

Registering as a Pharmaceutical Supplier on PHARMConnect



Important things to know before you start

Several people can contribute to one application, although only one person's edits can be saved at a time.

Anyone registered as a user for your business can view all your business's current applications in PHARMConnect.

You can assign users for your business one of three roles:

1. **Supplier full** – access to all the information within an application form, including the financial information.
2. **Supplier Non-Financial** – access to all the information on an application form, except that in the 'Costs and Savings' section. As all applications require financial information, someone with this status cannot submit an application.
3. **Supplier Admin** – manages all the users within your business. Every business needs at least one Supplier Admin and the role can be reallocated as needed. Supplier Admins can:
 - register users for your business
 - assign access levels to users
 - deactivate users' access
 - access all information in the application forms being drafted and submitted by your business.




The first person who registers for your business will be automatically allocated 'Supplier Admin' status. That person can register other members of your business in PHARMConnect or assign a new Supplier Admin to do this.

To protect your data, ensure you deactivate access for any staff who leave your business. It is important that the Supplier Admin reassigns their role before they leave.

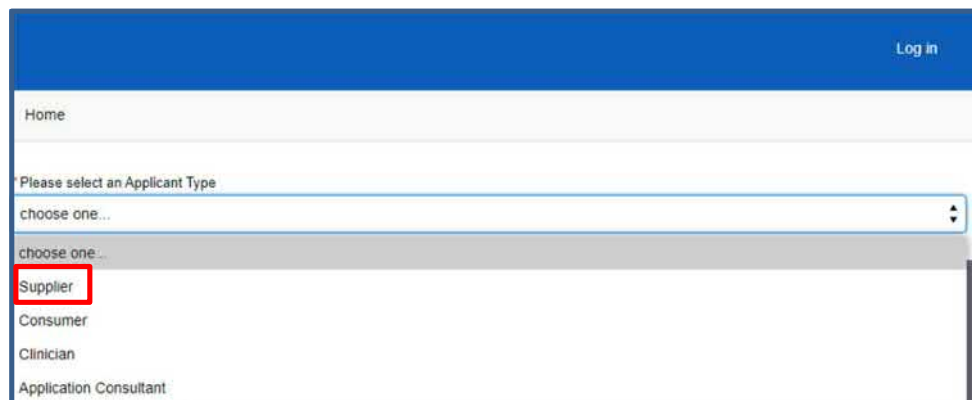
Registering the first person in your business on PHARMConnect

1. Using Google Chrome, Microsoft Edge, or Firefox, click <https://connect.pharmac.govt.nz/portal> to open the registration screen.



The image shows the PHARMAC login and registration interface. At the top, the logo 'PHARMAC' is displayed above 'TE PĀTAKA WHAIORANGA'. Below this are two input fields: 'Username' and 'Password'. A blue 'Log in' button is positioned below the password field. A link 'Forgot your password?' is located below the 'Log in' button. At the bottom, a blue 'Register' button is highlighted with a red rectangle.

2. On the pop-up window click



The image shows a web form for selecting an applicant type. At the top right, there is a 'Log in' link. Below it is a 'Home' link. The main section is titled 'Please select an Applicant Type'. It features a dropdown menu with 'choose one...' selected. The dropdown is open, showing a list of options: 'Supplier', 'Consumer', 'Clinician', and 'Application Consultant'. The 'Supplier' option is highlighted with a red rectangle.

3. For the 'Applicant Type' click 'Supplier'.

4. In the NZBN field enter your New Zealand Business Number (NZBN) or registered trading name. Select your organisation from the results list.

Note: If you select a business that is already registered, you will be prompted to contact us.

5. Enter your contact details into the form and create a password. Fields marked with an asterisk * are required fields.

Note: Each user requires a different email address. Ensure you use individual work email addresses, not email addresses used by multiple people.

6. Click 

Enter your verification code

A verification code was sent via email to [redacted]@pharmac.govt.nz. When you receive the code, enter it below.

*

Didn't receive the email?

Sometimes automated messages get categorized as spam. Check your spam folder.

[Next](#)

7. Enter the verification code emailed to your registered email address to complete registration.

Note: You will be emailed a new code every time you log in.

8. Click [Next](#) to display your PHARMConnect home page where you can create an application.

[Home](#) [My applications](#)

Welcome to PHARMConnect

PLEASE USE THE GOOGLE CHROME BROWSER FOR ALL APPLICATIONS. PHARMConnect does not work with Internet Explorer.

[Create New Application](#)

Always save at the end of each question and section and save before you step away from your device. This prevents any data loss. You can still change any section before you submit the application.

Making a Funding Application

Anyone – a patent, a health professional, or a pharmaceutical supplier – can make a funding application to PHARMAC.

[Guidelines for Pharmaceutical Suppliers](#)

[Guidelines for Clinicians and Consumers](#)

COVID-19: The availability of clinical advice on funding applications is reduced while New Zealand is responding to the COVID-19 pandemic. This may slow our ability to progress funding applications. Applicants will receive notifications from Application Tracker when there is progress.

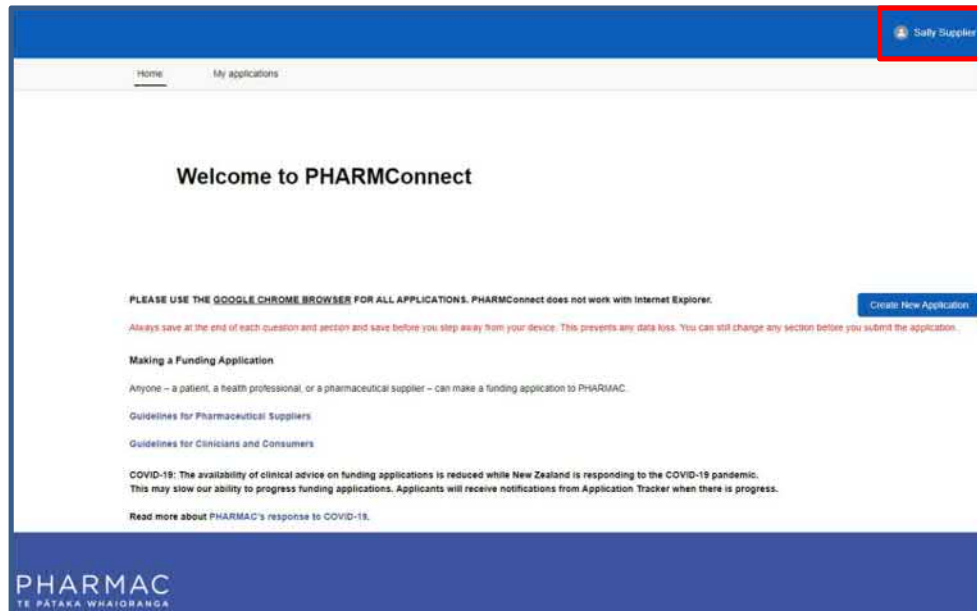
[Read more about PHARMAC's response to COVID-19.](#)

PHARMAC
TE PĀTAKA WHAIORANGA

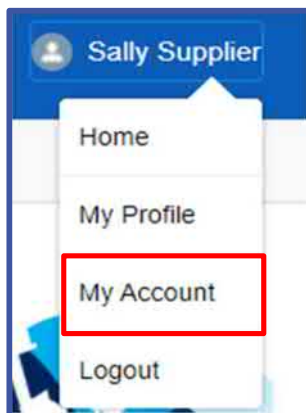
Note: You will receive a welcome to PHARMConnect email that contains links to useful information on how medicines are funded. It also contains a link to the PHARMConnect system that you can use to open your home page.

Registering subsequent people in your business on PHARMConnect

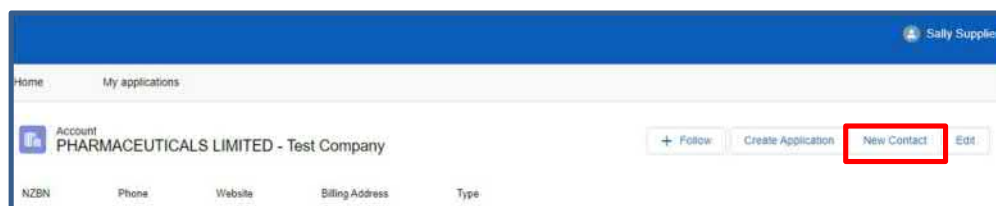
1. Using Google Chrome, Microsoft Edge, or Firefox, log into PHARMConnect <https://connect.pharmac.govt.nz/portal>.



2. To the top right of your screen click your user name.



3. On the drop down list, click 'My Account'.



4. Click [New Contact](#)

New Contact

* Name

Salutation
--None--

First Name

* Last Name

* Email


Phone

Account Name
PHARMACEUTICALS LIMITED - Test Company

* Supplier Type ⓘ
--None--

Title

Cancel Save

5. On the 'New Contact' form complete all fields and click the drop down arrow to select the applicable 'Supplier Type'.
6. Click .