Supply Chain Management

Standard Operating Procedures

Revised May 2011

AIDS RELIEF

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Acronyms

ART	Antiretroviral Therapy
ARVs	Antiretrovirals (drugs)
AWB	Airway Bill
CIF	Cost, Insurance and Freight
COP	Chief of Party
CP	Country Program
CDC	U.S. Centers for Disease Control and Prevention
CRS	Catholic Relief Services
DAF	Delivered at Buyer's Frontier
FBM	Finance and Budget Manager
FDA	Food and Drug Administration
FEFO	First Expiry, First Out
GMT	Global Management Team
HQ	Headquarters (CRS)
HSCM	Health Supply Chain Manager
ICTT	In-country Clinical Technical Team
IHV	University of Maryland, School of Medicine, Institute of Human Virology
ISCS	In-country Supply Chain Specialists
LMIS	Logistics Management Information System
LPTF	Local Partner Treatment Facility
MTC	Medicines and Therapeutic Committee
PEPFAR	President's Emergency Plan for AIDS Relief
PO	Purchase Order
SCMS	Supply Chain Management System
SCS	Supply Chain Specialist
SI	Strategic Information
SOP	Standard Operating Procedure
RFQ	Request for Quotations

Key Functions

Key functions under this portfolio include the following:

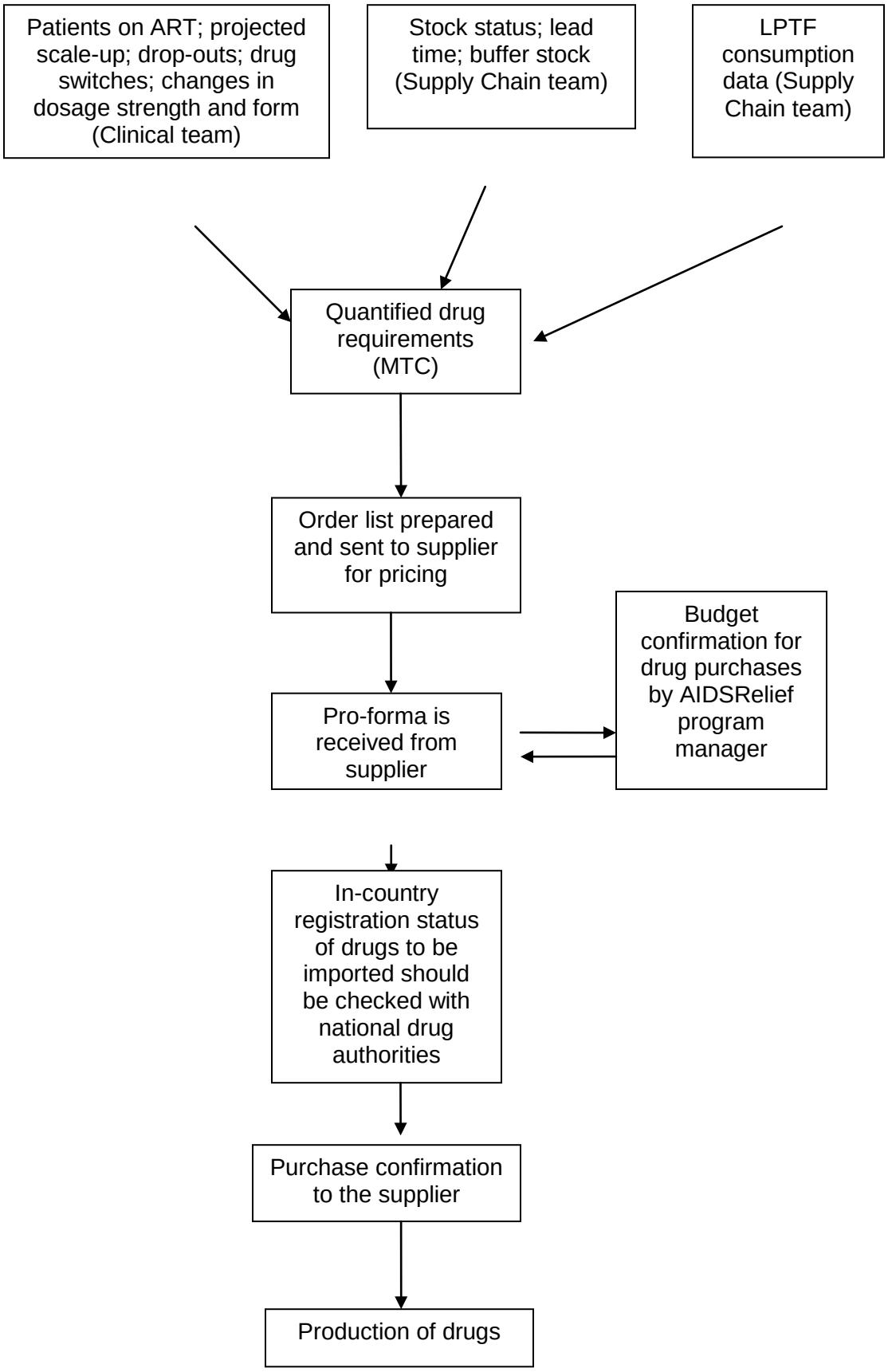
- Product selection
- Forecasting and quantification
- Procurement planning and management
- Warehousing and inventory management
- Distribution
- Consumption monitoring, evaluation and rational use
- Capacity building and training
- Policy analysis and research

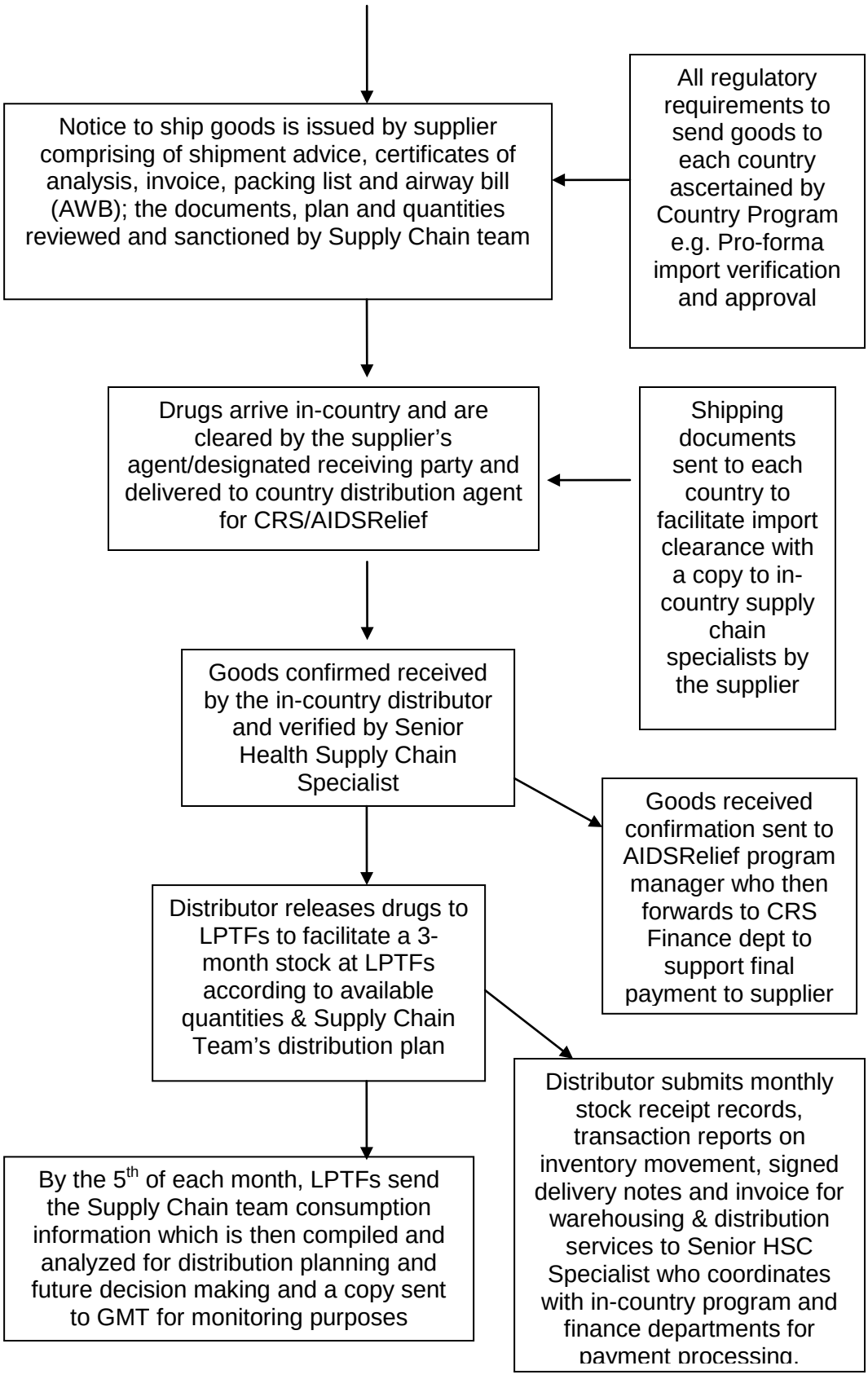
This portfolio will be managed and responsibilities shared as follows:

- The selection of drug mixes will be determined by country Medicines and Therapeutics Committees (MTC), which are led by the University of Maryland School of Medicine Institute of Human Virology (IHV) (who are responsible for clinical management and quality assurance of the antiretroviral therapy (ART) program for the consortium) and facilitated by the Catholic Relief Services (CRS) supply chain team. The MTC will also provide information on projected new patients to be enrolled on a monthly basis per regimen and per drug, switches between different drug mixes and regimens and drop-outs for each local partner treatment facility (LPTF) and country.
- The Medicines and Therapeutics Committees provide the general framework necessary to manage this portfolio. They bring together the expertise and skill sets necessary to accomplish the task (a conglomerate of clinicians, pharmacists, strategic information advisors and program managers). The MTC reviews drug utilization patterns across all LPTFs, assesses scale-up progress and develops required technical support plans at the country and site levels.

This portfolio is expected to be transferred to the local partners identified to take over the supply chain function of the program once it transitions. Procedures can then be revised according to their implementation plans.

The Procurement and Drugs Flow Process




Notice to ship goods is issued by supplier comprising of shipment advice, certificates of analysis, invoice, packing list and airway bill (AWB); the documents, plan and quantities reviewed and sanctioned by Supply Chain team
All regulatory requirements to send goods to each country ascertained by Country Program e.g. Pro-forma import verification and approval
Drugs arrive in-country and are cleared by the supplier's agent/designated receiving party and delivered to country distribution agent for CRS/AIDSRelief
Shipping documents sent to each country to facilitate import clearance with a copy to in-country supply chain specialists by the supplier
Goods confirmed received by the in-country distributor and verified by Senior Health Supply Chain Specialist
Goods received confirmation sent to AIDSRelief program manager who then forwards to CRS Finance dept to support final payment to supplier
Distributor releases drugs to LPTFs to facilitate a 3-month stock at LPTFs according to available quantities & Supply Chain Team's distribution plan
Distributor submits monthly stock receipt records, transaction reports on inventory movement, signed delivery notes and invoice for warehousing & distribution services to Senior HSC Specialist who coordinates with in-country program and finance departments for payment processing.
By the 5th of each month, LPTFs send the Supply Chain team consumption information which is then compiled and analyzed for distribution planning and future decision making and a copy sent to GMT for monitoring purposes

AIDSRelief Headquarters	
Standard Operating Procedure for CREATING SOPS	
Number of Pages: 2	Serial number HQ01/1.2
Prepared by: Vanessa Roy, AIDSRelief SCS Reviewed by : Grace Waiharo Title: AIDSRelief Supply Chain Advisor Sign: G. Waiharo Date: 17 March 2009	Approved by: Michele Broemmelsiek Title: Chief of Party Sign: Date:
Revised: Wambui Waithaka Title: AIDSRelief Health Supply Chain Manager Sign: W Waithaka Date: 27 May 2011	

Objective: to describe the procedure for creating standard operating procedures (SOPs) by the Supply Chain Team at CRS AIDSRelief headquarters

Responsibility:

- In country Clinical Technical Teams under leadership of IHV (ICTT)
- CRS AIDSRelief Finance and Budget Manager or appointee
- In-country Health Supply Chain Specialist (ISCS)
- AIDSRelief Health Supply Chain Manager (HSCM)

Resources:

- Time

Scope:

- This procedure shall apply only to antiretroviral medications (ARVs) used under the AIDSRelief Program for the duration of the program i.e. until complete transition to local partner in each country is successfully completed (currently scheduled for February 29, 2012 and possibly extended on a case-by-case basis to February 28, 2013.)

Procedure:

1. Lay out the document in an orderly fashion with the contents in clearly defined sections to facilitate revision of any section without having to rewriting the entire document.

2. Start with the title of the SOP, which should be unambiguous.

3. Provide a serial number for each SOP

   The system of numbering should adhere to the following format:
   HQSOP##/Issue#.Revision#

   - "HQ" denotes an SOP related to activities completed at the headquarters level

- SOP## refers to a unique, two-digit SOP number (i.e. SOP number 01, 02, etc)
- Issue# refers to the issue number for each SOP (i.e. issue number 1, 2, etc.)
- Revision# refers to the revision number per SOP issue (i.e. 0 for the first issue, 1 for the first revision, etc).

For example, this SOP is the first SOP at the headquarters level, issued for the first time with no revisions, thus it has been numbered HQ01/1.0.

4. Indicate the number of pages, the preparer's name and title, signature and date of finalization as well as the approver's name, title, signature and date of authorization. The date of issue of the SOP is the date it is approved for use.

5. State an objective for each SOP. This objective should provide a description of the overall goal of the SOP.

6. Provide a list of all persons who are responsible for understanding and complying with the actions listed in the SOP. Note that while the supplier and/or warehouse/distribution agents and/or in-country distributor/supplier's agent may be listed as a responsible party, they are listed for informational purposes only as these SOPs are for internal use only.

7. Any forms, tools, etc. that are necessary to complete the actions listed in the SOP should be referenced in a separate resources section.

8. The scope of each SOP should be outlined. The scope should refer to a specific program and timeline for which the SOP will be in effect.

9. Where SOPs bear procedural instructions, they should be written as numbered steps. Make them clear, precise, unambiguous and use language that the user can understand.

10. Where the SOP refers to other documents, provide a copy of the document as an attachment to the SOP. Attachments should be numbered in ascending order (i.e. Attachment 1, 2, etc). Reference attachments within the text of the SOP where appropriate.

AIDSRelief Headquarters	
Standard Operating Procedure For: REPORTING, FORECASTING AND QUANTIFICATION	
Number of Pages: 2	Serial number: HQ02/1.2
Prepared by: Vanessa Roy, AIDSRelief SCS Reviewed by: Grace Waiharo Title: AIDSRelief Supply Chain Advisor Sign: G. Waiharo Date: 17th March 2009	Approved by: Michele Broemmelsiek Title: Chief of Party Sign: Date:
Revised by: Wambui Waithaka Title: AIDSRelief Health Supply Chain Manager Sign: W. Waithaka Date: 27 May 2011	

Objective: To describe the procedures for reporting, forecasting and quantifying antiretroviral (ARV) drug requirements for each local partner treatment facility (LPTF), country program and overall global AIDSRelief program.

Responsibility:

- Medicines and Therapeutic committees (MTC), which includes In-country Clinical Technical Teams (ICTT) under leadership of the University of Maryland School of Medicine Institute of Human Virology (IHV) and In-country Health Supply Chain Specialist (ISCS)
- AIDSRelief Health Supply Chain Manager (HSCM) who will be on hand to advise and assist when necessary

Resources

- Country Forecasting Spreadsheet
- Inventory tracking form at the LPTF and country distributor

Scope

- This procedure shall apply only to antiretroviral medications (ARVs) used under the AIDSRelief Program for the duration of the program i.e. until complete transition to local partner in each country is successfully completed (currently scheduled for February 29, 2012 and possibly extended on a case-by-case basis to February 28, 2013.)

Procedure

1. LPTFs submit their monthly consumption data and stock balances to the designated ISCS by the 5th of the following month. (See Attachment 1 for the standard monthly report template.)

2. The ISCS collates the LPTF-specific consumption and stock balance data in addition to receipt and distribution activity at the in-country distributor into one report (See Attachment 2 for the standard monthly report template.)
    a. If the country program is fully supported by Supply Chain Management System (SCMS) stock, the monthly report compiled for SCMS can take the place of the standard AIDSRelief report.

b. The report should include drugs from all sources (i.e. AIDSRelief procured, donations, government-provided, etc.)
c. The ISCS should notify the HSCM of any high or low levels of stock that could lead to expiries or stock-outs, respectively.

3. ICSC to review each monthly report for the following:
    a. Sufficient stock in the pipeline at the LPTF level (three-month supply inclusive of two-month buffer stock)
    b. Accuracy in reporting last receipts to enhance accountability. This should match the distribution plan
    c. Discrepancies between the previous month's closing balance and the opening balance of the current month
    d. Sufficient stock in the pipeline at the distributor level (three-month supply)
    e. Slow moving stocks and advice on how to manage to avoid expiries
    f. Extremely high levels of stock that could lead to potential expiries

4. ICTT collects/generates information on products selected, proportion of distribution in use for each drug, number of patients on each drug, planned scale-up rate and projected rate of switch between different drugs due to toxicities, treatment failure and drug intolerance.

5. ICTT and ISCS jointly integrate the stock movement information with patient and treatment information to forecast and quantify drug requirements for a defined period of time not less than 12 months on a rolling basis. This activity is done during the MTC meeting to make it all inclusive so the program and strategic information (SI) teams are also represented.

6. For those countries that access their ARVs through the common pipeline, this forecast can then be further disaggregated into quarterly orders that will be pulled from the common pipeline.

7. In countries where AIDSRelief handles procurement, the information will be provided to HSCM for assistance to the country program procurement planning.

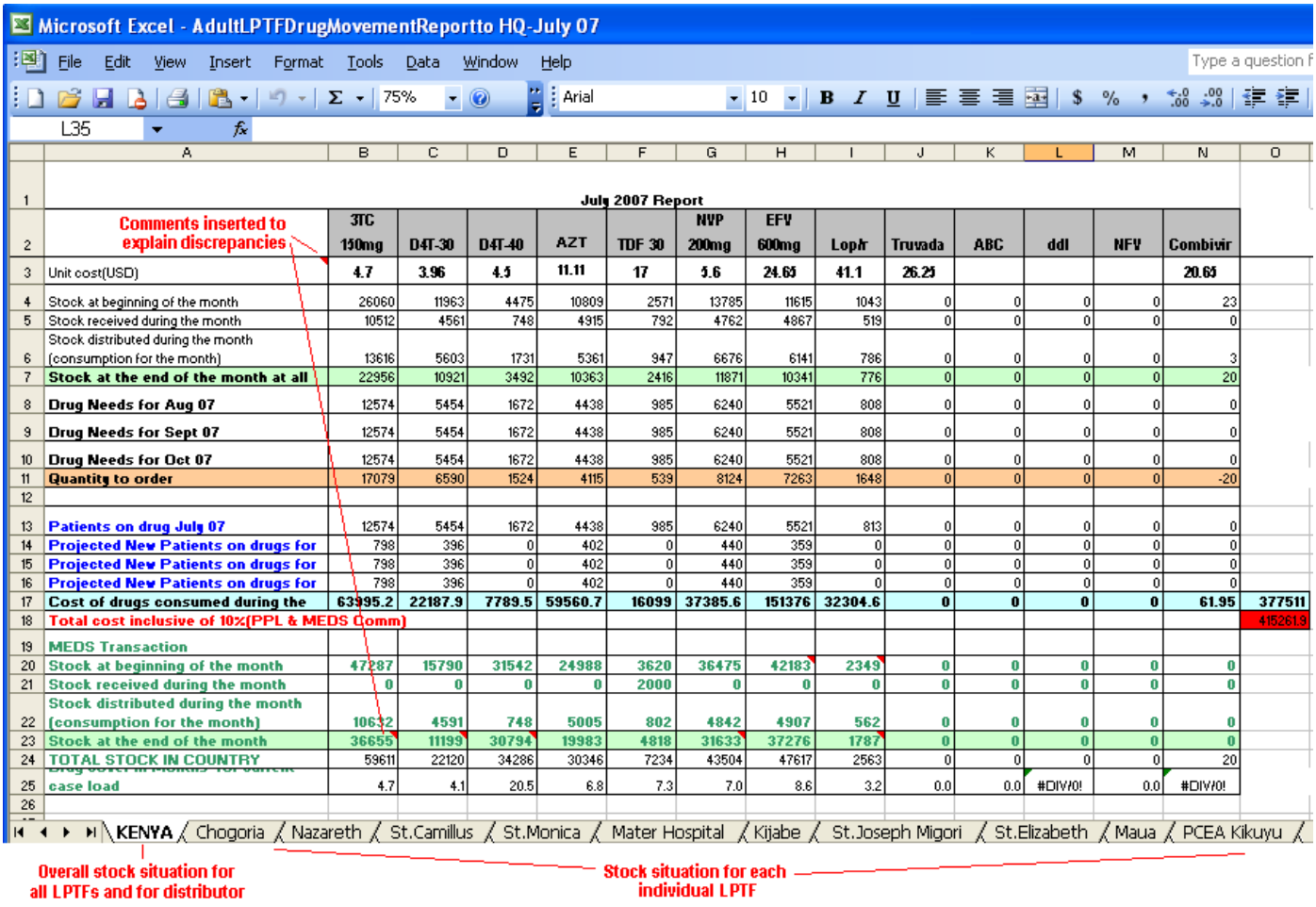
8. The forecasting spreadsheet recommended for the program can be seen in Attachment 3.

9. Quantification information will be shared as follows:
    a. MTC for use in patient care decision making
    b. Supply Chain Management Team at Global Management Team (GMT) level for any assistance with country procurement and future planning
    c. The AIDSRelief management team in each country for planning purposes
    d. National AIDS control programs for coordination and harmonization
    e. Procurement agents/suppliers and manufacturers

Attachment 1:
LPTF Sample Monthly Reporting Template

July 2007 Report											
	3TC 150mg	D4T-30	D4T-40	AZT	TDF 300	NVP 200mg	EFV 600mg	Lop/r	Truvada	ABC	ddI
Unit cost(USD)	4.7	3.96	4.5	11.11	17	5.6	24.65	41.1	26.25		
Stock at beginning of the month	1341	475	240	3369	167	783	1308	66	0	0	
Stock received during the month	1188	449	75	0	97	297	0	91	0	0	
Stock dispensed during the month (consumption for the month)	786	465	109	378	114	475	427	130	0	0	
Stock at the end of the month	**1743**	**459**	**206**	**2991**	**150**	**605**	**881**	**27**	**0**	**0**	
Drug Needs for Aug 07	**916**	**377**	**147**	**300**	**92**	**468**	**363**	**85**	**0**	**0**	
Drug Needs for Sept 07	**916**	**377**	**147**	**300**	**92**	**468**	**363**	**85**	**0**	**0**	
Drug Needs for Oct 07	**916**	**377**	**147**	**300**	**92**	**468**	**363**	**85**	**0**	**0**	
Quantity to order	**1101**	**720**	**235**	**-2043**	**126**	**853**	**250**	**228**	**0**	**0**	
Patients on drug July 07	916	377	147	300	92	468	363	85	0	0	
Projected New Patients on drugs for Aug 07	32	16	0	16	0	18	14	0	0	0	
Projected New Patients on drugs for Sept 07	32	16	0	16	0	18	14	0	0	0	
Projected New Patients on drugs for Oct 07	32	16	0	16	0	18	14	0	0	0	
Scale up drug	96	48	0	48	0	54	42	0	0	0	
Cost of drugs consumed during the month	**3694.2**	**1841.4**	**490.5**	**4199.58**	**1938**	**2660**	**10525.55**	**5343**	**0**	**0**	

Attachment 2:
ISCS Sample Monthly Reporting Template



Microsoft Excel - AdultLPTFDrugMovementReportto HQ-July 07

File Edit View Insert Format Tools Data Window Help

July 2007 Report

		3TC 150mg	D4T-30	D4T-40	AZT	TDF 30	NVP 200mg	EFV 600mg	Lop/r	Truvada	ABC	ddI	NFV	Combivir	
3	Unit cost(USD)	4.7	3.96	4.5	11.11	17	5.6	24.65	41.1	26.25				20.65	
4	Stock at beginning of the month	26060	11963	4475	10809	2571	13785	11615	1043	0	0	0	0	23	
5	Stock received during the month	10512	4561	748	4915	792	4762	4867	519	0	0	0	0	0	
6	Stock distributed during the month (consumption for the month)	13616	5603	1731	5361	947	6676	6141	786	0	0	0	0	3	
7	**Stock at the end of the month at all**	22956	10921	3492	10363	2416	11871	10341	776	0	0	0	0	20	
8	**Drug Needs for Aug 07**	12574	5454	1672	4438	985	6240	5521	808	0	0	0	0	0	
9	**Drug Needs for Sept 07**	12574	5454	1672	4438	985	6240	5521	808	0	0	0	0	0	
10	**Drug Needs for Oct 07**	12574	5454	1672	4438	985	6240	5521	808	0	0	0	0	0	
11	**Quantity to order**	17079	6590	1524	4115	539	8124	7263	1648	0	0	0	0	-20	
12															
13	**Patients on drug July 07**	12574	5454	1672	4438	985	6240	5521	813	0	0	0	0	0	
14	**Projected New Patients on drugs for**	798	396	0	402	0	440	359	0	0	0	0	0	0	
15	**Projected New Patients on drugs for**	798	396	0	402	0	440	359	0	0	0	0	0	0	
16	**Projected New Patients on drugs for**	798	396	0	402	0	440	359	0	0	0	0	0	0	
17	**Cost of drugs consumed during the**	63995.2	22187.9	7789.5	59560.7	16099	37385.6	151376	32304.6	0	0	0	0	61.95	377511
18	**Total cost inclusive of 10%(PPL & MEDS Comm)**														415261.9
19	MEDS Transaction														
20	Stock at beginning of the month	47287	15790	31542	24988	3620	36475	42183	2349	0	0	0	0	0	
21	Stock received during the month	0	0	0	0	2000	0	0	0	0	0	0	0	0	
22	Stock distributed during the month (consumption for the month)	10632	4591	748	5005	802	4842	4907	562	0	0	0	0	0	
23	Stock at the end of the month	36655	11199	30794	19983	4818	31633	37276	1787	0	0	0	0	0	
24	TOTAL STOCK IN COUNTRY	59611	22120	34286	30346	7234	43504	47617	2563	0	0	0	0	20	
25	case load	4.7	4.1	20.5	6.8	7.3	7.0	8.6	3.2	0.0	0.0	#DIV/0!	0.0	#DIV/0!	
26															

KENYA | Chogoria | Nazareth | St.Camillus | St.Monica | Mater Hospital | Kijabe | St.Joseph Migori | St.Elizabeth | Maua | PCEA Kikuyu

Comments inserted to explain discrepancies

Overall stock situation for all LPTFs and for distributor

Stock situation for each individual LPTF

Attachment 3:
Sample Forecasting Spreadsheet (to estimate total drugs required for a specific timeframe)

Maintenance	Patients at the beginning of the month	Enrolled during the month	Total Patients for the month	3TC	D4T-30	D4T-40	AZT	TDF	NVP	EFV	Lop/r	Truvada	Combivir
Projected Patients/drug proportion				**75.00%**	**34.00%**	**31.00%**	**10.00%**	**0.00%**	**63.00%**	**32.00%**	**7.50%**	**11.50%**	**16.00%**
Mar-07	6,278	0	**6,278**	4,709	2,135	1,946	628	0	3,955	2,009	471	722	1,004
Apr-07	6,278	0	**6,278**	4,709	2,135	1,946	628	0	3,955	2,009	471	722	1,004
May-07	6,278	0	**6,278**	4,709	2,135	1,946	628	0	3,955	2,009	471	722	1,004
Jun-07	6,278	0	**6,278**	4,709	2,135	1,946	628	0	3,955	2,009	471	722	1,004
Jul-07	6,278	0	**6,278**	4,709	2,135	1,946	628	0	3,955	2,009	471	722	1,004
Aug-07	6,278	0	**6,278**	4,709	2,135	1,946	628	0	3,955	2,009	471	722	1,004
Sep-07	6,278	0	**6,278**	4,709	2,135	1,946	628	0	3,955	2,009	471	722	1,004
Oct-07	6,278	0	**6,278**	4,709	2,135	1,946	628	0	3,955	2,009	471	722	1,004
Nov-07	6,278	0	**6,278**	4,709	2,135	1,946	628	0	3,955	2,009	471	722	1,004
Dec-07	6,278	0	**6,278**	4,709	2,135	1,946	628	0	3,955	2,009	471	722	1,004
Jan-08	6,278	0	**6,278**	4,709	2,135	1,946	628	0	3,955	2,009	471	722	1,004
Feb-08	6,278	0	**6,278**	4,709	2,135	1,946	628	0	3,955	2,009	471	722	1,004
Total Patient maintenance months/drugs	6,278		**75,336**	**56,502**	**25,614**	**23,354**	**7,534**	**-**	**47,462**	**24,108**	**5,650**	**8,664**	**12,054**
Scale-up	**Patients at the beginning of the month**	**Enrolled during the month**	**Total Patients for the month**	**3TC**	**D4T-30**	**D4T-40**	**AZT**	**TDF**	**NVP**	**EFV**	**Lop/r**	**Truvada**	**Combivir**
Projected Patients/drug proportion				**90.00%**	**90.00%**	**0.00%**	**0.00%**	**0.00%**	**60.00%**	**40.00%**	**5.00%**	**15.00%**	**0.00%**
Mar-07	0	482	**482**	434	434	0	0	0	289	193	24	72	0
Apr-07	482	477	**959**	863	863	0	0	0	575	384	48	144	0
May-07	959	530	**1,489**	1,340	1,340	0	0	0	893	596	74	223	0
Jun-07	1,489	566	**2,055**	1,850	1,850	0	0	0	1,233	822	103	308	0
Jul-07	2,055	603	**2,658**	2,392	2,392	0	0	0	1,595	1,063	133	399	0
Aug-07	2,658	623	**3,281**	2,953	2,953	0	0	0	1,969	1,312	164	492	0
Sep-07	3,281	694	**3,975**	3,578	3,578	0	0	0	2,385	1,590	199	596	0
Oct-07	3,975	761	**4,736**	4,262	4,262	0	0	0	2,842	1,894	237	710	0
Nov-07	4,736	813	**5,549**	4,994	4,994	0	0	0	3,329	2,220	277	832	0
Dec-07	5,549	835	**6,384**	5,746	5,746	0	0	0	3,830	2,554	319	958	0
Jan-08	6,384	845	**7,229**	6,506	6,506	0	0	0	4,337	2,892	361	1,084	0
Feb-08	7,229	843	**8,072**	7,265	7,265	0	0	0	4,843	3,229	404	1,211	0
Total Scale-up Patient months/drugs		8,072	**46,869**	**42,182**	**42,182**	**-**	**-**	**-**	**28,121**	**18,748**	**2,343**	**7,030**	**-**
Overall Total for the Year		14,350	122,205	98,684	67,796	23,354	7,534	0	75,583	42,855	7,994	15,694	12,054

Sample Forecasting Spreadsheet continued… (adjustments done to come up with final drug estimates and costs)

	3TC 150mg	D4T-30mg	D4T-40 mg	AZT 300mg	TDF 300mg	NVP 200mg	EFV 600mg	Lop/r 200/50 mg	Truvada 200/300mg	ABC	ddI	NFV	Combivir 150/300 mg
Unit cost	$ 4.30	$ 3.50	$ 4.00	$ 11.11	$ 17.50	$ 4.79	$ 19.20	$ 41.10	$ 26.95				$ 13.50
Maintenance needs (6278)	56,502	25,614	23,354	7,534	-	47,462	24,108	5,650	8,664	-	-	-	12,054
Scale-up (8072)	42,182	42,182	-	-	-	28,121	18,748	2,343	7,030	-	-	-	-
Total	**98,684**	**67,796**	**23,354**	**7,534**	**-**	**75,583**	**42,855**	**7,994**	**15,694**	**-**	**-**	**-**	**12,054**
Buffer stock	35,920	28,198	5,839	1,883	-	26,395	15,713	2,623	5,798	-	-	-	3,013
Overall Total Needs Year 4	**134,604**	**95,994**	**29,193**	**9,417**	**-**	**101,978**	**58,568**	**10,617**	**21,492**	**-**	**-**	**-**	**15,067**
Rolled over drugs March 2007	14,492	19,558	14,123	6,691		11,260	3,436	2,964	10,584	-	-		5,404
To buy for Year IV	**120,112**	**76,436**	**15,070**	**2,726**	**-**	**90,718**	**55,132**	**7,653**	**10,908**	**-**	**-**	**-**	**9,663**
Ordered in October - delivered and in pipeline	**73,847**	**61,124**	**5,933**	**1,978**	**-**	**49,896**	**33,264**	**4,320**	**-**	**-**	**-**	**-**	**11,300**
Received Donations - Harvard				**1,500**			**5,000**						
To be ordered in May 2007	51,427	21,340		(752)	-	44,332	16,868	3,333	10,908	-	-	-	(1,637)
Cost of Yr IV Purchases	$ 516,481.60	$267,527.05	$ 60,278.80	$21,975.58	$ -	$ 434,539.70	$ 1,058,542.08	$ 314,538.30	$ 293,978.69	$ -	$ -	$ -	$ 152,550.00
Cost of Oct 2006 purchase	$ 317,542.10	$213,934.00	$ 23,732.00	$21,975.58	$ -	$ 239,001.84	$ 638,668.80	$ 177,552.00	$ -	$ -	$ -	$ -	$ 152,550.00
Cost for May 2007 Purchases	$ 221,134.49	$ 74,691.05	$ -	$ (8,354.72)	$ -	$ 212,350.30	$ 323,873.28	$ 136,986.30	$ 293,978.69	$ -	$ -	$ -	$ (22,096.80)

AIDSRelief Headquarters	
Standard Operating Procedure For: **PROCUREMENT PROCESS MANAGEMENT- PLACEMENT OF DRUG ORDERS**	
Number of Pages: 5	Serial number: HQ03/01.2
Prepared by: Vanessa Roy, AIDSRelief SCS Reviewed by: Grace Waiharo Title: AIDSRelief Supply Chain Advisor Sign: G. Waiharo Date:17th March 2009	Approved by: Michele Broemmelsiek Title: Chief of Party Sign: Date:
Revised by: Wambui Waithaka Title: AIDSRelief Health Supply Chain Manager Sign: W. Waithaka Date: 27 May 2011	

Objective: To describe the procedure for placement of drug orders from manufacturers to each country.

Responsibility
- CRS finance department AIDSRelief Program Manager
- CRS procurement office
- In-country Distributor/Supplier's Agent
- In-country Health Supply Chain Specialist (ISCS)
- Supplier

Resources
- Purchase Order (PO)
- Logistics Management Information System (LMIS)

Scope
- This procedure shall apply only to antiretroviral medications (ARVs) used under the AIDSRelief Program for the duration of the program i.e. until complete transition to local partner in each country is successfully completed (currently scheduled for February 29, 2012 and possibly extended on a case-by-case basis to February 28, 2013.)

Procedure: *(some procedures may differ slightly depending on the individual country program)*

1. ARV drug forecasts are based on estimates of the number of patients to be enrolled on treatment, the number of patients to be maintained on treatment and possible treatment changes and drug switches in the given budget period or year.

2. For countries which receive ARVs from a common national pool, drug forecasts are determined from shortfalls in the levels of the country stock of specific drugs.

3. Upon discussion with country Medicines and Therapeutic Committee (MTC) and following review of country program ARV requirements, the ISCS determines the

appropriate quantities to be ordered per each procurement, taking into consideration manufacturer lead times and country storage capacity. Consideration shall also be given to the possible carryover of drugs from one cycle to the next.

4. This drug quantification report is sent to the AIDSRelief program manager and Chief of Party for review and approval. For countries using drugs from the national pool, further review and approval is required from in-country Centers for Disease Control and Prevention (CDC) or the designated President's Emergency Plan for AIDS Relief (PEPFAR) logistical arm.

5. Under directive by the Senior ISCS, the CRS procurement officer submits a request for quotation (RFQ) to the approved supplier/s listing the following information:
    a. Drug name
    b. Quantity of drug required
    c. Delivery location
    d. Desired delivery timeline
    e. Unit price, extended price and currency
    f. Handling fee
    g. Total value of consignment
    h. Quotation due date
    i. Price validity

6. Supplier(s) provide(s) a quotation for the desired products to CRS (see Attachment 1.)

7. Often, the supplier(s) will provide a quotation that includes offers from multiple manufacturers. A bid comparison form (see Attachment 2) will then be prepared by the procurement officer to summarize all the offers. This form will be reviewed by the ISCS and the AIDSRelief program manager (who will verify that the purchase does not exceed the remaining yearly budget) and final authorization will be given by the Country Representative or his/her designate (e.g. the Chief of Party).

8. The most appropriate combination of manufacturers will also be chosen based on the following criteria:
    a. Food and Drug Administration (FDA) approval/tentative approval status
    b. Unit price
    c. Stock availability
    d. Lead time
    e. In-country registration status both for product and packaging
    f. Clearance of manufacturers/suppliers using the Bridger Insight Check[1] (if applicable)

9. The ISCS then asks the CRS procurement officer to generate a purchase order (PO) and provides information to be entered in the PO. A separate PO is required for different orders/suppliers (see Attachment 3.)

[1] Database used to check and clear vendors/suppliers of terrorist involvement. It is a requirement from the US Government (if using their funds) based on the Patriot Act.

10. Upon final review and approval, the signed PO is sent to the supplier/manufacturer, signifying a firm order of the ARVs in question, thus authorizing the supplier to place the appropriate order(s) with the respective manufacturers.

11. The supplier will place the confirmed order to the manufacturer and will notify the Senior ISCS (through the procurement officer).

12. Due to increased ARV demand as ART programs expand and the fact that manufacturers' production capacity has not been able to match this rapid expansion, there has been a progressive increase in manufacturer lead times. Orders are placed approximately six months in advance of their anticipated use and are delivered to each country at least three to four months in advance of their use when possible. Buffer stock of at least six months in each country must also be kept.

13. The supplier informs CRS of the expected lead time and date of shipment of drugs from the manufacturer within 48 hours after confirmation of order with manufacturers. (While the estimated delivery timeline will ordinarily be included on the PO, this additional step is essential for confirmation purposes.)

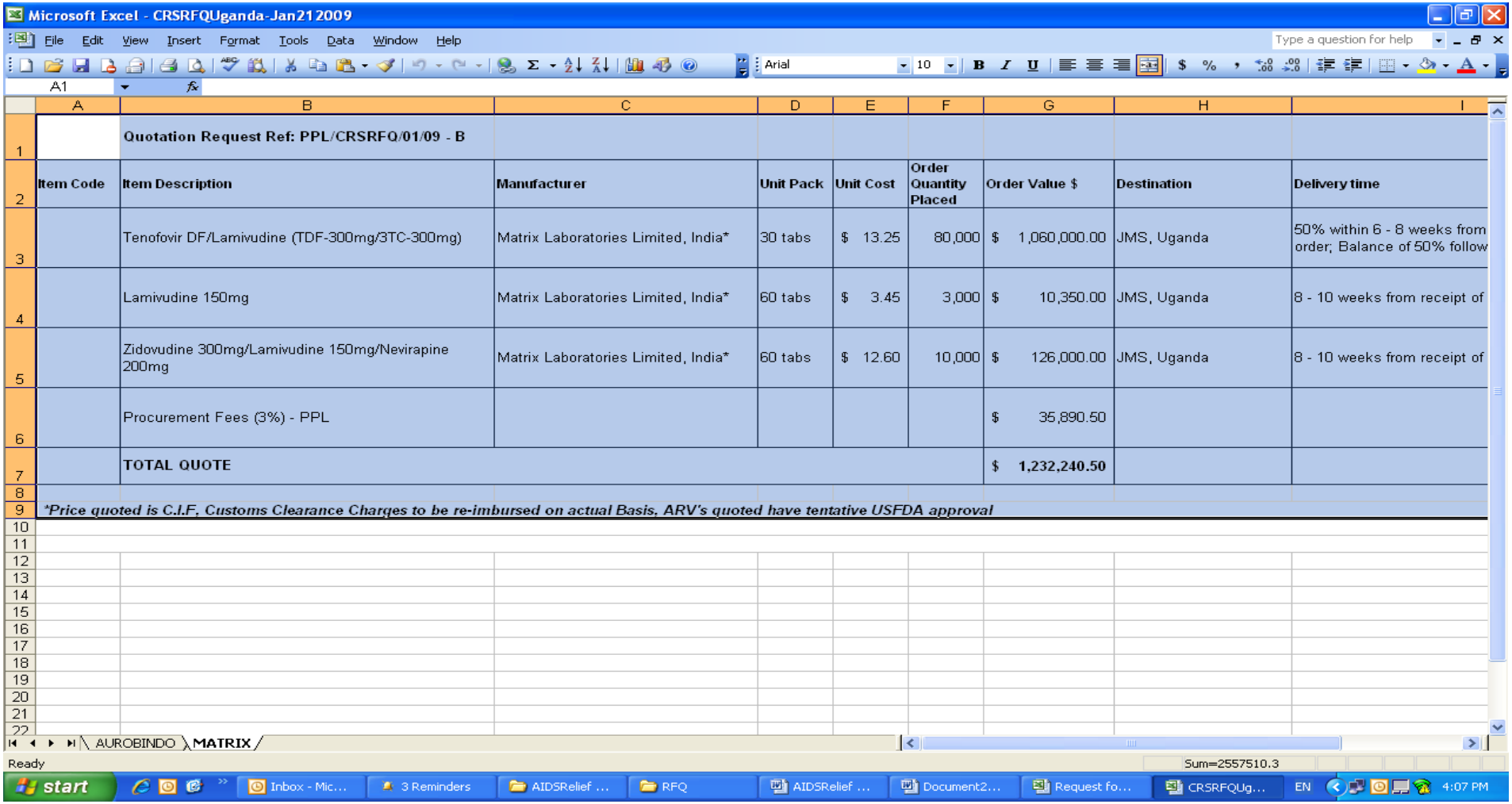
14. The supplier prepares a shipment plan for the order and sends this information to manufacturers, the in-country distribution agents, and the ISCS.

15. Upon notification of impending shipments, the ISCS requests that all regulatory requirements for shipment into the country are ascertained and confirmed in conjunction with the receiving agent of the supplier or in-country distribution agent as applicable.

16. The in-country distributor or supplier's agent acquires an import permit or import verification for the consignment. A copy is sent to the ISCS. This permit acts as confirmation that a specified consignment of products will be permitted to be imported into the country.

17. The supplier informs the ISCS bi-weekly on the progress of the order using a procurement tracking report/form.

Attachment 1: Sample Quotation



Microsoft Excel - CRSRFQUganda-Jan21 2009

	A	B	C	D	E	F	G	H	I
1		**Quotation Request Ref: PPL/CRSRFQ/01/09 - B**							
2	**Item Code**	**Item Description**	**Manufacturer**	**Unit Pack**	**Unit Cost**	**Order Quantity Placed**	**Order Value $**	**Destination**	**Delivery time**
3		Tenofovir DF/Lamivudine (TDF-300mg/3TC-300mg)	Matrix Laboratories Limited, India*	30 tabs	$ 13.25	80,000	$ 1,060,000.00	JMS, Uganda	50% within 6 - 8 weeks from order; Balance of 50% follow
4		Lamivudine 150mg	Matrix Laboratories Limited, India*	60 tabs	$ 3.45	3,000	$ 10,350.00	JMS, Uganda	8 - 10 weeks from receipt of
5		Zidovudine 300mg/Lamivudine 150mg/Nevirapine 200mg	Matrix Laboratories Limited, India*	60 tabs	$ 12.60	10,000	$ 126,000.00	JMS, Uganda	8 - 10 weeks from receipt of
6		Procurement Fees (3%) - PPL					$ 35,890.50		
7		**TOTAL QUOTE**					**$ 1,232,240.50**		
8									
9	**Price quoted is C.I.F, Customs Clearance Charges to be re-imbursed on actual Basis, ARV's quoted have tentative USFDA approval*								
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
21									
22									

AUROBINDO | MATRIX

Ready

Sum=2557510.3

Attachment 2: Bid Comparison Form

CATHOLIC RELIEF SERVICES – KENYA PROGRAM

BID COMPARISON FORM

ITEM NO	ITEM (S) DESCIPTION	QUANTITY	UOM	SUPPLIER 1 P.O BOX NAIROBI		SUPPLIER 2 P.O BOX NAIROBI		SUPPLIER 3 P.O BOX NAIROBI			
				UNIT PRICE (USD)	TOTAL PRICE (USD)	UNIT PRICE (USD)	TOTAL PRICE (USD)	UNIT PRICE (USD)	TOTAL PRICE (USD)		
	ARV Drugs for AIDSRelief program										
1	Drug A										
2	Drug B										
3	Drug C										
	Subtotal				-		-		-		
	16% VAT				Inclusive				Inclusive		
	Terms of Payment										
	Delivery Time										
	Delivery Included / Cost										
	Distributi										
	After Sales Service / Warranty										
	Grand Total				-		-		-		

RECOMMENDED SUPPLIER

give the recommended supplier based on set criteria

JUSTIFICATION

e.g. lowest bidder

PREPARED BY (Procurement Officer) _____ Date _____

VERIFIED & APPROVED BY (ICSC) _____ Date _____

(Program Manager/coordinator) _____ Date _____

(CR/COP) _____ Date _____

Agreed by the following Tender Committee:

_____ Da

_____ Da

_____ Da

DSPN:

Attachment 3: Sample Purchase order, pg. 1

CRS
CATHOLIC RELIEF SERVICES

PURCHASE ORDER

No.

P.O BOX 49675-00100
NAIROBI, KENYA
TEL: 4210000
FAX: 4210107

TO: _____ DATE: _____ ATT: _____

ADDRESS: _____ TEL: _____

FAX: _____

Please supply the following according to the instructions written hereon and the conditions printed on the reverse.The purchaser reserves the right to cancel this order in whole or in part if the supply is not according to the said instructions and/or conditions

PAYMENT TERMS:30 DAYS CREDIT PERIOD-UNLESS OTHERWISE AGREED

REF:

NO.	DESCRIPTION	QUANTITY	UNIT OF MEASURE	DELIVERY DATE	UNIT PRICE	EXTENDED PRICE
					VAT @ APPLICABLE RATE	
					SUB-TOTAL	
					TOTAL ORDER :	

DSPN : _____

Notes

Prepared by	Approved by
Procurement Office	(KE or EARO authority)
Date Prepared:	Date Approved:
Notices/Special Instructions Amounts over.....Bank Details are Required for wire transfers	LPO received by supplier on: _____
BI	

Original to vendor,duplicate to Finance and triplicate remains as the book copy

Attachment 3: Sample Purchase order, pg. 2

TERMS AND CONDITIONS FOR CATHOLIC RELIEF SERVICES ("CRS")
PURCHASE OF GOODS AND/OR SERVICES

1. Acceptance and Entire Agreement.
The Purchase Order (PO), including any exhibits or attachments, these Terms and Conditions, and any written modifications or Change Orders(collectively "Contract Documents") comprise the complete and final agreement between CRS and Vendor concerning its subject matter, and supersede all prior negotiations, proposals, representations, communications, commitments, understandings, or agreements between the Parties, either written or oral. No other agreement or quotation, Vendor acknowledgement, any document purporting to modify the Contract Documents, CRS' failure to object to additional provisions in or attached to any invoice, acknowledgment or PO or other document submitted by Vendor (regardless of whether the Vendor's forms indicate that the terms and conditions therein contained are controlling and cannot be varied),will be binding upon CRS unless made in writing, signed by an authorized representative of CRS' and made a formal attachment of the PO. Captions are inserted only for convenience and are not to be construed as part of the Contract Documents.

2. Warranties, General.
Vendor warrants that the goods or services covered by this PO shall conform to the specifications, drawings, samples or other description furnished or specified by CRS, or furnished by Vendor and accepted by CRS, and will be merchantable, of good material and workmanship and free from defect, latent or patent. All warranties are in addition to any other rights of CRS and shall survive inspection, delivery, acceptance and payment. Without relieving Vendor of any of its obligations under the PO, Vendor shall assign in full and without cost to CRS,all warranties from Vendor's subcontractors that are applicable to the goods and/or services performed under the PO and deliver such assigned warranties with the goods and/or services.

Goods.
Without excluding other warranties and in addition to any warranties expressly provided in the Contract Documents and any rights and remedies at law or in equity, Vendor expressly represents and warrants that:
(1) all the goods supplied hereunder are assembled with new and original components (unless otherwise stated in PO);
(2) Vendor will convey good and marketable title to each good upon delivery; and
(3) for a twelve (12) month period after acceptance by CRS, each good shall meet or exceed the specifications set forth in the applicable PO, be free of defects in design materials and workmanship, and be of good and merchantable quality. Vendor shall promptly repair or replace (in CRS' discretion) at Vendor's cost and expense any good in breach of any of the foregoing warranties. In the event that any good is returned by CRS due to breach of warranty, Vendor shall at its sole expense, pay to have such good shipped back to Vendor regardless of current location, or reimburse CRS for the costs of such return shipping (in the sole discretion of CRS); and repair or replace (in CRS' discretion) such good within five (5) business days after receipt of notice of breach of warranty. Each good replaced or repaired under warranty shall be further warranted as if it were a new good. Vendor further warrants that the items covered in the PO are in compliance with all applicable laws, rules, regulations and directions and are free from any claim of any third parties.

Services.
Vendor represents and warrants that all Services performed under this PO will be performed to the satisfaction of CRS in a skillful, professional and workmanlike manner and will conform to the specifications set forth in this PO. Vendor will promptly correct any nonconformities and will notify CRS in writing that any such nonconformities have been corrected.

3. Termination.
CRS may terminate the PO or any part thereof, at anytime:
(a) at its convenience and without fault of Vendor upon twenty (20) days written notice;
(b) immediately in the event that Vendor fails to cure a material breach within ten (10) days after receipt of notice of breach;
(c) immediately in the event that Vendor fails to make any delivery in accordance with the agreed delivery date;
(d) immediately in the event Vendor is subjected to any proceedings by or against it in bankruptcy or insolvency, for appointment of a receiver or trustee, or for an assignment for the benefit of its creditors. Any notice under this Paragraph 7 shall be effective either when delivered personally to the Vendor, or five (5) days following deposit of such notice into the Kenya mail, facsimile (with confirmation of delivery) CRS shall pay for all goods and services delivered, and/or completed and accepted by CRS at the time of termination. Upon receipt of notice of termination, Vendor shall cease performance of any delivery of good or service under this PO.

4. Payment.
In the absence of contrary payment terms in the PO (in which case the terms of the PO will control), the amount properly payable under the Contract Documents, will be paid by CRS within thirty (30) calendar days after receipt and acceptance of the goods and/or services by CRS and an invoice therefore provided that CRS does not dispute any part of the requested payment. Amounts paid under the PO shall be invoiced by Vendor and paid by CRS in Kenya Shillings

5. Acceptance.
Payment for the goods and/or services described in this PO does not constitute acceptance of the goods or services. All goods and/or services are subject to CRS' inspection and rejection upon receipt of the good or completion of the service. Unless otherwise provided on the face of the PO, upon delivery of the good or completion of the service, CRS will have the right to the testing of the goods (including each component thereof) and inspection of the services performed up to forty-five (45) days after delivery of the good. CRS reserves the right to accept or reject, in whole or in part, partial or excess deliveries of goods.

6. Indemnification.
a. Intellectual Property.
Vendor agrees to defend, indemnify and hold harmless CRS, its affiliates and their respective customers, officers, directors, and employees for all damages, liabilities, losses, costs and expenses (including reasonable attorneys' fees) arising out of any and all claims that any good and/or service infringes a patent, copyright, trade secret or other intellectual property right. If such claim is made, or appears likely to be made, Vendor agrees to procure for CRS and its affiliates ownership of each good at no additional cost to CRS or its affiliates as required by the PO; or modify the good so that it becomes non-infringing, provided that substantially the same function is performed by the modified good. If CRS determines that the foregoing is not reasonably available, in addition to the foregoing obligation to indemnify and without limiting any other rights and remedies available to CRS, CRS may return the good toVendor in exchange for a full refund of all fees and expenses paid for such good, related services and dependent goods.
b. Breach/Negligence.
Vendor agrees to defend, indemnify and hold CRS and its affiliates and their respective officers, directors and employees harmless from and against any and all claims, damages, expenses (including reasonable attorneys' fees) and liability arising out of:
(1) Vendor's breach of the PO; and/or
(2) the negligent acts or omissions or intentional wrongdoing of Vendor's employees, subcontractors or agents. In the event that the PO covers services performed on property owned by a third party, Vendor agrees to indemnify and hold harmless the property owner to the same extent it agreed to do so as to CRS.
c. CRS shall have the right, but not the obligation to control the defense or settlement of any claim or lawsuit covered by Vendor's indemnity, and at CRS' option, Vendor shall at Vendor's expense:
(1) defend all actions based thereon, or
(2) pay CRS all attorney's fees, consultant fees and all costs and other expenses arising from the defense and settlement thereof.

Additional terms and conditions will be annexed to this order for specific goods or services.

AIDSRelief Headquarters	
Standard Operating Procedure For: RECEIVING DRUGS IN-COUNTRY	
Number of Pages: 3	Serial number: HQ05/01.2
Prepared by: Vanessa Roy, AIDSRelief SCS Reviewed by : Grace Waiharo Title: AIDSRelief Supply Chain Advisor Sign: G. Waiharo Date: 17th March 2009	Approved by: Michele Broemmelsiek Title: Chief of Party Sign: Date:
Revised by: Wambui Waithaka Title: AIDSRelief Health Supply Chain Manager Sign: W. Waithaka Date: 27 May 2011	

Objective: To describe the process for receiving antiretrovirals (ARVs) and other drugs at the in-country distribution agency of each AIDSRelief country.

Responsibility:
- In-country Health Supply Chain Specialist (ISCS)
- Health Supply Chain Manager (HCSM), who will advise and offer assistance wherever necessary
- In-country distribution agent
- Supplier's representative

Resources:
- Airway Bill
- Packing List
- Commercial Invoice
- Goods Received Report/Stores Receipt Voucher
- Goods Received Discrepancy Report

Scope
- This procedure shall apply only to antiretroviral medications (ARVs) used under the AIDSRelief Program for the duration of the program i.e. until complete transition to local partner in each country is successfully completed (currently scheduled for February 29, 2012 and possibly extended on a case-by-case basis to February 28, 2013.)

Procedure

1. Four weeks before shipping, the supplier submits copies of the airway bill(s) and packing list(s) plus any other documents needed by the applicable regulatory agency (such as product certificate of analysis) to the in-country distributor/supplier agent. The supplier will also forward copies to the ISCS. If the shipping documents are not ready four weeks before shipment, the supplier will inform the parties mentioned above of their intent to ship. The applicable documentation will be forwarded as soon as available along with specific shipping dates for final confirmation. Shipping documents and confirmation must

be received in each country at least two weeks' in advance to ensure all local regulatory and customs processes are completed in time.

2. The supplier will send the appropriate documentation to their in-country representative as terms of supply are Delivered at Buyer's Frontier (DAF).

3. The ISCS informs the country warehousing and distribution agent that there is an impending shipment so that the agent can prepare for warehousing the consignment as appropriate.

4. When goods reach the country, the supplier's agent/designated receiving agent will fulfill all customs and regulatory requirements and clear the goods. After clearance, the supplier's agent delivers goods to the AIDSRelief-designated in-country warehousing and distribution agent.

5. When goods arrive at the warehousing and distribution agent, a representative of the agent (who has been identified in the agreement between AIDSRelief and the agent) receive the goods and ensure that they:
    a. correspond with the shipping list
    b. are in good condition
    c. are in the right quantities
    d. appear physically to be of the right quality
    e. meet shelf-life requirements as specified in the supplier contract

6. Any discrepancies are noted and certified by two parties (supplier's agent and the warehousing and distribution agent's representative). A report is then submitted to AIDSRelief country office. The ISCS will follow up and sort out the issue(s) with the supplier.

7. If the discrepancy relates to product quality, the supplier's agent will retain the goods until the quality of the drugs has been successfully certified by the country's Drug Regulatory Agency. Drugs under quality assurance investigation remain the responsibility of the supplier and are not to be provided for local partner treatment facility (LPTF) use.

8. When results of the analysis are finalized, they are shared with the ISCS and the warehousing and distribution agent; with a copy to HSCM for records.

9. If any product fails quality assurance testing, that product must be subsequently rejected and re-exported to the supplier or destroyed in-country if permitted by the regulator. The supplier will incur all costs of a quality assurance test and the supplier's agent is responsible for re-exportation or destruction handling if applicable.

10. If the products meet quality requirements, they are to be received following the procedure laid down in this standard operating procedure (SOP).

11. On complete verification of the received goods, the distributor records the quantity of each product received, batch number and expiry date on a goods received note or stores receipt voucher which is subsequently signed.

12. Once drugs are certified as received, property of the goods passes to AIDSRelief. However, safe custody risk passes to the warehousing and distribution agent under terms specified in any agreement between AIDSRelief and the agent.

13. The warehousing and distribution agent sends a copy of the signed goods received report/stores receipt voucher to the ISCS (who will send a copy to the HSCM for inventory tracking purposes). As this document is required for supplier payment, it should be forwarded to the ISCS as soon as possible after receipt of goods.

14. On receipt of this report and a supplier invoice, the ISCS in conjunction with the program and finance departments will process payment to the supplier for the delivered products, less any amount due to discrepancies in the delivery, if applicable.

15. If the order is completed by the delivery, the purchase order (PO) is closed on final payment. If any portion of the order remains outstanding, the PO will remain open until full delivery is made and payments made.

AIDSRelief Headquarters	
Standard Operating Procedure For: **PROCUREMENT PROCESS MANAGEMENT- PROCESSING INVOICES**	
Number of Pages: 11	Serial number: HQ04/01.2-
Prepared by: Vanessa Roy, AIDSRelief SCS Reviewed by: Grace Waiharo Title: AIDSRelief Supply Chain Advisor Sign: G. Waiharo Date:17th March 2009	Approved by: Michele Broemmelsiek Title: Chief of Party Sign: Date:
Revised by: Wambui Waithaka Title: AIDSRelief Health Supply Chain Manager Sign: W. Waithaka Date: 27 May 2011	

Objective: To describe the procedure for processing invoices at CRS country programs

Responsibility
- In-country Health Supply Chain Specialist (ISCS)
- AIDSRelief program manager/coordinator
- CRS finance department
- CRS procurement office
- Global suppliers
- In-country warehousing and distribution agents

Resources
- Delivery Note Summary Sheet
- Order Lead Time Spreadsheet
- Purchase Order (PO)
- Signed Delivery Note(s)
- Supplier/ Distributor Invoice

Scope
- This procedure shall apply only to antiretroviral medications (ARVs) used under the AIDSRelief Program for the duration of the program i.e. until complete transition to local partner in each country is successfully completed (currently scheduled for February 29, 2012 and possibly extended on a case-by-case basis to February 28, 2013.)

Procedure *(some procedures may differ slightly depending on the individual country program)*

1. Global suppliers submit invoices to the CRS procurement office for ARVs, procurement services rendered and for other services offered to AIDSRelief country programs as per contract (e.g. processing Clinton Foundation donations.) These invoices are then forwarded to the ISCS.

2. On a monthly basis, the warehousing and distribution agents will also submit invoices together with signed delivery notes and packing lists to ISCS.

3. ISCS will review all supplier invoices and country warehousing and distribution agents' invoices. In the event of a discrepancy, the invoice issuer will be contacted immediately and asked to provide relevant supporting information and/or documents as applicable.

4. For all invoices from suppliers (e.g. Phillips Pharmaceuticals Ltd., and the IDA Foundation) the ISCS will verify that:
    a. The items listed for payment on the invoice conform with the approved PO(s)
        i. if prices vary from the signed PO, AIDSRelief concurrence documentation must also be attached
        ii. a copy of the corresponding PO must be included with the invoice for payment
    b. The item in question has not already been paid for. Refer to the sample Order Lead Time Spreadsheet (see Attachment 1.)
    c. The procurement fee equals the rate stated on the current contract unless documentation has been provided for a non-conforming rate
        i. unless otherwise detailed in the supplier contract, the procurement fee will be a certain percentage of the value of the goods purchased
        ii. CRS will not pay a procurement fee on the value of shipping or customs fees
    d. Each invoice is accompanied by a goods received note or stores receipt voucher signed and/or stamped by the authorized receiving agent or in-country warehouse
        i. if a goods received note or stores receipt voucher can not be located before the supplier payment deadline (as detailed in the contract), the ISCS should make a copy of the payment terms denoted in the contract and provide a copy of the airway bill as evidence that the items were shipped.

5. The ICSC will then approve the suppliers' invoice for payment, detailing the corresponding invoice for payment of goods and/or freight charges in the appropriate section of the Order Lead Time Spreadsheet.

6. Warehousing/distribution agents will submit monthly invoices and transaction records detailing quantities of drugs delivered to each LPTF in the month to the ISCS for review. The ISCS will verify that:
    a. The invoice accurately depicts the amount of stock distributed, if applicable, by the agent
        i. the agent must include either the original or a copy of a delivery note, signed by an authorized LPTF pharmacy employee, that verifies delivery of the drug product in question
        ii. if the delivery note has been misplaced, a different form of correspondence from the LPTF can be accepted (e.g. endorsed packing list)
    b. The invoice accurately depicts the value of stock received, if applicable, by the agent
        i. The agent will include a packing slip and invoice from the supplier which denotes the value of the goods distributed

ii. This packing slip or invoice would have been received along with the shipment of drug product

c. The distribution fee charged on the total value of stock distributed matches the fee listed in the current distributor contract. If the fee does not match, supporting documentation must be provided.

7. Upon verification that the warehousing and distribution agent invoices are in order, the ISCS will send a written recommendation for payment to the in-country finance department (see Attachment 2, request for payment.) This recommendation will certify that the agent has provided services in line with the existing contract and that the invoice amount is correct, indicating the invoice number, date and services rendered. The ISCS will sign and date the request for payment and forward it to the finance department together with the invoice and all supporting documents mentioned above.

8. Upon receipt of the warehousing/distribution agent invoice, the in-country finance department must verify that:
    a. Each invoice is accompanied by the appropriate delivery notes, which are signed by pharmacy staff at the receiving LPTF
    b. The drug quantities and value claimed on the invoice for both receipt and distribution are supported by a supplier invoice (or similar documentation) and delivery note
    c. The warehousing and distribution fees charged is based on the Cost, Insurance and Freight (CIF) price and does not include the procurement fees charged by the supplier. (NB: the distribution agent should not be paid a commission on the supplier's commission.)

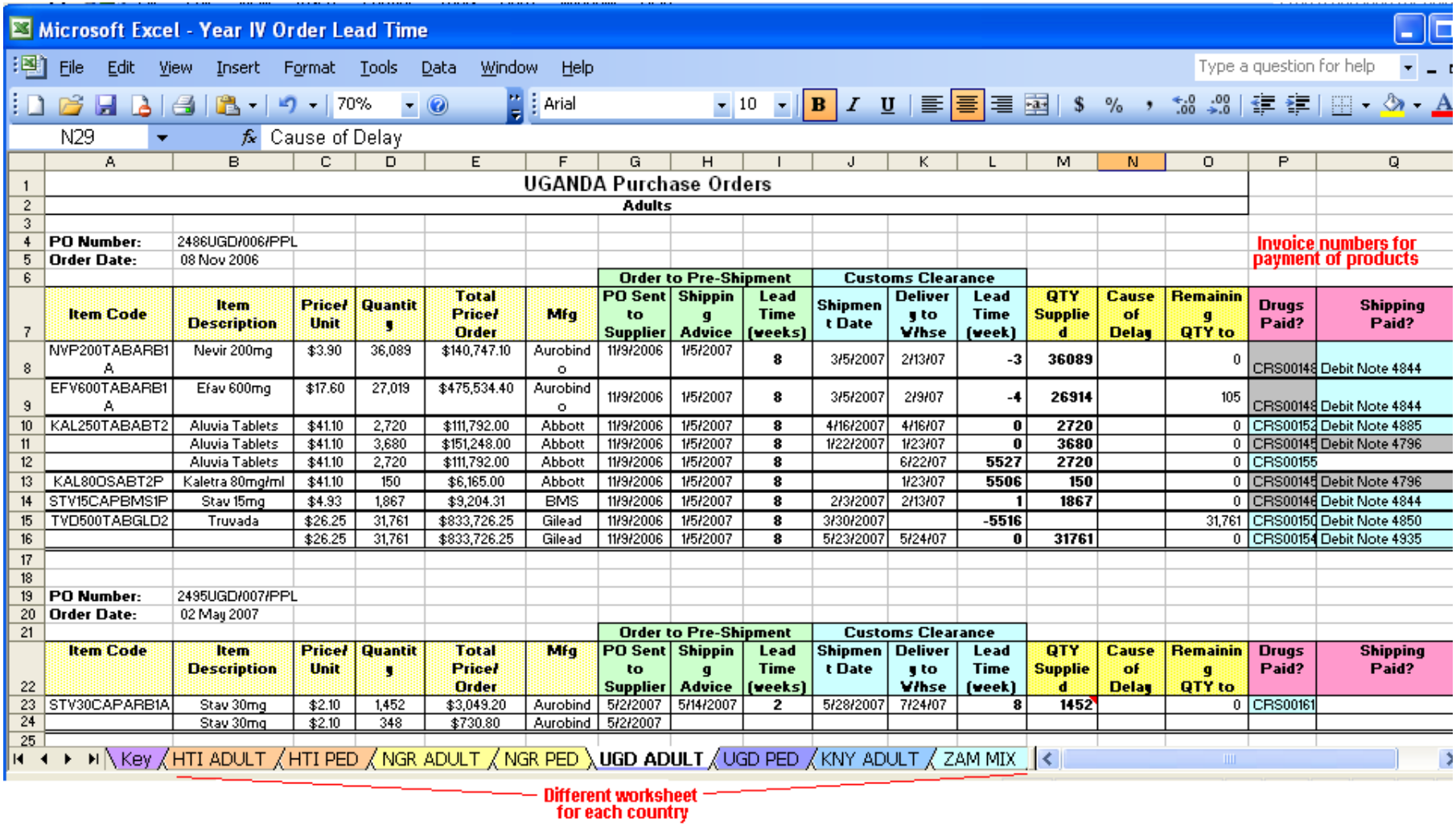
    The finance department will then process payments as per country program procedures

9. Upon verification that the supplier invoice(s) are correct, the following should be completed and attached to the supplier invoices before forwarding for payment:
    a. Request for payment (see Attachment 2)
    b. Budget Summary Sheet (see attachment 3). This form can be found with the AIDSRelief program manager/coordinator.

10. Upon completion of the appropriate forms, all invoices for payment must be reviewed by the AIDSRelief program coordinator, the Chief of Party and the CRS finance manager or his/her designate. The AIDSRelief program assistant must ensure that the appropriate approvals are obtained as detailed in the "Authorization Policy".

11. Upon receipt of appropriate approvals, the AIDSRelief program assistant will make two copies of all of the invoices and supporting documentation. One copy will be provided to the AIDSRelief program manager/coordinator and the other copy will be kept in the supply chain file. The AIDSRelief program assistant will then forward the invoices and supporting documentation to the CRS accountant for payment.

Attachment 1: Order Lead Time Spreadsheet



Microsoft Excel - Year IV Order Lead Time

File Edit View Insert Format Tools Data Window Help

Type a question for help

70% Arial 10

N29 Cause of Delay

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	UGANDA Purchase Orders																
2	Adults																
3																	
4	**PO Number:**	2486UGD/006/PPL														Invoice numbers for payment of products	
5	**Order Date:**	08 Nov 2006															
6							Order to Pre-Shipment			Customs Clearance							
7	**Item Code**	**Item Description**	**Price/ Unit**	**Quantity**	**Total Price/ Order**	**Mfg**	**PO Sent to Supplier**	**Shipping Advice**	**Lead Time (weeks)**	**Shipment Date**	**Delivery to Whse**	**Lead Time (week)**	**QTY Supplied**	**Cause of Delay**	**Remaining QTY to**	**Drugs Paid?**	**Shipping Paid?**
8	NVP200TABARB1A	Nevir 200mg	$3.90	36,089	$140,747.10	Aurobindo	11/9/2006	1/5/2007	8	3/5/2007	2/13/07	-3	36089		0	CRS00148	Debit Note 4844
9	EFV600TABARB1A	Efav 600mg	$17.60	27,019	$475,534.40	Aurobindo	11/9/2006	1/5/2007	8	3/5/2007	2/9/07	-4	26914		105	CRS00148	Debit Note 4844
10	KAL250TABABT2	Aluvia Tablets	$41.10	2,720	$111,792.00	Abbott	11/9/2006	1/5/2007	8	4/16/2007	4/16/07	0	2720		0	CRS00152	Debit Note 4885
11		Aluvia Tablets	$41.10	3,680	$151,248.00	Abbott	11/9/2006	1/5/2007	8	1/22/2007	1/23/07	0	3680		0	CRS00145	Debit Note 4796
12		Aluvia Tablets	$41.10	2,720	$111,792.00	Abbott	11/9/2006	1/5/2007	8		6/22/07	5527	2720		0	CRS00155	
13	KAL80OSABT2P	Kaletra 80mg/ml	$41.10	150	$6,165.00	Abbott	11/9/2006	1/5/2007	8		1/23/07	5506	150		0	CRS00145	Debit Note 4796
14	STV15CAPBMS1P	Stav 15mg	$4.93	1,867	$9,204.31	BMS	11/9/2006	1/5/2007	8	2/3/2007	2/13/07	1	1867		0	CRS00148	Debit Note 4844
15	TVD500TABGLD2	Truvada	$26.25	31,761	$833,726.25	Gilead	11/9/2006	1/5/2007	8	3/30/2007		-5516			31,761	CRS00150	Debit Note 4850
16			$26.25	31,761	$833,726.25	Gilead	11/9/2006	1/5/2007	8	5/23/2007	5/24/07	0	31761		0	CRS00154	Debit Note 4935
17																	
18																	
19	**PO Number:**	2495UGD/007/PPL															
20	**Order Date:**	02 May 2007															
21							Order to Pre-Shipment			Customs Clearance							
22	**Item Code**	**Item Description**	**Price/ Unit**	**Quantity**	**Total Price/ Order**	**Mfg**	**PO Sent to Supplier**	**Shipping Advice**	**Lead Time (weeks)**	**Shipment Date**	**Delivery to Whse**	**Lead Time (week)**	**QTY Supplied**	**Cause of Delay**	**Remaining QTY to**	**Drugs Paid?**	**Shipping Paid?**
23	STV30CAPARB1A	Stav 30mg	$2.10	1,452	$3,049.20	Aurobind	5/2/2007	5/14/2007	2	5/28/2007	7/24/07	8	1452		0	CRS00161	
24		Stav 30mg	$2.10	348	$730.80	Aurobind	5/2/2007										
25																	

Key | HTI ADULT | HTI PED | NGR ADULT | NGR PED | UGD ADULT | UGD PED | KNY ADULT | ZAM MIX

Different worksheet for each country

Attachment 2: Payment Request

CATHOLIC RELIEF SERVICES

PAYMENT REQUEST

Pay to the Order of (Payee) …….. **Date: …….**
Payee Address:
Street ……

City, Country and Postal Code ……

Name of Requesting Employee: …… **Signature of Requesting Employee: _____**
Purpose of Disbursement (Attach all applicable supporting documentation and references to invoice number & date):

Delivery Date: ……. Amount Requested ……. Currency: ……

Indicate Form of Payment: (x) Check ( ) Wire Transfer* () Cash

*** If wire payment is requested, the following information is required, where applicable:**
Bank Name: _____ Bank Account Number: _____

Bank Address:_____

Name on Account: _____ Bank ABA Number or SWIFT Code:_____

Coding Information:

Donor Source	Project Number	Account Code	Vendor Code	Int'l Pers. Number	Grant Line	Area	Amount

Authorization:
Primary Authorization (signature): _____ Secondary Authorization (signature)_____

Primary Authorization (print): _____Secondary Authorization (print)_____

Policy Statement: The employee who submits the Check Request is responsible for furnishing all coding information. No advance may be issued to any party that has not accounted for all previous advances.

Attachment 3: Budget Summary Sheet

AIDSRelief Project
Year 4 Country Summary by Intervention

Country:

B. *All figures in USD*

	COST CATEGORY	Account Code (CRS)	Account Code (Non-CRS CMs)	**TOTAL**
I.	**SALARIES AND WAGES**			
	Subtotal Salaries & Wages	6003	6151	**3,486,419**
II.	**FRINGE BENEFITS AND ALLOWANCES**			
	Subtotal Fringe Benefits & Allowances	6019	6152	**1,134,315**
III.	**CONSULTANTS**			
	Subtotal Consultants	6204	6153	**205,453**
IV.	**EQUIPMENT**			
V.	**SUPPLIES**			
	LABORATORY SUPPLIES			
	Other Lab & Clinical Supplies	6184	6184	463,758
	DRUG AND PHARMACY COST			
	Ist Line Regimen	6177	6177	9,971,281
	2nd Line Regimen	6178	6178	0
	Pediatric Formulations of Anti-Retroviral Drugs	6192	6192	0
	Opportunistic Infections Prophylaxes	6179	6179	167,319
	Other Drug and Pharmacy Supplies	6186	6186	276,098
	Subtotal Supplies			**11,304,386**
VI.	**TRAVEL AND PER DIEM**			
	Subtotal Travel & Per Diem			**593,104**
VII.	**OTHER DIRECT COSTS**			
	Subtotal Other Direct Costs			**1,203,408**
VIII.	**SUB CONTRACTS**			
1	Name of Organization	6191	6191	0
2	Name of Organization	6191	6191	0
	Subtotal Sub Contracts	6191	6191	**0**
IX.	**TOTAL DIRECT COSTS**			**18,065,631**
X.	**INDIRECT COSTS**	**6961**	**6185**	**1,726,037**
XII.	**TOTAL PROGRAM COSTS**			**19,791,667**

AIDSRelief Headquarters	
Standard Operating Procedure For: WAREHOUSING AND DISTRIBUTION OF ARVS TO LPTFs	
Number of Pages: 3	Serial number: HQ06/01.2
Prepared by: Vanessa Roy, AIDSRelief SCS Reviewed by: Grace Waiharo Title: AIDSRelief Supply Chain Advisor Sign: G. Waiharo Date: 17th March 2009	Approved by: Michele Broemmelsiek Title: Chief of Party Sign: Date:
Revised by: Wambui Waithaka Title: AIDSRelief Health Supply Chain Manager Sign: W. Waithaka Date: 27 May 2011	

Objective: To describe the process for warehousing and distribution of antiretrovirals (ARVs) under AIDSRelief to respective local partner treatment facilities (LPTFs) in each country

Responsibility
- In-country Health Supply Chain Specialists (ISCS)
- In-country warehousing & distribution agents
- Health Supply Chain Manager (HSCM)

Resources
- Warehousing and distribution agent country stock status report
- Monthly Distribution Report
- LPTF Requisition Form

Scope
- This procedure shall apply only to antiretroviral medications (ARVs) used under the AIDSRelief Program for the duration of the program i.e. until complete transition to local partner in each country is successfully completed (currently scheduled for February 29, 2012 and possibly extended on a case-by-case basis to February 28, 2013.)

Procedure

1. Upon receipt of drugs, the warehousing and distribution agent records the products on stores ledger and stock control cards.

2. All products are stored according to product storage specifications by the manufacturer (such as cold chain 2-8˚C drug products).

3. All issues of drugs from warehousing and distribution agent to LPTFs are done according to the first expiry, first out (FEFO) principle.

4. LPTFs submit monthly reports indicating consumption data, stock on hand at the end of the month, number of patients per regimen and requested quantities for supply in the new month.

5. The ISCS reviews LPTF reports and rationalizes orders based on provided information, historical data and scale up plans. The ISCS then prepares a monthly distribution plan of all LPTFs for the warehousing and distribution agent to ensure only approved facilities have access to the drugs.

6. The ISCS submits a distribution plan to the warehousing and distribution agent for all LPTFs with allocated quantities to cover a month's dispensing needs plus two months buffer stocks per AIDSRelief stocking policy.

7. The warehousing and distribution agent prepares the order, records it in the stores ledger and on the stock control card(s) and issues it with a copy of the packing list, delivery note and invoice attached.

8. On receipt of drugs at the LPTF, the requisitioning/receiving officer verifies that the drugs:
    a. correspond with the included packing list and delivery note
    b. are in good condition
    c. are in the right quantities
    d. upon inspection physical appearance meets expected quality standards
    e. meet appropriate shelf-life requirements

9. The requisitioning/receiving officer must sign the delivery note in duplicate, making a note of any discrepancies in the order. The original copy remains at the LPTF while a copy goes back with warehousing and distribution agent's representative.

10. The warehousing and distribution agent then attaches signed delivery notes from LPTFs to their invoice for distribution services rendered and submits it to the ISCS who will process the payments in country.

NB: Inter-program drug borrowing and lending procedures between AIDSRelief and other implementing partners will follow country-specific procedures which will be clearly documented and adhered to strictly.