

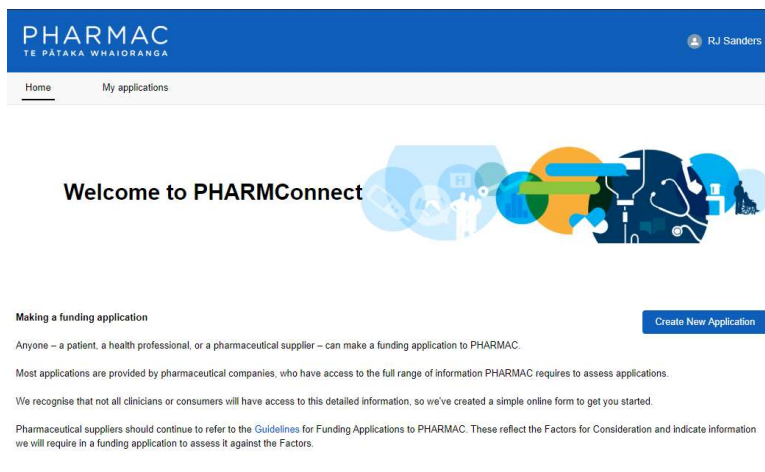
# How other organisations can prepare a Pharmaceutical Supplier Application on your behalf.

## Prerequisites

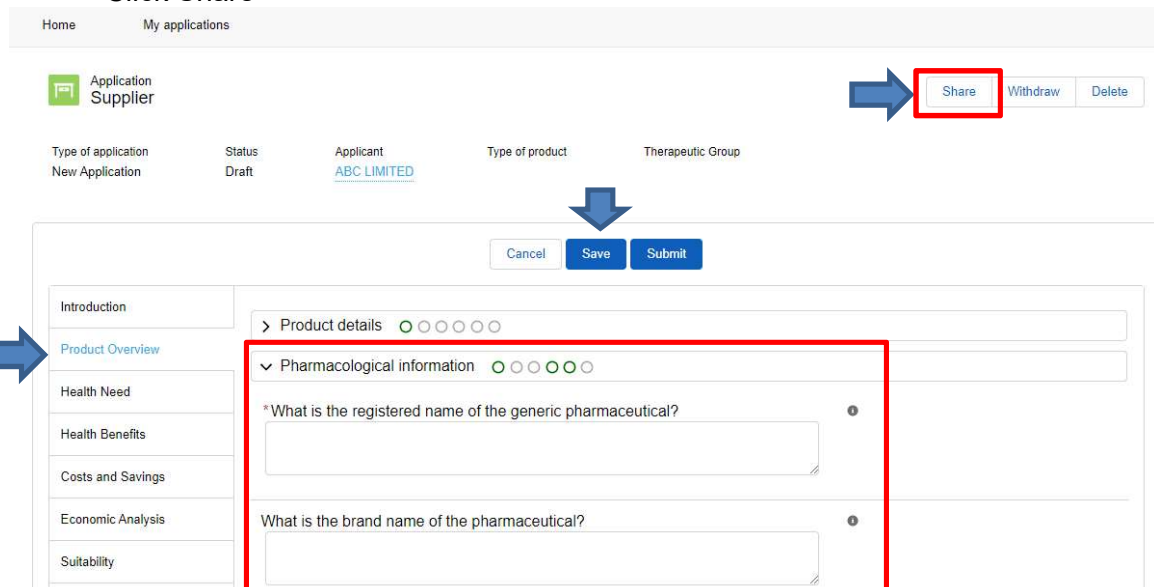
1. Pharmaceutical Supplier is a registered user of PHARMConnect
2. The organisation preparing your application is registered user of PHARMConnect

## Steps to take as a Pharmaceutical Supplier

- Log into PHARMConnect.
- Select **Create New Application**



- Navigate to the Product Overview section and then expand Pharmacological Information
- Enter the registered name of the pharmaceutical or brand name
- Click Save
- Click Share



To start the sharing process, use the drop-down list that displays all registered organisations who act as third party accounts.

Share

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

Please select an option ▼

[Next](#)

- Select the relevant organisation
- Click Next
- Return to the main menu – click on My Applications

PHARMAC TE PĀTAKA WHAIORANGA							RJ Sanders
Home		My applications					
APPLICATION ID ↓	CHEMICAL ↓	BRAND NAME ↓	DATE CREATED ↓	DATE SUBMITTED ↓	PROPOSAL STATUS(ES)	SUBMIT SUPPORTING INFORMATION	
A-03081	Chemical A	sharing example	8/11/2019		Status	Add	

Once shared the application will also appear on the 'My applications' List for the third party for example: Ella J Grey – Pharmaceutical Consultants Ltd can see Application A-03081 that Pharmaceutical Supplier “ABC Limited” has shared.

PHARMAC TE PĀTAKA WHAIORANGA							Ella J Grey
Home		My applications					
APPLICATION ID ↓	CHEMICAL ↓	BRAND NAME ↓	DATE CREATED ↓	DATE SUBMITTED ↓	PROPOSAL STATUS(ES)	SUBMIT SUPPORTING INFORMATION	
A-03081	Chemical A	sharing example	8/11/2019		Status	Add	

Ella will now be able to edit the application - they do NOT have the ability to withdraw, delete, re-share or submit the application on behalf of the Pharmaceutical Supplier.

The Pharmaceutical Supplier is required to submit the application to PHARMAC. Once submitted the sharing is removed from the third party.

The application can be reshared to another third party - this will remove the application from the old third party, at which point they will no longer be able to view and edit it.