

Periodically updating the list of medicines, following up on item prices, and determining the quantities to be purchased. Inspect the items that arrive at the Fund and are in the Fund's possession to conform to the specifications required and placed in the tender or to conform to any other pharmaceutical conditions related to quality, directing the storage of the items in the warehouses according to the storage conditions, and ensuring the quality of the stock through periodic inspection of the items and monitoring storage conditions. Evaluation of warehouses and storage conditions. Preparing the necessary documents for orders, sending purchase orders to suppliers, taking procedures related to clearing medicines, and processing orders of all types submitted by suppliers. Executing requests for various health institutions and extracting invoices for various entities from the sales system on the enterprise resource planning program. Conducting supervisory field visits, preparing supervisory reports, and monitoring the level of drug availability.