BCVR PHARMACY/MEDICAL SUPPLIES: Unit 1 ANC Bldg. Panganiban Drive, Concepcion Pequena, Naga City TEL NO: 054-8813455 CP NO: 09685332017 / 09152476684 EMAIL: bcvrprimeenenterprise142630@gmail.com
BCVR DISTRIBUTION/WAREHOUSE: Door 1 Sibulo Bldg. Panganiban Drive, Concepcion Pequena, Naga City TEL. NO: 054-8846198 CP NO: 09634719007 / 099566225693 EMAIL: bcvrdistributionoffice@gmail.com
BCVR IRIGA BRANCH: Ground Floor Felix Bldg. Alfelor St., San Miguel, Iriga City, Camarines Sur TEL. NO: 054-2998866 CP NO: 09614104200
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EMAIL: bcvrprimeaccnting@gmail.com

DATE: February 11, 2022

BCVR 2022 – 2 MEMORANDUM Circular No. 4

TO: **ALL DEPARTMENTS; Accounting and Finance Dept., Pharmacy and Regulatory Dept., Store Operations Dept., Sales and Mktg. Dept., IT & Inventory Dept., Distribution and Warehouse Dept., Branch Operations Dept.**

FR: **EBR**

SUBJECT: **BCVR Monthly PRODUCTS NEAR EXPIRY REPORT use as Marketing Promo Strategy.**

MESSAGE: **It's an alarming condition that every month we reported EXPIRED PRODUCTS after our MONTHLY INVENTORY. In 2021 alone we suffered almost P 200,000.00 of expired products, a waste of money for the company.**

In connection to this, we need to be vigilant and aggressive in AVOIDING and MINIMIZING this concern. Every month end the IT and Inventory Dept. provided the list of Near Expiry Medicines and Supplies. The following steps will be our mode of action regarding this concern.

A. **The IT/Inventory Department MUST PRINT A LIST immediately after month end inventory, give copies to AFD, PRD, DWD, BOD and SOD officers. Special mention to FSR and Telemarketer.**
B. **DWD, PRD and BOD officers must FACILITATE and PLACE the Near Expiry Products to the designated shelves/area. Put a LABEL in the Area indicating "PROMO PRODUCTS".**
C. **Products with 2 MONTHS EXPIRY are already subject for FREE GOODS to Customers/Buyers to BCVR, either DFS, DWRS, PWRS and BWRS/PFS CUSTOMERS.**
D. **Products with 3 to 6 MONTHS EXPIRY WILL BE SUBJECT FOR PROMO SALE UNDER WHOLESALE OR PURCHASE PRICE WITH OUT OFFICIAL RECEIPT.**
E. **Purchasing and Inventory Personnel needs to COMMUNICATE with the supplier for products with 4 to 6 MONTHS EXPIRY, for POSSIBLE PRODUCT REPLACEMENT.**
F. **Pharmacy Aides, Telemarketer and FSR needs to promote it to our respective customers. Thru Call or Text for immediate action.**
G. **DWD, PRD and BOD officers, needs to MONITOR IT EVERY WEEK.**
H. **EXPIRED PRODUCTS WILL BE SUBJECT FOR SALARY DEDUCTION to the responsible employees.**

FOR IMMEDIATE IMPLEMENTATION…

- **MANAGEMENT**

TEAM BCVR CARES

BCVR PRIME ENTERPRISE
Drug Distributor - Drugstore - Medical Supplies
Dental & Lab. Supplies, Machines & Equipment | General Merchandise | School-Office Supplies & Equipment | Rescue & Heavy Equipment Vehicle

PRIME QUALITY AND PRICE ARE NOT COMPROMISE

DATE: June 2023

BCVR 2023 – 2 MEMORANDUM Circular No. 4.1

TO: **ALL DEPARTMENTS; Accounting and Finance Dept., Pharmacy and Regulatory Dept., Store Operations Dept., Sales and Mktg. Dept., IT & Inventory Dept., Distribution and Warehouse Dept., Branch Operations Dept.**

FR: **EBR**

SUBJECT: **UPDATED & REENFORCEMENT of Memo Circular No. 4**
BCVR Monthly PRODUCTS NEAR EXPIRY REPORT use as Marketing Promo Strategy.

MESSAGE: **Expired Products means Waste of Money to the Company. Hence, an scheduled Inventory of Stocks is an IMPORTANT routine of the Company. Products with Six months below before expiration requires immediate ACTION/MALASAKIT. While Products with 7-11 months expiration, needs our POSITIVE ATTITUDE for Sales Generation.**

We need to be vigilant and aggressive in AVOIDING and MINIMIZING expired products. Every month end the IT and Inventory Dept. provided the list of Near Expiry Medicines and Supplies. Those list of Near Expiry products will give us additional burden and cost if not properly address, give effort and importance. Instead of totally turning it into WASTE, We can UTILIZE it as ANOTHER POSSIBLE OPPURTUNITY TO EARN SALES, Good PR and Use for the COMPANY's SOCIAL RESPONSIBILTY.

HENCE, The following STRATEGIC PLAN OF ACTION are REITERATED and MUST BE IMPLEMENTED.

A. **The IT Officer/Inventory Analyst, COLLATE/PRINT A LIST OF NEAR EXPIRY PRODUCTS. The INITIAL LIST must be given first to MANAGEMENT, PURCHASING, REGULATORY & DW Asst.**

B. **Purchasing Dept MUST review the List and evaluate possible PRODUCT RETURNS/REPLACEMENT to our Supplier. Communicate to the supplier and ASK for CONFIRMATION/APPROVAL of PRODUCTS FOR RETURN. If ever, ENDORSE the list for return to DW Asst/Pharmacist to facilitate preparation and stored it to the designated area in BCVR Warehouse. If there are near expiry in PHSSN & BCVR Iriga for return, facilitate transfer to warehouse.**

C. **Regulatory Dept./Pharmacist MUST check the PHYSICAL CONDITION of the Medicines/Supplies for Quality Control in DDS/PHSSN/WAREHOUSE. For Medical Supplies/Lab Supplies in Warehouse, Inventory Analyst & DW Asst. MUST check also its PHYSICAL CONDITION. For BCVR Iriga, BOM/Pharmacist are task to check Physical/Quality condition of near expiry products. After which, Pharmacist must FACILITATE and STORED the Near Expiry Products to the designated shelves/area in Warehouse, DDS, PHSSN and BCVR Iriga. Put a LABEL in the Area/Shelves designated, and allocate space for Walk-In Customers "PROMO SALE" items in respective BCVR fronting stores. Submit report/proof to MANAGEMENT regarding its development.**

D. **After the Physical/Quality Check, Inventory Analyst, come up with a FINAL LIST OF NEAR EXPIRY PRODUCTS and PROVIDE COPIES FOR FSR, PHARMACIST, FRONTING STORES and BCVR IRIGA. Items that are still in GOOD & SALEABLE CONDITION, for 4-6 MONTHS period, it WILL BE SUBJECT FOR " PROMO SALE "UNDER WHOLESALE PRICE WITH OUT OFFICIAL RECEIPT. It can be offered to BCVR Fronting Stores and BCVR DFS clients.**

E. **Products with Expiration between 7-9 MONTHS period and 10-11 MONTHS period must be given PRIORITY and EMPHASIS also to DFS/Fronting store clients. SPECIAL DISTRIBUTION PRICE is applicable provided the" NO RETURN POLICY" applies.**

F. **For DAMAGE ITEMS or in poor physical/quality conditions, REPORT to Inv, Analyst & provide List, while DW Asst/Pharmacist PLACE in the designated area of BCVR Warehouse. Ask MANAGEMENT approval for products allocated FOR DONATION or FREE GOODS to regular fronting store customers, DFS clients and DFGS Clients. Provided it will be reflected / accounted at our Monthly System Generated Report (With 1-3 Months Expiration)**

G. **Products with 2 MONTHS EXPIRY are already subject for FREE GOODS to Customers/Clients, either DFS, DWRS, PWRS and BWRS/PHSSN CUSTOMERS.**

H. **Products with 3 MONTHS EXPIRY, PURCHASE PRICE WITH OUT OFFICIAL RECEIPT.**

I. **Pharmacy Aides and FSR's are required to promote it to our respective customers. Thru Call or Text for immediate information dessimination.**

J. **Fronting Store Staff, Pharmacist and BOM needs to MONITOR and UPDATE MANAGEMENT on its development EVERY WEEK. Reflect it on SMART SAP.**

K. **EXPIRED PRODUCTS WILL BE SUBJECT FOR SALARY DEDUCTION to those irresponsible employees, while those who excerted effort and reflected in our report, awaits a reward.**

FOR IMMEDIATE IMPLEMENTATION…

- **MANAGEMENT**