

Share an application with a consultant in PharmConnect

Important things to know before you start

The consultancy preparing the application needs to be [registered under its own name in PharmConnect](#).

For each application you want to collaborate on, you need to follow the process detailed below to share it with them.

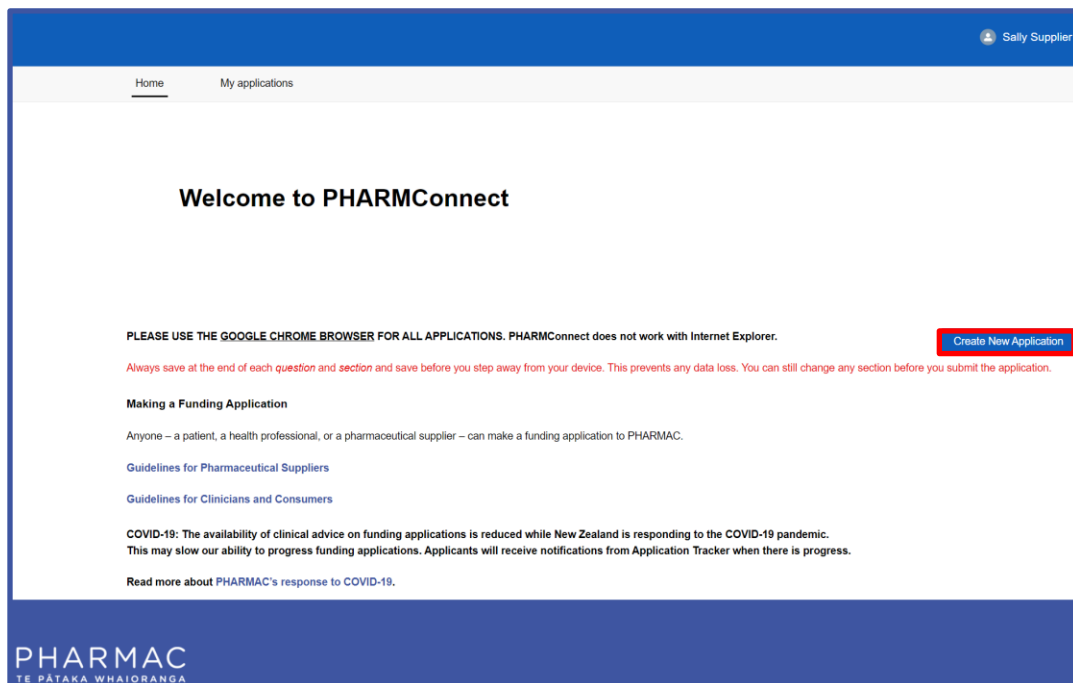
Any staff at the consultancy who are registered in PharmConnect will be able to see the applications you share with their organisation.

Once shared, the application will display on the 'My applications' list for the consultancy that is preparing your application. They will be able to edit it only – they do not have the ability to submit, withdraw, delete or re-share the application on your behalf.

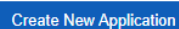
Once you submit the application to Pharmac, the consultancy will no longer be able to see it.

Create your draft application

1. Using Google Chrome, Microsoft Edge, or Firefox, [log in to PharmConnect](#).



2. Click



New Application
Please select the application type to create:

Supplier

* Type of application
New Application

* Applicant
PHARMACEUTICALS LIMITED - Test Company

3. On the pre-populated 'New Application' screen click

Sally Supplier

Home My applications

Application Supplier

Type of application	Status	Applicant	Therapeutic Group
New Application	Draft	PHARMACEUTICALS LIMITED - Test Company	

To prevent any loss of information in your application please use the 'Save' button before moving to the next section or subsection questions (you may need to scroll down to the button). You will still be able to change the information in any section or subsection up to the point of submitting your application.

Introduction

Product Overview

Health Need

Health Benefits

Costs and Savings

Economic Analysis

Suitability

Additional Information

> Application introduction

> Templates to be completed

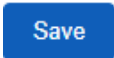
4. At the left of your draft application click 'Product Overview'.

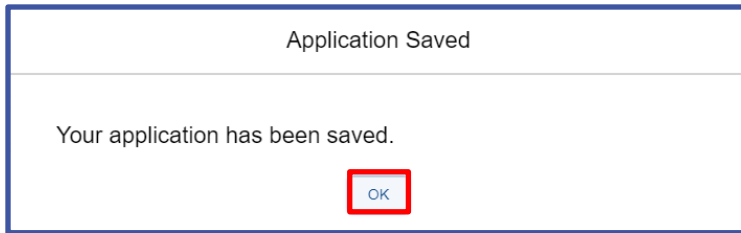
Introduction	> Product details ○○○○○○
Product Overview	> Pharmacological information ○○○○○○
Health Need	> Proposed amendments to the Pharmaceutical Schedule ○○○○○○
Health Benefits	> Dose ○○○○
Costs and Savings	> Regulatory status of the product ○○○○○○○○○○○○
Economic Analysis	> Patent information ○

- In the middle of your screen click 'Pharmacological information' to expand that section.

> Product details ○○
∨ Pharmacological information ○○○
*What is the registered name of the generic pharmaceutical? ⓘ
<input type="text"/>
What is the brand name of the pharmaceutical? ⓘ
<input type="text"/>
Please provide a brief description of the principal pharmacological action of the pharmaceutical. ⓘ
<input type="text"/>

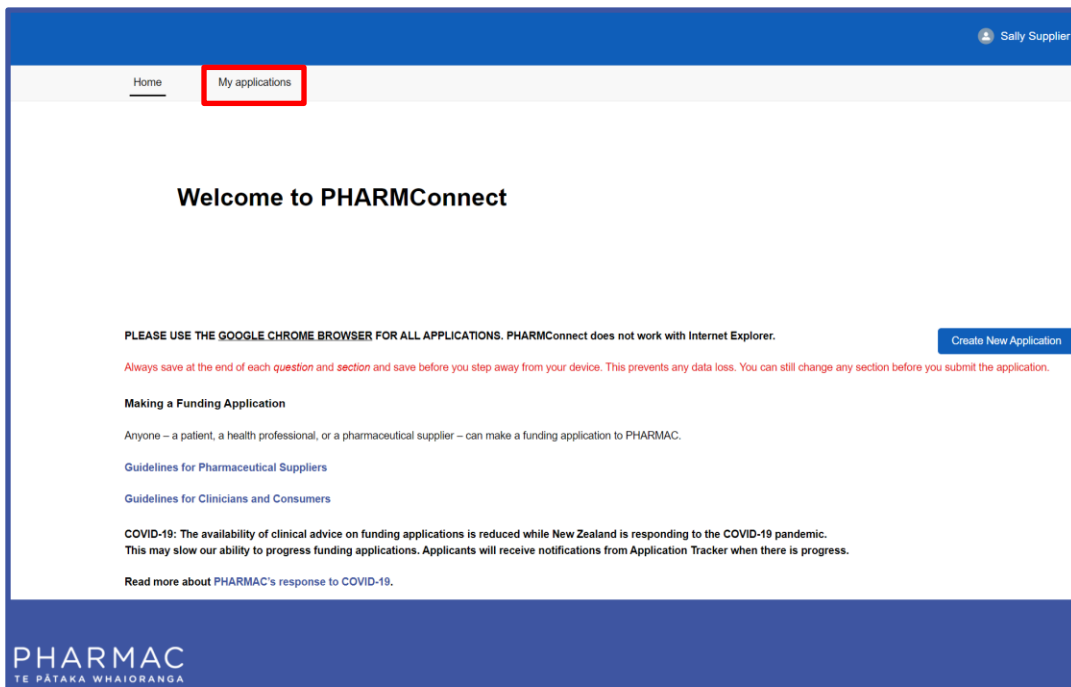
- Enter the registered name of the pharmaceutical or the brand name in the applicable field.

- Scroll down and click 



8. On the pop-up confirmation screen click 

Share your draft application



1. On your home screen click 'My applications'.

APPLICATION ID ↓	CHEMICAL ↓	BRAND NAME ↓	DATE CREATED ↓	DATE SUBMITTED ↓	APPLICATION STATUS ↓	PROPOSAL STATUS(ES)	SUBMIT SUPPORTING INFORMATION
A-03977			5/7/2021	5/7/2021	Draft	Status	Add
A-03981			9/7/2021		Draft	Status	Add
A-03984			22/7/2021		Draft	Status	Add
A-04012	Generic pharmaceutical	Sally's Super Cure	17/1/2022		Draft	Status	Add

2. Click the link to the application you want to share.

Application Supplier

Type of application: New Application | Status: Draft | Applicant: PHARMACEUTICALS LIMITED - Test Company | Therapeutic Group:

Buttons: Share, Withdraw, Delete

Cancel Save Submit

Introduction | Product details | Pharmacological information

3. To the top right of your screen click



Share

* Please choose the third party you would like to share with

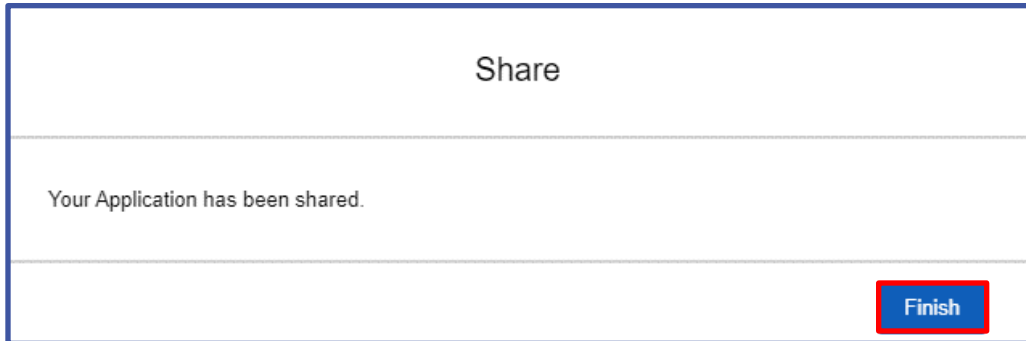
Please select an option


Next

4. On the 'Share' pop-up screen click 'Please select an option'.

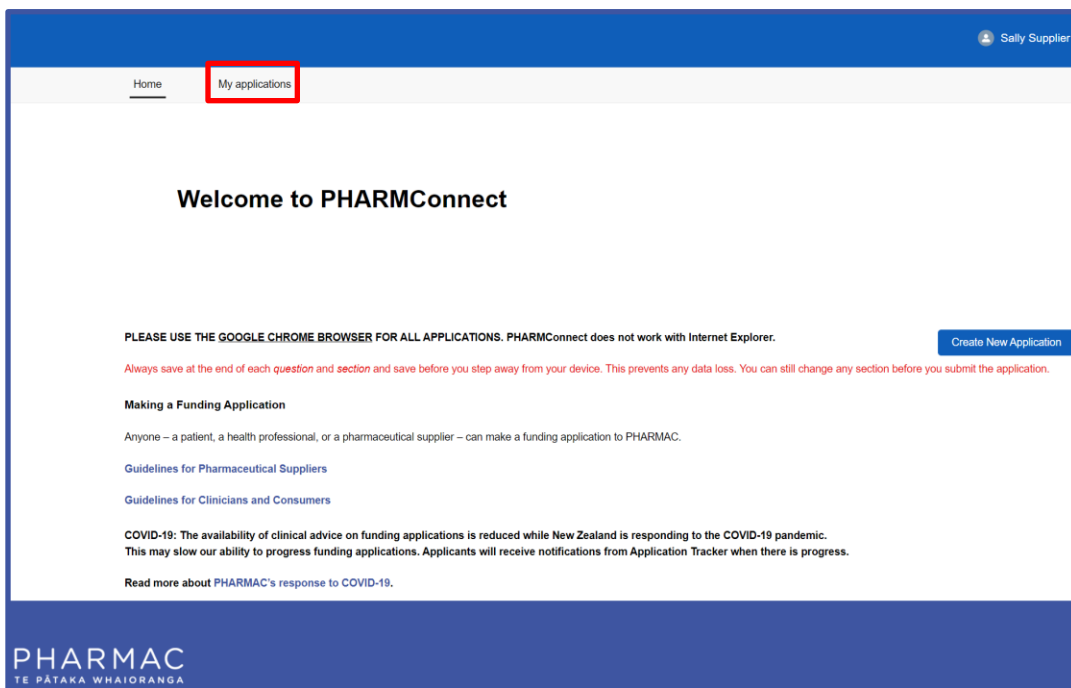
5. On the drop down list click the name of the consultancy you want to share the application with.

6. Click 



7. On the pop-up screen click 

Change the consultancy you are sharing with



1. On your home screen click 'My applications'.

APPLICATION ID ↓	CHEMICAL ↓	BRAND NAME ↓	DATE CREATED ↓	DATE SUBMITTED ↓	APPLICATION STATUS ↓	PROPOSAL STATUS(ES)	SUBMIT SUPPORTING INFORMATION
A-03977			5/7/2021	5/7/2021	Draft	Status	Add
A-03981			9/7/2021		Draft	Status	Add
A-03984			22/7/2021		Draft	Status	Add
A-04012	Generic pharmaceutical	Sally's Super Cure	17/1/2022		Draft	Status	Add

2. Click the link to the application that is currently shared with a consultant.

Application Supplier Share Withdraw Delete

Type of application: New Application Status: Draft Applicant: [PHARMACEUTICALS LIMITED - Test Company](#) Therapeutic Group:

To prevent any loss of information in your application please use the 'Save' button before moving to the next section or subsection questions (you may need to scroll down to the button). You will still be able to change the information in any section or subsection up to the point of submitting your application.

Cancel Save Submit

Introduction > Product details ○○○○○○

Product Overview v Pharmacological information ●○○○○○

3. To the top right of your screen click Share


Share

This Application is currently shared with:
Best Applications

* Please choose the third party you would like to share with

Please select an option


Next

4. On the 'Share' pop-up screen click 'Please select an option'.
5. On the drop down list select the consultancy you now want to share the application with.
6. Click 

Share

Your Application has been shared.

Finish

7. On the pop-up screen click  to share the application with the new consultancy and remove it from the original consultancy.

Note: The original consultancy will no longer be able to view or edit your application.