Procurement guide - TropBio Filter paper

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

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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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.