Lecture 13. Pharmacy warehouse operation

During circulation, medicines and pharmaceutical goods are moved from the receipt of raw materials, substances to the purchase of the drug by the end user. Part of the way from the moment of receipt of raw materials to the production of finished products is called the movement of products for industrial and technical purposes.

The second part of the path is connected with the promotion of finished products from the manufacturer to the end consumer or user and is called commodity movement. these two flows can be combined and called a through material flow.

Commodity movement is the process of physical movement of goods from the manufacturer to places of sale or consumption (GOST R 51303-99).

In the process of product movement, it became the subject of the study of logistics science (from Greek. — the art of reasoning, calculating).

The use of logistics allows

- reduce inventory by 30-70%,
- reduce storage time,
- accelerate the passage of products from the manufacturer to the consumer
- to achieve an economic effect in the commodity distribution system.

Logistics is related to functional commodity movement - the management of all physical operations that need to be performed when delivering goods from a supplier to a consumer.

In addition, logistics includes analysis of the market, suppliers and consumers, coordination of supply and demand, and also takes into account the interests of all participants in the process of commodity movement

When bringing pharmacy products from the manufacturer to the end consumers, wholesale intermediaries of commodity distribution play an important role. They provide centralization of connections from the manufacturer to retail pharmacy organizations.

Wholesale intermediaries perform a number of functions:

Reception, storage of goods, inventory management, formation of a wide range, replenishment with new and elimination of outdated drugs.
Sale of products to pharmacy organizations –
Transportation of goods from the manufacturer to pharmacy organizations.
Lending (in the form of a commodity loan) to its customers - pharmacy organizations.
Redistribution of risk for unplanned expenses (purchase large quantities of goods, freeing the manufacturer from a certain risk associated with damage, theft of goods, with falling prices for it).
Information (price lists, advertising materials).

Marketing - comprehensive market research, implementation of product and pricing policy.

All these functions provide sales activities, the basis of which is logistics- the science of managing the movement of material and information flows in space and time from the manufacturer to the end user with minimal costs.

Types of logistics. Logistics of wholesale intermediaries is divided into:

Sales logistics (purchase of goods from manufacturers).
Logistics of warehousing (placement of goods during storage).
Transport logistics (delivery to pharmacy organizations).
Information logistics (price lists, promotional materials and products, promotion of goods).

The main task of sales logistics is to deliver the goods:

- to the right place
- the desired product;
- in the required quantity;
- the specified quality;
- at the set time;
- for a specific consumer;
- at the lowest cost.

To build an optimal structure and maintain the organization's strategy in the pharmaceutical market, it is necessary to develop models of logistics systems (chains). all the subsystems listed above should be interconnected in these systems.

A logistics system (chain) is an ordered set of legal entities and individuals who carry out separate operations in a single process of managing material and other related flows (financial, information, service, etc.)

The construction of logistics chains is achieved by ordering a multitude of intermediaries involved in bringing pharmaceutical products from the manufacturer to the end consumer and forming logistics channels.

The intensity of sales includes different forms. The form is determined by the characteristics of the goods, Intensive marketing is typical for over-the-counter medicines, as well as parts of parapharmaceutical products, since these goods can be sold by any organization (if there is a license for pharmaceutical activity).

Selective marketing - the number of sales organizations is limited. This applies to products that have restrictions on sale (for example, prescription drugs cannot be sold at a pharmacy kiosk; dosage forms are manufactured only in pharmacy organizations that have a prescription production department).

Exclusive marketing - in case of intentional restriction of the number of marketing organizations (1-2) involved in the promotion of goods or goods; in the pharmaceutical

market, it is used when manufacturers transfer the rights to distribute products by exclusive distributors.

Organizations or individuals providing the movement of goods and the transfer of ownership of goods (or services) from the manufacturer to the consumer constitute a channel of commodity movement. The level of the distribution channel is determined by the number of intermediaries involved in the movement of goods.

There are two main types of distribution channels: direct and indirect.

Direct (simple) distribution channels: in them, the movement from the producer to the consumer is carried out without intermediaries.

For example, retail distribution (sale of cosmetic soap products to housewives); parcel trade (ordering can be carried out by phone, and sending goods by mail); trade through stores owned by the company (for example, the German company "Kvelli") and others.

Direct channels are also called zero-level channels, With direct distribution channels there are no intermediaries - the level is zero.

Indirect (complex) channels of commodity distribution. In them, the movement of goods from the manufacturer to the consumer is carried out through an intermediary.

Depending on the number of intermediaries, one- and multi-level channels are distinguished.

A SINGLE-LEVEL CHANNEL includes one intermediary. In consumer markets, it is, as a rule, a retailer (for the market of medicines, a pharmacy).

MULTILEVEL channels may include a different number of intermediaries.

For example:

The TWO-LEVEL CHANNEL includes two intermediaries. In consumer markets, these are, as a rule, wholesalers and retailers (for the market of medicines, this may be a pharmacy warehouse and a pharmacy).

The THREE-LEVEL CHANNEL includes three intermediaries. In such channels, there is a small wholesaler between the wholesale and retail traders.

Higher-level channels are possible, but they are less common.

The presence of the necessary links in the channels of commodity movement of different levels.

Phytobar pharmacies ---------- Buyers

Direct- channel (zero level)

Manufacturer –Distributor- Hospital

A. Indirect channel (single-level)

Manufacturer -Pharmacy -Buyer

B. Indirect channel (single-level)

Manufacturer- Distributor –Pharmacy- Buyer

C. Indirect channel (two-level)

Manufacturer -Distributor -Dealer -Pharmacy -Buyer

G. Indirect channel (three-level)

Supplier selection procedure.

The purchase of pharmaceutical products can be carried out;

• centrally (as a rule, by the health management bodies and pharmaceutical services to carry out any targeted programs)

• decentralized — by each participant of the pharmaceutical market directly.

The procedure for selecting a supplier includes several stages:

Stage I — collecting information about existing and potential suppliers of pharmaceutical products. Sources of information can be professional publications (newspapers and magazines), specialized exhibition catalogs, trade and medical representatives, the Internet, etc.

To form the structure of the logistics chain and analyze pharmaceutical suppliers, it is advisable to divide them into two groups — manufacturers (domestic and foreign) and intermediaries;

Stage II — determination of supplier selection criteria, according to indicators:

- product quality,
- organization of goods distribution,
- prices of goods and payment methods,
- completeness of the assortment,
- location,
- reputation, business ethics, etc.;

Stage III — evaluation of suppliers according to the selected criteria;
IV stage — conclusion of the contract, this is the logical conclusion of the supplier selection procedure.

The main criterion for choosing a supplier is the quality of the goods. The quality of goods is determined by a number of parameters:

- efficiency;
- side effects (efficiency and safety ratio);
- compliance with the requirements of regulatory and technical documentation;

- expiration dates;
- ease of use (dosage, packaging, etc.);
- packaging, etc.

In international practice, when evaluating suppliers for the quality of products supplied, they often use the method of establishing the minimum acceptable level of quality according to the requirements for the product at its acceptance, in quantity, and in quality.

At the time of acceptance of the goods, the pharmaceutical organization records the amount of defective material (fight, damage, shortage) in order to compare these data with the total volume of shipment. Thus, the acceptable quality level is established experimentally and, as a rule, does not exceed 4% of the total shipment volume.

It is possible to assess the quality of the organization of goods movement by the delivery dates and the fractional nature of deliveries.

To assess the delivery dates, the planned and actual delivery dates are compared.

For the delivery time of the ordered goods, the following scores are given to suppliers in

points:

100 — upon receipt of the ordered batch on time or 1 week earlier;

80 — upon receipt of the ordered batch 1 week later or 2 weeks earlier;

60 — upon receipt of the ordered batch 2 weeks later or 3 weeks earlier ;

40 — upon receipt of the ordered batch 3 weeks later or 4 weeks earlier;

20 — upon receipt of the ordered batch 4 weeks later;

0 — upon receipt of the ordered batch 5 weeks or more later.

To assess the fractional nature of deliveries, the number of planned shipments and the number of actual shipments are determined. Then the first number is divided by the second, calculated in %.

Od =(H plan : Hfact) x 100%

Example:

Determine the estimate that the supplier will receive for the fractional supply if, instead of 15 under the contract, he made 20 deliveries of this batch of goods.

Od =(15 : 20) x 100% = 75%.

From the sum of the estimates for the timing and the fragility of deliveries, an overall assessment of the quality of service by the pharmacy supplier is formed. The priority of these criteria for the pharmacy is determined beforehand.

The requirements for a wholesale organization (warehouse) are set

By Order of the Ministry of Health of the S.R. of the Russian Federation No. 1222 n dated December 28, 2010 "On approval of the "Rules of wholesale trade of drugs for medical use"

- In the wholesale trade of medicines, mandatory requirements must be met,
- □ state standards,
- □ sanitary,
- □ fire

protection and other regulatory documents.
• Enterprises (warehouse) must have a sign indicating: organizational and legal form, brand name, location (legal address) and working hours.
• There should be administrative and household premises in the warehouse (their area depends on the number of personnel).
• The warehouse must have administrative, pharmaceutical and support staff.

Wholesale of medicinal products is carried out in the presence of a license for pharmaceutical activity (with the indication "wholesale of medicinal products"),

The organization is obliged to place a copy of the pharmaceutical license in a convenient place for familiarization.

Organizations (warehouses) can sell medicines or transfer them:

- ✓ organizations of wholesale trade of medicines;
- ✓ manufacturers of drugs for the purposes of the production of medicines;
- ✓ pharmacy organizations;
- ✓ research organizations for research work;
- ✓ Sole proprietors who have a license for pharmaceutical activity or a license for medical activity;
- ✓ medical organizations (MO).

Medicines registered in the Russian Federation (included in the State Register of Medicines) are subject to wholesale trade.
Wholesale trade is prohibited:

- falsified medicines,
- substandard medicines,
- counterfeit medicines.

In a warehouse or enterprise, when moving medicines, an accompanying document is issued containing information:

- on the date of registration of the accompanying document;
- about the name of the LP (international nonproprietary and trade name), expiration date and serial number;
- about the manufacturer of the drug or LP, indicating the name and location of the manufacturer;
- about the number of packages;
- about the supplier (taxpayer identification number, full name of the supplier, its location);
- about the buyer (taxpayer identification number, full name of the buyer, his location);
- about the official who compiled the accompanying document (position, Full name).

The document is certified by the signature of the employee who compiled it, the seal of the organization or the information barcode of the employee and the seal of the organization.

The reception of medicines in the warehouse is carried out by the reception department of the organization.

Employees responsible for carrying out loading and unloading of medicines:

- provide each batch of medicines with accompanying documents;
- monitor the availability of the necessary information in the accompanying documents.

The area of acceptance of medicines should be separated from the area of their storage.

During loading and unloading operations, incoming medicines must be protected from atmospheric precipitation, exposure to low and high temperatures.

Medicines must be marked and placed in a specially designated (quarantine) zone separately from other medicines until they are identified, returned to the supplier or destroyed in accordance with the established procedure, in the following cases:

- in damaged packaging;
- do not correspond to the names and quantities stated in the accompanying document,
- not having an accompanying document,
- subject to withdrawal from civil circulation;

Medicines returned to the organization must be isolated in a specially designated (quarantine) zone before a decision is made on them.

Medicines can be transferred to the main storage area in the organization if the following conditions are met:

- wholesale of drugs does not contradict the requirements of the current legislation of the Russian Federation and the Rules;
- medicines are in their original unopened and undamaged packages;
- medicines meet the quality requirements, and this is confirmed by the relevant documents.

The head of the organization must ensure the implementation of internal control over compliance with the Rules of wholesale trade.

The employee responsible for quality (appointed from the management team) regularly conducts internal inspections

The results of the inspections are recorded in the protocol and brought to the attention of the staff

Requirements for the placement and organization of the pharmacy warehouse.

The size of the warehouse depends on the demand for the products of this warehouse and the determination of the necessary stocks (expressed in physical quantities). It is necessary to take into account the breadth of the assortment and the quantity of products sold, as well as the requirements for the conditions and shelf life of products.

The **main tasks** of the pharmacy warehouse are reception, storage, and release to pharmacy organizations and institutions (under the Ministry of Defense), other organizations of medicines, other goods, inventory, pharmacy utensils, auxiliary material.

In this regard, the pharmacy warehouse performs the **following functions**:

• Enters into contracts with suppliers.

• Carries out the purchase of pharmacy assortment goods, auxiliary materials, pharmacy tableware.
• Conducts work on claims for the quality of goods.
• Imposes fines on suppliers and manufacturers of products.
• Conducts the reception of incoming goods by quantity and quality, by cost.
• Organizes the storage of pharmacy products taking into account their physico-chemical properties.
• Ensures the safety and preservation of the quality of goods.
• Accepts orders from pharmacies and medical organizations.
Strictly observes the order of accounting and release of medicines and other goods.
• Controls the expiration dates of medicines, their timely implementation.
• Monitors compliance with price discipline in the delivery of goods and settlements with suppliers and consumers.
• Fulfills the requirements of occupational health and safety.

The total area of the administrative and household premises of the warehouse depends on the number of personnel.
The pharmacy warehouse can be located:
• in a detached non-residential building,
• industrial building
• in non-residential premises of residential buildings,
At the same time, the warehouse must be isolated from other premises, have a separate entrance, an access platform and a ramp for unloading goods.
If a warehouse is located in non-residential premises of residential buildings, it is prohibited to load and unload medical products under the windows of apartments.
As part of the premises of a wholesale enterprise, administrative and household premises and warehouses (pharmacy warehouse) or various zones of industrial activity should be provided.

To perform its functions, the pharmacy warehouse premises must have several production areas for organizing the work of departments and equipping with special equipment:
• receiving goods from suppliers (reception department)
• storage of goods by aggregate state in accordance with physical and chemical properties - storage departments with a separate department of narcotic drugs, psychotropic substances, potent and poisonous (storage departments – ampoule department, department of finished drugs, department of galena products and medicines "angro", department of medical devices, sanitation and hygiene);
• vacation and sending orders to pharmacy organizations (expedition department).

Warehouses must have centralized water supply, heating, sewerage, electricity and supply and exhaust ventilation, provided with fire extinguishing and fire alarm systems.
The decoration of walls and ceilings should allow for wet cleaning, floor coverings should withstand increased resistance to the effects of mechanization, to wet cleaning with the use of disinfectants and the absence of dust-forming action.

In the warehouse, it is necessary to allocate a special isolated place for storing detergents and disinfectants, inventory and materials, for cleaning rooms and processing equipment, and a dressing room.
In the dressing room, outerwear and shoes are stored separately from replaceable special clothes and shoes.
• storage of outerwear and special clothing and shoes in the dressing room (closets);
• provision of sanitary conditions (disinfectants, household equipment — buckets, brushes, vacuum cleaner, etc.)
There is a relationship between the areas of loading and unloading, acceptance, storage, picking and issuing orders to pharmacy organizations. They are placed sequentially.
During loading and unloading operations, cargo must be protected from precipitation, low and high temperatures (ramp, visor, thermal or cooling curtains at the entrance doors).

In addition, the pharmacy warehouse must have:
✓ premises for the accommodation of administrative and managerial personnel;
✓ accounting and economic department;
✓ legal service;
✓ sales department (receiving applications from pharmacies and medical organizations, making orders by departments);
✓ trade department (selection of suppliers, conclusion of contracts);
✓ economic service;
✓ transport department (or have a contractual relationship with a transport organization).

The pharmacy warehouse, in accordance with the size of the premises, is equipped with equipment and inventory for:
○ carrying out unloading and loading operations (loaders, electric cars, platform trolleys and hydraulic, elstabelers, etc.)
○ provision of storage of goods (multi-tiered racks of frame, ceiling, floor, cellular devices; pallets - means of packaging and storage of bulk cargo; refrigeration equipment - industrial refrigerators (maintaining temperatures from 0 to 8 degrees C) and cold storage (from minus values to +18 degrees C), household refrigerators, air conditioners; metal cabinets and safes for storing narcotic drugs, psychotropic substances, poisonous and potent substances, accounting documentation).
○ registration of temperature and humidity parameters of storage rooms - psychrometers and thermometers, they must be certified and calibrated (annual verification);
○ packing of goods (pallet wrapper);
○ automation of cargo accounting (scanners, data collection terminals, computer equipment, etc.).

Oganization of the storage of goods in the warehouse

The rational organization of the storage of goods in the warehouse of the enterprise of wholesale trade in medicines is provided by:

- the choice of optimal methods of placement (stowage) and storage of goods, conditions and storage modes;
- compliance with the requirements for storage facilities;
- equipment of storage rooms;
- *organization of control over the rules of storage and expiration dates;
- staffing;
- compliance with occupational health and safety requirements.

There are two main ways of placing goods in the warehouse during storage: stacking and shelving.

Stacking is used when storing goods packed in bags, barrels or other means of packaging (packaging), having the correct geometric shapes and capable of taking a significant load. The height of stacking stacks depends on the strength of the container, the properties of the goods and the method of unloading and loading operations. The rules of wholesale trade of medicinal products determine that with a manual method of unloading and loading operations, the height of laying the goods should not exceed 1.5 m. When using mechanized means, the goods are stored in several tiers, the height of laying on each tier is not more than 1.5 m.

Shelving is used, as a rule, for storing disassembled cargo units. Its types are conditionally divided into storage in shelving racks up to 6 m high, in shelving high-rise racks, in mobile racks, etc. The height of the placement of goods on the shelves should not exceed the capacity of mechanized unloading and loading facilities. Racks for storing medicines and medical products are installed at a distance of at least 0.6—0.7 m to the outer walls, at least 0.5 m to the ceiling and 0.25 m from the floor, the aisles between the racks should not be less than 0.75 m. Fireproof racks in rooms for storing explosive and flammable substances are installed at a distance of 0.25 m from the floor and walls, their width should not exceed 1 m and have flangings of at least 0.25 m. The longitudinal aisles between the racks are at least 1.35 m.

The methods of placing the goods should ensure:

- a high degree of utilization of the warehouse area and volume;
- sensitivity to structural changes of cargo and their safety;
- low operating costs;
- the possibility of automated control, fast and prompt search, mechanized disassembly of stowage and lifting of cargo, combination on the principle of "FIFO" (cargo first came — first left);
- the use of protective equipment and fire equipment;
- circulation of air flows with natural and artificial ventilation (it is not allowed to load the volume of the storage room by more than 2/3).

The choice of the method of storing goods in a pharmacy warehouse depends on the storage conditions of individual goods, the selected approaches to their systematization and the accounting technologies used.

Regulations allow you to choose one or more ways of organizing storage in accordance with:

- physical and chemical properties of the goods (protection from temperature, moisture, light);
- pharmacological group of medicines;
- degree of danger (explosive, toxic, flammable);
- specificity of goods (narcotic drugs and psychotropic substances, potent and poisonous);
- accounting technology (batch, batch, automated, etc.);
- the method of application (internal, external).

The main requirements for the storage conditions of goods in pharmaceutical organizations are specified in the following regulatory documents:

• Order of the Ministry of Health of the Russian Federation No. 377 dated 13.11.96 "On approval of Instructions for the organization of storage in pharmacies of various groups of medicines and medical devices" is valid for the storage of medical devices and medical equipment;

• Order of the Ministry of Health of the S.R. of the Russian Federation No. 706n dated 23.08. 2010 "On approval of the rules for the storage of medicines"

• Decree of the Government of the Russian Federation No. 1148 dated December 31, 2009 "On the Procedure for the storage of narcotic drugs and psychotropic substances"

Storage of narcotic drugs, psychotropic, potent and poisonous substances

The storage of narcotic drugs, psychotropic, potent and poisonous substances is carried out in special rooms. These rooms are equipped with a multi-security alarm system. Each security alarm line is connected to a separate centralized monitoring console. Security alarm system of the second line of protection, installed on internal doors, walls, ceiling. According to the Decree of the Government of the Russian Federation of 31.12. 2009 No. 1148 "On the procedure for the storage of narcotic drugs and psychotropic substances" this room belongs to the 1st category in terms of technical strength and equipment with security and fire alarm systems

According to these requirements, storage rooms must have:

• walls equivalent in strength to brick walls with a thickness of at least 510 mm,

• floors and ceilings equivalent in strength to a reinforced concrete slab with a thickness of at least 100 mm

• the entrance door has a thickness of at least 40 mm, is covered with iron on both sides or is completely metal. The frame of the doorway is made of steel profile, inside there is a lattice metal door.

• The internal grating on the window openings or the grating between the frames, if any, is made of a steel rod with a diameter of at least 16 mm. The rods are welded in each node to form cells no larger than 150 x 150 mm.

Narcotic drugs, psychotropic, potent and poisonous substances are stored in lockable safes or metal cabinets in technically fortified premises. The storage equipment must be in a closed state, and sealed or sealed at the end of the working day. Access to the

storage rooms is allowed only to specialists who work directly with this group of drugs. The list of such specialists is indicated in the order of the head of the enterprise.

Requirements for the qualification of personnel

• The director of the pharmacy warehouse, his deputies, heads of departments, pharmacist-analyst or employees of the relevant laboratory must have a higher pharmaceutical education and a specialist certificate, have experience in wholesale trade in the field of drug circulation.
• The head of the pharmacy warehouse performs the reception, storage and release of medicines, immunobiological preparations, medical instruments, equipment, sanitary and special property. This may be a pharmacist who has a secondary pharmaceutical education and a certificate in the specialty "Pharmacy", work experience in accounting and control at a pharmaceutical enterprise for at least 1 year.
• Pharmacists can work in ordinary positions in departments.
• Auxiliary personnel also work in the departments: packers, packers, pickers, freight forwarders. These are workers without pharmaceutical education, but they are trained in practical skills when working with goods.

Pharmacy warehouse departments
A modern pharmacy warehouse has a certain structure.
The main departments of the warehouse:
 Reception
 Storage Department
 Expedition Department
 Administration

The reception department is usually located in a separate room on the first floor of the building, has a ramp with several exits to it. The room is highlighted:
1. zone for temporary storage of incoming goods,
2. the zone of rejected goods,
3. the zone for vehicles.

Main functions of the department :
- acceptance of goods by quantity and quality;
- temporary storage of goods before distribution to storage departments
- verification of the accompanying documentation;
- conducting claim work;
- sampling for analysis;
- distribution of goods to storage departments.

NB! UNLOADING AND ACCEPTANCE OF NARCOTIC DRUGS AND PSYCHOTROPIC SUBSTANCES IS CARRIED OUT IMMEDIATELY IN THE DEPARTMENT FOR THEIR STORAGE

Cargo acceptance is carried out by the admission committee. The commission consists of:
• chairman - head. reception department or head. warehouse (if they take narcotic drugs and psychotropic substances)
• members of the commission are heads of operational departments of goods storage.
• representatives of public organizations are not financially responsible, and people who do not obey them, they have a certificate of a representative of the public.

• As a result of receiving goods, an acceptance certificate is drawn up (by batches, by storage departments), for the actual quantity of quality goods received.
Medicines are placed separately from other medicines until they are identified or destroyed in a specially designated (quarantine) zone:
• in damaged packaging,
• not having a certificate of conformity,
• not responding to the order,
• do not have the necessary accompanying documentation,
These goods are marked "Rejected during acceptance control" and stored in the quarantine zone until their quality issues are resolved. Until that time, according to the claim act, the goods are listed in the accounting department as a claim, they are not transferred to the departments for storage and sale.
Medicinal products requiring special storage conditions (including narcotic drugs and psychotropic substances, others subject to PCU) must be immediately identified and stored in accordance with the established procedure.
For rejected goods (in quality, shortage in quantity), a separate "Certificate of acceptance of goods in quality and quantity" is drawn up on the day of acceptance of the goods. The act is approved by the warehouse manager no later than the next day after it is drawn up.
The act and the letter of claim with the attachment of the certificate of the public representative, the legal department transmits to the supplier within 3 days for domestic LP and 7 days for imported LP after the date of receipt of the goods by the pharmacy warehouse.

Storage departments ensure the safety of goods. They must observe the storage conditions, control the expiration dates, ensure the integrity of the secondary packaging, etc. The size of the storage department depends on the chosen storage method – shelving, on pallets, in containers and the number of goods. The goods are placed taking into account the convenient configuration of orders, packaging in transport containers and transfer to the expedition department.
In storage places, shelving cards for specific medicines are placed with an indication of the series, expiration date and quantity received at the warehouse. This is necessary to monitor the timely implementation of expiration dates.
As a rule, in the storage areas of the pharmacy warehouse, orders are also completed and transferred to the expedition department.

Expedition Department – must have a separate room on the 1st floor with exits to the ramp. The department is designed for:
• accounting of shipped goods;
• their temporary storage;
• preparation of accompanying documentation.
The goods are sent to the recipient (pharmacy, medical organization licensed for pharmaceutical activity) with a forwarder and a package of accompanying documents. If a shortage, damage, fight, or cargo is detected during delivery, the accompanying forwarder, together with the recipient and a representative of the public, draws up an act in 2 copies. One copy remains with the recipient, the other is transferred to the expedition. In this case, the warehouse administration reimburses the amount of damage, damage, defects of the identified goods.
Access of unauthorized persons to the production premises where goods are being accepted, sorted, stored, packaged, and shipped is PROHIBITED.

Accounting for the movement of goods and documents in the pharmacy warehouse.
Acceptance and release of goods without documentation, bypassing the reception department and the expedition department is strictly prohibited.
There is no release of unrecorded goods.
Registration of operations for the receipt of goods at the pharmacy warehouse:
1. Supplier accounts are submitted to the accounting department. There, these documents are registered in the "Supplier Account Registration Statement". A note is made on each account about its registration on the account. A statement of accounts is compiled for each month.
2. Invoices are transferred to the sales department (or the sales department, or the supply department). Documents and goods are checked for compliance with the delivery contract. Compare prices, assortment, name and quantity of goods, delivery time. The account is signed by the warehouse manager to agree to pay money for the goods.
3. The invoice is again transferred to the accounting department for payment. After payment, the invoice is recorded in the "Journal-order of settlements with suppliers".
4. The invoice is sent to the receiving department with attached documents for registration of timely, correct arrival of the goods.

In the emergency department.
5. The receiving department maintains a "Log of incoming cargo registration". The pages of this magazine are numbered, laced, sealed with a warehouse seal. The last page is signed by the head and chief accountant of the warehouse.
6. The numbering of registration records is carried out from the beginning of the year, the record is made after the delivery of goods.
7. Documentation of cargo acceptance on the territory of the pharmacy warehouse
Acceptance is carried out by the admissions committee. Unpacking, acceptance of goods by quantity and quality is carried out with the preparation of the acceptance certificate in 4 copies. The actual quantity of goods received is indicated in the act:

- 2 copies of the act remain in the receiving department (one for a report to the accounting department)
- 1 copy is transferred to the storage department (for registering goods)
- 1 copy is transferred to the sales department (for information about receipt)
In the reception department, acceptance certificates are registered in the Register of receipt documents for each storage department for each day. The document consists of 3 copies:
- 1 copy is transferred to the accounting department (with acceptance certificates, supplier invoices, with a receipt from an employee of the storage department)
- the 2nd copy is transferred to the storage department
- The 3rd copy remains in the reception department.
At the end of the month, according to the "Incoming Cargo Accounting Journal", a reconciliation is made with the register of actually registered goods, an act is drawn up in 2 copies (to the accounting department and for the reception department).

In the storage departments.
Quantitative accounting of each commodity unit is carried out according to warehouse accounting cards.
In them, the pharmacist registers the arrival and release of goods daily, indicates the amount of the balance at the end of the month.
The complete set and release of the goods are carried out at the request of the buyer. The application is made by the sales department, according to the bill of lading in 3 copies. If medicines are subject to subject-quantitative accounting, 4 copies are required:
- 1, 2 copies – together with the goods are transferred to the expedition.
- 3-4 copies remain in the storage department.
2 logs are kept for the accounting of goods :
- Journal of acceptance certificates (according to registers)
- Journal of waybills for the release of goods. The register (list) of invoices is compiled for each day.
Every 10 days, the pharmacist makes a report according to the compiled registers for the arrival and consumption of goods in 2 copies (1 - to the accounting department with the attachment of documents on incoming and outgoing commodity transactions, the 2nd copy remains in the storage department).
In the expedition department.
- For each batch of goods to be sent , there are 2 copies . packing insert (1 – in the box with the goods, 2 - to the invoice left in the expedition).
- There is a "book of registration of vacation invoices" for each storage department.
- The packaged goods with an invoice, a bill of lading, a price approval protocol, an accompanying sheet, quality documents are transferred to the forwarding driver (a package of documents in 2 copies)
- 2 copies are returned from the pharmacy to the expedition department. a package of documents with a stamp of acceptance of the goods.