



MERLIN PHARMACY INFORMATION SYSTEM

HPV TENDER

Quick Reference Guide

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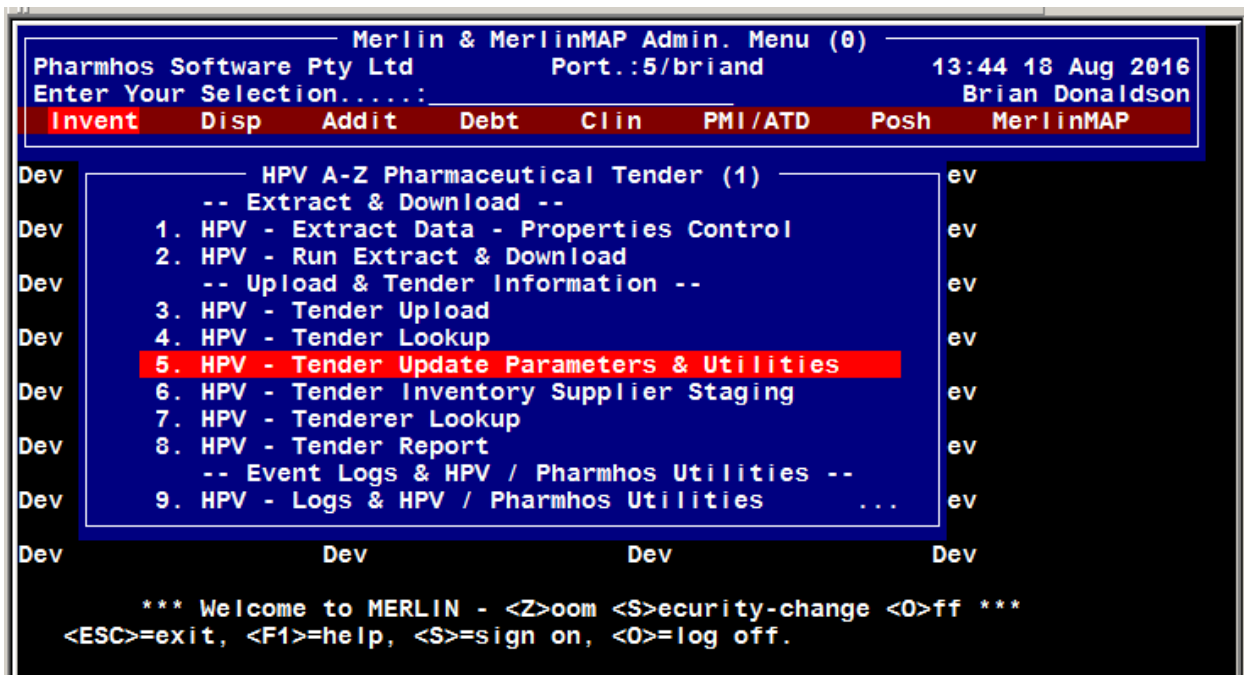
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Type 'HPV' in the Merlin Main Screen to display the 'HPV A-Z Pharmaceutical Tender' menu.



There are 3 sections, each with options available to select from:

- Extract & Download
- Upload & Tender Information
- Event Logs & HPV/Pharmhos Utilities

The following Options are for Pharmhos use only:

- 1.HPV – Extract Data – Properties Control
- 2.HPV – Run Extract & Download
- 9. HPV – Logs & HPV / Pharmhos Utilities

These Options contain tools to help: map the drug code and trade code to the HPV lines, analyse the HPV data and generate a HPV Tender file/patch.

Once Pharmhos is confident with the integrity of the data, the HPV patch will be loaded to all HPV sites and set up. Note: HPV Sites will **not** be required to upload the HPV Tender patch – this will be done by Pharmhos approximately 7 days before deployment. This process is done in Option 3 – HPV Tender Upload and the end result is a rebuild of the HPV index to reflect the new uploaded HPV data. The 'Option 5 – HPV Tender Update Parameters & Utilities' screen will then be set-up ready for use. Pharmhos will contact each HPV site once the HPV patch is successfully loaded into Merlin. Each site will then have an opportunity to review the HPV Tender Data before the deployment date.

Note:

- The overall process relies on data integrity, namely mapping of codes. It should be highlighted that if an inventory code has no generic code and/or trade code, then it will be unable to be mapped to the HPV lines (mapping of HPV lines are done using GTINs).
- Also, 9000 generic codes will also fail as they are locally maintained codes with no GTIN mapping. It is advised that all sites run a 9000 generic drug code report and to clean up these items as this will assist the patch load mapping.
- The latest Supplier catalogue must be uploaded into Merlin, prior to uploading of the HPV patch. If this is not done, the consequence will be invalid, missing or corrupt purchasing data. This problem will take several days to fix by Pharmhos.

Step 1: Confirm Staging Data

Before this can be done, each site will need to confirm their wholesaler/supplier preferences. Pharmhos will do the initial setup before guiding you through this process.

To do this:

- Select Option 5 – HPV Tender Update Parameters & Utilities. This screen will appear.

```

Pharmhos Software Pty Ltd          Port:briand/5          13:59:12 18 Aug 2016
-----
1:Site Id.:PH01
2:Eff. Date:
3.Tndr Name:
P1 5.Wholesalers          6.Rank 7.Incl 8.Supp Code

P2 9.Other Suppliers          10.Incl 11.Supp Code

12<CREATE STAGING DATA> #:
13.Supp Details Yrs to Keep:

14<UPDATE SUPPLIER DATA>
Updated:

Enter OPTION, <F1>=help....:
Enter Store Site Id <?>=lookup
    
```

- The following values will need to be entered into their respective fields:

Field 1 – Site ID:	Enter Store Site ID. The value entered must be on the GF.LOCATION reference file. A standard look-up is permitted on this field. This is a mandatory field
Field 2 – Eff. Date:	The Effective date for the new HPV Tender to take effect (deployment date)

The following details will appear on the screen. The pre-populated values are default values set-up by Pharmhos.

```

Pharmhos Software Pty Ltd          Port:briand/5          13:59:12 18 Aug 2016
-----
PHARMACY - MAIN STORE
1:Site Id.:PH01
2:Eff. Date:01/09/2016
3.Tndr Name:HPV 2016 Tender
P1 5.Wholesalers          6.Rank 7.Incl 8.Supp Code
1 Clifford Hallam Phar      2      Y      166      CLIFFORD HALLAM HEAL
2 Central Hospital Sup      1      Y      236      CENTRAL HOSPITAL SUP
3 Symbion Hospital Ser     3      Y      41803    SYMBION PHARMACY SER
4
5
P2 9.Other Suppliers          10.Incl 11.Supp Code
1 AMO Australia Pty Lt      N
2 B.Braun Australia Pt     Y      114908   B. BRAUN AUSTRALIA P
3 Baxter Healthcare Pt     Y      73303    BAXTER HEALTHCARE PT
4 Zeiss Vision Austral     N
5 DHL                       Y      35       DHL EXEL SUPPLY CHAI

12<CREATE STAGING DATA> #:763
13.Supp Details Yrs to Keep:15

14<UPDATE SUPPLIER DATA>
Updated:No update processed yet

Enter OPTION, <F1>=help....:
<F>=file, <ESC>=exit, </D>=delete, <#>=field no
    
```

You will notice two pages: P1 and P2. The current page is P1 – values can to be edited. To view and edit P2, type 'P2' in the Option line. There may be rows not visible in the current page – to check if there are more, press the up and down arrows.

P1 contain all the 'wholesalers', 'ranking', 'include this wholesaler', and 'supplier code' listed.

- You will need to confirm that the wholesalers are ranked according to site preference. E.g. in this case, Symbion then CHS then Clifford Hallam, in ascending order. You can change the ranking by typing in the column.row in which the wholesaler is listed, e.g. if you wanted to make CHS the highest priority, type in 6.1 in the option line and change 2 to 1.
- You can exclude a wholesaler from the list by changing the 'Incl.' status to 'N'.
- Make sure you double-check the supplier code is correct for that wholesaler.

P2 contain all 'other suppliers', 'include this supplier', and 'supplier code' listed.

- There is no ranking preference for other suppliers. If there is both a wholesaler and supplier attached to a product, the wholesaler will take preference.
- You can exclude a wholesaler from the list by changing the 'Incl.' status to 'N'.
- Make sure you double-check the supplier code is correct for that supplier.

Note: Ranking is important because this will be the order in which Merlin will order the product from. The order will be reflected in the order in which it will appear in the 'Purchasing Data' for that product e.g. if CHS is the number 1 supplier, then CHS will appear first off the rank. Also, the number 1 supplier will be flagged with a Y in Field 12 – Principal Supplier (refer to below image)

```

Purchasing Data (2)
1.Supplier Code ...: 41803          SYMBION PHARMACY SERVICES
2.Suppl Inv Code ...: 520209
3.Trade Code .....: CIL10          CILAMOX
4.Purchase UOM ....: BLPK          Blister Pack
5.Units/PUOM .....: 20           = 1 x BOX/C (20)
6.Purchase Price ...: 5.0000      8.Contract Price ..: 5.0000
   Price Updated ...: 12/02/2013 10.Expiry Date ....: 31/08/2014
11.Lead Time .....: 1           9.Contract Number  : 05802807001
12.Principal Suppl : N          16.Manuf Part No...:
13.Remarks .....:
14.Bar Code number.:
15.GTIN eCommerce.: 9316626601219 18.Sort:          20.iPharm:
                                19.Pron:
                                21.FredId:
Option.: _____ Item:2/5
<F>=file, <ESC>=exit, </D>=delete, <#>=field no
    
```

The next step is to determine the 'Supplier Details Years to Keep' in Field 13. This is based on the price update log. You will need to decide on a figure that is reflective of ordering habits. For example, if you decide on 2 years, then any products with price not updated in the last 2 years will be removed. For most sites, the recommended figure is '2' years.

Once all information is correct in the 'HPV Tender Update Parameters & Utilities' screen, then Pharmhos staff will Stage the Data by selecting Option 12 – Create Staging Data. This process will OVERWRITE any records previously created, and creates records that match the HPV Tender data in the Inventory Master file.

Note:

- This does NOT create new Inventory codes. If a HPV product has a mapped generic code and trade code, but no associated product/inventory code, then there will be no mapping.
- It may create new Supplier Details for Trades and Suppliers that you do not currently use.

You are now ready to review the HPV Tender Data.

Step 2: Review the New HPV Tender Data

The main screen where you will review the HPV data is Option 6 – ‘HPV Tender Inventory Supplier Staging’ screen.

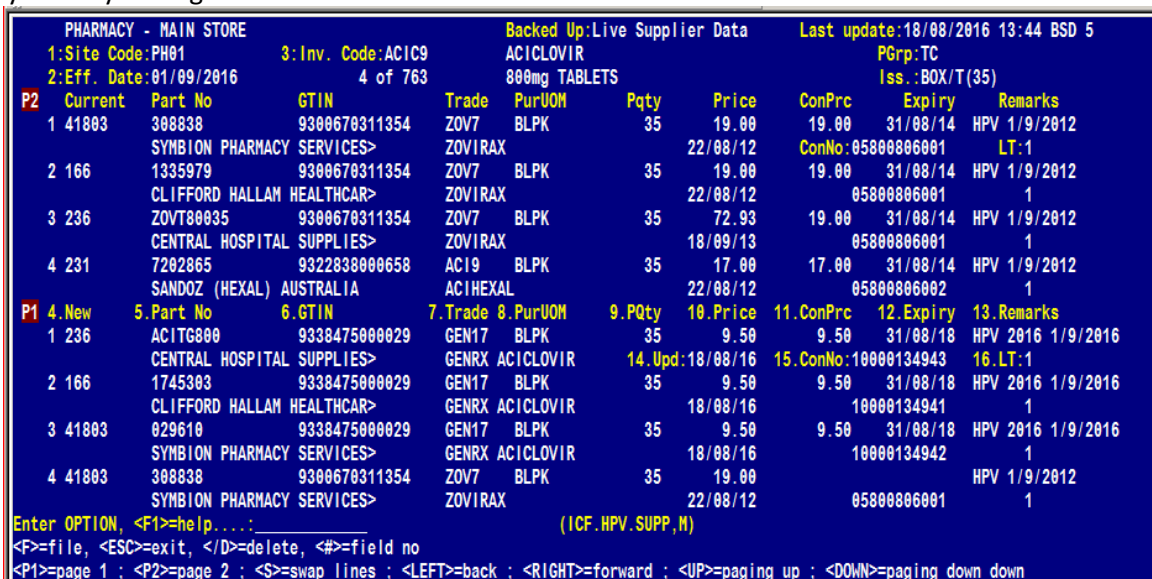


- The following values will need to be entered into their respective fields:

Field 1 – Site ID:	Enter Store Site ID. The value entered must be on the GF.LOCATION reference file. A standard look-up is permitted on this field. This is a mandatory field
Field 2 – Eff. Date:	The Effective date for the new HPV Tender to take effect (deployment date)

These values correspond to values in the ‘HPV Tender Update Parameters & Utilities’ screen.

- Enter an Inventory code in Field 3. This will be the first item that appears in the lookup, and is likely to be the first item from the HPV line. Try Aciclovir 800mg as a starting point. You can move forwards and backwards to the correct inventory code by pressing <right> or <left> respectively – doing this will also save the data. Try to scroll to item 1 – this is displayed below the inventory code. That way, you can work your way through the data from the start.



You will notice two pages: P1 and P2. The current page is P1 – values can to be edited. To view and edit P2, type 'P2' in the Option line. There may be rows not visible in the current page – to check if there are more, press the up and down arrows.

- P1 contains the 'New' HPV Tender Details.
- P2 contains the 'Current' HPV Tender Details.

Column Data Fields for P1 & P2:

Field Number
4. Supplier Code
5. Part No
6. GTIN
7. Trade
8. PurUOM
9. PQty
10. Price
11. ConPrc
12. Expiry
13. Remarks
14. Updated
15. Contract number
16. LT

Order of listing is based on the ranking established in the 'HPV – Tender Update Parameters & Utilities' screen, e.g. Symbion is the preferred supplier and will appear first in the list (see previous figure)

- You will be reviewing the HPV data in P1 i.e. the 'New' HPV Tender data. You can make changes to the data!

Things to look out for when reviewing the data:

- Check that the Ranking is correct. There may be more than one entry for the one supplier (see figure below) – this is not an error.

PHARMACY - MAIN STORE												
1: Site Code: PH01		3: Inv. Code: PARA78		Backed Up: Live Supplier Data				Last update: 18/08/2016 13:44 BSD 5				
2: Eff. Date: 01/09/2016		540 of 763		PARACETAMOL				PGrp: TC				
				500mg TABLETS				Iss.: BOX/T(24)				
P2	Current	Part No	GTIN	Trade	PurUOM	Pqty	Price	ConPrc	Expiry	Remarks		
1	41803	420654	9340404000017	HEA86	BTTLE	24	0.57	0.57	31/08/14	HPV 1/9/2012		
		SYMBION PHARMACY SERVICES>		HEALTHY VALUE PARACETAMOL		22/08/12		ConNo: 05836204001		LT: 1		
2	41803	420654	9340404000017	HEA86	BTTLE	24	0.57	0.57	31/08/14	HPV 1/9/2012		
		SYMBION PHARMACY SERVICES>		HEALTHY VALUE PARACETAMOL		22/08/12		05836204001		1		
3	41803	173843	9300673817853	PAN61	BOX/T	24	2.89					
		SYMBION PHARMACY SERVICES>		PANADOL MINI CAPS		22/10/09				1		
4												
P1	4. New	5. Part No	6. GTIN	7. Trade	8. PurUOM	9. PQty	10. Price	11. ConPrc	12. Expiry	13. Remarks		
1	236	248140	9340404000017	VAL76	BLPK	24	0.66	0.66	31/08/18	HPV 2016 1/9/2016		
		CENTRAL HOSPITAL SUPPLIES>		VALUE CHOICE PARAC>		14. Upd: 18/08/16		15. ConNo: 10000143542		16. LT: 1		
2	166	1851982	9340404000017	VAL76	BLPK	24	0.66	0.66	31/08/18	HPV 2016 1/9/2016		
		CLIFFORD HALLAM HEALTHCAR>		VALUE CHOICE PARAC>		18/08/16		10000143540		1		
3	41803	420654	9340404000017	VAL76	BLPK	24	0.66	0.66	31/08/18	HPV 2016 1/9/2016		
		SYMBION PHARMACY SERVICES>		VALUE CHOICE PARAC>		18/08/16		10000143541		1		
4	41803	173843	9300673817853	PAN61	BOX/T	24	2.89					
		SYMBION PHARMACY SERVICES>		PANADOL MINI CAPS		22/10/09				1		

Enter OPTION, <F1>=help...: (ICF.HPV.SUPP,M)

<F>=file, <ESC>=exit, </D>=delete, <#>=field no

<P1>=page 1 ; <P2>=page 2 ; <S>=swap lines ; <LEFT>=back ; <RIGHT>=forward ; <UP>=paging up ; <DOWN>=paging down down

The reason for this is because the supplier may be acting as both a supplier and a tenderer (see figure below). This is can be viewed by selecting Option 4 – HPV Tender Lookup from the HPV Tender Menu.

```

HPV - Tender Lookup (0)
1:Effective:01/09/2016      -- Merlin Generic/Trade Data --
2:HPV Code.:10000143542    Drug:PAR6      Trade:VAL76
  AFT Paracetamol         <Trd> VALUE CHOICE PARACETAMOL
  PARACETAMOL             <Gen> PARACETAMOL
  500mg Tablet            <Pck> 24
  BLPK (24)
                               GTIN          Part No      $ Price
  Tenderer Central Hospita 9340404000017 248140      0.66
  Supplier  1
            2
            3
            4
            5

Option.:_____
<F> to continue
    
```

- Check the PurUOM and PQty are the same for the listed suppliers e.g. PQty 24 for all suppliers
- Check that the PQty is valid pack size. Eg. If the PQty is 1000 for Paracetamol 500mg tablets, then this is likely to be wrong.
- Check that the prices are consistent for all suppliers. The price might vary across suppliers, but if there is a massive discrepancy, then the data might be wrong. You can compare the new price to the current price to gauge the approximate price – the new price may or may not be cheaper than the current price.
- If you are unhappy with the order of the listing for a particular product, you can swap the order by typing in 'S' in the option line. This may be required where the preferred supplier price is more expensive than other listed suppliers.
- If you hit an inventory code with the below error, i.e. 'ERROR – not on file, this means that the PurUOM is not one that is in Merlin. E.g. in this case, 'SYRNG' is not in Merlin. You can move forwards without taking action; however, this ERROR message will continue to appear. To rectify this problem, create a new 'UOM' in Merlin.

PHARMACY - MAIN STORE		Backed Up:		Last update:						
1: Site Code: PH01	3: Inv. Code: ADRE23			PGrp:						
2: Eff. Date: 01/09/2016			Iss.:							
P2	Current	Part No	GTIN	Trade	PurUOM	Pqty	Price	ConPrc	Expiry	Remarks
1										
2								ConNo:		LT:
3										
4										
P1	4. New	5. Part No	6. GTIN	7. Trade	8. PurUOM	9. PQty	10. Price	11. ConPrc	12. Expiry	13. Remarks
1	236	EPIJR	9323610006165	EPI11	SYRNG					
2	166	1321144	9323610006165	EPI11		14. Upd:		15. ConNo:		16. LT:
3	41803	250384	9323610006165	EPI11						
4	167	02-0037	9339212000111	ANA24						

Enter OPTION, <F1>=help....: _____ <\> to clear (ICF.HPV.SUPP,M)
 ERROR - NOT on file, Press <RTN>

- If a re-pack or manufactured product appears, then either the mapping is wrong or the re-packed or manufactured product is set up incorrectly in the Inventory Master screen in Merlin. The latter is more likely. To check if this is the case, go to the Inventory Master screen and enter the re-pack or manufactured inventory code. If Field 10 – Product Type is marked as ‘D’ or ‘P’, then this means that you have set up incorrectly and the product will be incorrectly mapped to the HPV data. To fix this, change the product code to ‘M’ (Manufactured).
- You can suspend a product from the HPV line by typing in ‘/D’ in the options line.

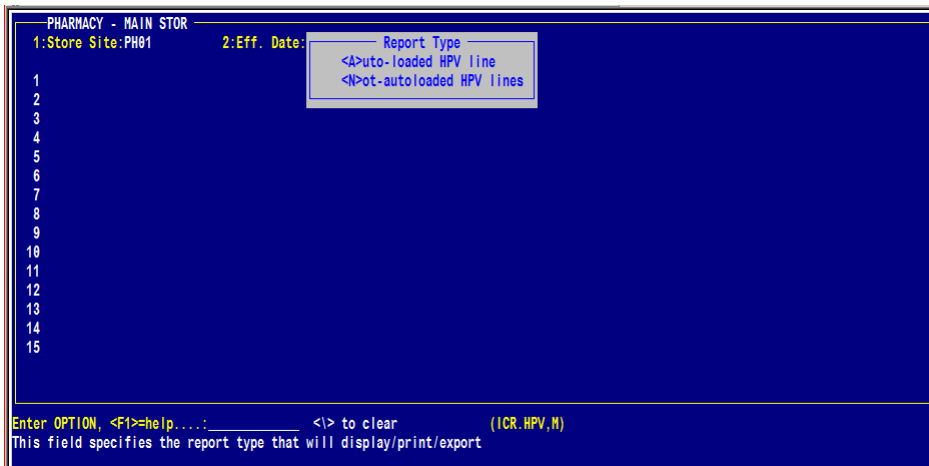
Step 3: Review Reports for both Auto-loaded HPV lines and Not-autoloaded HPV lines

Both Reports will give you an idea of what HPV lines has or has not been loaded into Merlin.

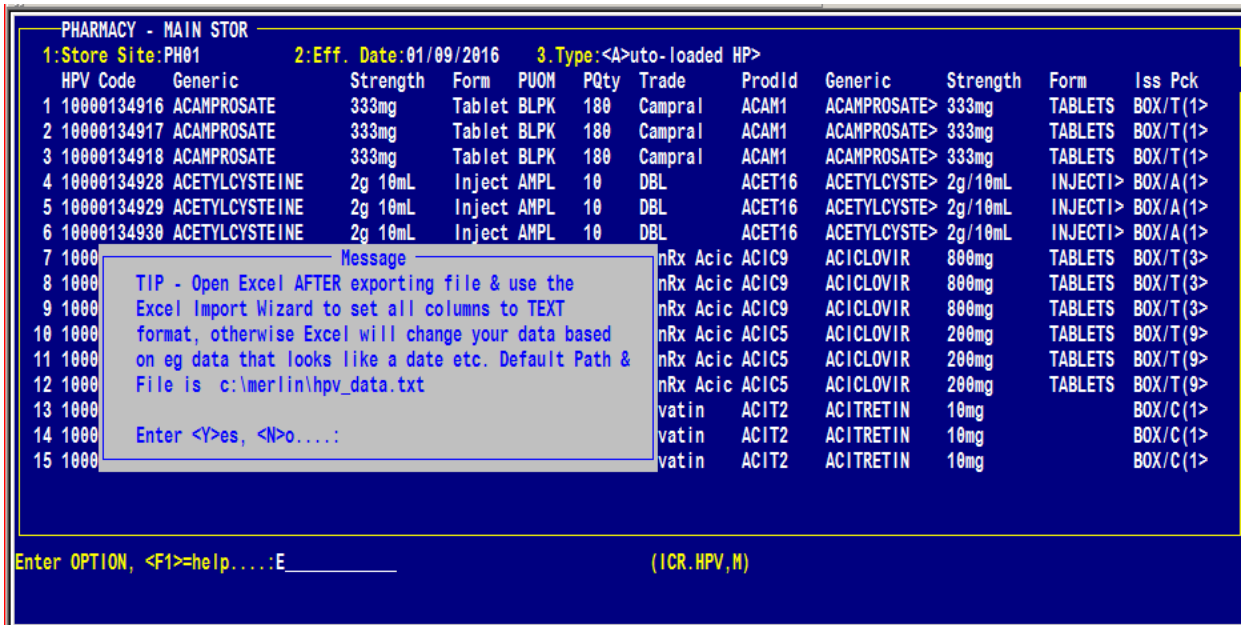
To run both reports for both Auto-loaded HPV lines and Not-autoloaded HPV lines, select Option 8 – HPV Tender Report from the HPV Tender Menu

Merlin & MerlinMAP Admin. Menu (0)		14:18 18 Aug 2016	
Pharmhos Software Pty Ltd		Port.:5/briand	
Enter Your Selection.....:		Brian Donaldson	
Invent	Disp	Addit	Debt
Clin	PMI/ATD	Posh	MerlinMAP
Dev HPV A-Z Pharmaceutical Tender (1) ev			
-- Extract & Download --			
Dev	1. HPV - Extract Data - Properties Control	ev	
Dev	2. HPV - Run Extract & Download	ev	
-- Upload & Tender Information --			
Dev	3. HPV - Tender Upload	ev	
Dev	4. HPV - Tender Lookup	ev	
Dev	5. HPV - Tender Update Parameters & Utilities	ev	
Dev	6. HPV - Tender Inventory Supplier Staging	ev	
Dev	7. HPV - Tenderer Lookup	ev	
Dev	8. HPV - Tender Report	ev	
Dev	-- Event Logs & HPV / Pharmhos Utilities --	ev	
Dev	9. HPV - Logs & HPV / Pharmhos Utilities ...	ev	
Dev	Dev	Dev	Dev
*** Welcome to MERLIN - <Z>oom <S>ecurity-change <O>ff ***			
<ESC>=exit, <F1>=help, <S>=sign on, <O>=log off.			

You will be prompted to select Report Type: either Auto-loaded HPV lines or Not-autoloaded HPV lines.



Select one from the options. This will create a report on the Merlin screen. To export the report, type 'E' in the option line, then "Y" in the pop-up prompt.



An extract of the Auto-loaded HPV lines report in Excel

	A	B	C	D	E	F	G	H	I	J	K	L
1												
2	ICR.HPV	HPV Tender Data Report	18/08/2016 14:21									
3	Site id: PH01 - <A>uto-loaded HPV line											
4												
5	HPV Code	Generic	Strength	Form	PUOM	PQty	Trade	Prodlid	Generic	Strength	Form	Iss Pck
6												
7	10000134916	ACAMPROSATE	333mg	Tablet, enteric coa	BLPK	180	Campral	ACAM1	ACAMPROSATE	333mg	TABLETS	BOX/T(180)
8	10000134917	ACAMPROSATE	333mg	Tablet, enteric coa	BLPK	180	Campral	ACAM1	ACAMPROSATE	333mg	TABLETS	BOX/T(180)
9	10000134918	ACAMPROSATE	333mg	Tablet, enteric coa	BLPK	180	Campral	ACAM1	ACAMPROSATE	333mg	TABLETS	BOX/T(180)
10	10000134928	ACETYLCYSTEINE	2g 10mL	Injection, solution	AMPL	10	DBL	ACET16	ACETYLCYSTEINE	2g/10mL	INJECTION	BOX/A(10)
11	10000134929	ACETYLCYSTEINE	2g 10mL	Injection, solution	AMPL	10	DBL	ACET16	ACETYLCYSTEINE	2g/10mL	INJECTION	BOX/A(10)
12	10000134930	ACETYLCYSTEINE	2g 10mL	Injection, solution	AMPL	10	DBL	ACET16	ACETYLCYSTEINE	2g/10mL	INJECTION	BOX/A(10)
13	10000134941	ACICLOVIR	800mg	Tablet, dispersible	BLPK	35	GenRx Aciclovir	ACIC9	ACICLOVIR	800mg	TABLETS	BOX/T(35)
14	10000134942	ACICLOVIR	800mg	Tablet, dispersible	BLPK	35	GenRx Aciclovir	ACIC9	ACICLOVIR	800mg	TABLETS	BOX/T(35)
15	10000134943	ACICLOVIR	800mg	Tablet, dispersible	BLPK	35	GenRx Aciclovir	ACIC9	ACICLOVIR	800mg	TABLETS	BOX/T(35)
16	10000134944	ACICLOVIR	200mg	Tablet	BLPK	90	GenRx Aciclovir	ACIC5	ACICLOVIR	200mg	TABLETS	BOX/T(90)
17	10000134945	ACICLOVIR	200mg	Tablet	BLPK	90	GenRx Aciclovir	ACIC5	ACICLOVIR	200mg	TABLETS	BOX/T(90)
18	10000134946	ACICLOVIR	200mg	Tablet	BLPK	90	GenRx Aciclovir	ACIC5	ACICLOVIR	200mg	TABLETS	BOX/T(90)
19	10000134947	ACITRETIN	10mg	Capsule	BLPK	100	Novatin	ACIT2	ACITRETIN	10mg	BOX/C(100)	
20	10000134948	ACITRETIN	10mg	Capsule	BLPK	100	Novatin	ACIT2	ACITRETIN	10mg	BOX/C(100)	

An extract of the Not-Auto-loaded HPV lines report in Excel

	A	B	C	D	E	F	G
1							
2	ICR.HPV	HPV Tender Data Report	18/08/2016 14:25				
3	Site Id: PH01 - <N>ot-autoloaded HPV lines						
4							
5	HPV Code	Generic	Strength	Form	PUOM	PQty	Trade
6							
7	10000134915	AZACITIDINE	100mg	Injection, powde	VIAL	1	Azadine
8	10000134919	ACETONE	100mL	Liquids	BTTLE	1	PharmAust
9	10000134920	ACETONE	100mL	Liquids	BTTLE	1	PharmAust
10	10000134921	ACETONE	100mL	Liquids	BTTLE	1	PharmAust
11	10000134922	ACETONE	500mL	Solution	BTTLE	1	PharmAust
12	10000134923	ACETONE	500mL	Solution	BTTLE	1	PharmAust
13	10000134924	ACETONE	500mL	Solution	BTTLE	1	PharmAust
14	10000134925	ACETONE	50ml	Liquids	BTTLE	1	PharmAust
15	10000134926	ACETONE	50ml	Liquids	BTTLE	1	PharmAust
16	10000134927	ACETONE	50ml	Liquids	BTTLE	1	PharmAust
17	10000134931	ACETYLCYSTEINE	2g 10mL	Injection	VIAL	4	Acetadote
18	10000134934	ACETYLCYSTEINE	2g 10mL	Injection	VIAL	4	Acetadote
19	10000134935	ACICLOVIR	200mg	Tablet	BLPK	50	GenRx Aciclovir
20	10000134936	ACICLOVIR	200mg	Tablet	BLPK	50	GenRx Aciclovir
21	10000134937	ACICLOVIR	200mg	Tablet	BLPK	50	GenRx Aciclovir
22	10000134938	ACICLOVIR	5g	Cream	TUBE	1	APOHEALTH Cold Sore Cream
23	10000134939	ACICLOVIR	5g	Cream	TUBE	1	APOHEALTH Cold Sore Cream
24	10000134940	ACICLOVIR	5g	Cream	TUBE	1	APOHEALTH Cold Sore Cream

For these HPV items not auto-loaded into Merlin, you may want to add these to the purchasing data in Merlin manually, especially for items which are readily ordered.

Step 4: Update Supplier Data

The 'Update Supplier Data' should be triggered on the 1st Effective Date. In the 'HPV Tender Update Parameters & Utilities' screen, type '14' (Update Supplier Data) at the option line. This will swap the current HPV lines with the new HPV lines.

If Update Supplier Data is selected prior to the effective date, a message will alert you that you 'cannot run UPDATE until effective date'.

```

Pharmhos Software Pty Ltd          Port:briand/5          14:28:36 18 Aug 2016
-----
PHARMACY - MAIN STORE
1:Site Id.:PH01                    Log:18/08/2016 13:44 BSD 5
2:Eff. Date:01/09/2016             18.L/Time:1
3.Tndr Name:HPV 2016 Tender        4.Remark:HPV 2016 1/9/2016
P1 5.Wholesalers                    6.Rank 7.Incl 8.Supp Code
1 Clifford Hallam Phar            2      Y      166      CLIFFORD HALLAM HEAL
2 Central Hospital Sup            1      Y      236      CENTRAL HOSPITAL SUP
3 Symbion Hospital Ser           3      Y      41803    SYMBION PHARMACY SER
4
5
P2 9.Other Suppliers                10.Incl 11.Supp Code
1 AMO Australia Pty Lt            N
2 B.Braun Australia Pt            Y      114908   B. BRAUN AUSTRALIA P
3 Baxter Healthcare Pt            Y      73303    BAXTER HEALTHCARE PT
4 Zeiss Vision Austral            N
5 DHL                              Y      35       DHL EXEL SUPPLY CHAI

12<CREATE STAGING DATA> #:763
13.Supp Details Yrs to Keep:15

14<UPDATE SUPPLIER DATA>
Updated:No update processed yet

Enter OPTION, <F1>=help....:14                                     (ICU.HPV.CTL,M)
-----
Message
-----
Cannot run UPDATE until 01/09/2016
    
```

YOU ARE NOW READY TO GO!