# COVID-19 Product Offering Checklist

Complete the following steps for a product offering for the COVID-19 outbreak.

1. Save this checklist and complete the below table with all the requested information.
2. Collate your product brochures, Instructions for Use, etc. with this checklist.
3. Submit all together via email to [suppliers@hpv.zendesk.com](mailto:suppliers@hpv.zendesk.com)

HPV may be in contact with potential suppliers of the below products:

* gloves
* protective apparel (gowns, face shields, protective eye wear etc.,)
* surface disinfectants
* pathology consumables

**Non-contracted supplier product checklist**

|  |  |
| --- | --- |
| Information Needed | Supplier Response |
| Your company name and Australian Business Number (ABN) |  |
| Product code(s), including product descriptions and orderable unit of measure. |  |
| Availability of stock including stock on hand. |  |
| Lead times for stock to be manufactured. |  |
| When the stock would be available in Victoria |  |
| Is the product Australian TGA certified? |  |
| Is the product Australian TGA certified?  \*\*note the current exemption is for Federal Govt. orders only\*\* |  |
| Cost per orderable unit of measure (or please identify if you have a donation offer). |  |
| Payment terms |  |
| Provide product brochures and Instructions for Use (IFUs) (if available). |  |

**Please note we are experiencing a high number of enquiries during this time, and we will only be in touch with potential suppliers as deemed necessary.**