## Item recording sheet

**new**  **mutation  inactivate**

|  |  |
| --- | --- |
| Partner |  |
| Change of Marketing Authorization Holder | **yes  no** |
| Product launch date |  |

|  |  |  |
| --- | --- | --- |
| item no. Alloga |  | |
| item type | **sale item  sample item  promo item**  **packaging item  clinical trial item  export** | |
| |  | | --- | | item description German incl.galenics form, quantity (48 characters) and “W.” for promo | | |  |
| |  | | --- | | item description French incl.galenics form, quantity (48 characters) and “W.” for promo | | |  |
| dossier | |  |
| sales discount group code (item) (if available) | |  |
| item family (if available) | |  |
| item subfamily (if available) | |  |
| dangerous goods | | **yes  no** |
| Safety Data Sheet\* (if YES, please send to Alloga) | | **yes  no** |
| type of good | | **cytostatics  oncology**  **GMO  sIRNA**  **Vir.Vekt.  mRNA**  **plasmids  combination drugs**  **labile blood prod.  stable blood prod.  n/a** |
| narcotic category (A B C) | | **A  B  C  n/a** |
| narcotic code (a b c d) | | **a  b  c**   **d  n/a** |
| narcotic import license | | **yes  no  original  copy** |
| GTIN-CODE (13 digits) | |  |
| GTIN-CODE (14 digits) | |  |
| item no. partner | |  |
| item no. supplier | |  |
| pharmacode | |  |
| cost price (stock value for insurance) | |  |
| VAT (7.7% / 2.5%) | | **7.7% 2.5%** |
| remaining shelf life (blocked days before exp. date) | |  |
| Antibiotics message | | **yes  no** |
| legal safety stock (SST) | |  |
| Swissmedic list | | **A  B  C  D  E  n/a** |
| reimbursement list (if YES, Ex-Factory Price according to BAG) | | **yes  no** |
| minimum stock level (ROP = alarm list) | |  |
| fragile | | **yes  no** |
| inflammable | | **yes  no** |

**Storage**

|  |  |
| --- | --- |
| refrigerated goods (2 - 8 °C) FRI |  |
| frozen goods (-15 to -25°C) TK |  |
| deep frozen goods (-75 to -85°C) UTK |  |
| ambient temperature goods (15-25°C) RTP |  |
| clinical trials refrigerated goods (2 - 8 °C) STF |  |
| clinical trials ambient temperature goods (15-25°C) STR |  |
| chemical / technical goods(15-25°C) TEC |  |

**Shipping only NOT via a GDP qualified carrier**

**Mode of transportation - box shipping (carrier not GDP qualified)**

|  |  |
| --- | --- |
| Post shipping | 🡪 dossier controlled |
| refrigerated goods passive shipping in qualified Alloga SC-Box | **Yes** 🡪 refrigerated goods are always shipped in SC-Box |
| room-temperature passive shipping in qualified Alloga RT-Box | **Yes** **No (**Post shipment in not GDP qualified Post- Dispobox) |
| Post shipping mode | **PRI** *Priorité*  **PRE** *Priorité/Signature* |

**Option: exclusive express shipping of product (carriernot GDP qualified)**

|  |  |
| --- | --- |
| Post Express shipping | only if Post-channel in dossier allowed 🡪 product dependent |
| refrigerated goods passive shipping in qualified Alloga SC-Box | **Yes** 🡪 refrigerated goods shipment always in SC-Box |
| room-temperature passive shipping in qualified Alloga RT-Box | **Yes** **No (**Post shipment in not GDP qualified Post- Dispobox) |
| Post Express shipping mode | **EXP** *Express*  **EXE** *Express /Signature* |

**Retention samples**

|  |  |
| --- | --- |
| sampling | **JA  NEIN** |
| quantity of retention samples |  |
| retention sample back to stock | **JA  NEIN** |
| retention sample back to partner, shipping not temperature controlled | **JA  NEIN** |

**sales prices without conditions**

|  |  |
| --- | --- |
| sales price doctors |  |
| sales price pharmacies |  |
| ex-factory price |  |

|  |
| --- |
| **remarks:** |
|  |

**created by (full name): date and signature:**

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Please send us the signed form via e-mail or via the electronic signature platform AdobeSign back to Alloga AG.

Thank you for your collaboration!

Kind regards

Alloga AG