

Pharmacy Procurement & Purchasing SOP

Pharmacy & Chemist Retail

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This guide explains what the tool produces, how to use the output, and what to watch for. The actual output (draft/report) is generated on the tool page.

Background

Produces a procurement SOP for a pharmacy — indenting, distributor ordering, scheme/margin optimisation, receiving/verification (batch, expiry, cold chain, genuineness) and invoicing. Use it to systematise buying. For choosing distributors use the Distributor Selection tool.

Purpose of this tool & output

Systematise buying and receiving drugs

How the output is used

Use it to systematise buying and receiving drugs — a procurement and purchasing SOP that controls genuineness, price and expiry.

Important cautions

At receiving, verify batch, expiry (reject short-dated), MRP, cold-chain and source/genuineness (to avoid spurious drugs) — these are pharmacy-specific controls. Do not chase distributor schemes into overstock/expiry. Buy from genuine, licensed distributors only. Adapt to your scale.

Companion documents

- Pharmacy Inventory Management System
- Drug Distributor / Stockist Selection
- Drug Expiry & Returns Management
- Stock Reconciliation & Audit Tool
- Reorder & Availability Planner
- Batch Tracking & Recall Readiness

This is AI-assisted guidance. Verify with a qualified professional before any binding decision. Fees, authorities and processes vary by state and change over time — confirm with your state authority.