

WAY BILL

The way bill records the transfer of stock from one level of the supply chain to another, or from one facility to another. It is signed by the person issuing the product at the upper level—typically a warehouse, and by the person receiving the goods at the pharmacy or health facility. The way bill includes key data for each product, including reference number for the movement of the item; item name; unit, batch, and expiry date; quantity of items; and destination.

MONTHLY REPORT AND REQUISITION FORM

Through the monthly report and requisition (R&R) form, pharmacists and storekeepers can report their data to the supply chain's next level up and request a resupply of stocks based on their consumption. The R&R form contains the essential data items—stock on hand, losses and adjustments, consumption data, and number of days stocked out—to accurately determine order quantities to avoid stockouts and overstocks. The stock card and way bill feed into the R&R form, which also helps determine order refill rates. Dispensing units fill in the refill rate, which is consolidated at the upper levels of the supply chain, when the supply chain manager needs to determine the quantity of goods to be issued. The supply chain manager uses data for stock on hand, consumption rates, and losses and adjustments to forecast the quantity to be ordered from suppliers for the next month. Urgent items that may not be available in normal supply chain channels are ordered directly from contracted suppliers.

ADAPTING TO COVID-19 RESTRICTIONS

The restrictions due to the COVID-19 pandemic necessitated changes to the paper-based tools. With the challenges of limited movement around the country, Alight decided to go digital. The team converted the paper-based tools into e-tools that staff could send by email, which minimized the physical interaction with field pharmacies. This coupled with increased team communications via WhatsApp, Skype, Zoom, and other online platforms significantly improved routine processes like authorizations that are now processed more quickly.

Learn more about Alight Rwanda's use of LMIS forms in this [video](#).



PRACTICE AREA ESSENTIALS

Logistics Management Information Systems

Effective supply chains depend on end-to-end visibility of the right data of the right quality at the right time, in the hands of the right people in the right place, to make the right decision and take the right action.

The supply chain manager needs to know:

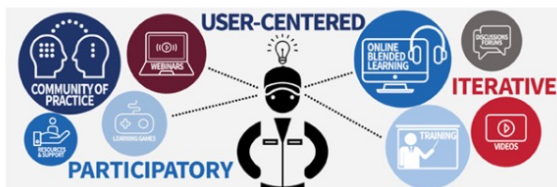
- The essential data needed to manage a supply chain
- The use of LMIS data
- The tools and processes that enable end-to-end visibility of data
- Considerations for applying technology to improve LMIS

Learn more about LMIS

[Access the full version of the Supply Chain Manager's Handbook](#)

For more information about this practice, please contact Alight's Global Logistics team at global.logistics@wearealight.org

Building Capacity to Improve Pharmaceutical and Medical Commodity Management in Humanitarian and Disaster Settings Project



The [Building Capacity to Improve Pharmaceutical and Medical Commodity Management in Humanitarian and Disaster Settings Project](#) improves the capacity of people who manage health supply chains in humanitarian settings. It helps staff from international organizations and local NGOs to manage pharmaceutical and medical commodities by equipping them with training, guidance, resources, and follow-up support. JSI Research & Training Institute, Inc. manages the project, which is funded by USAID's Bureau for Humanitarian Assistance.