



Australian Government

Department of Health

September 2019

Introduction of the PBS Approved Suppliers Portal on 9 October 2019

The PBS Approved Suppliers Portal has been developed to allow applicants to lodge applications for approval to supply pharmaceutical benefits, view the status of their applications and update their details online.

With the introduction of the PBS Approved Suppliers Portal on **9 October 2019**, a number of changes to the process for lodging applications and other forms will come into effect.

Comprehensive user guides to assist with the new processes described below will be available from the PBS Approved Suppliers Portal and the Department of Health website.

Preparing for access to the PBS Approved Suppliers Portal

To register for access to the PBS Approved Suppliers Portal, you will need to obtain and install an AUSkey. You should allow up to ten business days for this process. Instructions on how to obtain an AUSkey are available from the [Australian Business Register](#) website.

Please note, if you have already obtained and installed an AUSkey, you do not need to obtain a new one.

Completing and lodging an application for approval to supply pharmaceutical benefits

Commencing 9 October 2019, online forms will be available within the PBS Approved Suppliers Portal for applications for approval to:

- establish a new pharmacy to supply pharmaceutical benefits at particular premises;
- relocate an approved pharmacy supplying pharmaceutical benefits (with or without a change of ownership); and
- change ownership of an approved pharmacy supplying pharmaceutical benefits (not involving relocation).

From 9 October 2019, the above application types must be completed and lodged via the PBS Approved Suppliers Portal. They will not be accepted if they are lodged outside of the Portal unless prior arrangements have been made with the Department of Health.

Submitting Surrounding Pharmacy Comments

From 9 October 2019, approved pharmacists wishing to provide comments on an application referred to the Australian Community Pharmacy Authority must submit their comments via the PBS Approved Suppliers Portal.

The PBS Approved Suppliers Portal can only accept comments submitted by, or on behalf of, an approved pharmacist. If a person other than an approved pharmacist wishes to submit comments, they will need to email pbsapprovedsuppliers@health.gov.au to enquire whether it is permissible for them to comment on a particular application.

Surrounding Pharmacy Comments can be submitted without the need to register or sign in to the PBS Approved Suppliers Portal.

Changes to the availability of some PDF application forms

From 9 October 2019, the following PDF application forms will no longer be available for downloading from the Department of Health website:

- *Application for approval to supply pharmaceutical benefits at particular premises*
- *Application for approval for change of ownership of a pharmacy (not involving relocation)*

Availability of other PDF forms

The PDF forms listed below will continue to be available from the Department of Health website and, in line with current processes, they can be downloaded and completed as required.

Authority and notification forms

- *Authority to authorise pharmacist(s) to sign claim forms on behalf of approved pharmacist(s)*
- *Notification of bank account details for an approved pharmacist*
- *Notification of change of pharmacy registered business (trading) name*

Permission to carry on business as a pharmacist by a legal personal representative or beneficiary

- *Application for permission to carry on business as a pharmacist by the legal personal representative of a deceased approved pharmacist*
- *Application to carry on business as a pharmacist by a beneficiary of a deceased approved pharmacist*
- *Authority to authorise pharmacist(s) to sign claim forms on behalf of section 91 permission holder*

Ministerial discretion

- *Application for Ministerial Approval to supply pharmaceutical benefits at particular premises*

Lodging a completed PDF form via the PBS Approved Suppliers Portal

From 9 October 2019, to lodge a completed PDF form via the PBS Approved Suppliers Portal, you will need to have a digital copy of the completed form (and any supporting documentation) saved to your computer. When you have signed in to the PBS Approved Suppliers Portal, you will be able to lodge your application or other form by attaching the file(s) at the 'Upload Documents' tab.

Contact Us

If you have any questions about the PBS Approved Suppliers Portal, please email details of your enquiry to pbsapprovedsuppliers@health.gov.au.