



Step by step timeline of Requesting Medical Supplies & Equipment from Afya

1. Organization/Individual requesting supplies (the applicant) reviews all information on Afya site
2. The applicant creates list of sought-after supplies and equipment
3. The applicant thoroughly reviews the Afya cost structure document posted on the webpage
4. The applicant submits a request using the form below
5. Afya responds within three weeks of application submission with information about availability of requested supplies, cost estimate (excluding shipping costs which are determined at a later point), and a Memorandum of Understanding for review, which will require signing prior to the shipment being sent
6. The applicant has the opportunity to change their request before Afya begins building the shipment
7. Applicant confirms final packing list
8. Afya begins building the shipment and organizing shipping (applicants may arrange shipping themselves if they wish)
9. Afya finalizes building shipment and confirms shipping schedule and cost
10. Afya communicates final cost with applicant and sends final invoice
11. Applicant returns signed Memorandum of Understanding and confirms payment has been processed
12. Afya provides final packing list, commercial invoice, and other required shipping documents
13. For international shipments, the applicant is responsible for understanding any legal in the destination country, including customs, duties, clearing, etc.
14. Afya sends shipment
15. Shipment arrives at location
16. Applicant, now having received supplies, is responsible for sending Afya photos unpacking the supplies, showing the supplies in use in the healthcare setting, and communicating a story of impact in video, voice note, video or phone call, or email