



Australian Government

Department of Health

PBS Approved Suppliers Portal

Guide PAP105: How to submit online comments for surrounding pharmacists



1. Purpose

This user guide provides instructions on how to provide comments on a particular application as a surrounding pharmacist.

2. Submitting comments

- a) On the Portal, click on 'Surrounding Pharmacy Comments'. You do not need to sign in to the PBS Approved Suppliers Portal to submit comments.



b) Complete the mandatory fields:

- Approval number – this is your pharmacy approval number
- Application number – this is the application you are providing comments on
- Comments

Once you have acknowledged the privacy note and agree to the Terms of Use by checking the box, ensure you have entered in the correct code from the image (the captcha is only required if you are not signed in to the PBS Approved Suppliers Portal) and click 'Next'.

[Home](#) > [Surrounding Pharmacy Comments](#)

Surrounding Pharmacy Comments

Select this option to provide comments about an application to supply PBS medicines at a location nearby.

Note - the PBS Approved Suppliers Portal can only accept comments submitted by, or on behalf of, an approved pharmacist. If not an approved pharmacist, please email pbsapprovedsuppliers@health.gov.au.

Approval number of pharmacy providing comment *

Application number you wish to comment on *

Comments *

I acknowledge that I have read the privacy note and I agree to the [Terms of Use of the PBS Approved Suppliers Portal](#).



[Generate a new image](#)

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Enter the code from the image

Next

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- c) You may upload multiple files to support your comments however each file must be less than 50MB each. The title of each upload document must be 100 characters or less. To upload multiple files you can hold down the 'CTRL' button and select the files you would like to upload, or you can hold down the 'Shift' key and select multiple files.

The screenshot shows a web page with a navigation bar at the top containing 'Home', 'Surrounding Pharmacy Comments', 'Contact Us', and 'FAQ'. Below the navigation bar is a breadcrumb trail: 'Home > Surrounding Pharmacy Comments'. The main heading is 'Surrounding Pharmacy Comments'. Below the heading is a sub-heading: 'Select this option to provide comments about an application to supply PBS medicines at a location nearby.' A note follows: 'Note - the PBS Approved Suppliers Portal can only accept comments submitted by, or on behalf of, an approved pharmacist. If not an approved pharmacist, please email pbsapprovedsuppliers@health.gov.au.' The section is titled 'Upload Documents' and features a blue 'Add files' button. Below the button is a yellow message box stating 'There are no folders or files to display.' At the bottom of the form area are two buttons: 'Previous' and 'Submit'.

- d) Click 'Submit'.
e) Once submitted successfully, the following screen will appear.

The screenshot shows a web page with a navigation bar at the top containing 'Home', 'Surrounding Pharmacy Comments', 'Contact Us', and 'FAQ'. Below the navigation bar is a breadcrumb trail: 'Home > Surrounding Pharmacy Comments'. The main heading is 'Surrounding Pharmacy Comments'. Below the heading is a green message box stating 'Thank you!'. Below the message box is a line of text: 'This submission has been successfully sent.'