


HIV Supply Chain System

User Manual



DEPARTMENT OF HEALTH

Technology developed by:  InSTEDD iLab
Southeast Asia

REVISION HISTORY

Version	Date	Description	Author
V 1.0	07 – Aug – 2013	Created	Mr. An Yon
V 1.0	01 – Sept – 2013	Reviewer	Mr. Rum Sokha

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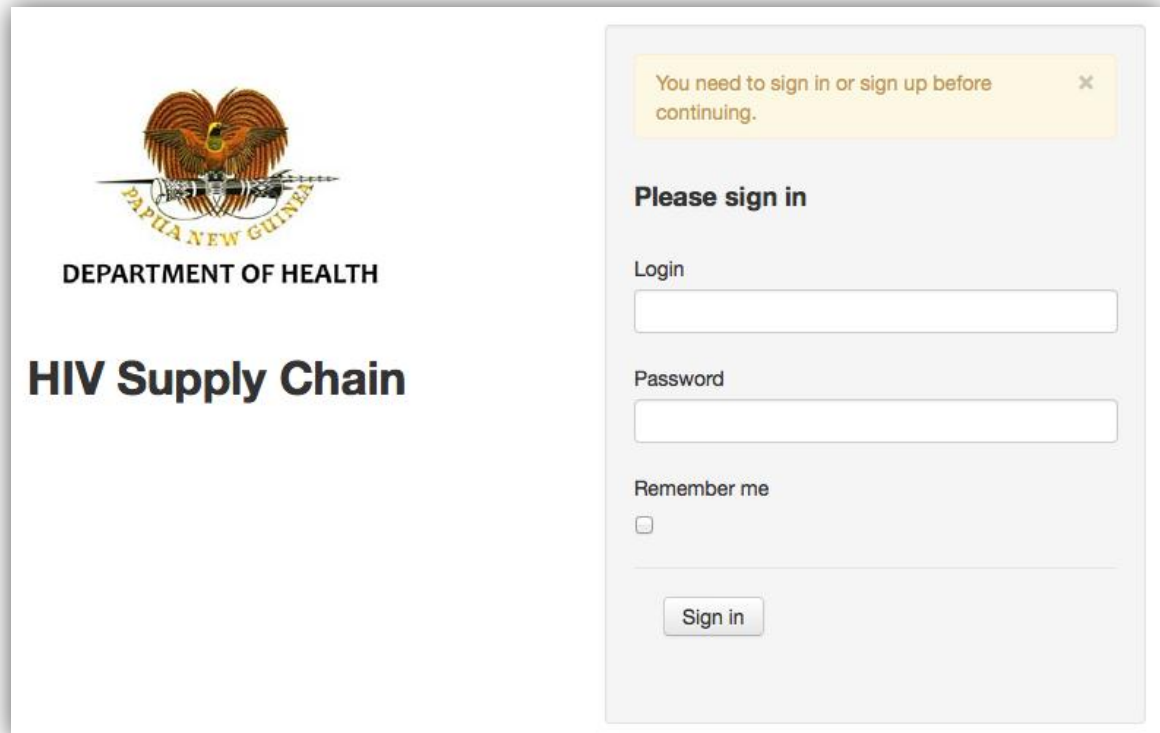
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I- HIV Supply Chain System Functionalities

1. Setting
 - User Setting
 - Site Setting
 - Parameter Setting
 - Commodity Setting
 - Public Holiday Setting
2. Site
 - Download Requisition Template
 - Update Requisition Template
3. Date Entry
 - Surv From (SURV1 & SURV2)
 - Order
4. Reviewer
 - Agree or Refuse the order
5. AMS
 - Create Consignment (Shipment)
6. SMS
 - Alert to site if they forget sending requisition form
 - Send SMS to site when there is shipment to that site
 - Alert to site if they already received the shipment

II- HIV Supply Chain System

A user account is required to access the system. You can contact the system administrator for obtaining a login account.




DEPARTMENT OF HEALTH

HIV Supply Chain

You need to sign in or sign up before continuing. ✕

Please sign in

Login

Password

Remember me
☐

III- HIV Supply Chain System Setting

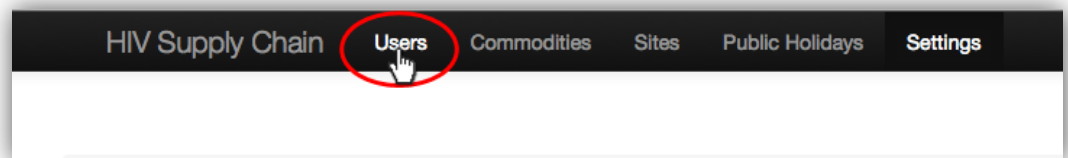
In order to start using HIV Supply Chain System, system administrator has to set the system setting first.

A- System User Setting

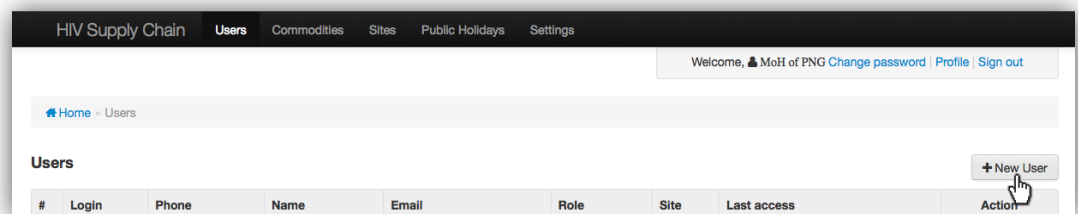
In HIV Supply Chain System, there are 5 different levels of users: system administrator, site user, data entry user, reviewer user, and shipment user. Only the system administrator who has right to create these users.

1- Add New System User

- 1- Log in as administrator
- 2- Click menu “Users”



3- Click button “New User”



4- Fill in the require information below:

- **User name:** fill in the name for login to the system.
- **Password:** fill in the password for login to the system.
- **Password confirmation:** refill the password again.
- **Phone number:** fill in the phone number of user.
- **Email:** fill in the email of user.
- **Display name:** fill in the display name.
- **Role:** click on drop down box and choose the role for the user.
 - Choose “**Admin**” if you want to create a system administrator.
 - Choose “**Date Entry**” if you want to create a user as data entry.
 - Choose “**Reviewer**” if you want to create a reviewer.

- Choose **"AMS"** if you want to create a shipment user.
- Choose **"Site"** if you want to create a site user.

In case of the user role is site level, you have to select the site for this user by clicking on site's drop down box and choose the site.

- **Site:** click on drop down box and choose the site if the role of user is site level.

Home » Users » New

New User

* User name

Password

Password confirmation

* Phone number

Email

* Display name

* Role

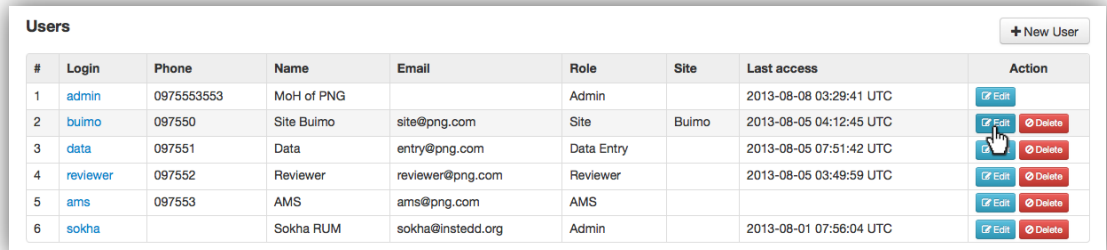
Site

This screenshot show that the user "buimo" is the site user of site "Buimo"

5- Click button **"Save"**

2- Edit System User

- 1- Log in to the system as administrator
- 2- Click menu **“Users”**
- 3- Click on button **“Edit”** of the user that you want to edit



The screenshot shows a web interface titled 'Users' with a '+ New User' button in the top right. Below the title is a table with the following columns: #, Login, Phone, Name, Email, Role, Site, Last access, and Action. There are six rows of user data. The 'Action' column for each row contains two buttons: 'Edit' (blue) and 'Delete' (red). A mouse cursor is pointing at the 'Edit' button for the user 'buimo' (row 2).

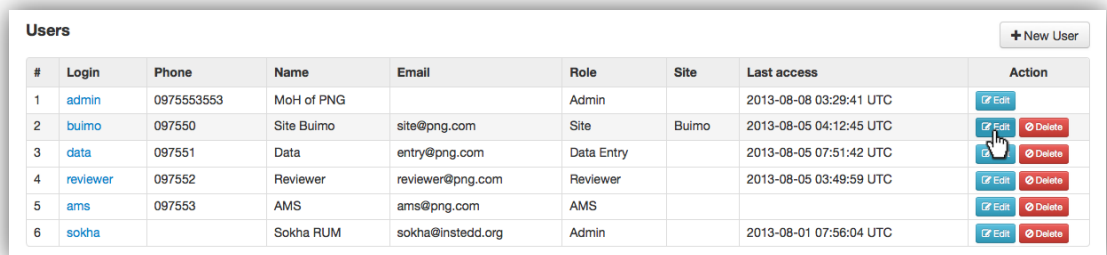
#	Login	Phone	Name	Email	Role	Site	Last access	Action
1	admin	0975553553	MoH of PNG		Admin		2013-08-08 03:29:41 UTC	Edit
2	buimo	097550	Site Buimo	site@png.com	Site	Buimo	2013-08-05 04:12:45 UTC	Edit Delete
3	data	097551	Data	entry@png.com	Data Entry		2013-08-05 07:51:42 UTC	Edit Delete
4	reviewer	097552	Reviewer	reviewer@png.com	Reviewer		2013-08-05 03:49:59 UTC	Edit Delete
5	ams	097553	AMS	ams@png.com	AMS			Edit Delete
6	sokha		Sokha RUM	sokha@instedd.org	Admin		2013-08-01 07:56:04 UTC	Edit Delete

This screenshot show that we want to edit user “buimo”

- 4- Edit the user as you want then click button **“Save”**

3- Reset User Password

- 1- Log in to the system as administrator
- 2- Click menu **“Users”**
- 3- Click on button **“Edit”** of the user that you want to edit

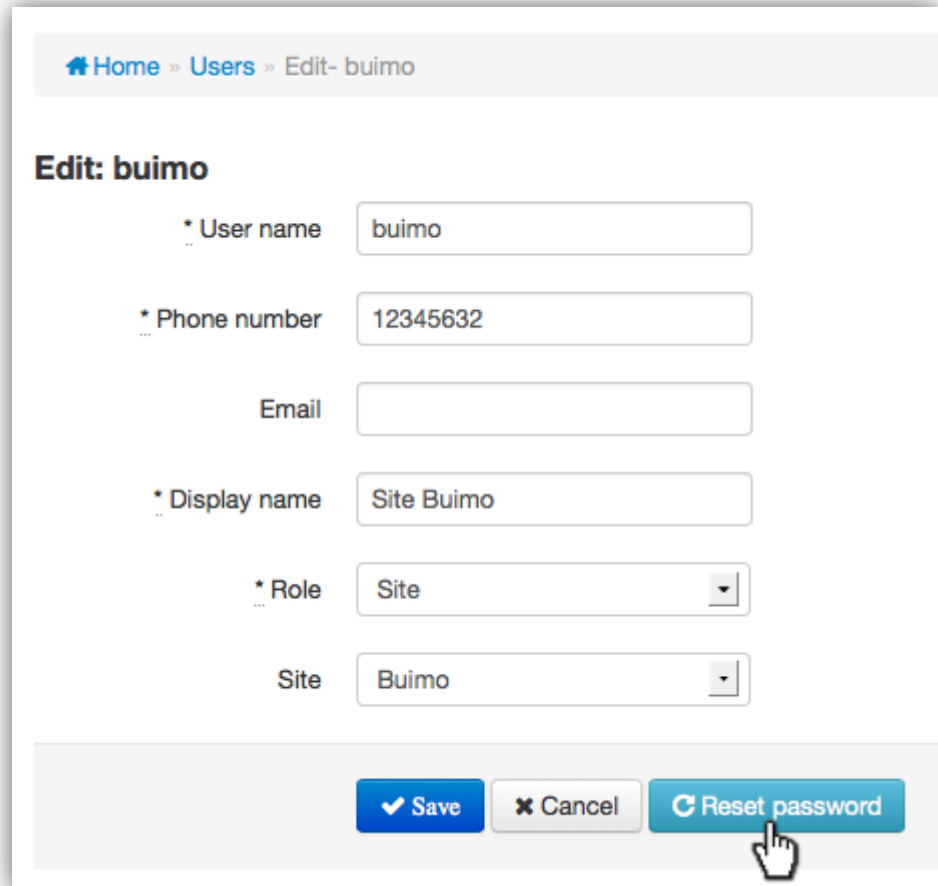


This screenshot is identical to the one above, showing the 'Users' table with the 'Edit' button for user 'buimo' highlighted by a mouse cursor.

#	Login	Phone	Name	Email	Role	Site	Last access	Action
1	admin	0975553553	MoH of PNG		Admin		2013-08-08 03:29:41 UTC	Edit
2	buimo	097550	Site Buimo	site@png.com	Site	Buimo	2013-08-05 04:12:45 UTC	Edit Delete
3	data	097551	Data	entry@png.com	Data Entry		2013-08-05 07:51:42 UTC	Edit Delete
4	reviewer	097552	Reviewer	reviewer@png.com	Reviewer		2013-08-05 03:49:59 UTC	Edit Delete
5	ams	097553	AMS	ams@png.com	AMS			Edit Delete
6	sokha		Sokha RUM	sokha@instedd.org	Admin		2013-08-01 07:56:04 UTC	Edit Delete

This screenshot show that we want to edit user “buimo”

- 4- Click button **“Reset password”**



Home » Users » Edit- buimo

Edit: buimo

* User name

* Phone number

Email

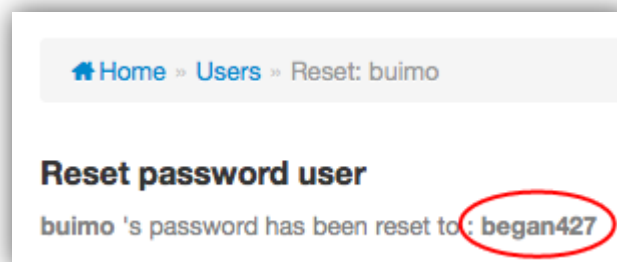
* Display name

* Role

Site

✓ Save ✕ Cancel ↻ Reset password

5- Click button “OK” to confirm of changing password. The system will automatically generate new password for that user.



Home » Users » Reset: buimo

Reset password user

buimo 's password has been reset to : **began427**

This screenshot shows that the new password for user “Buimo” is “began427”

4- Delete System User

- 1- Log in to the system as administrator
- 2- Click menu “Users”
- 3- Click on button “Delete” of the user that you want to delete

Home > Users

Users + New User

#	Login	Phone	Name	Email	Role	Site	Last access	Action
1	admin	0975553553	MoH of PNG		Admin		2013-08-08 03:29:41 UTC	Edit
2	buimo	097550	Site Bulimo	site@png.com	Site	Bulimo	2013-08-05 04:12:45 UTC	Edit Delete
3	data	097551	Data	entry@png.com	Data Entry		2013-08-05 07:51:42 UTC	Edit Delete
4	reviewer	097552	Reviewer	reviewer@png.com	Reviewer		2013-08-05 03:49:59 UTC	Edit Delete
5	ams	097553	AMS	ams@png.com	AMS			Edit Delete
6	sokha		Sokha RUM	sokha@instedd.org	Admin		2013-08-01 07:56:04 UTC	Edit Delete

This screenshot show that we want to delete user “buimo”

4- Click button “OK” to confirm deleting

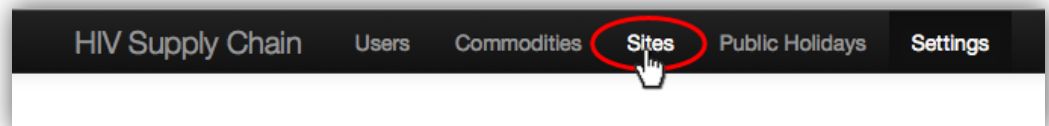
B- Site Setting

In HIV Supply Chain, the administrator can add new site, edit or delete site.

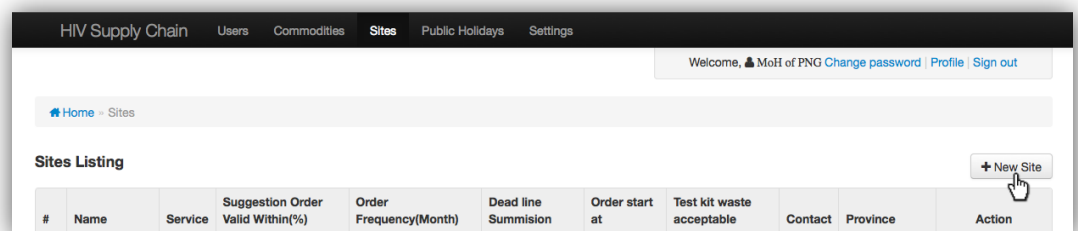
1- Add New Site to the System

1- Log in to the system as administrator

2- Click menu “Sites”



3- Click on button “New Site”



4- Fill in the required information as below:

- **Name:** fill in the name of site you’re going to create.
- **Latitude:** fill in the latitude location of site you’re going to create.
- **Longitude:** fill in the longitude location of site you’re going to create.
- **Service Type:** choose “ART”, “PMTCT” or “VCCT” service from the drop down box.

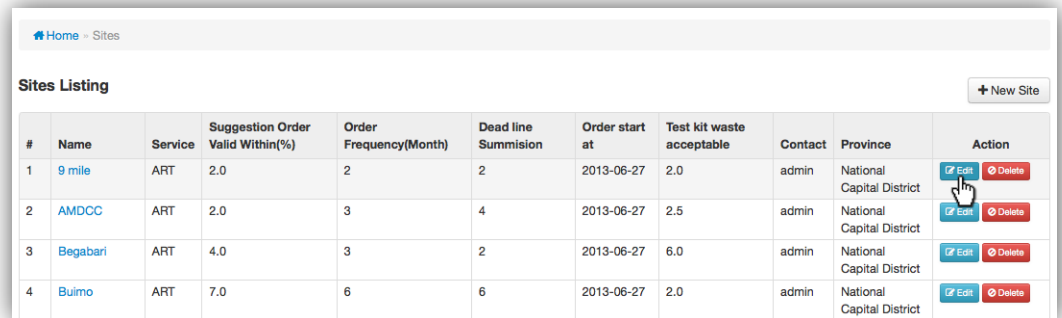
- **Suggestion Order Valid Within (%):** fill in the maximum percentage of difference between system suggestion and system calculation
- **Every:** fill in the duration of the site should be received message if this site does not confirm package received.
- **Duration type:** choose “Hour” or “Day”. It associates with the number you fill in “Every” field above.
- **Order Frequency (Month):** fill in the interval in months between 2 orders.
- **Number of deadline submission:** fill in the number of days to alert if the site hasn’t not yet sent the order.
- **Order Start Month:** choose the month to start order for this site.
- **Acceptable wastage % test kit:** fill in the wastage percentage that this site can accept.
- **Address:** fill in the address of site.
- **Contact name:** fill in the contact name for this site.
- **Mobile:** fill in the phone number of the site.
- **Land line number:** fill in the land line number of the site.
- **Email:** fill in the email of that site.
- **Province:** click drop down box and choose the province where site is located.

* Name	<input type="text" value="Buimo"/>
Latitude	<input type="text"/>
Longitude	<input type="text"/>
* Service type	<input type="text" value="ART"/>
* Suggestion Order Valid Within(%)	<input type="text" value="7.0"/>
Every	<input type="text" value="5"/>
Duration type	<input type="text" value="Hour"/>
* Order Frequency(Month)	<input type="text" value="6"/>
* Number of deadline submission	<input type="text" value="6"/>
* Order Start Month	<input type="text" value="2013-06-27"/>
* Acceptable wastage % test kit	<input type="text" value="2.0"/>
Address	<input type="text" value="adress"/>
* Contact name	<input type="text" value="admin"/>
* Mobile	<input type="text" value="85512000000"/>
* Land line number	<input type="text" value="85512000000"/>
Email	<input type="text" value="admin@instedd.org"/>
* Province	<input type="text" value="National Capital District"/>
<input type="button" value="✓ Save"/> <input type="button" value="✗ Cancel"/>	

5- Click button **"Save"**

2- Edit Site in the System

- 1- Log in to the system as administrator
- 2- Click menu **“Sites”**
- 3- Click on button **“Edit”** of the site that you want to edit

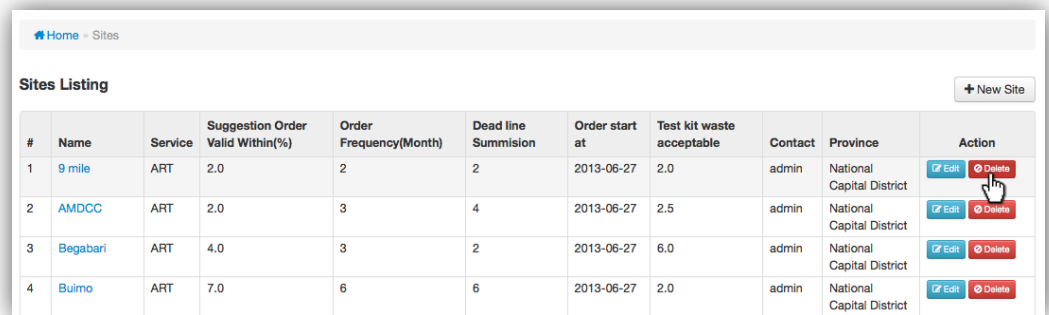


#	Name	Service	Suggestion Order Valid Within(%)	Order Frequency(Month)	Dead line Summision	Order start at	Test kit waste acceptable	Contact	Province	Action
1	9 mile	ART	2.0	2	2	2013-06-27	2.0	admin	National Capital District	Edit Delete
2	AMDCC	ART	2.0	3	4	2013-06-27	2.5	admin	National Capital District	Edit Delete
3	Begabari	ART	4.0	3	2	2013-06-27	6.0	admin	National Capital District	Edit Delete
4	Buimo	ART	7.0	6	6	2013-06-27	2.0	admin	National Capital District	Edit Delete

- 4- Edit the site information as you want then click button **“Save”**

3- Delete Site in the System

- 1- Log in to the system as administrator
- 2- Click menu **“Sites”**
- 3- Click on button **“Delete”** of the site that you want to delete



#	Name	Service	Suggestion Order Valid Within(%)	Order Frequency(Month)	Dead line Summision	Order start at	Test kit waste acceptable	Contact	Province	Action
1	9 mile	ART	2.0	2	2	2013-06-27	2.0	admin	National Capital District	Edit Delete
2	AMDCC	ART	2.0	3	4	2013-06-27	2.5	admin	National Capital District	Edit Delete
3	Begabari	ART	4.0	3	2	2013-06-27	6.0	admin	National Capital District	Edit Delete
4	Buimo	ART	7.0	6	6	2013-06-27	2.0	admin	National Capital District	Edit Delete

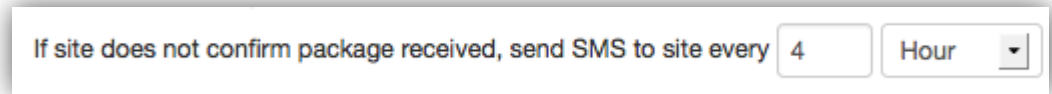
- 4- Click button **“OK”** to confirm deleting site

C- Parameter Setting

In HIV Supply Chain, normally there are messages alert to the people at site when the package has been delivered, message to confirm of receiving package from the site and message to remind the site who did not yet submit the requisition form.

- 1- Log in to the system as administrator
- 2- Click menu **“Settings”** and set the message as below:

- Choose “Hours” or “Days” for reminding to the site who did not confirm package received and type the number.



If site does not confirm package received, send SMS to site every 4 Hour

This screenshot show that the message will be sent from system every 4 hours if the site does not confirm package received.

- Message notification of delivering package to site
 - Message check for confirmation of receiving package to site
 - Message reminder to site who hasn't not submitted requisition form by deadline
 - Acknowledgment message: message has been sent to system successfully
 - Acknowledgment message: message syntax error
 - Acknowledgment message: consignment number is invalid
 - Acknowledgment message: status is invalid
 - Acknowledgment message: invalid carton format
 - Acknowledgment message: phone number is not allowed to report
- 3- Click button “Save” to save the parameter setting

System setting

If site does not confirm package received, send SMS to site every

Message notification of package deliver to site

Parameters: {site}, {consignment}, {shipment_date}, {carton}

Message check for confirmation of receiving package to site

Parameters: {site}, {consignment}, {shipment_date}

Message reminder to site who did not submit requisition form by deadline

Parameters: {site}, {deadline_date}

Acknowledgment message to site after sending message to the system

Acknowledgment message: message has been sent to system successfully

Parameters: {original_message}, {consignment}, {status}, {phone_number}, {carton_number}

Acknowledgment message: message syntax error

Parameters: {original_message}, {phone_number}

Acknowledgment message: consignment number is invalid

Parameters: {original_message}, {phone_number}

Acknowledgment message: status is invalid

Parameters: {original_message}, {consignment}, {phone_number}

Acknowledgment message: invalid carton format

Parameters: {original_message}, {consignment}, {status}, {phone_number}

Acknowledgment message: phone number is not allowed to report

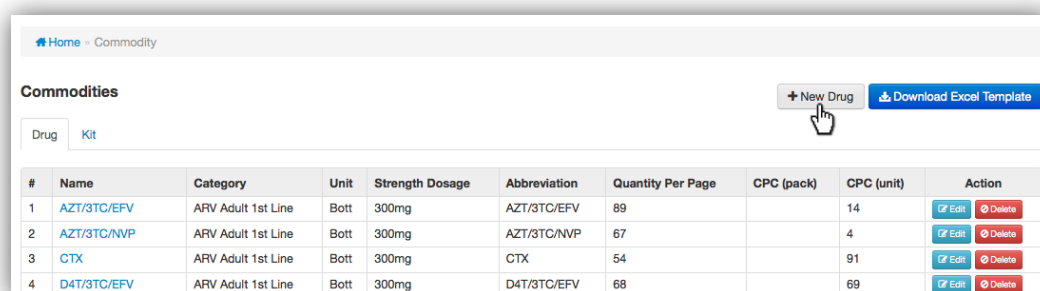
Parameters: {original_message}, {phone_number}

D- Commodity Setting

There are two different kinds of commodity in HIV Supply Chain System. Those are “Drug” and “Kit”

1- Add New Drug commodities to the System

- 1- Log in to the system as administrator
- 2- Click menu “Commodities”
- 3- Click tab “Drug”
- 4- Click button “New Drug”



Home - Commodity

Commodities

Drug Kit

+ New Drug Download Excel Template

#	Name	Category	Unit	Strength Dosage	Abbreviation	Quantity Per Page	CPC (pack)	CPC (unit)	Action
1	AZT/3TC/EFV	ARV Adult 1st Line	Bott	300mg	AZT/3TC/EFV	89		14	Edit Delete
2	AZT/3TC/NVP	ARV Adult 1st Line	Bott	300mg	AZT/3TC/NVP	67		4	Edit Delete
3	CTX	ARV Adult 1st Line	Bott	300mg	CTX	54		91	Edit Delete
4	D4T/3TC/EFV	ARV Adult 1st Line	Bott	300mg	D4T/3TC/EFV	68		69	Edit Delete

5- Fill in the information for new drug as below:

- **Name:** fill in the name of drug
- **Commodity category:** choose the drug category from the drop down list by click on drop down box
- **Consumption per client per month (pack):** fill in the average number of the package used per month for one client
- **Consumption per client per month (unit):** fill in the average number of the unit used per month for one client
- **Unit:** click on drop down box and choose the unit for the drug
- **Strength/Dosage:** fill in the doss or strength of the drug
- **Abbreviation:** fill in the sort name of the drug
- **Quantity per Package:** fill in the number of drugs per package.

6- Click button “Save”

Home » Commodities » Edit:CTX

New commodity

* Name

* Commodity category

Consumption per client per month(pack)

Consumption per client per month(unit)

* Unit

* Streng/Dosage

* Abbreviation

* quantity Per Package

2- Edit Drug Commodity in the System

- 1- Log in to the system as administrator
- 2- Click menu **“Commodities”**
- 3- Click tab **“Drug”**
- 4- Click button **“Edit”** of the drug commodity that you want to edit

Home » Commodity

Commodities + New Drug Download Excel Template

Drug Kit

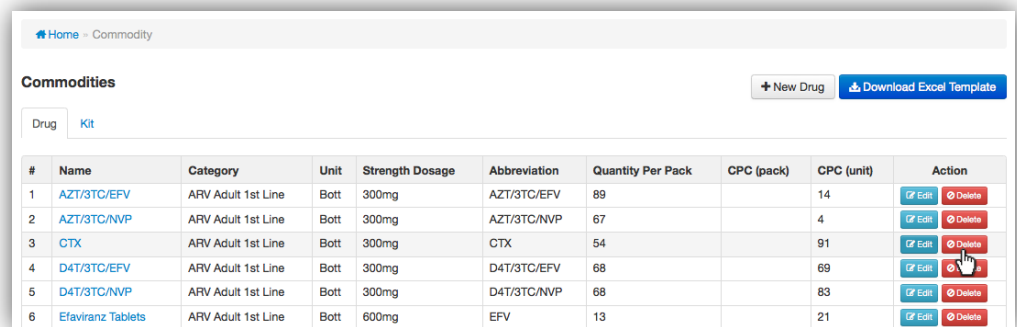
#	Name	Category	Unit	Strength Dosage	Abbreviation	Quantity Per Pack	CPC (pack)	CPC (unit)	Action
1	AZT/3TC/EFV	ARV Adult 1st Line	Bott	300mg	AZT/3TC/EFV	89		14	<input type="button" value="✎ Edit"/> <input type="button" value="✕ Delete"/>
2	AZT/3TC/NVP	ARV Adult 1st Line	Bott	300mg	AZT/3TC/NVP	67		4	<input type="button" value="✎ Edit"/> <input type="button" value="✕ Delete"/>
3	CTX	ARV Adult 1st Line	Bott	300mg	CTX	54		91	<input type="button" value="✎ Edit"/> <input type="button" value="✕ Delete"/>
4	D4T/3TC/EFV	ARV Adult 1st Line	Bott	300mg	D4T/3TC/EFV	68		69	<input type="button" value="✎ Edit"/> <input type="button" value="✕ Delete"/>
5	D4T/3TC/NVP	ARV Adult 1st Line	Bott	300mg	D4T/3TC/NVP	68		83	<input type="button" value="✎ Edit"/> <input type="button" value="✕ Delete"/>
6	Efaviranz Tablets	ARV Adult 1st Line	Bott	600mg	EFV	13		21	<input type="button" value="✎ Edit"/> <input type="button" value="✕ Delete"/>

This screenshot show that we want to edit “CTX” drug commodity

5- Edit the drug commodity as you want to click button **“Save”**

3- Delete Drug Commodity in the System

- 1- Log in to the system as administrator
- 2- Click menu **“Commodities”**
- 3- Click tab **“Drug”**
- 4- Click button **“Delete”** of the drug commodity that you want to delete



Home » Commodity

Commodities + New Drug Download Excel Template

Drug **Kit**

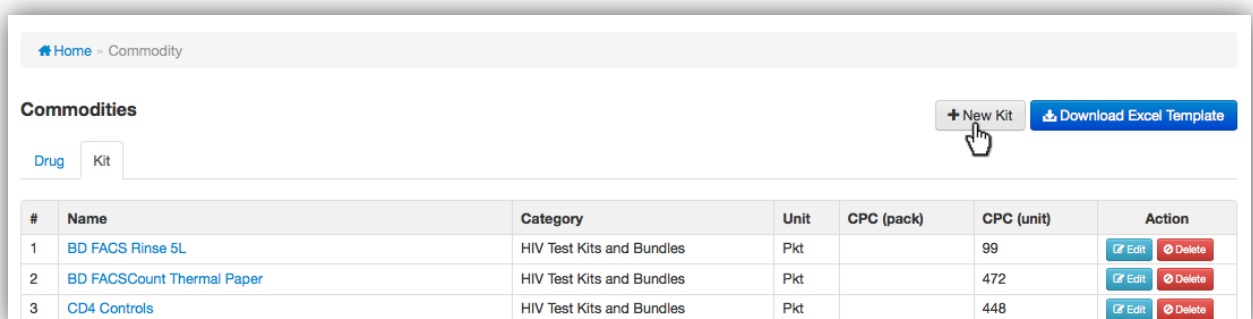
#	Name	Category	Unit	Strength Dosage	Abbreviation	Quantity Per Pack	CPC (pack)	CPC (unit)	Action
1	AZT/3TC/EFV	ARV Adult 1st Line	Bott	300mg	AZT/3TC/EFV	89		14	Edit Delete
2	AZT/3TC/NVP	ARV Adult 1st Line	Bott	300mg	AZT/3TC/NVP	67		4	Edit Delete
3	CTX	ARV Adult 1st Line	Bott	300mg	CTX	54		91	Edit Delete
4	D4T/3TC/EFV	ARV Adult 1st Line	Bott	300mg	D4T/3TC/EFV	68		69	Edit Delete
5	D4T/3TC/NVP	ARV Adult 1st Line	Bott	300mg	D4T/3TC/NVP	68		83	Edit Delete
6	Efaviranz Tablets	ARV Adult 1st Line	Bott	600mg	EFV	13		21	Edit Delete

This screenshot show that we want to delete “CTX” drug commodity

5- Click button **“OK”** to confirm delete

4- Add New Kit commodities to the System

- 1- Log in to the system as administrator
- 2- Click menu **“Commodities”**
- 3- Click tab **“Kit”**
- 4- Click button **“New Kit”**



Home » Commodity

Commodities + New Kit Download Excel Template

Drug **Kit**

#	Name	Category	Unit	CPC (pack)	CPC (unit)	Action
1	BD FACS Rinse 5L	HIV Test Kits and Bundles	Pkt		99	Edit Delete
2	BD FACSCount Thermal Paper	HIV Test Kits and Bundles	Pkt		472	Edit Delete
3	CD4 Controls	HIV Test Kits and Bundles	Pkt		448	Edit Delete

5- Fill in the information for new kit as below:

- **Name:** fill in the name of kit
 - **Commodity category:** choose the kit category from the drop down list by clicking on drop down box
 - **Consumption per client per month (pack):** fill in the average number of the pack used per month for one client
 - **Consumption per client per month (unit):** fill in the average number of the unit used per month for one client
 - **Unit:** click on drop down box and choose the unit for the kit
- 6- Click button “**Save**”

The screenshot shows a web form titled "New commodity". It contains the following fields and values:













- * Name:** BD FACS Rinse 5L
- * Commodity category:** HIV Test Kits and Bundles (selected from a dropdown menu)
- Consumption per client per month(pack):** (empty text box)
- Consumption per client per month(unit):** 99
- * Unit:** Pkt (selected from a dropdown menu)

At the bottom of the form, there are two buttons: a blue "✓ Save" button and a grey "✕ Cancel" button.

This screenshot show that the new kit “BD FACS Rinse 5L” will be created

5- Edit Kit commodities in the System













- 1- Log in to the system as administrator
- 2- Click menu “**Commodities**”
- 3- Click tab “**Kit**”
- 4- Click button “**Edit**” of the kit that you want to edit

Drug		Kit				
#	Name	Category	Unit	CPC (pack)	CPC (unit)	Action
1	BD FACS Rinse 5L	HIV Test Kits and Bundles	Pkt		99	 Edit  Delete
2	BD FACSCount Thermal Paper	HIV Test Kits and Bundles	Pkt		472	 Edit  Delete
3	CD4 Controls	HIV Test Kits and Bundles	Pkt		448	 Edit  Delete
4	CD4 Reagents	HIV Test Kits and Bundles	Pkt		301	 Edit  Delete
5	DBS Bundles for Early infant Diagnosis testing	HIV Test Kits and Bundles	Pkt		431	 Edit  Delete
6	DBS Bundles for HIV QA	HIV Test Kits and Bundles	Pkt		30	 Edit  Delete

5- Edit the kit as you want then click button **“Save”**

6- Delete Kit commodities from the System

- 1- Log in to the system as administrator
- 2- Click menu **“Commodities”**
- 3- Click tab **“Kit”**
- 4- Click button **“Delete”** of the kit that you want to delete

Drug		Kit				
#	Name	Category	Unit	CPC (pack)	CPC (unit)	Action
1	BD FACS Rinse 5L	HIV Test Kits and Bundles	Pkt		99	 Edit  Delete
2	BD FACSCount Thermal Paper	HIV Test Kits and Bundles	Pkt		472	 Edit  Delete
3	CD4 Controls	HIV Test Kits and Bundles	Pkt		448	 Edit  Delete
4	CD4 Reagents	HIV Test Kits and Bundles	Pkt		301	 Edit  Delete
5	DBS Bundles for Early infant Diagnosis testing	HIV Test Kits and Bundles	Pkt		431	 Edit  Delete
6	DBS Bundles for HIV QA	HIV Test Kits and Bundles	Pkt		30	 Edit  Delete

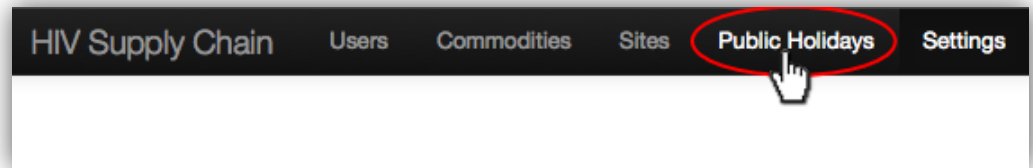
5- Click button **“OK”**

E- Public Holiday Setting

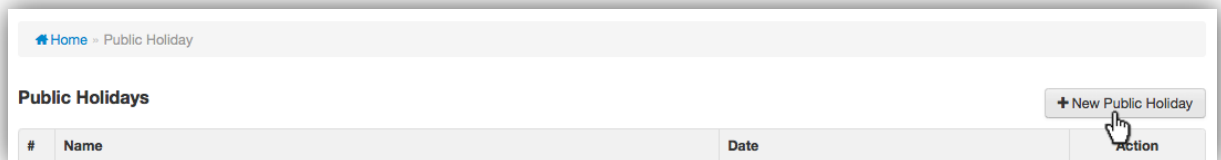
In HIV Supply Chain System, public holiday is used to determine the day when the system sends SMS to site. Because the system does not send SMS in week-end nor on public holiday.

1- Add Public Holiday to the System

- 1- Log in to the system as administrator
- 2- Click menu **“Public Holidays”**



3- Click button “**New Public Holiday**”



4- Fill in the information for public holiday as below:

- **Name:** fill in the name of holiday
- **Date:** set the date of public holiday

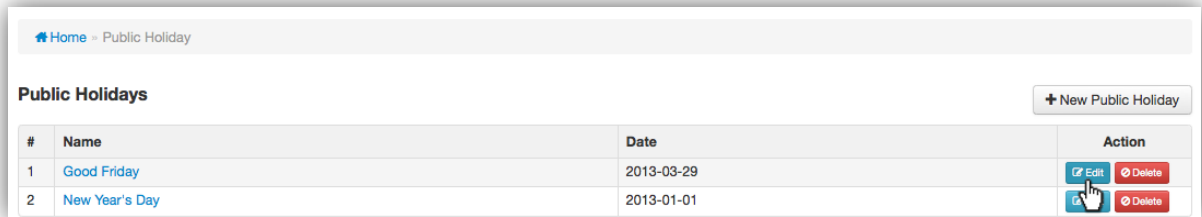
A screenshot of the 'New Public Holiday' form. The form has two main fields: '* Name' and '* Date'. The 'Name' field contains the text 'New Year's Day'. The 'Date' field contains the text '2013-01-01' and has a calendar icon to its right. At the bottom of the form, there are two buttons: a blue 'Save' button with a checkmark and a grey 'Cancel' button with an 'X'.

This screenshot show that the public holiday “New Year’s Day” will be set on 1st of January 2013

5- Click button “**Save**”

2- Edit Public Holiday in the System

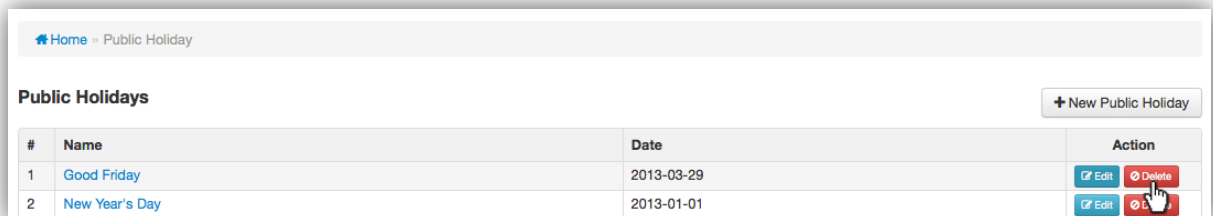
- 1- Log in to the system as administrator
- 2- Click menu “**Public Holidays**”
- 3- Click button “**Edit**” of the public holiday that you want to edit



4- Edit the public holiday as you want then click button **“Save”**

3- Delete Public Holiday from the System

- 1- Log in to the system as administrator
- 2- Click menu **“Public Holidays”**
- 3- Click button **“Delete”** of the public holiday that you want to delete

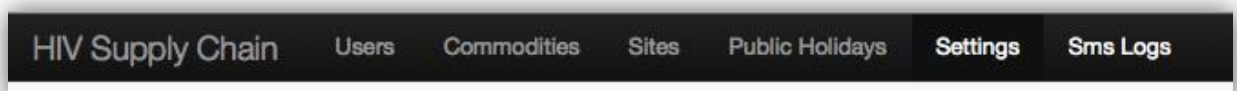


4- Click button **“OK”** to confirm delete

F- View SMS Logs

Normally in HIV Supply Chain System, when the package deliver to the site the system will automatically sent message to that site to alert that the package has delivered. Also the site has to send back SMS to confirm received or not received the package. The system administrator can view all the messages send form system and site.

- 1- Log in to the system as administrator
- 2- Click menu **“SMS Logs”**



There are 4 different tabs of SMS logs:

- **Requisition Deadline:** is the system alert message sent to the site which is not yet submit the requisition.

- **Package shipped:** is the system alert message sent to the site to inform that the package is in shipping progress to that site.
- **Alert shipment received?:** is the system alert message sent to the site incase of there is no receiving reply from the site.
- **SMS from site:** is the SMS from the site to confirm that they received package or not.

Messages list								
Requisition Deadline Package shipped Alert Shipment received? SMS from site								
#	From	Message	Consignment	Shipment Status	Carton	System Response	Error	Date
1	85512657527	1000 yes	1000	Received		Hi 85512657527, We have received your message: 1000 yes ...	No	2013-09-27 09:52
2	85512657527	8900 yes				Your message: 8900 yes consignment_number is invalid.	Yes	2013-09-27 09:46

VII- Site User in HIV Supply Chain System

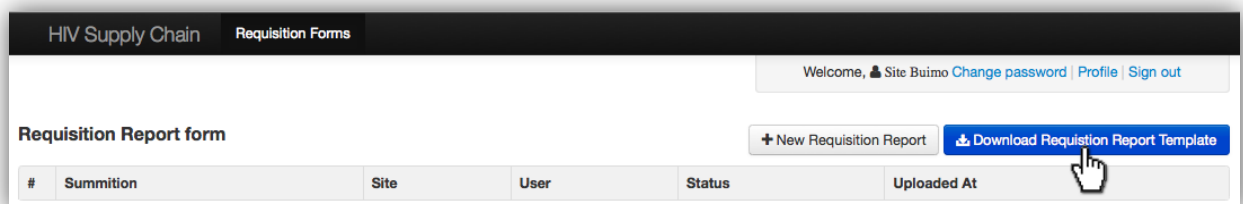
In HIV Supply Chain System, we have designed base on the user level. Log in to HIV Supply Chain System, site user can:

- download requisition report template for filling in the order
- report new requisition to order new commodities and kits

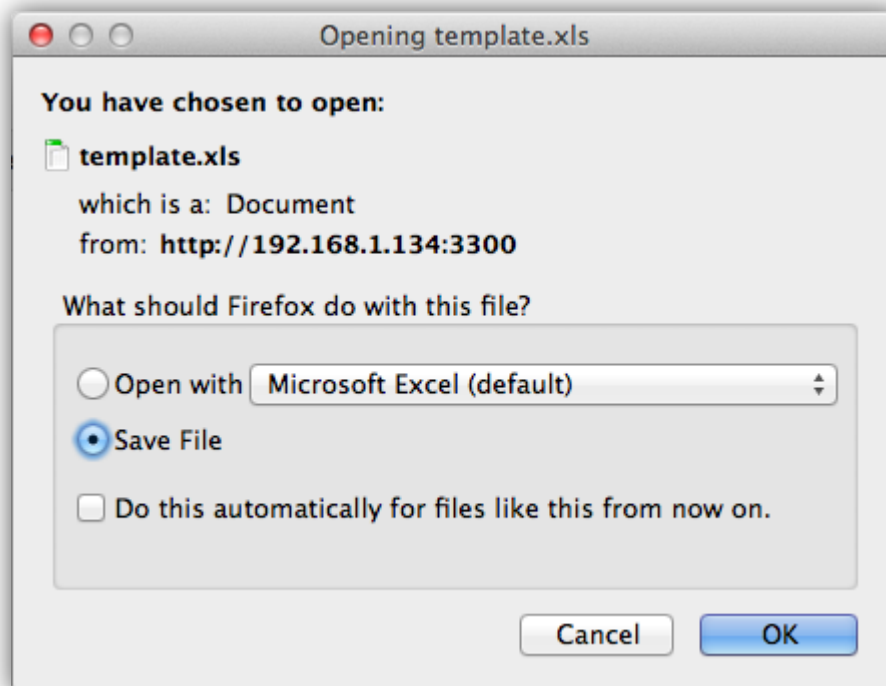
A- Download Requisition Report Template

In order to do the drug or/and kits commodities order, the user at the site have to download the requisition report template and fill in the order before uploading to the system to order.

- 1- Log in to the system as the site user
- 2- Click button **“Download Requisition Report Template”**



- 3- Save the template to your local computer.



B- Fill in Requisition Report to order commodities

In order to order the drug or kits commodities, the site have to fill in the commodities in the requisition form that have downloaded from the system.

1- Open the requisition form you have downloaded from the system. There are two different sheets of the requisition form. The sheet “**ARVs requisition forms**” and “**TestRequisitionForm**”.

2- Click on sheet “**ARVs requisition forms**” and fill in the drug commodities that you would like to order.

	A	B	C	D	E	F	G
1	ARV and TEST KIT REQUISITION FOR					Papua New Guinea National Department of Health	
2	1) Please remember, when submitting orders YOU MUST:						
3	2) Submit the "Surv 2: Monthly Data Collection Sheet" (including total number of patients on each regimen) when requesting ARVs;						
4	3) Submit the "VCT Monthly Summary Sheet" when requesting Test Kits;						
5	4) Indicate your Current Stock On Hand of ARVs or Test Kits, monthly consumption and earliest expiry of stock						
6							
7	FROM (Clinic/Hospital Name):					Ph:	Date:
8	Add			Ph:		Fax:	
9	Drug	Strength/Dosage	Abbreviation	Qty Per Pack	Issue Units	Stock On Hand	Monthly Used
10	ARVs					All Entries in Issue Units	
11	ARV Adult 1st Line						
12	AZT/3TC/EFV	300mg	AZT/3TC/EFV	69	Bott	23	231
13	AZT/3TC/NVP	300mg	AZT/3TC/NVP	67	Bott	32	321
14	CTX	300mg	CTX	54	Bott	42	222
15	D4T/3TC/EFV	300mg	D4T/3TC/EFV	68	Bott	14	231
16	D4T/3TC/NVP	300mg	D4T/3TC/NVP	68	Bott	24	312
17	Efaviranz Tablets	600mg	EFV	13	Bott	53	312
18	INH	300mg	INH	60	Bott	23	212
19	Lamivudine Tablet	150mg	3TC	73	Bott	32	122
20	Nevirapine Tablets	200mg	NVP	59	Bott	42	231
21	NVP	300mg	NVP	54	Bott	14	231
22	NVP/AZT	300mg	NVP/AZT	73	Bott	24	321
23	Oth Comb	300mg	Oth Comb	57	Bott	53	222
24	Others	300mg	Others	75	Bott	23	231
25	Others (2nd line)	300mg	Others (2nd line)	51	Bott	32	312
26	Pep	300mg	Pep	70	Bott	42	312
27	PMTCT	300mg	PMTCT	86	Bott	14	212
28	Prophylaxis	300mg	Prophylaxis	69	Bott	24	122
29	Seprin	300mg	Seprin	29	Bott	53	231
30	TDF	300mg	TDF	69	Bott	23	231
31	TDF/3TC/EFV	300mg	TDF/3TC/EFV	38	Bott	32	321
32	TDF/3TC/NVP	300mg	TDF/3TC/NVP	11	Bott	42	222
33	TDF/ABC/LPVr	300mg	TDF/ABC/LPVr	6	Bott	14	231
34	TDF/AZT/3TC/LPVr	300mg	TDF/AZT/3TC/LPVr	24	Bott	24	312
35	TDF/NVP	300mg	TDF/NVP	38	Bott	53	312
36	Tenofovir + Lamivudine + 300+300+600mg		TDF/3TC/EFV	68	Bott	23	212
37	Tenofovir + Lamivudine + 300+300+200mg		TDF/3TC/NVP	4	Bott	32	122
38	Tenofovir + Lamivudine Tablet 300+300		TDF/3TC	24	Bott	42	231
39	ZDV/3TC/EFV	300mg	ZDV/3TC/EFV	1	Bott	14	231
	ARVs requisition forms TestRequisitionForm +						
	Normal View Ready			Sum = 0			

3- Click on sheet “**TestRequisitionForm**” and fill in the kit commodities that you would like to order.

HIV TEST KIT REQUISITION FORM				
Please remember, when submitting orders YOU MUST:				
1) Submit a completed "SURV1: HIV Monthly Testing Summary" AND "CD4 testing Monthly Summary" for the past month.				
2) Indicate on this form your current "Stock On Hand" of all test kits and other supplies.				
3) After receiving your order, please indicate quantity received in last column and fax or email to Logistics Unit				
FROM (Clinic/Hospital Name):		DATE:		
Laboratory Test Kits/Reagents	Issue Units	Stock On Hand	Monthly Used	End of Month
HIV Test Kits and Bundles				
HIV Test Kits and Bundles				
BD FACS Rinse 5L	Pkt	23	231	
BD FACSCount Thermal Paper	Pkt	12	123	
CD4 Controls	Pkt	42	422	
CD4 Reagents	Pkt	12	321	
DBS Bundles for Early Infant Diagnosis testing	Pkt	21	213	
DBS Bundles for HIV QA	Pkt	23	231	
Determine HIV 1/2 (100 test) with buffer	Pkt	23	231	
FACS Clean	Pkt	23	231	
FACS Sheath Fluid (OSMOSOL) (20Litres)	Pkt	12	123	
Immunocomb HIV 1/2 (100 test)	Pkt	42	422	
Microplates (U plates)	Pkt	32	321	
PIMA consumable bundles	Pkt	21	213	
PIMA Control Standard Beads	Pkt	23	231	
PIMA Printer Paper Roll	Pkt	23	231	
PIMA Reagents	Pkt	42	422	
Pipet tips (20ul-200ul)	Pkt	32	321	
Purple tube (EDTA)	Pkt	21	213	
Serodia HIV 1/2 (55x4)	Pkt	23	231	
Statpak HIV 1/2	Pkt	23	231	
BD FACSCount Reagents				
PIMA CD4 Test Reagents/Consumables				

ARVs requisition forms TestRequisitionForm +

Normal View Ready

4- Save the requisition excel file

C- Upload Requisition Report to order the commodities

After fill in the requisition form, sit user have to upload this form to the system and this order will automatically appear to the system reviewer.

- 1- Log in to the system as the site user
- 2- Click button “**New Requisition Report**”

HIV Supply Chain Requisition Forms

Welcome, Site Buimo [Change password](#) | [Profile](#) | [Sign out](#)

Requisition Report form

[+ New Requisition Report](#) [Download Requisition Report Template](#)

#	Summition	Site	User	Status	Uploaded At

3- Click button “**Browse**”

HIV Supply Chain Requisition Forms

[Home](#) » New Requisition Form

Requisition Form Summition

* Form No file selected.

4- Choose the requisition form file that you have fill the commodities order

5- Click button **“Save”** to upload the order

[Home](#) » New Requisition Form

Requisition Form Summition

* Form template.xls

Now the site user can see their pre-order as the screenshot below

HIV Supply Chain Requisition Forms

Welcome, Site Buimo [Change password](#) | [Profile](#) | [Sign out](#)

Order has been created successfully

Requisition Report form

[+ New Requisition Report](#) [Download Requisition Report Template](#)

#	Summition	Site	User	Status	Uploaded At
1	template.xls	Buimo	Site Buimo	Success	2013-08-15 10:59:02 UTC

VIII- Data Entry User in HIV Supply Chain System

In HIV Supply Chain System, when there is order from the site, the role of data entry user is to review these orders before submitting these orders to reviewer, make order, revise the order when there is any feedback from reviewer and entry the data of SURV1 and SURV2.

A- Entering SURV form data

SURV form in HIV Supply Chain System is the number patients who receive each service of each site.

1. Log in to the system as data entry user
2. Click on menu **"SURV"**

3. Click on tab **"Surv1"** or **"Surv2"**
4. Click on **"New Surv1"** button if you choose surv1 tab or **"New Surv2"** button if you choose surv2 tab.

This screenshot shows that we're going to enter data by using form surv1.

5. Select the month and year for the data that you're going to input. You also copy from the excel file and paste to this online surv form also.

New SURV1

Month Year

Please enter the number of patient in the following form. You can copy from Excel and paste here.

Site	BD FACS Rins...	Statpak HIV 1/2	PIMA Control...	CD4 Reagents	BD FACSCount...	Immunocomb H...	PIMA Printer...	CD4 Controls	Pipet tips (...)
9 mile	12	34	34	45	23	34	23	12	23
AMDCC	44	12	12	32	65	12	23	34	65
Begabari	76	45	45	34	23	12	67	45	23
Buimo	32	43	45	65	23	12	34	31	21
Epeanda	12	34	34	45	23	34	23	12	23
Ereitave Uvi	44	12	12	32	65	12	23	34	65
Good Sama...	76	45	45	34	23	12	67	45	23
Goroka Pa...	32	43	45	65	23	12	34	31	21
Heduru	12	34	34	45	23	34	23	12	23

This screenshot is the data of surv1 for September 2013.

- Click **"Save"** button

B- Edit Data in SURV form

- Log in to the system as data entry user
- Click on menu **"SURV"**
- Click on tab **"Surv1"** or **"Surv2"** that you want to edit data
- Click **"Edit"** button of the surv form data that you want to edit

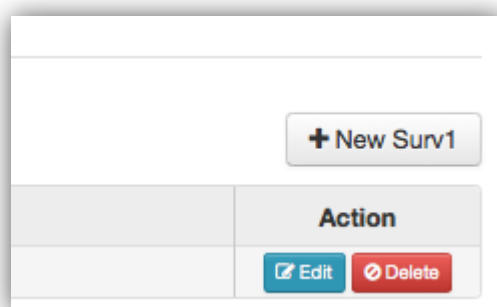
Action
<input type="button" value="Edit"/> <input type="button" value="Delete"/>

- Edit the data as you want and click **"Save"** button

C- Delete SURV form's data

- Log in to the system as data entry user
- Click on menu **"SURV"**
- Click on tab **"Surv1"** or **"Surv2"** that you want to delete

- Click **"Delete"** button of the surv form data that you want to delete

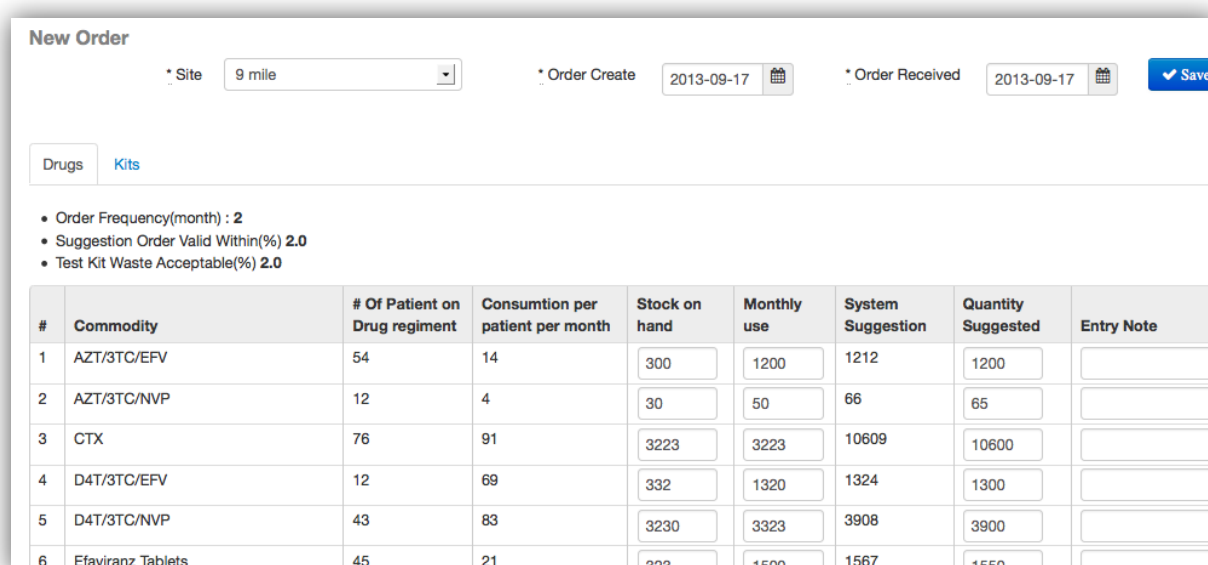


The screenshot shows a form with a button labeled '+ New Surv1' at the top. Below it is a table with two columns. The first column is empty. The second column is titled 'Action' and contains two buttons: 'Edit' (with a pencil icon) and 'Delete' (with a trash can icon).

- Click **"OK"** button to confirm delete

D- Make Requisition Order

- Log in to the system as data entry user
- Click on menu **"Requisition and order"**
- Click **"New Order"** button
- Click **"Drugs"** tab to make drug requisition order and/or **"Kits"** tab to make kit requisition order.
- Fill in the required information as bellow:
 - Site:** click on drop down list and choose the site that you want to make order.
 - Order Create:** set the date of creating order.
 - Order Received:** set the date of receiving order.
 - Stock on hand:** fill in the remain stock for each commodity.
 - Monthly use:** fill in the number of monthly use for each commodity.
 - Quantity suggested:** fill in the suggested number for each commodity.



The screenshot shows the 'New Order' form. At the top, there are fields for 'Site' (a dropdown menu showing '9 mile'), 'Order Create' (a date field showing '2013-09-17'), and 'Order Received' (a date field showing '2013-09-17'). There is a 'Save' button on the right. Below these fields are tabs for 'Drugs' and 'Kits'. Under the 'Drugs' tab, there are three bullet points: 'Order Frequency(month) : 2', 'Suggestion Order Valid Within(%) 2.0', and 'Test Kit Waste Acceptable(%) 2.0'. Below these are two tables. The first table has 9 columns: '#', 'Commodity', '# Of Patient on Drug regiment', 'Consumption per patient per month', 'Stock on hand', 'Monthly use', 'System Suggestion', 'Quantity Suggested', and 'Entry Note'. The second table has 6 rows of data for various commodities.

#	Commodity	# Of Patient on Drug regiment	Consumption per patient per month	Stock on hand	Monthly use	System Suggestion	Quantity Suggested	Entry Note
1	AZT/3TC/EFV	54	14	300	1200	1212	1200	
2	AZT/3TC/NVP	12	4	30	50	66	65	
3	CTX	76	91	3223	3223	10609	10600	
4	D4T/3TC/EFV	12	69	332	1320	1324	1300	
5	D4T/3TC/NVP	43	83	3230	3323	3908	3900	
6	Efaviranz Tablets	45	21	323	1500	1567	1550	

This screenshot shows the drug order for site 9 mile.

- Click **"Save order"** button to make order.

#	Summition	Site	Id	Order Creation	Entry	Reviewer	Reviewed Date	Status
1	2013-10-01	9 mile	10	2013-10-01	data_entry	reviewer	Wed, 18 Sep 2013 07:12:38 +0000	Approved
2	2013-09-17	9 mile	9	2013-09-17	data	reviewer	Wed, 18 Sep 2013 04:53:04 +0000	Approved
3	2013-08-08	9 mile	7	2013-08-08	data	reviewer	Wed, 18 Sep 2013 04:06:00 +0000	To Be Revised

This screenshot is showing the list of orders. You can export this order list as Excel csv by click **“Export Orders”** button.

E- Edit Requisition Order

1. Log in to the system as data entry user
2. Click on menu **“Requisition and order”**
3. Click **“Drugs”** tab to edit drug requisition order or **“Kits”** tab to edit kit requisition order.
4. Click **“Edit”** button of the requisition order that you want to edit.



#	Summition	Site	Id	Order Creation	Entry	Reviewer	Reviewed Date	Status	Action
1	2013-09-17	9 mile	7	2013-09-17	data_entry			To Be Reviewed	Edit

5. Edit the requisition order and click **“Save order”**

IX- Reviewer User in HIV Supply Chain System

The role of reviewer in HIV Supply Chain System is to review the order from each site and submit the order to shipment or reject the order and submit back to data entry for correction. In the first log in page as reviewer, it shows the dashboard summarize the number of orders pending for review and number of order reviewed and rejected.

Dashboard Summary

* From order date  * To  [Go](#)

1 Orders pending for you to review

0 Orders reviewed and rejected. Pending for correction by data entry

This screenshot shows that there is one order pending for reviewer to review and zero order reviewed and rejected. Reviewer also can filter the order by setting the date range.

- Click **“Requisition and order”** menu. The list of order will show with the status:
 - To Be Reviewed:** is the order that just submit from data entry and ready for reviewer to review.
 - To Be Revised:** is the order that already reviewed by reviewer and there are some commodity not approved and need correction from data entry again.
 - Approved:** is the order that approved and already submit to shipment for packaging and ship to the site.

HIV Supply Chain

Requisition and order

Welcome 👤 Reviewer

[Change password](#)

[Profile](#)

[Sign out](#)

🏠 Home

» Orders

Requisition and order



📄 Export Orders

#	Summition	Site	Id	Order Creation	Entry	Reviewer	Reviewed Date	Status	Action
1	2013-10-01	9 mile	10	2013-10-01	data_entry			To Be Reviewed	<div>🖋 Review</div>
2	2013-09-17	9 mile	9	2013-09-17	data	reviewer	Tue, 17 Sep 2013 10:42:50 +0000	Approved	<div>🖋 Review</div>
3	2013-08-08	9 mile	7	2013-08-08	data	reviewer	Wed, 18 Sep 2013 04:06:00 +0000	To Be Revised	<div>🖋 Review</div>

- Click **“Review”** button of the order that you want to review.

Requisition and order									Export Orders
#	Summition	Site	Id	Order Creation	Entry	Reviewer	Reviewed Date	Status	Action
1	2013-10-01	9 mile	10	2013-10-01	data_entry			To Be Reviewed	Review
2	2013-09-17	9 mile	9	2013-09-17	data	reviewer	Wed, 18 Sep 2013 04:53:04 +0000	Approved	Review
3	2013-08-08	9 mile	7	2013-08-08	data	reviewer	Wed, 18 Sep 2013 04:06:00 +0000	To Be Revised	Review

This screenshot shows that we want to review the first order.

3. Click on green button () of each commodity to accept the order or click on red button () to reject.



















The system will automatically submit to shipment or submit back to data entry if there is any commodity rejected.

Review order

Site : 9 mile
Order ID : 9

Drugs
Kits

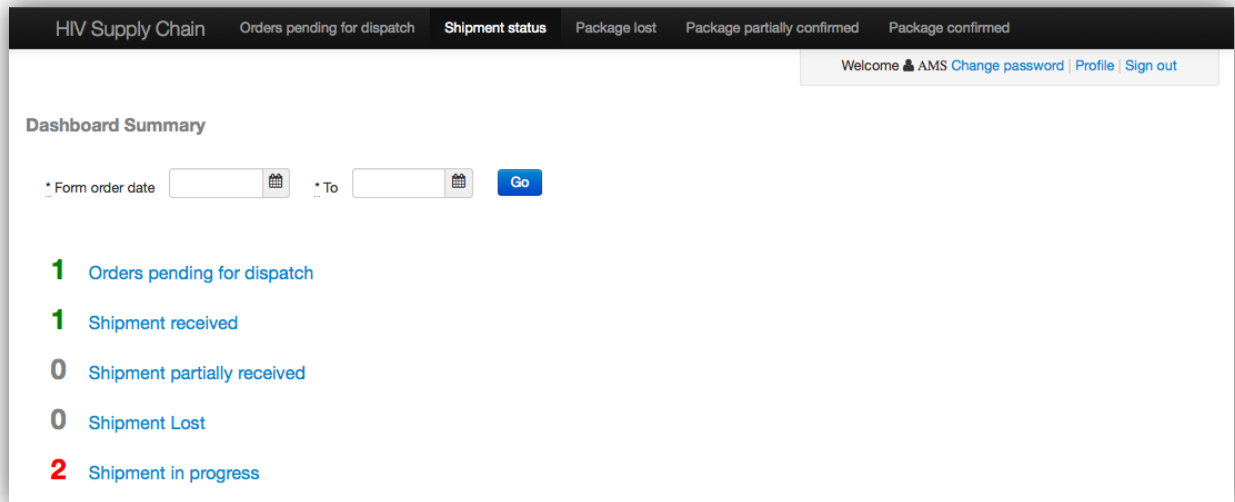
Drug Commodities

#	Commodity	#Patient drug	Stock on hand	Consumption	System suggestion	Quantity Suggested	Status	Entry Note	Reviewer Note	Action
1	Zidovudine + Lamivudine + N...	15	32	910	178.0	180	✓			 
2	Nevirapine Tablets	32	54	901	5450.0	5450	✓			 
3	Others (2nd line)	61	73	510	3953.0	4000	✓			 
4	Others	31	34	501	710.0	700	✓			 
5	Efaviranz Tablets	12	24	412	480.0	480	✓			 
6	TDF/ABC/LPVr	21	24	410	1236.0	1230	✓			 
7	AZT/3TC/EFV	41	34	409	1114.0	1100	✓			 
8	AZT/3TC/NVP	42	21	402	315.0	310	✓			 
9	D4T/3TC/NVP	18	24	322	2964.0	3000	✓			 

This screenshot shows that all the commodities were approved and ready to ship to site 9 mile.

X- AMS User in HIV Supply Chain System

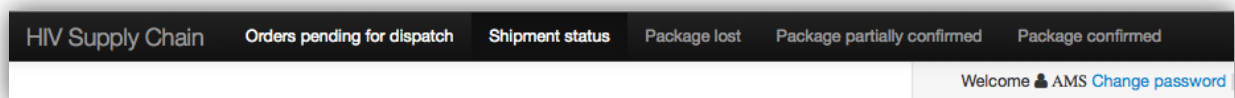
It's time for shipping the commodity to the site after reviewing from the reviewer. As the AMS user, you can create shipment; mark the shipment as lost, received or partially received. Below is the first log in screen as AMS user.



This screenshot shows that there is 1 order is pending for dispatching, 1 shipment received, 0 shipment partially received, 0 shipment lost and 2 shipments in progress. AMS user also can also filter it by date range.

A- Create New Shipment

1. Log in to the system as AMS user
2. Click **"Orders pending for dispatch"** menu



3. Click on drop down list and choose the site
4. Fill in the quantity dispatch of each commodity.
5. Check the commodity that you want to include into one package.

New Shipment


9 mile + Create Shipment

	Site	Orderid	Commodity	Type	Amount	Approved Date	Quantity Dispatch	AMS remark
<input checked="" type="checkbox"/>	9 mile	9	TDF/ABC/LPVr	Drug	1230	about 23 hours	1230	
<input checked="" type="checkbox"/>	9 mile	9	DBS Bundles for Early Infant Diagnosis testing	Kit	53400	about 23 hours	53400	
<input checked="" type="checkbox"/>	9 mile	9	AZT/3TC/EFV	Drug	1100	about 23 hours	1100	
<input checked="" type="checkbox"/>	9 mile	9	AZT/3TC/NVP	Drug	310	about 23 hours	3100	
<input checked="" type="checkbox"/>	9 mile	9	D4T/3TC/NVP	Drug	3000	about 23 hours	3000	
<input checked="" type="checkbox"/>	9 mile	9	Septrin	Drug	95	about 23 hours	95	
<input checked="" type="checkbox"/>	9 mile	9	TDF/AZT/3TC/LPVr	Drug	1900	about 23 hours	1900	
<input checked="" type="checkbox"/>	9 mile	9	ZDV/3TC/EFV	Drug	4870	about 23 hours	4870	
<input checked="" type="checkbox"/>	9 mile	9	Zidovudine Tablets	Drug	320	about 23 hours	320	
<input checked="" type="checkbox"/>	9 mile	9	Immunocomb HIV 1/2 (100 test)	Kit	10500	about 23 hours	10500	
<input type="checkbox"/>	9 mile	9	Pipet tips (20ul-200ul)	Kit	6000	about 23 hours	6000	
<input type="checkbox"/>	9 mile	9	Serodia HIV 1/2 (55x4)	Kit	29000	about 23 hours	29000	
<input type="checkbox"/>	9 mile	9	D4T/3TC/EFV	Drug	4235	about 23 hours	4235	

This screenshot shows that the first 10 commodities will be packed in one package.

- Click **"Create Shipment"** button
- Set the shipment date, consignment number (it must be unique), cost and carton (the number of carton in package).

Create Shipment ×

* Shipment date 

* Consignment number

Cost

Carton

✕ Close ✓ Save

This screenshot shows that the shipment date is 18 September 2013 and consignment number is 1122, cost is 150 and there are 15 cartons in package.

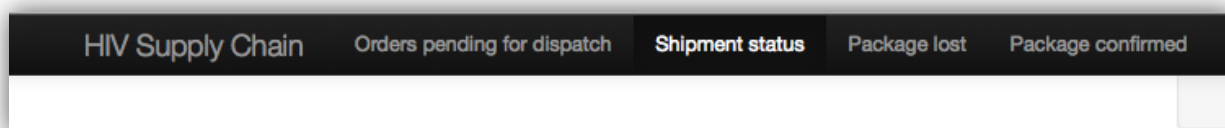
- Click **“Save”** button. The system will automatically sent SMS to that site and the shipping status will be marked as in progress. The selected commodities will also not exist in the list.

B- Updating Shipment Status

When the shipment packages were shipped to the sites, normally the people at the site will confirm back by SMS if the package received or not or received only some cartons. In HIV Supply Chain System, when receiving confirm SMS from the site, the system automatically update the status as received, lost or partially received.

The AMS user also can do manually update status of the shipment package. Below is the instruction how to manually update status.

- Log in to the system as AMS user
- Click **“Shipment status”** menu



- Check on the shipment package that you want to mark
- Click on drop down list at the top-right of the list and choose:
 - Mark as lost:** if the site is not received the package.
 - Mark as received:** if the site has received package.
 - Mark as partially received:** if the site has received only some cartons in package.

Shipment status

[Download as Excel](#)

#	Site	Consignment	Status	Date Shipped	SMS Notified clinic (times)	Last notified date to clinic	Confirmed date	Lost date	
1	9 mile	333331	In Progress	about 3 hours	1	2013-09-19 02:43:05 UTC		2013-09-02 02:44:39 UTC	<input type="checkbox"/>
2	9 mile	333333	In Progress	about 3 hours	1	2013-09-19 02:38:41 UTC		2013-09-02 02:44:39 UTC	<input type="checkbox"/>
3	9 mile	222222	In Progress	about 3 hours	1	2013-09-19 02:28:24 UTC		2013-09-02 02:44:39 UTC	<input type="checkbox"/>
4	9 mile	20139	In Progress	about 3 hours	2	2013-09-19 01:42:23 UTC		2013-09-02 02:44:39 UTC	<input type="checkbox"/>
5	9 mile	111221	In Progress	about 3 hours	2	2013-09-19 01:39:16 UTC		2013-09-02 02:44:39 UTC	<input type="checkbox"/>
6	9 mile	1122	In Progress	1 day	18	2013-09-18 09:59:22 UTC		2013-09-02 02:44:39 UTC	<input checked="" type="checkbox"/>
7	9 mile	111222	In Progress	1 day	22	2013-09-18 06:12:45 UTC		2013-09-02 02:44:39 UTC	<input checked="" type="checkbox"/>
8	9 mile	5555	Received	3 days	1	2013-09-17 10:51:10 UTC	2013-09-19 01:44:51 UTC		<input type="checkbox"/>

This screenshot shows that the shipment package with consignment number “111222” and “1122” which is ship to site “9 mile” will be marked as received.

AMS user also can download the shipment list as Excel csv by clicking "**Download as Excel**".
Clicking on menu:

- **Package lost** to view the list of lost package only.
- **Package partially confirmed** to view the list of package has received some carton only.
- **Package confirmed** to view the list to of package has received.

XI- SMS Confirm from the Site

In order to change the shipment status as received, lost or partially received, HIV Supply Chain System needs the confirm message from the site. Below is the format message for site to send to the system.

Consignment_Number Status Number_of_carton

- **Consignment_Number**: is the shipment consignment number. The sites receive this number when the package shipped and also this number is on the package.
- **Status**: can be received, lost or partially received.
 - If **Received** they just type: **R** or **Y** or **Yes** or **Received**.
 - If **Partially Received** they just type: **P** or **Partial**.
 - If **Lost** they just type: **L** or **N** or **No** or **Not** or **Lost**.
User can type in upper or lower case, and it works well.
- **Number_of_carton**: type the number of carton received, but it's optional.

Example:

- **1122 R 15** (mean that the consignment number 1122 is received with 15 carton)
- **1122 No** (mean that the consignment number 1122 is lost)
- **1122 P** (mean that the consignment number 1122 is partially received)