

TITLE OF SOP:			
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Designation		Designation	

Valuable tips in deciding what to order

Strategy	Example	Advantages	Disadvantages
<i>Reduce all quantities by the same percentage, based on the percentage of funds available</i>	The total of our order requirements is the equivalent of USD 200 in your local currency. We have only USD 165 available budget. This budget will only cover 82.5% of the needs. Reduce the order quantity of each product by 17.5%.	It can be "equitable", no products receive special treatment. May result in the smallest reductions, so the maximum quantity of products can be ordered using all available funds.	Packing sizes/issue quantities may not allow this for all products. You can not order 82,5% of a bottle of capsules. You must order the whole bottle
<i>Order only up to 4 months of stock maximum instead of 5 months of stock</i>	AMC=50; maximum of 5 months stock = 250 units; Reduce to max of 4 months stocks = 200 units	It can be "equitable"; no products receive special treatment.	You are sacrificing 1 month of buffer stock, increasing the chance of stock-outs for all products.
<i>Reduce the order quantities of the less expensive products</i>	Reduce the order quantity for inexpensive paracetamol rather than expensive antibiotics.	Customers may be able to afford to buy the cheaper products from a private pharmacy.	A greater number of customers may have to get some products from private sources.
<i>Reduce the order quantities of the more expensive products</i>	Reduce the order quantity of expensive antibiotics, rather than inexpensive paracetamol	The order quantities will be reduced on fewer products. Fewer customers will have to get products from private sources.	The customers that do get products from private sources will have to pay more for those products.
<i>Reduce the order quantities of the products used to treat less frequent illnesses</i>	Order the full quantity of products used to treat malaria; reduce the quantity of products used to treat e.g. <i>[name a less frequent illness in your environment]</i>	Greater number of patients will receive treatment.	"Less frequent" may mean "more expensive", so higher cost to the patient.
<i>Order full quantities of products that meet national public health goals; reduce products used to treat "other" illnesses</i>	Order the full quantity of products used to treat <i>[name 2 or 3 public health targets in your environment]</i> ; reduce the quantity of products used to treat, e.g. <i>[name 1 or 2 illnesses not covered by national public health goals in your environment]</i>	Contribution to achievement of public health goals.	Penalizes patients who fall ill to "non-public health goal" illnesses.

Review Date:					
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Signature:					

