



PROCEDURE FOR PHARMACIES FOR DISCREPANCIES WITH SUPPLIER DELIVERIES

The Process

- Fill out the credits template in full with all details of credits due
- Enter details in the 'Completed by pharmacy' section only
- Only submit the form when all cells in the row have turned white.
- Email to [credits@allcaresupport.ie](mailto:credits@allcaresupport.ie)
- All templates to be submitted by last working day of the month
- Response to submission by AP team by end of following month

COMPLETED BY PHARMACY ONLY										
COMPANY	PHARMACY NAME	DELIVERY DATE	SUPPLIER	INVOICE NO/DELIVERY DOCKET NO	PRODUCT CODE	PRODUCT DESCRIPTION	REASON	QTY	UNIT PRICE	CREDIT DUE AMOUNT
ATELBAZ	Joe Bloggs Pharmacy	25th September	Parle & Hickey	678910	12345678912345	Main & Tail Shampoo 500ml	Quantity Difference	2	€1.10	€2.20
ATELBAZ										
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ATELBAZ										

Please select reason from the drop down menu

