

## Procurement guide - SD Ov16 ELISA

Product Name	Vendor	Product Code	Packing	Price	Production Time	Shipping Conditions	Shelf life
SD Onchocerciasis IgG4 ELISA	Abbott Diagnostics Korea Inc.	61EK11	5 Plates per kit	\$500/kit	10-12 weeks	2-8C	1 year

### Recommended kit quantity calculations

$$\# \text{ kits} = [(\text{Sample size} \times 1.15)/200] + 5$$

This calculation includes:

- 15% overhead for training and repeats
- 200 samples/kit (40 samples/plate)
- 5 additional kits for QA/QC and lot verification

NOTE: This calculation is a work in progress and may be updated periodically

### Order Documentation Required

1. Purchase Order (PO)
  - a. The PO should contain:
    - i. PO Number
    - ii. Product Code
    - iii. Quantity per product code
    - 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 ([Sample TFGH PO](#))
2. Certificate of Donation
  - 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. Due to the nature of the product, most countries require an import permit. Documentation required to apply for an import permit varies by country, but typically includes the air waybill, certificate of donation, commercial invoice, and packing list.

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

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This guide was co-produced by the NTD Support Center (which serves as Secretariat of the Coalition for Operational Research on Neglected Tropical Diseases) and the NTD Supply Chain Forum. The information presented here does not represent official recommendations of the World Health Organization or the product manufacturer. Rather, it represents learnings from research supported by COR-NTD. For questions relating to this guide please contact Ashley Souza at [asouza@taskforce.org](mailto:asouza@taskforce.org).

Orders should be placed via email to [CustomerServiceSD@alere.com](mailto:CustomerServiceSD@alere.com). Orders should include the documentation outlined above. If the shipment will be billed to the customer's courier account, also provide the account number.

## Payment

Abbott Diagnostics Korea, Inc. requires prepayment.

## Green light

Once the payment is received, the vendor will request a [Green Light form](#). Shipment will not be scheduled until the completed form is provided.

## Shipping

The product must be kept at 2-8C. It requires cold chain shipment using insulated shipping containers and cold packs. Temperature monitors are recommended.

Due to limited stability data, the TFGH recommends using full cold chain shipment despite the expense. World Courier is highly recommended. The process if using World Courier (WC) on the customer account number is outlined below. The TFGH has never used any alternative shipping methods for this product, so we can provide no other guidance at this time.

Process (when shipping with World Courier on the customer account number)

- Step 1: Job set up
  - After payment, the vendor will provide an invoice and packing list containing the details of the shipment (number of pieces, weight per piece, dimensions per piece, etc)
  - Using the information provided, set up the WC job
    - Option 1: Call the WC customer service center and provide the shipping details verbally.
      - Inside the US: 1-800-221-6600
      - Outside the US: 1-516-354-2600
      - Information to provide:
        - Pick up address (included on vendor invoice) and contact information
        - Delivery address and contact information
        - Pick up date (if available)
        - Product description (Diagnostic tests for detection of Onchocerciasis)
        - Number of pieces

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- Total weight
- Dimensions
- Value for customs
- Incoterms (FRA ADK Warehouse)
- Product temperature (2-8C)
- Use of WC shipping cartons, gel packs and temp monitors is recommended\*
- Once the job is set up, communicate the number to [CustomerServiceSD@alere.com](mailto:CustomerServiceSD@alere.com)
- Option 2: Submit a [WC Customer Order Form](#) (complete with the information above) to [newintlorder@worldcourier.com](mailto:newintlorder@worldcourier.com)
  - Cc [CustomerServiceSD@alere.com](mailto:CustomerServiceSD@alere.com)
- Option 3: Set up order with account representative
  - Email the [WC Customer Order Form](#) to your account representative
- Step 2: Job processing and pre-clearance
  - WC will work with the vendor/warehouse and consignee to get everything ready for pick up. This process can take 2-6 weeks.
- Step 3: Shipment
  - Once WC receives the approval and the green light form is provided to the vendor, WC will schedule the pick up
- Step 4: Shipping materials return
  - If WC provides shipping containers, they will need to be returned. The consignee will have 1 week to send shipping containers back to a WC location. WC will work directly with the consignee on the return shipment. There is a secondary invoice for this shipment.

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

1. \* Renting WC shipping materials is recommended until further stability data is available. The shipping materials provided by the vendor are not guaranteed to maintain the proper temperature.
  - a. The recommended WC shipping cartons are GTC 96L
2. You must have a World Courier account before you can set up a job. If you do not already have an account you can contact World Courier directly (at the numbers above).
  - a. The TFGH works with a wonderful account representative who we highly recommend. If you would like to use our representative to set you your account, please contact [asouza@taskforce.org](mailto:asouza@taskforce.org)

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