

PROCEDURE FOR RECEIVING MEDICINES AND SUPPLIES IN THE HEALTH FACILITY

Date: November, 25th 2023

Revision Number:

Date of Review:

Purpose: The Purpose of the Standard Operating Procedure (SOP) is to outline a Step-by-Step approach on how to receive medicines and health supplies in the Health Facility.

SNo.	PROCEDURE	RESPONSIBLE STAFF
1.0	PREPARING TO RECEIVE COMMODITIES	
1.1	Prepare the space where the receiving process will be handled.	Stores In-charge
1.2	Ensure signatories, health facility stamp are available upon receiving a call from JMS.	Stores In-charge
2.0	RECEIVING HEALTH COMMODITIES	
2.1	Assemble the health facility personnel required for receiving.	Stores In-charge
2.2	Confirm that the health facility name is the one on the delivery note and invoice. Take note of the number of cartons on the delivery notes.	Stores In-charge
2.3	Confirm quantity, batch number and expiry dates of each item against delivery note.	Stores In-charge
2.4	Identify and separate Cold Chain and Narcotics from the rest of the consignment.	Stores In-charge
2.5	Transfer cold chain items into the fridge and controlled drugs to a lockable cabinet immediately.	Stores In-charge
3.0	OFF LOADING OF COMMODITIES	
3.1	Avail pallets and make sure that all cartons are not put on wet surfaces.	Stores In-charge
3.2	Count all cartons and verify against the Number on the delivery note.	Stores In-charge
3.3	Verify, on all stickers for facility name and order number; and they should match with the details on the delivery note.	Stores In-charge
3.4	Confirm quantity, batch number and expiry dates of each item against delivery note.	Stores In-charge
4.0	PREPARE DOCUMENTATION	
4.1	Sign and stamp each copy of delivery note, and invoice.	Stores In-charge
4.2	In case of discrepancy, indicate on the delivery note any discrepancies and fill in a discrepancy report.	Stores In-charge
4.3	Send the discrepancy report to Joint Medical Store on sales@jms.co.ug	Stores In-charge
4.4	Take note of the timelines for discrepancy form submission to the warehouse.	Stores In-charge
5.0	RECEIVING INTO THE STORES	
5.1	Update the stock card for each item received immediately.	Stores In-charge
5.2	Include quantity, batch number and expiry date of each item on stock card.	Stores In-charge
5.3	Put away each item to its designated storage area in the store.	Stores In-charge
5.4	Arrange the commodities in line with the FEFO Principle.	Stores In-charge
5.5	Arrange the commodities with the labels facing the aisles.	Stores In-charge