United Nations Development Programme

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REQUEST FOR PROPOSAL

for the implementation of the Management of Medicines and Medical Products Information System in Ukraine

RFP No.: 109-2019-UNDP-UKR-RFP-MOH

Project: UNDP Country Office

Country: Ukraine

Issued on: 31 January 2019

Contents

Section 1. Letter of Invitation

The United Nations Development Programme (UNDP) hereby invites you to submit a Proposal to this Request for Proposal (RFP) for the above-referenced subject.

This RFP includes the following documents and the General Terms and Conditions of Contract which is inserted in the Bid Data Sheet (BDS):

> Section 1: This Letter of Invitation
> Section 2: Instruction to Bidders
> Section 3: Bid Data Sheet (BDS)
> Section 4: Evaluation Criteria
> Section 5: Terms of Reference
> Section 6: Returnable Bidding Forms
> - Form A: Technical Proposal Submission Form
> - Form B: Bidder Information Form
> - Form C: Joint Venture/Consortium/Association Information Form
> - Form D: Qualification Form
> - Form E: Format of Technical Proposal
> - Form F: Financial Proposal Submission Form
> - Form G: Financial Proposal Form

If you are interested in submitting a Proposal in response to this RFP, please prepare your Proposal in accordance with the requirements and procedure as set out in this RFP and submit it by the Deadline for Submission of Proposals set out in Bid Data Sheet.

Please acknowledge receipt of this RFP by sending an email to procurement.ua@undp.org, indicating whether you intend to submit a Proposal or otherwise. You may also utilize the "Accept Invitation" function in e-Tendering system, where applicable. This will enable you to receive amendments or updates to the RFP. Should you require further clarifications, kindly communicate with the contact person/s identified in the attached Bid Data Sheet as the focal point for queries on this RFP.

UNDP looks forward to receiving your Proposal and thank you in advance for your interest in UNDP procurement opportunities.

Issued by: Approved by:

Denys Shliapkin   *Blerta Cela*
_____   _____

  Name: Denys Shliapkin   Name: Blerta Cela
  Title: Procurement Assistant   Title: Officer-in-Charge UNDP in Ukraine
  Date: **January 31, 2019**   Date: **January 31, 2019**

Section 2. **Instruction to Bidders**

A. GENERAL PROVISIONS		
1. Introduction	1.1	Bidders shall adhere to all the requirements of this RFP, including any amendments in writing by UNDP. This RFP is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement which can be accessed at https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d
	1.2	Any Proposal submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Proposal by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFP.
	1.3	As part of the bid, it is desired that the Bidder registers at the United Nations Global Marketplace (UNGM) website (www.ungm.org). The Bidder may still submit a bid even if not registered with the UNGM. However, if the Bidder is selected for contract award, the Bidder must register on the UNGM prior to contract signature.
2. Fraud & Corruption, Gifts and Hospitality	2.1	UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti
	2.2	Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches or dinners.
	2.3	In pursuance of this policy, UNDP (a) Shall reject a proposal if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period of time, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.
	2.4	All Bidders must adhere to the UN Supplier Code of Conduct, which may be found at http://www.un.org/depts/ptd/pdf/conduct_english.pdf
3. Eligibility	3.1	A vendor should not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations.
	3.2	It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.
4. Conflict of Interests	4.1	Bidders must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Bidders, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:

		a) Are or have been associated in the past, with a firm or any of its affiliates which have been engaged by UNDP to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the goods and services in this selection process; b) Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP.
	4.2	In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to UNDP, and seek UNDP's confirmation on whether or not such a conflict exists.
	4.3	Similarly, the Bidders must disclose in their proposal their knowledge of the following: a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving services under this RFP; and b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices. Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure.
	4.4	The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFP, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Proposal.
B. PREPARATION OF PROPOSALS		
5. General Considerations	5.1	In preparing the Proposal, the Bidder is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.
	5.2	The Bidder will not be permitted to take advantage of any errors or omissions in the RFP. Should such errors or omissions be discovered, the Bidder must notify the UNDP
6. Cost of Preparation of Proposal	6.1	The Bidder shall bear any and all costs related to the preparation and/or submission of the Proposal, regardless of whether its Proposal was selected or not. UNDP shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.
7. Language	7.1	The Proposal, as well as any and all related correspondence exchanged by the Bidder and UNDP, shall be written in the language (s) specified in the BDS.
8. Documents Comprising the Proposal	8.1	The Proposal shall comprise of the following documents: a) Documents Establishing the Eligibility and Qualifications of the Bidder; b) Technical Proposal; c) Financial Proposal; d) Proposal Security, if required by BDS; e) Any attachments and/or appendices to the Proposal.
9. Documents Establishing the Eligibility and	9.1	The Bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, using the Forms provided under Section 6 and providing documents required in those forms. In order to award a contract

Qualifications of the Bidder		to a Bidder, its qualifications must be documented to UNDP's satisfaction.
10. Technical Proposal Format and Content	10.1	The Bidder is required to submit a Technical Proposal using the Standard Forms and templates provided in Section 6 of the RFP.
	10.2	The Technical Proposal shall not include any price or financial information. A Technical Proposal containing material financial information may be declared non-responsive.
	10.3	Samples of items, when required as per Section 5, shall be provided within the time specified and unless otherwise specified by UNDP, and at no expense to UNDP
	10.4	When applicable and required as per Section 5, the Bidder shall describe the necessary training programme available for the maintenance and operation of the services and/or equipment offered as well as the cost to the UNDP. Unless otherwise specified, such training as well as training materials shall be provided in the language of the Bid as specified in the BDS.
11. Financial Proposals	11.1	The Financial Proposal shall be prepared using the Standard Form provided in Section 6 of the RFP. It shall list all major cost components associated with the services, and the detailed breakdown of such costs.
	11.2	Any output and activities described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, as well as in the final total price.
	11.3	Prices and other financial information must not be disclosed in any other place except in the financial proposal.
12. Proposal Security	12.1	A Proposal Security, if required by BDS, shall be provided in the amount and form indicated in the BDS. The Proposal Security shall be valid up to thirty (30) days after the final date of validity of the Proposal.
	12.2	The Proposal Security shall be included along with the Technical Proposal. If Proposal Security is required by the RFP but is not found along with the Technical Proposal, the Proposal shall be rejected.
	12.3	If the Proposal Security amount or its validity period is found to be less than what is required by UNDP, UNDP shall reject the Proposal.
	12.4	In the event an electronic submission is allowed in the BDS, Bidders shall include a copy of the Bid Security in their proposal and the original of the Proposal Security must be sent via courier or hand delivery as per the instructions in BDS.
	12.5	The Proposal Security may be forfeited by UNDP, and the Proposal rejected, in the event of any one or combination, of the following conditions: a) If the Bidder withdraws its offer during the period of the Proposal Validity specified in the BDS, or; b) In the event that the successful Bidder fails: i. to sign the Contract after UNDP has issued an award; or
	12.6	to furnish the Performance Security, insurances, or other documents that UNDP may require as a condition precedent to the effectivity of the contract that may be awarded to the Bidder.
13. Currencies	13.1	All prices shall be quoted in the currency or currencies indicated in the BDS. Where Proposals are quoted in different currencies, for the purposes of comparison of all Proposals: a) UNDP will convert the currency quoted in the Proposal into the UNDP preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Proposals; and

		b) In the event that UNDP selects a proposal for award that is quoted in a currency different from the preferred currency in the BDS, UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.
14. Joint Venture, Consortium or Association	14.1	If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Proposal, they shall confirm in their Proposal that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Proposal; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.
	14.2	After the Deadline for Submission of Proposal, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNDP.
	14.3	The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 9 herein in respect of submitting only one proposal.
	14.4	The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UNDP.
	14.5	A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between: a) Those that were undertaken together by the JV, Consortium or Association; and b) Those that were undertaken by the individual entities of the JV, Consortium or Association.
	14.6	Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.
	14.7	JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.
15. Only One Proposal	15.1	The Bidder (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture.
	15.2	Proposals submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following: a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or c) they have the same legal representative for purposes of this RFP; or d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Proposal of, another Bidder regarding this RFP process;

		e) they are subcontractors to each other's Proposal, or a subcontractor to one Proposal also submits another Proposal under its name as lead Bidder; or
		f) some key personnel proposed to be in the team of one Bidder participates in more than one Proposal received for this RFP process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Proposal.
16. Proposal Validity Period	16.1	Proposals shall remain valid for the period specified in the BDS, commencing on the Deadline for Submission of Proposals. A Proposal valid for a shorter period may be rejected by UNDP and rendered non-responsive.
	16.2	During the Proposal validity period, the Bidder shall maintain its original Proposal without any change, including the availability of the Key Personnel, the proposed rates and the total price.
17. Extension of Proposal Validity Period	17.1	In exceptional circumstances, prior to the expiration of the proposal validity period, UNDP may request Bidders to extend the period of validity of their Proposals. The request and the responses shall be made in writing, and shall be considered integral to the Proposal.
	17.2	If the Bidder agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal.
	17.3	The Bidder has the right to refuse to extend the validity of its Proposal, and in which case, such Proposal will not be further evaluated.
18. Clarification of Proposal	18.1	Bidders may request clarifications on any of the RFP documents no later than the date indicated in the BDS. Any request for clarification must be sent in writing in the manner indicated in the BDS. If inquiries are sent other than specified channel, even if they are sent to a UNDP staff member, UNDP shall have no obligation to respond or confirm that the query was officially received.
	18.2	UNDP will provide the responses to clarifications through the method specified in the BDS.
	18.3	UNDP shall endeavor to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Proposals, unless UNDP deems that such an extension is justified and necessary.
19. Amendment of Proposals	19.1	At any time prior to the deadline of Proposal submission, UNDP may for any reason, such as in response to a clarification requested by a Bidder, modify the RFP in the form of an amendment to the RFP. Amendments will be made available to all prospective bidders.
	19.2	If the amendment is substantial, UNDP may extend the Deadline for submission of proposal to give the Bidders reasonable time to incorporate the amendment into their Proposals.
20. Alternative Proposals	20.1	Unless otherwise specified in the BDS, alternative proposals shall not be considered. If submission of alternative proposal is allowed by BDS, a Bidder may submit an alternative proposal, but only if it also submits a proposal conforming to the RFP requirements. UNDP shall only consider the alternative proposal offered by the Bidder whose conforming proposal ranked the highest as per the specified evaluation method. Where the conditions for its acceptance are met, or justifications are clearly established, UNDP reserves the right to award a contract based on an alternative proposal.
	20.2	If multiple/alternative proposals are being submitted, they must be clearly marked as "Main Proposal" and "Alternative Proposal"
21. Pre-Bid Conference	21.1	When appropriate, a Bidder's conference will be conducted at the date, time and location specified in the BDS. All Bidders are encouraged to attend. Non-

	attendance, however, shall not result in disqualification of an interested Bidder. Minutes of the Bidder's conference will be disseminated on the procurement website and shared by email or on the e-Tendering platform as specified in the BDS. No verbal statement made during the conference shall modify the terms and conditions of the RFP, unless specifically incorporated in the Minutes of the Bidder's Conference or issued/posted as an amendment to RFP.

C. SUBMISSION AND OPENING OF PROPOSALS

22. Submission	22.1	The Bidder shall submit a duly signed and complete Proposal comprising the documents and forms in accordance with the requirements in the BDS. The submission shall be in the manner specified in the BDS.
	22.2	The Proposal shall be signed by the Bidder or person(s) duly authorized to commit the Bidder. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the bidding entity, or a Power of Attorney, accompanying the Proposal.
	22.3	Bidders must be aware that the mere act of submission of a Proposal, in and of itself, implies that the Bidder fully accepts the UNDP General Contract Terms and Conditions.
Hard copy (manual) submission	22.4	Hard copy (manual) submission by courier or hand delivery allowed or specified in the BDS shall be governed as follows:
		a) The signed Proposal shall be marked "Original", and its copies marked "Copy" as appropriate. The number of copies is indicated in the BDS. All copies shall be made from the signed original only. If there are discrepancies between the original and the copies, the original shall prevail.
		b) The Technical Proposal and the Financial Proposal envelopes MUST BE COMPLETELY SEPARATE and each of them must be submitted sealed individually and clearly marked on the outside as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. Each envelope SHALL clearly indicate the name of the Bidder. The outer envelopes shall:
		i. Bear the name and address of the bidder;
		ii. Be addressed to UNDP as specified in the BDS
		iii. Bear a warning that states "*Not to be opened before the time and date for proposal opening*" as specified in the BDS.
		If the envelopes and packages with the Proposal are not sealed and marked as required, UNDP shall assume no responsibility for the misplacement, loss, or premature opening of the Proposal.
	22.5	Email submission, if allowed or specified in the BDS, shall be governed as follows:
Email Submission		a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS;
		b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE. The financial proposal shall be encrypted with different passwords and clearly labelled. The files must be sent to the dedicated email address specified in the BDS.
		c) The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose Technical Proposal has been found to be technically responsive. Failure to provide correct password may result in the proposal being rejected.
	22.6	Electronic submission through eTendering, if allowed or specified in the BDS,

eTendering submission	shall be governed as follows:
	a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS;
	b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled.
	d) The Financial Proposal file must be encrypted with a password so that it cannot be opened nor viewed until the password is provided. The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose technical proposal has been found to be technically responsive. Failure to provide the correct password may result in the proposal being rejected.
	c) Documents which are required to be in original form (e.g. Bid Security, etc.) must be sent via courier or hand delivery as per the instructions in BDS.
	d) Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link: http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/
23. Deadline for Submission of Proposals and Late Proposals	23.1 Complete Proposals must be received by UNDP in the manner, and no later than the date and time, specified in the BDS. UNDP shall only recognize the date and time that the bid was received by UNDP
	23.2 UNDP shall not consider any Proposal that is submitted after the deadline for the submission of Proposals.
24. Withdrawal, Substitution, and Modification of Proposals	24.1 A Bidder may withdraw, substitute or modify its Proposal after it has been submitted at any time prior to the deadline for submission.
	24.2 Manual and Email submissions: A bidder may withdraw, substitute or modify its Proposal by sending a written notice to UNDP, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of Attorney). The corresponding substitution or modification of the Proposal, if any, must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of proposals, by clearly marking them as "WITHDRAWAL" "SUBSTITUTION," or "MODIFICATION"
	24.3 eTendering: A Bidder may withdraw, substitute or modify its Proposal by Canceling, Editing, and re-submitting the proposal directly in the system. It is the responsibility of the Bidder to properly follow the system instructions, duly edit and submit a substitution or modification of the Proposal as needed. Detailed instructions on how to cancel or modify a Proposal directly in the system are provided in Bidder User Guide and Instructional videos.
	24.4 Proposals requested to be withdrawn shall be returned unopened to the Bidders (only for manual submissions), except if the bid is withdrawn after the bid has been opened
25. Proposal Opening	25.1 There is no public bid opening for RFPs. UNDP shall open the Proposals in the presence of an ad-hoc committee formed by UNDP, consisting of at least two (2) members. In the case of e-Tendering submission, bidders will receive an automatic notification once their proposal is opened.
D. EVALUATION OF PROPOSALS	
26. Confidentiality	26.1 Information relating to the examination, evaluation, and comparison of Proposals, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process, even

		after publication of the contract award.
	26.2	Any effort by a Bidder or anyone on behalf of the Bidder to influence UNDP in the examination, evaluation and comparison of the Proposals or contract award decisions may, at UNDP's decision, result in the rejection of its Proposal and may be subject to the application of prevailing UNDP's vendor sanctions procedures.
27. Evaluation of Proposals	27.1	The Bidder is not permitted to alter or modify its Proposal in any way after the proposal submission deadline except as permitted under Clause 24 of this RFP. UNDP will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.
	27.2	Evaluation of proposals is made of the following steps: a) Preliminary Examination b) Minimum Eligibility and Qualification (if pre-qualification is not done) c) Evaluation of Technical Proposals d) Evaluation of Financial Proposals
28. Preliminary Examination	28.1	UNDP shall examine the Proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Proposals are generally in order, among other indicators that may be used at this stage. UNDP reserves the right to reject any Proposal at this stage.
29. Evaluation of Eligibility and Qualification	29.1	Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).
	29.2	In general terms, vendors that meet the following criteria may be considered qualified: a) They are not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's ineligible vendors' list; b) They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments, c) They have the necessary similar experience, technical expertise, production capacity where applicable, quality certifications, quality assurance procedures and other resources applicable to the provision of the services required; d) They are able to comply fully with UNDP General Terms and Conditions of Contract; e) They do not have a consistent history of court/arbitral award decisions against the Bidder; and f) They have a record of timely and satisfactory performance with their clients.
30. Evaluation of Technical and Financial Proposals	30.1	The evaluation team shall review and evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and other RFP documents, applying the evaluation criteria, sub-criteria, and point system specified in the Section 4 (Evaluation Criteria). A Proposal shall be rendered non-responsive at the technical evaluation stage if it fails to achieve the minimum technical score indicated in the BDS. When necessary and if stated in the BDS, UNDP may invite technically responsive bidders for a presentation related to their technical proposals. The conditions for the presentation shall be provided in the bid document where required.
	30.2	In the second stage, only the Financial Proposals of those Bidders who achieve the minimum technical score will be opened for evaluation. The Financial Proposals corresponding to Technical Proposals that were rendered non-responsive shall remain unopened, and, in the case of manual submission, be returned to the Bidder unopened. For emailed Proposals and e-tendering

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		submissions, UNDP will not request for the password of the Financial Proposals of bidders whose Technical Proposal were found not responsive.
	30.3	The evaluation method that applies for this RFP shall be as indicated in the BDS, which may be either of two (2) possible methods, as follows: (a) the lowest priced method which selects the lowest evaluated financial proposal of the technically responsive Bidders; or (b) the combined scoring method which will be based on a combination of the technical and financial score.
	30.4	When the BDS specifies a combined scoring method, the formula for the rating of the Proposals will be as follows:

> Rating the Technical Proposal (TP):
>
> **TP Rating** = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100
>
> Rating the Financial Proposal (FP):
>
> **FP Rating** = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100
>
> Total Combined Score:
>
> **Combined Score =** (TP Rating) x (Weight of TP, e.g. 70%) + (FP Rating) x (Weight of FP, e.g., 30%)

31. Due Diligence	31.1	UNDP reserves the right to undertake a due diligence exercise, also called post qualification, aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:
		a) Verification of accuracy, correctness and authenticity of information provided by the Bidder; b) Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team; c) Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder; d) Inquiry and reference checking with previous clients on the performance on on-going or contracts completed, including physical inspections of previous works, as necessary; e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder; f) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.
32. Clarification of Proposals	32.1	To assist in the examination, evaluation and comparison of Proposals, UNDP may, at its discretion, ask any Bidder for a clarification of its Proposal.
	32.2	UNDP's request for clarification and the response shall be in writing and no change in the prices or substance of the Proposal shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by UNDP in the evaluation of the Proposals, in accordance with RFP.
	32.3	Any unsolicited clarification submitted by a Bidder in respect to its Proposal, which is not a response to a request by UNDP, shall not be considered during the review and evaluation of the Proposals.
33. Responsiveness of Proposal	33.1	UNDP's determination of a Proposal's responsiveness will be based on the contents of the Proposal itself. A substantially responsive Proposal is one that

		conforms to all the terms, conditions, TOR and other requirements of the RFP without material deviation, reservation, or omission.
	33.2	If a Proposal is not substantially responsive, it shall be rejected by UNDP and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.
34. Nonconformities, Reparable Errors and Omissions	34.1	Provided that a Proposal is substantially responsive, UNDP may waive any non-conformities or omissions in the Proposal that, in the opinion of UNDP, do not constitute a material deviation.
	34.2	UNDP may request the Bidder to submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the Proposal related to documentation requirements. Such omission shall not be related to any aspect of the price of the Proposal. Failure of the Bidder to comply with the request may result in the rejection of its Proposal.
	34.3	For Financial Proposal that has been opened, UNDP shall check and correct arithmetical errors as follows: a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of UNDP there is an obvious misplacement of the decimal point in the unit price; in which case the line item total as quoted shall govern and the unit price shall be corrected; b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail.
	34.4	If the Bidder does not accept the correction of errors made by UNDP, its Proposal shall be rejected.
E. AWARD OF CONTRACT		
35. Right to Accept, Reject, Any or All Proposals	35.1	UNDP reserves the right to accept or reject any Proposal, to render any or all of the Proposals as non-responsive, and to reject all Proposals at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for UNDP's action. UNDP shall not be obliged to award the contract to the lowest priced offer.
36. Award Criteria	36.1	Prior to expiration of the proposal validity, UNDP shall award the contract to the qualified Bidder based on the award criteria indicated in the BDS.
37. Debriefing	37.1	In the event that a Bidder is unsuccessful, the Bidder may request a debriefing from UNDP. The purpose of the debriefing is to discuss the strengths and weaknesses of the Bidder's submission, in order to assist the Bidder in improving its future proposals for UNDP procurement opportunities. The content of other proposals and how they compare to the Bidder's submission shall not be discussed.
38. Right to Vary Requirements at the Time of Award	38.1	At the time of award of Contract, UNDP reserves the right to vary the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.
39. Contract Signature	39.1	Within fifteen (15) days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to UNDP. Failure to do so

		may constitute sufficient grounds for the annulment of the award, and forfeiture of the Proposal Security, if any, and on which event, UNDP may award the Contract to the Second Ranked Bidder or call for new Proposals.
40. Contract Type and General Terms and Conditions	40.1	The types of Contract to be signed and the applicable UNDP Contract General Terms and Conditions, as specified in BDS, can be accessed at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
41. Performance Security	41.1	40.1 A performance security, if required in BDS, shall be provided in the amount specified in BDS and form available at https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&action=default within fifteen (15) days of the contract signature by both parties. Where a performance security is required, the receipt of the performance security by UNDP shall be a condition for rendering the contract effective.
42. Bank Guarantee for Advanced Payment	42.1	Except when the interests of UNDP so require, it is UNDP's preference to make no advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per BDS, and exceeds 20% of the total contract price, or USD 30,000, whichever is less, the Bidder shall submit a Bank Guarantee in the full amount of the advance payment in the form available at https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Contract%20Management%20Payment%20and%20Taxes_Advanced%20Payment%20Guarantee%20Form.docx&action=default
43. Liquidated Damages	43.1	If specified in BDS, UNDP shall apply Liquidated Damages resulting from the Contractor's delays or breach of its obligations as per the Contract.
44. Payment Provisions	44.1	Payment will be made only upon UNDP's acceptance of the work performed. The terms of payment shall be within thirty (30) days, after receipt of invoice and certification of acceptance of work issued by the proper authority in UNDP with direct supervision of the Contractor. Payment will be effected by bank transfer in the currency of contract.
45. Vendor Protest	45.1	UNDP's vendor protest procedure provides an opportunity for appeal to those persons or firms not awarded a contract through a competitive procurement process. In the event that a Bidder believes that it was not treated fairly, the following link provides further details regarding UNDP vendor protest procedures: http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html
46. Other Provisions	46.1	In the event that the Bidder offers a lower price to the host Government (e.g. General Services Administration (GSA) of the federal government of the United States of America) for similar services, UNDP shall be entitled to same lower price. The UNDP General Terms and Conditions shall have precedence.
	46.2	UNDP is entitled to receive the same pricing offered by the same Contractor in contracts with the United Nations and/or its Agencies. The UNDP General Terms and Conditions shall have precedence.
	46.3	The United Nations has established restrictions on employment of (former) UN staff who have been involved in the procurement process as per bulletin ST/SGB/2006/15 http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&referer

Section 3. Bid Data Sheet

The following data for the services to be procured shall complement, supplement, or amend the provisions in the Request for Proposals. In the case of a conflict between the Instructions to Bidders, the Data Sheet, and other annexes or references attached to the Data Sheet, the provisions in the Data Sheet shall prevail.

BDS No.	Ref. to Section.2	Data	Specific Instructions / Requirements
1	7	Language of the Proposal	Other (pl.specify) English/Ukrainian/Russian
2		Submitting Proposals for Parts or sub-parts of the TOR (partial bids)	Choose an item.For lots, partial bids is not allowed
3	20	Alternative Proposals	Shall not be considered
4	21	Pre-proposal conference	Will be Conducted Time: 14-00 Date: 07/02/2019 Address: 1, Klovsky Uzviz, Kyiv Venue: Aleksanyan conference hall Contact person: Procurement Unit Telephone: +38 044 253 93 63
5	10	Proposal Validity Period	90 days
6	14	Bid Security	Not Required
7	41	Advanced Payment upon signing of contract	Not Allowed
8	42	Liquidated Damages	Will not be imposed
9	40	Performance Security	Not Required
10	18	Currency of Proposal	United States Dollar

			☒ Local Currency – can be considered. Reference date for determining UN Operational Exchange Rate: January 2019, please refer to treasury.un.org
11	31	Deadline for submitting requests for clarifications/ questions	5 days before the submission deadline
12	31	Contact Details for submitting clarifications/questions	Focal Person in UNDP: Procurement Unit Address: 1, Klovsky Uzviz, 01021 Kyiv, Ukraine Tel. No. :+ 38 044 253-93-63 E-mail address dedicated for this purpose: procurement.ua@undp.org (for clarification requests only)
13	18, 19 and 21	Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries	Direct communication to prospective Proposers by email and Posting on the websites http://procurement-notices.undp.org and https://www.ungm.org/
14	23	Deadline for Submission	28.02.2019, 23:59 local time
14	22	Allowable Manner of Submitting Proposals	Submission by email
15	22	Proposal Submission Address	tenders.ua@undp.org Please note that bids received through any other address will not be considered.
16	22	Electronic submission (email or eTendering) requirements	- Format: PDF files, **ZIP archives** only - File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. - All files must be free of viruses and not corrupted. - Financial proposal must be password protected. - Password for financial proposal <u>must</u> not be provided to UNDP until requested by UNDP - It is desirable to indicate the number of the letter from … - Time Zone to be Recognized: *[Kyiv +2]* - Max. File Size per transmission: 5 MB - Mandatory subject of email: *109-2019-UNDP-UKR-RFP-MOH e-Stock* - Other conditions: *Proposers are solely responsible for ensuring that any and all files sent to UNDP are readable, that is, uncorrupted, in the indicated electronic format, and*

			free from viruses and malware. Failure to provide readable files will result in the proposal being rejected.
17	27 36	Evaluation Method for the Award of Contract	Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals respectively. Maximum possible – 1429 points. The minimum technical score required to pass is 70% of the obtainable score of 1000 points.
18		Expected date for commencement of Contract	*March 15, 2019*
19		Maximum expected duration of contract	2 years (until the full implementation of the project including 1 year of support)
20	35	UNDP will award the contract to:	One Proposer Only
21	39	Type of Contract	Contract for Goods and Services for UNDP
22	39	UNDP Contract Terms and Conditions that will apply	UNDP General Terms and Conditions for Mixed Goods and Services http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
23		Other Information Related to the RFP	

Section 4. Evaluation Criteria

Required documents

- Company Profile, which should not exceed ten (10) pages, including printed brochures and product catalogues relevant to the goods/services being procured;
- Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder;
- Certificate of Registration of the business, including Articles of Incorporation, or equivalent document if Bidder is not a corporation;
- Quality Certificate (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards and citations received by the Bidder, if any; Quality Assurance procedures information to be provided in details.
- Latest Audited Financial Statements (Income Statement and Balance Sheet) including Auditor's Report for the past 3 years
- Statement of Satisfactory Performance from the Top 3 Clients for the past 3 years
- Duly signed Technical and financial   proposals as per Forms A, B, F and G. Financial proposal must be in a separate file and password protected.
- At least 2 customer-signed confirmation letters about successfully implemented IT projects;
- Information about legal history past 3 years, confirmation of absence of criminal litigations against staff proposed;
- CVs of responsible staff highlighting experiences in servicing similar contracts, as per Form E, Section 3 with clear definition of the role and lot number for which the staff is proposed and copies of certificates;
- List of corporate clients highlighting similar contracts for clients of comparable business nature and/or size as UNDP/UN;

Preliminary Examination Criteria

Submitted offers will be reviewed on "Pass" or "Fail" basis to determine compliance with the below formal criteria/ requirements:

Offers must be submitted within the stipulated deadline

Offers must meet required Offer Validity

Offers have been signed by the proper authority

Offers include requested company documentation, including documentation regarding the company's legal status and registration

Offers must comply with general administrative requirements:

a)   properly registered and licensed company

b)   at least 5 years of experience in the required area

Other information is available on http://www.undp.org.ua/en/tenders; For the information, please contact procurement@undp.org.ua

Minimum Eligibility and Qualification Criteria

Eligibility and Qualification will be evaluated on Pass/Fail basis.

If the Proposal is submitted as a Joint Venture/Consortium/Association, each member should meet minimum criteria, unless otherwise specified in the criterion.

Subject	Criteria	Document Submission requirement
ELIGIBILITY		
Legal Status	Vendor is a legally registered entity.	Form B: Bidder Information Form
Eligibility	Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization in accordance with ITB clause 3.	Form A: Technical Proposal Submission Form
Conflict of Interest	No conflicts of interest in accordance with ITB clause 4.	Form A: Technical Proposal Submission Form
Bankruptcy	Not declared bankruptcy, not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.	Form A: Technical Proposal Submission Form
QUALIFICATION		
History of Non-Performing Contracts[1]	Non-performance of a contract did not occur as a result of contractor default for the last 3 years.	Form D: Qualification Form
Litigation History	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.	Form D: Qualification Form
Previous Experience	Minimum 5 years of relevant experience.	Form D: Qualification Form
	Brief description of similar IT information solutions for other customers	
Financial Standing	Balance sheets past 3 years provided and demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability. *(For JV/Consortium/Association, all Parties cumulatively should meet requirement).*	Form D: Qualification Form

Technical Evaluation Criteria

Weight of the Technical aspect = 70%
Weight of the Financial aspect = 30%

1000 points = 70%

Summary of Technical Proposal Evaluation Forms		Points obtainable
1	Bidder's qualification, capacity and experience	300
2	Technical Proposal: Proposed Methodology, Approach and Implementation Plan	300
3	Management Structure and Key Personnel	400
	Total	**1000**

Section 1. Bidder's qualification, capacity and experience		Points obtainable

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[1] Non-performance, as decided by UNDP, shall include all contracts where (a) non-performance was not challenged by the contractor, including through referral to the dispute resolution mechanism under the respective contract, and (b) contracts that were so challenged but fully settled against the contractor. Non-performance shall not include contracts where Employers decision was overruled by the dispute resolution mechanism. Non-performance must be based on all information on fully settled disputes or litigation, i.e. dispute or litigation that has been resolved in accordance with the dispute resolution mechanism under the respective contract and where all appeal instances available to the Bidder have been exhausted.

1.2	Minimum 5 years of experience in the field of design, development and implementation of complex software solutions for public authorities/institutions		110
1.3	Successful experience as a general contractor than in two (or more) projects (contracts) comparable in complexity. Available signed confirmation letters from the customer		70
1.4	2-4 letters of recommendation – 30 points, 5 (or more) – 60 points		60
1.5	The experience in the area of e-Health/ICT in the health area		60
	Total Section 1		**300**

Section 2. Proposed Methodology, Approach and Implementation Plan		Points obtainable
2.1	Understanding of the technical requirements from the Terms of Reference: Have the important aspects of the task been addressed in sufficient detail?	50
2.2	Description of the Tenderer's approach and project management methodology for meeting or exceeding the requirements of the Terms of Reference	50
2.3	The level of coverage of the technical requirements in the Technical Responsiveness Checklist: Have all relevant answers been provided on how each functional and non-functional requirement will be implemented and if all relevant references to technical architecture were included.	90
2.4	Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement	30
2.5	Assessment of the proposed Preliminary Implementation Plan, including whether the activities are properly sequenced and if these are logical and realistic	50
2.6	Details on how the different project phases and tasks shall be organized, controlled and delivered	30
	Total Section 2	**300**

Section 3. Management Structure and Key Personnel			Points obtainable
3,1	Qualifications of key personnel proposed		
3.1 a	**Project Manager:**		**100**
	Higher education in such fields as computer science, engineering, telecommunications or other ICT-related	10	
	At least 5 years of experience in the management of IT projects	35	
	At least 2 years of experience as IT Project Manager using an internationally recognized methodology (such as PMI, PRINCE2, or substantial equivalent);	15	
	Advanced knowledge regarding Risk management methodology recognized at international level (ex. Management of Risk Foundation Examination, ISACA CRISC or equivalent)	10	
	Ability to speak, write and read Ukrainian and/or Russian language	10	
	Ability to speak, write and read in English	10	
	At least 2 years of experience as IT&C Project Manager using an internationally recognized methodology (such as PMI, PRINCE2, or substantial equivalent)	10	
3.1 b	**Lead Business Analyst:**		**100**

	Higher education in such fields as computer science, engineering, telecommunications or other ICT-related	*10*	
	At least 5 years of experience in the field of IT Business Analysis, user requirements elicitation;	*35*	
	Specific professional experience proved through participating in at least one similar project for implementation of an integrated information System, in which he/she held a position of Lead Business Analyst;	*15*	
	Ability to speak, write and read Ukrainian and/or Russian language	*15*	
	Ability to speak, write and read English language	*15*	
	Internationally recognized certification in Business Analysis issued by an internationally recognized institution proving advanced knowledge regarding requirements' identification, analysis, prioritizing, management, communication, verification and validation (e.g.. PBA, CBAP or equivalent).	*10*	
3.1 c	**Software Development Engineer**:		**50**
	Higher education in such fields as computer science, engineering, telecommunications or other ICT-related	*5*	
	At least 5 years of experience in the field of Software Development	*20*	
	Specific professional experience proved through participating in at least one similar project, for implementation of an integrated information System, in which he/she held a position of Technical Leader	*10*	
	Certificate recognized at international level, proving knowledge regarding a software development methodology	*10*	
	Ability to speak, write and read Ukrainian and/or Russian language	*5*	
3.1 d	**Database Developer**		**50**
	Higher education in such fields as computer science, engineering, telecommunications or other ICT-related	*5*	
	At least 5 years of experience in the field of Software Development	*20*	
	Specific professional experience proved through participating in at least one similar project, for implementation of an integrated information System	*10*	
	Certificate recognized at international level, proving knowledge regarding database administration/development;	*10*	
	Ability to speak, write and read Ukrainian and/or Russian language	*5*	
3.1 e	**Software Tester Engineer**		**50**
	Higher education in such fields as computer science, engineering, telecommunications or other ICT-related	*5*	
	At least 5 years of experience in the field of Software Development	*20*	
	Specific professional experience proved through participating in at least one similar project, for implementation of an integrated information System, within which he/she held a position of Testing Leader	*10*	
	Certificate recognized at international level regarding advanced competences related to setting the optimal testing activities based on risk analysis of information systems and tests execution depending on the particular methodology for software development (for example ISTQB or other internationally recognized certification related to the software testing);	*10*	
	Ability to speak, write and read English, Ukrainian and/or Russian language	*5*	
3.1 f	**Training Specialist**		**50**

Higher education in such fields as computer science, engineering, telecommunications or other ICT-related	*10*	
Specific professional experience proved through participating in at least one similar project, for implementation of an integrated information System, within which he/she held a position of Trainer.	*15*	
At least 3 years of experience in conducting trainings	*15*	
Excellent speaking and writing in Ukrainian and/or Russian	*10*	
Total Section 3	**400**	

Section 5. Terms of Reference

Lot 1:

Module №1 «Administration»

Module №2 " Creation of key system catalogues "

Module №5 " Orders for the distribution and movement of MP and MD "

Module №6 " Redistribution of MP and MD "

Module №7 " Creation of regulated and operating reports "

Lot 2:

Module №3 " Creation of nomenclature, creation of 100% needs and collection of applications "

Lot 3:

Module №4 "Procurement"

Lot 4:

Module №8 Development of the Integration Mechanism (API) to the e-Health system

Lot 5:

Module №8 Development of the integration mechanism (API) for universal Integration and Data Exchange with any other Information Systems and Information Resources

Lot 6:

Module №8 Development of the integration mechanism (API) to medical information systems, which are connected to e-Health system, providing possibility of operation to Users.

Table of Contents

A. Background

0.1 The Beneficiary

0.1.1   General Description of the Current Status

Yearly Ukraine allocates funds for the procurement of medicines, which in most cases are vital for certain categories of patients. However, neither the state authorities nor the patients are always aware of the availability of medicines that can be obtained for free in the medical institutions where they are hospitalized.

The lack of an integrated system that would manage business processes and would ensure traceability and transparency in the areas of quantification, planning, procurement, distribution, redistribution and management of medicines supplies leads to serious consequences at the level of individual medical institutions and the same effect is observed at regional level indeed.

There have been identified cases with insufficient or no supply of certain categories of medicines where they were extremely necessary. At the same time, the same category of medicines could be found in significant amounts or in surplus in other regions/medical institutions with fewer patients.

Thus, while some regions may have a surplus of soon-to-expire medicines, these medicines may simply be missing in other regions.

The problem is much deeper and begins at the stage of analysis of data needed for quantification and planning.

The procurement planning process is preceded by the process of gathering data regarding the demand for medicines in various regions. Here, a very important aspect must be highlighted. At the local level, healthcare institutions usually lack information systems similar HMIS type, which would keep track of patients, diseases and stages, treatment protocols, prescriptions, and would ensure medicines inventory management, including the internal turnover of medicines inside the medical institution. Most often, these data is recorded manually and being kept on paper, which makes it very difficult to obtain the data necessary for quantification and planning of medicines procurement in required quantities.

0.1.2   Objective of the Procurement

Ministry of Healthcare (MoH) of Ukraine seeks a qualified vendor to implement the Management of Medicines and Medical Products System with demonstrated experience and expertise in the following:

- *designing, and implementing similar projects, for government and non-government entities with highly configurable warehouse management solution;*
- *designing and implementing solutions for the management of the processes related to supply, logistics and stock management of medicines and medical devices;*
- *local presence in Ukraine to perform key Beneficiary-facing activities, and to provide on-going maintenance and technical support;*
- *implementing diverse software systems designed for the health sectors in other countries;*

The objective of this procurement is the implementation of the "Management of Medicines and Medical Products" IS.

"Beneficiary" means the Ministry of Healthcare of Ukraine and other co-Beneficiary authorities such as;

- Regional Healthcare Departments;
- Medical Institutions
- State Enterprises of the Ministry of Health of Ukraine;
- Other relevant entities involved in the supply chain of medicines in the health sector of Ukraine;

Thus, the users of the "Management of medicines and medical products" *System* are:

     a.   Ministry of Healthcare
     b.   Regional Departments of Healthcare
     c.   Medical Institutions
     d.   State enterprises responsible for stocking and delivering medicines and medical devices in Ukraine.

Any future change in the institutional setup or jurisdictions regarding the process of supply, logistics and stock management of medicines and medical devices should be supported by the "Management of Medicines and Medical Products" System, by means of configuration of the System using the management console without need to change the source code and creating a new version of the software.

The Ministry of Healthcare will delegate a specialized entity to supervise functioning and using of "Management of Medicines and Medical Products" System and that would perform technical maintenance of the System after the expiration of the contractual support and maintenance period.

The Implementation shall be completed within one year and post-delivery support must be completed within 12 months after the acceptance of the System.

0.2 Business Objectives of the Beneficiary

The main objective of the "Management of Medicines and Medical Products" software solution is to establish an integrated platform for automation and management of processes for the processes related to the supply, logistics and stock management of medicines in Ukraine. The System will be used by the MoH, Regional Healthcare Departments, Medical Institutions and other entities responsible for the stock management and delivery of medicines to minimize the administrative costs, time and resources in the aforementioned processes.

By implementing the "Management of Medicines and Medical Products" System, the following objectives are expected to be achieved:

- To ensure uninterrupted availability of appropriate medicines at all levels;
- To decrease stock outs and over stocking, and hence minimize wastage;
- To make rational decisions in response to service delivery, budgetary, service providers' competency, institutional capacities, and other attributes;
- To improve cost-effectiveness and increase patients' satisfaction level.

0.3 Terms and Acronyms Used in These Technical Requirements

Acronyms and abbreviations used in the document are listed in the following table

Table 0.1. Acronyms and abbreviations used in the document

No	Abbreviation /Acronym	Description
1.	AIS	Automated Information System
2.	BPM	Business-Process Management
3.	CBAP	Certified Business Analysis Professional
4.	COTS	Commercial Off-The-Shelf
5.	CRISC	Certified in Risk and Information Systems Control
6.	DBMS	Database Management System
7.	Ethernet	IEEE 802.3 Standard LAN protocol
8.	GB	Gigabyte
9.	HTTPS	Secured Hypertext Transfer Protocol
10.	ISACA	Information Systems Audit and Control Association
11.	ISO	International Standards Organization
12.	KB	kilobyte
13.	LAN	Local area network
14.	IS	Information System or "Management of Medicines and Medical Devices" Information System or "the System"
15.	MB	Megabyte
16.	ODBC	Open Database Connectivity
17.	OLE	Object Linking and Embedding
18.	OS	Operating System
19.	PBA	Professional in Business Analysis certification
20.	PC	Personal Computer
21.	PMP	Project Management Professional
22.	PRINCE2	Projects In Controlled Environments, version 2
23.	RAM	Random access memory
24.	RPO	Recovery Point Objective
25.	RTO	Recovery Time Objective
26.	SOAP	Simple Object Access Protocol
27.	SQL	Structured Query Language
28.	SPOF	Single Point of Failure
29.	STC	Special Telecommunication Center

No	Abbreviation /Acronym	Description
30.	UML	Unified Modeling Language
31.	WSDL	Web Services Description Language

Definitions of terms used in this document are listed in the following table.

Table 0.2. Definitions of terms used in this document

No	Term	Definition
1.	Acceptance	"Acceptance" means approval, after a test period, of Deliverables, by the Beneficiary. Software or Systems identified in the Contract Documents will be deemed accepted on the date the Contractor delivers the Software or System configured according to the requirements set out in the Contract Documents and passed acceptance tests.
2.	Applicable Specifications	"Applicable Specifications" means the specifications contained in the Technical Requirements and its Attachments.
3.	Authorized Representative	Authorized Representative means the individual designated by either the Beneficiary or the Contractor who is authorized to legally bind their respective organizations by their signatures.
4.	Auxiliary Material	"Auxiliary Material" means any Material, other than Contract Material, which is made available by a party for the purpose of this Contract, on or following the Commencement Date, and includes: i. Third Party Material; ii. error corrections or translations to the Third Party Material; or iii. derivatives of the Third Party Material where such derivative work cannot be used without infringing the Intellectual Property Rights in the underlying Material.
5.	Business Entity	Person, institution, system, document that are related to an activity or task which are executed as part of processes.
6.	Business Workflow	A series of tasks to produce a desired outcome, usually involving multiple participants and several stages in an organization.
7.	Beneficiary	"Beneficiary" means the implementing agency that signs the Contract for the Services with the selected Contractor.
8.	Beneficiary's Material	"Beneficiary's Material" means any Auxiliary Material owned by Beneficiary and provided to the Contractor by the Beneficiary, including the Material (if any) specified in Material
9.	Commencement Date	"Commencement Date" means the date when the Contract will commence on.
10.	Contract	"Contract" means a legally binding written agreement signed between the Beneficiary and the Contractor (software development company) and includes all the attached documents.

No	Term	Definition

11.	Contract Documents	The Contract Documents shall consist of:
		
		  i. The Contract;
		  ii. The Technical Requirements;
		  iii. Contractor's Technical Proposal; and
		  iv. all subsequent modifications or changes made to the Contract in accordance with its terms.

12.	Contract Material	"Contract Material" means any Material created by the Contractor on or following the Commencement Date, for the purpose of or as a result of performing its obligations under the Contract. Contract Material includes Deliverables but does not include any Beneficiary's COTS Software and derivative thereof, except for Custom Software if any.
13.	Contract Price	"Contract Price" means the sum to be paid for the performance of the work and delivery of Licenses to implement the System, as such sum may be adjusted pursuant to the terms of the Contract Documents.
14.	COTS Software	"COTS Software" means any commercial-off-the-shelf software, software product or software module that Contractor has already created, or which Contractor independently develops and licenses.
15.	Custom Software	"Custom Software" means software that the parties agree, in writing, will be customized for Beneficiary.
16.	Database	"Database" is an organized collection of data.
17.	Database Management System	"Database Management System (DBMS)" is a computer software application that interacts with the user, other applications, and the database itself to capture and analyze data.
18.	Deliverables	"Deliverables" means works of Authorship, those items that are described and itemized in the Technical Requirements as Deliverables (including, without limitation, all graphics files, animation files, data files, technology, scripts and programs, in object code and source code form, and related documentation), which shall be prepared by the Contractor and delivered to the Beneficiary under this Contract.
19.	Development Tools	"Development Tools" means any tools, in object code form, which Contractor has already developed, or which Contractor independently develops or licenses from a third party, and which Contractor uses in connection with developing the "Management of Medicines and Medical Products" *System*.

No	Term	Definition
20.	Force Majeure Event	"Force Majeure Event" means an event which is beyond the reasonable control of a Party, and which makes a Party's performance of its obligations hereunder impossible or so impractical as reasonably to be considered impossible in the circumstances, and includes, but is not limited to, war, riots, civil disorder, earthquake, fire, explosion, storm, flood or other exceptionally adverse weather conditions, strikes, lockouts or other industrial action (except where such strikes, lockouts or other industrial actions are within the power of the Party invoking Force Majeure to prevent), confiscation or any other action by government agencies. Force Majeure Events shall not be deemed to include: (i) any event which is caused by the negligence or intentional action of a Party or such Party's Contractors, agents or employees; (ii) any event which a diligent Party could reasonably have been expected to both: (A) take into account at the time the Contract was entered into; and (B) avoid or overcome in the carrying out of its obligations hereunder; or (iii) the insufficiency of funds, inability to make any payment required under the Contract, or any economic conditions, including but not limited to inflation, price escalations, or labor availability.
21.	Goods	"Goods" means all equipment, machinery, furnishings, Materials, and other tangible items that the Contractor is required to supply or supply and install under the Contract, including, without limitation, the Information Technologies and Materials, but excluding the Contractor's Equipment.
22.	Intellectual Property Rights	"Intellectual Property Rights" means any and all copyright, moral rights, trademark, patent, and other intellectual and proprietary rights, title and interests worldwide, whether vested, contingent, or future, including without limitation all economic rights and all exclusive rights to reproduce, fix, adapt, modify, translate, create derivative works from, extract or re-utilize data from, manufacture, introduce into circulation, publish, distribute, sell, license, sublicense, transfer, rent, lease, transmit or provide access electronically, broadcast, display, enter into computer memory, or otherwise use any portion or copy, in whole or in part, in any form, directly or indirectly, or to authorize or assign others to do so.
23.	Information System	"Information System", also called "the System," means all the Information Technologies, Materials, and other Goods to be supplied, installed, integrated, and made operational (exclusive of the Contractor's Equipment), together with the Services to be carried out by the Contractor under the Contract to implement the "Management of Medicines and Medical Products" System.
24.	Information Technologies	"Information Technologies" means all information processing and communications-related hardware, Software, supplies, and consumable items that the Contractor is required to supply and install under the Contract.

No	Term	Definition
25.	Implementation Date	"Implementation Date" means the date on which the "Management of Medicines ond Medical Products" is accepted, commissioned and signed off by all parties.
26.	License	"License" means the license of any software granted by the Contractor to the Beneficiary.
27.	License Fees	"License Fees" means any fees payable to the Contractor relating to the License by the Beneficiary.
28.	Material	"Material" means any software or firmware documented methodology or process, tools, object libraries, documentation or other material in whatever form, including without limitation any reports, specifications, business rules or requirements, user manuals, user guides, operations manuals, training materials and instructions, and the subject matter of any Intellectual Property Rights.
29.	Open Source Software	"Open Source Software" means any software licensed under an open source software arrangement.
30.	Pre-existing Intellectual Property	"Pre-existing Intellectual Property" means any creative work, including in object code or source code form, including written, graphic, audio, visual or other material, regardless of format, and other than Development Tools that Contractor has already created or which Contractor independently develops or licenses from a third party.
31.	Subsystem	"Subsystem" means any subset of the *System* identified as such in the Contract that may be supplied, installed, tested, and commissioned individually before Commissioning the entire *System*.
32.	Services	"Services" means the services to be provided by the Contractor, as specified in the Technical Requirements document, and includes the successful completion of all the Deliverables and the post-implementation services in accordance with the Contract Documents.
33.	Software	"Software" means any software including third party software needed for the implementation of the "management of medicines and medical products" IS as specified in the Contract Documents.
34.	Source Code	"Source Code" means the database structures, dictionaries, definitions, program source files, and any other symbolic representations necessary for the compilation, execution, and subsequent maintenance of the Software.
35.	Contractor	"Contractor" means the consulting firm, who has contracted with the Beneficiary to perform the services identified in the Contract Documents to implement the "Management of medicines and medical products" *System*.
36.	Third Party Materials	"Third Party Materials" means any Materials and all related Intellectual Property Rights owned by a party other than the parties.

B. Business Function and Performance Requirements

1.1 Business Requirements to Be Met by the System

1.1.1 Scope

*The purpose of the "*Management of Medicines and Medical Products*" Information System is to automatize the processes related to the supply planning, logistics, warehousing and inventory of the medicines and medical products in Ukraine.*

1.1.2 Interfaces

The "Management of Medicines and Medical Products" shall implement API interfaces for data exchange automation.

It is recommended that the electronic data exchange between the SYSTEM and other external systems/databases to be implemented through web services, by using secured protocols and standards like XML, WSDL, SOAP, REST, HTTPS, etc.

Detailed description of the integration requirements is provided in Annex 1. Extended functional requirements for the "Management of Medicines and Medical Products" IS, Module no.8 "Requirements regarding Integration with other information systems".

1.1.3 Scope Boundaries and Exclusions

The scope boundaries and exclusions of the "Management of medicines and medical products" software solution implementation Contract are defined as follows:

- Procurement of any hardware like servers, PCs, storages, network infrastructure is out of scope of the current assignment, however the contractor will have to provide the technical specifications for needed hardware needed for systems running at optimal parameters;
- Additional development or adjustments of any other external existing information systems that must be in contact with System is out of scope but should be committed in written by the candidate as a possible extension of the work;

1.1.4 Legal Framework

The Contractor must provide a certified solution. In this context, the Contractor must obtain for his solution all necessary certifications related to data protection, according to the Ukrainian legislation and standards.

1.1.5 Implementation Approach

The "Management of medicines and medical products" solution will be designed to allow phased approach to the implementation. There are six main phases foreseen for the implementation of the *System*:

1. The first phase will consist of the detailed analysis and design of the "Management of Medicines and Medical Products" IS
2. The second phase consists of development of the piloting version of the System and implies the development and configuration of the priority functionalities and realization of the electronic data exchange with other relevant systems of the healthcare sector of Ukraine;
3. The third phase involve the launching of the piloting version of the System, that would include priority functionalities; The System will be launched for one selected region of Ukraine that will be selected prior the phase and agreed with the Ministry of Health of Ukraine and approved by UNDP; The piloting may involve up to 500 users.

4. The fourth phase includes almost the finalization of the development of all functionalities and final training of users and systems administrators;

5. The fifth phase is dedicated to the quality assurance. For this purpose, the performance and security testing of the software solution will be performed; When testing shows successful results all parties will proceed with the signing of the Final Acceptance;

6. After the Final Acceptance is signed by all parties the sixth phase will start that will include Warranty

7. Services for a period of 12 months. This phase includes technical support to correct any shortcomings related to the System functionalities or the software configuration, as well as troubleshooting of problems related to the development/configuration of the System functionalities not identified during testing and acceptance phases. Provide any available updates and upgrades to the installed IT solution, including DBMS, other third-party software.

1.1.6 Assumptions

The following assumptions have been made with regards to the development of this Technical Requirements:

- All warehouses at all levels (central, regional, district and primary) will be assured with necessary ICT equipment such as PC or Laptop and barcode scanners;

- All warehouses at all levels (central, regional, district and primary) will be connected to the internet and respectively to the System;

- All future users of System will be trained on general knowledge regarding using PC and internet prior the implementation of System;

- In order to ensure cold chain monitoring, digital temperature logger will be installed in every medicines storing equipment;

1.1.7 Risks

The risks for the implementation of the "Management of medicines and medical products" *System* are identified in the following table.

Table 1.1. Risks

Risk	Impact	Mitigation Plan
Bad internet access at district and primary levels. This risk has significant importance as the poor internet connection to any of the involved warehouses might lead to fail in using the system and as consequence not all data will be registered in the system and this means that there will not be able to provide realistic and real-time data related to the stock of medicines.	Medium	This risk may be approached by ensuring a backup internet connection. As the System solution is foreseen to be an web-based one, then the backup internet connection might be assured even through a 3G/4G modem.
Poor/ Erratic electricity supply at district and primary levels	Medium	This risk must be accepted. In case the electricity will be interrupted, the personnel will have to make all records on paper and after that to fill everything in the system, when electric power is restored.
Unavailability of needed equipment such as PCs and barcode scanners.	Medium	In case of unavailability of barcode scanners, the System will provide a

Risk	Impact	Mitigation Plan
		dedicated graphical user interface which will allow users to fill all needed information manually.
Unavailability of needed personnel for data entry operations	Medium	The "Management of Medicines and Medical Products" software solution will be designed and developed in the manner that the process of data entry would need minimal effort. Using of barcode scanners will automatize at maximum the process of data entry related to the warehousing and inventory operations.

1.2 Functional Requirements of the System

The "Management of medicines and medical products" shall be implemented as a modular platform based on Service Oriented Architecture (SOA) and that would allow the integration with relevant ICT solutions in the healthcare sector of Ukraine, with G2G interfaces by implementing interoperability using rich web interface and on-line services.
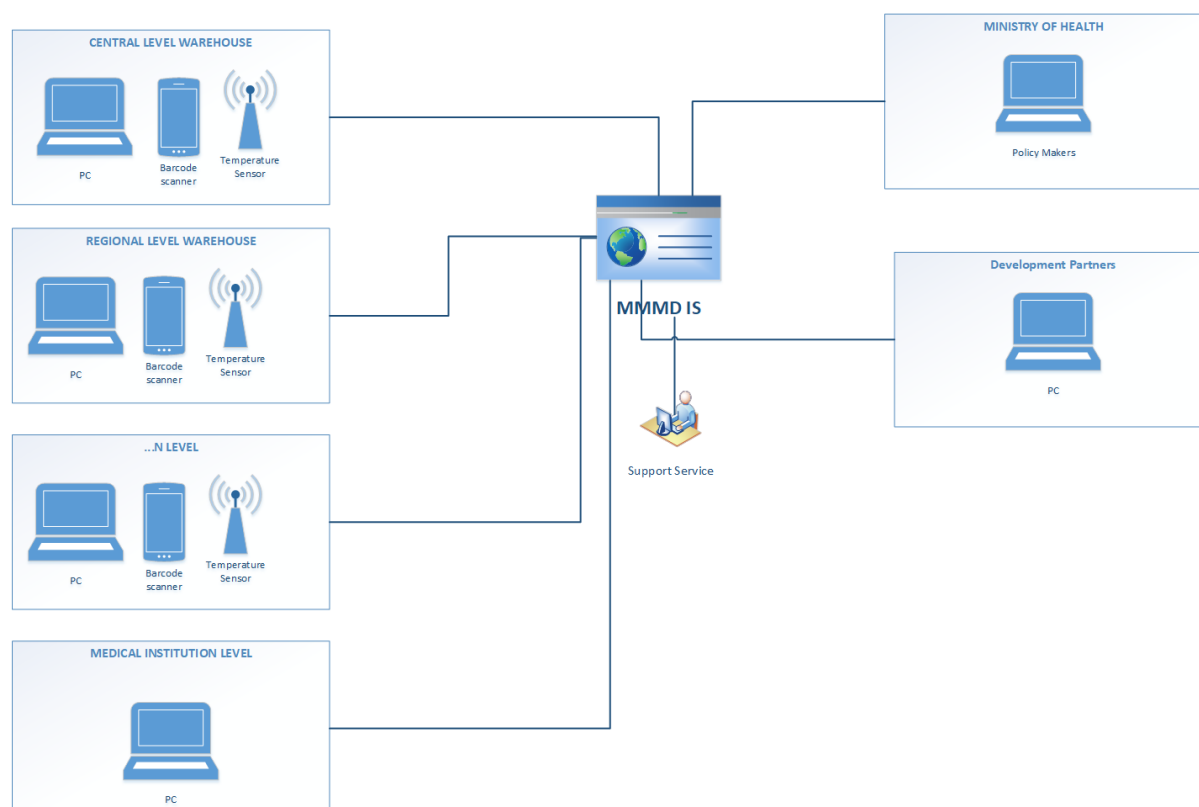
Figure 1. Conceptual Architecture of the System

1.2.1   Decomposition of Functionalities

The Figure 2. shows the decomposition of the functionalities of the System:
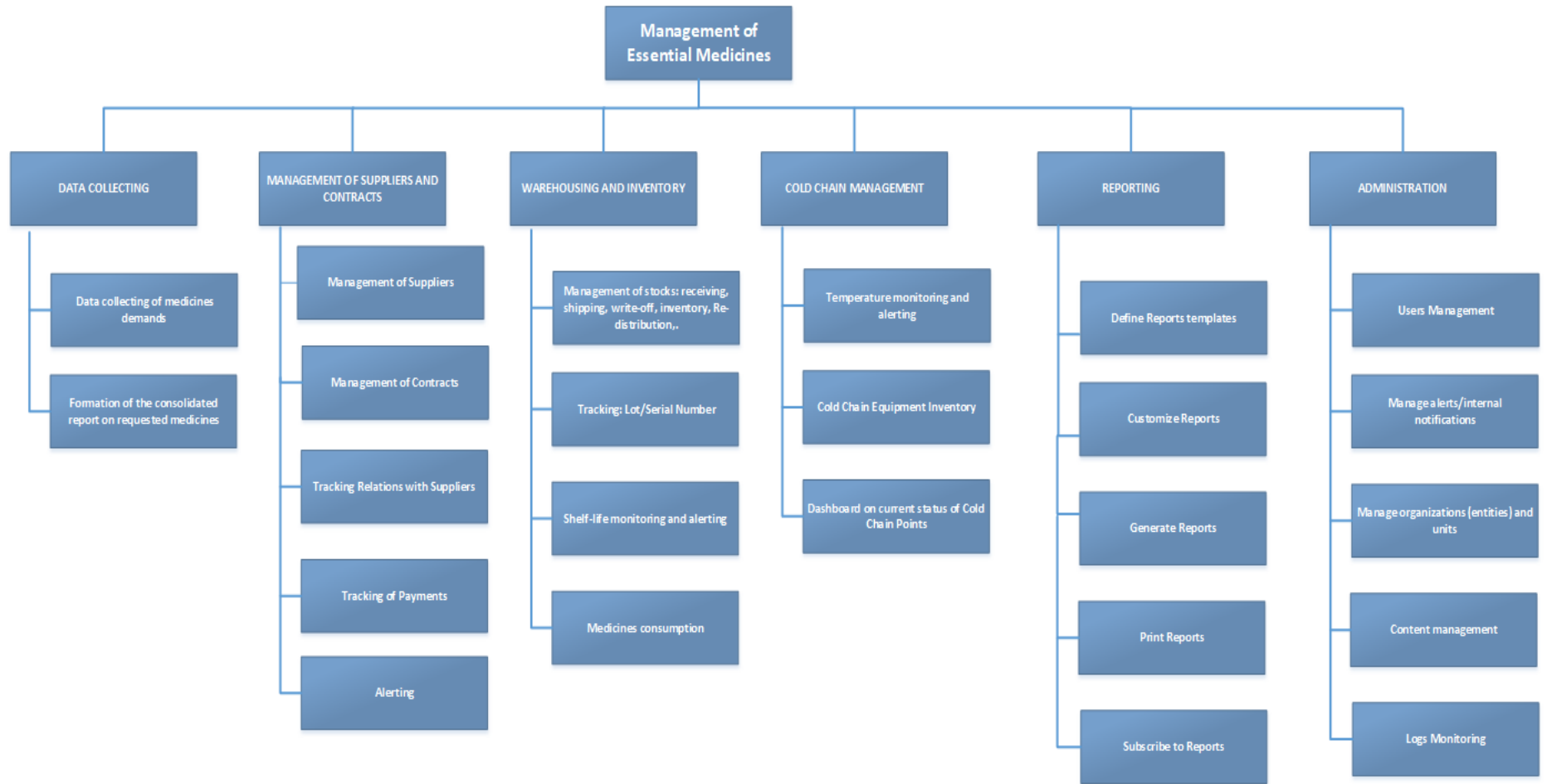
Figure 2. Decomposition of the functionalities of the System

1.2.2 Users/Actors

A detailed description of the users roles is provided in Annex 1. Extended functional requirements for the "Management of Medicines and Medical Products" Module no. 1 "Administration" The section "User Management".

Each functionality has an accompanying diagram of usage options, which describes in detail the requirement and shows the business context, which uses the functionality of the System. The project that the Contractor must provide will have a detailed description of the functionality.

Each functional requirement is labelled with FRQ prefix and could have the following marks:

- – (**M**) = Mandatory = "The System **must** …";
- – (**HD**) = Highly Desirable = "The System **shall** …"; and
- – (**D**) = Desirable = "The System **may** …";

, where:

- – *MUST* – means that the requirement is defined is an absolute have requirement;
- – *MUST NOT* – means that the numbered requirement is defined is an absolute prohibition.
  SHOULD – means that there may exist valid reasons in particular circumstances to ignore a particular item, but the full implications must be understood and carefully weighed before choosing a different course.

Each functionality has the accompanying use-case diagram, which elaborates the requirement in a more detail way and presents the business context in which the *System* functionality is used. The detailed design that will be provided by the Contractor will have the detailed description of the functionalities.

1.2.3 Functional Requirements for the Management of Suppliers and contracts

A detailed description of the process, functional requirements, the list of required documents and their structure are provided in Annex 1. Extended functional requirements for the "Management of Medicines and Medical Products" IS, Module No.4 "Procurement".

Identifier	Name	Type	Description
FRQ001	Add new Supplier of medicines	M	The System will provide functionality for adding new supplier of medicines and medical devices. Thus, the System will provide a dedicated electronic form for entering all necessary data on new supplier
FRQ002	Modify data on existing supplier	M	The System will allow the responsible user from MoH to modify data on already existing suppliers of medicines.

Identifier	Name	Type	Description
DRQ003	Deactivate a supplier of medicines	M	The System will not allow users to delete any registered supplier of medicines. However, the deactivation operation is possible, only for those suppliers that have no supply activities and the balance in relation with him is zero. The System will verify if there are any active supply operations with the suppliers which is selected for deactivation and in case there are still open relationships the System will not allow the deactivation.
FRQ004	Contract management	M	The System will provide functionalities for management of contracts with Suppliers of medicines and medical products. It will allow users to upload scanned copies of contracts and filling all related metadata, as well as setting certain alert rules (e.g. alerts related to the scheduled deliveries of medical products).
FRQ005	Adding new contract	M	The System will provide a dedicated user interface for adding new contract for medicines supply, by indicating the Supplier and other mandatory and optional metadata such as deadlines for medicines deliveries, payments milestones, etc.
FRQ006	Upload scanned documents	M	The System will allow users to upload the scanned copy of the contract to certain supply contract record.
FRQ007	Alerts on contract conditions	M	The System will provide alerting functionalities on different contract conditions. (e.g. The System will alert the responsible user in case a contract is expiring. Or The System will alert the responsible user in case medicines delivery is delayed. Or The System will alert the responsible user in case of a payment deadline is reached.)

Identifier	Name	Type	Description
FRQ008	Configuration of alerts	M	The alerts will be configured by the System Administrator and will allow to indicate the user who must receive alerts, the event, alerting conditions, other parameters.
FRQ009	Save as draft	M	The System will allow users to save the record of a contract as draft.
FRQ010	Final version of the contract	M	Once all needed data are entered and the record on contract is saved as final, the System will lock the record and will not allow any modification of already registered information.
FRQ011	Adding amendments	M	The System will allow to add amendments to contracts. Also it will be possible to upload the scanned copy of the amendment. In case of adding amendment the System will unlock some data fields to be modified that are impacted by the new contract amendment.
FRQ012	Contracts and medicines deliveries	M	For each contract for medicines supply, it will be possible to indicate the list of medicines that are to be delivered according to the terms of the contract.
FRQ013	Using official national list of essential medicines and medical products in Ukraine	M	The System must use the official national list of essential medicines and medical products in Ukraine.
FRQ014	Saving the final version of the contract	M	The procedure of saving of the final version of the record on a contract will be confirmed by applying the digital signature of the user.
FRQ015	Supply of medicines at different level	M	The procurement of medicines is possible not only through the central level. A medical entity also has the possibility to procure certain medicines. The System will allow managing the process of medicines supply at the level of medical entity (when the medicines are procured directly by the medical entity).
FRQ016	Supplies of medicines at the level of medical entities	M	In case of the procurement of medicines is managed by a certain medical entity (not central level) the System will allow to add all necessary information on

Identifier	Name	Type	Description
			suppliers and contracts, as in case of the procurement at central level.
FRQ017	Access to information	M	Each medical entity will have access only to suppliers and contracts related to their procurement processes. MoH will have access to all records.
FRQ018	Statistics	M	The System will provide statistical reports on medicines supply process, taking into account: medicines, suppliers, deadlines for deliveries, amounts and other data – to be defined during the analysis and design phase.
FRQ019	Tracking relations with suppliers	M	The System will provide all necessary features and reports for tracking relations with the Suppliers, including deadlines for medicines deliveries, milestone for payments, etc.
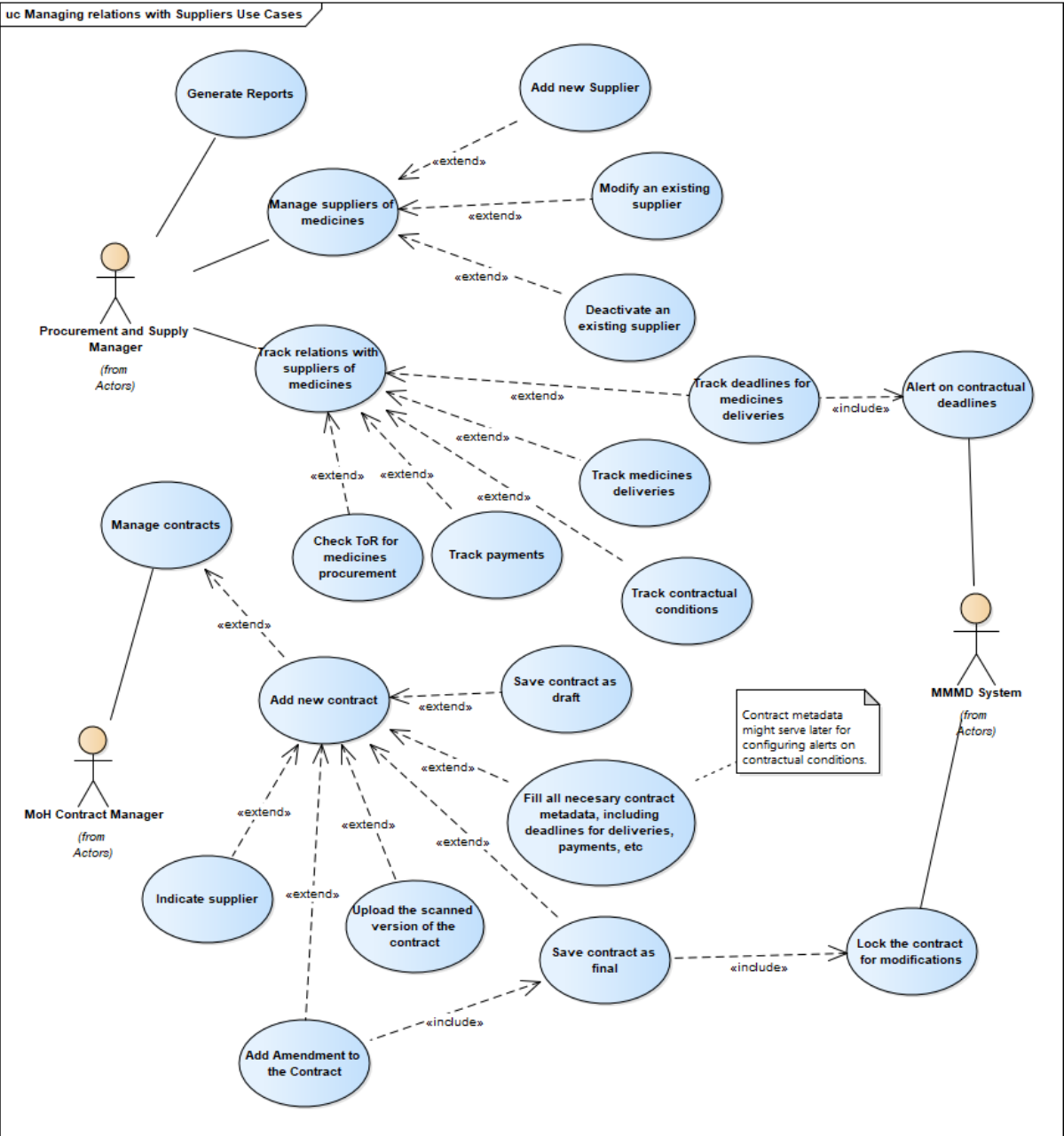
Figure 3. Use Case diagram related to the Management of Suppliers and contracts

1.2.4 Functional Requirements for the Module for Collecting Data on Needs for Medicines

The detailed description of the process, functional requirements, the list of required documents and their structure are provided in Annex 1. Extended functional requirements for the "Management of Medicines and Medical Products" IS, Module No.3 "Formation of the Nomenclature, formation of real needs and collection of applications".

Identifier	Name	Type	Description
FRQ020	Collecting data regarding the needs for medicines and medical devices in the medical institutions	M	The System must provide a dedicated module and graphical user interface for the data collection process regarding the needs for medicines and medical devices in medical institutions.
FRQ021	Collecting data from regions/medical institutions	M	The users from the regions/medical institutions must have the possibility provide information on the medical product, required quantity and related planned indicators. The System will automatically calculate all the necessary amounts of medicines.
FRQ022	Taking into account all relevant information	M	The System must take into account the approved nomenclature, as well as the stock on-hand of medicines and their shelf life, planned budget for procurement, planned supplies and other relevant parameters (to be established during the analysis and design phase).
FRQ023	Confirmation by using digital signature	M	All provided data regarding the needs for medicines in the medical institutions/regions will be confirmed by the user by applying the digital signature.
FRQ024	Data consolidation	M	The System will automatically consolidate all collected data from the regions.
FRQ025	Consolidated Report submitted to PWG users	M	All collected data regarding the needs for medicines in the regions will be consolidate in a form of Report that must be submitted for approval to PWG users.
FRQ026	Approval by using digital signature	M	The approval process will be carried out through the digital signatures of the PWG users.
FRQ027	Comparative analysis and other relevant analytics	M	The System must provide reporting functionalities and Business Intelligence tools in order to be possible to make comparative analysis of the information

Identifier	Name	Type	Description
			regarding the needs for medicines vs information of the past periods.
FRQ028	Additional or refined requests	M	The system should provide the possibility to make an additional or refined request regarding the needs for medicines, depending on possible savings or deficits during the procurement process.

1.2.5   Functional Requirements for the Stock Management Subsystem

The detailed description of the process, functional requirements, the list of required documents and their structure are provided in Annex 1. Extended functional requirements for the "Management of Medicines and Medical Products" IS, Module no.5 "Orders for the distribution of medicines and psychotropic drugs and the movement of medicines", Module no.6 "Redistribution of medicines ", as well as in Module no.2 "Formation of key reference books of the system", the key functional requirements and requirements to the structure of the catalogues of medical products.

This Subsystem represents the stock management of medicines and other medical products, also known as inventory management, and involves all the policies, procedures, and techniques used to maintain the optimum amount of each item in stock. It involves ordering, receiving, storing, issuing, and reordering items. Stock and inventory management are the core of the medicines supply system.
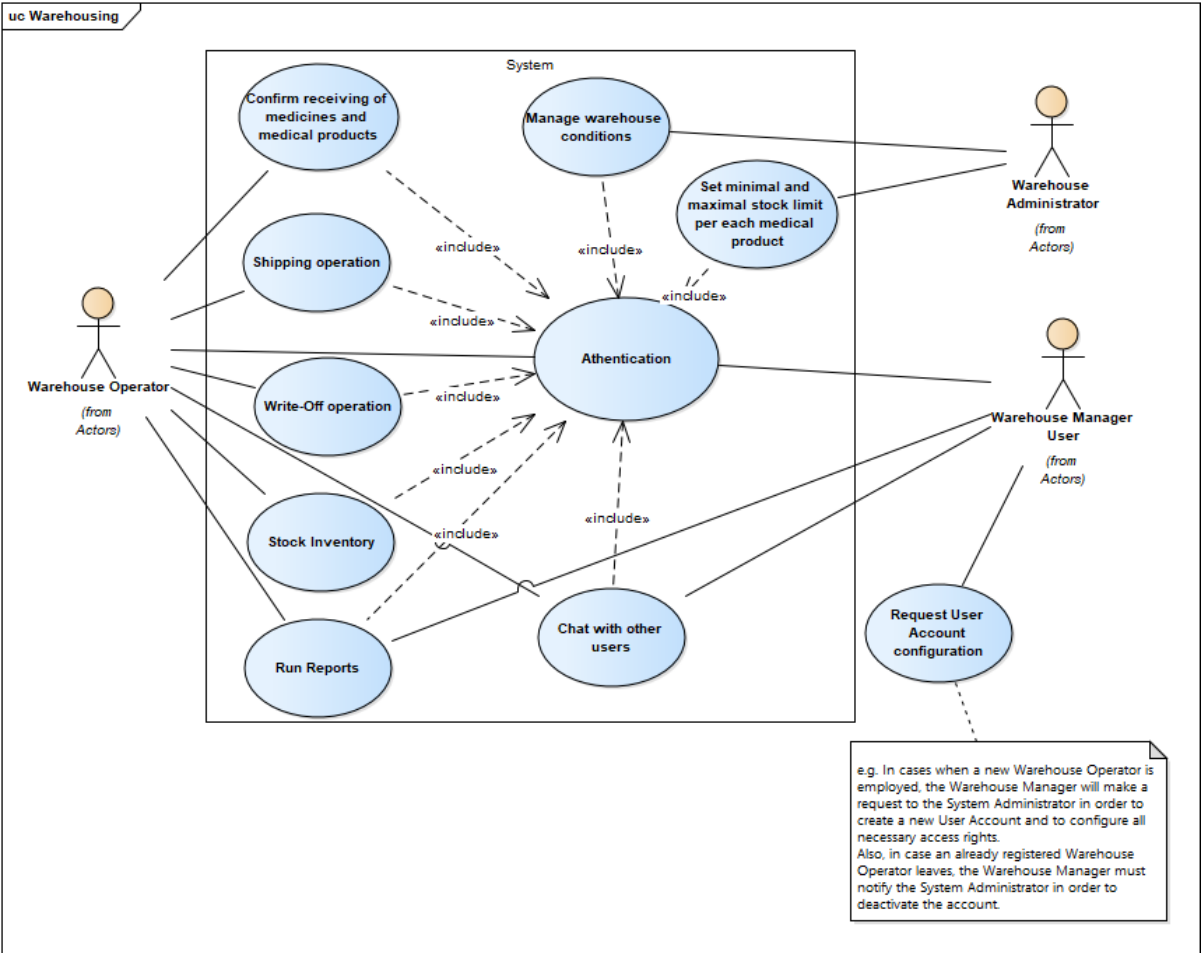
Figure 4. Use Cases related to the Warehousing and Inventory

Identifier	Name	Type	Description
FRQ029	Real-time information	M	The module should reflect in real time the receipt of medicines and medical devices, real balances, and shipping requests.
FRQ030	Warehousing operations	M	The System must offer all necessary functionalities related to the stock management of medicines and medical devices: - receiving, shipping; - write-off operations; and - other inventory operations. In other words, the proposed software solution must assure the management of stock transactions: entries into and exits from stock, transfers between

Identifier	Name	Type	Description
			warehouses, stock inventory and the possibility to automatically generate the necessary corrections by each stock item as a consequence of inventory differences.
FRQ031	Losses and adjustments operations	M	Losses and adjustments operations is related to any issue out of the store for reasons other than consumption within the warehouse, e.g.: - Changes in the stock due to removal of expired items, damaged items, theft, or adjustments to stock numbers during stock-taking; - Redistribution to other warehouses/medical institutions are also recorded as a loss; - Gains in stock quantities by means other than normal procurement channels;
FRQ032	Analytical information	M	In case of stock entries, the proposed "Management of Medicines and Medical Products" software solution must allow the visualization of the agreement/contract based on which the medicines and/or medical devices were delivered. The system must allow the analysis of the agreement – what was contracted, how much was delivered and how much must be delivered at the level of each medical product from the agreement, what payments must be performed (in advance, at the moment of service providing, final payment, etc). A Contractor can have several agreements, and each agreement can have several addenda.
FRQ033	Barcode scanners and specialized mobile applications	M	The System must allow the use of barcode scanners and/or specialized mobile applications in order to read barcodes and/or QR-codes for performing operations related to the stock management of medicines, such as receiving, shipping, write-off, etc. However, the System will provide a dedicated graphical user interface which will allow manual entering of data.
FRQ034	Justifying documents related to the transactions	M	The System will automatically generate justifying documents for the managed transactions. For each (transaction) movement of medicines/medical devices, the System must assure

Identifier	Name	Type	Description
			the automatic generation of accounting documents. .
FRQ035	Warehouses' Management	M	The System must allow the registering of unlimited number of warehouses. The System must allow users to define the warehouses with which they currently work (e.g. central, regional or local level).
FRQ036	Configuration of warehouses' locations	M	The proposed "Management of Medicines and Medical Products" software solution must allow users to define the locations in which they will store the items in the warehouse.
FRQ037	Monitoring of the conditions in the warehouses	M	The System must provide functionalities related to the monitoring of the conditions in the registered warehouses.
FRQ038	Shelf-life monitoring	M	The System must provide functionalities that would allow the Shelf-life monitoring and alerting.
FRQ039	Dashboard: Alerting and Reporting	M	The System's dashboard must highlight the percentage of medical products that are in risk of expiry. System's Reports must alert the user that particular products will be available for at least XX months based on Average Monthly Consumptions. This must prompt the managers to seeking ways to transfer the product to/from another medical institution.
FRQ040	Minimum and Maximum stock levels	M	The System must alert the user when stock reaches a minimum or maximum level.
FRQ041	Interface for the Public Access	M	The System must provide a dedicated interface for public access to the information about the availability of medicines in certain warehouse.
FRQ042	Tracking. Traceability.	M	The System must provide functionalities that would allow tracking of medicines and medical devices according to various criteria such as Lot/Serial Number. Therefore, the System must ensure the traceability of the entire chain of medicines.

Identifier	Name	Type	Description
FRQ043	Re-distribution operations of medicines	M	The System must allow re-distribution operations of the medicines and medical devices. (e.g. re-distribution of medicines from one medical institution to another).
FRQ044	Confirmation of receiving medicines and medical devices in the warehouse	M	The System will provide confirmation functionalities for the warehouses' users which are receiving medicines. Thus, the user will have to confirm in the System whether all the received quantities and quality of goods are according to the distribution document.
FRQ045	Unique nomenclature of medicines and medical devices	M	The System must keep a unique official nomenclature of medicines and medical devices used in Ukraine.
FRQ046	Stock Cards	M	The System must provide functionalities for managing the so-called Stock Cards. Stock cards track the movement of medicines and medical devices in the warehouses and one card must be kept for each item in the warehouse. Each time a transaction takes place, it must be available to be visualized on the stock card.
FRQ047	Stock Card Structure	M	The tentative description of the Stock Card is presented below and will be finally defined during the Analysis and Design Phase of the Project: - Header information about the warehouse; - Item description; - Pack size; - Code number; - Special storage conditions; - Unit of issue; - Average Monthly Consumption; - Minimum stock level; - Date; - Locations From/To; - Quantity in; - Quantity out; - Losses/adjustments; - Expiry date; - Batch or lot number; - Remarks;

Identifier	Name	Type	Description
FRQ048	Fast visualization of the stock item	M	The proposed software solution must assure the fast visualization of basic information associated to an item (medical product).
FRQ049	Grouping of the medical products	M	The System must allow the classification of medical products into groups of products and the definition of groups of products.
FRQ050	Standard Reports on stocks	M	The System will include standard reports regarding stocks and/or movements of medicines and medical devices, allowing to specify the period of time.
FRQ051	Search feature	M	The proposed software solution must contain a multicriteria search engine and offer users the possibility of selection or editing of information by certain criteria.
FRQ052	Update information on stocks	M	The System must provide a dedicated functionality for the medical institutions and warehouses that would allow users to update information on stock on-hand of medicines and medical products.
FRQ053	Submit requests for medicines delivery	M	The proposed software solution must provide functionalities for medical institutions to submit requests for medicines delivery, including all related documents.
FRQ054	Single window for medical products ordering	M	The system should be user-oriented and serve as the single window for ordering medicines. It should reflect the stock on-hand, ordered medical products and estimated arrival time of the goods in the medical institution, as well as statistics on the average monthly consumption.
FRQ055	Integration with HMIS	M	The System must provide a dedicated API for electronic data exchange with HMIS.
FRQ056	Redistribution of medical products	M	The system may propose how to redistribute medical products, based on data regarding the needs for medical products in other medical institutions, consumption and stock on-hand.

Beyond the process of receiving and transmitting medicines, at all levels, the System must take into account also the following operations:

- **Transition of medicines to another warehouse for a temporary storing** due to some technical issues (e.g. loss of electrical power);
- **Write-off operation** – this may occur due to some unpredictable conditions that may cause damage to medicines (e.g. accidents during transportation or emergency situations related to the fridge). The write-off operation may be saved into the System, only by providing an argumentation on each specific case;
- **Re-distribution** – this operation consists of transmitting medicines from one warehouse/medical institution to another in case of unforeseen situation like stock shortage in a certain medical institution. This fact also must be documented into the Information System.
- **Inventory** – It might be the case when for the warehouses that store medicines the inventory operation is carried out once per period. The result of the inventory procedure must be also recorded into the system and taken into account in the process of calculation of the real-time stock.

Another requirement on how to improve the process of logistics, warehouse management and inventory of medicines by using an information system is to connect **barcode** scanners and/or dedicated mobile application. This would be extremely useful and will bring significant benefits such as:

- Eliminate human errors: the occurrence of errors caused by manually entered data is significantly higher than that of barcodes. The process of a barcode scan is fast, reliable, and takes significantly less time than entering data manually;
- Time saving: the time spent performing inventory checks are minimized at maximum. Instead of having to physically log everything in by hand, the barcode contains all the needed data about each medical product. A simple scan of a barcode transfers all needed information into the System;
- More qualitative and accurate data: any barcode can be used for inventory and/or pricing information, so it is possible to quickly obtain data on both. In addition, barcodes can be customized to contain other relevant information as needed;
- Efficiency: because the data about a certain medical product is scanned directly into the System, it is ready almost instantaneously. This quick turnaround ensures that time will not be wasted on data entry or retrieval.

1.2.6 Functional Requirements regarding the Cold Chain Management Module

It is important to mention that accurate temperature measurement is vital to medicines per general. Even small variations in temperature can damage the stored medicines. Therefore, any unexpected deviation in operating temperature must be immediately alerted to the responsible person.

It is expected that the System to provide a dedicated interface ready for receiving data from temperature monitoring devices that can automatically log temperature data which is then wirelessly transmitted via the local cellular network.

The System must enable the user to view and download historic and real-time cold chain data via a secure username and password protected website from any internet enabled device.

Alarms thresholds and alarm recipients are configured remotely via the web user interface and in the event of a temperature excursion being detected, the System can automatically send the alarm to multiple recipients via both SMS and Email. The Contractor will have to analyze the possibility of receiving temperature monitoring data from RTDMs and/or ColdCloud in order to display them on System dashboards.

Identifier	Name	Type	Description
FRQ057	Cold Chain Management	M	The System will serve as a comprehensive web-based database for Cold Chain Management including cold chain equipment inventory used for immunization in Ukraine and is implemented across the country.
FRQ058	Dynamic information on Cold Chin Points	M	The System must provide dynamic information on Cold Chain Points at various national and regional levels.
FRQ059	API for receiving data from temperature monitoring devices	M	The System solution will provide a dedicated API for receiving all necessary data from Temperature Monitoring devices that may be installed in warehouses, fridges, freezers, walk-in cold rooms or vehicles. The specification of the Temperature Monitoring devices will be provided at a later stage – during the Analysis and Design Phase of the System Project.
FRQ060	Inventory of equipment	M	The System must provide dynamic information on inventory of Cold Chain equipment, spare parts and toolkits
FRQ061	Performance indicators	M	The System must provide dynamic information on various "Performance Indicators" for Cold Chain Points.
FRQ062	Supportive Supervision	D	Resource site for Supportive Supervision of Cold Chain and Medicines Management at Cold Chain Points.
FRQ063	Alerting	M	The System must provide alerting functionalities via SMS and e-mail messages in case of temperature deviation detection. Also the alerting information must be highlighted on the dashboard of the responsible user from the warehouse.

FRQ064	Configuration of alert messages	M	The System Administrator must be able to set up which users receives the notification/alerts, what the notification message is, and what is required in order to fix the emergency occurred.
FRQ065	Managing the Logs of emergency situations	M	The System solution will store into the database all history on emergency events, such as temperature deviation or equipment breakdown. In other words, the System will manage a dedicated logs on emergency situations. The aforementioned Logs will keep at least the following data: - Data and time of the occurred emergency situation; - Type of emergency; - Equipment/Device; - Measures taken; - Responsible persons; - Medicines affected; - Date and Time when the situation was fixed.
FRQ066	Linkage between monitoring devices and equipment	M	The System must keep in its database the information about each temperature monitoring device, namely in which fridge/room or vehicle the device is installed.
FRQ067	Linkage between medicines and storing equipment	M	The System must be capable to show information on what medicines in which fridge/room are stored. The information must be kept at the level of lot/series, quantities details.
FRQ068	Information in case of equipment breakdown	M	In case of an equipment breakdown, the System must allow the user to know what medicines (type, quantity, lot, series, etc) was affected by this situation.
FRQ069	GIS mapping	D	System must provide GIS mapping data of the cold chain points
FRQ070	Information on equipment	M	System must register information related to break down, repair of any equipment, change in Staff
FRQ071	Dashboards	M	System must provide dashboard on (national/regional/district) status of Cold Chain points, including installed Cold Chain Equipment.
FRQ072	Real-time Temperature monitoring	M	System must provide functionalities for Real-time Temperature monitoring

FRQ073	Presentation of the monitored data	M	System must provide tools for easy availability of analyzed data or performance indicators including graphs and charts
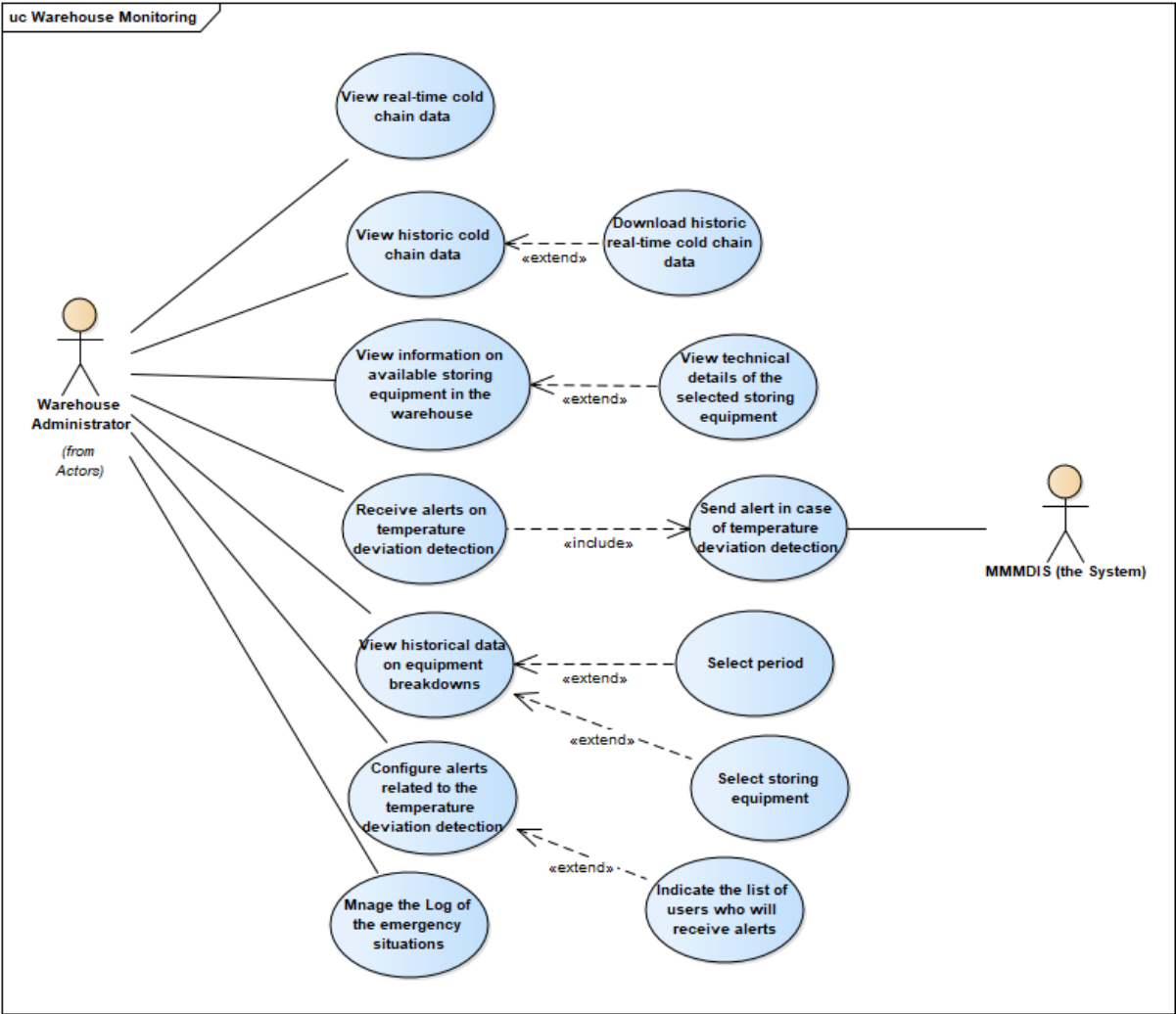
Figure 5. Use Cases related to Warehouse Monitoring

1.2.7   Functional Requirements for the Administrative Module

The detailed description of the process, functional requirements, the list of required documents and their structure are provided in Annex 1. Extended functional requirements for the "Management of Medicines and Medical Products" IS, Module no.1 "Administration".

Identifier	Name	Type	Description
FRQ074	Manage alerts/internal notifications	M	According to the internal processes, different users may need to be informed of various tasks awaiting

			their action in the *System* e.g. received medical products in a warehouse that are awaiting confirmation from the side of Operator. For this purpose the *System* will allow the administrator to manage the configuration of alerts using the administrative/management console.
FRQ075	Manage organizations (entities) and units	M	The *System* shall enable managing information about relevant organizations and organizational units. For instance, the relevant authorities shall have their own profiles that they use to log into the *System* and update only their own information (Email Contact, Telephone Contact, Website Contact, Physical Location, Organizational Units, Branches).
FRQ076	Manage users and authorizations	M	The management of user's roles and permissions in terms of accessing the functionalities and data saved in the *System* – manage user rights through the roles/groups, will be available using the administrative/management console.
FRQ077	Logs Monitoring	M	The Administrator will be able to monitor all actions that occur in the *System,* including those with the most important events with the legal impact. For this purpose, the System will have its own logging mechanism.
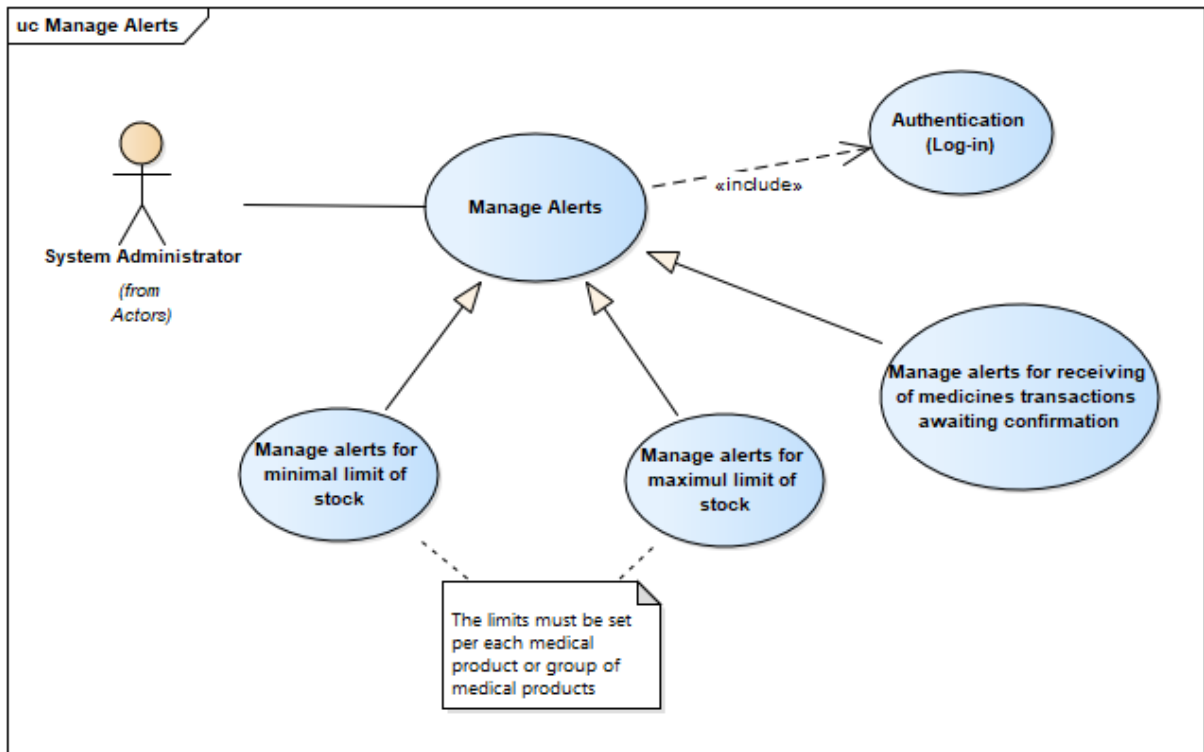
Figure 6. Use Case Diagram related to the Management of alerts

Referring to the above use case diagram (Figure 6), IT administrator must have possibility to manage different types of alerts in the *System*. For example, the administrator shall be able to manage alerts that are related to the change of status of a document or the fact of receiving medical products in the warehouse – an operation that is awaiting confirmation.
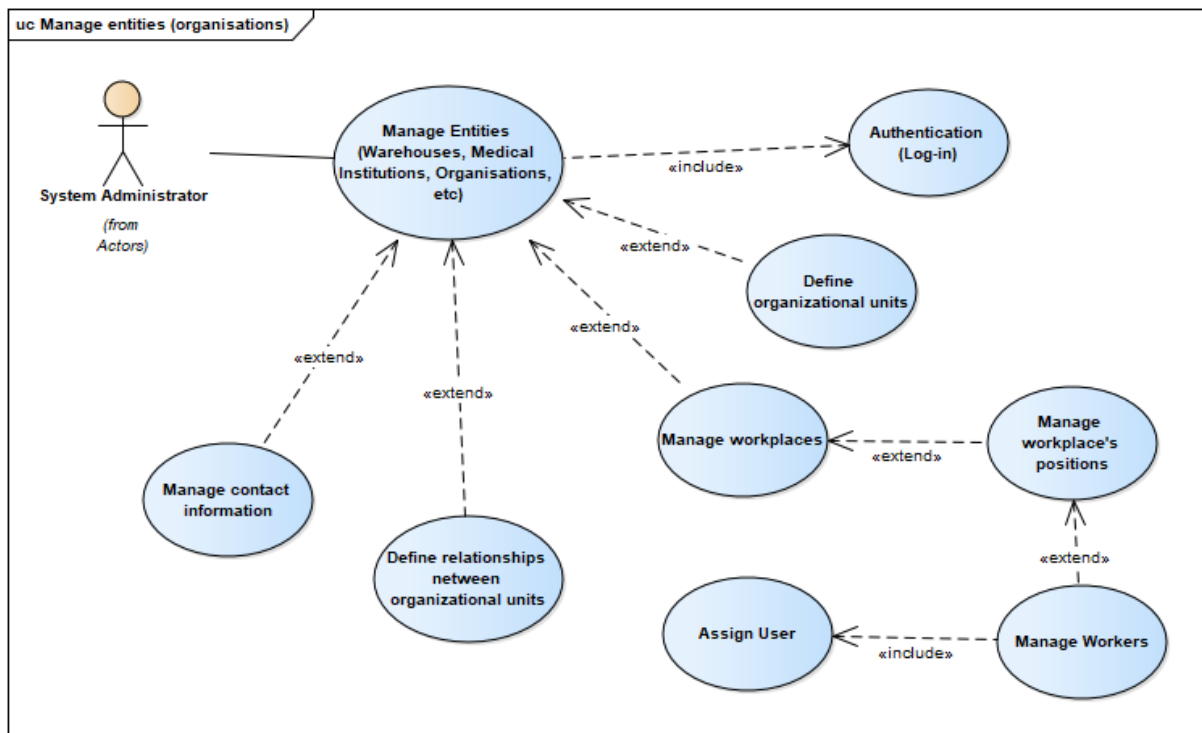
Figure 7. Use Case Diagram "Manage Entities (Organizations/Units)"
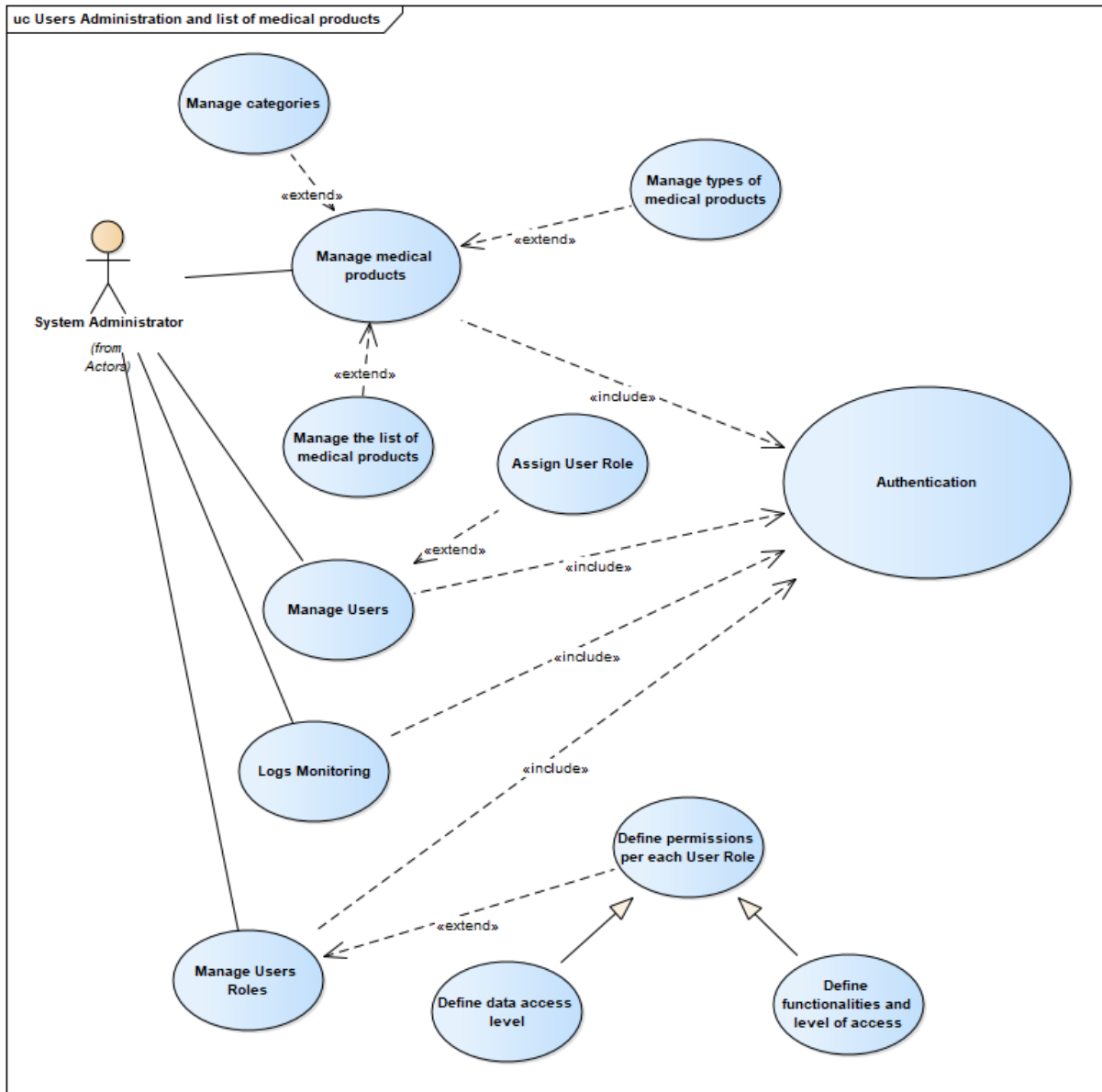
Figure 8. Use Case Diagram "Manage users and list of medical products"

Users will be managed in a centralized manner. The *System* must offer a possibility for managing user accounts, user roles (e.g. to create, update, change status and delete) and security policy, by means of defining the permissions for user roles and users to access the functionalities and data saved in the *System*. The users shall be able to authenticate by using digital signature.

1.2.8   Functional Requirements for the Reporting Module

The detailed description of the process, functional requirements, the list of required documents and their structure are provided in Annex 1. Extended functional requirements for the "Management of Medicines and Medical Products" IS, Module no.7 "Formation of Regulated and Operative Reporting".

Identifier	Name	Type	Description
FRQ078	Common report functionalities	M	The *System* will allow defining parameters for generating reports, for instance supplies per medical product type, time period, public authority, classifier, etc. The System will enable printing reports and exporting reports using CSV, XML, PDF, MS Excel, MS Word. Also, the *System* will provide support for subscribing to the reports, by means of receiving generated reports by email in regular intervals, prepared based on defined criteria in the subscription.
FRQ079	Analytical reports	M	The System must be capable of producing reports desegregated by type of source of supply. A report per each warehouse that groups the quantity of medicines received from different sources (procured, transferred in from other facilities, received from the central warehouse, etc.) should be produced.
FRQ080	List reports	M	The *System* will allow generating list reports (e.g. List of transactions, List of delivered medical products, List of cancelled transactions, etc.). The Contractor will provide up to 10 reports to list information from the System.
FRQ081	Statistical reports	M	The Contractor will implement up to 15 different statistical reports (standard and advanced) that will be defined as part of the detailed design process.
FRQ082	Time series reports	M	The System will enable generating reports with time series of key performance indicators and graphic representations. The Contractor will develop up to 7 time-series reports.
FRQ083	Administrative reports	M	The System will enable generating administrative reports on completed workflow statuses by users, based on user activity, completed transactions by users and other standard administrative reports.

The use-case diagrams related to the reporting module that are included below provide some examples of the reports that are expected to be provided by the Contractor. The intention is that Contractor understands the complexity level to be able to estimate efforts for the requested number of reports. The final list and design of the reports will be determined during the detailed design of the *System*.
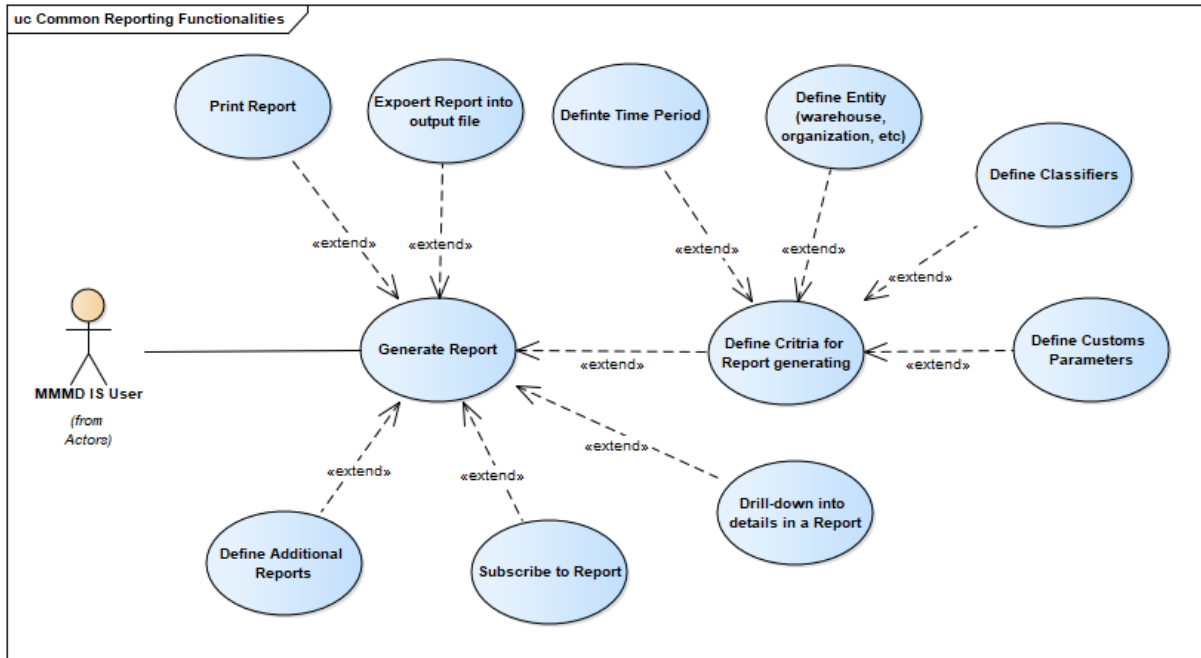
Figure 9. Use Case Diagram related to the Common Reporting Functionalities

The *System* will support drill-down option in the report, from some general level to the detailed representation level. For example, to prepare a report on level of business activity group and see the number of transactions related to the delivery of medical products in certain time period, and then to drill down over categories to the medical products type.

The *System* will enable searching generated reports and will implement web-based reporting interface. The report templates will be managed by the administrator and the *System* must include a tool (web user interface) for designing reports.

The System software solution will support normal or cross-tab reports. User must have possibility to reduce processing impact during core business hours by scheduling large reports to generate during off-peak hours.
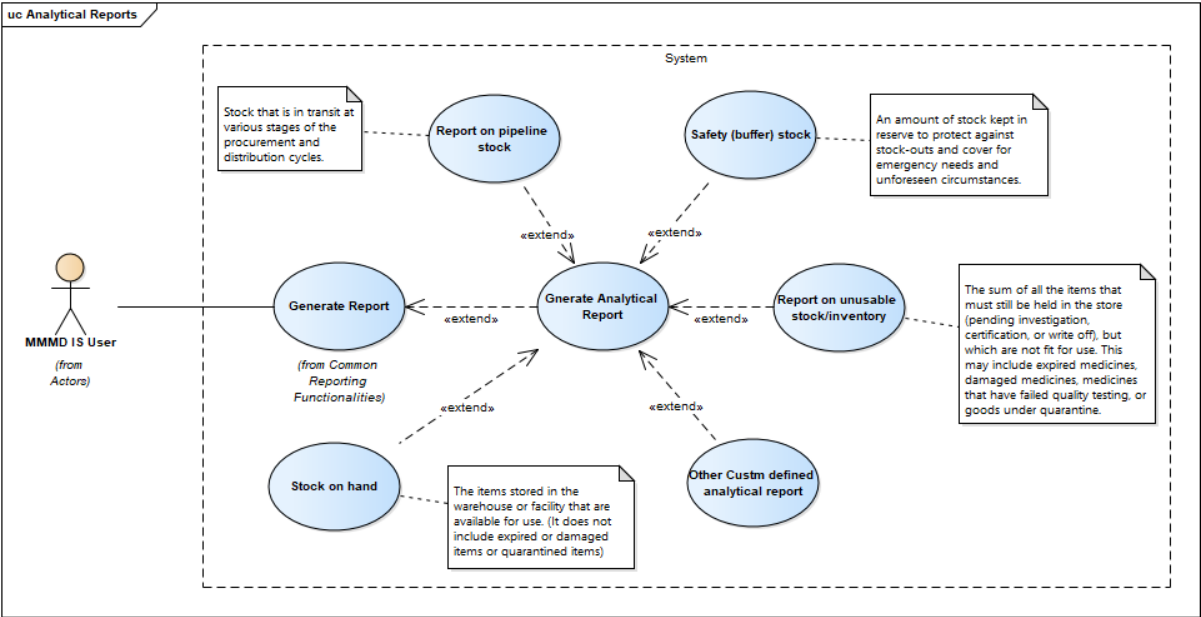
Figure 10. Use Case Diagram related to Analytical Reports
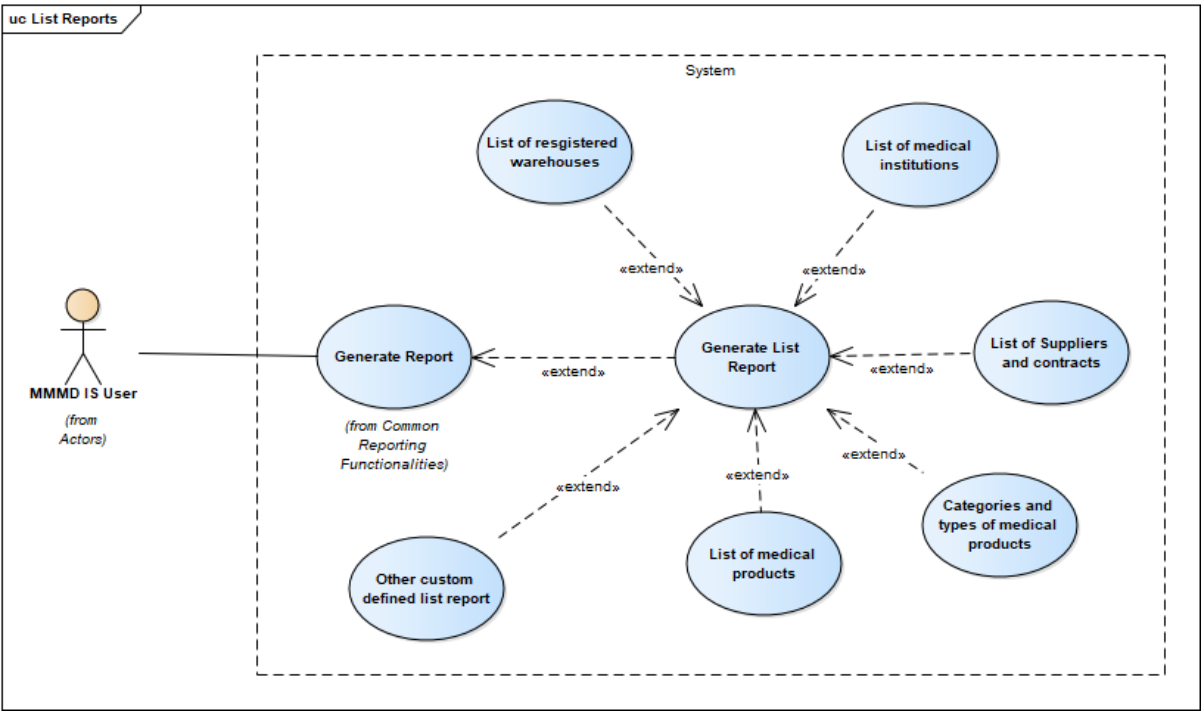
Figure 11. Use Case Diagram related to List Reports
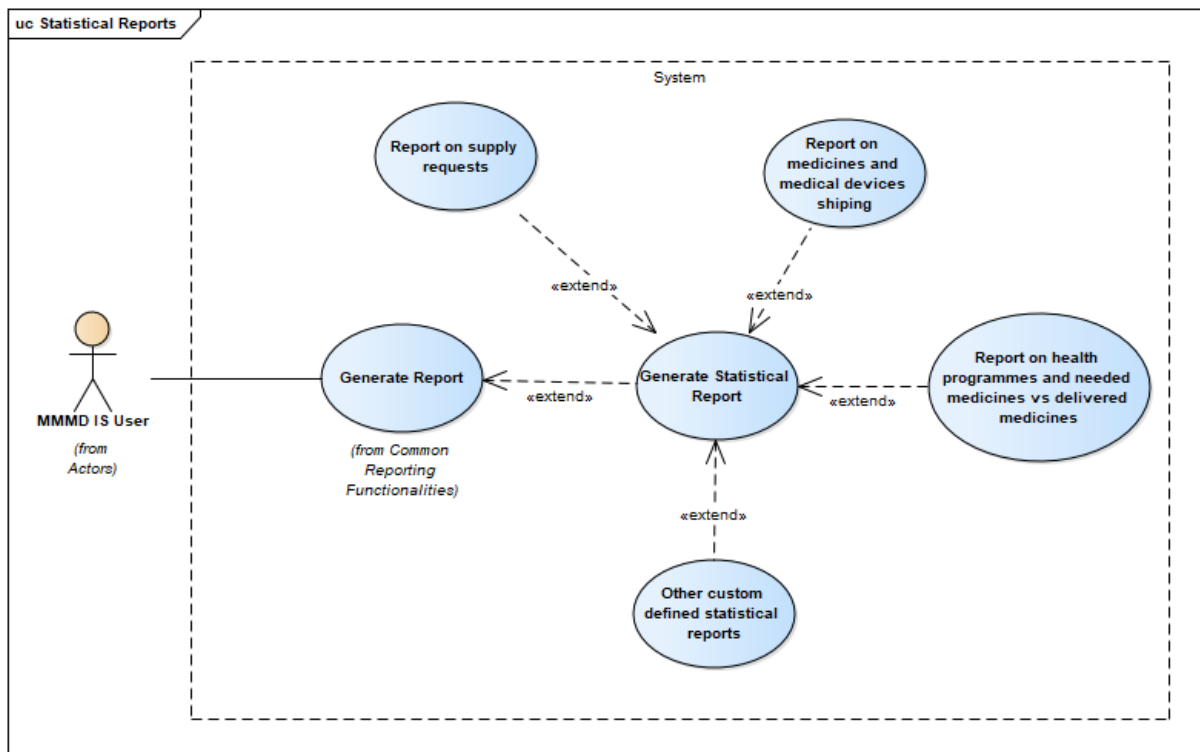
Figure 12. *Use Case Diagram related to the Statistical Reports*
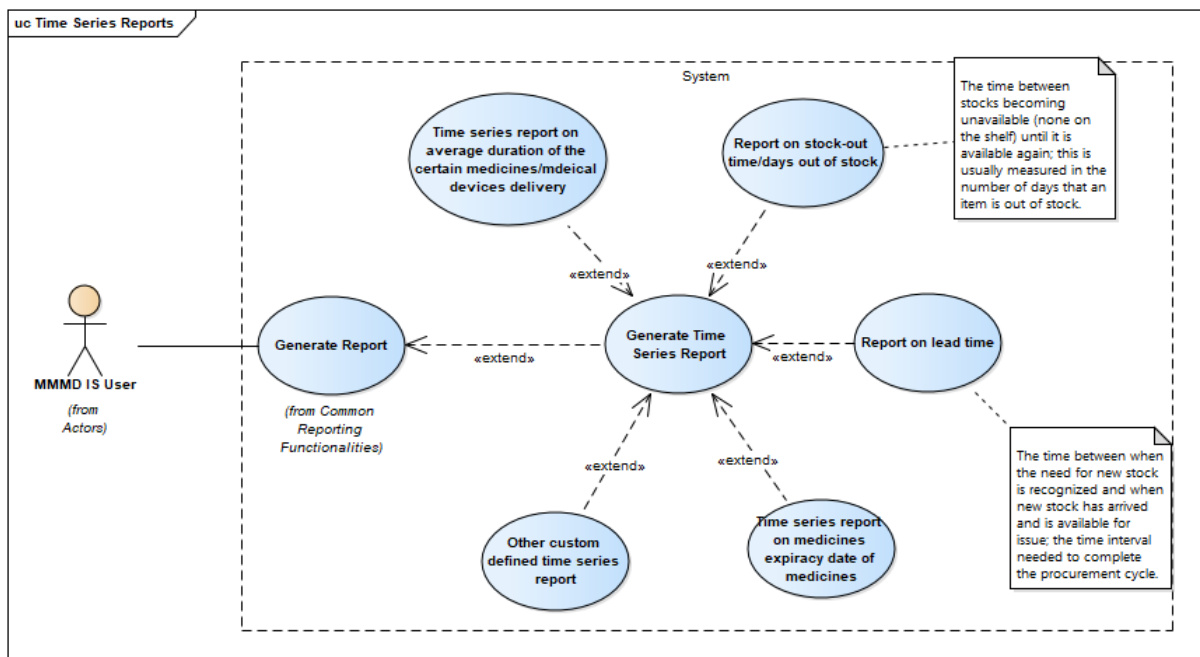
Figure 13. Use Case Diagram related to the Time Series Reports
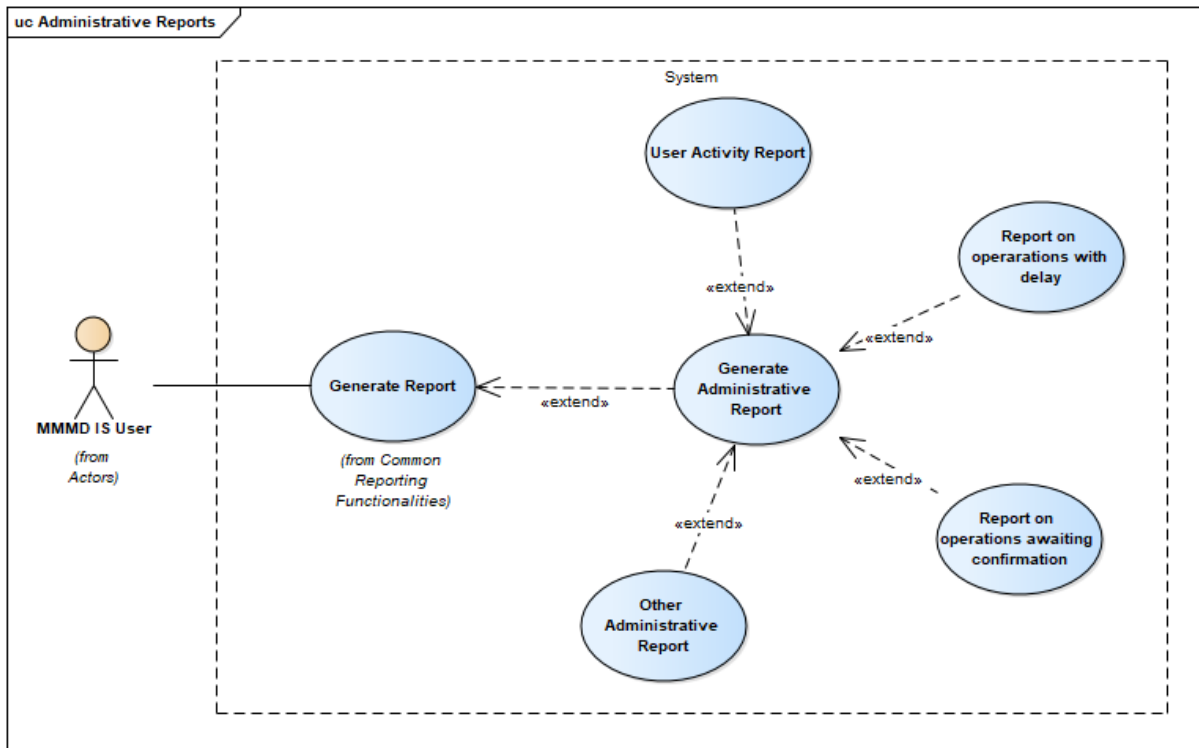
Figure 14. Use Case Diagram related to the Administrative Reports

Specific Technical Requirements regarding the Reporting Module

Identifier	Name	Type	Description
FRQ084	Cubes of pre-processed data	M	The proposed software solution must make available to users capacities of managerial analysis supported by cubes of pre-processed data.
FRQ085	Customization of views of analysis	M	The proposed solution must contain cubes of specialized data by each area with the possibility of customization of views of analysis (table or graphic).
FRQ086	Filtering and sorting	M	The proposed solution must allow users to establish filtering and sorting criteria at the moment of running reports. Also, the System must offer a reporting tool that will allow users do design customized reports and to save templates. Also there must be possible to generate ad-hoc reports.

FRQ087	Synthetic reports with aggregated data from various modules	M	The proposed solution must allow the extraction of synthetic reports with aggregated data from various user use cases and modules.
FRQ088	Schemes of fast definition of requirements	M	The System must allow the use of schemes of fast definition of requirements of activity of each specific field (field covered by the system).
FRQ089	Real-time reports	M	The System must allow the extraction of reports in real time by activities designed for the operative management of the company.
FRQ090	Adding new types of reports	M	The proposed solution must assure the possibility of adding new types of reports in a simple and intuitive manner.
FRQ091	Extraction of reports depending on requirements	M	The proposed solution must allow the extraction of any types of reports depending on requirements.
FRQ092	Export in other formats and automated delivery mechanisms	M	The reports must be exportable in PDF, MS Excel, and automated delivery mechanisms (e.g. e-mail).
FRQ093	Identification symbols of MoH and Ukraine	M	The solution must allow definition of templates containing, at least, a header and footer, where the emblem of the MoH of Ukraine and other general information, common for all reports, will be integrated.
FRQ094	Creation, change or deleting of generated reports	M	The solution shall allow creation, change or deleting of generated reports, also allowing: saving settings for further use.
FRQ095	Virtually unlimited number of reports	M	The provided solution will have to support the development of a virtually unlimited number of reports. It shall allow delivery of reports addressing the scopes of processes within the MoH users.
FRQ096	Filters by data fields	M	The reports shall be provided with filter by fields function (ex. Period, Organizational hierarchy, location).
FRQ097	Saving settings for report templates	M	The solution shall allow creation, change or deleting of generated reports, also allowing: saving settings for further use.

FRQ098	Applying functions and operators	M	Groups in the report - based on a list of fields from the database (relational or multidimensional)
FRQ099		M	Columns / information displayed - based on a list of fields from the database (relational or multidimensional), with the possibility to specify their type and size (especially for export). It shall also be possible to apply the list or the possible operators by selected fields. - Totals / subtotals - based on a list of fields from the database (relational or multidimensional) and a list of possible functions or operators. - Possible filters - based on a list of fields from the database (relational or multidimensional) - Default filters/conditions - the field and the value to be specialized - Ordering - based on a list of fields from the database (relational or multidimensional)
FRQ100	Report headers	M	The reports will have official header, emblem, signature, default texts
FRQ101	Normal or cross-tab reports	M	Report Type: normal or cross-tab (where you can choose the fields to be grouped in rows or columns, and displayed information/values)
FRQ102	Pre-defined names of reports	M	The report will contain pre-defined name for export
FRQ103	Reporting through web-browser	M	The reporting will be conducted through a browser without having to install other software.

1.2.9 General Functional Requirements to the System

Identifier	Name	Type	Description
FRQ104	Custom oriented software solution	M	All the modules must reflect the method of organization of the medicines management chain in Ukraine (e.g. MoH, Regional Healthcare Departments, central/regional warehouses, medical institutions, etc).
FRQ105	Fully integrated modular solutions	M	The proposed software solution must be fully integrated so that at the validation of a transaction

			the data is updated and validated in all related modules.
FRQ106	Upgradeability	M	The structure of the System's components must be designed so that the legislative or organizational changes which may intervene afterwards can be operable with minimal efforts by the MoH;
FRQ107	Users definition	M	The System must contain a configuration feature which allows a shared access of users to the system resources, by definition of user roles at the level of module, function and operation.
FRQ108	delimitation of responsibilities of each User Role	M	The proposed software solution must allow the delimitation of responsibilities of each user role up to level of function/operation (configuration of roles at level of menu, module, function, operation, action).
FRQ109	Simultaneous access of users	M	The proposed System must assure simultaneous access of users to data.
FRQ110	Interconnected environment	M	The System must offer the possibility that the applications can be exploited in distributed way in an interconnected environment to local network and at a distance (LAN and WAN);
FRQ111	Flexibility	M	The System must be flexible, using a wide range of parameters which are established depending on specific requirements;
FRQ112	Data validation from other external systems	M	The new IT solution must check / validate the structure of data coming from the systems with which it interfaces by files type text, buffer database, web services, depending on needs;
FRQ113	Protection against deliberate or accidental attempts of unauthorized access	M	For the protection against deliberate or accidental attempts of unauthorized access to the data it stores, the proposed solution must assure: • Security of data via system limitations of access based on rights and passwords, broken into several levels; • For a user or group of users, the configuration of rights of access must be possible from the interface of the application;

			The logging of daily operations individually for each user with right of access to the change of entries, with marking of the time when each operation was executed and the identity of the user who initiated it;
FRQ114	Security	M	The security shall be assured at level of module and operation in the module of definition of the rights and roles for users and groups of users;
FRQ115	Management systems of relational databases	M	The proposed system shall assure the work capacity in an open structure, on several levels, using management systems of relational databases.
FRQ116	Processing transactions	M	In order to assure the coherent data, the proposed solution shall use the principle of processing transactions so that in case of an accidental breakdown of the system all the completed transactions shall be permanent and those uncompleted shall be cancelled;
FRQ117	Configuring organization chart of the involved entities in the Medicines Cold Chain	M	The proposed System must offer the possibility of creating the organization chart of the involved organizations such as MoH of Ukraine, involved warehouses, etc.
FRQ118	Integrity of data by checking the inconsistent data	M	The proposed system must assure the integrity of data by checking the inconsistent data (checking and validation), missing data (validation) or deteriorated data (checking of inconsistency and validation of business rules functionally implemented in the system).
FRQ119	Logging of users transactions	M	The proposed solution must allow the configuration of logging of transactions of users, at application level.
FRQ120	Validation of use of this data based on business rules	M	The proposed solution must not allow erasing of data from the system if it is used in various transactions other than the current one, validation of use of this data based on business rules.
FRQ121	Unique database	M	The proposed solution must be able to work in client-server condition application, must be centralized, with unique database.

1.3 Non-functional Requirements

Each numbered requirement is labelled as NFFRQ and could have the following marks:

(**M**) = Mandatory = "The System **must** ..."

(**HD**) = Highly Desirable = "The System **should** ..."

(**D**) = Desirable = "The System **may** ..."

MUST – means that the numbered requirement as defined is an absolute requirement.

MUST NOT – means that the numbered requirement as defined is an absolute prohibition.

SHOULD – means that there may exist valid reasons in particular circumstances to ignore a particular item, but the full implications must be understood and carefully weighed before choosing a different course. An implementation which does not include such an item MUST be prepared to interoperate with another implementation which does include the item, though perhaps with reduced functionality. An implementation which does include a particular item MUST be prepared to interoperate with another implementation which does not include the item (except of course for the feature which the item provides).

1.3.1   Requirements regarding system architecture
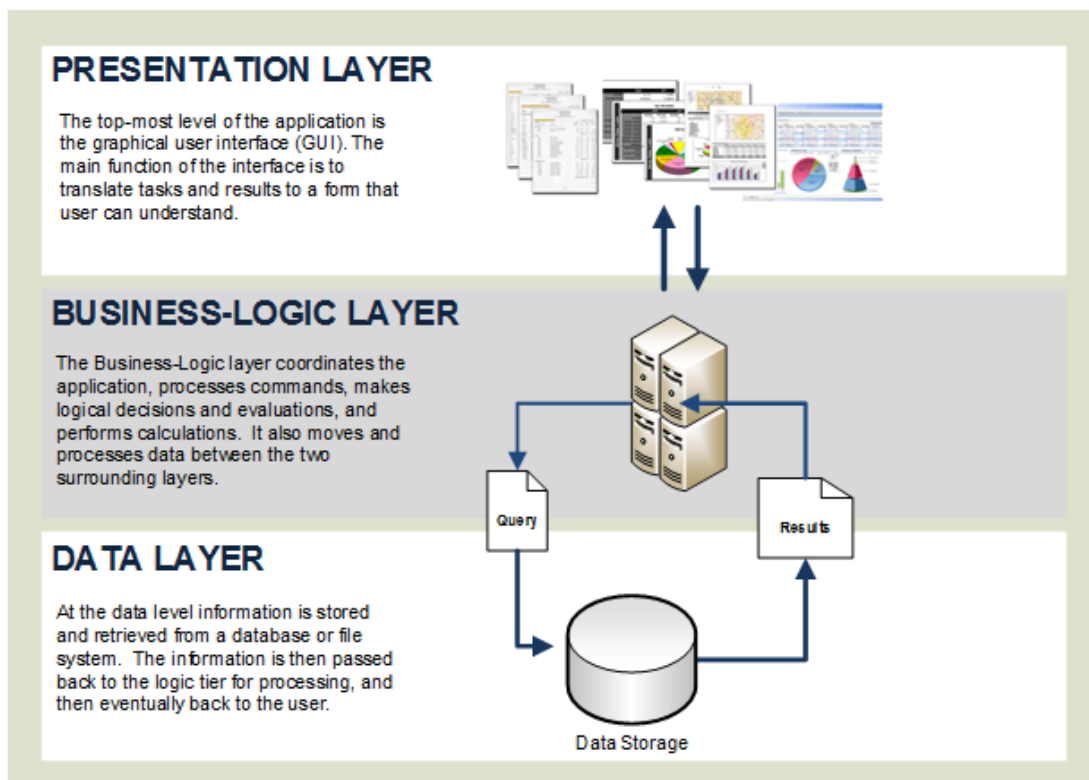
Figure 15. *3-Tier Architecture*

Table 1.9 General requirements for the System Architecture

Identifier	Type	Description
NFRQ001	M	The *System* architecture must be open, modular and based on integrated components. These principles must be visible at all levels of the architecture.
NFRQ002	M	The architecture of the *System* will be services-oriented (SOA).
NFRQ003	M	The *System* will be created based on a minimum 3-levels/layers architecture (Presentation Layer, Business-logic layer, Data layer), in a way that higher layer interacts only with preceding lower layer (Figure 15)
NFRQ004	M	The *System* will optimize processing of queries (i.e. caching of queries).
NFRQ005	M	The *System* uptime shall be at least 99.9%, with 8 hours RTO and zero data loss RPO.
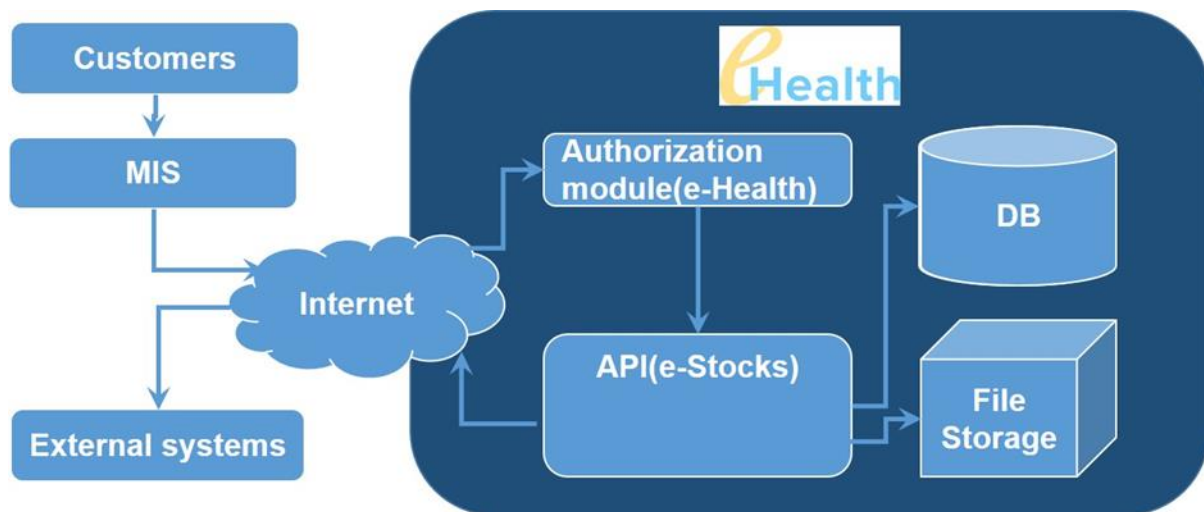
Figure 16. System's major components[1]

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[1] Please note that this diagram includes only basic components of "Management of Medicines and Medical Products" software solution and that it does not show all the modules/components and the complete context of the *System.*

The Presentation Layer enables user interaction with the business functions of the *System*. The requirements for the presentation layer are shown in the following table.

Table 1.10 Requirements for the Presentation Layer

Identifier	Type	Description
NFRQ006	M	The user will use web browser to access all the functionalities and data in the *System* for which he/she is authorized. The *System* will be compatible with at least 2 most recent versions of the following Web browsers: Microsoft Internet Explorer, Microsoft Edge, Mozilla Firefox, Google Chrome and Safari.
NFRQ007	M	The System will implement HTML 5 web interface and should use only web browser. In case of certain specific functionality (e.g. document scanning) the *System* may use certain minimum supplementary installations (e.g. web browser add-ons) if needed.
NFRQ008	M	The presentation layer won't implement any business rules, except of the validation of data entries.

The Business Logic Layer implements the functionalities of the *System.* This layer is responsible for accessing, processing and transformation of data, manages the business rules and assures the data consistency and accuracy. The business logic layer is accessed from the presentation layer to make the functionalities available to the users and it can also offer the functionalities to external information systems through the data exchange interfaces.

The requirements for the business logic layer are defined in the following table.

Table 1.11 Requirements for the Business Logic Layer

Identifier	Type	Description
NFRQ009	M	The Business Logic Layer must be completely independent from the Presentation Layer and from external applications that use the data exchange interfaces.
NFRQ010	M	The Business Logic Layer must have a completely modular architecture based on reusable components and abstract interfaces. There must be no identical functions made by different components (e.g. data access).
NFRQ011	M	The Business Logic Layer must contain and delimit the "business workflow" and "business entity" components.
NFRQ012	M	Access to business entity components will be done through business workflow components.

Identifier	Type	Description
NFRQ013	M	The business entities must be clearly defined at the Business Logic Layer.
NFRQ014	M	Business entity components must contain all data and business logic related to the business entity, for undertaking the business operations, implementation of relevant business rules and for the maintenance of the integrity and accuracy of contained data.
NFRQ015	M	The components related to Business Logic Layer must communicate through dedicated interfaces/ internal functions (tight coupling).
NFRQ016	M	The components of the Business Logic Layer must be accessible for external applications only through the data exchange interfaces.
NFRQ017	M	The architecture of the Business Logic Layer will allow simultaneous access to the functionalities of the *System*.

The database and data will be implemented using the relational database management system (DBMS). The requirements for the Data Layer are defined in the following table.

Table 1.12 Requirements for the Data Layer

Identifier	Type	Description
NFRQ018	M	The data model implemented at the Data Layer of the *System* must follow at least the third-normal form for the database design, to reduce the duplication of data and ensure referential integrity.
NFRQ019	M	The *System* data model must follow the Common Data Modeling with a generic Data Model which consists of generic types of entity like class, relationships, and others.
NFRQ020	M	The data at the Data Layer must be accessed only through the Business Logic Layer and independent from the Business Logic Layer.
NFRQ021	M	The data model implemented at Data layer must be properly documented. The documentation must contain both the technical description of the data (e.g. entity-relationship diagrams, structures of databases, objects in databases, etc.), and the semantic description (association of data structures with business entities and their properties). The semantic description has to be available for users, where applicable (e.g. customization of reports).
NFRQ022	M	The Data Layer must assure the integrity and accuracy of data (transaction integrity).

1.3.2 Requirements regarding technology

At this level there are the software and hardware components needed for the running of the *System* (Presentation Layer, Business Logic Layer, Data Layer). The *Contractor* is responsible to include in its offer all needed software at this level for functioning of the offered solution for the *System* and to define the deployment model of the System on Beneficiary's infrastructure.

The requirements regarding architecture for the technological level are presented in the following table.

Table 1.13 Requirements for the technology architecture

Identifier	Type	Description
NFRQ023	M	The technology architecture must have a high level of resistance to failure and must not contain single points of failure (SPOF).
NFRQ024	M	The technology architecture must assure rational and balanced use of processing resources.

The technological platform shall be made up of the totality of software and hardware components needed to assure the operating environment for the *System*. Regarding hardware, the Contractor must provide the requirements for Servers, Storages, virtual machines and other related hardware. The technological platform for software includes: software development platforms, database management system, operating systems, and any other software including third-party software needed for the *System* to operate. The Contractor must provide all software for the offered software solution to operate. Also, the Contractor is responsible for implementation and configuration of the software to the designed hosting environment.

The requirements for the technological platform are shown in the following table.

Table 1.14 General requirements for the technological platform

Identifier	Type	Description
NFRQ025	M	The technological platform for software must be widely used in several countries and must be locally supported in Ukraine by partner who is authorized by the manufacturer.
NFRQ026	M	The technological platform for software must be independent from the hardware technological platform (i.e. shall run on at least two types of processors from different manufacturers).

Identifier	Type	Description
NFRQ027	M	The technological platform for software must be homogeneous (i.e. must consists of minimal number of different technologies, e.g. same operating systems for middleware and database).
NFRQ028	M	The technological platform for software must support the creation, modification, processing, storage and accessing of textual data in Unicode format.
NFRQ029	M	All components of the *System* (e.g. middleware, databases) shall run on platform with operating systems from the Windows Server, UNIX or Linux. The supported versions of the operating systems must be maintained by producers and shall belong to the latest 2 major versions.
NFRQ030	M	For running of the *System* at the Beneficiary side, the Contractor shall specify equipment which can be purchased from the local market in Ukraine.

The requirements for the technologies for the Presentation Layer are shown in the following table.

Table 1.15 Requirements for the technology platform for the Presentation Layer

Identifier	Type	Description
NFRQ031	M	The *System* must be accessible by any user connected to the Internet using standard devices (desktop stations, portable computers and other mobile devices). The user GUI must have a responsive design.
NFRQ032	M	The *System* shall support cross-browser compatibility, by means that users shall be able to access the *System* using standard web browsers, such as Internet Explorer, Mozilla Firefox, Google Chrome, and Safari, using either desktop or mobile devices.

The requirements for the technologies for the Business Logic Layer are shown in the following table.

Table 1.16 Requirements for the technology platform for the Business Logic Layer

Identifier	Type	Description
NFRQ033	M	The components which form the Business Logic Level must be developed in modern and widely used programming language (e.g. C#, Java).

75

Identifier	Type	Description
NFRQ034	M	The technology at this layer must allow seamless integration of the functional modules of the *System*.

The requirements for the technologies for the Data Layer are shown in the following table.

Table 1.17 Requirements for the technology platform for the Data Layer

Identifier	Type	Description
NFRQ035	M	The System shall support relational database management systems that have the following modern capabilities: - effective utilization of RAN and SIMD instructions - Columnar format for tables (including compressions) - Partitioning - Virtualization, Cloud deployment The System should be able to use these opportunities.
NFRQ036	M	The System will be implemented using a single database management platform implemented in high-availability (e.g. failover cluster, mirroring).

1.3.3 Requirements regarding interoperability

Table 1.18 Non-functional requirements for the interoperability

Identifier	Type	Description
NFRQ037	M	The electronic data exchange between the *System* and external information resources will be performed through secured web services.
NFRQ038	M	The proposed *System* must be integrated with the other IT resources/systems. Detailed description of the integration requirements is given in Annex 1. Extended functional requirements for the "Management of Medicines and Medical Products" IS, Module no.8 "Requirements regarding Integration with other Information Systems".

Identifier	Type	Description
NFRQ039	M	Application interfaces must be based on open standards (REST HTML, SOAP).
NFRQ040	M	Application interfaces shall allow data exchange with external information systems in online and offline mode.
NFRQ041	M	Application interfaces will allow weak coupling with external information systems (e.g. communication based on messages).
NFRQ042	M	All implemented application interfaces in the *System* must be properly documented (e.g. using Web Services Description Language – WSDL).
NFRQ043	M	The *System* shall support the internal notifications and alerts by sending email messages using predefined templates to the indicated recipients.

1.3.4 Requirements regarding informational security

Table 1.19 Requirements for the information security

Identifier	Type	Description
NFRQ044	M	The *System* has to support the following informational security requirements according to the Information Security Standard: – Information integrity – maintaining and assuring the accuracy and completeness of data over its entire life-cycle; – Confidentiality – protection from unauthorized access to data; and – Availability – to ensure the availability of the information when needed.
NFRQ045	M	The *System* has to support the following main mechanisms for ensuring the informational security: – Authentication (by using digital signature) and authorization; – managing access to information; – recording actions of users in the System and transactional logs; – encryption of information; – IT audit; and – business continuity and disaster recovery.

A very important aspect is the mechanism for controlling user actions in the System – to detect at an early stage attempts to access confidential data or to make intentional or accidental injury to the information integrity.

1.3.5 Performance requirements

Table 1.20 Performance requirements

Identifier	Type	Description
NFRQ046	M	The average server reply time shall not exceed 3 seconds at nominal system load.
NFRQ047	M	The System must be capable to allow activity of at least 10,000 internal users with estimated 5,000 concurrent users. This estimation does not take into account public internet users of the public web portal component, which must be implemented as a separate component and must allow access to citizens, NGOs, etc.
NFRQ048	M	Performance testing will include minimum two components: system load testing and system stress testing.

1.4 Related Information Technology Issues and Initiatives

The *System* will be hosted in the data center(s) of the Beneficiary. The *System* shall be installed in a fully virtualized environment.

C. Technical Specifications

2.1 General Technical Requirements

2.1.1   *As the System is planned to be hosted in the data center indicated by the Beneficiary – MoH and the proposed solution must be cloud-ready.*

2.1.2   The proposed software solution and any other proposed software must be covered with licenses according to the manufacturer licensing policy which will be granted to the supplier of the System.

2.1.3   The licenses for Microsoft Windows Server operating systems, if needed, shall be provided by the Contractor. In case free Operating System is proposed, a commercial subscription that includes patches, fixes and configuration for at least 3 years must be included in the offer.

2.1.4   The Contractor must deliver a "turnkey" solution, including project management, preparation and coordination of the proposed appliance architecture and software installation, acceptance tests and professional assistance during the production startup. The offer must include detailed description of the proposed services.

2.1.5   The Contractor must obtain all necessary copyright and other Intellectual Property Right permissions before making any Third Party Material available as Auxiliary Material for the purpose of the implementation of the System.

2.1.6   All Intellectual Property Rights in the Contract Material vests in the Beneficiary.

2.1.7   The Contractor retains all Intellectual Property Rights in: (i) any COTS Software and derivatives thereof and (ii) any other of Contractor's Pre-existing Intellectual Property which Contractor may furnish during the course of the System implementation through a License.

2.1.8   If the Beneficiary needs to use any of the Auxiliary Material owned by the Contractor or any other of Contractor's Pre-existing Intellectual Property to receive the full benefit of the Services, the Contractor shall grant a license to the Beneficiary. The Contractor shall provide perpetual and unlimited user licenses to the Beneficiary.

2.1.9   If the Contractor needs to use any Material owned by the Beneficiary or any Contract Material as defined for the purpose of performing its obligations to implement the System, the Beneficiary will grant to the Contractor, royalty-free, non-exclusive, non-transferable license to use, reproduce, adapt, modify and communicate such Material solely for the purpose of providing the Services and Deliverables.

2.2 Hardware Specifications

2.2.1   The "Management of Medicines and Medical Products implementation" IS project does not include the procurement of any hardware for hosting the System.

2.2.2   The Contractor will have to specify in his technical proposal the detailed specification of the hardware resources needed for the functioning of the proposed IT solution for management of medicines and medical products. Also, the Contractor shall provide detailed specification of needed client hardware (e.g. PCs, bar-code scanners, etc).

2.3 Software Specifications

2.3.1   As the proposed IT System will be hosted in the data center indicated by the MoH of Ukraine, the Contractor shall include the costs for OS licenses:

- o   OS: Microsoft Windows Server; and
- o   Linux-based OS.

2.3.2   All software products used for System must be covered with customer support, with SLA 8x5 for at least first 12 months, starting from the date of acceptance of the *System*.

2.3.3   The Tenderer must provide official authorization letter from the manufacturer for reselling the license.

2.4 System Management, Administration, and Security Specifications

2.4.1   In addition to the management, administration, and security requirements specified in the previous, the *System* must also provide the management, administration, and security features according to the specified the non-functional requirements.

2.5 Service Specifications

2.5.1　The warranty services during Defects Liability Periodshall be provided by the Contractor and shall assure the removal of incidents and problems which occurred in the use of the *System*, which will be addressed and solved in due course, with minimum impact on the activity of the users.

2.5.2　The Tenderer has to describe in the technical proposal the activities which will be carried out by him in order to meet these requirements. The Tenderer has to present the way in which he intends to provide the services required at the required level and his technical, organizational capacities and competences which confirm his capacity to provide services at the required level.

2.5.3　As part of the initial agreement for the delivery and implementation of applications, the Supplier will provide a warranty services for the applications provided, for a period of 12 months from the date of final acceptance of the *System*.

2.5.3　The price for the warranty services included in the initial agreement shall include all the support and post-implementation maintenance services.

2.6 Training of users

Table 2.3 Requirements regarding Trainings

Identifier	Type	Description
TRN001	M	The Contractor will prepare the detailed training program, including the training materials for training of the target groups. The program and training materials shall be approved by the Beneficiary before commencement of the training. Training materials used during training sessions shall be prepared in English and Ukrainian languages.. In addition, one set of the documents should be presented on CD.
TRN002	M	The Contractor shall prepare and deliver training materials in form of manuals for each target group, persons attended on the training. Format and number of the copies shall be coordinated with the Benficiary. In addition, the Contractor must prepare training materials suitable for remote training of users such as webinars and video-tutorials.
TRN003	M	The curriculum for IT Technical Staff group will contain the entire set of components and controls used for the configuration of the System, containing theoretical and lab lessons. The final exam shall be conducted after the trainees will implement an individual task of configuration of the *System* to be ready for the new admission session (simple but covering main components and functions).

Identifier	Type	Description
		Examination shall be performed in presence of the Project Manager and relevant approval shall be obtained before issuance the certificates.
TRN004	M	The Contractor will conduct the training of IT Technical Staff group at least for 10 Administrators and 30 trainers designated by the Beneficiary, which will further train other users. The Contractors official certification is mandatory for those users who proved satisfactory achievement of the necessary level of the knowledge and skills. Detailed description about training methodology and provided outputs shall be provided by Proposal Contractors as part of their offers. The Beneficiary has the right to make changes in the Training Program and request repetition of the courses in case of unsatisfactory performance without any change of the Contract price.
TRN005	M	The curriculum for IT Technical Staff Group shall contain description of administration tools provided by the *System*.
TRN006	M	The Contractor will provide hands-on training to the users appointed by the Beneficiary, considered as target group, aimed to deliver skills in future maintenance of the provided solution. Along with it a curriculum for formal training will be developed, including relevant System maintenance questions, and help desk maintenance aspects.
TRN007	M	The training curriculum for the users appointed by MoH – shall contain but not limited to a detailed explanation of the use of the *System*; detailed responsibilities of each user role, system's functionalities, reporting and other appropriate information. The training will also contain a practical user guide for easier understanding of training materials.
TRN008	M	Training for all groups must be conducted in Ukrainian.
TRN009	M	Training materials shall be in Ukrainian language.
TRN010	M	The Contractor must foresee the possibility to provide remote trainings by using diverse on-line tools such as e-Learning, webinars, etc.

2.7 Tasks and Deliverables

PHASE I/MILESTONE 1: Design of the *System*

The **first phase** shall include the following tasks:

- **Task 1.1:** Hold workshops with the stakeholders (Ministry of Health, Regional Health Departments, Medical Institutions, Warehouses, etc) and prepare a detailed Software Requirements Specification (SRS).
- **Task 1.2:** Prepare and approve the detailed requirements specification for the servers and other hardware infrastructure
- **Task 1.3:** Defining data sets from other MoH IT Systems (e.g. Accounting System, etc) needed for the implementation of electronic data exchange.
- **Task 1.4:** Preparation of the detailed plan for software development and implementation of the System.
- **Task 1.5:** Preparation of the final set of priority functional requirements that will be configured for the pilot use of the System.

PHASE II/MILESTONE 2: Development of the Pilot version

- **Task 2.1:** Establishment of the configuration/development and test environments either on the MoH's or any cloud infrastructure.
- **Task 2.2:** Development/Configuration of the System's priority functionalities according to the prepared detailed requirements specification.
- **Task 2.3:** Configuring the priority functionalities and workflows in the System
- **Task 2.4:** Integration with other MoH IT Systems, according to the specification and identified data sets.
- **Task 2.5:** Integration with the official website of MoH and ensure public access to the availability of medicines in medical institutions
- **Task 2.6:** Develop curriculum and training of users that will be involved in the piloting phase.
- **Task 2.7:** Launch the system in the pilot mode.

PHASE III/MILESTONE 3: Development of the Pilot version

- **Task 3.1:** Monitoring of the piloting phase
- **Task 3.2:** Preparation and submission of the Report on pilot period

PHASE IV/MILESTONE 4: Final Development and Users' training

- **Task 4.1:** Analyze the results of the piloting period and apply corrective changes were needed.
- **Task 4.2:** Implementation of all, functionalities established during the preparation of the detailed design of the System.
- **Task 4.3:** Implementation of the reporting module agreed with the MoH of Ukraine
- **Task 4.4:** Final Training on using the System for Medicines Logistics and Warehouse Management functionalities according to the train-the-trainer approach (users of the System, including Systems Administrators and future Trainers);

PHASE V/MILESTONE 5: Quality Assurance

- **Task 5.1:** Preparation of the Test Scenarios and detailed Testing Plan
- **Task 5.2:** Performance testing (Load and Stress testing), iterative (including corrective activities)
- **Task 5.3:** Security Testing, iterative (including corrective activities)
- **Task 5.4:** Deployment and acceptance of the new System in the "production" environment of MOH or other cloud infrastructure according to the testing plan

PHASE VI/MILESTONE 6: Warranty services

- **Task 6.1:** Technical support to correct any shortcomings related to the System functionalities or the System software configuration for a period of 12 months after the acceptance of the first version (warranty period hereinafter).
- **Task 6.2:** Troubleshooting of problems related to the development/configuration of the System functionalities not identified during testing and acceptance phases in a warranty period
- **Task 6.3:** Provide any available updates and upgrades to the installed IT solution, including DBMS, other third-party software

Table 2.4 Milestones and Deliverables Inventory Table

Identifier	Description	
Milestone 1	**Design of the System**	3 months following the contract award

DRQ001	**Deliverable 1.1:** Detailed Software Requirements Specifications (SRS+SDD) of the System including the analysis documentation and requirements specification (business-process diagrams related to the management of medicines and medical devices, workflows, data flow diagrams, etc.) in a form needed either for an offered COTS configuration/upgrade or for a complete development of the System. Also the Detailed Design documents must include the following:
	
	The System Architecture describing the models in UML language to include at least the following (with sufficient level of detail):
	 o Analysis Model, including:
	  ▪ Requirements model and/or use case model;
	  ▪ Domain Model, fully specifying the entities and the relations between them;
	 o Component Model, including narrative description of all components, the links between them and integration interfaces with other systems/external components;
	 o Logical Model, including:
	 o Deployment Model, including narrative description of all nodes and the links between them. This model will also contain the precise specifications of equipment and operation environments	

Identifier	Description	
	for the operation of the System at normal parameters, as well as specifications for a minimal configuration; Dynamic Model including diagrams and narrative description of the states and transitions of the key entities;	
DRQ002	**Deliverable 1.2:** Specification of the data exchange automation interfaces (APIs).	
DRQ003	**Deliverable 1.3:** Detailed specifications of the required virtual servers and another needed infrastructure.	
DRQ004	**Deliverable 1.4:** Technical specification of the Beneficiary's hardware (PCs, barcode scanners, etc).	
DRQ005	**Deliverable 1.5:** Detailed implementation plan of the System.	
DRQ006	**Deliverable 1.6:** Project Management Monthly Status Reports.	
Milestone 2	**System development/configuration of the Pilot version**	6 months following the contract award
DRQ007	Established development and test environments on either MOH's or other cloud infrastructure.	
DRQ008	Developed and configured System's priority functionalities (Pilot version) according to the prepared detailed requirements specification.	
DRQ009	Pilot version integrated with the identified relevant external information systems according to the detailed software requirements specifications	
DRQ010	Initial versions of Training materials: Training curricula;	
DRQ011	Initial version of the User's Manuals	
Milestone 3	**Piloting phase**	
DRQ012	Report on Piloting Period, which would include discovered bugs, concerns, proposals and conclusions	
Milestone 4	**Final Development/Adjustments and Users' Training**	
DRQ013	Report on corrective changes of the software as a result of piloting	
DRQ014	Report on implemented functionalities (all functionalities according to SRS document) and compiled and documented source code.	
DRQ015	System Reporting requirements and implemented reports	

Identifier	Description	
DRQ016	Training curricula, Training presentations	
DRQ017	Final versions of User's Manual and Administrator's manual,	
Milestone 5	**Quality Assurance (Testing)**	
DRQ018	Testing scenarios	
DRQ019	Report on performed testing	
Milestone 6	**Support and Maintenance**	
DRQ020	Report on provided support and maintenance services during a period of time	

2.8 Requirements regarding Contractor's Project Team

The minimum required experience of proposed professional staff to be employed by the Contractor is at least for 2 years. Other requirements are specified in the following table.

Key Personnel

Contractor team will include 6 (six) key members: a team leader and at least 5 members of the team, based on the most appropriate formula, proper for the assignment.

The minimum qualification requirements for the key staff members are described below:

Table 2.5 Requirements regarding Contractor's Project Team

Profile	Minimum Requirements
1. Contractor's **Project Manager** (Contractor's Representative)	
Qualifications and skills	• Higher education in such fields as computer science, engineering, telecommunications or other ICT-related • In-depth knowledge of the international risk-based risk management methodology (e.g., Management of Risk Foundation, CRISC (ISACA) or equivalent) • Ability to speak, write and read Ukrainian and/or Russian • Ability to speak, write and read in English • Internationally recognized project management certification such as PMP, PRINCE2, AGILE or equivalent)

Profile	Minimum Requirements
	The Employer/Project manager may accept use of interpretation services provided by qualified companies/persons. In that case, Tender shall include CV of the proposed interpreter with conformation that his/her employment will be concluded for provision of services in full time bases.
General professional experience	• At least 5 years of overall professional experience in the IT field
Specific professional experience	• At least 2 years of experience as IT&C Project Manager using an internationally recognized methodology (such as PMI, PRINCE2, or substantial equivalent)
1. Lead Business Analyst	
Qualifications and skills	• Higher education in such fields as computer science, engineering, telecommunications or other ICT-related • Ability to speak, write and read Ukrainian and/or Russian • Ability to speak, write and read in English • Internationally recognized certification in Business Analysis issued by an internationally recognized institution proving advanced knowledge regarding requirements' identification, analysis, prioritizing, management, communication, verification and validation (e.g. PBA, CBAP or equivalent)
General professional experience	• At least 5 years of experience in the field of IT Business Analysis, user requirements elicitation
Specific professional experience	• Specific professional experience proved through participating in at least one similar project for implementation of an integrated information System, in which he/she held a position of Lead Business Analyst.
2. Software Development Engineer	
Qualifications and skills	• Higher education in such fields as computer science, engineering, telecommunications or other ICT-related • Certificate recognized at international level, proving knowledge regarding a software development methodology • Ability to speak, write and read Ukrainian and/or Russian
General professional experience	• At least 5 years of experience in the field of Software Development
Specific professional experience	• Specific professional experience proved through participating in at least one similar project, for implementation of an integrated information System, in which he/she held a position of Technical leader

Profile	Minimum Requirements
3. Database Developer	
Qualifications and skills	• Higher education in such fields as computer science, engineering, telecommunications or other ICT-related • Certificate recognized at international level, proving knowledge regarding databases' administration/development • Ability to speak, write and read Ukrainian and/or Russian
General professional experience	• At least 5 years of experience in the field of Software Development
Specific professional experience	• Specific professional experience proved through participating in at least one similar project, for implementation of an integrated information System, within which he/she held a position of Database Developer
4. Software Tester Engineer	
Qualifications and skills	• Higher education in such fields as computer science, engineering, telecommunications or other ICT-related • Certificate recognized at international level regarding advanced competences related to setting the optimal testing activities based on risk analysis of information systems and tests execution depending on the particular methodology for software development (for example ISTQB or other internationally recognized certification related to the software testing); • Ability to speak, write and read Ukrainian and/or Russian
General professional experience	• At least 5 years of experience in the field of Software Development
Specific professional experience	• Specific professional experience proved through participating in at least one similar project, for implementation of an integrated information System, within which he/she held a position of Testing Leader.
5. Training Specialist	
Qualifications and skills	• Higher education in such fields as computer science, engineering, telecommunications or other ICT-related • Excellent speaking and writing in Ukrainian and/or Russian.
General professional experience	• At least 3 years of experience in conducting trainings

Profile	Minimum Requirements
Specific professional experience	• Specific professional experience proved through participating in at least one similar project, for implementation of an integrated information System, within which he/she held a position of Trainer.

D. Testing and Quality Assurance Requirements

The Tenderer shall prepare and submit in his proposal methodology and procedures specifying details how he intends to design and develop the *System*.

Methodology shall include details about goods, materials needed for information technologies (hardware, System software, COTS software, custom software, etc.) and testing activities. The methodology shall be updated after signing of the Contract Agreement and adapted according to the Project Plan after the acceptance of the Project manager.

Special attention shall be drawn by the Contractor during the Methodology preparation and during implementation to Beneficiary's requirements related to the integration of the already developed procedures and processes to the new System and uninterruptable operation of the current System until Commissioning is completed by the Contractor.

The Tenderer shall demonstrate that the proposed methodology and procedures they will use fully cover the topic of the project so that it is possible to test all the functionalities identified and agreed with the Beneficiary in the Auditing, System analyses and design phase.

3.1 Inspections

3.1.1   Inspections at System development stage

3.1.1.1. Contractor shall keep a System development version in the Development Environment.

3.1.1.2 At least 70% of the developed specific System components shall be subjected to unit testing. This is will not be applicable in case of using COTS products.

3.1.1.3 Contractor shall regularly update the components of the development environment and support the regular reports with System demos.

3.1.1.4 Contractor shall document and address the Beneficiary requests that will be classified into defects and modification requests if appropriate.

3.1.2   Inspections at System delivery stage

3.1.2.1 To perform the delivery Contractor shall install the System components on an integrated environment (according to the configuration requested by the Beneficiary).

3.1.2.2 Contractor shall install the System components according to the installation guidelines.

3.1.2.3 Contractor shall install the System components together with the MoH's System administrator.

3.1.2.4 Contractor shall modify the configuration parameters according to the installation guidelines.

3.1.2.5 Contractor shall modify the configuration parameters together with the System administrator.

3.1.2.6 Contractor shall demonstrate the functionality of all the System components.

3.2 Pre-commissioning Tests

3.2.1. In addition to the Contractor's standard check-out and set-up tests, the Contractor (with the assistance of the Beneficiary) shall perform the tests on the System before installation will be deemed to have occurred and the beneficiary will issue the Installation Certificate(s);

3.2.2. The Beneficiary will check if all the automatic mechanisms of integration with other computer subsystems meet the requirements.

3.2.3. The Contractor will perform the accessibility testing according to the Web Content Accessibility Guidelines (WCAG) 2.0. The Contractor shall provide details about the testing method and the achieved results.

3.2.4. The Contractor shall perform the security testing at least according to OWASP Top 10 vulnerabilities. The Contractor shall provide details about the testing method and the achieved results. Contractor will conduct the performance testing at least for two components

A. load testing;
B. stress testing.

3.2.5. The Beneficiary may request an expertise of the testing results from third parties.

3.2.6. The acceptance criteria for pre-acceptance testing are:

A. 100% of the nonconformities detected at delivery were addressed;
B. 80% of the accessibility tests for A level are successful;
C. 100% of the security tests are successful;
D. performance is better than required;
E. no critical nonconformities and less than 2 major nonconformities and 30 average and minor nonconformities were detected.

3.2.7. The acceptance date will be the point when all the nonconformities detected when the System is put into production have been addressed.

3.3 Operational Acceptance Tests

3.3.1. The Contractor shall prepare and submit all needed documentation for tests and Operational Acceptance Tests procedures performance in advance.

3.3.2. The Beneficiary (assisted by the Contractor) will perform the following tests on the System and its Subsystems following installation to determine whether the System and the Subsystems meet all the requirements mandated for Operational Acceptance.

3.3.3. The Beneficiary will check the entire business cycle and the related technical performance through operational tests.

3.3.4. The operational acceptance criteria's when the Beneficiary will consider accepting the System are as follows:
- all the positive scenarios have been successfully performed and operation;

- at least 80% of the negative scenarios must be successfully handled;
- there are no high or critical severity bugs;
- no testing scenario will corrupt the data integrity.

The System shall be deemed as accepted when it will operate according to the normal parameters and no major operation deficiencies are operation and detected at least during three months.

Major deficiencies shall be considered the errors that cause obstruction of System functionalities that prevents avoiding or overcoming a situation that requires the involvement of the System Administrator or even System developers.

E. Tentative Implementation Schedule

Tentative Implementation Schedule Table

for the "Management of Medicines and Medical Products" Automated Information System

Line Item No.	Task / Item	Responsible parties	Deliverables	Start	End	Milestone
1	**PHASE I : Analysis and Design**					
1.1	Hold workshops with the stakeholders *(MoH, Regional Health Departments, Medical Institutions, Warehouses)* and prepare a detailed software requirements specification	Contractor, MOH	Approved detailed software requirements specification document for the Stock Management Subsystem	*To be filled by the Tenderer*	*To be filled by the Tenderer*	No
1.2	Prepare and approve the detailed requirements specification for the servers and other hardware infrastructure	Contractor, MOH	Approved hardware specification for the servers and other needed hardware infrastructure	*To be filled by the Tenderer*	*To be filled by the Tenderer*	No
1.3	Defining data sets from other MOH IT Systems (e.g. Accounting System, etc) needed for the implementation of electronic data exchange.	Contractor, MOH	Data sets for electronic data exchange	*To be filled by the Tenderer*	*To be filled by the Tenderer*	No

Line Item No.	Task / Item	Responsible parties	Deliverables	Start	End	Milestone
1.4	Preparation of the detailed plan for software development and implementation of the Information System	Contractor	Detailed plan for software development and implementation of the Medicines Logistics and Warehouse Management Information System	*To be filled by the Tenderer*	*To be filled by the Tenderer*	Yes
1.5	Preparation of the final set of priority functional requirements that will be configured for the pilot use of the System.	Contractor, MOH	Approved priority functionalities for the piloting period	*To be filled by the Tenderer*	*To be filled by the Tenderer*	Yes
2	**PHASE II : Development of the Pilot Version**					
2.1	Establishment of the configuration/development and test environments either on the MOH's or other cloud infrastructure.	Contractor, MOH		*To be filled by the Tenderer*	*To be filled by the Tenderer*	No
2.2	Development/Configuration of the System's priority functionalities according to the prepared detailed requirements specification.	Contractor		*To be filled by the Tenderer*	*To be filled by the Tenderer*	Yes
2.3	Configuring the priority functionalities and workflows in the System	Contractor		*To be filled by the Tenderer*	*To be filled by the Tenderer*	No

Line Item No.	Task / Item	Responsible parties	Deliverables	Start	End	Milestone
2.4	Integration with other MOH IT Systems, according to the specification and identified data sets.	Contractor, MOH		*To be filled by the Tenderer*	*To be filled by the Tenderer*	No
2.5	Integration with the official website of MOH and ensure public access to the availability of medicines in medical institutions	Contractor, MOH		*To be filled by the Tenderer*	*To be filled by the Tenderer*	No
2.6	Training of users that will be involved in the piloting phase.	Contractor, MOH	Initial versions of Training materials: Training curricula; User's Manuals	*To be filled by the Tenderer*	*To be filled by the Tenderer*	No
2.7	Launch the system in the pilot mode for one selected region and up to 500 users.	Contractor, MOH	Minutes of Acceptance for launching the piloting phase	*To be filled by the Tenderer*	*To be filled by the Tenderer*	Yes
3	**PHASE III: Piloting**					
3.1	Monitoring of the piloting phase	Contractor, MOH		*To be filled by the Tenderer*	*To be filled by the Tenderer*	No

Line Item No.	Task / Item	Responsible parties	Deliverables	Start	End	Milestone
3.2	Preparation and submission of the Piloting Report	MOH,	Report on Piloting Period, which would include discovered bugs, concerns, proposals and conclusions	*To be filled by the Tenderer*	*To be filled by the Tenderer*	Yes
4	**PHASE IV: Final Development and Users' Training**					
4.1	Analyze the results of the piloting period and apply corrective changes were needed.	Contractor	Report on corrective changes of the software as a result of piloting	*To be filled by the Tenderer*	*To be filled by the Tenderer*	No
4.2	Final Training on using the System's functionalities according to the train-the-trainer approach (users of the System, including Systems Administrators and future Trainers appointed by the Beneficiary);	Contractor	Training curricula, User's Manual, Administrator's manual, Training presentations	*To be filled by the Tenderer*	*To be filled by the Tenderer*	Yes
5	**PHASE V: Quality Assurance (Testing)**					
5.1	Preparation of the Test Scenarios and detailed Testing Plan	MOH, Contractor	Approved Testing Plan and scenarios	*To be filled by the Tenderer*	*To be filled by the Tenderer*	
5.2	Performance testing (Load and Stress testing), iterative (including corrective activities)	MOH, Contractor	Report on performed testing (Performance)	*To be filled by the Tenderer*	*To be filled by the Tenderer*	

Line Item No.	Task / Item	Responsible parties	Deliverables	Start	End	Milestone
5.3	Security Testing, iterative (including corrective activities)	MOH, Contractor	Report on performed testing (Security)	*To be filled by the Tenderer*	*To be filled by the Tenderer*	
5.4	Deployment and acceptance of the new System in the "production" environment of MOH or cloud according to the testing plan	MOH, Contractor	Approved Minute of Final Acceptance	*To be filled by the Tenderer*	*To be filled by the Tenderer*	Yes
6	**PHASE VI: Warranty Services**					
6.1	Technical support to correct any shortcomings related to the System functionalities or the System software configuration for a period of 12 months after the acceptance of the first version (warranty period hereinafter).	MOH, Contractor		*To be filled by the Tenderer*	*To be filled by the Tenderer*	No
6.2	Troubleshooting of problems related to the development/configuration of the System functionalities not identified during testing and acceptance phases in a warranty period, according to the scope boundary of this Technical Requirements document	MOH, Contractor		*To be filled by the Tenderer*	*To be filled by the Tenderer*	No

Line Item No.	Task / Item	Responsible parties	Deliverables	Start	End	Milestone
6.3	Provide any available updates and upgrades to the installed IT solution, including DBMS, other third-party software	MOH, Contractor	Report on performed activities during the warranty period	*To be filled by the Tenderer*	*To be filled by the Tenderer*	No

Note: - - indicates not applicable.

" indicates repetition of table entry above.

Site Table(s)

"Management of Medicines and Medical Devices" Automated Information System

Site Code	Site	City / Town / Region	Primary Street Address	Drawing Reference No. (if any)
HQ	Ministry of Health of Ukraine	Kiev, Ukraine	7, Hrushevsky street	

F. Required Format of Technical Proposals

5.1 Description of Information Technologies, Materials, Other Goods, and Services

5.1.0   The Tenderer must provide detailed descriptions of the essential technical, performance, or other relevant characteristics of all key Information Technologies, Materials, other Goods, and Services offered in the Proposal (e.g., version, release, and model numbers). Without providing sufficient clear detail, Proposal Contractors run the risk of their Proposals being declared non-responsive.

5.1.1   To assist in the Proposal evaluation, the detailed descriptions should be organized and cross referenced in the same manner as the Proposal Contractor's item-by-item commentary on the Technical Requirements described in Section 5.2 below. All information provided by cross reference must, at a minimum, include clear titles and page numbers.

5.2 Item-by-Item Commentary on the Technical Requirements

5.2.0   The Tenderer must provide an item-by-item commentary on the Beneficiary's Technical Requirements, demonstrating the substantial responsiveness of the overall design of the System and the individual Information Technologies, Goods, and Services offered to those Requirements.

5.2.1   In demonstrating the responsiveness of its Proposal, the Tenderer is strongly urged to use the Technical Responsiveness Checklist provided in Section G of the Technical Requirements. Failure to do so, increases significantly the risk that the Proposal Contractor's Technical Proposal will be declared technically non-responsive. Among other things, the checklist should contain explicit cross references to the relevant pages in the Proposal Contractor's Technical Proposal.

5.3 Preliminary Project Plan

5.3.0   The Tenderer must prepare a Preliminary Project Plan describing, among other things, the methods and human and material resources that the Tenderer proposes to employ in the design, management, coordination, and execution of all its responsibilities, if awarded the Contract, as well as the estimated duration and completion date for each major activity. The Preliminary Project Plan should also state the Proposal Contractor's assessment of the major responsibilities of the Beneficiary and any other involved third parties in System supply and installation, as well as the Proposal Contractor's proposed means for coordinating activities by each of the involved parties to avoid delays or interference.

5.3.1   In addition to the topics and points of emphasis, the Preliminary Project Plan MUST address *the Implementation Schedule.*

5.4 Confirmation of Responsibility for Integration and Interoperability of Information Technologies

5.4.0   The Tenderer must submit a written confirmation that, if awarded the Contract, it shall accept responsibility for successful integration and interoperability of all the proposed Information Technologies included in the System, as further specified in the Document.

5.5 Project Management Methodology

5.5.0   Project Management activities must be conducted in accordance with internationally recognized methodology by specific Project Management professional bodies.

5.5.1   In the technical proposal the Tenderer shall submit detailed description of Project Management methodology that will be used in the project and will describe how the proposed experts will be involved.

5.5.2 In the technical proposal, the Tenderer shall submit the detailed plan for provision of services for the entire term of the contract. The service provision plan should contain all requested services, by stages.

5.5.3 In the technical proposal, the Tenderer shall describe how the progress in project activities will be reported. The Tenderer shall describe in detail the reporting procedure in terms of reporting periods, forms used, the information to be contained in reports, and the progress report approval circuit.

5.5.4 The Tenderer shall describe in the project how communication between project participants will be ensured.

5.5.5 The Tenderer will describe in the technical proposal how problems that may arise during the project will be solved. The procedures and forms to be used for management of problems, their escalation and resolution will be presented.

5.5.6 The Tenderer will present in the technical proposal the plan of acceptance to be used in the project for partial receptions / acceptances and the final reception/acceptance. The plan divided by staged and the forms for partial and final reception/acceptance shall be submitted.

5.5.7 The Tenderer will describe in the technical proposal ho changed during project implementation will be treated (within the Terms of Reference). The procedure related to change management and the forms to be used in this process will be described.

5.5.8 The Tenderer has to size the project management team so that, for the entire duration of the contract, the people responsible for carrying out this activity are available on-site to ensure the best implementation of the project.

5.5.9 Given the complexity and duration of the project, Tenderer s should consider the need for provision of adequate number of man-days for Project Management activities by allocating key and non-key experts. The key experts for these activities are Project Managers.

5.5.10 The Proposal must include an initial project plan, with as many details as possible, to meet the requirements of staging and the project deadline.

5.5.11 The implementation of the entire System should cover the following steps:

- Analysis
- Design
- Development /configuration, including internal testing
- Implementation
- Acceptance Tests
- Training of users
- Production entering
- Maintenance and support

Technical assistance and support during the initial plan required to be submitted with the Proposal must cover all the steps mentioned above.

5.6 Analysis and Design

5.6.0 The Tenderer s should describe in detail the methodology by which analysis and design activities will be conducted.

5.6.1 The Tenderer s must submit along with the Proposal the procedures and work instructions for analysis and design implemented within their organizations. The Tenderer s must describe the tools that they use so that to ensure:

- collection and record of requirements
- full coverage of the project theme
- requirement changes tracking
- traceability of requirements from project objectives to technical specifications
- modeling of processes and activities in accordance with recognized modeling and representation standards (UML or equivalent)

5.6.2 The Tenderer s must submit detailed deliverables that will result from appropriate service delivery at the stages of development and design. The description should include at least the following information:

- form/forms to be used for each deliverable
- description of the contents of each deliverable
- how the content of deliverables will be interpreted

5.7 Development / Configuration and Internal Testing

5.7.0 The Tenderer s should describe in detail the methodology by which they will conduct development/configuration and internal testing activities and demonstrate the integration of these procedures for analysis and design procedures.

5.7.1 The Tenderer s must submit with the Proposal the procedures and work instructions for development/configuration and internal testing implemented within their organization

5.7.2 The Tenderer s must submit detailed deliverables that will result from appropriate service delivery at stages of development / configuration and internal testing.

5.8 Implementation

5.8.0 The Tenderer s should describe in detail the methodology by which they will conduct implementation activities.

5.8.1 The Tenderer s must submit with the Proposal the procedures and the instructions for implementation within their organization and will demonstrate the integration of these procedures with procedures related to development/configuration and internal testing.

5.8.2 The Tenderer s must submit detailed deliverables that will result from the provision of appropriate services in the implementation phase. The description should include at least the following information:

- form/forms to be used for each deliverable description, description of the contents of each deliverable, description of how the content of deliverables will be interpreted
- The Tenderer s shall describe the procedure of user training. The procedure should include at least the following information:
- description of courses and expected results
- course assessment method
- trainee assessment method
- forms to be used

5.9 Acceptance Tests

5.9.0 The Tenderer s will present in detail the methodology and procedures by which specific acceptance testing activities will be conducted. The methodology will be adapted to the project.

5.9.1　The Tenderer s shall demonstrate that the proposed methodology and procedures they will use fully cover the topic of the project so that it is possible to test all the functionalities identified in the analysis and design phase.

5.10　Production entry

5.10.0　The Tenderer s must submit the plan to be used upon System's entry into production. The submitted plan must take into account the logical links between subsystems so as to ensure a coherent production entry.

G. Technical Responsiveness Checklist

Technical Responsiveness Checklist

Note to Tenderer s: The following Checklist is provided to help the Tenderer organize and consistently present its Technical Proposal. For each of the following Technical Requirements, the Tenderer must describe how its Technical Proposal responds to each Requirement. In addition, the Tenderer must provide cross references to the relevant supporting information, if any, included in the Proposal. The cross reference should identify the relevant document(s), page number(s), and paragraph(s). The Technical Responsiveness Checklist does not supersede the rest of the Technical Requirements (or any other part of the Proposal Documents). If a requirement is not mentioned in the Checklist, that does not relieve the Tenderer from the responsibility of including supporting evidence of compliance with that other requirement in its Technical Proposal. One- or two-word responses (e.g. "Yes," "No," "Will comply," etc.) are normally not sufficient to confirm technical responsiveness with Technical Requirements.

The following tables must be completed by the Tenderer for each technical requirement marked as FRQ, NFRQ and for each numbered section of the detailed functional descriptions included in Annex 1 "Extended Functional Requirements for the Management of Medicines and Medical Products Information System".

Tech. Require. No. FRQ001	Technical Requirement:	*Mandatory*
Tenderer 's technical reasons supporting compliance:		
Tenderer 's cross references to supporting information in Technical Proposal:		

Tech. Require. No. NFRQ001	Technical Requirement:	*Mandatory*
Tenderer 's technical reasons supporting compliance:		
Tenderer 's cross references to supporting information in Technical Proposal:		

H. Attachments

ANNEX 1. Extended functional requirements for the "Management of Medicines and Medical Products" IS

ANNEX 2. The Project Governance Structure

In order to ensure a successful implementation of the "Management of Medicines and Medical Products" IS, a project governance team with clear roles and responsibilities has to be in place.

Service oversight will be required to ensure that the organizations responsible for delivering the service are provided with the appropriate direction from the service recipients. The diagram above depicts the recommended governance structure for the project.

Each of the groups shown in the organizational chart is described below.

Ministry of Health of Ukraine

Provides overall coordination of the project, takes main decisions and is responsible for the implementation of the project. The MoH has accountability for achieving the project's objectives against the resources allocated.

Project Manager

The Project Coordinator will coordinate all the activities in the Project and support Contractor's Project Manager, technical project manager to plan and implement each System phases and provide overall management and oversight of the project. The Project Manager will ensure that project phases/sub-phases receive all of the necessary logistical support to ensure timely implementation.

The Project Manager will approve the payment for the deliverables according to the deliverables defined in the contract.

Project Steering Committee

The Project Steering Committee will guide the execution of the Project and support the Project Manager. The Steering Committee will serve as a decision making body to ensure that any decisions made respect the goals of the project. The member of the Steering Committee are the relevant representatives of all Project stakeholders. They must ensure the stakeholders are informed and committed as the project progresses. The committee also needs to proactively monitor, mentor, challenge and support the project coordinator, project technical coordinator, project manager and project team on the project's progress: asking the right questions, offering alternatives and making timely decisions. The members of the committee will have decision making power in the organization that they represent. The Project Steering Committee will have regular meetings each month.

Technical Project Manager

The Technical Project Manager will be appointed by the Ministry of Health of Ukraine. Technical Project Manager will act as the agent of the Steering Committee on a day-to-day basis and informs the Steering

Committee about the progress of the project implementation. He/she is responsible for empowering the Contractor's project manager to discharge the manager's responsibilities. The Technical Project Manager provides the Contractor's Project Manager with the specialist resources and skills necessary to develop and/or deliver the System deliverables to an agreed scope, quality and aligned with the Ukraine's e-Health policies and regulations. The Technical Project Manager will be a member of the Steering Committee.

The Technical Project Manager will accept each deliverable before the deliverable could be paid by the Project Manager. Also, will act as main contacting person and manager of all involved parties on behalf of MoH and Project Manager.

The Project Technical Manager will manage the project outputs after project closure, including the change management processes for effective implementation and sustainability:

- contributing to the project to ensure deliverables are developed satisfactorily and sustainably to meet business and operational needs (this involvement is ongoing from the detailed design phase through to approving the deliverables together with the Contractor's Project Manager);
- ensuring that the project deliverables are aligned with the MoH and e-Health related framework and other interconnected projects;
- ensuring the project is planned with the end in mind (to meet the desired outcomes) with an adequate change management and capacity building to ensure the sustainability after the project closure;
- ensuring each output is delivered fit-for-purpose and managing project outputs for their operational use;
- participating in negotiating contractual arrangements related to the IT issues with the Contractor;
- ensuring that resources for the ongoing maintenance and support after the project closure are timely communicated to the Steering Committee; and
- being accountable to the Steering Committee for the measuring and reporting project outcomes.

Technical Working Group

The Technical Working Group will be comprised of IT and domain representatives from each involved stakeholders (MoH, interested NGOs, UNDP, etc), who are knowledgeable on the business processes within their organization/department. The Technical Working Group members must have a thorough understanding of the processes for medicines management (supply planning, procurement, shipping, inventory, etc), functions, and organization structure within their department. They must have decision making authority with regards to how the System should function as well as any potential change to their organization. Their responsibilities will be to:

- Provide technical and business oversight and guidance;
- Assist in resolving business risks and issues;
- Review and provide feedback on business process;
- Provide all the necessary inputs to the vendor necessary for implementing the System.

Contractor's Project Manager

The Contractor's Project Manager will be responsible for overall management of implementation of "Management of Medicines and Medical Products" software solution according to the current document on behalf of the Contractor, acting as contact person on behalf of the Contractor. Contractor's Project Manager will work with the Technical Project Manager and will report both to the Steering Committee and Project coordinator.

1. Annex 1.

Extended functional requirements for the "Management of Medicines and Medical Products" IS

Contents

1. Purpose of this document

The purpose of this document is to highlight the key functional requirements for each of the system's component modules, as well as to provide recommendations for implementation and provide with the minimum set of documents required to fulfil functional requirements.

2. Common abbreviations and terms

2.1. Abbreviations used in the technical specification

Abbreviation	Clarification
CPO	Central procuring organisation
MP	Medical products
MD	Medical devices
HCI	Healthcare institutions
MoH	Ministry of Health
SRMP	State Register of Medical Products
SEC	State Expert Centre
TS	Technical specification
PHC	Public Health Centre
GE	Group of experts
TST	Technical support team
PWG	Permanent working group
INN	International non-proprietary name
SE	State enterprise
AO	Accountable officer
EDS	Electronic digital signature
THO	Territorial Health Organization

2.2. Terms used in the technical specification

A *Catalogue* is a system object that stores reference information used in other system objects. Catalogues are used to store non-periodic information and organise analytical accounting sections in other objects of the system. Each element of each catalogue in the system must be assigned with a unique identifier.

The main requirement for each catalogue in the system is to store the User's action history for each action and necessary information changed by system Users.

Documents are system objects representing the implementation of an economic transaction (for example, making an entry) or a specific event (for example, the formation of a division order). These system objects are essentially virtual copies of regulated paper documents in electronic form. Therefore, a separate document must be created for each economic transaction or event. Each document in the system must contain its own unique identifier and the date.

The document may consist of a document header and table sections.

The *document header* is the part of a document specifying the basic details common to the document as a whole (the data indicated in the document header and the table sections should be taken into account when creating tables for storing analytical data).

The *table section of a document* is a table to which multiple lines with different values can be added.

Catalogues and other necessary elements are used for analytical accounting purposes in documents.

Documents as system objects should enable Users to generate printed forms and attach an electronic scan to the document.

The main requirement for each system document is to store the User's action history (in terms of each action and requisites changed by system Users).

Document logs are lists of system documents of the same type.

Regulated reports are system objects designed to process and indicate consolidated information and its storage. They have a clear structure.

Operational reports are system objects designed to process and display consolidated information in a convenient form for viewing and analysis. Their structure is not strict and it can be customised by Users.

3. General description of the system's functional structure

The Information System for the Accounting of Medicines and Medical Products in Ukraine consists of two administrative modules (User authorisation procedures and catalogue formation) and five functional modules that handle the creation of needs and applications, a portion of the procurement process, the movement of medicines and medical products, the creation of orders for distribution and redistribution, the creation of regulated and operational reports and an additional module indicating requirements for integration with other functional systems. Within each module are displayed the general functionalrequirements and a list of roles and actions of Users, as well as a list of documents and the structure of documents. It should be noted that the list of roles, directories, documents and reports may be supplemented and expanded by the Developer to meet technical and functional requirements as part of the implementation of the system.

4. List of modules of the Information System for the Accounting of Medicines and Medical Products in Ukraine
1) Module No. 1 "Administration";
2) Module No. 2 "Creation of key system catalogues";
3) Module No. 3 "Creation of nomenclature, creation of 100% needs and collection of applications";
4) Module No. 4 "Procurement";
5) Module No. 5 "Orders for the distribution and movement of MP and MD";
6) Module No. 6 "Redistribution of MP and MD";
7) Module No. 7 "Creation of regulated and operating reports";
8) Module No. 8 "Requirements for integration with other information systems".

5. Key requirements for all modules of the Information System for the Accounting of Medicines and Medical Products in Ukraine
1) All system and report documents must be created in the "Procurement types" section. "Procurement types" is the main accounting section for MP and MD:

- Centralised MoH — procurement by MoH at the expense of the State Budget of Ukraine. MP and MD are distributed by an Order of the MoH to the regions, and by an Order of THO (Regional) to HCIs and Beneficiary Institutions. Logistics Companies deliver the MP and MD to Beneficiary Institutions.

- Centralised THO (Regional) — procurement carried out by Regional THO (regional administrations and Kyiv) at the expense of local regional budgets. MP and MD are distributed by an Order of Regional THOs to HCIs and Beneficiary Institutions subordinated to Regional THOs.

- Centralised THOs (Local) — procurement carried out by municipal THOs (non-regional municipal administrations) at the expense of city budgets. MP and MD are distributed by an Order of THOs (Local) to HCIs and Beneficiary Institutions subordinated to Local THOs.

- Own HCI — procurement carried out directly by the HCI at its own expense according to funding (state or local budget), as well as the administration of free humanitarian aid.

This specification allows the MoH to make decisions on the phased introduction of the system. For example, in the first stage of implementation, the "Central procurement of the MoH" system can be implemented and subsequently, data can be added on other procurements, or the system for all types of procurement can be introduced at the first stage. All documents and remaining MP and MD should be displayed in the Fund Types section (General fund, Special fund, Other sources, Funds of the global fund);

2) All documents and remaining MP and MD should be displayed in the Budget Types section (state budget, local budget);

3) All documents and remaining MP and MD should be displayed in the Budget Years section;

4) All documents and remainders should be displayed in the Treatment Areas (Programmes) section;

5) All documents and remainders should be displayed in the Treatment Sub-areas section (if Treatment Areas are detailed to the level of sub-areas);

6) MP batches and catalogue numbers of MD are a mandatory accounting section (except Names, names under classifiers, etc.);

7) All documents and remainders should display information about the shelf-life of MP and MD.

8) All remaining MP and MD should be stored and, if necessary, displayed in the context of the Distribution Orders by which they were distributed (redistributed).

9) All documents on planning, distribution and movement of MP and MD should divided into two separate table parts: as "MP" (with corresponding MP INNs, presentation forms, dosage, MP batches) and "MD" (with corresponding MD GMDNs, units of measurement, catalogue numbers). This is necessary because of the use of separate catalogues for MP and MD, with the subsequent reform of state classifiers (registers), as the main goal is not only the indication of all available remainders, but also the proper unification of all MP and MD available in the country as a whole.

10) All system documents must have several input stages ("Project" — the document is created and partially completed, but the document data is not indicated in reports because its editing is not complete; "Completed" — the document is created and completed and its data is indicated in reports, but Users can still edit the document; "Signed with EDS" — the document is created, completed and signed with the EDS, the document data is indicated in reports and its editing is prohibited.)

11) All system documents containing bookmarks with table sections for MP and MD should ensure "back data entry" under Catalogue, taking tables of correspondence into account. So, for example, for an MP, there is a correspondence of the "MP" catalogue with the "INN" catalogue and the "MP batches"Catalogue, but for an MD, there is a correspondence of the "MD" catalogue with the "GMDN" catalogue and the "Catalogue Numbers". With respect to system documents, the implementation of "back data entry" means that when the User fills in one of the values of a unique identifier of one catalogue, the system offers a unique identifier for the next Catalogue value to be filled in, taking the existing correspondence into account. The order in which the User fills in values does not matter; "back data entry" works both "right to left" and "left to right". In addition, if the value specified by the User as the unique identifier of one catalogue corresponds to only one value of the unique identifier of another catalogue, the following values in the document are filled in automatically.

12) For all documents included in all modules of the system, there should be a mechanism for limiting access to editing, posting and signing. Also, the closing mechanism should allow for the closure of individual modules or individual documents. Dates for the closure of periods before editing should be set by the System Administrator.

6. Module No. 1 "Administration"

This module is divided into three sections:
1) "Management of Organisations";
2) "Management of Users";
3) "User Logs Monitoring".

6.1. Visual diagram

Module 1: "System Administration: Adding New Users"

MoH, THO, HCI, Logistics Companies	System Administrator

Top level of administration

Beginning

Registration of EPS

System registration for the Institution
- Selection of EDRPOU (National State Registry of Ukrainian Enterprises and Organisations) from the list (according to the license);
- Subordinate to
- The Head of the Organisation (User No. 1).

System registration for Legal Entity and Head (User No. 1). Verification

Is access allowed? YES/NO

Role and rights of the organisation. Configuration of rights (Assignment of roles to User No. 1).

Are additional user rights needed? YES/NO

Lower level of administration

Registration of EPS

System registration for User No. 2 Verification

ADDITIONAL RIGHTS AND ROLES OF THE ORGANISATION. Configuration of rights by the Head (Assignment of roles to User No. 2).

End

6.2. Section "Management of Organisations"

The "Management of Organisations" section defines the procedure for the registration of the Organisation and registration and authorisation of the Head of the Organisation in the Information System for the Accounting of Medicines and Medical Products in Ukraine.

Registration and authorisation of Users is only possible with EDS.

The Information System for the Accounting of Medicines and Medical Products in Ukraine should provide the following order for the registration of a new Organisation and its Head in the system:

1) The Head of the Organisation registers in the system and selects the Organisation from the defined list using the EDS. If the Organisation is not listed, the Head should contact the System Administrator.

2) The Administrator of the Information System for the Accounting of Medicines and Medical Products in Ukraine checks the data entered during the registration of a new User and either confirms access to the system or rejects it. If access is confirmed by the System Administrator, it provides the Office of the Organisation with the right to manage the Organisation and the rights to delegate rights within the Organisation.

3) The Head of the Organisation fills out the necessary data on the Organisation the first time he/she logs in (type of organisation, level of subordination, organisational structure with the indication of sections and warehouses, responsible persons).

The Information System for the Accounting of Medicines and Medical Products in Ukraine should allow the Administrator to deny access to all Users of a particular Organisation for a certain period or disable Users (all or certain ones) of an individual Organisation indefinitely.

6.3. Section "Management of Users"

The "Management of Users" section defines the procedure for the registration and authorisation of new Users of a particular Organisation.

Registration and authorisation of Users is only possible with EDS.

The Information System for the Accounting of Medicines and Medical Products in Ukraine should ensure the following procedure for the registration of a new User of a particular Organisation:

1) The User of the Organisation registers in the system and selects its organisation from the defined list using the EDS.

2) The Head of the Organisation checks the data specified in the registration of the new User and either confirms access to the system or rejects it.

3) The Administrator of the Information System for the Accounting of Medicines and Medical Products in Ukraine checks the data entered during the registration of a new User and either confirms access to the system or rejects it.

4) The Head of the Organisation establishes the rights and roles of the User within the Organisation (warehouse management, reporting management etc.).

The Information System for the Accounting of Medicines and Medical Products in Ukraine should allow the Head of the Organisation to deny access to all Users within the Organisation for a specified period, or to disconnect Users (all or certain ones) indefinitely.

6.4. Section "User Logs Monitoring"

The Information System for the Accounting of Medicines and Medical Products in Ukraine should be able to log Users' actions. The log should record all the actions of Users and changes made to objects in the system, with details about the specific details the User of the Organisation changed.

The System Administrator should have access to all the information in the log.

The Head of the Organisation should have access to all the information in the log that is relevant to the Organisation.

7. Module No. 2 "Creation of key system catalogues"

This module is divided into three sections:
1) "Regulated catalogues";
2) "Auxiliary catalogues";
3) "Other reference information".

The "Regulated catalogues" section lists the catalogues that are state registers or classifiers; accordingly, the information in such catalogues must be imported from official sources.

The "Auxiliary catalogues" section lists the catalogues used in the system to store reference information and organise analytical accounting sections. Information in such catalogues is added by Users manually, or in certain catalogues may be pre-configured by the System Administrator.

The "Other reference information" section displays the periodic reference information which is used in the system.

7.1. Visual diagram

Module No. 2: "Creation of key system catalogues: 'MP' catalogue and 'MD' catalogue"
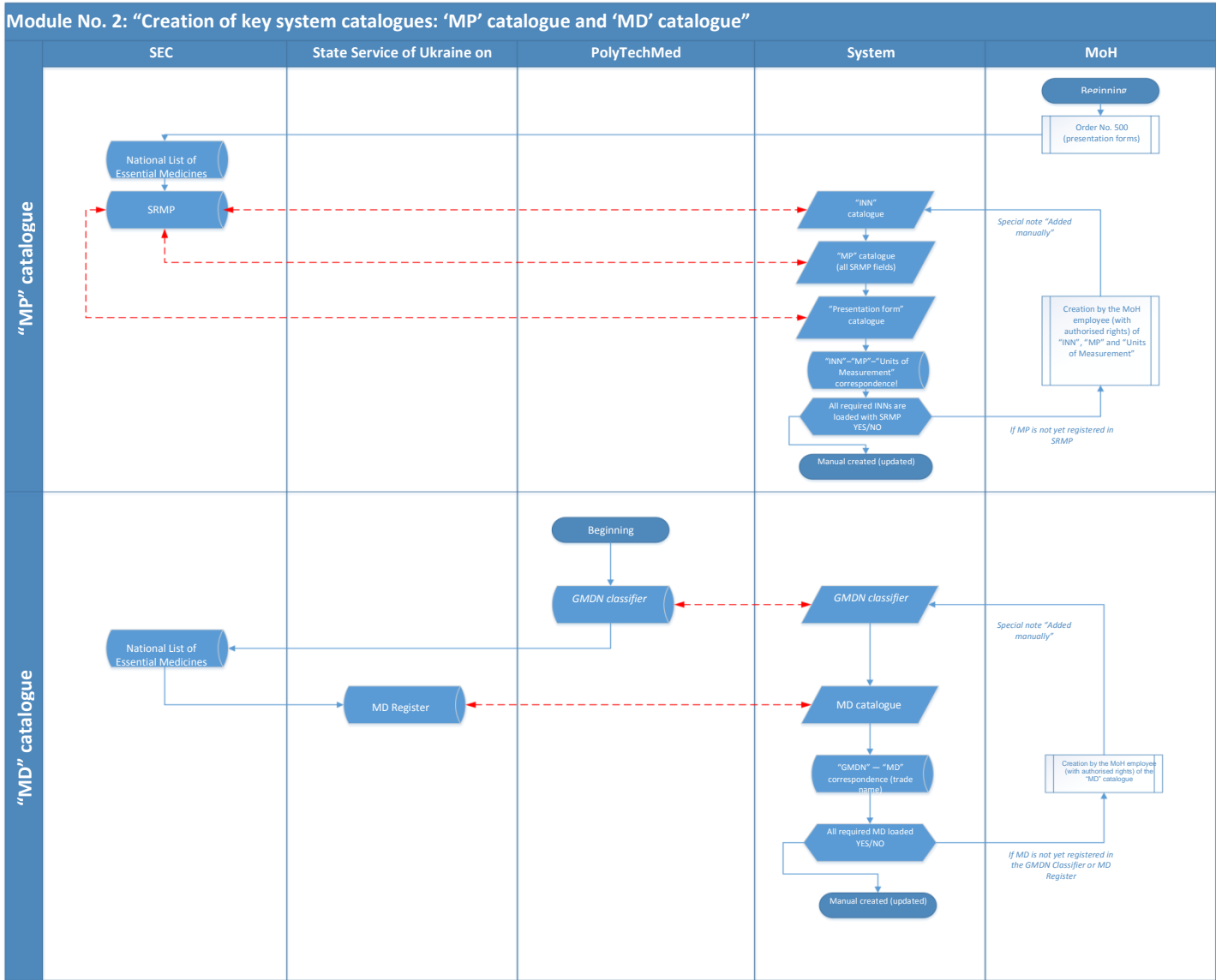
7.2. List of regulated catalogues
1. "Medical Products" catalogues (MP);
2. "INN" catalogues;
3. "Presentation form" catalogues;
4. "Dosage" catalogues;
5. "MD" catalogues;
6. "GMDN" catalogues;
7. "Manufacturers of MP and MD" catalogues.

7.3. List of auxiliary catalogues
1. "MP batches" catalogue;
2. "Catalogue Numbers" catalogue;
3. "Organisations" catalogue;
4. "Organisation Types" catalogue;
5. "Contractors" catalogue;
6. "Authorised persons" catalogue;
7. "Contracts of contractors" catalogue;
8. "Areas of treatment" catalogue;
9. "Sub-areas of treatment" catalogue;
10. "Procurement types" catalogue;
11. "PCC" (Program Classification Code) catalogue;
12. "Budget types" catalogue;
13. "Funds type" catalogue;
14. "Budget year" catalogue;
15. "Warehouses" catalogue;
16. "MVO" catalogue;
17. "Status of MP and MD" catalogue;
18. "Units of measurement" catalogue;
19. "Variants of procurement procedure" catalogue;
20. "Conditions of the procurement plan" catalogue;
21. "Individuals" catalogue;

7.4. Other background information
1. "Prohibited batches of MP and MD" catalogue
2. Table of correspondence of "MP-INN-Presentation form-Dosage" with "MP-MP batch".
3. Table of correspondence of "MD-GMDN" and "MD-Catalogue Numbers".
4. Table of factors of units of measurement.

7.5. Functional requirements and structure of regulated catalogues
7.5.1. "Medical Products" (MP) catalogue
The purpose of this catalogue is to store the list of MP. The data in the catalogue should be automatically downloaded from an open official source indicated by the MoH of Ukraine. The data should be downloaded to both the "MP" catalogues and the existing tables of correspondence indicated in the technical specification, as well as auxiliary catalogues referring directly to the "MP" catalogue (additional catalogues are not allocated to a separate section of the technical specification, as they are a structural component of the "MP" catalogue - for example, the creation and content of the "Pharmacotherapeutic group" catalogue).

The right to edit uploaded data should belong solely to the System Administrator or an individually designated representative of the MoH who is responsible for the catalogue (in this case, a separate Role should be created).

The catalogue's data should be updated automatically once a week.

At the time of writing this technical specification, this source was the SRMP; accordingly, the technical specification indicates the existing structure of the SRMP. It should be noted that the structure of the SRMP may change. If the "SRMP" catalogue undergoes modification, the Developer also has to make changes to the structure of the catalogue.

Manual's structure:

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	ID code	Line		Unique ID, 32 characters	Mandatory requisite
2	Trade name	Line		Up to 16,000 characters	Mandatory requisite
3	INN	Unique ID from the catalogue	"INN" catalogue		Mandatory requisite
4	Presentation form	Unique ID from the catalogue	"Presentation form" catalogue		Mandatory requisite
5	Release terms	Unique ID from the catalogue	"Presentation form" catalogue		Mandatory requisite
6	Composition	Unique ID from the catalogue	"Composition of MP. Active substance" catalogue		Mandatory requisite
7	Pharmacotherapeutic group	Unique ID from the catalogue	"Pharmacotherapeutic group" catalogue		
8	ATC 1 code	Unique ID from the catalogue	"ATC 1" catalogue		
9	ATC 2 code	Unique ID from the catalogue	"ATC 2" catalogue		
10	ATC 3 code	Unique ID from the catalogue	"ATC 3" catalogue		
11	Applicant: Name (in Ukrainian)	Unique ID from the catalogue	"Manufacturers of MP and MD" catalogue.		Mandatory requisite
12	Applicant: country	Unique ID from the catalogue	"Countries" catalogue		Mandatory requisite
13	Applicant: Name (in English)	Unique ID from the catalogue	"Manufacturers of MP and MD" catalogue.		Mandatory requisite
14	Number of manufacturers	Number	Values from "1" to "5"		Mandatory requisite
15	Manufacturer 1: Name (in Ukrainian)	Unique ID from the catalogue	"Manufacturers of MP and MD" catalogue.		Mandatory requisite
16	Manufacturer 1: Country	Unique ID from the catalogue	"Countries" catalogue		Mandatory requisite

17	Manufacturer 1: Name (in English)	Unique ID from the catalogue	"Manufacturers of MP and MD" catalogue.		Mandatory requisite
18	Manufacturer 2: Name (in Ukrainian)	Unique ID from the catalogue	"Manufacturers of MP and MD" catalogue.		Mandatory requisite
19	Manufacturer 2: Country	Unique ID from the catalogue	"Countries" catalogue		Mandatory requisite
20	Manufacturer 2: Name (in English)	Unique ID from the catalogue	"Manufacturers of MP and MD" catalogue.		Mandatory requisite
21	Manufacturer 3: Name (in Ukrainian)	Unique ID from the catalogue	"Manufacturers of MP and MD" catalogue.		Mandatory requisite
22	Manufacturer 3: Country	Unique ID from the catalogue	"Countries" catalogue		Mandatory requisite
23	Manufacturer 3: Name (in English)	Unique ID from the catalogue	"Manufacturers of MP and MD" catalogue.		Mandatory requisite
24	Manufacturer 4: Name (in Ukrainian)	Unique ID from the catalogue	"Manufacturers of MP and MD" catalogue.		Mandatory requisite
25	Manufacturer 4: Country	Unique ID from the catalogue	"Countries" catalogue		Mandatory requisite
26	Manufacturer 4: Name (in English)	Unique ID from the catalogue	"Manufacturers of MP and MD" catalogue.		Mandatory requisite
27	Manufacturer 5: Name (in Ukrainian)	Unique ID from the catalogue	"Manufacturers of MP and MD" catalogue.		Mandatory requisite
28	Manufacturer 5: Country	Unique ID from the catalogue	"Countries" catalogue		Mandatory requisite
29	Manufacturer 5: Name (in English)	Unique ID from the catalogue	"Manufacturers of MP and MD" catalogue.		Mandatory requisite
30	Marketing Authorisation number	Line		Up to 16,000 characters	Mandatory requisite
31	Validity (registration) starting date	Date		DD.MM.YYYY	Mandatory requisite
32	Validity (registration) end date	Date		DD.MM.YYYY	Mandatory requisite
33	MP type	Value "Common" or "Immunobiological"			
34	MP of biological origin	Value "Yes" or "No"			
35	MP of plant origin	Value "Yes" or "No"			
36	MP — orphan	Value "Yes" or "No"			
37	Homeopathic MP	Value "Yes" or "No"			
38	INN type	Unique ID from the catalogue	"INN types" catalogue		
39	Early termination	Value "Yes" or "No"			

40	Early termination (last day of validity)	Date		DD.MM.YYYY	
41	Early termination: reason	Line		Up to 16,000 characters	
42	National List of Essential Medicines	Value "Yes" or "No"			

7.5.2. "INN" catalogue

The purpose of this catalogue is to store the list of INN. The data in the catalogue should be automatically downloaded from an open official source indicated by the MoH of Ukraine. The data should be downloaded to both the "INN" catalogue and the existing tables of correspondence indicated in the technical specification, as well as auxiliary catalogues relating directly to that "INN" catalogue.

The catalogue's data should be updated automatically once a week.

The right to edit uploaded data should belong solely to the System Administrator or an individually designated representative of the MoH who is responsible for the catalogue (in this case, a separate Role should be created).

At the time of writing this technical specification, this source was the SRMP; accordingly, the technical specification indicates the existing structure of the SRMP. It should be noted that the structure of the SRMP may change. If the "SRMP" catalogue undergoes modification, the Developer also has to make changes to the structure of the catalogue.

Manual's structure:

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	ID code	Line		Unique ID, 32 characters	Mandatory requisite
2	INN. Name	Line		Up to 16,000 characters	Mandatory requisite
3	INN type	Unique ID from the catalogue	"INN types" catalogue		

7.5.3. "Presentation form" catalogue

The purpose of this catalogue is to store MP presentation forms. The data in the catalogue should be automatically downloaded from an open official source indicated by the MoH of Ukraine. As this takes place, the data should be downloaded to both the "Presentation forms" catalogue and the existing tables of correspondence indicated in the technical specification, as well as auxiliary catalogues reflated directly to the "Presentation forms" catalogue.

The right to edit uploaded data should belong solely to the System Administrator or an individually designated representative of the MoH who is responsible for the catalogue (in this case, a separate Role should be created).

At the time of writing this technical specification, this source was the SRMP; accordingly, the technical specification indicates the existing structure of the SRMP. It should be noted that the structure of the SRMP may change. If the "SRMP" catalogue undergoes modification, the Developer also has to make changes to the structure of the catalogue. The list of presentation forms is regulated by Order No. 500 of the MoH, dated 20 July 2006; the structure and content of the data should correspond to the data specified in this order.

Manual's structure:

No.	Requisite name	Type	Data source	Note	Other essential requirements

1	ID code	Line		Unique ID, 32 characters	Mandatory requisite
2	Name (full, in English)	Line		Up to 16,000 characters	
3	Name (abbreviated, in English)	Line		Up to 16,000 characters	
4	Name (full, in Ukrainian)	Line		Up to 16,000 characters	
5	Comment	Line			

7.5.4. "Dosage" catalogue

The purpose of this catalogue is to store the list of MP dosage. The data in the catalogue should be automatically downloaded from an open official source indicated by the MoH of Ukraine. The data should be downloaded to both the "Dosage" catalogue and the existing tables of correspondence indicated in the technical specification.

The right to edit uploaded data should belong solely to the System Administrator or an individually designated representative of the MoH who is responsible for the catalogue (in this case, a separate Role should be created).

At the time of writing this technical specification, this source was the SRMP; accordingly, the technical specification indicates the existing structure of the SRMP. It should be noted that the structure of the SRMP may change. If the "SRMP" catalogue undergoes modification, the Developer also has to make changes to the structure of the catalogue.

Manual's structure:

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	ID code	Line		Unique ID, 32 characters	Mandatory requisite
2	Name	Line		Up to 16,000 characters	

7.5.5. "MD" catalogue

The purpose of this catalogue is to store the list of MD.

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	ID code	Line		Unique ID, 32 characters	Mandatory requisite
2	GMDN	Unique ID from the catalogue	"GMDN" catalogue		Mandatory requisite
3	Name (in Ukrainian)	Line		Up to 16,000 characters	Mandatory requisite
4	Name (in English)	Line		Up to 16,000 characters	Mandatory requisite
5	MD type	Unique ID from the catalogue	"MD types" catalogue		Mandatory requisite
6	Catalogue number	Unique ID from the catalogue	"Catalogue numbers" catalogue		

7	UKTZED (Ukrainian Commodity Coding System) code	Line			
8	Product description			Up to 16,000 characters	
9	Declaration/Certificate	Line		Up to 16,000 characters	Mandatory requisite
10	Applicant: Name (in Ukrainian)	Unique ID from the catalogue	"Manufacturers of MP and MD" catalogue.		
11	Applicant: Name (in English)	Unique ID from the catalogue	"Manufacturers of MP and MD" catalogue.		
12	Applicant: country	Unique ID from the catalogue	"Countries" catalogue		
13	Applicant location	Line		Up to 16,000 characters	
14	Manufacturer: Name (in Ukrainian)	Unique ID from the catalogue	"Manufacturers of MP and MD" catalogue.		Mandatory requisite
15	Manufacturer: Country	Unique ID from the catalogue	"Countries" catalogue		Mandatory requisite
16	Manufacturer: Name (in English)	Unique ID from the catalogue	"Manufacturers of MP and MD" catalogue.		Mandatory requisite
17	Manufacturer location	Line		Up to 16,000 characters	

7.5.6. "GMDN" catalogue

The purpose of this catalogue is to store the list of GMDN Classifier elements.

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	ID code	Line		Unique ID, 32 characters	Mandatory requisite
2	Name (in Ukrainian)	Line		Up to 16,000 characters	Mandatory requisite
3	Name (in English)	Line		Up to 16,000 characters	Mandatory requisite
4	Product description (in Ukrainian)	Line		Up to 16,000 characters	
5	Product description (in Ukrainian)	Line		Up to 16,000 characters	

7.5.7. "MP and MD Manufacturers" catalogue and "MP and MD Applicants" catalogue

The purpose of these catalogues is to store the lists of MP and MD Manufacturers and MP and MD Applicants. The data in the catalogue should be automatically downloaded from an open official source indicated by the MoH of Ukraine.

The right to edit uploaded data should belong solely to the System Administrator or an individually designated representative of the MoH who is responsible for the catalogue (in this case, a separate Role should be created).

At the time of writing this technical specification, this source was the SRMP; accordingly, the technical specification indicates the existing structure of the SRMP. It should be noted that the structure of the SRMP may change. If the "SRMP" catalogue undergoes modification, the Developer also has to make changes to the structure of the catalogue.

Manual's structure:

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	ID code	Line		Unique ID, 32 characters	Mandatory requisite
15	Name (in Ukrainian)	Line			Mandatory requisite
16	Country	Unique ID from the catalogue	"Countries" catalogue		Mandatory requisite
17	Name (in English)	Line			Mandatory requisite

7.6. Functional requirement and structure of auxiliary catalogues
7.6.1. "MP batches" catalogue
The purpose of this catalogue is to store information on MP batches.

Manual's structure:

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	Code	Number		Unique ID	Mandatory requisite
2	Batch number	Line			Mandatory requisite
3	MP	Unique ID from the catalogue	"Medical products" catalogue	MP to which the MP batch belongs	Mandatory requisite

7.6.2. "Catalogue numbers" catalogue
The purpose of this catalogue is to store the information on catalog numbers of MD.

Manual's structure:

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	Code	Number		Unique ID	Mandatory requisite
2	Batch number	Line			Mandatory requisite
3	MD	Unique ID from the catalogue	"MD" catalogue	MB to which the MD catalogue number belongs	Mandatory requisite

7.6.3. "Organisations" catalogue

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The purpose of this catalogue is to store information on Organisations. The minimum necessary requisites are indicated in the structure of the catalogue; this set of requisites may be expanded by the Developer when necessary or at the Customer's request.

Manual's structure:

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	Code	Number		Unique ID	Mandatory requisite
2	Abbreviated name (in Ukrainian)	Line			Mandatory requisite
3	Abbreviated name (in English)	Line			Mandatory requisite
4	Full name (in Ukrainian)	Line			Mandatory requisite
5	Full name (in English)	Line			Mandatory requisite
6	Legal entity/Individual	Select a value	"Legal entity" or "Individual"		Mandatory requisite
7	EDRPOU (Unified State Register of Enterprises and Organisations of Ukraine)/IPN (taxpayer identification number)	Line			Mandatory requisite
8	Type of ownership	Line			Mandatory requisite
9	Legal address	Line		Implementation of a separate catalogue is possible	Mandatory requisite
10	Physical address	Line		Implementation of a separate catalogue is possible	Mandatory requisite
11	The Head of the Organisation	Unique ID from the catalogue	"Individuals" catalogue		Mandatory requisite
12	Chief accountant of the Organisation	Unique ID from the catalogue	"Individuals" catalogue		Mandatory requisite
13	Type of organisation	Unique ID from the catalogue	"Organisation types" catalogue		Mandatory requisite
14	Subordinated to the MoH	Unique ID from the catalogue	"Organisations" catalogue	The default value is "MoH", without the right to change	
15	Subordinated to THOs (Regional)	Unique ID from the catalogue	"Organisations" catalogue	Available only if "Organisation type" = "HCI" or "Beneficiary Institution". It is possible to select only an Organisation with the type "THO (Regional)".	
16	Subordinated to s (Local)	Unique ID from the catalogue	"Organisations" catalogue	Available only if "Organisation type" = "HCI" or "Beneficiary Institution". It is possible to select only an Organisation with the type "THO (Local)".	

7.6.4. "Organisation types" catalogue

The purpose of this catalogue is to store the list of types of Organisations, since access to certain functions in documents may be restricted according to type of Organisation.

The catalogue must be pre-completed with the values: "MoH", "PHC", "THO (Regional)", "THO (Local)", "HCI of direct subordination", "Logistics company", "HCI".

The right to add new items to the directory should be available only to the System Administrator and the authorised User at the MoH.

Manual's structure:

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	Code	Number		Unique ID	Mandatory requisite
2	Name	Line			Mandatory requisite
3	Comment	Line			

7.6.5. "Contractors" catalogue

The purpose of this catalogue is to store the list of contractors supplying MP and MD.

The minimum necessary requisites are indicated in the structure of the catalogue; this set of requisites may be expanded by the Developer when necessary or at the Customer's request.

Manual's structure:

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	Code	Number		Unique ID	Mandatory requisite
2	Abbreviated name (in Ukrainian)	Line			Mandatory requisite
3	Abbreviated name (in English)	Line			Mandatory requisite
4	Full name (in Ukrainian)	Line			Mandatory requisite
5	Full name (in English)	Line			Mandatory requisite
6	Legal entity/Individual	Select a value	"Legal entity" or "Individual"		Mandatory requisite
7	EDRPOU (Unified State Register of Enterprises and Organisations of Ukraine)/IPN (taxpayer identification number)	Line			Mandatory requisite
8	Type of ownership	Line			Mandatory requisite
9	Legal address	Line		Implementation of a separate catalogue is possible	Mandatory requisite
10	Physical address	Line		Implementation of a separate catalogue is possible	Mandatory requisite
11	The Head of the Organisation	Unique ID from the catalogue	"Individuals" catalogue		Mandatory requisite

| 12 | Chief accountant of the Organisation | Unique ID from the catalogue | "Individuals" catalogue | | Mandatory requisite |
| 13 | Type of contractor | Unique ID from the catalogue | "Contractor types" catalogue or values: "Supplier", "Procuring Organisation". | | |

The catalogue must display all the documents entered into the system with specific Contractors indicated. The Developer can choose the form of implementation. This may be a separate report thatt opens when you click "Contractor's Documents", a separate table section containing a list of documents, etc.

7.6.6. "Authorised persons" catalogue

The purpose of this catalogue is to store information on authorised persons (signatories) of Organisations and Contractors (it is possible to implement two separate catalogues). The catalogue must store a history of changes.

The minimum necessary requisites are indicated in the structure of the catalogue; this set of requisites may be expanded by the Developer when necessary or at the Customer's request.

Manual's structure:

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	Code	Number		Unique ID	Mandatory requisite
2	Organisation or Contractor	Unique ID from the catalogue	"Organisations" or "Contractors" catalogue		Mandatory requisite
3	Full name of the Head	Line			
4	Full name of the Chief Accountant	Line			

7.6.7. "Contracts of contractors" catalogue

The purpose of this catalogue is to store the list of contracts signed by the Organisation according to procurement type and financial analytics indications. It is advisable to implement the mechanism of automatic completion of financial analytics from the data specified in the contract.

The minimum necessary requisites are indicated in the structure of the catalogue; this set of requisites may be expanded by the Developer when necessary or at the Customer's request.

Manual's structure:

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	Code	Number		Unique ID	Mandatory requisite
2	Organisation	Unique ID from the catalogue	"Organisations" catalogue		Mandatory requisite
3	Contractor	Unique ID from the catalogue	"Contractors" catalogue		Mandatory requisite

4	Number of the original	Number			Mandatory requisite
5	Date of the original	Date	DDMMYYYY		Mandatory requisite
6	Procurement type	Unique ID from the catalogue	"Procurement types" catalogue	Financial analytics	Mandatory requisite
7	PCC	Unique ID from the catalogue	"PCC" catalogue	Financial analytics	Mandatory requisite
8	Budget type	Unique ID from the catalogue	"Budget types" catalogue	Financial analytics	Mandatory requisite
9	Expense type	Unique ID from the catalogue	"Funds type" catalogue	Financial analytics	Mandatory requisite
10	Budget year	Unique ID from the catalogue	"Budget year" catalogue	Financial analytics	Mandatory requisite
11	Area of treatment	Unique ID from the catalogue	"Areas of treatment" catalogue		Mandatory requisite
12	Contract value (UAH)	Number			
13	Contract value (currency)	Number		With indication of currency	

The catalogue must display all the documents entered into the system with specific contracts indicated. The Developer can choose the form of implementation. This may be a separate report that opens when you click "Contract Documents", a separate table section containing a list of documents, etc.

7.6.8. "Areas of treatment" catalogue

The purpose of this catalogue is to store the list of areas of treatment.

The right to add new items to the directory should be available only to the System Administrator and the authorised User at the MoH.

Manual's structure:

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	Code	Number		Unique ID	Mandatory requisite
2	Name (in Ukrainian)	Line			Mandatory requisite
3	Name (in English)	Line			Mandatory requisite
4	Comment	Line			
5	Detailed by sub-areas	Select a value	Value "Yes" or "No"		Mandatory requisite

7.6.9. "Sub-areas of treatment" catalogue

The purpose of this catalogue is to store the list of sub-areas of treatment.

The right to add new items to the directory should be available only to the System Administrator and the authorised User at the MoH.

Manual's structure:

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	Code	Number		Unique ID	Mandatory requisite
2	Name (in Ukrainian)	Line			Mandatory requisite
3	Name (in English)	Line			Mandatory requisite
4	Comment	Line			

7.6.10. "Procurement types" catalogue

The purpose of this catalogue is to store information on possible procurement types. It is a key accounting section in the system.

The catalogue should be pre-completed with the values: "Centralised procurements by the MoH", "Centralised procurements by THO (Regional)", "Centralised procurements by THO (Local)", "HCI's own procurements".

The right to add new items to the catalogue should be available only to the System Administrator.

Manual's structure:

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	Code	Number		Unique ID	Mandatory requisite
2	Name	Line			Mandatory requisite
3	Comment	Line			

7.6.11. "PCC" catalogue

The purpose of this catalogue is to store information on possible PCCs. It is a key financial analytics system.

The right to add new items to the catalogue should be available only to the System Administrator.

Manual's structure:

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	Code	Number		Unique ID	Mandatory requisite
3	PCC code	Number			Mandatory requisite
2	Name	Line			Mandatory requisite
3	Comment	Line			

7.6.12. "Budget types" catalogue

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The purpose of this catalogue is to store the list of budget types, since access to certain functions in documents may be restricted according to type of Organisation.

The catalogue should be pre-completed with the values: "State budget of Ukraine", "Local budget", "Funds of the global fund".

The right to add new items to the catalogue should be available only to the System Administrator.

Manual's structure:

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	Code	Number		Unique ID	Mandatory requisite
2	Name	Line			Mandatory requisite
3	Comment	Line			

7.6.13. "Funds type" catalogue

The purpose of this catalogue is to store the list of expense types, since access to some functions in documents may be restricted according to type of Organisation.

The catalogue should be pre-completed with the values: "Funds of the special fund", "Other sources (charitable contributions)", "Funds of the global fund".

The right to add new items to the catalogue should be available only to the System Administrator.

Manual's structure:

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	Code	Number		Unique ID	Mandatory requisite
2	Name	Line			Mandatory requisite
3	Comment	Line			

7.6.14. "Budget year" catalogue

The purpose of this catalogue is to store the list of budget years.

The catalogue should be pre-completed with the values: "2015"-"2025".

The right to add new items to the catalogue should be available only to the System Administrator.

Manual's structure:

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	Code	Number		Unique ID	Mandatory requisite
2	Name	Line			Mandatory requisite

7.6.15. "Warehouses" catalogue

The purpose of this catalogue is to store the list of warehouses for each Organisation.

Manual's structure:

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	Code	Number		Unique ID	Mandatory requisite
2	Organisation	Unique ID from the catalogue	"Organisations" catalogue		
3	Name	Line			Mandatory requisite

7.6.16. "AO" catalogue;

The purpose of this catalogue is to store the list of accountable officers for each Organisation.
Manual's structure:

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	Code	Number		Unique ID	Mandatory requisite
2	Organisation	Unique ID from the catalogue	"Organisations" catalogue		
3	Name	Line			Mandatory requisite

7.6.17. "Status of MP and MD" catalogue

The purpose of this catalogue is to store the list of statuses of MP or MD. The catalogue is used in the documents to designate the status of MP as "Fit for consumption" or "Quarantine". The catalogue can also be used to determine if the MD is in use or not.
Manual's structure:

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	Code	Number		Unique ID	Mandatory requisite
2	Name	Line			Mandatory requisite
3	Comment	Line			

7.6.18. "Units of measurement" catalogue;

The purpose of this catalogue is to store the list of units of measurement.
Manual's structure:

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	Code	Number		Unique ID	Mandatory requisite
2	Abbreviated name	Line			Mandatory requisite

3	Full name	Line			Mandatory requisite

7.6.19. "Variants of procurement procedure" catalogue

The purpose of this catalogue is to store the list of variants of the procurement procedure. The catalogue is used in the documents of the "Purchases" module.

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	Code	Number		Unique ID	Mandatory requisite
2	Name	Line			Mandatory requisite

7.6.20. "Statuses of the procurement plan" catalogue

The purpose of this catalogue is to store the list of variants of the procurement procedure. The catalogue is used in the documents of the "Purchases" module.

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	Code	Number		Unique ID	Mandatory requisite
2	Name	Line			Mandatory requisite

7.7.   Functional requirements and structure of other reference information
7.7.1. "Prohibited batches of MP and MD" catalogue

The purpose of this catalogue is to store information on batches of MP and MD whose use is prohibited. The catalogue serves as the basis for creating a report message that will automatically open when the User opens the system and display information on batches of MP and MD with available remainders whose use is prohibited by the State Service of Ukraine on Medicines and Drugs Control.

The catalogue should store periodic information, the starting date of the prohibition of use, the end date and the reasons for the prohibition.

The catalogue's data should be downloaded automatically from the official open source (accordingly, the structure of the directory should correspond to the structure of the source of the information) to be specified by the MoH of Ukraine.

7.7.2. Table of correspondence of "MP-INN-Presentation form-Dosage" with "MP-MP batch"

A table of correspondence for the four key catalogues "MP"-"INN"-"Presentation form"-"Dosage" and a table of correspondence for the catalogues "MP"-MP batches" should be stored in the system.

The compliance system is necessary both for correct accounting and for the User's convenience, which should be ensured with the implementation of the "back data entry" mechanism.

With respect to system documents, the implementation of "back data entry" means that when the User fills in one of the values of a unique identifier of one catalogue, the system offers a unique identifier for the next catalogue value to be filled in, taking the existing correspondence into account. The order in which the User fills in values does not matter; "back data entry" works both "right to left" and "left to right". In addition, if the value specified by the User as the unique identifier of one catalogue corresponds

to only one value of the unique identifier of another catalogue, the following values in the document are filled in automatically.

The table's data should be filled in automatically from the official open data source to be specified by the MoH of Ukraine.

7.7.3. Table of correspondence of "MD-GMDN" and "MD-Catalogue Number"

A table of correspondence for the key catalogues "MD"-"GMDN" and a table of correspondence for the catalogues "MD"-"Catalogue numbers" should be stored in the system.

The compliance system is necessary both for correct accounting and for the User's convenience, which should be ensured with the implementation of the "back data entry" Technical Responsiveness Checklist mechanism.

With respect to system documents, the implementation of "back data entry" means that when the User fills in one of the values of a unique identifier of one catalogue, the system offers a unique identifier for the next catalogue value to be filled in, taking the existing correspondence into account. The order in which the User fills in values does not matter; "back data entry" works both "right to left" and "left to right". In addition, if the value specified by the User as the unique identifier of one catalogue corresponds to only one value of the unique identifier of another catalogue, the following values in the document are filled in automatically.

Ideally, the data from the table of correspondence would be downloaded automatically, but there was no open official data source with the given correspondence at the time of writing this technical specification. Thus, there is no open data source yet, and the data from the table of correspondence needs to be entered manually (you must create a separate Role to administer the catalogue); after the open data source is selected, the Developer must implement automatic data completion.

7.7.4. Table of coefficients of units of measurement

A table of coefficients of units of measurement to fill in the values of the minimum unit of measurement and the conversion between different units of measurement for each MP (or MD) should be stored in the system. The primary packaging, secondary packaging and coefficient (quantity) between the secondary and the primary packaging must be taken into account.

Data on a given MP are in the SRMP, and these data should be automatically downloaded to the system when downloading (updating) the MP catalogue.

The data from the table are to be used in documents when entering data on MP and MD and in reports in order to display the MP and MD remainders to the minimum (or unified) unit of measurement and for the further grouping of data in the reports.

8. Module No. 3 "Creation of nomenclature, creation of 100% needs and collection of applications"

This module is divided into three sections:
1) "Creation of 100% needs";
2) "Creation of nomenclature and the amount of financing";
3) "Creation of applications".

This module contains the documents reflecting the process of collecting the 100% needs in the INN section by nosology, where the methodology for calculating needs has not been implemented, as well as documents for calculating the needs by nosology, where the methodology for calculating needs has been implemented. At the time of writing this technical specification, the MoH had initiated the process of implementing the methodology for calculating the need for individual nosologies; such methodology had not been introduced before. Since this process is not complete, it is advisable in the first stage of implementation of the system to implement documents for the creation of needs without functional calculations. After completing the implementation of the methodology for calculating the need for individual nosologies, it is advisable to proceed to the second stage of implementation: distinguishing between nosologies for which the methodology of calculation has been introduced, and separately for each of the nosologies in order to implement documents with the calculation function.

The second section of the module contains documents on creation of the nomenclature, which is the basis for the implementation of procurement procedures ("Centralised procurements by the MoH") and the establishment of amounts of financing, according to the estimated assignments under which procurement can be carried out.

The third section contains documents that record the process of forming applications for MP and MD procurement. At the time of writing this technical specification, applications were generated only for procurements made by the MoH ("Centralised procurements by the MoH") within the limits of the established amounts of financing.

At the second stage of implementation, it is advisable to propose the use of the procurement function for procurement applications at various levels ("Centralised procurements by THO [Regional]" and "Centralised procurements by THO [Local]").

8.1. Visual diagram

Module No. 3 "Creation of nomenclature, creation of 100% needs and collection of applications"

HCI	THO	MoH	PHC

Creation of 100% needs

Beginning

MP and MD/Vaccines

Creation of 100% needs for vaccines

No. 304 "Consolidated needs for vaccines"

No. 303 "Needs of the HCI"
- Areas of treatment;
- INN;
- Units of measurement;
- Dosage;
- Price (anticipated).

No. 302 "Needs of the THO"
- Areas of treatment;
- INN;
- Units of measurement;
- Dosage;
- Price (anticipated).

No. 303 "Needs of the MoH"
- Areas of treatment;
- INN;
- Units of measurement;
- Dosage;
- Price (anticipated).

Creation of nomenclature and the amounts of financing;

No. 305 "Order on the creation of nomenclature"
- Areas of treatment;
- INN;
- Presentation form;
- Dosage;
- Unit of measurement;
- Price (previous).

No. 306 "Establishing the amount of financing"
- In the THO section
- Areas of treatment.
- Maximum amount;

No. 307 "Distribution of financing among HCIs"
- In the HCI section.
- Areas of treatment.
- Maximum amount;

Creation of applications

No. 308 "Application of the HCI"
- Areas of treatment;
- INN (within the Order on nomenclature)
- Units of measurement;
- Dosage;
- Price (previous).
- Within the range;

No. 309 "Consolidated application of the THO"
- Areas of treatment;
- INN (within the Order on nomenclature)
- Units of measurement;
- Dosage;
- Price (previous).
- Within the range of the Quota;

No. 310 "Consolidated application of the MoH" Areas of treatment;
- INN (within the Order on nomenclature)
- Units of measurement;
- Dosage;
- Price (previous).
- Within the range of the Quota;

"Procurements" module

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8.2. Section "Creation of 100% needs"

8.2.1 List of documents of the "Creation of 100% needs" section

1. Document (No. 301) "Needs of the HCI";
2. Document (No. 302) "Needs of the THO";
3. Document (No. 303) "Needs of the MoH";
4. Document (No. 304) "Consolidated needs for vaccines";

8.2.2 Key requirements for the documents' functionality and User access

In this section, Users can be assigned a separate Role regulating the functions and access rights of Users to documents (taking into account that consolidated need in the country cannot be formulated by MoH alone, as PHC handles vaccines; accordingly, PHC should be established with a role higher than the "Role of MoH. Management of needs", since it is not expedient to create a separate Role with similar functionality). All documents must be signed with EDS.

The Role "HCI. Management of needs" creates the "Needs of the HCI" document to indicate the full 100% need for MP and MD in the Organisation.

The Role "THO (Regional). Management of needs" creates the "Needs of the THO (Regional)" document to indicate the full 100% needs for MP and MD in the Region as a whole, in all subordinate HCIs, or, if such a Role is intended for the HCI of direct subordination, it shows the 100% needs within its own Organisation.

The Role "MoH. Need management" creates the "Needs of the MoH" document to indicate the full 100% need for MP and MD as a whole in the country.

The Role "MoH. Needs management" can only create and edit documents created within that Role (Organisation = MoH). It can view (without editing) all the documents of other subordinate Roles.

The Role "THO (Regional). Needs management" can only create and edit the documents created within that Role. It can view (without editing) all the documents of other subordinate Roles.

The Role "HCI. Needs management" can only create and edit documents created within that Role (Organisation = HCI).

8.2.3 Functional requirements and structure of the documents

8.2.3.1 Document "Document (No. 301) 'Needs of the HCI'"

The purpose of the document is to indicate the 100% needs for MP and MD.

User creates and completes the document manually.

The document should be created in the treatment area section — a separate document for each treatment area. Only elements of the "Areas of treatment" document without the value "centralised calculation of needs" are selected.

Two types of operations should be created in the document: "Primary" (created once a year) and "Changes" (for registration of changes within a year).

The system should store the entire history of changes, as well as a visual diagram of related documents.

The document consists of a document header and two separate table sections (bookmarks).

The document "Needs of the HCI" Structure of the document. Document header:

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	Number	Number	Unique document number	Generated automatically	Mandatory requisite
2	Date	Date	Date of the document DDMMYYYY		Mandatory requisite
3	Number of the original	Line		Maximum 10 characters	Mandatory requisite

4	Date of the original	Date	Date of the original DDMMYYYY		Mandatory requisite
5	"Organisation"	Unique ID from the catalogue	"Organisations" catalogue		Mandatory requisite
6	"Budget year"	Unique ID from the catalogue	"Budget year" catalogue		Mandatory requisite
7	"Area of treatment"	Unique ID from the catalogue	"Areas of treatment" catalogue		
8	"Needs of the HCI"	Unique ID from the documents	Document "Needs of the HCI"	This field is available for completion only for the document with the value "Changes"; the primary document "Needs of the HCI" is indicated.	

The document "Needs of the HCI" Bookmark "Medical products". Structure:

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	"Sub-area of treatment"	Unique ID from the catalogue	"Sub-areas of treatment" catalogue	It is indicated only if "Area of treatment" is detailed to sub-areas.	
2	INN	Unique ID from the catalogue	"INN" catalogue	Only those that match the Trade Name	
3	MP presentation form	Unique ID from the catalogue	"Presentation form" catalogue		
4	"Dosage"	Unique ID from the catalogue	"Dosage" catalogue		
5	- Unit of measurement (base)	Unique ID from the catalogue	"Units of measurement" catalogue;		
6	Quantity	Number		6 characters after the decimal	
7	Price (UAH)	Number		Anticipated price	
8	Amount, UAH	Number			

The document "Needs of the HCI" Bookmark "Medical devices" Structure:

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	"Sub-area of treatment"	Unique ID from the catalogue	"Sub-areas of treatment" catalogue	It is indicated only if "Area of treatment" is detailed to sub-areas.	
2	GMDN	Unique ID from the catalogue	"GMDN" catalogue	Only those that match the Trade Name	

No.	Requisite name	Type	Data source	Note	Other essential requirements
3	- Unit of measurement (base)	Unique ID from the catalogue	"Units of measurement" catalogue;		
4	Quantity	Number		6 characters after the decimal	
5	Price (UAH)	Number		Anticipated price	
6	Amount, UAH	Number			

Since, after the creation of "Needs of the HCI" by all the HCIs within the region, THO are to form a consolidated need for the region (within institutions subordinated to them), it is expedient to implement a notification mechanism for the THO or a report to the THO indicating which of the subordinated HCIs have created the "Needs of the HCI" and which have not.

8.2.3.2   Document (No. 302) "Needs of the THO"

The purposes of the document are:

- The creation of consolidated needs for THOs (Regional). In this case table sections related to MP and MD are to be filled in with aggregate data indicated in "Needs of the HCI" of all HCIs subordinated to THOs (Regional).

- The creation of consolidated needs for HCIs of direct subordination. In this case, the User completes table sections related to MP and MD manually.

The document should be created in the treatment area section — a separate document for each treatment area. Only elements of the "Areas of treatment" document without the value "centralised calculation of needs" are selected.

Two types of operations should be created in the document: "Primary" (created once a year) and "Changes" (for registration of changes within a year).

The system should store the entire history of changes, as well as a visual diagram of related documents.

If the User creates a document for the Organisation with the type "THO (Regional)", then the document must be completed automatically (by pressing the "Complete" button), and catalogue correction of the table sections data is not allowed, as the document is completed with aggregated data in each INN (or GMDN) section according to the data from the "Needs of the HCI" that are subordinated to the THO.

If the User creates a document for the Organisation with the type "HCI of direct subordination", then the User completes table sections manually. Bookmark "List of HCI applications" should not be displayed at all.

The document consists of a document header and three separate table sections (bookmarks).

Document "Needs of the THO" Structure of the document. The document header

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	Number	Number	Unique document number	Generated automatically	Mandatory requisite
2	Date	Date	Date of the document DDMMYYYY		Mandatory requisite
3	Number of the original	Line		Maximum 10 characters	Mandatory requisite
4	Date of the original	Date	Date of the original DDMMYYYY		Mandatory requisite

5	"Organisation"	Unique ID from the catalogue	"Organisations" catalogue		Mandatory requisite
6	"Budget year"	Unique ID from the catalogue	"Budget year" catalogue		Mandatory requisite
7	"Area of treatment"	Unique ID from the catalogue	"Areas of treatment" catalogue		
8	"Needs of the THO"	Unique ID from the documents	Document "Needs of the HCI"	This field is available for completion only for the document with the value "Changes"; the primary document "Needs of the THO" is indicated.	

Document "Needs of the THO" Bookmark "Medical products". Structure:

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	"Sub-area of treatment"	Unique ID from the catalogue	"Sub-areas of treatment" catalogue	It is indicated only if "Area of treatment" is detailed to sub-areas.	
2	INN	Unique ID from the catalogue	"INN" catalogue	Only those that match the Trade Name	
3	MP presentation form	Unique ID from the catalogue	"Presentation form" catalogue		
4	"Dosage"	Unique ID from the catalogue	"Dosage" catalogue		
5	- Unit of measurement (base)	Unique ID from the catalogue	"Units of measurement" catalogue;		
6	Quantity	Number		Total number in the INN section for all "Needs of the HCI"	
7	Price (UAH)	Number		Average price in the INN section for all "Needs of the HCI"	
8	Amount, UAH	Number		Total amount in the INN section for all "Needs of the HCI"	

Document "Needs of the THO" Bookmark "Medical devices" Structure:

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	"Sub-area of treatment"	Unique ID from the catalogue	"Sub-areas of treatment" catalogue	It is indicated only if "Area of treatment" is detailed to sub-areas.	
2	GMDN	Unique ID from the catalogue	"GMDN" catalogue	Only those that match the Trade Name	
3	- Unit of measurement (base)	Unique ID from the catalogue	"Units of measurement" catalogue;		

4	Quantity	Number		Total number in the GMDN section for all "Needs of the HCI"	
5	Price (UAH)	Number		Average price in the GMDN section for all "Needs of the HCI"	
6	Amount, UAH	Number		Total amount in the GMDN section for all "Needs of the HCI"	

Document "Needs of the THO". Bookmark "List of HCI needs"

The list of documents "Needs of the HCI" on whose basis the aggregated data on MP and MD were entered must be indicated in this bookmark. The User should be able to open the "Needs of the HCI" document for viewing in one click.

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	HCI	Unique ID from the catalogue	"Organisations" catalogue		Not editable, view only
2	"Needs of the HCI"	Unique ID from the documents	Document "Needs of the HCI"		Not editable, view only

Since the MoH must create the consolidated need for the country after the creation of "Needs of the THO" by all THOs (Regional), it is expedient to implement a notification mechanism. It is also expedient to implement a notification mechanism or a report to the THO indicating which of the subordinated HCIs have created the "Needs of the HCI" and which have not.

8.2.3.3 Document (No. 303) "Needs of the MoH"

The purpose of this document is to create the consolidated need for MP and MD for the country.

The document should be created in the treatment area section — a separate document for each treatment area. Only elements of the "Areas of treatment" document without the value "centralised calculation of needs" are selected.

Two types of operations should be created in the document: "Primary" (created once a year) and "Changes" (for registration of changes within a year).

The system should store the entire history of changes, as well as a visual diagram of related documents.

The document should be completed automatically (the "Complete" button) according to the data from all "Needs of the THO (Regional)" documents.

The document consists of a document header and three separate table sections (bookmarks).

Document "Needs of the MoH". Structure of the document. Document header:

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	Number	Number	Unique document number	Generated automatically	Mandatory requisite
2	Date	Date	Date of the document DDMMYYYY		Mandatory requisite
3	Number of the original	Line		Maximum 10 characters	Mandatory requisite

4	Date of the original	Date	Date of the original DDMMYYYY		Mandatory requisite
5	"Organisation"	Unique ID from the catalogue	"Organisations" catalogue		Mandatory requisite
6	"Budget year"	Unique ID from the catalogue	"Budget year" catalogue		Mandatory requisite
7	"Area of treatment"	Unique ID from the catalogue	"Areas of treatment" catalogue		
8	"Needs of the MoH"	Unique ID from the documents	Document "Needs of the MoH"	This field is available for completion only for the document with the value "Changes"; the primary document "Needs of the MoH" is indicated.	

Document "Needs of the MoH". Bookmark "Medical products". Structure:

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	"Sub-area of treatment"	Unique ID from the catalogue	"Sub-areas of treatment" catalogue	It is indicated only if "Area of treatment" is detailed to sub-areas.	
2	INN	Unique ID from the catalogue	"INN" catalogue	Only those that match the Trade Name	
3	MP presentation form	Unique ID from the catalogue	"Presentation form" catalogue		
4	"Dosage"	Unique ID from the catalogue	"Dosage" catalogue		
5	- Unit of measurement (base)	Unique ID from the catalogue	"Units of measurement" catalogue;		
6	Quantity	Number		Total number in the INN section for all "Needs of the THO"	
7	Price (UAH)	Number		Average price in the INN section for all "Needs of the THO"	
8	Amount, UAH	Number		Total amount in the INN section for all "Needs of the THO"	

Document "Needs of the MoH". Bookmark "Medical devices" Structure:

No.	Requisite name	Type	Data source	Note	Other essential requirements

1	"Sub-area of treatment"	Unique ID from the catalogue	"Sub-areas of treatment" catalogue	It is indicated only if "Area of treatment" is detailed to sub-areas.	
2	GMDN	Unique ID from the catalogue	"GMDN" catalogue	Only those that match the Trade Name	
3	- Unit of measurement (base)	Unique ID from the catalogue	"Units of measurement" catalogue;		
4	Quantity	Number		Total number in the GMDN section for all "Needs of the THO"	
5	Price (UAH)	Number		Average price in the GMDN section for all "Needs of the THO"	
6	Amount, UAH	Number		Total amount in the GMDN section for all "Needs of the THO"	

Document "Needs of the MoH". Bookmark "List of THO needs"

The list of documents "Needs of the HCI" on whose basis the aggregated data on MP and MD were entered must be indicated in this bookmark. The User should be able to open the "Needs of the THO" document for viewing in one click.

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	THO	Unique ID from the catalogue	"Organisations" catalogue		Not editable, view only
2	"Needs of the THO"	Unique ID from the documents	Document "Needs of the THO"		Not editable, view only

It is also expedient to implement a notification mechanism or a report to the MoH indicating which of the subordinated HCIs have created the "Needs of the HCI" and which have not.

8.2.3.4   Document (No. 304) "Consolidated needs for vaccines"

The purpose of this document is to create the consolidated need for MP and MD for nosologies with already implemented procedures for calculating the 100% need in the country as a whole.

The document should be created in the treatment area section — a separate document for each treatment area. Only elements of the "Areas of treatment" document with the value "centralised calculation of needs" are selected.

Two types of operations should be created in the document: "Primary" (created once a year) and "Changes" (for registration of changes within a year).

The system should store the entire history of changes, as well as a visual diagram of related documents.

The document consists of a document header and one separate table section (bookmark).

Document "Consolidated needs for vaccines". Structure of the document. Document header:

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	Number	Number	Unique document number	Generated automatically	Mandatory requisite

2	Date	Date	Date of the document DDMMYYYY		Mandatory requisite
3	Number of the original	Line		Maximum 10 characters	Mandatory requisite
4	Date of the original	Date	Date of the original DDMMYYYY		Mandatory requisite
5	"Organisation"	Unique ID from the catalogue	"Organisations" catalogue		Mandatory requisite
6	"Budget year"	Unique ID from the catalogue	"Budget year" catalogue		Mandatory requisite
7	"Area of treatment"	Unique ID from the catalogue	"Areas of treatment" catalogue		
8	"Consolidated needs for vaccines"	Unique ID from the documents	Document "Consolidated needs for vaccines"	This field is available only for the document with the value "Changes"; the primary document "Consolidated needs for vaccines" is indicated.	

Document "Consolidated needs for vaccines". Bookmark "Medical products". Structure:

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	"Sub-area of treatment"	Unique ID from the catalogue	"Sub-areas of treatment" catalogue	It is indicated only if "Area of treatment" is detailed to sub-areas.	
2	INN	Unique ID from the catalogue	"INN" catalogue	Only those that match the Trade Name	
3	MP presentation form	Unique ID from the catalogue	"Presentation form" catalogue		
4	"Dosage"	Unique ID from the catalogue	"Dosage" catalogue		
5	- Unit of measurement (base)	Unique ID from the catalogue	"Units of measurement" catalogue;		
6	Quantity	Number			
7	Price (UAH)	Number			
8	Amount, UAH	Number			

8.3 Section "Creation of nomenclature and the amount of financing"
8.3.1 The list of documents of "Creation of nomenclature and the amount of financing" section
1. Document (No. 305) "Order on the creation of nomenclature".
2. Document (No. 306) "Establishing the amount of financing of the MoH".
3. Document (No. 307) "Distribution of financing among HCIs"
8.3.2 Key requirements for the documents' functionality and User access

In this section, Users may be assigned a separate Role regulating the functions and access rights of Users to documents.

The Role "MoH. Distribution Management" creates a "Establishing the amount of financing of the MoH" document to indicate the limits within which the procurement and distribution by region (THO [Regional] and HCI of direct subordination) is possible.

The Role "THO (Regional). Distribution Management" creates a "Distribution of the amount of financing among HCIs" document to indicate the maximum amount for which the procurement and distribution among HCI subordinated is possible.

The Role "Creation of MoH nomenclature" creates an "Order on the creation of nomenclature" document to display the list of nomenclature to be procured by the MoH as "Centralised procurements by the MoH".

The Role "MoH. Distribution Management" can only create and edit documents created within that Role (Organisation = MoH); the Role can view (without the right to edit) all documents of other subordinate Roles.

The Role "THO (Regional). Distribution Management" can only create and edit documents created within that Role.

The Role "Creation of MoH nomenclature" can only create and edit documents created within that Role.

8.3.3 Functional requirements and structure of the documents
8.3.3.1 Document (No. 305) "Order on the creation of nomenclature"

The purpose of the document is to indicate the list of nomenclature to be centrally procured by the MoH ("Centralised procurements by the MoH") with the involvement of International Procurement Organisations and the CPO.

Two types of operations should be created in the document: "Primary" (created once a year) and "Changes" (for registration of changes within a year).

The system should store the entire history of changes, as well as a visual diagram of related documents.

The User with the assigned role "Creation of MoH nomenclature" creates the document.

The document (its table sections on MP and MD) should be completed automatically (the "Complete" button) according to the data of all "Needs of the MoH" documents. The User can delete or change the value in the line manually.

Documents are created in relation to treatment areas — for each treatment area there is a separate document.

The document consists of a document header and two separate table sections (bookmarks).

Document "Order on the creation of nomenclature". Structure of the document. Document header:

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	Number	Number	Unique document number	Generated automatically	Mandatory requisite
2	Date	Date	Date of the document DDMMYYYY		Mandatory requisite
3	Number of the original	Line		Maximum 10 characters	Mandatory requisite
4	Date of the original	Date	Date of the original DDMMYYYY		Mandatory requisite
5	"Organisation"	Unique ID from the catalogue	"Organisations" catalogue		Mandatory requisite

6	"Budget year"	Unique ID from the catalogue	"Budget year" catalogue		Mandatory requisite
7	"Area of treatment"	Unique ID from the catalogue	"Areas of treatment" catalogue		
8	"Order on the creation of nomenclature"	Unique ID from the documents	Document "Order on the creation of nomenclature"	This field is available for completion only for the document with the value "Changes"; the primary document "Order on the creation of nomenclature" is indicated.	

Document "Order on the creation of nomenclature". Bookmark "Medical products". Structure:

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	"Sub-area of treatment"	Unique ID from the catalogue	"Sub-areas of treatment" catalogue	It is indicated only if "Area of treatment" is detailed to sub-areas.	
2	INN	Unique ID from the catalogue	"INN" catalogue	Only those that match the Trade Name	
3	MP presentation form	Unique ID from the catalogue	"Presentation form" catalogue		
4	"Dosage"	Unique ID from the catalogue	"Dosage" catalogue		
5	- Unit of measurement (base)	Unique ID from the catalogue	"Units of measurement" catalogue;		
6	Quantity	Number			
7	Price (UAH)	Number			
8	Amount, UAH	Number			

Document "Order on the creation of nomenclature". Bookmark "Medical devices" Structure:

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	"Sub-area of treatment"	Unique ID from the catalogue	"Sub-areas of treatment" catalogue	It is indicated only if "Area of treatment" is detailed to sub-areas.	
2	GMDN	Unique ID from the catalogue	"GMDN" catalogue	Only those that match the Trade Name	
3	- Unit of measurement (base)	Unique ID from the catalogue	"Units of measurement" catalogue;		
4	Quantity	Number			
5	Price (UAH)	Number			
6	Amount, UAH	Number			

It is also necessary to implement the "Advanced" bookmark, which will indicate signatories of the document and their positions, as well as the printed form of the document.

8.3.3.2 Document "Establishing the amount of financing of the MoH"

The purpose of the document is to establish the amounts of financing of the MoH and the distribution of financing among regions (THOs [Regional] and HCIs of direct subordination) to indicate the maximum price at which the MoH will purchase MP and MD ("Centralised procurements by the MoH").

Two types of operations should be created in the document: "Primary" (created once a year) and "Changes" (for registration of changes within a year).

The system should store the entire history of changes, as well as a visual diagram of related documents.

The User with the assigned role "MoH. Distribution Management" creates the document.

Documents are created in relation to treatment areas — for each treatment area there is a separate document.

The document consists of a document header and a table section.

Document (No. 306) "Establishing the amount of financing of the MoH". Structure of the document.
Document header:

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	Number	Number	Unique document number	Generated automatically	Mandatory requisite
2	Date	Date	Date of the document DDMMYYYY		Mandatory requisite
3	Number of the original	Line		Maximum 10 characters	Mandatory requisite
4	Date of the original	Date	Date of the original DDMMYYYY		Mandatory requisite
5	"Organisation"	Unique ID from the catalogue	"Organisations" catalogue		Mandatory requisite
6	"Procurement type"	Unique ID from the catalogue	"Procurement types" catalogue	Only "Centralised MoH" are used.	Mandatory requisite
7	"Budget type"	Unique ID from the catalogue	"Budget types" catalogue		Mandatory requisite
8	"PCC"	Unique ID from the catalogue	"PCC" catalogue		Mandatory requisite
9	"Expense type"	Unique ID from the catalogue	"Funds type" catalogue		Mandatory requisite
10	"Budget year"	Unique ID from the catalogue	"Budget year" catalogue		Mandatory requisite
11	"Area of treatment"	Unique ID from the catalogue	"Areas of treatment" catalogue		
12	"Establishing the amount of financing"	Unique ID from the documents	Document "Establishing the amount of financing of the MoH"	This field is available for completion only for the document with the value "Changes"; the primary	

				document "Establishing the amount of financing of the MoH" is indicated.	

Document's table section:

Document (No. 306) "Establishing the amount of financing of the MoH". Bookmark "Distribution of financing". Structure:

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	"Sub-area of treatment"	Unique ID from the catalogue	"Sub-areas of treatment" catalogue	It is indicated only if "Area of treatment" is detailed to sub-areas.	
2	THO	Unique ID from the catalogue	"Organisations" catalogue	Only organisations with the type "THO (Regional)" and "HCI of direct subordination" are indicated.	
3	Amounts of financing (UAH)	Number			

8.3.3.3 Document (No. 307) "Distribution of financing among HCIs"

The purpose of the document is to establish the maximum amounts of financing for THOs (Regional) and the distribution of their financing among subordinated HCIs; the MoH will purchase MP and MD ("Centralised procurements by the MoH") within these limits.

Two types of operations should be created in the document: "Primary" (created once a year) and "Changes" (for registration of changes within a year).

The system should store the entire history of changes, as well as a visual diagram of related documents.

The User with the assigned role "THO. Distribution Management" creates the document.

Documents are created in relation to treatment areas — for each treatment area there is a separate document.

For the convenience of the User, it is also necessary to display in the treatment area section (and in the sub-area, if the area is detailed to the level of sub-areas) the amount of financing allocated by the MoH which is to be distributed by the User among HCIs subordinated to him or her. When the document is being completed, it is also necessary to make sure that the amount of funding in the document (in the area section) does not exceed the amount allocated by the MoH. If the User assigns more in the document than the MoH has allocated, it will be impossible to complete the document, and the system will show an error. Monitoring must be exercised with due account for changes to all documents up to the document's creation date.

The document consists of a document header and a table section.

Document "Distribution of financing among HCIs". Structure of the document. Document header:

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	Number	Number	Unique document number	Generated automatically	Mandatory requisite
2	Date	Date	Date of the document DDMMYYYY		Mandatory requisite

3	Number of the original	Line		Maximum 10 characters	Mandatory requisite
4	Date of the original	Date	Date of the original DDMMYYYY		Mandatory requisite
5	"Organisation"	Unique ID from the catalogue	"Organisations" catalogue		Mandatory requisite
6	"Procurement type"	Unique ID from the catalogue	"Procurement types" catalogue	Only "Centralised MoH" are used.	Mandatory requisite
7	"Budget type"	Unique ID from the catalogue	"Budget types" catalogue		Mandatory requisite
8	"PCC"	Unique ID from the catalogue	"PCC" catalogue		Mandatory requisite
9	"Expense type"	Unique ID from the catalogue	"Funds type" catalogue		Mandatory requisite
10	"Budget year"	Unique ID from the catalogue	"Budget year" catalogue		Mandatory requisite
11	"Area of treatment"	Unique ID from the catalogue	"Areas of treatment" catalogue		
12	"Distribution of financing among HCIs"	Unique ID from the documents	Document "Distribution of financing among HCIs"	This field is available for completion only for the document with the value "Changes"; the primary document "Distribution of financing among HCIs" is indicated.	

Document's table section:

Document "Distribution of financing among HCIs". Bookmark "Distribution of financing". Structure:

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	"Sub-area of treatment"	Unique ID from the catalogue	"Sub-areas of treatment" catalogue	It is indicated only if "Area of treatment" is detailed to sub-areas.	
2	HCI	Unique ID from the catalogue	"Organisations" catalogue	Only organisations with the type "HCI" of direct subordination to the THO creating the document are indicated.	
3	Amounts of financing (UAH)	Number			

8.4 Section "Creation of applications"
8.4.1 List of documents in the "Creation of applications" section
1. Document (No. 308) "Application of the HCI";

2. Document (No. 309) "Consolidated application of the THO"
3. Document (No. 310) "Consolidated application of the MoH".

8.4.2 Key requirements for the documents' functionality and User access

In this section, Users may be assigned a separate Role regulating the functions and access rights of Users to documents.

The Role "HCI. Application management" creates a "Application of the HCI" document to indicate the needs for MP and MD in the Organisation for procurement by the MoH ("Centralised procurements by the MoH").

The Role "THO (Regional). Application management" creates a "Consolidated application of the THO" document to indicate the overall needs for MP and MD by Region among all the HCIs subordinated to it for procurement by the MoH ("Centralised procurements by the MoH"). If this Role is intended for the HCI of direct subordination, it indicates a need for MP and MD to be procured by the MoH within its own Organisation ("Centralised procurements by the MoH").

The Role "MoH. Application management" creates a "Consolidated application of the MoH" document to indicate the overall needs for MP and MD by Region for all the THOs and HCIs of direct subordination for procurement by the MoH ("Centralised procurements by the MoH"). The following options for completing the document are taken into account:

- the creation of a "Consolidated MoH application" based on THO applications (process HCI-THO-MoH);

- the creation and catalogue completion of a "Consolidated MoH application" with subsequent automatic creation of the new "Consolidated THO applications" and notification mechanism of THOs which must approve the application (process MoH-THO-HCI). The Role "MoH. Application management" can only create and edit documents created within that Role (Organisation = MoH). It can view (without editing) all the documents of other subordinate Roles.

The Role "THO (Regional). Application management" can only create and edit documents created within that Role. It can view (without editing) all the documents of other subordinate Roles.

The Role "HCI. Application management" can only create and edit documents created within that Role (Organisation = HCI).

8.4.3 Functional requirements and structure of the documents

8.4.3.1 Document (No. 308) "Application of the HCI";

The purpose of the document is to indicate the HCI's need (procurement applications) for MP and MD to be procured as "Centralised procurements by the MoH", taking into account the amounts of financing distributed among HCIs. The MoH will procure only for those INN (GMDN) specified in the "Order on the creation of nomenclature"; accordingly, when processing table sections related to MP and MD, the User can select only those elements specified in the "Order on the creation of nomenclature", taking into account all changes as of the document's creation date.

The created "Application of the HCI" document is to be submitted to the THO (Regional) to which the HCI is subordinated for review; therefore, it is expedient to implement certain document statuses in the system. The default status is "Created" (without the right to change for the Role "HCI. Application managment"); when processing the THO (Regional) document, allow the Role "THO (Regional). Application management" to change the status to "approved" or "rejected". If the THO (Regional) rejects the "Aplication of the HCI", the User creates a new document related to the HCI instead of correcting the existing one.

For the convenience of the User, it is also necessary to display the established amounts of financing for treatment areas (total established per the reporting year) and the residual amount of financing (the total established for the reporting year is the sum of all pre-created applications in the status "created" and "approved"). It is expedient to implement monitoring to make sure amounts of financing are not exceeded: if the total amount of all applications (taking into account the current document in the selected treatment area for the selected budget year) exceeds the residual amount of financing, then the system should display an error message.

User creates and completes the document manually.

The document should be created in the treatment area section — a separate document for each treatment area. Only elements of the "Areas of treatment" document without the value "centralised calculation of needs" are selected.

The document consists of a document header and two separate table sections (bookmarks).

Document (No. 308) "Application of the HCI". Structure of the document. Document header:

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	Number	Number	Unique document number	Generated automatically	Mandatory requisite
2	Date	Date	Date of the document DDMMYYYY		Mandatory requisite
3	Number of the original	Line		Maximum 10 characters	Mandatory requisite
4	Date of the original	Date	Date of the original DDMMYYYY		Mandatory requisite
5	"Organisation"	Unique ID from the catalogue	"Organisations" catalogue		Mandatory requisite
6	"Procurement type"	Unique ID from the catalogue	"Procurement types" catalogue	Only "Centralised MoH" are used.	Mandatory requisite
7	"Budget type"	Unique ID from the catalogue	"Budget types" catalogue		Mandatory requisite
8	"PCC"	Unique ID from the catalogue	"PCC" catalogue		Mandatory requisite
9	"Expense type"	Unique ID from the catalogue	"Funds type" catalogue		Mandatory requisite
10	"Budget year"	Unique ID from the catalogue	"Budget year" catalogue		Mandatory requisite
11	"Area of treatment"	Unique ID from the catalogue	"Areas of treatment" catalogue		
12	Status	"Created", "Approved", or "Rejected"			

Document (No. 308) "Application of the HCI". Bookmark "Medical products". Structure:

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	"Sub-area of treatment"	Unique ID from the catalogue	"Sub-areas of treatment" catalogue	It is indicated only if "Area of treatment" is detailed to sub-areas.	
2	INN	Unique ID from the catalogue	"INN" catalogue	Only those that match the Trade Name	
3	MP presentation form	Unique ID from the catalogue	"Presentation form" catalogue		

4	"Dosage"	Unique ID from the catalogue	"Dosage" catalogue		
5	- Unit of measurement (base)	Unique ID from the catalogue	"Units of measurement" catalogue;		
6	Guiding price per unit	Number	Document "Order on the creation of nomenclature"	The guiding price should be entered automatically from the "Order on the creation of nomenclature"	Not edited manually by the User
7	Remainders (Amount)	Number	Automatic value completion	The INN remainder within the Organisation for all types of procurement	Not edited manually by the User
8	Remainders (Amount) "Centralised procurements by the MoH"	Number	Automatic value completion	The INN remainder within the Organisation only for those that were procured as "Centralised procurements by the MoH"	Not edited manually by the User
9	Remainders (Amount) "Centralised procurements by THO (Regional)"	Number	Automatic value completion	The INN remainder within the Organisation, only those procured as "Centralised procurements by THO (Regional)"	Not edited manually by the User
10	Remainders (Amount) "Centralised procurements by THO (Local)"	Number	Automatic value completion	The INN remainder within the Organisation, only those procured as "Centralised procurements by THO (Local)"	Not edited manually by the User
11	Remainders (Amount) "Own HCI"	Number	Automatic value completion	The INN remainder within the Organisation only for those that were procured as "Own HCI"	Not edited manually by the User
12	Of these, the number of units whose shelf life is less than 6 months	Number	Automatic value completion	Calculation of the number of units by INN within all system data, whose shelf life is less than 6 months	
13	Expected deliveries	Number			
14	Annual volume of 100% needs (Quantity)	Number	Document "Needs of the HCI"	The value should be filled in automatically according to "Needs of the HCI"	Not edited manually by the User
15	Estimated average monthly use	Number	Calculation of the value = "Annual volume of 100% needs (Quantity)" / 12		Not edited manually by the User

16	Annual volume of 100% needs excluding existing remainders and expected deliveries (Quantity)	Number	Calculation of the value = "Annual volume of 100% needs (Quantity)" – "Expected deliveries" – "Remainders (Quantity)"		Not edited manually by the User
17	Annual volume of 100% needs excluding existing remainders and expected deliveries (Amount, UAH)	Number	Calculation of the value = "Annual volume of 100% needs except for existing remainders and expected deliveries (Quantity)" × "Guiding price per unit"		Not edited manually by the User
18	Needs with the amount of financing per "Budget year" (Quantity)	Number		Completed manually by the User	
19	Needs with the amount of financing per "Budget year" (Amount, UAH)	Number	Calculation of the value = "Needs with the amount of financing per 'Budget year' (Quantity)" × "Guiding price per unit"		Not edited manually by the User
20	Percentage of provision of the 100% annual needs in accordance with the available financing per "Budget year" (in quantitative terms)	Number	Calculation of the value = "Needs with the amount of financing per 'Budget year' (Quantity)" / Annual volume of 100% needs except for existing remainders and expected deliveries (Quantity)		
21	Percentage of provision of the 100% annual needs in accordance with the available financing per "Budget year" (in monetary terms)	Number	Calculation of the value = Needs with the amount of financing per "Budget year" (Amount, UAH) / Annual volume of 100% needs except for existing remainders and expected deliveries (Amount, UAH)		

Document (No. 308) "Application of the HCI". Bookmark "Medical devices" Structure:

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	"Sub-area of treatment"	Unique ID from the catalogue	"Sub-areas of treatment" catalogue	It is indicated only if "Area of treatment" is detailed to sub-areas.	
2	GMDN	Unique ID from the catalogue	"GMDN" catalogue	Only those that match the Trade Name	
3	- Unit of measurement (base)	Unique ID from the catalogue	"Units of measurement" catalogue;		

4	Guiding price per unit	Number	Document "Order on the creation of nomenclature"	The guiding price should be entered automatically from the "Order on the creation of nomenclature"	Not edited manually by the User
5	Remainders (Amount)	Number	Automatic value completion	The GMDN remainder within the Organisation for all types of procurement	Not edited manually by the User
6	Remainders (Amount) "Centralised procurements by the MoH"	Number	Automatic value completion	The GMDN remainder within the Organisation, only those procured as "Centralised procurements by the MoH"	Not edited manually by the User
7	Remainders (Amount) "Centralised procurements by THO (Regional)"	Number	Automatic value completion	The GMDN remainder within the Organisation, only those procured as "Centralised procurements by THO (Regional)"	Not edited manually by the User
8	Remainders (Amount) "Centralised procurements by THO (Local)"	Number	Automatic value completion	The GMDN remainder within the Organisation, only those procured as "Centralised procurements by THO (Local)"	Not edited manually by the User
9	Remainders (Amount) "Own HCI"	Number	Automatic value completion	The GMDN remainder within the Organisation only for those that were procured as "Own CHI"	Not edited manually by the User
10	Of these, the number of units whose shelf life is less than 6 months	Number	Automatic value completion	Calculation of the number of units by GMDN within all system data whose shelf life is less than 6 months	
11	Expected deliveries	Number			
12	Annual volume of 100% needs (Quantity)	Number	Document "Needs of the HCI"	The value should be filled in automatically according to "Needs of the HCI"	Not edited manually by the User
13	Estimated average monthly use	Number	Calculation of the value = "Annual volume of 100% needs (Quantity)" / 12		Not edited manually by the User
14	Annual volume of 100% needs excluding existing remainders and expected deliveries (Quantity)	Number	Calculation of the value = "Annual volume of 100% needs (Quantity)" – "Expected deliveries" – "Remainders (Quantity)"		Not edited manually by the User

15	Annual volume of 100% needs excluding existing remainders and expected deliveries (Amount, UAH)	Number	Calculation of the value = "Annual volume of 100% needs except for existing remainders and expected deliveries (Quantity)" × "Guiding price per unit"		Not edited manually by the User
16	Needs with the amount of financing per "Budget year" (Quantity)	Number		Completed manually by the User	
17	Needs with the amount of financing per "Budget year" (Amount, UAH)	Number	Calculation of the value = "Needs with the amount of financing per 'Budget year' (Quantity)" × "Guiding price per unit"		Not edited manually by the User
18	Percentage of provision of the 100% annual needs in accordance with the available financing per "Budget year" (in quantitative terms)	Number	Calculation of the value = "Needs with the amount of financing per 'Budget year' (Quantity)" / Annual volume of 100% needs except for existing remainders and expected deliveries (Quantity)		
19	Percentage of provision of the 100% annual needs in accordance with the available financing per "Budget year" (in monetary terms)	Number	Calculation of the value = Needs with the amount of financing per "Budget year" (Amount, UAH) / Annual volume of 100% needs except for existing remainders and expected deliveries (Amount, UAH)		

8.4.3.2 Document (No. 309) "Consolidated application of the THO"

The purpose of the document is to create a consolidated application for THOs (Regional). In this case, there should be two options for creating and completing the document.

The first option (Movement of applications "HCI-THO-MoH"). User creates the document manually (the Role "MoH. Application management"). The document should be completed automatically; table sections related to MP and MD should be completed automatically or by clicking the "Complete" button according to the aggregated data specified in the "Application of the HCI" document (documents that have not yet been included in other "Consolidated THO applications" and only with the status "approved") within all HCIs subordinated to THOs (Regional).

The second option (Movement of applications "MoH-THO-CHI"). User creates the document manually (the Role "MoH. Application management"). User completes the document manually. It is necessary to provide a convenient mechanism for the creation of the document's structure (a convenient mechanism for selecting both the list of HCIs and INN [GMDN] to be included in the application). Since, as a rule, the application creation based on the "MoH-THO-HCI" principle occurs when certain applications are changed (for each change, a separate document is to be created), a possible implementation option is the choice of "Consolidated application of the THO" which must be changed and the reproduction of its structure (the list of THO, INN [GMDN]) in a new document. Calculated values and values that are automatically filled in must be current as of the date of the document.

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In the "Applications of the HCI" bookmark, "Applications of the HCI" documents should be created for the entire list of all subordinated HCIs with completed values of aggregate data (the "Create applications for the HCI" button), and the system should send a notification (the "Send message" button) to HCI Users (the Role "HCI". Application management"). Users then work on harmonisation using document statuses. Users are able to use reports "(No. 806) Report 'Application analysis (list of documents)'" and "(No. 807) Report 'Application analysis (aggregated indicators)'" for data analysis, lists of documents and their detailing.

The purpose of this document is to create an application related to HCIs of direct subordination. In this case, the User completes table sections related to MP and MD manually.

The created "Consolidated application of the THO" document is to be submitted to the MoH for review; therefore, it is expedient to implement certain document statuses in the system. The default status is "Created" (without the right to change for the Role "THO [Regional]. Application management"). When processing the MoH's document, allow the Role "MoH. Application management" to change the status to "approved" or "rejected".

The document should be created in the treatment area section — a separate document for each treatment area. Only elements of the "Areas of treatment" document without the value "centralised calculation of needs" are selected.

The document consists of a document header and three separate table sections (bookmarks).

Document "Consolidated application of the THO" Structure of the document. Document header:

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	Number	Number	Unique document number	Generated automatically	Mandatory requisite
2	Date	Date	Date of the document DDMMYYYY		Mandatory requisite
3	Number of the original	Line		Maximum 10 characters	Mandatory requisite
4	Date of the original	Date	Date of the original DDMMYYYY		Mandatory requisite
5	"Organisation"	Unique ID from the catalogue	"Organisations" catalogue		Mandatory requisite
6	"Procurement type"	Unique ID from the catalogue	"Procurement types" catalogue	Only "Centralised MoH" are used.	Mandatory requisite
7	"Budget type"	Unique ID from the catalogue	"Budget types" catalogue		Mandatory requisite
8	"PCC"	Unique ID from the catalogue	"PCC" catalogue		Mandatory requisite
9	"Expense type"	Unique ID from the catalogue	"Funds type" catalogue		Mandatory requisite
10	"Budget year"	Unique ID from the catalogue	"Budget year" catalogue		Mandatory requisite
11	"Area of treatment"	Unique ID from the catalogue	"Areas of treatment" catalogue		
12	Status	"Created", "Approved", or "Rejected"			

Document "Consolidated application of the THO" Bookmark "Medical products". Structure:

The structure of table sections should be created according to the number of HCIs, the applications of which are included in the "Consolidated application of the THO" as a separate data-grouping level — it is necessary to display the data specified in the table below in lines No. 6–21 for each HCI, as well as the aggregated data indicated in the table's lines No. 6—21 for the THO as a whole (totally within all HCIs). To do this, separate columns for each HCI (upper grouping level) and requisites for completion No. 6–21 (lower grouping level) are added to the structure.

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	"Sub-area of treatment"	Unique ID from the catalogue	"Sub-areas of treatment" catalogue	It is indicated only if "Area of treatment" is detailed to the level of sub-areas.	
2	INN	Unique ID from the catalogue	"INN" catalogue	Only those that match the Trade Name	
3	MP presentation form	Unique ID from the catalogue	"Presentation form" catalogue		
4	"Dosage"	Unique ID from the catalogue	"Dosage" catalogue		
5	- Unit of measurement (base)	Unique ID from the catalogue	"Units of measurement" catalogue;		
6	Guiding price per unit	Number	Document "Order on the creation of nomenclature"	The guiding price should be entered automatically from the "Order on the creation of nomenclature"	Not edited manually by the User
7	Remainders (Amount)	Number	Automatic value completion		Not edited manually by the User
8	Remainders (Amount) "Centralised procurements by the MoH"	Number	Automatic value completion	"Centralised procurements by the MoH"	Not edited manually by the User
9	Remainders (Amount) "Centralised procurements by THO (Regional)"	Number	Automatic value completion	"Centralised procurements by THO (Regional)"	Not edited manually by the User
10	Remainders (Amount) "Centralised procurements by THO (Local)"	Number	Automatic value completion	"Centralised procurements by THO (Local)"	Not edited manually by the User
11	Remainders (Amount) "Own HCI"	Number	Automatic value completion	"Own HCI"	Not edited manually by the User

12	Of these, the number of units whose shelf life is less than 6 months	Number	Automatic value completion	Calculation of the number of units by INN within all system data, whose shelf life is less than 6 months	
13	Expected deliveries	Number			
14	Annual volume of 100% needs (Quantity)	Number	Document "Needs of the HCI"	The value should be filled in automatically according to "Needs of the THO"	Not edited manually by the User
15	Estimated average monthly use	Number	Calculation of the value = "Annual volume of 100% needs (Quantity)" / 12		Not edited manually by the User
16	Annual volume of 100% needs excluding existing remainders and expected deliveries (Quantity)	Number	Calculation of the value = "Annual volume of 100% needs (Quantity)" – "Expected deliveries" – "Remainders (Quantity)"		Not edited manually by the User
17	Annual volume of 100% needs excluding existing remainders and expected deliveries (Amount, UAH)	Number	Calculation of the value = "Annual volume of 100% needs except for existing remainders and expected deliveries (Quantity)" × "Guiding price per unit"		Not edited manually by the User
18	Needs with the amount of financing per "Budget year" (Quantity)	Number		Total value	
19	Needs with the amount of financing per "Budget year" (Amount, UAH)	Number	Calculation of the value = "Needs with the amount of financing per 'Budget year' (Quantity)" × "Guiding price per unit"		Not edited manually by the User
20	Percentage of provision of the 100% annual needs in accordance with the available financing per "Budget year" (in quantitative terms)	Number	Calculation of the value = "Needs with the amount of financing per 'Budget year' (Quantity)" / Annual volume of 100% needs except for existing remainders and expected deliveries (Quantity)		
21	Percentage of provision of the 100% annual needs in accordance with the available financing per "Budget year" (in monetary terms)	Number	Calculation of the value = Needs with the amount of financing per "Budget year" (Amount, UAH) / Annual volume of 100% needs except for existing remainders and expected deliveries (Amount, UAH)		

Document "Consolidated application of the THO" Bookmark "Medical devices" Structure:

The structure of tabel sections should be created according to the number of HCIs, the applications of which are included in the "Consolidated application of the THO" as a separate data-grouping level — it is necessary to display the data specified in the table below in lines No. 6–19 for each HCI, as well as the aggregated data indicated in the lines No. 6–19 of the table given below for the THO as a whole (totally within all HCIs). To do this, separate columns for each HCI (upper grouping level) and requisites for completion No. 6–19 (lower grouping level) are added to the structure.

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	"Sub-area of treatment"	Unique ID from the catalogue	"Sub-areas of treatment" catalogue	It is indicated only if "Area of treatment" is detailed to sub-areas.	
2	GMDN	Unique ID from the catalogue	"GMDN" catalogue	Only those that match the Trade Name	
3	- Unit of measurement (base)	Unique ID from the catalogue	"Units of measurement" catalogue;		
4	Guiding price per unit	Number	Document "Order on the creation of nomenclature"	The guiding price should be entered automatically from the "Order on the creation of nomenclature"	Not edited manually by the User
5	Remainders (Amount)	Number	Automatic value completion		Not edited manually by the User
6	Remainders (Amount) "Centralised procurements by the MoH"	Number	Automatic value completion	"Centralised procurements by the MoH"	Not edited manually by the User
7	Remainders (Amount) "Centralised procurements by THO (Regional)"	Number	Automatic value completion	"Centralised procurements by THO (Regional)"	Not edited manually by the User
8	Remainders (Amount) "Centralised procurements by THO (Local)"	Number	Automatic value completion	"Centralised procurements by THO (Local)"	Not edited manually by the User
9	Remainders (Amount) "Own HCI"	Number	Automatic value completion	"Own HCI"	Not edited manually by the User
10	Of these, the number of units whose shelf life is less than 6 months	Number	Automatic value completion	Calculation of the number of units by GMDN within all system data whose shelf life is less than 6 months	
11	Expected deliveries	Number			

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12	Annual volume of 100% needs (Quantity)	Number	Document "Needs of the HCI"	The value should be filled in automatically according to "Needs of the THO"	Not edited manually by the User
13	Estimated average monthly use	Number	Calculation of the value = "Annual volume of 100% needs (Quantity)" / 12		Not edited manually by the User
14	Annual volume of 100% needs excluding existing remainders and expected deliveries (Quantity)	Number	Calculation of the value = "Annual volume of 100% needs (Quantity)" – "Expected deliveries" – "Remainders (Quantity)"		Not edited manually by the User
15	Annual volume of 100% needs excluding existing remainders and expected deliveries (Amount, UAH)	Number	Calculation of the value = "Annual volume of 100% needs except for existing remainders and expected deliveries (Quantity)" × "Guiding price per unit"		Not edited manually by the User
16	Needs with the amount of financing per "Budget year" (Quantity)	Number		Total value	
17	Needs with the amount of financing per "Budget year" (Amount, UAH)	Number	Calculation of the value = "Needs with the amount of financing per 'Budget year' (Quantity)" × "Guiding price per unit"		Not edited manually by the User
18	Percentage of provision of the 100% annual needs in accordance with the available financing per "Budget year" (in quantitative terms)	Number	Calculation of the value = "Needs with the amount of financing per 'Budget year' (Quantity)" / Annual volume of 100% needs except for existing remainders and expected deliveries (Quantity)		
19	Percentage of provision of the 100% annual needs in accordance with the available financing per "Budget year" (in monetary terms)	Number	Calculation of the value = Needs with the amount of financing per "Budget year" (Amount, UAH) / Annual volume of 100% needs except for existing remainders and expected deliveries (Amount, UAH)		

Document "Consolidated application of the THO" Bookmark "Applications of the HCI"

The list of documents "Application of the HCI" on whose basis the aggregated data on MP and MD were entered must be indicated in this bookmark. The User should be able to open the "Application of the HCI" document for viewing in one click.

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	HCI	Unique ID from the catalogue	"Organisations" catalogue		Not editable, view only
2	"Application of the HCI"	Unique ID from the documents	Document "Application of the HCI"		Not editable, view only

8.4.3.3 Document (No. 310) "Consolidated application of the MoH"

The purpose of the document is to create a consolidated application for MP and MD in the country as a whole for subsequent procurement.

The document provides two options for creating and completing the document by the User (The Role "MoH. Application management"):

The first option (Movement of applications "HCI-THO-MoH"). User creates the document manually (the Role "MoH. Application management"). The document should be completed automatically according to the data from "Consolidated applications of the THO" documents (documents that have not been included in the pre-created "Consolidated applications of the THO" and only with "approved" status. The list of "Consolidated THO applications" on whose basis the data were filled in is displayed separately. User (the Role "MoH. Application management") verifies the data and decides to approve or reject the application (User sets the appropriate status). The User (the Role "MoH. Application management") should be able to open any "Consolidated THO application" in one click and change its status; the system must inform another User (the Role "THO [Regional]). Application management") which application was rejected by the MoH User.

The second option (Movement of applications "MoH-THO-CHI"). User creates the document manually (the Role "MoH. Application management"). User completes the document manually. It is necessary to provide a convenient mechanism for the creation of the document's structure (a convenient mechanism for selecting both the list of THOs and HCIs of direct subordination and a convenient mechanism for INN [GMDN] selection to be included in the application). Since, as a rule, application creation based on the "MoH-THO-HCI" principle occurs when certain applications are changed (for each change, a separate document should be created), a possible implementation option is the choice of the "Consolidated application of the MoH" to be changed and the reproduction of its structure (the list of THO, INN [GMDN]) in a new document. Calculated values and values that are automatically filled in must be current as of the date of the document.

In the "Consolidated applications of the THO" bookmark, "Consolidated applications of the THO" documents should be created for all selected THOs, with completed values of aggregate data (the "Create applications for the THO" button), and the system should send a notification (the "Send message" button) to THO Users (the Role "THO [Regional]. Application management"). Users then work on harmonisation using document statuses. Users are able to use reports "(No. 806) Report 'Application analysis (list of documents)'" and "(No. 807) Report 'Application analysis (aggregated indicators)'" for data analysis, lists of documents and their detailing.

The document should be created in the treatment area section — a separate document for each treatment area. Only elements of the "Areas of treatment" document without the value "centralised calculation of needs" are selected.

The document consists of a document header and three separate table sections (bookmarks).

Document "Consolidated application of the MoH". Structure of the document. Document header:

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	Number	Number	Unique document number	Generated automatically	Mandatory requisite

2	Date	Date	Date of the document DDMMYYYY		Mandatory requisite
3	Number of the original	Line		Maximum 10 characters	Mandatory requisite
4	Date of the original	Date	Date of the original DDMMYYYY		Mandatory requisite
5	"Organisation"	Unique ID from the catalogue	"Organisations" catalogue		Mandatory requisite
6	"Procurement type"	Unique ID from the catalogue	"Procurement types" catalogue	Only "Centralised MoH" are used.	Mandatory requisite
7	"Budget type"	Unique ID from the catalogue	"Budget types" catalogue		Mandatory requisite
8	"PCC"	Unique ID from the catalogue	"PCC" catalogue		Mandatory requisite
9	"Expense type"	Unique ID from the catalogue	"Funds type" catalogue		Mandatory requisite
10	"Budget year"	Unique ID from the catalogue	"Budget year" catalogue		Mandatory requisite
11	"Area of treatment"	Unique ID from the catalogue	"Areas of treatment" catalogue		
12	Status	"Created", "Approved", or "Rejected"			

Document "Consolidated application of the MoH". Bookmark "Medical products". Structure:

The structure of table sections should be created according to the number of THOs, the applications of which are included in the "Consolidated application of the MoH" as a separate data-grouping level — it is necessary to display the data specified in the table below in lines No. 6–21 for each THO, as well as the aggregated data indicated in lines No. 6–21 of the table below for the MoH as a whole (in total, for all THOs). To do this, separate columns for each THO (upper grouping level) and requisites for the completion of No. 6–21 (lower grouping level) are added to the structure.

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	"Sub-area of treatment"	Unique ID from the catalogue	"Sub-areas of treatment" catalogue	It is indicated only if "Area of treatment" is detailed to sub-areas.	
2	INN	Unique ID from the catalogue	"INN" catalogue	Only those that match the Trade Name	
3	MP presentation form	Unique ID from the catalogue	"Presentation form" catalogue		
4	"Dosage"	Unique ID from the catalogue	"Dosage" catalogue		

5	- Unit of measurement (base)	Unique ID from the catalogue	"Units of measurement" catalogue;		
6	Guiding price per unit	Number	Document "Order on the creation of nomenclature"	The guiding price should be entered automatically from the "Order on the creation of nomenclature"	Not edited manually by the User
7	Remainders (Amount)	Number	Automatic value completion		Not edited manually by the User
8	Remainders (Amount) "Centralised procurements by the MoH"	Number	Automatic value completion	"Centralised procurements by the MoH"	Not edited manually by the User
9	Remainders (Amount) "Centralised procurements by THO (Regional)"	Number	Automatic value completion	"Centralised procurements by THO (Regional)"	Not edited manually by the User
10	Remainders (Amount) "Centralised procurements by THO (Local)"	Number	Automatic value completion	"Centralised procurements by THO (Local)"	Not edited manually by the User
11	Remainders (Amount) "Own HCI"	Number	Automatic value completion	"Own HCI"	Not edited manually by the User
12	Of these, the number of units whose shelf life is less than 6 months	Number	Automatic value completion	Calculation of the number of units by INN within all system data, whose shelf life is less than 6 months	
13	Expected deliveries	Number			
14	Annual volume of 100% needs (Quantity)	Number	Document "Needs of the HCI"	The value should be filled in automatically according to "Needs of the THO"	Not edited manually by the User
15	Estimated average monthly use	Number	Calculation of the value = "Annual volume of 100% needs (Quantity)" / 12		Not edited manually by the User
16	Annual volume of 100% needs excluding existing remainders and expected deliveries (Quantity)	Number	Calculation of the value = "Annual volume of 100% needs (Quantity)" – "Expected deliveries" – "Remainders (Quantity)"		Not edited manually by the User
17	Annual volume of 100% needs excluding existing remainders and expected deliveries (Amount, UAH)	Number	Calculation of the value = "Annual volume of 100% needs except for existing remainders and expected deliveries		Not edited manually by the User

No.	Requisite name	Type	Data source	Note	Other essential requirements
			(Quantity)" × "Guiding price per unit"		
18	Needs with the amount of financing per "Budget year" (Quantity)	Number		Total value	
19	Needs with the amount of financing per "Budget year" (Amount, UAH)	Number	Calculation of the value = "Needs with the amount of financing per 'Budget year' (Quantity)" × "Guiding price per unit"		Not edited manually by the User
20	Percentage of provision of the 100% annual needs in accordance with the available financing per "Budget year" (in quantitative terms)	Number	Calculation of the value = "Needs with the amount of financing per 'Budget year' (Quantity)" / Annual volume of 100% needs except for existing remainders and expected deliveries (Quantity)		
21	Percentage of provision of the 100% annual needs in accordance with the available financing per "Budget year" (in monetary terms)	Number	Calculation of the value = Needs with the amount of financing per "Budget year" (Amount, UAH) / Annual volume of 100% needs except for existing remainders and expected deliveries (Amount, UAH)		

Document "Consolidated application of the MoH". Bookmark "Medical devices" Structure:

The structure of table sections should be created according to the number of THOs, the applications of which are included in the "Consolidated application of the MoH" as a separate data-grouping level — it is necessary to display the data specified in the table below in lines No. 6–19 for each THO, as well as the aggregated data indicated in lines No. 6—21 for the MoH as a whole (in total, for all THOs). To do this, separate columns for each THO (upper grouping level) and requisites for completion No. 6–19 (lower grouping level) are added to the structure.

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	"Sub-area of treatment"	Unique ID from the catalogue	"Sub-areas of treatment" catalogue	It is indicated only if "Area of treatment" is detailed to sub-areas.	
2	GMDN	Unique ID from the catalogue	"GMDN" catalogue	Only those that match the Trade Name	
3	- Unit of measurement (base)	Unique ID from the catalogue	"Units of measurement" catalogue;		
4	Guiding price per unit	Number	Document "Order on the creation of nomenclature"	The guiding price should be entered automatically from the	Not edited manually by the User

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				"Order on the creation of nomenclature"	
5	Remainders (Amount)	Number	Automatic value completion		Not edited manually by the User
6	Remainders (Amount) "Centralised procurements by the MoH"	Number	Automatic value completion	"Centralised procurements by the MoH"	Not edited manually by the User
7	Remainders (Amount) "Centralised procurements by THO (Regional)"	Number	Automatic value completion	"Centralised procurements by THO (Regional)"	Not edited manually by the User
8	Remainders (Amount) "Centralised procurements by THO (Local)"	Number	Automatic value completion	"Centralised procurements by THO (Local)"	Not edited manually by the User
9	Remainders (Amount) "Own HCI"	Number	Automatic value completion	"Own HCI"	Not edited manually by the User
10	Of these, the number of units whose shelf life is less than 6 months	Number	Automatic value completion	Calculation of the number of units by GMDN within all system data whose shelf life is less than 6 months	
11	Expected deliveries	Number			
12	Annual volume of 100% needs (Quantity)	Number	Document "Needs of the HCI"	The value should be filled in automatically according to "Needs of the THO"	Not edited manually by the User
13	Estimated average monthly use	Number	Calculation of the value = "Annual volume of 100% needs (Quantity)" / 12		Not edited manually by the User
14	Annual volume of 100% needs excluding existing remainders and expected deliveries (Quantity)	Number	Calculation of the value = "Annual volume of 100% needs (Quantity)" – "Expected deliveries" – "Remainders (Quantity)"		Not edited manually by the User
15	Annual volume of 100% needs excluding existing remainders and expected deliveries (Amount, UAH)	Number	Calculation of the value = "Annual volume of 100% needs except for existing remainders and expected deliveries (Quantity)" × "Guiding price per unit"		Not edited manually by the User
16	Needs with the amount of financing per	Number		Total value	

	"Budget year" (Quantity)				
17	Needs with the amount of financing per "Budget year" (Amount, UAH)	Number	Calculation of the value = "Needs with the amount of financing per 'Budget year' (Quantity)" × "Guiding price per unit"		Not edited manually by the User
18	Percentage of provision of the 100% annual needs in accordance with the available financing per "Budget year" (in quantitative terms)	Number	Calculation of the value = "Needs with the amount of financing per 'Budget year' (Quantity)" / Annual volume of 100% needs except for existing remainders and expected deliveries (Quantity)		
19	Percentage of provision of the 100% annual needs in accordance with the available financing per "Budget year" (in monetary terms)	Number	Calculation of the value = Needs with the amount of financing per "Budget year" (Amount, UAH) / Annual volume of 100% needs except for existing remainders and expected deliveries (Amount, UAH)		

Document "Consolidated application of the MoH". Bookmark "Consolidated applications of the THO":

The list of documents "Consolidated application of the THO" on whose basis the aggregated data on MP and MD were entered must be indicated in this bookmark. The User should be able to open the "Consolidated application of the THO" document for viewing in one click.

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	HCI	Unique ID from the catalogue	"Organisations" catalogue		Not editable, view only
2	"Consolidated application of the THO"	Unique ID from the documents	Document "Consolidated application of the THO"		Not editable, view only

9   Module No. 4 "Procurement"

The module is divided into two sections:
1) "Creation of procurement plans"
2) "Concluding contracts and specifications"

This module shows the documents related to the procurement process at the national level and at the THO and HCI levels.

The documents presented in this module provide the basis for the further implementation of planned and actual procurement analysis, including the values of MP and MD planned to be procured, indications of which were procured and at what price, the values of the planned deadlines for the procurement procedure, the values of scheduled deliveries of MP and MD, etc.

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It should also be noted that at the time of writing this technical specification, the procurement procedure was undergoing reform. A new legal entity, the Central Procurement Agency, has been founded, which will fulfil some of the functions of International Procurement Organisations and other functions related to the procurement of MP and MD. Taking this fact into account, it is recommended to implement the "Procurement" module after the completion of the reform process, expanding its functionality by adding documents and reports related to procurement. At the first (or second) stage of implementation, it is recommended to implement the required minimum for the analysis of procurement procedures described in this module. The Developer can also supplement this section with additional analytical operating report forms.

All documents must be signed with EDS.

9.1 Visual diagram
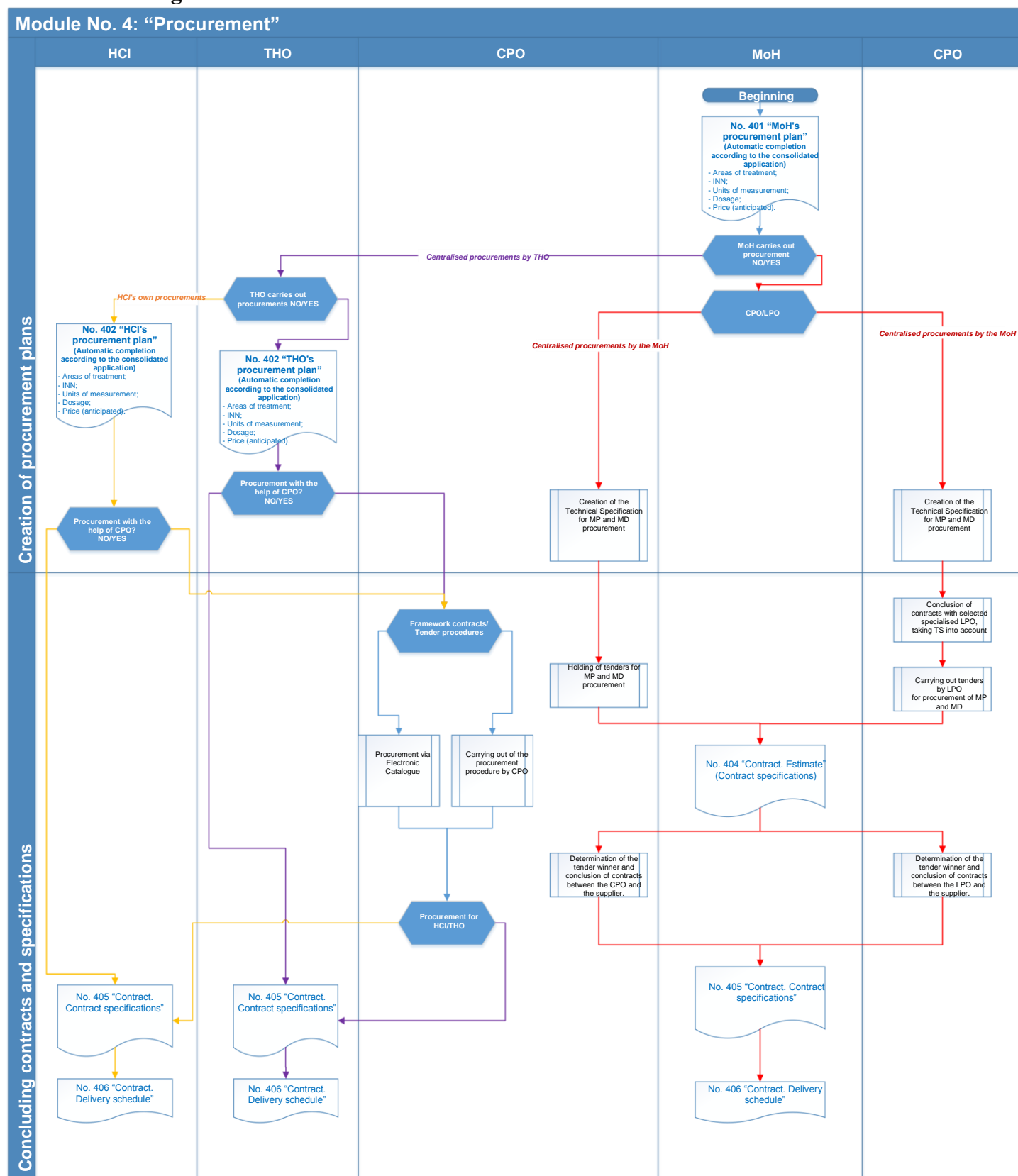
9.2 Section "Creation of procurement plans"

9.2.1 List of documents in the "Creation of procurement plans" section

1. Document (No. 401) "MoH's procurement plan"
2. Document (No. 402) "THO's procurement plan"
3. Document (No. 403) "HCI's procurement plan"

9.2.2 Key requirements for the documents' functionality and User access

In this section, Users may be assigned a separate Role regulating the functions and access rights of Users to documents.

The Role "MoH. Procurement planning" shows the procurement plans to be implemented as "Centralised procurements by the MoH", with an indication of the procurement organisation directly involved in the procurement, and the scheduled date of commencement and completion of the procurement procedure.

The Role "THO (Regional). Procurement planning" shows the procurement plans to be implemented as "Centralised procurements by THO (Regional)", with an indication of the scheduled date of commencement and completion of the procurement procedure.

The Role "THO (Local). Procurement planning" shows the procurement plans to be implemented as "Centralised procurements by THO (Local)", with an indication of the scheduled dates for the commencement and completion of the procurement procedure.

The Role "HCI. Procurement planning" shows the procurement plans to be implemented as "HCI's own procurement", with an indication of the scheduled dates of the commencement and completion of the procurement procedure.

The Role "MoH. Procurement planning" can only create and edit documents created within that Role (Organisation = MoH). It can view (without editing) all the documents of other subordinate Roles.

The Role "THO (Regional). Procurement planning" can only create and edit documents created within that Role. It can view (without the right to edit) all the documents of other subordinate Roles (that is, the documents of subordinate HCIs) and documents of the Role "MoH. Procurement planning".

The Role "THO (Local). Procurement planning" can only create and edit documents created within that Role. It can view (without the right to edit) all the documents of other subordinate Roles (that is, the documents of subordinate HCIs) and documents of the Role "MoH. Procurement planning".

The Role "HCI. Procurement planning" can only create and edit documents created within that Role. It can view (without the right to edit) all the documents of the THO to which the HCI is subordinated, as well as documents of the Role "MoH. Procurement planning".

9.2.3 Functional requirements and structure of the documents
9.2.3.1 Document (No. 401) "MoH's procurement plan"

The purpose of the document is to plan the centralised procurement of MP and MD financed from the State Budget of Ukraine, i.e. to plan the "Centralised procurements by the MoH".

The User assigned the Role "MoH. Procurement planning" completes the document header and table sections manualy. For the convenience of the User, it is necessary to provide automatic completion of table sections "MP" and "MD" on the basis of the documents "Consolidated application of the MoH" (only for "Centralised procurements by the MoH), and the User should be able to select multiple applications; when the User clicks on "Complete according to selected applications" the table sections of the documents should be completed with the list of elements' values specified in the application.

Since the MoH can carry out procurement with the involvement of international organisations and the Central Procuring Organisation, the User must specify the Contractor who will carry out the procurement procedure and the dates of the commencement and completion of the procurement procedure (for long-term tender procedures). It is necessary to specify an option for carrying out the procurement procedure (tender, procurement without tender, etc. — elements of the "Variants of the procurement procedure" catalogue) and the document status (Planning, Procurement procedure, Rejected, Procurement procedure completed).

The document should be created in the treatment area section — a separate document for each treatment area.

The document consists of a document header and two separate table sections (bookmarks).

Document "MoH's procurement plan". Structure of the document. Document header:

No.	Requisite name	Type	Data source	Note	Other essential requirements

1	Number	Number	Unique document number	Generated automatically	Mandatory requisite
2	Date	Date	Date of the document DDMMYYYY		Mandatory requisite
3	Number of the original	Line		Maximum 10 characters	Mandatory requisite
4	Date of the original	Date	Date of the original DDMMYYYY		Mandatory requisite
5	"Organisation"	Unique ID from the catalogue	"Organisations" catalogue		Mandatory requisite
6	"Procurement type"	Unique ID from the catalogue	"Procurement types" catalogue	Only "Centralised MoH" are used.	Mandatory requisite
7	"Budget type"	Unique ID from the catalogue	"Budget types" catalogue		Mandatory requisite
8	"PCC"	Unique ID from the catalogue	"PCC" catalogue		Mandatory requisite
9	"Expense type"	Unique ID from the catalogue	"Funds type" catalogue		Mandatory requisite
10	"Budget year"	Unique ID from the catalogue	"Budget year" catalogue		Mandatory requisite
11	"Area of treatment"	Unique ID from the catalogue	"Areas of treatment" catalogue		
12	Procuring organisation	Unique ID from the catalogue	"Organisations" catalogue	Only elements with the value "Procuring organisation"	
13	Starting date of the procurement procedure (planned)	Date	DDMMYYYY		
14	End date of the procurement procedure (planned)	Date	DDMMYYYY		
15	Starting date of the procurement procedure (actual)	Date	DDMMYYYY		
16	End date of the procurement procedure (actual)	Date	DDMMYYYY		
17	Option for carrying out the procurement procedure	Unique ID from the catalogue	"Variants of the procurement procedure" catalogue		
18	Status	Unique ID from the catalogue	"Statuses of the procurement plan" catalogue		

Document "MoH's procurement plan". Bookmark "Medical products". Structure:

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	"Sub-area of treatment"	Unique ID from the catalogue	"Sub-areas of treatment" catalogue	It is indicated only if "Area of treatment" is detailed to sub-areas.	
2	INN	Unique ID from the catalogue	"INN" catalogue	Only those that match the Trade Name	
3	MP presentation form	Unique ID from the catalogue	"Presentation form" catalogue		
4	"Dosage"	Unique ID from the catalogue	"Dosage" catalogue		
5	- Unit of measurement (base)	Unique ID from the catalogue	"Units of measurement" catalogue;		
6	Guiding price per unit	Number	Document "Order on the creation of nomenclature"	The guiding price should be entered automatically from the "Order on the creation of nomenclature"	Not edited manually by the User
7	Quantity	Number			
8	Total	Number			

Document "MoH's procurement plan". Bookmark "Medical devices" Structure:

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	"Sub-area of treatment"	Unique ID from the catalogue	"Sub-areas of treatment" catalogue	It is indicated only if "Area of treatment" is detailed to sub-areas.	
2	GMDN	Unique ID from the catalogue	"GMDN" catalogue	Only those that match the Trade Name	
3	- Unit of measurement (base)	Unique ID from the catalogue	"Units of measurement" catalogue;		
4	Guiding price per unit	Number	Document "Order on the creation of nomenclature"	The guiding price should be entered automatically from the "Order on the creation of nomenclature"	Not edited by the User
5	Quantity	Number			
6	Total	Number			

9.2.3.2 Document (No. 402) "THO's procurement plan".

The purpose purpose of the document is to plan the centralised procurement of MP and MD at the expense of the state budget of Ukraine and local budgetes for the planning of "Central procurements of the THO (Regional)" and "Central procurements of the THO (Local)".

The User with the assigned role "THO (Regional). Procurement planning" (or "THO [Local]. Procurement planning") creates the document and completes the document headers and table sections

manually. For the convenience of the User, it is necessary to provide automatic completion of "MP" and "MD" table sections on the basis of these "Consolidated application of the THO" documents (only for "Centralised procurement of THO [Regional]" and "Centralised procurement of THO [Local]" according to the type of organiszation creating the document), and the User should be able to select multiple applications; when the User clicks on "Complete according to selected applications" the table sections of the documents should be completed with the list of elements' values specified in the application.

It is necessary to specify an option for carrying out the procurement procedure in the document (tender, procurement without tender, etc. — elements of the "Variants of the procurement procedure" catalogue) and the document status (Planning, Procurement procedure, Rejected, Procurement procedure completed).

The document should be created in the treatment area section — a separate document for each treatment area.

The document consists of a document header and two separate table sections (bookmarks).

2. Document (No. 402) "THO's procurement plan". Structure of the document. Document header:

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	Number	Number	Unique document number	Generated automatically	Mandatory requisite
2	Date	Date	Date of the document DDMMYYYY		Mandatory requisite
3	Number of the original	Line		Maximum 10 characters	Mandatory requisite
4	Date of the original	Date	Date of the original DDMMYYYY		Mandatory requisite
5	"Organisation"	Unique ID from the catalogue	"Organisations" catalogue		Mandatory requisite
6	"Procurement type"	Unique ID from the catalogue	"Procurement types" catalogue	Only "Centralised procurements by THO (Regional)" and "Centralised procurements by THO (Local)", according to the type of Organisation are used.	Mandatory requisite
7	"Budget type"	Unique ID from the catalogue	"Budget types" catalogue		Mandatory requisite
8	"PCC"	Unique ID from the catalogue	"PCC" catalogue		Mandatory requisite
9	"Expense type"	Unique ID from the catalogue	"Funds type" catalogue		Mandatory requisite
10	"Budget year"	Unique ID from the catalogue	"Budget year" catalogue		Mandatory requisite
11	"Area of treatment"	Unique ID from the catalogue	"Areas of treatment" catalogue		
12	Procuring organisation	Unique ID from the catalogue	"Contractors" catalogue	Only elements with the value "Procuring organisation", if the	

				procurement involves procuring organisations	
13	Starting date of the procurement procedure (planned)	Date	DDMMYYYY		
14	End date of the procurement procedure (planned)	Date	DDMMYYYY		
15	Starting date of the procurement procedure (actual)	Date	DDMMYYYY		
16	End date of the procurement procedure (actual)	Date	DDMMYYYY		
17	Option for carrying out the procurement procedure	Unique ID from the catalogue	"Variants of the procurement procedure" catalogue		
18	Status	Unique ID from the catalogue	"Statuses of the procurement plan" catalogue		

2. Document (No. 402) "THO's procurement plan". Bookmark "Medical products". Structure:

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	"Sub-area of treatment"	Unique ID from the catalogue	"Sub-areas of treatment" catalogue	It is indicated only if "Area of treatment" is detailed to sub-areas.	
2	INN	Unique ID from the catalogue	"INN" catalogue	Only those that match the Trade Name	
3	MP presentation form	Unique ID from the catalogue	"Presentation form" catalogue		
4	"Dosage"	Unique ID from the catalogue	"Dosage" catalogue		
5	- Unit of measurement (base)	Unique ID from the catalogue	"Units of measurement" catalogue;		
6	Guiding price per unit	Number			Completed manually by the User
7	Quantity	Number			
8	Total	Number			

2. Document (No. 402) "THO's procurement plan". Bookmark "Medical devices" Structure:

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	"Sub-area of treatment"	Unique ID from the catalogue	"Sub-areas of treatment" catalogue	It is indicated only if "Area of treatment" is detailed to sub-areas.	
2	GMDN	Unique ID from the catalogue	"GMDN" catalogue	Only those that match the Trade Name	
3	- Unit of measurement (base)	Unique ID from the catalogue	"Units of measurement" catalogue;		
4	Guiding price per unit	Number			Completed manually by the User
5	Quantity	Number			
6	Total	Number			

9.2.3.3 Document (No. 403) "HCI's procurement plan".

The purpose of the document is to plan the procurement of MP and MD for HCI at the latter's own expense, i.e. to plan the "HCI's own procurement".

The User with the assigned role "HCI. Procurement planning" completes the document headers and table sections manually. For the convenience of the User, it is necessary to provide automatic completion of "MP" and "MD" table sections on the basis of these "Application of the HCI" documents (only for "HCI's own procurements), and the User should be able to select multiple applications; when the User clicks on "Complete according to selected applications" the table sections of the documents should be completed with the list of elements' values specified in the application.

It is necessary to specify an option for carrying out the procurement procedure in the document (tender, procurement without tender, etc. — elements of the "Variants of the procurement procedure" catalogue) and the document status (Planning, Procurement procedure, Rejected, Procurement procedure completed).

The document should be created in the treatment area section — a separate document for each treatment area.

The document consists of a document header and two separate table sections (bookmarks).

Document "HCI's procurement plan". Structure of the document. Document header:

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	Number	Number	Unique document number	Generated automatically	Mandatory requisite
2	Date	Date	Date of the document DDMMYYYY		Mandatory requisite
3	Number of the original	Line		Maximum 10 characters	Mandatory requisite
4	Date of the original	Date	Date of the original DDMMYYYY		Mandatory requisite
5	"Organisation"	Unique ID from the catalogue	"Organisations" catalogue		Mandatory requisite
6	"Procurement type"	Unique ID from the catalogue	"Procurement types" catalogue	Only "Centralised procurements by THO (Regional)" and	Mandatory requisite

				"Centralised procurements by THO (Local)", according to the type of Organisation are used.	
7	"Budget type"	Unique ID from the catalogue	"Budget types" catalogue		Mandatory requisite
8	"PCC"	Unique ID from the catalogue	"PCC" catalogue		Mandatory requisite
9	"Expense type"	Unique ID from the catalogue	"Funds type" catalogue		Mandatory requisite
10	"Budget year"	Unique ID from the catalogue	"Budget year" catalogue		Mandatory requisite
11	"Area of treatment"	Unique ID from the catalogue	"Areas of treatment" catalogue		
12	Procuring organisation	Unique ID from the catalogue	"Contractors" catalogue	Only elements with the value "Procuring organisation", if the procurement involves procuring organisations	
13	Starting date of the procurement procedure (planned)	Date	DDMMYYYY		
14	End date of the procurement procedure (planned)	Date	DDMMYYYY		
15	Starting date of the procurement procedure (actual)	Date	DDMMYYYY		
16	End date of the procurement procedure (actual)	Date	DDMMYYYY		
17	Option for carrying out the procurement procedure	Unique ID from the catalogue	"Variants of the procurement procedure" catalogue		
18	Status	Unique ID from the catalogue	"Statuses of the procurement plan" catalogue		

Document "HCI's procurement plan". Bookmark "Medical products". Structure:

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	"Sub-area of treatment"	Unique ID from the catalogue	"Sub-areas of treatment" catalogue	It is indicated only if "Area of treatment" is detailed to the level of sub-areas.	

2	INN	Unique ID from the catalogue	"INN" catalogue	Only those that match the Trade Name	
3	MP presentation form	Unique ID from the catalogue	"Presentation form" catalogue		
4	"Dosage"	Unique ID from the catalogue	"Dosage" catalogue		
5	- Unit of measurement (base)	Unique ID from the catalogue	"Units of measurement" catalogue;		
6	Guiding price per unit	Number			Completed manually by the User
7	Quantity	Number			
8	Total	Number			

Document "HCI's procurement plan". Bookmark "Medical devices" Structure:

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	"Sub-area of treatment"	Unique ID from the catalogue	"Sub-areas of treatment" catalogue	It is indicated only if "Area of treatment" is detailed to sub-areas.	
2	GMDN	Unique ID from the catalogue	"GMDN" catalogue	Only those that match the Trade Name	
3	- Unit of measurement (base)	Unique ID from the catalogue	"Units of measurement" catalogue;		
4	Guiding price per unit	Number			Completed manually by the User
5	Quantity	Number			
6	Total	Number			

9.3 Section "Concluding contracts and specifications"
9.3.1   List of documents in the "Concluding contracts and specifications" section
1. Document (No. 404) "Contract. Estimate (Contract specifications)";
2. Document (No. 405) "Contract. Contract specifications";
3. Document (No. 406) "Contract. Delivery chart".

9.3.2   Key requirements for the documents' functionality and User access
In this section, Users may be assigned a separate Role regulating the functions and access rights of Users to documents.

The Role "MoH. Contract management" indicates the actual contracts entered into, estimates, contract specifications and the schedule of procurement deliveries to be implemented as "Centralised procurements by the MoH".

The Role "THO (Regional). Contract management" indicates the contracts actually entered into, contract specifications and the schedule of procurement deliveries to be implemented as "Centralised procurements by the THO (Regional)".

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The Role "THO (Local). Contract management" indicates the contracts actually entered into, the contract specifications and the schedule of procurement deliveries to be implemented as "Centralised procurements by the THO (Local)".

The Role "HCI. Contract management" indicates the actual contracts entered into, the contract specifications and the schedule of procurement deliveries to be implemented as "HCI's own procurements".

The Role "MoH. Contract management" can only create and edit documents created within that Role (Organisation = MoH). It can view (without editing) all the documents of other subordinate Roles.

The Role "THO (Regional). Contract management" can only create and edit documents created within that Role. It can view (without editing) all the documents of other subordinate Roles (or documents of subordinate HCI).

The Role "THO (Local). Contract management" can only create and edit documents created within that Role. It can view (without editing) all the documents of other subordinate Roles (or documents of subordinate HCI).

The Role "HCI. Contract management" can only create and edit documents created within that Role.

9.3.3 Functional requirements and structure of the documents
9.3.3.1 Document (No. 404) "Contract. Estimate (Contract specifications)";

The purpose of the document is to indicate the list of MP and MD that may be procured by the International Procurement Organisations ("Centralised procurements by the MoH") indicating the previous price in US dollars, taking into account the commission and the cost of logistics services. In accordance with the process, International Procurement Organisations submit estimates for approval by the MoH. The MoH may reject or approve the procurement of MP and MD indicated in the estimate. In case of rejection, the International Procurement Organisations submit a new estimate draft for approval; therefore, it is expedient to submit the final approved estimates into the system, but it should be possible to display the document status (approved, rejected) if it is decided to enter all the estimates into the system.

The document is essentially a specification to the contract; its difference from a specification is that the estimate indicates the previous number of MP and MD that can be purchased, taking into account the price in currency and the exchange rate. Due to exchange rate fluctuations or price decreases during the procurement procedure, the actual amount of MP and MD for procurement may vary; these data will be indicated in the documents "Contract. Contract specifications" and "Delivery-Acceptance Certificate".

The document should be created in the treatment area and sub-area sections (if the area is detailed to the level of sub-areas) and a separate document is created for each area (sub-area) of treatment.

User creates and completes the document manually. For the convenience of the User, it is necessary to provide automatic completion of "MP" and "MD" table sections on the basis of "MoH's procurement plan" documents. The User should be able to select multiple "MoH's procurement plan" documents; when the User clicks on "Complete according to selected procurement plans", the table sections of the documents must be completed with the list of elements' values specified in the procurement plans.

The document consists of a document header and two separate table sections (bookmarks).

Structure of the document "Contract. Estimate (Contract specifications)". Document header:

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	Number	Number	Unique document number	Generated automatically	Mandatory requisite
2	Date	Date	Date of the document DDMMYYYY		Mandatory requisite
3	Number of the original	Line		Maximum 10 characters	Mandatory requisite
4	Date of the original	Date	Date of the original DDMMYYYY		Mandatory requisite

5	"Procurement type"	Unique ID from the catalogue	"Procurement types" catalogue	Only "Centralised MoH" are used	Mandatory requisite
6	"Organisation"	Unique ID from the catalogue	"Organisations" catalogue		Mandatory requisite
7	"Procuring organisation"	Unique ID from the catalogue	"Contractors" catalogue	Procuring organisation	Mandatory requisite
8	"Contracts of contractors"	Unique ID from the catalogue	"Contracts of contractors" catalogue		Mandatory requisite
9	"Areas of treatment"	Unique ID from the catalogue	"Areas of treatment" catalogue		Mandatory requisite
10	"Sub-areas of treatment"	Unique ID from the catalogue	"Sub-areas of treatment" catalogue	It is indicated only if "Area of treatment" is detailed to sub-areas.	Mandatory requisite
11	"Budget type"	Unique ID from the catalogue	"Budget types" catalogue		Mandatory requisite
12	"PCC"	Unique ID from the catalogue	"PCC" catalogue		Mandatory requisite
13	"Expense type"	Unique ID from the catalogue	"Funds type" catalogue		Mandatory requisite
14	"Budget year"	Unique ID from the catalogue	"Budget year" catalogue		Mandatory requisite
15	"Procurements in currency"	Boolean	Value Yes/No	Only the Role "MoH. Contract management" is available.	
16	Currency	Unique ID from the catalogue	Manual "Currencies"	Available only if "Procurement in currency" = Yes.	
17	Exchange rate	Number	6 characters after the decimal		

Document "Contract. Estimate (Contract specifications)". Bookmark "Medical products". Structure:

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	Number	Number			
2	Trade name	Unique ID from the catalogue	"MP" catalogue		Mandatory requisite
3	INN	Unique ID from the catalogue	"INN" catalogue	Only those that match the Trade Name	Mandatory requisite
4	Batch	Unique ID from the catalogue	"MP batches" catalogue		Mandatory requisite
5	MP presentation form	Unique ID from the catalogue	"Presentation form" catalogue		Mandatory requisite

6	"Dosage"	Unique ID from the catalogue	"Dosage" catalogue		Mandatory requisite
7	- Unit of measurement (base)	Unique ID from the catalogue	"Units of measurement" catalogue;		Mandatory requisite
8	Manufacturer	Unique ID from the catalogue	"Manufacturers of MP and MD" catalogue.		Mandatory requisite
9	Quantity	Number		6 characters after the decimal	Mandatory requisite
10	Price (currency)	Number			
11	Price (UAH)	Number			
12	Amount (currency)	Number			
13	Amount (UAH)	Number			
14	Fee per unit (currency)	Number			
15	Fee total (currency)	Number			Mandatory requisite
16	Logistics services, total (currency)	Number			Mandatory requisite
17	Expiry	Date	DDMMYYYY		Mandatory requisite
18	Estimated delivery date	Date	DDMMYYYY		Mandatory requisite

Document "Contract. Estimate (Contract specifications)". Bookmark "Medical devices" Structure:

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	Number	Number			
2	Trade name	Unique ID from the catalogue	"MD" catalogue		Mandatory requisite
3	GMDN	Unique ID from the catalogue	"GMDN" catalogue	Only those that match the Trade Name	Mandatory requisite
4	- Unit of measurement (base)	Unique ID from the catalogue	"Units of measurement" catalogue;		Mandatory requisite
5	Catalogue number	Unique ID from the catalogue	"Catalogue numbers" catalogue		Mandatory requisite
6	Manufacturer	Unique ID from the catalogue	"Manufacturers of MP and MD" catalogue.		Mandatory requisite
7	Quantity	Number		6 characters after the decimal	Mandatory requisite
8	Price (currency)	Number			
9	Price (UAH)	Number			

10	Amount (currency)	Number			
11	Amount (UAH)	Number			
12	Fee per unit (currency)	Number			Mandatory requisite
13	Fee total (currency)	Number			Mandatory requisite
14	Logistics services, total (currency)	Number			Mandatory requisite
15	Expiry	Date	DDMMYYYY		Mandatory requisite
16	Estimated delivery date	Date	DDMMYYYY		Mandatory requisite

9.3.3.2 Document (No. 405) "Contract. Contract specification".

The purpose of the document is to indicate the list of MP and MD which can be purchased under a separate contract. It essentially reflects the list of nomenclature indicated in the "specification" section of the original contract. It should be noted that contracts are necessarily created in the procurement types section ("Centralised procurements by the MoH", "Centralised procurements by THO [Regional]", "Centralised procurements by THO [Local]", "HCI's own procurement"), so the purpose of the document is to indicate specifications for all types of procurement, taking into account Organisations' basic functions with respect to procurement: the MoH carries out "Centralised procurements by the MoH" and is able to create contract specifications only for "Centralised procurements by the MoH"; the THOs (Regional) carry out "Centralised procurements by THO (Regional)" and are able to create specifications only for "Centralised procurements by THO (Regional)"; the THOs (Local) carry out "Centralised procurements by THO (Local)" and are able to create specifications only for "Centralised procurements by THO (Local)"; the HCIs carry out "HCI's own procurements" and are able to create specifications only for "HCI's own procurements".

User creates and completes the document manually. For the convenience of the User, it is necessary to provide automatic completion of "MP" and "MD" table sections on the basis of other documents:

- Provide automatic table section completion for "Centralised procurements by the MoH" with data specified in the "Contact. Estimate (Contract specifications)";
- Provide automatic table section completion for "Centralised procurements by THO (Regional)" and "Centralised procurements by THO (Local)" with data specified in the "THO's procurement plan" according to THO type (Regional or Local).
- Provide automatic table section completion for "HCI's own procurement" with data specified in the "HCI's procurement plan".

The document consists of a document header and two separate table sections (bookmarks).

Structure of the document "Contract. Contract specification". Document header:

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	Number	Number	Unique document number	Generated automatically	Mandatory requisite

2	Date	Date	Date of the document DDMMYYYY		Mandatory requisite
3	Number of the original	Line		Maximum 10 characters	Mandatory requisite
4	Date of the original	Date	Date of the original DDMMYYYY		Mandatory requisite
5	"Procurement type"	Unique ID from the catalogue	"Procurement types" catalogue		Mandatory requisite
6	"Organisation"	Unique ID from the catalogue	"Organisations" catalogue		Mandatory requisite
7	"Contractor"	Unique ID from the catalogue	"Contractors" catalogue	Procuring organisation or Contractor-supplier	Mandatory requisite
8	"Contracts of contractors"	Unique ID from the catalogue	"Contracts of contractors" catalogue		Mandatory requisite
9	"Areas of treatment"	Unique ID from the catalogue	"Areas of treatment" catalogue		Mandatory requisite
10	"Sub-areas of treatment"	Unique ID from the catalogue	"Sub-areas of treatment" catalogue	It is indicated only if "Area of treatment" is detailed to sub-areas.	Mandatory requisite
11	"Budget type"	Unique ID from the catalogue	"Budget types" catalogue		Mandatory requisite
12	"PCC"	Unique ID from the catalogue	"PCC" catalogue		Mandatory requisite
13	"Expense type"	Unique ID from the catalogue	"Funds type" catalogue		Mandatory requisite
14	"Budget year"	Unique ID from the catalogue	"Budget year" catalogue		Mandatory requisite
15	"Procurements in currency"	Boolean	Value Yes/No	Only the Role "MoH. Contract management" is available.	
16	Currency	Unique ID from the catalogue	Manual "Currencies"	Available only if "Procurement in currency" = Yes.	
17	Exchange rate	Number	6 characters after the decimal		

Document "Contract. Contract specification". Bookmark "Medical products". Structure:

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	Number	Number			
2	Trade name	Unique ID from the catalogue	"MP" catalogue		Mandatory requisite

3	INN	Unique ID from the catalogue	"INN" catalogue	Only those that match the Trade Name	Mandatory requisite
4	Batch	Unique ID from the catalogue	"MP batches" catalogue		Mandatory requisite
5	MP presentation form	Unique ID from the catalogue	"Presentation form" catalogue		Mandatory requisite
6	"Dosage"	Unique ID from the catalogue	"Dosage" catalogue		Mandatory requisite
7	- Unit of measurement (base)	Unique ID from the catalogue	"Units of measurement" catalogue;		Mandatory requisite
8	Manufacturer	Unique ID from the catalogue	"Manufacturers of MP and MD" catalogue.		Mandatory requisite
9	Quantity	Number		6 characters after the decimal	Mandatory requisite
10	Price (currency)	Number		Available only if "Procurement in currency" = Yes.	
11	Price (UAH)	Number			
12	Amount (currency)	Number		Available only if "Procurement in currency" = Yes.	
13	Amount (UAH)	Number			
14	Fee per unit (currency)	Number		Available only if "Procurement in currency" = Yes.	
15	Fee total (currency)	Number		Available only if "Procurement in currency" = Yes.	
16	Logistics services, total (currency)	Number		Available only if "Procurement in currency" = Yes.	
17	Expiry	Date	DDMMYYYY		Mandatory requisite
18	Estimated delivery date	Date	DDMMYYYY		Mandatory requisite

Document "Contract. Contract specification". Bookmark "Medical devices" Structure:

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	Number	Number			
2	Trade name	Unique ID from the catalogue	"MD" catalogue		Mandatory requisite

3	GMDN	Unique ID from the catalogue	"GMDN" catalogue	Only those that match the Trade Name	Mandatory requisite
4	- Unit of measurement (base)	Unique ID from the catalogue	"Units of measurement" catalogue;		Mandatory requisite
5	Catalogue number	Unique ID from the catalogue	"Catalogue numbers" catalogue		Mandatory requisite
6	Manufacturer	Unique ID from the catalogue	"Manufacturers of MP and MD" catalogue.		Mandatory requisite
7	Quantity	Number		6 characters after the decimal	Mandatory requisite
8	Price (currency)	Number		Available only if "Procurement in currency" = Yes.	
9	Price (UAH)	Number			
10	Amount (currency)	Number		Available only if "Procurement in currency" = Yes.	
11	Amount (UAH)	Number			
12	Fee per unit (currency)	Number		Available only if "Procurement in currency" = Yes.	
13	Fee total (currency)	Number		Available only if "Procurement in currency" = Yes.	
14	Logistics services, total (currency)	Number		Available only if "Procurement in currency" = Yes.	
15	Expiry	Date	DDMMYYYY		Mandatory requisite
16	Estimated delivery date	Date	DDMMYYYY		Mandatory requisite

9.3.3.3 Document (No. 406) "Contract. Delivery chart".

The purpose of the document is to detail information on deliveries of MP and MD that will be procured under the contract. The detailing involves planning the quantity of MP and MD and specifying the delivery date ranges for deliveries if they will be carried out under not one "Delivery-Acceptance Certificate", but several (timeframes for delivery as a whole are indicated in the estimates and specifications).

User creates and completes the document manually, table sections of the document may be completed automatically on the basis of documents "Contract. Contract specification", the User can edit the data manually. If contract terms provide for deliveries of MP and MD in several steps (some "Delivery-Acceptance Certificates") then for one document, "Contract. Contract specification", the User must create several "Delivery schedule" documents and edit the number of MP and MD to be delivered and the delivery date range in each. It is necessary to make sure that the total amount of each MP and MD specified in "Delivery schedule" does not exceed the total amount of each MP and MD specified in the document "Contract. Contract specification".

The document consists of a document header and two separate table sections (bookmarks).

Structure of the document "Contract. Delivery schedule". Document header:

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	Number	Number	Unique document number	Generated automatically	Mandatory requisite
2	Date	Date	Date of the document DDMMYYYY		Mandatory requisite
3	Number of the original	Line		Maximum 10 characters	Mandatory requisite
4	Date of the original	Date	Date of the original DDMMYYYY		Mandatory requisite
5	"Procurement type"	Unique ID from the catalogue	"Procurement types" catalogue		Mandatory requisite
6	"Organisation"	Unique ID from the catalogue	"Organisations" catalogue		Mandatory requisite
7	"Contractor"	Unique ID from the catalogue	"Contractors" catalogue	Procuring organisation or Contractor-supplier	Mandatory requisite
8	"Contracts of contractors"	Unique ID from the catalogue	"Contracts of contractors" catalogue		Mandatory requisite
9	Contract specification"	Document's unique ID	Document "Contract. Contract specifications"		
10	"Areas of treatment"	Unique ID from the catalogue	"Areas of treatment" catalogue		Mandatory requisite
11	"Sub-areas of treatment"	Unique ID from the catalogue	"Sub-areas of treatment" catalogue	It is indicated only if "Area of treatment" is detailed to sub-areas.	Mandatory requisite
12	"Budget type"	Unique ID from the catalogue	"Budget types" catalogue		Mandatory requisite
13	"PCC"	Unique ID from the catalogue	"PCC" catalogue		Mandatory requisite
14	"Expense type"	Unique ID from the catalogue	"Funds type" catalogue		Mandatory requisite
15	"Budget year"	Unique ID from the catalogue	"Budget year" catalogue		Mandatory requisite

Document "Contract. Delivery chart". Bookmark "Medical products". Structure:

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	Number	Number			

2	Trade name	Unique ID from the catalogue	"MP" catalogue		Mandatory requisite
3	INN	Unique ID from the catalogue	"INN" catalogue	Only those that match the Trade Name	Mandatory requisite
4	Batch	Unique ID from the catalogue	"MP batches" catalogue		Mandatory requisite
5	MP presentation form	Unique ID from the catalogue	"Presentation form" catalogue		Mandatory requisite
6	"Dosage"	Unique ID from the catalogue	"Dosage" catalogue		Mandatory requisite
7	- Unit of measurement (base)	Unique ID from the catalogue	"Units of measurement" catalogue;		Mandatory requisite
8	Manufacturer	Unique ID from the catalogue	"Manufacturers of MP and MD" catalogue.		Mandatory requisite
9	Quantity	Number		6 characters after the decimal	Mandatory requisite
10	Expiry	Date	DDMMYYYY		Mandatory requisite
11	Estimated delivery date	Date	DDMMYYYY		Mandatory requisite

Document "Contract. Contract. Delivery chart". Bookmark "Medical devices" Structure:

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	Number	Number			
2	Trade name	Unique ID from the catalogue	"MD" catalogue		Mandatory requisite
3	GMDN	Unique ID from the catalogue	"GMDN" catalogue	Only those that match the Trade Name	Mandatory requisite
4	- Unit of measurement (base)	Unique ID from the catalogue	"Units of measurement" catalogue;		Mandatory requisite
5	Catalogue number	Unique ID from the catalogue	"Catalogue numbers" catalogue		Mandatory requisite
6	Manufacturer	Unique ID from the catalogue	"Manufacturers of MP and MD" catalogue.		Mandatory requisite
7	Quantity	Number		6 characters after the decimal	Mandatory requisite
8	Expiry	Date	DDMMYYYY		Mandatory requisite
9	Estimated delivery date	Date	DDMMYYYY		Mandatory requisite

10 Module No. 5 "Orders for the distribution and movement of MP and MD";

The Module is divided into two sections:

1) "Movement of MP and MD"

2) "Orders for the distribution and movement of MP and MD".

This module shows the documents recording the movement of MP and MD, from the process of recognition to withdrawal for patients, including both the transfer of MP and MD between Organisations of different levels and warehousing operations within one Organisation. These documents are the basis for the creation of analytical and regulated reports for the remainders of MP and MD, the indication of which is the main purpose of the system.

This module also includes orders for the distribution of MP and MD procured as "Centralised MoH" and "Centralised THO", and the main purpose of this section is to unify remainders prior to distribution and orders, as well as to implement monitoring of fulfilment.

10.1 Visual diagram

Module 5: "Distribution and movement of MP and MD"

MoH	THO	Beneficiary Institution (HCI or Base)	Logistics Companies	HCI

Orders on distribution of MP and MD

- Beginning
- Centralised procurements by the MoH? YES/NO
- No. 501 "Delivery-Acceptance Certificate"
- No. 510 "Expenditure invoice"
- No. 502 "MoH order on distribution (among Regions)"

Centralised procurements by the MoH

Centralised procurements by THO

- Centralised procurements by the THO? YES/NO
- No. 501 "Delivery-Acceptance Certificate"
- No. 510 "Expenditure invoice"
- No. 503 "The THO's list of Beneficiary Institutions"
- No. 504 and 504A " THO order on distribution (among HCI)"
- Transportation without logistics companies? YES/NO

HCI's own procurements

- Received centrally/HCI's own procurements

Movement of MP and MD

- No. 501 "Delivery-Acceptance Certificate"
- Logistical functions/ Internal movement of MP (MW)
- No. 510 "Expenditure invoice" - Remittance advice; - Waybill; - Route list; - Register to invoice;
- No. 505 "Internal movement"
- No. 506 "Dekitting"
- No. 507 "Preservation (quarantine)"
- No. 508 "Withdrawal (other reasons)"
- No. 509 "Inventory"
- End

- No. 501 "Delivery-Acceptance Certificate"
- 511 "Receipt of MP and MD"
- No. 505 "Internal movement"
- No. 506 "Dekitting"
- No. 507 "Preservation (quarantine)"
- No. 508 "Withdrawal (for a patient, or other reasons)"
- No. 509 "Inventory"
- 512 "Returns outwards of MP and MD"
- 513 "MP manufacture"
- End

- No. 501 "Delivery-Acceptance Certificate"
- Is the Beneficiary Institution an HCI? YES/NO
- No. 505 "Internal movement"
- No. 506 "Dekitting"
- No. 507 "Preservation (quarantine)"
- No. 508 "Withdrawal (other reasons)"
- No. 509 "Inventory"
- End
- No. 510 "Expenditure invoice" - Remittance advice; - Waybill; - Route list; - Register to invoice;

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10.2 Section "Movement of MP and MD"

10.2.1 The list of documents of the "Movement of MP and MD" section

1. Document (No. 501) "Delivery-Acceptance Certificate"
2. Document (No. 505) "Internal movement"
3. Document (No. 506) "MD Dekitting"
4. Document (No. 507) "Preservation (quarantine)"
5. Document (No. 508) "Withdrawal"
6. Document (No. 509) "Inventory"
7. Document (No. 510) "Expenditure invoice"
8. Document (No. 511) "Receipt of MP and MD"
9. Document (No. 511) "Returns outwards of MP and MD"
10. Document (No. 513) "MP manufacture"
11. Document (No. 514) "Error correction".

10.2.2 Key requirements for the documents' functionality and User access

In this section, Users may be assigned a separate Role regulating the functions and access rights of Users to documents.

The Role "MoH. Warehouse management" shows the entering of MP or MD (only procured as "Centralised MoH") using "Delivery-Acceptance Certificate". It also indicates the transfer of MP and MD from the MoH to SE and uses the "Expenditure Invoice".

The Role "THO (Regional). Warehouse management" shows the entering of MP or MD (only procured as "Centralised THO [Regional]") using the "Delivery-Acceptance Certificate". It also indicates the transfer of MP and MD from itself to subordinate HCI and Beneficiary Institutions and uses the "Expenditure Invoice".

The Role "THO (Local). Warehouse management" shows the entering of MP or MD (only procured as "Centralised THO [Local]") using "Delivery-Acceptance Certificate". It also indicates the transfer of MP and MD from itself to subordinate HCI and Beneficiary Institutions and uses the "Expenditure Invoice".

The "Beneficiary Institution" Role reflects the entering of MP or MD (procured as "Centralised MoH" or as "Centralised THO") using the document "Delivery-Acceptance Certificate". It also indicates the transfer of MP or MD from itself to HCIs and uses "Expenditure Invoice".

The Role "Logistics Companies. Warehouse management" shows the entering of MP or MD (procured as "Centralised MoH" and procured as "Centralised MoH" with involvement of Logistics companies). It indicates the transfer of MP and MD (procured as "Centralised procurements by the MoH and "Centralised procurements by THO" with the involvement of Logistics Companies) and uses the "Expenditure Invoice". In addition, during the period when MP and MD are in the warehouse of Logistics Companies, warehouse operations within Organisations are envisaged:

A) Internal movement — to indicate the movement of MP or MD between warehouses or AOs;

B) Dekitting — to indicate MD disassembly;

C) Preservation — to indicate change of status of individual batches of MP or MD (for example, changing to quarantine).

D) Withdrawal (other reasons) — to indicate the withdrawal of MP or MD when ruined, expired, etc. This document is not intended to indicate the withdrawal of MP for patients.

E) Inventory — to indicate the inventory of remainders of MP or MD in warehouses.

The Role "HCI. Warehouse management" shows the entering of MP or MD (procured as "Centralised MoH" and procured as "Centralised THO" with involvement of Logistics companies, as well as "HCI's own procurements" and "Global Fund"). Indicates the transfer of MP and MD (procured as "Centralised procurements by the MoH and "Centralised procurements by THO" with the involvement of Logistics Companies if the HCI is the Beneficiary Institution) and uses the "Expenditure Invoice". In

addition, during the period when MP and MD are in the HCI warehouse, warehouse operations within the Organisation are envisaged:

A) Internal movement — to indicate the movement of MP or MD between warehouses or AOs;

B) Dekitting — to indicate MD disassembly;

C) Preservation — to indicate change of status of individual batches of MP or MD (for example, changing to quarantine).

D) Withdrawal (other reasons) — to indicate the withdrawal of MP or MD when ruined, expired, etc. This document is not intended to indicate the withdrawal of MP for patients.

E) Inventory — to indicate the inventory of remainders of MP or MD in warehouses.

F) Withdrawal for patients — to indicate the withdrawal of MP or MD due to the implementation of the main functions of HCI.

The Role "MoH. Warehouse management" can only create and edit documents (Organisation = MoH) created within that Role. It can view (without editing) all the documents of other subordinate Roles.

The Role "THO (Regional). Warehouse management" can only create and edit documents created within that Role that relate to both sections of the Module. It can view (without editing) all the documents in the "Movement of MP and MD" section only for Organisations subordinated to this THO (Region).

The Role "THO (Local). Warehouse management" can only create and edit documents created within that Role. It can view (without editing) all the documents in the "Movement of MP and MD" section only for Organisations subordinated to this THO (Local), other subordinated Roles.

The Role "Beneficiary Institution. Warehouse management" can only create and edit documents created within that Role. Viewing other documents is not permitted.

The Role "Logistics Companies. Warehouse management" can only create and edit documents created within that role. Viewing other documents is not permitted.

The Role "HCI. Warehouse management" can only create and edit documents created within that Role. Viewing other documents is not permitted.

10.2.3 Functional requirements and structure of the documents
10.2.3.1   Document (No. 501) "Delivery-Acceptance Certificate"

The purpose of this document is to indicate the entering of MP (MD) procured ONLY centrally by the MoH, THOs (Regional) and THOs (Local); since these types of procurement provide for the further transfer of MP and MD to Logistics Companies, Beneficiary Institutions and HCIs, these documents must work in conjunction with the "Expenditure invoice" document.

For the entering of MP (MD) procured as "HCI's own procurements", another document will be used.

Before adding each document, the system must determine the User's role and, depending on its Role, automatically insert values from the "Procurement types" catalogue ("Centralised MoH", "Centralised THO (Regional)", "Centralised (Local)", "HCI's own", "Global Fund"); depending on the selected value, the accessibility of the requisites of a given document and its subsequent movement may change.

If the document creates the Role "MoH. Warehouse management", only "Centralised MoH" is available for selection; the value should be completed automatically without the right to change.

If the document creates the Role "THO (Regional). Warehouse management", only "Centralised THO (Regional)" is available for selection; the value should be completed automatically without the right to change.

If the document creates the Role "THO (Local). Warehouse management", only "Centralised THO (Local)" is available for selection; the value should be completed automatically without the right to change.

For the "Beneficiary Institution" role. Warehouse management", this requisite cannot be changed, because other users will pre-create "Delivery-Acceptance Certificates" according to "Expenditure invoices" (for example, when transferring MP and MD from THOs [Regional] to the Beneficiary Institution, the Role "THO [Regional]. Warehouse management" will create the "Expenditure invoice" and "Delivery-Acceptance Certificate" according to this invoice, so the role "Beneficiary Institution. Warehouse management" has to process the already created document.)

The role "Logistics companies. Warehouse management" are not able to change this requisite, since "Delivery-Acceptance Certificates" will first be created by other users on the basis of "Expenditure invoices".

The Role "HCI. Warehouse management" are not able to change this requisite, since "Delivery-Acceptance Certificates" will first be created by other users on the basis of "Expenditure invoices".

It should be possible to create the "Expenditure invoice" on the basis of the "Delivery-Acceptance Certificate"; requisites of the document headers and table sections should be automatically completed in the "Expenditure invoice" when the document is created.

The document consists of a document header and two separate table sections (bookmarks).

Structure of the document "Delivery-Acceptance Certificate". Document header:

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	Number	Number	Unique document number	Generated automatically	Mandatory requisite
2	Date	Date	Date of the document DDMMYYYY		Mandatory requisite
3	Number of the original	Line		Maximum 10 characters	Mandatory requisite
4	Date of the original	Date	Date of the original DDMMYYYY		Mandatory requisite
5	"Procurement type"	Unique ID from the catalogue	"Procurement types" catalogue	Only "Centralised MoH", "Centralised THO (Regional), and "Centralised THO (Local)" are used.	Mandatory requisite
6	"Organisation"	Unique ID from the catalogue	"Organisations" catalogue	Organisation posting MP (MD)	Mandatory requisite
7	"Received from"	Unique ID from the catalogue	"Organisations" catalogue	The Organisation that transferred MP or MD should fill in the requisite. If the MoH performed the primary entering of MP, the MoH is also indicated in this requisite. If further transmission between MoH-LC, LC-Beneficiary Institution and Beneficiary Institution-HCI is indicated, it is indicated from whom MP or MD were actually received in this requisite.	
8	"Contractor"	Unique ID from the catalogue	"Contractors" catalogue or "Organisations" catalogue	Contractor who delivered	Mandatory requisite
9	"Contracts of contractors"	Unique ID from the catalogue	"Contracts of contractors" catalogue		Mandatory requisite

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10	"Areas of treatment"	Unique ID from the catalogue	"Areas of treatment" catalogue		Mandatory requisite
11	"Budget type"	Unique ID from the catalogue	"Budget types" catalogue		Mandatory requisite
12	"PCC"	Unique ID from the catalogue	"PCC" catalogue		Mandatory requisite
13	"Expense type"	Unique ID from the catalogue	"Funds type" catalogue		Mandatory requisite
14	"Budget year"	Unique ID from the catalogue	"Budget year" catalogue		Mandatory requisite
15	"Composition"	Unique ID from the catalogue	"Warehouses" catalogue	The warehouse where MP (MD) are entered	Mandatory requisite
16	"AO"	Unique ID from the catalogue	"AO" catalogue;	Accountable officer	Mandatory requisite
17	"Procurements in currency"	Boolean	Value Yes/No	Only the Role "MoH. Warehouse management"	
18	Currency	Unique ID from the catalogue	Manual "Currencies"	Available only if "Procurement in currency" = Yes.	
19	Exchange rate	Number	6 characters after the decimal		

Document "Delivery-Acceptance Certificate" Bookmark "Medical products". Structure:

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	"Sub-areas of treatment"	Unique ID from the catalogue	"Sub-areas of treatment" catalogue	It is indicated only if "Area of treatment" is detailed to the level of sub-areas.	
2	Trade name	Unique ID from the catalogue	"MP" catalogue		Mandatory requisite
3	Manufacturer	Unique ID from the catalogue	"Manufacturers of MP and MD" catalogue.	Taking correspondence tables into account	Mandatory requisite
4	INN	Unique ID from the catalogue	"INN" catalogue	Taking correspondence tables into account	Mandatory requisite
5	Batch	Unique ID from the catalogue	"MP batches" catalogue	Taking correspondence tables into account	Mandatory requisite
6	MP presentation form	Unique ID from the catalogue	"Presentation form" catalogue	Taking correspondence tables into account	Mandatory requisite
7	"Dosage"	Unique ID from the catalogue	"Dosage" catalogue	Taking correspondence tables into account	Mandatory requisite
8	- Unit of measurement (base)	Unique ID from the catalogue	"Units of measurement" catalogue;	Taking correspondence tables into account	Mandatory requisite

9	Quantity	Number		6 characters after the decimal	Mandatory requisite
10	Price (currency)	Number		Available only if "Procurement in currency" = Yes.	
11	Price (UAH)	Number			Mandatory requisite
12	VAT type	Values 7%, 20%, No VAT			Mandatory requisite
13	Price (currency)	Number		Available only if "Procurement in currency" = Yes.	
14	Amount excluding VAT (UAH)	Number			Mandatory requisite
15	Amount excluding VAT (currency)	Number		Available only if "Procurement in currency" = Yes.	
16	Amount of VAT (currency)	Number			
17	Amount including VAT (currency)	Number		Available only if "Procurement in currency" = Yes.	
18	Amount including VAT (UAH)	Number			Mandatory requisite
19	Expiry	Date	DDMMYYYY		Mandatory requisite
20	% Validity	% of value	Automatic calculation from the document date until the expiration date		Mandatory requisite
21	Status	Unique ID from the catalogue	"Condition of MP (MD)" catalogue	Automatically assign the value "Ready to use"	Mandatory requisite
22	Number and date of invoice	Line		Maximum 30 characters	
23	Number and date of the customs declaration	Line		Maximum 30 characters	

Document "Delivery-Acceptance Certificate" Bookmark "Medical devices" Structure:

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	Trade name	Unique ID from the catalogue	"MD" catalogue		Mandatory requisite

2	Manufacturer	Unique ID from the catalogue	"Manufacturers of MP and MD" catalogue.	Taking correspondence tables into account	Mandatory requisite
3	GMDN	Unique ID from the catalogue	"GMDN" catalogue	Taking correspondence tables into account	Mandatory requisite
4	- Unit of measurement (base)	Unique ID from the catalogue	"Units of measurement" catalogue;	Taking correspondence tables into account	Mandatory requisite
5	Catalogue number	Unique ID from the catalogue	"Catalogue numbers" catalogue		Mandatory requisite
6	Quantity	Number		6 characters after the decimal	Mandatory requisite
7	Price (currency)	Number			
8	Price (UAH)	Number			Mandatory requisite
9	VAT type	Values 7%, 20%, No VAT			Mandatory requisite
10	Amount excluding VAT (currency)	Number			
11	Amount excluding VAT (UAH)	Number			
12	Amount of VAT (currency)	Number			
13	Amount of VAT (currency)	Number			
14	Amount including VAT (currency)	Number			
15	Amount including VAT (UAH)	Number			Mandatory requisite
16	Expiry	Date	DDMMYYYY		Mandatory requisite
17	% Validity	% of value	Automatic calculation from the document date until the expiration date		Mandatory requisite
18	Status	Unique ID from the catalogue	"Condition of MP (MD)" catalogue	Automatically assign the value "Ready to use"	Mandatory requisite
19	Number and date of invoice	Line		Maximum 30 characters	
20	Number and date of the customs declaration	Line		Maximum 30 characters	

Document "Delivery-Acceptance Certificate" Requisites for displaying the document's printing form are also specified:

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	Signatory (Organisation)	Unique ID from the catalogue	"Authorised persons" catalogue		
2	Signatory (Contractor)	Unique ID from the catalogue	"Authorised persons" catalogue		

10.2.3.2 Document (No. 505) "Internal movement"

The purpose of this document is to indicate the transfer of MP between warehouses or between AOs within the same Organisation.

The document consists of a document header and two separate table sections (bookmarks).

Document "Internal movement" Structure of the document. Document header:

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	"Organisation"	Unique ID from the catalogue	"Organisations" catalogue		Mandatory requisite
2	"Warehouse-consigner"	Unique ID from the catalogue	"Warehouses" catalogue	The warehouse from which MP (MD) is withdrawn	Mandatory requisite
3	"AO-consigner"	Unique ID from the catalogue	"AO" catalogue;	Accountable officer	Mandatory requisite
4	"Warehouse-recipient"	Unique ID from the catalogue	"Warehouses" catalogue	The warehouse where MP (MD) are entered	Mandatory requisite
5	"AO-recipient"	Unique ID from the catalogue	"AO" catalogue;	Accountable officer	Mandatory requisite

Document "Internal movement" Bookmark "Medical products". Structure:

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	"Procurement type"	Unique ID from the catalogue	"Procurement types" catalogue		Mandatory requisite
2	"Budget type"	Unique ID from the catalogue	"Budget types" catalogue		Mandatory requisite
3	"PCC"	Unique ID from the catalogue	"PCC" catalogue		Mandatory requisite
4	"Expense type"	Unique ID from the catalogue	"Funds type" catalogue		Mandatory requisite

5	"Budget year"	Unique ID from the catalogue	"Budget year" catalogue		Mandatory requisite
6	"Area of treatment"	Unique ID from the catalogue	"Areas of treatment" catalogue		Mandatory requisite
7	"Sub-area of treatment"	Unique ID from the catalogue	"Sub-areas of treatment" catalogue		Mandatory requisite
8	Trade name	Unique ID from the catalogue	"MP" catalogue		Mandatory requisite
9	Manufacturer	Unique ID from the catalogue	"Manufacturers of MP and MD" catalogue.	Taking correspondence tables into account	Mandatory requisite
10	INN	Unique ID from the catalogue	"INN" catalogue	Taking correspondence tables into account	Mandatory requisite
11	Batch	Unique ID from the catalogue	"MP batches" catalogue	Taking correspondence tables into account	Mandatory requisite
12	MP presentation form	Unique ID from the catalogue	"Presentation form" catalogue	Taking correspondence tables into account	Mandatory requisite
13	"Dosage"	Unique ID from the catalogue	"Dosage" catalogue	Taking correspondence tables into account	Mandatory requisite
14	- Unit of measurement (base)	Unique ID from the catalogue	"Units of measurement" catalogue;	Taking correspondence tables into account	Mandatory requisite
15	Quantity	Number		6 characters after the decimal	Mandatory requisite
16	Price (UAH)	Number			
17	Amount, UAH	Number			

Document "Internal movement" Bookmark "Medical devices" Structure:

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	"Procurement type"	Unique ID from the catalogue	"Procurement types" catalogue		Mandatory requisite
2	"Budget type"	Unique ID from the catalogue	"Budget types" catalogue		Mandatory requisite

3	"PCC"	Unique ID from the catalogue	"PCC" catalogue		Mandatory requisite
4	"Expense type"	Unique ID from the catalogue	"Funds type" catalogue		Mandatory requisite
5	"Budget year"	Unique ID from the catalogue	"Budget year" catalogue		Mandatory requisite
6	"Areas of treatment"	Unique ID from the catalogue	"Areas of treatment" catalogue		Mandatory requisite
7	"Sub-area of treatment"	Unique ID from the catalogue	"Sub-areas of treatment" catalogue		Mandatory requisite
8	Trade name	Unique ID from the catalogue	"MD" catalogue		Mandatory requisite
9	Manufacturer	Unique ID from the catalogue	"Manufacturers of MP and MD" catalogue.	Taking correspondence tables into account	Mandatory requisite
10	GMDN	Unique ID from the catalogue	"GMDN" catalogue	Taking correspondence tables into account	Mandatory requisite
11	- Unit of measurement (base)	Unique ID from the catalogue	"Units of measurement" catalogue;	Taking correspondence tables into account	Mandatory requisite
12	Catalogue number	Unique ID from the catalogue	"Catalogue numbers" catalogue	Taking correspondence tables into account	Mandatory requisite
13	Quantity	Number		6 characters after the decimal	Mandatory requisite
14	Price (UAH)	Number			
15	Amount, UAH	Number			

Document "Internal movement" Bookmark "Advanced":

In the "Advanced" bookmark, requisites for displaying the document's printing form should be indicated:

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	Signatory 1 (Organisation)	Unique ID from the catalogue	"Authorised persons" catalogue		
2	Signatory 2 (Organisation)	Unique ID from the catalogue	"Authorised persons" catalogue		

Mechanism for entering data into the document:

The User completes the document headers and processes each of the table sections; in order to complete the correct data related to remainders of MP and MD, the User must see the form for selecting remainders over each table section.

The form for selecting remainders is not part of the document; it is an auxiliary tool for processing table sections. The form for selecting remainders may be implemented as a separate dialogue box (which opens when you click on a particular button) in the form of a table and displays data related to MP and MD remainders (it is possible to make two separate bookmarks in the selection form, or two separate forms for each bookmark of the document — separately for MP and MD). The table of the selection form must indicate all analytical accounting sections used for MP and MD and the quantity, price and amount of free remainders of MP and MD, taking into account parameters specified in the document headers (i.e., only the composition, AO and other parameters selected in the headers).

To add remainders in the open selection form, the User clicks the required item (the unique ID from the catalogue) and indicates the number (within the free limit), and this row is added to the table section of the document.

Manual input of lines for MP or MD into the table sections is not allowed; nor is the receipt of negative remainders.

The system must signal that there are quarantined MP or MD ("Status of MP [MD]") or expired MP or MD when the remainders selection form is opened.

10.2.3.3 Document (No. 506) "MD Dekitting"

The purpose of this document is to indicate the disassembly of one MD kit into its component parts.
The document consists of a document header and three separate table sections (bookmarks).

Document "MD Dekitting". Structure of the document. Document header:

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	"Organisation"	Unique ID from the catalogue	"Organisations" catalogue		Mandatory requisite
2	"Composition"	Unique ID from the catalogue	"Warehouses" catalogue		Mandatory requisite
3	"AO"	Unique ID from the catalogue	"AO" catalogue;		Mandatory requisite

Document "MD Dekitting". Bookmark "Dekitted MD". Structure:

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	"Procurement type"	Unique ID from the catalogue	"Procurement types" catalogue		Mandatory requisite
2	"Budget type"	Unique ID from the catalogue	"Budget types" catalogue		Mandatory requisite

3	"PCC"	Unique ID from the catalogue	"PCC" catalogue		Mandatory requisite
4	"Expense type"	Unique ID from the catalogue	"Funds type" catalogue		Mandatory requisite
5	"Budget year"	Unique ID from the catalogue	"Budget year" catalogue		Mandatory requisite
6	"Areas of treatment"	Unique ID from the catalogue	"Areas of treatment" catalogue		Mandatory requisite
7	"Sub-area of treatment"	Unique ID from the catalogue	"Sub-areas of treatment" catalogue		Mandatory requisite
8	Trade name	Unique ID from the catalogue	"MD" catalogue		Mandatory requisite
9	GMDN	Unique ID from the catalogue	"GMDN" catalogue	Taking correspondence tables into account	Mandatory requisite
10	- Unit of measurement (base)	Unique ID from the catalogue	"Units of measurement" catalogue;	Taking correspondence tables into account	Mandatory requisite
11	Catalogue number	Unique ID from the catalogue	"Catalogue numbers" catalogue	Taking correspondence tables into account	Mandatory requisite
12	Quantity	Number		6 characters after the decimal	Mandatory requisite
13	Price (UAH)	Number			
14	Amount, UAH	Number			

Document "MD Dekitting". Bookmark "Components of MD to be entered" Structure:

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	"Procurement type"	Unique ID from the catalogue	"Procurement types" catalogue	Completed automatically from the previous bookmark and cannot be edited	Mandatory requisite
2	"Budget type"	Unique ID from the catalogue	"Budget types" catalogue	Completed automatically from the previous bookmark and cannot be edited	Mandatory requisite
3	"PCC"	Unique ID from the catalogue	"PCC" catalogue	Completed automatically from the previous	Mandatory requisite

No.	Requisite name	Type	Data source	Note	Other essential requirements
				bookmark and cannot be edited	
4	"Expense type"	Unique ID from the catalogue	"Funds type" catalogue	Completed automatically from the previous bookmark and cannot be edited	Mandatory requisite
5	"Budget year"	Unique ID from the catalogue	"Budget year" catalogue	Completed automatically from the previous bookmark and cannot be edited	Mandatory requisite
6	"Areas of treatment"	Unique ID from the catalogue	"Areas of treatment" catalogue	Completed automatically from the previous bookmark and cannot be edited	Mandatory requisite
7	"Sub-area of treatment"	Unique ID from the catalogue	"Sub-areas of treatment" catalogue	Completed automatically from the previous bookmark and cannot be edited	Mandatory requisite
8	Trade name	Unique ID from the catalogue	"MD" catalogue		Mandatory requisite
9	GMDN	Unique ID from the catalogue	"GMDN" catalogue	Taking correspondence tables into account	Mandatory requisite
10	- Unit of measurement (base)	Unique ID from the catalogue	"Units of measurement" catalogue;	Taking correspondence tables into account	Mandatory requisite
11	Catalogue number	Unique ID from the catalogue	"Catalogue numbers" catalogue		Mandatory requisite
12	Quantity	Number		6 characters after the decimal	Mandatory requisite
13	Price (UAH)	Number			
14	Amount, UAH	Number			

Document "MD Dekitting". Additionally:

In the "Advanced" bookmark, requisites for displaying the document's printing form should be indicated:

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	Signatory 1 (Organisation)	Unique ID from the catalogue	"Authorised persons" catalogue		
2	Signatory 2 (Organisation)	Unique ID from the catalogue	"Authorised persons" catalogue		

Mechanism for entering data into the document: The User completes the document headers and processes each of the table sections; in order to complete the correct data related to remainders of MP and MD, the User must see the form for selecting remainders over each table section.

The form for selecting remainders is not part of the document; it is an auxiliary tool for processing table sections. The form for selecting remainders may be implemented as a separate dialogue box (which opens when you click a particular button) in the form of a table and indicates data related to MD. The table of the selection form must indicate all analytical accounting sections used for MD and the quantity, price and amount of free remainders of MD, taking into account parameters specified in the document headers (i.e., only the composition, AO and other parameters selected in the headers).

To add remainders in the open selection form, the User clicks the required item (the unique ID from the catalogue) and indicates the number (within the free limit), and this row is added to the table section of the document.

Manual input of lines for MP or MD into the table sections is not allowed; nor is the receipt of negative remainders.

The User completes the table sections of "Components of MD to be entered" manually.

When the document is being completed, the correspondence of the amounts in two documents' bookmarks should be ensured.

10.2.3.4 Document (No. 507) "Preservation (quarantine)".

The purpose of this document is to indicate changes in the status of MP (MD) within the same Organisation (i.e. from the status "ready to use" to "quarantine" and vice versa).

The document consists of a document header and three separate table sections (bookmarks).

Document "Preservation (quarantine)". Structure of the document. Document header:

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	"Organisation"	Unique ID from the catalogue	"Organisations" catalogue		Mandatory requisite
2	"Composition"	Unique ID from the catalogue	"Warehouses" catalogue	The warehouse from which MP (MD) is withdrawn	Mandatory requisite
3	"AO"	Unique ID from the catalogue	"AO" catalogue;	Accountable officer	Mandatory requisite
4	"New status of MP and MD"	Unique ID from the catalogue	"Condition of MP (MD)" catalogue		Mandatory requisite

Document "Preservation (quarantine)". Bookmark "Medical products". Structure:

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	"Procurement type"	Unique ID from the catalogue	"Procurement types" catalogue		Mandatory requisite
2	"Budget type"	Unique ID from the catalogue	"Budget types" catalogue		Mandatory requisite

3	"PCC"	Unique ID from the catalogue	"PCC" catalogue		Mandatory requisite
4	"Expense type"	Unique ID from the catalogue	"Funds type" catalogue		Mandatory requisite
5	"Budget year"	Unique ID from the catalogue	"Budget year" catalogue		Mandatory requisite
6	"Area of treatment"	Unique ID from the catalogue	"Areas of treatment" catalogue		Mandatory requisite
7	"Sub-area of treatment"	Unique ID from the catalogue	"Sub-areas of treatment" catalogue		
8	Trade name	Unique ID from the catalogue	"MP" catalogue		Mandatory requisite
9	Manufacturer	Unique ID from the catalogue	"Manufacturers of MP and MD" catalogue.	Taking correspondence tables into account	Mandatory requisite
10	INN	Unique ID from the catalogue	"INN" catalogue	Taking correspondence tables into account	Mandatory requisite
11	Batch	Unique ID from the catalogue	"MP batches" catalogue	Taking correspondence tables into account	Mandatory requisite
12	MP presentation form	Unique ID from the catalogue	"Presentation form" catalogue	Taking correspondence tables into account	Mandatory requisite
13	"Dosage"	Unique ID from the catalogue	"Dosage" catalogue	Taking correspondence tables into account	Mandatory requisite
14	- Unit of measurement (base)	Unique ID from the catalogue	"Units of measurement" catalogue;	Taking correspondence tables into account	Mandatory requisite
15	Quantity	Number		6 characters after the decimal	Mandatory requisite
16	Price (UAH)	Number			
17	Amount, UAH	Number			

Document "Preservation (quarantine)". Bookmark "Medical devices" Structure:

No.	Requisite name	Type	Data source	Note	Other essential requirements

1	"Procurement type"	Unique ID from the catalogue	"Procurement types" catalogue		Mandatory requisite
2	"Budget type"	Unique ID from the catalogue	"Budget types" catalogue		Mandatory requisite
3	"PCC"	Unique ID from the catalogue	"PCC" catalogue		Mandatory requisite
4	"Expense type"	Unique ID from the catalogue	"Funds type" catalogue		Mandatory requisite
5	"Budget year"	Unique ID from the catalogue	"Budget year" catalogue		Mandatory requisite
6	"Areas of treatment"	Unique ID from the catalogue	"Areas of treatment" catalogue		Mandatory requisite
7	"Sub-area of treatment"	Unique ID from the catalogue	"Sub-areas of treatment" catalogue		
8	Trade name	Unique ID from the catalogue	"MD" catalogue		Mandatory requisite
9	Manufacturer	Unique ID from the catalogue	"Manufacturers of MP and MD" catalogue.	Taking correspondence tables into account	Mandatory requisite
10	GMDN	Unique ID from the catalogue	"GMDN" catalogue	Taking correspondence tables into account	Mandatory requisite
11	- Unit of measurement (base)	Unique ID from the catalogue	"Units of measurement" catalogue;	Taking correspondence tables into account	Mandatory requisite
12	Catalogue number	Unique ID from the catalogue	"Catalogue numbers" catalogue	Taking correspondence tables into account	Mandatory requisite
13	Quantity	Number		6 characters after the decimal	Mandatory requisite
14	Price (UAH)	Number			
15	Amount, UAH	Number			

Document "Preservation (quarantine)". Bookmark "Advanced":

In the "Advanced" bookmark, requisites for displaying the document's printing form should be indicated:

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	Signatory 1 (Organisation)	Unique ID from the catalogue	"Authorised persons" catalogue		
2	Signatory 2 (Organisation)	Unique ID from the catalogue	"Authorised persons" catalogue		

Mechanism for entering data into the document:

The User completes the document headers and processes each of the table sections; in order to fill in the correct data related to remainders of MP and MD, the User must see the form for selecting remainders over each table section. taking into account parameters specified in the document headers (Organisation, Warehouse, AO) and free remainders in the analytics section. The User manually indicates only the quantity of MP or MD and indicates the new status of MP and MD. Manual input of lines for MP or MD into the table sections is not allowed; nor is the receipt of negative remainders.

The system must signal that there are quarantined MP or MD ("Status of MP [MD]") or expired MP or MD when the remainders selection form is opened.

When the document is being completed, the status of MP and MD indicated in table sections of the document must change to that indicated in the document headers.

10.2.3.5 Document (No. 508) "Withdrawal"

The purpose of this document is to indicate withdrawals of MP (MD) within one Organisation.

For all roles, except for the Role "HCI. Warehouse management", the withdrawal type "For patient" should not be available for selection (not shown in the list).

The document consists of a document header and three separate table sections (bookmarks).

Document "Withdrawal". Structure of the document. Document header:

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	"Withdrawal type"	Unique ID from the catalogue	"Withdrawal types" catalogue		Mandatory requisite
2	"Organisation"	Unique ID from the catalogue	"Organisations" catalogue		Mandatory requisite
3	"Composition"	Unique ID from the catalogue	"Warehouses" catalogue	The warehouse from which MP (MD) is withdrawn	Mandatory requisite
4	"AO"	Unique ID from the catalogue	"AO" catalogue;	Accountable officer	Mandatory requisite

Document "Withdrawal". Bookmark "Medical products". Structure:

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	"Procurement type"	Unique ID from the catalogue	"Procurement types" catalogue		Mandatory requisite

2	"Budget type"	Unique ID from the catalogue	"Budget types" catalogue		Mandatory requisite
3	"PCC"	Unique ID from the catalogue	"PCC" catalogue		Mandatory requisite
4	"Expense type"	Unique ID from the catalogue	"Funds type" catalogue		Mandatory requisite
5	"Budget year"	Unique ID from the catalogue	"Budget year" catalogue		Mandatory requisite
6	"Area of treatment"	Unique ID from the catalogue	"Areas of treatment" catalogue		Mandatory requisite
7	"Sub-area of treatment"	Unique ID from the catalogue	"Sub-areas of treatment" catalogue		
8	Trade name	Unique ID from the catalogue	"MP" catalogue		Mandatory requisite
9	Manufacturer	Unique ID from the catalogue	"Manufacturers of MP and MD" catalogue.	Taking correspondence tables into account	Mandatory requisite
10	INN	Unique ID from the catalogue	"INN" catalogue	Taking correspondence tables into account	Mandatory requisite
11	Batch	Unique ID from the catalogue	"MP batches" catalogue	Taking correspondence tables into account	Mandatory requisite
12	MP presentation form	Unique ID from the catalogue	"Presentation form" catalogue	Taking correspondence tables into account	Mandatory requisite
13	"Dosage"	Unique ID from the catalogue	"Dosage" catalogue	Taking correspondence tables into account	Mandatory requisite
14	- Unit of measurement (base)	Unique ID from the catalogue	"Units of measurement" catalogue;	Taking correspondence tables into account	Mandatory requisite
15	Quantity	Number		6 characters after the decimal	Mandatory requisite
16	Price (UAH)	Number			
17	Amount, UAH	Number			
18	Reason for withdrawal	Line		Maximum 200 characters	

Document "Withdrawal". Bookmark "Medical devices" Structure:

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	"Procurement type"	Unique ID from the catalogue	"Procurement types" catalogue		Mandatory requisite
2	"Budget type"	Unique ID from the catalogue	"Budget types" catalogue		Mandatory requisite
3	"PCC"	Unique ID from the catalogue	"PCC" catalogue		Mandatory requisite
4	"Expense type"	Unique ID from the catalogue	"Funds type" catalogue		Mandatory requisite
5	"Budget year"	Unique ID from the catalogue	"Budget year" catalogue		Mandatory requisite
6	"Areas of treatment"	Unique ID from the catalogue	"Areas of treatment" catalogue		Mandatory requisite
7	"Sub-area of treatment"	Unique ID from the catalogue	"Sub-areas of treatment" catalogue		
8	Trade name	Unique ID from the catalogue	"MD" catalogue		Mandatory requisite
9	Manufacturer	Unique ID from the catalogue	"Manufacturers of MP and MD" catalogue.	Taking correspondence tables into account	Mandatory requisite
10	GMDN	Unique ID from the catalogue	"GMDN" catalogue	Taking correspondence tables into account	Mandatory requisite
11	- Unit of measurement (base)	Unique ID from the catalogue	"Units of measurement" catalogue;	Taking correspondence tables into account	Mandatory requisite
12	Catalogue number	Unique ID from the catalogue	"Catalogue numbers" catalogue	Taking correspondence tables into account	Mandatory requisite
13	Quantity	Number		6 characters after the decimal	Mandatory requisite
14	Price (UAH)	Number			
15	Amount, UAH	Number			
16	Reason for withdrawal	Line		Maximum 200 characters	Mandatory requisite

Document "Withdrawal". Bookmark "Advanced":

In the "Advanced" bookmark, requisites for displaying the document's printing form should be indicated:

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	Signatory 1 (Organisation)	Unique ID from the catalogue	"Authorised persons" catalogue		
2	Signatory 2 (Organisation)	Unique ID from the catalogue	"Authorised persons" catalogue		

Mechanism for entering data into the document:

The User completes the document headers and processes each of the table sections; in order to enter the correct data related to remainders of MP and MD, the User must see the form for selecting remainders over each table section.

The form for selecting remainders is not part of the document; it is an auxiliary tool for processing table sections. The form for selecting remainders may be implemented as a separate dialogue box (which opens when you click on a particular button) in the form of a table and displays data related to MP and MD remainders (it is possible to make two separate bookmarks in the selection form, or two separate forms for each bookmark of the document — separately for MP and MD). The table of the selection form must indicate all analytical accounting sections used for MP and MD and the quantity, price and amount of free remainders of MP and MD, taking into account parameters specified in the document headers (i.e., only the composition, AO and other parameters selected in the headers).

To add remainders in the open selection form, the User clicks the required item (the unique ID from the catalogue) and indicates the number (within the free limit), and this row is added to the table section of the document.

Manual input of lines for MP or MD into the table sections is not allowed; nor is the receipt of negative remainders.

The system must signal that there are quarantined MP or MD ("Status of MP [MD]") or expired MP or MD when the remainders selection form is opened.

10.2.3.6 Document (No. 509) "Inventory".

The purpose of this document is to indicate the inventory of MP (MD) within one Organisation.

The document consists of a document header and three separate table sections (bookmarks).

Document "Inventory". Structure of the document "Inventory". Document header:

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	"Organisation"	Unique ID from the catalogue	"Organisations" catalogue		Mandatory requisite
2	"Composition"	Unique ID from the catalogue	"Warehouses" catalogue	The warehouse from which MP (MD) is withdrawn	Mandatory requisite
3	"AO"	Unique ID from the catalogue	"AO" catalogue;	Accountable officer	Mandatory requisite

Document "Inventory". Bookmark "Medical products". Structure:

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	"Procurement type"	Unique ID from the catalogue	"Procurement types" catalogue		Mandatory requisite
2	"Budget type"	Unique ID from the catalogue	"Budget types" catalogue		Mandatory requisite
3	"PCC"	Unique ID from the catalogue	"PCC" catalogue		Mandatory requisite
4	"Expense type"	Unique ID from the catalogue	"Funds type" catalogue		Mandatory requisite
5	"Budget year"	Unique ID from the catalogue	"Budget year" catalogue		Mandatory requisite
6	"Area of treatment"	Unique ID from the catalogue	"Areas of treatment" catalogue		Mandatory requisite
7	"Sub-area of treatment"	Unique ID from the catalogue	"Sub-areas of treatment" catalogue		Mandatory requisite
8	Trade name	Unique ID from the catalogue	"MP" catalogue		Mandatory requisite
9	Manufacturer	Unique ID from the catalogue	"Manufacturers of MP and MD" catalogue.	Taking correspondence tables into account	Mandatory requisite
10	INN	Unique ID from the catalogue	"INN" catalogue	Taking correspondence tables into account	Mandatory requisite
11	Batch	Unique ID from the catalogue	"MP batches" catalogue	Taking correspondence tables into account	Mandatory requisite
12	MP presentation form	Unique ID from the catalogue	"Presentation form" catalogue	Taking correspondence tables into account	Mandatory requisite
13	"Dosage"	Unique ID from the catalogue	"Dosage" catalogue	Taking correspondence tables into account	Mandatory requisite
14	- Unit of measurement (base)	Unique ID from the catalogue	"Units of measurement" catalogue;	Taking correspondence tables into account	Mandatory requisite

15	Quantity	Number		6 characters after the decimal	Mandatory requisite
16	Price (UAH)	Number			
17	Amount, UAH	Number			
18	Actual quantity	Number			
19	Actual amount (UAH)	Number			
20	Difference (quantity)	Number		Calculated automatically	
21	Difference (amount)	Number		Calculated automatically	
22	Expiry	Date	DDMMYYYY		Mandatory requisite
23	% Validity	% of value	Automatic calculation from the document date until the expiration date		Mandatory requisite

Document "Inventory". Bookmark "Medical devices" Structure:

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	"Procurement type"	Unique ID from the catalogue	"Procurement types" catalogue		Mandatory requisite
2	"Budget type"	Unique ID from the catalogue	"Budget types" catalogue		Mandatory requisite
3	"PCC"	Unique ID from the catalogue	"PCC" catalogue		Mandatory requisite
4	"Expense type"	Unique ID from the catalogue	"Funds type" catalogue		Mandatory requisite
5	"Budget year"	Unique ID from the catalogue	"Budget year" catalogue		Mandatory requisite
6	"Areas of treatment"	Unique ID from the catalogue	"Areas of treatment" catalogue		Mandatory requisite
7	"Sub-area of treatment"	Unique ID from the catalogue	"Sub-areas of treatment" catalogue		
8	Trade name	Unique ID from the catalogue	"MD" catalogue		Mandatory requisite
9	Manufacturer	Unique ID from the catalogue	"Manufacturers of MP and MD" catalogue.	Taking correspondence tables into account	Mandatory requisite

10	GMDN	Unique ID from the catalogue	"GMDN" catalogue	Taking correspondence tables into account	Mandatory requisite
11	- Unit of measurement (base)	Unique ID from the catalogue	"Units of measurement" catalogue;	Taking correspondence tables into account	Mandatory requisite
12	Catalogue number	Unique ID from the catalogue	"Catalogue numbers" catalogue	Taking correspondence tables into account	Mandatory requisite
13	Quantity	Number		6 characters after the decimal	Mandatory requisite
14	Price (UAH)	Number			
15	Amount, UAH	Number			
16	Actual quantity	Number			
17	Actual amount (UAH)	Number			
18	Difference (quantity)	Number		Calculated automatically	
19	Difference (amount)	Number		Calculated automatically	
20	Expiry	Date	DDMMYYYY		Mandatory requisite
21	% Validity	% of value	Automatic calculation from the document date until the expiration date		Mandatory requisite

Document "Inventory". Bookmark "Advanced"

In the "Advanced" bookmark, requisites for displaying the document's printing form should be indicated:

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	Signatory 1 (Organisation)	Unique ID from the catalogue	"Authorised persons" catalogue		
2	Signatory 2 (Organisation)	Unique ID from the catalogue	"Authorised persons" catalogue		

Mechanism for entering data into the document:

The document is completed automatically on the basis of data on MP and MD remainders as of the date of the document, taking into account the parameters specified in the document headers.

It is necessary to implement a convenient tool for the User's completion of the values "Actual quantity", "Actual amount".

Manual input of lines for MP or MD into the table sections is not allowed; nor is the receipt of negative remainders.

Remainders of MP and MD with expired expiration dates must be highlighted in a separate color.

10.2.3.7   Document (No. 510) "Expenditure invoice"

The purpose of this document is to indicate the transfer of MP or MD between different Organisations. When the document is displayed, the remainders of MP or MD are withdrawn from the Organisation that created the document. It should be noted that the Beneficiary uses the "Delivery-Acceptance Certificate" for the entering of transferred remainders; therefore, the system must create the "Delivery-Acceptance Certificate" (where the recipient will be the Organisation) in the "Project" status if the requisite "Recipient" is filled in when "Expenditure invoice" is completed. The system must store the structure of related documents and be able to graphically indicate related documents for the User's easy verification.

For example: the MoH transfers MP to the SE: the MoH creates the "Expenditure invoice" (Organisation = MOH, Receiver = LC). The document "Delivery-Acceptance Certificate" (Organisation = LC, "Received from" = MoH) is automatically generated.

The User can create the "Expenditure invoice" manually (the User completes the document headers and selects the available remainders to be transferred to table sections) or using the "Delivery-Acceptance Certificate" (in this case, all the requisites indicated in the header and table sections of the "Delivery-Acceptance Certificate" and their values should be automatically transferred to the "Expenditure invoice"); the User manually fills in the "Recipient" requisite and changes other requisites, if applicable.

The document consists of a document header and three separate table sections (bookmarks).

Document "Expenditure invoice". Structure of the document. Document header:

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	Number	Number	Unique document number	Generated automatically	Mandatory requisite
2	Date	Date	Date of the document DDMMYYYY		Mandatory requisite
3	Number of the original	Line		Maximum 10 characters	Mandatory requisite
4	Date of the original	Date	Date of the original DDMMYYYY		Mandatory requisite
5	"Procurement type"	Unique ID from the catalogue	"Procurement types" catalogue		Mandatory requisite
6	"Organisation"	Unique ID from the catalogue	"Organisations" catalogue	Organisation transferring MP (MD)	Mandatory requisite
7	"Recipient"	Unique ID from the catalogue	"Organisations" catalogue	Organisation receiving MP (MD)	Mandatory requisite
8	"Areas of treatment"	Unique ID from the catalogue	"Areas of treatment" catalogue		Mandatory requisite
9	"Budget type"	Unique ID from the catalogue	"Budget types" catalogue		Mandatory requisite
10	"PCC"	Unique ID from the catalogue	"PCC" catalogue		Mandatory requisite
11	"Expense type"	Unique ID from the catalogue	"Funds type" catalogue		Mandatory requisite
12	"Budget year"	Unique ID from the catalogue	"Budget year" catalogue		Mandatory requisite

| 13 | "Composition" | Unique ID from the catalogue | "Warehouses" catalogue | The warehouse where MP (MD) are entered | Mandatory requisite |
| 14 | "AO" | Unique ID from the catalogue | "AO" catalogue; | Accountable officer | Mandatory requisite |

Document "Expenditure invoice". Bookmark "Medical products". Structure:

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	"Sub-areas of treatment"	Unique ID from the catalogue	"Sub-areas of treatment" catalogue	It is indicated only if "Area of treatment" is detailed to the level of sub-areas.	
2	Trade name	Unique ID from the catalogue	"MP" catalogue		Mandatory requisite
3	Manufacturer	Unique ID from the catalogue	"Manufacturers of MP and MD" catalogue.	Taking correspondence tables into account	Mandatory requisite
4	INN	Unique ID from the catalogue	"INN" catalogue	Taking correspondence tables into account	Mandatory requisite
5	Batch	Unique ID from the catalogue	"MP batches" catalogue	Taking correspondence tables into account	Mandatory requisite
6	MP presentation form	Unique ID from the catalogue	"Presentation form" catalogue	Taking correspondence tables into account	Mandatory requisite
7	"Dosage"	Unique ID from the catalogue	"Dosage" catalogue	Taking correspondence tables into account	Mandatory requisite
8	- Unit of measurement (base)	Unique ID from the catalogue	"Units of measurement" catalogue;	Taking correspondence tables into account	Mandatory requisite
9	Quantity	Number		6 characters after the decimal	Mandatory requisite
10	Price (UAH)	Number			Mandatory requisite
11	Amount, UAH	Number			Mandatory requisite
12	Expiry	Date	DDMMYYYY		Mandatory requisite
13	% Validity	% of value	Automatic calculation from the document date until the expiration date		Mandatory requisite

14	Status	Unique ID from the catalogue	"Condition of MP (MD)" catalogue	Automatically assign the value "Ready to use"	Mandatory requisite
15	Number and date of invoice	Line		Maximum 30 characters	
16	Number and date of the customs declaration	Line		Maximum 30 characters	

Document "Expenditure invoice". Bookmark "Medical devices" Structure:

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	Trade name	Unique ID from the catalogue	"MD" catalogue		Mandatory requisite
2	Manufacturer	Unique ID from the catalogue	"Manufacturers of MP and MD" catalogue.	Taking correspondence tables into account	Mandatory requisite
3	GMDN	Unique ID from the catalogue	"GMDN" catalogue	Taking correspondence tables into account	Mandatory requisite
4	- Unit of measurement (base)	Unique ID from the catalogue	"Units of measurement" catalogue;	Taking correspondence tables into account	Mandatory requisite
5	Catalogue number	Unique ID from the catalogue	"Catalogue numbers" catalogue	Taking correspondence tables into account	Mandatory requisite
6	Quantity	Number		6 characters after the decimal	Mandatory requisite
7	Price (UAH)	Number			Mandatory requisite
8	Amount, UAH	Number			Mandatory requisite
9	Expiry	Date	DDMMYYYY		Mandatory requisite
10	% Validity	% of value	Automatic calculation from the document date until the expiration date		Mandatory requisite
11	Status	Unique ID from the catalogue	"Condition of MP (MD)" catalogue	Automatically assign the value "Ready to use"	Mandatory requisite
12	Number and date of invoice	Line		Maximum 30 characters	
13	Number and date of the customs declaration	Line		Maximum 30 characters	

Document "Expenditure invoice". Bookmark "Advanced":

In the "Advanced" bookmark, requisites for displaying the document's printing form should be indicated:

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	"Contractor"	Unique ID from the catalogue	"Contractors" catalogue		
2	"Contracts of contractors"	Unique ID from the catalogue	"Contracts of contractors" catalogue		
3	Signatory 1 (Organisation)	Unique ID from the catalogue	"Authorised persons" catalogue		
4	Signatory 2 (Organisation)	Unique ID from the catalogue	"Authorised persons" catalogue		

During implementation, the system must signal that there are quarantined MP or MD ("Status of MP [MD]") or expired MP or MD.

When the document is being implemented, the system should monitor the availability of those remainders specified in table sections that are to be withdrawn (transferred); the document should not be completed when there is an insufficient quantity of remainders. The system should display an error message.

Number of printed forms for the document: 6 (”Delivery-Acceptance Certificate”, “Expenditure Invoice”, “Remittance advice”, “Waybill”, “Route list”, “Register to invoice”).

10.2.3.8   Document (No. 511) "Receipt of MP and MD"

The purpose of this document is to indicate the entering of MP (MD) in Beneficiary Institutions and HCIs procured as "HCI's own procurement", as well as for entering of surpluses found during inventory.

Documents are created by users manually according to data received from Suppliers (Contractors).

The document should contain two types of documents:

1) Receipt from supplier;

2) Entering of surpluses (inventory);

The document is only available for the Role "HCI. Warehouse management".

When creating a document with a view, the "Procurement type" requisite must be automatically filled in with the value "Own HCIs" without the right to edit (since all MP [MD] that were procured and transmitted centrally are entered using a "Delivery-Acceptance Certificate").

The document consists of a document header and three separate table sections (bookmarks).

Document "Receipt of MP and MD". Structure of the document. Document header:

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	Number	Number	Unique document number	Generated automatically	Mandatory requisite
2	Date	Date	Date of the document DDMMYYYY		Mandatory requisite
3	Number of the original	Line		Maximum 10 characters	Mandatory requisite
4	Date of the original	Date	Date of the original DDMMYYYY		Mandatory requisite
5	"Procurement type"	Unique ID from the catalogue	"Procurement types" catalogue	Only "Centralised MoH", "Centralised THO	Mandatory requisite

No.	Requisite name	Type	Data source	Note	Other essential requirements
				(Regional), and "Centralised THO (Local)" are used.	
6	"Organisation"	Unique ID from the catalogue	"Organisations" catalogue	Organisation posting MP (MD)	Mandatory requisite
8	"Contractor"	Unique ID from the catalogue	"Contractors" catalogue or "Organisations" catalogue	Contractor who carried out the delivery.	Mandatory requisite, if type of document = "Receipt from supplier"
9	"Contracts of contractors"	Unique ID from the catalogue	"Contracts of contractors" catalogue		Mandatory requisite, if type of document = "Receipt from supplier"
10	"Areas of treatment"	Unique ID from the catalogue	"Areas of treatment" catalogue		Mandatory requisite
11	"Budget type"	Unique ID from the catalogue	"Budget types" catalogue		Mandatory requisite
12	"PCC"	Unique ID from the catalogue	"PCC" catalogue		Mandatory requisite
13	"Expense type"	Unique ID from the catalogue	"Funds type" catalogue		Mandatory requisite
14	"Budget year"	Unique ID from the catalogue	"Budget year" catalogue		Mandatory requisite
15	"Composition"	Unique ID from the catalogue	"Warehouses" catalogue	The warehouse where MP (MD) are entered	Mandatory requisite
16	"AO"	Unique ID from the catalogue	"AO" catalogue;	Accountable officer	Mandatory requisite

Document "Receipt of MP and MD". Bookmark "Medical products". Structure:

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	"Sub-areas of treatment"	Unique ID from the catalogue	"Sub-areas of treatment" catalogue	It is indicated only if "Area of treatment" is detailed to sub-areas.	
2	Trade name	Unique ID from the catalogue	"MP" catalogue		Mandatory requisite
3	Manufacturer	Unique ID from the catalogue	"Manufacturers of MP and MD" catalogue.	Taking correspondence tables into account	Mandatory requisite
4	INN	Unique ID from the catalogue	"INN" catalogue	Taking correspondence tables into account	Mandatory requisite
5	Batch	Unique ID from the catalogue	"MP batches" catalogue	Taking correspondence tables into account	Mandatory requisite

6	MP presentation form	Unique ID from the catalogue	"Presentation form" catalogue	Taking correspondence tables into account	Mandatory requisite
7	"Dosage"	Unique ID from the catalogue	"Dosage" catalogue	Taking correspondence tables into account	Mandatory requisite
8	- Unit of measurement (base)	Unique ID from the catalogue	"Units of measurement" catalogue;	Taking correspondence tables into account	Mandatory requisite
9	Quantity	Number		6 characters after the decimal	Mandatory requisite
10	Price (UAH)	Number			Mandatory requisite
11	VAT type	Values 7%, 20%, No VAT			Mandatory requisite
12	Amount excluding VAT (UAH)	Number			Mandatory requisite
13	Amount of VAT (currency)	Number			
14	Amount including VAT (UAH)	Number			Mandatory requisite
15	Expiry	Date	DDMMYYYY		Mandatory requisite
16	% Validity	% of value	Automatic calculation from the document date until the expiration date		Mandatory requisite
17	Status	Unique ID from the catalogue	"Condition of MP (MD)" catalogue	Automatically assign the value "Ready to use"	Mandatory requisite

Document "Receipt of MP and MD". Bookmark "Medical devices" Structure:

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	Trade name	Unique ID from the catalogue	"MD" catalogue		Mandatory requisite
2	Manufacturer	Unique ID from the catalogue	"Manufacturers of MP and MD" catalogue.	Taking correspondence tables into account	Mandatory requisite
3	GMDN	Unique ID from the catalogue	"GMDN" catalogue	Taking correspondence tables into account	Mandatory requisite
4	- Unit of measurement (base)	Unique ID from the catalogue	"Units of measurement" catalogue;	Taking correspondence tables into account	Mandatory requisite
5	Catalogue number	Unique ID from the catalogue	"Catalogue numbers" catalogue	Taking correspondence tables into account	Mandatory requisite
6	Quantity	Number		6 characters after the decimal	Mandatory requisite

7	Price (UAH)	Number			Mandatory requisite
8	VAT type	Values 7%, 20%, No VAT			Mandatory requisite
9	Amount excluding VAT (UAH)	Number			
10	Amount of VAT (currency)	Number			
11	Amount including VAT (UAH)	Number			Mandatory requisite
12	Expiry	Date	DDMMYYYY		Mandatory requisite
13	% Validity	% of value	Automatic calculation from the document date until the expiration date		Mandatory requisite
14	Status	Unique ID from the catalogue	"Condition of MP (MD)" catalogue	Automatically assign the value "Ready to use"	Mandatory requisite

Document "Receipt of MP and MD". Bookmark "Advanced":

In the "Advanced" bookmark, requisites for displaying the document's printing form should be indicated:

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	Signatory (Organisation)	Unique ID from the catalogue	"Authorised persons" catalogue		
2	Signatory (Contractor)	Unique ID from the catalogue	"Authorised persons" catalogue		

10.2.3.9   Document (No. 512) "Returns outwards of MP and MD"

The purpose of this document is to indicate the returns outwards of MP (MD) in Beneficiary Institutions and HCIs procured as "HCI's own procurement". Documents are created by users manually. The User must specify the reference to the "Receipt of MP and MD" document, and table sections should be completed with the same MP and MD indicated in the "Receipt of MP and MD".

The document is only available for the Role "HCI. Warehouse management".

When creating a document with a view, the "Type of procurement" must be automatically completed with the value "Own HCIs" without the right to edit (since all MP (MD) that were procured and transmitted centrally, are entered using a "Delivery-Acceptance Certificate").

The document consists of a document header and three separate table sections (bookmarks).

Document "Returns outwards of MP and MD". Structure of the document. Document header:

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	Number	Number	Unique document number	Generated automatically	Mandatory requisite

2	Date	Date	Date of the document DDMMYYYY		Mandatory requisite
3	Number of the original	Line		Maximum 10 characters	Mandatory requisite
4	Date of the original	Date	Date of the original DDMMYYYY		Mandatory requisite
5	"Procurement type"	Unique ID from the catalogue	"Procurement types" catalogue	Only "Centralised MoH", "Centralised THO (Regional), and "Centralised THO (Local)" are used.	Mandatory requisite
6	"Organisation"	Unique ID from the catalogue	"Organisations" catalogue	Organisation posting MP (MD)	Mandatory requisite
8	"Contractor"	Unique ID from the catalogue	"Contractors" catalogue or "Organisations" catalogue	Contractor who carried out the delivery.	Mandatory requisite, if type of document = "Receipt from supplier"
9	"Contracts of contractors"	Unique ID from the catalogue	"Contracts of contractors" catalogue		Mandatory requisite, if type of document = "Receipt from supplier"
10	"Areas of treatment"	Unique ID from the catalogue	"Areas of treatment" catalogue		Mandatory requisite
11	"Budget type"	Unique ID from the catalogue	"Budget types" catalogue		Mandatory requisite
12	"PCC"	Unique ID from the catalogue	"PCC" catalogue		Mandatory requisite
13	"Expense type"	Unique ID from the catalogue	"Funds type" catalogue		Mandatory requisite
14	"Budget year"	Unique ID from the catalogue	"Budget year" catalogue		Mandatory requisite
15	"Composition"	Unique ID from the catalogue	"Warehouses" catalogue	The warehouse where MP (MD) are entered	Mandatory requisite
16	"AO"	Unique ID from the catalogue	"AO" catalogue;	Accountable officer	Mandatory requisite
17	"Credit note"	Reference to the document	Document "Receipt of MP or MD"		Mandatory requisite

Document "Returns outwards of MP and MD". Bookmark "Medical products". Structure:

No.	Requisite name	Type	Data source	Note	Other essential requirements

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1	"Sub-areas of treatment"	Unique ID from the catalogue	"Sub-areas of treatment" catalogue	It is indicated only if "Area of treatment" is detailed to sub-areas.	
2	Trade name	Unique ID from the catalogue	"MP" catalogue		Mandatory requisite
3	Manufacturer	Unique ID from the catalogue	"Manufacturers of MP and MD" catalogue.	Taking correspondence tables into account	Mandatory requisite
4	INN	Unique ID from the catalogue	"INN" catalogue	Taking correspondence tables into account	Mandatory requisite
5	Batch	Unique ID from the catalogue	"MP batches" catalogue	Taking correspondence tables into account	Mandatory requisite
6	MP presentation form	Unique ID from the catalogue	"Presentation form" catalogue	Taking correspondence tables into account	Mandatory requisite
7	"Dosage"	Unique ID from the catalogue	"Dosage" catalogue	Taking correspondence tables into account	Mandatory requisite
8	- Unit of measurement (base)	Unique ID from the catalogue	"Units of measurement" catalogue;	Taking correspondence tables into account	Mandatory requisite
9	Quantity	Number		6 characters after the decimal	Mandatory requisite
10	Price (UAH)	Number			Mandatory requisite
11	VAT type	Values 7%, 20%, No VAT			Mandatory requisite
12	Amount excluding VAT (UAH)	Number			Mandatory requisite
13	Amount of VAT (currency)	Number			
14	Amount including VAT (UAH)	Number			Mandatory requisite
15	Expiry	Date	DDMMYYYY		Mandatory requisite
16	% Validity	% of value	Automatic calculation from the document date until the expiration date		Mandatory requisite
17	Status	Unique ID from the catalogue	"Condition of MP (MD)" catalogue	Automatically assign the value "Ready to use"	Mandatory requisite

Document "Returns outwards of MP and MD". Bookmark "Medical devices" Structure:

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	Trade name	Unique ID from the catalogue	"MD" catalogue		Mandatory requisite

2	Manufacturer	Unique ID from the catalogue	"Manufacturers of MP and MD" catalogue.	Taking correspondence tables into account	Mandatory requisite
3	GMDN	Unique ID from the catalogue	"GMDN" catalogue	Taking correspondence tables into account	Mandatory requisite
4	- Unit of measurement (base)	Unique ID from the catalogue	"Units of measurement" catalogue;	Taking correspondence tables into account	Mandatory requisite
5	Catalogue number	Unique ID from the catalogue	"Catalogue numbers" catalogue	Taking correspondence tables into account	Mandatory requisite
6	Quantity	Number		6 characters after the decimal	Mandatory requisite
7	Price (UAH)	Number			Mandatory requisite
8	VAT type	Values 7%, 20%, No VAT			Mandatory requisite
9	Amount excluding VAT (UAH)	Number			
10	Amount of VAT (currency)	Number			
11	Amount including VAT (UAH)	Number			Mandatory requisite
12	Expiry	Date	DDMMYYYY		Mandatory requisite
13	% Validity	% of value	Automatic calculation from the document date until the expiration date		Mandatory requisite
14	Status	Unique ID from the catalogue	"Condition of MP (MD)" catalogue	Automatically assign the value "Ready to use"	Mandatory requisite

Document "Returns outwards of MP and MD". Bookmark "Advanced":

In the "Advanced" bookmark, requisites for displaying the document's printing form should be indicated:

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	Signatory (Organisation)	Unique ID from the catalogue	"Authorised persons" catalogue		
2	Signatory (Contractor)	Unique ID from the catalogue	"Authorised persons" catalogue		

10.2.3.10   Document (No. 513) "MP manufacture"

The purpose of this document is to indicate one Organisation's manufacturing of MP. In this operation, components are withdrawn from the MP remainders and one new MP is entered; however, this is possible only within financial analytics of the same type, so these requisites will be listed in the document headers.

The document is only available for roles: the Role "HCI. Warehouse management".

Document "MP manufacture". Structure of the document "MP manufacture". Document header:

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	Number	Number	Unique document number	Generated automatically	Mandatory requisite
2	Date	Date	Date of the document DDMMYYYY		Mandatory requisite
3	"Procurement type"	Unique ID from the catalogue	"Procurement types" catalogue		Mandatory requisite
4	"Organisation"	Unique ID from the catalogue	"Organisations" catalogue	Organisation posting MP (MD)	Mandatory requisite
5	"Areas of treatment"	Unique ID from the catalogue	"Areas of treatment" catalogue		Mandatory requisite
6	"Budget type"	Unique ID from the catalogue	"Budget types" catalogue		Mandatory requisite
7	"PCC"	Unique ID from the catalogue	"PCC" catalogue		Mandatory requisite
8	"Expense type"	Unique ID from the catalogue	"Funds type" catalogue		Mandatory requisite
9	"Budget year"	Unique ID from the catalogue	"Budget year" catalogue		Mandatory requisite
10	"Composition"	Unique ID from the catalogue	"Warehouses" catalogue	The warehouse where MP (MD) are entered	Mandatory requisite
11	"AO"	Unique ID from the catalogue	"AO" catalogue;	Accountable officer	Mandatory requisite

Document "MP manufacture". Bookmark "Medical products". Withdrawal of components". Structure:

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	"Sub-area of treatment"	Unique ID from the catalogue	"Sub-areas of treatment" catalogue		
2	Trade name	Unique ID from the catalogue	"MP" catalogue		Mandatory requisite
3	Manufacturer	Unique ID from the catalogue	"Manufacturers of MP and MD" catalogue.	Taking correspondence tables into account	Mandatory requisite

4	INN	Unique ID from the catalogue	"INN" catalogue	Taking correspondence tables into account	Mandatory requisite
5	Batch	Unique ID from the catalogue	"MP batches" catalogue	Taking correspondence tables into account	Mandatory requisite
6	MP presentation form	Unique ID from the catalogue	"Presentation form" catalogue	Taking correspondence tables into account	Mandatory requisite
7	"Dosage"	Unique ID from the catalogue	"Dosage" catalogue	Taking correspondence tables into account	Mandatory requisite
8	- Unit of measurement (base)	Unique ID from the catalogue	"Units of measurement" catalogue;	Taking correspondence tables into account	Mandatory requisite
9	Quantity	Number		6 characters after the decimal	Mandatory requisite
10	Price (UAH)	Number			
11	Amount, UAH	Number			

Document "MP manufacture". Bookmark "Medical products". Entering of MP". Structure:

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	"Sub-area of treatment"	Unique ID from the catalogue	"Sub-areas of treatment" catalogue		
2	Trade name	Unique ID from the catalogue	"MP" catalogue		Mandatory requisite
3	Manufacturer	Unique ID from the catalogue	"Manufacturers of MP and MD" catalogue.	Taking correspondence tables into account	Mandatory requisite
4	INN	Unique ID from the catalogue	"INN" catalogue	Taking correspondence tables into account	Mandatory requisite
5	MP presentation form	Unique ID from the catalogue	"Presentation form" catalogue	Taking correspondence tables into account	Mandatory requisite
6	Batch	Unique ID from the catalogue	"MP batches" catalogue	Taking correspondence tables into account	Mandatory requisite
7	"Dosage"	Unique ID from the catalogue	"Dosage" catalogue	Taking correspondence tables into account	Mandatory requisite

8	- Unit of measurement (base)	Unique ID from the catalogue	"Units of measurement" catalogue;	Taking correspondence tables into account	Mandatory requisite
9	Quantity	Number		6 characters after the decimal	Mandatory requisite
10	Price (UAH)	Number			
11	Amount, UAH	Number			

Document "MP manufacture". Bookmark "Advanced":

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	Signatory 1 (Organisation)	Unique ID from the catalogue	"Authorised persons" catalogue		
2	Signatory 2 (Organisation)	Unique ID from the catalogue	"Authorised persons" catalogue		

Mechanism for entering data into the document:

The User completes the document headers and processes each of the table sections; in order to enter the correct data related to remainders of MP, the User must use the form for selecting remainders taking into account parameters specified in the document headers (Organisation, Warehouse, AO) and free remainders in the analytics section. The User manually indicates only the quantity of MP to be withdrawn. User adds MP to be entered (manufactured) in the "Medical products. Entering of MP" bookmark.

It is prohibited to use MP and MD which are quarantined ("Status of MP [MD]") or expired MP.

When the document is being completed, the correspondence of amounts in the two documents' bookmarks should be ensured.

10.2.3.11 Document (No. 514) "Error correction"

The purpose of this document is to edit errors found in documents from past periods, such as: wrong amount, wrong price or amount in the document, etc.

Working with the document: the User manually creates a document describing the essence of errors and the content of operations, selects the document to be generated and clicks "Complete". The structure of the document must reflect all of the data contained in the underlying document that is being edited. Then, the User corrects the error and sends the document to both the Chief Accountant of the Organisation and the Chief Physician for approval. The Chief Accountant has the right to complete the document and to sign it using EDS.

10.3 Section "Orders on distribution MP and MD"
10.3.1 The list of documents of the "Movement of MP and MD" section
1. Document (No. 503) "List of Beneficiary Institutions"
2. Document (No. 502) "MoH order on distribution";
3. Document (No. 504) "THO (Regional) order on distribution"
4. Document (No. 504A) "THO (Local) order on distribution".

10.3.2 Key requirements for the documents' functionality and User access
In this section, Users may be assigned a separate Role regulating the functions and access rights of Users to documents.

The Role "MoH. Distribution (redistribution) management" carries out the distribution of MP and MD between the THO (Regional) and HCI of direct subordination only if they are procured as "Centralised procurements by the MoH"; it uses the "MoH order on distribution" document.

The Role "THO (Regional). Distribution (redistribution) management" carries out the distribution of MP and MD procured as "Centralised procurements by the MoH" (distribution is based on the primary "Order of the MoH on distribution" document) and carries out the distribution of MP and MD procured as "Centralised procurements by the THO (Regional)" among subordinated HCIs. Uses "Order of the THO (Regional) on distribution". It also creates the "List of Beneficiary Institutions" document.

The Role "THO (Local). Distribution (redistribution) management" carries out the distribution of MP and MD procured as "Centralised procurements by the MoH" among subordinate HCIs. Uses "THO (Local) order on distribution".

The Role "MoH. Distribution (redistribution) management" can only create and edit documents created within that Role (Organisation = MoH). It can view (without editing) all the documents of other subordinate Roles.

The Role "THO (Regional). Distribution (redistribution) management" can only create and edit documents created within that Role. It can view (without editing) all the documents of other Roles. Distribution is only available for MP and MD allocated to the region by the MoH (or independently procured by THO [Regional]) for subordinate institutions.

The Role "THO (Local). Distribution (redistribution) management" can only create and edit documents created within that Role. It can view (without editing) all the documents of other Roles. Distribution is only available for MP and MD allocated to the city by THO (or independently procured by THO [Local]) for subordinate institutions.

The Role "Beneficiary Institution. Distribution (redistribution) management" can only view the following documents: "MoH order on distribution", "Order of the THO (Regional) on distribution" and "Order of the THO (Local) on distribution".

The Role "Logistics Companies. Distribution (redistribution) management" can only view (without editing) the following documents: "Order of the MoH on distribution" and "Order of the THO (Regional) on distribution" documents labeled as "Involve a logistic company".

The Role "HCI. Distribution (redistribution) management" can only view the following documents: "Order of the MoH on distribution", "Order of the THO (Regional) on distribution" and "Order of the THO (Local) on distribution".

10.3.3 Functional requirements and structure of the documents
10.3.3.1   Document (No. 503) "List of Beneficiary Institutions".

THOs (Regional) create "The list of Beneficiary Institutions" to identify institutions which will receive MP and MD procured as "Centralised procurements by the MoH".

The Beneficiary Institution can be both a warehouse base (which is not a medical institution) and an HCI able to store MP and MD in appropriate conditions for their further transportation. In such cases, the HCI acting as a Beneficiary Institution does not use MP and MD for its own purposes (if this is not regulated by the Order).

The THO selects the Beneficiary Institution within the region according to treatment area.

The document should be created once a year, but it may be amended during the year. The User should create a new document and specify a new Beneficiary Institution for a particular treatment area. The system must store the history, since the data of these documents will be used for calculation of the "MoH order on distribution" document.

Document (No. 503) "List of Beneficiary Institutions". Structure. Document header:

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	Number	Number	Unique document number	Generated automatically	Mandatory requisite

2	Date	Date	Date of the document DDMMYYYY		Mandatory requisite
3	Number of the original	Line		Maximum 10 characters	Mandatory requisite
4	Date of the original	Date	Date of the original DDMMYYYY		Mandatory requisite
6	"Organisation"	Unique ID from the catalogue	"Organisations" catalogue	Organisation posting MP (MD)	Mandatory requisite

Document (No. 503) "List of Beneficiary Institutions". Structure. Document header:

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	Area of treatment	Unique ID from the catalogue	"Areas of treatment" catalogue		Mandatory requisite
2	"Organisation"	Unique ID from the catalogue	"Organisations" catalogue	Organisation that will be the Beneficiary Institution. The THO can select only HCIs subordinate to it.	Mandatory requisite

10.3.3.2   Document (No. 502) "MoH order on distribution";

The purpose of the document "Order on the MoH distribution" is to distribute MP and MD procured as "Centralised procurements by the MoH" among THOs (Regional) and HCIs of direct subordination, as well as to establish the logistics company that will deliver MP and MD to the Beneficiary Institution.

Since the MoH creates an individual "MoH order on distribution" and monitors its implementation for each "Delivery-Acceptance Certificate", the system should be able to create the document through the mechanism "based on" the "Delivery-Acceptance Certificate", and some of the requisites should be filled in automatically from the "Delivery-Acceptance Certificate".

The document consists of a document header and five separate bookmarks, each of which will perform certain functions. Details are given below.

Also, the document is the basis for the creation of the "THO (Local) order on distribution".

Document "MoH order on distribution". Structure. Document header:

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	Number	Number	Unique document number	Generated automatically	Mandatory requisite
2	Date	Date	Date of the document DDMMYYYY		Mandatory requisite
3	Number of the original	Line		Maximum 10 characters	Mandatory requisite
4	Date of the original	Date	Date of the original DDMMYYYY		Mandatory requisite
5	"Procurement type"	Unique ID from the catalogue	"Procurement types" catalogue	Only "Centralised MoH", "Centralised THO (Regional), and "Centralised THO (Local)" are used.	Mandatory requisite

6	"Organisation"	Unique ID from the catalogue	"Organisations" catalogue	Organisation creating the Order	Mandatory requisite
7	"Areas of treatment"	Unique ID from the catalogue	"Areas of treatment" catalogue	Automatic completion of the "Delivery-Acceptance Certificate" value	Mandatory requisite
8	"Budget type"	Unique ID from the catalogue	"Budget types" catalogue	Automatic completion of the "Delivery-Acceptance Certificate" value	Mandatory requisite
9	"PCC"	Unique ID from the catalogue	"PCC" catalogue	Automatic completion of the "Delivery-Acceptance Certificate" value	Mandatory requisite
10	"Expense type"	Unique ID from the catalogue	"Funds type" catalogue	Automatic completion of the "Delivery-Acceptance Certificate" value	Mandatory requisite
11	"Budget year"	Unique ID from the catalogue	"Budget year" catalogue	Automatic completion of the "Delivery-Acceptance Certificate" value	Mandatory requisite
12	"Logistics company"	Unique ID from the catalogue	"Organisations" catalogue	Logistics company that will deliver to the Beneficiary Institution. Completed manually, but it is possible to select an Organisation of the "Logistics Company" type	
13	"Delivery-Acceptance Certificate"	Reference to the document	Document "Delivery-Acceptance Certificate"	The "Delivery-Acceptance Certificate" on whose basis the "Order on distribution" is created	Mandatory requisite

Document "MoH order on distribution". Structure. Bookmark "Beneficiary Institutions"

The purpose of the "Beneficiary Institutions" bookmark is to display the list of Beneficiary Institutions to which the Logistics Company must deliver for each region. Since the area of treatment is indicated in the document header, the data on this bookmark should be entered automatically according to the "List of Beneficiary Institutions" (taking amendments into account) that is valid as of the date of the document. User can edit the data manually, add HCIs of direct subordination and delete automatically completed Beneficiary Institutions; however, MP and MD will not be distributed to them under this order.

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	THO (Regional)	Unique ID from the catalogue	"Organisations" catalogue	Only elements of "THO (Regional)" and "HCI of direct subordination" types are indicated.	Mandatory requisite
2	Beneficiary Institution	Unique ID from the catalogue	"Organisations" catalogue	Organisation that will be the Beneficiary Institution.	Mandatory requisite

Since the values entered in this bookmark for the Logistics Company serve as an order to carry out delivery, after the document is completed (or signed with EDS) it is expedient to implement a notification system for Logistics Companies. The Developer can choose the form of implementation. This may be an email notification system or a task system.

Document "MoH order on distribution". Structure. Bookmark "MP for distribution (according to the certificate)"

The purpose of this bookmark is to indicate the list of MP indicated in the "Delivery-Acceptance Certificate" and subject to distribution. All lines of the "Delivery-Acceptance Certificate" document must be imported to this bookmark. This bookmark is also the basis for the creation of a distribution structure. If the order does not distribute all MP, the User deletes such lines from the document manually. In this case, when the next "Order of the MoH on distribution" is created, only MP that were not distributed by the first order should be entered into the table sections.

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	Trade name	Unique ID from the catalogue	"MP" catalogue		Mandatory requisite
2	Manufacturer	Unique ID from the catalogue	"Manufacturers of MP and MD" catalogue.	Taking correspondence tables into account	Mandatory requisite
3	INN	Unique ID from the catalogue	"INN" catalogue	Taking correspondence tables into account	Mandatory requisite
4	Batch	Unique ID from the catalogue	"MP batches" catalogue	Taking correspondence tables into account	Mandatory requisite
5	MP presentation form	Unique ID from the catalogue	"Presentation form" catalogue	Taking correspondence tables into account	Mandatory requisite
6	"Dosage"	Unique ID from the catalogue	"Dosage" catalogue	Taking correspondence tables into account	Mandatory requisite
7	- Unit of measurement (base)	Unique ID from the catalogue	"Units of measurement" catalogue;	Taking correspondence tables into account	Mandatory requisite
8	Quantity	Number		6 characters after the decimal	Mandatory requisite
9	Price (UAH)	Number			
10	Amount, UAH	Number			
11	Expiry	Date	DDMMYYYY		
12	% Validity	% of value	Automatic calculation from the document date until the expiration date		

Document "MoH order on distribution". Structure. Bookmark "MD for distribution (according to the certificate)"

The purpose of the bookmark is to indicate the list of MD indicated in the "Delivery-Acceptance Certificate" and subject to distribution. All lines of the "Delivery-Acceptance Certificate" document must be imported to this bookmark. This bookmark is also the basis for the creation of a distribution structure. If the order does not distribute all MD, the User deletes such lines from the document manually. In this case, when the next "Order of the MoH on distribution" is created, only MD that were not distributed by the first order should be entered into the table sections.

No.	Requisite name	Type	Data source	Note	Other essential requirements

1	Trade name	Unique ID from the catalogue	"MD" catalogue		Mandatory requisite
2	Manufacturer	Unique ID from the catalogue	"Manufacturers of MP and MD" catalogue.	Taking correspondence tables into account	Mandatory requisite
3	GMDN	Unique ID from the catalogue	"GMDN" catalogue	Taking correspondence tables into account	Mandatory requisite
4	- Unit of measurement (base)	Unique ID from the catalogue	"Units of measurement" catalogue;	Taking correspondence tables into account	Mandatory requisite
5	Catalogue number	Unique ID from the catalogue	"Catalogue numbers" catalogue	Taking correspondence tables into account	Mandatory requisite
6	Quantity	Number		6 characters after the decimal	Mandatory requisite
7	Price (UAH)	Number			Mandatory requisite
8	Amount (UAH)	Number			Mandatory requisite
9	Expiry	Date	DDMMYYYY		Mandatory requisite
10	% Validity	% of value	Automatic calculation from the document date until the expiration date		Mandatory requisite

Document "MoH order on distribution". Structure. Bookmark "MP DISTRIBUTION":

The purpose of this bookmark is to distribute MP. The bookmark represents calculations, and its structure should be created automatically. For the User's convenience, it should display analytical data when the determination of MP subject to distribution for each region is carried out. The bookmark should also indicate the % of MP coverage (with respect to INN) according to "Applications" data (taking into account the budget year) and taking into consideration regional deliveries already completed.

The User should be able to "hide" (not delete) columns with analytical calculations in one click and, in the same way, restore the columns in one click.

The bookmark's structure can be created by pressing the "Create structure" button. The "THO (Regional)" data from the "Beneficiary Institutions" bookmark (upper grouping level) should be used, and there should be a list of all lines related to MP that are distributed under each "THO (Regional)" taken from the "MP subejcted to distribution (according to the certificate)" bookmark, as well as the structure of table sections below. The User should manually fill in the quantity (other fields are visible and not available for editing) distributed for each region (THO [Regional] and the system should calculate the % of coverage based on the value entered. It should be ensured that limits are not exceeded in the distribution of each MP. The document does not allow the input negative quantity values.

Example (Only table sections, the full structure is listed below)

	Trade name	INN	Quantity
THO of the Vinnytsia Region			
	Trade name No. 1	INN No. 1	10
	Trade name No. 2	INN No. 2	15
THO of the Volyn Region			
	Trade name No. 1	INN No. 1	10

	Trade name No. 2	INN No. 2	15

"MP distribution" bookmark. The structure of table sections:

It is necessary to add a quick-selection field over the table section — the field where the User is able to select an element from the "MP" catalogue (select only from those listed in the "MP for distribution [according to the certificate]" bookmark). The table section should indicate only the data related to the selected MP (data are not deleted from the table, but filtered). The User edits table sections, then selects another MP value, and the system changes the filter according to the new value.

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	THO	Unique ID from the catalogue	"Organisations" catalogue	Only Organisations with the type "THO (Regional)" and "HCI of direct subordination"	Upper grouping level
2	Trade name	Unique ID from the catalogue	"MP" catalogue		Lower grouping level
3	Manufacturer	Unique ID from the catalogue	"Manufacturers of MP and MD" catalogue.	Taking correspondence tables into account	Lower grouping level
4	INN	Unique ID from the catalogue	"INN" catalogue	Taking correspondence tables into account	Lower grouping level
5	MP presentation form	Unique ID from the catalogue	"Presentation form" catalogue	Taking correspondence tables into account	Lower grouping level
6	"Dosage"	Unique ID from the catalogue	"Dosage" catalogue	Taking correspondence tables into account	Lower grouping level
7	- Unit of measurement (base)	Unique ID from the catalogue	"Units of measurement" catalogue;	Taking correspondence tables into account	Lower grouping level
8	Quantity (Distribution)	Number		6 characters after the decimal	Lower grouping level
9	Application ("Budget year") Quantity	Number	Quantity of each MP registered in THO's Applications for each region in the INN section	Only "Centralised MoH". Automatic completion of INN values.	Lower grouping level
10	Distributed by order (already)	Number	Quantity of each MP delivered according to THO's Applications for each region in the INN section	Only "Centralised MoH". Automatical completion of values in the INN section	Lower grouping level
11	Difference (before)	Number	"Application ('Budget year') Quantity" – "Distributed by order (already)"	Only "Centralised MoH". Automatical completion of values in the INN section	Lower grouping level
12	% of coverage (Before)	Number	Formula: "Distributed by order (already)" / Application ("Budget year") Quantity $\times$ 100%	Only "Centralised MoH". Calculation in each INN section for each region	Lower grouping level
13	Difference (After distribution)	%	"Application ('Budget year') Quantity" –	Only "Centralised MoH"	Lower grouping level

			"Distributed by order (already)" – "Quantity (Distribution)"		
14	% of Coverage (After distribution)	%	Formula: ("Distributed by order [before]" +" Quantity [Distribution]) / Application ("Budget year") Quantity × 100%	Only "Centralised MoH"	Lower grouping level

Document "MoH order on distribution". Structure. Bookmark "MD DISTRIBUTION":

This bookmark is formed on the same principle as the previous one but differs in terms of structure.

The purpose of this bookmark is to distribute MD. The bookmark represents calculations, and its structure should be created automatically. For the User's convenience, it should display analytical data when the determination of MD subject to distribution for each region is carried out. The bookmark should also indicate the % of MD coverage (Trade name) according to "Applications" data (taking into account the budget year) and taking into consideration regional deliveries already completed.

The User should be able to "hide" (not delete) columns with analytical calculations in one click and, in the same way, restore the columns in one click.

The bookmark's structure can be created by pressing the "Create structure" button. The "THO (Regional)" data from the "Beneficiary Institutions" bookmark (upper grouping level) should be used, and there should be a list of all lines related to MD that are distributed under each "THO (Regional)" taken from the "MD for distribution (according to the certificate)" bookmark, as well as the structure of table sections below. The User should manually fill in the quantity (other fields are visible and not available for editing) distributed for each region (THO [Regional]) and the system should calculate the % of coverage based on the value entered. It should be ensured that limits are not exceeded in the distribution of each MD. The document does not allow the input negative quantity values.

"MP distribution" bookmark. The structure of table sections:

It is necessary to add a quick-selection field over the table section — the field where the User is able to select an element from the "MD" catalogue (select only from those listed in the "MD for distribution [according to the certificate]" bookmark). The table section should indicate only the data related to the selected MD (data are not deleted from the table, but filtered). The User edits table sections, then the User selects another MD value and the system changes the filter to a new value.

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	THO	Unique ID from the catalogue	"Organisations" catalogue	Only Organisations with the type "THO (Regional)" and "HCI of direct subordination"	Upper grouping level
2	Trade name	Unique ID from the catalogue	"MD" catalogue		Lower grouping level
3	Manufacturer	Unique ID from the catalogue	"Manufacturers of MP and MD" catalogue.	Taking correspondence tables into account	Lower grouping level

4	GMDN	Unique ID from the catalogue	"GMDN" catalogue	Taking correspondence tables into account	Lower grouping level
5	Catalogue number	Unique ID from the catalogue	"Catalogue numbers" catalogue	Taking correspondence tables into account	Lower grouping level
6	- Unit of measurement (base)	Unique ID from the catalogue	"Units of measurement" catalogue;	Taking correspondence tables into account	Lower grouping level
7	Quantity	Number		6 characters after the decimal	Lower grouping level
8	Application ("Budget year") Quantity	Number	Quantity of each MP registered in THO's Applications for each region in the MD section	Only "Centralised MoH". Automatic completion of MD values.	Lower grouping level
9	Distributed by order (already)	Number	Quantity of each MP delivered according to THO's Applications for each region in the MD section	Only "Centralised MoH". Automatic completion of MD values	Lower grouping level
10	Difference (before)	Number	"Application ('Budget year') Quantity" – "Distributed by order (already)"	Only "Centralised MoH". Automatic completion of MD values	Lower grouping level
11	% of coverage (Before)	Number	Formula: "Distributed by order (already)" / Application ("Budget year") Quantity × 100%	Only "Centralised MoH". Calculation in each MD section for each region	Lower grouping level
12	Difference (After distribution)	%	"Application ('Budget year') Quantity" – "Distributed by order (already)" – "Quantity (Distribution)"	Only "Centralised MoH"	Lower grouping level
13	% of Coverage (After distribution)	%	Formula: ("Distributed by order [before]" +" Quantity [Distribution]) / Application ("Budget year") Quantity × 100%	Only "Centralised MoH"	Lower grouping level

In the document, it is advisable to implement all possible calculations of summary lines according to data from the tables.

The User should be able to create a message (or create documents automatically) for each THO in one click once the document is created. Documents "Order of the THO (Regional) on distribution" should be created for each line of the upper grouping level on "MP distribution" and "MD distribution" bookmarks (i.e., for each THO [Region]; if there are two areas in the document, then two separate documents are to be created for each region, and the value "THO [Regional] becomes the "Organisation" requisite). The requisites and their values should be automatically copied to the documents that are created. It is expedient to implement a notification mechanism for THOs (Regional) since they have to process created documents (to distribute MP issued for the region among HCIs).

10.3.3.3 Document (No. 504) "THO (Regional) order on distribution"

The purpose of the "THO [Regional] order on distribution" is to distribute MP and MD procured as "Centralised procurements by the MoH" (procurement performed by the MoH, and the THO distributes

among HCIs) and "Centralised procurements by THO [Regional]" (procurement performed by THO [Regional] among HCIs located in the same region).

The document consists of a document header and five separate bookmarks, each of which will perform certain functions. Details are given below.

Document "THO (Regional) order on distribution". Structure. Document header:

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	Number	Number	Unique document number	Generated automatically	Mandatory requisite
2	Date	Date	Date of the document DDMMYYYY		Mandatory requisite
3	Number of the original	Line		Maximum 10 characters	Mandatory requisite
4	Date of the original	Date	Date of the original DDMMYYYY		Mandatory requisite
5	"Procurement type"	Unique ID from the catalogue	"Procurement types" catalogue	Only "Centralised MoH", "Centralised THO (Regional), and "Centralised THO (Local)" are used.	Mandatory requisite
6	"Organisation"	Unique ID from the catalogue	"Organisations" catalogue	Organisation creating the Order	Mandatory requisite
7	"Areas of treatment"	Unique ID from the catalogue	"Areas of treatment" catalogue	Automatic value completion from the "Delivery-Acceptance Certificate"	Mandatory requisite
8	"Budget type"	Unique ID from the catalogue	"Budget types" catalogue	Automatic value completion from the "Delivery-Acceptance Certificate"	Mandatory requisite
9	"PCC"	Unique ID from the catalogue	"PCC" catalogue	Automatic value completion from the "Delivery-Acceptance Certificate"	Mandatory requisite
10	"Expense type"	Unique ID from the catalogue	"Funds type" catalogue	Automatic value completion from the "Delivery-Acceptance Certificate"	Mandatory requisite
11	"Budget year"	Unique ID from the catalogue	"Budget year" catalogue	Automatic value completion from the "Delivery-Acceptance Certificate"	Mandatory requisite
12	"Logistics company"	Unique ID from the catalogue	"Organisations" catalogue	Logistics company that will deliver to the Beneficiary Institution. Completed manually, but it is possible to select an	

				Organisation of the "Logistics Company" type	
13	"Delivery-Acceptance Certificate"	Reference to the document	Document "Delivery-Acceptance Certificate"	The "Delivery-Acceptance Certificate" on whose basis the "Order on distribution" is created	Mandatory requisite

Document "THO (Regional) order on distribution". Structure. Bookmark "HCI-recipient"

The purpose of the "HCI-recipient" bookmark is to indicate the list of HCI-recipients to which the THO distributes MP and MD. The User manually enters the data on all HCI-recipients.

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	HCI-recipient	Unique ID from the catalogue	"Organisations" catalogue	Organisation that will be the Beneficiary Institution.	Mandatory requisite

Document "THO (Regional) order on distribution". Structure. Bookmark "MP for distribution (according to the certificate)":

The purpose of this bookmark is to indicate the list of MP specified in the "Delivery-Acceptance Certificate" (if "Centralised procurements by THO [Regional]") or the "MoH order on distribution" (if "Centralised procurements by the MoH") and subject to distribution. It is necessary to import all lines of the "Delivery-Acceptance Certificate" into this bookmark if the document is to be created on the basis of "Delivery-Acceptance Certificate" or the document must be completed automatically with data from the "MoH order on distribution" document. This bookmark is also the basis for the creation of a distribution structure. If the order does not distribute all MP, the User deletes such lines from the document manually.

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	Trade name	Unique ID from the catalogue	"MP" catalogue		Mandatory requisite
2	Manufacturer	Unique ID from the catalogue	"Manufacturers of MP and MD" catalogue.	Taking correspondence tables into account	Mandatory requisite
3	INN	Unique ID from the catalogue	"INN" catalogue	Taking correspondence tables into account	Mandatory requisite
4	Batch	Unique ID from the catalogue	"MP batches" catalogue	Taking correspondence tables into account	Mandatory requisite
5	MP presentation form	Unique ID from the catalogue	"Presentation form" catalogue	Taking correspondence tables into account	Mandatory requisite
6	"Dosage"	Unique ID from the catalogue	"Dosage" catalogue	Taking correspondence tables into account	Mandatory requisite
7	- Unit of measurement (base)	Unique ID from the catalogue	"Units of measurement" catalogue;	Taking correspondence tables into account	Mandatory requisite
8	Quantity	Number		6 characters after the decimal	Mandatory requisite
9	Price (UAH)	Number			
10	Amount, UAH	Number			

| 11 | Expiry | Date | DDMMYYYY | | |
| 12 | % Validity | % of value | Automatic calculation from the document date until the expiration date | | |

Document "THO (Regional) order on distribution". Structure. Bookmark "MD for distribution (according to the certificate)"

The purpose of this bookmark is to indicate the list of MD specified in the "Delivery-Acceptance Certificate" (if "Centralised procurements by THO [Regional]") or the "MoH order on distribution" (if "Centralised procurements by the MoH") and subject to distribution. It is necessary to import all lines of the "Delivery-Acceptance Certificate" into this bookmark if the document is to be created on the basis of "Delivery-Acceptance Certificate" or the document must be completed automatically with data from the "MoH order on distribution" document. This bookmark is also the basis for the creation of a distribution structure. If the order does not distribute all MD, the User deletes such lines from the document manually.

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	Trade name	Unique ID from the catalogue	"MD" catalogue		Mandatory requisite
2	Manufacturer	Unique ID from the catalogue	"Manufacturers of MP and MD" catalogue.	Taking correspondence tables into account	Mandatory requisite
3	GMDN	Unique ID from the catalogue	"GMDN" catalogue	Taking correspondence tables into account	Mandatory requisite
4	- Unit of measurement (base)	Unique ID from the catalogue	"Units of measurement" catalogue;	Taking correspondence tables into account	Mandatory requisite
5	Catalogue number	Unique ID from the catalogue	"Catalogue numbers" catalogue	Taking correspondence tables into account	Mandatory requisite
6	Quantity	Number		6 characters after the decimal	Mandatory requisite
7	Price (UAH)	Number			Mandatory requisite
8	Amount, UAH	Number			Mandatory requisite
9	Expiry	Date	DDMMYYYY		Mandatory requisite
10	% Validity	% of value	Automatic calculation from the document date until the expiration date		Mandatory requisite

Document "THO (Regional) order on distribution". Structure. Bookmark "MP DISTRIBUTION":

The purpose of this bookmark is to distribute MP. The bookmark represents calculations, and its structure should be created automatically. For the User's convenience, it should display analytical data when the determination of MP subject to distribution for each region is carried out. The bookmark should also indicate the % of MP coverage (Trade name + INN) according to "Applications" data (taking into account the budget year) and taking into consideration regional deliveries already completed.

The User should be able to "hide" (not delete) columns with analytical calculations in one click and, in the same way, restore the columns in one click.

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The bookmark's structure can be created by pressing the "Create structure" button. The "HCI-recipients" data from the "HCI-recipients" bookmark (upper grouping level) should be used, and there should be a list of all lines related to MP that are distributed under each "HCI-recipient" taken from the "MP for distribution (according to the certificate)" bookmark, as well as the structure of table sections below. The User should manually enter the quantity (other fields are visible and not available for editing) distributed for each HCI within the region, and the system should calculate the % of coverage based on the value entered. It should be ensured that limits are not exceeded in the distribution of each MP. The document does not allow the input negative quantity values.

Example (Only table sections, the full structure is listed below)

	Trade name	INN	Quantity
HCI No. 1			
	Trade name No. 1	INN No. 1	10
	Trade name No. 2	INN No. 2	15
HCI No. 2			
	Trade name No. 1	INN No. 1	10
	Trade name No. 2	INN No. 2	15

"MP distribution" bookmark. The structure of table sections:

It is necessary to add a quick selection field over the table section — the field where the User is able to select an element from the "MP" catalogue (select only from those listed on the "MP for distribution [according to the certificate]" bookmark). The table section should indicate only the data related to the selected MP (data are not deleted from the table, but filtered). The User edits table sections, then selects another MP value, and the system changes the filter according to the new value.

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	HCI-recipient	Unique ID from the catalogue	"Organisations" catalogue	Only Organisations of the type "HCI"	Upper grouping level
2	Trade name	Unique ID from the catalogue	"MP" catalogue		Lower grouping level
3	Manufacturer	Unique ID from the catalogue	"Manufacturers of MP and MD" catalogue.	Taking correspondence tables into account	Lower grouping level
4	INN	Unique ID from the catalogue	"INN" catalogue	Only those that match the Trade Name	Lower grouping level
5	MP presentation form	Unique ID from the catalogue	"Presentation form" catalogue		Lower grouping level
6	"Dosage"	Unique ID from the catalogue	"Dosage" catalogue		Lower grouping level
7	- Unit of measurement (base)	Unique ID from the catalogue	"Units of measurement" catalogue;		Lower grouping level
8	Quantity	Number		6 characters after the decimal	Lower grouping level
9	Application ("Budget year") Quantity	Number	Quantity of each MP registered in THO's Applications for each region in the INN section	Only "Centralised MoH". Automatic completion of INN values.	Lower grouping level
10	Distributed by order (already)	Number	Quantity of each MP delivered according to THO's Applications for	Only "Centralised MoH". Automatical	Lower grouping level

No.	Requisite name	Type	Data source	Note	Other essential requirements
			each region in the INN section	completion of values in the INN section	
11	Difference (before)	Number	"Application ('Budget year') Quantity" – "Distributed by order (already)"	Only "Centralised MoH". Automatical completion of values in the INN section	Lower grouping level
12	% of coverage (Before)	Number	Formula: "Distributed by order (already)" / Application ("Budget year") Quantity × 100%	Only "Centralised MoH". Calculation in each INN section for each region	Lower grouping level
13	Difference (After distribution)	%	"Application ('Budget year') Quantity" – "Distributed by order (already)" – "Quantity (Distribution)"	Only "Centralised MoH"	Lower grouping level
14	% of Coverage (After distribution)	%	Formula: ("Distributed by order [before]" +" Quantity [Distribution]) / Application ("Budget year") Quantity × 100%	Only "Centralised MoH"	Lower grouping level

Document "THO (Regional) order on distribution". Structure. Bookmark "MD DISTRIBUTION":

This bookmark is formed on the same principle as the previous one but differs in terms of structure.

The purpose of this bookmark is to distribute MD. The bookmark represents calculations, and its structure should be created automatically. For the User's convenience, it should display analytical data when the determination of MD subject to distribution for each HCI is carried out. The bookmark should also indicate the % of MD coverage (Trade name) according to "Applications" data (taking into account the budget year) and taking into consideration regional deliveries already completed.

The User should be able to "hide" (not delete) columns with analytical calculations in one click and, in the same way, restore the columns in one click.

The bookmark's structure can be created by pressing the "Create structure" button. The "HCI-recipients" data from the "HCI-recipients" bookmark (upper grouping level) should be used, and there should be a list of all lines related to MD that are distributed under each "HCI-recipient" taken from the "MD for distribution (according to the certificate)" bookmark, as well as the structure of table sections below. The User should manually enter the quantity (other fields are visible and not available for editing) distributed for each HCI, and the system should calculate the % of coverage based on the entered value. It should be ensured that limits are not exceeded in the distribution of each MD. The document does not allow the input negative quantity values.

"MP distribution" bookmark. The structure of table sections:

It is necessary to add a quick-selection field over the table section — the field where the User is able to select an element from the "MD" catalogue (select only from those listed in the "MD for distribution [according to the certificate]" bookmark). The table section should indicate only the data related to the selected MD (data are not deleted from the table, but filtered). The User edits table sections, then the User selects another MD value and the system changes the filter to a new value.

No.	Requisite name	Type	Data source	Note	Other essential requirements

1	HCI-recipient	Unique ID from the catalogue	"Organisations" catalogue	Only Organisations of the type "HCI"	Upper grouping level
2	Trade name	Unique ID from the catalogue	"MD" catalogue		Lower grouping level
3	Manufacturer	Unique ID from the catalogue	"Manufacturers of MP and MD" catalogue.	Taking correspondence tables into account	Lower grouping level
4	GMDN	Unique ID from the catalogue	"GMDN" catalogue	Taking correspondence tables into account	Lower grouping level
5	Catalogue number	Unique ID from the catalogue	"Catalogue numbers" catalogue	Taking correspondence tables into account	Lower grouping level
6	- Unit of measurement (base)	Unique ID from the catalogue	"Units of measurement" catalogue;	Taking correspondence tables into account	Lower grouping level
7	Quantity	Number		6 characters after the decimal	Lower grouping level
8	Application ("Budget year") Quantity	Number	Quantity of each MP registered in THO's Applications for each region in the MD section	Only "Centralised MoH". Automatic completion of MD values.	Lower grouping level
9	Distributed by order (already)	Number	Quantity of each MP delivered according to THO's Applications for each region in the MD section	Only "Centralised MoH". Automatic completion of MD values	Lower grouping level
10	Difference (before)	Number	"Application ('Budget year') Quantity" – "Distributed by order (already)"	Only "Centralised MoH". Automatic completion of MD values	Lower grouping level
11	% of coverage (Before)	Number	Formula: "Distributed by order (already)" / Application ("Budget year") Quantity × 100%	Only "Centralised MoH". Calculation in each MD section for each region	Lower grouping level
12	Difference (After distribution)	%	"Application ('Budget year') Quantity" – "Distributed by order (already)" – "Quantity (Distribution)"	Only "Centralised MoH"	Lower grouping level
13	% of Coverage (After distribution)	%	Formula: ("Distributed by order [before]" +" Quantity [Distribution]) / Application ("Budget year") Quantity × 100%	Only "Centralised MoH"	Lower grouping level

In the document, it is advisable to implement all possible calculations of summary lines according to data from the tables.

10.3.3.4 Document (No. 504A) "THO (Local) order on distribution"

The purpose of the document "THO (Local) order on distribution" is to distribute MP and MD procured only as "Centralised procurements by THO (Local)" among HCIs within the same region.

The document consists of a document header and five separate bookmarks, each of which will perform certain functions. Details are given below.

Document "THO (Local) order on distribution". Structure. Document header:

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	Number	Number	Unique document number	Generated automatically	Mandatory requisite
2	Date	Date	Date of the document DDMMYYYY		Mandatory requisite
3	Number of the original	Line		Maximum 10 characters	Mandatory requisite
4	Date of the original	Date	Date of the original DDMMYYYY		Mandatory requisite
5	"Procurement type"	Unique ID from the catalogue	"Procurement types" catalogue	Only "Centralised MoH", "Centralised THO (Regional), and "Centralised THO (Local)" are used.	Mandatory requisite
6	"Organisation"	Unique ID from the catalogue	"Organisations" catalogue	Organisation creating the Order	Mandatory requisite
7	"Areas of treatment"	Unique ID from the catalogue	"Areas of treatment" catalogue	Automatic value completion from the "Delivery-Acceptance Certificate"	Mandatory requisite
8	"Budget type"	Unique ID from the catalogue	"Budget types" catalogue	Automatic value completion from the "Delivery-Acceptance Certificate"	Mandatory requisite
9	"PCC"	Unique ID from the catalogue	"PCC" catalogue	Automatic value completion from the "Delivery-Acceptance Certificate"	Mandatory requisite
10	"Expense type"	Unique ID from the catalogue	"Funds type" catalogue	Automatic value completion from the "Delivery-Acceptance Certificate"	Mandatory requisite
11	"Budget year"	Unique ID from the catalogue	"Budget year" catalogue	Automatic value completion from the "Delivery-Acceptance Certificate"	Mandatory requisite
12	"Logistics company"	Unique ID from the catalogue	"Organisations" catalogue	Logistics company that will deliver to the Beneficiary Institution. Completed manually, but it is possible to select an	

No.			Organisation of the "Logistics Company" type	
13	"Delivery-Acceptance Certificate"	Reference to the document	Document "Delivery-Acceptance Certificate"	The "Delivery-Acceptance Certificate" on whose basis the "Order on distribution" is created	Mandatory requisite

Document "THO (Local) order on distribution". Structure. Bookmark "HCI-recipient"

The purpose of the "HCI-recipient" bookmark is to indicate the list of HCI-recipients to which the THO distributes MP and MD. The User manually enters the data on all HCI-recipients.

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	HCI-recipient	Unique ID from the catalogue	"Organisations" catalogue	Organisation that will be the Beneficiary Institution.	Mandatory requisite

Document "THO (Local) order on distribution". Structure. Bookmark "MP for distribution (according to the certificate)"

The purpose of this bookmark is to indicate the list of MP indicated in the "Delivery-Acceptance Certificate" (if "Centralised procurements by THO [Local]") and subject to distribution. All lines of the "Delivery-Acceptance Certificate" document must be imported to this bookmark. This bookmark is also the basis for the creation of a distribution structure. If the order does not distribute all MP, the User deletes such lines from the document manually.

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	Trade name	Unique ID from the catalogue	"MP" catalogue		Mandatory requisite
2	Manufacturer	Unique ID from the catalogue	"Manufacturers of MP and MD" catalogue.	Taking correspondence tables into account	Mandatory requisite
3	INN	Unique ID from the catalogue	"INN" catalogue	Taking correspondence tables into account	Mandatory requisite
4	Batch	Unique ID from the catalogue	"MP batches" catalogue	Taking correspondence tables into account	Mandatory requisite
5	MP presentation form	Unique ID from the catalogue	"Presentation form" catalogue	Taking correspondence tables into account	Mandatory requisite
6	"Dosage"	Unique ID from the catalogue	"Dosage" catalogue	Taking correspondence tables into account	Mandatory requisite
7	- Unit of measurement (base)	Unique ID from the catalogue	"Units of measurement" catalogue;	Taking correspondence tables into account	Mandatory requisite
8	Quantity	Number		6 characters after the decimal	Mandatory requisite
9	Price (UAH)	Number			
10	Amount, UAH	Number			
11	Expiry	Date	DDMMYYYY		

| 12 | % Validity | % of value | Automatic calculation from the document date until the expiration date | | |

Document "THO (Local) order on distribution". Structure. Bookmark "MD for distribution (according to the certificate)"

The purpose of this bookmark is to indicate the list of MD indicated in the "Delivery-Acceptance Certificate" (if "Centralised procurements by THO [Local]") and subject to distribution. All lines of the "Delivery-Acceptance Certificate" document must be imported to this bookmark if the document is created on the basis of the "Delivery-Acceptance Certificate". This bookmark is also the basis for the creation of a distribution structure. If the order does not distribute all MD, the User deletes such lines from the document manually.

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	Trade name	Unique ID from the catalogue	"MD" catalogue		Mandatory requisite
2	Manufacturer	Unique ID from the catalogue	"Manufacturers of MP and MD" catalogue.	Taking correspondence tables into account	Mandatory requisite
3	GMDN	Unique ID from the catalogue	"GMDN" catalogue	Taking correspondence tables into account	Mandatory requisite
4	- Unit of measurement (base)	Unique ID from the catalogue	"Units of measurement" catalogue;	Taking correspondence tables into account	Mandatory requisite
5	Catalogue number	Unique ID from the catalogue	"Catalogue numbers" catalogue	Taking correspondence tables into account	Mandatory requisite
6	Quantity	Number		6 characters after the decimal	Mandatory requisite
7	Price (UAH)	Number			Mandatory requisite
8	Amount (UAH)	Number			Mandatory requisite
9	Expiry	Date	DDMMYYYY		Mandatory requisite
10	% Validity	% of value	Automatic calculation from the document date until the expiration date		Mandatory requisite

Document "THO (Local) order on distribution". Structure. Bookmark "MP DISTRIBUTION":

The purpose of this bookmark is to distribute MP; its structure should be created automatically. For the User's convenience, it should display analytical data when the determination of MP subject to distribution for each region is carried out.

The bookmark's structure can be created by pressing the "Create structure" button. The "HCI-recipients" data from the "HCI-recipients" bookmark (upper grouping level) should be used, and there should be a list of all lines related to MP that are distributed under each "HCI-recipient" taken from the "MP for distribution (according to the certificate)" bookmark, as well as the structure of table sections below. The User should manually enter the quantity (other fields are visible and not available for editing)

distributed for each HCI within the region. It should be ensured that limits are not exceeded in the distribution of each MP. The document does not allow the input negative quantity values.

Example (Only table sections, the full structure is listed below)

	Trade name	INN	Quantity
HCI No. 1			
	Trade name No. 1	INN No. 1	10
	Trade name No. 2	INN No. 2	15
HCI No. 2			
	Trade name No. 1	INN No. 1	10
	Trade name No. 2	INN No. 2	15

"MP distribution" bookmark. The structure of table sections:

It is necessary to add a quick-selection field over the table section — the field where the User is able to select an element from the "MP" catalogue (select only from those listed in the "MP for distribution [according to the certificate]" bookmark). The table section should indicate only the data related to the selected MP (data are not deleted from the table, but filtered). The User edits table sections, then selects another MP value, and the system changes the filter according to the new value.

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	HCI-recipient	Unique ID from the catalogue	"Organisations" catalogue	Only Organisations of the type "HCI"	Upper grouping level
2	Trade name	Unique ID from the catalogue	"MP" catalogue		Lower grouping level
3	Manufacturer	Unique ID from the catalogue	"Manufacturers of MP and MD" catalogue.	Taking correspondence tables into account	Lower grouping level
4	INN	Unique ID from the catalogue	"INN" catalogue	Taking correspondence tables into account	Lower grouping level
5	MP presentation form	Unique ID from the catalogue	"Presentation form" catalogue	Taking correspondence tables into account	Lower grouping level
6	"Dosage"	Unique ID from the catalogue	"Dosage" catalogue	Taking correspondence tables into account	Lower grouping level
7	- Unit of measurement (base)	Unique ID from the catalogue	"Units of measurement" catalogue;	Taking correspondence tables into account	Lower grouping level
8	Quantity	Number		6 characters after the decimal	Lower grouping level

Document "THO (Local) order on distribution". Structure. Bookmark "MD DISTRIBUTION":

This bookmark is formed on the same principle as the previous one but differs in terms of structure.

The purpose of this bookmark is to distribute MD; its structure should be created automatically. For the User's convenience, it should display analytical data when the determination of MD subject to distribution for each HCI is carried out.

The bookmark's structure can be created by pressing the "Create structure" button. The "HCI-recipients" data from the "HCI-recipients" bookmark (upper grouping level) should be used, and there should be a list of all lines related to MD that are distributed under each "HCI-recipient" taken from the

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"MD for distribution (according to the certificate)" bookmark, as well as the structure of table sections below. The User should manually enter the quantity (other fields are visible and not available for editing) distributed for each HCI. It should be ensured that limits are not exceeded in the distribution of each MD. The document does not allow the input negative quantity values.

"MP distribution" bookmark. The structure of table sections:

It is necessary to add a quick-selection field over the table section — the field where the User is able to select an element from the "MD" catalogue (select only from those listed on the "MD for distribution [according to the certificate]" bookmark). The table section should indicate only the data related to the selected MD (data are not deleted from the table, but filtered). The User edits table sections, then the User selects another MD value and the system changes the filter to a new value.

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	HCI-recipient	Unique ID from the catalogue	"Organisations" catalogue	Only Organisations of the type "HCI"	Upper grouping level
2	Trade name	Unique ID from the catalogue	"MD" catalogue		Lower grouping level
3	Manufacturer	Unique ID from the catalogue	"Manufacturers of MP and MD" catalogue.	Taking correspondence tables into account	Lower grouping level
4	GMDN	Unique ID from the catalogue	"GMDN" catalogue	Taking correspondence tables into account	Lower grouping level
5	- Unit of measurement (base)	Unique ID from the catalogue	"Units of measurement" catalogue;	Taking correspondence tables into account	Lower grouping level
6	Catalogue number	Unique ID from the catalogue	"Catalogue numbers" catalogue	Taking correspondence tables into account	Lower grouping level
7	Quantity	Number		6 characters after the decimal	Lower grouping level

In the document, it is advisable to implement all possible calculations of summary lines according to data from the tables.

11 Module No. 6 "Redistribution of MP and MD"

The module is divided into two sections:
1) "Centralised redistribution of MP and MD"
2) "Redistribution of MP and MD at the HCI-HCI level"

This module shows the documents regulating the redistribution of MP and MD, which can be implemented both centrally and at the level of agreements between HCI, with the mandatory notification of authorities with jurisdiction over the HCI regarding the implementation of such operations.

In addition, this module includes documents that indicate the movement of MP and MD in the context of redistribution. A detailed description of such documents is described in Module 5. In this section

of the technical specification, only special markings for documents on the movement of MP and MD in the course of redistribution will be indicated.

11.1   Visual diagram

Module No. 6 "Redistribution of MP and MD"
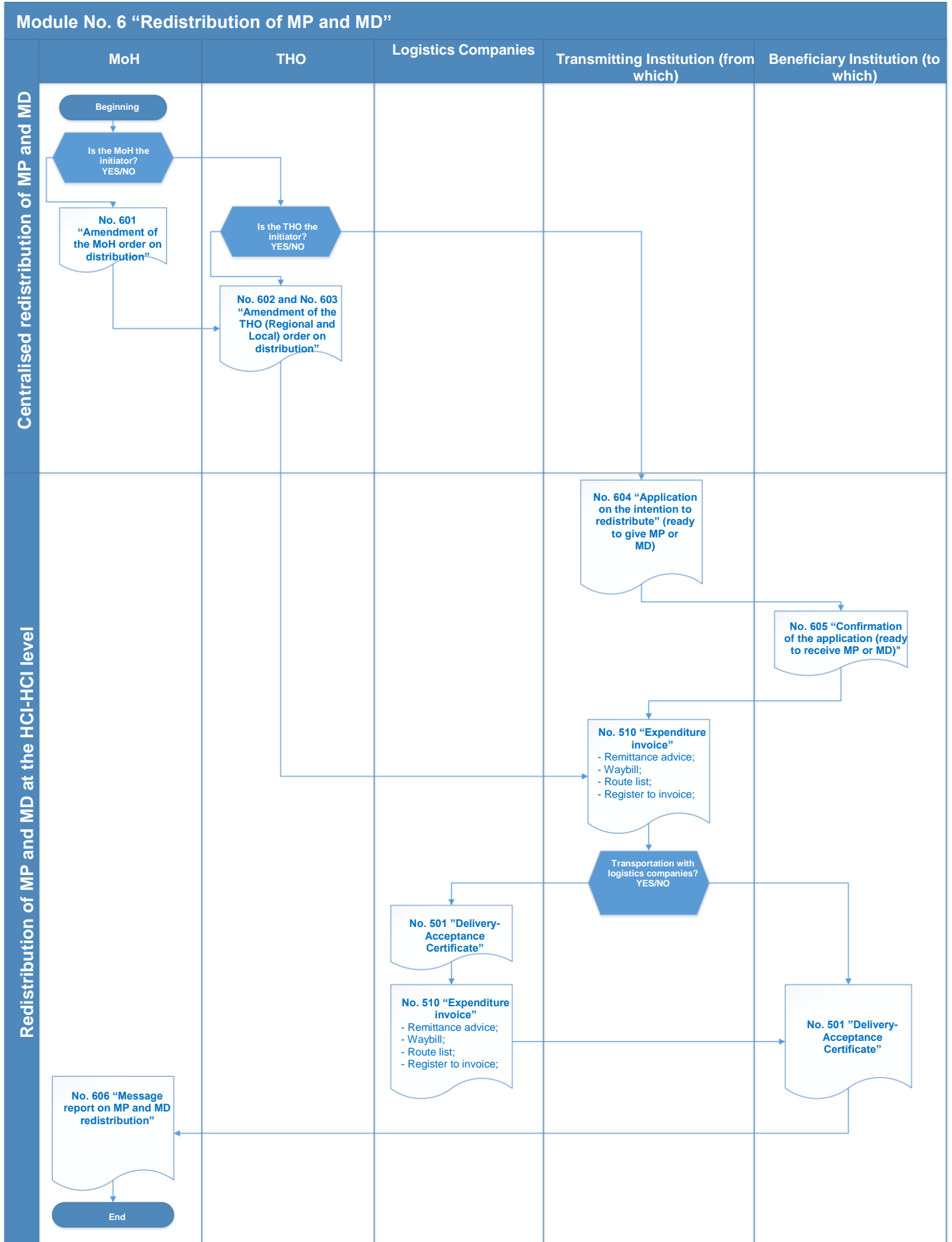
11.2   Section "Centralised redistribution of MP and MD"
11.2.1   List of documents of the "Centralised redistribution of MP and MD" section

1. Document (No. 601) "Amendment of the MoH order on distribution"
2. Document (No. 602) "Amendment of the THO (Regional) order on distribution".
3. Document (No. 602) "Amendment of the THO (Local) order on distribution".

11.2.2   Key requirements for the documents' functionality and User access

In this section, Users may be assigned a separate Role regulating the functions and access rights of Users to documents.

The Role "MoH. Distribution (redistribution) management" carries out the redistribution of MP and MD among the THO (Regional) and HCI of direct subordination only if they are procured as "Centralised procurements of the MoH". It uses the "Amendment of the MoH Order on distribution" document.

The Role "THO (Regional). Distribution (redistribution) management" carries out the redistribution of MP and MD procured as "Centralised procurements by the MoH" (distribution is based on the primary "Amendment of the MoH Order on distribution" document) and carries out the redistribution of MP and MD procured as "Centralised procurements by the THO (Regional)" among subordinated HCIs. Uses the "Amendment to the THO (Regional) order on distribution" document.

The Role "THO (Local). Distribution (redistribution) management" carries out the redistribution of MP and MD procured as "Centralised procurements by the MoH" among subordinate HCIs. Uses the "Amendment to the THO (Local) Order on distribution" document.

The Role "MoH. Distribution (redistribution) management" can only create and edit documents created within that Role (Organisation = MoH). It can view (without editing) all the documents of other subordinate Roles.

The Role "THO (Regional). Distribution (redistribution) management" can only create and edit documents created within that Role. It can view (without editing) all the documents of other Roles. Distribution is only available for MP and MD allocated to the region by the MoH (or independently procured by THO [Regional]) for subordinate institutions.

The Role "THO (Local). Distribution (redistribution) management" can only create and edit documents created within that Role. It can view (without editing) all the documents of other Roles. Distribution is only available for MP and MD allocated to the city by THO (or independently procured by THO [Local]) for subordinate institutions.

The Role "Beneficiary Institution. Distribution (redistribution) management" can view only the following documents: "Amendment of the MoH order on distribution", "Amendment of the THO (Regional) order on distribution" , and "Amendment of the THO (Local) order on distribution".

The Role "Logistics Companies. Distribution (redistribution) management" can view only (without editing) the following documents: "Amendment of the MoH order on distribution" and "Amendment of the THO (Regional) order on distribution" documents labeled as "Involve a logistic company".

The Role "HCI. Distribution (redistribution) management" can view only the following documents: "Amendment of the THO (Regional) Order on distribution", "Amendment of the THO (Local) Order on distribution"

11.2.3 Functional requirements and structure of the documents
11.2.3.1   Document (No. 601) "Amendment of the MoH order on distribution"

The purpose of the document "Amendment of the MoH order on distribution" is to indicate changes made to the primary document "MoH order on distribution". Thus, this document can be created both by the User manually and on the basis of the "MoH order on distribution". Each "MoH order on distribution" document must contain a reference to the primary "MoH order on distribution" and a visual diagram of the structure of related documents.

This document can redistribute only MP and MD procured as "Centralised procurements by the MoH"

The entire history of changes, as well as a visual diagram of related documents, should be stored in the system.

The document should consist of a document header and two separate table sections (bookmarks).

***Document* "Amendment of the MoH order on distribution".** *Structure. Document header:*

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	Number	Number	Unique document number	Generated automatically	Mandatory requisite
2	Date	Date	Date of the document DDMMYYYY		Mandatory requisite
3	Number of the original	Line		Maximum 10 characters	Mandatory requisite
4	Date of the original	Date	Date of the original DDMMYYYY		Mandatory requisite
5	"Procurement type"	Unique ID from the catalogue	"Procurement types" catalogue	Only "Centralised MoH" are used.	Mandatory requisite
6	"Organisation"	Unique ID from the catalogue	"Organisations" catalogue	Organisation creating the Order	Mandatory requisite
7	"Areas of treatment"	Unique ID from the catalogue	"Areas of treatment" catalogue	Automatic value completion from the "Order on distribution"	Mandatory requisite
8	"Budget type"	Unique ID from the catalogue	"Budget types" catalogue	Automatic value completion from the "Order on distribution"	Mandatory requisite
9	"PCC"	Unique ID from the catalogue	"PCC" catalogue	Automatic value completion from the "Order on distribution"	Mandatory requisite
10	"Expense type"	Unique ID from the catalogue	"Funds type" catalogue	Automatic value completion from the "Order on distribution"	Mandatory requisite
11	"Budget year"	Unique ID from the catalogue	"Budget year" catalogue	Automatic value completion from the "Order on distribution"	Mandatory requisite
13	"Order on distribution"	Reference to the document	Document "Order on distribution"	"Order on distribution" on whose basis the "Amendment of the order on distribution" is created	Mandatory requisite

***Document* "Amendment of the MoH order on distribution".** *Structure. Bookmark "Redistribution of MP":*

The purpose of this bookmark is to distribute MP among THOs (Regional); the User indicates a negative quantity when displaying operations for the THO (Regional) which will transfer MP and a positive quantity for the THO (Regional) which will receive MP.

It is envisaged that several THO (Regional)-transmitters and several THO (Regional)-recipients can be indicated in one order on redistribution.

Only MP included in the primary "MoH order on distribution" can be redistributed.

The User completes the "MP redistribution" bookmark: the User first fills in the "THO (Transmitter) – THO (Recipient)" lines (the first grouping level), then creates lists of MP and indicates the quantity (the second grouping level). To make second-level information processing easier, it is necessary to add a mechanism for automatically entering MP from the primary "MoH order on distribution" document by adding a "Complete from order" button, in addition to the catalogue mechanism. When you click this button, table sections of the second grouping level will be automatically completed with the MP specified in the "MoH Order on distribution". The User will manually delete the lines with MP not subject to distribution. When the document is being completed, it is necessary to check to make sure the MP indicated in the "Amendment of the MoH order on distribution" were listed in the "MoH order on distribution"; if not, the system should display an error and should not complete the document.

Example (Only table sections, the full structure is listed below)

Trade name	INN	THO-transmitter. Quantity	THO-recipient. Quantity
		THO of the Vinnytsia Region.	THO of the Volyn Region
Trade name No. 1	INN No. 1	-4	4
Trade name No. 2	INN No. 2	-80	80
		THO of the Odesa Region	THO of the Luhansk Region
Trade name No. 1	INN No. 1	-3	3
Trade name No. 2	INN No. 2	-20	20

"MP redistribution" bookmark. The structure of table sections

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	THO-transmitter	Unique ID from the catalogue	"Organisations" catalogue	Only Organisations with the type "THO (Regional)" and "HCI of direct subordination"	Upper grouping level
2	THO-receiver.	Unique ID from the catalogue	"Organisations" catalogue	Only Organisations with the type "THO (Regional)" and "HCI of direct subordination"	Upper grouping level
3	Trade name	Unique ID from the catalogue	"MP" catalogue		Lower grouping level
4	Manufacturer	Unique ID from the catalogue	"Manufacturers of MP and MD" catalogue.	Taking correspondence tables into account	Lower grouping level
5	INN	Unique ID from the catalogue	"INN" catalogue	Taking correspondence tables into account	Lower grouping level
6	MP presentation form	Unique ID from the catalogue	"Presentation form" catalogue	Taking correspondence tables into account	Lower grouping level
7	"Dosage"	Unique ID from the catalogue	"Dosage" catalogue	Taking correspondence tables into account	Lower grouping level
8	- Unit of measurement (base)	Unique ID from the catalogue	"Units of measurement" catalogue;	Taking correspondence tables into account	Lower grouping level
9	Quantity before transferring	Number			Lower grouping level

10	Quantity before receiving	Number			Lower grouping level

Document "Amendment of the MoH order on distribution". *Structure. Bookmark "Redistribution of MD":*

The purpose of this bookmark is to distribute MD among THOs (Regional); the User indicates a negative quantity when displaying operations for the THO (Regional) which will transfer MD and a positive quantity for the THO (Regional) which will receive MD.

It is envisaged that several THO (Regional)-transmitters and several THO (Regional)-recipients can be indicated in one order on redistribution.

Only MD included in the primary "MoH order on distribution" can be redistributed.

The User completes the "MD redistribution" bookmark: the User first fills in the "THO (Transmitter) – THO (Recipient)" lines (the first grouping level), then creates lists of MD and indicates the quantity (the second grouping level). To make second-level information processing easier, it is necessary to add a mechanism for automatically completing MB from the primary "MoH order on distribution" document by adding a "Complete from order" button, in addition to the catalogue mechanism. When you click this button, table sections of the second grouping level will be automatically completed with the MB specified in the "MoH Order on distribution". The User will manually delete the lines with MB not subject to distribution. When the document is being completed, it is necessary to check to make sure the MD indicated in the "Amendment of the MoH order on distribution" were listed in the "MoH order on distribution"; if not, the system should display an error and should not complete the document.

"MP redistribution" bookmark. The structure of table sections

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	THO-transmitter	Unique ID from the catalogue	"Organisations" catalogue	Only Organisations with the type "THO (Regional)" and "HCI of direct subordination"	Upper grouping level
2	THO-receiver.	Unique ID from the catalogue	"Organisations" catalogue	Only Organisations with the type "THO (Regional)" and "HCI of direct subordination"	Upper grouping level
3	Trade name	Unique ID from the catalogue	"MD" catalogue		Lower grouping level
4	Manufacturer	Unique ID from the catalogue	"Manufacturers of MP and MD" catalogue.	Taking correspondence tables into account	Lower grouping level
5	GMDN	Unique ID from the catalogue	"GMDN" catalogue	Taking correspondence tables into account	Lower grouping level
6	Catalogue number	Unique ID from the catalogue	"Catalogue numbers" catalogue	Taking correspondence tables into account	Lower grouping level
7	- Unit of measurement (base)	Unique ID from the catalogue	"Units of measurement" catalogue;	Taking correspondence tables into account	Lower grouping level
8	Quantity before transferring	Number			Upper grouping level
9	Quantity before receiving	Number			Upper grouping level

11.2.3.2 Document (No. 602) "Amendment of the THO (Regional) order on distribution".

The purpose of the document "Amendment of the THO (Regional) order on distribution" is to indicate changes made to the primary document "THO (Regional) order on distribution". Thus, this document can be created both by the User manually and on the basis of the "THO (Regional) order on distribution". Each "THO (Regional) order on distribution" document must contain a reference to the primary "THO (Regional) order on distribution" and a visual diagram of the structure of related documents. This document can redistribute only MP and MD procured as "Centralised procurements by the MoH" and "Centralised procurements by THO (Regional)".

In should be noted that if the MoH amends distribution, the document "Amendment of the MoH order on distribution" is the basis for the implementation of the next step by THOs — the creation of the "Amendment of the THO (Regional) order on distribution". Therefore, during the execution of the the "Amendment of the MoH order on distribution", THO Users should receive a notification about the need to make changes within the THO (the details of the implementation of service notifications should be decided by the Developer). If the THO initiates centralised redistribution, then the message should be created for MoH Users.

For "Centralised procurements by THO (Regional)" procurements, the User with the Role "THO (Regional). Distribution (redistribution) management" carries out the redistribution by entering the "Amendment of the THO (Regional) order on distribution" document without taking into account other orders and amendments, since THOs (Regional) are the primary source of amendments.

The THO carries out redistribution only among subordinate HCIs for both types of procurements.

The entire history of changes, as well as a visual diagram of related documents, should be stored in the system.

The document should consist of a document header and two separate table sections (bookmarks).

Document **"Amendment of the THO (Regional) order on distribution".** *Structure. Document header:*

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	Number	Number	Unique document number	Generated automatically	Mandatory requisite
2	Date	Date	Date of the document DDMMYYYY		Mandatory requisite
3	Number of the original	Line		Maximum 10 characters	Mandatory requisite
4	Date of the original	Date	Date of the original DDMMYYYY		Mandatory requisite
5	"Procurement type"	Unique ID from the catalogue	"Procurement types" catalogue	Only "Centralised MoH" and "Centralised THO (Regional) are used.	Mandatory requisite
6	"Organisation"	Unique ID from the catalogue	"Organisations" catalogue	Organisation creating the Order	Mandatory requisite
7	"Areas of treatment"	Unique ID from the catalogue	"Areas of treatment" catalogue	Automatic value completion from the "Order on distribution"	Mandatory requisite
8	"Budget type"	Unique ID from the catalogue	"Budget types" catalogue	Automatic value completion from the "Order on distribution"	Mandatory requisite

9	"PCC"	Unique ID from the catalogue	"PCC" catalogue	Automatic value completion from the "Order on distribution"	Mandatory requisite
10	"Expense type"	Unique ID from the catalogue	"Funds type" catalogue	Automatic value completion from the "Order on distribution"	Mandatory requisite
11	"Budget year"	Unique ID from the catalogue	"Budget year" catalogue	Automatic value completion from the "Order on distribution"	Mandatory requisite
13	"Order on distribution"	Reference to the document	Document "THO (Local) order on distribution"	Document "THO (Local) order on distribution" on whose basis the "Amendment of the MoH order on distribution" is created	Mandatory requisite

***Document* "Amendment of the THO (Regional) order on distribution".** *Structure. Bookmark "Redistribution of MP":*

The purpose of this bookmark is to distribute MP among HCIs subordinate to THOs (Regional); the User indicates a negative quantity when displaying operations for the HCI which will transfer MP and a positive quantity for the HCI which will receive MP.

It is envisaged that several THO and HCI-transmitters and HCI-recipients can be indicated in one order on redistribution.

Only MP included in the primary "THO (Regional) order on distribution" can be redistributed.

The User completes the "MP redistribution" bookmark: the User first fills in the "HCI (Transmitter) – HCI (Recipient)" lines (the first grouping level), then creates lists of MP and indicates the quantity (the second grouping level). To make second-level information processing easier, it is necessary to add a mechanism for automatically completing MP from the primary "THO (Regional) order on distribution" document by adding a "Complete from order" button, in addition to the catalogue mechanism. When you click this button, table sections of the second grouping level will be automatically completed with the MP specified in the "THO (Regional) order on distribution". The User will manually delete the lines with MP not subject to distribution. When the document is being completed, it is necessary to check to make sure the MP indicated in the "Amendment of the THO (Regional) order on distribution" were listed in the "THO (Regional) order on distribution"; if not, the system should display an error and should not complete the document.

Example (Only table sections, the full structure is listed below)

Trade name	INN	HCI-transmitter. Quantity	HCI-recipient. Quantity
		HCI No. 1	HCI No. 2
Trade name No. 1	INN No. 1	-4	4
Trade name No. 2	INN No. 2	-80	80
		HCI No. 3	HCI No. 4
Trade name No. 1	INN No. 1	-3	3
Trade name No. 2	INN No. 2	-20	20

"MP redistribution" bookmark. The structure of table sections

No.	Requisite name	Type	Data source	Note	Other essential requirements

1	HCI-transmitter	Unique ID from the catalogue	"Organisations" catalogue	Only Organisations of the type "HCI"	Upper grouping level
2	HCI-recipient	Unique ID from the catalogue	"Organisations" catalogue	Only Organisations of the type "HCI"	Upper grouping level
3	Trade name	Unique ID from the catalogue	"MP" catalogue		Lower grouping level
4	Manufacturer	Unique ID from the catalogue	"Manufacturers of MP and MD" catalogue.	Taking correspondence tables into account	Lower grouping level
5	INN	Unique ID from the catalogue	"INN" catalogue	Taking correspondence tables into account	Lower grouping level
6	MP presentation form	Unique ID from the catalogue	"Presentation form" catalogue	Taking correspondence tables into account	Lower grouping level
7	"Dosage"	Unique ID from the catalogue	"Dosage" catalogue	Taking correspondence tables into account	Lower grouping level
8	- Unit of measurement (base)	Unique ID from the catalogue	"Units of measurement" catalogue;	Taking correspondence tables into account	Lower grouping level
9	Quantity before transferring	Number			Lower grouping level
10	Quantity before receiving	Number			Lower grouping level

Document **"Amendment of the THO (Regional) order on distribution".** *Structure.* *Bookmark "Redistribution of MD":*

The purpose of this bookmark is to distribute MD among HCIs subordinate to THOs (Regional) (the THO which carries out redistribution); the User indicates a negative quantity when displaying operations for the HCI which will transfer MD a positive quantity for the HCI which will receive MD.

It is envisaged that several HCI-transmitters and several HCI-recipients can be indicated in one order on redistribution.

Only MD included in the primary "THO (Regional) order on distribution" can be redistributed.

The User completes the "MD redistribution" bookmark: the User first fills in the "HCI (Transmitter) – HCI (Recipient)" lines (the first grouping level), then creates lists of MD and indicates the quantity (the second grouping level). To make second-level information processing easier, it is necessary to add a mechanism for automatically completing MD from the primary "THO (Regional) order on distribution" document by adding a "Complete from order" button, in addition to the catalogue mechanism. When you click this button, table sections of the second grouping level will be automatically completed with the MD specified in the "THO (Regional) order on distribution". The User will manually delete the lines with MD not subject to distribution. When the document is being completed, it is necessary to check to make sure the MD indicated in the "Amendment of the THO (Regional) order on distribution" were listed in the "THO (Regional) order on distribution"; if not, the system should display an error and should not complete the document.

"MP redistribution" bookmark. The structure of table sections

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	HCI-transmitter	Unique ID from the catalogue	"Organisations" catalogue	Only Organisations of the type "HCI"	Upper grouping level

2	HCI-recipient	Unique ID from the catalogue	"Organisations" catalogue	Only Organisations of the type "HCI"	Upper grouping level
3	Trade name	Unique ID from the catalogue	"MD" catalogue		Lower grouping level
4	Manufacturer	Unique ID from the catalogue	"Manufacturers of MP and MD" catalogue.	Taking correspondence tables into account	Lower grouping level
5	GMDN	Unique ID from the catalogue	"GMDN" catalogue	Taking correspondence tables into account	Lower grouping level
6	Catalogue number	Unique ID from the catalogue	"Catalogue numbers" catalogue	Taking correspondence tables into account	Lower grouping level
7	- Unit of measurement (base)	Unique ID from the catalogue	"Units of measurement" catalogue;	Taking correspondence tables into account	Lower grouping level
8	Quantity before transferring	Number			Upper grouping level
9	Quantity before receiving	Number			Upper grouping level

11.2.3.3 Document (No. 602) "Amendment of the THO (Local) order on distribution".

The purpose of the document "Amendment of the THO (Local) order on distribution" is to indicate changes made to the primary document "THO (Local) order on distribution". Thus, this document can be created both by the User manually and on the basis of the "THO (Local) order on distribution". Each "THO (Local) order on distribution" document must contain a reference to the primary "THO (Local) order on distribution" and a visual diagram of the structure of related documents.

This document can redistribute only MP and MD procured as "Centralised procurements by THO (Local)".

The THO (Local) redistributes only among HCIs subordinates to it.

The entire history of changes, as well as a visual diagram of related documents, should be stored in the system.

The document should consist of a document header and two separate table sections (bookmarks).

***Document* "Amendment to THO (Local) order on distribution".** *Structure. Document header:*

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	Number	Number	Unique document number	Generated automatically	Mandatory requisite
2	Date	Date	Date of the document DDMMYYYY		Mandatory requisite
3	Number of the original	Line		Maximum 10 characters	Mandatory requisite
4	Date of the original	Date	Date of the original DDMMYYYY		Mandatory requisite
5	"Procurement type"	Unique ID from the catalogue	"Procurement types" catalogue	Only "Centralised THO (Local)" are used	Mandatory requisite
6	"Organisation"	Unique ID from the catalogue	"Organisations" catalogue	Organisation creating the Order	Mandatory requisite

7	"Areas of treatment"	Unique ID from the catalogue	"Areas of treatment" catalogue	Automatic value completion from the "Order on distribution"	Mandatory requisite
8	"Budget type"	Unique ID from the catalogue	"Budget types" catalogue	Automatic value completion from the "Order on distribution"	Mandatory requisite
9	"PCC"	Unique ID from the catalogue	"PCC" catalogue	Automatic value completion from the "Order on distribution"	Mandatory requisite
10	"Expense type"	Unique ID from the catalogue	"Funds type" catalogue	Automatic value completion from the "Order on distribution"	Mandatory requisite
11	"Budget year"	Unique ID from the catalogue	"Budget year" catalogue	Automatic value completion from the "Order on distribution"	Mandatory requisite
13	"Order on distribution"	Reference to the document	Document "THO (Local) order on distribution"	"THO (Local) order on distribution" on whose basis the "Amendment of the order on distribution" is created	Mandatory requisite

Document "Amendment to THO (Local) order on distribution". *Structure. Bookmark "Redistribution of MP":*

The purpose of this bookmark is to distribute MP among HCIs subordinate to THOs (Local); the User indicates a negative quantity when displaying operations for the HCI which will transfer MP and a positive quantity for the HCI which will receive MP.

It is envisaged that several THO and HCI-transmitters and several HCI-recipients can be indicated in one order on redistribution.

Only MP included in the primary "THO (Local) order on distribution" can be redistributed.

The User completes the "MP redistribution" bookmark: the User first fills in the "HCI (Transmitter) – HCI (Recipient)" lines (the first grouping level), then creates lists of MP and indicates the quantity (the second grouping level). To make second-level information processing easier, it is necessary to add a mechanism for automatically completing MP from the primary "THO (Local) order on distribution" document by adding a "Complete from order" button, in addition to the catalogue mechanism. When you click this button, table sections of the second grouping level will be automatically completed with the MP specified in the "THO (Local) order on distribution". The User will manually delete the lines with MP not subject to distribution. When the document is being completed, it is necessary to check to make sure the MP indicated in the "Amendment of the THO (Local) order on distribution" were listed in the "THO (Local) order on distribution"; if not, the system should display an error and should not complete the document.

Example (Only table sections, the full structure is listed below)

Trade name	INN	HCI-transmitter. Quantity	HCI-recipient. Quantity
		HCI No. 1	HCI No. 2
Trade name No. 1	INN No. 1	-4	4
Trade name No. 2	INN No. 2	-80	80
		HCI No. 3	HCI No. 4
Trade name No. 1	INN No. 1	-3	3
Trade name No. 2	INN No. 2	-20	20

"MP redistribution" bookmark. The structure of table sections

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	HCI-transmitter	Unique ID from the catalogue	"Organisations" catalogue	Only Organisations of the type "HCI"	Upper grouping level
2	HCI-recipient	Unique ID from the catalogue	"Organisations" catalogue	Only Organisations of the type "HCI"	Upper grouping level
3	Trade name	Unique ID from the catalogue	"MP" catalogue		Lower grouping level
4	Manufacturer	Unique ID from the catalogue	"Manufacturers of MP and MD" catalogue.	Taking correspondence tables into account	Lower grouping level
5	INN	Unique ID from the catalogue	"INN" catalogue	Taking correspondence tables into account	Lower grouping level
6	MP presentation form	Unique ID from the catalogue	"Presentation form" catalogue	Taking correspondence tables into account	Lower grouping level
7	"Dosage"	Unique ID from the catalogue	"Dosage" catalogue	Taking correspondence tables into account	Lower grouping level
8	- Unit of measurement (base)	Unique ID from the catalogue	"Units of measurement" catalogue;	Taking correspondence tables into account	Lower grouping level
9	Quantity before transferring	Number			Lower grouping level
10	Quantity before receiving	Number			Lower grouping level

Document **"Amendment to THO (Local) order on distribution".** *Structure. Bookmark "Redistribution of MD":*

The purpose of this bookmark is to distribute MD among HCIs subordinate to THOs (Local) (the THO which carries out redistribution); the User indicates a negative quantity when displaying operations for the HCI which will transfer MD and a positive quantity for the HCI which will receive MD.

It is envisaged that several HCI-transmitters and several HCI-recipients can be indicated in one order on redistribution.

Only MD included in the primary "THO (Local) order on distribution" can be redistributed.

The User completes the "MD redistribution" bookmark: the User first fills in the "HCI (Transmitter) – HCI (Recipient)" lines (the first grouping level), then creates lists of MD and indicates the quantity (the second grouping level). To make second-level information processing easier, it is necessary to add a mechanism for automatically completing MD from the primary "THO (Local) order on distribution" document by adding a "Complete from order" button, in addition to the catalogue mechanism. When you click this button, table sections of the second grouping level will be automatically completed with the MD specified in the "THO (Local) order on distribution". The User will manually delete the lines with MD not subject to distribution. When the document is being completed, it is necessary to check to make sure the MD indicated in the "Amendment of the THO (Local) order on distribution" were listed in the "THO (Local) order on distribution"; if not, the system should display an error and should not complete the document.

"MP redistribution" bookmark. The structure of table sections

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	HCI-transmitter	Unique ID from the catalogue	"Organisations" catalogue	Only Organisations of the type "HCI"	Upper grouping level
2	HCI-recipient	Unique ID from the catalogue	"Organisations" catalogue	Only Organisations of the type "HCI"	Upper grouping level
3	Trade name	Unique ID from the catalogue	"MD" catalogue		Lower grouping level
4	Manufacturer	Unique ID from the catalogue	"Manufacturers of MP and MD" catalogue.	Taking correspondence tables into account	Lower grouping level
5	GMDN	Unique ID from the catalogue	"GMDN" catalogue	Only those that match the Trade Name	Lower grouping level
6	Catalogue number	Unique ID from the catalogue	"Catalogue numbers" catalogue	Taking correspondence tables into account	Lower grouping level
7	- Unit of measurement (base)	Unique ID from the catalogue	"Units of measurement" catalogue;		Lower grouping level
8	Quantity before transferring	Number			Upper grouping level
9	Quantity before receiving	Number			Upper grouping level

11.3 Section "Redistribution of MP and MD at the HCI-HCI level"
11.3.1 List of documents of the "Redistribution of MP and MD at the HCI-HCI level" section
1. Document (No. 604) "Application on the intention to redistribute"
2. Document (No. 605) "Confirmation of the application on the intention to redistribute"
3. Document (No. 606) "Notification-report on MP and MD redistribution".

11.3.2 Key requirements for the documents' functionality and User access

In this section, Users may be assigned a separate Role regulating the functions and access rights of Users to documents.

The role "HCI. Distribution (redistribution) management" creates the "Application on the intention to redistribute" to indicate the option of transferring the remainders of existing MP and MD. In addition, it creates the "Confirmation of the application on the intention to redistribute" to indicate readiness to receive all or part of the MP and MD specified by another User in a separate "Application on the intention to redistribute". Creates the "Redistribution report".

The Role "MoH. Distribution (redistribution) management" can view (without editing) the following documents: "Application on the intention to redistribute", "Confirmation of the application on the intention to redistribute", "Redistribution report".

The Role "THO (Regional). Distribution (redistribution) management" can view (without editing) the following documents: "Application on the intention to redistribute", "Confirmation of the application on the intention to redistribute", "Redistribution report".

The Role "THO (Local). Distribution (redistribution) management" can view (without editing) the following documents: "Application on the intention to redistribute", "Confirmation of the application on the intention to redistribute", "Redistribution report".

The Role "HCI. Distribution (redistribution) management" can create the following documents: "Application on the intention to redistribute", "Confirmation of the application on the intention to redistribute"and "Redistribution report". It can edit documents created within that role and can only view documents created by other Users within their roles.

All roles can view the general log of documents: "Application on the intention to redistribute" and "Confirmation of the application on the intention to redistribute".

11.3.3 Functional requirements and structure of the documents.
11.3.3.1 Document (No. 604) "Application on the intention to redistribute"

The purpose of this document is to indicate the HSC's intention to transfer a portion of the MP or MD available as remainders. The Developer should implement a convenient log of documents (or a separate report) in which all Users of the system (with the appointed role "HCI. Distribution (redistribution) management" can see all applications that have been made and the MP and MD listed in them in order to make a decision on receiving/partially receiving/not receiving MP and MD from another HCI.

The document must contain "Document status" ("Open" or "Closed"); in the log (or report), all documents with the status "Open" should be displayed by default (it should be possible to remove filters and view all existing applications). The "Closed" status is used if the HCI-transmitter has changed the intention to transfer MP or MD (regardless of the reason), or for all MP or MD remainders indicated in the application, and documents have been created on the intention of other HCI to receive them (document "Confirmation of the application on the intention to redistribute").

Documents are created in relation to procurement types and financial analytics, so these requisites are indicated in the document header.

Since in the application, the HCI-transmitter is allowed to indicate the total number of MP and MD ready for transferring, and there may be several HCI-recipients and/or HCI-recipients are able to receive only a portion of the MP and MD specified in the application, it is necessary to monitor remainders of MP and MD specified in the application, and the quantity that HCI-recipients are ready to receive (specified in the document "Confirmation of the application on the intention to redistribute"), as the total quantity of MP and MD that the HCI are ready to receive must not exceed the quantity of each MP or MD indicated in the application.

It is necessary to indicate in the document headers the primary "MoH order on distribution" document by which MP and MD were distributed if the User selected "Centralised MoH" procurements, since after the redistribution, the MoH (and the THO to which the HCI is subordinated) must generate amendments to the initial order. It is necessary to indicate the primary "THO (Regional) order on distribution" by which MP and MD were distributed, since following amendments to an order created by the MoH, THOs (Regional) need to make relevant amendments to their order on distribution.

If the User selected "Centralised THO" procurements, it is necessary to indicate in the document headers the primary "Order of the THO (Regional) on distribution" or "Order of the THO (Regional) on distribution" document by which MP and MD were distributed, as after redistribution, the THO must implement amendments to the original order.

It is not required to indicate a reference to MoH or THO orders when the User selects another type of procurement in the application.

The entire history of changes, as well as a visual diagram of related documents, should be stored in the system.

The User creates the document manually.

The document consists of a document header and two separate table sections (bookmarks).

Document "Application on the intention to redistribute" *Structure. Document header:*

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	Number	Number	Unique document number	Generated automatically	Mandatory requisite
2	Date	Date	Date of the document DDMMYYYY		Mandatory requisite
3	Number of the original	Line		Maximum 10 characters	Mandatory requisite

4	Date of the original	Date	Date of the original DDMMYYYY		Mandatory requisite
5	"Procurement type"	Unique ID from the catalogue	"Procurement types" catalogue		Mandatory requisite
6	"Organisation"	Unique ID from the catalogue	"Organisations" catalogue	Organisation creating the Application	Mandatory requisite
7	"Areas of treatment"	Unique ID from the catalogue	"Areas of treatment" catalogue		Mandatory requisite
8	"Budget type"	Unique ID from the catalogue	"Budget types" catalogue		Mandatory requisite
9	"PCC"	Unique ID from the catalogue	"PCC" catalogue		Mandatory requisite
10	"Expense type"	Unique ID from the catalogue	"Funds type" catalogue		Mandatory requisite
11	"Budget year"	Unique ID from the catalogue	"Budget year" catalogue		Mandatory requisite
12	"MoH order on distribution"	Unique ID from the documents	Document "MoH order on distribution".		
13	"THO order on distribution"	Unique ID from the documents	Document "THO order on distribution"		

Document "Application on the intention to redistribute". Bookmark "Medical products". Structure:

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	"Sub-area of treatment"	Unique ID from the catalogue	"Sub-areas of treatment" catalogue		
2	Trade name	Unique ID from the catalogue	"MP" catalogue		Mandatory requisite
3	Manufacturer	Unique ID from the catalogue	"Manufacturers of MP and MD" catalogue.	Taking correspondence tables into account	Mandatory requisite
4	INN	Unique ID from the catalogue	"INN" catalogue	Taking correspondence tables into account	Mandatory requisite
5	Batch	Unique ID from the catalogue	"MP batches" catalogue	Taking correspondence tables into account	Mandatory requisite
6	MP presentation form	Unique ID from the catalogue	"Presentation form" catalogue	Taking correspondence tables into account	Mandatory requisite

7	"Dosage"	Unique ID from the catalogue	"Dosage" catalogue	Taking correspondence tables into account	Mandatory requisite
8	- Unit of measurement (base)	Unique ID from the catalogue	"Units of measurement" catalogue;	Taking correspondence tables into account	Mandatory requisite
9	Expiry	Date	DDMMYYYY		Mandatory requisite
10	Quantity	Number		6 characters after the decimal	Mandatory requisite
11	Quantity (confirmed before receipt)	Number		Not edited manually by the User, completed automatically using all subordinated "Confirmation of the application on the intention to redistribute" documents for each MP section.	
12	Quantity (Remainders)	Number		Free MP remainders for receipt under this document. Not edited manually by the User. Calculated as "Quantity" – "Quantity (confirmed before receiving)" in each MP section.	

Document "Application on the intention to redistribute". Bookmark "Medical devices" Structure:

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	"Sub-area of treatment"	Unique ID from the catalogue	"Sub-areas of treatment" catalogue		
2	Trade name	Unique ID from the catalogue	"MD" catalogue		Mandatory requisite
3	Manufacturer	Unique ID from the catalogue	"Manufacturers of MP and MD" catalogue.	Taking correspondence tables into account	Mandatory requisite
4	GMDN	Unique ID from the catalogue	"GMDN" catalogue	Taking correspondence tables into account	Mandatory requisite
5	- Unit of measurement (base)	Unique ID from the catalogue	"Units of measurement" catalogue;	Taking correspondence tables into account	Mandatory requisite

6	Catalogue number	Unique ID from the catalogue	"Catalogue numbers" catalogue	Taking correspondence tables into account	Mandatory requisite
7	Expiry	Date	DDMMYYYY		Mandatory requisite
8	Quantity	Number		6 characters after the decimal	Mandatory requisite
9	Quantity (confirmed before receipt)	Number		Not edited manually by the User, completed automatically using all subordinated "Confirmation of the application on the intention to redistribute" documents for each MP section.	
10	Quantity (Remainders)	Number		Free MP remainders for receipt under this document. Not edited manually by the User. Calculated as "Quantity" – "Quantity (confirmed before receiving)" in each MP section.	

Mechanism for entering data into the document:

The User completes the document headers and processes each of the table sections; in order to enter the correct data related to remainders of MP and MD, the User must see the form for selecting remainders over each table section.

The form for selecting remainders is not part of the document; it is an auxiliary tool for processing table sections. The form for selecting remainders may be implemented as a separate dialogue box (which opens when you click on a particular button) in the form of a table and displays data related to MP and MD remainders (it is possible to make two separate bookmarks in the selection form, or two separate forms for each bookmark of the document — separately for MP and MD). The table of the selection form must indicate all analytical accounting sections used for MP and MD and the quantity, price and amount of free remainders of MP and MD, taking into account parameters specified in the document headers (i.e., only the composition, AO and other parameters selected in the headers, including orders on distribution).

To add remainders in the open selection form, the User clicks the required item (the unique ID from the catalogue) and indicates the number (within the free limit), and this row is added to the table section of the document.

Manual input of lines for MP or MD into the table sections is not allowed; nor is the receipt of negative remainders.

The system must signal that there are MP or MD which are quarantined ("Status of MP [MD]") or expired MP or MD when the remainders selection form is opened. It is necessary to block the possibility of selecting such MP or MD in the document.

11.3.3.2 Document (No. 605) "Confirmation of the application on the intention to redistribute"

The purpose of this document is to indicate the HCI-recipients' intention to receive all (or part) of the remainders of MP and MD indicated for transfer by the HCI-transmitter in a relevant "Application on the intention to redistribute" document.

The system should store the entire history of changes, as well as a visual diagram of related documents.

User creates the document manually on the basis of the "Application on the intention to redistribute" document; some of the requisite values to be transferred into the document cannot be edited by the User, as the User specifies only the quantity of MP and MD that he/she is ready to receive.

The document consists of a document header and two separate table sections (bookmarks).

Document "Confirmation of the application on the intention to redistribute". Structure. Document header:

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	Number	Number	Unique document number	Generated automatically	Mandatory requisite, automatic completion, not edited manually
2	Date	Date	Date of the document DDMMYYYY		Mandatory requisite, automatic completion, not edited manually
3	Number of the original	Line		Maximum 10 characters	Mandatory requisite, automatic completion, not edited manually
4	Date of the original	Date	Date of the original DDMMYYYY		Mandatory requisite, automatic completion, not edited manually
5	"Procurement type"	Unique ID from the catalogue	"Procurement types" catalogue		Mandatory requisite, automatic completion, not edited manually
6	"Organisation"	Unique ID from the catalogue	"Organisations" catalogue	Organisation that created the Application	Mandatory requisite, automatic completion, not edited manually
7	"Areas of treatment"	Unique ID from the catalogue	"Areas of treatment" catalogue		Mandatory requisite, automatic completion, not edited manually
8	"Budget type"	Unique ID from the catalogue	"Budget types" catalogue		Mandatory requisite, automatic completion, not edited manually
9	"PCC"	Unique ID from the catalogue	"PCC" catalogue		Mandatory requisite, automatic

No.	Requisite name	Type	Data source	Note	Other essential requirements
					completion, not edited manually
10	"Expense type"	Unique ID from the catalogue	"Funds type" catalogue		Mandatory requisite, automatic completion, not edited manually
11	"Budget year"	Unique ID from the catalogue	"Budget year" catalogue		Mandatory requisite, automatic completion, not edited manually
12	"Application on the intention to redistribute"	Document's unique ID	"Application on the intention to redistribute"	"Application on the intention to redistribute" on whose basis the document is created	Mandatory requisite, automatic completion, not edited manually
13	Recipient	Unique ID from the catalogue	"Organisations" catalogue	Organisation that intends to receive MP or MD. The value should be entered automatically depending on the value of the User's membership in his or her Organisation.	

Document "Confirmation of the application on the intention to redistribute". Bookmark "Medical products". Structure:

When you create the document, table sections must indicate only MP lines for which the "Quantity (Remainders)" value is greater than 0 in the "Application on the intention to redistribute" document.

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	"Sub-area of treatment"	Unique ID from the catalogue	"Sub-areas of treatment" catalogue		Mandatory requisite, automatic completion, not edited manually
2	Trade name	Unique ID from the catalogue	"MP" catalogue		Mandatory requisite, automatic completion, not edited manually
3	Manufacturer	Unique ID from the catalogue	"Manufacturers of MP and MD" catalogue.	Taking correspondence tables into account	Mandatory requisite, automatic completion, not edited manually
4	INN	Unique ID from the catalogue	"INN" catalogue	Taking correspondence tables into account	Mandatory requisite, automatic completion, not edited manually

5	Batch	Unique ID from the catalogue	"MP batches" catalogue	Taking correspondence tables into account	Mandatory requisite, automatic completion, not edited manually
6	MP presentation form	Unique ID from the catalogue	"Presentation form" catalogue	Taking correspondence tables into account	Mandatory requisite, automatic completion, not edited manually
7	"Dosage"	Unique ID from the catalogue	"Dosage" catalogue	Taking correspondence tables into account	Mandatory requisite, automatic completion, not edited manually
8	- Unit of measurement (base)	Unique ID from the catalogue	"Units of measurement" catalogue;	Taking correspondence tables into account	Mandatory requisite, automatic completion, not edited manually
9	Expiry	Date	DDMMYYYY		Mandatory requisite, automatic completion, not edited manually
10	Quantity	Number		6 characters after the decimal	The User can change the amount it is intended to receive.

Document "Confirmation of the application on the intention to redistribute". Bookmark "Medical devices" Structure:

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	"Sub-area of treatment"	Unique ID from the catalogue	"Sub-areas of treatment" catalogue		Mandatory requisite, automatic completion, not edited manually
2	Trade name	Unique ID from the catalogue	"MD" catalogue		Mandatory requisite, automatic completion, not edited manually
3	Manufacturer	Unique ID from the catalogue	"Manufacturers of MP and MD" catalogue.	Taking correspondence tables into account	Mandatory requisite, automatic completion, not edited manually

4	GMDN	Unique ID from the catalogue	"GMDN" catalogue	Taking correspondence tables into account	Mandatory requisite, automatic completion, not edited manually
5	- Unit of measurement (base)	Unique ID from the catalogue	"Units of measurement" catalogue;	Taking correspondence tables into account	Mandatory requisite, automatic completion, not edited manually
6	Catalogue number	Unique ID from the catalogue	"Catalogue numbers" catalogue	Taking correspondence tables into account	Mandatory requisite, automatic completion, not edited manually
7	Expiry	Date	DDMMYYYY		Mandatory requisite, automatic completion, not edited manually
8	Quantity	Number		6 characters after the decimal	Mandatory requisite, automatic completion, not edited manually

After creating the document "Confirmation of the application on the intention to redistribute", the HCI-recipient and the HCI-transmitter agree on the conditions of transportation, etc.; this process remains outside the system. When an agreement is reached, the HCI-transmitter has to create the "Expenditure invoice" document (detailed in Module No. 5) For the convenience of the User, it is necessary to provide automatic completion of such documents (by pressing a "Create expenditure invoice" button)

The HCI-recipient has to create "Delivery-Acceptance Certificates" on the basis of the "Expenditure invoice" (detailed in Module 5).

11.3.3.3 Document (No. 606) "Notification-report on MP and MD redistribution"

The purpose of this document is to allow notification (reporting) by the HCI-recipient on redistribution at the HCI-HCI level. Once the "Delivery-Acceptance Certificate" is received and completed, the HCI-recipient reports on the implementation of the operation to the MoH and the THO (Regional or Local) to which it is subordinated.

For the convenience of the User, it is necessary to implement document creation on the basis of the "Delivery-Acceptance Certificate" and "Confirmation of the application on the intention to redistribute" documents. Since the system must store the structure of relevant documents, all requisites must be completed automatically on the basis of other documents ("Application on the intention to redistribute", "Confirmation of the application on the intention to redistribute", "Delivery-Acceptance Certificate", "Order on distribution") during the operation.

The entire history of changes, as well as a visual diagram of related documents, should be stored in the system.

The document consists of a document header and two separate table sections (bookmarks).

Document "Notification-report on MP and MD redistribution". Structure. Document header:

No.	Requisite name	Type	Data source	Note	Other essential requirements

1	Number	Number	Unique document number	Generated automatically	Mandatory requisite
2	Date	Date	Date of the document DDMMYYYY		Mandatory requisite
3	Number of the original	Line		Maximum 10 characters	Mandatory requisite
4	Date of the original	Date	Date of the original DDMMYYYY		Mandatory requisite
5	"Procurement type"	Unique ID from the catalogue	"Procurement types" catalogue		Mandatory requisite
6	"HCI-transmitter"	Unique ID from the catalogue	"Organisations" catalogue	Organisation that delivered MP and MD	Mandatory requisite
7	"HCI-recipient"	Unique ID from the catalogue	"Organisations" catalogue	Organisation that received MP and MD	Mandatory requisite
8	"Areas of treatment"	Unique ID from the catalogue	"Areas of treatment" catalogue		Mandatory requisite
9	"Budget type"	Unique ID from the catalogue	"Budget types" catalogue		Mandatory requisite
10	"PCC"	Unique ID from the catalogue	"PCC" catalogue		Mandatory requisite
11	"Expense type"	Unique ID from the catalogue	"Funds type" catalogue		Mandatory requisite
12	"Budget year"	Unique ID from the catalogue	"Budget year" catalogue		Mandatory requisite
13	"Application on the intention to redistribute"	Unique ID from the documents	"Application on the intention to redistribute"		Mandatory requisite
14	"Confirmation of the application on the intention to redistribute"	Unique ID from the documents	Document "Confirmation of the application on the intention to redistribute".		Mandatory requisite
15	"MoH order on distribution"	Unique ID from the documents	Document "MoH order on distribution".		Mandatory requisite
16	"THO order on distribution"	Unique ID from the documents	Document "THO order on distribution"		Mandatory requisite

"Notification-report on MP and MD redistribution". Bookmark "Medical products". Structure:

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	"Sub-area of treatment"	Unique ID from the catalogue	"Sub-areas of treatment" catalogue		

2	Trade name	Unique ID from the catalogue	"MP" catalogue		Mandatory requisite
3	Manufacturer	Unique ID from the catalogue	"Manufacturers of MP and MD" catalogue.	Taking correspondence tables into account	Mandatory requisite
4	INN	Unique ID from the catalogue	"INN" catalogue	Taking correspondence tables into account	Mandatory requisite
5	Batch	Unique ID from the catalogue	"MP batches" catalogue	Taking correspondence tables into account	Mandatory requisite
6	MP presentation form	Unique ID from the catalogue	"Presentation form" catalogue	Taking correspondence tables into account	Mandatory requisite
7	"Dosage"	Unique ID from the catalogue	"Dosage" catalogue	Taking correspondence tables into account	Mandatory requisite
8	- Unit of measurement (base)	Unique ID from the catalogue	"Units of measurement" catalogue;	Taking correspondence tables into account	Mandatory requisite
9	Expiry	Date	DDMMYYYY		Mandatory requisite
10	Quantity	Number		6 characters after the decimal	Mandatory requisite

Document "Notification-report on MP and MD redistribution". Bookmark "Medical devices" Structure:

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	"Sub-area of treatment"	Unique ID from the catalogue	"Sub-areas of treatment" catalogue		
2	Trade name	Unique ID from the catalogue	"MD" catalogue		Mandatory requisite
3	Manufacturer	Unique ID from the catalogue	"Manufacturers of MP and MD" catalogue.	Taking correspondence tables into account	Mandatory requisite
4	GMDN	Unique ID from the catalogue	"GMDN" catalogue	Taking correspondence tables into account	Mandatory requisite
5	- Unit of measurement (base)	Unique ID from the catalogue	"Units of measurement" catalogue;	Taking correspondence tables into account	Mandatory requisite

6	Catalogue number	Unique ID from the catalogue	"Catalogue numbers" catalogue	Taking correspondence tables into account	Mandatory requisite
7	Expiry	Date		DDMMYYYY	Mandatory requisite
8	Quantity	Number		6 characters after the decimal	Mandatory requisite

The "Redistribution report" document generated is the basis for further MoH actions — the creation of amendments to the primary order on distribution. It is necessary to implement a mechanism for creating the "Amendment of the MoH order on distribution" (and "Amendment of the THO order on distribution") document based on the "Redistribution report", taking into account an automatic completion of the "Amendment of the MoH order on distribution" (and "Amendment of the THO order on distribution") (the document structure is described above). When creating it, it is necessary to take into account formations of structure — it is necessary to move the "HCI-recipient" and "HCI-transmitter" from the underlying document headers to table sections, and the quantity should appear for both "HCI-transmitter" (negative value) and for "HCI-recipient" (positive value), etc. All required requisites for automatic completion of "Amendment of the MoH order on distribution" (and "Amendment of the THO order on distribution") are in the notification.

12 Module No. 7 "Creation of regulated and operating reports"

The module is divided into two sections:

1) "Regulated reports on the remainders of MP and MD"

2) "Operating reports"

This module shows the regulated reports and the order of their compilation and creation, as well as the formation of summary reports on the remainders of MP and MD, for the purpose of further disclosure. Therefore, such reports should be implemented as a separate object in the system, as they are to be generated once a month and signed with the EDS (by the Accountable Officer, Chief Accountant and the Head of the Organisation).

In addition, it should be noted that at the time of writing this technical specification, the reporting procedure was as follows: HCIs create withdrawal reports (including remainders) on the remainders of MP and MD (procured as "Centralised procurements by the MoH") and transfer them to the Logistics Company and THOs. Logistics Companies create the summary report. Since the "Information System for the Accounting of Medicines and Medical Products in Ukraine" includes more advanced functionality and will handle reporting on all types of procurement, the process of creating reports will be changed:

- HCI and Beneficiary Institutions create reports on the available remainders of MP and MD in warehouses;

- based on these HCI reports, the THO creates a summary report for the region;

- Logistics Companies and HCI under direct subordination create reports on the available remainders of MP and MD in warehouses;

- the MoH, based on the reports of THO, Logistics Companies and HCIs of direct subordination, creates summary reports.

The main objective of the module is to optimise the processes for the compilation and creation of reports for the further disclosure of information. In addition, this module provides a list of operating reports to be used by Users to obtain operating information and for further analysis. For example, reports on MP and MD remainders, indication of prohibited MP batches, indication of the full 100% need and % of its coverage, etc. Such reports are not signed with the EDS.

12.1 Visual diagram

Module 7: "Creating reports on remainders of MP and MD"

	HCI and Beneficiary Institutions	THO and institutions directly subordinated to the MoH	Logistics Companies	MoH

Beginning

No. 701 "HCI. Regulated report on the remainders of MP and MD on the balance sheet"
- Individual bookmarks for MP and MD;
- Automatic completion;
- Signing by EDS (Chief Accountant, Chief Physician)

No. 702 "THO. Regulated report on MP and MD remainders on the balance sheet (if it is an institution of direct subordination)"
- Individual bookmarks for MP and MD;
- Automatic completion;
- Signing by EDS (Chief Accountant, Chief Physician)

No. 703 "LC. Regulated report on the remainders of MP and MD on the balance sheet"
- Individual bookmarks for MP and MD;
- Automatic completion;
- Signing by EDS (Chief Accountant, Chief Physician)

No. 704 "THO. Consolidated regulated report on MP and MD remainders in the region"
- Individual bookmarks for MP and MD;
- Automatic completion;
- Signing by EDS (Chief Accountant, Chief Physician)

No. 705 "MoH. Consolidated regulated report on MP and MD remainders in the region"
- Individual bookmarks for MP and MD;
- Automatic completion;
- Signing by EDS (Chief Accountant, Chief Physician)

Disclosure

(Left vertical label: "Regulated reports on the remainders of MP and MD")

12.2 Section "Regulated reports on remainders of MP and MD"

12.2.1 List of regulated reports:

1. (No. 701) "HCI. Regulated report on the remainders of MP and MD on the balance sheet"
2. (No. 702) "THO. Regulated report on the remainders of MP and MD on the balance sheet"
3. (No. 703) "LC. Regulated report on the remainders of MP and MD on the balance sheet"
4. (No. 704) "THO. Consolidated regulated report on MP and MD remainders in the region"
5. (No. 705) "MoH. Consolidated regulated report on MP and MD remainders in the region".

12.2.2 Main requirements for functionality and access of Users to information in reports

The Role "HCI (Beneficiary Institution). Regulated report management" creates the regulated report "HCI. Regulated report on the remainders of MP and MD on the balance sheet" to indicate the existing remainders of MP and MD.

The Role "Logistics Companies. Regulated report management" creates the regulated report "LC. Regulated report on the remainders of MP and MD on the balance sheet" to indicate the existing remainders of MP and MD.

The Role "THO. Regulated report management" creates the regulated report "THO. Regulated report on the remainders of MP and MD on the balance" to indicate available remainders of MP and MD (if procured and entered by THO or a subordinate HCI with a corresponding role). It also creates the regulated report "THO. Consolidated regulated report on MP and MD remainders in the region" to consolidate information on remainders in the region as a whole (based on HCIs that are subordinated to the THO) and verifies the data.

The Role "MoH. Regulated report management" creates the regulated report "MoH. Consolidated regulated report on MP and MD remainders in the country" to consolidate information on remainders in the country as a whole, as well as to indicate its own remainders.

The Role "MoH. Regulated report management" can only create and edit regulated reports (Organisation = MoH) created in that Role. It can view (without editing) all regulated reports of other subordinate Roles.

The Role "THO. Regulated report management" can only create and edit regulated reports created within that Role. It can view (without editing) all regulated reports for only those Organisations subordinated to this THO.

The Role "Logistics Companies. Regulated report management" can only create and edit regulated reports created within that Role.

The Role "HCI (Beneficiary Institution). Regulated report management" can only create and edit regulated reports created within that Role.

12.2.3 Functional requirements for the reports

12.2.3.1   (No. 701) "HCI. Regulated report on the remainders of MP and MD on the balance sheet"

The purpose of this regulated report is to indicate the remainders of MP and MD in the Organisation.

The regulated report is created by the User with the Role "HCI (Beneficiary Institution). Regulated report management"; the data on MP and MP should be completed in table sections automatically according to the data available in the system (or by pressing the "Complete" button), without the User's right to edit. The regulated report must be signed by the Chief Accountant and the Head of the Organisation (Chief Physician) using the EDS.

The regulated report is compiled according to procurement type; each type of procurement requires a separate report.

Lines related to expired MP and MD and quarantined batches of MP must be highlighted in a separate color.

The regulated report consists of a header and two table sections.

Structure of the regulated report "HCI. Regulated report on the remainders of MP and MD on the balance sheet". Document headers:

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	Number	Number	Unique number	Generated automatically	Mandatory requisite
2	Date	Date	DDMMYYYY		Mandatory requisite
3	Number of the original	Line		Maximum 10 characters	Mandatory requisite
4	Date of the original	Date	Date of the original DDMMYYYY		Mandatory requisite
5	"Organisation"	Unique ID from the catalogue	"Organisations" catalogue	Organisation creating the report	Mandatory requisite
6	"Procurement type"	Unique ID from the catalogue	"Procurement types" catalogue		Mandatory requisite

The table section must be divided into two separate bookmarks:

Regulated report "HCI. Regulated report on the remainders of MP and MD on the balance sheet". Bookmark "Medical products":

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	"Area of treatment"	Unique ID from the catalogue	"Areas of treatment" catalogue		
2	"Sub-areas of treatment"	Unique ID from the catalogue	"Sub-areas of treatment" catalogue	It is indicated only if "Area of treatment" is detailed to sub-areas.	Mandatory requisite
3	Trade name	Unique ID from the catalogue	"MP" catalogue		Mandatory requisite
4	Manufacturer	Unique ID from the catalogue	"Manufacturers of MP and MD" catalogue.	Taking correspondence tables into account	Mandatory requisite
5	INN	Unique ID from the catalogue	"INN" catalogue	Taking correspondence tables into account	Mandatory requisite
6	Batch	Unique ID from the catalogue	"MP batches" catalogue	Taking correspondence tables into account	Mandatory requisite
7	MP presentation form	Unique ID from the catalogue	"Presentation form" catalogue	Taking correspondence tables into account	Mandatory requisite
8	"Dosage"	Unique ID from the catalogue	"Dosage" catalogue	Taking correspondence tables into account	Mandatory requisite
9	- Unit of measurement (base)	Unique ID from the catalogue	"Units of measurement" catalogue;	Taking correspondence tables into account	Mandatory requisite
10	Quantity	Number		6 characters after the decimal	Mandatory requisite
11	Price (UAH)	Number			
12	Amount, UAH	Number			
13	Expiry	Date	DDMMYYYY		
14	% Validity	% of value	Automatic calculation from the report date until the expiration date		Mandatory requisite
15	Status	Unique ID from the catalogue	"Condition of MP (MD)" catalogue		Mandatory requisite
16	Number and date of the MoH order on distribution	Document's unique ID	Document "MoH order on distribution"	Number and date of the MoH order on MP distribution	
17	Number and date of the THO order on distribution	Document's unique ID	Document "THO order on distribution"	Number and date of the THO order on MP distribution	
18	Logistics Company	Unique ID from the catalogue	"Organisations" catalogue	Logistics Company that transported MP	

Regulated report "HCI. Regulated report on the remainders of MP and MD on the balance sheet". Bookmark "Medical devices":

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	Trade name	Unique ID from the catalogue	"MD" catalogue		Mandatory requisite
2	Manufacturer	Unique ID from the catalogue	"Manufacturers of MP and MD" catalogue.	Taking correspondence tables into account	Mandatory requisite
3	GMDN	Unique ID from the catalogue	"GMDN" catalogue	Taking correspondence tables into account	Mandatory requisite
4	- Unit of measurement (base)	Unique ID from the catalogue	"Units of measurement" catalogue;	Taking correspondence tables into account	Mandatory requisite
5	Catalogue number	Unique ID from the catalogue	"Catalogue numbers" catalogue	Taking correspondence tables into account	Mandatory requisite
6	Quantity	Number		6 characters after the decimal	Mandatory requisite
7	Price (UAH)	Number			
8	Amount, UAH	Number			
9	Expiry	Date	DDMMYYYY		Mandatory requisite
10	% Validity	% of value	Automatic calculation from the report date until the expiration date		Mandatory requisite
11	Status	Unique ID from the catalogue	"Condition of MP (MD)" catalogue		Mandatory requisite
12	Number and date of the MoH order on distribution	Document's unique ID	Document "MoH order on distribution"	Number and date of the MoH order on MP distribution	
13	Number and date of the THO order on distribution	Document's unique ID	Document "THO order on distribution"	Number and date of the THO order on MD distribution	
14	Logistics Company	Document's unique ID	"Organisations" catalogue	Logistics Company that transported MD	

12.2.3.2 (No. 702) "THO. Regulated report on the remainders of MP and MD on the balance sheet"

The purpose of this regulated report is to indicate the remainders of MP and MD in the Organisation.

The report is created by the User with the Role "THO. Regulated report management"; the data on MP and MP should be completed in table sections automatically according to the data available in the system (or by pressing the "Complete" button), without the User's right to edit. The regulated report must be signed by the Chief Accountant and the Head of the Organisation (Chief Physician) using the EDS.

The regulated report is compiled according to procurement type; each type of procurement requires a separate report.

Lines related to expired MP and MD and quarantined batches of MP must be highlighted in a separate color.

The regulated report consists of a header and two table sections.

Structure of the regulated report "THO. Regulated report on the remainders of MP and MD on the balance sheet". Document headers:

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	Number	Number	Unique number	Generated automatically	Mandatory requisite
2	Date	Date	DDMMYYYY		Mandatory requisite
3	Number of the original	Line		Maximum 10 characters	Mandatory requisite
4	Date of the original	Date	Date of the original DDMMYYYY		Mandatory requisite
5	"Organisation"	Unique ID from the catalogue	"Organisations" catalogue	Organisation creating the report	Mandatory requisite
6	"Procurement type"	Unique ID from the catalogue	"Procurement types" catalogue		Mandatory requisite

The table section must be divided into two separate bookmarks:

Regulated report "THO. Regulated report on the remainders of MP and MD on the balance sheet". Bookmark "Medical products":

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	"Area of treatment"	Unique ID from the catalogue	"Areas of treatment" catalogue		Mandatory requisite
2	"Sub-areas of treatment"	Unique ID from the catalogue	"Sub-areas of treatment" catalogue	It is indicated only if "Area of treatment" is detailed to sub-areas.	
3	Trade name	Unique ID from the catalogue	"MP" catalogue		Mandatory requisite
4	Manufacturer	Unique ID from the catalogue	"Manufacturers of MP and MD" catalogue.	Taking correspondence tables into account	Mandatory requisite
5	INN	Unique ID from the catalogue	"INN" catalogue	Taking correspondence tables into account	Mandatory requisite
6	Batch	Unique ID from the catalogue	"MP batches" catalogue	Taking correspondence tables into account	Mandatory requisite
7	MP presentation form	Unique ID from the catalogue	"Presentation form" catalogue	Taking correspondence tables into account	Mandatory requisite
8	"Dosage"	Unique ID from the catalogue	"Dosage" catalogue	Taking correspondence tables into account	Mandatory requisite
9	- Unit of measurement (base)	Unique ID from the catalogue	"Units of measurement" catalogue;	Taking correspondence tables into account	Mandatory requisite
10	Quantity	Number		6 characters after the decimal	Mandatory requisite
11	Price (UAH)	Number			
12	Amount, UAH	Number			

13	Expiry	Date	DDMMYYYY		Mandatory requisite
14	% Validity	% of value	Automatic calculation from the report date until the expiration date		Mandatory requisite
15	Status	Unique ID from the catalogue	"Condition of MP (MD)" catalogue		Mandatory requisite
16	Number and date of the MoH order on distribution	Document's unique ID	Document "MoH order on distribution"	Number and date of the MoH order on MP distribution	
17	Number and date of the THO order on distribution	Document's unique ID	Document "THO order on distribution"	Number and date of the THO order on MP distribution	
18	Logistics Company	Document's unique ID	"Organisations" catalogue	Logistics Company that transported MP	

Regulated report "THO. Regulated report on the remainders of MP and MD on the balance sheet". Bookmark "Medical devices":

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	Trade name	Unique ID from the catalogue	"MD" catalogue		Mandatory requisite
2	Manufacturer	Unique ID from the catalogue	"Manufacturers of MP and MD" catalogue.	Taking correspondence tables into account	Mandatory requisite
3	GMDN	Unique ID from the catalogue	"GMDN" catalogue	Taking correspondence tables into account	Mandatory requisite
4	- Unit of measurement (base)	Unique ID from the catalogue	"Units of measurement" catalogue;	Taking correspondence tables into account	Mandatory requisite
5	Catalogue number	Unique ID from the catalogue	"Catalogue numbers" catalogue	Taking correspondence tables into account	Mandatory requisite
6	Quantity	Number		6 characters after the decimal	Mandatory requisite
7	Price (UAH)	Number			
8	Amount, UAH	Number			
9	Expiry	Date	DDMMYYYY		Mandatory requisite
10	% Validity	% of value	Automatic calculation from the report date until the expiration date		Mandatory requisite
11	Status	Unique ID from the catalogue	"Condition of MP (MD)" catalogue		Mandatory requisite
12	Number and date of the MoH order on distribution	Document's unique ID	Document "MoH order on distribution"	Number and date of the MoH order on MP distribution	

| 13 | Number and date of the THO order on distribution | Document's unique ID | Document "THO order on distribution" | Number and date of the THO order on MD distribution | |
| 14 | Logistics Company | Document's unique ID | "Organisations" catalogue | Logistics Company that transported MD | |

12.2.3.3 (No. 703) "LC. Regulated report on the remainders of MP and MD on the balance sheet"

The purpose of this regulated report is to indicate the remainders of MP and MD in the Organisation.

The User with the Role "Logistics Companies. Regulated report management" creates the report; the data on MP and MP should be completed in table sections automatically according to the data available in the system (or by pressing the "Complete" button), without the User's right to edit. The regulated report must be signed by the Chief Accountant and the Head of the Organisation (Chief Physician) using the EDS.

The regulated report is compiled according to procurement type; each type of procurement requires a separate report.

Lines related to expired MP and MD and quarantined batches of MP must be highlighted in a separate color.

The regulated report consists of a header and two table sections.

Structure of the regulated report "LC. Regulated report on the remainders of MP and MD on the balance sheet". Document headers:

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	Number	Number	Unique number	Generated automatically	Mandatory requisite
2	Date	Date	DDMMYYYY		Mandatory requisite
3	Number of the original	Line		Maximum 10 characters	Mandatory requisite
4	Date of the original	Date	Date of the original DDMMYYYY		Mandatory requisite
5	"Organisation"	Unique ID from the catalogue	"Organisations" catalogue	Organisation creating the report	Mandatory requisite
6	"Procurement type"	Unique ID from the catalogue	"Procurement types" catalogue		Mandatory requisite

The table section must be divided into two separate bookmarks:

Regulated report "LC. Regulated report on the remainders of MP and MD on the balance sheet". Bookmark "Medical products":

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	"Area of treatment"	Unique ID from the catalogue	"Areas of treatment" catalogue		Mandatory requisite

2	"Sub-areas of treatment"	Unique ID from the catalogue	"Sub-areas of treatment" catalogue	It is indicated only if "Area of treatment" is detailed to sub-areas.	
3	Trade name	Unique ID from the catalogue	"MP" catalogue		Mandatory requisite
4	Manufacturer	Unique ID from the catalogue	"Manufacturers of MP and MD" catalogue.	Taking correspondence tables into account	Mandatory requisite
5	INN	Unique ID from the catalogue	"INN" catalogue	Taking correspondence tables into account	Mandatory requisite
6	Batch	Unique ID from the catalogue	"MP batches" catalogue	Taking correspondence tables into account	Mandatory requisite
7	MP presentation form	Unique ID from the catalogue	"Presentation form" catalogue	Taking correspondence tables into account	Mandatory requisite
8	"Dosage"	Unique ID from the catalogue	"Dosage" catalogue	Taking correspondence tables into account	Mandatory requisite
9	- Unit of measurement (base)	Unique ID from the catalogue	"Units of measurement" catalogue;	Taking correspondence tables into account	Mandatory requisite
10	Quantity	Number		6 characters after the decimal	Mandatory requisite
11	Price (UAH)	Number			
12	Amount, UAH	Number			
13	Expiry	Date	DDMMYYYY		Mandatory requisite
14	% Validity	% of value	Automatic calculation from the report date until the expiration date		Mandatory requisite
15	Status	Unique ID from the catalogue	"Condition of MP (MD)" catalogue		Mandatory requisite
16	Number and date of the MoH order on distribution	Document's unique ID	Document "MoH order on distribution"	Number and date of the MoH order on MP distribution	
17	Number and date of the THO order on distribution	Document's unique ID	Document "THO order on distribution"	Number and date of the THO order on MP distribution	
18	Logistics Company	Document's unique ID	"Organisations" catalogue	Logistics Company that transported MP	

Regulated report "LC. Regulated report on the remainders of MP and MD on the balance sheet". Bookmark "Medical devices":

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	Trade name	Unique ID from the catalogue	"MD" catalogue		Mandatory requisite
2	Manufacturer	Unique ID from the catalogue	"Manufacturers of MP and MD" catalogue.	Taking correspondence tables into account	Mandatory requisite

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3	GMDN	Unique ID from the catalogue	"GMDN" catalogue	Taking correspondence tables into account	Mandatory requisite
4	- Unit of measurement (base)	Unique ID from the catalogue	"Units of measurement" catalogue;	Taking correspondence tables into account	Mandatory requisite
5	Catalogue number	Unique ID from the catalogue	"Catalogue numbers" catalogue	Taking correspondence tables into account	Mandatory requisite
6	Quantity	Number		6 characters after the decimal	Mandatory requisite
7	Price (UAH)	Number			
8	Amount, UAH	Number			
9	Expiry	Date	DDMMYYYY		Mandatory requisite
10	% Validity	% of value	Automatic calculation from the report date until the expiration date		Mandatory requisite
11	Status	Unique ID from the catalogue	"Condition of MP (MD)" catalogue		Mandatory requisite
12	Number and date of the MoH order on distribution	Document's unique ID	Document "MoH order on distribution"	Number and date of the MoH order on MP distribution	
13	Number and date of the THO order on distribution	Document's unique ID	Document "THO order on distribution"	Number and date of the THO order on MD distribution	
14	Logistics Company	Document's unique ID	"Organisations" catalogue	Logistics Company that transported MD	

12.2.3.4 (No. 704) "THO. Consolidated regulated report on MP and MD remainders in the region"

The purpose of this regulated report is to consolidate all MP and MD remainders in the Region as a whole.

The report is created by the User with the Role "THO. Regulated report managment"; the data on MP and MP should be completed in table sections automatically according to data in "HCI. Consolidated regulated report on MP and MD remainders" reports (or by pressing the "Complete" button) according to HCI and Beneficiary Institution to which THOs are subordinated.

The regulated report must be signed by the Chief Accountant and the Head of the Organisation using the EDS.

The regulated report is compiled according to procurement type; each type of procurement requires a separate report.

Lines related to expired MP and MD and quarantined batches of MP must be highlighted in a separate color.

For the convenience of the User when processing reports, it is expedient to implement the calculation of total remainders for each HCI for each area and sub-area of treatment, as well as the configuration of filtering (selection) by the above indicators.

The regulated report consists of a header and three table sections.

Structure of the regulated report "THO. "Consolidated regulated report on MP and MD remainders in the region". Document headers:

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	Number	Number	Unique number	Generated automatically	Mandatory requisite
2	Date	Date	DDMMYYYY		Mandatory requisite
3	Number of the original	Line		Maximum 10 characters	Mandatory requisite
4	Date of the original	Date	Date of the original DDMMYYYY		Mandatory requisite
5	"Organisation"	Unique ID from the catalogue	"Organisations" catalogue	Organisation creating the report	Mandatory requisite
6	"Procurement type"	Unique ID from the catalogue	"Procurement types" catalogue		Mandatory requisite

The table section must be divided into two separate bookmarks:

Regulated report "THO. "Consolidated regulated report on MP and MD remainders in the region". Bookmark "Medical products":

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	HCI or Beneficiary Institution	Unique ID from the catalogue	"Organisations" catalogue		Mandatory requisite
2	"Area of treatment"	Unique ID from the catalogue	"Areas of treatment" catalogue		Mandatory requisite
3	"Sub-areas of treatment"	Unique ID from the catalogue	"Sub-areas of treatment" catalogue	It is indicated only if "Area of treatment" is detailed to sub-areas.	
4	Trade name	Unique ID from the catalogue	"MP" catalogue		Mandatory requisite
5	Manufacturer	Unique ID from the catalogue	"Manufacturers of MP and MD" catalogue.	Taking correspondence tables into account	Mandatory requisite
6	INN	Unique ID from the catalogue	"INN" catalogue	Taking correspondence tables into account	Mandatory requisite
7	Batch	Unique ID from the catalogue	"MP batches" catalogue	Taking correspondence tables into account	Mandatory requisite
8	MP presentation form	Unique ID from the catalogue	"Presentation form" catalogue	Taking correspondence tables into account	Mandatory requisite
9	"Dosage"	Unique ID from the catalogue	"Dosage" catalogue	Taking correspondence tables into account	Mandatory requisite
10	- Unit of measurement (base)	Unique ID from the catalogue	"Units of measurement" catalogue;	Taking correspondence tables into account	Mandatory requisite

11	Quantity	Number		6 characters after the decimal	Mandatory requisite
12	Price (UAH)	Number			
13	Amount, UAH	Number			
14	Expiry	Date	DDMMYYYY		Mandatory requisite
15	% Validity	% of value	Automatic calculation from the report date until the expiration date		Mandatory requisite
16	Status	Unique ID from the catalogue	"Condition of MP (MD)" catalogue		Mandatory requisite
17	Number and date of the MoH order on distribution	Document's unique ID	Document "MoH order on distribution"	Number and date of the MoH order on MP distribution	
18	Number and date of the THO order on distribution	Document's unique ID	Document "THO order on distribution"	Number and date of the THO order on MP distribution	
19	Logistics Company	Document's unique ID	"Organisations" catalogue	Logistics Company that transported MP	

Regulated report "THO. "Consolidated regulated report on MP and MD remainders in the region". Bookmark "Medical devices":

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	HCI or Beneficiary Institution	Unique ID from the catalogue	"Organisations" catalogue		Mandatory requisite
2	Trade name	Unique ID from the catalogue	"MD" catalogue		Mandatory requisite
3	Manufacturer	Unique ID from the catalogue	"Manufacturers of MP and MD" catalogue.	Taking correspondence tables into account	Mandatory requisite
4	GMDN	Unique ID from the catalogue	"GMDN" catalogue	Taking correspondence tables into account	Mandatory requisite
5	- Unit of measurement (base)	Unique ID from the catalogue	"Units of measurement" catalogue;	Taking correspondence tables into account	Mandatory requisite
6	Catalogue number	Unique ID from the catalogue	"Catalogue numbers" catalogue	Taking correspondence tables into account	Mandatory requisite
7	Quantity	Number		6 characters after the decimal	Mandatory requisite
8	Price (UAH)	Number			
9	Amount, UAH	Number			
10	Expiry	Date	DDMMYYYY		Mandatory requisite

11	% Validity	% of value	Automatic calculation from the report date until the expiration date		Mandatory requisite
12	Status	Unique ID from the catalogue	"Condition of MP (MD)" catalogue		Mandatory requisite
13	Number and date of the MoH order on distribution	Document's unique ID	Document "MoH order on distribution"	Number and date of the MoH order on MP distribution	
14	Number and date of the THO order on distribution	Document's unique ID	Document "THO order on distribution"	Number and date of the THO order on MD distribution	
15	Logistics Company	Document's unique ID	"Organisations" catalogue	Logistics Company that transported MD	

Regulated report "THO. "Consolidated regulated report on MP and MD remainders in the region". Bookmark "HCI reports":

The list of "HCI. Regulated report on the remainders of MP and MD on the balance sheet" reports on whose basis the aggregated data on MP and MD were entered must be indicated in this bookmark. The User should be able to open the report "HCI. Regulated report on MP and MD remainders on the balance sheet" for viewing in one click.

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	HCI	Unique ID from the catalogue	"Organisations" catalogue		Not editable, view only
2	"HCI or Beneficiary Institution report"	Unique ID from the documents	"HCI. Regulated report on the remainders of MP and MD on the balance sheet"		Not editable, view only

12.2.3.5 (No. 705) "MoH. "Consolidated regulated report on MP and MD remainders in the country"

The purpose of this regulated report is to consolidate all MP and MD remainders in the country as a whole.

The User with the Role "MoH. Regulated report management" creates the report; the data on MP and MP should be completed in table sections automatically (or by pressing the "Complete" button) according to "THO. "Consolidated regulated report on MP and MD remainders in the region" reports, "LC. Regulated report on the remainders of MP and MD on the balance sheet", and "THO. Regulated report on the remainders of MP and MD on the balance sheet", as well as data on the remainders of MP and MD on the balance sheet of the MoH.

The regulated report must be signed by the Chief Accountant and the Head of the Organisation using the EDS.

The regulated report is compiled according to procurement type; each type of procurement requires a separate report.

Lines related to expired MP and MD and quarantined batches of MP must be highlighted in a separate color.

For the convenience of the User when processing reports, it is expedient to implement the calculation of total remainders for each HCI and THO for each area and sub-area of treatment, as well as the configuration of filtering (selection) by the above indicators.

The regulated report consists of a header and three table sections.

Structure of the regulated report "MoH. Consolidated regulated report on MP and MD remainders in the region". Document headers:

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	Number	Number	Unique number	Generated automatically	Mandatory requisite
2	Date	Date	DDMMYYYY		Mandatory requisite
3	Number of the original	Line		Maximum 10 characters	Mandatory requisite
4	Date of the original	Date	Date of the original DDMMYYYY		Mandatory requisite
5	"Organisation"	Unique ID from the catalogue	"Organisations" catalogue	Organisation creating the report	Mandatory requisite
6	"Procurement type"	Unique ID from the catalogue	"Procurement types" catalogue		Mandatory requisite

The table section must be divided into two separate bookmarks:

Regulated report "MoH. Consolidated regulated report on MP and MD remainders in the region". Bookmark "Medical products":

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	MoH	Unique ID from the catalogue	"Organisations" catalogue	Only lines containing remainders of the MoH are to be competed	Mandatory requisite
2	THO or HCI of direct subordination	Unique ID from the catalogue	"Organisations" catalogue		Mandatory requisite
3	HCI or Beneficiary Institution	Unique ID from the catalogue	"Organisations" catalogue		Mandatory requisite
4	"Area of treatment"	Unique ID from the catalogue	"Areas of treatment" catalogue		Mandatory requisite
5	"Sub-areas of treatment"	Unique ID from the catalogue	"Sub-areas of treatment" catalogue	It is indicated only if "Area of treatment" is detailed to sub-areas.	
6	Trade name	Unique ID from the catalogue	"MP" catalogue		Mandatory requisite
7	Manufacturer	Unique ID from the catalogue	"Manufacturers of MP and MD" catalogue.	Taking correspondence tables into account	Mandatory requisite
8	INN	Unique ID from the catalogue	"INN" catalogue	Taking correspondence tables into account	Mandatory requisite
9	Batch	Unique ID from the catalogue	"MP batches" catalogue	Taking correspondence tables into account	Mandatory requisite
10	MP presentation form	Unique ID from the catalogue	"Presentation form" catalogue	Taking correspondence tables into account	Mandatory requisite

11	"Dosage"	Unique ID from the catalogue	"Dosage" catalogue	Taking correspondence tables into account	Mandatory requisite
12	- Unit of measurement (base)	Unique ID from the catalogue	"Units of measurement" catalogue;	Taking correspondence tables into account	Mandatory requisite
13	Quantity	Number		6 characters after the decimal	Mandatory requisite
14	Price (UAH)	Number			
15	Amount, UAH	Number			
16	Expiry	Date	DDMMYYYY		
17	% Validity	% of value	Automatic calculation from the report date until the expiration date		Mandatory requisite
18	Status	Unique ID from the catalogue	"Condition of MP (MD)" catalogue		Mandatory requisite
19	Number and date of the MoH order on distribution	Document's unique ID	Document "MoH order on distribution"	Number and date of the MoH order on MP distribution	
20	Number and date of the THO order on distribution	Document's unique ID	Document "THO order on distribution"	Number and date of the THO order on MP distribution	
21	Logistics Company	Document's unique ID	"Organisations" catalogue	Logistics Company that transported MP	

Regulated report "MoH. Consolidated regulated report on MP and MD remainders in the region". Bookmark "Medical devices":

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	MoH	Unique ID from the catalogue	"Organisations" catalogue	Only lines containing remainders of the MoH are to be competed	Mandatory requisite
2	THO or HCI of direct subordination	Unique ID from the catalogue	"Organisations" catalogue		Mandatory requisite
3	HCI or Beneficiary Institution	Unique ID from the catalogue	"Organisations" catalogue		Mandatory requisite
4	Trade name	Unique ID from the catalogue	"MD" catalogue		Mandatory requisite
5	Manufacturer	Unique ID from the catalogue	"Manufacturers of MP and MD" catalogue.	Taking correspondence tables into account	Mandatory requisite

6	GMDN	Unique ID from the catalogue	"GMDN" catalogue	Taking correspondence tables into account	Mandatory requisite
7	- Unit of measurement (base)	Unique ID from the catalogue	"Units of measurement" catalogue;	Taking correspondence tables into account	Mandatory requisite
8	Catalogue number	Unique ID from the catalogue	"Catalogue numbers" catalogue	Taking correspondence tables into account	Mandatory requisite
9	Quantity	Number		6 characters after the decimal	Mandatory requisite
10	Price (UAH)	Number			
11	Amount, UAH	Number			
12	Expiry	Date	DDMMYYYY		Mandatory requisite
13	% Validity	% of value	Automatic calculation from the report date until the expiration date		Mandatory requisite
14	Status	Unique ID from the catalogue	"Condition of MP (MD)" catalogue		Mandatory requisite
15	Number and date of the MoH order on distribution	Document's unique ID	Document "MoH order on distribution"	Number and date of the MoH order on MP distribution	
16	Number and date of the THO order on distribution	Document's unique ID	Document "THO order on distribution"	Number and date of the THO order on MD distribution	
17	Logistics Company	Document's unique ID	"Organisations" catalogue	Logistics Company that transported MD	

Regulated report "MoH. Consolidated regulated report on MP and MD remainders in the region". Bookmark "Reports of THO and LC":

The list of reports "THO. Regulated report on the remainders of MP and MD in the region", "Consolidated regulated report on MP and MD remainders in the region" reports, "LC. Regulated report on the remainders of MP and MD on the balance sheet", and "THO. Regulated report on the remainders of MP and MD on the balance sheet" on whose basis the aggregated data on MP and MD were entered must be indicated in this bookmark. The User should be able to open reports for viewing in one click.

No.	Requisite name	Type	Data source	Note	Other essential requirements
1	HCI	Unique ID from the catalogue	"Organisations" catalogue		Not editable, view only
2	"Reports of THO and LC"	Unique ID from the documents	Documents: "THO. Consolidated regulated report on MP and MD remainders in the region", "LC. Regulated report on the remainders of MP and MD on the balance sheet".		Not editable, view only

		"THO. Regulated report on the remainders of MP and MD on the balance sheet"		

12.3 Section "Operating reports"

12.3.1 List of reports

1. (No. 801) "MoH structure"
2. (No. 802) "Informational map of Ukraine (100% need, Need coverage, Remainders)";
3. (No. 803) "Needs analysis (HCI, THO, MoH)";
4. (No. 804) "Creation of nomenclature"
5. (No. 805) "Analysis of distribution of amounts of financing"
6. (No. 806) "Analysis of applications (list of documents)"
7. (No. 807) "Analysis of applications (aggregated indicators)"
8. (No. 808) "Analysis of international procurements"
9. (No. 809) Report "List of documents related to the Organisation"
10. (No. 810) Report "MP card"
11. (No. 810) Report "MD card"
12. (No. 812) "MP remainders"
13. (No. 813) "MD remainders"
14. (No. 814) "Prohibited batches of MP and MD (User notification)"
15. (No. 815) "Summary remainders of MP and MD (for INN/GMDN)"
16. (No. 816) "Calculation for distribution orders".

12.3.2   Main requirements for functionality and access of Users to information in reports

One main function is envisaged for Users in this section: the creation of operating reports for analysis, in compliance with the general requirements according to which certain Roles access certain information.

As it has been noted that operating reports do not have a fixed structure, the User can configure the structure of each report. Therefore, for each report included in this section, key information that must be displayed in the report is indicated, as well as the User's key actions and capabilities in the configuration of reports. The structure of reports may be supplemented (expanded) by the system Developer. The main requirement for this section is that there be a way to establish different levels of information grouping, a way to display or remove certain columns (rows), a convenient way to use filters (selections) and a way to save information displayed in reports in MS Office (if there are value-calculation formulas in any columns of the report, they should be retained when saving reports in the .xls format).

A special requirement for reports is the implementation of the drill-down function in reports that display the data of certain documents (directories); Users should be able to drill down information to the document in one click.

The Role "MoH. Operating reports management" can generate operating reports in which all the information of other subordinate Roles, or all the information on the country, is displayed.

The Role "THO. Operating reports management" can generate operating reports in which all the information of other subordinate Roles, or all the information on subordinate HCIs, is displayed.

The Role "Logistics Companies. Operating reports management" can generate operating reports in which all the information on MP and MD procured as "Centralised procurements by the MoH" is displayed.

The Role "HCI (Beneficiary Institution). Operating reports management" can generate operating reports in which all the information within its Role, or for its own HCI, is displayed.

12.3.3 Functional requirements for the reports
12.3.3.1 (No. 801) "MoH structure"

The purpose of this report is to display the hierarchical structure of Organisations subordinated to the MoH (THO).

This report must include the full list of HCIs, Beneficiary Institutions, THOs, Logistics Companies, and HCIs of direct subordination and subordination levels. The User should be able to filter Organisations by type (to show, for example, only Logistics companies) and by their level of subordination (for example, the entire list of HCIs and Beneficiary Institutions subordinated to a particular THO).

In this report, the User should be able to receive and detail information stored in the "Organisations" catalogue: the full name of the Organisation, EDRPOU (Unified State Register of Enterprises and Organisations of Ukraine), information on contact names (the Head, the Chief Accountant), the Organisation's subordination, etc.

12.3.3.2 (No. 802) "Informational map of Ukraine (100% need, Need coverage, Remainders)"

The purpose of this report is to indicate information related to 100% need and % of need coverage on MP and MD procurements according to procurement type (in relation to total need) and to indicate available remainders of MP and MD.

The report form must be created as an administrative and territorial map of Ukraine.

The administrative and territorial map of Ukraine will display the above information opposite each THO. Adding several report-generation options to the setup form is one option for implementation (for example, "display the need and % of coverage", "display the need and % of coverage with detailing of types of procurement", "display available MP and MD remainders and the number of HCIs by Region", etc.); the User would select one of the options, and the map would display information accordingly.

12.3.3.3 (No. 803) "Needs analysis (HCI, THO, MoH)";

The purpose of this report is to indicate information related to 100% need of MP and MP within HCIs, consolidated data on THOs and consolidated data on the MoH as of the reporting date. It will also be used for the analysis of needs coverage, so it is expedient to implement two options for the creation of the report: condensed and expanded.
 Condensed version.

The report is created using documents described in the module "Creation of nomenclature, creation of 100% needs and collection of applications", namely "Needs of the HCI", Needs of the THO" and "Needs of the MoH", taking into account all data as of the reporting date. Accordingly, the report should display the data specified as requisites of these documents (For MP: Area of treatment, Sub-area of treatment, INN, Presentation form, Dosage, Unit of measurement, Quantity; for MD: GMDN, Unit of measurement, Quantity).
Before reporting, the User must specify the budget year to be used when creating the report.

The User should be able to set up quick selections in the report settings for separating information. For example, yo may need to analyse the need for a specific area or sub-area of treatment, a particular THO (displaying the needs of subordinate HCI) or a particular HCI.
It is expedient to implement the possibility of selecting according to INN/GMDN.
Expanded version.

The expanded version involves all of the above requirements for the display of these needs, plus analytical and estimated information according to INN and GMDN remainders and the percentage of provision of needs.

It is necessary to provide for the calculation of the average monthly need in the INN/GMDN section of the expanded report. The calculation is made using the formula = 100% need / 12 months.

It is necessary to ensure that INN and GMDN remainders (quantity, price and amount) are displayed in the procurement types section (display a separate column for each type of procurement and summary) of the expanded report. The number of units whose shelf life is less than 6 months should also be indicated.

The expanded report must show the expected deliveries related to INN and GMDN in quantitative terms (according to the data in "Delivery schedule" documents).

It is necessary to calculate the percentage of need provision in the expanded report, taking into account existing remainders and expected deliveries. Calculation of the value = "INN and GMDN remainders" + "Expected deliveries" / "100% needs". It is possible to implement separate payment options "including expected deliveries in the calculation" and "without expected deliveries" and to add a separate version of calculation in the "HCI application" document.

12.3.3.4 (No. 804) "Creation of nomenclature".

The purpose of this report is to indicate information on the nomenclature (INN and GMDN) to be procured as "Centralised procurements by the MoH".

Before reporting, the User must specify the budget year to be used when creating the report.

The report is created using data specified in the documents "Order on the creation of nomenclature", taking into account all changes as of the reporting date. Accordingly, the report must indicate the same information as specified in the document requisites (For MP: Area of treatment, Sub-area of treatment, INN, Presentation form, Dosage, Unit of measurment, Quantity; for MD: GMDN, Unit of measurement, Quantity).

Before reporting, the User must specify the budget year to be used when creating the report.

The User should be able to set up quick selections in the report settings for separating information. For example, you may need to analyse the need for a specific area of treatment, sub-area of treatment or INN/GMDN.

12.3.3.5   (No. 805) "Analysis of distribution of amounts of financing"

The purpose of this report is to indicate information on the distribution of MoH financing among THOs and the distribution of THO financing among HCIs, with an indication of the full MoH subordination structure.

Before reporting, the User must specify the budget year to be used when creating the report.

The report is created using data specified in the documents "Establishing the amount of financing of the MoH" and "Distribution of financing among HCIs", taking into account all changes as of the reporting date. Accordingly, the report must indicate the same information as specified in the document requisites.

The User should be able to set up quick selections in the report settings for separating information. For example, you may need to analyse the need for a specific area or sub-area of treatment.

It is recommended to implement summary analysis of the allocation of financing, taking into account the documents entered in the system – to indicate the total amount of financing (according to area of treatment by the MoH), the underlying document concerning distribution for THO and the amount of financing allocated by THO among HCIs. The display of such data is necessary both for monitoring the submission of documents (analysing whether individually designated THO distributed the amount of financing received from the MoH) and for making sure that the amounts of financing to be distributed are not exceeded (a THO can only distribute the amount of financing allocated to it).

12.3.3.6   (No. 806) "Analysis of applications (list of documents)"

The purpose of this report is to present statistical information on the number of "Application of the HCI" and "Consolidated application of the MoH" documents created and an analysis of information on the number of approved/rejected applications. Accordingly, the report must indicate the full list of "Application of the HCI", "Consolidated application of the THO" and "Consolidated application of the MoH" documents, taking into account the structure of subordination of MoH Organisations and the summary indicators of the document (total amount of the application).

Before reporting, the User must specify the budget year to be used when creating the report.

The User should be able to quickly select data for individual statuses (for example, if it is necessary to obtain a list of only applications that have been finalised) and to quickly select data for

selected Organisations (for example, if it is necessary to analyse the "Consolidated applications of the THO" of a particular THO, and the list of "Applications of the HCI", which were included [or not yet included] in the "Consolidated application of the THO").

The User should be able to set up quick selections in the report settings for separating information. For example, you may need to analyse the need for a specific area or sub-area of treatment.

12.3.3.7 (No. 807) "Analysis of applications (aggregated indicators)"

The purpose of this report is to indicate information on the full list of INN and GMDN specified in the following documents: "Application of the HCI", "Consolidated application of the THO" and "Consolidated application of the MoH". The purpose of this report is to consolidate and group information; the User should be able to configure the report and to set up quick selections (in order, for example, to obtain information about all applications for a specific treatment area or information for a particular INN for all applications).

Since the report must be created according to the data in the documents "Application of the HCI", "Consolidated application of the THO" and "Consolidated application of the MoH" it is expedient to make the structure of the report similar to that of table documents, with the User able to make changes (grouping, filtering).

Before reporting, the User must specify the budget year to be used when creating the report.

12.3.3.8 (No. 808) "Analysis of international procurements"

The purpose of this report is to indicate information on procurements of MP and MD by International Procurement Organisations (as well as CPO).

It is expedient to allow the creation of condensed and expanded versions of the report. Condensed version.

The condensed version involves displaying information on contracts concluded by the MoH and International Procurement Organisations (date and number of the original), the total amounts stipulated in the contract for treatment areas, the amounts of deliveries already made under the contract (with the ability to detail up to the list of "Delivery-Acceptance Certificates") and the remainders that must be supplied under the contract. The information should be displayed for each International Procurement Organisation, contract or area of treatment. It is expedient to include information on payment under the contract (taking into account exchange rates, fees and the logistics percentage) in the report if it will be decided to add a module for financial analysis under contracts in the next stage of the project. At the first stage of implementation, it is necessary to allow the user to add such columns to the report without automatic completion for subsequent uploading and fine-tuning in the .xls format.

Expanded version.

The expanded version involves displaying information on contracts concluded by the MoH and International Procurement Organisations with detailing of information on MP and MD. Accordingly, the report must indicate the information regarding treatment areas, MP and MD specified in "Contract. Estimate (Contract specifications)" documents, the amounts and quantity of already completed deliveries specified in "Delivery-Acceptance Certificates" and the quantity and amounts related to each MP and MD to be delivered under the contract.

The User should be able to set up quick selections (filters) for treatment areas, international procurement organisations and contracts and budget years.

12.3.3.9 (No. 809) Report "List of documents related to the Organisation"

The purpose of the report is to indicate the full list of documents created by one Organisation. It can be used for administrative purposes or as a universal log of documents.

Before reporting, the User must select the Organisation which is to create the list of documents. It is necessary to take into account the general requirements governing individual Roles' access to operational reports.

12.3.3.10 (No. 810) Report "MP card"

The purpose of this report is to indicate all information available in the system for particular MP within an Organisation. Accordingly, before generating the report, the User must specify the Organisation (taking into account the general requirements governing individual Roles' access) and a unique ID from the "MP" catalogue.

In the report, information on the following must be displayed and grouped for each section (module): all warehouse operations, all orders for distribution and redistribution, information on MP specified in applications and up-to-date information on the place of storage, existing remainders, status and shelf lives for particular MP within the Organisation.

12.3.3.11 (No. 810) Report "MD card"

The purpose of the report is to indicate all information available in the system for particular MD within an Organisation. According, before generating the report, the User must specify the Organisation (taking into account the general requirements governing individual Roles' access) and a unique ID from the "MD" catalogue.

In the report, information on the following must be displayed and grouped for each section (module): all warehouse operations, all orders for distribution and redistribution, information on MD specified in applications and up-to-date information on the place of storage, existing remainders, status and shelf lives for particular MD within the Organisation.

12.3.3.12 (No. 812) "MP remainders"

The purpose of the report is to indicate available remainders of MP.
When creating the report, the User should take into account the general requirements governing individual Roles' access: the MoH can report on the MP remainders at all Organisations; the THO can report on the MP remainders at all subordinate HCIs and Beneficiary Institutions; HCIs and Beneficiary Institutions can only report on their own MP remainders.
The report must indicate all analytical accounting sections for each MP, namely:
- Organisation;
- Procurement type;
- Budget type;
- PCC;
- Expense type;
- Budget year;
- Composition;
- AO;
- Area of treatment
- Sub-area of treatment
- Trade name (MP);
- INN;
- MP batch;
- MP presentation form;
- Dosage;
- Measurement units;
- Status;
- Shelf life (Date BEFORE and as a percentage as of the reporting date)
- Number and date of the MoH order on distribution;
- Number and date of the THO order on distribution;
- Logistics Company that transported MP.

The User should be able to configure the display (or the hiding) of each of the above indicators.

The User should be able to set up quick selections (filters) for each of the above indicators, with the possibility of selecting multiple values. The User might, for example, obtain information on all MP remainders in a specific treatment area within two separately defined areas (all HCIs and Beneficiary Institutions subordinated to the THOs selected in the report).

12.3.3.13 (No. 813) "MD remainders".

The purpose of this report is to indicate available remainders of MD.

When creating the report, the User should take into account the general requirements governing individual roles' access: the MoH can report on the MD remainders at all Organisations; the THO can report on the MP remainders at all subordinate HCIs and Beneficiary Institutions; HCIs and Beneficiary Institutions can only report on their own MP remainders.

The report must indicate all analytical accounting sections for each MD, namely:
- Organisation;
- Procurement type;
- Budget type;
- PCC;
- Expense type;
- Budget year;
- Composition;
- AO;
- Area of treatment
- Sub-area of treatment
- Trade name (MD);
- GMDN;
- Catalogue number;
- Measurement units;
- Status;
- Shelf life (Date BEFORE and as a percentage as of the reporting date)
- Number and date of the MoH order on distribution;
- Number and date of the THO order on distribution;
- Logistics Company that transported MD.

The User should be able to configure the display (or the hiding) of each of the above indicators.

The User should be able to set up quick selections (filters) for each of the above indicators, with the possibility of selecting multiple values. The User might, for example, obtain information on all MD remainders in a specific treatment area within two separately defined areas (all HCIs and Beneficiary Institutions subordinated to the THOs selected in the report).

12.3.3.14 (No. 814) "Prohibited batches of MP and MD (User notification)"

The purpose of this report is to indicate prohibited-for-use batches of MP and MD.

The report is to be created on the basis of data published by the State Service of Ukraine on Medicines and Drugs Control and downloaded to the system. For all Users with the Role "HCI. Warehouse management", the Role "Beneficiary Institution". Warehouse management", the Role "THO. Warehouse management (Regional)", the Role "THO. Warehouse management (Local)", the Role "Logistics company. Warehouse management" the Report must be opened automatically when the system first opens and indicate that there are prohibited-for-use batches of MP and MD within remainders available at Organisations. The User must move prohibited-for-use batches of MP and MD into quarantine on the basis of the data of this report.

Users with the Roles "MoH. Operating reports management", "THO. Operating reports management", "Logistics Companies. Operating reports management" and "HCI (Beneficiary Institution). Operating reports management" can independently open and use the report to view information about the availability of prohibited batches within the Organisation.

When creating the report, the User should take into account the general requirements governing individual Roles' access: the MoH can report on prohibited-for-use batches at all Organisations; the THO can report on prohibited-for-use batches at all subordinate HCIs and Beneficiary Institutions; HCIs and Beneficiary Institutions can only report on their own prohibited-for-use batches.

The table section must display the following data:
- Organisation;

- Composition;
- AO;
- Trade name (MP or MD)
- Batch (Catalogue number)
- Measurement units;
- Status;
- Shelf life (Date BEFORE and as a percentage as of the reporting date)
- Start date of the prohibition of use;
- End date of the prohibition of use;
- Reason for prohibition.

12.3.3.15 (No. 815) "Summary remainders of MP and MD (for INN/GMDN)"

The purpose of this report is to indicate MP and MD remainders in one table with the possibility of grouping (and collapsing) INN/GMDN data and to summarise data related to presentation forms, dosage and drug substance (using coefficients of units of measurement).

The report must indicate all analytical accounting sections for each MP and MD, namely:
- Organisation;
- Procurement type;
- Budget type;
- PCC;
- Expense type;
- Budget year;
- Composition;
- AO;
- Area of treatment
- Sub-area of treatment
- Trade name (MP and MD);
- MHH/GMDN;
- MP batch/Catalogue number;
- MP presentation form;
- Dosage;
- Measurement units;
- Status;
- Shelf life (Date BEFORE and as a percentage as of the reporting date)
- Number and date of the MoH order on distribution;
- Number and date of the THO order on distribution;
- Logistics Company that transported MP and MD.

The User should be able to configure the display (or the hiding) of each of the above indicators, to group data by INN/GMDN and to recalculate remainders in the table (using the coefficients of units of measurement) accordingly with a display of summary values.

The User should be able to set up quick selections (filters) for each of the above indicators, with the possibility of selecting multiple values. The User might, for example, obtain information on all MP and MD remainders in a specific treatment area within two separately defined areas (all HCIs and Beneficiary Institutions subordinated to the THOs selected in the report).

12.3.3.16 (No. 816) "Calculation for distribution orders".

The purpose of the report is to display information indicated in "MoH orders on distribution" (taking amendments into account). The User employs it for calculation and analysis when creating the "MoH order on distribution" for distribution of a consignment of MP and MD that has been received.

The report essentially repeats the structure and calculated functionality implemented in the "MoH order on distribution" document (table sections "MP distribution" and "MD distribution"); accordingly, it only reflects data for "Centralised procurements by the MoH".

Since the report is created separately for each treatment area and budget year, the User has to select a treatment area and budget year before creating the report.

The report must indicate the following data: a list of MP/MD specified in the "MoH order on distribution" should be created for each THO (and HCI of direct subordination), and the following data for each MP (MD) should be indicated:

- Application. Quantity: Quantity of each MP registered in THO Applications for each region in the MD section;

- Distributed by order (already): Quantity of each MP delivered according to THO Applications for each region in the MD section;

- Difference (before): "Application. Quantity" – "Distributed by order (already)"

- % of Coverage (already): "Distributed by order (already)" / Application. Quantity × 100%;

- Difference (After distribution): "Application ('Budget year') Quantity" – "Distributed by order (already)" – "Quantity (Distribution)";

- % of coverage (After distribution): ("Distributed by order [earlier]" +" Quantity [Distribution]) / Application ("Budget year") Quantity × 100%

13   Module No. 8 "Requirements for integration with other information systems"
13.1 Key requirements for importing data into the system

The Information System for the Accounting of Medicines and Medical Products in Ukraine must use data from open official sources for the creation and completion of the system's key catalogues. The basic goal is to integrate the data on MP and MD stored in the system with the data on patients stored in the E-Health system.   It is planned to create a list of directories that can be used by other users, including any structure in the electronic health system, as part of the creation of the system.

This catalogues should be stored in the central component (CDB) of the E-Health system, which will be the primary source for data completion (the MoH of Ukraine is in charge of references for downloading the catalogues' data).   The tool for the correct downloading and storage of data should be created on the basis of the E-Health system. The data can be used by the Information System for the Accounting of Medicines and Medical Products in Ukraine.   The developer of the Information System for the Accounting of Medicines and Medical Products in Ukraine implements and provides functionality for maintaining and using these catalogues.

The list of regulated catalogues whose data is to be downloaded from open official sources (state or international registers and classifiers) must be stored in the central component (CDB) of the E-Health system and can be used by both systems. The MoH of Ukraine must indicate the source from which data is to be downloaded for each of the following catalogues:

1. "Medical Products" catalogue (MP);
2. "INN" catalogue;
3. "Presentation form" catalogue;
4. "Dosage" catalogue;
5. "MD" catalogue;
6. "GMDN" catalogue;
7. "Organisations" catalogue.

The list of auxiliary catalogues whose data is to be stored in the central component (CDB) of the E-Health system and can be used by both systems. It is necessary to implement an interface to allow editing and supplementing the following catalogues:

1. "MP Batches" catalogue;
2. "Catalogue Numbers" catalogue;
3. "Organisations" catalogue;
4. "Organisation Types" catalogue;
5. "Contractors" catalogue;

6.   "Authorised persons" catalogue;
7.   "Contracts of contractors" catalogue;
8.   "Areas of treatment" catalogue;
9.   "Sub-areas of treatment" catalogue;
10. "Procurement types" catalogue;
11. "PCC" (Program Classification Code) catalogue;
12. "Budget types" catalogue;
13. "Funds type" catalogue;
14. "Budget year" catalogue;
15. "Warehouses" catalogue;
16. "MVO" catalogue;
17. "Status of MP and MD" catalogue;
18. "Units of measurement" catalogue;
19. "Variants of procurement procedure" catalogue;
20. "Conditions of the procurement plan" catalogue;
21. "Individuals" catalogue;
22. "Manufacturers of MP and MD" catalogue.

13.2 Key requirements for exporting data from the system

The system should allow data to be exported for subsequent use through the following information systems and information resources:

1.   Exchanging data with the Prozorro website. The system should allow data to be uploaded after contracts are fulfilled. In accordance with the documents described in this technical specification, the fulfilment of contracts is confirmed by operations upon the receipt of MP and MD from the supplier. The principle of trade secrecy must be observed. The system must distinguish between data that can be exported and confidential data that cannot be exported. Both systems must use shared catalogues for exchanging data correctly.

2.   Exchanging data with other information systems and information resources. This item concerns the implementation of access to the system (API) by the Developer for universal integration and data exchange with any other information systems and information resources. The principle of trade secrecy must be observed. The system must distinguish between data that can be exported and confidential data that cannot be exported.

13.3   Key requirements for integration with the MIS.

The system must allow Users to work with medical information systems. The procedure for authorising Users will take place through the Medical Information Systems (MIS) which must be connected to the E-Health system.

Users will enter data directly into the MIS. The data must enter the system through the implementation of API. The Information System for the Accounting of Medicines and Medical Products in Ukraine Developer is responsible for implementing API.

In order to ensure the completeness and correctness of the data to be imported into the system, the MIS must meet certain requirements. Key functional requirements for documents of Medical Information Systems (MIS) that integrate data into the Information System for the Accounting of Medicines and Medical Products in Ukraine.

1)   All system and report documents must be created in the "Procurement types" section. "Procurement types" is the main section for MP and MD accounting.

-   Centralised MoH — procurement by the MoH at the expense of the State Budget of Ukraine. MP and MD are distributed by an Order of the MoH to the regions, and by an Order of THO (Regional) to HCIs and Recipient Institutions. Logistics Companies deliver the MP and MD to Recipient Institutions.

- Centralised THO (Regional) — procurement carried out by THO at the regional level (regional administrations and Kyiv) at the expense of local regional budgets. MP and MD are distributed by an Order of THOs (Regional) to HCIs and Beneficiary Institutions subordinated to THOs (Regional).

- Centralised THOs (Local) — procurement carried out by municipal THOs (non-regional municipal administrations) at the expense of local budgets. MP and MD are distributed by an Order of THOs (Local) to HCIs and Beneficiary Institutions subordinated to THOs (Local).

- Own HCI — procurement carried out directly by the HCI at its own expense according to funding (state or local budget), as well as the administration of free humanitarian aid.

2) All documents on MP and MD should be displayed in the Fund Types section (General fund, Special fund, Other sources, Funds of the global fund);

3) All documents and remaining MP and MD should be displayed in the Budget Types section (state budget, local budget);

4) All documents and remaining MP and MD should be displayed in the Budget Years section;

5) All documents and remainders should be displayed in the Treatment Areas (Programmes) section;

6) All documents and remainders should be displayed in the Treatment Sub-areas section (if Treatment Areas are detailed to the level of sub-areas);

7) MP batches and catalogue numbers of MD are a mandatory accounting section (except Names, names under classifiers, etc.);

8) All documents and remainders should display information about the shelf-lives of MP and MD.

9) All documents on MP and MD procured centrally by the MoH should be displayed according to the Distribution Orders by which they were distributed (redistributed).

10) All documents on planning, distribution and movement of MP and MD should divided into two separate table parts: as "MP" (with corresponding MP INNs, presentation forms, dosage, MP batches) and "MD" (with corresponding MD GMDNs, units of measurement, catalogue numbers). This is necessary because of the use of separate catalogues for MP and MD, with the subsequent reform of state classifiers (registers), as the main goal is not only the indication of all available remainders, but also the proper unification of all MP and MD available in the country as a whole.

11) All documents on MP and MD have a certain set of requisites that must be completed The list of mandatory requisites for each document is indicated in the technical specification for the Information System for the Accounting of Medicines and Medical Products in Ukraine. The MIS must ensure and control the availability and obligatory nature of these requisites.

12) Electronic documents in the MIS must be registered and signs with EDS. Documents can be signed with EDS only if they have been validated in accordance with item No. 11.

Section 6: Returnable Bidding Forms / Checklist

This form serves as a checklist for preparation of your Proposal. Please complete the Returnable Bidding Forms in accordance with the instructions in the forms and return them as part of your Proposal submission. No alteration to format of forms shall be permitted and no substitution shall be accepted.

Before submitting your Proposal, please ensure compliance with the Proposal Submission instructions of the BDS 22.

Technical Proposal Envelope:

Have you duly completed all the Returnable Bidding Forms?	
▪ Form A: Technical Proposal Submission Form	☐
▪ Form B: Bidder Information Form	☐
▪ Form C: Joint Venture/Consortium/ Association Information Form	☐
▪ Form D: Qualification Form	☐
▪ Form E: Format of Technical Proposal	☐
▪ Form H: Proposal Security Form	☐
Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?	☐

Financial Proposal Envelope
(Must be submitted in password protected file via email. Electronic format of submission only)

▪ Form F: Financial Proposal Submission Form	☐
▪ Form G: Financial Proposal Form	☐

Form A: Technical Proposal Submission Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. [Insert RFP Reference Number] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium /Association members or subcontractors or suppliers for any part of the contract:

a)   is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists;

b)   have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization;

c)   have no conflict of interest in accordance with Instruction to Bidders Clause 4;

d) do not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with our firm in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15);

e) have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future;

f) undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we embrace the principles of the United Nations Supplier Code of Conduct and adhere to the principles of the United Nations Global Compact.

We declare that all the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification and/or sanctioning by the UNDP.

We offer to provide services in conformity with the Bidding documents, including the UNDP General Conditions of Contract and in accordance with the Terms of Reference

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.

We understand and recognize that you are not bound to accept any Proposal you receive.

I, the undersigned, certify that I am duly authorized by [Insert Name of Bidder] to sign this Proposal and bind it should UNDP accept this Proposal.

Name: _____

Title: _____

Date: _____

Signature: _____

[*Stamp with official stamp of the Bidder*]

Form B: Bidder Information Form

Legal name of Bidder	[Complete]
Legal address	[Complete]
Year of registration	[Complete]
Bidder's Authorized Representative Information	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Are you a UNGM registered vendor?	☐ Yes ☐ No If yes, [insert UGNM vendor number]
Are you a UNDP vendor?	☐ Yes ☐ No If yes, [insert UNDP vendor number]
Countries of operation	[Complete]
No. of full-time employees	[Complete]
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (*If yes, provide a Copy of the valid Certificate):***	[Complete]
Does your Company hold any accreditation such as ISO 14001 related to the environment? *(If yes, provide a Copy of the valid Certificate):*	[Complete]
Does your Company have a written Statement of its Environmental Policy? *(If yes, provide a Copy)*	[Complete]
Contact person UNDP may contact for requests for clarification during Proposal evaluation	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Please attach the following documents:	▪ Company Profile, which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured ▪ Certificate of Incorporation/ Business Registration ▪ Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder ▪ Trade name registration papers, if applicable ▪ Local Government permit to locate and operate in assignment location, if applicable ▪ Official Letter of Appointment as local representative, if Bidder is submitting a Bid in behalf of an entity located outside the country ▪ Power of Attorney

Form C: Joint Venture/Consortium/Association Information Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

To be completed and returned with your Proposal if the Proposal is submitted as a Joint Venture/Consortium/Association.

No	Name of Partner and contact information *(address, telephone numbers, fax numbers, e-mail address)*	Proposed proportion of responsibilities (in %) and type of services to be performed
1	[Complete]	[Complete]
2	[Complete]	[Complete]
3	[Complete]	[Complete]

Name of leading partner (with authority to bind the JV, Consortium, Association during the RFP process and, in the event a Contract is awarded, during contract execution)	[Complete]

We have attached a copy of the below document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

☐ Letter of intent to form a joint venture   ***OR***   ☐ JV/Consortium/Association agreement

We hereby confirm that if the contract is awarded, all parties of the Joint Venture/Consortium/Association shall be jointly and severally liable to UNDP for the fulfillment of the provisions of the Contract.

Name of partner: _____   Name of partner: _____

Signature: _____   Signature: _____

Date: _____   Date: _____

Name of partner: _____   Name of partner: _____

Signature: _____   Signature: _____

Date: _____   Date: _____

Form D: Qualification Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

If JV/Consortium/Association, to be completed by each partner.

Historical Contract Non-Performance

☐ Contract non-performance did not occur for the last 3 years

☐ Contract(s) not performed for the last 3 years

Year	Non- performed portion of contract	Contract Identification	Total Contract Amount (current value in US$)
		Name of Client: Address of Client: Reason(s) for non-performance:	

Litigation History (including pending litigation)

☐ No litigation history for the last 3 years

☐ Litigation History as indicated below

Year of dispute	Amount in dispute (in US$)	Contract Identification	Total Contract Amount (current value in US$)
		Name of Client: Address of Client: Matter in dispute: Party who initiated the dispute: Status of dispute: Party awarded if resolved:	

Previous Relevant Experience

Please list only previous similar assignments successfully completed in the last 3 years.

List only those assignments for which the Bidder was legally contracted or sub-contracted by the Client as a company or was one of the Consortium/JV partners. Assignments completed by the Bidder's individual experts working privately or through other firms cannot be claimed as the relevant experience of the Bidder, or that of the Bidder's partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by UNDP.

Project name & Country of Assignment	Client & Reference Contact Details	Contract Value	Period of activity and status	Types of activities undertaken

Bidders may also attach their own Project Data Sheets with more details for assignments above.

☐ Attached are the Statements of Satisfactory Performance from the Top 3 (three) Clients or more.

Financial Standing

Annual Turnover for the last 3 years	Year USD Year USD Year USD
Latest Credit Rating (if any), indicate the source	

Financial information (in US$ equivalent)	Historic information for the last 3 years		
	Year 1	Year 2	Year 3
	Information from Balance Sheet		
Total Assets (TA)			
Total Liabilities (TL)			
Current Assets (CA)			
Current Liabilities (CL)			
	Information from Income Statement		
Total / Gross Revenue (TR)			
Profits Before Taxes (PBT)			
Net Profit			
Current Ratio			

☐ Attached are copies of the audited financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following condition:

a) Must reflect the financial situation of the Bidder or party to a JV, and not sister or parent companies;

b) Historic financial statements must be audited by a certified public accountant;

c) Historic financial statements must correspond to accounting periods already completed and audited. No statements for partial periods shall be accepted.

Form E: Format of Technical Proposal

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

1 Description of Information Technologies, Materials, Other Goods, and Services

1.1 The Tenderer must provide detailed descriptions of the essential technical, performance, or other relevant characteristics of all key Information Technologies, Materials, other Goods, and Services offered in the Proposal (e.g., version, release, and model numbers). Without providing sufficient clear detail, Proposal Contractors run the risk of their Proposals being declared non-responsive.

 1.1 To assist in the Proposal evaluation, the detailed descriptions should be organized and cross referenced in the same manner as the Proposal Contractor's item-by-item commentary on the Technical Requirements described in Section 5.2 below. All information provided by cross reference must, at a minimum, include clear titles and page numbers.

2 Item-by-Item Commentary on the Technical Requirements

 2.1 The Tenderer must provide an item-by-item commentary on the Beneficiary's Technical Requirements, demonstrating the substantial responsiveness of the overall design of the System and the individual Information Technologies, Goods, and Services offered to those Requirements.

 2.2 In demonstrating the responsiveness of its Proposal, the Tenderer is strongly urged to use the Technical Responsiveness Checklist provided in Section G of the Technical Requirements. Failure to do so, increases significantly the risk that the Proposal Contractor's Technical Proposal will be declared technically non-responsive. Among other things, the checklist should contain explicit cross references to the relevant pages in the Proposal Contractor's Technical Proposal.

3 Preliminary Project Plan

 3.1 The Tenderer must prepare a Preliminary Project Plan describing, among other things, the methods and human and material resources that the Tenderer proposes to employ in the design, management, coordination, and execution of all its responsibilities, if awarded the Contract, as well as the estimated duration and completion date for each major activity. The Preliminary Project Plan should also state the Proposal Contractor's assessment of the major responsibilities of the Beneficiary and any other involved third parties in System supply and installation, as well as the Proposal Contractor's proposed means for coordinating activities by each of the involved parties to avoid delays or interference.

 3.2 In addition to the topics and points of emphasis, the Preliminary Project Plan MUST address the Implementation Schedule.

4 Confirmation of Responsibility for Integration and Interoperability of Information Technologies

 4.1 The Tenderer must submit a written confirmation that, if awarded the Contract, it shall accept responsibility for successful integration and interoperability of all the proposed Information Technologies included in the System, as further specified in the Document.

5 Project Management Methodology

 5.1 Project Management activities must be conducted in accordance with internationally recognized methodology by specific Project Management professional bodies.

5.2 In the technical proposal the Tenderer shall submit detailed description of Project Management methodology that will be used in the project and will describe how the proposed experts will be involved.

5.3 In the technical proposal, the Tenderer shall submit the detailed plan for provision of services for the entire term of the contract. The service provision plan should contain all requested services, by stages.

5.4 In the technical proposal, the Tenderer shall describe how the progress in project activities will be reported. The Tenderer shall describe in detail the reporting procedure in terms of reporting periods, forms used, the information to be contained in reports, and the progress report approval circuit.

5.5 The Tenderer shall describe in the project how communication between project participants will be ensured.

5.6 The Tenderer will describe in the technical proposal how problems that may arise during the project will be solved. The procedures and forms to be used for management of problems, their escalation and resolution will be presented.

5.7 The Tenderer will present in the technical proposal the plan of acceptance to be used in the project for partial receptions / acceptances and the final reception/acceptance. The plan divided by staged and the forms for partial and final reception/acceptance shall be submitted.

5.8 The Tenderer will describe in the technical proposal ho changed during project implementation will be treated (within the Terms of Reference). The procedure related to change management and the forms to be used in this process will be described.

5.9 The Tenderer has to size the project management team so that, for the entire duration of the contract, the people responsible for carrying out this activity are available on-site to ensure the best implementation of the project.

5.10 Given the complexity and duration of the project, Tenderer s should consider the need for provision of adequate number of man-days for Project Management activities by allocating key and non-key experts. The key experts for these activities are Project Managers.

5.11 The Proposal must include an initial project plan, with as many details as possible, to meet the requirements of staging and the project deadline.

5.12 The implementation of the entire System should cover the following steps:

- Analysis
- Design
- Development /configuration, including internal testing
- Implementation
- Acceptance Tests
- Training of users
- Production entering
- Maintenance and support

Technical assistance and support during the initial plan required to be submitted with the Proposal must cover all the steps mentioned above.

6 Analysis and Design

6.1 The Tenderer s should describe in detail the methodology by which analysis and design activities will be conducted.

6.2 The Tenderer s must submit along with the Proposal the procedures and work instructions for analysis and design implemented within their organizations. The Tenderer s must describe the tools that they use so that to ensure:

- collection and record of requirements
- full coverage of the project theme

- requirement changes tracking
- traceability of requirements from project objectives to technical specifications
- modeling of processes and activities in accordance with recognized modeling and representation standards (UML or equivalent)

6.3 The Tenderer s must submit detailed deliverables that will result from appropriate service delivery at the stages of development and design. The description should include at least the following information:

- form/forms to be used for each deliverable
- description of the contents of each deliverable
- how the content of deliverables will be interpreted

7 Development / Configuration and Internal Testing

7.1 The Tenderer s should describe in detail the methodology by which they will conduct development/configuration and internal testing activities and demonstrate the integration of these procedures for analysis and design procedures.

7.2 The Tenderer s must submit with the Proposal the procedures and work instructions for development/configuration and internal testing implemented within their organization

7.3 The Tenderer s must submit detailed deliverables that will result from appropriate service delivery at stages of development / configuration and internal testing.

8 Implementation

8.1 The Tenderer s should describe in detail the methodology by which they will conduct implementation activities.

8.2 The Tenderer s must submit with the Proposal the procedures and the instructions for implementation within their organization and will demonstrate the integration of these procedures with procedures related to development/configuration and internal testing.

8.3 The Tenderer s must submit detailed deliverables that will result from the provision of appropriate services in the implementation phase. The description should include at least the following information:

- form/forms to be used for each deliverable description, description of the contents of each deliverable, description of how the content of deliverables will be interpreted
- The Tenderer s shall describe the procedure of user training. The procedure should include at least the following information:
- description of courses and expected results
- course assessment method
- trainee assessment method
- forms to be used

9 Acceptance Tests

9.1 The Tenderer s will present in detail the methodology and procedures by which specific acceptance testing activities will be conducted. The methodology will be adapted to the project.

9.2 The Tenderer s shall demonstrate that the proposed methodology and procedures they will use fully cover the topic of the project so that it is possible to test all the functionalities identified in the analysis and design phase.

10 Production entry

10.1　　　The Tenderer s must submit the plan to be used upon System's entry into production. The submitted plan must take into account the logical links between subsystems so as to ensure a coherent production entry.

Format for CV of Proposed Key Personnel

Name of Personnel	[Insert]
Position for this assignment	[Insert]
Nationality	[Insert]
Language proficiency	[Insert]
Education/ Qualifications	*[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]*
	[Insert]
Professional certifications	*[Provide details of professional certifications relevant to the scope of services]*
	▪ Name of institution: [Insert] ▪ Date of certification: [Insert]
Employment Record/ Experience	*[List all positions held by personnel (starting with present position, list in reverse order), giving dates, names of employing organization, title of position held and location of employment. For experience in last five years, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.]*
	[Insert]
References	*[Provide names, addresses, phone and email contact information for two (2) references]*
	Reference 1: [Insert] Reference 2: [Insert]

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe my qualifications, my experiences, and other relevant information about myself.

_____   _____

Signature of Personnel   Date (Day/Month/Year)

Form F: Financial Proposal Submission Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. [Insert RFP Reference Number] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

Our attached Financial Proposal is for the sum of [Insert amount in words and figures].

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.

We understand you are not bound to accept any Proposal you receive.

Name: _____

Title: _____

Date: _____

Signature: _____

[*Stamp with official stamp of the Bidder*]

Form G: Financial Proposal Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

The Bidder is required to prepare the Financial Proposal following the below format and submit it in an file separate from the Technical Proposal as indicated in the Instruction to Bidders. Any Financial information provided in the Technical Proposal shall lead to Bidder's disqualification.

The Financial Proposal should align with the requirements in the Terms of Reference and the Bidder's Technical Proposal.

Table 1: Price proposal for Lots

Lot	Lot price, USD VAT excl.	VAT, USD	Lot price, USD, VAT incl.
Lot 1: Module №1 «Administration» Module №2 " Creation of key system catalogues " Module №5 " Orders for the distribution and movement of MP and MD " Module №6 " Redistribution of MP and MD " Module №7 " Creation of regulated and operating reports "			
Lot 2: Module №3 " Creation of nomenclature, creation of 100% needs and collection of applications "			
Lot 3: Module №4 "Procurement"			
Lot 4: Module №8 Development of the Integration Mechanism (API) to the e-Health system			
Lot 5: Module №8 Development of the integration mechanism (API) for universal Integration and Data Exchange with any other Information Systems and Information Resources			
Lot 6: Module №8 Development of the integration mechanism (API) to medical information systems, which are connected to e-Health system, providing possibility of operation to Users			
Total			

"Duly authorized to sign the proposal for and on behalf of" _____

(Name of Organisation): _____

Signature/Stamp of Entity/Date: _____

Name of representative: _____

Address: _____

Telephone/Fax: _____

Email: _____