

PROCEDURE FOR PLACEMENT OF EMERGENCY ORDERS

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Purpose: The Purpose of the Standard Operating Procedure (SOP) is to outline a Step-by-Step approach to Placing Emergency Orders.

SNo.	PROCEDURE	RESPONSIBLE STAFF
1.0	ESTABLISH THE STOCK STATUS	
1.1	Establish the stock status of the commodities by conducting a physical count.	Stores In-charge
1.2	Compute the Average Monthly consumption so as to determine the months of stock of a given commodity .	Stores In-charge
2.0	PREPARE THE MEDICINE	
2.1	Compute the minimum and maximum stock quantity.	Stores In-charge
2.2	Use a redistribution form, to communicate the need to the DHO	Stores In-charge
2.3	If the quantity of commodities is sufficient to run you throughout till the next delivery i.e., above 2 months of stock , there is no need to submit and emergency order.	Stores In-charge
2.4	If the quantity of commodities is insufficient to run you throughout , based on your facility average monthly consumption till the next delivery i.e., below 2 months of stock submit on emergency order	Stores In-charge
3.0	ASSESSMENT OF DISPENSING UNITS (LAB, PHARMACY, OUTREACH CENTRES)	
3.1	Perform a physical count of all commodities in the dispensing units.	Stores In-charge
3.2	Review and compare issues from the main store per the requisition and issue vouchers, the consumption recorded in the dispensing logs and the stock balances of the items in the dispensing units	Stores In-charge
4.0	SUBMITTING OF EMERGENCY ORDER	
4.1	Using the JMS ordering and Reporting system, complete only the sections of the products to be ordered for , in addition to the header and footer information	Order preparper
4.2	Submit the emergency order after it has been reviewed and approved by the health facility in-charge using the JMS ordering & Reporting System.	Respective commodity coordinators/ health facility in charge
5.0	SERVING ORDERS.	
5.1	Upon receipt at the warehouse the orders will be processed	JMS warehouse
5.2	Inform the facility on the earliest delivery date.	JMS warehouse