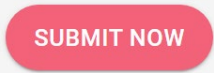


Product Notification Renewals – Step-by-Step Guide

1. Create a New Submission – VRA Applications – Product Notification Renewal
2. Choose the correct business from the Business Name Confirmation drop-down:

3. Review & Submit the Product Notification Renewal request



4. Follow the link in the confirmation message or open the new PNREN record from your My Notifier Applications dashboard:

The form has been submitted

Your product notification renewal PNREN-10 has been created and is available for you to review under My Notifier Applications dashboard. Please select all products or the relevant products under [Product Renewal Details](#) and generate the order.

Products will not be renewed until the order is generated and outstanding payment processed.

5. Select the Products that you want to renew from the Product list on the Products Renewal Details tab:

6. Generate Order for selected products



7. Submit Order, and either Pay Now or Email Invoice and pay offline:

8. Repeat steps for other businesses and/or products as needed – any products not renewed will expire

Notifiers are no longer permitted to sell products whose Notification has expired, but Retailers have 3 months to sell through or return their existing stock

If you need to change the flavour, PG:VG ratio, ingredients or components for a product then you should withdraw the current Product Notification and create a new one rather than renewing the current one

Changes to nicotine strength or container size can be done through the normal Request Amendment process