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**OVERVIEW OF MANUFACTURER PROCEDURES FOR OBTAINING PRODUCT PRE-APPROVAL FOR SUPPLY PRODUCTS**

**THAT DO NOT MATCH AN EXISTING PRODUCT ON THE NCPA BID**

The NCPA Board of Directors will accept Requests for Product Approval throughout the year for Products that would be new to the bid and have no matching Current NCPA specifications. The deadline for Supply Product Approval requests is June 30th for the next Distributor Bid.

**NEW SUPPLY PRODUCT WITH NO MATCHING CURRENT BID SPECIFICATION**

* To be considered NEW, the supply product does not match a description and specification on the current bid.
* The Broker/Manufacturer must submit the Request for Product Approval
* The Board of Directors reviews and makes final approval for testing.
* The Manufacturer/Broker will receive email notification for delivery of test samples.
* The Manufacturer submitting products for approval agrees to provide samples for NCPA testing at no charge.
* The NCPA Board of Directors reviews approved products and makes final decisions about products that will be accepted for the Product Showcase held in March.
* Members evaluate products during the show and commit to an estimated usage for the next bid year.
* Specifications for products with adequate usage, indicated by members, are prepared and those products will be added to the upcoming Distributor bid.
* Approved products are added to the NCPA Distributor bid spreadsheets for solicitation in the next bid contract periods.

Note: Approved supply products must be published to the GDSN and 1FS database before they will be added to the bid. Contact [amanda.haertel@telusagcg.com](mailto:amanda.haertel@telusagcg.com) for more information.

Questions: Contact Linda Marshburn linda.marshburn@dpi.nc.gov