Logo of United States Agency for International Development

USAID Global Health Supply Chain Program

Technical Assistance, National Supply Chain Assessment Task Order

KPI Data Collection Form for Data Collected at Central Levels Only

NSCA 2.0

Logos of USAID, Center for disease control and prevention and Department of Health & Human Services



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*Some of these data may be collected at central warehouses, but NOT all data collected at the central warehouse are included in this document. Areas highlighted in yellow will need to be updated for the specific context of each assessment.*

|  |  |
| --- | --- |
| **Details** |  |
| **Facility / Organization Name:** |  |
| **Location:** |  |
| **Facility / Organization Identifier:** |  |
| **Facility / Organization Type:** |  |

# Forecast Accuracy Data Table

## KPI Table C1a

*This indicator measures how accurate forecasts of demand are compared with the actual consumption of the product by patients (or issues from warehouses).*

### Required data

• Forecasts (for each product group being considered)

• Consumption/issues data of products that are forecasted

• Identifying data: product type

### Data sources

Forecasts

* Unit responsible for forecasts
* Programs supported by donors

Consumption/issues

* Logistics management information system (LMIS) reports (issues), health management information system (HMIS) reports (consumption)
* Issues data from warehouses warehouse management system (WMS)/inventory management tools

### Notes

1. This indicator requires 12 months of data to be calculated.
2. Assessment teams may need to adjust the list of tracer commodities used for this KPI based on available consumption data. The focus should be on available data for each product group and may be shaped by the LMIS.
3. Consumption or issues data should be extracted from the supply chain level closest to the patient where data is available.
4. Make sure to calculate the numerator as an absolute value.
5. This indicator should be calculated on a product-by-product basis. Averaging across different product groups is not recommended. To report overall performance, it is recommended to show the range of variance (e.g. -5% to +15%) for the commodities assessed, and draw attention to outliers.
6. **Were forecasts done for the following drugs / commodities for the year 20XX?**

*Source: Forecasting unit at central level (Ministry of Health, Central Medical Stores, donor partners, or similar)*

*NB: Each country should agree on the tracer products that are important and relevant to them*

|  |  |  |  |
| --- | --- | --- | --- |
| **S.No** | **Drug / Commodity Name** | **Product dosage** | *Choose one response* |
| 1.1 | Commodity 1 | Dosage 1 | \_\_\_YES \_\_\_NO |
| 1.2 | Commodity 2 | Dosage 2 | \_\_\_YES \_\_\_NO |
| 1.3 | Commodity 3 | Dosage 3 | \_\_\_YES \_\_\_NO |
| 1.4 | Commodity 4 | Dosage 4 | \_\_\_YES \_\_\_NO |
| 1.5 | Commodity 5 | Dosage 5 | \_\_\_YES \_\_\_NO |
| 1.6 | Commodity 6 | Dosage 6 | \_\_\_YES \_\_\_NO |
| 1.7 | Commodity 7 | Dosage 7 | \_\_\_YES \_\_\_NO |
| 1.8 | Commodity 8 | Dosage 8 | \_\_\_YES \_\_\_NO |
| 1.9 | Commodity 9 | Dosage 9 | \_\_\_YES \_\_\_NO |
| 1.10 | Commodity 10 | Dosage 10 | \_\_\_YES \_\_\_NO |
| 1.11 | Commodity 11 | Dosage 11 | \_\_\_YES \_\_\_NO |
| 1.12 | Commodity 12 | Dosage 12 | \_\_\_YES \_\_\_NO |
| 1.13 | Commodity 13 | Dosage 13 | \_\_\_YES \_\_\_NO |
| 1.14 | Commodity 14 | Dosage 14 | \_\_\_YES \_\_\_NO |
| 1.15 | Commodity 15 | Dosage 15 | \_\_\_YES \_\_\_NO |
| 1.16 | Commodity 16 | Dosage 16 | \_\_\_YES \_\_\_NO |
| 1.17 | Commodity 17 | Dosage 17 | \_\_\_YES \_\_\_NO |
| 1.18 | Commodity 18 | Dosage 18 | \_\_\_YES \_\_\_NO |
| 1.19 | Commodity 19 | Dosage 19 | \_\_\_YES \_\_\_NO |
| 1.20 | Commodity 20 | Dosage 20 | \_\_\_YES \_\_\_NO |

**2 Did you / your entity calculate forecast accuracy for the following drugs / commodities? … If yes, report result**

*Fill in the data in the table below for all drugs / commodities that have forecast data. Probe to assess how forecast accuracy is calculated*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S.No** | ***A***  **Drug / Commodity Name** | ***B***  **Product dosage** | ***C***  ***Did you calculate forecast accuracy for this drug / commodity for 20XX?*** | ***D***  ***If yes, what was the result as calculated by your entity?*** |
| 2.1 | Commodity 1 | Dosage 1 | \_\_\_YES \_\_\_NO |  |
| 2.2 | Commodity 2 | Dosage 2 | \_\_\_YES \_\_\_NO |  |
| 2.3 | Commodity 3 | Dosage 3 | \_\_\_YES \_\_\_NO |  |
| 2.4 | Commodity 4 | Dosage 4 | \_\_\_YES \_\_\_NO |  |
| 2.5 | Commodity 5 | Dosage 5 | \_\_\_YES \_\_\_NO |  |
| 2.6 | Commodity 6 | Dosage 6 | \_\_\_YES \_\_\_NO |  |
| 2.7 | Commodity 7 | Dosage 7 | \_\_\_YES \_\_\_NO |  |
| 2.8 | Commodity 8 | Dosage 8 | \_\_\_YES \_\_\_NO |  |
| 2.9 | Commodity 9 | Dosage 9 | \_\_\_YES \_\_\_NO |  |
| 2.10 | Commodity 10 | Dosage 10 | \_\_\_YES \_\_\_NO |  |
| 2.11 | Commodity 11 | Dosage 10 | \_\_\_YES \_\_\_NO |  |
| 2.12 | Commodity 12 | Dosage 10 | \_\_\_YES \_\_\_NO |  |
| 2.13 | Commodity 13 | Dosage 10 | \_\_\_YES \_\_\_NO |  |
| 2.14 | Commodity 14 | Dosage 10 | \_\_\_YES \_\_\_NO |  |
| 2.15 | Commodity 15 | Dosage 10 | \_\_\_YES \_\_\_NO |  |
| 2.16 | Commodity 16 | Dosage 10 | \_\_\_YES \_\_\_NO |  |
| 2.17 | Commodity 17 | Dosage 10 | \_\_\_YES \_\_\_NO |  |
| 2.18 | Commodity 18 | Dosage 10 | \_\_\_YES \_\_\_NO |  |
| 2.19 | Commodity 19 | Dosage 9 | \_\_\_YES \_\_\_NO |  |
| 2.20 | Commodity 20 | Dosage 10 | \_\_\_YES \_\_\_NO |  |
| 2.21 | ***How is forecast accuracy calculated?*** |  |  |  |
|  | **Notes:** |  |  |  |

**3 Collect forecast data and issues or consumption data for the following drugs / commodities**

**Data sources**

Forecasts

* Unit responsible for forecasts
* Programs supported by donors

Consumption/issues

* Logistics management information system (LMIS) reports (issues), health management information system (HMIS) reports (consumption)

Issues data from warehouses warehouse management system (WMS)/inventory management tools

*Fill in the data in the table below for all drugs / commodities that have forecast data. If consumption data is not available, use issues data from the lowest warehouse level for which good data is available. Record the level from which data (lowest warehouse level) on issues was obtained, if using issues, in the notes section (you may need to specify for different commodities). If neither consumption nor issues data is available, write "N/A" in the "Quantity of consumption for 20XX" column. Quantity of the forecast and consumption should be recorded in the same units.*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **S.No** | **Drug / Commodity Name** | **Product dosage** | ***A***  ***Quantity in forecast for 20XX*** | ***B***  ***Unit for Column A*** | ***C***  ***Quantity of consumption (or issues) for 20XX*** | ***D***  ***Unit for Column C*** | ***E***  ***Quantity in column C***  ***is Issues [I] or Consumption [C]***  *See note above for definitions of issues and consumption* |
| 3.1 | Commodity 1 | Dosage 1 |  |  |  | \_\_Unit 1  \_\_Other:\_\_\_\_\_\_ |  |
| 3.2 | Commodity 2 | Dosage 2 |  |  |  | \_\_Unit 2  \_\_Other:\_\_\_\_\_\_ |  |
| 3.3 | Commodity 3 | Dosage 3 |  |  |  | \_\_Unit 3  \_\_Other:\_\_\_\_\_\_ |  |
| 3.4 | Commodity 4 | Dosage 4 |  |  |  | \_\_Unit 4  \_\_Other:\_\_\_\_\_\_ |  |
| 3.5 | Commodity 5 | Dosage 5 |  |  |  | \_\_Unit 5  \_\_Other:\_\_\_\_\_\_ |  |
| 3.6 | Commodity 6 | Dosage 6 |  |  |  | \_\_Unit 6  \_\_Other:\_\_\_\_\_\_ |  |
| 3.7 | Commodity 7 | Dosage 7 |  |  |  | \_\_Unit 7  \_\_Other:\_\_\_\_\_\_ |  |
| 3.8 | Commodity 8 | Dosage 8 |  |  |  | \_\_Unit 8  \_\_Other:\_\_\_\_\_\_ |  |
| 3.9 | Commodity 9 | Dosage 9 |  |  |  | \_\_Unit 9  \_\_Other:\_\_\_\_\_\_ |  |
| 3.10 | Commodity 10 | Dosage 10 |  |  |  | \_\_Unit 10  \_\_Other:\_\_\_\_\_\_ |  |
| 3.11 | Commodity 11 | Dosage 11 |  |  |  | \_\_Unit 11  \_\_Other:\_\_\_\_\_\_ |  |
| 3.12 | Commodity 12 | Dosage 12 |  |  |  | \_\_Unit 12  \_\_Other:\_\_\_\_\_\_ |  |
| 3.13 | Commodity 13 | Dosage 13 |  |  |  | \_\_Unit 13  \_\_Other:\_\_\_\_\_\_ |  |
| 3.14 | Commodity 14 | Dosage 14 |  |  |  | \_\_Unit 14  \_\_Other:\_\_\_\_\_\_ |  |
| 3.15 | Commodity 15 | Dosage 15 |  |  |  | \_\_Unit 15  \_\_Other:\_\_\_\_\_\_ |  |
| 3.16 | Commodity 16 | Dosage 16 |  |  |  | \_\_Unit 16  \_\_Other:\_\_\_\_\_\_ |  |
| 3.17 | Commodity 17 | Dosage 17 |  |  |  | \_\_Unit 17  \_\_Other:\_\_\_\_\_\_ |  |
| 3.18 | Commodity 18 | Dosage 18 |  |  |  | \_\_Unit 18  \_\_Other:\_\_\_\_\_\_ |  |
| 3.19 | Commodity 19 | Dosage 19 |  |  |  | \_\_Unit 19  \_\_Other:\_\_\_\_\_\_ |  |
| 3.20 | Commodity 20 | Dosage 20 |  |  |  | \_\_Unit 20  \_\_Other:\_\_\_\_\_\_ |  |
|  | Notes: |  |  |  |  |  |  |

# Supply Plan Accuracy Data Table

## KPI Table C1b

*This indicator measures how closely the commodity quantity in orders placed on suppliers match the supply plan for the product category under review.*

### Required data

• Planned quantity of commodity to be ordered in the period (for each product category being considered)

• Order quantity placed in the period under review

• Identifying data: product type

### Data sources

Forecasts/procurement

• Unit responsible for supply plan

• Programs supported by donors

List of procurements

• Procurement unit tracking records (paper, Excel or automated)

• Purchase orders

• Identifying information: Product type, order month, supplier information

### Notes

* This indicator requires a complete set of data for the period under review.
* The review period should match those in the supply plan, e.g. orders issued in a quarter. This will show if both timing and volume of orders are in line with the plan
* The assessment team may need to adjust the list of tracer commodities used for this KPI based on available data. The focus should be on available data for each product group and may be shaped by the LMIS.
* Make sure to calculate the numerator as an absolute value.

This indicator should be calculated on a product-by-product basis and then averaged across products in the same product group. Do not average across product groups. To report overall performance, it is recommended to show the range of variance (e.g. -5% to +15%) for the commodities assessed and draw attention to outliers.

1. **Were the planned value/quantity of orders for the following drugs / commodities for the year 20XX included in the supply plan?**

*Source: Forecasting unit at central level (Ministry of Health, Central Medical Stores, donor partners, or similar)*

|  |  |  |  |
| --- | --- | --- | --- |
| **S.No** | **Drug / Commodity Name** | **Product dosage** | *Choose one response* |
| 1.1 | Commodity 1 | Dosage 1 | \_\_\_YES \_\_\_NO |
| 1.2 | Commodity 2 | Dosage 2 | \_\_\_YES \_\_\_NO |
| 1.3 | Commodity 3 | Dosage 3 | \_\_\_YES \_\_\_NO |
| 1.4 | Commodity 4 | Dosage 4 | \_\_\_YES \_\_\_NO |
| 1.5 | Commodity 5 | Dosage 5 | \_\_\_YES \_\_\_NO |
| 1.6 | Commodity 6 | Dosage 6 | \_\_\_YES \_\_\_NO |
| 1.7 | Commodity 7 | Dosage 7 | \_\_\_YES \_\_\_NO |
| 1.8 | Commodity 8 | Dosage 8 | \_\_\_YES \_\_\_NO |
| 1.9 | Commodity 9 | Dosage 9 | \_\_\_YES \_\_\_NO |
| 1.10 | Commodity 10 | Dosage 10 | \_\_\_YES \_\_\_NO |
| 1.11 | Commodity 11 | Dosage 11 | \_\_\_YES \_\_\_NO |
| 1.12 | Commodity 12 | Dosage 12 | \_\_\_YES \_\_\_NO |
| 1.13 | Commodity 13 | Dosage 13 | \_\_\_YES \_\_\_NO |
| 1.14 | Commodity 14 | Dosage 14 | \_\_\_YES \_\_\_NO |
| 1.15 | Commodity 15 | Dosage 15 | \_\_\_YES \_\_\_NO |
| 1.16 | Commodity 16 | Dosage 16 | \_\_\_YES \_\_\_NO |
| 1.17 | Commodity 17 | Dosage 17 | \_\_\_YES \_\_\_NO |
| 1.18 | Commodity 18 | Dosage 18 | \_\_\_YES \_\_\_NO |
| 1.19 | Commodity 19 | Dosage 19 | \_\_\_YES \_\_\_NO |
| 1.30 | Commodity 20 | Dosage 20 | \_\_\_YES \_\_\_NO |

1. **Did you / your entity calculate the supply plan accuracy for the following drugs / commodities? … If yes, report result**

*Fill in the data in the table below for all drugs / commodities that have supply plan data. Probe to assess how supply plan accuracy is calculated*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S.No** | ***A***  **Drug / Commodity Name** | ***B***  **Product dosage** | ***C***  ***Did you calculate supply plan accuracy for this drug / commodity for 20XX?*** | ***D***  ***If yes, what was the result as calculated by your entity?*** |
| 2.1 | Commodity 1 | Dosage 1 | \_\_\_YES \_\_\_NO |  |
| 2.2 | Commodity 2 | Dosage 2 | \_\_\_YES \_\_\_NO |  |
| 2.3 | Commodity 3 | Dosage 3 | \_\_\_YES \_\_\_NO |  |
| 2.4 | Commodity 4 | Dosage 4 | \_\_\_YES \_\_\_NO |  |
| 2.5 | Commodity 5 | Dosage 5 | \_\_\_YES \_\_\_NO |  |
| 2.6 | Commodity 6 | Dosage 6 | \_\_\_YES \_\_\_NO |  |
| 2.7 | Commodity 7 | Dosage 7 | \_\_\_YES \_\_\_NO |  |
| 2.8 | Commodity 8 | Dosage 8 | \_\_\_YES \_\_\_NO |  |
| 2.9 | Commodity 9 | Dosage 9 | \_\_\_YES \_\_\_NO |  |
| 2.10 | Commodity 10 | Dosage 10 | \_\_\_YES \_\_\_NO |  |
| 2.11 | Commodity 11 | Dosage 11 | \_\_\_YES \_\_\_NO |  |
| 2.12 | Commodity 12 | Dosage 12 | \_\_\_YES \_\_\_NO |  |
| 2.13 | Commodity 13 | Dosage 13 | \_\_\_YES \_\_\_NO |  |
| 2.14 | Commodity 14 | Dosage 14 | \_\_\_YES \_\_\_NO |  |
| 2.15 | Commodity 15 | Dosage 15 | \_\_\_YES \_\_\_NO |  |
| 2.16 | Commodity 16 | Dosage 16 | \_\_\_YES \_\_\_NO |  |
| 2.17 | Commodity 17 | Dosage 17 | \_\_\_YES \_\_\_NO |  |
| 2.18 | Commodity 18 | Dosage 18 | \_\_\_YES \_\_\_NO |  |
| 2.19 | Commodity 19 | Dosage 19 | \_\_\_YES \_\_\_NO |  |
| 2.20 | Commodity 20 | Dosage 20 | \_\_\_YES \_\_\_NO |  |
| 2.21 | ***How is supply plan accuracy calculated?*** |  |  |  |
|  | **Notes:** |  |  |  |

1. **Collect supply plan data and quantity from orders data for the following drugs / commodities**

***Data Sources:***Forecasts/procurement

* Unit responsible for supply plan
* Programs supported by donors

List of procurements

* *Procurement unit tracking records (paper, Excel or automated)*
* *Purchase orders*

Identifying information: Product type, order month, supplier information

* The review period should match those in the supply plan, e.g. orders issued within a quarter (although the total review period is 12 months, most supply plans group orders by month, or quarter as one would not expect or encourage annual ordering). This will show if both timing and volume of order are in line with the plan

*Fill in the data in the table below for all drugs / commodities that have supply plan data. If quantities of order data are not available, write "N/A" in the "Quantity of orders for 20XX" column.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S.No** | **Drug / Commodity Name** | **Product dosage** | ***A***  ***Quantity in supply plan for 20XX***  *Planned quantity of commodity to be ordered in the period* | ***B***  ***Quantity from orders for 20XX***  *Include orders placed by the procurement unit in the period under review. Therefore, it should be quantities ordered in, for example 2017, whether or not they get delivered in 2017, or run over into 2018.* |
| 3.1 | Commodity 1 | Dosage 1 |  |  |
| 3.2 | Commodity 2 | Dosage 2 |  |  |
| 3.3 | Commodity 3 | Dosage 3 |  |  |
| 3.4 | Commodity 4 | Dosage 4 |  |  |
| 3.5 | Commodity 5 | Dosage 5 |  |  |
| 3.6 | Commodity 6 | Dosage 6 |  |  |
| 3.7 | Commodity 7 | Dosage 7 |  |  |
| 3.8 | Commodity 8 | Dosage 8 |  |  |
| 3.9 | Commodity 9 | Dosage 9 |  |  |
| 3.10 | Commodity 10 | Dosage 10 |  |  |
| 3.11 | Commodity 11 | Dosage 11 |  |  |
| 3.12 | Commodity 12 | Dosage 12 |  |  |
| 3.13 | Commodity 13 | Dosage 13 |  |  |
| 3.14 | Commodity 14 | Dosage 14 |  |  |
| 3.15 | Commodity 15 | Dosage 15 |  |  |
| 3.16 | Commodity 16 | Dosage 16 |  |  |
| 3.17 | Commodity 17 | Dosage 17 |  |  |
| 3.18 | Commodity 18 | Dosage 18 |  |  |
| 3.19 | Commodity 19 | Dosage 19 |  |  |
| 3.20 | Commodity 20 | Dosage 20 |  |  |

# Source of Funds Data Table

## KPI Table C1c

*This indicator measures where the funding for commodities originates, and is a measure of system sustainability.*

### Required data

• Aggregate commodity forecasts showing sources of funds

• Commodity budgets

### Data sources

Forecasts

• Unit responsible for forecasts

• Programs supported by donors

Budgets

• Ministry of Health

• Ministry of Finance/Treasury

• Donors

### Notes

• This indicator is calculated at a country level.

• This indicator should be calculated based on annual data.

• Report for each major source of funds; minor sources of funds (for example, less than 5% of total value) may be combined. The extent of the Government as a source of funds must always be shown and not combined with other sources, even if it is below 5%.

**1 Is the total value of commodities available for 20XX?**

**Y / N**

*Source: Ministry of Health finance department records, or Ministry of Finance/Treasury donor department, dependent on split of responsibilities in the country being assessed.*

*If #1 is yes…*

**1.1 Enter the total value of commodities for 20XX (inclusive of all sources both domestic and international):**

**Enter the currency of this figure:**

**1.2 Enter the number of sources of funding for health commodities:**

*Fill in the table below for each source of funding*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S.No** | **Name of funder**  **(*including government as one type of funder; for smaller sources of funding you may group together as ‘other’ if that is convenient)***  **(a)** | **Total value of commodities for 20XX from funder in column a**  **(b)** | **Currency of column b**  **(c)** | **If column c is other, specify:**  **(d)** |
| 1.3a |  |  | 1 Local currency  2 US Dollars  3 Euro  4 Other |  |
| 1.3b |  |  | 1 Local currency  2 US Dollars  3 Euro  4 Other |  |
| 1.3c |  |  | 1 Local currency  2 US Dollars  3 Euro  4 Other |  |
| 1.3d |  |  | 1 Local currency  2 US Dollars  3 Euro  4 Other |  |
| 1.3e |  |  | 1 Local currency  2 US Dollars  3 Euro  4 Other |  |
| 1.3f |  |  | 1 Local currency  2 US Dollars  3 Euro  4 Other |  |
| 1.3g |  |  | 1 Local currency  2 US Dollars  3 Euro  4 Other |  |
| 1.3h |  |  | 1 Local currency  2 US Dollars  3 Euro  4 Other |  |
| 1.3i |  |  | 1 Local currency  2 US Dollars  3 Euro  4 Other |  |
| 1.3j |  |  | 1 Local currency  2 US Dollars  3 Euro  4 Other |  |
| 1.3k |  |  | 1 Local currency  2 US Dollars  3 Euro  4 Other |  |
| 1.3l |  |  | 1 Local currency  2 US Dollars  3 Euro  4 Other |  |
| 1.3m |  |  | 1 Local currency  2 US Dollars  3 Euro  4 Other |  |
| 1.3n |  |  | 1 Local currency  2 US Dollars  3 Euro  4 Other |  |
| 1.3o |  |  | 1 Local currency  2 US Dollars  3 Euro  4 Other |  |
| 1.3p |  |  | 1 Local currency  2 US Dollars  3 Euro  4 Other |  |
| 1.3q |  |  | 1 Local currency  2 US Dollars  3 Euro  4 Other |  |
| 1.3r |  |  | 1 Local currency  2 US Dollars  3 Euro  4 Other |  |
| 1.3s |  |  | 1 Local currency  2 US Dollars  3 Euro  4 Other |  |
| 1.3t |  |  | 1 Local currency  2 US Dollars  3 Euro  4 Other |  |

Add rows as necessary

# Prices Paid Table

## KPI Table C2

*This indicator measures the percentage of the international reference prices paid for each product line procured.*

### Required data

• Unit price paid for procurement of Stringent Regulatory Authorities (SRA) (e.g. US FDA, European Pharmacopoeia etc.), WHO pre-qualified products, or similar internationally recognized standards

• International reference prices (Global Price Reporting Mechanism for Antiretrovirals and Management Sciences for Health (MSH) International Drug Price Indicator Guide for all other commodities) [*not included in this table; can be collected separately*]

### Data Sources

Price paid for procurements

* Historical data: purchase orders, vendor contracts
* Secondary data: procurement unit tracking records (paper, Excel or automated), units versus pack sizes, sampling methodology

International reference price paid

* MSH International Drug Price Indicator Guide
* WHO Global Price Reporting Mechanism
* Identifying information: product type, order month

### Notes

* The assessment team should adjust the list of tracer commodities used for this KPI based on available data. Assessment teams should include the core tracer commodities used throughout the assessment, but should collect data on up to 30 commodities in total; the additional commodities should be selected at random from the list of commodities procured in the year prior to the assessment.
* If using procurement unit tracking records, data collection teams should validate the quality of the data provided by spot-checking the dates listed in the tracking sheet and the primary records where the data can be found.
* Assessment teams may find that the way products are described in records of orders and the reference guides differs.
* Make sure to capture the data in units, or if the data is presented in packs, then also collect information on the pack size. Liquid presentations will need to be compared to the reference price by single milliliter.
* It is important to be certain that one is comparing like-for-like. Lower cost options may not be of equivalent quality, thus the reference to SRA approved or WHO pre-qualified products.
* For this indicator, only prices for procurements conducted by national or sub-national authorities, or their contractors (if procurement is outsourced) should be included. Procurements for commodities donated to the Government by donors or UN agencies should not be included.
* It is not recommended to strike an average across the commodities assessed as this can be misleading as to overall performance. To report overall price performance, it is recommended to show the range of variance (e.g. -5% to +15% of reference prices) from international reference prices for the commodities assessed and draw attention to outliers

C2.1 Number of commodities to be included in this section:

*Assessment teams should include the core tracer commodities used throughout the assessment, but should collect data on up to 30 commodities in total; the additional commodities should be selected at random from the list of commodities procured in 20XX.*

*For each of the commodities, answer the following questions:*

**Commodity 1:**

**Product Name**

Commodity 1

**Product Dosage**

Dosage 1

**1.1 Was any of this commodity purchased in 20XX?**

\_\_\_YES \_\_\_NO

→

*If no, go to next commodity*

**1.2 Is ANY price paid for this product available for 20XX?**

\_\_\_YES \_\_\_NO

→

*If no, go to next commodity*

*Please fill in the following table for Commodity 1 Dosage 1*

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **S.No** | **Order number** | **A**  **Amount ordered** | **B**  **Amount in column A is packs [P] or units [U]?** | **C**  **.. IF column B is packs, number of units per pack** | **D**  **Amount Paid**  *Amount paid should reflect the contracted amount – i.e., the amount paid should reflect the amount listed in column A.* | **E**  **Currency** | **F**  **Name of Vendor** | **G**  **Verified with primary data?**  **(Y / N)** |
| **1.3** | 1 |  |  |  |  |  |  |  |
| **1.4** | 2 |  |  |  |  |  |  |  |
| **1.5** | 3 |  |  |  |  |  |  |  |
| **1.6** | 4 |  |  |  |  |  |  |  |
| **1.7** | 5 |  |  |  |  |  |  |  |

Add additional sheets as necessary

*For each of the tracer commodities, answer the following questions:*

**Commodity 2:**

**Product Name**

Commodity 2

**Product Dosage**

Dosage 2

**2.1 Was any of this commodity purchased in 20XX?**

\_\_\_YES \_\_\_NO

→

*If no, go to next commodity*

**2.2 Is ANY price paid for this product available for 20XX?**

\_\_\_YES \_\_\_NO

→

*If no, go to next commodity*

*Please fill in the following table for Commodity 2 Dosage 2*

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **S.No** | **Order number** | **A**  **Amount ordered** | **B**  **Amount in column A is packs [P] or units [U]?** | **C**  **.. IF column B is packs, number of units per pack** | **D**  **Amount Paid**  *Amount paid should reflect the contracted amount – i.e., the amount paid should reflect the amount listed in column A.* | **E**  **Currency** | **F**  **Name of Vendor** | **G**  **Verified with primary data?**  **(Y / N)** |
| **2.3** | 1 |  |  |  |  |  |  |  |
| **2.4** | 2 |  |  |  |  |  |  |  |
| **2.5** | 3 |  |  |  |  |  |  |  |
| **2.6** | 4 |  |  |  |  |  |  |  |
| **2.7** | 5 |  |  |  |  |  |  |  |

Add additional sheets as necessary

*For each of the tracer commodities, answer the following questions:*

**Commodity 3:**

**Product Name**

Commodity 3

**Product Dosage**

Dosage 3

**3.1 Was any of this commodity purchased in 20XX?**

\_\_\_YES \_\_\_NO

→

*If no, go to next commodity*

**3.2 Is ANY price paid for this product available for 20XX?**

\_\_\_YES \_\_\_NO

→

*If no, go to next commodity*

*Please fill in the following table for Commodity 3 Dosage 3*

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **S.No** | **Order number** | **A**  **Amount ordered** | **B**  **Amount in column A is packs [P] or units [U]?** | **C**  **.. IF column B is packs, number of units per pack** | **D**  **Amount Paid**  *Amount paid should reflect the contracted amount – i.e., the amount paid should reflect the amount listed in column A.* | **E**  **Currency** | **F**  **Name of Vendor** | **G**  **Verified with primary data?**  **(Y / N)** |
| **3.3** | 1 |  |  |  |  |  |  |  |
| **3.4** | 2 |  |  |  |  |  |  |  |
| **3.5** | 3 |  |  |  |  |  |  |  |
| **3.6** | 4 |  |  |  |  |  |  |  |
| **3.7** | 5 |  |  |  |  |  |  |  |

Add additional sheets as necessary

*For each of the tracer commodities, answer the following questions:*

**Commodity 4:**

**Product Name**

Commodity 4

**Product Dosage**

Dosage 4

**4.1 Was any of this commodity purchased in 20XX?**

\_\_\_YES \_\_\_NO

→

*If no, go to next commodity*

**4.2 Is ANY price paid for this product available for 20XX?**

\_\_\_YES \_\_\_NO

→

*If no, go to next commodity*

*Please fill in the following table for Commodity 4 Dosage 4*

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **S.No** | **Order number** | **A**  **Amount ordered** | **B**  **Amount in column A is packs [P] or units [U]?** | **C**  **.. IF column B is packs, number of units per pack** | **D**  **Amount Paid**  *Amount paid should reflect the contracted amount – i.e., the amount paid should reflect the amount listed in column A.* | **E**  **Currency** | **F**  **Name of Vendor** | **G**  **Verified with primary data?**  **(Y / N)** |
| **4.3** | 1 |  |  |  |  |  |  |  |
| **4.4** | 2 |  |  |  |  |  |  |  |
| **4.5** | 3 |  |  |  |  |  |  |  |
| **4.6** | 4 |  |  |  |  |  |  |  |
| **4.7** | 5 |  |  |  |  |  |  |  |

Add additional sheets as necessary

*For each of the tracer commodities, answer the following questions:*

**Commodity 5:**

**Product Name**

Commodity 5

**Product Dosage**

Dosage 5

**5.1 Was any of this commodity purchased in 20XX?**

\_\_\_YES \_\_\_NO

→

*If no, go to next commodity*

**5.2 Is ANY price paid for this product available for 20XX?**

\_\_\_YES \_\_\_NO

→

*If no, go to next commodity*

*Please fill in the following table for Commodity 5 Dosage 5*

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **S.No** | **Order number** | **A**  **Amount ordered** | **B**  **Amount in column A is packs [P] or units [U]?** | **C**  **.. IF column B is packs, number of units per pack** | **D**  **Amount Paid**  *Amount paid should reflect the contracted amount – i.e., the amount paid should reflect the amount listed in column A.* | **E**  **Currency** | **F**  **Name of Vendor** | **G**  **Verified with primary data?**  **(Y / N)** |
| **5.3** | 1 |  |  |  |  |  |  |  |
| **5.4** | 2 |  |  |  |  |  |  |  |
| **5.5** | 3 |  |  |  |  |  |  |  |
| **5.6** | 4 |  |  |  |  |  |  |  |
| **5.7** | 5 |  |  |  |  |  |  |  |

Add additional sheets as necessary

*For each of the tracer commodities, answer the following questions:*

**Commodity 6:**

**Product Name**

Commodity 6

**Product Dosage**

Dosage 6

**6.1 Was any of this commodity purchased in 20XX?**

\_\_\_YES \_\_\_NO

→

*If no, go to next commodity*

**6.2 Is ANY price paid for this product available for 20XX?**

\_\_\_YES \_\_\_NO

→

*If no, go to next commodity*

*Please fill in the following table for Commodity 6 Dosage 6*

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **S.No** | **Order number** | **A**  **Amount ordered** | **B**  **Amount in column A is packs [P] or units [U]?** | **C**  **.. IF column B is packs, number of units per pack** | **D**  **Amount Paid**  *Amount paid should reflect the contracted amount – i.e., the amount paid should reflect the amount listed in column A.* | **E**  **Currency** | **F**  **Name of Vendor** | **G**  **Verified with primary data?**  **(Y / N)** |
| **6.3** | 1 |  |  |  |  |  |  |  |
| **6.4** | 2 |  |  |  |  |  |  |  |
| **6.5** | 3 |  |  |  |  |  |  |  |
| **6.6** | 4 |  |  |  |  |  |  |  |
| **6.7** | 5 |  |  |  |  |  |  |  |

Add additional sheets as necessary

*For each of the tracer commodities, answer the following questions:*

**Commodity 7:**

**Product Name**

Commodity 7

**Product Dosage**

Dosage 7

**7.1 Was any of this commodity purchased in 20XX?**

\_\_\_YES \_\_\_NO

→

*If no, go to next commodity*

**7.2 Is ANY price paid for this product available for 20XX?**

\_\_\_YES \_\_\_NO

→

*If no, go to next commodity*

*Please fill in the following table for Commodity 7 Dosage 7*

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **S.No** | **Order number** | **A**  **Amount ordered** | **B**  **Amount in column A is packs [P] or units [U]?** | **C**  **.. IF column B is packs, number of units per pack** | **D**  **Amount Paid**  *Amount paid should reflect the contracted amount – i.e., the amount paid should reflect the amount listed in column A.* | **E**  **Currency** | **F**  **Name of Vendor** | **G**  **Verified with primary data?**  **(Y / N)** |
| **7.3** | 1 |  |  |  |  |  |  |  |
| **7.4** | 2 |  |  |  |  |  |  |  |
| **7.5** | 3 |  |  |  |  |  |  |  |
| **7.6** | 4 |  |  |  |  |  |  |  |
| **7.7** | 5 |  |  |  |  |  |  |  |

Add additional sheets as necessary

*For each of the tracer commodities, answer the following questions:*

**Commodity 8:**

**Product Name**

Commodity 8

**Product Dosage**

Dosage 8

**8.1 Was any of this commodity purchased in 20XX?**

\_\_\_YES \_\_\_NO

→

*If no, go to next commodity*

**8.2 Is ANY price paid for this product available for 20XX?**

\_\_\_YES \_\_\_NO

→

*If no, go to next commodity*

*Please fill in the following table for Commodity 8 Dosage 8*

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **S.No** | **Order number** | **A**  **Amount ordered** | **B**  **Amount in column A is packs [P] or units [U]?** | **C**  **.. IF column B is packs, number of units per pack** | **D**  **Amount Paid**  *Amount paid should reflect the contracted amount – i.e., the amount paid should reflect the amount listed in column A.* | **E**  **Currency** | **F**  **Name of Vendor** | **G**  **Verified with primary data?**  **(Y / N)** |
| **8.3** | 1 |  |  |  |  |  |  |  |
| **8.4** | 2 |  |  |  |  |  |  |  |
| **8.5** | 3 |  |  |  |  |  |  |  |
| **8.6** | 4 |  |  |  |  |  |  |  |
| **8.7** | 5 |  |  |  |  |  |  |  |

Add additional sheets as necessary

*For each of the tracer commodities, answer the following questions:*

**Commodity 9:**

**Product Name**

Commodity 9

**Product Dosage**

Dosage 9

**9.1 Was any of this commodity purchased in 20XX?**

\_\_\_YES \_\_\_NO

→

*If no, go to next commodity*

**9.2 Is ANY price paid for this product available for 20XX?**

\_\_\_YES \_\_\_NO

→

*If no, go to next commodity*

*Please fill in the following table for Commodity 9 Dosage 9*

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **S.No** | **Order number** | **A**  **Amount ordered** | **B**  **Amount in column A is packs [P] or units [U]?** | **C**  **.. IF column B is packs, number of units per pack** | **D**  **Amount Paid**  *Amount paid should reflect the contracted amount – i.e., the amount paid should reflect the amount listed in column A.* | **E**  **Currency** | **F**  **Name of Vendor** | **G**  **Verified with primary data?**  **(Y / N)** |
| **9.3** | 1 |  |  |  |  |  |  |  |
| **9.4** | 2 |  |  |  |  |  |  |  |
| **9.5** | 3 |  |  |  |  |  |  |  |
| **9.6** | 4 |  |  |  |  |  |  |  |
| **9.7** | 5 |  |  |  |  |  |  |  |

Add additional sheets as necessary

*For each of the tracer commodities, answer the following questions:*

**Commodity 10:**

**Product Name**

Commodity 10

**Product Dosage**

Dosage 10

**10.1 Was any of this commodity purchased in 20XX?**

\_\_\_YES \_\_\_NO

→

*If no, go to next commodity*

**10.2 Is ANY price paid for this product available for 20XX?**

\_\_\_YES \_\_\_NO

→

*If no, go to next commodity*

*Please fill in the following table for Commodity 10 Dosage 10*

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **S.No** | **Order number** | **A**  **Amount ordered** | **B**  **Amount in column A is packs [P] or units [U]?** | **C**  **.. IF column B is packs, number of units per pack** | **D**  **Amount Paid**  *Amount paid should reflect the contracted amount – i.e., the amount paid should reflect the amount listed in column A.* | **E**  **Currency** | **F**  **Name of Vendor** | **G**  **Verified with primary data?**  **(Y / N)** |
| **10.3** | 1 |  |  |  |  |  |  |  |
| **10.4** | 2 |  |  |  |  |  |  |  |
| **10.5** | 3 |  |  |  |  |  |  |  |
| **10.6** | 4 |  |  |  |  |  |  |  |
| **10.7** | 5 |  |  |  |  |  |  |  |

Add additional sheets as necessary

*For each of the tracer commodities, answer the following questions:*

**Commodity 11:**

**Product Name**

Commodity 11

**Product Dosage**

Dosage 11

**11.1 Was any of this commodity purchased in 20XX?**

\_\_\_YES \_\_\_NO

→

*If no, go to next commodity*

**11.2 Is ANY price paid for this product available for 20XX?**

\_\_\_YES \_\_\_NO

→

*If no, go to next commodity*

*Please fill in the following table for Commodity 11 Dosage 11*

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **S.No** | **Order number** | **A**  **Amount ordered** | **B**  **Amount in column A is packs [P] or units [U]?** | **C**  **.. IF column B is packs, number of units per pack** | **D**  **Amount Paid**  *Amount paid should reflect the contracted amount – i.e., the amount paid should reflect the amount listed in column A.* | **E**  **Currency** | **F**  **Name of Vendor** | **G**  **Verified with primary data?**  **(Y / N)** |
| **11.3** | 1 |  |  |  |  |  |  |  |
| **11.4** | 2 |  |  |  |  |  |  |  |
| **11.5** | 3 |  |  |  |  |  |  |  |
| **11.6** | 4 |  |  |  |  |  |  |  |
| **11.7** | 5 |  |  |  |  |  |  |  |

Add additional sheets as necessary

*For each of the tracer commodities, answer the following questions:*

**Commodity 12:**

**Product Name**

Commodity 12

**Product Dosage**

Dosage 12

**12.1 Was any of this commodity purchased in 20XX?**

\_\_\_YES \_\_\_NO

→

*If no, go to next commodity*

**12.2 Is ANY price paid for this product available for 20XX?**

\_\_\_YES \_\_\_NO

→

*If no, go to next commodity*

*Please fill in the following table for Commodity 12 Dosage 12*

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **S.No** | **Order number** | **A**  **Amount ordered** | **B**  **Amount in column A is packs [P] or units [U]?** | **C**  **.. IF column B is packs, number of units per pack** | **D**  **Amount Paid**  *Amount paid should reflect the contracted amount – i.e., the amount paid should reflect the amount listed in column A.* | **E**  **Currency** | **F**  **Name of Vendor** | **G**  **Verified with primary data?**  **(Y / N)** |
| **12.3** | 1 |  |  |  |  |  |  |  |
| **12.4** | 2 |  |  |  |  |  |  |  |
| **12.5** | 3 |  |  |  |  |  |  |  |
| **12.6** | 4 |  |  |  |  |  |  |  |
| **12.7** | 5 |  |  |  |  |  |  |  |

Add additional sheets as necessary

*For each of the tracer commodities, answer the following questions:*

**Commodity 13:**

**Product Name**

Commodity 13

**Product Dosage**

Dosage 13

**13.1** **Was any of this commodity purchased in 20XX?**

\_\_\_YES \_\_\_NO

→

*If no, go to next commodity*

**13.2** **Is ANY price paid for this product available for 20XX?**

\_\_\_YES \_\_\_NO

→

*If no, go to next commodity*

*Please fill in the following table for Commodity 13 Dosage 13*

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **S.No** | **Order number** | **A**  **Amount ordered** | **B**  **Amount in column A is packs [P] or units [U]?** | **C**  **.. IF column B is packs, number of units per pack** | **D**  **Amount Paid**  *Amount paid should reflect the contracted amount – i.e., the amount paid should reflect the amount listed in column A.* | **E**  **Currency** | **F**  **Name of Vendor** | **G**  **Verified with primary data?**  **(Y / N)** |
| **13.3** | 1 |  |  |  |  |  |  |  |
| **13.4** | 2 |  |  |  |  |  |  |  |
| **13.5** | 3 |  |  |  |  |  |  |  |
| **13.6** | 4 |  |  |  |  |  |  |  |
| **13.7** | 5 |  |  |  |  |  |  |  |

Add additional sheets as necessary

*For each of the tracer commodities, answer the following questions:*

**Commodity 14:**

**Product Name**

Commodity 14

**Product Dosage**

Dosage 14

**14.1** **Was any of this commodity purchased in 20XX?**

\_\_\_YES \_\_\_NO

→

*If no, go to next commodity*

**14.2** **Is ANY price paid for this product available for 20XX?**

\_\_\_YES \_\_\_NO

→

*If no, go to next commodity*

*Please fill in the following table for Commodity 14 Dosage 14*

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **S.No** | **Order number** | **A**  **Amount ordered** | **B**  **Amount in column A is packs [P] or units [U]?** | **C**  **.. IF column B is packs, number of units per pack** | **D**  **Amount Paid**  *Amount paid should reflect the contracted amount – i.e., the amount paid should reflect the amount listed in column A.* | **E**  **Currency** | **F**  **Name of Vendor** | **G**  **Verified with primary data?**  **(Y / N)** |
| **14.3** | 1 |  |  |  |  |  |  |  |
| **14.4** | 2 |  |  |  |  |  |  |  |
| **14.5** | 3 |  |  |  |  |  |  |  |
| **14.6** | 4 |  |  |  |  |  |  |  |
| **14.7** | 5 |  |  |  |  |  |  |  |

Add additional sheets as necessary

*For each of the tracer commodities, answer the following questions:*

**Commodity 15:**

**Product Name**

Commodity 15

**Product Dosage**

Dosage 15

**15.1** **Was any of this commodity purchased in 20XX?**

\_\_\_YES \_\_\_NO

→

*If no, go to next commodity*

**15.2 Is ANY price paid for this product available for 20XX?**

\_\_\_YES \_\_\_NO

→

*If no, go to next commodity*

*Please fill in the following table for Commodity 15 Dosage 15*

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **S.No** | **Order number** | **A**  **Amount ordered** | **B**  **Amount in column A is packs [P] or units [U]?** | **C**  **.. IF column B is packs, number of units per pack** | **D**  **Amount Paid**  *Amount paid should reflect the contracted amount – i.e., the amount paid should reflect the amount listed in column A.* | **E**  **Currency** | **F**  **Name of Vendor** | **G**  **Verified with primary data?**  **(Y / N)** |
| **15.3** | 1 |  |  |  |  |  |  |  |
| **15.4** | 2 |  |  |  |  |  |  |  |
| **15.5** | 3 |  |  |  |  |  |  |  |
| **15.6** | 4 |  |  |  |  |  |  |  |
| **15.7** | 5 |  |  |  |  |  |  |  |

Add additional sheets as necessary

*For each of the tracer commodities, answer the following questions:*

**Commodity 16:**

**Product Name**

Commodity 16

**Product Dosage**

Dosage 16

**16.1 Was any of this commodity purchased in 20XX?**

\_\_\_YES \_\_\_NO

→

*If no, go to next commodity*

**16.2 Is ANY price paid for this product available for 20XX?**

\_\_\_YES \_\_\_NO

→

*If no, go to next commodity*

*Please fill in the following table for Commodity 16 Dosage 16*

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **S.No** | **Order number** | **A**  **Amount ordered** | **B**  **Amount in column A is packs [P] or units [U]?** | **C**  **.. IF column B is packs, number of units per pack** | **D**  **Amount Paid**  *Amount paid should reflect the contracted amount – i.e., the amount paid should reflect the amount listed in column A.* | **E**  **Currency** | **F**  **Name of Vendor** | **G**  **Verified with primary data?**  **(Y / N)** |
| **16.3** | 1 |  |  |  |  |  |  |  |
| **16.4** | 2 |  |  |  |  |  |  |  |
| **16.5** | 3 |  |  |  |  |  |  |  |
| **16.6** | 4 |  |  |  |  |  |  |  |
| **16.7** | 5 |  |  |  |  |  |  |  |

Add additional sheets as necessary

*For each of the tracer commodities, answer the following questions:*

**Commodity 17:**

**Product Name**

Commodity 17

**Product Dosage**

Dosage 17

**17.1 Was any of this commodity purchased in 20XX?**

\_\_\_YES \_\_\_NO

→

*If no, go to next commodity*

**17.2 Is ANY price paid for this product available for 20XX?**

\_\_\_YES \_\_\_NO

→

*If no, go to next commodity*

*Please fill in the following table for Commodity 17 Dosage 17*

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **S.No** | **Order number** | **A**  **Amount ordered** | **B**  **Amount in column A is packs [P] or units [U]?** | **C**  **.. IF column B is packs, number of units per pack** | **D**  **Amount Paid**  *Amount paid should reflect the contracted amount – i.e., the amount paid should reflect the amount listed in column A.* | **E**  **Currency** | **F**  **Name of Vendor** | **G**  **Verified with primary data?**  **(Y / N)** |
| **17.3** | 1 |  |  |  |  |  |  |  |
| **17.4** | 2 |  |  |  |  |  |  |  |
| **17.5** | 3 |  |  |  |  |  |  |  |
| **17.6** | 4 |  |  |  |  |  |  |  |
| **17.7** | 5 |  |  |  |  |  |  |  |

Add additional sheets as necessary

*For each of the tracer commodities, answer the following questions:*

**Commodity 18:**

**Product Name**

Commodity 18

**Product Dosage**

Dosage 18

**18.1 Was any of this commodity purchased in 20XX?**

\_\_\_YES \_\_\_NO

→

*If no, go to next commodity*

**18.2 Is ANY price paid for this product available for 20XX?**

\_\_\_YES \_\_\_NO

→

*If no, go to next commodity*

*Please fill in the following table for Commodity 18 Dosage 18*

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **S.No** | **Order number** | **A**  **Amount ordered** | **B**  **Amount in column A is packs [P] or units [U]?** | **C**  **.. IF column B is packs, number of units per pack** | **D**  **Amount Paid**  *Amount paid should reflect the contracted amount – i.e., the amount paid should reflect the amount listed in column A.* | **E**  **Currency** | **F**  **Name of Vendor** | **G**  **Verified with primary data?**  **(Y / N)** |
| **18.3** | 1 |  |  |  |  |  |  |  |
| **18.4** | 2 |  |  |  |  |  |  |  |
| **18.5** | 3 |  |  |  |  |  |  |  |
| **18.6** | 4 |  |  |  |  |  |  |  |
| **18.7** | 5 |  |  |  |  |  |  |  |

Add additional sheets as necessary

*For each of the tracer commodities, answer the following questions:*

**Commodity 19:**

**Product Name**

Commodity 19

**Product Dosage**

Dosage 19

**19.1 Was any of this commodity purchased in 20XX?**

\_\_\_YES \_\_\_NO

→

*If no, go to next commodity*

**19.2 Is ANY price paid for this product available for 20XX?**

\_\_\_YES \_\_\_NO

→

*If no, go to next commodity*

*Please fill in the following table for Commodity 19 Dosage 19*

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **S.No** | **Order number** | **A**  **Amount ordered** | **B**  **Amount in column A is packs [P] or units [U]?** | **C**  **.. IF column B is packs, number of units per pack** | **D**  **Amount Paid**  *Amount paid should reflect the contracted amount – i.e., the amount paid should reflect the amount listed in column A.* | **E**  **Currency** | **F**  **Name of Vendor** | **G**  **Verified with primary data?**  **(Y / N)** |
| **19.3** | 1 |  |  |  |  |  |  |  |
| **19.4** | 2 |  |  |  |  |  |  |  |
| **19.5** | 3 |  |  |  |  |  |  |  |
| **19.6** | 4 |  |  |  |  |  |  |  |
| **19.7** | 5 |  |  |  |  |  |  |  |

Add additional sheets as necessary

*For each of the tracer commodities, answer the following questions:*

**Commodity 20:**

**Product Name**

Commodity 20

**Product Dosage**

Dosage 20

**20.1 Was any of this commodity purchased in 20XX?**

\_\_\_YES \_\_\_NO

→

*If no, go to next commodity*

**20.2 Is ANY price paid for this product available for 20XX?**

\_\_\_YES \_\_\_NO

→

*If no, go to next commodity*

*Please fill in the following table for Commodity 20 Dosage 20*

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **S.No** | **Order number** | **A**  **Amount ordered** | **B**  **Amount in column A is packs [P] or units [U]?** | **C**  **.. IF column B is packs, number of units per pack** | **D**  **Amount Paid**  *Amount paid should reflect the contracted amount – i.e., the amount paid should reflect the amount listed in column A.* | **E**  **Currency** | **F**  **Name of Vendor** | **G**  **Verified with primary data?**  **(Y / N)** |
| **20.3** | 1 |  |  |  |  |  |  |  |
| **20.4** | 2 |  |  |  |  |  |  |  |
| **20.5** | 3 |  |  |  |  |  |  |  |
| **20.6** | 4 |  |  |  |  |  |  |  |
| **20.7** | 5 |  |  |  |  |  |  |  |

Add additional sheets as necessary

*For each of the tracer commodities, answer the following questions:*

**Commodity 21:**

**Product Name**

Commodity 21

**Product Dosage**

Dosage 21

**21.1 Was any of this commodity purchased in 20XX?**

\_\_\_YES \_\_\_NO

→

*If no, go to next commodity*

**21.2 Is ANY price paid for this product available for 20XX?**

\_\_\_YES \_\_\_NO

→

*If no, go to next commodity*

*Please fill in the following table for Commodity 21 Dosage 21*

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **S.No** | **Order number** | **A**  **Amount ordered** | **B**  **Amount in column A is packs [P] or units [U]?** | **C**  **.. IF column B is packs, number of units per pack** | **D**  **Amount Paid**  *Amount paid should reflect the contracted amount – i.e., the amount paid should reflect the amount listed in column A.* | **E**  **Currency** | **F**  **Name of Vendor** | **G**  **Verified with primary data?**  **(Y / N)** |
| **21.3** | 1 |  |  |  |  |  |  |  |
| **21.4** | 2 |  |  |  |  |  |  |  |
| **21.5** | 3 |  |  |  |  |  |  |  |
| **21.6** | 4 |  |  |  |  |  |  |  |
| **21.7** | 5 |  |  |  |  |  |  |  |

Add additional sheets as necessary

*For each of the tracer commodities, answer the following questions:*

**Commodity 22:**

**Product Name**

Commodity 22

**Product Dosage**

Dosage 22

**22.1 Was any of this commodity purchased in 20XX?**

\_\_\_YES \_\_\_NO

→

*If no, go to next commodity*

**22.2 Is ANY price paid for this product available for 20XX?**

\_\_\_YES \_\_\_NO

→

*If no, go to next commodity*

*Please fill in the following table for Commodity 22 Dosage 22*

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **S.No** | **Order number** | **A**  **Amount ordered** | **B**  **Amount in column A is packs [P] or units [U]?** | **C**  **.. IF column B is packs, number of units per pack** | **D**  **Amount Paid**  *Amount paid should reflect the contracted amount – i.e., the amount paid should reflect the amount listed in column A.* | **E**  **Currency** | **F**  **Name of Vendor** | **G**  **Verified with primary data?**  **(Y / N)** |
| **22.3** | 1 |  |  |  |  |  |  |  |
| **22.4** | 2 |  |  |  |  |  |  |  |
| **22.5** | 3 |  |  |  |  |  |  |  |
| **22.6** | 4 |  |  |  |  |  |  |  |
| **22.7** | 5 |  |  |  |  |  |  |  |

Add additional sheets as necessary

*For each of the tracer commodities, answer the following questions:*

**Commodity 23:**

**Product Name**

Commodity 23

**Product Dosage**

Dosage 23

**23.1 Was any of this commodity purchased in 20XX?**

\_\_\_YES \_\_\_NO

→

*If no, go to next commodity*

**23.2 Is ANY price paid for this product available for 20XX?**

\_\_\_YES \_\_\_NO

→

*If no, go to next commodity*

*Please fill in the following table for Commodity 23 Dosage 23*

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **S.No** | **Order number** | **A**  **Amount ordered** | **B**  **Amount in column A is packs [P] or units [U]?** | **C**  **.. IF column B is packs, number of units per pack** | **D**  **Amount Paid**  *Amount paid should reflect the contracted amount – i.e., the amount paid should reflect the amount listed in column A.* | **E**  **Currency** | **F**  **Name of Vendor** | **G**  **Verified with primary data?**  **(Y / N)** |
| **23.3** | 1 |  |  |  |  |  |  |  |
| **23.4** | 2 |  |  |  |  |  |  |  |
| **23.5** | 3 |  |  |  |  |  |  |  |
| **23.6** | 4 |  |  |  |  |  |  |  |
| **23.7** | 5 |  |  |  |  |  |  |  |

Add additional sheets as necessary

*For each of the tracer commodities, answer the following questions:*

**Commodity 24:**

**Product Name**

Commodity 24

**Product Dosage**

Dosage 24

**24.1 Was any of this commodity purchased in 20XX?**

\_\_\_YES \_\_\_NO

→

*If no, go to next commodity*

**24.2 Is ANY price paid for this product available for 20XX?**

\_\_\_YES \_\_\_NO

→

*If no, go to next commodity*

*Please fill in the following table for Commodity 24 Dosage 24*

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **S.No** | **Order number** | **A**  **Amount ordered** | **B**  **Amount in column A is packs [P] or units [U]?** | **C**  **.. IF column B is packs, number of units per pack** | **D**  **Amount Paid**  *Amount paid should reflect the contracted amount – i.e., the amount paid should reflect the amount listed in column A.* | **E**  **Currency** | **F**  **Name of Vendor** | **G**  **Verified with primary data?**  **(Y / N)** |
| **24.3** | 1 |  |  |  |  |  |  |  |
| **24.4** | 2 |  |  |  |  |  |  |  |
| **24.5** | 3 |  |  |  |  |  |  |  |
| **24.6** | 4 |  |  |  |  |  |  |  |
| **24.7** | 5 |  |  |  |  |  |  |  |

Add additional sheets as necessary

*For each of the tracer commodities, answer the following questions:*

**Commodity 25:**

**Product Name**

Commodity 25

**Product Dosage**

Dosage 25

**25.1 Was any of this commodity purchased in 20XX?**

\_\_\_YES \_\_\_NO

→

*If no, go to next commodity*

**25.2 Is ANY price paid for this product available for 20XX?**

\_\_\_YES \_\_\_NO

→

*If no, go to next commodity*

*Please fill in the following table for Commodity 25 Dosage 25*

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **S.No** | **Order number** | **A**  **Amount ordered** | **B**  **Amount in column A is packs [P] or units [U]?** | **C**  **.. IF column B is packs, number of units per pack** | **D**  **Amount Paid**  *Amount paid should reflect the contracted amount – i.e., the amount paid should reflect the amount listed in column A.* | **E**  **Currency** | **F**  **Name of Vendor** | **G**  **Verified with primary data?**  **(Y / N)** |
| **25.3** | 1 |  |  |  |  |  |  |  |
| **25.4** | 2 |  |  |  |  |  |  |  |
| **25.5** | 3 |  |  |  |  |  |  |  |
| **25.6** | 4 |  |  |  |  |  |  |  |
| **25.7** | 5 |  |  |  |  |  |  |  |

Add additional sheets as necessary

*For each of the tracer commodities, answer the following questions:*

**Commodity 26:**

**Product Name**

Commodity 26

**Product Dosage**

Dosage 26

**26.1 Was any of this commodity purchased in 20XX?**

\_\_\_YES \_\_\_NO

→

*If no, go to next commodity*

**26.2 Is ANY price paid for this product available for 20XX?**

\_\_\_YES \_\_\_NO

→

*If no, go to next commodity*

*Please fill in the following table for Commodity 26 Dosage 26*

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **S.No** | **Order number** | **A**  **Amount ordered** | **B**  **Amount in column A is packs [P] or units [U]?** | **C**  **.. IF column B is packs, number of units per pack** | **D**  **Amount Paid**  *Amount paid should reflect the contracted amount – i.e., the amount paid should reflect the amount listed in column A.* | **E**  **Currency** | **F**  **Name of Vendor** | **G**  **Verified with primary data?**  **(Y / N)** |
| **26.3** | 1 |  |  |  |  |  |  |  |
| **26.4** | 2 |  |  |  |  |  |  |  |
| **26.5** | 3 |  |  |  |  |  |  |  |
| **26.6** | 4 |  |  |  |  |  |  |  |
| **26.7** | 5 |  |  |  |  |  |  |  |

Add additional sheets as necessary

*For each of the tracer commodities, answer the following questions:*

**Commodity 27:**

**Product Name**

Commodity 27

**Product Dosage**

Dosage 27

**27.1 Was any of this commodity purchased in 20XX?**

\_\_\_YES \_\_\_NO

→

*If no, go to next commodity*

**27.2 Is ANY price paid for this product available for 20XX?**

\_\_\_YES \_\_\_NO

→

*If no, go to next commodity*

*Please fill in the following table for Commodity 27 Dosage 27*

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **S.No** | **Order number** | **A**  **Amount ordered** | **B**  **Amount in column A is packs [P] or units [U]?** | **C**  **.. IF column B is packs, number of units per pack** | **D**  **Amount Paid**  *Amount paid should reflect the contracted amount – i.e., the amount paid should reflect the amount listed in column A.* | **E**  **Currency** | **F**  **Name of Vendor** | **G**  **Verified with primary data?**  **(Y / N)** |
| **27.3** | 1 |  |  |  |  |  |  |  |
| **27.4** | 2 |  |  |  |  |  |  |  |
| **27.5** | 3 |  |  |  |  |  |  |  |
| **27.6** | 4 |  |  |  |  |  |  |  |
| **27.7** | 5 |  |  |  |  |  |  |  |

Add additional sheets as necessary

*For each of the tracer commodities, answer the following questions:*

**Commodity 28:**

**Product Name**

Commodity 28

**Product Dosage**

Dosage 28

**28.1 Was any of this commodity purchased in 20XX?**

\_\_\_YES \_\_\_NO

→

*If no, go to next commodity*

**28.2 Is ANY price paid for this product available for 20XX?**

\_\_\_YES \_\_\_NO

→

*If no, go to next commodity*

*Please fill in the following table for Commodity 28 Dosage 28*

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **S.No** | **Order number** | **A**  **Amount ordered** | **B**  **Amount in column A is packs [P] or units [U]?** | **C**  **.. IF column B is packs, number of units per pack** | **D**  **Amount Paid**  *Amount paid should reflect the contracted amount – i.e., the amount paid should reflect the amount listed in column A.* | **E**  **Currency** | **F**  **Name of Vendor** | **G**  **Verified with primary data?**  **(Y / N)** |
| **28.3** | 1 |  |  |  |  |  |  |  |
| **28.4** | 2 |  |  |  |  |  |  |  |
| **28.5** | 3 |  |  |  |  |  |  |  |
| **28.6** | 4 |  |  |  |  |  |  |  |
| **28.7** | 5 |  |  |  |  |  |  |  |

Add additional sheets as necessary

*For each of the tracer commodities, answer the following questions:*

**Commodity 29:**

**Product Name**

Commodity 29

**Product Dosage**

Dosage 29

**29.1 Was any of this commodity purchased in 20XX?**

\_\_\_YES \_\_\_NO

→

*If no, go to next commodity*

**29.2 Is ANY price paid for this product available for 20XX?**

\_\_\_YES \_\_\_NO

→

*If no, go to next commodity*

*Please fill in the following table for Commodity 29 Dosage 29*

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **S.No** | **Order number** | **A**  **Amount ordered** | **B**  **Amount in column A is packs [P] or units [U]?** | **C**  **.. IF column B is packs, number of units per pack** | **D**  **Amount Paid**  *Amount paid should reflect the contracted amount – i.e., the amount paid should reflect the amount listed in column A.* | **E**  **Currency** | **F**  **Name of Vendor** | **G**  **Verified with primary data?**  **(Y / N)** |
| **29.3** | 1 |  |  |  |  |  |  |  |
| **29.4** | 2 |  |  |  |  |  |  |  |
| **29.5** | 3 |  |  |  |  |  |  |  |
| **29.6** | 4 |  |  |  |  |  |  |  |
| **29.7** | 5 |  |  |  |  |  |  |  |

Add additional sheets as necessary

*For each of the tracer commodities, answer the following questions:*

**Commodity 30:**

**Product Name**

Commodity 30

**Product Dosage**

Dosage 30

**30.1 Was any of this commodity purchased in 20XX?**

\_\_\_YES \_\_\_NO

→

*If no, go to next commodity*

**30.2 Is ANY price paid for this product available for 20XX?**

\_\_\_YES \_\_\_NO

→

*If no, go to next commodity*

*Please fill in the following table for Commodity 30 Dosage 30*

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **S.No** | **Order number** | **A**  **Amount ordered** | **B**  **Amount in column A is packs [P] or units [U]?** | **C**  **.. IF column B is packs, number of units per pack** | **D**  **Amount Paid**  *Amount paid should reflect the contracted amount – i.e., the amount paid should reflect the amount listed in column A.* | **E**  **Currency** | **F**  **Name of Vendor** | **G**  **Verified with primary data?**  **(Y / N)** |
| **30.3** | 1 |  |  |  |  |  |  |  |
| **30.4** | 2 |  |  |  |  |  |  |  |
| **30.5** | 3 |  |  |  |  |  |  |  |
| **30.6** | 4 |  |  |  |  |  |  |  |
| **30.7** | 5 |  |  |  |  |  |  |  |

Add additional sheets as necessary

# Number of emergency orders placed on vendors, as a percentage of total orders placed, and procurement methods employed

## KPI Table C3a

*These indicators measure the percentage of procurement orders placed on vendors during the reporting period that were emergency orders and shows the percentage of the types of procurement undertaken during the reporting period to assess the performance of the procurement operation in using a variety of procurement methods as appropriate to the purchases made.*

### Required data

• List of orders placed

• Classification of orders to identify emergency orders

• Classification of procurements e.g. RFP, quotation, direct order, framework /call-off order (or other types that may be agreed).

### Data Sources

List of procurements

• Procurement unit tracking records (paper, Excel or automated)

• Purchase orders

• Identifying information: order classification, product type, order month, supplier information

### Notes

For emergency orders:

• Emergency orders are defined as orders that cannot be fulfilled in the normal timeframe and require exceptional action to meet the delivery date

• Where available, in addition to basic data on total number of orders, and emergency order within that total. Planned orders are in supply plans; unplanned are not in supply plans, but can be satisfied by normal procurement mechanisms and delivered by the requested date; emergency orders are by definition unplanned, are usually to avert or correct stockouts.

• Supplier information helps determine sources for emergency order needs versus planned order needs and can be useful for in-depth analysis.

For procurement methods employed:

• Data must be collected for all types of procurements – routine, planned, unplanned and emergency across all product types.

For both:

• Collecting data on product type and order time period for each order will facilitate deeper analysis if needed, comparing performance by product type or at each time period (usually months).

• Report results separately for each health system level assessed; calculate first per entity and then average across entities (if there are multiple entities included for one level of the health system).

*Answer the following questions:*

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| S.No | **Month** | **Are data available for this month?** | **Total number of orders placed** | **Total number of emergency orders placed** | **Total number of orders placed by frame-work contract** | **Total number of orders placed by Request for Proposal** | **Total number of orders placed by Request for quote** | **Total number of orders placed by Direct order** |
| **1.1** | Month1 20XX | \_\_\_YES \_\_\_NO |  |  |  |  |  |  |
|  | Optional: Products included in order(s): |  |  |  |  |  |  |  |
| **1.2** | Month2 20XX | \_\_\_YES \_\_\_NO |  |  |  |  |  |  |
|  | Optional: Products included in order(s): |  |  |  |  |  |  |  |
| **1.3** | Month3 20XX | \_\_\_YES \_\_\_NO |  |  |  |  |  |  |
|  | Optional: Products included in order(s): |  |  |  |  |  |  |  |
| **1.4** | Month4 20XX | \_\_\_YES \_\_\_NO |  |  |  |  |  |  |
|  | Optional: Products included in order(s): |  |  |  |  |  |  |  |
| **1.5** | Month5 20XX | \_\_\_YES \_\_\_NO |  |  |  |  |  |  |
|  | Optional: Products included in order(s): |  |  |  |  |  |  |  |
| **1.6** | Month6 20XX | \_\_\_YES \_\_\_NO |  |  |  |  |  |  |
|  | Optional: Products included in order(s): |  |  |  |  |  |  |  |
| **1.7** | Month7 20XX | \_\_\_YES \_\_\_NO |  |  |  |  |  |  |
|  | Optional: Products included in order(s): |  |  |  |  |  |  |  |
| **1.8** | Month8 20XX | \_\_\_YES \_\_\_NO |  |  |  |  |  |  |
|  | Optional: Products included in order(s): |  |  |  |  |  |  |  |
| **1.9** | Month9 20XX | \_\_\_YES \_\_\_NO |  |  |  |  |  |  |
|  | Optional: Products included in order(s): |  |  |  |  |  |  |  |
| **1.10** | Month10 20XX | \_\_\_YES \_\_\_NO |  |  |  |  |  |  |
|  | Optional: Products included in order(s): |  |  |  |  |  |  |  |
| **1.11** | Month11 20XX | \_\_\_YES \_\_\_NO |  |  |  |  |  |  |
|  | Optional: Products included in order(s): |  |  |  |  |  |  |  |
| **1.12** | Month12 20XX | \_\_\_YES \_\_\_NO |  |  |  |  |  |  |
|  | Optional: Products included in order(s): |  |  |  |  |  |  |  |

# Vendor on-time and in full delivery rate and Supplier Fill Rate

## KPI Table 3b

**For central warehouse or procurement unit**

*Vendor on-time and in full delivery rate measures the percentage of orders that vendors delivered within the agreed-upon delivery window, and in full.*

*Supplier Fill Rate compares the quantity ordered to the quantity received, and is a complement to Measure 2.1 Vendor on time and in full delivery rate. Comparisons can be made for specific commodities or aggregated for all commodities.*

### Required data

• Promised delivery dates

• Actual delivery dates

• Quantity of products ordered

• Quantity delivered / received

• Identifying information: product type, month of receipt or order

### Data sources

Promised delivery date and quantity

• Historical data: purchase orders, vendor contracts, requisitions, other order documentation

• Secondary data: procurement unit tracking records (paper, Excel or automated)

Actual delivery date and quantity

• Historical data: delivery notes/packing lists for orders received

• Secondary data: procurement unit tracking records (paper, Excel or automated)

• Identifying information helpful for further analyses: product type, order month

### Notes

For Vendor on-time and in full delivery rate

• The denominator is the number of orders delivered in the period.

• If using procurement unit tracking records, data collection teams should validate the quality of the data provided by spot-checking the dates listed on the tracking sheet and the primary records where the data can be found.

• Data collectors should include product type and order time period for each order to facilitate analysis, comparing performance by product type or at each time period (usually months).

• The concept of on-time and in full, is relatively new to country systems, and may present data collection challenges, but is an important concept for well-performing systems. In full meaning that the total quantity ordered was received on or before the contractual delivery date.

• Analysis may require an agreed-to delivery window, many purchasers allow a margin beyond the stated delivery date, before a delivery is consider late, e.g., within five days of agreed-to date.

• If data is limited, recommend measuring “in full” for tracer commodities only, unless there is an advanced WMS/ERP that captures data for all deliveries

• To report average, total together the results from application of the formula, and divide that total by the number of calculations made.

For Supplier Fill Rate

• Data on both the order quantity and receipt quantity is required.

• Capturing quantity ordered and quantity received for each product in an order is preferable, but total quantity ordered versus received can be calculated, as this is often more feasible.

• Ensure data are collecting in the same units (either units or packs).

• Make sure that the ordering process is understood; capture intermediate steps such as pro formas or corrections to initial ordering quantities. Capturing all these steps allows for robust analysis.

• Overfilling an order will lead to an order fill rate percentage above 100%.

• To report an average, total together the results from application of the formula for each commodity, and divide that total by the number of calculations made.

* For deeper analysis, the formula may be applied separately by commodity or to specific consignments to identify where challenges are apparent.

**1 How many orders do you have data available for?**

*Enter up to the last 20 orders that include a tracer commodity (unless there is a modern ERP system in place to capture data on all deliveries, in which case data should be captured electronically or another method if it is more convenient)*

*Over the last year. Only use orders that contain at least one of the tracer commodities for the assessment.*

**Select up to 20 orders that the <<name>> warehouse received over the last year prior to the assessment.**

**ORDER 1: Please complete questions 2.1 through 2.11 for this order.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Order data available?** | **Delivery window**  *The margin beyond the stated delivery date, before a delivery is considered late, e.g., within five days of agreed-to date as specified in order agreement.* |  |  |  |  |
| **2.1** | \_\_\_YES \_\_\_NO |  |  |  |  |  |
|  | Yes / No | Days |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **S.No** | **Commodity**  *Enter up to XX commodities individually. The order should contain at least one of the tracer commodities; but data for all commodities in the order should be recorded. Write the names of the commodity here.* | **A**  **Amount ordered**  *This is the amount of the original order placed to the supplier.* | **B**  **Did the buyer or supplier correct or change the quantity ordered during the order cycle?** | **C**  **Reason for Correction** | **D**  **Adjusted amount** *This is the TOTAL amount of the final order (it is NOT the +/- adjustment to the original order).* | **E**  **Amount received** *This is the TOTAL amount received from the supplier* | **F**  **Unit**  **(box, pill, vial, etc.)** | **G**  **Promised delivery date** | **H**  **Actual Delivery Date** | **I**  **Verified with primary records**  *(if entering directly from primary records, select yes)*  **(Y / N)?** |
| **2.2** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  | \_\_\_YES \_\_\_NO | \_\_\_Stock out \_\_\_Insufficient stock \_\_\_Incorrect calculations \_\_\_Product nearing expiry \_\_\_Surplus \_\_\_Other |  |  |  | \_\_\_\_\_\_  /  \_\_\_\_\_\_  /  \_\_\_\_\_\_ | \_\_\_\_\_\_ / \_\_\_\_\_\_ /  \_\_\_\_\_\_ | \_\_\_YES \_\_\_NO |
| **2.3** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  | \_\_\_YES \_\_\_NO | \_\_\_Stock out \_\_\_Insufficient stock \_\_\_Incorrect calculations \_\_\_Product nearing expiry \_\_\_Surplus \_\_\_Other |  |  |  | \_\_\_\_\_\_  /  \_\_\_\_\_\_  /  \_\_\_\_\_\_ | \_\_\_\_\_\_ / \_\_\_\_\_\_ /  \_\_\_\_\_\_ | \_\_\_YES \_\_\_NO |
| **2.4** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  | \_\_\_YES \_\_\_NO | \_\_\_Stock out \_\_\_Insufficient stock \_\_\_Incorrect calculations \_\_\_Product nearing expiry \_\_\_Surplus \_\_\_Other |  |  |  | \_\_\_\_\_\_  /  \_\_\_\_\_\_  /  \_\_\_\_\_\_ | \_\_\_\_\_\_ / \_\_\_\_\_\_ /  \_\_\_\_\_\_ | \_\_\_YES \_\_\_NO |
| **2.5** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  | \_\_\_YES \_\_\_NO | \_\_\_Stock out \_\_\_Insufficient stock \_\_\_Incorrect calculations \_\_\_Product nearing expiry \_\_\_Surplus \_\_\_Other |  |  |  | \_\_\_\_\_\_  /  \_\_\_\_\_\_  /  \_\_\_\_\_\_ | \_\_\_\_\_\_ / \_\_\_\_\_\_ /  \_\_\_\_\_\_ | \_\_\_YES \_\_\_NO |
| **2.6** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  | \_\_\_YES \_\_\_NO | \_\_\_Stock out \_\_\_Insufficient stock \_\_\_Incorrect calculations \_\_\_Product nearing expiry \_\_\_Surplus \_\_\_Other |  |  |  | \_\_\_\_\_\_  /  \_\_\_\_\_\_  /  \_\_\_\_\_\_ | \_\_\_\_\_\_ / \_\_\_\_\_\_ /  \_\_\_\_\_\_ | \_\_\_YES \_\_\_NO |
| **2.7** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  | \_\_\_YES \_\_\_NO | \_\_\_Stock out \_\_\_Insufficient stock \_\_\_Incorrect calculations \_\_\_Product nearing expiry \_\_\_Surplus \_\_\_Other |  |  |  | \_\_\_\_\_\_  /  \_\_\_\_\_\_  /  \_\_\_\_\_\_ | \_\_\_\_\_\_ / \_\_\_\_\_\_ /  \_\_\_\_\_\_ | \_\_\_YES \_\_\_NO |
| **2.8** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  | \_\_\_YES \_\_\_NO | \_\_\_Stock out \_\_\_Insufficient stock \_\_\_Incorrect calculations \_\_\_Product nearing expiry \_\_\_Surplus \_\_\_Other |  |  |  | \_\_\_\_\_\_  /  \_\_\_\_\_\_  /  \_\_\_\_\_\_ | \_\_\_\_\_\_ / \_\_\_\_\_\_ /  \_\_\_\_\_\_ | \_\_\_YES \_\_\_NO |
| **2.9** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  | \_\_\_YES \_\_\_NO | \_\_\_Stock out \_\_\_Insufficient stock \_\_\_Incorrect calculations \_\_\_Product nearing expiry \_\_\_Surplus \_\_\_Other |  |  |  | \_\_\_\_\_\_  /  \_\_\_\_\_\_  /  \_\_\_\_\_\_ | \_\_\_\_\_\_ / \_\_\_\_\_\_ /  \_\_\_\_\_\_ | \_\_\_YES \_\_\_NO |
| **2.10** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  | \_\_\_YES \_\_\_NO | \_\_\_Stock out \_\_\_Insufficient stock \_\_\_Incorrect calculations \_\_\_Product nearing expiry \_\_\_Surplus \_\_\_Other |  |  |  | \_\_\_\_\_\_  /  \_\_\_\_\_\_  /  \_\_\_\_\_\_ | \_\_\_\_\_\_ / \_\_\_\_\_\_ /  \_\_\_\_\_\_ | \_\_\_YES \_\_\_NO |
| **2.11** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  | \_\_\_YES \_\_\_NO | \_\_\_Stock out \_\_\_Insufficient stock \_\_\_Incorrect calculations \_\_\_Product nearing expiry \_\_\_Surplus \_\_\_Other |  |  |  | \_\_\_\_\_\_  /  \_\_\_\_\_\_  /  \_\_\_\_\_\_ | \_\_\_\_\_\_ / \_\_\_\_\_\_ /  \_\_\_\_\_\_ | \_\_\_YES \_\_\_NO |

Repeat 2.1 through 2.11 for other orders as needed.

**PHARMACEUTICAL PRODUCTS PROCURED LISTED ON THE NATIONAL ESSENTIAL MEDICINES LIST  
(OR SIMILAR DOCUMENT FOR OTHER HEALTH PRODUCTS)**

**KPI Table C3c**

*This indicator measures the percentage of procurements that are made based on the National Essential Medicines List (NEML).*

**Required data**

• List of products procured

• NEML or similar document(s) for other health equipment, supplies, devices or laboratory reagents

• Identifying information: product type

**Data Sources**

List of products procured

• Procurement unit records

• Inventory management system

NEML and similar document(s)

• MoH or other responsible entity

**Notes**

• Assessment teams may find that the way products are described in records of orders and the NEML differs.

• When comparing the two lists, assessment teams should take notice of the form (e.g., tablet, capsule, vial, powder) and dosage of each commodity ordered to ensure that it matches the NEML.

• Someone with a pharmacist background, or a laboratory specialist, may be of assistance in this exercise, as he or she can identify whether the two lists are identifying the same or different products.

• Although this indicator does not use tracer commodities, assessment teams should capture the product type for each procured commodity in order to conduct analysis by product type.

Total number of different products procured in 20XX: the differentiation should be down to the lowest level (e.g. specific drug formulation and dosage) , not by product category (e.g. drug category only)

Of which, included on NEML or similar:

The data entered should reflect the summary data after detailed, product by product comparison. This will be an absolute number that must be no greater than the total number of different products procured.

# Customs clearance time

## KPI Table C4

*This indicator measures the time taken for international consignments to be processed by the Customs authorities, and released for delivery to the in-country delivery address.*

### Required data

• Date order received into Customs

• Delivery date(s) released to agent for delivery

• Identifying information: ordering facility (as listed on page 2).

### Data sources

Customs data:

• Historical data: orders or requisitions

Delivery date:

• Historical data: delivery notes issued by receiving entity

• Customs clearance agents’ records

### Notes

• Provide a standard sampling methodology to select orders for analysis to ensure that this indicator is feasible to collect. It is recommended to select at least 20 consignments. Please use systematic sampling. For example, take every 5th consignment if you need to sample 20 orders and have 105 consignments in total.

• This indicator is a measure of the operational efficiency within the international supply chain, although it is recognized that the ability of supply chain managers to affect the time taken is limited.

* To report an average time taken for Customs Clearance, strike a total for the number of days taken for the consignments assessed, and divide that total by the number of consignments assessed.

Total number of international consignments received in 20XX:

Total number of international consignments sampled for the assessment:

*(See notes above about how many consignments to sample)*

*For each consignment, fill in one row of the following table:*

|  |  |  |
| --- | --- | --- |
| **Order shipment (consignment) number** | **Date order shipment (consignment) received by Customs** | **Date released to agent for delivery** |
| **1** | \_\_\_ \_\_ /\_\_ \_\_ /\_\_ \_\_ | \_\_\_ \_\_ /\_\_ \_\_ /\_\_ \_\_ |
| **2** | \_\_\_ \_\_ /\_\_ \_\_ /\_\_ \_\_ | \_\_\_ \_\_ /\_\_ \_\_ /\_\_ \_\_ |
| **3** | \_\_\_ \_\_ /\_\_ \_\_ /\_\_ \_\_ | \_\_\_ \_\_ /\_\_ \_\_ /\_\_ \_\_ |
| **4** | \_\_\_ \_\_ /\_\_ \_\_ /\_\_ \_\_ | \_\_\_ \_\_ /\_\_ \_\_ /\_\_ \_\_ |
| **5** | \_\_\_ \_\_ /\_\_ \_\_ /\_\_ \_\_ | \_\_\_ \_\_ /\_\_ \_\_ /\_\_ \_\_ |
| **6** | \_\_\_ \_\_ /\_\_ \_\_ /\_\_ \_\_ | \_\_\_ \_\_ /\_\_ \_\_ /\_\_ \_\_ |
| **7** | \_\_\_ \_\_ /\_\_ \_\_ /\_\_ \_\_ | \_\_\_ \_\_ /\_\_ \_\_ /\_\_ \_\_ |
| **8** | \_\_\_ \_\_ /\_\_ \_\_ /\_\_ \_\_ | \_\_\_ \_\_ /\_\_ \_\_ /\_\_ \_\_ |
| **9** | \_\_\_ \_\_ /\_\_ \_\_ /\_\_ \_\_ | \_\_\_ \_\_ /\_\_ \_\_ /\_\_ \_\_ |
| **10** | \_\_\_ \_\_ /\_\_ \_\_ /\_\_ \_\_ | \_\_\_ \_\_ /\_\_ \_\_ /\_\_ \_\_ |
| **11** | \_\_\_ \_\_ /\_\_ \_\_ /\_\_ \_\_ | \_\_\_ \_\_ /\_\_ \_\_ /\_\_ \_\_ |
| **12** | \_\_\_ \_\_ /\_\_ \_\_ /\_\_ \_\_ | \_\_\_ \_\_ /\_\_ \_\_ /\_\_ \_\_ |
| **13** | \_\_\_ \_\_ /\_\_ \_\_ /\_\_ \_\_ | \_\_\_ \_\_ /\_\_ \_\_ /\_\_ \_\_ |
| **14** | \_\_\_ \_\_ /\_\_ \_\_ /\_\_ \_\_ | \_\_\_ \_\_ /\_\_ \_\_ /\_\_ \_\_ |
| **15** | \_\_\_ \_\_ /\_\_ \_\_ /\_\_ \_\_ | \_\_\_ \_\_ /\_\_ \_\_ /\_\_ \_\_ |
| **16** | \_\_\_ \_\_ /\_\_ \_\_ /\_\_ \_\_ | \_\_\_ \_\_ /\_\_ \_\_ /\_\_ \_\_ |
| **17** | \_\_\_ \_\_ /\_\_ \_\_ /\_\_ \_\_ | \_\_\_ \_\_ /\_\_ \_\_ /\_\_ \_\_ |
| **18** | \_\_\_ \_\_ /\_\_ \_\_ /\_\_ \_\_ | \_\_\_ \_\_ /\_\_ \_\_ /\_\_ \_\_ |
| **19** | \_\_\_ \_\_ /\_\_ \_\_ /\_\_ \_\_ | \_\_\_ \_\_ /\_\_ \_\_ /\_\_ \_\_ |
| **20** | \_\_\_ \_\_ /\_\_ \_\_ /\_\_ \_\_ | \_\_\_ \_\_ /\_\_ \_\_ /\_\_ \_\_ |

*Add additional sheets as necessary*

# Stock turn per annum (central warehouses only)

## KPI Table C5

*This indicator measures the number of times the warehouse issues and replaces its inventory during the period under review, and is a measure of efficiency of the operation*

### Required data

• Total value of orders completed and issued in the period

• Average value of stock held in the warehouse (if an average is not available the value at the end of the period may be used, but may give a distorted value for the stock turn if the end of period inventory level is not typical)

### Data sources

Value of issues or deliveries:

• Historical data: fulfilled orders or delivery notes

Average inventory:

• Warehouse management systems, or annual stock take record

### Notes

• Ensure that all deliveries/issues are included in the totals provided.

• If an average value of inventory is not available, ensure that the point in time value used is representative of the normal levels held in the warehouse. This will be a judgment call by the assessment team and the counterparts.

• The value of this measure is as an indicator of how well product is moving through the warehouse to the service delivery points, rather than sitting unused in the warehouse. A high level of stock turn is considered desirable.

• A low level of stock turn or a reducing ratio will indicate that product is getting stuck at the central level, which may indicate over forecasting, declining demand, problems in distributions or other barriers.

• A low level of stock turn or a reducing ratio may also indicate the levels of expired or otherwise unusable stock is growing in the warehouse. In commercial operations, a low ratio indicates that excessive working capital is tied up in slow moving stocks. The public sector may not measure working capital use, but a low stock turn nonetheless indicates poor use of financial resources or donations.

|  |  |  |  |
| --- | --- | --- | --- |
| **S.No** | **Questions** | **Response** | **Remark** |
| **1a** | **Does this warehouse routinely calculate stock turn per annum as a KPI?** | \_\_\_YES \_\_\_NO | 🡪*If no, go to question 2a, else continue* |
| **1b** | **Enter the stock turn per annum figure that was calculated by the warehouse for 20XX:** |  |  |
| **1c** | **How was this calculated?** |  |  |
| **2a** | **What was the total value of products issued in 20XX?** |  | Currency: |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **S.No** | **What was the total value of stock held in the stores for each month of 20XX?**  **(Use the value at inventory for the end of that month)** |  |  |  |  |  |
| **2b** | **January** |  | # |  |  |  |
| **2c** | **February** |  | # |  |  |  |
| **2d** | **March** |  | # |  |  |  |
| **2e** | **April** |  | # |  |  |  |
| **2f** | **May** |  | # |  |  |  |
| **2g** | **June** |  | # |  |  |  |
| **2h** | **July** |  | # |  |  |  |
| **2i** | **August** |  | # |  |  |  |
| **2j** | **September** |  | # |  |  |  |
| **2k** | **October** |  | # |  |  |  |
| **2l** | **November** |  | # |  |  |  |
| **2m** | **December** |  | # |  |  |  |
| **2n** | **Currency of the above** |  | Text |  |  |  |
| Enter observations: |  |  |  |  |  |  |

# Staff turnover rate and Percentage of supply chain positions vacant

## KPI Table C6

*Staff turnover measures the percentage of supply-chain-specific staff leaving their posts during the reporting period.*

*Percentage of supply chain positions vacant measures the percentage of supply chain post vacancies that can be expected to impact performance.*

### Required data

• Number of employees with supply chain roles vacating their posts (for the previous full year)

• Total number of employees with supply chain roles (at the beginning of the previous full year)

• Number of technical supply chain posts in the organization (at the time of assessment)

• Total number of supply chain posts vacant (at the time of assessment)

• Identifying information: facility name, facility type, geographic location

### Data Sources

• Interview

• Human resources (HR) records

### Notes

* These indicators can be collected centrally if data of sufficient quality are available at that level; if data are not available, then data should be collected in the KPI data collection non-Central tool as well. This should be determined before the start of the assessment.

• A simple interview with a health facility manager or HR department can be sufficient for data collection of this indicator. In larger facilities, data collection teams may verify these results by looking at HR forms. Be mindful of any political sensitivities in accessing these records.

• Any manager or staff member for whom 50% of their activity is supply chain related be included in the total number of employees with supply chain roles.

• It will first be necessary to agree with the management which posts are considered supply chain positions that impact performance if vacant. This is subjective, but any manager and technical staff for whom 100% of their job description is supply chain tasks would be a candidate to be considered. In small facilities where supply chain is not a dominant activity, e.g. a rural health facility, a staff member or manager for whom over 50% of their activity is supply chain may be considered.

• Calculate using the formula for each entity, and then average for each level of the health system. Report separately for each level of the health system.

*Answer the following questions:*

*For staff turnover rate:*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S.No** | **Please list the supply chain positions in your organization/unit/department:**  *Refer to notes above on which personnel should be considered supply chain positions.* | **Number of supply chain posts FILLED in the organization/unit/department (Now)**  *Enter the number of people currently working at the organization/unit/department for each job title. This number reflects the number of people who would be working in the organization/unit/department if all the staff currently employed were present at their jobs on the day of the assessment.* | **Number of supply chain posts VACANT in the organization (Now)**  *Enter the number of positions that currently do not have any staff filling the position. Thus, if three months ago, the organization/unit/department had a Storage Assistant in place, but that Storage Assistant is no longer at the facility, then you should consider that as VACANT, and enter it in this column.* | **Number of supply chain posts FILLED in the organization (Start of 20XX)**  *Enter the number of people working in each position in January 20XX (from the calendar year before the assessment). These data are the same as Number of supply chain posts FILLED in the organization/unit/department (Now), but should reflect the situation in January 20XX (rather than the day of the assessment).* | **Number of supply chain posts VACATED in the organization**  **(in 20XX)**  *Enter in this column the number of people that left employment at the organization/unit/department during 20XX. The reason the person left is not relevant – they may have quit, been promoted, retired, etc. All of these should be entered in this column.* |
| 1 | Warehouse manager |  |  |  |  |
| 2 | Warehouse assistant |  |  |  |  |
| 3 | Data manager |  |  |  |  |
| 4 | Pharmacists |  |  |  |  |
| 5 | Assistant Pharmacists |  |  |  |  |
| 6 | Driver |  |  |  |  |
| 7 |  |  |  |  |  |
| 8 |  |  |  |  |  |
| 9 |  |  |  |  |  |
| 10 |  |  |  |  |  |
| 11 |  |  |  |  |  |
| 12 |  |  |  |  |  |

Add additional sheets as necessary

# Facility reporting rates on-time and complete

## KPI Table C7

*Facility reporting rates on-time measures the percentage of facilities submitting their LMIS reports to the receiving facility (central or intermediary e.g. district) on time.*

### Required data

• Scheduled report submission date

• Actual report submission date

• Identifying information: facility name, facility type, geographic location, (product type in nonintegrated LMIS)

### Data Sources

Scheduled report submission date:

• Reporting schedule

Actual report submission date:

• Historical data: submitted LMIS forms with sign/stamp, electronic LMIS system

• Secondary data: LMIS submission tracking sheet

### Notes

• Data can be collected from a tracking sheet or original submitted LMIS forms. If using a tracking sheet, be sure to spot-check with actual records to validate data quality.

• If LMIS is not integrated, data collection forms should note the product type of the LMIS report being evaluated.

• Data on this indicator could be collected at the issuing and receiving facility.

*Facility reporting rates complete measures the percentage of facilities submitting complete LMIS reports to the receiving facility.*

### Required data

• Reports to review for completeness

• Identifying information: facility name, facility type, geographic location, (product type in nonintegrated LMIS)

### Data Sources

• LMIS reports

• Secondary data: LMIS submission tracking sheet

### Notes

• Data can be collected from a tracking sheet or original submitted LMIS forms. If using a tracking sheet, be sure to spot-check with actual records to validate data quality.

• If LMIS is not integrated, data collection forms should note the product type of the LMIS report being evaluated.

• Data on this indicator could be collected at the issuing and receiving facility.

• Data on whether each element of “completeness” is in each LMIS report should be included in data collection forms. Data collection teams should determine these elements with in-country stakeholders. The two required elements to consider a report complete are 1) stock on hand and 2) consumption. Countries may choose elements for their specific context.

• Recommended to measure for tracer products only.

*Answer the following questions:*

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **S.No** |  | **Number of facilities required to send LMIS report** |  |  | **Number of facilities submitting report on time** |  |  | **Number of facilities submitting complete report** | **(Consider only reports that contain all elements of a complete report to be "complete")** |  |
|  |  | SDPs | Referral hospitals | Ware-houses | SDPs | Referral hospitals | Ware-house | SDPs | Referral hospitals | Ware-houses |
| 1 | Month Name 20XX |  |  |  |  |  |  |  |  |  |
| 2 | Month Name 20XX |  |  |  |  |  |  |  |  |  |
| 3 | Month Name 20XX |  |  |  |  |  |  |  |  |  |
| 4 | Month Name 20XX |  |  |  |  |  |  |  |  |  |
| 5 | Month Name 20XX |  |  |  |  |  |  |  |  |  |
| 6 | Month Name 20XX |  |  |  |  |  |  |  |  |  |

# Percentage of product batches tested and meeting quality standards

## KPI Table C8

*The percentage of product batches tested measures the percentage of product batches received from suppliers and tested by a quality assurance laboratory.*

*The percentage of product batches tested meeting quality standards measures the percentage of product batches tested by a quality assurance laboratory that meet established standards.*

### Required data

• List of product batches received

• List of product batches tested

• Identifying information: product type, place of test, product supplier/manufacturer, location of supplier/manufacturer

• Quality testing results – i.e. Pass/Fail

### Data Sources

List of product batches tested and quality testing results

• Quality assurance unit

• Quality testing laboratory

### Notes

• If quality testing is outsourced, results may be self-reported on a tracking sheet to assessment teams. If possible, data collectors should view the records from the laboratory as well to ensure data quality.

• This indicator is calculated for each individual batch. If a product has several batches tested during the reporting period, the assessment teams should consider each batch tested as one within the denominator.

• Although this indicator does not use tracer commodities, assessment teams should capture the product type for each batch tested in order to conduct analysis by product type.

• Neither the denominator, nor the numerator should include donated products tested by the donor outside the country

• Percentage of product batches tested is a calculation (e.g. 100 batches received, 20 tested = 20%) based on all batches received, not by supplier, although if desired for a deeper analysis could be sub-divided in that way. It should be reported separately for each product. Aggregating across products should be done by totaling the numerator and denominator across products, and then calculating the formula.

• The percentage of product batches tested meeting quality standards is a calculation based on the total number of batches tested and passing (e.g. 100 batches tested, 90 pass = 90% meet the level required), not supplier, although if desired for a deeper analysis could be sub-divided in that way. It should be reported separately for each product. Aggregating across products should be done by totaling the numerator and denominator across products, and then calculating the formula.

*Answer the following questions:*

*If no, probe to see if another facility does this.*

**Data / Variable**

**Answer**

1.1 Does this facility test incoming batches for quality?

\_\_\_YES \_\_\_NO

2 How many products (by formulation) were checked for quality in 20XX?

*Products procured and tested by donors should not be included here.*

*If there were a large number of products tested for quality (more than 50) you may sample at random to include 50 products.*

*For each commodity, fill in one row of the table below:*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S.No** | **Product Name and Formulation** | How many batches of this product did you receive in 20XX? | How many batches of this product did you send for quality testing in 20XX? | How many batches of this product passed the quality test in 20XX? |
| 2.1 |  |  |  |  |
| 2.2 |  |  |  |  |
| 2.3 |  |  |  |  |
| 2.4 |  |  |  |  |
| 2.5 |  |  |  |  |
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| 2.47 |  |  |  |  |
| 2.48 |  |  |  |  |
| 2.49 |  |  |  |  |
| 2.50 |  |  |  |  |

*Add additional sheets as necessary*