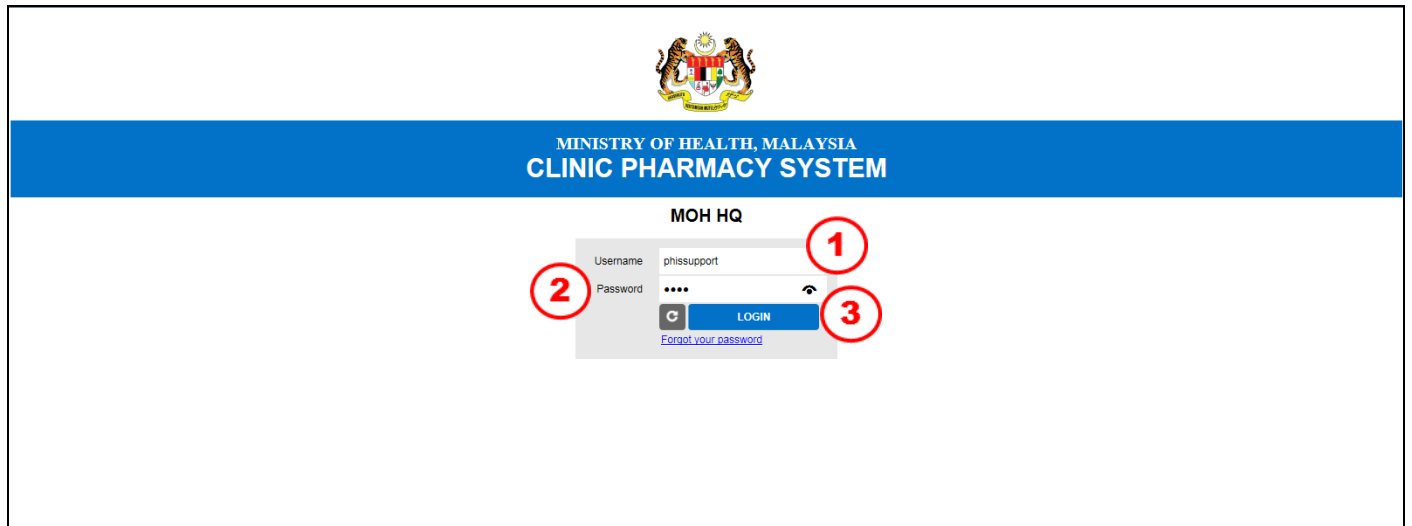
Figure 3.0-1

3.1 Login to PhIS Plus

To login into system, perform the steps below

Note

User at HQ(BPF) with the access right only is allowed to access into PhIS Plus application



The screenshot shows the login page for the Ministry of Health, Malaysia Clinic Pharmacy System. At the top is the national emblem. Below it is a blue header with the text "MINISTRY OF HEALTH, MALAYSIA" and "CLINIC PHARMACY SYSTEM". Underneath is a white box labeled "MOH HQ". Inside this box are two input fields: "Username" with the value "phissupport" and "Password" with masked characters. A red circle with the number "1" is next to the Username field, and a red circle with the number "2" is next to the Password field. Below the password field is a blue "LOGIN" button with a red circle and the number "3" next to it. A link "Forgot your password" is visible below the login button.

Figure 3.1-1 PhIS Plus Login Page

STEP 1

Enter username in **Username** field

STEP 2

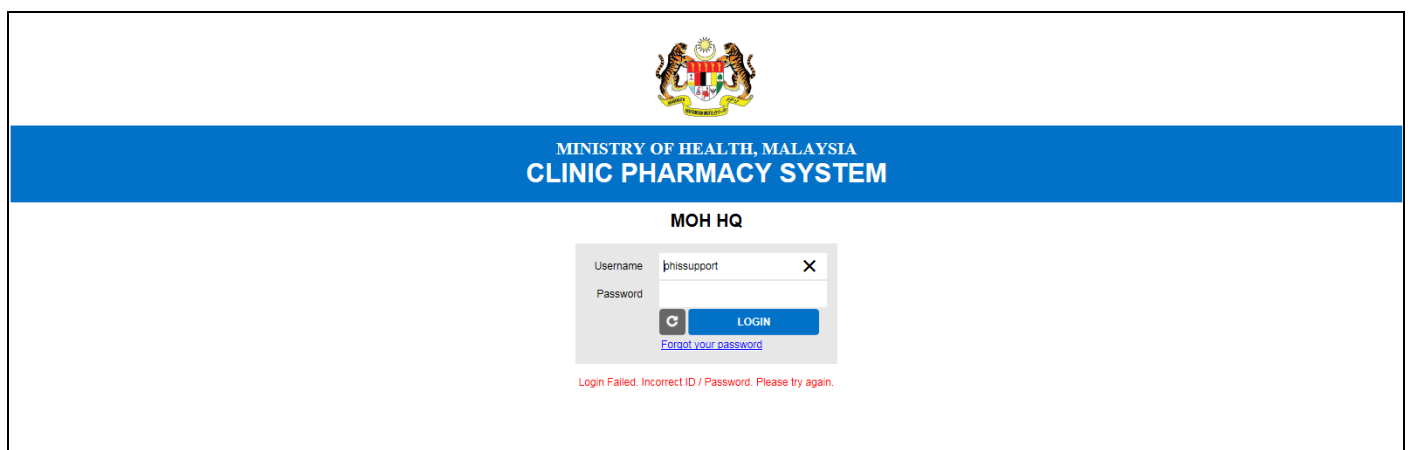
Enter password in **Password** field

STEP 3

Click on the  button to log in to the application

Note

Alert message as shown in Figure 3.1-2 will be displayed if the username or password entered is invalid



The screenshot shows the same login page as Figure 3.1-1, but with an error message displayed below the login form. The error message is "Login Failed. Incorrect ID / Password. Please try again." in red text. The login form fields and buttons are still visible, but the "LOGIN" button is now disabled.

Figure 3.1-2 Invalid username or password

3.2 PhIS Plus Home Page Overview

User will be navigated to the PhIS Plus home page upon successful login.

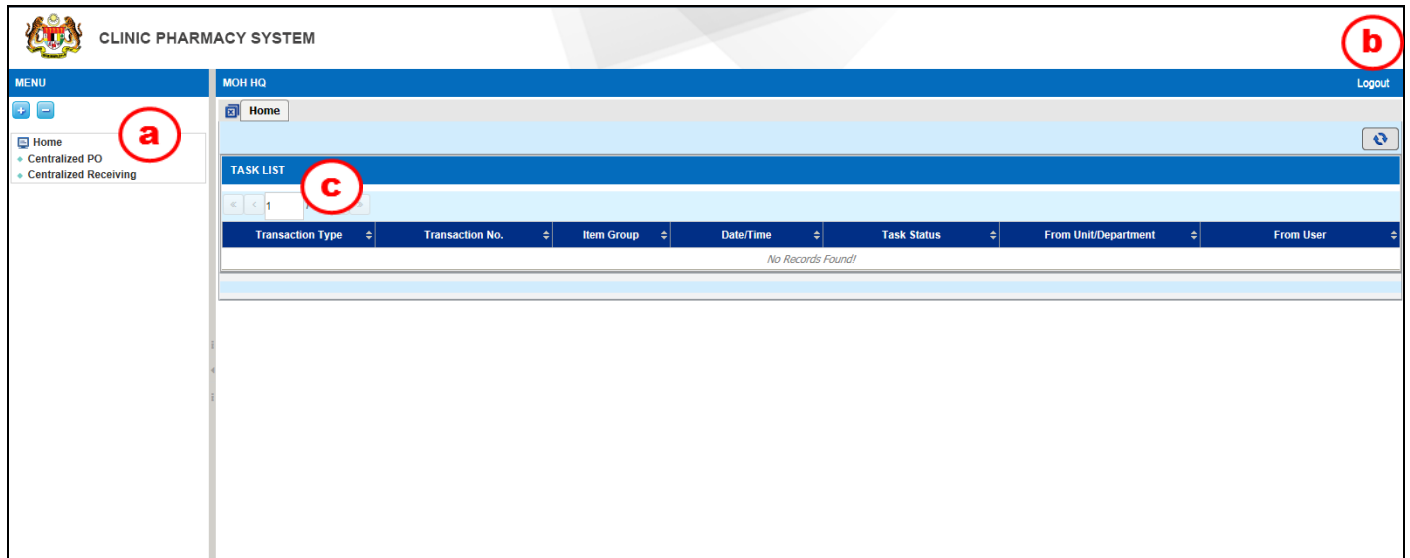


Figure 3.2-1 PhIS Plus Homepage

PhIS Plus Home Page screen will be displayed according to user's role and access right.

Left side panel contains:

- a) **Menu**
List of Menu displayed depends on the user's role. User needs to refer to the facility's System Administrator for any update needed.

Right side panel contains:

- b) **Logout**
To logout from PhIS application.
- c) **Task List**
Active 'Pending for Approval' task(s) that require action/ follow-up will be displayed.

3.3 Centralized Purchase Order

3.3.1 Create New Centralized Purchase Order

To create new CentralizedPurchase Order records, perform the step below

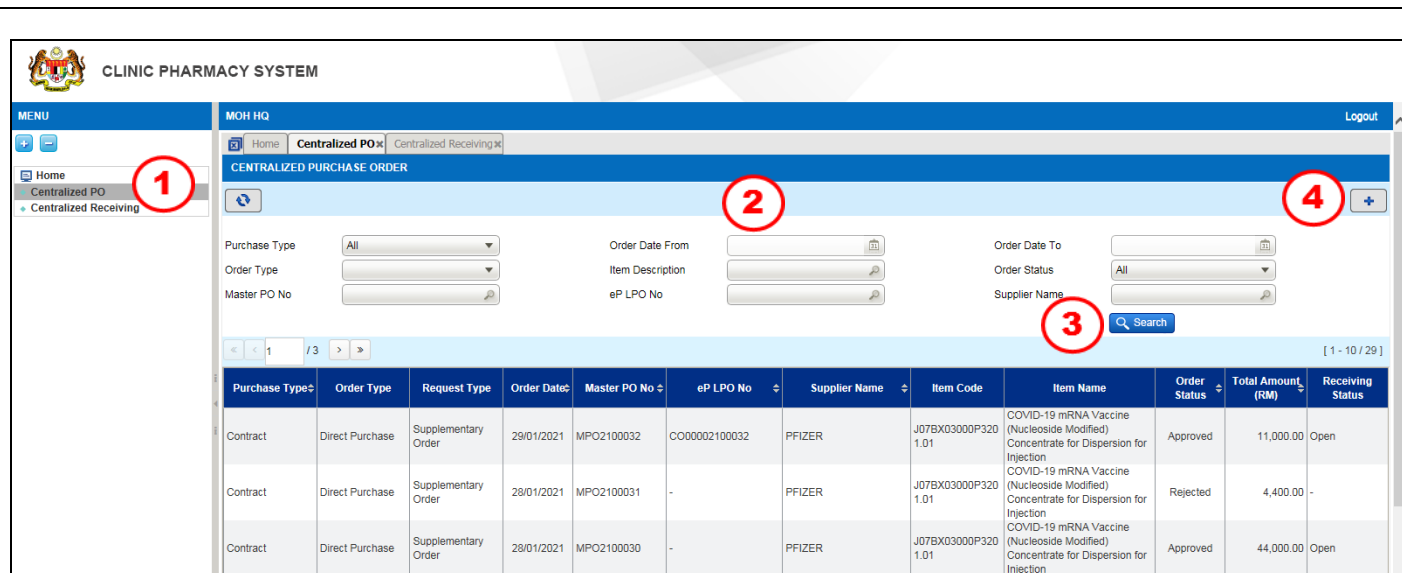


Figure 3.3.1-1 Centralized Purchase Order

STEP 1

Click on 'Centralized PO' menu

STEP 2


To search for existing records, user may search by criteria as follows:

No	Field	Description	Remark
a	Purchase Type	Select status from drop down menu:- - All - Contract - LP	Filter and search existing records based on Purchase Type
b	Order Type	Select status from drop down menu:- - All - Direct Purchase	Filter and search existing records based on Order Type
c	Master PO No	Search Master PO No	Allow to search and filter based on Item Master PO No selected
d	Order Date From	Search by selecting a date from the calendar	Filter and search existing records based on date. The date format will be 'DD/MM/YYYY'
e	Order Date To	Search by selecting a date from the calendar	Filter and search existing records based on date. The date format will be 'DD/MM/YYYY'
f	Item Description	Search Item Description	Allow to search and filter based on Item Description selected
g	Order Status	Select status from drop down menu:- - All - Approved - Cancelled - Closed - Open - Pending for Approval - Rejected	Filter and search existing records based on Order Status
h	eP LPO No	Search eP LPO No	Allow to search and filter based on eP LPO No selected


i	Supplier Name	Search Supplier Name	Allow to search and filter based on Supplier Name selected
---	---------------	----------------------	--

Table 3.3.1

STEP 3

Click on the  button to search and list of records will be displayed as per entered criteria

STEP 4

Click on the  button to create new records and Centralized Purchase Order screen will be displayed as Figure 3.3.1-2

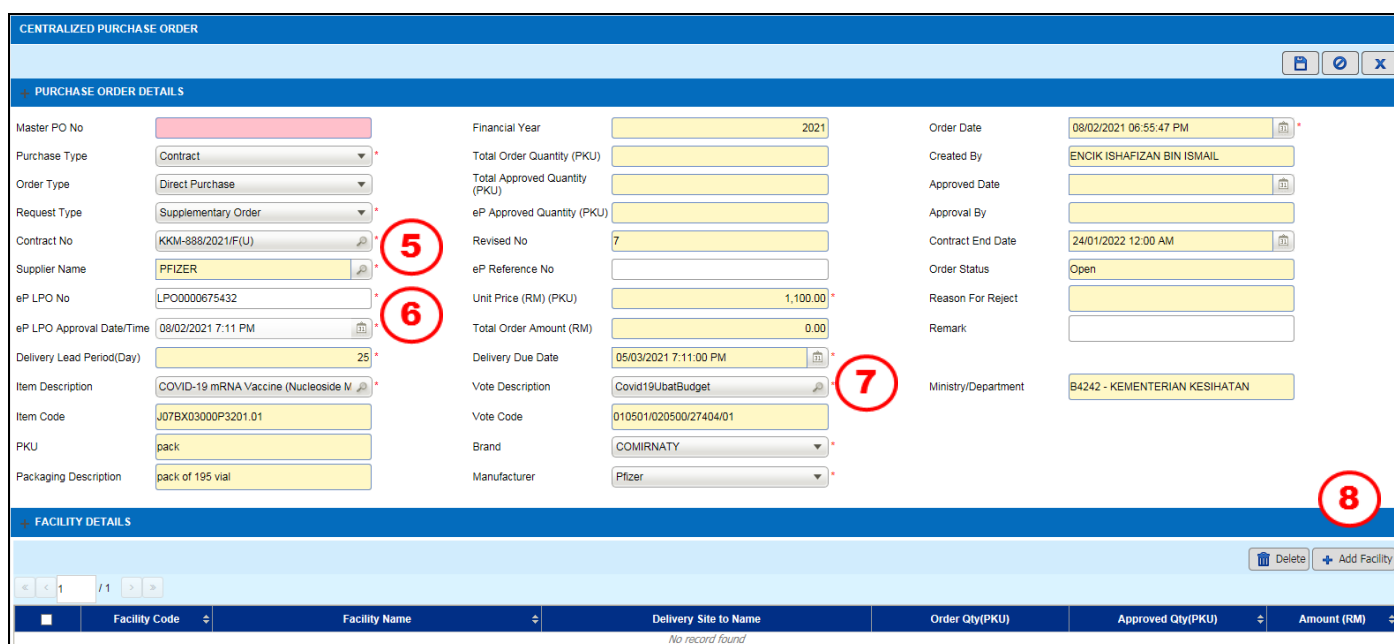



Figure 3.3.1-2 Centralized Purchase Order

Note

- **Purchase Type** will defaulted to **Contract**
- **Order Type** will defaulted to **Direct Purchase**
- **Request Type** will defaulted to **Supplementary Order**

STEP 5

Click on **Contract No**  button and select KKM Code Contract Ref No

Note

- **Item Description** will be auto display if there are only one (1) contract item
- if got multiple Contract Item, user need to select **Item Description**
- **Supplier Name, Revised No, Delivery Lead Period(Day)** and **Contract End Date** will be auto displayed based on selected **Contract No**
- **Item Code, Unit Price (RM) (PKU), Brand** and **Manufacturer** will auto displayed based on selected **Item Description**

STEP 6

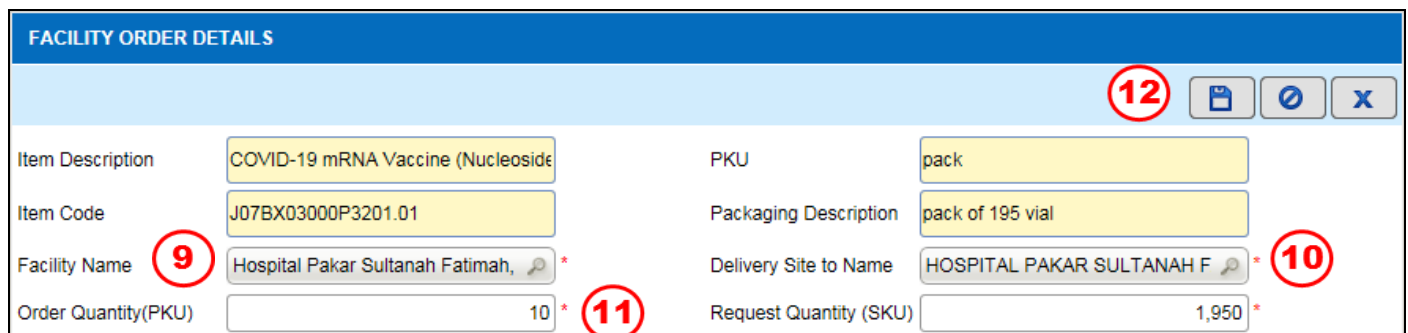
Enter **eP LPO No** and select **eP LPO Approved Date/Time**

STEP 7

Click on **Vote Description**  button and select Vote Description

STEP 8

Click on the **+ Add Facility** button and Facility Order Details screen will be displayed as Figure 3.3.1-3



The screenshot shows the 'FACILITY ORDER DETAILS' screen. It contains several input fields and buttons. A red circle with the number 12 is around the top right corner. A red circle with the number 9 is around the 'Facility Name' field. A red circle with the number 10 is around the 'Delivery Site to Name' field. A red circle with the number 11 is around the 'Order Quantity(PKU)' field. The fields contain the following data: Item Description: COVID-19 mRNA Vaccine (Nucleoside); Item Code: J07BX03000P3201.01; Facility Name: Hospital Pakar Sultanah Fatimah; PKU: pack; Packaging Description: pack of 195 vial; Delivery Site to Name: HOSPITAL PAKAR SULTANAH F; Order Quantity(PKU): 10; Request Quantity (SKU): 1,950. There are also buttons for save, refresh, and close.

Figure 3.3.1-3 Facility Order Details

STEP 9

Click on **Facility Name**  button and select Facility

Note

Facility Name list will be displayed Pusat Simpanan Vaksin (PSV) facilities

STEP 10

Click on **Delivery Site To Name**  button and select Delivery Site To Name

Note

Delivery Site To Name list will be displayed based BPF (MOH HQ) delivery site to

STEP 11

Enter **Order Quantity(PKU)**

Note

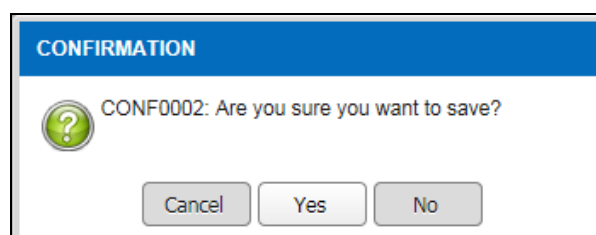
Request Quantity(SKU) will be displayed based on Order Quantity x Conversion Factor

STEP 12

Click on the  button to save the record

Note

- Confirmation message will be displayed as Figure 3.3.1-4



The screenshot shows a 'CONFIRMATION' dialog box. It contains a question mark icon and the text 'CONF0002: Are you sure you want to save?'. There are three buttons: 'Cancel', 'Yes', and 'No'.

Figure 3.3.1-4 Confirmation Message

- Click on the button and information message will be displayed as Figure 3.3.1-5

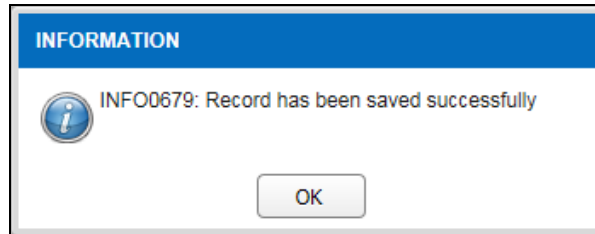


Figure 3.3.1-5 Information Message

- Click on the button and information will be added in the Facility Details section as shown in Figure 3.3.1-6

CENTRALIZED PURCHASE ORDER

13

PURCHASE ORDER DETAILS

Master PO No	Financial Year	Order Date	
Purchase Type	Total Order Quantity (PKU)	Created By	
Order Type	Total Approved Quantity (PKU)	Approved Date	
Request Type	eP Approved Quantity (PKU)	Approval By	
Contract No	Revised No	Contract End Date	
Supplier Name	eP Reference No	Order Status	
eP LPO No	Unit Price (RM) (PKU)	Reason For Reject	
eP LPO Approval Date/Time	Total Order Amount (RM)	Remark	
Delivery Lead Period(Day)	Delivery Due Date	Ministry/Department	
Item Description	Vote Description		
Item Code	Vote Code		
PKU	Brand		
Packaging Description	Manufacturer		

FACILITY DETAILS

[1 - 2 / 2]

	Facility Code	Facility Name	Delivery Site to Name	Order Qty(PKU)	Approved Qty(PKU)	Amount (RM)
<input type="checkbox"/>	11-14010002	Hospital Kuala Lumpur	HOSPITAL KUALA LUMPUR	5	5	5,500.00
<input type="checkbox"/>	11-01060015	Hospital Pakar Sultanah Fatimah, Muar	HOSPITAL PAKAR SULTANAH FATIMAH	5	5	5,500.00

Figure 3.3.1-6 Centralized Purchase Order

Note

- Repeat from Step 8 to Step 12 to add multiple Facility
- During adding facility, alert message will be displayed if user add same facility that already in list. Refer Figure 3.3.1-7
- User is allow to delete Facility Details information by click on the ☐ button and click on the button

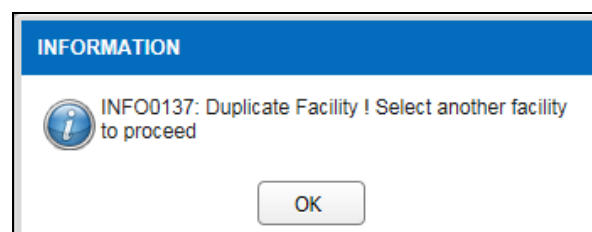


Figure 3.3.1-7 Information Message

STEP 13

Click on the  button to save the record

Note

- Confirmation message will be displayed as Figure 3.3.1-8

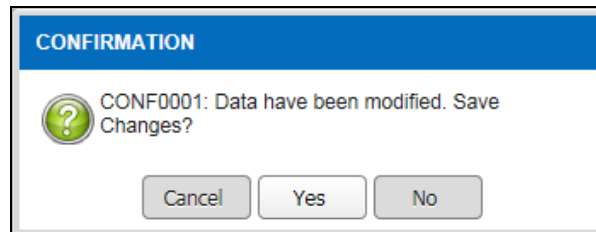


Figure 3.3.1-8 Confirmation Message

- Click on the  button and information message will be displayed as Figure 3.3.1-9

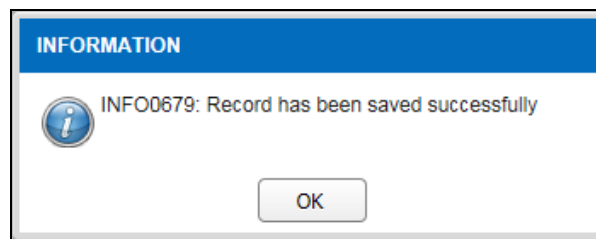
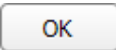

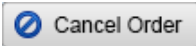


Figure 3.3.1-9 Information Message

- Click on the  button
- Master PO No will be generated automatically once the record is successfully saved and the Order Status will updated to Open
-  button and  button will be displayed as shown in Figure 3.3.1-10

14

CENTRALIZED PURCHASE ORDER			
+ Send for Approval Cancel Order Print X			
PURCHASE ORDER DETAILS			
Master PO No	MPO2100133	Financial Year	2021
Purchase Type	Contract	Total Order Quantity (PKU)	10
Order Type	Direct Purchase	Total Approved Quantity (PKU)	10
Request Type	Supplementary Order	eP Approved Quantity (PKU)	10
Contract No	KKM-888/2021/F(U)	Revised No	7
Supplier Name	PFIZER	eP Reference No	
eP LPO No	LPO000675432	Unit Price (RM) (PKU)	1,100.00
eP LPO Approval Date/Time	08/02/2021 7:11 PM	Total Order Amount (RM)	11,000.00
Delivery Lead Period(Day)	25	Delivery Due Date	05/03/2021 7:11:00 PM
Item Description	COVID-19 mRNA Vaccine (Nucleoside N	Vote Description	Covid19UbatBudget
Item Code	J07BX03000P3201.D1	Vote Code	010501/020500/27404/01
PKU	pack	Brand	COMIRNATY
Packaging Description	pack of 195 vial	Manufacturer	Pfizer
Order Date	08/02/2021 06:55:47 PM		Created By
Approved Date			Approval By
Contract End Date	24/01/2022 12:00 AM		Order Status
Reason For Reject			Remark
Ministry/Department	B4242 - KEMENTERIAN KESIHATAN		
FACILITY DETAILS			
Delete + Add Facility			

Figure 3.3.1-10 Centralized Purchase Order

STEP 14


Select either one of the available button

- a) Click on the  button to send record for approval

Note

- Confirmation message will be displayed as Figure 3.3.1-11

CONFIRMATION




CONF0125: Are you sure want to send this record for approval?

Cancel
Yes
No

Figure 3.3.1-11 Confirmation Message

- Click on the  button and information message will be displayed as Figure 3.3.1-12

INFORMATION




INFO0673: Record approved successfully.

OK

Figure 3.3.1-12 Information Message

- Click on the  button
- Order Status will be updated to "Pending for Approval"
- all field will be read-only

- b) Click on the  button to cancel the record

Note

- Confirmation message will be displayed as Figure 3.3.1-13

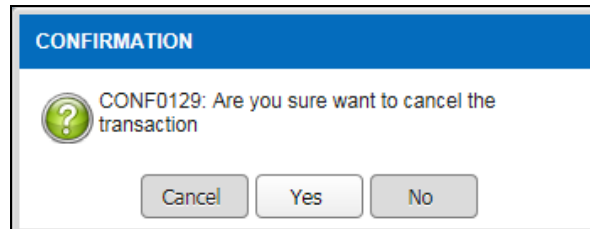
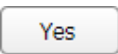


Figure 3.3.1-13 Confirmation Message

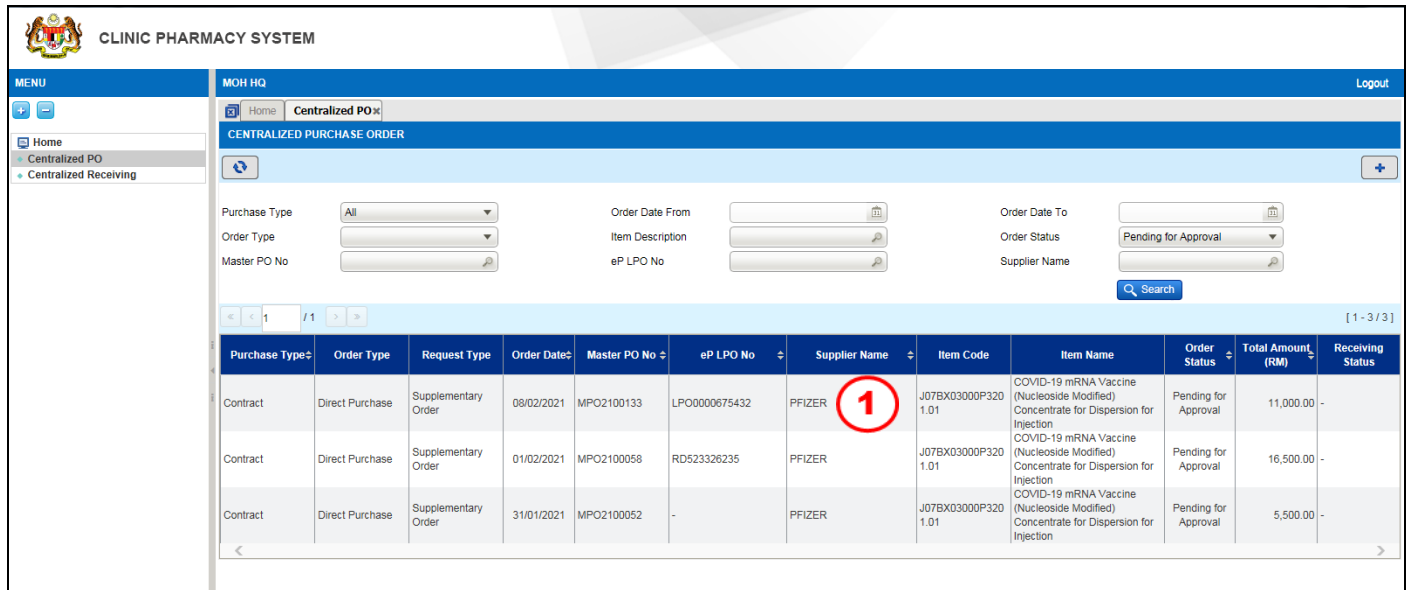
- Click on the  button
- Order Status will be updated to "Cancelled"
- all field will be read-only

3.3.2 Centralized Purchase Order Approval

To approve Centralized Purchase Order records, perform the step below

Note

- Approval process will only be done by user that assigned with approval roles
- Search for a record with Order Status 'Pending for Approval' at Centralized Purchase Order listing page

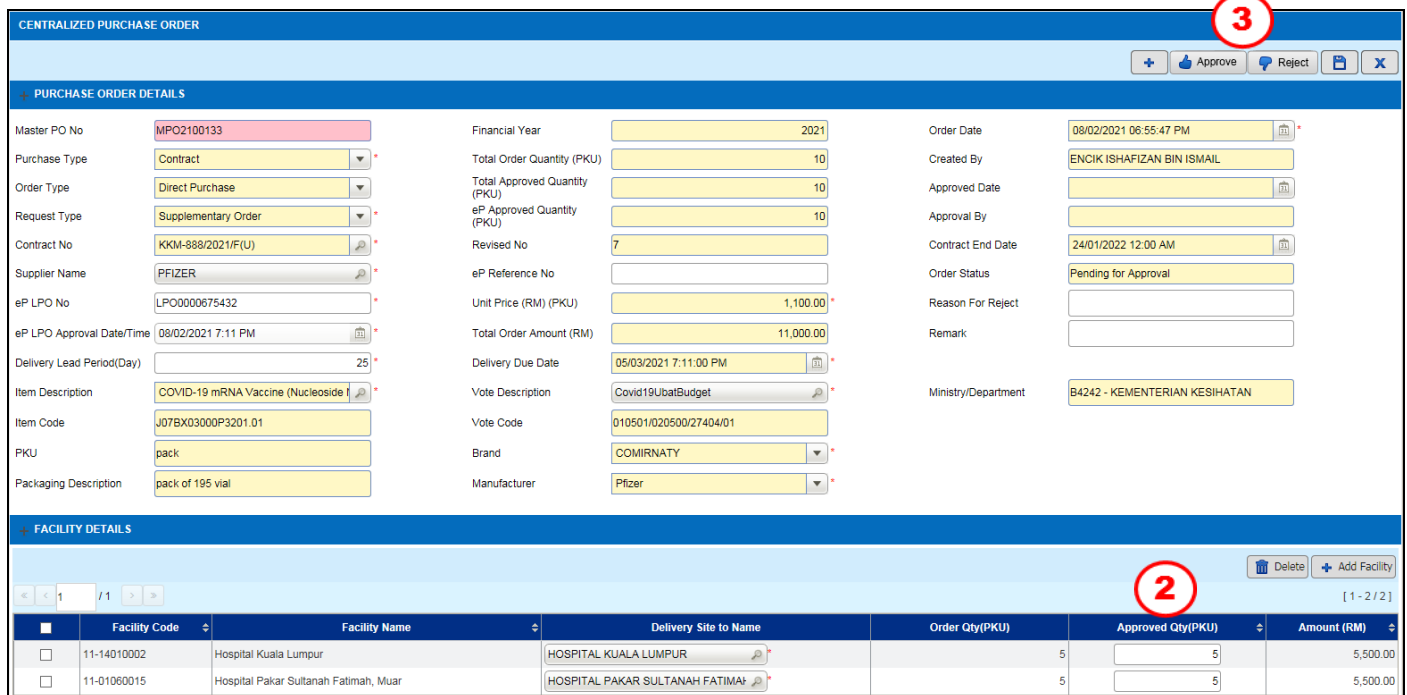


Purchase Type	Order Type	Request Type	Order Date	Master PO No	eP LPO No	Supplier Name	Item Code	Item Name	Order Status	Total Amount (RM)	Receiving Status
Contract	Direct Purchase	Supplementary Order	08/02/2021	MPO2100133	LPO0000675432	PFIZER	J07BX03000P3201.01	COVID-19 mRNA Vaccine (Nucleoside Modified) Concentrate for Dispersion for Injection	Pending for Approval	11,000.00	-
Contract	Direct Purchase	Supplementary Order	01/02/2021	MPO2100058	RD523326235	PFIZER	J07BX03000P3201.01	COVID-19 mRNA Vaccine (Nucleoside Modified) Concentrate for Dispersion for Injection	Pending for Approval	16,500.00	-
Contract	Direct Purchase	Supplementary Order	31/01/2021	MPO2100052	-	PFIZER	J07BX03000P3201.01	COVID-19 mRNA Vaccine (Nucleoside Modified) Concentrate for Dispersion for Injection	Pending for Approval	5,500.00	-

Figure 3.3.2-1 Centralized Purchase Order

STEP 1

Double click on the record and Centralized Purchase Order screen will be displayed as Figure 3.3.2-2



Facility Code	Facility Name	Delivery Site to Name	Order Qty(PKU)	Approved Qty(PKU)	Amount (RM)
11-14010002	Hospital Kuala Lumpur	HOSPITAL KUALA LUMPUR	5	5	5,500.00
11-01060015	Hospital Pakar Sultanah Fatimah, Muar	HOSPITAL PAKAR SULTANAH FATIMAH	5	5	5,500.00

Figure 3.3.2-2 Centralized Purchase Order

Note

User is allow to:

- Modify **eP LPO No** and **eP LPO Approval Date/Time**
- Modify **Order Quantity(PKU)** by double click on the selected facility at Facility Details section
- Add new facility in the Facility Details section

STEP 2

Modify **Approved Qty(PKU)**

Note

- Approved Qty(PKU) will display based on **Order Quantity(PKU)** by default
- user is not allow to enter **Approved Qty(PKU)** more than **Order Quantity(PKU)**

STEP 3

Select either one of the available button

- Click on the  button to approve the record

Note

- Confirmation message will be displayed as Figure 3.3.2-3

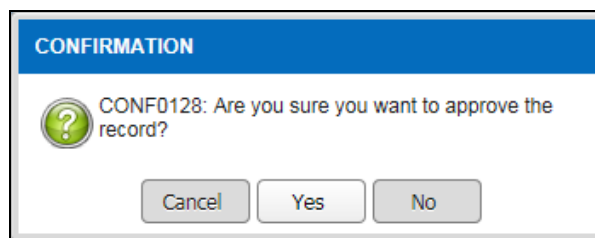


Figure 3.3.2-3 Confirmation Message

- Click on the  button and information message will be displayed as Figure 3.3.2-4

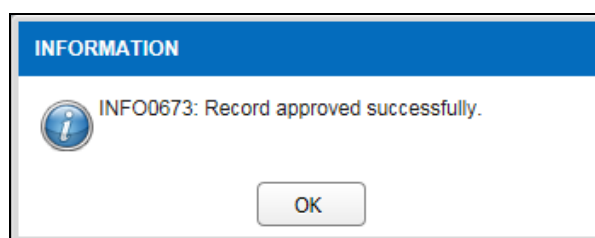


Figure 3.3.2-4 Information Message

- Click on the  button
- Status will change to 'Approved' and record will be flow to Centralized Receiving Module

- b) Click on the  button to reject the record

Note

- *Reject reason is mandatory to be entered to reject the records*
- *Confirmation message will be displayed as Figure 3.3.2-5*

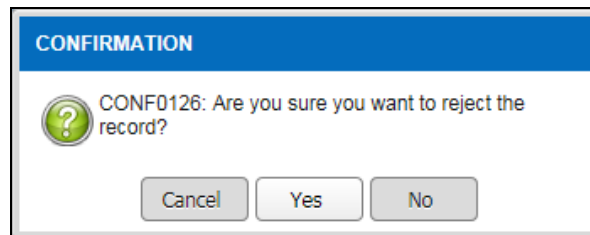


Figure 3.3.2-5 Confirmation Message

- Click on the  button and information message will be displayed as Figure 3.3.2-6

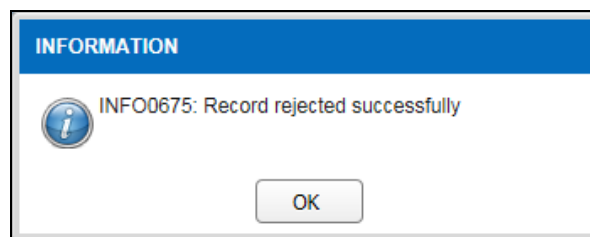


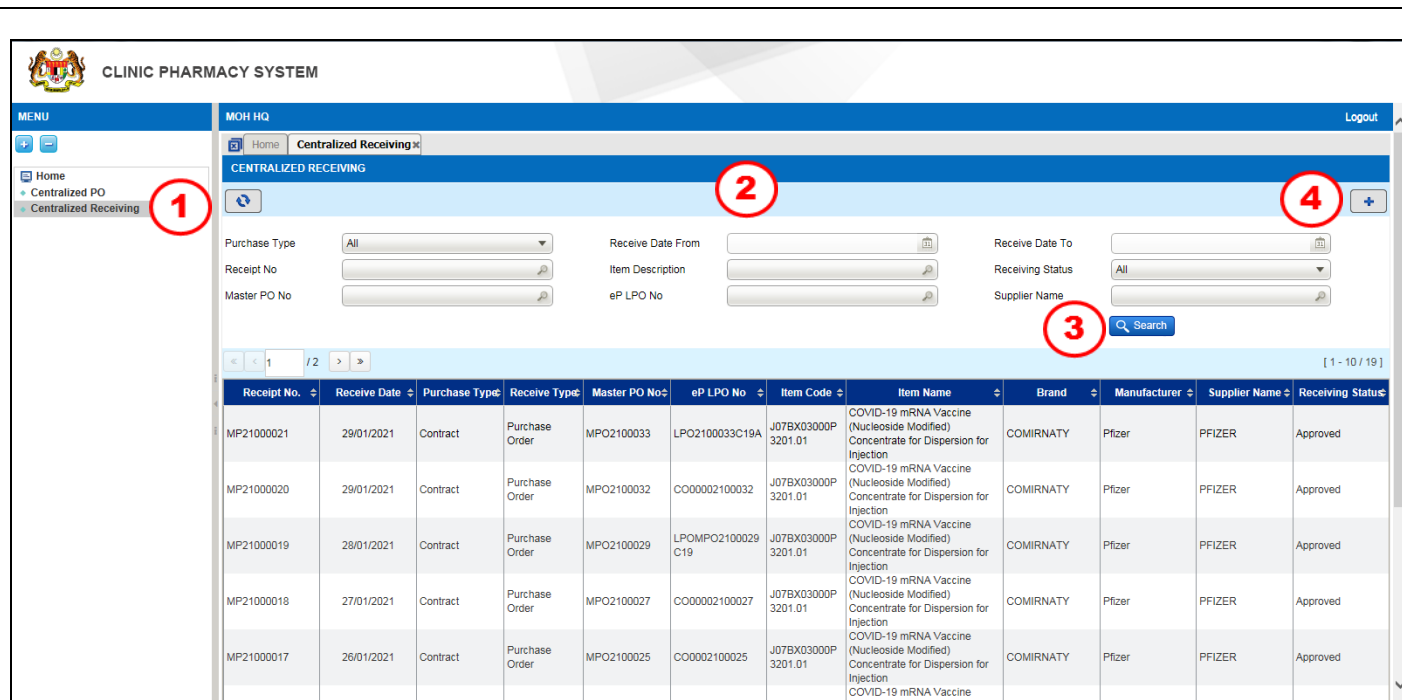
Figure 3.3.2-6 Information Message

- Click on the  button
- *Status will be updated to 'Rejected'*

3.4 Centralized Receiving

3.4.1 Create New Centralized Receiving

To create new Centralized Receiving records, perform the step below



The screenshot shows the 'CLINIC PHARMACY SYSTEM' interface. On the left is a 'MENU' sidebar with 'Home', 'Centralized PO', and 'Centralized Receiving' (highlighted with a red circle 1). The main area is titled 'CENTRALIZED RECEIVING' (highlighted with a red circle 2). It contains search filters: 'Purchase Type' (dropdown), 'Receipt No' (text), 'Master PO No' (text), 'Receive Date From' (calendar), 'Item Description' (text), 'eP LPO No' (text), 'Receive Date To' (calendar), 'Receiving Status' (dropdown), and 'Supplier Name' (text). A 'Search' button (highlighted with a red circle 3) and a '+ Add' button (highlighted with a red circle 4) are at the bottom right. Below the filters is a table with columns: Receipt No., Receive Date, Purchase Type, Receive Type, Master PO No., eP LPO No., Item Code, Item Name, Brand, Manufacturer, Supplier Name, and Receiving Status. The table displays five records for COVID-19 mRNA Vaccine.

Figure 3.4.1-1 Centralized Receiving

STEP 1

Click on 'Centralized Receiving' menu

STEP 2


To search for existing records, user may search by criteria as follows:

No	Field	Description	Remark
a	Purchase Type	Select status from drop down menu:- - All - Contract - LP	Filter and search existing records based on Purchase Type
b	Receipt No	Search Receipt No	Allow to search and filter based on Receipt No selected
c	Master PO No	Search Master PO No	Allow to search and filter based on Item Master PO No selected
d	Receiving Date From	Search by selecting a date from the calendar	Filter and search existing records based on date. The date format will be 'DD/MM/YYYY'
e	Receiving Date To	Search by selecting a date from the calendar	Filter and search existing records based on date. The date format will be 'DD/MM/YYYY'
f	Item Description	Search Item Description	Allow to search and filter based on Item Description selected
g	Receiving Status	Select status from drop down menu:- - All - Approved - Cancelled - Open - Pending for Approval - Rejected	Filter and search existing records based on Receiving Status
h	eP LPO No	Search eP LPO No	Allow to search and filter based on eP LPO No

			selected
i	Supplier Name	Search Supplier Name	Allow to search and filter based on Supplier Name selected

Table 3.4.1

STEP 3

Click on the  button to search and list of records will be displayed as per entered criteria

STEP 4

Click on the  button to create new records and Centralized Receiving screen will be displayed as Figure 3.4.1-2

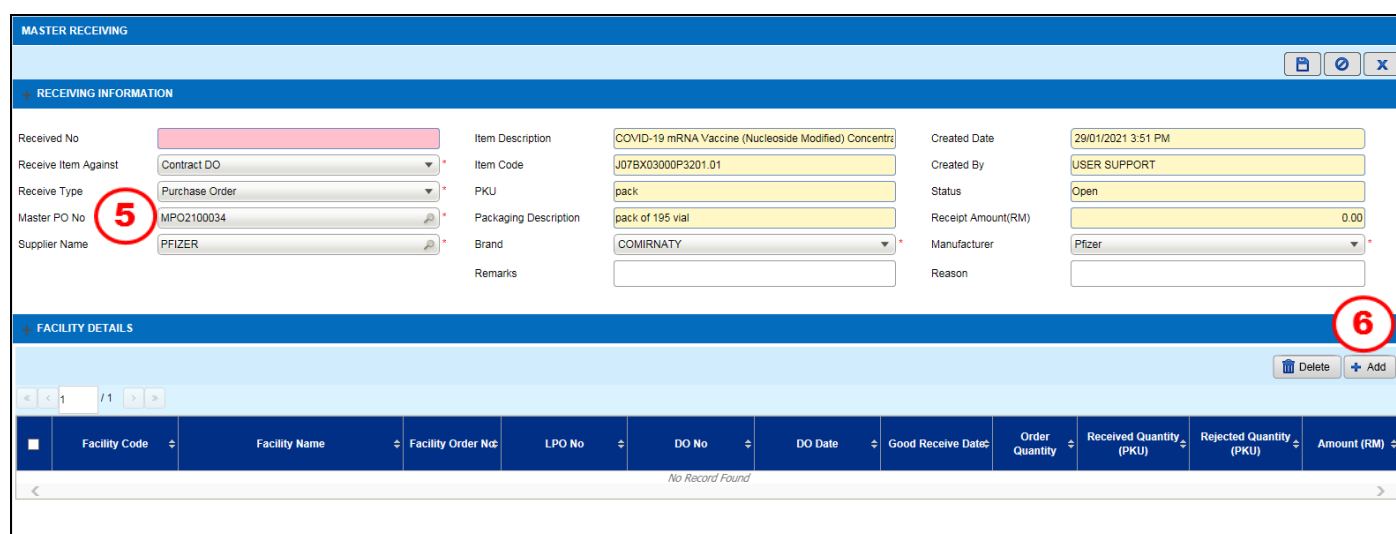


Figure 3.4.1-2 Centralized Receiving

Note

- **Receive Item Against** will defaulted to **Contract DO**
- **Receive Type** will defaulted to **Purchase Order**


STEP 5

Click **Master PO No**  button and select Master PO No

Note

- **Master PO list** will be displayed all records with status = **Approved**
- **Item Description, Supplier Name, Brand and Manufacturer** will be auto display based on the Master PO No selected

STEP 6

Click on the  button to add Facility Details into Master Receiving record and Receive From Supplier screen will be displayed as Figure 3.4.1-3

RECEIVE FROM SUPPLIER

RECEIVING INFORMATION

Receipt No

Facility Name

Receive Item Against

Receive Type

LPO No

Supplier Name

Good Received Date and Time

DO No

DO Date

Receipt Amount (RM)

Order Quantity (PKU)

Hospital Kuala Lumpur

Contract DO

Purchase Order

RD523326235

PFIZER

0.00

5

Status

Facility Code

Created Date

Created By

LPO Approved Date and Time

Supplier Code

LPO Transmitted Date and Time

Expected Delivery Date and Time

Remarks

Transportation Information

Open

11-14010002

08/02/2021 8:11 PM

01/02/2021 5:38 PM

SUPP001810

26/02/2021 5:38 PM

RECEIVING DETAIL'S LIST

Delete Item

Add Item


1

1

No	Item Code	Item Description	PKU	Packaging Description	Receive Quantity (PKU)	Receive Quantity (SKU)	Brand	Manufacturer	Manufactured Date	Batch No.	Expiry Date	Reject Quantity (PKU)	Unit Price (RM)	Amount (RM)
1	J07BX03000F1.01	COVID-19 mRNA Vaccine (Nucleoside Modified) Concentrate for Dispersion for Injection	pack	pack of 195 vial			COMIRNATY	Pfizer				0		

Figure 3.4.1-3 Receive From Supplier

STEP 7

Click on **Facility Name**  button and select Facility Name

Note

- Facility Name** will be display a list based on Facility added in Master Purchase Order record
- Item information will be automatically display in Receiving Detail's List section after selecting Facility Name*

STEP 8

Enter **DO No** and Select **DO Date** from calendar  button

STEP 9

Double click on the item information in the Receiving Detail's List section and Add Batch Screen will be displayed as Figure 3.4.1-4

ADD BATCH

Item Description

Order Quantity

Batch No.

Receive Quantity (PKU)

Unit Price (PKU) (RM)

Amount (RM)

Packaging Description

J07BX03000P3201.01

5

BV0901

3

1100.0000

3,300.00

pack of 195 vial

Item Code

Pending Quantity

Expiry Date

Brand

Manufacturer

Manufactured Date

Product Registration Number

COVID-19 mRNA Vaccine (Nucleoside Modified) Concentrate

5

30/06/2021

COMIRNATY

Pfizer

01/02/2021

Figure 3.4.1-4 Add Batch

STEP 10

Enter **Batch No**

STEP 11

Enter **Receive Quantity (PKU)**

STEP 12

Select **Expiry Date** from calendar  button

STEP 13

Select **Manufacturer Date** from calendar  button

STEP 14

Click on the  button to save the record

Note

- Confirmation message will be displayed as Figure 3.4.1-5

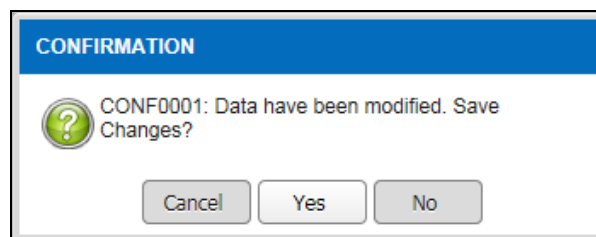


Figure 3.4.1-5 Confirmation Message

- Click on the  button and information message will be displayed as Figure 3.4.1-6

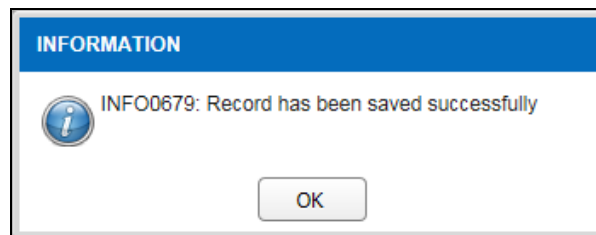
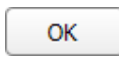


Figure 3.4.1-6 Information Message

- Click on the  button
- Receiving Detail's List will be updated after successfully saved the record as shown in Figure 3.4.1-7

RECEIVE FROM SUPPLIER

RECEIVING INFORMATION

Receipt No

Facility Name

Hospital Kuala Lumpur

Receive Item Against

Contract DO

Receive Type

Purchase Order

LPO No

RD523326235

Supplier Name

PFIZER

Good Received Date and Time

DO No

DO523326235

DO Date

08/02/2021

Receipt Amount (RM)

3,300.00

Order Quantity (PKU)

5

Status

Open

Facility Code

11-14010002

Created Date

08/02/2021 8:11 PM

Created By

LPO Approved Date and Time

01/02/2021 5:38 PM

Supplier Code

SUPP001810

LPO Transmitted Date and Time

Expected Delivery Date and Time

26/02/2021 5:38 PM

Remarks

Transportation Information

RECEIVING DETAIL'S LIST

Delete Item

+ Add Item


1

/ 1

No	Item Code	Item Description	PKU	Packaging Description	Receive Quantity (PKU)	Receive Quantity (SKU)	Brand	Manufacturer	Manufactured Date	Batch No.	Expiry Date	Reject Quantity (PKU)	Unit Price (RM)	Amount (RM)
1	J07BX03000P3201.01	COVID-19 mRNA Vaccine (Nucleoside Modified) Concentrate for Dispersion for Injection	pack	pack of 195 vial	3	585	COMIRNATY	Pfizer	01/02/2021	BV0901	30/06/2021	0	1,100.0000	3,300.00

Figure 3.4.1-7 Receive From Supplier

STEP 15

Click on the  button and Add Batch screen will be displayed as shown in Figure 3.4.1-8 if user want to add multiple batches

ADD BATCH

Item Description

J07BX03000P3201.01

Order Quantity

5

Batch No.

BV6701

Receive Quantity (PKU)

2

Unit Price (PKU) (RM)

1100.0000

Amount (RM)

2,200.00

Packaging Description

pack of 195 vial

Item Code

COVID-19 mRNA Vaccine (Nucleoside Modified) Concentrate for Dispersion for Injection

Pending Quantity

2

Expiry Date

31/07/2021

Brand

COMIRNATY

Manufacturer

Pfizer

Manufactured Date

01/02/2021

Product Registration Number

Figure 3.4.1-8 Add batch

Note

- Repeat **STEP 10 to STEP 14** to add multiple batches
- for added batch, if user enter Receive Quantity(PKU) more than remaining Rending Quantity, information message will displayed as Figure 3.4.1-9

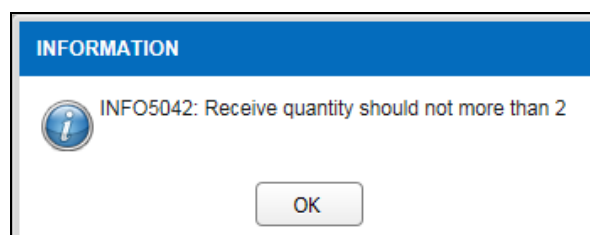


Figure 3.4.1-9 Information Message

RECEIVE FROM SUPPLIER
16

RECEIVING INFORMATION

Receipt No:

Facility Name:

Receive Item Against:

Receive Type:

LPO No:

Supplier Name:

Good Received Date and Time:

DO No:

DO Date:

Receipt Amount (RM):

Order Quantity (PKU):

Status:

Facility Code:

Created Date:

Created By:

LPO Approved Date and Time:

Supplier Code:

LPO Transmitted Date and Time:

Expected Delivery Date and Time:

Remarks:

Transportation Information:

RECEIVING DETAIL'S LIST

No	Item Code	Item Description	PKU	Packaging Description	Receive Quantity (PKU)	Receive Quantity (SKU)	Brand	Manufacturer	Manufactured Date	Batch No.	Expiry Date	Reject Quantity (PKU)	Unit Price (RM)	Amount
1	J07BX03000P320 1.01	COVID-19 mRNA Vaccine (Nucleoside Modified) Concentrate for Dispersion for Injection	pack	pack of 195 vial	2	390	COMIRNATY	Pfizer	07/02/2021	BV0903	31/07/2021	0	1,100.0000	
2	J07BX03000P320 1.01	COVID-19 mRNA Vaccine (Nucleoside Modified) Concentrate for Dispersion for Injection	pack	pack of 195 vial	3	585	COMIRNATY	Pfizer	01/02/2021	BV0901	31/07/2021	0	1,100.0000	

Figure 3.4.1-10 Receive From Supplier


STEP 16

Click on the  button to save the record

Note

- Confirmation message will be displayed as Figure 3.4.1-11

CONFIRMATION




CONF0001: Data have been modified. Save Changes?

Figure 3.4.1-11 Confirmation Message

- Click on the  button and information message will be displayed as Figure 3.4.1-12

INFORMATION



INFO0679: Record has been saved successfully

Figure 3.4.1-12 Information Message

- Click on the  button and record will be updated in the Facility Details section as shown in Figure 3.4.1-13

MASTER RECEIVING

RECEIVING INFORMATION

Received No:

Receive Item Against:

Receive Type:

Master PO No:

Supplier Name:

Item Description:

Item Code:

PKU:

Packaging Description:

Brand:

Remarks:

Created Date:

Created By:

Status:

Receipt Amount(RM):

Manufacturer:

Reason:


FACILITY DETAILS

1 / 1

Facility Code	Facility Name	Receipt No	LPO No	DO No	DO Date	Good Receive Date	Order Quantity (PKU)	Received Quantity (PKU)	Rejected Quantity (PKU)	Amount (RM)
11-14010002	Hospital Kuala Lumpur		RD523326235	DO523326235	08/02/2021		5	5	0	5,500.00

Figure 3.4.1-13 Master Receiving

STEP 17

Click on the  button to add another facility and Receive From Supplier screen will be displayed as Figure 3.4.1-14

RECEIVE FROM SUPPLIER

RECEIVING INFORMATION

Receipt No:

Facility Name:

Receive Item Against:

Receive Type:

LPO No:

Supplier Name:

Good Received Date and Time:

DO No:

DO Date:

Receipt Amount (RM):

Order Quantity (PKU):

Status:

Facility Code:

Created Date:

Created By:

Time:

Time:

Time:

Transportation Information:

RECEIVING DETAIL'S LIST

1 / 1

No	Item Code	Item Description	PKU	Packaging Description	Receive Quantity (PKU)	Receive Quantity (SKU)	Brand	Manufacturer	Manufactured Date	Batch No.	Expiry Date	Reject Quantity (PKU)	Unit Price (RM)	Amount (RM)
No Record Found														

Figure 3.4.1-14 Receive From Supplier

Note

- Repeat from **STEP 6 to STEP 16** to add another Facility receiving information
- Facility Name will be displayed remaining facility that not be added in the Master Receiving Facility Details
- Information message will displayed if user enter same DO No that has been used for other facility. Refer Figure 3.4.1-15

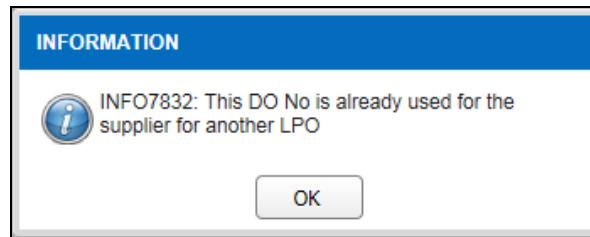


Figure 3.4.1-15 Information Message

MASTER RECEIVING 18

RECEIVING INFORMATION

Received No	<input type="text"/>	Item Description	COVID-19 mRNA Vaccine (Nucleoside Modified) Concentr	Created Date	08/02/2021 9:03 PM
Receive Item Against	Contract DO	Item Code	J07BX03000P3201.01	Created By	
Receive Type	Purchase Order	PKU	pack	Status	Open
Master PO No	MPO2100058	Packaging Description	pack of 195 vial	Receipt Amount(RM)	11,000.00
Supplier Name	PFIZER	Brand	COMIRNATY	Manufacturer	Pfizer
		Remarks		Reason	

FACILITY DETAILS

Delete Add

	Facility Code	Facility Name	Receipt No	LPO No	DO No	DO Date	Good Receive Date	Order Quantity (PKU)	Received Quantity (PKU)	Rejected Quantity (PKU)	Amount (RM)
<input type="checkbox"/>	11-14010002	Hospital Kuala Lumpur		RD523326235	DO523326235	08/02/2021		5	5	0	5,500.00
<input type="checkbox"/>	11-01060015	Hospital Pakar Sultanah Fatimah, Muar		RD523326235	DO5233262351	08/02/2021		5	5	0	5,500.00

Figure 3.4.1-16 Master Receiving

STEP 18

Click on the  button to save the record

Note

- Confirmation message will be displayed as Figure 3.4.1-17

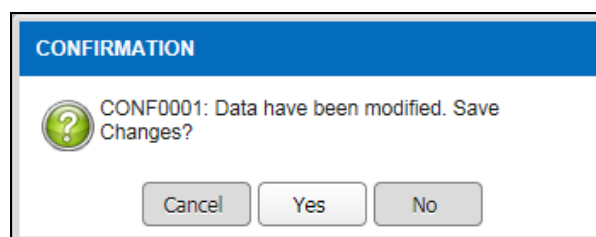


Figure 3.4.1-17 Confirmation Message

- Click on the  button and information message will be displayed as Figure 3.4.1-18

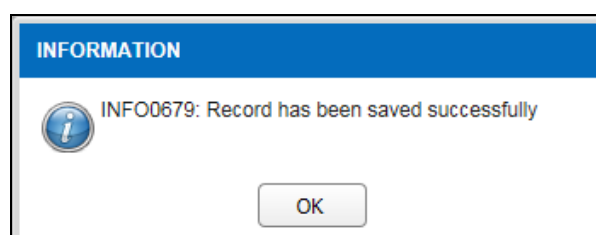
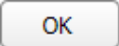

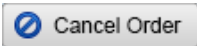
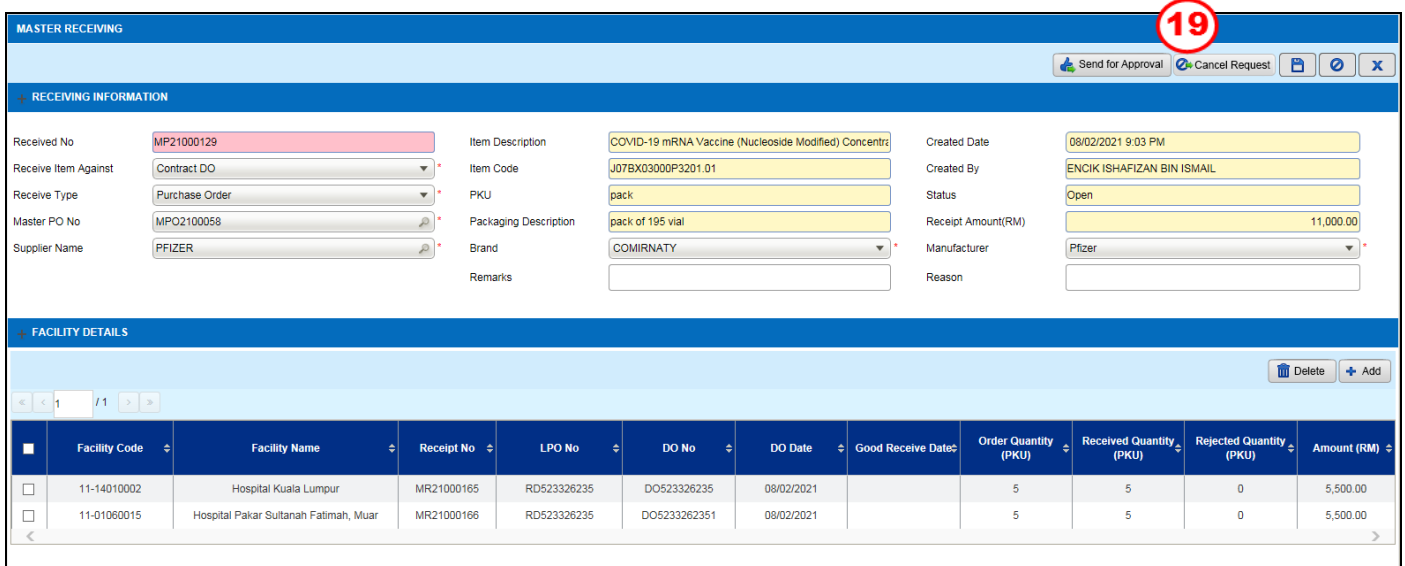


Figure 3.4.1-18 Information Message

- Click on the  button
- Receiving No and Facility Receipt No will be generated automatically once the record is successfully saved and Receiving Status will be updated to Open
-  button and  button will be displayed as shown in Figure 3.4.1-19



Facility Code	Facility Name	Receipt No	LPO No	DO No	DO Date	Good Receive Date	Order Quantity (PKU)	Received Quantity (PKU)	Rejected Quantity (PKU)	Amount (RM)
11-14010002	Hospital Kuala Lumpur	MR21000165	RD523326235	DO523326235	08/02/2021		5	5	0	5,500.00
11-01060015	Hospital Pakar Sultanah Fatimah, Muar	MR21000166	RD523326235	DO5233262351	08/02/2021		5	5	0	5,500.00

Figure 3.4.1-19 Master Receiving

STEP 19

Select either one of the available button

- a) Click on the  button to send record for approval

Note

- Confirmation message will be displayed as Figure 3.4.1-20

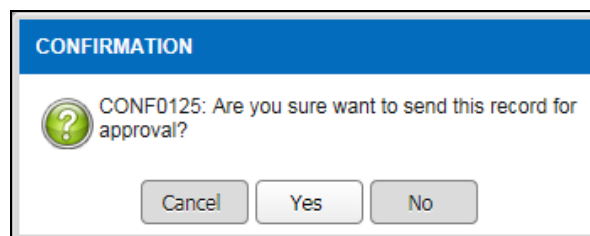


Figure 3.4.1-20 Confirmation Message

- Click on the  button and information message will be displayed as Figure 3.4.1-21

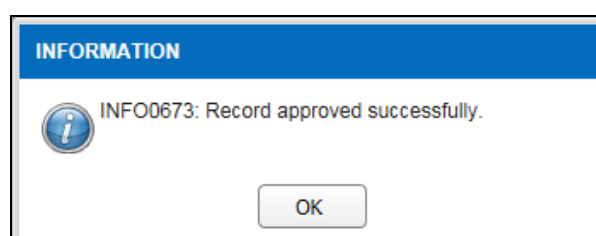
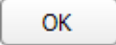



Figure 3.4.1-21 Information Message

- Click on the  button
- Receiving Status will be updated to "Pending for Approval"
- all field will be read-only

b) Click on the  button to cancel the record

Note

- Confirmation message will be displayed as Figure 3.4.1-22

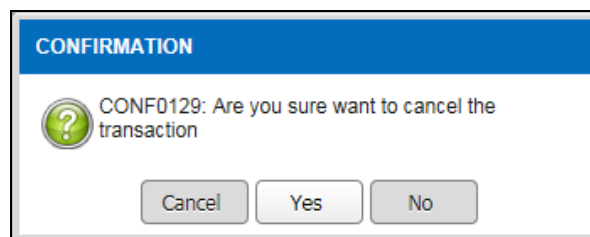
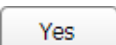


Figure 3.4.1-22 Confirmation Message

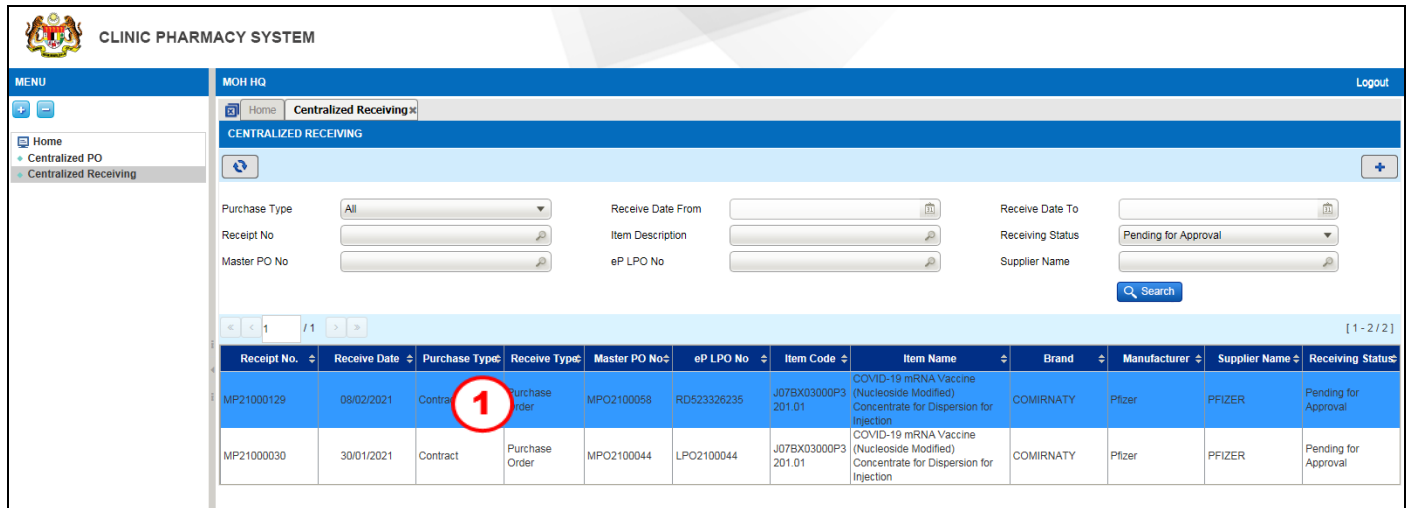
- Click on the  button
- Receiving Status will be updated to "Cancelled"
- all field will be read-only

3.4.2 Centralized Receiving Approval

To approve Master Receiving record, perform step as below

Note

- Approval process will only be done by user that assigned with approval roles
- Search for a record with Receiving Status 'Pending for Approval' at Centralized Receiving listing page



CLINIC PHARMACY SYSTEM

MOH HQ

Home Centralized Receiving

Logout

CENTRALIZED RECEIVING

Purchase Type: All, Receive Date From: , Receive Date To: , Receipt No: , Item Description: , Receiving Status: Pending for Approval, Master PO No: , eP LPO No: , Supplier Name:

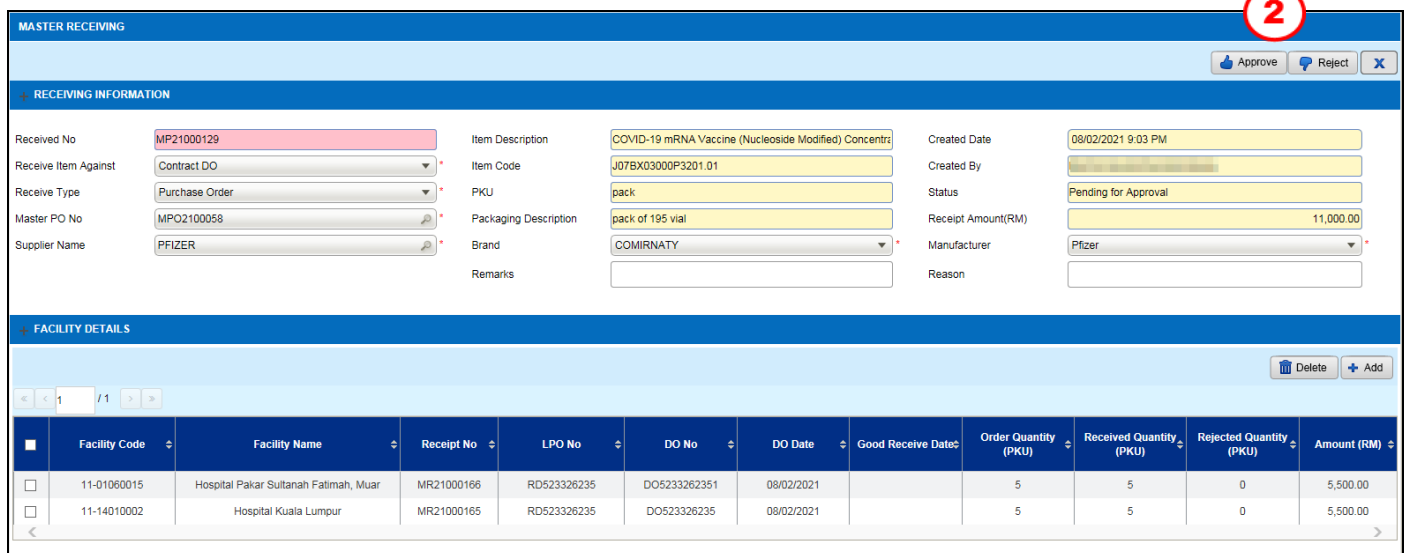
Search

Receipt No.	Receive Date	Purchase Type	Receive Type	Master PO No.	eP LPO No.	Item Code	Item Name	Brand	Manufacturer	Supplier Name	Receiving Status
MP21000129	08/02/2021	Contract	Purchase Order	MPO2100058	RD523326235	J07BX03000P3201.01	COVID-19 mRNA Vaccine (Nucleoside Modified) Concentrate for Dispersion for Injection	COMIRNATY	Pfizer	PFIZER	Pending for Approval
MP21000030	30/01/2021	Contract	Purchase Order	MPO2100044	LPO2100044	J07BX03000P3201.01	COVID-19 mRNA Vaccine (Nucleoside Modified) Concentrate for Dispersion for Injection	COMIRNATY	Pfizer	PFIZER	Pending for Approval

Figure 3.4.2-1 Centralized Receiving

STEP 1

Double click on the record and Master Receiving screen will be displayed as Figure 3.4.2-2



MASTER RECEIVING

Approve Reject X

RECEIVING INFORMATION

Received No: MP21000129, Item Description: COVID-19 mRNA Vaccine (Nucleoside Modified) Concentrate for Dispersion for Injection, Created Date: 08/02/2021 9:03 PM, Receive Item Against: Contract DO, Item Code: J07BX03000P3201.01, Created By: , Receive Type: Purchase Order, PKU: pack, Status: Pending for Approval, Master PO No: MPO2100058, Packaging Description: pack of 195 vial, Receipt Amount(RM): 11,000.00, Supplier Name: PFIZER, Brand: COMIRNATY, Manufacturer: Pfizer, Remarks: , Reason:

FACILITY DETAILS

Facility Code	Facility Name	Receipt No	LPO No	DO No	DO Date	Good Receive Date	Order Quantity (PKU)	Received Quantity (PKU)	Rejected Quantity (PKU)	Amount (RM)
11-01060015	Hospital Pakar Sultanah Fatimah, Muar	MR21000166	RD523326235	DO5233262351	08/02/2021		5	5	0	5,500.00
11-14010002	Hospital Kuala Lumpur	MR21000165	RD523326235	DO523326235	08/02/2021		5	5	0	5,500.00

Figure 3.4.2-2 Master Receiving

Note

User is allow to:

- Modify eP LPO No and eP LPO Approval Date/Time
- Modify Order Quantity(PKU) by double click on the selected facility at Facility Details section
- Add new facility in the Facility Details section

STEP 2

Select either one of the available button

- a) Click on the  button to approve the record

Note

- Confirmation message will be displayed as Figure 3.4.2-3

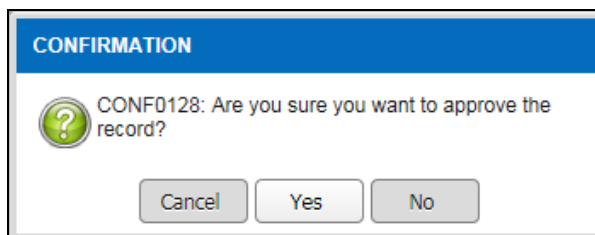


Figure 3.4.2-3 Confirmation Message

- Click on the  button and information message will be displayed as Figure 3.4.2-4

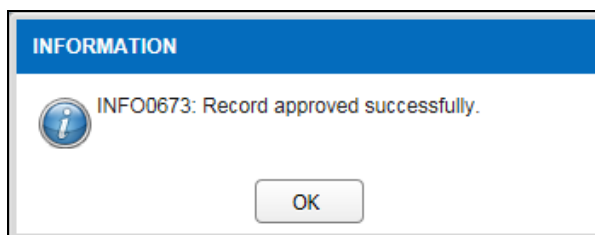
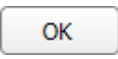


Figure 3.4.2-4 Information Message

- Click on the  button
- Receiving Status will be updated to 'Approved' and record will be flow to Receiving and Serialization module that will be used by user at Pusat Simpanan Vaksin (PSV) facility

- b) Click on the  button to reject the record

Note

- Reject reason is mandatory to be entered to reject the records
- Confirmation message will be displayed as Figure 3.4.2-5

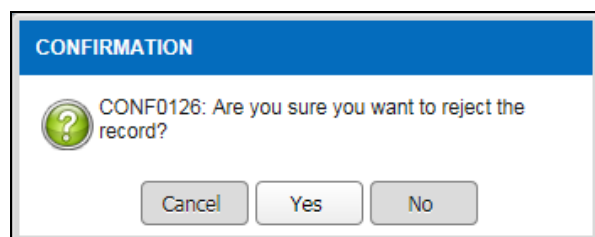


Figure 3.4.2-5 Confirmation Message

- Click on the  button and information message will be displayed as Figure 3.4.2-6

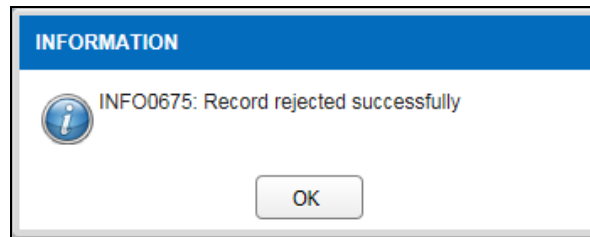
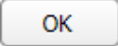


Figure 3.4.2-6 Information Message

- Click on the  button
- Receiving Status will be updated to 'Rejected'

4.0 Acronyms

Abbreviation	Definition
MOH	Ministry of Health
KKM	Kementerian Kesihatan Malaysia
PhIS	Pharmacy Information System
CPS	Clinical Pharmacy System
BPF	Bahagian Perkhidmatan Farmasi
PSV	Pusat Simpanan Vaksin
PPV	Pusat Pemberian Vaksin
VMS	Vaccine Management System