

## Procurement guide - Filariasis Test Strip (FTS)

Product Name	Vendor	Product Code	Packing	Price	Production Time	Shipping Conditions	Shelf life
Filariasis Test Strip (FTS)	Abbott Rapid Diagnostics Inc.	625-000	30 tests per kit	\$45/kit	6-8 weeks	Ambient	12 months (from date of manufacture)

### Order Documentation Required

1. Purchase Order (PO)
  - a. The PO should contain:
    - i. PO Number
    - ii. Product Code
    - iii. Quantity per product code
      1. Be sure to specify whether the quantity is in tests or kits
    - iv. Price per product code and total price
    - v. Shipping address and consignee information (name, tel., email)
  - b. PO Samples
    - i. [Abbott Customer Order Template](#)
    - ii. Organization-generated POs are also acceptable ([TFGH sample](#))
2. Certificate of Donation (recommended, but not required)
  - a. [Sample COD](#)
3. No Objection Certificate (NOC) or Import Permit
 

The vendor will require either a [No Objection Certificate](#) or an import permit prior to shipment. The document required depends on the importation regulations of the recipient country. Most of the time the NOC is acceptable and more easily obtainable, however some countries will require an import permit (e.g. Tanzania, Indonesia).

### Order Submission (when ordering direct through vendor)

Orders should be placed via email to [InternationalOrders@rapiddx.abbott.com](mailto:InternationalOrders@rapiddx.abbott.com). Orders should include the documentation outlined above. Copy Nina Alves ([nina.alves@abbott.com](mailto:nina.alves@abbott.com)) on all FTS orders.

### Shipping

1. Option 1: Customer courier account (broker/recipient will need to clear customs)
  - a. Customers can provide the account number for their preferred courier(s)
  - b. A handling fee will apply

V1.0 (October 2019)

2. Option 2: Vendor courier account (FedEx or DHL standard courier)
  - a. Customers can use the vendor account for shipment
  - b. Request a quote for shipping fees to destination
  - c. Include as a line item on the PO
3. Shipping documents provided by vendor: Proforma invoice, commercial invoice, packing list, airway bill (AWB). Certificate of analysis and Certificate of Origin available upon request.
  - a. The AWB number can be used for tracking purposes

### **Payment**

Invoice usually sent for payment 30 days after shipment. New customers may be asked to pre-pay until credit is established.

### **Other Task Force for Global Health Recommendations**

1. Recommended order quantity calculations (Incl. 7% overhead)
  - a. Total kits required = (Sample size x 1.07)/30, round up
2. Request that the Certificate of Donation and No Objection Certificate/import permit are included with the shipping documents in the shipping pouch for easier customs clearance
3. Inventory levels are based upon partner forecasts. Organization's expecting to place multiple orders should communicate their forecasted demand to the vendor to ensure adequate global inventory levels
  - a. FTS production stops during flu season. It is advisable to communicate forecasted demand for the remainder of the year in August or September to ensure adequate inventory before manufacturing shifts to flu tests.

V1.0 (October 2019)