

Procurement guide - TropBio Filter paper

Product Name	Vendor	Product Code	Packing	Price	Production Time	Shipping Conditions
TropBio filter paper	Cellabs Pty Ltd	FP 05-002-12	400 disks per pack (4 disks/sheet, 100 sheets/pack)	135-139 AUD per pack	3-5 weeks	Ambient

Order Documentation Required

1. Purchase Order (PO)
 - a. The PO should contain:
 - i. Product Code
 - ii. Quantity per product code (in number of packs)
 - iii. Price per product code and total price
 - iv. Shipping address and consignee information (name, tel., email)
 - b. [TFGH sample PO](#)
2. [Certificate of Donation](#) (recommended, but not required)
3. Import Permit
 - a. Some countries (e.g. Tanzania, Indonesia) require an import permit. Documentation required to apply for an import permit varies by country, but typically includes the air waybill, certificate of donation, and commercial invoice.

Order Submission (when ordering direct through vendor)

Orders should be placed via email to sales@cellabs.com.au.

Payment

Cellabs requires prepayment.

Shipping

1. Option 1: Customer courier account
 - a. Customers can provide the account number for their preferred courier(s)
2. Option 2: Vendor courier account
 - a. Customers can use the vendor account for shipment
 - b. Request a quote for shipping fees to destination, include as a line item on the PO
3. Shipping documents provided by vendor: proforma invoice, commercial invoice, airway bill

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