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| **STANDARD OPERATING PROCEDURE for Nigeria PreP Study** | | |
| **Study Site:** | | **SOPs Number** :SA-103 |
| **Title**  **PROCUREMENT AND SHIPPING** | | |
| **Version Number**: | **Version Date:** | **Effective date**: |
| **Approval name Signature Date** | | |

**Annual Review**

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| **Review date** | **Revision Date** | **Signature** |
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**Document History**

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| **Version number** | **Reason for change** | **Date** |
| 1.0 | Initial release | 28th March 2015 |
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**Distribution List**

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1. **Introduction**

Resources of the National Agency for the control of AIDS are handled by pre-established policies of Organisation, relevant national regulations and in accordance with the individual provisions established by the Sponsor/Funders. Since the policies of the Organization are subject to the Sponsor's rules and regulations, there may be individual cases in which the latter are more restrictive. The relevant unit in NACA is responsible for monitoring compliance and approving requisitions before they are processed by Purchasing. NACA policy is to take all of the above into consideration: processing requisitions in accordance with general Policy, but having additional flexibility to serve the unique needs of the study for prompt and dependable action.

1. **Objective**

* To ensure that the processes of procuring items in the site are plainly operated/stated and reached to the respective destination safely.
* To make clear line of responsibilities across the study sites and units as relates to study material and activities procurement.

1. **Responsibility:**

* It is the responsibility of the study Principal Investigator, Study Coordinator, Laboratory Supervisor or PI designee to ensure that this policy is adhered to by all study staff.

1. **Definitions**

**Profoma:**  When used in this policy the term refers to price quote for requested items or an informal document presented in advance of the arrival, or preparation of the required document, in order to satisfy a site requirement.

**Supplier:**  A manufacturer, processor or packager of a controlled product or a person who, in the course of business, imports or sells controlled products.

**Packing List:** A list showing the number and kinds of items being transported, as well as other information needed for transportation purposes

**Way Bill Number:**  A contract for air transportation and receipt of goods shipped, covers movement by air/road carrier or air/road forwarder

**Receipt:**  A written acknowledgement which grants legal validation to a repayment of all or part of a debt.

**Order:** A request from a client to a broker to buy (buy order) or sell (sell order) a specified amount of a particular item.

**5. Procedures**

* The respective study staff will communicate with the Supplier or Vendor to obtain a quotation in the form of a pro-forma for the required supplies or equipment.
* The study staff will ensure that the pro-forma is quoted in either Nigerian Naira (for domestic quotations) or United States Dollars (for foreign quotations). S/he will ensure that the items listed are of the correct type and number, and will ensure that payment information is included on the pro-forma (e.g., bank account name and number, bank name and address, SWIFT code, etc).
* The Study staff shall make reasonable efforts to ensure that the price is fair for the supplies or equipment listed. Reasonable efforts may include, but not be limited to, seeking three or more quotations from Suppliers or Vendors and making an assessment of the cost of the items based on experience..
* Once satisfied with the pro-forma, the Study staff should forward it to the Principal Investigator (PI) requesting permission for the purchase.
* The PI will ensure that the documents supplied tally with the Grant budget and purpose and with financial regulations of the sponsor.
* The PI/Designee will be responsible to disburse the approved invoice to the respective Supplier or Vendor and to ensure that the transaction is completed. This will include providing evidence of payment to the Supplier or Vendor in the form of a bank deposit slip copy or other document and obtaining acknowledgement from the Supplier or Vendor that the payment has been received.
* The PI/Designee will obtain information from the Supplier or Vendor on when the item(s) are likely to be delivered and will maintain a line-list of all orders in process. S/He will follow-up with the Supplier or Vendor when the arrival of the supplies or equipment are overdue or more frequently, depending on urgency. When necessary due to lack of responsiveness from the Supplier or Vendor, the PI/Designee may request assistance from the study staff with follow-up on purchases.
* Before shipping the items to the site the PI/Designee will send the study shipping requirements to the Supplier or Vendor to appraise them of documentation requirements, preferred shippers, and shipping routes.
* The Study Staff is responsible for providing the way bill number (AWB), date, and time, and invoice to the PI/Designee to allow the process for clearance by relevant authority to be done. The staff will work with the PI/site coordinator to obtain the documents from relevant Agencies/Bodies.
* The PI/Designee in liaison with Clearing Agent will ensure that equipment and supplies are stored under appropriate conditions while awaiting clearance and will ensure that clearing takes place quickly and amicably.
* The PI/Designee will ensure that the supplies or equipment are delivered to the destination provided by the Stuff staff.
* The Study Staff or his/her designee should be present to receive the shipment at the agreed upon destination. The PI/Designee should notify the study staff of the expected delivery date and time.
* The Study Staff is responsible for checking the shipment as soon as possible after arrival to ensure that the contents match those listed on the original pro-forma and that the contents of the shipment are not damaged.
* If goods are missing or damaged, the Study staff is responsible for notifying the Vendor or Supplier as well as the PI.

**This SOP has been read and understood by:**

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