PBS Approved Suppliers Portal

Guide PAP106: How to upload PDF applications forms or additional requested information
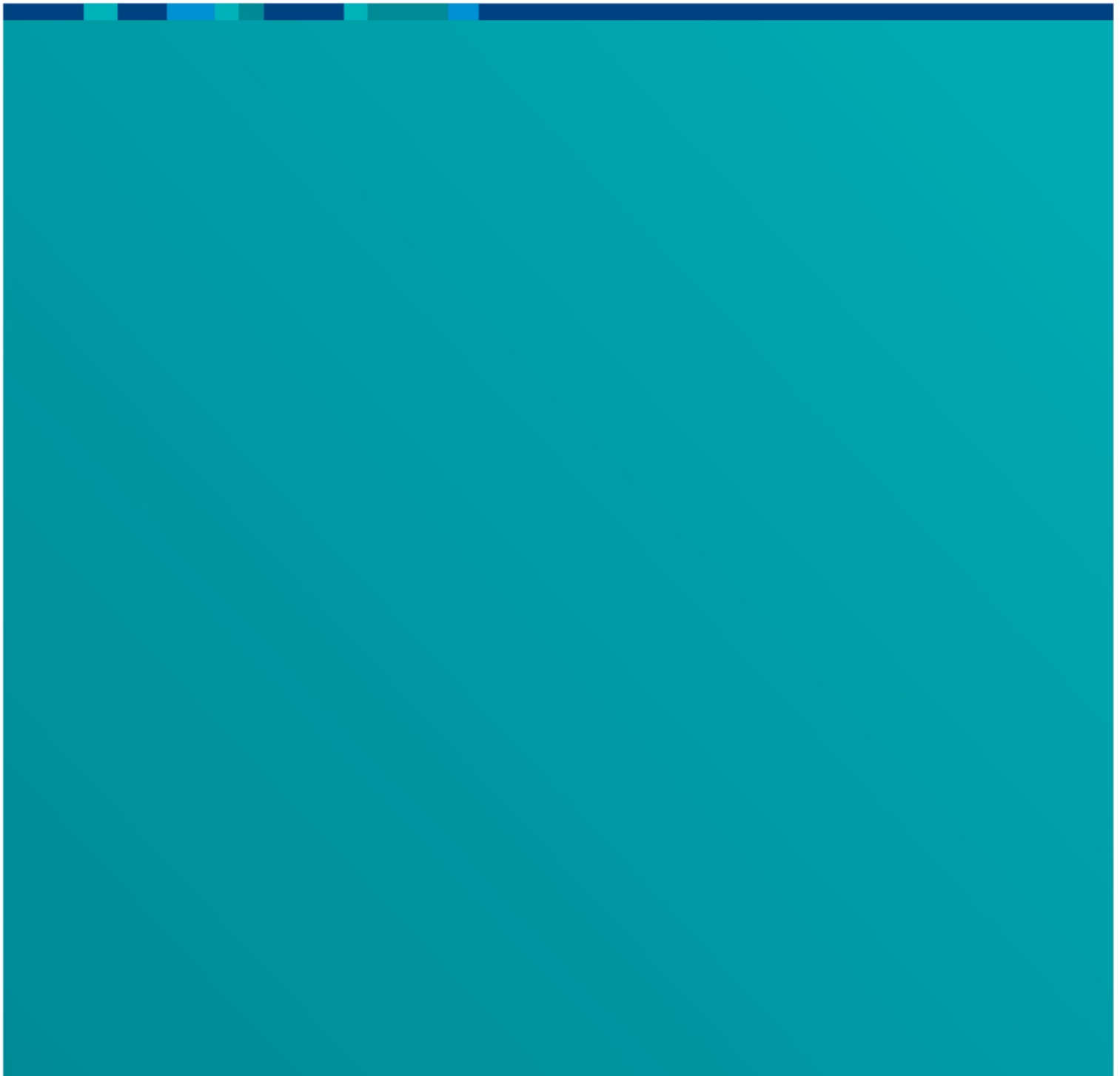
1. Purpose

This user guide provides instructions on how to submit PDF forms that are not currently an online form in the PBS Approved Suppliers Portal (the Portal) which are:
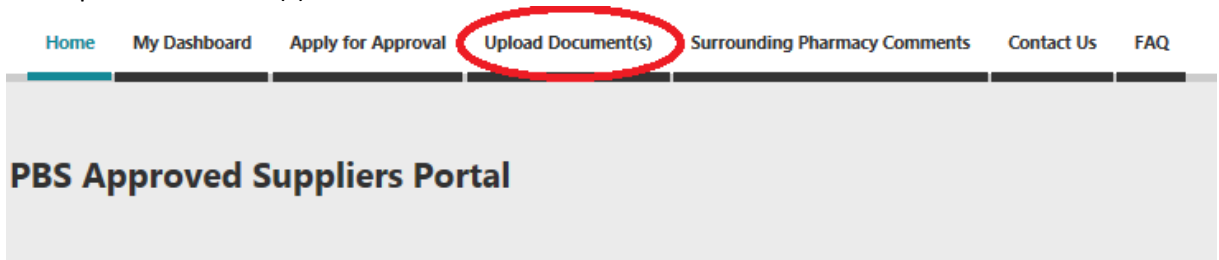
- Application to expand/contract a pharmacy (to access this form, please send an email to pbsapprovedsuppliers@health.gov.au).
- Notification of bank account details for either an approved pharmacist, hospital authority or medical practitioner
- Authority to permit person(s) to enquire and/or sign claim forms on behalf of approved pharmacist(s)
- Notification of change of pharmacy registered business (trading) name
- Application for permission to carry on business as a pharmacist by the legal personal representative of a deceased approved pharmacist
- Application for permission to supply pharmaceutical benefits following bankruptcy or external administration
- Authority to authorise pharmacist(s) to sign claim forms on behalf of section 91/91B permission holder
- Application to carry on business as a pharmacist by a beneficiary of a deceased approved pharmacist
- Application for a hospital authority to prescribe and/or supply pharmaceutical benefits and/or highly specialised drugs
- Authority to authorise pharmacist(s) to sign claim forms on behalf of a hospital authority
- Application for a medical practitioner to supply pharmaceutical benefits

This function also allows for any additional information requested by the Department or ACPA to be uploaded and submitted.

2. Upload and submit your document(s)

a) If you are submitting a PDF application, download, complete and save the form you wish to submit.

b) Access the Portal by using the following URL https://pbsapprovedsuppliers.health.gov.au and sign in. For further details on how to register and access the Portal for the first time, please refer to the *PBS Approved Suppliers Portal User Guide pap101 - How to register and sign in*.

c) When you sign in to the PBS Approved Suppliers Portal, the Home screen will display. Click the 'Upload Document(s)' tab.

Home   **My Dashboard**   **Apply for Approval**   **Upload Document(s)**   **Surrounding Pharmacy Comments**   **Contact Us**   **FAQ**

PBS Approved Suppliers Portal

In this section

Apply for Approval

Surrounding Pharmacy Comments

Help

The PBS Approved Suppliers Portal allows applicants to lodge applications for approval to supply pharmaceutical benefits and update their details online.

For further information about how to use the portal, refer to the User Guides.

d) Ensure you complete the mandatory fields (asterisk next to label).
If you are submitting a PDF application form, the correct naming convention is *<NAME OF APPLICATION FORM – APPROVAL NUMBER>*.

Upload Document(s)

Use this facility to submit additional documents relating to your application and/or submit a completed PFD form and supporting documents.

Title *
Include the application form title

Reference number
Provide your application reference number (if applicable)

Description
Provide your name and email address, as well as a brief description of the attached documents and any other relevant details.
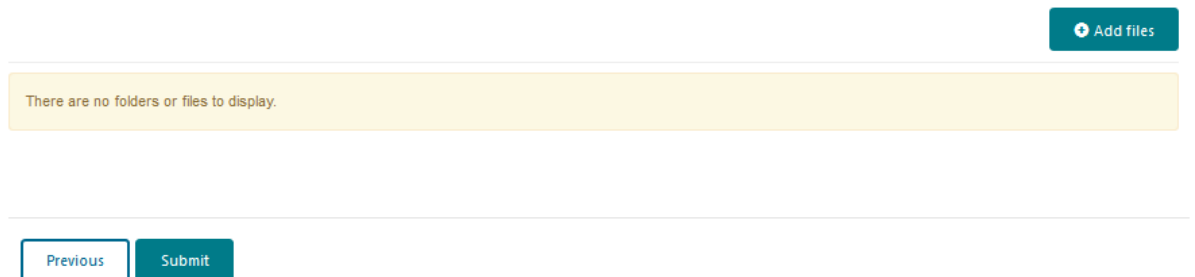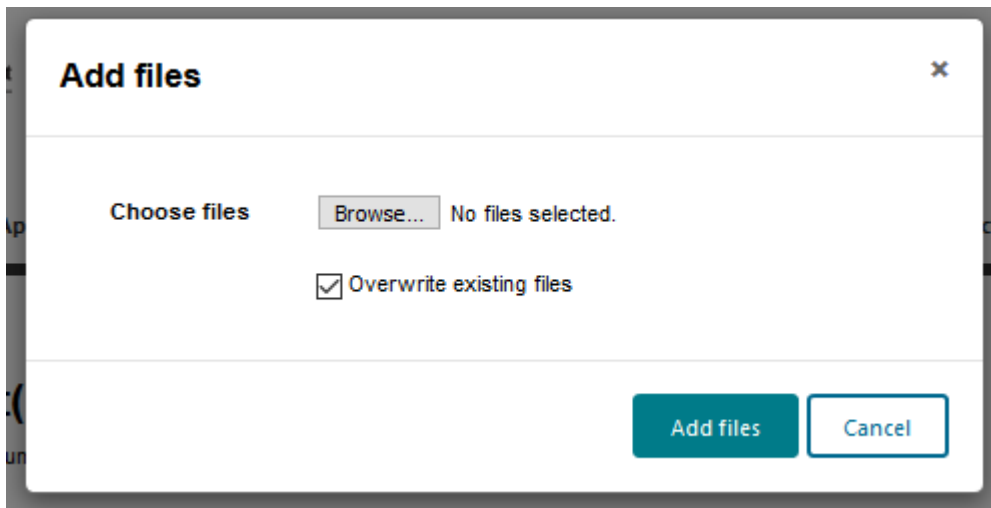
[Next]

e) Click 'Next'
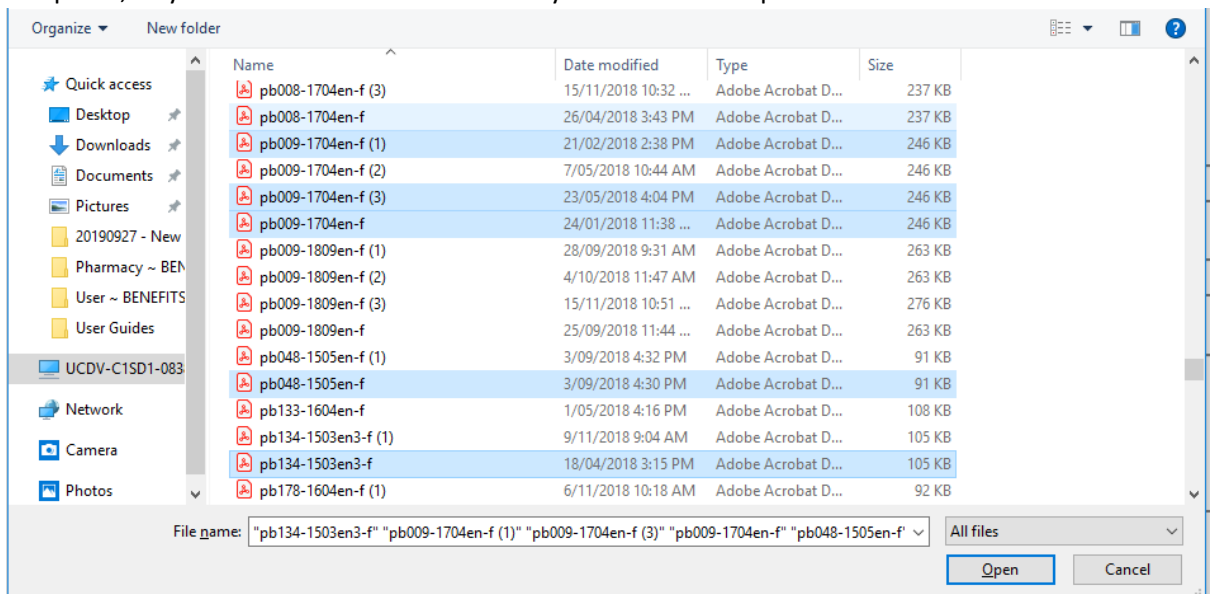
f) Click 'Add Files'

Upload Document(s)

Use this facility to submit additional documents relating to your application and/or submit a completed PFD form and supporting documents.

⊕ Add files

There are no folders or files to display.

| Previous | Submit |

g) Click 'Browse'

Add files ✕

Choose files   Browse...   No files selected.

☑ Overwrite existing files

Add files   Cancel

h) 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.

Name	Date modified	Type	Size
pb008-1704en-f (3)	15/11/2018 10:32 ...	Adobe Acrobat D...	237 KB
pb008-1704en-f	26/04/2018 3:43 PM	Adobe Acrobat D...	237 KB
pb009-1704en-f (1)	21/02/2018 2:38 PM	Adobe Acrobat D...	246 KB
pb009-1704en-f (2)	7/05/2018 10:44 AM	Adobe Acrobat D...	246 KB
pb009-1704en-f (3)	23/05/2018 4:04 PM	Adobe Acrobat D...	246 KB
pb009-1704en-f	24/01/2018 11:38 ...	Adobe Acrobat D...	246 KB
pb009-1809en-f (1)	28/09/2018 9:31 AM	Adobe Acrobat D...	263 KB
pb009-1809en-f (2)	4/10/2018 11:47 AM	Adobe Acrobat D...	263 KB
pb009-1809en-f (3)	15/11/2018 10:51 ...	Adobe Acrobat D...	276 KB
pb009-1809en-f	25/09/2018 11:44 ...	Adobe Acrobat D...	263 KB
pb048-1505en-f (1)	3/09/2018 4:32 PM	Adobe Acrobat D...	91 KB
pb048-1505en-f	3/09/2018 4:30 PM	Adobe Acrobat D...	91 KB
pb133-1604en-f	1/05/2018 4:16 PM	Adobe Acrobat D...	108 KB
pb134-1503en3-f (1)	9/11/2018 9:04 AM	Adobe Acrobat D...	105 KB
pb134-1503en3-f	18/04/2018 3:15 PM	Adobe Acrobat D...	105 KB
pb178-1604en-f (1)	6/11/2018 10:18 AM	Adobe Acrobat D...	92 KB

Organize ▾   New folder

Quick access
Desktop
Downloads
Documents
Pictures
20190927 - New
Pharmacy ~ BEN
User ~ BENEFITS
User Guides
UCDV-C1SD1-083
Network
Camera
Photos

File name: "pb134-1503en3-f" "pb009-1704en-f (1)" "pb009-1704en-f (3)" "pb009-1704en-f" "pb048-1505en-f'   All files

Open   Cancel

i) Click 'Submit'

Upload Document(s)

Use this facility to submit additional documents relating to your application and/or submit a completed PFD form and supporting documents.

⊕ Add files

Name ↑	Modified	
📄 30 MB - Test 2.docx (30731 KB)	less than a minute ago	⌄

[Previous] [Submit]

j) If submitted successfully, you will see the following screen.

| Home | My Dashboard | Apply for Approval | Upload Document(s) | Surrounding Pharmacy Comments | Contact Us | FAQ |

Home › Upload Document(s)

Upload Document(s)

Thank you!

This submission has been successfully sent.