

## The Guideline DIS 13 - version 7.1 Reporting Deliveries of Distributed Medicinal Products for Human Use

**This guideline substitutes DIS-13 version 7 with effect from 1 April 2020**

The Guideline is issued with reference to Section 77, paragraph 1(f) of Act No 378/2007 Coll., on Pharmaceuticals, as amended (hereinafter referred to as the “Act on Pharmaceuticals”) and specifies the procedures for submitting correct and complete electronic reports on the volume of deliveries of distributed medicinal products.

**The Guideline has recommending characteristic.**

One of the main goals of the State Institute for Drug Control (hereinafter referred to as the “Institute”) in pharmaceutical policy is to ensure effective, safe and quality medicines. With a view to the need of state administration to work with current, accurate and complete data to gain a general overview of the availability of human medicinal products and foods for special medical purposes in the distribution chain, and the tasks fulfilment is stipulated to the Institute by the Act on Pharmaceuticals, publishes the Institute in purpose of technical help and unification of processes of reporting by recommended processes to fulfil the obligation set forth to distributors under Section 77, paragraph 1(f) of the Act on Pharmaceuticals.

The scope of data, which are distributors obligated to provide to the Institution, is implied by Section 77, paragraph 1(f) of the Act on Pharmaceuticals, as amended in effect on 1 December 2019. The structure of data, the form, the method and the time interval of their provision via electronic reporting are stipulated in Section 35(b) of the regulation No 229/2008 Coll., on the Manufacture and Distribution of Pharmaceuticals, as amended, with effect from 1 January 2019 – refers to <https://aplikace.mvcr.cz/sbirka-zakonu/>

Timely access to and availability of information on a medicinal product, on the supplier and its client, including chronological data on the product distribution, form a necessary precondition for the product traceability within the distribution chain and an essential prerequisite for adoption of efficient and effective actions to be adopted by the Institute in case the lives or health of people is jeopardised, particularly where serious adverse reactions to the medicinal product or a quality defect thereof is identified, as well as an adoption of actions of the Ministry of Health to ensure its availability for the needs of patients in the Czech Republic.

Deliveries of foods for special medical purposes to pharmacies, healthcare facilities, and to other distributors shall be reported in compliance with the decision-making power of the Institute in determination of maximum prices and reimbursements of medicinal products and foods for special medical purposes as referred to under Act No 48/1997 Coll., on Public Health Insurance, as amended. **The report shall be applicable to deliveries of foods for special medical purposes with an allocated SÚKL code only.** Deliveries of foods for special medical purposes without an allocated SÚKL code is not the subject of reporting. If deliveries of foods for special medical purposes were not reported, the foods could be considered untraded, which could, pursuant to the provision of Section 39j of Act No 48/1997 Coll., result in cancellation of the price and reimbursement.

The obligation set forth under Section 77, paragraph 1(f) of the Act is to provide in the report always **complete and accurate data** in the scope set forth in the Act on Pharmaceuticals and implementing provision. A functional system for the submission of reports forms part of Good Distribution Practice and is subject to regular inspections by the Institute’s inspectors. Failure of providing the data of distributed medicinal products is classified as offence, which fact of the case is stated in Section 105, paragraph 2(i) of the Act on Pharmaceuticals. Failure of complying with the obligation imposed on distributors in Section 77, paragraph 1(f) of the Act on Pharmaceuticals may be fined up to CZK 5,000,000.

**A. Requirements governing the reporting of deliveries of medicinal products/foods for special medical purposes**

**Pursuant to Section 77, paragraph 1(f) of Act on Pharmaceuticals, the distributor shall be obliged to:**

f) ensure that **records of deliveries of the delivered medicinal products are kept using the codes thereof**; these records shall be kept for the period of five years; the distributor shall regularly report to the Institute **complete and correct data** concerning the volume of medicinal products distributed thereby to pharmacies and other healthcare service providers, to other distributors, to vendors of selected pharmaceuticals and to veterinarians, while separately providing information on medicinal products obtained pursuant to Section 33, paragraph 3(g) point 4 and distributed pursuant to Section 77 paragraph 1 (h), and concerning the volume of promotional samples supplied thereby to marketing authorisation holders or to sales representatives, and to the Veterinary Institute complete and correct data concerning the volume of medicinal products distributed thereby to pharmacies, veterinarians, breeders, and manufacturers of medicated feeding stuffs; provided data concern identification of distributor, identification of distributed medicinal product and identification of person under (c), to whom the medicinal product was distributed to, in the case of a human medicinal product that has a public health insurance reimbursement, also its price; the structure of data, the form, the method and the time interval of their provision via electronic reporting are stipulated in the implementing legal provision.

**The reporting duty shall be applicable to:**

- Distributors for whom the authorisation to operate as distributors was issued by the Institute;
- Manufacturers of medicinal products who distribute medicinal products manufactured thereby or medicinal products imported from third countries;
- Distributors who execute deliveries of medicinal products in the Czech Republic on the basis of a distribution authorisation issued by the concerned authority of another EU Member State.

**Reporting data may be submitted** solely by authenticated and authorised clients on the basis of an issued certificate. The reports shall be submitted **for each distribution warehouse separately**. Each warehouse of a distributor must have a unique identifier allocated thereto which shall be sent together with the reported data. The identifier and the certificate are provided by the Institute.

**Reports shall be submitted for each calendar month.** Reports shall be forwarded to the Institute no later than within the 10<sup>th</sup> day of the end of each following calendar month.

**The report must be always submitted, i.e. also in case no distribution was carried out during the month in question.**

The structure of the report distinguishes between **reporting of deliveries and reporting of medicinal products returned** to the distributor by the pharmacy, doctor or another distributor.

The regulation No 229/2008 Coll., on the Manufacture and Distribution of Pharmaceuticals stipulates the following dates for submitting reports:

- The regular report shall be submitted by the 10<sup>th</sup> day of the following calendar month, inclusive.
- From the 10<sup>th</sup> to the 20<sup>th</sup> day of the following calendar month, updates to a previously submitted report may be made.
- After the 20<sup>th</sup> day of the month, no further amendments may be made to the content of the report.

Data from the submitted reports are automatically stored in the Institute's database. Prior to their storage, the form and content of the report are subjected to an elementary check. If the report is correct, data are stored, and a valid reply is returned to the sender. If the report contains errors, it is not stored in the database and an error description is sent to the sender.

If the distributor or manufacturer additionally find out that they have specified incomplete or incorrect data in the report, they shall be obliged to request the Institute to correct the report via a message defined in the communication interface.

**The reporting duty shall be applicable to the deliveries of:**

- Authorised medicinal products with an allocated SÚKL code, including promotional samples of medicinal products;
- Non-authorised medicinal products supplied within the scope of approved specific therapeutic programmes which have an allocated SÚKL code;
- Non-authorised medicinal products without an allocated SÚKL code, supplied by distributors as referred to under Section 8, paragraphs 3 to 5 of the Act;
- Non-authorised medicinal products without an allocated SÚKL code, supplied by distributors to other distributors in the Czech Republic or abroad;
- Medicinal products obtained pursuant to Section 33, paragraph 3(g) point 4 and distributed pursuant to Section 77 paragraph 1 (h)

**1. The reporting duty shall be applicable to the deliveries of human medicinal products and foods for special medical purposes in the Czech Republic made to:**

- **Pharmacies;**
- Vendors of selected medicinal products (**selected medicinal products**);
- Persons providing health care where **gases** used in the provision of health care or **infusion solutions, hemofiltration and dialysis solutions** are concerned;
- Healthcare facilities as referred to under Section 82, paragraph 2(e) of the Act, where **radiopharmaceuticals** are concerned;
- Doctors, where **immunological products intended for vaccination** are concerned;
- **Blood centres**, where blood derivatives are concerned;
- **Veterinarians** authorised to exercise expert veterinary activities;
- Marketing authorisation holders or sales representatives appointed by the marketing authorisation holder (**promotional samples**); and
- Other **distributors**.

**2. Deliveries of human medicinal products and foods for special medical purposes which are made abroad to:**

- **persons authorised for their dispensing (without distinguishing the type of person authorised for dispensing)**
- **distributors**

**The subject of reporting supplies abroad is not applicable to:**

- non-registered medical products supplied to persons authorised for dispensing abroad
- non-registered medical products that are not intended for the Czech market, stored in Czech Republic and supplied in co-operation with marketing authorisation holder on markets in other countries.

For distributors and manufacturers subjected to the reporting duty who cannot connect their information system directly to the communication interface, a [web reporting application](#) is available, further communicating through an identical interface for medicinal product delivery reporting. The sending of a report also requires authentication.

**B. Structure of data on the volume of distributed medicinal products provided by distributors via electronic reporting**

Each report has to be identified through these items:

1. **Distributor's site code** – a unique identification code of the distributor and its dispatch warehouse allocated by SÚKL
2. **Reporting period** – the period for which the report is being submitted

**1. Reporting deliveries of medicinal products to persons authorised for their dispensing**

**1.1. Items of the report of deliveries of medicinal products with an allocated SÚKL code**

## Report items:

1. **Report type** – reporting of medicinal products with an allocated SÚKL code
2. **Medicinal product movement type** – the identifier of the delivery or return of goods
3. **Client type** – information on the type of the client to whom the medicinal products have been supplied

1. Doctor (immunological products for the purposes of vaccination only)
2. Pharmacy\*
3. Nuclear medicine workplace (radiopharmaceuticals only)
4. Vendor of selected pharmaceuticals (selected medicinal products only)
5. Person providing health care (where gases used in the provision of health care and infusion, hemofiltration, and dialysis solutions are concerned)
6. Blood centre (blood derivatives only)
7. Veterinarian
8. Marketing authorisation holders or sales representatives – promotional samples
9. Person authorised to dispense abroad (without distinguishing the person who is authorised to dispense medicinal products)

4. **SÚKL code** – the codes allocated by SÚKL are recorded in compliance with the uniform Product Index published on the Institute's website. The Institute's Index contains medicinal products authorised through the decision of the Institute, products authorised by the decision of the European Commission through a centralised procedure, non-authorised medicinal products with an allocated SÚKL code which may be supplied as part of approved specific therapeutic programmes, and foods for special medical purposes. The Index on the Institute's website is updated as of the first day of each month. No external codes different from the Institute's codes may be used in this item.

5. **Name** – the name of the medicinal product

6. **Price** –

a) The price is stated only for human medicinal products that have a public health insurance reimbursement. The producer price of the medicinal product for which the product has been actually placed on the market in the Czech Republic in compliance with the Price Regulation of the Ministry of Health, as amended, on the regulation of prices of medicinal products or foods for special medical purposes, as amended, shall be specified. This price, actually applied by the producer, shall form the basis for the application of the profit margin and the determination of the sales price of the medicinal product pursuant to effective pricing regulations. It shall be specified ex. VAT.

b) In respect of medicinal products, that have not a public health insurance reimbursement, the price may not be stated, but the field must be filled with zero value (0.00 CZK) because of technical reasons.

c) For client type no 8. (promotional samples) the price shall not be specified.

- **Producer** – in case of authorised medicinal products: the marketing authorisation holder; in case of medicinal products used as part of a specific therapeutic programme with an allocated SÚKL code: the importer or domestic manufacturer.
- **Producer price** – the price for which the medicinal product is supplied by the producer to the first person authorised to distribute or dispense the medicinal product, without profit margin and value-added tax.
- **Price regulation** – the Price Regulation of the Ministry of Health 1/2020/CAU of 19 December 2019, on the regulation of prices of medicinal products or foods for special medical purposes, as amended.
- **Specified values** – the minimum permissible specified value shall be 0.00 CZK.

7. **Quantity** – the number of packages of the medicinal product per batch and price. The distributed quantity shall be specified as the number of packages per specific client type, batch and price record. In case there are several batches of the distributed medicinal product, and several prices for a single batch, the medicinal product shall be recorded with all of the prices several times and the codes shall be repeated.

8. **Batch** – the batch of the medicinal product.

**\* A check box is marked off by medicinal products obtained pursuant to Section 33, paragraph 3(g) point 4 and distributed pursuant to Section 77 paragraph 1 (h)**

## **1.2 Items of the report of deliveries of medicinal products without an allocated SÚKL code (non-authorised medicinal products)**

### **Report items:**

1. **Report type** – reporting of deliveries of non-authorised medicinal products intended for use in specific patients in the Czech Republic in compliance with Section 8, paragraph 3 of the Act – so called “individual import”.
2. **Medicinal product movement type** – the identifier of the delivery or return of goods.
3. **Medicinal product type** – e.g. homeopathic products.
4. **Name** – the name of the medicinal product.
5. **Supplement** – the name supplement of the medicinal product.
6. **Manufacturer** – text identification of the manufacturer of the medicinal product.
7. **Manufacturer’s country** – text identification of the manufacturer’s country.
8. **Sales price** – the price for one packaging and batch (including margin and value-added tax) is optional, but the field must be filled with zero value (0.00 CZK) because of technical reasons.  
**Specified values** – the minimum permissible specified value shall be 0.00 CZK.
9. **Quantity** – the number of packages of the medicinal product per batch and price. The distributed quantity shall be specified as the number of packages per specific client, batch and price record. In case there are several batches of the distributed medicinal product, and several prices for a single batch, the medicinal product shall be recorded with all of the prices several times and the codes shall be repeated.
10. **Batch** – the batch of the medicinal product.
11. **Quality, quantity, and contents** – the qualitative and quantitative contents of active substances.
12. **Client type** – pharmacy or person providing health care.
13. **Client name**
14. **Street**
15. **Building number**
16. **Town**
17. **Postal Code**

## **2. Reporting of distribution of medicinal products to other distributors**

### **2.1. Items of the report of distribution of medicinal products with an allocated SÚKL code**

#### **Report items:**

1. **Report type** – reporting of distribution of medicinal products with an allocated SÚKL code.
2. **Medicinal product movement type** – the identifier of the delivery or return of goods.
3. **Client type** – information on the type of the client to whom medicinal products have been supplied:

a) Distributor warehouse in the Czech Republic

b) Distributor in the European Union

c) Distributor outside the European Union

4. **SÚKL code** – codes allocated by SÚKL are recorded in compliance with the uniform Product Index published on the Institute’s website. The Institute’s Index contains medicinal products authorised through the decision of the Institute, products authorised by the decision of the European Commission through a centralised procedure, non-authorised medicinal products with an allocated SÚKL code which may be supplied as part of approved specific therapeutic programmes, and foods for special medical purposes. The Index on the

Institute's website is updated as of the first day of each month. No external codes different from the Institute's codes may be used in this report item.

**5. Name** – the name of the medicinal product

**6. Price** –

a) The price is stated only for human medicinal products that have a public health insurance reimbursement. The producer price of the medicinal product for which the product has been actually placed on the market in the Czech Republic in compliance with the Price Regulation of the Ministry of Health, as amended, on the regulation of prices of medicinal products or foods for special medical purposes, as amended, shall be specified. This price, actually applied by the producer, shall form the basis for the application of the profit margin and the determination of the sales price of the medicinal product pursuant to effective pricing regulations. It shall be specified ex. VAT.

b) In respect of medicinal products, that have not a public health insurance reimbursement, the price may not be stated, but the field must be filled with zero value (0.00 CZK) because of technical reasons.

**7. Quantity** – the number of packages of the medicinal product per batch and price. The distributed quantity shall be specified as the number of packages per specific client type, batch and price record. In case there are several batches of the distributed medicinal product, and several prices for a single batch, the medicinal product shall be recorded with all of the prices several times and the codes shall be repeated.

**8. Batch** – the batch of the medicinal product.

## **2.2. Items of the report of distribution of medicinal products without an allocated SÚKL code (non-authorised medicinal products)**

### **Report items:**

**1. Report type** – reporting of distribution of medicinal products non-authorised in the Czech Republic to other distributors in the Czech Republic or abroad

**2. Medicinal product movement type** – the identifier of the delivery or return of goods.

**3. Medicinal product type** – e.g. homeopathic products.

**4. Name** – the name of the medicinal product.

**5. Supplement** – the name supplement of the medicinal product.

**6. Manufacturer** – text identification of the manufacturer of the medicinal product.

**7. Manufacturer's country** – text identification of the manufacturer's country.

**8. Quantity** – the number of packages of the medicinal product per batch. The distributed quantity shall be specified as the number of packages per specific client and batch. In case there are several batches of the distributed medicinal product, it shall be listed several times and the name of the medicinal product shall be repeated.

**9. Batch** – the batch of the medicinal product.

**10. Quality, quantity, and contents** – the qualitative and quantitative contents of active substances.

## 11. Client type:

- a) Distributor in the Czech Republic
- b) Distributor in the European Union
- c) Distributor outside the European Union

## 3. Declaration of non-execution of distribution

The report shall be submitted in case the distributor has not executed distribution activities in the course of the calendar month.

### Report items

1. **Distributor's site code** – a unique identification code of the distributor and its dispatch warehouse allocated by SÚKL
2. **Reporting period** – the period for which the report is being submitted
3. **Report ID** – a unique identifier of the report allocated by the Institute's repository
4. **Declaration** – the following statement shall be entered: "No distribution activities have been carried out in the reporting period."

## C. Technical and organizational information

### 1. Means of communication

Distributors shall be authorised to use the reporting system as referred to under Section 35(b) of the regulation No 229/2008 Coll. via remote access. The reporting can be sent via the SÚKL web application or via the distributor's information system - API interface by automated sending (API client). The interface is accessible using a SÚKL authentication certificate. The authentication certificate must be issued directly for the agenda of the distributor of medicinal products, another type of SÚKL authentication certificate cannot be used.

For persons with lower amounts of distributed medicinal products/foods for special medical purposes who are obliged to report and cannot connect their information system directly to the API interface, a web reporting application is available. The web reporting application communicates through an identical interface of reporting of deliveries of medicinal products, while SÚKL authentication certificate is also required for sending the report.

### 2. Web links

The web application is located at the <https://pristupy.sukl.cz>, in the section "Delivery reports":

[https://pristupy.sukl.cz/#anchor\\_hlaseni\\_pro\\_sukl](https://pristupy.sukl.cz/#anchor_hlaseni_pro_sukl)

At these web pages are also located reporting instructions and video tutorials for working with the web application, a description of the API for automated communication and instructions for installing the SÚKL certificate

Access information for automated communication are located at the following addresses:

<https://testapi.sukl.cz>

<https://api.sukl.cz>

The original APIv5 URL is still supported by redirect, i.e. all connectors created so far from the distributor's information systems can be used without change. It is no longer possible to communicate using communication protocol TLS 1.1. because of security reasons.

### 3. Support

Support contacts for the DIS-13 reporting:

- technical questions to the content of the report: [oda@sukl.cz](mailto:oda@sukl.cz)
- request for creating a declaration, if distributor failed to establish a report within the deadline: [oda@sukl.cz](mailto:oda@sukl.cz)
- Issues with SUKL certificates: [pristup@sukl.cz](mailto:pristup@sukl.cz)
- general technical questions: [itpodporahlaseni@sukl.cz](mailto:itpodporahlaseni@sukl.cz)
- IT queries for automated API reporting can be entered into the contact centre <https://kc.sukl.cz>, section DIS-13