



# **USER MANUAL FOR BASIC USER**

VERSION 3.0

Feb 2024

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## 1. Introduction

The establishment of this information sharing mechanism aimed to increase equitable access to essential quality medicines, health commodities and pharmaceutical procurement data, and provide an opportunity to assist member states with informed decision-making when sourcing essential medicines, vaccines and health technologies.

The newly launched MED DB will assist member states in the following ways:

- Support to identify manufacturer net selling price for member states.
- Support to improve efficiency of forecasting and supporting price negotiation processes for members.
- Provision of a readily searchable database of verified supply information to support informed decision making for procurement processes.
- Provision of data driven insights on medicines, technologies and supply chains to support key stakeholders (this includes essential Devices).

The main aim of this manual is to serve as a guide for the basic user, in terms of navigating and use of the MED DB platform and functionalities. All images shown are based on test data only.

## 2. Basic User Access

As a basic user the following features will be available to view by you:

- Home Page
- Medicines
- Devices
- Country Reports
- More
  - Important Links
  - Tender Schedules
  - SADC Registers of Medicine
  - Forecasted Procurements
  - News and Events
  - Medicine Procurement Documents
  - Device Procurement Documents

These areas will provide you with all the information you need to keep track of the medicines and Devices procurement information between member states as well as keep you updated on the latest medicine and devices to ensure you quality products to maximise your cost savings potential.

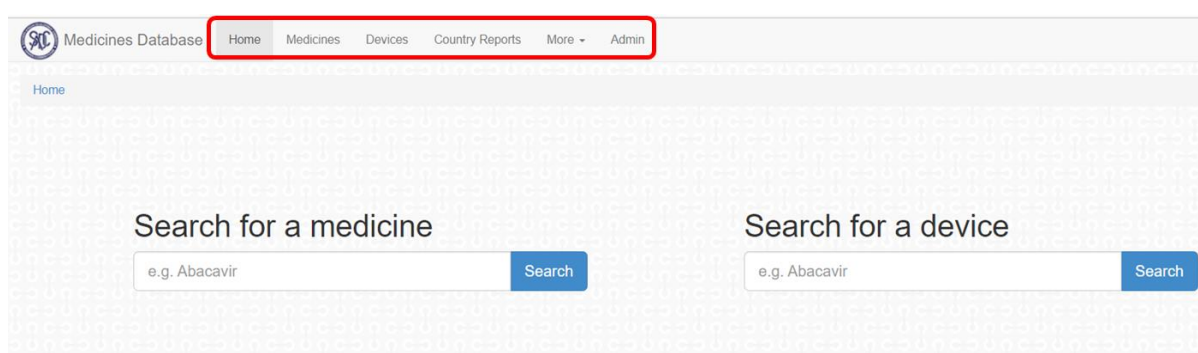
The contents of these areas as well as how to navigate through them will be explained to you throughout the rest of this manual.

### 3. Home Page

The home page is where the focus of information is displayed, here you can search for a medicine or medical device, view the top contributing countries and drill down to see live transactions. Navigating the home page is simple and is explained below.

#### 3.1 Home Page Navigation

Below is a picture of the top part of the **home** page:



Located on the top left of the home page encased in **RED**, are the various tab selections taking you to the **Medicines, Devices and Country Reports** pages.

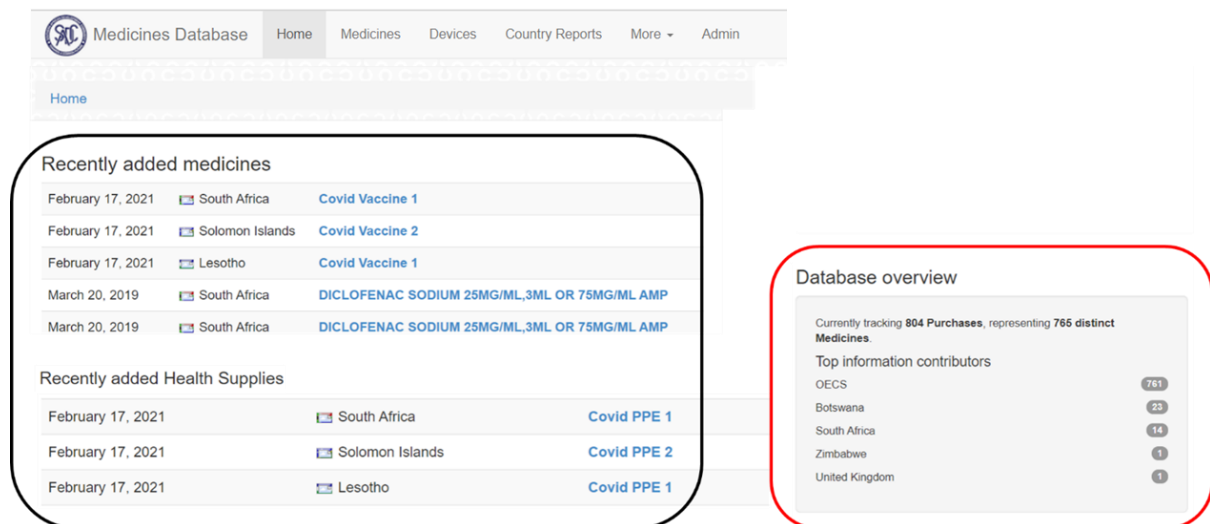
Enlisted in the **More** tab you will find a dropdown of links to the **Important links, Tender Schedules, Registers of Medicine, Forecasted Procurement, News and Events** and other Pages.

All the above-mentioned pages will be explained in detail further on in the manual ([see section 4: Medicines and Devices](#)).

Located on the centre of the web page, encased in **BLACK** are two search bars, providing search engines to query for:

- A type of medicine you may be interested in viewing.
- A type of medical device you may be interested in looking up.

Below is a picture of the lower part of the **home** page:



Located below the search bars are two grids, the first of which, Encased in **BLACK**, shows a list of recently added *medicines* sorted by date and shows the country in which they were added on the right-hand side of the grid. Encased in **RED** is a live overview about the activity on the database. The first line shows how many transactions are being tracked as well as how many registered medications are involved in these transactions and below that is a statistic providing you with the top information-contributing countries that updated the database.

This design, as explained above, is duplicated lower in the web page providing information on recently added Devices as well as a database overview for Devices in the same fashion.

You will note that the medicines/Devices contained in the list are links and a click on the link will take you to a page where details such as Purchases, Registrations, Patents and a cost calculator, to calculate savings for the selected medicine/medical device, are displayed. This will be explained in [Section 4. Medicines and Devices of the manual](#).

## 4. Medicines and Devices

Here is where you will be able to see all medicines and Devices that are being updated and added in live-time. You will have access to view just about everything to do with the selected medicine or medical device of your choice, based on your level of access.

Retrieving your required information is simple and will now be demonstrated to you in detail.

*Below is a picture of the **Medicines** page*

Medicines Database Home Medicines Devices Country Reports More - Admin Search Here Guest user

Home / Medicines

### Medicines currently tracked

The following medicines are available in the database:

	Generic Name & Strength
1	Cozaar Comp 100/12,5 mg
2	Bulk medicine
3	Acyclovir Biotech 200 Mg

The medicines and Devices tabs both have a grid (encased in **RED**) displaying the generic names and strengths per listed medicine/health supply.

Located on the top right of each of these pages is a search bar (encased in **BLUE**) allowing you to search for a specific medicine/medical device saving you from scrolling through the list to find your desired product.

Clicking on a specific medicine/health supply takes you to a page with tabs representing **Purchases**, **Registrations**, **Patents** and a **Cost calculator** all for the selected medicine/medical device only.

As a basic user, you are only allowed to view this information and clicking on a further entry will prompt you for Registered User access to log in.

### 4.1 Purchases tab

The **Purchases** tab looks like this:

## Covid Vaccine 1 injection

Purchases

Registrations

Patents

Cost Calculator

Recent purchases by Member States.

Procuring country	Generic Name & Strength	Date	Volume	Price per ampoule (FOB estimate)
International 2 Covid Vaccine 1 benchmark - 2021				\$3.5
South Africa	Covid Vaccine 1	Feb 2020 to Feb 2021	1,000,000 x 10	\$3.83
Lesotho	Covid Vaccine 1	Feb 2020 to Feb 2022	1,000,000 x 10	\$4.28
International Covid Vaccine 1 benchmark - 2021				\$5.0

- The country of the procuring entity that contributed the price
- The Name and strength of the selected medicine/device
- The period during which the price will be valid for the contributing procuring entity based in the purchase contract
- The quantity involved in the purchase transaction that formed the basis for the price and the price per capsule/tablet as paid by the contributing entity, which is compared to other countries by a green bar

The benchmark price for the medicine obtained from well-known international sources like the MSH/ WHO/CHAI etc. indicating reasonability of pricing. A price appearing is considered better than what the other entities are paying on average.

- All prices are displayed in USD for ease of comparison

## 4.2 Registrations tab

The **Registrations** looks like this:

Purchases	Registrations	Patents	Cost Calculator	
Recent purchases by Member States.				
Procuring country	Generic Name & Strength	Registration Number	Registration Status	Essential Product
OECS	KETAMINE HCL 50MG/ML 10ML INJ	WHO PQ 342	yes	yes

- The country contributing information for the product
- The Name and strength of the selected medicine/device
- The registration number of the medicine/medical device for the contributing member state



- The registration status, whether Pending, Successful or Unsuccessful for the selected medicine/device and
- Whether it is an essential product or not as defined by the World Health Organisation.

### 4.3 Patents tab

The **Patents** tab :

Procuring country	Generic Name & Strength	Patent Expiry Date
OECS	KETAMINE HCL 50MG/ML 10ML INJ	March 21, 2019
South Africa	KETAMINE HCL 50MG/ML 10ML INJ	March 21, 2019

- The procuring country
- The Name and strength of the selected medicine/device and
- The expiry date of the patent, if applicable

### 4.4 Cost Calculator

Lastly, in the **Cost Calculator** tab you will find a tool allowing you to match your quotations or purchases with that of a benchmark created by the tool from the network of our database tracking transactions of the product allowing you to see whether your quotation is saving you any money or not.

Our databases are constantly updated with the latest approved-of information making this the most efficient tool in the business. If our cost calculator says you're saving, then you most definitely are, and if it says you paying more than you most certainly are paying more.



Calculating your savings is as simple as this:

## Pfizer/BioNTech COVID19 Vaccine injection

Purchases Registrations Patents **Cost Calculator**

Find potential savings by entering your own price.

Number of packs 1000000 Pack size in ampoule 1 Pack price 11 Calculate

Procuring country	Generic Name & Strength	Date	Volume	Price per ampoule	Cost difference
 South Africa	Pfizer/BioNTech COVID19 Vaccine	Jan 2021 to Dec 2021	30,000,000 x 1	\$10.0	- \$1,000,000
 Dominican Republic	Pfizer/BioNTech COVID19 Vaccine	Jan 2021 to Dec 2021	7,900,000 x 1	\$12.0	\$1,000,000

### Cost calculator tab

1. Insert the number of packs that you intend to purchase
2. Provide the pack size (how many tablets/capsules in a pack)
3. Finally, the price you will be paying per pack in USD

You may then click calculate, the tool will match your information against the created benchmark and provide you with, under the **Cost Difference heading**, either a **GREEN** negative value indicating a cost saving or a **RED** positive value indicating that your transaction is costlier than any available benchmark average for the product.

These tabs as well as the cost calculator work in the same way for the Devices section.

## 5. Country Reports

This section is dedicated to viewing procurement information based on a registered member state of your choice. Country reports provides you with information regarding the total value of transactions in USD as well as a percentage related to the total savings a country has made through all transactions in the last 12 months. No data is deleted from the system and remains available for comparative analysis in the reporting section. For the purposes of accuracy, only the last 12 months data is shown. The savings potential is calculated by comparing the price that the country paid for each product against the lowest price reported for the product and summing up these savings. The greater the percentage, the more savings the country has achieved, compared to its counterparts, over the period.

Like the Medicines tab, the Country Reports tab has a top section displaying a grid for **medicines** and a lower section displaying a grid for **Devices**.

### *Country reports face:*

These numbers are based on recent purchases (past twelve months).

	Medicine	Overall spend from recent purchases	Savings potential (total)	Savings potential %
1	Lopinavir 80mg/ritonavir 20mg suspension	\$9,805,176	\$9,482,856	97%
2	Covid Vaccine 1	\$37,500,000	\$2,500,000	7%
3	CW Test Med	\$4,480,000	\$280,000	6%
4	KETAMINE HCL 50MG/ML 10ML INJ	\$80,823	\$77,775	96%
5	TRAMADOL 50MG/ML INJ	\$152,635	\$0	0%
6	IBUPROFEN 100MG/5ML SUSP.	\$1,350,094	\$0	0%
7	CW March 1	\$120,000,000	\$0	0%
8	DICLOFENAC SODIUM 25MG/ML, 3ML OR 75MG/ML AMP	\$568,794	\$-31,725	-6%
9	Tenofovir 300mg Tab	\$639,813	\$-70,886	-11%
10	Tenofovir 300mg/emtricitabine 200mg Tab	\$42,901,164	\$-4,122,035	-10%

The blue encasing is where the total saving value and the percentage of savings each country has made in the past twelve months is represented.

## 6. The More Tab

The More tab is like the accessories to the application, it contains features providing additional information related to the SADC medicines database with regards to the transactions, registered medicines and Devices.

These features will be listed and explained in sections 6.1 to 6.5 below.

### 6.1 Important Links

This is a page with links of websites, images, or sources of pricing information, new rulings e.g. WHO regulations, warnings concerning counterfeits, latest registries, etc. which you can use at your own discretion to keep you better informed and up to date.



### 6.2 Tender Schedules

Tender schedules provide you with in-depth information regarding the tenders and the countries involved in the tenders, from start date and lead times to the way the shipment will be metred out, you will be able to find it here.

The tender schedules grid will now be explained to you.

#### *Tender schedules grid:*

## Tender Schedule

Country	Organisation	Description	Start Date	Contract Duration	Lead Times	Shipment
 Faroe Islands (the)	Test Central Procurement C		2022-01-03	12 months	3 months	AIR
 Zambia	Test Central Procurement A		2021-01-01	2 years	6 months	SEA
Aruba	Test Decentralised Procurement B		2021-02-15	2 years	6 months	AIR

The grid as displayed above shows the following information:

- **Country and organisation** – The country and organisation leading the tender
- **Description** – The object of the tender I.E what the tender is for.
- **Start Date** – The date the tender was issued
- **Contract Duration** – The length of the tender in months or years

- **Lead Times** – The amount of elapsed time including preparation for the tender
- **Shipment** – How the tender is to be metred out, this is either by air or ship

### 6.3 SADC Medicine Registers

One of the key components in our web application is the register of medicines and Devices.

Here you will have access to view all the registered medicines per member state.

The page contains a list of countries and a link underneath the *register* heading that opens a .pdf file of all registered medication associated with that country.

The .pdf file contains the **Generic name, Brand Name, Company Name, Schedule category** of the medicine and the **License Number** of the product.

### 6.4 Forecasted Procurements

The design and build of our application tracks also allow us to forecast or predict future procurements for each procuring entity.

This aims to assist with budgeting, purchasing and tender information, particularly for supply chain.

This information is displayed in a grid containing fields for **Country, Organisation** and **Description** of the tender/procurement involved, as well as their relative **Anticipated Start date, Contract Duration, Lead Times** and **Shipment method**.

### 6.5 News and Events

This section will include any applicable news, events and information.

News and Events is a page of links that can be followed up. These links direct you to pages and websites displaying headline news, additional information and upcoming events with regards to the medicine and Devices environment.

All information, links etc. on the application, goes through a verification and approval process, to ensure you are working with legitimate information.

## 6.6 Medicine/ Device Procurement Documents

This section will include any relevant procurement documents.

All information, links etc. on the application, goes through a verification and approval process, to ensure you are working with legitimate information.

This concludes the User manual for a basic User.

To access more features and in-depth information within the application, please upgrade to become a Registered (Activated) User.

Being a registered user allows for functionality such as:

- Viewing in-depth transaction details
- View manufacturer and supplier information
- View Supplier ratings
- Add and edit records pertaining to reports and transactions
- Allows Access to the back-end ADMIN page, which allows for numerous other features.

For more information on escalating to a registered user please contact us at:

Service email: [meddb@sapam.net](mailto:meddb@sapam.net)