## 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