**PRODUCT LISTING PROCEDURE**

This notice is to inform all suppliers that AA Pharmacy will be implementing a strict policy for listing in product in our outlets. All suppliers have to follow the procedure for product list in and also product replacement as below.

 1. Request new product listing form via:

 EMAIL: **listing@aapharmacy.com.my**

WEBSITE: **aapharmacy.com.my**

 2. Complete form with attached product image in PNG format,

 (Refer To Product Image Requirement) to be emailed to: **listing@aapharmacy.com.my**

 3. Confirmation email of listing agreement and invoice will be sent upon approval of listing.

 4. Supplier have to acknowledge and complete the listing agreement then forward together

 with payment confirmation to email add: **listing@aapharmacy.com.my**

5. Supplier can only put in sales order **AFTER** receiving emails confirmation from us that

 product listing barcode has been created in our system.

 **IMPORTANT REMINDER:**

* No stocks should be sent to outlets until payments are made OR charges of

RM 1,000.00/per/sku will be imposed and the stock will be returned.

* Penalty of RM 1,000.00/per/sku for wrong barcode/exposure.
* Penalty of RM 1,000.00/per/sku for listing information error.

**‘Notice by AA Pharmacy Management Committee’**

 **REF No:** Click here to enter text.

**FORM TTA S3 (V1.23): New Product Listing Form (All fields are compulsory to be filled up)**

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| --- | --- |
| PRINCIPAL: Click here to enter text. | DISTRIBUTOR: Click here to enter text. |
| BRAND: Click here to enter text. | TERMS: Click here to enter text. |
| PRODUCT FULL NAME: Click here to enter text. | MADE IN (COUNTRY): Click here to enter text. |
| COST BEFORE BONUS OR TIER: Click here to enter text.BONUSING/TIER: Click here to enter text.NET COST AFTER BONUS OR TIER: Click here to enter text. | PRODUCT FORM/PACKAGING/SIZE: Click here to enter text.\*CARTON MEASUREMENT: Click here to enter text.\*QUANTITY PER CARTON: Click here to enter text.\*PRODUCT DIMENSION LENGTH (CM): Click here to enter text.  HEIGHT (CM): Click here to enter text. WIDTH (CM): Click here to enter text. PRODUCT WEIGHT (KG): Click here to enter text.STORAGE CONDITION: [ ]  FRIDGE [ ]  ROOM TEMPERATURE |
| RECOMMENDED SELLING PRICE (RM): Click here to enter text.MARKET SELLING PRICE RANGE (RM): Click here to enter text. |
| PRODUCT EXPIRY: Click here to enter a date.PRODUCT EXPIRY ON FREE GIFT: Click here to enter a date. | RETURNABLE: [ ]  YES [ ]  NO RETURNABLE PERIOD: Click here to enter text. |

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| **Product Image Requirement** (Overall Product Packaging View)(IMPORTANT: Product pack shot should come with transparent background in PNG format, dimension of 2000 x 2000 pixels and above & resolution of 300 dpi) |
| PRODUCT BARCODE / MAL: Click here to enter text. | OLD BARCODE (For product replacement only. indicate NA if non applicable):Click here to enter text. |
| PRODUCT MAIN INGREDIENT AND STRENGTH:1) Click here to enter text.2) Click here to enter text.3) Click here to enter text.4) Click here to enter text.5) Click here to enter text. | SELLING POINT OF THE PRODUCT:1) Click here to enter text.2) Click here to enter text.3) Click here to enter text.4) Click here to enter text.5) Click here to enter text. |

\*KINDLY ADD ATTACHMENT FILES IF NECESSARY.

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| --- | --- |
| PREPARED BY (SALES REPRESENTATIVE):DATE: Click here to enter a date.SALESPERSON NAME: Click here to enter text.EMAIL ADDRESS: Click here to enter text.CONTACT NUMBER: Click here to enter text. | ACCEPTED BY (SALES MANAGER):DATE: Click here to enter a date.MANAGER NAME: Click here to enter text.EMAIL ADDRESS: Click here to enter text.CONTACT NUMBER: Click here to enter text. |