



Att: Inventory and Procurement
 Fax: (02) 9552 4985

SUB-AGENT PRODUCT EXCHANGE APPLICATION

Stock may be exchanged when there has been an accumulation of **Australian Diabetes Council** supplied stock to Sub-Agents because of changes in product usage patterns. Sub-Agents can exchange stock every **SIX months**.

Products can only be exchanged if they meet the following requirements:

- **Urine/blood glucose testing strips**, need to have at least **7 months** shelf life at time of exchange.
- **Syringes/Pen Needles**, were dispatched within the previous **18 months**.
- **All products have been supplied by Australian Diabetes Council only.**

Note: You cannot exchange same for same for the purposes of extending longer shelf life
AND No discontinued items are eligible for exchange

**Sub-Agents are responsible for any cost to return stock for exchange.
 Australian Diabetes Council will pay the re-supply freight charges.**

QTY	NDSS Product Code	Lot / Batch #	Expiry / Sterilisation Date	Product Requested	Approved √ Declined X	Reason Declined

Sub-Agent Name _____ Contact Name _____

Sub-Agent NDSS Code _____ Telephone Number _____

Date Sent ____ / ____ / ____ Fax Number _____

**DO NOT RETURN PRODUCTS UNTIL AUSTRALIAN DIABETES COUNCIL
 HAS VERIFIED YOUR REQUEST**

On receipt of Approval Number (see below) please pack all goods into a box to ensure no stock is damaged in transit. Please note that any damaged stock will **NOT** be eligible for exchange. Please send parcel to:-

Australian Diabetes Council
GPO Box 9824
Sydney NSW 2001
Attention: Inventory and Procurement

Approval Number:- _____ (to be completed by Australian Diabetes Council)