

Welcome to the Symbion Portal

shop.symbion.com.au

SAS Order Guide

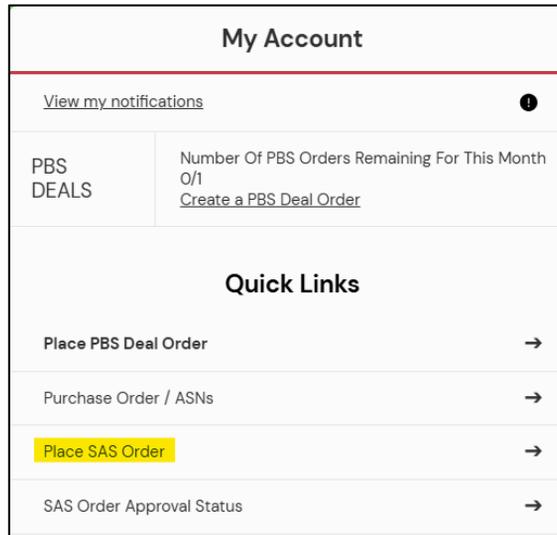
Special Access Scheme (SAS)

Phone: 1300 012 686

Email: symbion.sas@symbion.com.au

Quick Link and Product Search

Click on the quick link '**Place SAS Order**' to view all SAS products.



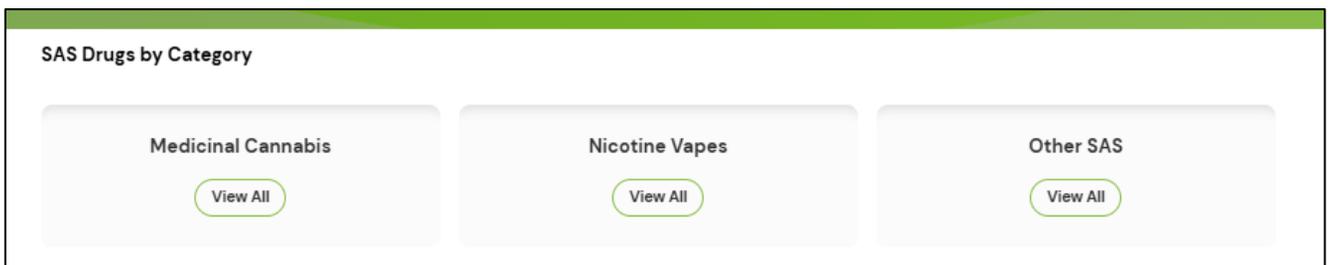
The screenshot shows a 'My Account' dashboard. At the top, there is a 'View my notifications' link with a notification icon. Below that, a section for 'PBS DEALS' indicates 'Number Of PBS Orders Remaining For This Month 0/1' and includes a link to 'Create a PBS Deal Order'. The 'Quick Links' section contains four items: 'Place PBS Deal Order', 'Purchase Order / ASNs', 'Place SAS Order' (highlighted in yellow), and 'SAS Order Approval Status'. Each item has a right-pointing arrow.

Search SAS by Supplier: Click on the logo of the relevant Supplier to view full product list.



The screenshot shows a horizontal row of five supplier logos under the heading 'SAS Brands'. From left to right, the logos are: MedReleaf AUSTRALIA, Althea, ANTG, nicovapeQ, and alt.

Search SAS by Products: Products → SAS Drugs → Medicinal Cannabis/Nicotine Vapes/Other SAS.



The screenshot shows a section titled 'SAS Drugs by Category'. It features three large, light-colored buttons. The first button is labeled 'Medicinal Cannabis' and has a 'View All' button below it. The second button is labeled 'Nicotine Vapes' and has a 'View All' button below it. The third button is labeled 'Other SAS' and has a 'View All' button below it.

Search Function: Search for the product using: Symbion PDE, Product Description, Brand name



A search bar with a rounded rectangular border. Inside, the placeholder text reads 'Type here to search for a product'. On the right side of the bar is a magnifying glass icon.

Adding Approval

Once you have chosen your product, enter the quantity required or click on the +/- symbols then click the cart symbol.



Click on Add Approval and select the appropriate Category pathway.



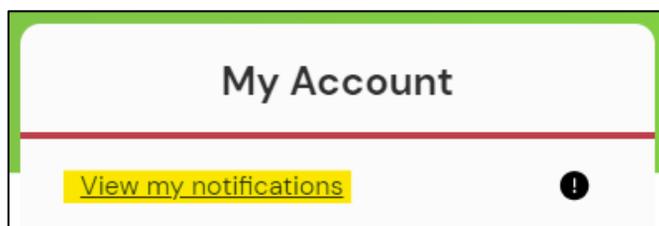
Please determine which category pathway aligns to the TGA approval letter provided by the doctor or patient before submitting your order.

What Category do you want to apply for this product?

SAS Category A SAS Category B SAS Category C Authorised prescriber (AP)

Price List and Suppliers Product information: Click on the Logo  top right of the browser page,

then click on the link "View my notifications" and navigate to the relevant supplier link.



Entering Approval Details

Enter the TGA Approval letter details

Please ensure all details are correct before selecting “Complete”.

Category B SAS form

What Category do you want to apply for this product?

SAS Category A SAS Category B SAS Category C Authorised prescriber (AP)

Do not upload SAS Category B application in this order.
Upload Notice of decision to grant an approval under paragraph 19(1)(a) of the Therapeutic Goods Act 1989 (Special Access Scheme – Category B) (approval letter).
Provide MBXX-XXXXXXX number in the Notice.

MB Number *

Upload TGA Category B Notification *

I confirm the patient's full name details have not been included within this prescription or Health Department notice

Approval Expiry Date *

Doctor's Details

AHPRA ID

First Name *

Last Name *

Patient's Details

Name Initials *

Date of Birth *

Cancel

Complete

Authorised Prescriber SAS form

What Category do you want to apply for this product?

SAS Category A SAS Category B SAS Category C Authorised prescriber (AP)

Upload Notice of decision to grant an authority under subsection 19(5) of the Therapeutic Goods Act 1989 (Authorised Prescriber Scheme).
Provide MAPXX-XXXXXXX number in the Notice.

MAP Number *

Upload TGA Category AP Notification *

I confirm the patient's full name details have not been included within this prescription or Health Department notice

Approval Expiry Date *

Doctor's Details

AHPRA ID

First Name *

Last Name *

Cancel

Complete

Previously Submitted TGA Approvals

Once an order has been approved and processed, the MB or MAP number will be saved for future use. When re-ordering the same product, select from the drop down the correct document which will pre-fill the SAS form:

Category B

MB Number * mb

Upload TGA Category B Notification * MB22-0840123
Prescriber: John Smith

I confirm the patient's full name details have not been included within this prescription or Health Department notice

Approval Expiry Date * dd/mm/yyyy

Authorised Prescriber (AP)

MAP Number * map

Upload TGA Category AP Notification * MAP23-0046123
Prescriber: John Smith

I confirm the patient's full name details have not been included within this prescription or Health Department notice

Approval Expiry Date * dd/mm/yyyy

Previously submitted TGA approval letter.

Adding multiple TGA Approvals

See below how to add multiple TGA approval letters for the same product.

Total Order Quantity 2

1 Authorised prescriber (AP) Qty - 1

How many units for this notification/approval
Quantity remaining: 1

What Category do you want to apply for this product?

SAS Category A SAS Category B SAS Category C Authorised prescriber (AP)

Upload Notice of decision to grant an authority under subsection 19(5) of the Therapeutic Goods Act 1989 (Authorised Prescriber Scheme). Provide MAPXX-XXXXXXX number in the Notice.

MAP Number * MAPXX-XXXXXXX

Upload TGA Category AP Notification

I confirm the patient's full name details have not been included within this prescription or Health Department notice

Approval Expiry Date * dd/mm/yyyy

Doctor's Details

AHPRA ID

First Name *

Last Name *

Add approval

This is the number of units not yet assigned to a TGA form.

This is the total number of units that has been added to the cart.

This is the number of units applied to the TGA form being filled out.

The number of units for each TGA approval letter you add can be edited.

Once all mandatory fields (*) have been completed, click add approval. Once the quantity remaining is 0, proceed by selecting the complete button.

Cancel Complete

Checkout

Click on the cart icon to bring up the contents of your cart.



My Cart Update Cart Clear Cart

SAS Products

Image	Product	CSP ORQ	Tax	Stock	Alt Whs	Fridge	Info	Unit Price Exc GST	Unit Price GST	Unit Price Inc GST	Quantity	Total Price Exc GST	Total GST	Total Price Inc GST
		1	F	19				\$18.00	\$1.80	\$19.80	1	\$18.00	\$1.80	\$19.80

Product Requested: SAS Category B | Doctor's Name: John Smith | Patient Name: ME

To confirm order details, click on the drop-down arrow.

Your Order

Price: \$18.00
Tax: + \$1.80
Total: \$19.80

Checkout

To place the order when on the cart page press the checkout button.

Click on **'Checkout'** and the Submit Order panel will open.

Enter your order reference.

Press Submit order and you will receive an Order Confirmation message.

← Back

Submit Order?

Please confirm that the order of 1 products will now be submitted for:

0080764
Gillians Test Account

Your Order Reference

35 characters maximur Submit Order

Order Confirmed

You will receive a confirmation email or you can go to Open Orders to view your order details

My Orders Home

Check Order Approval Status

View the status of your order approval by clicking the quick link 'SAS Order Approval Status'

My Account	
View my notifications 1	
PBS DEALS	Number Of PBS Orders Remaining For This Month 0/1 Create a PBS Deal Order
Quick Links	
Place PBS Deal Order	→
Purchase Order / ASNs	→
Place SAS Order	→
SAS Order Approval Status	→

Search				
From Date	To Date	PO Number	Reference number	Customer Account
<input type="text" value="22/03/2025"/>	<input type="text" value="25/03/2025"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Use filters above to locate required order

Status
<input type="radio"/> All
<input checked="" type="radio"/> All
<input type="radio"/> Waiting Symbion Approval
<input type="radio"/> Waiting Supplier Approval
<input type="radio"/> Approved
<input type="radio"/> Rejected

- Default Status will be set to "All". This will show the status of each line item within an order
- Where a line has been rejected, please see rejection reason and reorder the line per comments provided by Symbion/Supplier

● Rejected by Staff 420 Products Reason: Please note the incorrect TGA document has been provided. Please resubmit your order using correct document MB12-1234567.
