



机构采购启动清单与范围工作表

Institutional Procurement Start Pack and Scope Worksheet

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适用阶段 / Stage	范围核对与采购评估 / Scope review and procurement assessment

用途说明 / Purpose

本文件帮助机构在首次沟通前锁定药品、市场、语言、字段、来源、版本、交付格式和验收证据，并形成可供采购、法务、财务、医学与技术团队共同审阅的起始材料。它不收集患者资料，不提供诊断、剂量、停换药或联合用药决定。

This document helps an organization define medicines, markets, languages, fields, sources, versions, formats and acceptance evidence before the first commercial discussion, and gives procurement, legal, finance, medical and technical reviewers one shared starting point. It does not collect patient data or provide diagnosis, dosing, stopping/switching or co-administration decisions.

非约束性文件 / Non-binding document

本工作表不是报价、合同、许可协议、保密协议、医疗服务协议或购买承诺。费用、税费、交付日期、许可、支持、责任与续费条件，均以双方后续书面文件为准；金额待财务最终确认。

This worksheet is not a quote, contract, licence, NDA, medical-service agreement or purchase commitment. Fees, taxes, dates, licence, support, liability and renewal terms require later written agreement; amounts remain subject to final financial confirmation.

A. 机构与项目范围

A. Organization and project scope

机构名称与官网 Organization and website	填写 / Complete
联系人、职务与工作邮箱 Contact, role and work email	填写；请勿填写患者信息 / Complete; do not include patient information
计划使用场景 Intended use	患者教育 / 药房信息 / 保险 / 健康科技 / 研究支持 / 其他公共信息用途 Patient information / pharmacy / insurance / health technology / research support / other public-information use
采购或评估阶段 Procurement stage	内部探索 / 技术评估 / 采购立项 / 试点采购 / 年度服务评估 Exploration / technical assessment / procurement planning / paid pilot / annual-service assessment
目标读者与终端 Readers and channels	例如公众网页、药师工作台、PDF 阅读包、API 或嵌入组件 / e.g. public web, pharmacist workspace, PDF pack, API or embedded component
期望启动与完成时间 Expected start and completion	填写 / Complete

B. 试点类型与持续服务

B. Pilot type and continuing service

试点类型 Pilot type	☐ 药品证据数据试点 ☐ 来源变化监测试点 ☐ 嵌入与无障碍试点 ☐ Evidence data ☐ Source-change monitoring ☐ Embedding and accessibility
持续服务候选 Continuing-service option	☐ 一次性交付 ☐ 季度证据维护 ☐ 月度来源监测 ☐ 事件触发复核 ☐ 待确认 ☐ One-off ☐ Quarterly evidence maintenance ☐ Monthly source monitoring ☐ Event-driven review ☐ To be agreed
服务边界 Service boundary	公开药品信息、来源维护与可访问呈现；不包含药品销售、处方、患者招募或个体医疗决定。 Public medicine information, source maintenance and accessible presentation; no sales, prescribing, recruitment or individual medical decisions.

C. 药品、市场与语言清单

C. Medicine, market and language list

序号 No.	药品/产品 Medicine/product	目标市场 Market	剂型/规格/包装 Form/strength/pack	语言 Language
1	填写 / Complete	填写 / Complete	填写 / Complete	填写 / Complete
2	填写 / Complete	填写 / Complete	填写 / Complete	填写 / Complete
3	填写 / Complete	填写 / Complete	填写 / Complete	填写 / Complete
4	填写 / Complete	填写 / Complete	填写 / Complete	填写 / Complete
5	填写 / Complete	填写 / Complete	填写 / Complete	填写 / Complete
6	填写 / Complete	填写 / Complete	填写 / Complete	填写 / Complete
7	填写 / Complete	填写 / Complete	填写 / Complete	填写 / Complete
8	填写 / Complete	填写 / Complete	填写 / Complete	填写 / Complete

如超过 8 项，可附 XLSX 清单；每一行应保持市场、剂型、规格和包装身份相互绑定。 / For more than eight items, attach an XLSX list; keep market, form, strength and package identity bound on each row.

D. 字段与公开来源

D. Fields and public sources

必需字段 Required fields	☐ 名称与别名 ☐ 市场范围 ☐ 产品规格/包装身份 ☐ 官方说明书阅读 ☐ 机制阅读 ☐ 药物警戒 ☐ 来源与复核日期 ☐ 版本号 ☐ Names ☐ Market scope ☐ Product presentations ☐ Label reading ☐ Mechanism reading ☐ Pharmacovigilance ☐ Sources/review dates ☐ Revision
来源范围 Source scope	列出必须覆盖的监管机构、官方标签、产品数据库或允许的顶级期刊；公开可访问不等于可自由转载。 List required regulators, official labels, product databases or permitted top-tier journals; public access does not itself grant republication rights.
排除项与例外 Exclusions and exceptions	明确不要求的市场、字段、历史版本、包装图或无法核验项。 / State excluded markets, fields, historical versions, package images or unresolved items.

E. 交付物与验收证据

E. Deliverables and acceptance evidence

交付物 Deliverable	格式与版本 Format/version	验收证据 Acceptance evidence	状态 Status
字段字典 / Field dictionary	DOCX/PDF/XLSX	字段定义、允许值、缺失处理 / definitions, allowed values, missing-data handling	☐
结构化数据 / Structured data	JSON/XLSX	约定字段完整；来源、市场和版本可追溯 / required fields complete and traceable	☐
来源登记 / Source register	XLSX/PDF	URL、文件日期、复核日期、访问状态 / URL, document date, review date, access status	☐
异常清单 / Exception log	XLSX/DOCX	无法确认内容单列，不以推断补齐 / unresolved items listed, not inferred	☐
阅读或嵌入样例 / Reading or embed sample	Web/DOCX/PDF	移动、键盘、字号、打印和来源展示符合约定 / mobile, keyboard, text-size, print and source display	☐
版本与变更记录 / Revision/change log	JSON/XLSX/DOCX	前后版本、受影响字段、日期和待确认项 / before/after versions, affected fields, dates, open questions	☐

F. 时间、复核与响应范围

F. Timing, review and response scope

基线版本与冻结日期 Baseline revision and freeze date	填写 / Complete
交付里程碑 Delivery milestones	样例确认 → 范围冻结 → 首批交付 → 异常复核 → 验收 Sample approval → scope freeze → first delivery → exception review → acceptance
更新频率 Update frequency	一次性 / 季度 / 月度 / 事件触发；具体时间窗以书面范围为准。 One-off / quarterly / monthly / event-driven; exact windows require written scope.
支持与响应 Support and response	列出渠道、工作日/时区、严重级别与响应边界；未书面确认前无 SLA。 State channels, time zone, severity and boundaries; no SLA before written agreement.

G. 数据、隐私与编辑独立

G. Data, privacy and editorial independence

允许的数据 Permitted data	公开药品信息、公开来源、机构提供的非患者业务范围。 / Public medicine information, public sources and non-patient business scope supplied by the organization.
禁止提交 Do not submit	患者姓名、真实用药清单、处方、病历、药盒照片、身份证件、支付信息或其他可识别健康数据。 Patient names, actual medicine lists, prescriptions, records, pack photographs, identity documents, payment information or identifiable health data.
编辑独立 Editorial independence	合作方不能购买、指定或改变 OriginDrug 的公开排序、来源标准、安全边界或编辑结论。 A collaborator cannot purchase, direct or alter public ranking, source standards, safety boundaries or editorial conclusions.
许可与合规 Licence and compliance	来源许可、著作权、商标、目标市场医学审核、适用法律和机构内部审批须逐项确认。 Source permissions, copyright, trademark, target-market medical review, applicable law and internal approvals require item-level confirmation.

H. 采购评估结论

H. Procurement-assessment outcome

范围状态 Scope status	☐ 信息不足 ☐ 可进入样例 ☐ 可形成报价范围 ☐ 暂缓 ☐ More information needed ☐ Ready for sample ☐ Ready for quotation scope ☐ On hold
仍待确认 Open items	填写 / Complete
下一步与负责人 Next step and owner	填写 / Complete
目标日期 Target date	填写 / Complete

I. 进入书面报价前的交接清单

I. Handoff checklist before a written quotation

采购方内部负责人 Buyer-side owner	填写姓名、职务与工作邮箱；不得填写患者或个人健康信息。 Name, role and work email only; do not include patient or personal health information.
报价主体与开票信息 Quoting entity and invoicing details	由双方在独立书面文件中确认；本表不构成报价或发票信息收集。 Confirm in a separate written document; this form is not a quotation or invoice-information collection form.
费用与税费 Fees and taxes	金额待财务最终确认；币种、税费、付款节点与有效期均须写入后续报价。 Amounts remain subject to final financial confirmation; currency, taxes, payment milestones and validity must appear in the later quotation.
许可与使用范围 Licence and permitted use	明确内部使用、公开展示、API/嵌入、地域、期限、署名与来源限制。 State internal use, public display, API/embedding, territory, term, attribution and source restrictions.
验收与变更 Acceptance and change control	指定验收人、验收证据、反馈窗口、例外处理与范围变更方式。 Name the reviewer, acceptance evidence, feedback window, exception handling and scope-change method.
支持与续期 Support and renewal	未书面确认前无 SLA、自动续费或持续收费；试点验收后可结束。 No SLA, automatic renewal or recurring charge exists before written agreement; the engagement may end after pilot acceptance.

双方内部复核记录 / Internal review record

采购/业务复核 Procurement/business review	姓名与日期 / Name and date: _____
法务/合规复核 Legal/compliance review	姓名与日期 / Name and date: _____
医学/内容复核 Medical/content review	姓名与日期 / Name and date: _____
技术/数据复核 Technical/data review	姓名与日期 / Name and date: _____

以上签名栏仅供机构内部留痕，不代表 OriginDrug 或任何一方接受报价、签订合同或发出开工通知。完成后请自行检查并发送至 stevenyiqingli@foxmail.com；不要加入患者或可识别健康信息。 / These review lines are for internal routing only and do not mean either party has accepted a quote, entered a contract or issued a notice to proceed. Review the completed file and send it to stevenyiqingli@foxmail.com; do not add patient or identifiable health information.