

SUBASTA INVERSA CORPORATIVA DE MEDICAMENTOS

MANUAL DE ADQUISICIÓN DE MEDICAMENTOS MEDIANTE PORTAL DE COMPRA PÚBLICA

1. Presentación:

Conozca a través de este manual de usuario como realizar adquisiciones de medicamentos, desde el Sistema Oficial de Contratación del Estado-SOCE y la herramienta de catálogo electrónico.

2. Descripción:

1.- Ingrese al portal de compras públicas y de clic en SOCE



2.- Ingrese el respectivo RUC, usuario y contraseña de la Entidad Contratante.

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3.- En el menú principal, dentro de la opción Entidad Contratante escoja Catálogo electrónico

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5.- En el menú de categorías hacer clic en la opción <u>Repertorio de Medicamentos</u> donde desplegará el repertorio Sicm 2011 y el repertorio <u>Sicm 2016</u>. <u>Escoja Sicm</u> <u>2016</u>.

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6.- Aparecerá una pantalla con las 14 categorías de medicamentos pertenecientes al repertorio de medicamentos, escoja la que requiere la Entidad Contratante.

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7.- Escoja el medicamento que requiere la Entidad Contratante.





8.- Al seleccionar el medicamento se despliega información como: precio, proveedor del medicamento, especificaciones técnicas del medicamento, convenio marco y los archivos varios del proceso. En el lado izquierdo de la pestaña principal, <u>Proveedores</u>, ingrese la cantidad de medicamentos que desea adquirir y de clic en el botón del carrito de compras.

Repita el mismo procedimiento para todos los medicamentos que necesite comprar.

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9.- Una vez que haya seleccionado todos los medicamentos que requiere la Entidad Contratante, vaya al menú superior derecho y dar clic en el carrito de compras, desplegará un menú con toda su lista de medicamentos seleccionados. De clic en el botón lista de compras

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10.- Aparecerá una pantalla con la lista de compras.

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En la columna <u>Partida</u>, ingrese el número de partida presupuestaria a la que corresponde su compra.

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11.- En la siguiente pantalla ingrese los datos correspondientes para generar la orden de compra y lugar de entrega de los medicamentos. Luego de clic en <u>siguiente.</u>

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12.- Con el fin de verificar su información, en la siguiente pantalla el sistema de compras publicas le pedirá volver a ingresar su RUC, usuario y contraseña de la Entidad Contratante. Luego de clic en <u>siguiente.</u>

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13.- Aparecerá una pantalla de confirmación de la orden de compra. De clic en <u>Ir a</u> <u>lista de órdenes</u>

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14.- Aparecerá la lista de órdenes de compra.

Si usted da clic en el enlace <u>ver detalles</u>, podrá verificar la lista de medicamentos y sus respectivos montos.

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<u>Liquidar orden</u>.– Para liquidar la orden de compra, se deberá subir el archivo del Acta entrega recepción de los medicamentos recibidos y que constan en la orden de compra, para esto debe dar clic en el botón "Liquidar".

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<u>Dejar sin efecto</u> la orden de compra.- Para dejar sin efecto la orden de compra, se deberá subir el acto administrativo que deje sin efecto la orden de compra y pulsar el botón "Dejar sin efecto".

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