

# Progress Update and Disbursement Request (PU/DR)

## How to Download and Submit PU/DRs through the Partner Portal

### Before you begin

Click [here](#) for information on “The Purpose of this Guide”

Click [here](#) for instructions on “How to Use this Guide”

# **PARTNER PORTAL LEARNING SERIES**

## **The Purpose of this Guide**

An effective grant relies on strong implementers to ensure targets are met for HIV, TB, malaria and COVID-19. Those who oversee grants support the efficient delivery of grant activities. The Global Fund has introduced more efficient ways to perform data collection and analysis to support countries in anticipating problems, unblocking bottlenecks and optimizing progress.

The **Progress Update and Disbursement Request (PU/DR)** form has been updated to encourage early identification of issues and to support decision-making and prioritization to meet grant targets. PRs and LFAs now access this form through the **Global Fund Partner Portal**, which serves as a central entry point for information and document-sharing linked to the management of grants.

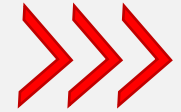
This document is an interactive guide for **PRs and LFAs** to understand the process and system steps involved in **downloading and submitting the PU/DR through the Partner Portal**.

Click [here](#) for instructions on **“How to Use this Guide”**

# PARTNER PORTAL LEARNING SERIES

## How to Use this Guide

**1. To select the different actors (e.g. PR, LFA) or access the home page click on the tabs to the right.**



**2. After selecting an actor, the guide moves to the end-to-end process page where key steps for this actor are highlighted.**

**Step 2** The PR downloads the PU/DR

**3. For in-system instructions, click on the thumbnail at the bottom of the steps (as applicable).**

**Step 2** The PR downloads the PU/DR



**4. To advance to the next stage of this process, click on the buttons marked with a red square.**

Progress Report ← 2. Click Progress Report

**5. To go back to the main process page, click on the top right button on the systems steps page.**



Go back to the process page

# PARTNER PORTAL LEARNING SERIES

## How to download and submit PU/DRs through the Partner Portal

### PU/DR End-to-End Process

The highlighted steps are assigned to the PR.



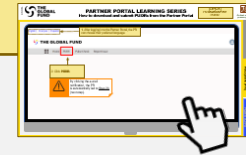
**Step 1** The PU/DR is shared with the PR through the Partner Portal. PR Editors and Submitters receive an e-mail notification.

**Click here to access**  

 TheGlobalFund Partner Portal



**Step 2** The PR downloads the PU/DR.



Click on the thumbnail for in-system instructions



**Steps 5-8** On Global Fund request, the LFA reviews the PU/DR.



**Step 4** The PR attaches and submits the PU/DR and supporting documents through the Partner Portal.



Click on the thumbnail for in-system instructions



**Step 3** The PR completes the PU/DR in Excel.



Click on the thumbnail for further instructions



**Step 9** The Global Fund reviews the PU/DR.



**Step 10** The Global Fund confirms the Performance Rating and issues the Performance Letter.



**Step 11** The PR receives an e-mail notification and accesses the Performance Letter through the Partner Portal.



Click on the thumbnail for further instructions



In Portal



In Excel file

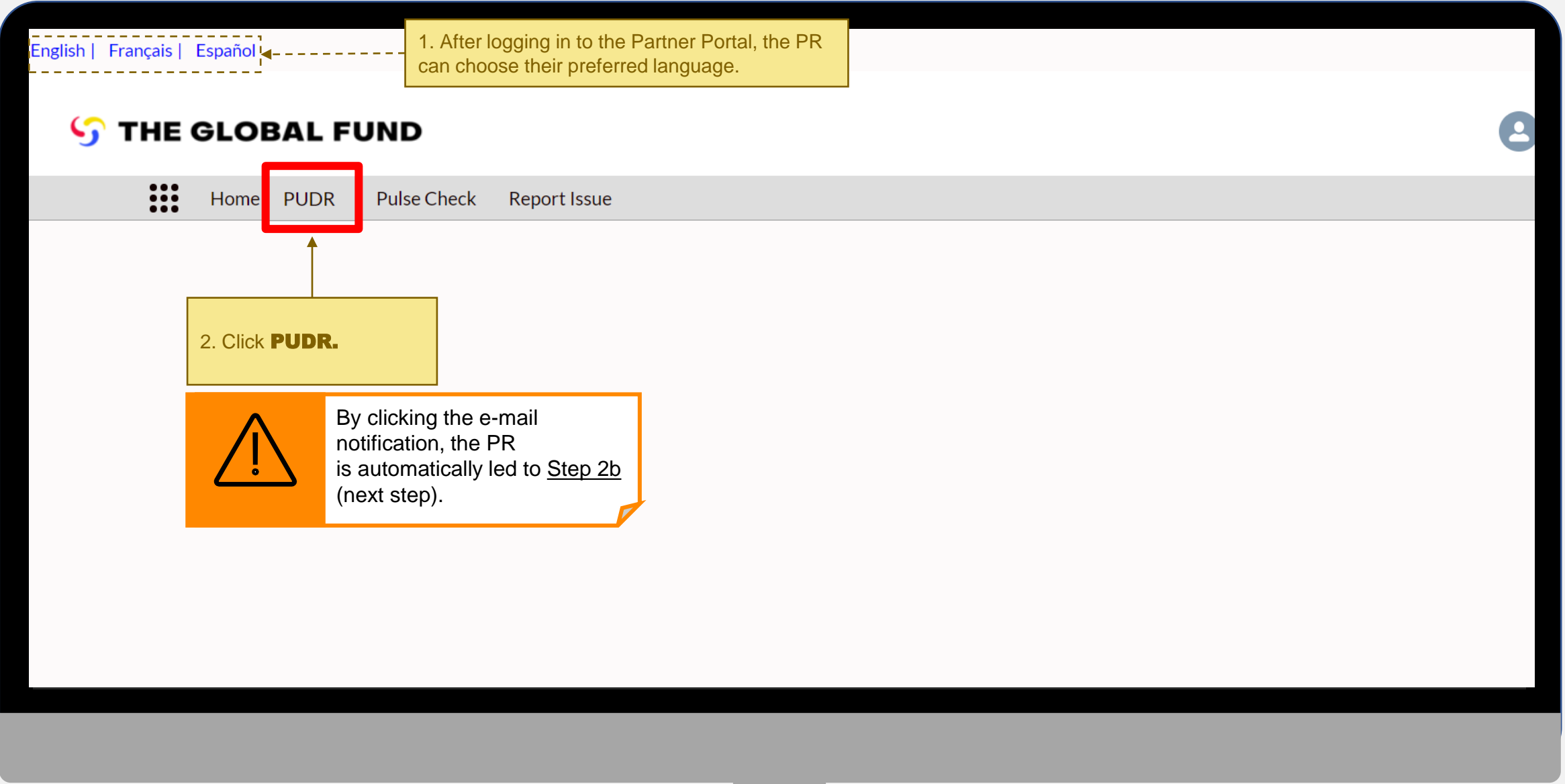
# PARTNER PORTAL LEARNING SERIES

## How to download and submit PU/DRs from the Partner Portal

| Step 2a |  
PR downloads the  
PU/DR.



Go back to the  
process page



English | Français | Español

1. After logging in to the Partner Portal, the PR can choose their preferred language.

THE GLOBAL FUND

Home **PUDR** Pulse Check Report Issue

2. Click **PUDR**.

By clicking the e-mail notification, the PR is automatically led to Step 2b (next step).

Home Page

Principal Recipient (PR)

Local Fund Agent (LFA)

# PARTNER PORTAL LEARNING SERIES

## How to download and submit PU/DRs from the Partner Portal

| Step 2b |  
PR downloads the  
PU/DR.



Go back to the process page

The screenshot shows the Partner Portal interface. At the top, there are language options (English, Français, Español) and a status indicator (Online). The navigation bar includes 'THE GLOBAL FUND', 'Home', 'PUDR', 'Pulse Check', and 'Report Issue'. Below the navigation, there is a breadcrumb trail '/ PUDR'. The main content area is titled 'Progress Update/Disburse' and features a 'Country' dropdown menu and a 'Grant' input field. A 'Clear Filters' button is visible on the right. A large text box with a dashed border is overlaid on the page, containing a privacy statement. Below the text box, a yellow callout box with an arrow pointing to the text says 'Read the privacy statement (if applicable) and click **OK**.' To the right of this callout, an 'OK' button is highlighted with a red border. The bottom left corner of the page shows '© Copyright 2022'.

Home Page

Principal Recipient (PR)

Local Fund Agent (LFA)

# PARTNER PORTAL LEARNING SERIES

## How to download and submit PU/DRs from the Partner Portal

| Step 2c |  
PR downloads the  
PU/DR.



Go back to the process page

English | Français | Español
Online

**THE GLOBAL FUND**

/ PUDR

[Home](#)
[PUDR](#)
[Pulse Check](#)
[Report Issue](#)

PU/DRs will appear on this page after the Reporting Period has ended and the Global Fund has shared them. All PU/DRs shown here are pending PR completion and submission to the Global Fund.

### Progress Update/Disbursement Request

Country

Grant

Reporting Period

Status

Clear Filters

### Complete and submit to the Global Fund

<p>IP Dates: 01-Jan-20 - 31-Dec-22</p> <h3>GUY-M-MOH</h3> <p>Reporting Period Start Date: <b>01-Jan-21</b></p> <p>Reporting Period End Date: <b>31-Dec-21</b></p> <p>PU/DR Due Date: <b>01-Mar-22</b></p> <p>Last Modified:  </p>	<p>IP Dates: 01-Jan-21 - 31-Dec-23</p> <h3>TGO-H-PMT</h3> <p>Reporting Period Start Date: <b>01-Jul-21</b></p> <p>Reporting Period End Date: <b>31-Dec-21</b></p> <p>PU/DR Due Date: <b>01-Mar-22</b></p> <p>Last Modified: Dalitso Kuphanga   09-Feb-22 11:16 AM</p>	<p>IP Dates: 01-Jan-21 - 31-Dec-23</p> <h3>ERI-T-MOH</h3> <p>Reporting Period Start Date: <b>01-Jul-21</b></p> <p>Reporting Period End Date: <b>31-Dec-21</b></p> <p>PU/DR Due Date: <b>01-Mar-22</b></p> <p>Last Modified: Dalitso Kuphanga   09-Feb-22 07:57 AM</p>
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Home Page

Principal Recipient (PR)

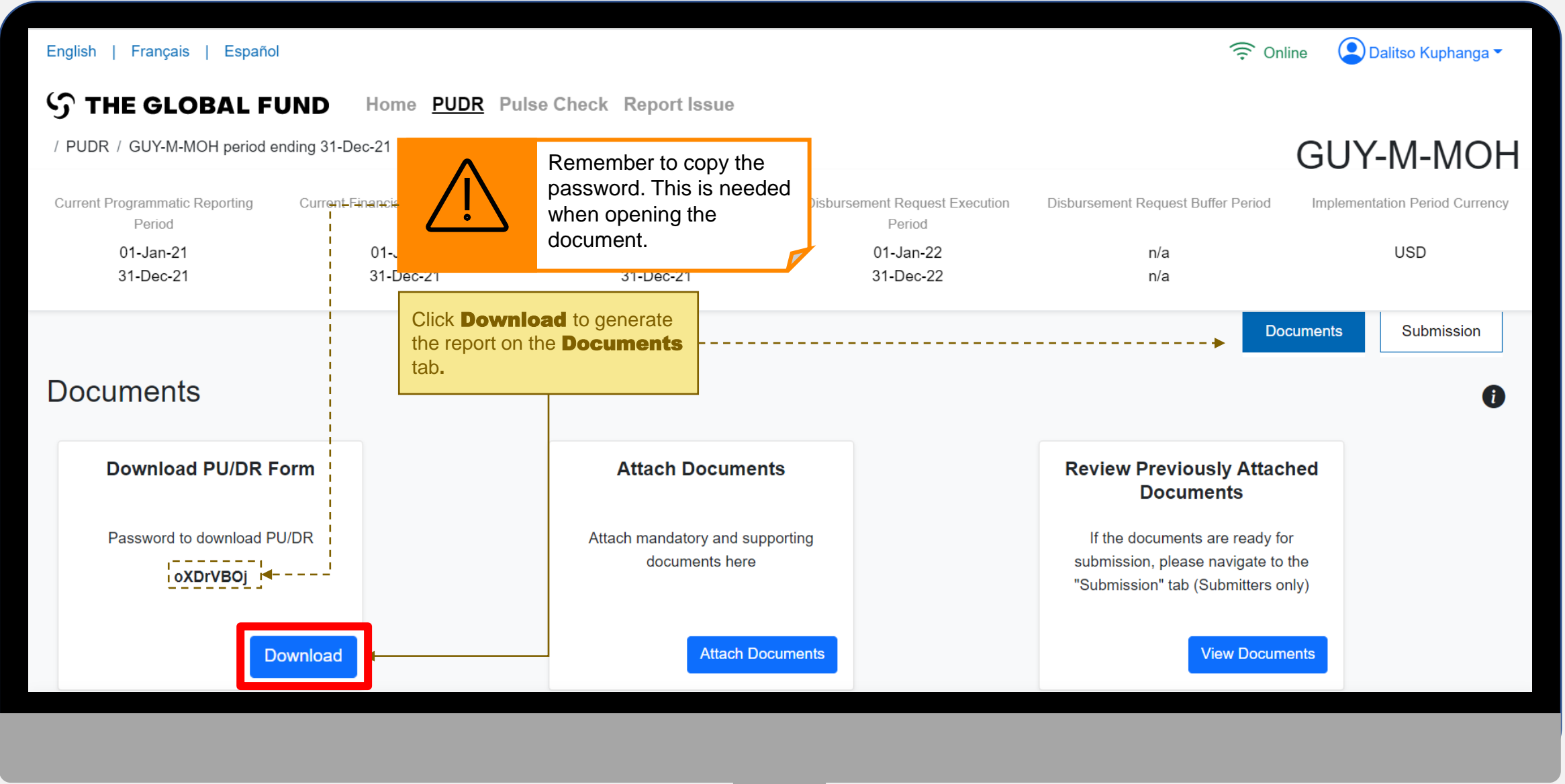
Local Fund Agent (LFA)

# PARTNER PORTAL LEARNING SERIES

## How to download and submit PU/DRs from the Partner Portal

| Step 2d |  
PR downloads the  
PU/DR.

  
Go back to the  
process page



The screenshot shows the Partner Portal interface for 'GUY-M-MOH'. At the top, there are language options (English, Français, Español), a user profile for 'Dalitso Kuphanga', and a 'Home' navigation menu with 'PUDR' selected. The main content area is titled 'GUY-M-MOH' and contains a table with columns for 'Current Programmatic Reporting Period', 'Current Financial Reporting Period', 'Disbursement Request Execution Period', 'Disbursement Request Buffer Period', and 'Implementation Period Currency'. Below the table, there are two tabs: 'Documents' (active) and 'Submission'. The 'Documents' section has three main panels: 'Download PU/DR Form', 'Attach Documents', and 'Review Previously Attached Documents'. The 'Download PU/DR Form' panel includes a password field containing 'oXDrVBOj' and a 'Download' button. The 'Attach Documents' panel has an 'Attach Documents' button. The 'Review Previously Attached Documents' panel has a 'View Documents' button. Annotations include a warning box about copying the password, a callout for the 'Download' button, and a dashed line connecting the password field to the 'Download' button.

Current Programmatic Reporting Period	Current Financial Reporting Period	Disbursement Request Execution Period	Disbursement Request Buffer Period	Implementation Period Currency
01-Jan-21 31-Dec-21	01-Jan-21 31-Dec-21	01-Jan-22 31-Dec-22	n/a n/a	USD

**Documents**

**Download PU/DR Form**

Password to download PU/DR: oXDrVBOj

**Download**

**Attach Documents**

Attach mandatory and supporting documents here

**Attach Documents**

**Review Previously Attached Documents**

If the documents are ready for submission, please navigate to the "Submission" tab (Submitters only)

**View Documents**

Home Page

Principal Recipient (PR)

Local Fund Agent (LFA)



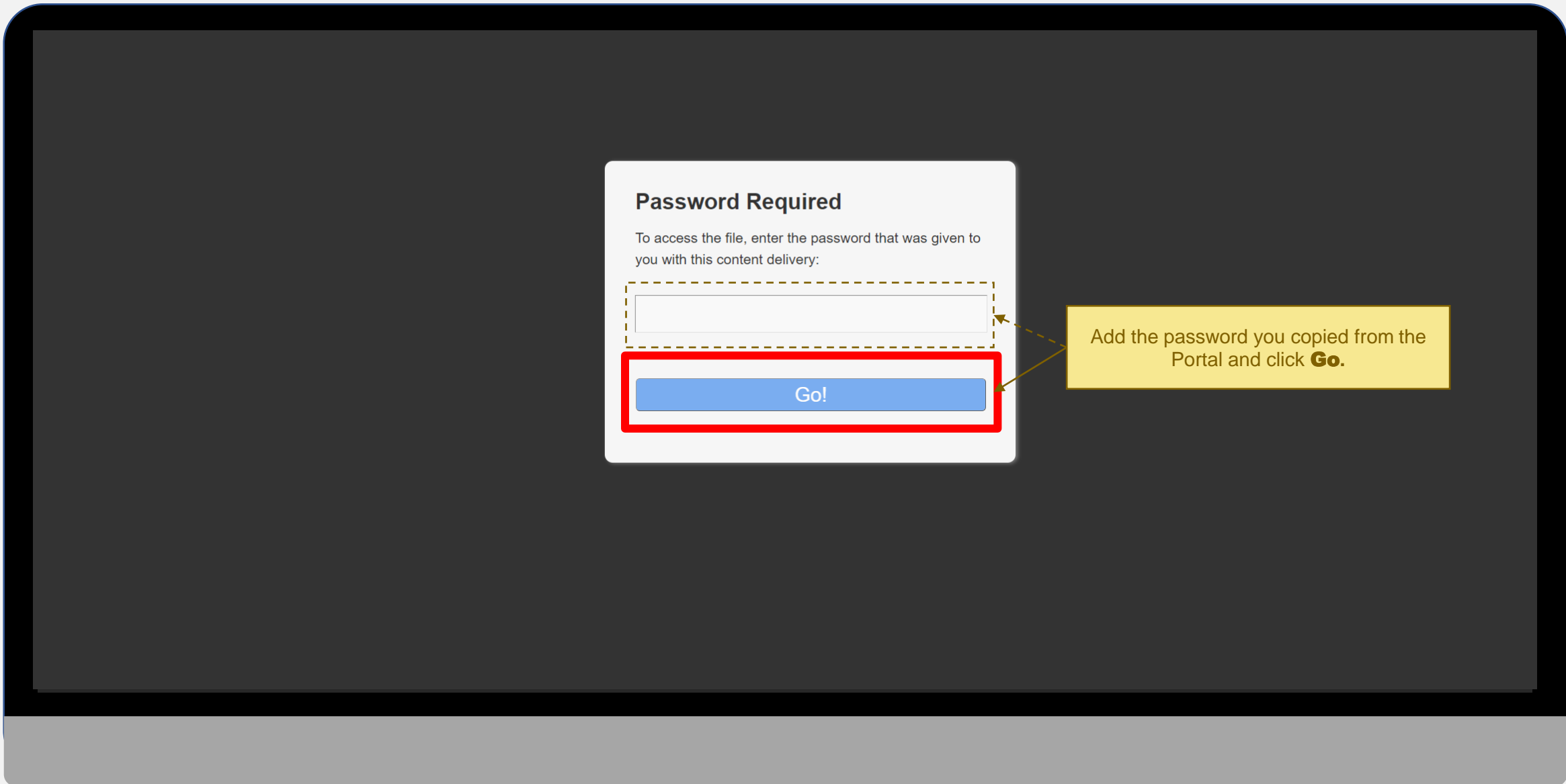
# PARTNER PORTAL LEARNING SERIES

## How to download and submit PU/DRs from the Partner Portal

| Step 2e |  
PR downloads the  
PU/DR.



Go back to the process page



Home Page

Principal Recipient (PR)

Local Fund Agent (LFA)

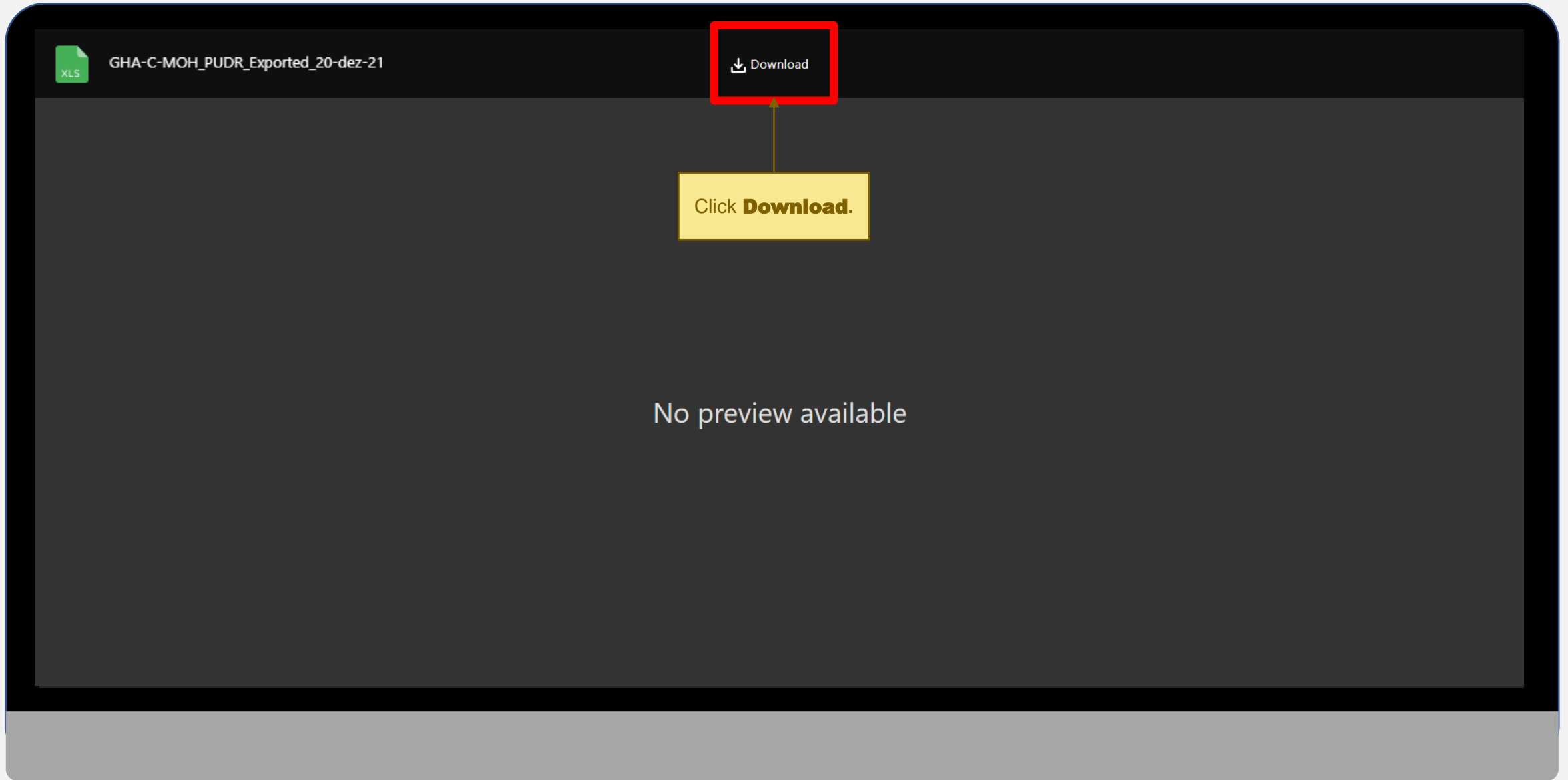
# PARTNER PORTAL LEARNING SERIES

## How to download and submit PU/DRs from the Partner Portal

| Step 2f |  
PR downloads the  
PU/DR.



Go back to the  
process page



Home Page

Principal  
Recipient (PR)

Local Fund  
Agent (LFA)

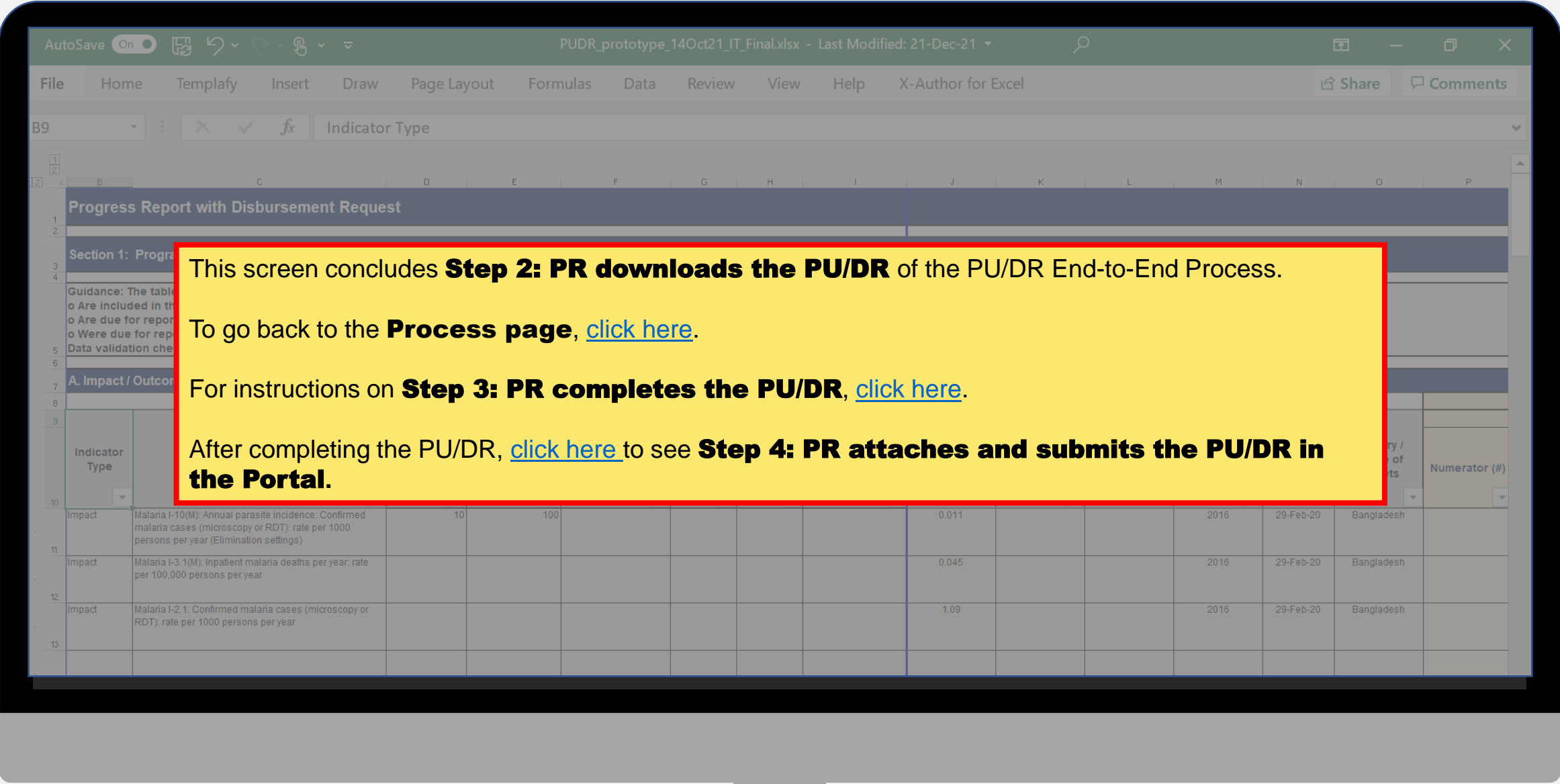
# PARTNER PORTAL LEARNING SERIES

## How to download and submit PU/DRs from the Partner Portal

| Step 2g |  
PR downloads the  
PU/DR.



Go back to the process page



This screen concludes **Step 2: PR downloads the PU/DR** of the PU/DR End-to-End Process.

To go back to the **Process page**, [click here](#).

For instructions on **Step 3: PR completes the PU/DR**, [click here](#).

After completing the PU/DR, [click here](#) to see **Step 4: PR attaches and submits the PU/DR in the Portal**.

Indicator Type	Indicator Name	Value	Year	Country
Impact	Malaria I-10(M): Annual parasite incidence: Confirmed malaria cases (microscopy or RDT): rate per 1000 persons per year (Elimination settings)	10	2016	Bangladesh
Impact	Malaria I-3.1(M): Inpatient malaria deaths per year: rate per 100,000 persons per year		2016	Bangladesh
Impact	Malaria I-2.1: Confirmed malaria cases (microscopy or RDT): rate per 1000 persons per year		2016	Bangladesh

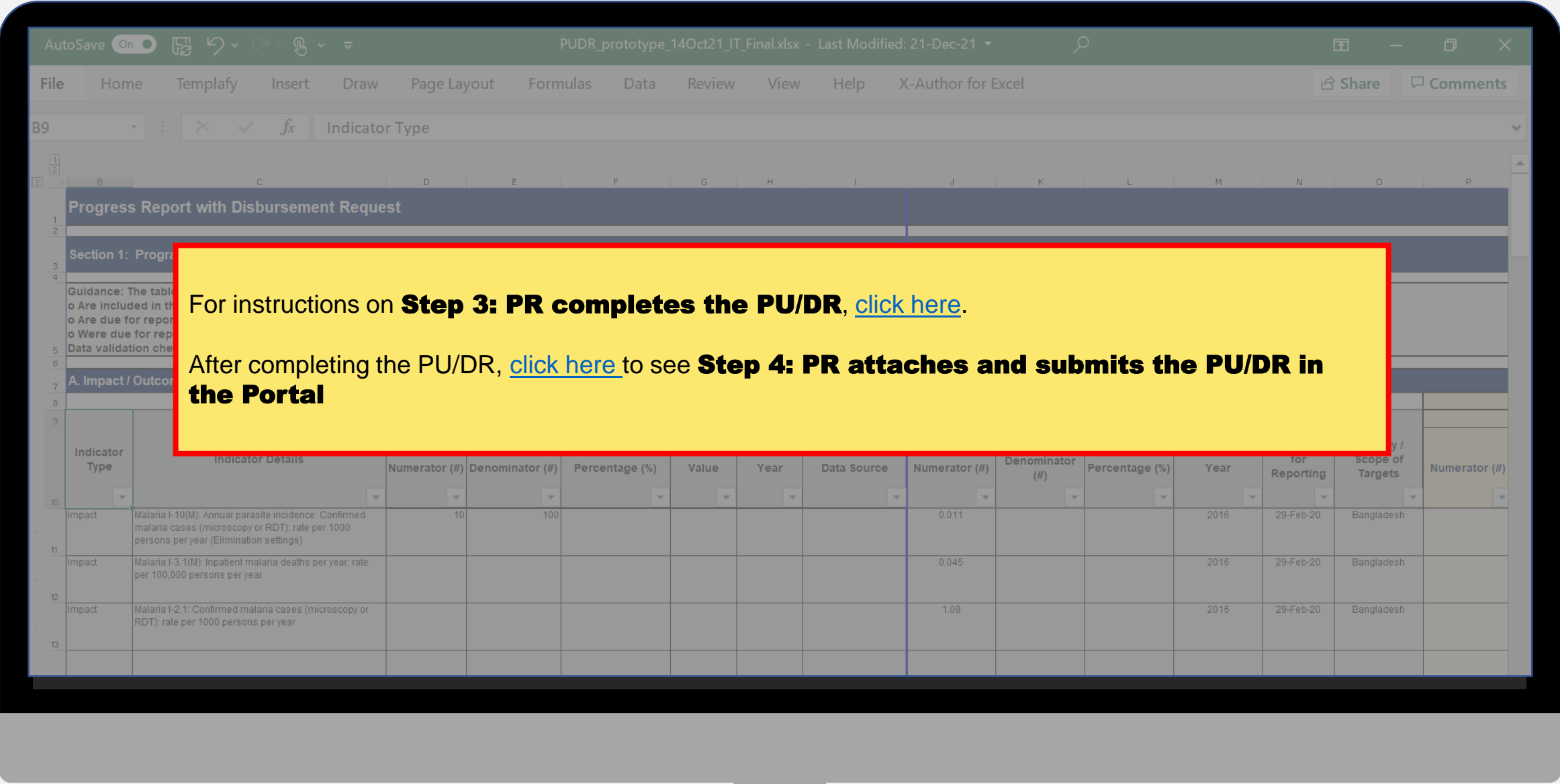
# PARTNER PORTAL LEARNING SERIES

## How to download and submit PU/DRs from the Partner Portal

| Step 3a |  
PR completes the  
PU/DR.



Go back to the process page



AutoSave On | PUDR\_prototype\_14Oct21\_IT\_Final.xlsx - Last Modified: 21-Dec-21

File Home Templafy Insert Draw Page Layout Formulas Data Review View Help X-Author for Excel

B9 | Indicator Type

Progress Report with Disbursement Request

Section 1: Progress

Guidance: The table includes information on:

- o Are included in the report
- o Are due for reporting
- o Were due for reporting

Data validation check

A. Impact / Outcome

Indicator Type	Indicator Details	Numerator (#)	Denominator (#)	Percentage (%)	Value	Year	Data Source	Numerator (#)	Denominator (#)	Percentage (%)	Year	for Reporting	Scope of Targets	Numerator (#)
Impact	Malaria I-10(M): Annual parasite incidence: Confirmed malaria cases (microscopy or RDT): rate per 1000 persons per year (Elimination settings)	10	100					0.011			2016	29-Feb-20	Bangladesh	
Impact	Malaria I-3.1(M): Inpatient malaria deaths per year: rate per 100,000 persons per year							0.045			2016	29-Feb-20	Bangladesh	
Impact	Malaria I-2.1: Confirmed malaria cases (microscopy or RDT): rate per 1000 persons per year							1.09			2016	29-Feb-20	Bangladesh	

For instructions on **Step 3: PR completes the PU/DR**, [click here](#).

After completing the PU/DR, [click here](#) to see **Step 4: PR attaches and submits the PU/DR in the Portal**

Home Page

Principal Recipient (PR)

Local Fund Agent (LFA)



English | Français | Español Online Dalitso Kuphanga

**THE GLOBAL FUND** Home PU/DR Pulse Check Report Issue

/ PU/DR

### Progress Update/Disbursement Request

Country Grant Reporting Period Clear Filters

Select the Reporting Period for which you would like to submit the PU/DR on the **PU/DR** tab.

#### Complete and submit to the Global Fund

<p>IP Dates: 01-Jan-20 - 31-Dec-22</p> <p><b>GUY-M-MOH</b></p> <p>Reporting Period Start Date: <b>01-Jan-21</b></p> <p>Reporting Period End Date: <b>31-Dec-21</b></p> <p>PU/DR Due Date: <b>01-Mar-22</b></p> <p>Last Modified:  </p>	<p>IP Dates: 01-Jan-21 - 31-Dec-23</p> <p><b>TGO-H-PMT</b></p> <p>Reporting Period Start Date: <b>01-Jul-21</b></p> <p>Reporting Period End Date: <b>31-Dec-21</b></p> <p>PU/DR Due Date: <b>01-Mar-22</b></p> <p>Last Modified: Dalitso Kuphanga   09-Feb-22 11:16 AM</p>	<p>IP Dates: 01-Jan-21 - 31-Dec-23</p> <p><b>ERI-T-MOH</b></p> <p>Reporting Period Start Date: <b>01-Jul-21</b></p> <p>Reporting Period End Date: <b>31-Dec-21</b></p> <p>PU/DR Due Date: <b>01-Mar-22</b></p> <p>Last Modified: Dalitso Kuphanga   09-Feb-22 07:57 AM</p>
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# PARTNER PORTAL LEARNING SERIES

## How to download and submit PU/DRs from the Partner Portal

| Step 4b |  
PR attaches and  
submits the PU/DR.



Go back to the process page

English | Français | Español Online Dalitso Kuphanga

**THE GLOBAL FUND** Home PUDR Pulse Check Report Issue

/ PUDR / GUY-M-MOH period ending 31-Dec-21 / Documents GUY-M-MOH

Current Programmatic Reporting Period	Current Financial Reporting Period	Cumulative Financial Reporting Period	Disbursement Request Execution Period	Disbursement Request Buffer Period	Implementation Period Currency
01-Jan-21 31-Dec-21	01-Jan-21 31-Dec-21	01-Jan-20 31-Dec-21	01-Jan-22 31-Dec-22	n/a n/a	USD

Documents
Submission

### Documents

**Download PU/DR Form**

Password to download PU/DR

oXDrVBOj

Download

**Attach Documents**

Attach mandatory and supporting documents here

Attach Documents

**Review Previously Attached Documents**

If the documents are ready for submission, please navigate to the "Submission" tab (Submitters only)

View Documents

© Copyright 2022

Home Page

Principal Recipient (PR)

Local Fund Agent (LFA)

# PARTNER PORTAL LEARNING SERIES

## How to download and submit PU/DRs from the Partner Portal

| Step 4c |  
PR attaches and  
submits the PU/DR.



Go back to the  
process page

English | Français | Español

Online | Dalitso Kuphanga

**THE GLOBAL FUND** Home PUDR Pulse Check Report Issue

/ PUDR / GUY-M-MOH period ending 31-Dec-21 / Documents

GUY-M-MOH

Current Programmatic Reporting Period: 01-Jan-21 to 31-Dec-21

Current Financial Reporting Period: 01-Jan-21

Cumulative Financial Reporting Period: 01-Jan-20

Disbursement Request Execution Period: 01-Jan-22

Disbursement Request Buffer Period: n/a

Implementation Period Currency: USD

Documents | Submission

**Attachments**

Attach Documents

Select (dropdown menu):  
- Select  
- Signed-Progress-Report  
- Management-Issues-and-Actions Annex  
- **Progress-Report**

Choose Files (highlighted) No file chosen

Choose Files No file chosen

The PU/DR and Signed PU/DR are mandatory documents for submission.

Download PU/DR Form

Password to download PU/DR: oXDrVBOj

Download

Attach Documents

View Documents

In the pop-up window, select **Progress-Report** and click **Choose Files**.

Home Page

Principal Recipient (PR)

Local Fund Agent (LFA)

# PARTNER PORTAL LEARNING SERIES

## How to download and submit PU/DRs from the Partner Portal

| Step 4d |  
PR attaches and  
submits the PU/DR.



Go back to the  
process page

English | Français | Español

THE GLOBAL FUND Home Progress Reports Pulse Check Report Issue

/ progress-reports / a1Y3p000005Vp9nEAC / documents

GHA-C-MOH

Programmatic Reporting Period: 01|07|2021 - 01|12|2021

Current Financial Reporting Period: 01|01|2023 - 31|03|2023

Cumulative Financial Reporting Period

Disbursement Request Execution Period

Disbursement Request Buffer Period

Currency: USD

PU/DR

Password to download PU/DR: Dyj1qIRk

Download

Attachments

Attach Documents

Attach all your documents here

Attach Files

view files

Open

File name: [ ] All Files (\*.\*)

Open Cancel

Select the relevant document and click **Open**.

Home Page

Principal Recipient (PR)

Local Fund Agent (LFA)



# PARTNER PORTAL LEARNING SERIES

## How to download and submit PU/DRs from the Partner Portal


| Step 4e |  
PR attaches and  
submits the PU/DR.



Go back to the process page

The screenshot shows the Partner Portal interface for 'GUY-M-MOH'. A modal window titled 'Attachments' is open, allowing the user to attach documents. The modal has a close button (X) in the top right. Under 'Attach Documents', there are two rows. The first row shows a dropdown menu with 'Progress-Report' selected and a 'Choose Files' button next to the filename 'GUY\_M\_M...port\_17.xlsx'. The second row shows a dropdown menu with 'Select' selected, and a 'Choose Files' button next to 'No file chosen'. A red box highlights a '+ ADD' button in the dropdown menu. A dashed orange box highlights the dropdown menu and the 'Choose Files' button in the second row. A yellow callout box on the left contains the text: 'Attach the remaining documents and select the document type. To add additional documents, click **Add**.' An orange callout box at the bottom contains a warning icon and the text: 'The PU/DR (Excel) and Signed PU/DR (PDF or Excel with e-signature) are mandatory documents for submission'. The background interface shows the 'Documents' section with a 'Download PU/DR Form' button and a password field containing 'oXDrVBOj'. The top navigation bar includes 'English | Français | Español', 'Online', and 'Dalitso Kuphanga'. The right sidebar has 'Home Page', 'Principal Recipient (PR)', and 'Local Fund Agent (LFA)'.

Attach the remaining documents and select the document type. To add additional documents, click **Add**.

 The PU/DR (Excel) and Signed PU/DR (PDF or Excel with e-signature) are mandatory documents for submission

Home Page  
Principal Recipient (PR)  
Local Fund Agent (LFA)

# PARTNER PORTAL LEARNING SERIES

## How to download and submit PU/DRs from the Partner Portal

| Step 4f |  
PR attaches and  
submits the PU/DR.



Go back to the process page

The screenshot displays the Partner Portal interface with a modal window titled "Attachments" open. The background shows the user's profile (Dalitso Kuphanga), navigation menu (Home, PU/DR, Pulse Check, Report Issue), and document details for "GUY-M-MOH period ending 31-Dec-21". The "Attachments" window has a close button (X) in the top right corner, highlighted with a red box. A yellow callout box with an arrow points to this button, containing the text: "Once attached, the documents are automatically saved. Close the pop-up window to access the main Partner Portal window." The "Attach Documents" section lists four categories: "Progress-Report", "Signed-Progress-Report", "Management-Issues-and-Actions", and "Annex", each with a "Choose Files" button and a file name "GUY\_M\_M...port\_17.xlsx". At the bottom of the window is a "+ ADD" button and a "Select" dropdown menu with a "Choose Files" button and "No file chosen" text.

Home Page

Principal Recipient (PR)

Local Fund Agent (LFA)

# PARTNER PORTAL LEARNING SERIES

## How to download and submit PU/DRs from the Partner Portal

| Step 4g |  
PR attaches and  
submits the PU/DR.



Go back to the  
process page

English | Français | Español Online Dalitso Kuphanga

**THE GLOBAL FUND** Home PUDR Pulse Check Report Issue

/ PUDR / GUY-M-MOH period ending 31-Dec-21 / Documents GUY-M-MOH

Current Programmatic Reporting Period	Current Financial Reporting Period	Cumulative Financial Reporting Period	Disbursement Request Execution Period	Disbursement Request Buffer Period	Implementation Period Currency
01-Jan-21 31-Dec-21	01-Jan-21 31-Dec-21	01-Jan-20 31-Dec-21	01-Jan-22 31-Dec-22	n/a n/a	USD

**Documents**

**Download PU/DR Form**

Password to download PU/DR

oXDrVBOj

[Download](#)

**Attach Documents**

Attach mandatory and supporting documents here

[Attach Documents](#)

**Review Previously Attached Documents**

If the documents are ready for submission, please navigate to the "Submission" tab (Submitters only)

[View Documents](#)

[Documents](#) **[Submission](#)** i

Home Page

Principal Recipient (PR)

Local Fund Agent (LFA)

# PARTNER PORTAL LEARNING SERIES

## How to download and submit PU/DRs from the Partner Portal

| Step 4h |  
PR attaches and  
submits the PU/DR.



Go back to the process page

English | Français | Español Online Dalitso Kuphanga

**THE GLOBAL FUND** Home **PU/DR** Pulse Check Report Issue

/ PU/DR / GUY-M-MOH period ending 31-Dec-21 / Submission

Current Programmatic Reporting Period	Current Financial Reporting Period	Cumulative
01-Jan-21 31-Dec-21	01-Jan-21 31-Dec-21	

Only contacts with **submitter rights** can press the button **submit**. This button will be disabled:

- For Editors roles.
- If the mandatory documents are not attached (PU/DR form and signed PU/DR form).
- If the PU/DR is already submitted.

For instructions on **how to create or update a contact with submitter rights**, click [here](#) to access the Grant Entity Data interactive guide.

Check whether the documents are uploaded correctly and click **Submit to the Global Fund**.

**Mandatory Documents**

The following documents are mandatory. If

Status	Document Type	Document Name	Attached Date	Attached By
✓ Uploaded	PU/DR	<a href="#">GUY_M_MOH_Reporting_Period_31 Dec. 2021_GenerateProgressReport_17.xlsx</a>	15-Feb-22 04:16 PM	Dalitso Kuphanga
✓ Uploaded	Signed PU/DR	<a href="#">GUY_M_MOH_Reporting_Period_31 Dec. 2021_GenerateProgressReport_17.xlsx</a>	15-Feb-22 04:21 PM	Dalitso Kuphanga

[View all attached documents](#)

If the documents are ready for submission, please click [Submit](#) to send the PU/DR to the Global Fund. You will no longer be able to edit the PU/DR after submission.

[Submit to the Global Fund](#)

# PARTNER PORTAL LEARNING SERIES

## How to download and submit PU/DRs from the Partner Portal

| Step 4j |  
PR attaches and  
submits the PU/DR.



Go back to the process page

The screenshot shows the Partner Portal interface for a Principal Recipient (PR). The page title is "GUY-M-MOH" and the breadcrumb trail is "Home > PU/DR > Pulse Check > Report Issue". The current page is "Submission" for the period ending 31-Dec-21. A confirmation pop-up window is displayed in the center, asking "Are you sure you want to proceed with the submission of the PU/DR to the Global Fund?". The "Submit to the Global Fund" button is highlighted with a red box. A yellow callout box points to this button with the text: "On the pop-up window, confirm the submission".

Current Programmatic Reporting Period	Current Financial Reporting Period	Cumulative Financial Reporting Period	Disbursement Request Execution Period	Disbursement Request Buffer Period	Implementation Period Currency
01-Jan-21 31-Dec-21	01-Jan-21 31-Dec-21	01-Jan-20	01-Jan-22	n/a n/a	USD

**Submission**

Mandatory Documents

The following documents are mandatory. If missing or not correct...

Status: ✔



As soon as the PU/DR is submitted, the information becomes read-only. The PR will be able to view existing documents but not attach any new ones. In addition, on the Portal homepage, the status of the PU/DR changes from **Complete and submit to the Global Fund** to **Submitted to the Global Fund** and the PR receives a confirmation email.

Home Page

Principal Recipient (PR)

Local Fund Agent (LFA)

# PARTNER PORTAL LEARNING SERIES

## How to download and submit PU/DRs from the Partner Portal

| Step 4j |  
PR attaches and  
submits the PU/DR.



Go back to the  
process page

This screen concludes **Step 4: PR attaches and submits the PU/DR in the Portal.**

[Click here](#) to return to the process page.

Home Page

Principal  
Recipient (PR)

Local Fund  
Agent (LFA)

# PARTNER PORTAL LEARNING SERIES

## How to download and submit PU/DRs from the Partner Portal

| Step 11a |  
The PR downloads the Performance Letter



Go back to the process page

**Email inbox**

- Noreply-GOS**  
PU/DR GUY-M-MOH P03 Performance...
- Noreply-GOS**  
[GOS Grant-Making Notification]
- Noreply-GOS**  
PU/DR GUY-M-MOH P03 rating has be...
- Sender 2**  
Subject 2
- Sender 5**  
Subject 5
- Sender 6**  
Subject 6
- Sender 7**  
Subject 7
- Sender 8**  
Subject 8

**PU/DR: GUY-M-MOH Performance Letter is available**  
noreply-GOS <noreply-gos@theglobalfund.org>

Performance Letter

This is an automatic message from the Global Fund Partner Portal: Please do not reply.

The Performance Letter for GUY-M-MOH P03 Reporting Period 1-Jul-21 to 31-Dec-21 was released by the Global Fund.

Please use this [link](#) to access the Performance Letter.

This step completes the PR reporting process for the Reporting Period 1-Jul-21 to 31-Dec-21

Please do not hesitate to contact your Country Team if you have questions

1. As soon as the **Performance Letter** is made available by the Global Fund, an e-mail notification is sent to the PR with the CCM and LFA in copy\*1.

2. You may access the letter by clicking on the e-mail attachment. To access the letter and other documents in the Portal, click on the **link** in the body of the e-mail \*2.

\*1) The e-mail is sent to the PR (Representative for Legal Notices, Signatory for Disbursements, Submitter(s), Editor(s)), with copy to CCM (Chair, Vice Chair, Civil Society Representative), LFA (Team Leader, Signatory for Disbursements, Submitter(s), Editor(s)), and Country Team members. For more information on how to submit changes to the GED, refer to this [link](#).

\*2) Note that only those with access to the Partner Portal can access the link in the e-mail and other supporting documents. The remaining recipients with no Portal access can view the Performance Letter by downloading the e-mail attachment.

Home Page

Principal Recipient (PR)

Local Fund Agent (LFA)

# PARTNER PORTAL LEARNING SERIES

## How to download and submit PU/DRs from the Partner Portal

| Step 11b |  
The PR downloads the  
Performance Letter



Go back to the process page

/ PU/DR

Submitted to the Global Fund

<p>IP Dates: 01-Jan-21 - 31-Dec-23</p> <p><b>GHA-C-MOH</b> Excel File</p> <p>Reporting Period Start Date: <b>01-Jul-21</b></p> <p>Reporting Period End Date: <b>31-Dec-21</b></p> <p>PU/DR Due Date: <b>12-Apr-22</b></p> <p>Last Modified: Ana Lucia Rendon   23-Mar-22 03:18 PM</p>	<p>IP Dates: 01-Jan-21 - 31-Dec-23</p> <p><b>GHA-M-AGAMaI</b> Excel File</p> <p>Reporting Period Start Date: <b>01-Jul-21</b></p> <p>Reporting Period End Date: <b>31-Dec-21</b></p> <p>PU/DR Due Date: <b>13-Apr-22</b></p> <p>Last Modified: Ana Lucia Rendon   24-Mar-22 04:53 PM</p>	<p>IP Dates: 01-Jul-19 - 30-Jun-22</p> <p><b>GAB-T-CERMEL</b> Excel File</p> <p>Reporting Period Start Date: <b>01-Jan-21</b></p> <p>Reporting Period End Date: <b>31-Dec-21</b></p> <p>PU/DR Due Date: <b>14-Apr-22</b></p> <p>Last Modified:</p>
<p>Fully validated by the Global Fund</p> <p>IP Dates: 01-Jan-21 - 31-Dec-23</p> <p><b>GHA-M-MOH</b> Excel File</p> <p>Reporting Period Start Date: <b>01-Jul-21</b></p> <p>Reporting Period End Date: <b>31-Dec-21</b></p> <p>PU/DR Due Date: <b>03-Jul-22</b></p> <p>Last Modified: Ana Lucia Rendon   13-Jun-22 05:32 PM</p>	<p>IP Dates: 01-Jan-20 - 31-Dec-22</p> <p><b>ALB-C-MOH</b> Excel File</p> <p>Reporting Period Start Date: <b>01-Jan-21</b></p> <p>Reporting Period End Date: <b>31-Dec-21</b></p> <p>PU/DR Due Date: <b>19-Jun-22</b></p> <p>Last Modified: Issiaka Ouattara   30-May-22 04:01 PM</p>	<p>Note that after the PU/DR is validated by the Global Fund, its status changes to <b>Fully Validated by the Global Fund</b></p>
<p>Performance Letter received</p> <p><b>GUY-M-MOH</b> Excel File</p> <p>Reporting Period Start Date: <b>01-Jan-21</b></p> <p>Reporting Period End Date: <b>31-Dec-21</b></p> <p>PU/DR Due Date: <b>04-Jul-22</b></p> <p>Last Modified: Ana Lucia Rendon   14-Jun-22 11:22 AM</p>	<p>The letter is available under the status <b>Performance Letter received</b>. Click on the name of the grant to access the documents.</p> <p>IP Dates: 01-Jan-19 - 31-Dec-21</p> <p><b>SUR-C-MOH</b> Excel File</p> <p>Reporting Period Start Date: <b>01-Jan-21</b></p> <p>Reporting Period End Date: <b>31-Dec-21</b></p> <p>PU/DR Due Date: <b>22-May-22</b></p> <p>Last Modified: Jan de Jong   13-May-22 12:21 AM</p>	



# PARTNER PORTAL LEARNING SERIES

## How to download and submit PU/DRs from the Partner Portal

| Step 11c |  
The PR downloads the  
Performance Letter



Go back to the process page

English | Français | Español Online Ana Lucia Rendon

**THE GLOBAL FUND** Home PUDR Pulse Check Report Issue

/ PUDR / GUY-M-MOH period ending 31-Dec-21 / Documents GUY-M-MOH

Current Programmatic Reporting Period	Current Financial Reporting Period	Cumulative Financial Reporting Period	Disbursement Request Execution Period	Disbursement Request Buffer Period	Implementation Period Currency
01-Jan-21 31-Dec-21	01-Jan-21 31-Dec-21	01-Jan-20 31-Dec-21	01-Jan-22 31-Dec-22	n/a n/a	USD

[Documents](#) [Submission](#)

### Documents i

**Download PU/DR Form**

Password to download PU/DR

**dzmPwuok**

[Download](#)

**Attach Documents**

Attach mandatory and supporting documents here

[Attach Documents](#)

**Review Previously Attached Documents**

If the documents are ready for submission, please navigate to the "Submission" tab (Submitters only)

[View Documents](#)

**The Global Fund Documents**

Performance Letter and other documents attached by the Global Fund.

[View Documents](#)

Note that the sections **Download PU/DR Form** and **Attach Documents** are now disabled

Click **View Documents** in the **The Global Fund Documents** box

# PARTNER PORTAL LEARNING SERIES

## How to download and submit PU/DRs from the Partner Portal

| Step 11d |  
The PR downloads the  
Performance Letter



Go back to the process page

/ PUDR / GUY-M-MOH period ending 31-Dec-22 / Documents  
Return to PUDR

**GUY-M-MOH**

Programmatic Reporting Period	Current Financial Reporting Period	Cumulative Financial Reporting Period	Disbursement Request Execution Period	Disbursement Request Buffer Period	Implementation Period Currency
01-Jan-21	01-Jan-21	01-Jan-20 31-Dec-22	01-Jan-22 31-Dec-22	n/a n/a	USD

Refresh

<input type="checkbox"/>	DOWNLOAD	FILE NAME	ORIGINAL FILE NAME	FILE TYPE	FILE EXTENSION	LANGUAGE	VERSION	CREATED DATE	CREATED BY	ROLE
<input type="checkbox"/>	Download	GUY_M_MOH_R...	Performance Letter...	Performance Lett...	pdf	English	1	2022-06-14 02:01 PM	Filippo Iarrera	
<input type="checkbox"/>	Download	Supporting Document	Supporting Doc...	Other	pdf	English		2022-06-14 01:26 PM	Devarshi Mandal	
<input type="checkbox"/>	Download	Supporting Document	Supporting Doc...	Other	pdf	English		2022-06-14 01:26 PM	Devarshi Mandal	
<input type="checkbox"/>	Download	GUY_M_MOH_R...	GUY_M_MOH_PUDR_Exp...	Generate Progre...	xlsx	English	1	2022-02-25 12:38 PM	Maria Petro Brunal	

Download selected documents

Click **Download** to download the desired document

Download



You can download multiple documents by checking the boxes and clicking **Download Selected Document**

# PARTNER PORTAL LEARNING SERIES

## How to download and submit PU/DRs from the Partner Portal



Go back to the  
process page

This step completes the **PU/DR reporting process**. In case of questions on the Performance Letter and documents shared, please contact your Country Team.

[Click here](#) to return to the process page.

Home Page

Principal  
Recipient (PR)

Local Fund  
Agent (LFA)

# PARTNER PORTAL LEARNING SERIES

## How to download and submit PU/DRs from the Partner Portal

### PU/DR End-to-End Process

The highlighted steps are assigned to the LFA.



**Step 1-4**

The PR downloads, completes and shares the PU/DR with the Global Fund.



**Step 5**

On Global Fund request, the PU/DR is shared with the LFA through the Partner Portal. LFA Editors and Submitters receive an e-mail notification.

**Click here to access**  
[TheGlobalFund Partner Portal](#)



**Step 8**

LFA attaches and submits the PU/DR in the Portal.



Click on the thumbnail for in-system instructions



**Step 7**

LFA reviews the PU/DR in Excel



Click on the thumbnail for in-system instructions



**Step 6**

The LFA downloads the PU/DR to review.



Click on the thumbnail for in-system instructions



**Step 9**

The Global Fund reviews the PU/DR.



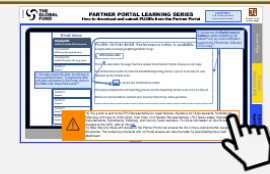
**Step 10**

The Global Fund confirms the Performance Rating and issues the Performance Letter.



**Step 11**

LFA receives an email notification and accesses the Performance Letter through the Partner Portal.



Click on the thumbnail for in-system instructions



In Portal



In Excel file

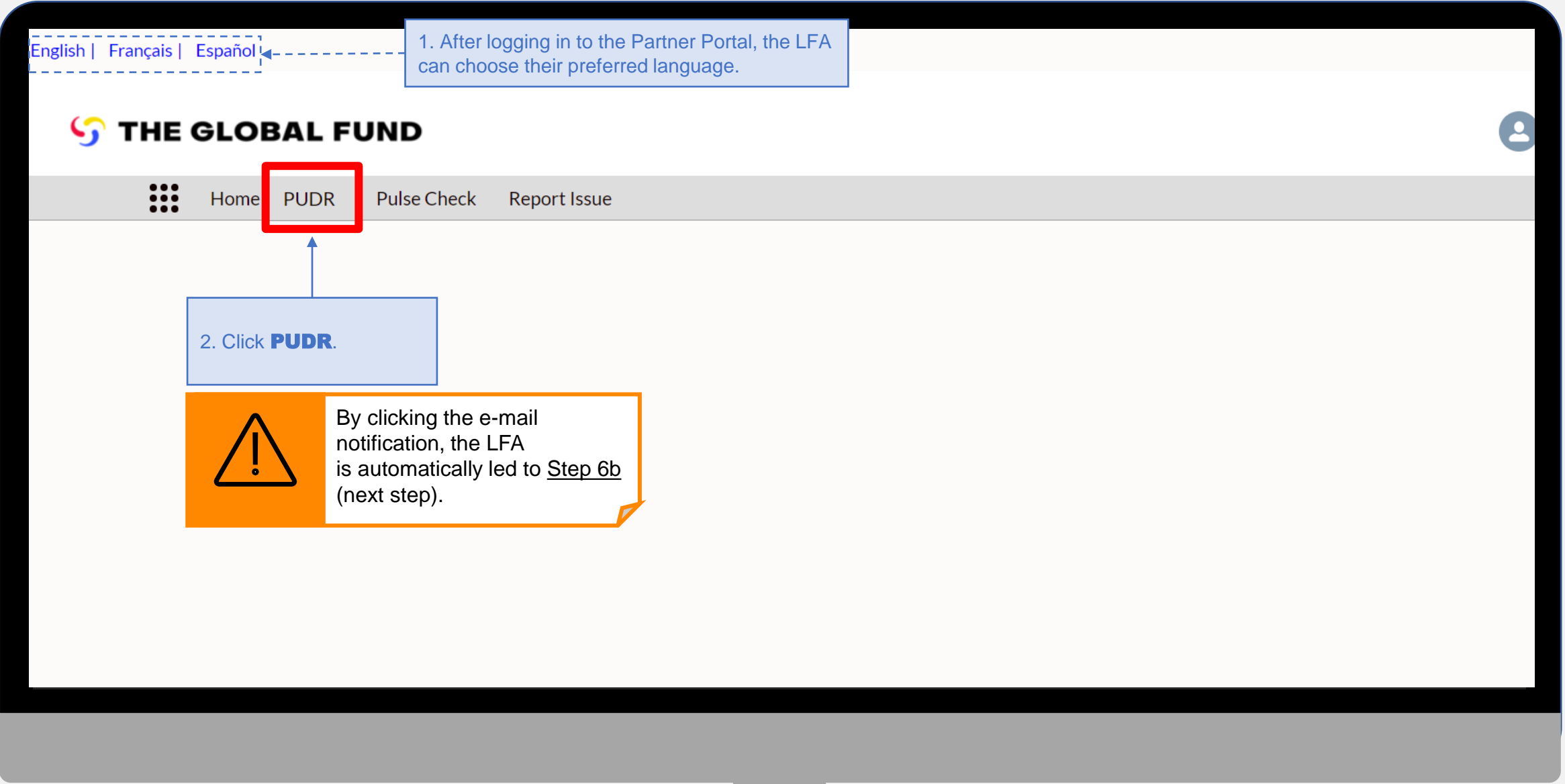
# PARTNER PORTAL LEARNING SERIES

## How to download and submit PU/DRs from the Partner Portal

| Step 6a |  
The LFA downloads  
the PU/DR to review.



Go back to the  
process page




English | Français | Español

1. After logging in to the Partner Portal, the LFA can choose their preferred language.

**THE GLOBAL FUND**

Home **PUDR** Pulse Check Report Issue

2. Click **PUDR**.

 By clicking the e-mail notification, the LFA is automatically led to Step 6b (next step).

Home Page  
Principal Recipient (PR)  
Local Fund Agent (LFA)

# PARTNER PORTAL LEARNING SERIES

## How to download and submit PU/DRs from the Partner Portal

| Step 6b |  
The LFA downloads  
the PU/DR to review.



Go back to the  
process page

The screenshot shows the Partner Portal interface. At the top, there are language options (English, Français, Español) and the Global Fund logo. The main navigation includes Home, PU/DR, Pulse Check, and Report Issue. The current page is titled "Progress Update/Disbursement Request". Below this, there are dropdown menus for "Country" and "Grant". A section titled "Submitted to the Global Fund" contains a table with the following data:

IP Dates: 01-Oct-21 - 31-Dec-24	
ARM-C-MOH	
Reporting Period Start Date:	01-Oct-21
Reporting Period End Date:	31-Dec-21
PU/DR Due Date:	11-Apr-22
Last Modified: Samwel Wang'ombe   15-Mar-22 12:25 PM	

A privacy statement overlay is displayed in the center, containing the following text:

Your privacy is important to us. The Global Fund is committed to respecting the dignity and privacy of people, while balancing such rights with the Global Fund values of transparency and accountability and the ability of the Global Fund to carry out its mission. For further information on how the Global Fund collects and uses personal data, please read the Privacy Statements, including the supplemental statement for Global Fund Grant Funding and Management Activities, on our website. (<https://www.theglobalfund.org/en/legal/privacy-statement/>)

The Global Fund licenses, operates and makes available the Partner Portal (the "Portal"). The Portal may contain features including RSS feeds, e-mail alert services, cookies, document management features, data management features and other applications that may be available from time-to-time (collectively, the "Features"). Any person that accesses or uses the Portal or Features, or both (the "User" and together, the "Users") agrees to be bound by the terms and conditions of the Terms of Use of the Global Fund Partner Portal (the "Terms of Use"), as they may be amended from time-to-time (available at this link <https://www.theglobalfund.org/en/funding-model/throughout-the-cycle/grant-entity-data/>), unless otherwise agreed for certain Users, to which specifically agreed terms of use will apply. These Terms of Use contain important conditions, disclaimers and other provisions, some of which limit the Global Fund's liability. If you do not agree to these Terms of Use (as they may have been amended for certain Users) or cannot enter into a legally binding agreement, you must not access or use the Portal or any of the Features.

An "OK" button is highlighted with a red box. A callout box points to it with the text: "Read the privacy statement (if applicable) and click **OK**."

Home Page

Principal Recipient (PR)

Local Fund Agent (LFA)

# PARTNER PORTAL LEARNING SERIES

## How to download and submit PU/DRs from the Partner Portal

| Step 6c |  
The LFA downloads  
the PU/DR to review.



Go back to the process page

Home Page

Principal Recipient (PR)

Local Fund Agent (LFA)

# PARTNER PORTAL LEARNING SERIES

## How to download and submit PU/DRs from the Partner Portal

| Step 6d |  
The LFA downloads  
the PU/DR to review



Go back to the process page

The screenshot shows the Partner Portal interface for user Patricia Rouzier. The breadcrumb trail is: Home > PU/DR > / PU/DR / QSF-Z-IOM period ending 31-Dec-21 / Documents. The 'Documents' tab is active, showing three main sections: 'Download PU/DR Form', 'Attach Documents', and 'Review Previously Attached Documents'. The 'Download PU/DR Form' section contains a password field with the value 'CKGmaQCca' and a 'Download' button. The 'Attach Documents' section has an 'Attach Documents' button. The 'Review Previously Attached Documents' section has a 'View Documents' button. Annotations include a warning box about copying the password, a callout for the 'Download' button, and a dashed arrow pointing to the 'Documents' tab.

Remember to copy the password. This is needed when opening the document.

Click **Download** to generate the report on the **Documents** tab.

Home Page

Principal Recipient (PR)

Local Fund Agent (LFA)



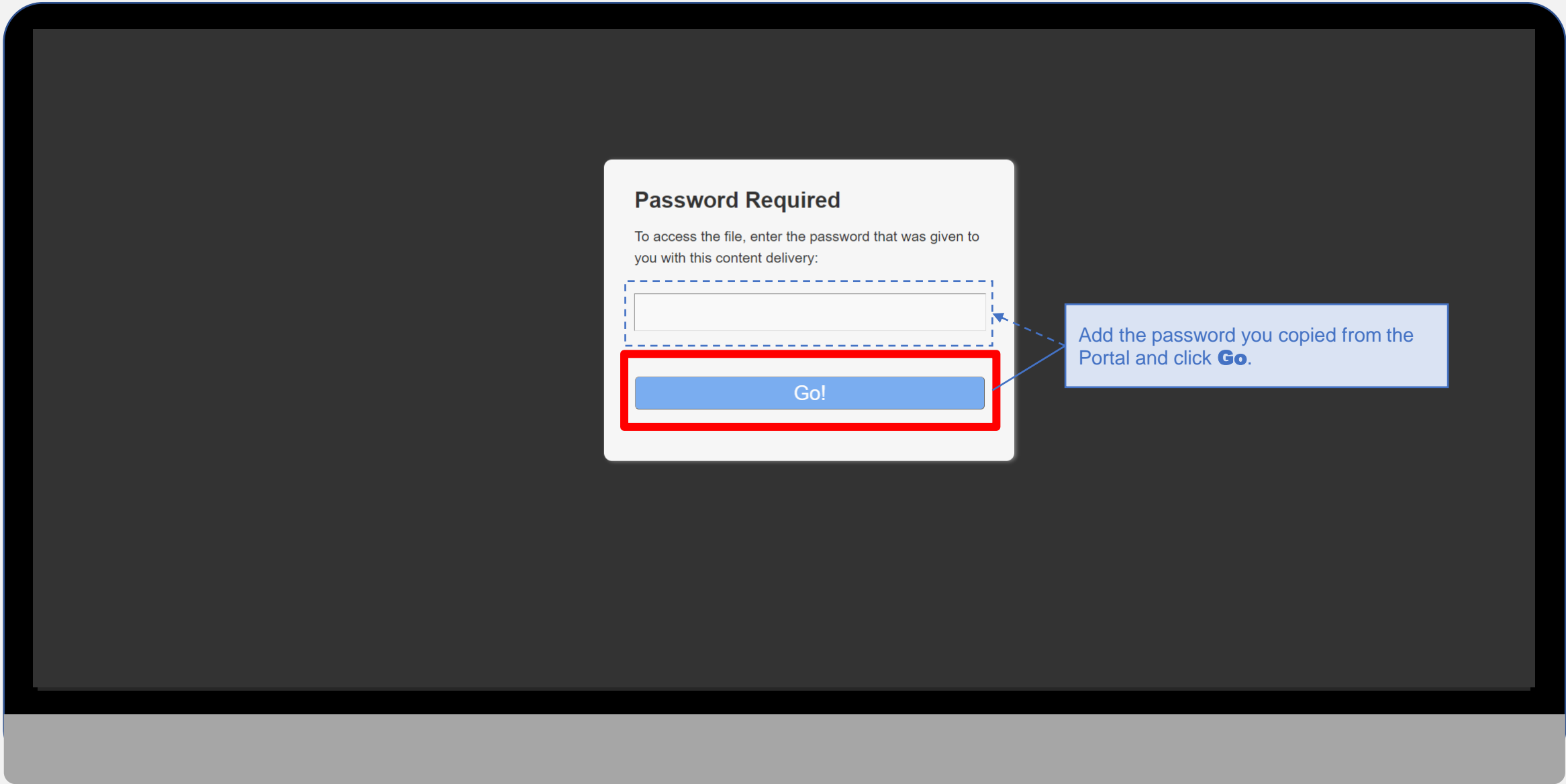
# PARTNER PORTAL LEARNING SERIES

## How to download and submit PU/DRs from the Partner Portal

| Step 6e |  
The LFA downloads  
the PU/DR to review.



Go back to the process page



Home Page

Principal Recipient (PR)

Local Fund Agent (LFA)

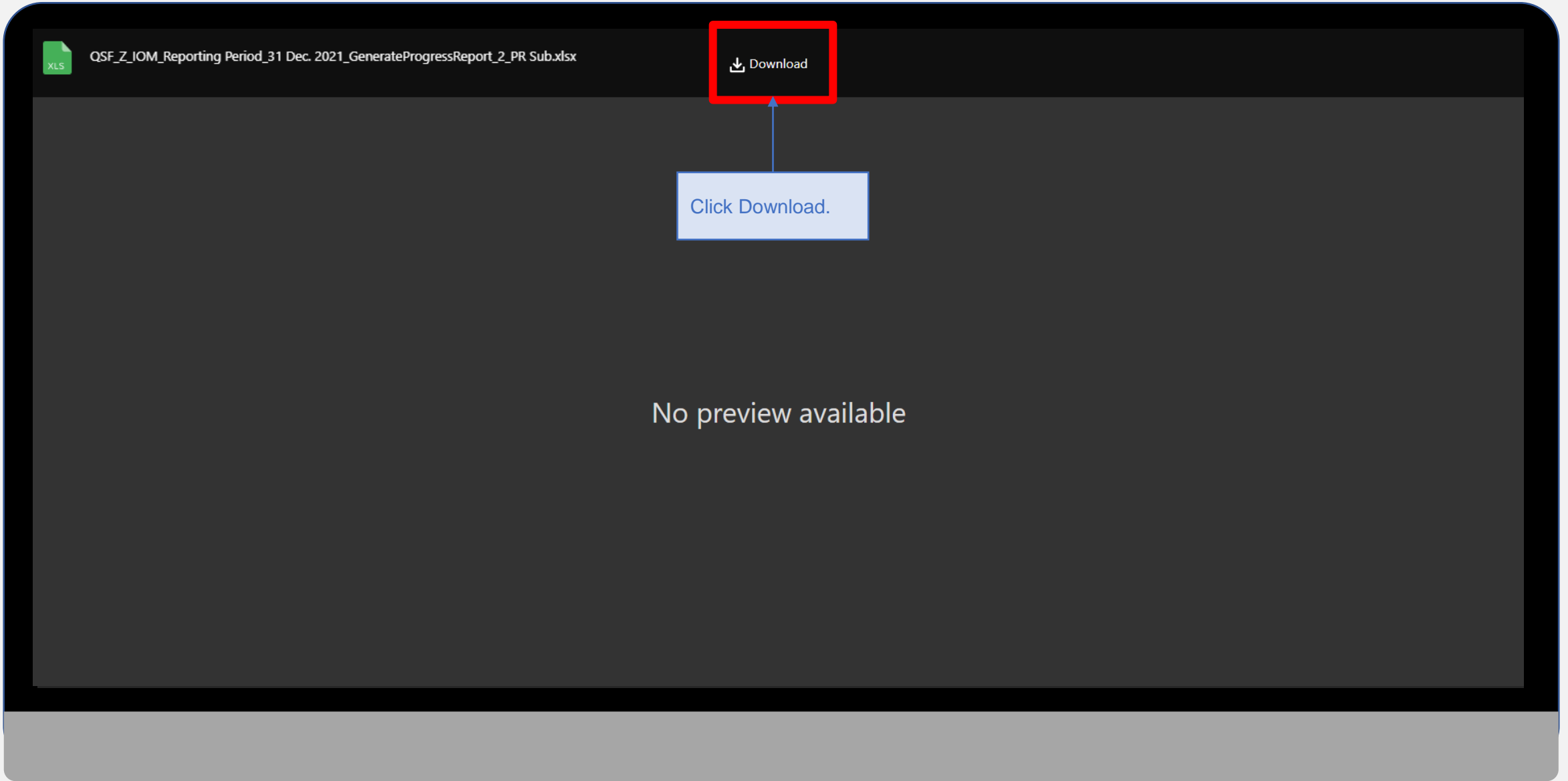
# **PARTNER PORTAL LEARNING SERIES**

## **How to download and submit PU/DRs from the Partner Portal**

| Step 6f |  
The LFA downloads  
the PU/DR to review.



Go back to the  
process page



Home Page

Principal  
Recipient (PR)

Local Fund  
Agent (LFA)

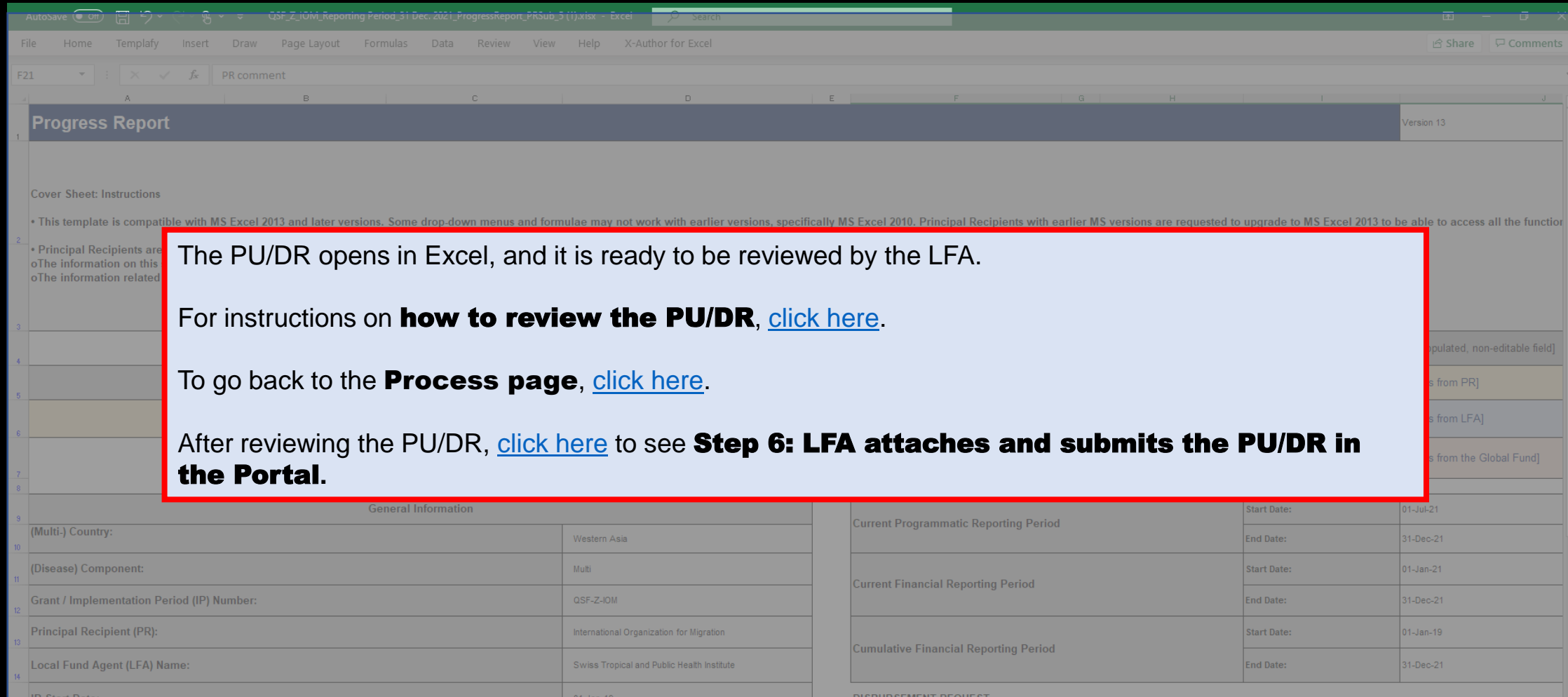
# PARTNER PORTAL LEARNING SERIES

## How to download and submit PU/DRs from the Partner Portal

| Step 6g |  
The LFA downloads  
the PU/DR to review.



Go back to the  
process page



The PU/DR opens in Excel, and it is ready to be reviewed by the LFA.

For instructions on **how to review the PU/DR**, [click here](#).

To go back to the **Process page**, [click here](#).

After reviewing the PU/DR, [click here](#) to see **Step 6: LFA attaches and submits the PU/DR in the Portal**.

General Information		Current Programmatic Reporting Period	
(Multi-) Country:	Western Asia	Start Date:	01-Jul-21
(Disease) Component:	Multi	End Date:	31-Dec-21
Grant / Implementation Period (IP) Number:	QSF-Z-IOM	Start Date:	01-Jan-21
Principal Recipient (PR):	International Organization for Migration	End Date:	31-Dec-21
Local Fund Agent (LFA) Name:	Swiss Tropical and Public Health Institute	Start Date:	01-Jan-19
		End Date:	31-Dec-21

Home Page

Principal  
Recipient (PR)

Local Fund  
Agent (LFA)

# PARTNER PORTAL LEARNING SERIES

## How to download and submit PU/DRs from the Partner Portal



Go back to the process page

AutoSave On PUDR\_prototype\_14Oct21\_IT\_Final.xlsx - Last Modified: 21-Dec-21

File Home Templafy Insert Draw Page Layout Formulas Data Review View Help X-Author for Excel Share Comments

B9 Indicator Type

Progress Report with Disbursement Request

Section 1: Progress

Guidance: The table includes information on:

- Are included in the report
- Are due for reporting
- Were due for reporting

Data validation check

A. Impact / Outcomes

Indicator Type	Description	Target	Actual	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	Country / of ts	Numerator (#)
Impact	Malaria I-10(M): Annual parasite incidence: Confirmed malaria cases (microscopy or RDT): rate per 1000 persons per year (Elimination settings)	10	100						0.011					2016	29-Feb-20			Bangladesh		
Impact	Malaria I-3.1(M): Inpatient malaria deaths per year: rate per 100,000 persons per year								0.045					2016	29-Feb-20			Bangladesh		
Impact	Malaria I-2.1: Confirmed malaria cases (microscopy or RDT): rate per 1000 persons per year								1.09					2016	29-Feb-20			Bangladesh		

For instructions on **Step 7: LFA reviews the PU/DR in Excel**, [click here](#).

After reviewing the PU/DR, [click here](#) to see **Step 8: LFA attaches and submits the PU/DR in the Portal**.

Home Page

Principal Recipient (PR)

Local Fund Agent (LFA)

# PARTNER PORTAL LEARNING SERIES

## How to download and submit PU/DRs from the Partner Portal

| Step 8a |  
LFA attaches and submits  
the PU/DR in the Portal.



Go back to the process page

English | Français | Español
Online Patricia Rouzier

If the LFA determines that the PR needs to resubmit the PU/DR (because it is of such low quality that the review cannot proceed), they can **Request Resubmission from PR** on the **Submission** tab. In this case, the process goes back to the Global Fund, who decides whether to forward the request to the PR.

**The LFA has 2 working days from the receipt of the PU/DR to review and request a resubmission, if required.**

Period: n/a  
Disbursement Request: n/a

USD

Documents

Submission

**Submission**

Request Resubmission from PR

**Mandatory Documents**

The following documents are mandatory. If missing or not correct, please submit the mandatory files.

Status	Document Type	Document Name	LFA File	Attached Date	Attached By
✘ Missing	PU/DR	QSF_Z_IOM_Reporting Period_31 Dec. 2021_GenerateProgressReport_2_PR Sub.xlsx	N/A	N/A	N/A
✘	Signed PU/DR	QSF Z IOM Reporting Period 31	N/A	N/A	N/A

If the LFA is ready to submit the PU/DR, the LFA accesses the **Documents** tab.

# PARTNER PORTAL LEARNING SERIES

## How to download and submit PU/DRs from the Partner Portal

| Step 8b |  
LFA attaches and submits  
the PU/DR in the Portal.



Go back to the process page

English | Français | Español Online Patricia Rouzier

**THE GLOBAL FUND** Home PUDR Pulse Check Report Issue

/ PUDR / QSF-Z-IOM period ending 31-Dec-21 / Documents

Current Programmatic Reporting Period	Current Financial Reporting Period	Cumulative Financial Reporting Period	Disbursement Request Execution Period	Disbursement Request Buffer Period	Implementation Period Currency
01-Jul-21 31-Dec-21	01-Jan-21 31-Dec-21	01-Jan-19 31-Dec-21	n/a n/a	n/a n/a	USD

Documents
Submission

Click **Attach Documents** on the **Documents** tab

### Documents

**Download PU/DR Form**

Password to download PU/DR

**CKGmaQCca**

Download

**Attach Documents**

Attach mandatory and supporting documents here

Attach Documents

**Review Previously Attached Documents**

If the documents are ready for submission, please navigate to the "Submission" tab (Submitters only)

View Documents

# PARTNER PORTAL LEARNING SERIES

## How to download and submit PU/DRs from the Partner Portal

| Step 8c |  
LFA attaches and submits  
the PU/DR in the Portal.



Go back to the process page

English | Français | Español

THE GLOBAL FUND Home **PUDR** Pulse Check Report Issue

/ PUDR / QSF-Z-IOM period ending 31-Dec-21 / Documents

Current Programmatic Reporting Period: 01-Jul-21 to 31-Dec-21

Current Financial Reporting Period: Y1789176

Cumulative Financial Reporting Period: Y1789176

Disbursement Request Execution Period: Y1789176

Disbursement Request Buffer Period: Y1789176

Implementation Period Currency: USD

Documents | Submission

### Documents

**Download PU/DR Form**

Password to download PU/DR: CKGmaQCa

**+ ADD**

**Download**

### Attachments

**Attach Documents**

Select  Files No file chosen

Select  
Signed-Progress-Report  
Management-Issues-and-Actions Annex  
**Progress-Report**

Files No file chosen

The PU/DR and Signed PU/DR are mandatory documents for submission.

In the pop-up window, select **Progress-Report** and click **Choose Files**.

Home Page

Principal Recipient (PR)

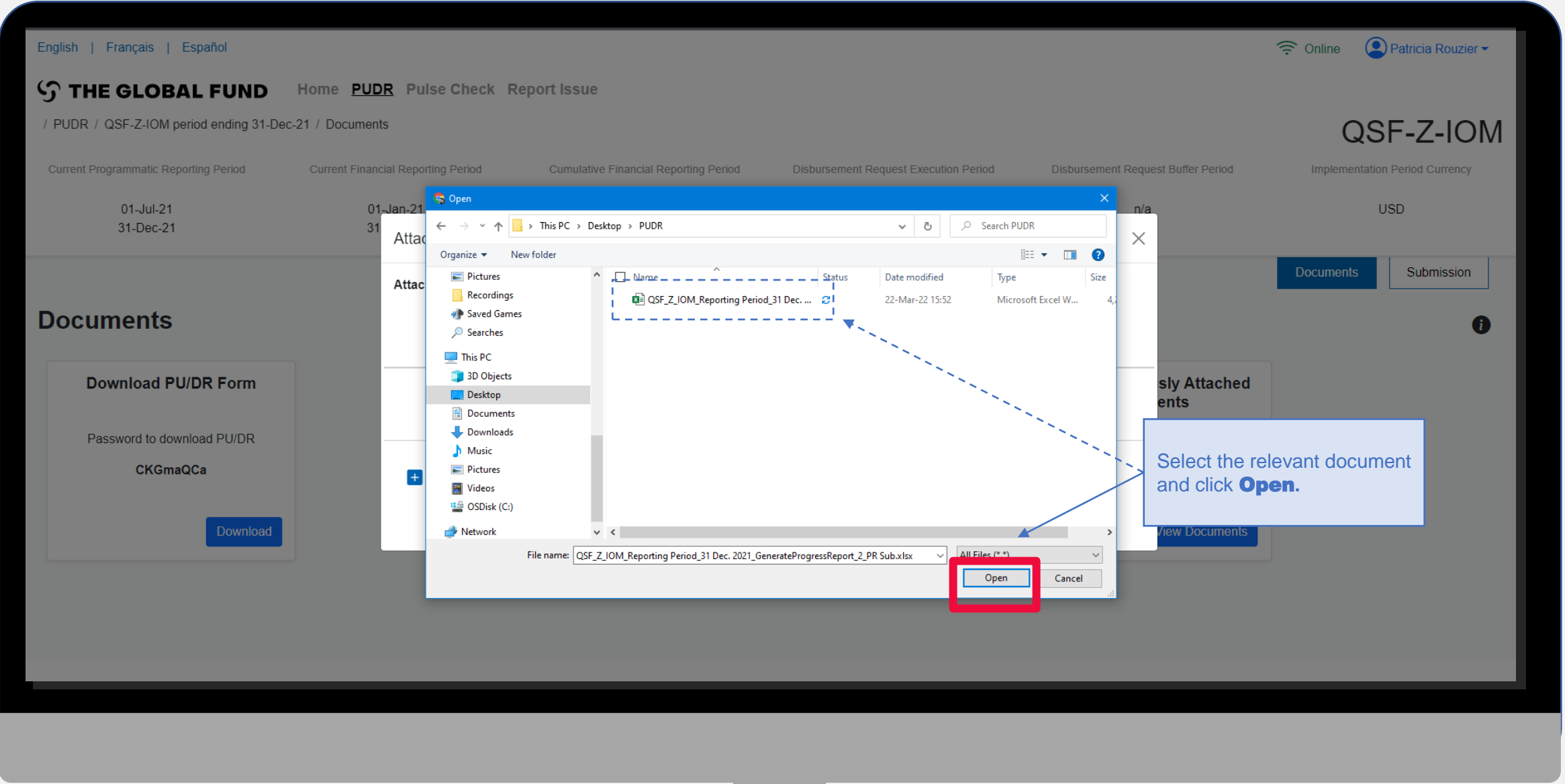
Local Fund Agent (LFA)

# PARTNER PORTAL LEARNING SERIES

## How to download and submit PU/DRs from the Partner Portal

| Step 8d |  
LFA attaches and submits  
the PU/DR in the Portal.

  
Go back to the  
process page



Home Page  
Principal Recipient (PR)  
Local Fund Agent (LFA)



# PARTNER PORTAL LEARNING SERIES

## How to download and submit PU/DRs from the Partner Portal

| Step 8e |  
LFA attaches and submits  
the PU/DR in the Portal.



Go back to the process page

The screenshot shows the Partner Portal interface with an 'Attachments' modal window open. The modal has a title bar with a close button (X) and a section titled 'Attach Documents'. It contains four rows of document selection options, each with a dropdown menu and a 'Choose Files' button. The first row is for 'Signed-Progress-Report', the second for 'Progress-Report', the third for 'Select' (with a dropdown menu open showing options: 'Signed-Progress-Report', 'Progress-Report', 'Annex', and 'Management-Issues-and-Actions'), and the fourth for another 'Select' option. A red box highlights the '+ ADD' button in the bottom left of the modal. A blue dashed box highlights the third row. A blue callout box points to the '+ ADD' button with the text: 'Attach the remaining documents and select the document type. To add additional documents, click **Add**.' An orange warning box at the bottom contains a warning icon and the text: 'The PU/DR (Excel) and Signed PU/DR (PDF or Excel with e-signature) are mandatory documents for submission.' The background shows the 'Documents' section of the portal with a table of reporting periods and a 'Download PU/DR Form' button.

Home Page  
Principal Recipient (PR)  
Local Fund Agent (LFA)

# PARTNER PORTAL LEARNING SERIES

## How to download and submit PU/DRs from the Partner Portal

| Step 8f |  
LFA attaches and submits  
the PU/DR in the Portal.



Go back to the process page

The screenshot shows the Partner Portal interface with a pop-up window titled "Attachments". The pop-up window contains a table for attaching documents:

Document Type	File Name
Signed-Progress-Report	Choose Files QSF_Z_IO...PR Sub.xlsx
Progress-Report	Choose Files QSF_Z_IO...PR Sub.xlsx
Annex	Choose Files QSF_Z_IO...PR Sub.xlsx
Management-Issues-and-Actions	Choose Files QSF_Z_IO...PR Sub.xlsx
+ ADD	Select Choose Files No file chosen

Below the table, it states: "The PU/DR and Signed PU/DR are mandatory documents for submission."

A blue callout box with an arrow pointing to a red "X" icon in the top right corner of the pop-up window contains the text: "Once attached, the documents are automatically saved. Close the pop-up window to access the main Partner Portal window."

Home Page

Principal Recipient (PR)

Local Fund Agent (LFA)

# PARTNER PORTAL LEARNING SERIES

## How to download and submit PU/DRs from the Partner Portal

| Step 8g |  
LFA attaches and submits  
the PU/DR in the Portal.



Go back to the process page

The screenshot shows the Partner Portal interface for user Patricia Rouzier. The breadcrumb trail is: Home > PUDR > Pulse Check > Report Issue > PUDR > QSF-Z-IOM period ending 31-Dec-21 > Documents. The main content area is titled "QSF-Z-IOM" and displays a table with the following data:

Current Programmatic Reporting Period	Current Financial Reporting Period	Cumulative Financial Reporting Period	Disbursement Request Executed	Implementation Period Currency
01-Jul-21 31-Dec-21	01-Jan-21 31-Dec-21	01-Jan-19 31-Dec-21	n/a n/a	USD

Below the table, there are three main sections:

- Download PU/DR Form**: Includes a password "CKGmaQCa" and a "Download" button.
- Attach Documents**: Includes the instruction "Attach mandatory and supporting documents here" and an "Attach Documents" button.
- Review Previously Attached Documents**: Includes the instruction "If the documents are ready for submission, please navigate to the 'Submission' tab (Submitters only)" and a "View Documents" button.

At the top right of the main content area, there are two tabs: "Documents" and "Submission". The "Submission" tab is highlighted with a red box. A blue callout box with the text "Click on the Submission tab." has an arrow pointing to the "Submission" tab. An information icon (i) is located below the "Submission" tab.

Home Page

Principal Recipient (PR)

Local Fund Agent (LFA)

# PARTNER PORTAL LEARNING SERIES

## How to download and submit PU/DRs from the Partner Portal

| Step 8h |  
LFA attaches and submits  
the PU/DR in the Portal.



Go back to the process page

English | Français | Español Online Patricia Rouzier

**THE GLOBAL FUND** Home PU/DR Pulse Check Report Issu

/ PU/DR / QSF-Z-IOM period ending 31-Dec-21 / Submission

Current Programmatic Reporting Period: 01-Jul-21 to 31-Dec-21  
 Current Financial Reporting Period: 01-Jan-21 to 31-Dec-21

The following documents are mandatory.

Only contacts with **Submitter rights** can press the button **submit**. This button will be disabled:

- For contacts with Editor rights.
- If the mandatory documents are not attached (PU/DR form and signed PU/DR form).
- If the PU/DR is already submitted.

For instructions on **how to create or update a contact with Submitter rights**, click [here](#) to access the Grant Entity Data interactive guide.

Check whether the documents are uploaded correctly and click **Submit to the Global Fund**.

Status	Document Type	Document Name	LFA File	Attached Date	Attached By
✓ Uploaded	PU/DR	QSF_Z_IOM_Reporting Period_31 Dec. 2021_GenerateProgressReport_2_PR Sub.xlsx	QSF_Z_IOM_Reporting Period_31 Dec. 2021_GenerateProgressReport_2_PR Sub.xlsx	22-Mar-22 07:08 PM	Patricia Rouzier
✓ Uploaded	Signed PU/DR	QSF_Z_IOM_Reporting Period_31 Dec. 2021_GenerateProgressReport_2_PR Sub.xlsx	QSF_Z_IOM_Reporting Period_31 Dec. 2021_GenerateProgressReport_2_PR Sub.xlsx	22-Mar-22 07:21 PM	Patricia Rouzier

[View all attached documents](#)

If the documents are ready for submission, please click **Submit** to send the PU/DR to the Global Fund. You will no longer be able to edit the PU/DR after submission.

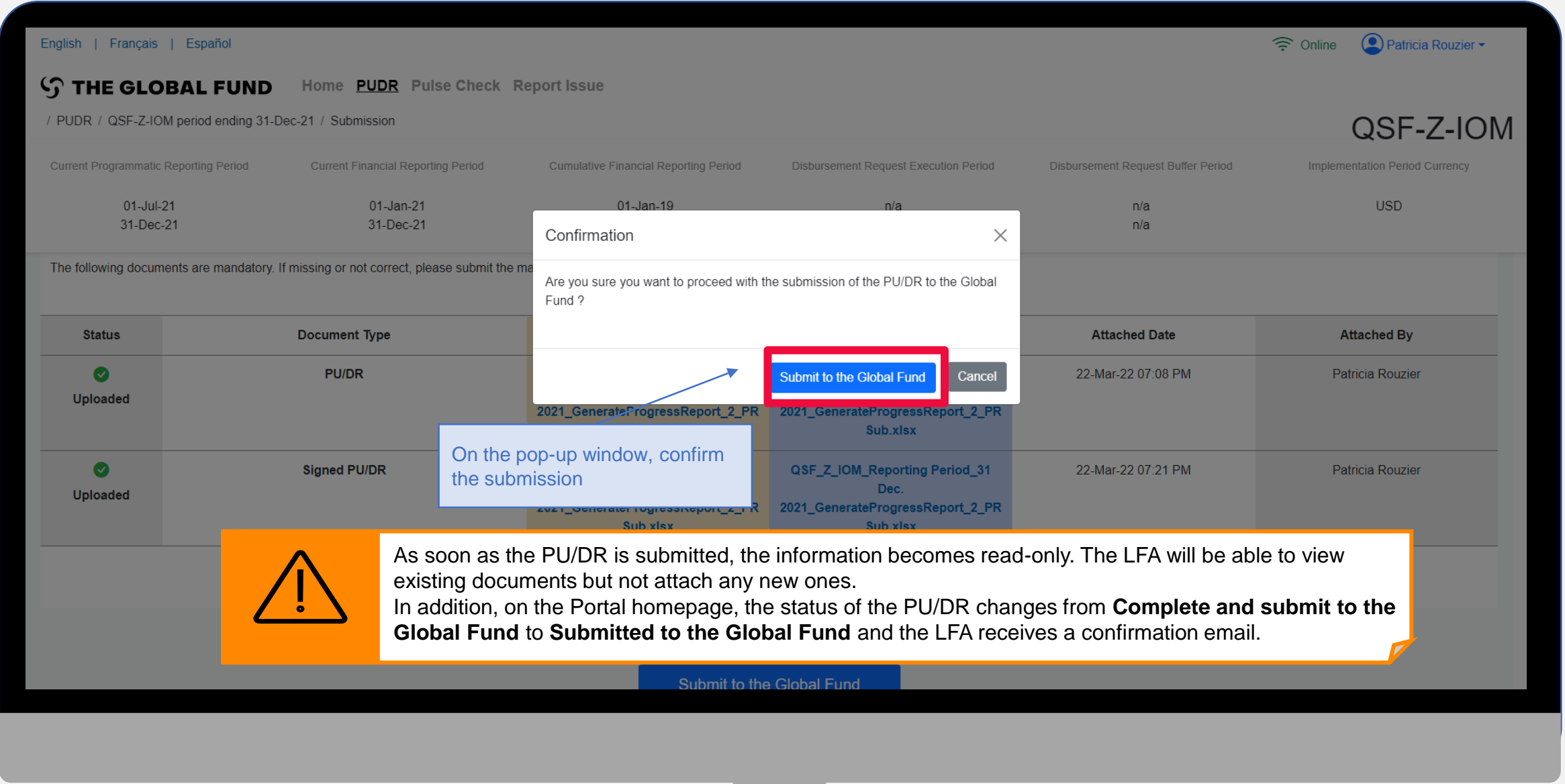
[Submit to the Global Fund](#)

# PARTNER PORTAL LEARNING SERIES

## How to download and submit PU/DRs from the Partner Portal


| Step 8i |  
LFA attaches and submits  
the PU/DR in the Portal.

  
Go back to the  
process page



The screenshot shows the Partner Portal interface for a Principal Recipient (PR). The main content area displays a table of documents with columns for Status, Document Type, Attached Date, and Attached By. A confirmation pop-up window is overlaid on the table, asking "Are you sure you want to proceed with the submission of the PU/DR to the Global Fund?". A red box highlights the "Submit to the Global Fund" button in the pop-up. A blue callout box points to this button with the text "On the pop-up window, confirm the submission".

Status	Document Type	Attached Date	Attached By
Uploaded	PU/DR	22-Mar-22 07:08 PM	Patricia Rouzier
Uploaded	Signed PU/DR	22-Mar-22 07:21 PM	Patricia Rouzier

 As soon as the PU/DR is submitted, the information becomes read-only. The LFA will be able to view existing documents but not attach any new ones. In addition, on the Portal homepage, the status of the PU/DR changes from **Complete and submit to the Global Fund** to **Submitted to the Global Fund** and the LFA receives a confirmation email.

Home Page  
Principal Recipient (PR)  
Local Fund Agent (LFA)

# PARTNER PORTAL LEARNING SERIES

## How to download and submit PU/DRs from the Partner Portal

| Step 8j |  
LFA attaches and submits  
the PU/DR in the Portal.



Go back to the  
process page

This screen concludes **Step 8: LFA attaches and submits the PU/DR in the Portal.**

[Click here](#) to return to the process page.

Home Page

Principal  
Recipient (PR)

Local Fund  
Agent (LFA)

# PARTNER PORTAL LEARNING SERIES

## How to download and submit PU/DRs from the Partner Portal

| Step 11a |  
LFA downloads the  
Performance Letter



Go back to the process page

### Email inbox

**Noreply-GOS**  
PU/DR GUY-M-MOH P03 Performance...

**Noreply-GOS**  
[GOS Grant-Making Notification]

**Noreply-GOS**  
PU/DR GUY-M-MOH P03 rating has be...

**Sender 2**  
Subject 2

**Sender 5**  
Subject 5

**Sender 6**  
Subject 6

**Sender 7**  
Subject 7

**Sender 8**  
Subject 8

### PU/DR: GUY-M-MOH Performance Letter is available

noreply-GOS <noreply-gos@theglobalfund.org>

Performance Letter

This is an automatic message from the Global Fund Partner Portal: Please do not reply.

The Performance Letter for GUY-M-MOH P03 Reporting Period 1-Jul-21 to 31-Dec-21 was released by the Global Fund.

Please use this [link](#) to access the Performance Letter.

This step completes the PR reporting process for the Reporting Period 1-Jul-21 to 31-Dec-21

Please do not hesitate to contact your Country Team if you have questions

1. As soon as the **Performance Letter** is made available by the Global Fund, an e-mail notification is sent to the PR with the CCM and LFA in copy\*1.

2. You may access the letter by clicking on the e-mail attachment. To access the letter and other documents in the Portal, click on the **link** in the body of the e-mail \*2.



\*1) The e-mail is sent to the PR (Representative for Legal Notices, Signatory for Disbursements, Submitter(s), Editor(s)), with copy to CCM (Chair, Vice Chair, Civil Society Representative), LFA (Team Leader, Signatory for Disbursements, Submitter(s), Editor(s)), and Country Team members. For more information on how to submit changes to the GED, refer to this [link](#).

\*2) Note that only those with access to the Partner Portal can access the link in the e-mail and other supporting documents. The remaining recipients with no Portal access can view the letter by downloading the e-mail attachment.

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Principal Recipient (PR)

Local Fund Agent (LFA)

# PARTNER PORTAL LEARNING SERIES

## How to download and submit PU/DRs from the Partner Portal

| Step 11b |  
LFA downloads the  
Performance Letter



Go back to the process page

/ PUDR

Submitted to the Global Fund

<p>IP Dates: 01-Jan-21 - 31-Dec-23</p> <p><b>GHA-C-MOH</b> Excel File</p> <p>Reporting Period Start Date: <b>01-Jul-21</b></p> <p>Reporting Period End Date: <b>31-Dec-21</b></p> <p>PU/DR Due Date: <b>12-Apr-22</b></p> <p>Last Modified: Ana Lucia Rendon   23-Mar-22 03:18 PM</p>	<p>IP Dates: 01-Jan-21 - 31-Dec-23</p> <p><b>GHA-M-AGAMaI</b> Excel File</p> <p>Reporting Period Start Date: <b>01-Jul-21</b></p> <p>Reporting Period End Date: <b>31-Dec-21</b></p> <p>PU/DR Due Date: <b>13-Apr-22</b></p> <p>Last Modified: Ana Lucia Rendon   24-Mar-22 04:53 PM</p>	<p>IP Dates: 01-Jul-19 - 30-Jun-22</p> <p><b>GAB-T-CERMEL</b> Excel File</p> <p>Reporting Period Start Date: <b>01-Jan-21</b></p> <p>Reporting Period End Date: <b>31-Dec-21</b></p> <p>PU/DR Due Date: <b>14-Apr-22</b></p> <p>Last Modified:</p>
<p>IP Dates: 01-Jan-21 - 31-Dec-23</p> <p><b>GHA-M-MOH</b> Excel File</p> <p>Reporting Period Start Date: <b>01-Jul-21</b></p> <p>Reporting Period End Date: <b>31-Dec-21</b></p> <p>PU/DR Due Date: <b>03-Jul-22</b></p> <p>Last Modified: Ana Lucia Rendon   13-Jun-22 05:32 PM</p>	<p>IP Dates: 01-Jan-20 - 31-Dec-22</p> <p><b>ALB-C-MOH</b> Excel File</p> <p>Reporting Period Start Date: <b>01-Jan-21</b></p> <p>Reporting Period End Date: <b>31-Dec-21</b></p> <p>PU/DR Due Date: <b>19-Jun-22</b></p> <p>Last Modified: Issiaka Ouattara   30-May-22 04:01 PM</p>	
<p>IP Dates: 01-Jan-20 - 31-Dec-22</p> <p><b>GUY-M-MOH</b> Excel File</p> <p>Reporting Period Start Date: <b>01-Jan-21</b></p> <p>Reporting Period End Date: <b>31-Dec-21</b></p> <p>PU/DR Due Date: <b>04-Jul-22</b></p> <p>Last Modified: Ana Lucia Rendon   14-Jun-22 11:22 AM</p>	<p>IP Dates: 01-Jan-19 - 31-Dec-21</p> <p><b>SUR-C-MOH</b> Excel File</p> <p>Reporting Period Start Date: <b>01-Jan-21</b></p> <p>Reporting Period End Date: <b>31-Dec-21</b></p> <p>PU/DR Due Date: <b>22-May-22</b></p> <p>Last Modified: Jan de Jong   13-May-22 12:21 AM</p>	

Note that after the PU/DR is validated by the Global Fund, its status changes to **Fully Validated by the Global Fund**

The letter is available under the status **Performance Letter received**. Click on the name of the grant to access the documents.

Fully validated by the Global Fund

Performance Letter received

GUY-M-MOH

Home Page

Principal Recipient (PR)

Local Fund Agent (LFA)



# PARTNER PORTAL LEARNING SERIES

## How to download and submit PU/DRs from the Partner Portal

| Step 11c |  
LFA downloads the  
Performance Letter



Go back to the  
process page

English | Français | Español Online Ana Lucia Rendon

**THE GLOBAL FUND** Home PU/DR Pulse Check Report Issue

/ PU/DR / GUY-M-MOH period ending 31-Dec-21 / Documents GUY-M-MOH

Current Programmatic Reporting Period	Current Financial Reporting Period	Cumulative Financial Reporting Period	Disbursement Request Execution Period	Disbursement Request Buffer Period	Implementation Period Currency
01-Jan-21 31-Dec-21	01-Jan-21 31-Dec-21	01-Jan-20 31-Dec-21	01-Jan-22 31-Dec-22	n/a n/a	USD

[Documents](#) [Submission](#)

### Documents i

**Download PU/DR Form**

Password to download PU/DR

**dzmPwuok**

[Download](#)

**Attach Documents**

Attach mandatory and supporting documents here

[Attach Documents](#)

**Review Previously Attached Documents**

If the documents are ready for submission, please navigate to the "Submission" tab (Submitters only)

[View Documents](#)

**The Global Fund Documents**

Performance Letter and other documents attached by the Global Fund.

[View Documents](#)

Note that the sections **Download PU/DR Form** and **Attach Documents** are now disabled

Click **View Documents** in the **The Global Fund Documents** box

Home Page

Principal Recipient (PR)

Local Fund Agent (LFA)

# PARTNER PORTAL LEARNING SERIES

## How to download and submit PU/DRs from the Partner Portal

| Step 11d |  
LFA downloads the  
Performance Letter



Go back to the process page

/ PUDR / GUY-M-MOH period ending 31-Dec-22 / Documents

Return to PUDR ↩

GUY-M-MOH

Programmatic Reporting Period	Current Financial Reporting Period	Cumulative Financial Reporting Period	Disbursement Request Execution Period	Disbursement Request Buffer Period	Implementation Period Currency
01-Jan-21	01-Jan-21	01-Jan-20 31-Dec-22	01-Jan-22 31-Dec-22	n/a n/a	USD

Click **Download** to download the desired document

Refresh

<input type="checkbox"/>	DOWNLOAD	FILE NAME	ORIGINAL FILE NAME	FILE TYPE	FILE EXTENSION	LANGUAGE	VERSION	CREATED DATE	CREATED BY	ROLE
<input type="checkbox"/>	Download	GUY_M_MOH_R...	Performance Letter...	Performance Lett...	pdf	English	1	2022-06-14 02:01 PM	Filippo Iarrera	
<input type="checkbox"/>	Download	Supporting Document	Supporting Doc...	Other	pdf	English		2022-06-14 01:26 PM	Devarshi Mandal	
<input type="checkbox"/>	Download	Supporting Document	Supporting Doc...	Other	pdf	English		2022-06-14 01:26 PM	Devarshi Mandal	
<input type="checkbox"/>	Download	GUY_M_MOH_R...	GUY_M_MOH_PUDR_Exp...	Generate Progre...	xlsx	English	1	2022-02-25 12:38 PM	Maria Petro Brunal	

Download selected documents

◀ First | < | 1 | > | Last ▶



You can download multiple documents by checking the boxes and clicking **Download Selected Document**

Home Page

Principal Recipient (PR)

Local Fund Agent (LFA)

# PARTNER PORTAL LEARNING SERIES

## How to download and submit PU/DRs from the Partner Portal



Go back to the  
process page

This step completes the **PU/DR reporting process**. In case of questions on the Performance Letter and documents shared, please contact your Country Team.

[Click here](#) to return to the process page.

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Local Fund  
Agent (LFA)