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'.

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.

Home   Surrounding Pharmacy Comments   Contact Us   FAQ

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.

Upload Documents

⊕ Add files

There are no folders or files to display.

Previous   Submit

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

Home   Surrounding Pharmacy Comments   Contact Us   FAQ

Home > Surrounding Pharmacy Comments

Surrounding Pharmacy Comments

Thank you!

This submission has been successfully sent.