

Discontinuation Process

The following process is to be followed by all suppliers with regards to the discontinuation of products from the Laboratory Consumables Framework 'representative' and 'sourced' lists.

To ensure that this process runs smoothly, please see the steps below that you are required to follow.

- STEP 1** - The supplier is to provide a minimum of 6 weeks' notice to the contracting authority of any products that are to be discontinued.
- STEP 2** - The supplier is to ensure that the product is marked (to be discontinued) on the eMarketplace
- STEP 3** - The supplier is to ensure that availability is marked as limited, with contact details for the customer to obtain an up to date stock level before placing their order.
- STEP 4** - The supplier must ensure that discontinued items are reviewed regularly and removed from the eMarketplace Website within 48 hours of withdrawal
- STEP 5** - The supplier to ensure that if a new product replaces a discontinued product, then this must be linked within the eMarketplace Website.
- STEP 6** - The supplier is to ensure that free samples of the replacement product are available for testing free of charge a minimum of 4 weeks prior to withdrawal of the discontinued product