TEAM BCVR CARES

BCVR PRIME ENTERPRISE
Drug Distributor - Drugstore - Medical Supplies

Dental & Lab. Supplies, Machines & Equipment | General Merchandise | School-Office Supplies & Equip. | Rescue & Heavy Equip. Vehicle

PRIME QUALITY AND PRICE ARE NOT COMPROMISE

BCVR 2023 – 7 MEMORANDUM Circular No. 13

TO: BCVR PRIME ENTERPRISE All Department and Employees
FR: Management
SUBJECT: 2023 Distribution Warehouse Stocks Receiving of Goods Management Flowchart 2023
DATE: July 3, 2023
MESSAGE: For Department's Compliance and Guide. For Strict Implementation



DISTRIBUTION WAREHOUSE STOCKS RECEIVING MANAGEMENT FLOWCHART 2023 (WAREHOUSE INBOUND PROCESS)

The Receiving Revolution

Did you know most warehouse inventory errors start in receiving? If you make a mistake in the receiving area, it can have a 10-fold effect on the rest of the warehouse process. The number one piece of advice experts has when it comes to warehouse optimization is that optimizing receiving is the first most important step to optimizing the warehouse.

Many warehouse layouts diminish the size and importance of receiving at a great detriment to their entire operation. Think of all the activities receiving does. They add labels, count the items and reconcile them with the manufacturer's packing list. They break down pallets. They accommodate back orders; they report manufacturers shipping errors. All this activity needs to be supported and optimized. By focusing on reducing receiving errors and inefficiencies you will improve the flow of your entire warehouse.

RECEIVING – The act of taking possession of products in order to stage them for inspection, place them into inventory, or deploy them to end user (Requester) for immediate use. INSPECTING – the act of examining products that have been delivered to determine conformance to the purchase specifications.

A **Warehouse Worker, or Warehouse Personnel's**, is responsible for carrying out the logistics of receiving, checking, sorting, processing, storing, displaying products for inventories according to shipping schedules and purchase orders.

Warehouse Worker Responsibilities:

- **Ensuring cleanliness, tidiness and safety of work environment.**
- **Loading and unloading delivery vehicles.**
- **Accepting delivery of inventory.**
- **Counting and confirming inventory.**
- **Inspecting inventory for damage and faults.**
- **Communicating errors to relevant parties.**
- **Marking and labeling stock.**
- **Storing inventory in accessible manner**
- **Loading and wrapping stock on pallets.**
- **Entry of Stocks, Quantity and important products details.**

What is 'goods receiving'?

'Goods receiving' is the function of checking items delivered to the business, either coming in as **new stock or as supplies**. This includes inspecting the quality, condition, and quantity of any incoming goods, and allocating them to a space in the warehouse.

Why is it important?

All items purchased by the business serve a specific function, whether they are supplies to be used internally, or stock to be on sold to customers. Keeping track of all items coming into the warehouse ensures that that the right products are received and promptly stored in an appropriate place.

Following a goods receiving process can help to maintain an efficient warehouse and identify any issues with suppliers.

PERSON IN CHARGE

RECEIVING GOODS – INBOUND STOCKS

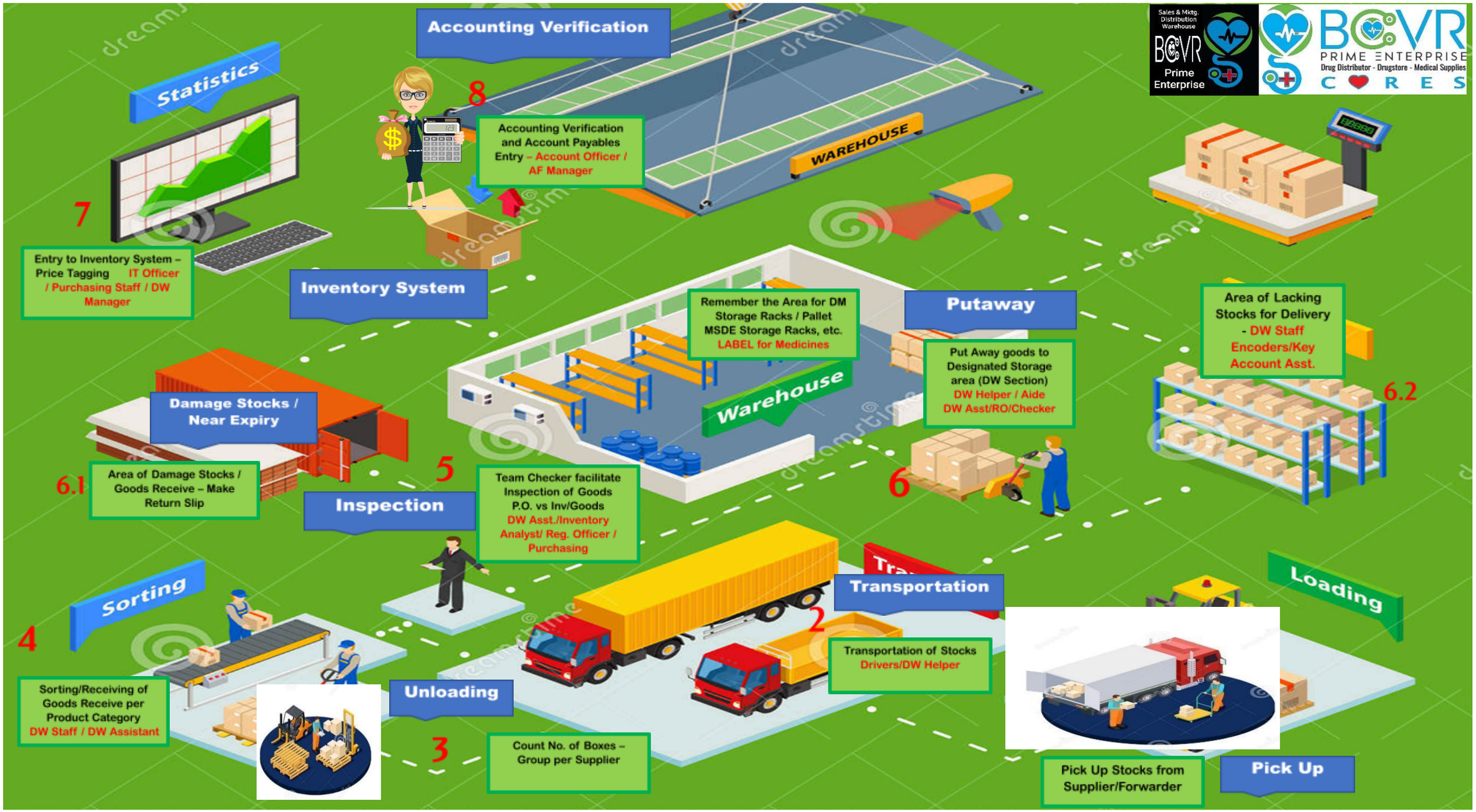
SHIPPING TEAM	UNLOADING/SORTING TEAM	CHECKING/INSPECTION TEAM	
		TEAM A	TEAM B
PICK UP / FORWARDER	PICK UP / DELIVERED	DRUGS & MEDICINES/ LAB SUPPLIES & REAGENTS DENTAL SUPPLIES, DEVICES & EQUIPMENT GOODS / GROCERY ITEMS / GEN. MDSE	MEDICAL SUPPLIES, DEVICE & EQUIPMENT SCHOOL, OFFICE & IT SUPPLIES, FURNITURE EMERGENCY/RESCUE SUPPLIES & EQUIPMENT
		INSPECTOR	
Driver Purchasing Staff	Dist. Warehouse (DW) Asst. Male – DW/Inventory Aide Purchasing Staff Security Staff	DW Asst. / Purchasing Staff (F) Pharmacist / Inventory Staff - Encoder 2/3 Sr. DW Inventory Aide (F) DW Inventory Aide (F) IT Staff	DW Asst. / Purchasing Staff (M) Inventory Analyst / Inventory Staff - Encoder 1 Sr. DW Inventory Aide (M) DW Inventory Aide (M/F) IT Staff

*** M – Male
F - Female

**** Note: HR / Acctg. Personnel may Assist/Help if Needed. For Purpose observtion, evaluation and audit.

**** Person In Charge are GUIDE for BULK & MIXED STOCKS, for smooth and organized flow. However, all Personnel involve in the Process MUST adopt/adjust in the situation.

BCVR DISTRIBUTION WAREHOUSE STOCKS RECEIVING MANAGEMENT FLOWCHART 2023



DISTTRIBUTION WAREHOUSE STOCKS RECEIVING FLOWCHART 2023
INBOUND PROCESS

1. PICK-UP OF STOCKS PROCESS – SUPPLIER'S LOCATION or FORWARDER

REMINDERS: From Manila **Key Persons: Purchasing Staff / Driver / DW Helper**

- ✔ **Purchasing Staff** prepares and explain the details of **GOODS/STOCKS** for pick up in **SPUF**. **Stocks for Pick Up Form** MUST contain a complete detail of **Name of Suppliers, Address, Contact Person/Number, Number of Boxes, Time schedule, No. of Boxes, note section and Name/Signature/Pick Up Time, from suppliers'** representative. **Purchasing Staff must inform the Driver what are the GOODS for Pick Up, for loading capacity assessment. Purchasing Division must ENSURE CORRECT, COMPLETE, APPROVED, VERIFIED and CONFIRMED PURCHASED ORDERS.**

	Name of Supplier	Address	Contact Person No.	Estimated Time	No. of Box	Note	Suppliers' Rep.	Signature	Time
1									
2									
3									
4									

Note: This form is applicable for stocks pick-up in Manila

- ✔ **Purchasing Staff** must **PLOT** the following details to **SUPPLIERS STOCKS ORDER MONITORING BOARD (SSOMB).**
- ✔ If there are **Items for Return**, **Purchasing Staff / DW Assistant** endorse and explain the content of **SUPPLIERS' RETURN SLIP FORM (2 Copies).**
- ✔ If there are **Checks** to be delivered**, Accounting Staff/Officer** must endorse and explain the **CHECK VOUCHERS SLIP FORM**.
- ✔ **Accounting Staff/Officer** release **Gas Slip and Travel Allowance** to **Drivers** with receiving form sign, upon submission of Cash Request Slip
- ✔ **Drivers'** must do **ROUTINE INSPECTION** at all times for the Service Vehicle to be use to ensure **SAFETY** of their travel.
- ✔ **Purchasing Staff** must ensure that there will be **no pending concerns** with the suppliers to **AVOID** delays that might humper company's schedule of operations.
- ✔ **Drivers** before proceeding with **Loading of the GOODS**, endorse first if there are any **Items for Return / Check Payment** to be endorse. Make sure receiving copy were properly acknowledged.
- ✔ **Drivers** upon Loading of the GOODS, must count the No. of Boxes being load and if there are discrepancies in the expected cargo/box for pick, indicate it to **SPUF**.
- ✔ **Drivers MUST OBSERVE AND FOLLOW ALL TRAFFIC / PARKING RULES/SIGNS TO AVOID APPREHENSION AND FINES.**



2. TRANSPORTATION OF STOCKS PROCESS – COMPANY / FORWARDER VEHICLE

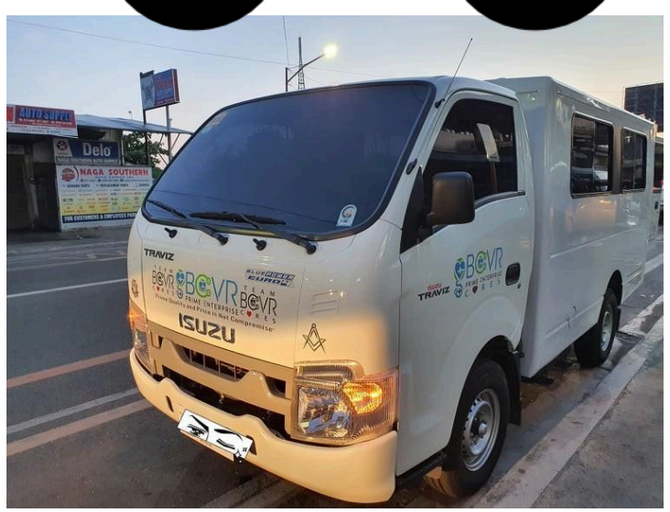
REMINDERS: KEY PERSONS: Drivers / DW Helper

- ✔ Conduct **routinary inspection** of service vehicle before traversing back to BCVR Warehouse. Remember wheel **air pressure gauge** is different for loaded and without load in our respective service vehicle.
- ✔ Travel the goods safely and maintain adequate speed during the travel duration. Never hesitate to take REST to recharge and maintain good driving condition. Check wheels air pressure gauge, breaks and key section/connections of service vehicles every 3 hours of travel.
- ✔ Upon arrival in BCVR Warehouse of Service vehicle, Drivers must do routinary check of the use service vehicle. See if any damage or concerns that needs immediate action.
- ✔ **DON'T OPEN THE TRUCK with out the presence of DW Asst./Purchasing Staff/Security Staff.**
- ✔ **Security Staff records the time/date of arrival of the Vehicle.**
- ✔ **Pick Up Stocks from Local Forwarder are part of this process.**









3. UNLOADING OF STOCKS PROCESS – ACTUAL NO. BOX RECEIVED/PER SUPPLIER

REMINDERS FOR BULK PICK UP/DELIVERED STOCKS: **KEY PERSONS: DW Asst/DW Aide/Drivers/Security**



- ✔ **DW Assistant/Purchasing Staff** has the call to unload the goods. **DW Asst./Aide** prepares the **Stocks Receiving Form/s (SRF)**, while **Purchasing Staff** get the **Stocks Purchase Order (SPO)** record. Warehouse Dept. prepare and organize the Receiving Area.
- ✔ **Drivers must endorse the SPUF to DW Asst. and Invoices to Purchasing Staff from the Supplier.** SPUF contains the actual count of Boxes received per supplier, which will be the first guide in unloading the goods, and will be latter compared to expected number of boxes listed in the **SUPPLIERS STOCKS ORDER MONITORING BOARD (SSOMB)** by Purchasing Staff. **DW Asst./Aide MUST** count/record the number of boxes. (SPURF/Logbook)
- ✔ **MALE DW Inventory Aide MUST Group Box per Supplier,** when unloading the box its better to group the box per supplier to easily count the number of boxes unload versus **SPUF** and **SSOMB.** Put the unloaded boxes in the **Pallet** allocated.
- ✔ **Confirm/Check if correct by affixing signature of the DW Asst/Aide in the SPUF and Plot it in the SSOMB.** If there are discrepancy, kindly note it in the SPUF and endorse to our Purchasing Staff/Management.
- ✔ **The assigned DW Aide records the number of Boxes to SUPPLIERS STOCKS RECEIVED Logbook; per supplier, date/time and amount of stocks received.**
- ✔ **Security Staff** make his own record also and record the number of hours consume in unloading the stocks.
- ✔ **Unloading Team, take a 10 minutes break after the process.**
- ✔ **Female DW/Inv. Aide are not yet required to participate in this process**. Proceed with other work.

REMINDERS FOR DELIVERED STOCKS:



- ✔ **DW Asst./Purchasing Staff** must be present before unloading, they give the Call to start the unloading. Prepare the **SRF and SPO** for Purchasing Staff. Review P.O. vs Delivery/Suppliers Invoice.
- ✔ **Security Staff** make his necessary recording.
- ✔ **Purchasing Staff** MUST check first the invoices from supplier/forwarder, before start unloading. Check if Invoices Details, it must be complete and correct. Lot Number/Expiration is a must, and ask the Delivery staff to complete the details.
- ✔ **DW Asst or Sr. DW Aide** count/record the number of boxes.
- ✔ **Male DW Aide** assist in unloading the delivered stocks and place in the designated pallets.
- ✔ **Security Staff** records the time duration.

REMINDERS FOR PICK UP STOCKS FROM FORWARDER:

- ✔ **Purchasing Staff** give the Call if there are scheduled stocks for pick up. Purchasing staff prepares and submit **Cash/Check Request Slip to Accounting Staff**. Acctg. Staff endorse the release **Cash/Check/Voucher to assigned Driver/DW Aide**. **Freight/Forwarders Receipt** must be **RETURN by the driver/aide to Acctg. Staff** after DW Asst/Aide had finished checking/recording it.
- ✔ **Driver/Aide** calls the attention of DW Asst./Aide – Purchasing Staff upon return to the warehouse. Driver/DW Aide helps in unloading the stocks.
- ✔ **DW Asst/Aide-Purchasing Staff**, get/check the Freight Invoice/receipt; **CONFIRMED/ATTACHED SIGNATURE** in the invoice, after unloading the boxes/stocks.

- ✔ **FOLLOW other steps enumerated in Unloading the Stocks/Boxes.**

4. SORTING OF STOCKS PROCESS – PER SUPPLIER/PRODUCT CATEGORY

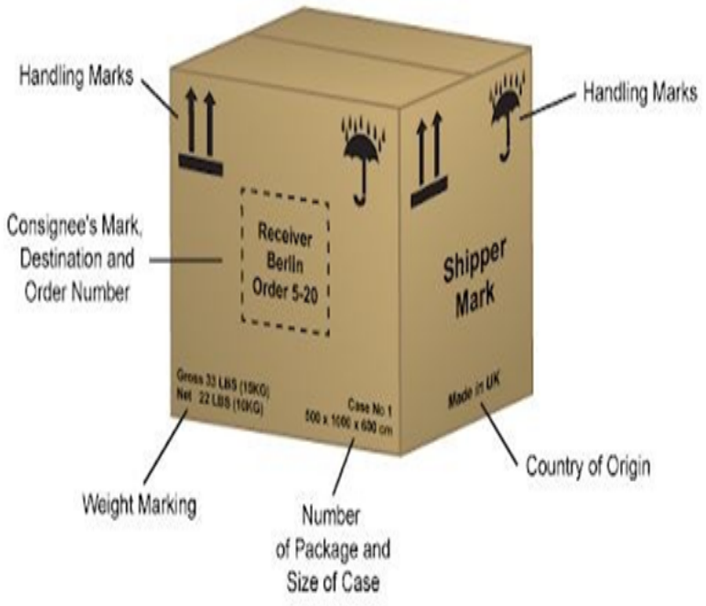
For inbound receiving, **Sorting** is usually only required if the goods are not arranged properly upon receiving them in the warehouse. For example, receiving goods from overseas containers. Another example is receiving many items but all in small quantities. The warehouse operative will need to sort them by item before actual inspection and putaway in the storage location.

REMINDERS: **KEY PERSONS: DW Asst/DW Aide/Purchasing Staff**

- ✔ **DW Assistant/DW Aide/Purchasing Staff** facilitate the **Sorting of Products (by box/cartoons and supplier) Per Category; Drugs and Medicines, Medical Supplies, Device and Equipment, Lab Supplies, Reagents and Equipment's, etc.….**
- ✔ **Sort** the boxes **FOR IMMEDIATE DELIVERY.**
- ✔ **Sort** the boxes which requires immediate attention**.** Products that **require certain temperature and cold storage**.
- ✔ **Sort** the boxes with initial outside observable **physical damages in the box/cartoons.**







5. INSPECTION OF STOCKS PROCESS – ACTUAL, PHYSICAL AND QUALITY CONTROL CHECK

KEY PERSONS: DW Asst/DW Staff/DW Aide/Logistics Staff/Purchasing Staff/Regulatory Officer

INSPECTION TEAM: Stocks Order Receiving Form/Copy of Invoice/P.O. for DW Asst./Aide/Pharmacist/Encoder
Official Invoice from Supplier/Stocks Purchase Order for Purchasing Staff
ONE SUPPLIER AT A TIME FOR EACH TEAM (FOR BULK STOCKS RECEIVED)

REMINDERS FOR TEAM A – STOCKS/PRODUCT CATEGORY UNDER TEAM A

Performing thorough inspections during the receipt of inbound stocks in a warehouse is crucial to ensure the quality and integrity of products, especially in industries such as pharmaceuticals, lab supplies, and dental supplies.

1. Documentation and Packaging:
- **Check the accompanying paperwork, including invoices, packing lists, and certificates of analysis (if applicable).**
- **Verify that the products received match the information provided on the documents.**
- **Examine the packaging for any signs of damage, tampering, or contamination.**

2. Product Identification:
- **Verify the product labels for accuracy, including the name, strength/concentration, lot number, and expiration date.**
- **Ensure that the labels are legible and intact.**





- **Cross-reference the received quantity with the purchase order and packing list.**

3. Physical Condition:
- **Inspect the physical condition of the products, looking for any signs of breakage, leakage, or spoilage.**
- **Check for unusual odors, discoloration, or foreign particles in drugs, medicines, and chemicals.**
- **Ensure that lab supplies and reagents are undamaged and properly sealed.**

4. Temperature Control:
- **If applicable, check the temperature records during transportation and ensure that the products have been stored within the recommended temperature range.**
- **Confirm the integrity of any temperature-controlled packaging or cool chain systems.**

5. Batch/Lot Sampling and Product Expiration Check
- **Consider implementing a sampling plan to inspect a representative sample from each received batch or lot.**
- **Follow established protocols for sample collection, labeling, and storage.**
- **Accept the required acceptable/needed Expiration details.**

6. Compliance and Regulatory Requirements:
- **Ensure that all received products comply with relevant regulatory standards (e.g., FDA, GMP, ISO).**
- **Verify that the necessary licenses, permits, and certifications are in place for the suppliers and the products being received.**

7. Documentation and Reporting:
- **Maintain accurate records of the inspection process, including any deviations, findings, or non-conforming items.**
- **Report any quality issues, discrepancies, or concerns to the appropriate departments or personnel.**



REMINDERS **FOR TEAM B – STOCKS/PRODUCT CATEGORY UNDER TEAM B**

Here's an inspection checklist for the physical and quality control check of inbound stocks in a warehouse for medical supplies, dental supplies, emergency and rescue supplies, school and office supplies, and IT supplies:



1. Documentation and Packaging:
- **Verify the accuracy of accompanying documents such as invoices, packing lists, and certificates of compliance (if applicable).**
- **Check the packaging for any signs of damage, tampering, or contamination.**
- **Ensure that the packaging is labeled correctly with relevant product information.**

2. Product Identification:
- **Verify the product labels for accuracy, including the product name, model number, serial number (if applicable), and any specific certifications or regulatory markings.**
- **Cross-reference the received quantity with the purchase order and packing list.**
- **Ensure that the labels are legible and intact.**

3. Physical Condition:
- **Inspect the physical condition of the products, looking for any signs of damage, breakage, or wear and tear.**
- **Check for any missing parts or accessories.**
- **Ensure that electrical devices and equipment have intact power cords, plugs, and safety features.**

4. Functionality and Performance:
- **Test the functionality of devices and equipment to ensure they operate as intended.**
- **Follow the manufacturer's instructions for proper testing and use.**
- **Perform any necessary performance checks or calibration.**



- Place BCVR sticker for tested/check items.

5. Safety Compliance:
- Check that all devices and equipment comply with relevant safety standards and regulations.
- Look for safety labels, warning signs, and appropriate usage instructions.
- Ensure that emergency and rescue supplies meet specific safety requirements.

6. Compliance and Regulatory Requirements:
- Ensure that all received products comply with relevant regulatory standards, certifications, and approvals.
- Verify the licenses, permits, and certifications are in place for the suppliers and the products being received.
- Check for any product recalls or safety alerts related to the received items.

7. Documentation and Reporting:
- Maintain accurate records of the inspection process, including any deviations, findings, or non-conforming items.
- Report any quality issues, discrepancies, or concerns to the appropriate departments or personnel.
- Keep track of warranty information and product expiration dates.



ADDITIONAL REMINDERS FOR RECEIVING TEAM AND UPON INSPECTION OF PURCHASE ORDER/STOCKS



✔ Remember the phrase, **PROACTIVE RECEIVING ORDER**

- **P**roper **R**eceiving **O**fficer, **A**ide, **C**hecker & **T**eam **I**nventory **V**erified by **E**ncoders
- **R**ole of **E**mployees for **C**omplete **E**valuation, **I**nspection and **V**alidation of **I**tems or **N**eeded **G**oods.
- **O**n-time **R**eview of **D**elivery & **E**ndorse **R**eceipts

******** According to the Merriam-Webster dictionary, being proactive means "**acting in anticipation of future problems, needs, or changes**". Being proactive means thinking about the future and focusing on the things you can control instead of all those you cannot. It also means taking responsibility.

✔ **Purchasing Staff and DW Assistant ARE ALWAYS PRESENT during INSPECTION**. Representative from **INVENTORY DEPT**. assist for large number of stocks, **REGULATORY for MEDICINES**. For **BULK** stocks, **COMPLETE RECEIVING TEAM** is **REQUIRED.**

✔ Delivery **Invoice from Supplier and Purchase Order from BCVR Purchasing Division** are the two Main documents needed by the Inspection Team, before the actual inspection, checking & counting of Stocks, **DW Asst. and Purchasing Staff makes an initial comparison of P.O. and Invoice** from the Supplier. Make a note/mark if there are initial discrepancy, in quantity and item description. **PURCHASING STAFF & DW ASSISTANT ENSURE THAT THEY ARE GOING TO SEE THE ACTUAL STOCKS** written in the P.O. and Invoices.

✔ **SPLIT TEAMS INTO TWO**, either Per Supplier, Per Product Category and Per Preparation/Dosage Form. (BULK ORDERS), **Three to Four Man Team for Small Quantity** will be enough.

- ✔ **USED INSPECTION TABLE FOR MEDICINES** and **SMALL/MEDIUM SIZE SUPPLIES**, Observe **PROPER STATIONING/POSITIONING** during Inspection. **Inspector** needs **STOCKS RECEIVING FORM/XEROX OF INVOICE.**
  - **CARRIER (PACKERS/DRIVER)** – Carry Box to Inspection Table / Area and Open it
  - **INSPECTORS (DW ASST. + PURCHASING STAFF + REGULATORY (Meds) = DW ASST. + PURCHASING STAFF + INVENTORY ANALYST (Supplies))** – Act as Inspector, Identify the Supplier, Read the Label in the Box, Get One Sample Item, Read the Complete Item Details. Help in Actual Counting. Fill up the **Stocks Receiving Form. Facilitate and Help in Actual counting and Checking. Ensure that items in the box bare the same details for correct inventory entry. FOR MEDICINES, REMEMBER FDA PHILIPPINES Administrative-Order-No.-2016-0008 – Revised Rules and Regulations Governing the Generic Labeling of Drug Requirements for Human Use. REGULATORY MAKE A NECESSARY INSPECTION CHECKLIST FOR RECORD/FILING PURPOSES.**
  - **COUNTERS (DW AIDE / PICKER / CHECKER / INVENTORY STAFF) –** Do the actual / thorough Counting and grouping of Items with **SAME BLN**.
  - **PUTAWAY (PACKERS/HELPERS) –** After Inspection, Counting and Confirmation. Inspectors will endorse for Putaway Process.

. **FOR MEDICINES, REMEMBER FDA PHILIPPINES Administrative-Order-No.-2016-0008 – Revised Rules and Regulations Governing the Generic Labeling of Drug Requirements for Human Use.**

ANNEX A

MANDATORY INFORMATION FOR SPECIFIC LABELING MATERIALS

The provisions of Section VI equivalent to the mandatory information shall apply, unless otherwise specified.

A. *Unit Carton*

The unit carton shall contain the following minimum information:

1) Product Name
2) Dosage Form and Strength
3) Pharmacologic Category
4) Formulation/Composition
5) Indication(s)
6) Warning(s) (if applicable)
7) Storage condition(s)
8) Pack Size
9) Name and Address of Marketing Authorization Holder
10) Name and Address of Manufacturer
11) For prescription drug products, the Rx Symbol and Caution Statement
12) ADR Reporting Statement
13) Registration Number
14) Batch Number and Lot Number (if any)
15) Expiration Date and Date of Manufacture

B. *Primary Label excluding blister pack, foil strip and small containers*

The primary label shall contain the following minimum information:

1) Product Name
2) Dosage Form and Strength
3) Pharmacologic Category
4) Formulation/Composition
5) Indication(s)
6) Warning(s) (if applicable)
7) Storage condition(s)
8) Net Content
9) Name and Address of Marketing Authorization Holder
10) Name and Address of Manufacturer
11) For prescription drug products, the Rx Symbol and Caution Statement
12) ADR Reporting Statement (if without accompanying unit carton)
13) Registration Number
14) Batch Number and Lot Number (if any)
15) Expiration Date and Date of Manufacture

C. *Blister Packs/Foil Strips*

The standard blister pack/foil strip packaging of a drug product shall contain the following minimum information:

1) Product name **on each unit for single API, or every two (2) units for multiple APIs**
2) Dosage form and strength of API **on each unit for single API, or every two (2) units for multiple APIs**
3) Name and/or logo of the Marketing Authorization Holder **on each unit for single API, or every two (2) units for multiple APIs** (for unbranded products only)
4) Rx symbol **on each unit for single API, or every two (2) units for multiple APIs**
5) Batch number and expiration date on every standard blister pack/foil strip, provided that, when the pharmaceutical product is not restricted to be dispensed in quantities less than the standard blister pack or foil strip, the batch or lot number and expiration date shall be indicated on each unit

D. *Primary label of small containers*

The primary label of small containers shall contain the following minimum information:

1) Product name
2) Dosage Form and Strength
3) Net Content
4) Name and/or Logo of Marketing Authorization Holder
5) Rx Symbol (if applicable)
6) Registration Number
7) Storage Condition(s)
8) Batch and/or Lot Number (if any)
9) Expiration Date and Date of Manufacture

Due consideration may be given in view of limited space on the label.

E. *Package Insert*

The package insert shall contain the following minimum information:

1) Product Name
2) Dosage Form and Strength
3) Pharmacologic Category
4) Product Description
5) Formulation/Composition
6) Pharmacodynamics and Pharmacokinetics
7) Indication(s)
8) Dosage and Mode/Route of Administration
9) Contraindication(s), Precaution(s), Warning(s) (if applicable)
10) Pregnancy and Lactation (if applicable)
11) Interactions
12) Adverse Drug Reaction(s)
13) Overdose and Treatment
14) Storage Condition(s)
15) Dosage Forms and Packaging Available (pack size)
16) Instructions and Special Precautions for Handling and Disposal (if applicable)
17) Name and Address of Marketing Authorization Holder
18) Name and Address of Manufacturer
19) Caution Statement
20) ADR Reporting Statement
21) Registration Number

22) Date of First Authorization/Renewal of the Authorization
23) Date of Revision of Package Insert

Products with varying strengths may opt to use a common insert, provided that individual product description, packaging, formulation, or other differing information between the strengths are included.

F. *Patient Information Leaflet*

PIL shall be prepared and written in layman's terms, and shall contain the following minimum information:

1) Name of the Product
2) Description of the Product
3) What is in the Medicine?
4) Strength of the Medicine
5) What is this Medicine used for?
6) How much and how often should you use this Medicine?
7) When should you not take this Medicine?
8) Care that should be taken when taking this Medicine?
9) Undesirable Effects of this Medicine
10) What other medicine or food should be avoided while taking this Medicine?
11) What should you do if you miss a dose?
12) Signs and Symptoms of Overdose
13) What to do when you have taken more than the recommended dosage?
14) How should you keep this Medicine?
15) When should you consult your doctor?
16) Name and Address of Marketing Authorization Holder
17) Name and Address of Manufacturer
18) ADR Reporting Statement
19) Registration Number
20) Date of First Authorization/Renewal of the Authorization
21) Date of Revision of Patient Information Leaflet

V. GENERAL GUIDELINES

1. The following are the minimum mandatory information that shall appear in the labeling materials accompanying a drug product:
   (a) Product Name
   (b) Dosage Form and Strength
   (c) Pharmacologic Category
   (d) Formulation/Composition
   (e) Indication(s)
   (f) Dosage and Mode of Administration
   (g) Contraindication(s), Precaution(s), Warning(s) (if applicable)
   (h) Interactions
   (i) Adverse Drug Reaction(s)
   (j) Overdose and Treatment
   (k) Storage Condition(s)
   (l) Net Content or Pack Size
   (m) Name and Address of MAH
   (n) Name and Address of Manufacturer
   (o) For prescription drug products, Rx Symbol and Caution Statement
   (p) ADR Reporting Statement
   (q) Registration Number
   (r) Batch Number and Lot Number (if any)
   (s) Expiration Date and Date of Manufacture

2. All information required to appear on the label shall be (a) written in English and/or Filipino and (b) readable with normal vision without straining. The color contrast, position and spacing of the printed matter

Piperacillin + Tazobactam
Brand Name
4 g / 500 mg Powder for Injection (IV)

Piperacillin
Tazobactam
Brand Name
4 g / 500 mg Powder for Injection (IV)

Cotrimoxazole
Brand Name
960 mg Tablet

3) Pharmacologic Category
The pharmacologic category shall be as determined by FDA, taking into consideration current acceptable standards for therapeutic categories.

4) Formulation/Composition
   (a) The label shall state the name and strength of all APIs present per unit dose of the product, which shall be arranged in decreasing pharmacologic activity, or if having more or less similar pharmacologic activity, in decreasing potency and strength.
   (b) The generic name of the API shall be stated in full (including salts and esters, if any) and correlated to the active moiety, when applicable. The name of the API shall be in accordance with its INN; for herbal medicines and traditionally-used herbal products, the official Philippine Pharmacopoeia name shall be used, or as determined by FDA.
   (c) The reference monograph recognized by FDA (e.g. USP, BP, EP, JP, PP, Ph. Int) used for the analysis of the finished drug product shall be indicated immediately after the API, unless a non-official method is used; for multiple APIs, it shall be indicated after the first API.

Ex.:

Each tablet contains:
Sodium Ascorbate, USP.....562.5 mg
(equivalent to Ascorbic Acid 500 mg) (Vitamin A)

Each tablet contains:
Calcium Carbonate, BP.....750mg
(equivalent to elemental Calcium 300 mg)

Each capsule contains:
Amoxicillin (as Trihydrate), USP.....500mg

Each vial contains:
Omeprazole (as Sodium) 40mg

Labeling in the Philippines is guided by ***Guidelines on the Labeling Requirements for Medical Devices in the Philippines*** and is largely harmonized with the ASEAN MDD (AMDD).
General Labeling Principle under the AMDD: The label found on the device should be a reasonable size for the type of device and should contain as much information as possible for the user to be able to identify and safely use the product. Depending on the size, additional information can be included inside the packaging, and/or on the Instructions for Use (IFU). IFUs may not be needed for all classifications of devices, such as low or moderate risk products.
Depending on the products classification and who will be using the product, the labeling will need to be written in English and/or Filipino and will be reviewed as part of the application review process.
Independent License Holders have the ability to label medical devices for their customers through the 3PL Value Added Service (VAS). Labels can be affixed to medical devices after customs clearance.

LABELING COMPONENTS

Product labeling is part of the official review process and typically contains the following components:

1. Product Owner Name, Address and Tel. No.
2. Trade or Brand Name
3. Details for identifying device
4. Batch and Lot No.
5. Expiration date (if applicable)
6. Sterile or Non-Sterile
7. Warnings regarding malfunctions, precautions, proper disposal
8. Additional product and tech specific requirements, i.e. single use only, implantable devices, radiation emitting, custom made, non-clinical use, refurbished devices, devices using or administering medicine, etc.

IVD SPECIFIC REQUIREMENTS

IVD products must adhere to additional requirements on top of the above outlined Medical Device guidelines.
IVD products will also need to include:

- Intended Purposes (type of analyte of the assay, qualitative vs. quantitative, etc.
- Intended Purposes (type of analyte of the assay, traceability information)
- Test principle
- Assay procedure, including calculation and interpretations
- Specimen type
- Performance characteristics
- Conditions for collections
- Reference Intervals
- Reagent description and any limitation
- Study design

*For HIV test kit, a stick-on label indicating **"For DOH accredited 19 laboratory use only"** as per Republic Act No: 5804.*

6. PUTAWAY OF STOCKS PROCESS – PROPER STORAGE RACKS/PALLETIZING, BY CUSTOMERS, BY STORAGE REQUIREMENTS, DAMAGE/FOR RETURN

KEY PERSONS: DW Asst/DW Staff/DW Aide/Logistics Staff/Purchasing Staff/Regulatory Officer



✔ **What is the putaway process in warehouse management?**

Putaway is a supply chain process that logistics professionals use to move products from receiving to storage locations. Putaway is the process of storing goods in a warehouse. It is a key component of warehouse management and logistics, as it involves picking items from inventory and placing them on a pallet or shelf. Putaway begins with receiving goods into your warehouse, either through shipments or via an internal pull system. The final location where each item goes is called its destination.It includes the following sub-processes

- **Receiving:** The receipt of goods at a warehouse or distribution center, including all paperwork associated with the transaction.
- **Storing:** Placing products into their final destination (storage location) within the warehouse or distribution center with the goal of faster picking and optimized space usage.
- **Palletizing/Stuffing**: Placing products on a pallet for shipment or storage in the warehouse.

✔ **Benefits of an efficient putaway process.** An efficient putaway process can help you achieve several benefits, including:

- **Faster Picking times**: A reduced pick speed is often tied to not having the right pick method in place, but it can also indicate poor putaway process, lack of technology training, or improper location management.
- **More labor efficiency**: Receiving requires fewer person-hours and employees with systematic putaway processes.
- **Reduced Travel time**: Time to receive and pick are optimized via better warehouse routes.
- **Safety:** A more organized warehouse is a safer one for both goods and employees.
- **Increased spatial organization**: Shelf utilization is optimized, freeing up valuable space for storage.

✔ **Other considerations include:**

- **By Customer**: You can choose to designate specific areas of your warehouse to customers of your third-party logistics (3PL) warehouse. This provides an intuitive process for employees and works best for customers with fewer SKUs.
- **By Storage Requirements**: Some products may require special storage considerations such as refrigeration, and you will have no choice but to store them in specialized areas. In other cases, you may need to place some heavy products that shouldn't be stacked closer to the equipment required to move them.

- **By Volume**: High-volume goods should be put away in locations that reduce the travel distance to both staging and packing areas. Ongoing monitoring should help you understand when a change in sales volume will necessitate a change in your putaway process. When expecting a seasonal increase in shipping frequency (very common with ecommerce), consider making changes to your locations and putaway processes ahead of time.
- **Damage/For Return**

✔ **INSPECTORS,** after all stocks have been checked, inspect and validated. Inventory Analyst, Regulatory Staff, Purchasing Staff & DW Assistant NEEDS to Checked if the Goods were place in the right storage racks/destinations with the necessary label or identification.

7. INVENTORY SYSTEM ENTRY PROCESS – REFER TO IT/INVENTORY DEPT. DETAILED MANUAL

KEY PERSONS: DW Asst/DW Staff/DW Aide/Logistics Staff/Purchasing Staff/Regulatory Officer

Summarized System Procedure for Warehouse Stock Receiving:

1. Encoder and Warehouse Team Data Gathering:
- The encoder collaborates with the warehouse team to gather the required data.
- Ensure that the data collected includes complete and correct information such as description, brand, lot number, expiry date, and pricing.
- Verify that all the necessary documents are complete, including the invoice, stock receiving form, and purchase order.
- Confirm that all the required signatories for receiving and key persons involved in the process are present.

2. Data Encoding by the Encoder:
- The encoder enters all the gathered data into the system.
- Create an entry in the product listing for the new item, including relevant details.
-Update entry in the product listing for the existing items.
- Enter or tag the supplier's information and their associated products in the supplier listing.
- Fill in the system stock receiving form with accurate data, including the correct quantity of the received stock.
- Enter the invoice details into the system.

3. Endorsement to Unit Head:
- Once the data has been encoded, the encoder forwards it to the unit head for review and approval.
- The unit head evaluates the entered data and ensures its accuracy and completeness.
- If satisfied, the unit head approves the data for further processing.
- Upon approval by the unit head, the stock quantity should be updated in the system.

4. Endorsement to Purchasing Department:
- The unit head endorses the approved data to the purchasing department for a final review.



- The purchasing department conducts a thorough check of the item description and prices.
- Ensure that the entered data aligns with the actual item received and the agreed-upon pricing.

✔ **ENCODERS MUST HAVE UPDATED COPY OF BCVR PURCHASE ORDERS, INVOICE FROM SUPPLIERS, STOCKS RECEIVING FORM, SIGNED AND UPDATED. ATTACHED TOGETHER, ENDORSE BY PURCHASING STAFF.**

8. ACCOUNTING VERIFICATION PROCESS – SYSTEM ENTRY VERIFICATION / APPROVED / ENTRY FOR A.P.

KEY PERSONS: PURCHASING STAFF / ACCOUNT PAYABLES STAFF / ACCOUNTING & FINANCE MANAGER



✔ **The Receiving Department Involves: A Crucial Link in Procure-to-Pay.**
Any CFO will tell you that their Accounts Payable department does not exist in a vacuum. For Accounts Payable to function effectively and efficiently, it relies on other departments across the organisation having their own internal processes running smoothly too. After all, if other departments are disorganised and don't maintain proper internal controls, it will be almost impossible for the Accounts Payable team to know with certainty which invoices are legitimate, accurate and need paying. In many organisations, the Receiving Department has a particularly important role to play.

✔ **What are Receiving Departments Involved?**

The Receiving Department, not to be confused with Accounts Receivable, is the department that is responsible for receiving any physical goods that have been purchased by the organisation. Physical goods may include new office equipment, all kinds of manufacturing inputs, shipping containers with retail stock, construction materials, or any other item that an organisation may need to procure. Even small items like envelopes, stationary and cleaning materials can be considered physical goods. Receiving Departments have a critical role to play in ensuring an organisation actually receives the items it is paying for. If a Receiving Department fails to maintain accurate inspection and reporting processes, there is a high risk that the organisation will end up paying invoices to suppliers that have not fulfilled their requirements as outlined in a Purchase Order.

✔ **What are the Responsibilities of the Receiving Department?**

As the central receiving point for all the goods an organisation procures, the Receiving Departments are responsible for verifying the accuracy of all deliveries. In particular, the Warehouse, Inventory & Regulatory Department should inspect the quantities of goods delivered and determine whether anything is damaged.

In fact, inspection is one of the most important functions of the Receiving Departments Involved. If incoming goods are inspected correctly, many additional problems with suppliers can be avoided. By inspecting items as soon as they are delivered, many problems can be addressed expeditiously. This helps the requisitioning department by limiting any delays they may experience due to incorrect or damaged deliveries.

Once goods have been delivered, the Receiving Department needs to liaise with the department that requisitioned the items to determine whether any further inspections are required, as well as how the goods should be handled or warehoused.

Whilst inspecting inventory, most of which will arrive by freight, the Receiving Department should firstly ensure that the delivery matches the Bill of Freight, preferably while the courier or deliverer is still present. The Bill of Freight should always be retained. The Receiving Department should also check for any discrepancies against the Purchase Order.

Once the Receiving Departments has conducted its inspections, it should complete a Receiving Report that is made available both to the Purchasing Divison, as well as the Accounts Payable division.

✔ **Why is Supervision Critical in the Receiving Departments Involved?**



The Receiving Team who work in the Receiving Department may be responsible for handling millions of pesos' worth of inventory. They have responsibility for inspecting goods and transferring them from the loading dock to a warehouse or the requisitioning department. They also have responsibility for completing Receiving Reports.

Throughout this process, they may be in a position where they have access to inventory with little or no supervision, opening the way for completing incorrect Receiving Reports in order to steal goods.

Supervision of the Receiving Departments are therefore critical. Apart from having officers present, the requisitioning department should also check incoming goods to ensure delivered inventory matches the Purchase Order, Bill of Freight and Receiving Report.

Ideally, the Purchasing Division should complete its own Inspection Report. This should match the Receiving Report that had been compiled by the Receiving Department when the goods were delivered. This will help mitigate the risk of inventory theft.

The purpose of the Receiving Report and Inspection Report should be supplied to the Accounts Payable team so they have a strong degree of certainty that an invoice should be paid.

✔ **What are Receiving Reports?**

The Receiving Report is a document to be completed by the Receiving Department following the inspection of all goods delivered.

As mentioned, delivered goods should be inspected to ensure the quantity matches both the Bill of Freight and the Purchase Order. Furthermore, any damages should be identified. All this information needs to be recorded in the Receiving Report, which needs to be made available to both the department that requisitioned the goods, as well as the Accounts Payable team.
Updated Purchased Orders, Delivery/Sales Invoice from Suppliers, Stocks Receiving Forms and Freight/Forwarders Bills all POSTED/SIGNED by Respective Encoders, DW Asst., Purchasing Staff and Inventory Analyst/Staff.

✔ **What Function Does the Receiving Departments Serve in The Procure-To-Pay Lifecycle?**

For any organisation to maintain an effective Accounts Payable function, every step of the Procure-to-Pay lifecycle needs to be functioning optimally. Of particular importance is the Receiving Department.

Due to the fact that the Receiving Department has responsibility for receiving purchased goods, they play a critical role in ensuring that suppliers meet their obligations when it comes to fulfilling Purchase Orders. After all, it is the team in the Receiving Department that physically inspects all incoming goods and is able to identify incorrect or damaged items.

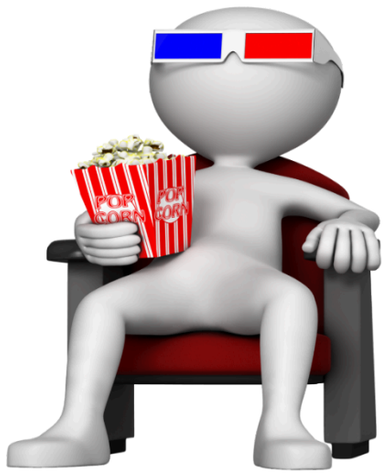
If the Receiving Department isn't inspecting goods, and completing accurate records in the form of the Receiving Report, it makes it very difficult for the Accounts Payable team to know with any certainty whether an invoice is legitimate, accurate and should be paid.

✔ **How Can You Improve Receiving Department Processes to Ensure They Align with Accounts Payable Requirements?**

To ensure your Receiving Department functions in a way that aligns with the needs of your Accounts Payable team, it is important to streamline all communications.

This is best achieved through implementing electronic record keeping. When all records are filed electronically within your ERP system, checking what items were requisitioned according to the Purchase Order, as well as recording received inventory, becomes seamless. This facilitates 3-Way Matching, so the Accounts Payable team knows that an invoice is legitimate and accurate.

✔ **PURCHASING STAFF WILL ENDORSE THE COPY OF BCVR PURCHASE ORDERS, INVOICE FROM SUPPLIERS and STOCKS RECEIVING FORM, AFTER THE IT DEPT. ENTRY ITS DETAILS TO BCVR SALES AND INVENTORY SYSTEM. INVOICES MUST HAVE SIGNATURES OF ENCODERS, DW ASST, INVENTORY ANALYST AND PURCHASING STAFF. REVIEWED IN THE INVENTORY SYSTEM AND APPROVED ALREADY. THEN ENDORSE THE FOLLOWING DOCS. TO ACCOUNTS PAYABLE STAFF OF ACCOUNTING DEPT, WITH THE CHECK REQUEST FORM for PAYMENT.**



MANAGEMENT

FORMS USE/DOCUMENTS ENCOUNTER DURING INBOUND PROCESS FLOWCHART=-

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

Unit 1 Sibulo Bldg. Panganiban Drive, Concepcion Pequena, Naga City/Sibulo Compound, Princeton St. Concepcion Pequena, Naga City

PURCHASE ORDER

(Prepared and Updated By Purchasing Division)

Name of Supplier: **Date Send to Supplier:**

ITEM NO.	QTY	UNIT	ITEM DESCRIPTION	BRAND / NOTE	CLIENT/PURPOSE

Prepared by: _____

Approved by: _____ Maria Rosario E. Roldan

Noted by: _____ Accounting Department

Checked by: _____

Received by: _____

Mode of Payment

☐ Dated Check

☐ PDC

☐ Cash

If Cash Payment

Bank:

Gcash:

REMARKS :

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

STOCK RECEIVING FORM

(Form use by Warehouse Dept/Inspection Team during Inbound Process of Stocks - Keep a Copy for WH Dept.)

Supplier: _____ **Date Received / Checked:** _____

Address: _____ **Checked / Prepared By** _____

*** (DW Asst/Checker/Labeler/Encoder)

Invoice No: _____ **Inspected By:** _____

(DW Asst/Pharmacist/Inventory Analyst)

ALL STOCKS RECEIVED MUST HAVE A STOCKS RECEIVING FORM - COMPLETE DETAILS

*** : Either of the Warehouse Employee will prepare the SRF)

Item No.	Qty	UNIT	ITEM DESCRIPTION + BRAND	LOT NO	BARCODE	EXP DATE	PRICE	TOTAL



SUPPLIER - RETURN SLIP FORM

(Collaboration Record of Warehouse and Accounting Dept (Purchasing Division)

Supplier: **Date:**

	Qty	Unit	Item Description	DR/ SI No.	Lot No.	EXP. Date	Reason for Return	Price	Total
1									
2									
3									
4									
5									
6									
7									
Note:									

Prepared by:

_____

BCVR Warehouse

Endorse by

_____

BCVR Purchasing

Packed by:

_____

BCVR Warehouse

Noted by:

_____

BCVR Accounting

Received By: _____

Supplier

TEAM BOVR CARES

BOVR 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

SUPPLIERS STOCKS for PICK UP FORM

(Document prepared and filed by Purchasing Division)

Prepared By: _____ Driver/Staff: _____ Date: _____

	Name of Supplier	Address	Contact Person No.	Estimated Time of Pick Up	No. of Box Expected	Actual No. of Box Pick Up	Instructions	Suppliers' Rep.	Signature	Time of Pick Up
1										
2										
3										
4										

ENTERPRISES
ARINEL BLDG., PANGANIBAN DRIVE, CONCEPTION, NAGA CAMARINES SUR

S.ID: **462342** Q.F. No. **242070**
14-Jun-2023

144	BTS	**(Syrup) - Ambroxol HCl 30mg/5mL Syrup 60mL (BROMUX)** Lot No.: 2212050 Expiry Date: 12-2024 = 144	12.25	1,764.00
720	BTS	**(Syrup) - Ascorbic Acid Syrup 60mL (RAPH C 60)** Lot No.: F230602 Expiry Date: 06-2025 720	13.25	9,540.00
144	BTS	**(Syrup) - Dicycloverine 10mg/5ml Syrup 60ml (GASAIDE)** Lot No.: 2303128 Expiry Date: 03-2025 144	11.00	1,584.00
432	BTS	**(Syrup) - Multivitamins Syrup 60mL (REGIVIT)** Lot No.: 2303044 Expiry Date: ~~04-2025~~ 3|25 = 432	13.75	5,940.00
288	BTS	**(Syrup) - Para 125mg + Phenyl 6.25mg + CPM 0.5mg per 5ml Syrup 60ml (OFF-COLDS)** Lot No.: 2212055 Expiry Date: 12-2025 288	22.00	6,336.00
288	BTS	**(Syrup) - Salbutamol 2mg Syrup 60mL (VN2)** Lot No.: ~~2303135~~ Expiry Date: ~~03-2025~~ 2303014 3|25 = 288	10.50	3,024.00
288	BTS	**(Syrup) - Vitex Negundo L. (Lagundi) 300mg/5ml 60mL (OFPLEMED - Orange Flavor)** 2304103 Lot No.: ~~2304138~~ Expiry Date: 04-2026 = 288	23.50	6,768.00
50	BXS	**(Tablet) - Alum. Mag. Hydroxide 200mg/100mg Tablet 100's (MYRECID)** Lot No.: ZDN066 Expiry Date: 04-2026 5000x	44.00	2,200.00
300	BXS	**(Tablet) - Ascorbic Acid 500mg Tablet 100's (ENOCEE)** Lot No.: ~~2305111~~ Expiry Date: 05-2025 2305108 = 30000x	39.00	11,700.00
30	BXS	**(Tablet) - Atorvastatin Calcium 80mg Tablet 100's (ATORSAPH-80)** Lot No.: NRE02 Expiry Date: 06-2025 3060x	295.00	8,850.00
20	BXS	**(Tablet) - Candesartan Cilexetil 8mg Tablet 30's (GIRAN-8)** Lot No.: 23D0360 Expiry Date: 04-2026 2066x	135.00	2,700.00
40 ~~28~~	BXS	**(Tablet) - Carbamazepine 200mg Tablet [illegible] 50's) (MEZACAR)** 20065 20 8-25 = 4066x Lot No.: ~~2007271~~ Expiry Date: ~~01-2026~~	~~285.00~~ 142.5	5,700.00
30	BXS	**(Tablet) - Clonidine 75mcg Tablet 100's (CLODIN-75)** Lot No.: 3A377 Expiry Date: 02-2026 3060x	355.00	10,650.00
100	BXS	**(Tablet) - Clopidogrel 75mg Tablet 100's (COPIDE)** Lot No.: ~~22GT229~~ Expiry Date: ~~08-2025~~ 22GT231 9|25 = 10066x	96.00	9,600.00
20	BXS	**(Tablet) - Isosorbide Mononitrate 30mg Tablet 100's (SAPHORBIDE-30)** Lot No.: NOT08 Expiry Date: 12-2024 2066x	320.00	6,400.00
20	BXS	**(Tablet) - Isoxsuprine 10mg Tablet 100's (TRISOXS)** Lot No.: 9492203 Expiry Date: 08-2025 2066x	320.00	6,400.00

VATable: 239,675.00 VAT 12%: 28,761.00 **TOTAL AMOUNT** **268,436.0**
Printed by: MIRIAM Time: 06-19-2023 01:57 PM (P)

ENTERPRISES
ARINEL BLDG., PANGANIBAN DRIVE, CONCEPTION, NAGA CAMARINES SUR

S.ID: **462342** Q.F. No. **242070**
14-Jun-2023

20	BXS	**(Tablet) - Propranolol HCl 10mg Tablet 100's (ASTEROL)** Lot No.: ~~2J547~~ Expiry Date: ~~10-2025~~ 3F52 6|26 = 2000x	52.00	1,040.00
20	BXS	**(Tablet) - Spironolactone 25mg Tablet 100's (SPIRODEN)** Lot No.: MI1AD2301 Expiry Date: 12-2025 2050x	245.00	4,900.00
1,000	VIAL	**(Vial) - Metronidazole 500mg/100mL (5mg/mL) Soln. for I.V. Infusion 100mL (ANTIZOAL)** Lot No.: 2302280905 Expiry Date: 02-2026 1000	14.50	14,500.00
500	VIAL	**(Vial) - Omeprazole 40mg Powder for Inj. Vial (w/o Diluent) - (I.V. (OPREX)** Lot No.: ~~232063004~~ Expiry Date: 02-2025	21.00	10,500.00

Item(s): 33 *** nothing follows *** 232063 008 2\|26 = 500 1000

VATable: 239,675.00 VAT 12%: 28,761.00 **TOTAL AMOUNT** **268,436.00**
Printed by: MIRIAM Time: 06-19-2023 01:57 PM (P)

REGIMED PHARMACEUTICAL

A & B Phesco Bldg., 491 Quezon Ave., Quezon City • Email:regimed_pharma@yahoo.com
Tel. Nos.: 8559-4575 • 8712-9165 • 8242-5023 • 8242-3056 • 8521-5793 • 8521-5797
Cellphone Nos.: 0917-5727232 • 0917-6200063 • 0917-8921000 • 0908-8654086 • 0908-8665032

QUOTATION FORM

S.ID: 462358

Customer: BCVR PRIME ENTERPRISES
Address: TIN: 502338317000
Remarks: DOOR 7 MARINEL BLDG., PANGANIBAN DRIVE, CONCEPTION, N
LTO No: CERR-RN-FAN-4504 LTO Expiration: 09/01/2023

Date: 14-Jun-2023 Pick-up
Q.F.No: 242073 60 days
Checked by:

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT
10	PCS	(Cream) - Clotrimazole 1% w/w (10mg/g) 20g (CLOZOL) Lot No.: 110422 Expiry Date: 04-2025	29.00	290.00
20	TUBE	(Cream) - Hydrocortisone 1% w/w (10mg/g) 10g (GENERIC - CENTRAMED) Lot No.: 23HCN-5 Expiry Date: 05-2026	55.00	1,100.00
70	TUBES	(Eye) - Erythromycin 5mg/g (0.5%) Ointment 5g (OPTRYL) Lot No.: 3000 Expiry Date: 03-2026	110.00	7,700.00
269	BXS	(Nebule) - Salbutamol 1mg/mL (2.5mg/2.5mL) 10's (SALBUDEM) Lot No.: 34-2019 Expiry Date: 10-2025	55.00	14,795.00
194	BXS	(Nebule) - Salbutamol 2.5mg + Ipratropium 500mcg 2.5ml Nebules 30's (BRVENT PLUS) Lot No.: 5550036 Expiry Date: 03-2026	275.00	53,350.00
15	BTS	(Suspension) - Alum. Mag. Hydroxide 200mg/180mg/5mL Susp. 120mL (MEDAKEM-120 mL) Lot No.: 234017 Expiry Date: 04-2025	23.50	352.50
430	BTS	(Suspension) - Amoxicillin 250mg/5mL Susp. 60mL (AXMEL) Lot No.: 288242 Expiry Date: 02-2026	20.00	8,600.00
354	BTS	(Suspension) - Cefalexin 250mg/5mL Susp. 60mL (EXEL) Lot No.: ZER272 Expiry Date: 05-2026	23.25	8,230.50
194	BTS	(Suspension) - Clarithromycin 125mg Susp. 60mL (ACCETHROM) Lot No.: 057 Expiry Date: 12-2025	105.00	20,370.00
349	BTS	(Suspension) - Co-Amoxiclav 400mg/57mg per 5ml Susp. 70ml (MEOXICLAV-DS) Lot No.: 2923019 Expiry Date: 04-2026	125.00	43,625.00
650	BTS	(Syrup) - Lactulose 3.35g/5mL Syrup 120mL (B-LACT) Lot No.: 063E2 Expiry Date: 01-2025	78.00	50,700.00
242	BTS	(Syrup) - Lagundi 300mg/5mL Syrup 120mL (OFPLEMED) Lot No.: 2304125 Expiry Date: 04-2026	42.00	10,164.00
184	BTS	(Syrup) - Multivitamins Syrup 120ml (VITASAPH-120) Lot No.: VFS005 Expiry Date: 08-2025	24.00	4,416.00

Damage 2304125 4/26 -9
2304060 4/26 -4

Page 1 of 2
VATable: 386,848.88 VAT 12%: 46,421.87 TOTAL AMOUNT 433,270.75
Printed by: MIRIAM Time: 06-14-2023 01:58 PM (S)

TOTAL AMOUNT

Received above merchandise in good order and condition.

Received by: Chris Stephen Antiero

Prepared by: Kim-Ba

No 242073

Our collection Reciept will be issued upon approval of this Quotation Form and signed by the customers.

ENTERPRISES
MARINEL BLDG., PANGANIBAN DRIVE, CONCEPTION, NAGA CAMARINES SUR

S.ID: 462358 Q.F. No. 242073
14-Jun-2023

74	BTS	(Suspension) - Cotrimoxazole 200mg/40mg Susp. 60mL (BACTREX) Lot No.: 2212054 Expiry Date: 12-2024	14.00	1,036.00
542	BTS	(Syrup) - Cetirizine 5mg Syrup 60ml (CETRISAPH-5) Lot No.: CPS001 Expiry Date: 07-2025	16.90	9,159.80
650	BTS	(Syrup) - Lactulose 3.35g/5mL Syrup 120mL (B-LACT) Lot No.: 063E2 Expiry Date: 01-2025	78.00	50,700.00
242	BTS	(Syrup) - Lagundi 300mg/5mL Syrup 120mL (OFPLEMED) Lot No.: 2304125 Expiry Date: 04-2026	42.00	10,164.00
184	BTS	(Syrup) - Multivitamins Syrup 120ml (VITASAPH-120) Lot No.: VFS005 Expiry Date: 08-2025	24.00	4,416.00
240	BTS	(Syrup) - Zinc Sulfate Syrup 60mL (ZINCBOS) Lot No.: F221202 Expiry Date: 12-2024	14.00	3,360.00
16	BXS	(Tablet) - Betahistine HCl 16mg Tablet 100's (VERTISAPH-16) Lot No.: NBS04 Expiry Date: 03-2025	206.00	3,296.00
1,500	BXS	(Tablet) - Cefuroxime Axetil 500mg Tablet 10's (EROXIME-500) Lot No.: GLT23012 Expiry Date: 02-2026	95.00	142,500.00
7	BXS	(Tablet) - Cilostazol 50mg Tablet 30's (PLETAXOL) Lot No.: 32K448A Expiry Date: 01-2025	190.00	1,330.00
52	BXS	(Tablet) - Clonidine 75mcg Tablet 100's (CLODIN-75) Lot No.: 3A377 Expiry Date: 02-2026	355.00	18,460.00
7	BXS	(Tablet) - Furosemide 20mg Tablet 100's (GENERIC-DLI) Lot No.: 3A220 Expiry Date: 01-2026	32.25	225.75
1	BXS	(Tablet) - Gliclazide 60mg Tablet 100's (SAPHCLAZIDE-60) Lot No.: NGS09 Expiry Date: 06-2025	460.00	460.00
5	BXS	(Tablet) - Gliclazide 80mg Tablet 100's (SAPHCLAZIDE-80) Lot No.: NGE09 Expiry Date: 03-2025	85.00	425.00
5	BXS	(Tablet) - Isosorbide Mononitrate 30mg Tablet 100's (SAPHORBIDE-30) Lot No.: NOT01 Expiry Date: 12-2024	320.00	1,600.00
30	BXS	(Tablet) - Methylprednisolone 16mg Tablet 100's (METHYDEN) Lot No.: MHD503 Expiry Date: 12-2025	685.00	20,550.00
63	BXS	(Tablet) - Potassium Chloride 600mg Tablet 100's (KALIUSAPHRIDE) Lot No.: NCL06 Expiry Date: 05-2025	620.00	39,060.00
1	BXS	(Tablet) - Propranolol HCl 10mg Tablet 100's (ASTEROL) Lot No.: 2547 Expiry Date: 10-2025	52.00	52.00
4	BXS	(Tablet) Simvastatin 20mg Tablet 100's (DIASTATIN) Lot No.: 143074 Expiry Date: 04-2026	86.00	344.00

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VATable: 441,246.03 VAT 12%: 52,949.52 TOTAL AMOUNT 494,195.55
Printed by: MIRIAM Time: 06-14-2023 11:23 AM (S)

ENTERPRISES
MARINEL BLDG., PANGANIBAN DRIVE, CONCEPTION, NAGA CAMARINES SUR

S.ID: 462358 Q.F. No. 242073
14-Jun-2023

Item(s): 30 *** nothing follows ***

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