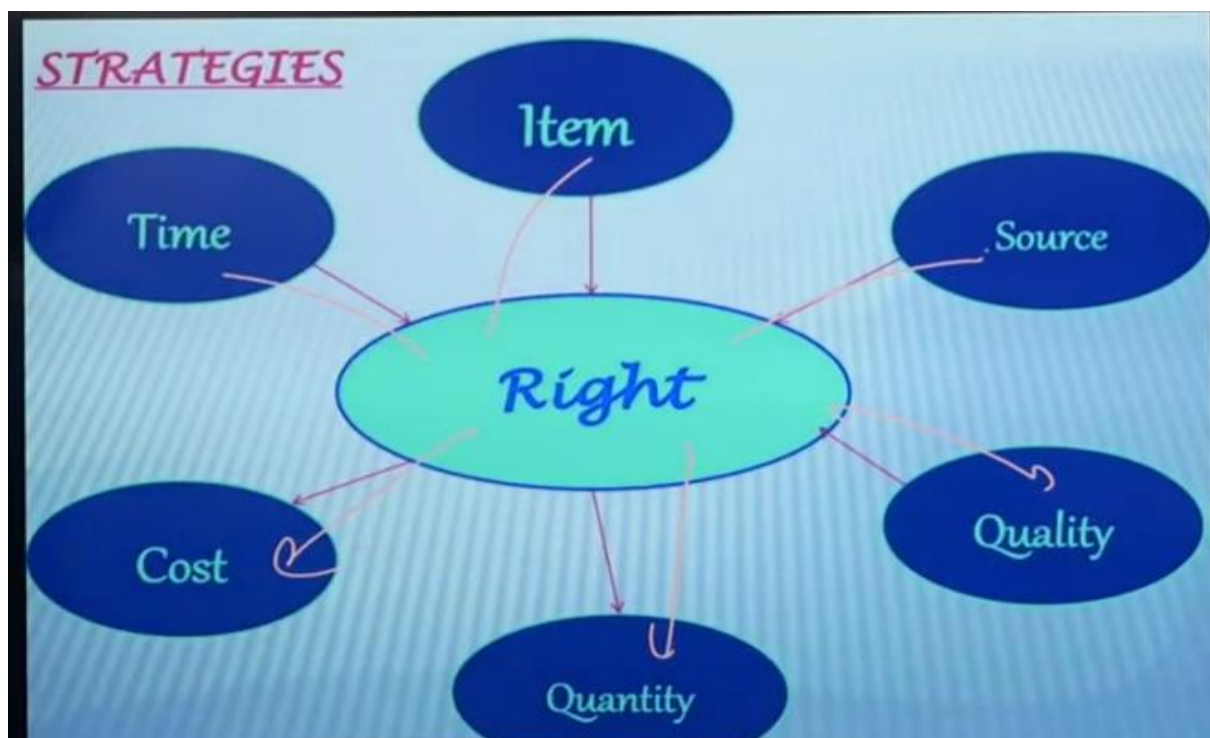


PROCEDURE OF DRUG PURCHASE

❖ Procurement

- Procurement is defined as a process of acquiring supplies through purchases from the manufacturers, their agents like distributors or from private or public suppliers.
- Purchasing of medicines starts with the framing of buying policies and ends with receiving, stocking, and payment.
- It involves the application of special skills and knowledge from both the professional and legal viewpoints



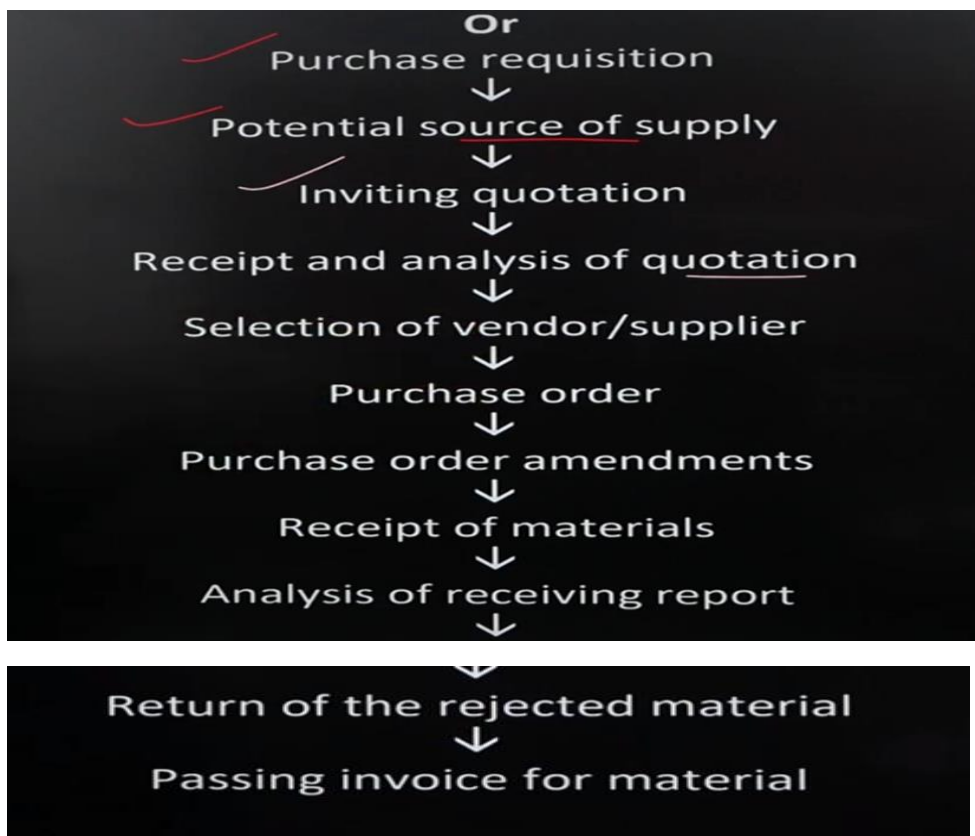
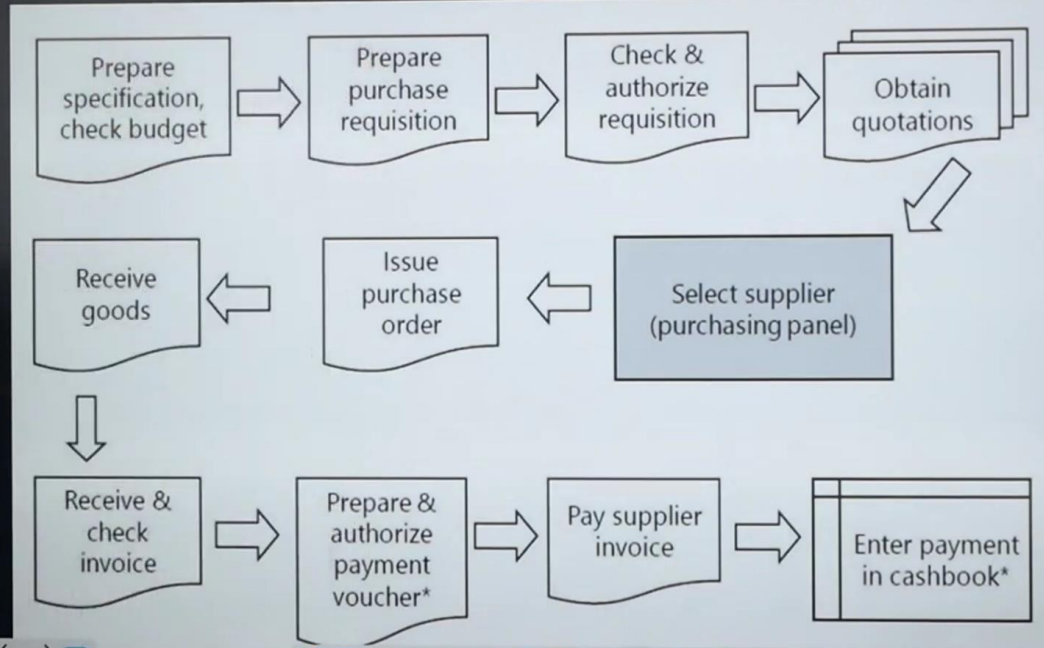
Methods of procurement

1. Direct purchase from the manufacturer or their regional centres
2. Direct purchase from wholesalers and Stockists
3. Purchase from rack jobbers
4. Purchase through bids
 - Open tenders
 - Restricted tenders
 - Quotation invitation
5. Purchase through competitive negotiation
6. Purchase through a contract
 - Fixed quantity contract
 - Running contract
 - Rate contract

7. Local purchase

8. In house manufacture of medicines in the hospitals.

Procedure of drug purchase



1. Purchase requisition

A purchase requisition form is an internal document used by an employee to purchase goods or services on behalf of their firm

Company Name Purchase Requisition				
Department.....			No.....	
To be delivered at.....			Date.....	
.....			Date Required.....	
Purchase the items listed below:				
Item No.	Quantity	Description	Code	Purpose
For use of Purchase Department Only				
Purchase Order No.....			Requisition By.....	
Supplier.....			Approved By.....	
Delivery Date.....				

2. Quotation = Bill \rightarrow Rough

Invitation to Quotation means a written communication to one or more suppliers inviting them to submit bids for the supply of goods, works or services

[Company Name]

Your Company Slogan

Street Address
 City, State ZIP Code
 Phone (503) 555-0190 Fax (503) 555-0191

[Price Quote]

DATE 1/26/2017
 Quotation # 100
 Customer ID ABC123

Quotation valid until: 2/5/2017
 Prepared by: [Name]

Quotation For:
 Name
 Company Name
 Street Address
 City, ST ZIP Code
 Phone

Comments or Special Instructions: None

Instructions:
 Enter a T in each row that should be
 taxed. (Note: This box won't print.)

SALESPERSON	P.O. NUMBER	SHP DATE	SHP VIA	F.O.B. POINT	TERMS
					Due on receipt

QUANTITY	DESCRIPTION	UNIT PRICE	TAXABLE?	AMOUNT
34	3/4" elbow connectors	\$ 44.00	T	\$ 1,496.00

SUBTOTAL	\$ 1,496.00
TAX RATE	8.60%
SALES TAX	128.66
OTHER	-
TOTAL	\$ 1,624.66

If you have any questions concerning this quotation, contact name, phone number, e-mail.

THANK YOU FOR YOUR BUSINESS!

3. Purchase order

A **purchase order** is a commercial document and first official offer issued by a buyer to a seller, indicating types, quantities, and agreed prices for products or services.

4MD MEDICAL SOLUTIONS PURCHASE ORDER FORM

Customer Information

SOLD TO

Organization: _____
Attention: _____
Street: _____
City: _____ State: _____ Zip: _____
Phone: _____ Fax: _____
Email: _____

SHIP TO

Organization: _____
Attention: _____
Street: _____
City: _____ State: _____ Zip: _____
Phone: _____ Fax: _____

Payment Information

PAYMENT TYPE

- Check enclosed for: \$ _____
- Bill us "Net 30 Days" (call 877-463-5818 for details)
- Pay by credit card (use the form to the right)

CREDIT CARD INFORMATION

- Visa MasterCard AMEX Discover
- Card #: _____ Exp. Date: _____
- Name on Card: _____
- Signature: _____

Order Information

MODEL	QTY	PRODUCT	COLOR	SIZE	UNIT PRICE	TOTAL PRICE

CONFIRMATION

- This confirms a phone order
- Name of Salesperson: _____
- I have ordered from 4MD Medical before

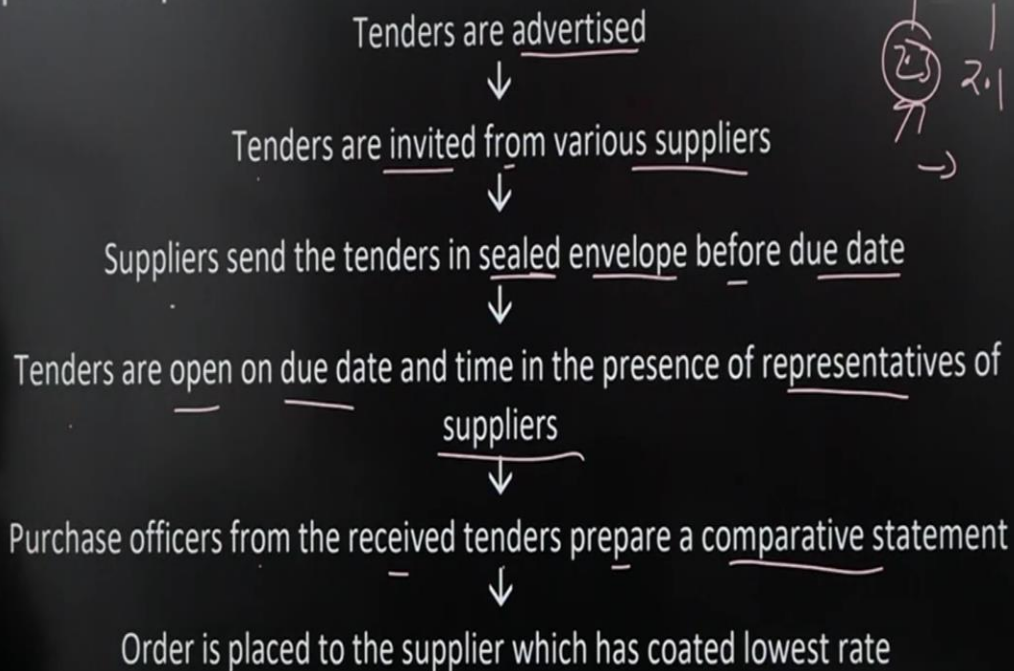
AUTHORIZATION

Name: _____ Title: _____
Signature: _____ Date: _____

❖ Tender / e-tender processes

- In its simplest form, tendering is the process by which an organisation who is in need of goods/services invites other parties to submit a proposal or bid to provide these goods/services.
- The organisation who publishes the request and needs the goods/services is called the Buyer, while the organisation who responds to the request and provides the goods and/or services is called the Supplier.

• Steps in tender processes



e-tender processes

- When the tenders are sent and received by electronic means instead of old paper based technique it is called e-tenders
- Steps in e-tenders

Tenders are invited from suppliers by electronic means



Suppliers send bids before the due date using online e-procurement systems



Purchase officer downloaded the received tenders



Purchase officer evaluate the e-tenders



Order is placed to the supplier which has quoted lowest rate