

Grant Entity Data (GED) Interactive Manual

Who am I?

Select from the below

Global Fund External Stakeholders



Principal Recipient (PR) | [Go to page 2](#)



Local Fund Agent (LFA) | [Go to page 148](#)



Country Coordinating Mechanism (CCM) | [Go to page 107](#)



Third Party | [Go to page 229](#)

Grant Entity Data (GED) Interactive Manual

Select the type of change request

Select from the below



[Select Another External Stakeholder](#)

Organization information Change Requests



Create New Organization
| *page 3*



Update Organization Information
| *page 4*

Contact Information Change Requests



Create Contacts
| *page 56*



Update Contacts
| *page 76*



Deactivate Contacts
| *page 96*

Banking information Change Requests



Create banking information
| *page 15*



Update banking information
| *page 29*



Deactivate banking information
| *page 43*

The steps assigned to you are highlighted in the red boxes

Follow the steps below



Select Another
External Stakeholder



Select Another PR
Change Request



Grant Entity Data (GED) Interactive Manual

The steps assigned to you are highlighted in the red boxes

PR | Update Organization Information

Follow the steps below



Select Another
External Stakeholder



Select Another PR
Change Request



Step 1

PR contact with Access Rights accesses the [Global Fund Partner Portal](#).



Step 2

PR contact with Access Rights submits change request to *update organization information*, including supporting documents¹.



Click to see
detailed steps in
the system



Step 3

Global Fund reviews and validates the changes.

Updated GED reflected in
[Global Fund Partner Portal](#)



¹ 1 See [Operational Policy Manual \(OPM\)](#) Annex 3 on required supporting documents

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2. Should you agree, click **OK** to proceed



[Back to the overview of the steps for this request](#)



[Back to the overview of the steps for this request](#)

Click on the icon at the top left of the page (App Launcher)

Home

Welcome!

Use App Launcher to choose what portal you want to open



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App Launcher

Search apps...

▼ All Apps



[Grant Entity Data](#)



[Landing Page](#)



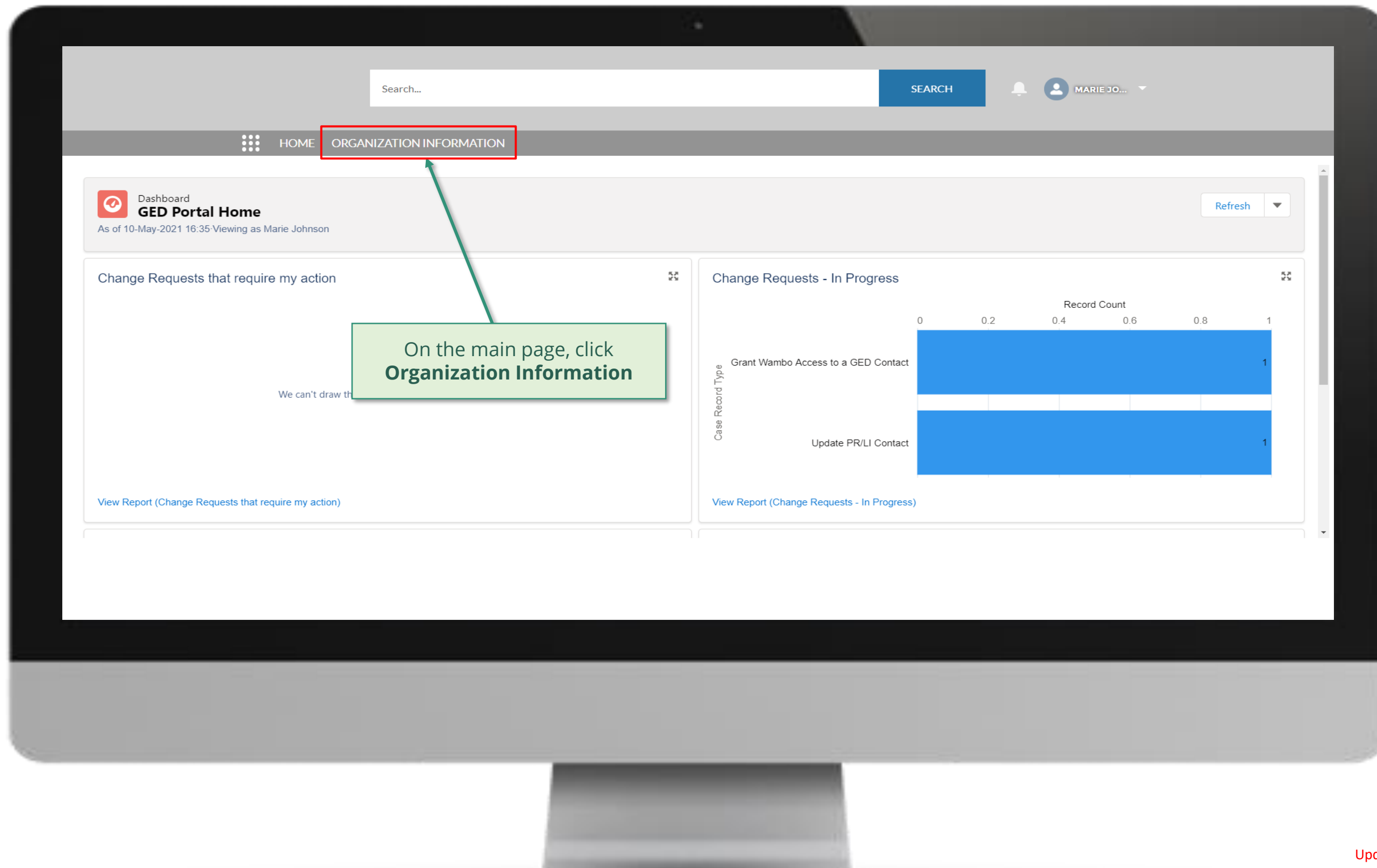
Click **Grant Entity Data**

Step 2c

Principal Recipient (PR)
Update Organization Information

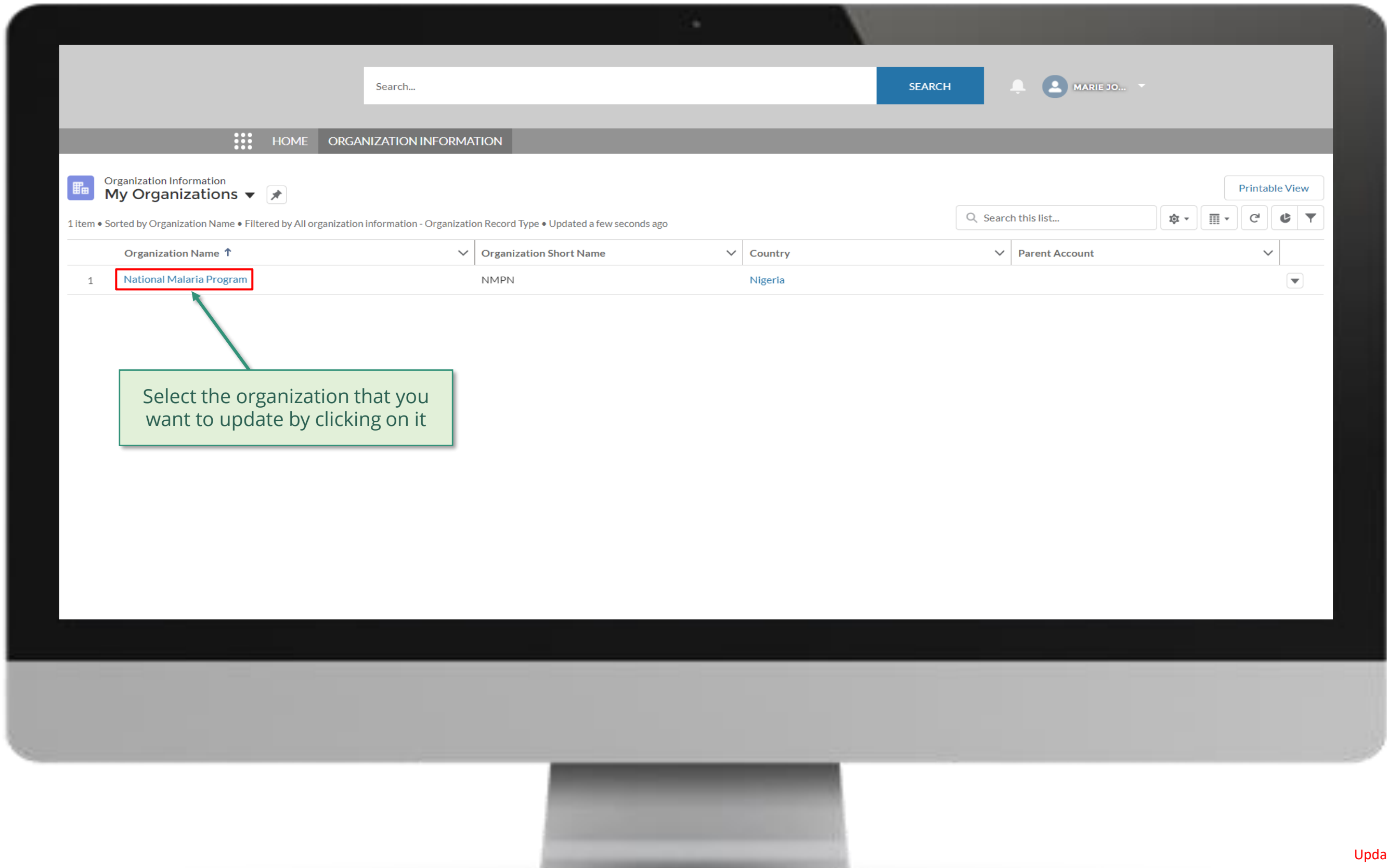


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HOME

ORGANIZATION INFORMATION

Organization Information

National Malaria Program

Update Organization

Create Contact

Update Contact

Organization Short Name

Organization Grant Abbreviation

Integration Status

#Open Change Requests for Organization

#Open Change Requests for Contacts

#Open Change Requests for Banking

NMPN

NGA - M

Completed

0

2

0

DETAILS

ACCOUNT ROLES

CONTACTS

BANKING DETAILS

CHANGE REQUESTS

FILES

MORE

Organization Details

Organization Name

National Malaria Program

Organization Short Name

NMPN

Parent Account

Website

Communication Language

English

Address Information

Address Type

Office Address

Zip/Postal Code

16000

Role

PR

Organization Type

Governmental Organization

Organization Sub-Type

Ministry of Health

Organization Grant Abbreviation

NGA - M

Click Update Organization



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ORGANIZATION INFORMATION

Organization Information

National Malaria Program

Organization Short Name

NMPN

Organization Grant Abbreviation

NGA - M

DETAILS

ACCOUNT ROLES

CONTACTS

BANKING DETAILS

Organization Details

Organization Name

National Malaria Program

Organization Short Name

NMPN

Parent Account

Website

Communication Language

English

Address Information

Address Type

Office Address

Update Organization

Organization Detail

* Organization Name

National Malaria Program - New Name

* Organization Grant Abbreviation

NGA - M

* Organization Short Name

NMPN

* Communication Language

English

Select the preferred communication language with the Global Fund.

Primary Address Information

* Address Type

Office Address

* Address Line 1

Main Boulevard 35

Address Line 2

Zip/Postal Code

16000

Next

1. Change the information that needs to be updated

2. Once all the changes are done, click **Next**



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request

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ORGANIZATION INFORMATION

Organization Information

National Malaria Program

Organization Short Name

NMPN

Organization Grant Abbreviation

NGA - M

Update Organization

Create Contact

Update Contact

DETAILS

ACCOUNT ROLES

CONTACTS

BANKING DE

Organization Details

Organization Name

National Malaria Program

Organization Short Name

NMPN

Parent Account

Website

Communication Language

English

Address Information

Address Type

Office Address

Zip/Postal Code

16000

Update Organization

Create Contact

Update Contact

Reference Template

Upload Files

Or drop files

The attached supporting documents will be visible in the Files tab of the change request upon submission.

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Next

Attach the supporting documents and click **Next**



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National Malaria Program

Update Organization

Create Contact

Update Contact

Organization Short Name

Organization Grant Abbreviation

Integration Status

#Open Change Requests for Organization

#Open Change Requests for Contacts

#Open Change Requests for Banking

NMPN

NGA - M

0

DETAILS

ACCOUNT ROLES

CONTACTS

BANKING DE

Organization Details

Organization Name

National Malaria Program

Organization Short Name

NMPN

Parent Account

Website

Communication Language

English

Address Information

Address Type

Office Address

Zip/Postal Code

16000

Governmental Organization

Organization Sub-Type

Ministry of Health

Organization Grant Abbreviation

NGA - M

Update Organization

Your request was succesfully submitted. Click [here](#) to open it.

Finish

The request is submitted.
You can see more details by
clicking on the blue link

Search...

SEARCH

MARIE JO...

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ORGANIZATION INFORMATION

Change Request

00022057

+ Follow

1

Request Record Type

Update PR/LI Organization Information

2

Request status

Pending Global Fund Review

3

Integration Status

Pending Global Fund Review

4

Case History (2)

Date	Field	User	Original Value
10/05/2021 16:52	Created.	Marie Johnson	
10/05/2021 16:52	Organization Name	Marie Johnson	National Malaria Program

4

DETAILS

FILES

Organization Information

Organization Name ⓘ
National Malaria Program - New Name

Organization Short Name ⓘ

Note!

You can access details on the newly created request by clicking on the tabs and scrolling down the page

You can now see the details of your successfully submitted change request:

- 1. Change request type
- 2. Change request status
- 3. Chevron status bar indicating the current status of the change request and an overview of the process
- 4. The change request details



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Click here to go back to the overview page

Grant Entity Data (GED) Interactive Manual

The steps assigned to you are highlighted in the red boxes

PR | Create Banking Information

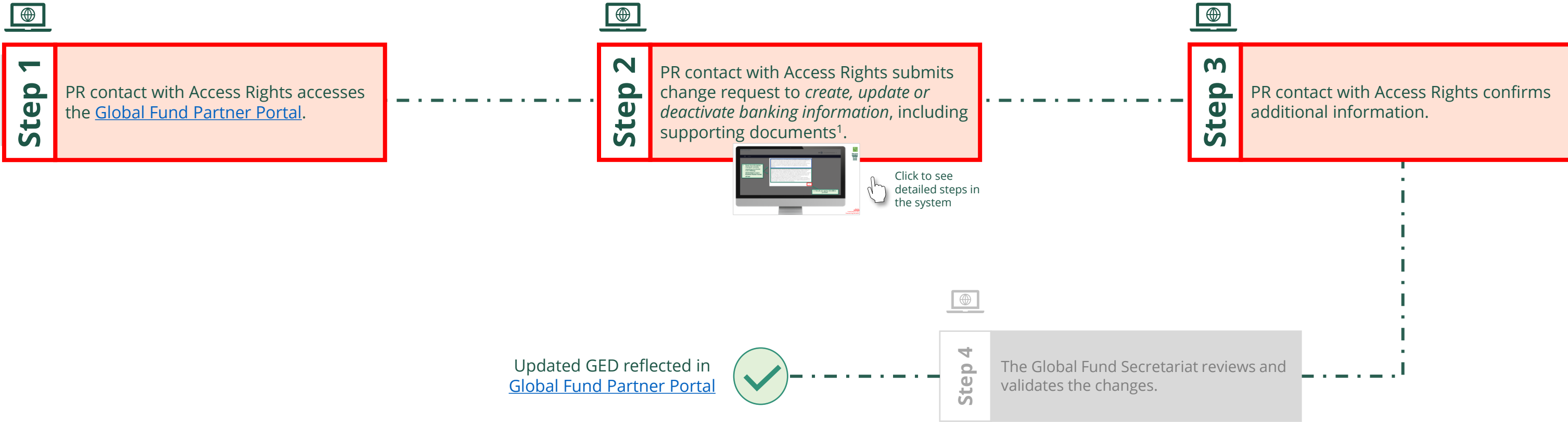
Follow the steps below



Select Another
External Stakeholder



Select Another PR
Change Request



¹ 1 See [Operational Policy Manual \(OPM\)](#) Annex 3 on required supporting documents



Home

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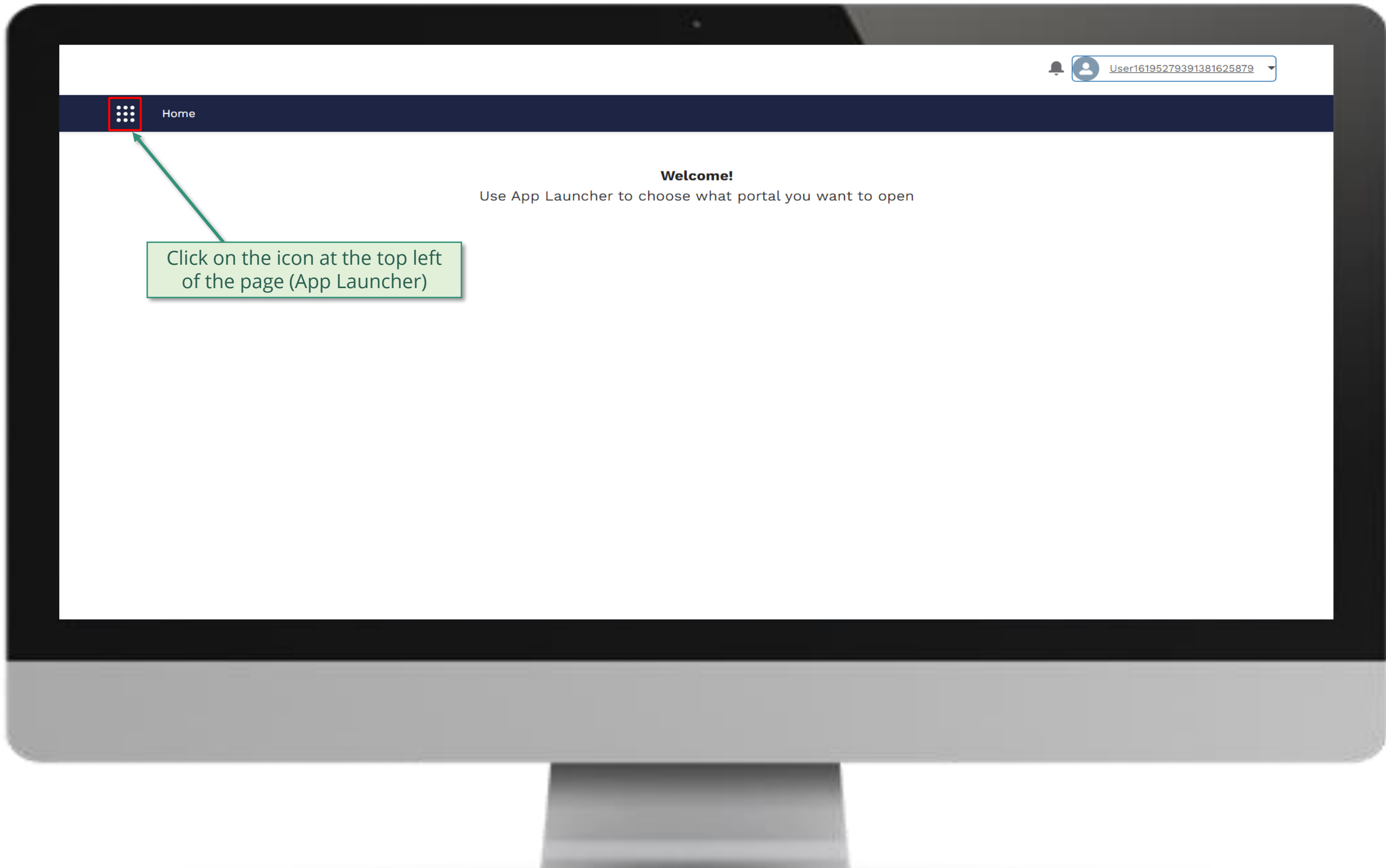
2. Should you agree, click **OK** to proceed



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[Back to the overview of the steps for this request](#)



Click on the icon at the top left of the page (App Launcher)



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App Launcher

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▼ All Apps



[Grant Entity Data](#)



Landing Page



Click **Grant Entity Data**

Step 2c

Principal Recipient (PR)
Create banking information



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request

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  MARIE JO... 

 HOME ORGANIZATION INFORMATION

 Dashboard
GED Portal Home
As of 10-May-2021 16:35-Viewing as Marie Johnson

Refresh



Change Requests that require my action



We can't draw the chart.

View Report (Change Requests that require my action)

Change Requests - In Progress



		Record Count
		00.20.40.60.81
Case Record Type	Grant Wambo Access to a GED Contact	1
	Update PR/LI Contact	1

View Report (Change Requests - In Progress)

On the main page, click
Organization Information

Step 2d

Principal Recipient (PR)
Create banking information



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MARIE JO...

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ORGANIZATION INFORMATION

Organization Information

My Organizations

Printable View

1 item • Sorted by Organization Name • Filtered by All organization information - Organization Record Type • Updated a few seconds ago

Search this list...

	Organization Name ↑	Organization Short Name	Country	Parent Account	
1	National Malaria Program	NMPN	Nigeria		

Select the organization you want to update by clicking on it



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overview of
the steps
for this
request

Click on the blue arrow and then
click **Create Banking Details**

HOME

ORGANIZATION INFORMATION

Organization Information

National Malaria Program

Update Organization

Create Contact

Update Contact

Organization Short Name

Organization Grant Abbreviation

Integration Status

#Open Change Requests for Organization

#Open Change Requests for Contacts

#Open Change Requests for Contacts

NMPN

NGA - M

Completed

1

4

0

DETAILS

ACCOUNT ROLES

CONTACTS

BANKING DETAILS

CHANGE REQUESTS

FILES

MORE

Organization Details

Organization Name

National Malaria Program

Organization Short Name ⓘ

NMPN

Parent Account

Website

Communication Language ⓘ

English

Address Information

Address Type

Zip/Postal Code ⓘ

Organization Details (PR Only)

Role

PR

Organization Type

Governmental Organization

Organization Sub-Type

Ministry of Health

Organization Grant Abbreviation

NGA - M

- Deactivate Contact
- Create Banking Details
- Update Banking Details
- Deactivate Banking Details



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HOME ORGANIZATION INFORMATION

Organization Information
National Malaria Program

Organization Short Name
NMPN

DETAILS ACCOUNT ROLES CONTACTS BANKING DETAILS

Organization Name
National Malaria Program

Organization Short Name ⓘ
NMPN

Parent Account

Website

Communication Language ⓘ
English

Address Information

Create Banking Details

Section - Primary Bank Information

* Account Number
Complete this field.

* Account Name

* Legal Owner of Bank Account

IBAN (European & ISO certified countries)

IBAN (Other Countries)

Either BIC(SWIFT) or ABA is mandatory!

BIC (SWIFT) ⓘ

Next

1. Fill in all the information fields.

Note!
Fields with (*) are mandatory

Click on the arrow to scroll down and see the remaining fields



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HOME ORGANIZATION INFORMATION

Organization Information
National Malaria Program

Organization Short Name: NMPN   Organization Grant Abbreviation: NGA - M

DETAILS ACCOUNT ROLES CONTACTS BANKING DETAILS

Organization Details

Organization Name: National Malaria Program

Organization Short Name ⓘ: NMPN

Parent Account

Website

Communication Language ⓘ: English

Address Information

Create Banking Details

Either BIC(SWIFT) or ABA is mandatory!

Note!
It is mandatory to add either the BIC (SWIFT) or ABA Code

BIC (SWIFT) ⓘ

ABA ⓘ

*Currency
Please select...

Section - Intermediary Bank Information

Account Number

IBAN

BIC (SWIFT)

Next

Update Organization   Create Contact   Update Contact

Requests for Contacts   #Open Change Requests for Banking
0

(PR Only)

Once you have added all the information, click **Next**



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Organization Information

National Malaria Program

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Organization Details

Organization Name
National Malaria Program

Organization Short Name
NMPN

Parent Account

Website

Communication Language
English

Address Information

Create Banking Details

Please attach Bank Letter using TGF Template (stamped and signed)

Upload Files

Or drop files

The attached supporting documents will be visible in the Files tab of the change request upon submission.

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Attach the supporting documents and click **Next**

Step 2i

Principal Recipient (PR)
Create banking information



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HOME ORGANIZATION INFORMATION

Organization Information
National Malaria Program

Organization Short Name: NMPN Organization Grant Abbreviation: NGA - M

DETAILS ACCOUNT ROLES CONTACTS BANKING DETAILS

Organization Details

Organization Name: National Malaria Program

Organization Short Name: NMPN

Parent Account

Website

Communication Language: English

Address Information

Create Banking Details

What is the name of your previous bank? If applicable

In which country was your previous bank located? If applicable

Please select...

What was the last disbursement amount to the PR Organization? If applicable

What was the currency of the last disbursement amount to the PR Organization? If applicable

Please select...

Previous Next

Update Organization Create Contact Update Contact

Requests for Contacts #Open Change Requests for Banking

0

Organization Grant Abbreviation: NGA - M

Answer the security questions (if applicable) and click **Next**



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Organization Information
National Malaria Program

Organization Short Name: NMPN Organization Grant Abbreviation: NGA - M

DETAILS ACCOUNT ROLES CONTACTS BANKING DETAILS

Organization Details

Organization Name: National Malaria Program

Organization Short Name: NMPN

Parent Account

Website

Communication Language: English

Address Information

Governmental Organization

Organization Sub-Type: Ministry of Health

Organization Grant Abbreviation: NGA - M

Update Organization Create Contact Update Contact

Requests for Contacts #Open Change Requests for Banking

0

Create Banking Details

* Please enter the verification code that was sent you by email

Complete this field.

Previous Next

A security code of 6 digits will be sent to your email address. Copy and paste the code on the appropriate field and click **Next**



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Organization Information

National Malaria Program



Update Organization

Create Contact

Update Contact



Organization Short Name
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Organization Details

Organization Name
National Malaria Program

Organization Short Name ⓘ
NMPN

Parent Account

Website

Communication Language ⓘ
English

Address Information

Create Banking Details

Your request was successfully submitted. Click [here](#) to open it.

The request is submitted.
You can see more details by
clicking on the blue link.

Finish

Organization type
Governmental Organization

Organization Sub-Type
Ministry of Health

Organization Grant Abbreviation
NGA - M

Step 21

Principal Recipient (PR)
Create banking information

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MARIE JO...



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ORGANIZATION INFORMATION



Change Request
00022185

+ Follow

1

Request Record Type
Create PR Banking Details

2

Request status
Pending Global Fund Review

Integration Status

3



Pending Global Fund Review

Closed



Case History (1)

4

Date	Field	User	Original Value
17/05/2021 14:40	Created.	Marie Johnson	

DETAILS

FILES

Security Questions

Previous Bank Name

Note!

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1. Change request type
2. Change request status
3. Chevron status bar indicating the current status of the change request and an overview of the process
4. The change request details



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Click here to go back to the overview page

Grant Entity Data (GED) Interactive Manual

The steps assigned to you are highlighted in the red boxes

PR | Update Banking Information

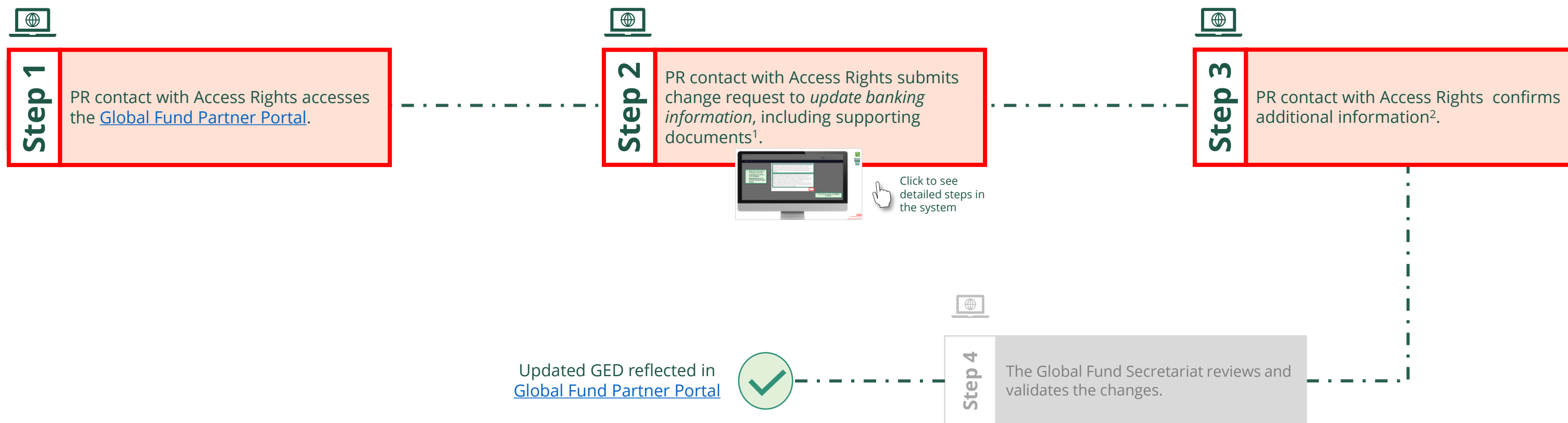
Follow the steps below



Select Another
External Stakeholder



Select Another PR
Change Request



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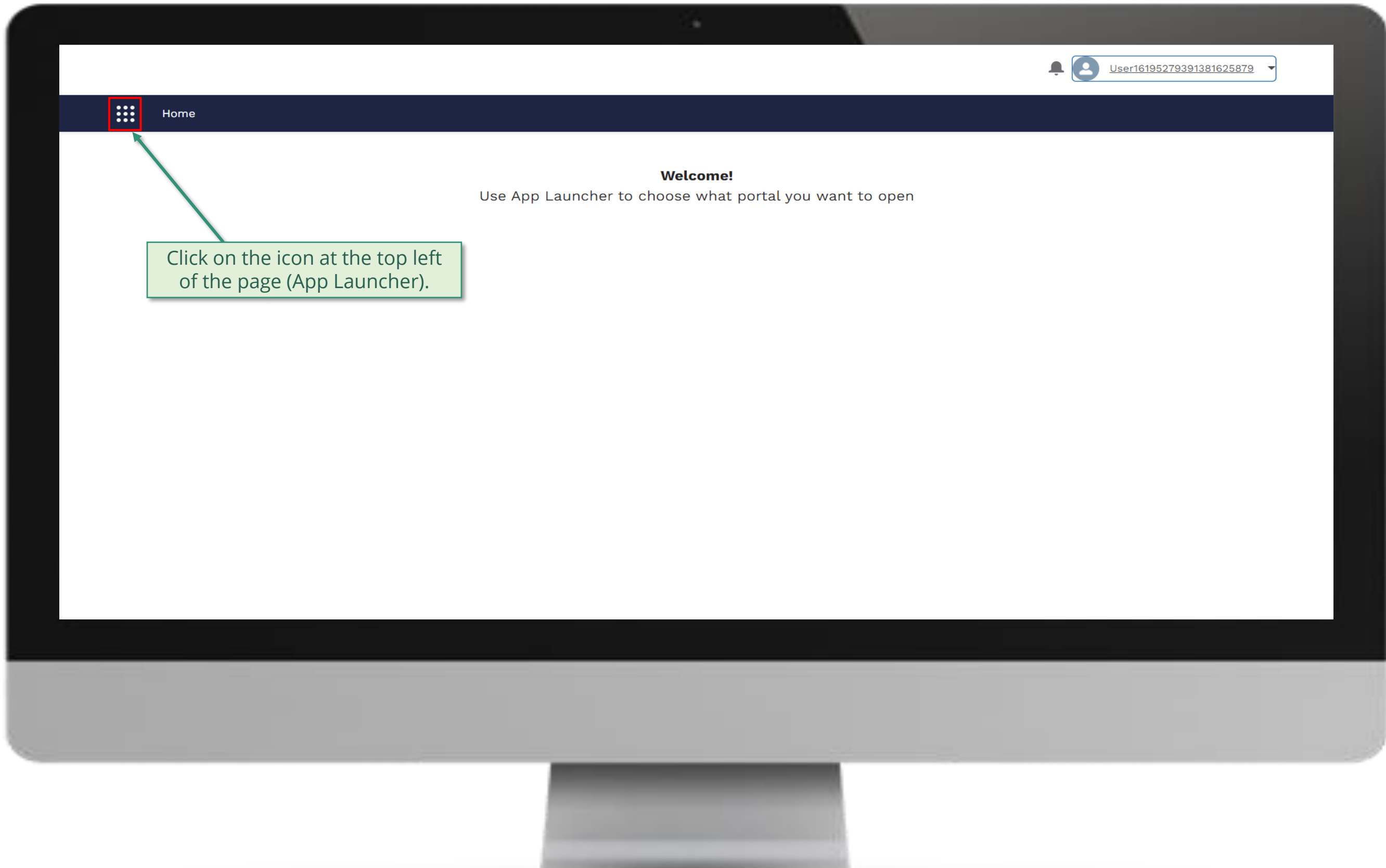
2. Should you agree, click **OK** to proceed



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App Launcher

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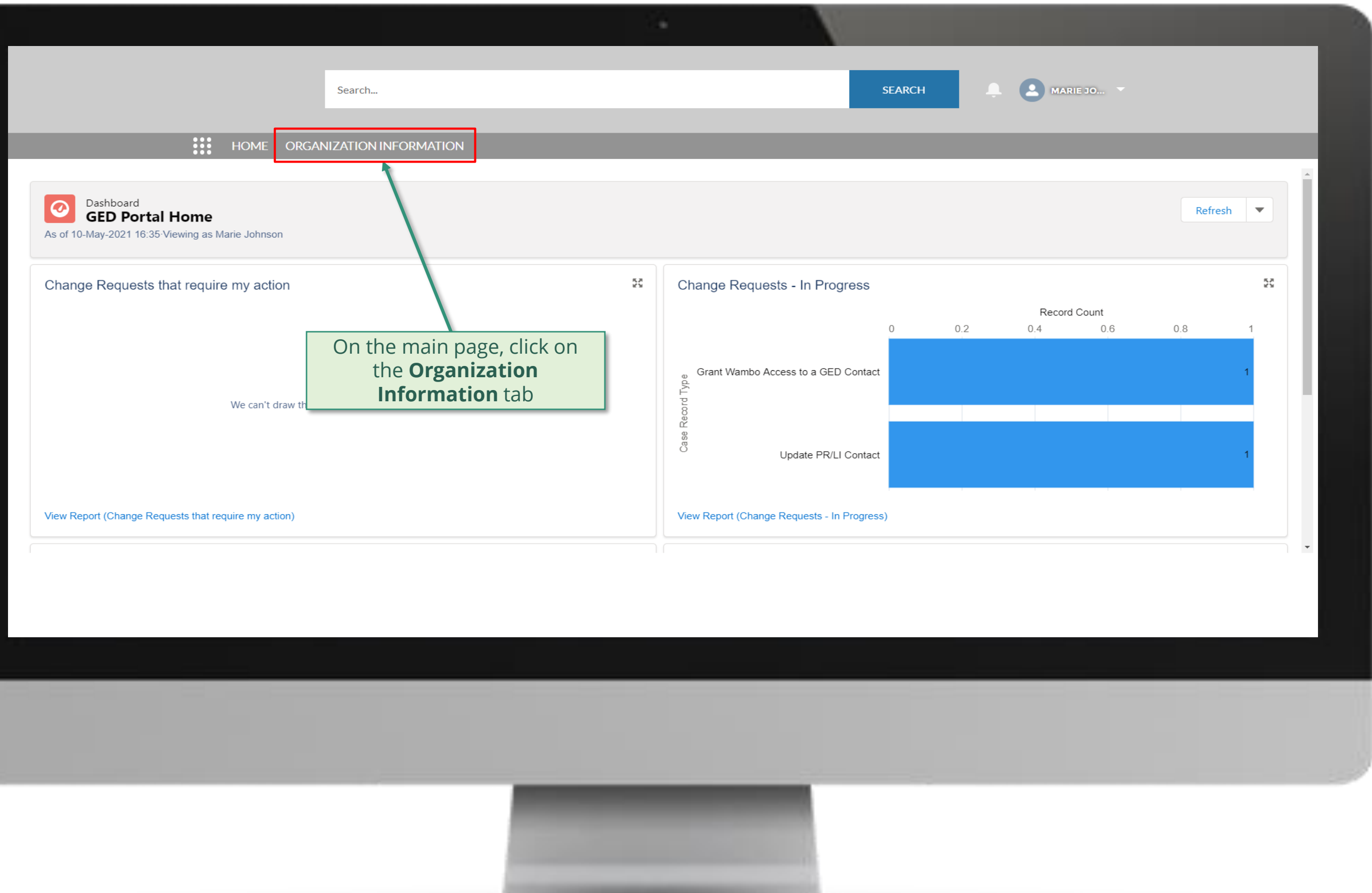
Click **Grant Entity Data**

Step 2c

Principal Recipient (PR)
Update banking information



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ORGANIZATION INFORMATION

Organization Information

My Organizations

Printable View

1 item • Sorted by Organization Name • Filtered by All organization information - Organization Record Type • Updated a few seconds ago

	Organization Name ↑	Organization Short Name	Country	Parent Account	
1	National Malaria Program	NMPN	Nigeria		

Select the organization that you want to update by clicking on it



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ORGANIZATION INFORMATION

Organization Information

National Malaria Program

Update Organization

Create Contact

Update Contact

Organization Short Name

Organization Grant Abbreviation

Integration Status

#Open Change Requests for Organization

#Open Change Requests for Contacts

#Open Change Requests for Contacts

NMPN

NGA - M

Completed

1

4

0

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Organization Details

Organization Name

National Malaria Program

Organization Short Name

NMPN

Parent Account

Website

Communication Language

English

Address Information

Address Type

Zip/Postal Code

Organization Details (PR Only)

Role

PR

Organization Type

Governmental Organization

Organization Sub-Type

Ministry of Health

Organization Grant Abbreviation

NGA - M

Click on the blue arrow and then click **Update Banking Details**

Deactivate Contact

Create Banking Details

Update Banking Details

Deactivate Banking Details



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Organization Information National Malaria Program

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Parent Account

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Communication Language ⓘ
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Address Information

Create Contact

Update Contact



#Open Change Requests for Banking
0

Update Banking Details

Bank Account Name



Bank Account Numb...



Bank Account Curre...



National Malaria Program

0084xxxxxxxx

Select the Bank account you
want to update and click **Next**

Next

Step 2g

Principal Recipient (PR)
Update banking information



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Organization Information
National Malaria Program

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Note!
Fields with (*) are mandatory

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Organization Details

Organization Name
National Malaria Program

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NMPN

Parent Account

Website

Communication Language ⓘ
English

Address Information

Update Banking Details

Section - Primary Bank Information

* Account Name

National Malaria Program - New Name

BIC (SWIFT)

xxxxxxxx

ABA

* Legal Owner of Bank Account

National Malaria Program - New Name

Section - Intermediary Bank Information (Optional)

Account Number

IBAN

BIC (SWIFT)

Previous

Next

Once you have updated all the necessary information, click **Next**

Step 2h

Principal Recipient (PR)
Update banking information



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National Malaria Program

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Organization Name
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Address Information

Update Banking Details

Please attach Bank Letter using TGF Template (stamped and signed)

 Upload Files

Or drop files

The attached supporting documents will be visible in the Files tab of the change request upon submission.

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Attach the supporting documents and click **Next**

Step 2i

Principal Recipient (PR)
Update banking information



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Organization Information
National Malaria Program

Organization Short Name: NMPN Organization Grant Abb: NGA - M

DETAILS ACCOUNT ROLES CONTACTS BANKING

Organization Details

Organization Name: National Malaria Program

Organization Short Name: NMPN

Parent Account

Website

Communication Language: English

Address Information

Update Banking Details

What is the name of your previous bank? If applicable

In which country was your previous bank located? If applicable

Please select...

What was the last disbursement amount to the PR Organization? If applicable

What was the currency of the last disbursement amount to the PR Organization? If applicable

Please select...

Next

Organization Create Contact Update Contact

contacts #Open Change Requests for Banking 0

only)

Answer the security questions (if applicable) and click **Next**



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Organization Information
National Malaria Program

Organization Short Name: NMPN Organization Grant Abbreviation: NGA - M

DETAILS ACCOUNT ROLES CONTACTS BANKING DETAILS

Organization Details

Organization Name: National Malaria Program

Organization Short Name: NMPN

Parent Account

Website

Communication Language: English

Address Information

Update Organization Create Contact Update Contact

Create Banking Details

* Please enter the verification code that was sent you by email

Complete this field.

Previous Next

A security code of 6 digits will be sent to your email address. Copy and paste the code on the appropriate field and click **Next**



[Back to the overview of the steps for this request](#)

English Français Español

Search... SEARCH

HOME ORGANIZATION INFORMATION

Organization Information
National Malaria Program

Organization Short Name: NMPN Organization Grant Abbreviation: NGA - M

Update Organization Create Contact Update Contact

DETAILS ACCOUNT ROLES CONTACTS BANKING DETAILS

Organization Details

Organization Name: National Malaria Program

Organization Short Name: NMPN

Parent Account

Website

Communication Language: English

Address Information

Create Banking Details

Your request was successfully submitted. Click [here](#) to open it.

Finish

Governmental Organization

Organization Sub-Type: Ministry of Health

Organization Grant Abbreviation: NGA - M

The request is submitted.
You can see more details by
clicking on the blue link.



Back to the
overview of
the steps
for this
request

Click here to
go back to the
overview page

You can now see the details of your
successfully submitted change request:

1. Change request type
2. Change request status
3. Chevron status bar indicating the current
status of the change request and an
overview of the process
4. The change request details

Note!

You can access details on the newly
created request by clicking on the
tabs and scrolling down the page

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PATRICK D...



HOME

ORGANIZATION INFORMATION



Change Request
00022208

1

Request Record Type
Update PR Banking Details

2

Request status
Pending Global Fund Review

Integration Status

3



Pending Global Fund Review

Closed



Case History (3)

4

Date	Field	User	Original Value
18/05/2021 08:50	Created.	Marie Johnson	
18/05/2021 08:50	Bank Account Name	Marie Johnson	National Malaria Prog
18/05/2021 08:50	Legal Owner of Bank Account	Marie Johnson	National Malaria Prog

DETAILS

FILES

Security Questions

Step 2m

Principal Recipient (PR)
Update banking information

Grant Entity Data (GED) Interactive Manual

The steps assigned to you are highlighted in the red boxes

PR | Deactivate Banking Information

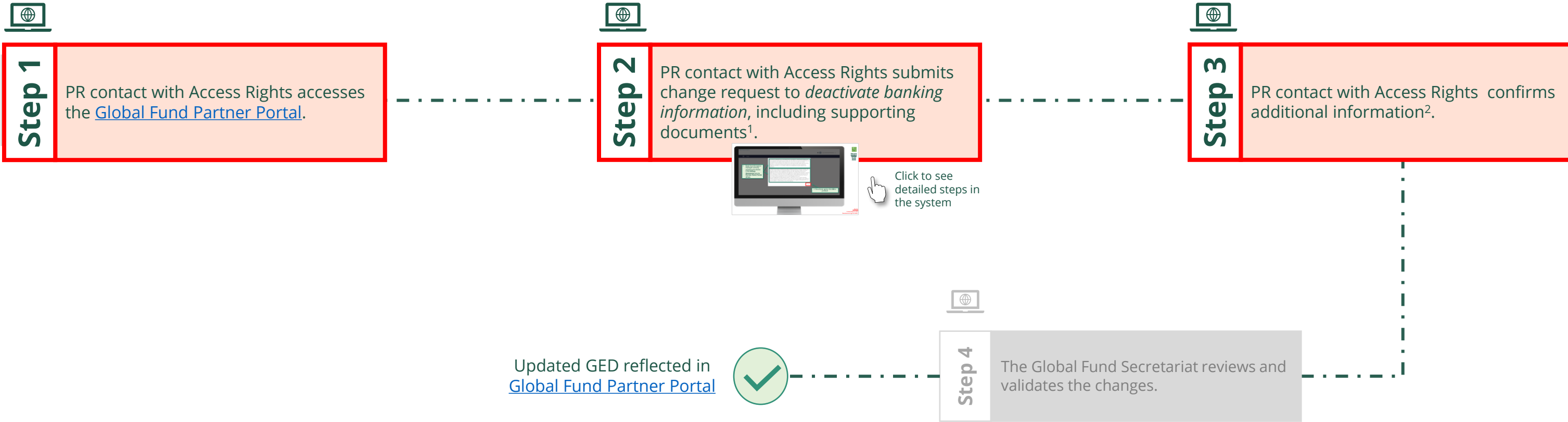
Follow the steps below



Select Another
External Stakeholder



Select Another PR
Change Request



¹ 1 See [Operational Policy Manual \(OPM\)](#) Annex 3 on required supporting documents

1. Read the information displayed carefully regarding the Global Fund **Privacy Statement** and the **Partner Portal Terms of use**

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 <http://www.theglobalfund.org/en/partner-portal/>). 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 or cannot enter into a legally binding agreement, you must not access or use the Portal or any of the Features.

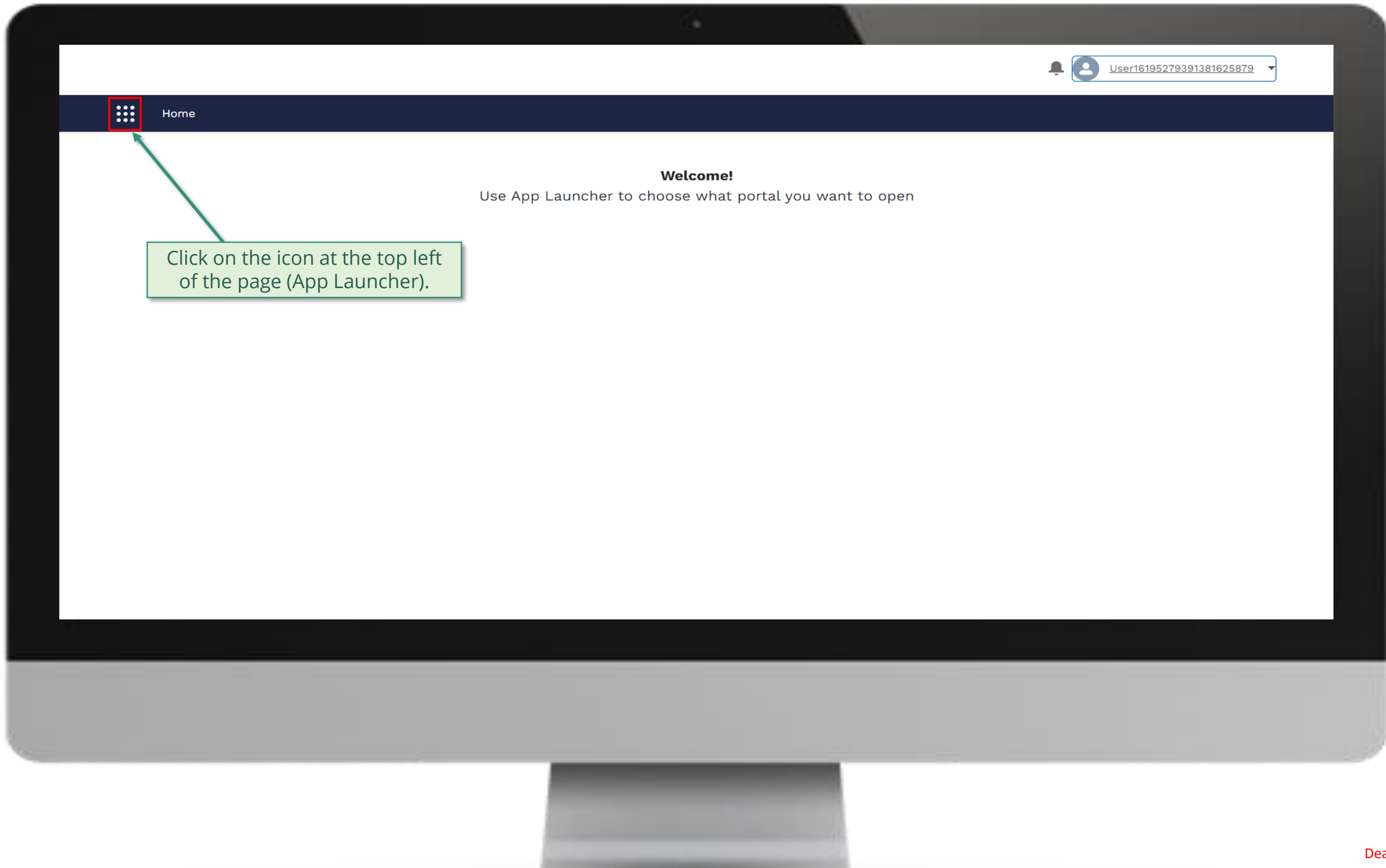
2. Should you agree, click **OK** to proceed



[Back to the overview of the steps for this request](#)



[Back to the overview of the steps for this request](#)



Click on the icon at the top left of the page (App Launcher).



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App Launcher

Search apps...

▼ All Apps



[Grant Entity Data](#)



Landing Page



Click **Grant Entity Data**

Step 2c

Principal Recipient (PR)
Deactivate banking information



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ORGANIZATION INFORMATION

Organization Information

My Organizations

Printable View

1 item • Sorted by Organization Name • Filtered by All organization information - Organization Record Type • Updated a few seconds ago

	Organization Name ↑	Organization Short Name	Country	Parent Account	
1	National Malaria Program	NMPN	Nigeria		

Select the organization that you want to update by clicking on it.



Back to the
overview of
the steps
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request

Search...

SEARCH

MARIE JO...

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ORGANIZATION INFORMATION

Organization Information

National Malaria Program

Update Organization

Create Contact

Update Contact

Deactivate Contact

Create Banking Details

Update Banking Details

Deactivate Banking Details

Organization Short Name

Organization Grant Abbreviation

Integration Status

#Open Change Requests for Organization

#Open Change Requests for Contacts

#Open Change Requests for Contacts

NMPN

NGA - M

Completed

1

4

0

DETAILS

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BANKING DETAILS

CHANGE REQUESTS

FILES

MORE

Organization Details

Organization Name

National Malaria Program

Organization Short Name ⓘ

NMPN

Parent Account

Website

Communication Language ⓘ

English

Address Information

Address Type

Zip/Postal Code ⓘ

Organization Details (PR Only)

Role

PR

Organization Type

Governmental Organization

Organization Sub-Type

Ministry of Health

Organization Grant Abbreviation

NGA - M

Click on the blue arrow and then click **Deactivate Banking Details**



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Organization Information National Malaria Program

Organization Short Name
NMPN

Organization Grant /
NGA - M

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Organization Details

Organization Name
National Malaria Program

Organization Short Name ⓘ
NMPN

Parent Account

Website

Communication Language ⓘ
English

Address Information

Create Contact

Update Contact



#Open Change Requests for Banking
0

Update Banking Details

Bank Account Name



Bank Account Numb...



Bank Account Curre...



National Malaria Program

0084xxxxxxxx

Select the Bank account you
want to deactivate and click
Next

Next

Step 2f

Principal Recipient (PR)
Deactivate banking information



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MARIE JO...



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ORGANIZATION INFORMATION



Organization Information National Malaria Program

Organization Short Name
NMPN

Organization Grant Abbreviation
NGA - M

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ACCOUNT ROLES

CONTACTS

BANKING

Organization Details

Organization Name
National Malaria Program

Organization Short Name ⓘ
NMPN

Parent Account

Website

Communication Language ⓘ
English

Address Information

Update Banking Details

Please attach Bank Letter using TGF Template (stamped and signed)

 Upload Files

Or drop files

The attached supporting documents will be visible in the Files tab of the change request upon submission.

Next

Attach the supporting documents and click **Next**

Step 2g

Principal Recipient (PR)
Deactivate banking information



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MARIE JO...



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ORGANIZATION INFORMATION



Organization Information National Malaria Program

Organization Short Name
NMPN

Organization Grant Abbreviation
NGA - M

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BANKING

Organization Details

Organization Name
National Malaria Program

Organization Short Name ⓘ
NMPN

Parent Account

Website

Communication Language ⓘ
English

Address Information

Deactivate Banking Details

What is the name of your previous bank? If applicable

In which country was your previous bank located? If applicable

Please select...

What was the last disbursement amount to the PR Organization? If applicable

What was the currency of the last disbursement amount to the PR Organization? If applicable

Please select...

Next

Answer the security questions (if applicable) and click **Next**

Step 2h

Principal Recipient (PR)
Deactivate banking information



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English Français Español

Search... SEARCH

HOME ORGANIZATION INFORMATION

Organization Information
National Malaria Program

Organization Short Name
NMPN

Organization Grant Abb
NGA - M

DETAILS ACCOUNT ROLES CONTACTS BA

Organization Details

Organization Name
National Malaria Program

Organization Short Name ⓘ
NMPN

Parent Account

Website

Communication Language ⓘ
English

Address Information

Organization Sub-Type
Ministry of Health

Organization Grant Abbreviation
NGA - M

organization Create Contact Update Contact

contacts #Open Change Requests for Banking

Deactivate Banking Details

* Please enter the verification code that was sent you by email

XXXXXX

Next

A security code of 6 digits will be sent to your email address. Copy and paste the code on the appropriate field and click **Next**



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MARIE JO...



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Organization Information National Malaria Program

Organization Short Name
NMPN

Organization Grant Abb
NGA - M

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CONTACTS

BA

Organization Details

Organization Name
National Malaria Program

Organization Short Name ⓘ
NMPN

Parent Account

Website

Communication Language ⓘ
English

Address Information

Deactivate Banking Details

Are you sure you want to deactivate the bank account Reconstruction and Development Programme (RDP) Fund? Please note that no further disbursements will be able to be made to this bank account after deactivation. Click on Next to continue to submit or close this window to cancel the request.

Next

Read the warning message carefully
before confirming the Banking
deactivation and click **Next**

Step 2j

Principal Recipient (PR)
Deactivate banking information



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HOME ORGANIZATION INFORMATION

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National Malaria Program

Organization Short Name
NMPN

Organization Grant Abbreviation
NGA - M

DETAILS ACCOUNT ROLES CONTACTS BANKING INFORMATION

Organization Details

Organization Name
National Malaria Program

Organization Short Name ⓘ
NMPN

Parent Account

Website

Communication Language ⓘ
English

Address Information

Organization Sub-Type
Ministry of Health

Organization Grant Abbreviation
NGA - M

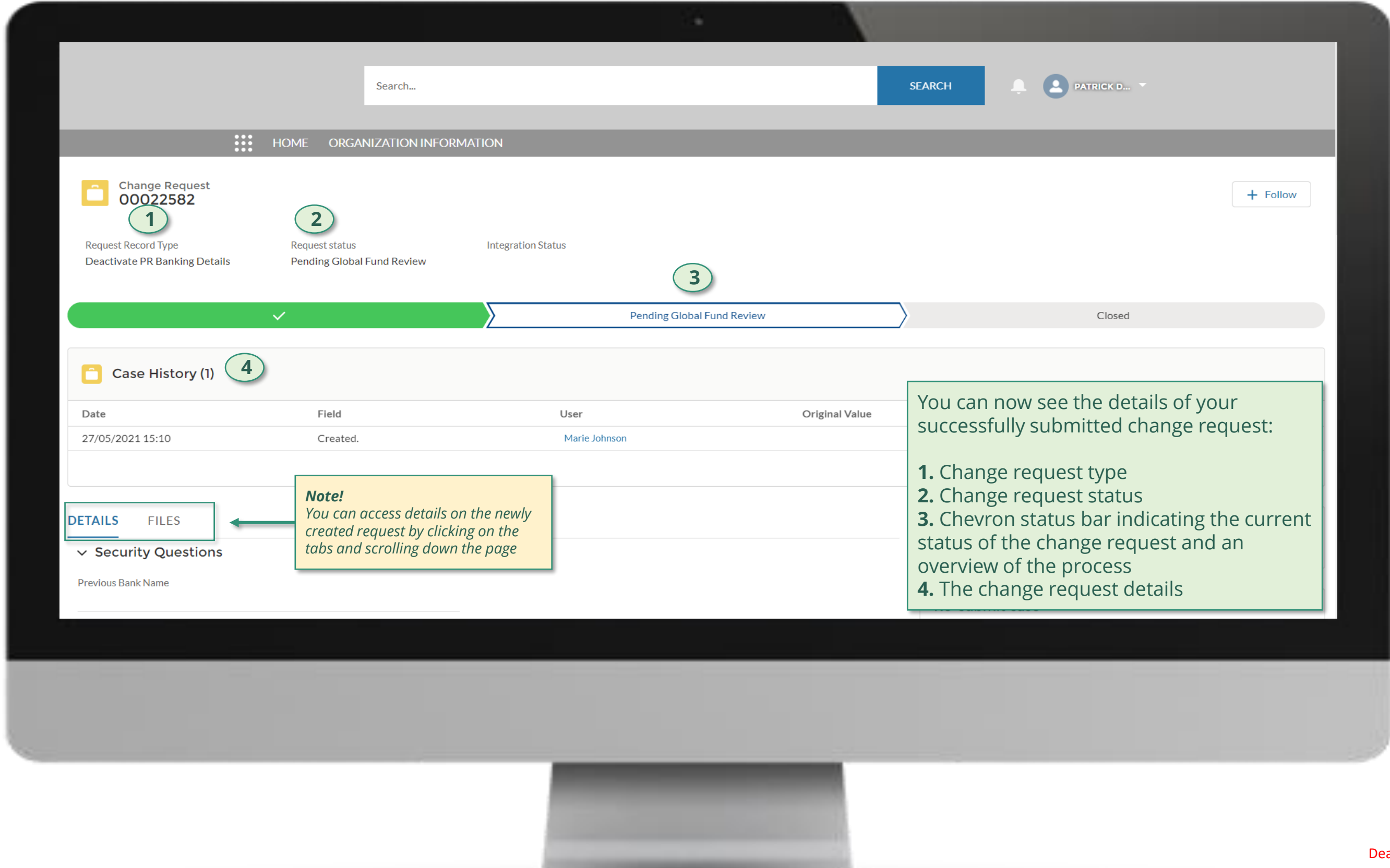
#Open Change Requests for Banking
0

Deactivate Banking Details

Your request was successfully submitted.
Click [here](#) to open it.

Finish

The request is submitted.
You can see more details by clicking on the blue link



Search... SEARCH

PATRICK D...

HOME ORGANIZATION INFORMATION

Change Request 00022582 + Follow

1 Request Record Type
Deactivate PR Banking Details

2 Request status
Pending Global Fund Review

Integration Status



Case History (1) **4**

Date	Field	User	Original Value
27/05/2021 15:10	Created.	Marie Johnson	

DETAILS FILES

▼ Security Questions

Previous Bank Name

Note!
You can access details on the newly created request by clicking on the tabs and scrolling down the page

You can now see the details of your successfully submitted change request:

1. Change request type
2. Change request status
3. Chevron status bar indicating the current status of the change request and an overview of the process
4. The change request details



Back to the overview of the steps for this request

Click here to go back to the overview page

Grant Entity Data (GED) Interactive Manual

The steps assigned to you are highlighted in the red boxes

PR | Create Contacts

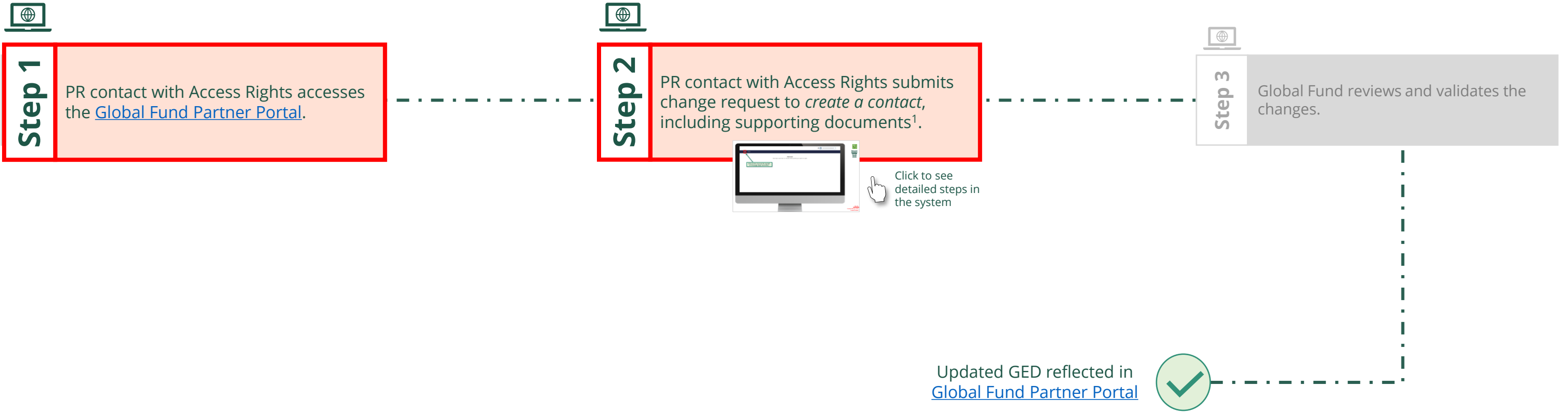
Follow the steps below



Select Another External Stakeholder



Select Another PR Change Request



¹ 1 See [Operational Policy Manual \(OPM\)](#) Annex 3 on required supporting documents

1. Read the information displayed carefully regarding the Global Fund **Privacy Statement** and the **Partner Portal Terms of use**

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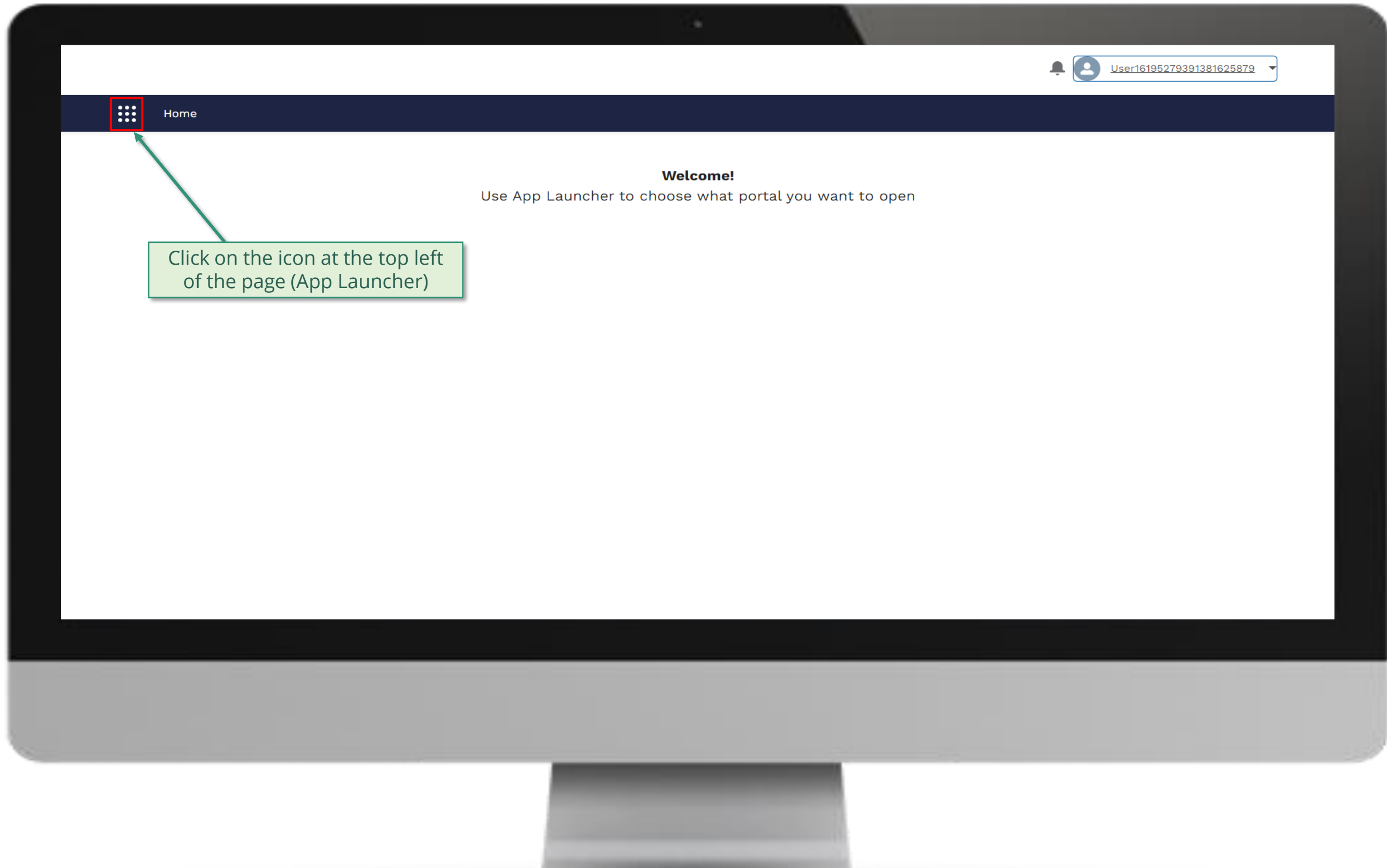
2. Should you agree, click **OK** to proceed



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[Back to the overview of the steps for this request](#)



Click on the icon at the top left of the page (App Launcher)



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App Launcher

Search apps...

▼ All Apps



[Grant Entity Data](#)



Landing Page



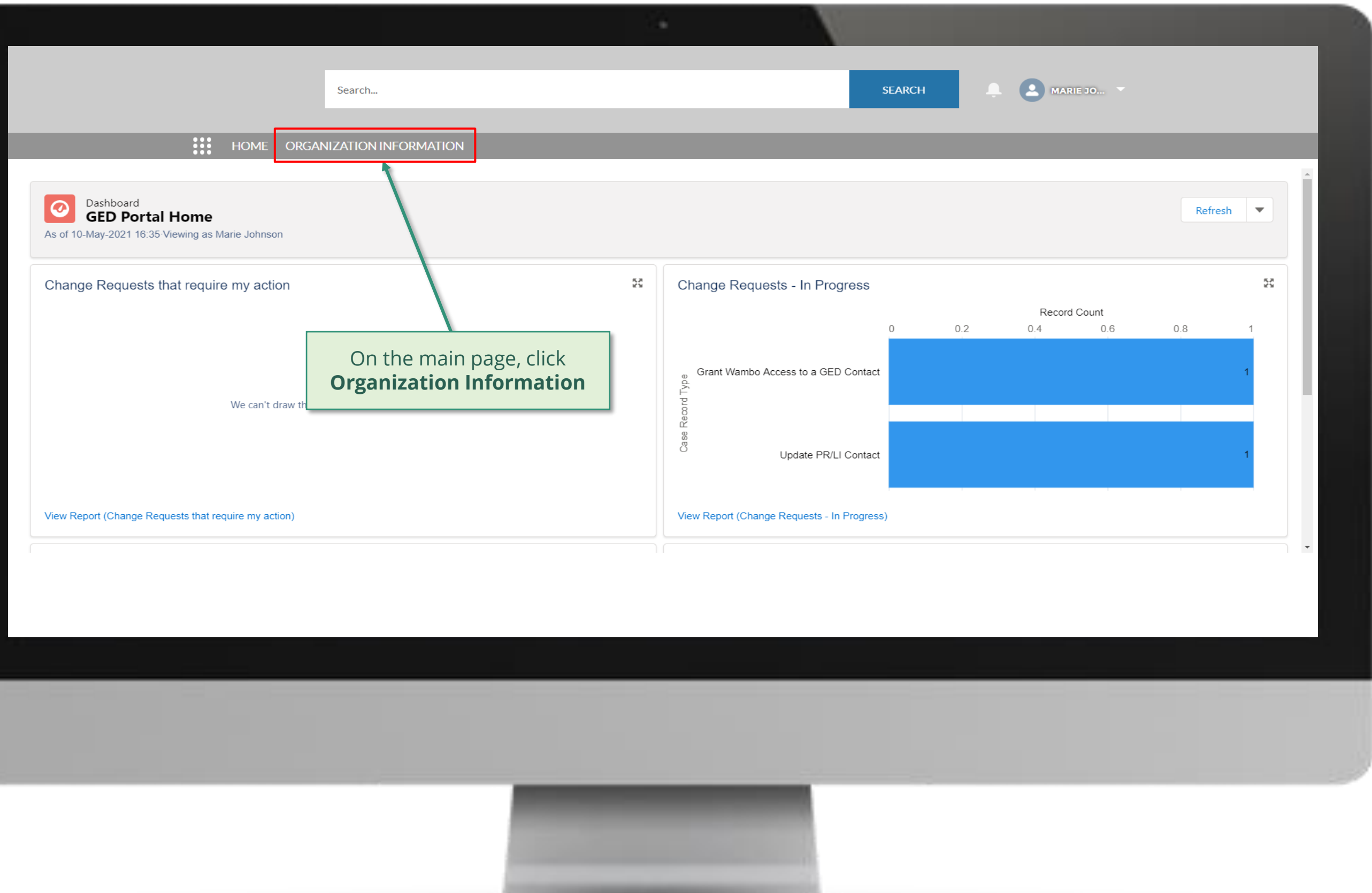
Click **Grant Entity Data**

Step 2c

Principal Recipient (PR)
Create Contacts



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request





[Back to the overview of the steps for this request](#)

Search...

SEARCH

MARIE JO...

HOME

ORGANIZATION INFORMATION

Organization Information

My Organizations ▾

1 item • Sorted by Organization Name • Filtered by All organization information - Organization Record Type • Updated a few seconds ago

Search this list...

	Organization Name ↑	Organization Short Name	Country	Parent Account	
1	National Malaria Program	NMPN	Nigeria		

Select the organization you want to update by clicking on it



Back to the
overview of
the steps
for this
request

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ORGANIZATION INFORMATION

Organization Information

National Malaria Program

Update Organization

Create Contact

Update Contact

Organization Short Name	Organization Grant Abbreviation	Integration Status	#Open Change Requests for Organization	#Open Change Requests for Contacts	#Open Change Requests for Banking
NMPN	NGA - M	Completed	0	2	0

DETAILS

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BANKING DETAILS

CHANGE REQUESTS

FILES

MORE

Organization Details

Organization Name

National Malaria Program

Organization Short Name

NMPN

Parent Account

Website

Communication Language

English

Address Information

Address Type

Office Address

Zip/Postal Code

16000

Organization Details (PR)

Role

PR

Organization Type

Governmental Organization

Organization Sub-Type

Ministry of Health

Organization Grant Abbreviation

NGA - M

Click **Create Contact**



[Back to the overview of the steps for this request](#)

Note!
Fields with (*) are mandatory

Create Contact

*Salutation
Mr

*First Name
Robert

*Last Name
Brown

*Email Address
robert.brown@yopmail.com

Mobile Phone Number *i*
+2348022234273

Next

Enter the contact details and click **Next**

Step 2g

Principal Recipient (PR)
Create Contacts



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ORGANIZATION INFORMATION

Organization Information

National Malaria Program

Organization Short Name

NMPN

Organization Grant Abbreviation

NGA - M

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CONTACTS

BANKING DETAILS

Organization Details

Organization Name

National Malaria Program

Organization Short Name ⓘ

NMPN

Parent Account

Website

Communication Language ⓘ

English

Address Information

Address Type

Office Address

Zip/Postal Code ⓘ

16000

Create Contact

Guidance

Access to GED Portal - By clicking this box, you will allow this contact to view and edit GED for this organization and its contacts via the Global Fund Partner Portal.

Signatory for Legally-Binding Documents - The organization's signatory(ies) for Legally-Binding Documents is the person(s) that is(are) duly authorized to sign, or sign in acknowledgment in case of CMs, legally-binding documents that are valid and enforceable, as per signatory specimen.

Official Job Title - Indicate the individual's job title within the organization. This job title will be displayed on official documents if the contact is assigned signatory or notice rights for this grant/country.

	Grant Name	Official Job Title	Signatory for Legally-Bind
1	NGA-M-NGA - M	Country Representative	

Back

Next

2. Scroll to the right to assign contact rights

1. You can edit the Job Title by clicking on the pen icon



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ORGANIZATION INFORMATION

Organization Information

National Malaria Program

Organization Short Name
NMPN

Organization Grant Abbreviation
NGA - M

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Organization Details

Organization Name
National Malaria Program

Organization Short Name
NMPN

Parent Account

Website

Communication Language
English

Address Information

Address Type

Zip/Postal Code

Create Contact

Guidance

Access to GED Portal - By clicking this box, you will allow this contact to view and edit GED for this organization and its contacts via the Global Fund Partner Portal.

Signatory for Legally-Binding Documents - The organization's signatory(ies) for Legally-Binding Documents is the person(s) that is(are) duly authorized to sign, or sign in acknowledgment in case of CMs, legally-binding documents that are valid and enforceable, as per signatory specimen.

Official Job Title - Indicate the individual's job title within the organization. This job title will be displayed on official documents if the contact is assigned signatory or notice rights for this grant/country.

its

Signatory for Disbursement Requests

Organization Representative for Notices

☒ Signatory for Disbursement Requests

Back

Next

1. Check the following boxes if applicable to this contact:
- **Signatory for Legally-Binding Documents**
  - **Signatory for Disbursements Requests**
  - **Organization Representative for Notices**

2. Scroll to the right to assign other rights



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MARIE JO...

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ORGANIZATION INFORMATION

Organization Information

National Malaria Program

Organization Short Name

NMPN

Organization Grant Abbreviation

NGA - M

DETAILS

ACCOUNT ROLES

CONTACTS

BANKING DETAILS

Organization Details

Organization Name

National Malaria Program

Organization Short Name

NMPN

Parent Account

Website

Communication Language

English

Address Information

Address Type

Office Address

Zip/Postal Code

16000

Update Organization

Create Contact

Update Contact

Requests for Contacts

#Open Change Requests for Banking

0

(PR Only)

Create Contact

Guidance

Access to GED Portal - By clicking this box, you will allow this contact to view and edit GED for this organization and its contacts via the Global Fund Partner Portal.

Signatory for Legally-Binding Documents - The organization's signatory(ies) for Legally-Binding Documents is the person(s) that is(are) duly authorized to sign, or sign in acknowledgment in case of CMs, legally-binding documents that are valid and enforceable, as per signatory specimen.

Official Job Title - Indicate the individual's job title within the organization. This job title will be displayed on official documents if the contact is assigned signatory or notice rights for this grant/country.

Organization Representative for Notice

Access to GED Portal

Access to Wambo Portal

Cancel

Save

Next

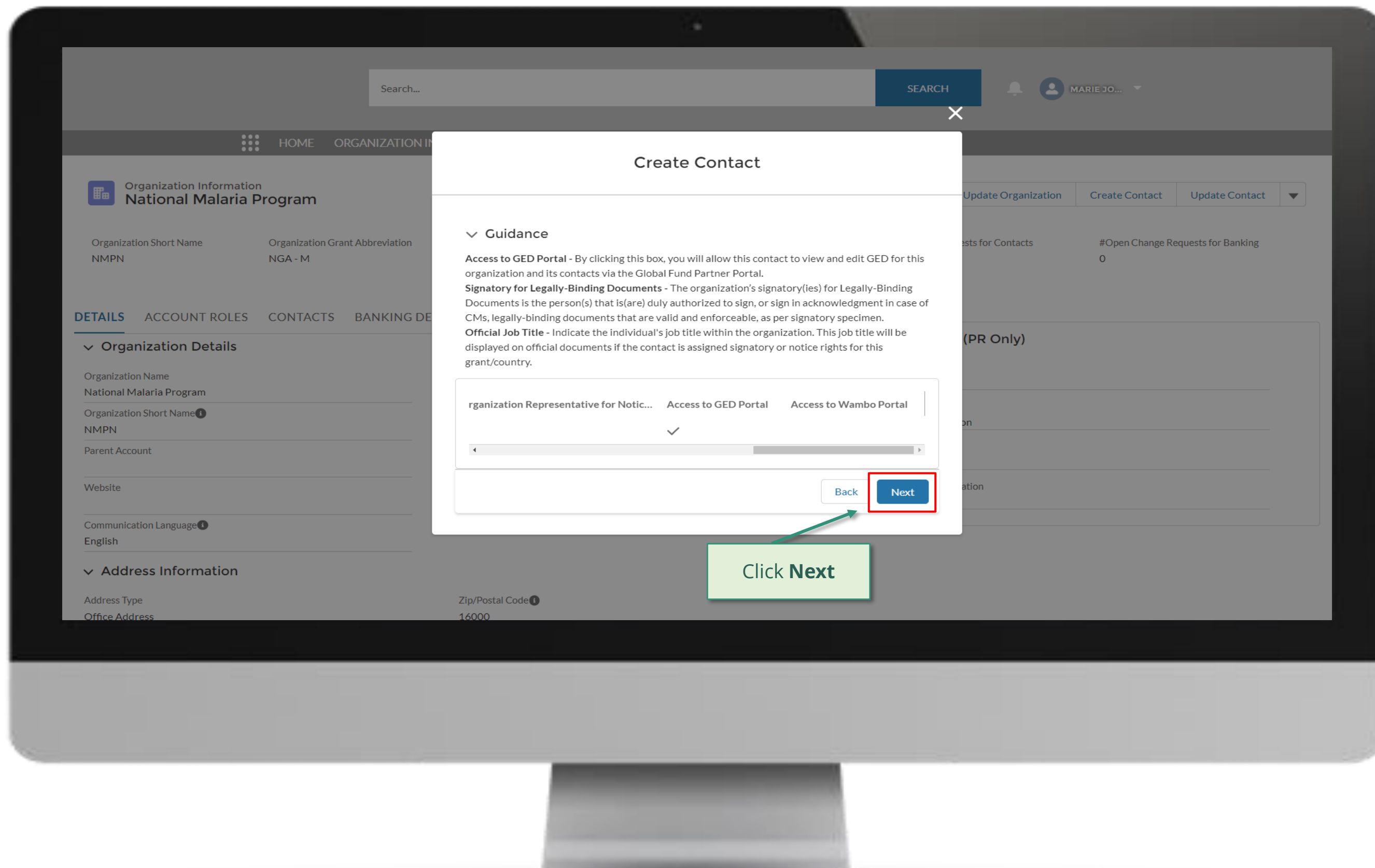
1. Check the following boxes to this contact, if applicable :

- Access to GED Portal
- Access to Wambo Portal

2. Click **Save** once you have checked the corresponding rights



[Back to the overview of the steps for this request](#)



Step 2k

Principal Recipient (PR)

Create Contacts



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Search...

SEARCH

MARIE JO...

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ORGANIZATION INFORMATION

Organization Information

National Malaria Program

Organization Short Name

NMPN

Organization Grant Abbreviation

NGA - M

Update Organization

Create Contact

Update Contact

Details for Contacts

#Open Change Requests for Banking

0

DETAILS

ACCOUNT ROLES

CONTACTS

BANKING DE

Organization Details

Organization Name

National Malaria Program

Organization Short Name

NMPN

Parent Account

Website

Communication Language

English

Address Information

Address Type

Office Address

Zip/Postal Code

16000

Create Contact

Attach Template for assigning Portal access rights to contacts

Upload Files Or drop files

Attach PR signatory information template

Upload Files Or drop files

The attached supporting documents will be visible in the Files tab of the change request upon submission.

Previous

Next

Attach the supporting documents and click Next



Back to the
overview of
the steps
for this
request

English Français Español

Search...



POONAM ...

Create Contact

Possible Duplicate Contacts

The below list shows potential duplicate contacts with similar information to the one you are trying to create/update. You have two options:

1. Use the Action drop-down to check if the contact you want to create or update already exists. If a duplicate is identified, select the contact and click 'Next'.
  - a.If you are **creating a new organization**, the selected contact will be used as Focal Point contact for this organization.
  - b.If you are **creating a new contact**, the change request will become an "Update Contact Information" request instead.
  - c.If you are **updating an existing contact**, the change request will be transferred under the selected contact.
2. Click 'Next' if none of the contacts listed below is a duplicate of the one you are trying to create/update.

First Name

Last Name

Email

Acti...

☒ David Evans devans=unicef.org@exa...

Clear selection



Previous

Next

For Global PRs only, potential duplicate contacts are identified by the system.
Use the Action icon to view the details of the contact and determine whether the contact being created is a duplicate of an existing one.

Click [here](#) to skip this step

Step 2m

Principal Recipient (PR)

Create Contacts



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×

POONAM ...

HOME ORGANIZATION INFORMATION

Organization Information
United Nations Children's Fund

Organization Short Name
UNICEF

Organization Grant Abbreviation
UNICEF

DETAILS ACCOUNT ROLES CONTACTS BANKING DE

Contact Salutation

▼

Contact Name

Mr.

Ms.

Mr.

Ms.

Ms.

Mr.

Ms.

Mr.

Andres Franco

Carla Haddad Mar

David Evans

Dominique Hyde

Mandeep O'f

Myo-Zin Nyu

Naline Nipp

Olav Kjorven

Possible Duplicate Contacts

The below list shows potential duplicate contacts with similar information to the one you are trying to create/update. You have two options:

1. Use the Action drop-down to check if the contact you want to create or update already exists. If a duplicate is identified, select the contact and click 'Next'.

a.If you are **creating a new organization**, the selected contact will be used as Focal Point contact for this organization.

b.If you are **creating a new contact**, the change request will become an "Update Contact Information" request instead.

c.If you are **updating an existing contact**, the change request will be transferred under the selected contact.

2. Click 'Next' if none of the contacts listed below is a duplicate of the one you are trying to create/update.

First Name

▼

Last Name

▼

Email

▼

Acti...

David

Evans

devans=unicef.or

View

Clear selection

Previous

Next

Following the Action icon click **View**. This will bring you to another window with detailed information about the potential duplicate contact

Step 2n
Principal Recipient (PR)
Create Contacts

Search...

SEARCH



POONAM ...



HOME

ORGANIZATION INFORMATION



Contact
David Evans

+ Follow

Title

Email Address

devans=unicef.org@example.com

Allow Access to Wambo

☐

Access to GED Portal

☐

Access to SP

☐

DETAILS

POSITIONS & ACCESS

CHANGE REQUESTS

FILES

1. Under **Details** and **Positions and Access** tabs, you can view all the information on the potential duplicate contact

▼ Contact Details

Name

Mr David Evans

Email Address

devans=unicef.org@example.com

Phone Number

+12123267695

City

Mobile

Country



2. Click on the arrow to go back to the main page of the change request



[Back to the overview of the steps for this request](#)



[Back to the overview of the steps for this request](#)

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Search...



POONAM ...



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ORGANIZATION INFORMATION



Organization Information

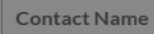
United Nations Children's Fund

Organization Short Name
UNICEF

Organization Grant Abbreviation
UNICEF

DETAILS ACCOUNT ROLES **CONTACTS** BANKING DETAILS

☐ Contact Salutation



Contact Name

☐ Mr.

Andres Franco

☐ Ms.

Carla Haddad Mar

☐ Mr.

David Evans

☐ Ms.

D

☐ Ms.

M

☐ Mr.

M

☐ Ms.

Nalinee Nippita

nnippita=unicef.org@example.com

☐ Mr.

Olav Kjorven

okjorven=unicef.org@example.com

Create Contact

Possible Duplicate Contacts

The below list shows potential duplicate contacts with similar information to the one you are trying to create/update. You have two options:

1. Use the Action drop-down to check if the contact you want to create or update already exists. If a duplicate is identified, select the contact and click 'Next'.
  - a.If you are **creating a new organization**, the selected contact will be used as Focal Point contact for this organization.
  - b.If you are **creating a new contact**, the change request will become an "Update Contact Information" request instead.
  - c.If you are **updating an existing contact**, the change request will be transferred under the selected contact.
2. Click 'Next' if none of the contacts listed below is a duplicate of the one you are trying to create/update.

First Name

Last Name

Email

Acti...



David

Evans

devans=unicef.org@exa...



If the contact is not a duplicate, you can go further with the request by clicking **Next**

Previous

Next

Step 2p

Principal Recipient (PR)

Create Contacts



Back to the
overview of
the steps
for this
request

Search...

SEARCH

HOME

ORGANIZATION INFORMATION

Organization Information

National Malaria Program

Update Organization

Create Contact

Update Contact

Organization Short Name

Organization Grant Abbreviation

Integration Status

#Open Change Requests for Organization

#Open Change Requests for Contacts

#Open Change Requests for Banking

NMPN

NGA - M

0

DETAILS

ACCOUNT ROLES

CONTACTS

BANKING DE

Organization Details

Organization Name

National Malaria Program

Organization Short Name

NMPN

Parent Account

Website

Communication Language

English

Address Information

Address Type

Office Address

Zip/Postal Code

16000

Governmental Organization

Organization Sub-Type

Ministry of Health

Organization Grant Abbreviation

NGA - M

Create Contact

Your request was successfully submitted. Click [here](#) to open it.

Finish

The request is submitted.
You can see more details by
clicking on the blue link



[Back to the overview of the steps for this request](#)

You can now see the details of your successfully submitted change request:

1. Change request type
2. Change request status
3. Chevron status bar indicating the current status of the change request and an overview of the process
4. The change request details



Click on the arrow to scroll down the screen and see the details of the change request raised

Search...

SI

HOME

ORGANIZATION INFORMATION

Change Request

00022075

1

Request Record Type

Create PR/LI Contact

2

Request status

Pending Global Fund Review

Integration Status

3

Pending Global Fund Review

Closed

Case History (1)

4

Date	Field	User	Original Value	New Value
11/05/2021 15:34	Created.	Marie Johnson		

View All

POSITIONS

Guidance

Color coding explanation:

- Green - Access was added
- Red - Access was removed
- Yellow - Details were changed (old value is crossed out)

Access to GED Portal

By clicking this box, you will allow this contact to view and edit GED for this organization and its contacts via the Global Fund Partner Portal.

Duplicate merge history

Not applicable

Re-submit case

There is no clarification needed from your end at the moment

POSITIONS

▼ Guidance

Color coding explanation:

- **Green** - Access was added
- **Red** - Access was removed
- **Yellow** - Details were changed (old value is crossed out)

Access to GED Portal - By clicking this box, you will allow this contact to view and edit GED for this organization and its contacts via the Global Fund Partner Portal.

Signatory for Legally-Binding Documents - The organization's signatory(ies) for Legally-Binding Documents is the person(s) that is(are) duly authorized to sign, or sign in acknowledgment in case of CMs, legally-binding documents that are valid and enforceable, as per signatory specimen.

Official Job Title - Indicate the individual's job title within the organization. This job title will be displayed on official documents if the contact is assigned signatory or notice rights for this grant/country.

☐	Grant Na... ▼	Official Job Title ▼	Signatory for Legally-Binding Documents	Signatory for Disbursement Requests	Organiza
☐	NGA-M-NGA - M	Country Representative	✓		

The new rights are updated according to the color legend

Duplicate merge history

Not applicable

Re-submit case

There is no clarification needed from your end at the moment

DETAILS

FILES

▼ Contact Information

Organization Name
National Malaria Program

Salutation
Mr

First Name
Robert

Last Name
Brown

Email Address
robert.brown@yopmail.com

Note!

You can click on the Details tab to see the contact information



Back to the overview of the steps for this request

Click here to go back to the overview page

Grant Entity Data (GED) Interactive Manual

The steps assigned to you are highlighted in the red boxes

PR | Update Contacts

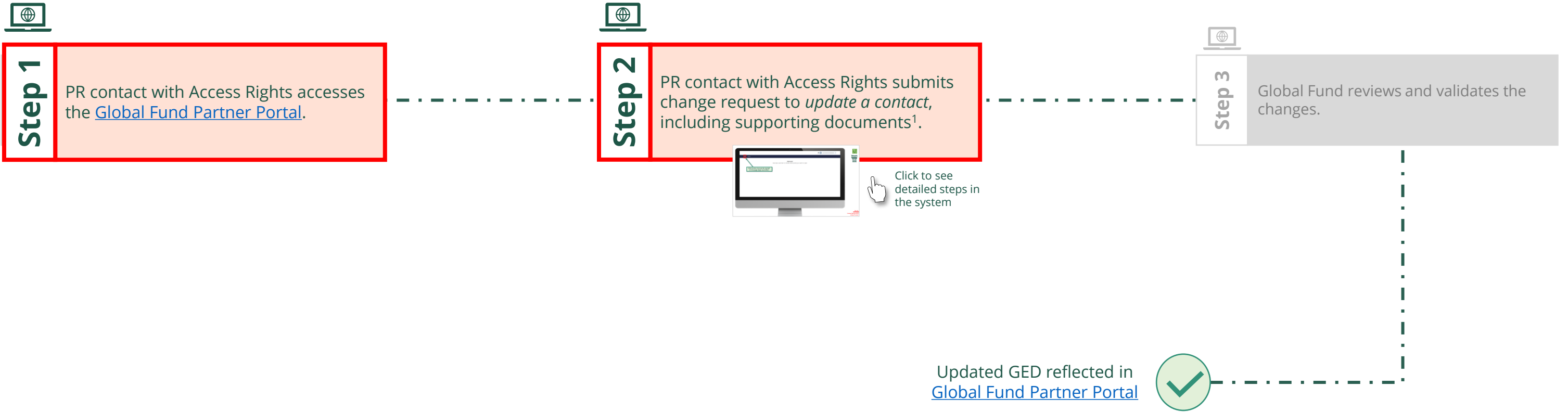
Follow the steps below



Select Another
External Stakeholder



Select Another PR
Change Request



¹ 1 See [Operational Policy Manual \(OPM\)](#) Annex 3 on required supporting documents

1. Read the information displayed carefully regarding the Global Fund **Privacy Statement** and the **Partner Portal Terms of use**

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 <http://www.theglobalfund.org/en/partner-portal/>). 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 or cannot enter into a legally binding agreement, you must not access or use the Portal or any of the Features.

2. Should you agree, click **OK** to proceed



[Back to the overview of the steps for this request](#)



[Back to the overview of the steps for this request](#)

Click on the icon at the top left of the page (App Launcher)

Home

Welcome!

Use App Launcher to choose what portal you want to open

  User16195279391381625879 

Step 2b

Principal Recipient (PR)
Update Contacts



[Back to the overview of the steps for this request](#)

App Launcher

Search apps...

▼ All Apps



[Grant Entity Data](#)



Landing Page



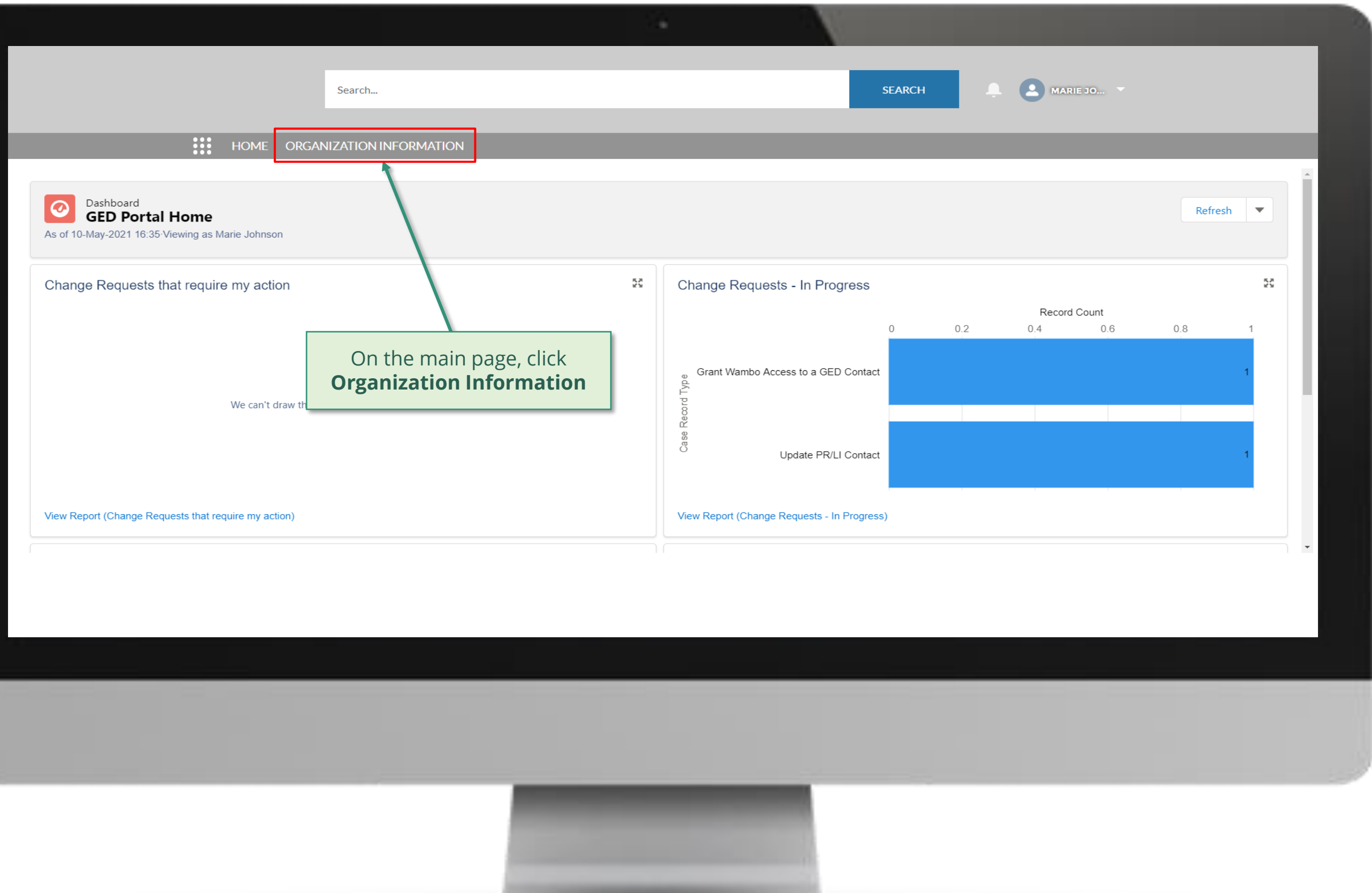
Click **Grant Entity Data**

Step 2c

Principal Recipient (PR)
Update Contacts



Back to the
overview of
the steps
for this
request





[Back to the overview of the steps for this request](#)

SEARCH

HOME ORGANIZATION INFORMATION

Organization Information

My Organizations

Printable View

1 item • Sorted by Organization Name • Filtered by All organization information - Organization Record Type • Updated a few seconds ago

	Organization Name ↑	Organization Short Name	Country	Parent Account	
1	National Malaria Program	NMPN	Nigeria		

Select the organization you want to update by clicking on it



Back to the
overview of
the steps
for this
request

Search...

SEARCH



MARIE JO...

HOME

ORGANIZATION INFORMATION



Organization Information

National Malaria Program

Update Organization

Create Contact

Update Contact

Organization Short Name

Organization Grant Abbreviation

Integration Status

#Open Change Requests for Organization

#Open Change Requests for Contacts

#Open Change Requests for Banking

NMPN

NGA - M

Completed

0

2

0

DETAILS

ACCOUNT ROLES

CONTACTS

BANKING DETAILS

CHANGE REQUESTS

FILES

MORE

Organization Details

Organization Name

National Malaria Program

Organization Short Name

NMPN

Parent Account

Website

Communication Language

English

Address Information

Address Type

Office Address

Zip/Postal Code

16000

Organization Details (PR Only)

Role

PR

Organization Type

Governmental Organization

Organization Sub-Type

Ministry of Health

Organization Grant Abbreviation

NGA - M

Click Update Contact



[Back to the overview of the steps for this request](#)

Select the contact you want to update and click **Next**

Next



Back to the
overview of
the steps
for this
request

Search...

SEARCH

MARIE JO...

HOME ORGANIZATION INFORMATION

Organization Information

National Malaria Program

Organization Short Name
NMPN

Organization Grant Abbreviation
NGA - M

DETAILS ACCOUNT ROLES CONTACTS BANKING DETAILS

Organization Details

Organization Name
National Malaria Program

Organization Short Name ⓘ
NMPN

Parent Account

Website

Communication Language ⓘ
English

Address Information

Address Type
Office Address

Zip/Postal Code ⓘ
16000

Update Organization

Create Contact

Update Contact

Tests for Contacts

#Open Change Requests for Banking
0

Update Contact

* Salutation
Mr

First Name:
George

* Last Name
Edwards

* Email Address
george.edwards@yopmail.com

Mobile Phone ⓘ
+123456000

Next

Update the information
and click **Next**

Step 2h

Principal Recipient (PR)
Update Contacts



[Back to the overview of the steps for this request](#)

1. You can edit the **Job Title** and check the **Signatory for Legally-Binding Documents** (if applicable to this contact)

2. Scroll to the right to assign other rights



[Back to the overview of the steps for this request](#)

Search...

SEARCH

MARIE JO...

HOME ORGANIZATION INFORMATION

Organization Information

National Malaria Program

Organization Short Name
NMPN

Organization Grant Abbreviation
NGA - M

DETAILS ACCOUNT ROLES CONTACTS BANKING DETAILS

Organization Details

Organization Name
National Malaria Program

Organization Short Name
NMPN

Parent Account

Website

Communication Language
English

Address Information

Address Type
Office Address

Zip/Postal Code
16000

Update Contact

Guidance

Access to GED Portal - By clicking this box, you will allow this contact to view and edit GED for this organization and its contacts via the Global Fund Partner Portal.

Signatory for Legally-Binding Documents - The organization's signatory(ies) for Legally-Binding Documents is the person(s) that is(are) duly authorized to sign, or sign in acknowledgment in case of CMs, legally-binding documents that are valid and enforceable, as per signatory specimen.

Official Job Title - Indicate the individual's job title within the organization. This job title will be displayed on official documents if the contact is assigned signatory or notice rights for this grant/country.

its

Signatory for Disbursement Requests

Organization Representative for Notices

✓

Cancel

Save

Back

Next

1. You can check the **Signatory for Disbursement Requests** or **Organization Representative for Notices**, if applicable to this contact

2. Click **Save** once you have checked the corresponding rights



[Back to the overview of the steps for this request](#)

Search...

SEARCH

HOME

ORGANIZATION INFORMATION

Organization Information

National Malaria Program

Organization Short Name

NMPN

Organization Grant Abbreviation

NGA - M

DETAILS

ACCOUNT ROLES

CONTACTS

BANKING DETAILS

Organization Details

Organization Name

National Malaria Program

Organization Short Name

NMPN

Parent Account

Website

Communication Language

English

Address Information

Address Type

Office Address

Zip/Postal Code

16000

Update Organization

Create Contact

Update Contact

Requests for Contacts

#Open Change Requests for Banking

0

(PR Only)

Update Contact

Guidance

Access to GED Portal - By clicking this box, you will allow this contact to view and edit GED for this organization and its contacts via the Global Fund Partner Portal.

Signatory for Legally-Binding Documents - The organization's signatory(ies) for Legally-Binding Documents is the person(s) that is(are) duly authorized to sign, or sign in acknowledgment in case of CMs, legally-binding documents that are valid and enforceable, as per signatory specimen.

Official Job Title - Indicate the individual's job title within the organization. This job title will be displayed on official documents if the contact is assigned signatory or notice rights for this grant/country.

Organization Representative for Notice

Access to GED Portal

Access to Wambo Portal

Back

Next

Click Next



Back to the
overview of
the steps
for this
request

Search...

SEARCH

HOME

ORGANIZATION INFORMATION

Organization Information

National Malaria Program

Organization Short Name

NMPN

Organization Grant Abbreviation

NGA - M

Update Organization

Create Contact

Update Contact

Details for Contacts

#Open Change Requests for Banking

0

DETAILS

ACCOUNT ROLES

CONTACTS

BANKING DE

Organization Details

Organization Name

National Malaria Program

Organization Short Name

NMPN

Parent Account

Website

Communication Language

English

Address Information

Address Type

Office Address

Zip/Postal Code

16000

Attach PR signatory information template

Upload Files

Or drop files

The attached supporting documents will be visible in the Files tab of the change request upon submission.

Previous

Next

Attach the supporting
documents and click **Next**



[Back to the overview of the steps for this request](#)

English Français Español

Search...

HOME ORGANIZATION INFORMATION

Organization Information
United Nations Children's Fund

Organization Short Name: UNICEF Organization Grant Abbreviation: UNICEF

DETAILS ACCOUNT ROLES **CONTACTS** BANKING DETAILS

Update Organization Create Contact Update Contact

Contacts for Contacts #Open Change Requests for Banking
1

(PR Only)

Organization

Create Contact

Possible Duplicate Contacts

The below list shows potential duplicate contacts with similar information to the one you are trying to create/update. You have two options:

1. Use the Action drop-down to check if the contact you want to create or update already exists. If a duplicate is identified, select the contact and click 'Next'.
  - a.If you are **creating a new organization**, the selected contact will be used as Focal Point contact for this organization.
  - b.If you are **creating a new contact**, the change request will become an "Update Contact Information" request instead.
  - c.If you are **updating an existing contact**, the change request will be transferred under the selected contact.
2. Click 'Next' if none of the contacts listed below is a duplicate of the one you are trying to create/update.

First Name	Last Name	Email	Acti...
☒ George	Edwards	george.edwards@yopmail.co	

[Clear selection](#)

[Previous](#) [Next](#)

For Global PRs only, potential duplicate contacts are identified by the system. Use the Action icon to view the details of the contact and determine whether the contact being created is a duplicate of an existing one.

Click [here](#) to skip this step



Back to the
overview of
the steps
for this
request

English Français Español

Search...

×

POONAM ...

HOME ORGANIZATION INFORMATION

Organization Information
United Nations Children's Fund

Organization Short Name
UNICEF

Organization Grant Abbreviation
UNICEF

DETAILS ACCOUNT ROLES CONTACTS BANKING DE

☐ Contact Salutation

▼

Contact Name

☐ Mr. Andres Franco

☐ Ms. Carla Haddad Mar

☐ Mr. David Evans

☐ Ms. Dominique Hyde

☐ Ms. Mandeep O'F

☐ Mr. Myo-Zin Nyu

☐ Ms. Naline Nipp

☐ Mr. Olav Kjorven

Update Organization

Create Contact

Update Contact

▼

ests for Contacts

#Open Change Requests for Banking
1

(PR Only)

Create Contact

Possible Duplicate Contacts

The below list shows potential duplicate contacts with similar information to the one you are trying to create/update. You have two options:

1. Use the Action drop-down to check if the contact you want to create or update already exists. If a duplicate is identified, select the contact and click 'Next'.
a.If you are **creating a new organization**, the selected contact will be used as Focal Point contact for this organization.
b.If you are **creating a new contact**, the change request will become an "Update Contact Information" request instead.
c.If you are **updating an existing contact**, the change request will be transferred under the selected contact.

2. Click 'Next' if none of the contacts listed below is a duplicate of the one you are trying to create/update.

First Name

▼

Last Name

▼

Email

▼

Acti...

☒ George

Edwards

george.edwards@unicef.org

View

Clear selection

Previous

Next

Following the Action icon click **View**. This will bring you to another window with detailed information about the potential duplicate contact



Contact
George Edwards

+ Follow

Title

Email Address

george.edwards@yopmail.com

Allow Access to Wambo



Access to GED Portal



Access to SP



DETAILS

POSITIONS & ACCESS

CHANGE REQUESTS

FILES

1. Under **Details** and **Positions and Access** tabs, you can view all the information on the potential duplicate contact

▼ Contact Details

Name

Mr George Edwards

Email Address

george.edwards@yopmail.com

Phone Number

City

Mobile

+123456000

Country



2. Click on the arrow to go back to the main page of the change request



[Back to the overview of the steps for this request](#)



Back to the
overview of
the steps
for this
request

English Français Español

Search...



POONAM ...



HOME

ORGANIZATION INFORMATION



Organization Information

United Nations Children's Fund

Organization Short Name
UNICEF

Organization Grant Abbreviation
UNICEF

DETAILS ACCOUNT ROLES **CONTACTS** BANKING DETAILS

☐ Contact Salutation	Contact Name
☐ Mr.	Andres Franco
☐ Ms.	Carla Haddad Mar
☐ Mr.	David Evans
☐ Ms.	D
☐ Ms.	M
☐ Mr.	M
☐ Ms.	Nalinee Nippita
☐ Mr.	Olav Kjorven

Possible Duplicate Contacts

The below list shows potential duplicate contacts with similar information to the one you are trying to create/update. You have two options:

1. Use the Action drop-down to check if the contact you want to create or update already exists. If a duplicate is identified, select the contact and click 'Next'.
  - a.If you are **creating a new organization**, the selected contact will be used as Focal Point contact for this organization.
  - b.If you are **creating a new contact**, the change request will become an "Update Contact Information" request instead.
  - c.If you are **updating an existing contact**, the change request will be transferred under the selected contact.
2. Click 'Next' if none of the contacts listed below is a duplicate of the one you are trying to create/update.

First Name	Last Name	Email	Acti...
☐ David	Evans	devans=unicef.org@exa...	▼

If the contact is not a duplicate, you can go further with the request by clicking **Next**

Previous

Next

Step 2p

Principal Recipient (PR)

Update Contacts



Back to the
overview of
the steps
for this
request

Search...

SEARCH

MARIE JO...

HOME ORGANIZATION INFORMATION

Organization Information
National Malaria Program

Update Organization

Create Contact

Update Contact

Organization Short Name

NMPN

Organization Grant Abbreviation

NGA - M

Integration Status

#Open Change Requests for Organization

#Open Change Requests for Contacts

#Open Change Requests for Banking

0

DETAILS

ACCOUNT ROLES

CONTACTS

BANKING DE

Organization Details

Organization Name

National Malaria Program

Organization Short Name

NMPN

Parent Account

Website

Communication Language

English

Address Information

Address Type

Office Address

Zip/Postal Code

16000

Governmental Organization

Organization Sub-Type

Ministry of Health

Organization Grant Abbreviation

NGA - M

Update Contact

Your request was successfully submitted. Click [here](#) to open it.

Finish

The request is submitted.
You can see more details by
clicking on the blue link



[Back to the overview of the steps for this request](#)

You can now see the details of your successfully submitted change request:

1. Change request type
2. Change request status
3. Chevron status bar indicating the current status of the change request and an overview of the process
4. The change request details

Search...

SEARCH

HOME

ORGANIZATION INFORMATION

Change Request

00022076

1

Request Record Type

Update PR/LI Contact

2

Request status

Pending Global Fund Review

Integration Status

3

✓

Pending Global Fund Review

Closed

Case History (1)

4

Date	Field	User	Original Value	New Value
11/05/2021 16:44	Created.	Marie Johnson		

View All

POSITIONS

Guidance

Color coding explanation:

- Green - Access was added
- Red - Access was removed
- Yellow - Details were changed (old value is crossed out)

Click on the arrow to scroll down the screen and see the details of the change request raised

Duplicate merge history

Not applicable

Re-submit case

There is no clarification needed from your end at the moment



Back to the
overview of
the steps
for this
request

Click here to
go back to the
overview page

Case History (1)

Date	Field	User	Original Value	New Value
11/05/2021 16:44	Created.	Marie Johnson		

View All

POSITIONS

Guidance

Color coding explanation:

- **Green** - Access was added
- **Red** - Access was removed
- **Yellow** - Details were changed (old value is crossed out)

Access to GED Portal - By clicking this box, you will allow this contact to view and edit GED for this organization and its contacts via the Global Fund Partner Portal.

Signatory for Legally-Binding Documents - The organization's signatory(ies) for Legally-Binding Documents is the person(s) that is(are) duly authorized to sign, or sign in acknowledgment in case of CMs, legally-binding documents that are valid and enforceable, as per signatory specimen.

Official Job Title - Indicate the individual's job title within the organization. This job title will be displayed on official documents if the contact is assigned signatory or notice rights for this grant/country.

uments	Signatory for Disbursement Requests	Organization Representative for Notices	Access to GED Portal	Access to Wam
		✓	✓	

DETAILS

FILES

Contact Information

Organization Name
National Malaria Program

The new rights are updated
according to the color legend

Duplicate merge history

Not applicable

Re-submit case

There is no clarification needed from your end at the moment

Note!
You can click on the Details
tab to see the contact
information

Grant Entity Data (GED) Interactive Manual

The steps assigned to you are highlighted in the red boxes

PR | Deactivate Contacts

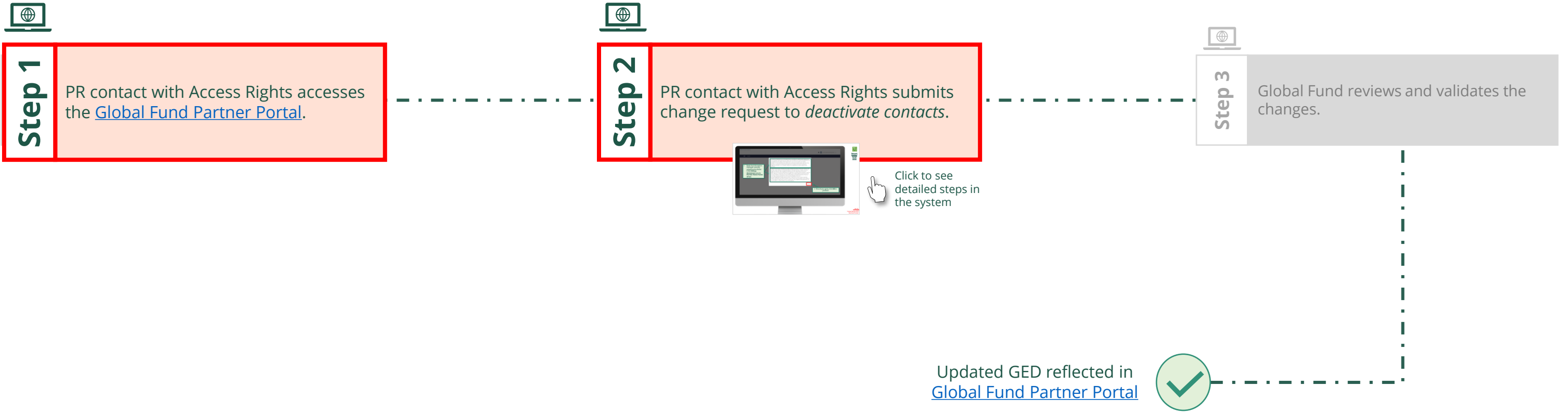
Follow the steps below



Select Another External Stakeholder



Select Another PR Change Request



1. Read the information displayed carefully regarding the Global Fund **Privacy Statement** and the **Partner Portal Terms of use**

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 <http://www.theglobalfund.org/en/partner-portal/>). 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 or cannot enter into a legally binding agreement, you must not access or use the Portal or any of the Features.

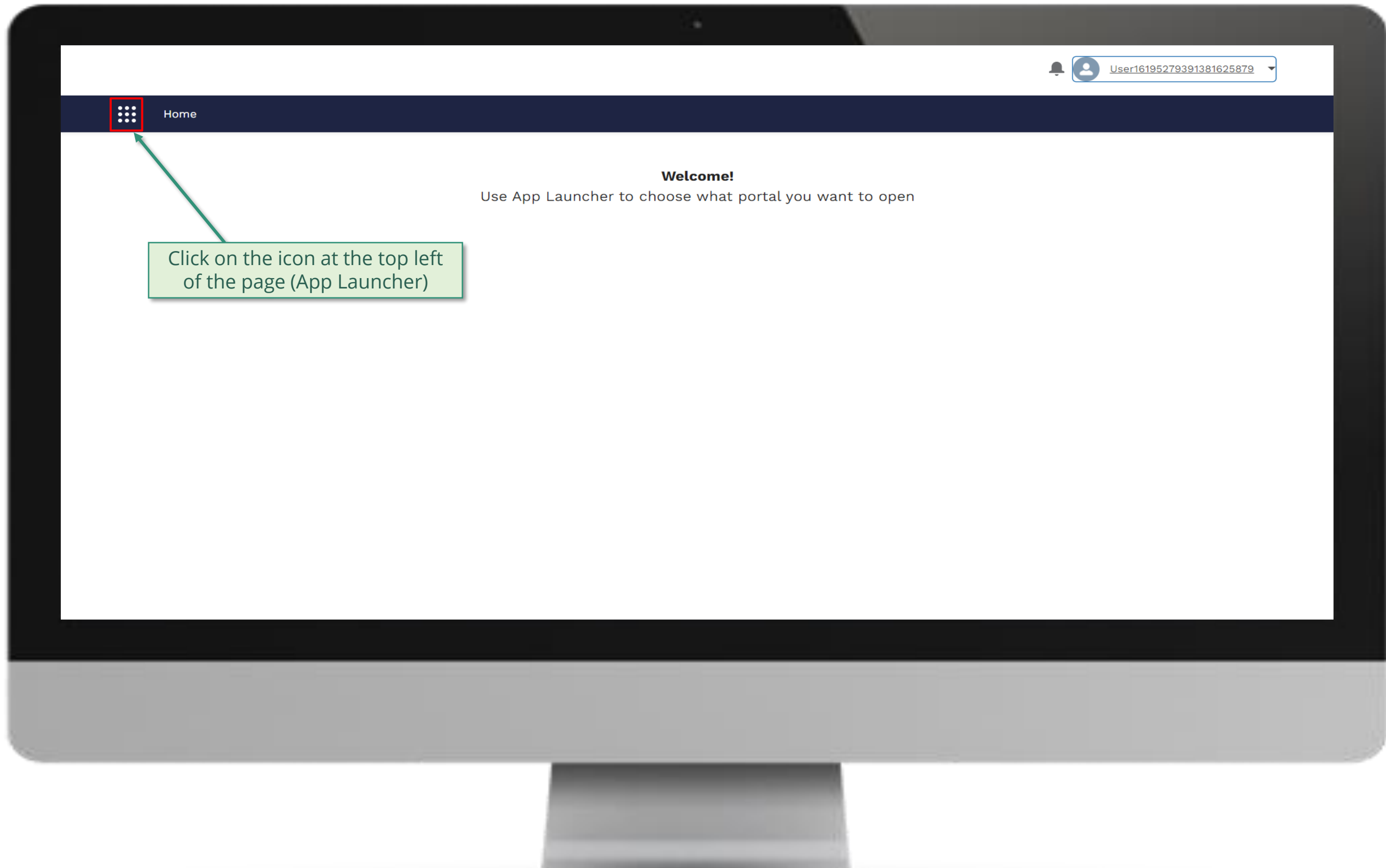
2. Should you agree, click **OK** to proceed



[Back to the overview of the steps for this request](#)



[Back to the overview of the steps for this request](#)



Click on the icon at the top left of the page (App Launcher)

Step 2b

Principal Recipient (PR)
Deactivate Contacts



[Back to the overview of the steps for this request](#)

App Launcher

Search apps...

▼ All Apps



[Grant Entity Data](#)



[Landing Page](#)



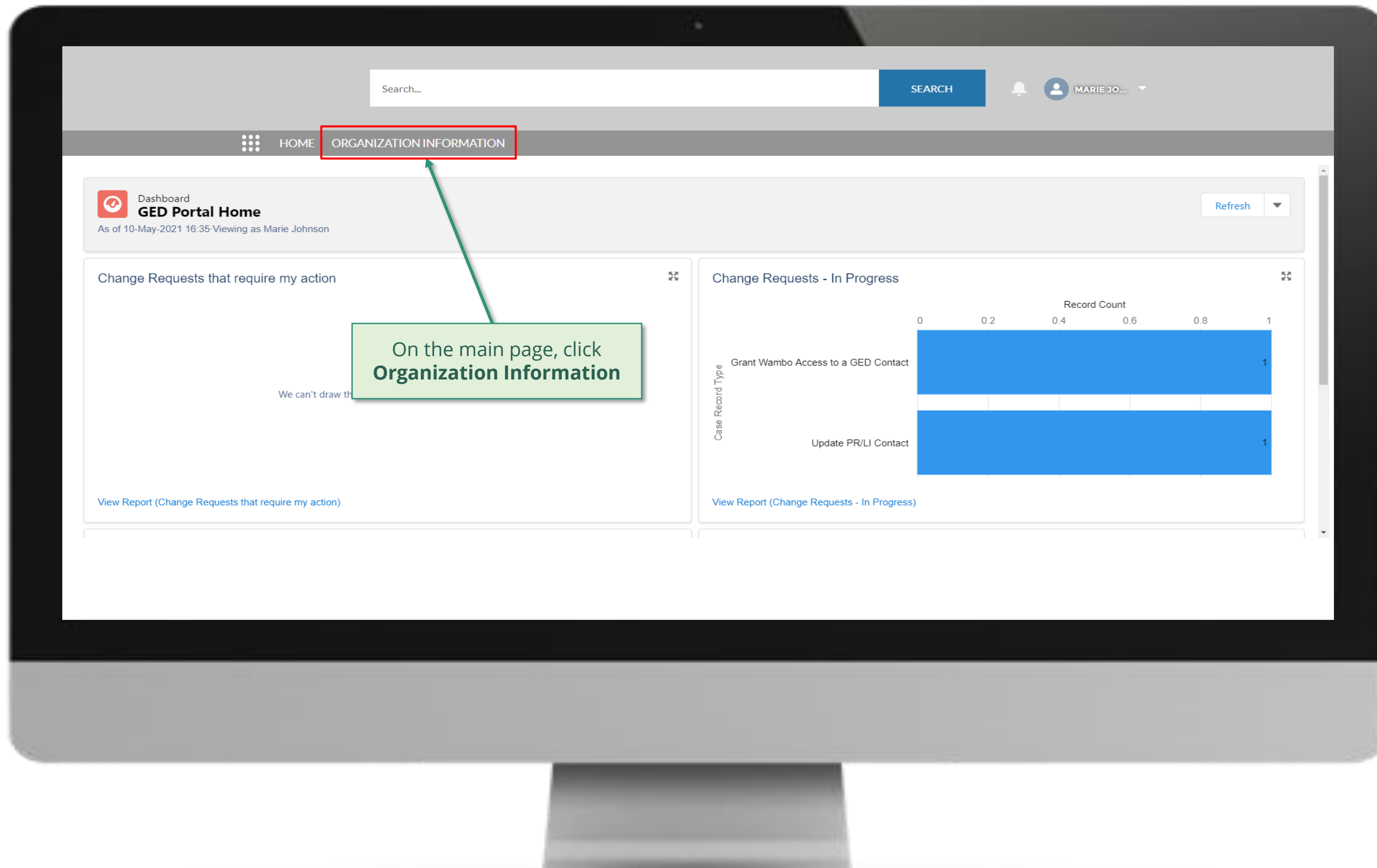
Click **Grant Entity Data**

Step 2c

Principal Recipient (PR)
Deactivate Contacts



[Back to the overview of the steps for this request](#)



Step 2d

Principal Recipient (PR)
Deactivate Contacts



[Back to the overview of the steps for this request](#)

Search...

SEARCH

MARIE JO...

HOME

ORGANIZATION INFORMATION

Organization Information

My Organizations ▾

1 item • Sorted by Organization Name • Filtered by All organization information - Organization Record Type • Updated a few seconds ago

Search this list...

	Organization Name ↑	Organization Short Name	Country	Parent Account	
1	National Malaria Program	NMPN	Nigeria		

Select the organization you want to update by clicking on it



Back to the
overview of
the steps
for this
request

Search...

SEARCH

HOME

ORGANIZATION INFORMATION

Organization Information

National Malaria Program

Update Organization

Create Contact

Update Contact

Deactivate Contact

Create Banking Details

Update Banking Details

Deactivate Banking Details

Organization Short Name	Organization Grant Abbreviation	Integration Status	#Open Change Requests for Organization	#Open Change Requests for Contacts	#Open Change Requests for Banking Details
NMPN	NGA - M	Completed	1	4	0

DETAILS

ACCOUNT ROLES

CONTACTS

BANKING DETAILS

CHANGE REQUESTS

FILES

MORE

Organization Details

Organization Name

National Malaria Program

Organization Short Name

NMPN

Parent Account

Website

Communication Language

English

Address Information

Address Type

Zip/Postal Code

Organization Details (PR Only)

Role

PR

Organization Type

Governmental Organization

Organization Sub-Type

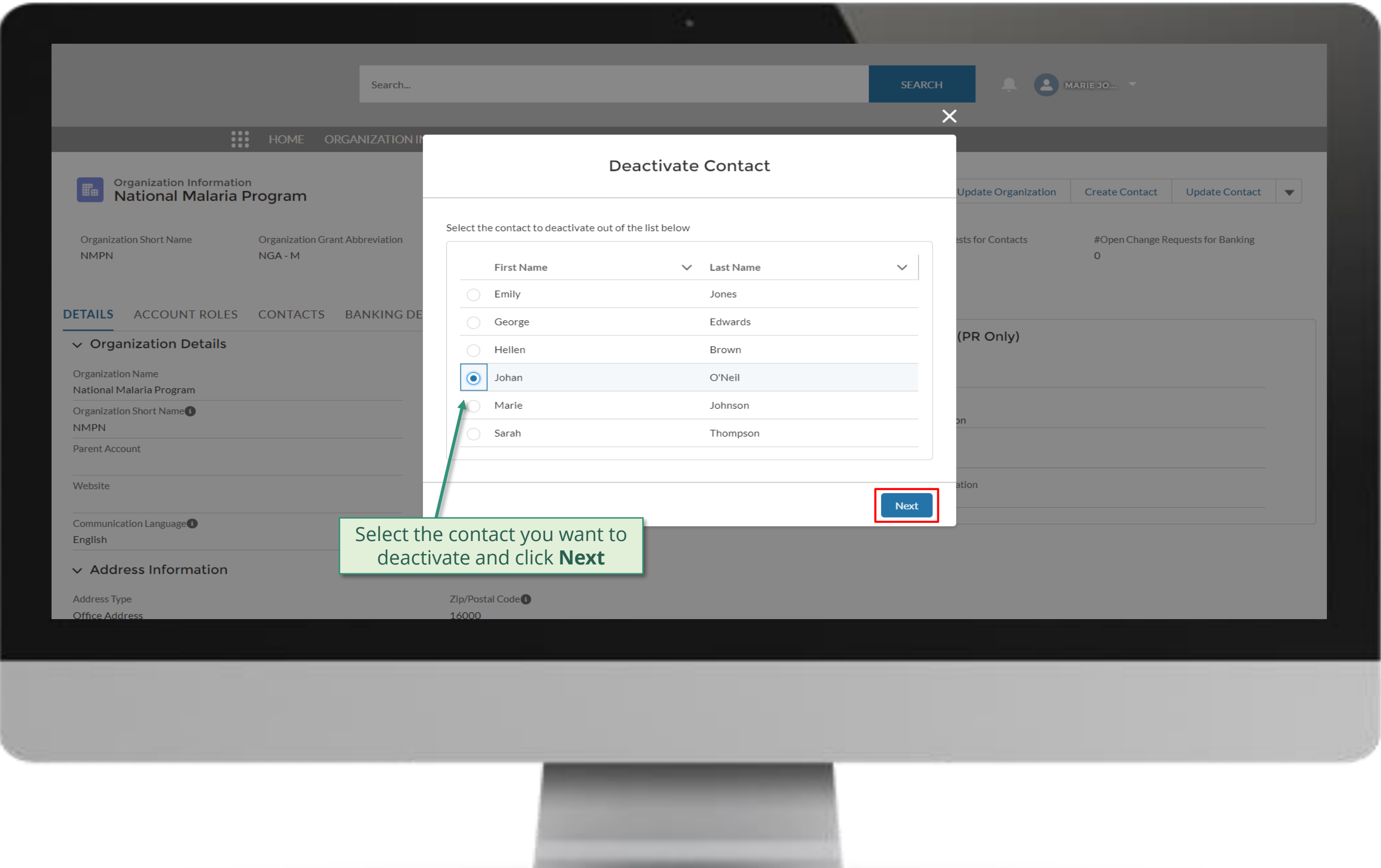
Ministry of Health

Organization Grant Abbreviation

NGA - M

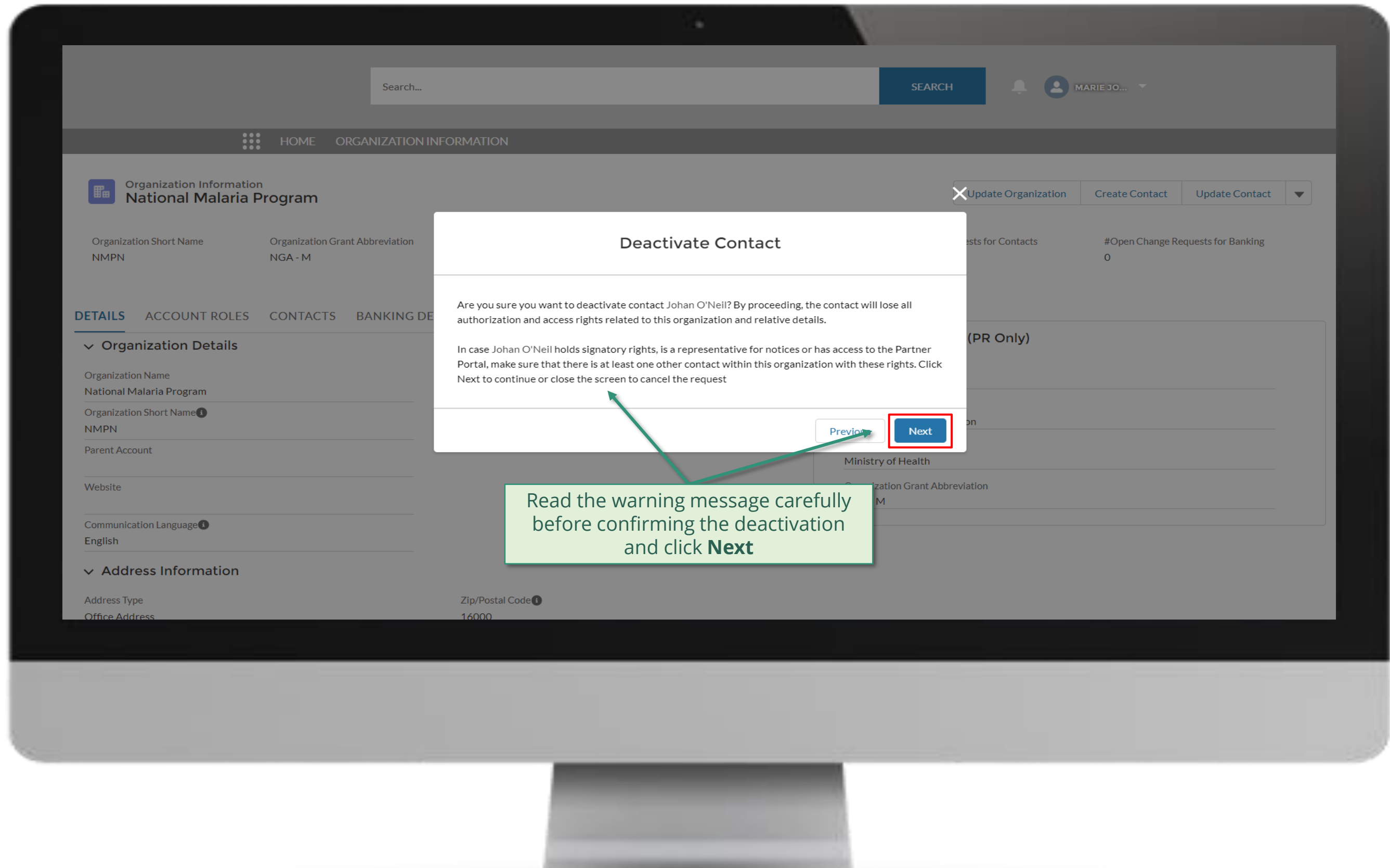


[Back to the overview of the steps for this request](#)





[Back to the overview of the steps for this request](#)

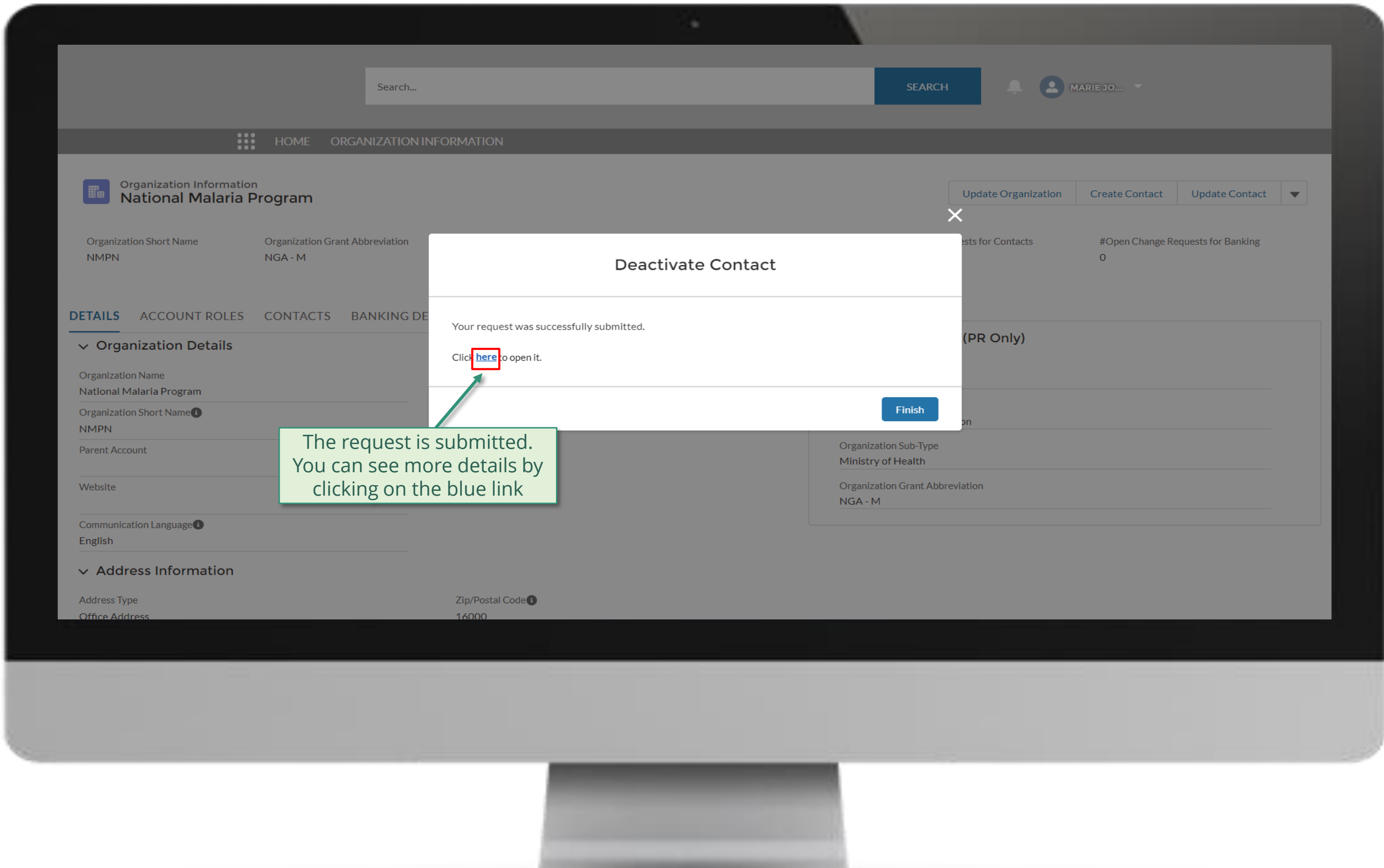


Step 2h

Principal Recipient (PR)
Deactivate Contacts



Back to the
overview of
the steps
for this
request



Step 2i

Principal Recipient (PR)
Deactivate Contacts

Change Request
00022089

1

Request Record Type
Deactivate PR/LI Contact

2

Request status
Pending Global Fund Review

Integration Status

3

You can now see the details of your successfully submitted change request:

1. Change request type
2. Change request status
3. Chevron status bar indicating the current status of the change request and an overview of the process
4. The change request details



Case History (1)

4

Date	Field	User	Original Value	New Value
12/05/2021 15:04	Created.	Marie Johnson		

[View All](#)

4

DETAILS FILES

Note!
You can access details on the newly created request by clicking on the tabs and scrolling down the page

✓ **Contact Information**

Organization Name
National Malaria Program

Salutation
Mrs

First Name
Johan

Email Address

Existing Contact
[Johan O'Neil](#)

Last Name
O'Neil

Duplicate merge history

Not applicable

Re-submit case

There is no clarification needed from your end at the moment



Back to the overview of the steps for this request

Click here to go back to the overview page

Grant Entity Data (GED) Interactive Manual

Select the type of change request

Select from the below



[Select Another
External Stakeholder](#)

Organization information Change Requests



Create New Organization
| *page 108*



Update Organization
Information
| *page 109*

Contact Information Change Requests



Create Contacts
| *page 117*



Update Contacts
| *page 130*



Deactivate Contacts
| *page 140*

Grant Entity Data (GED) Interactive Manual

The steps assigned to you are highlighted in the red boxes

CCM | Create New Organization

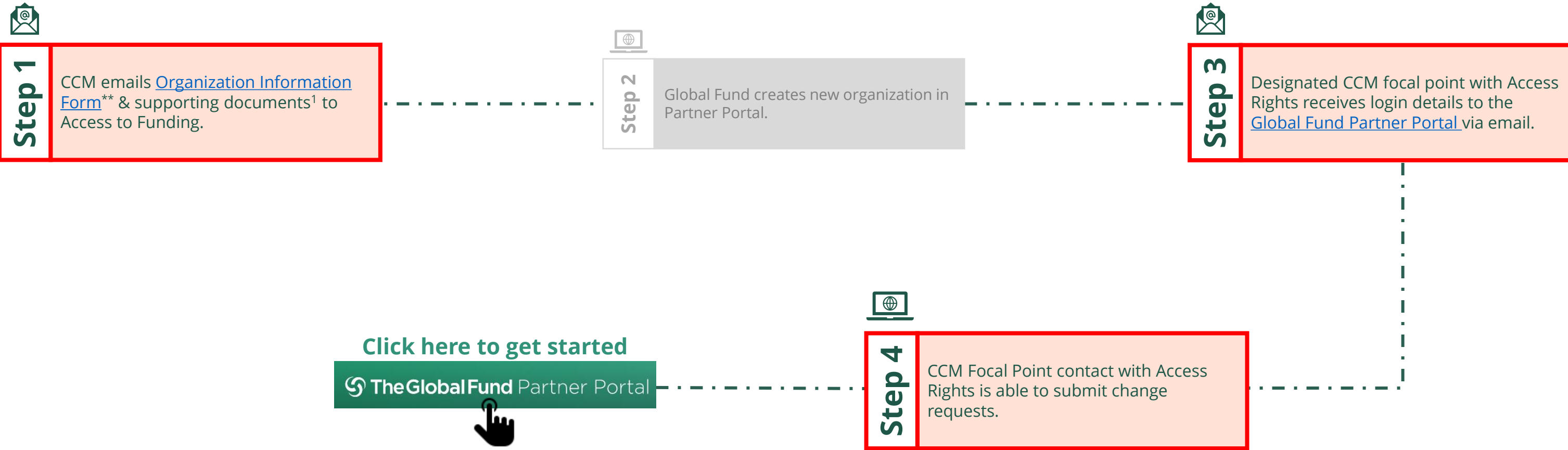
Follow the steps below



Select Another
External Stakeholder



Select Another CCM
Change Request



¹ See [Operational Policy Manual \(OPM\)](#) Annex 3 on required supporting documents.
^{**} Organization Information Form ([EN](#) | [ES](#) | [FR](#)). Please note! Spanish and French versions are courtesy translations only. Please complete and submit the English version of this template.

Grant Entity Data (GED) Interactive Manual

The steps assigned to you are highlighted in the red boxes

CCM | Update Organization Information

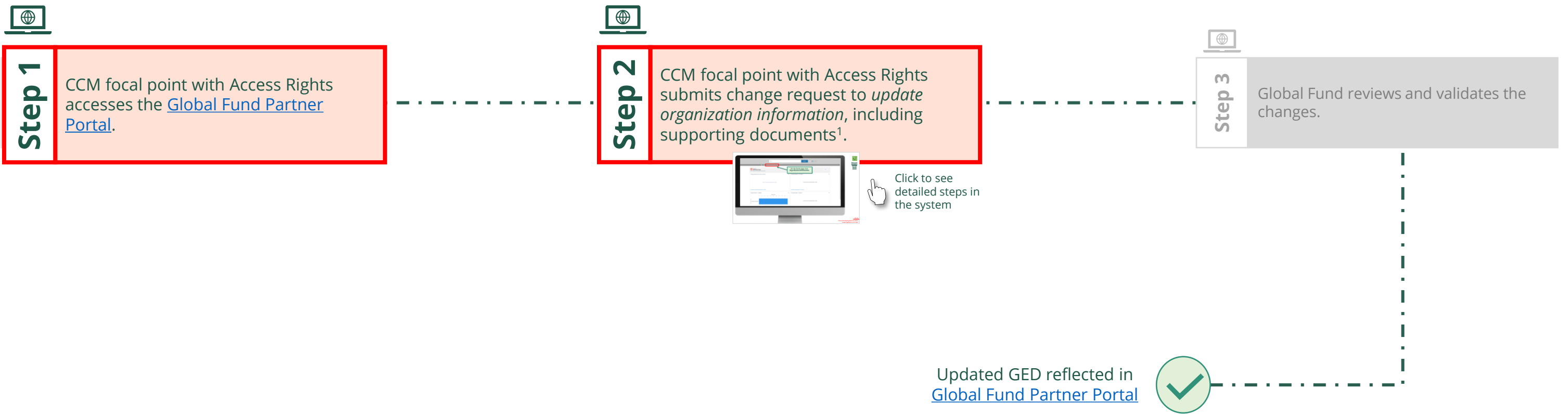
Follow the steps below



Select Another
External Stakeholder



Select Another CCM
Change Request



¹ 1 See [Operational Policy Manual \(OPM\)](#) Annex 3 on required supporting documents



[Back to the overview of the steps for this request](#)

Search...

SEARCH

CARLOS S...

HOME

ORGANIZATION INFORMATION

Dashboard
GED Portal Home
As of 17-May-2021 10:56 Viewing as Carlos Smithon

Refresh

Change Requests that require my action

We can't draw this chart because there is no data.

[View Report \(Change Requests that require my action\)](#)

Change Requests - In Progress

We can't draw this chart because there is no data.

[View Report \(Change Requests - In Progress\)](#)

Change Requests - Validated

Record Count

0 0.1 0.2 0.3 0.4 0.5 0.6 0.7 0.8 0.9 1

Case Record Type

Create CM Organization 1

Change Requests - Rejected

We can't draw this chart because there is no data.

On the Home page, click
Organization Information



[Back to the overview of the steps for this request](#)

Search...

SEARCH

CARLOS S...

HOME

ORGANIZATION INFORMATION

Organization Information

My Organizations

Printable View

Search this list...

1 item • Sorted by Organization Name • Filtered by All organization information - Organization Record Type • Updated a few seconds ago

	Organization Name ↑	Organization Short Name	Country	Parent Account	
1	Coordinating Mechanism Nigeria	CM Nigeria	Nigeria		

Click on the name of the organization you wish to update



Back to the
overview of
the steps
for this
request

Search...

SEARCH

  CARLOS S... ▾

 HOME ORGANIZATION INFORMATION

Click **Update Organization**

Update Organization

Create Contact

Update Contact ▾

 Organization Information
Coordinating Mechanism Nigeria

Organization Short Name
CM Nigeria

Organization Grant Abbreviation

Integration Status

#Open Change Requests for Organization
0

#Open Change Requests for Contacts
0

#Open Change Requests for Banking
0

DETAILS ACCOUNT ROLES CONTACTS BANKING DETAILS CHANGE REQUESTS FILES MORE

▼ Organization Details

Organization Name
Coordinating Mechanism Nigeria

Organization Short Name ⓘ
CM Nigeria

Parent Account

Website

Communication Language ⓘ
English

▼ Address Information

Organization Details (CM Only)

Role
Coordinating Mechanism

Representation by age group <18 ⓘ

Representation by age group 18 - 25 ⓘ

Representation by age group 26-40 ⓘ

Representation by age group 41-60 ⓘ

Representation by age group >60 ⓘ

Coordinating Mechanism Type ⓘ
Country Coordinating Mechanism (CCM)

% Representation by age group <18

% Representation by age group 18 - 25

% Representation by age group 26 - 40

% Representation by age group 41 - 60

% Representation by age group >60



[Back to the overview of the steps for this request](#)

Note!
Fields with (*) are mandatory

Update Organization

General Organization Information

* Organization Name ⓘ
Coordinating Mechanism Nigeria

* Organization Short Name ⓘ
CM Nigeria

Website

* Communication Language ⓘ
English
Select the preferred communication language with the Global Fund.

Address Information

* Address Line 1 ⓘ
Moh'd Namadi Sambo Way, Abuja, Nigeria

Address Line 2

Address Line 3

Next

Change the information you wish to update and click **Next**

Step 2d
Country Coordinating Mechanism (CCM)
Update Organization Information



[Back to the overview of the steps for this request](#)

Search...

SEARCH

CARLOS S...

HOME

ORGANIZATION INFORMATION

Organization Information

Coordinating Mechanism Nigeria

Organization Short Name

CM Nigeria

Organization Grant Abbreviation

Update Organization

Create Contact

Update Contact

DETAILS

ACCOUNT ROLES

CONTACTS

BANKING DETAILS

View Report - Active Contacts with Roles

View Report - Endorsed Contacts

Contact Salutation	Contact Name	Contact Email
☐ Dr.	Alanis Finn	
☐ Miss	Amanda Ragotu	a.ragotu@yopmail.com
☐ Mr.	Carlos Smithon	c.smithon@yopmail.com
☐ Ms.	Fernanda Altugh	f.altugh@yopmail.com
☐ Mr.	Leonardo Clavuls	l.clavus@yopmail.com
☐ Mr.	Nuno Pombo	n.pombo@yopmail.com

Representation by age group <18

% Representation by age group <18

0.00%

Representation by age group 18 - 25

% Representation by age group 18 - 25

0.00%

Representation by age group 26 - 40

% Representation by age group 26 - 40

0.00%

Representation by age group 41 - 60

% Representation by age group 41 - 60

0.00%

Representation by age group >60

% Representation by age group >60

0.00%

Update Organization

Create Contact

Update Contact

Supporting Documents

Upload Files

Or drop files

Attach, where applicable, supporting documentation such as Meeting Minutes, legal documents or other communications (Letters/emails) proving the change. The documents support the changes, and they are not mandatory.

The attached supporting documents will be visible in the Files tab of the change request upon submission.

Previous

Next

Attach supporting documents and click **Next**



Back to the
overview of
the steps
for this
request

Search...

SEARCH

CARLOS S...

HOME ORGANIZATION INFORMATION

Organization Information

Coordinating Mechanism Nigeria

Organization Short Name

CM Nigeria

Organization Grant Abbreviation

Update Organization

Create Contact

Update Contact

Details for Contacts

#Open Change Requests for Banking

0

DETAILS ACCOUNT ROLES CONTACTS BANKING DE

View Report - Active Contacts with Roles

View Report - Endors

Contact Salutation	Contact Name	
☐ Dr.	Alanis Finn	
☐ Miss	Amanda Ragotu	a.ragotu@yopmail.com
☐ Mr.	Carlos Smithon	c.smithon@yopmail.com
☐ Ms.	Fernanda Altugh	f.altugh@yopmail.com
☐ Mr.	Leonardo Clavuls	l.clavus@yopmail.com
☐ Mr.	Nuno Pombo	n.pombo@yopmail.com

Representation by age group <18

% Representation by age group <18

0.00%

Representation by age group 18 - 25

% Representation by age group 18 - 25

0.00%

Representation by age group 26-40

% Representation by age group 26 - 40

0.00%

Representation by age group 41-60

% Representation by age group 41 - 60

0.00%

Representation by age group >60

% Representation by age group >60

0.00%

Update Organization

Your request was successfully submitted. Click [here](#) to open it.

Finish

The request is submitted.
You can see more details by
clicking on the blue link.



Back to the
overview of
the steps
for this
request

Click here to
go back to the
overview page

You can now see the details of your
successfully submitted change request:

1. Change request type
2. Change request status
3. Chevron status bar indicating the current
status of the change request and an
overview of the process
4. The change request details

Search...



HOME

ORGANIZATION INFORMATION



Change Request
00022170

1

Request Record Type
Update CM Organization

2

Request status
Pending Global Fund Review

Integration Status

3



Pending Global Fund Review

Closed



Case History (6+)

4

Date	Field	User	Original Value	New Value
17/05/2021 11:48	Created.	Carlos Smithon		
17/05/2021 11:48	Zip/Postal Code	Carlos Smithon	1234	12345
17/05/2021 11:48	Representation by age group 18 - 25	Carlos Smithon		1
17/05/2021 11:48	Representation by age group <18	Carlos Smithon		1
17/05/2021 11:48	Representation by age group 26-40	Carlos Smithon		1
17/05/2021 11:48	Representation by age group 41-60	Carlos Smithon		1

[View All](#)

Grant Entity Data (GED) Interactive Manual

The steps assigned to you are highlighted in the red boxes

CCM | Create Contacts

Follow the steps below



Select Another External Stakeholder



Select Another CCM Change Request



Step 1

CCM focal point with Access Rights accesses the [Global Fund Partner Portal](#)



Step 2

CCM focal point with Access Rights submits change request to *create contacts*, including supporting documents¹.



Click to see detailed steps in the system



Step 3

Global Fund reviews and validates the changes.

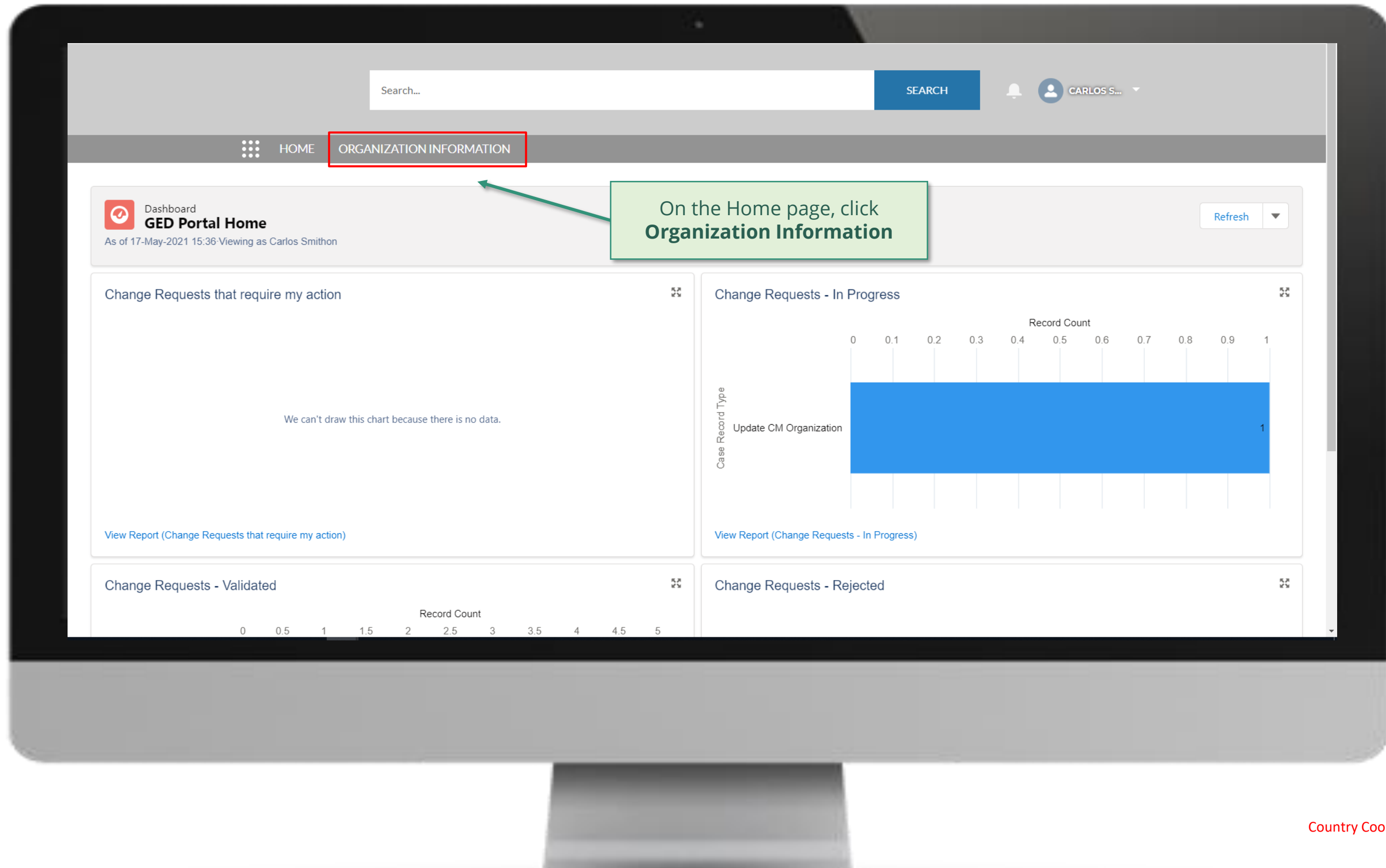
Updated GED reflected in [Global Fund Partner Portal](#)



¹ 1 See [Operational Policy Manual \(OPM\)](#) Annex 3 on required supporting documents

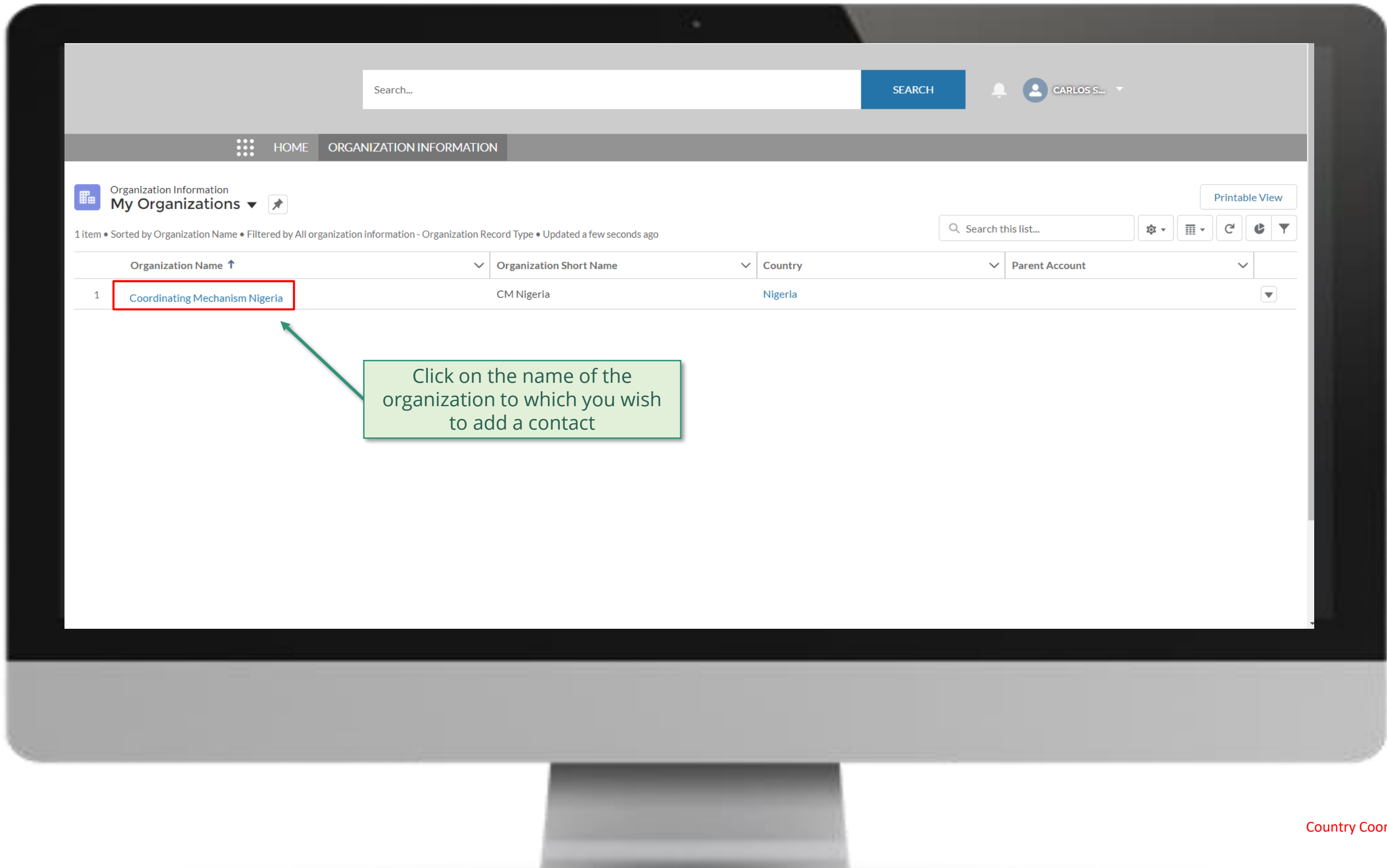


[Back to the overview of the steps for this request](#)





[Back to the overview of the steps for this request](#)





Back to the
overview of
the steps
for this
request

Search...

SEARCH

CARLOS S...

HOME

ORGANIZATION INFORMATION

Organization Information

Coordinating Mechanism Nigeria

Click Create Contact

Update Organization

Create Contact

Update Contact

Organization Short Name

Organization Grant Abbreviation

Integration Status

#Open Change Requests for Organization

#Open Change Requests for Contacts

#Open Change Requests for Banking

CM Nigeria

1

0

0

DETAILS

ACCOUNT ROLES

CONTACTS

BANKING DETAILS

CHANGE REQUESTS

FILES

MORE

Organization Details

Organization Name

Coordinating Mechanism Nigeria

Organization Short Name ⓘ

CM Nigeria

Parent Account

Website

Communication Language ⓘ

English

Address Information

Organization Details (CM Only)

Role

Coordinating Mechanism

Representation by age group <18 ⓘ

1

Representation by age group 18 - 25 ⓘ

1

Representation by age group 26-40 ⓘ

1

Representation by age group 41-60 ⓘ

1

Representation by age group >60 ⓘ

0

Representation by gender - Male ⓘ

Coordinating Mechanism Type ⓘ

% Representation by age group <18

25.00%

% Representation by age group 18 - 25

25.00%

% Representation by age group 26 - 40

25.00%

% Representation by age group 41 - 60

25.00%

% Representation by age group >60

0.00%

% Representation by gender - Male

Step 2c

Country Coordinating Mechanism (CCM
Create Contacts)



[Back to the overview of the steps for this request](#)

Note!
Fields with (*) are mandatory

Create Contact

* Salutation
Please select...

* First Name

* Last Name

* Email

Phone Number

Mobile Phone Number ⓘ

City

Country

Note!
You can hover over the Info Icon to display more information on how to fill in the fields

1. Fill in all the information

Note!
Every time you raise a change request to Create, Update or Deactivate CM Contacts, the system will create an umbrella Parent Change Request which includes all the individual change request the user is raising at the same time. When you click on the link, you will see the list of the individual change requests and their status

2. Click Next

Next



[Back to the overview of the steps for this request](#)

Search...

HOME ORGANIZATION INFORMATION

Organization Information

Coordinating Mechanism Nigeria

Organization Short Name
CM Nigeria

Organization Grant Abbreviation
CM Nigeria

DETAILS

ACCOUNT ROLES

CONTACTS

BANKING DETAILS

Organization Details

Organization Name
Coordinating Mechanism Nigeria

Organization Short Name ⓘ
CM Nigeria

Parent Account

Website

Communication Language ⓘ
English

Address Information

Create Contact

Position Information

Organization Name
Coordinating Mechanism Nigeria

Organization Short Name
CM Nigeria

* Role
Please select...

Role in the Coordinating Mechanism:
Admin Focal Point (Secretariat of the Coordinating Mechanism): all staff of the Coordinating Mechanism Secretariat
Member: all the elected members with active mandate
Alternate: alternate of current members
Chair: elected Chair with active mandate
Vice-Chair: elected Vice-Chair with active mandate
Non-member: nominated member of a CM committee but not CM member

* Sector Represented
Please select...

Country-level stakeholder groups involved in the fight against HIV, TB and malaria represented

Previous

Next

(CM Only)

Coordinating Mechanism Type ⓘ

<18 ⓘ

% Representation by age group <18
25.00%

18 - 25 ⓘ

% Representation by age group 18 - 25
25.00%

26-40 ⓘ

% Representation by age group 26 - 40
25.00%

41-60 ⓘ

% Representation by age group 41 - 60
25.00%

1. Select the role and the sector represented

2. Click **Next**



Back to the
overview of
the steps
for this
request

Organization Information

Coordinating Mechanism Nigeria

Organization Short Name
CM Nigeria

Organization Grant Abbreviation

DETAILS ACCOUNT ROLES CONTACTS BANKING DETAILS

Organization Details

Organization Name
Coordinating Mechanism Nigeria

Organization Short Name ⓘ
CM Nigeria

Parent Account

Website

Communication Language ⓘ
English

Address Information

Address Type

Address Line 1
Moh'd Namadi Sambo Way, Abuja, Nigeria

Address Line 2

Search...

HOME ORGANIZATION INFORMATION

Create Contact

Position Information

* Entry date into the Coordinating Mechanism (CM) ⓘ

04-May-2021

Disease Component Represented ⓘ

Available

HIV/AIDS

Tuberculosis

Malaria

Multi-Component

RSSH

Selected

* Government Category

Ministry of Planning and Development

* Official Job Title ⓘ

Officer

* Recipient Status

PR - Principal Recipient

Abuja

Country

Previous

Next

1

Representation by gender - Transgender ⓘ

or Contacts

#Open Change Requests for Banking
0

(CM Only)

Coordinating Mechanism Type ⓘ

p <18 ⓘ

% Representation by age group <18
25.00%

p 18 - 25 ⓘ

% Representation by age group 18 - 25
25.00%

p 26-40 ⓘ

% Representation by age group 26 - 40
25.00%

p 41-60 ⓘ

% Representation by age group 41 - 60
25.00%

p >60

% Representation by age group >60

Male

% Representation by gender - Male
25.00%

Female ⓘ

% Representation by gender - Female
25.00%

Representation by gender - Transgender ⓘ

% Representation by gender - Transgender

1. Fill in the remaining information
Note that fields with (*) are mandatory

Note!
You can hover over the Info Icon
to display more information on
how to fill in the fields

Click on the arrow to
scroll down the screen to
see the remaining fields



Back to the
overview of
the steps
for this
request

Organization Information Coordinating Mechanism Nigeria

Organization Short Name
CM Nigeria

Organization Grant Abbreviation

DETAILS ACCOUNT ROLES CONTACTS BANKING DETAILS

Organization Details

Note!
Should you not want to share the
details publicly, check this box

Website

Communication Language
English

Address Information

Address Type

Address Line 1
Moh'd Namadi Sambo Way, Abuja, Nigeria

Address Line 2

Create Contact

Ministry of Planning and Development

* Official Job Title

Officer

* Recipient Status

PR - Principal Recipient

Indicate if the person represents an organization managing Global Fund grants. The option "Non-recipient" can be chosen only if the contact does not represent an organization managing Global Fund grants (PR/SR/SSR).

☐ Signatory for Legally-Binding Documents

☐ Member of the Oversight Committee

☐ Member of the Executive Committee

Note: This will be automatically ticked if the selected Role is "Chair", "Vice Chair"

☐ Do not share details publicly

The Global Fund may publish the contact details for designated contact points from relevant Coordinating Mechanisms (such as Chair and Vice-Chair names, Administration Focal Point name and email address) on the Global Fund digital platforms to enable access to critical CM-functions, facilitate communication and ensure transparency. If there are compelling reasons for not having your relevant personal data published on Global Fund digital platforms please tick this box. Please note that even if you tick this box, the Global Fund may disclose your email address to relevant partners and third parties. The Global Fund is committed to respecting the dignity and privacy of people, while balancing such rights with the Global Fund values of transparency, accountability and the ability to carry out its mission. For further information refer to the Global Fund Privacy Statements, including the supplemental statement for Global Fund Grant Funding and Management Activities.

Previous

Next

1. Check the corresponding boxes if the contact is one of the following:

- Signatory for Legally-Binding Documents
- Member of the Oversight Committee
- Member of the Executive Committee

2. Click **Next** to proceed



[Back to the overview of the steps for this request](#)

Search...

SEARCH

HOME

ORGANIZATION INFORMATION

Organization Information

Coordinating Mechanism Nigeria

Organization Short Name

CM Nigeria

Organization Grant Abbreviation

DETAILS

ACCOUNT ROLES

CONTACTS

BANKING DE

Organization Details

Organization Name

Coordinating Mechanism Nigeria

Organization Short Name

CM Nigeria

Parent Account

Website

Communication Language

English

Address Information

Update Organization

Create Contact

Update Contact

Tests for Contacts

#Open Change Requests for Banking

0

Coordinating Mechanism Type

Representation by age group <18

1

% Representation by age group <18

25.00%

Representation by age group 18 - 25

1

% Representation by age group 18 - 25

25.00%

Representation by age group 26 - 40

1

% Representation by age group 26 - 40

25.00%

Representation by age group 41 - 60

0

% Representation by age group 41 - 60

25.00%

Representation by age group >60

0

% Representation by age group >60

0.00%

Representation by gender - Male

% Representation by gender - Male

Create Contact

Election Meeting Minutes

Upload Files

Or drop files

Specimen Signature for authorized signatories

Upload Files

Or drop files

The attached supporting documents will be visible in the Files tab of the change request upon submission.

Previous

Next

Add the applicable supporting documents and click **Next**



[Back to the overview of the steps for this request](#)

Search...

SEARCH

CARLOS S...

HOME ORGANIZATION INFORMATION

Organization Information

Coordinating Mechanism Nigeria

Organization Short Name

CM Nigeria

Organization Grant Abbreviation

Update Organization

Create Contact

Update Contact

DETAILS ACCOUNT ROLES CONTACTS BANKING DE

Organization Details

Organization Name

Coordinating Mechanism Nigeria

Organization Short Name

CM Nigeria

Parent Account

Website

Communication Language

English

Address Information

Tests for Contacts

#Open Change Requests for Banking

0

Create Contact

Select "Continue and add another contact" if you want to create additional Contact.

☐ Continue and add another contact

Previous

Next

Check this box if you want to create more contacts. To proceed, click Next



Back to the
overview of
the steps
for this
request

Search...

SEARCH

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ORGANIZATION INFORMATION

Organization Information
Coordinating Mechanism Nigeria

✕ Update Organization

Create Contact

Update Contact

Organization Short Name

Organization Grant Abbreviation

CM Nigeria

DETAILS

ACCOUNT ROLES

CONTACTS

BANKING DE

Organization Details

Organization Name

Coordinating Mechanism Nigeria

Organization Short Name ⓘ

CM Nigeria

Parent Account

Website

Communication Language ⓘ

English

Address Information

Create Contact

Your request was successfully submitted. Click [here](#) to open it

Finish

The request is submitted! Click on the link for more details

Representation by age group <18 ⓘ

1

Representation by age group 18 - 25 ⓘ

1

Representation by age group 26-40 ⓘ

1

Representation by age group 41-60 ⓘ

1

Representation by age group >60 ⓘ

0

Representation by gender - Male ⓘ

Coordinating Mechanism Type ⓘ

% Representation by age group <18

25.00%

% Representation by age group 18 - 25

25.00%

% Representation by age group 26 - 40

25.00%

% Representation by age group 41 - 60

25.00%

% Representation by age group >60

0.00%

% Representation by gender - Male

Step 2j

Country Coordinating Mechanism (CCM
Create Contacts)



Back to the
overview of
the steps
for this
request

You can now see the details of your
successfully submitted change request:

1. Change request type
2. Change request status
3. Chevron status bar indicating the current
status of the change request and an
overview of the process
4. The change request details

Search...

HOME

ORGANIZATION INFORMATION

Change Request
00022195

1

Request Record Type
Multiple CM Change Requests

2

Request Status
Pending Global Fund Review

3

Pending Global Fund Review

Completed

Key Fields

Justification For Exception

Note!

The **Guidance for Success** highlights the major
elements you need to pay attention to when raising a
change request

Guidance for Success

To be validated, this change request must reflect the most up-to-date information on the selected Coordinating Mechanism (CM)
contact. The fields must be filled in a consistent way, respecting people roles and functions within the CM. After the Global Fund
relevant teams complete the review of all the requested changes, the validated information will be reflected on the Partner
Portal. The requester will receive a notification detailing which requests were approved, and which one were rejected, with
related comments.

Related Cases (1)

1 item • Sorted by Date/Time Opened • Updated a few seconds ago

☐	Change Request	Case Record Type	Date/Time Opened	Organization Name	Contact Full Name	Role	Status	
1	☐	00022196	Create CM Contact	17/05/2021 16:32	Coordinating Mechanism Nigeria	Amanda Maranh	Chair	Pending Global Fund Review

Click on the arrow to
scroll down the screen and
see the details of the change
request raised

Step 2k

Country Coordinating Mechanism (CCM)

Create Contacts



Back to the
overview of
the steps
for this
request

Click here to
go back to the
overview page

POSITIONS

▼ Guidance

Color coding explanation:

- **Green** - Access was added
- **Red** - Access was removed
- **Yellow** - Details were changed (old value is crossed out)

Access to GED Portal - By clicking this box, you will allow this contact to view and edit GED for this organization and its contacts via the Global Fund Partner Portal.

Signatory for Legally-Binding Documents - The organization's signatory(ies) for Legally-Binding Documents is the person(s) that is(are) duly authorized to sign, or sign in acknowledgment in case of CMs, legally-binding documents that are valid and enforceable, as per signatory specimen.

CM Secretariat Staff role - Position (headcount) within the CM Secretariat. Attach the related Terms of Reference and Contract.

Entry Date into CCM - Indicate the election date as CM member. In case of consecutive mandates, please indicate the date of the first election.

Non-member role - Specify the Coordinating Mechanism Committee this contact supports.

Recipient Status - Indicate if the person represents an organization managing Global Fund grants. The option "Non-recipient" can be chosen only if the contact does not represent an organization managing Global Fund grants (PR/SR/SSR).

Role - Specify the role played in the CM.

Sector represented - Country-level stakeholder groups involved in the fight against HIV, TB and malaria represented.

Official Job Title - Indicate the individual's job title within the organization. This job title will be displayed on official documents if the contact is assigned signatory or notice rights for this grant/country.

The new rights are updated
according to the color legend

Duplicate merge history

Not applicable

Re-submit case

There is no clarification needed from your end at the moment

☐ Organization Role	▼	Role	▼	Non member role	▼	CM Secretariat Staff Role	▼	Entry date into the Coordinating Mechanism (CM)
☐		Chair						2021-05-04

DETAILS

FILES

Salutation

Dr

First Name

Note!

You can click on the Details
tab to see the contact
information

Grant Entity Data (GED) Interactive Manual

The steps assigned to you are highlighted in the red boxes

CCM | Update Contacts

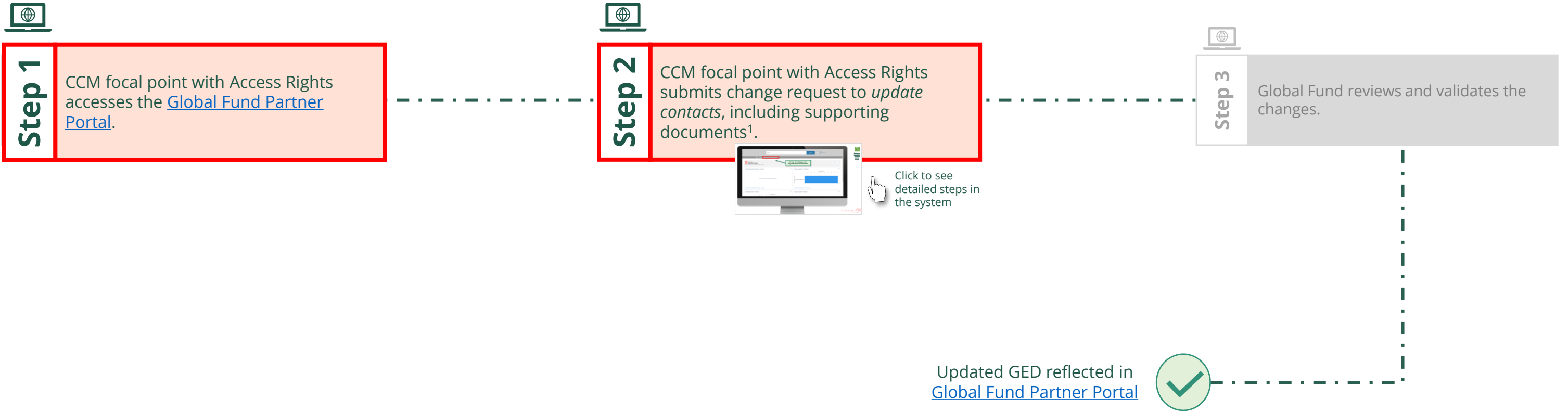
Follow the steps below



Select Another
External Stakeholder



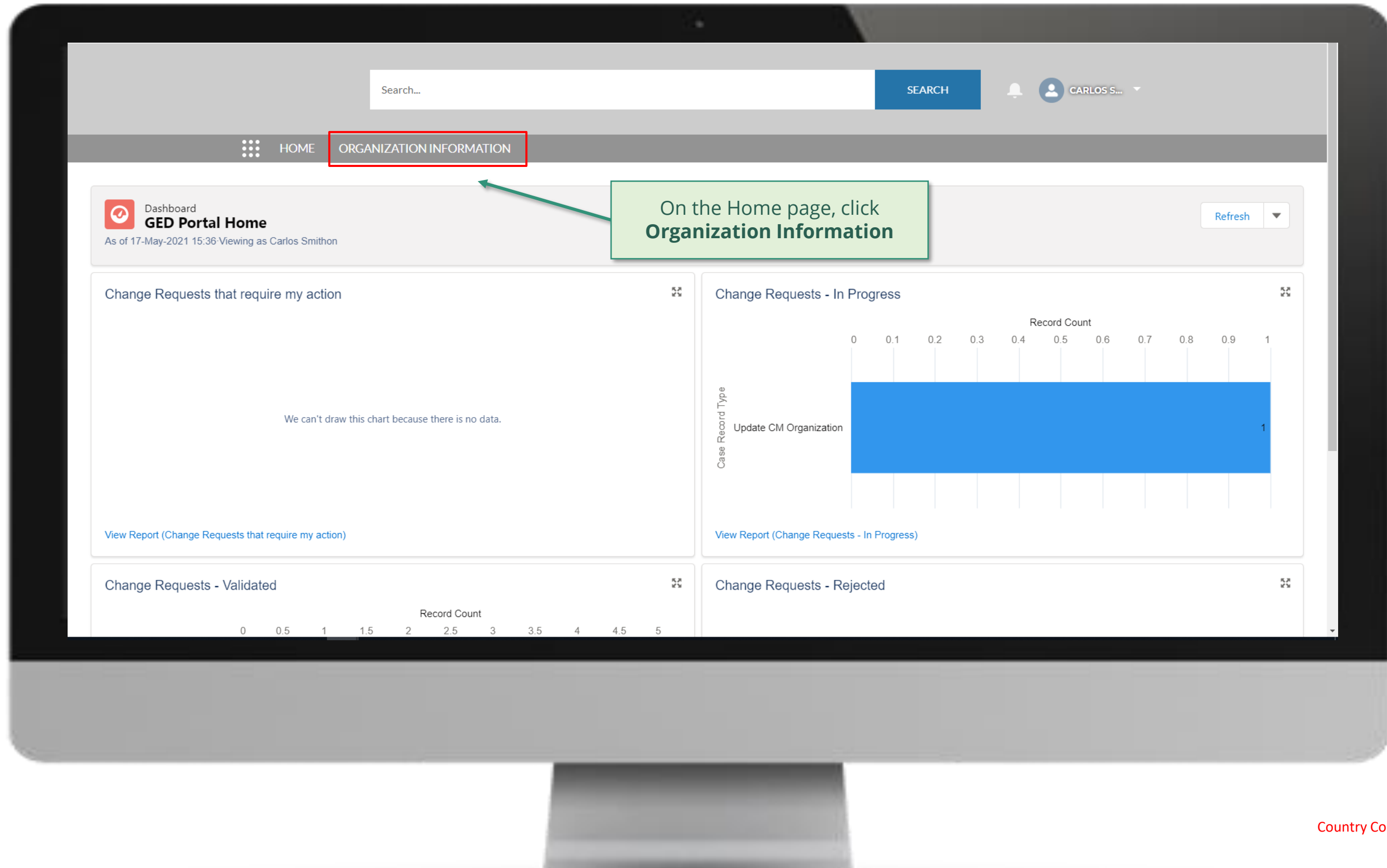
Select Another CCM
Change Request



¹ 1 See [Operational Policy Manual \(OPM\)](#) Annex 3 on required supporting documents



[Back to the overview of the steps for this request](#)

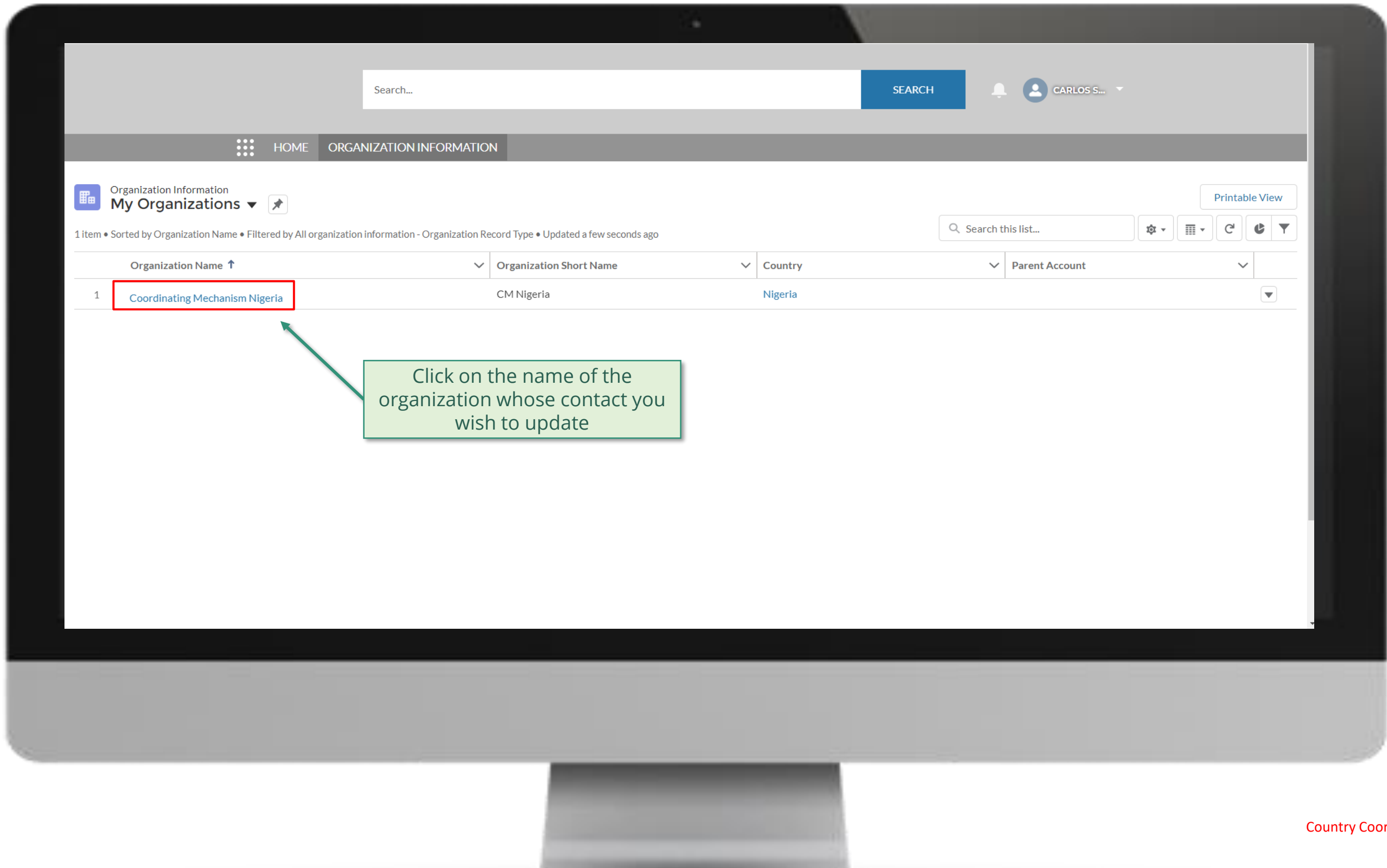


Step 2a

Country Coordinating Mechanism (CCM)
Update Contacts



[Back to the overview of the steps for this request](#)



Step 2b

Country Coordinating Mechanism (CCM)

Update Contacts



[Back to the overview of the steps for this request](#)

Search...

SEARCH

 CARLOS S...

 HOME ORGANIZATION INFORMATION

 Organization Information
Coordinating Mechanism Nigeria

Click **Update Contact**

Update Organization

Create Contact

Update Contact

Organization Short Name
CM Nigeria

Organization Grant Abbreviation

Integration Status

#Open Change Requests for Organization
1

#Open Change Requests for Contacts
0

#Open Change Requests for Banking
0

DETAILS

ACCOUNT ROLES

CONTACTS

BANKING DETAILS

CHANGE REQUESTS

FILES

MORE

Organization Details

Organization Name
Coordinating Mechanism Nigeria

Organization Short Name ⓘ
CM Nigeria

Parent Account

Website

Communication Language ⓘ
English

Address Information

Organization Details (CM Only)

Role
Coordinating Mechanism

Representation by age group <18 ⓘ
1

Representation by age group 18 - 25 ⓘ
1

Representation by age group 26-40 ⓘ
1

Representation by age group 41-60 ⓘ
1

Representation by age group >60 ⓘ
0

Representation by gender - Male ⓘ

Coordinating Mechanism Type ⓘ

% Representation by age group <18
20.00%

% Representation by age group 18 - 25
20.00%

% Representation by age group 26 - 40
20.00%

% Representation by age group 41 - 60
20.00%

% Representation by age group >60
0.00%

% Representation by gender - Male



[Back to the overview of the steps for this request](#)

Select the contact you wish to update and click **Next**

Note!

Every time you raise a change request to Create, Update or Deactivate CM Contacts, the system will create an umbrella Parent Change Request which includes all the individual change request the user is raising at the same time. When you click on the link, you will see the list of the individual change requests and their status

Next

Update Contact

☐	First Na... ▾	Last Name ▾	Role in C... ▾	Signatory rig...	Access to GE...
☐	Alanis	Finn	Chair	✓	
☐	Amanda	Maranha	Chair	✓	
☐	Amanda	Ragotu	Admin Focal ...		✓
☐	Carlos	Smithon	Admin Focal ...		✓
☐	Fernanda	Altugh	Member		
☐	Leonardo	Clavuls	Vice Chair		
☐	Nuno	Pombo	Member		

Organization Information Coordinating Mechanism Nigeria

Organization Short Name
CM Nigeria

Organization Grant Abbreviation

DETAILS ACCOUNT ROLES CONTACTS BANKING DE

Organization Details

Organization Name
Coordinating Mechanism Nigeria

Organization Short Name ⓘ
CM Nigeria

Parent Account

Website

Communication Language ⓘ
English

Address Information



[Back to the overview of the steps for this request](#)

Note!
Fields with (*) are mandatory

Update Contact

Displaying Contact 1 of 1

* Salutation

Mr

* First Name

Nuno

* Last Name

Pombo

* Email

n.pombo@yopmail.com

Phone Number

Mobile Phone Number

City

Next

Make the updates in the corresponding fields and click **Next**



Back to the
overview of
the steps
for this
request

Organization Information

Coordinating Mechanism Nigeria

Organization Short Name
CM Nigeria

Organization Grant Abbreviation

DETAILS

ACCOUNT ROLES

CONTACTS

BANKING DE

Organization Details

Organization Name
Coordinating Mechanism Nigeria

Organization Short Name ⓘ
CM Nigeria

Parent Account

Website

Communication Language ⓘ
English

Address Information

Update Contact

Position Information

Organization Name:
Coordinating Mechanism Nigeria

Organization Short Name:
CM Nigeria

Indicate the official name of the organization (organization refers to PR, LI, CM or LFA).

* Role
Member

Role in the Coordinating Mechanism:
Admin Focal Point (Secretariat of the Coordinating Mechanism): all staff of the Coordinating Mechanism Secretariat
Member: all the elected members with active mandate
Alternate: alternate of current members
Chair: elected Chair with active mandate
Vice-Chair: elected Vice-Chair with active mandate
Non-member: nominated member of a CM committee but not CM member

* Non-Member Role
Please select...

Specify the Coordinating Mechanism Committee this contact supports (Valid only for Non-members)

Previous

Next

Update Organization

Create Contact

Update Contact

0

Representation by gender - Male ⓘ

Make the updates in the corresponding fields and click **Next**

Note!
Depending on the CM selection or role of the contact on the CM, some fields (grayed) can't be modified



[Back to the overview of the steps for this request](#)

Organization Information

Organization Name

Coordinating Mechanism Nigeria

Organization Short Name ⓘ

CM Nigeria

Parent Account

Website

Communication Language ⓘ

English

DETAILS

ACCOUNT ROLES

CONTACTS

BANKING DETAILS

Organization Details

Organization Name

Coordinating Mechanism Nigeria

Organization Short Name ⓘ

CM Nigeria

Parent Account

Website

Communication Language ⓘ

English

Address Information

Update Contact

* Entry date into the Coordinating Mechanism (CM) ⓘ

04-May-2021

* Government Category

National Malaria Program - MoH

* Official Job Title ⓘ

Officer

Disease Component Represented ⓘ

Available

Selected

HIV/AIDS

Tuberculosis

Multi-Component

RSSH

Malaria

Previous

Next

Make the updates in the corresponding fields and click **Next**



Back to the
overview of
the steps
for this
request

Search...

SEARCH

CARLOS S...

HOME ORGANIZATION INFORMATION

Organization Information

Coordinating Mechanism Nigeria

Organization Short Name

CM Nigeria

Organization Grant Abbreviation

CM Nigeria

Update Organization

Create Contact

Update Contact

Details for Contacts

#Open Change Requests for Banking

0

DETAILS ACCOUNT ROLES CONTACTS BANKING DE

Organization Details

Organization Name

Coordinating Mechanism Nigeria

Organization Short Name

CM Nigeria

Parent Account

Website

Communication Language

English

Address Information

Update Contact

Your request was successfully submitted. Click [here](#) to open it

Finish

The request is submitted! Click on the link for more details

(CM Only)

Representation by age group <18

1

Representation by age group 18 - 25

1

Representation by age group 26-40

1

Representation by age group 41-60

1

Representation by age group >60

0

Representation by gender - Male

Coordinating Mechanism Type

% Representation by age group <18

20.00%

% Representation by age group 18 - 25

20.00%

% Representation by age group 26 - 40

20.00%

% Representation by age group 41 - 60

20.00%

% Representation by age group >60

0.00%

% Representation by gender - Male



Back to the
overview of
the steps
for this
request

Click here to
go back to the
overview page

You can now see the details of your
successfully submitted change request:

1. Change request type
2. Change request status
3. Chevron status bar indicating the current
status of the change request and an
overview of the process
4. The change request details

Note!

The **Guidance for Success** highlights the major
elements you need to pay attention to when raising a
change request

To be validated, this change request must reflect the most up-to-date information on the selected Coordinating Mechanism (CM) contact. The fields must be filled in a consistent way, respecting people roles and functions within the CM. After the Global Fund relevant teams complete the review of all the requested changes, the validated information will be reflected on the Partner Portal. The requester will receive a notification detailing which requests were approved, and which one were rejected, with related comments.

Search...



HOME

ORGANIZATION INFORMATION



Change Request
00022206

1

Request Record Type
Multiple CM Change Requests

2

Request Status
Pending Global Fund Review

3



Pending Global Fund Review

Completed

Justification For Exception



Related Cases (1)

4

1 item • Sorted by Date/Time Opened • Updated a few seconds ago

☐	Change Request	☐	Case Record Type	☐	Date/Time Opened	☐	Organization Name	☐	Contact Full Name	☐	Role	☐	Request status	☐
1	☐	00022207		Update CM Contact		17/05/2021 18:34	Coordinating Mechanism Nigeria		Nuno Pombo		Member		Pending Global Fund Review	☐

Grant Entity Data (GED) Interactive Manual

The steps assigned to you are highlighted in the red boxes

CCM | Deactivate Contacts

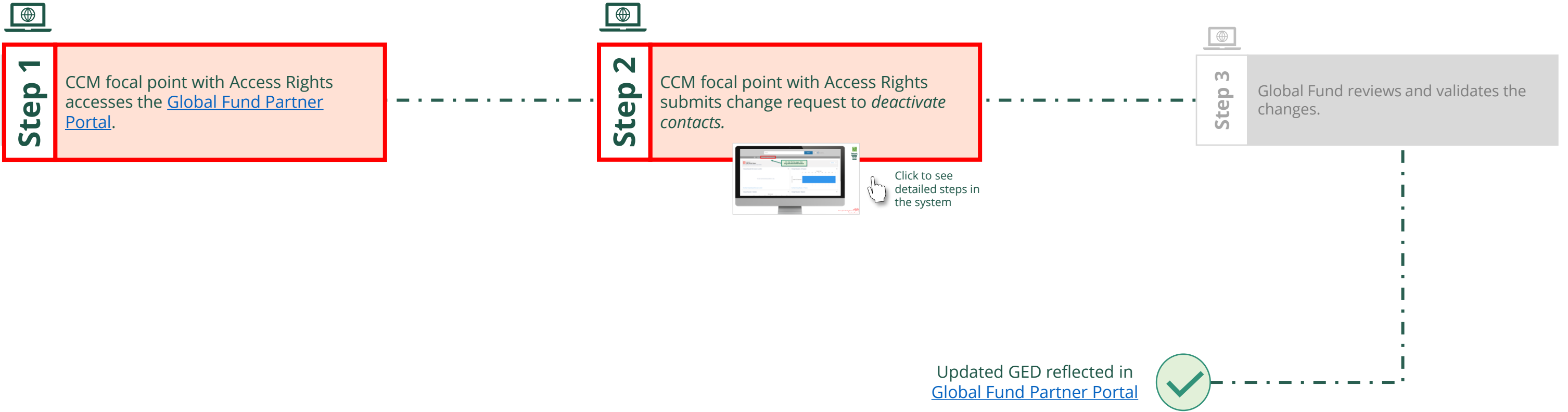
Follow the steps below



Select Another
External Stakeholder

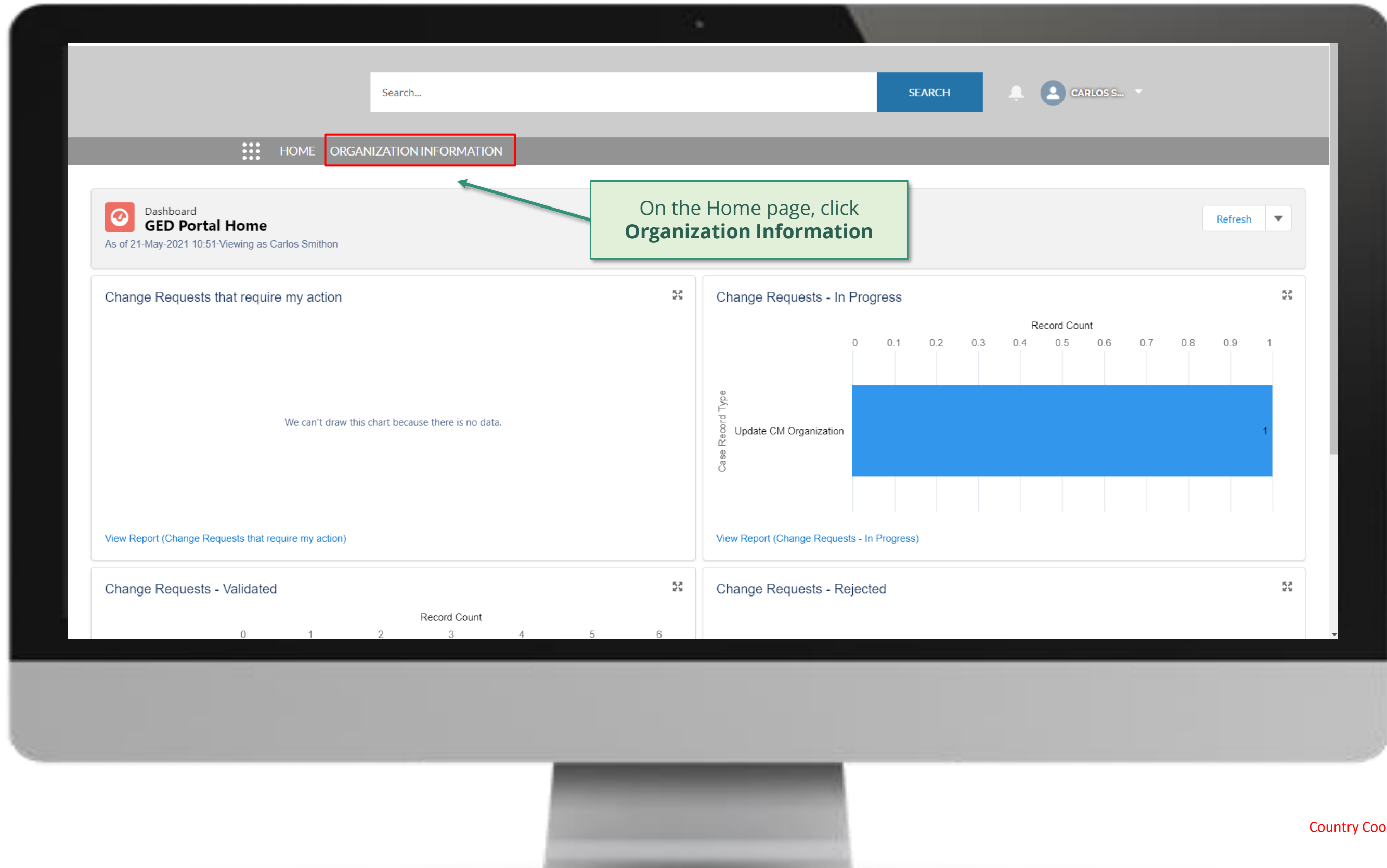


Select Another CCM
Change Request





[Back to the overview of the steps for this request](#)





[Back to the overview of the steps for this request](#)

SEARCH

HOME ORGANIZATION INFORMATION

Organization Information

My Organizations

Printable View

1 item • Sorted by Organization Name • Filtered by All organization information - Organization Record Type • Updated a few seconds ago

Organization Name

Organization

Organization

Address Line 1

Country

Parent ...

Role

Organization

Organization

Organization

1

Coordinating Mechanism Nigeria

CM Nigeria

Moh'd Namadi Sambo Way, Abuja, Nigeria

Nigeria

Coordinating Mechanism

AIM_External

Click on the name of the organization from which you wish to deactivate a contact



Back to the
overview of
the steps
for this
request

Click on the blue arrow and then
click **Deactivate Contact**

HOME

ORGANIZATION INFORMATION

Organization Information

Coordinating Mechanism Nigeria

Organization Short Name

CM Nigeria

Organization Grant Abbreviation

CM Nigeria

Integration Status

#Open Change Requests for Organization

1

#Open Change Requests for Contacts

0

#Open Change Requests for Banking Details

0

Update Organization

Create Contact

Update Contact

Deactivate Contact

Create Banking Details

Update Banking Details

Deactivate Banking Details

DETAILS

ACCOUNT ROLES

CONTACTS

BANKING DETAILS

CHANGE REQUESTS

FILES

MORE

Organization Details

Organization Name

Coordinating Mechanism Nigeria

Organization Short Name

CM Nigeria

Parent Account

Website

Communication Language

English

Address Information

Organization Details (CM Only)

Role

Coordinating Mechanism

Representation by age group <18

1

Representation by age group 18 - 25

1

Representation by age group 26-40

1

Representation by age group 41-60

1

Representation by age group >60

0

Representation by gender - Male

Coordinating Mechanism Type

% Representation by age group <18

20.00%

% Representation by age group 18 - 25

20.00%

% Representation by age group 26 - 40

20.00%

% Representation by age group 41 - 60

20.00%

% Representation by age group >60

0.00%

% Representation by gender - Male

javascript:void(0);

Step 2c

Country Coordinating Mechanism (CCM)

Deactivate Contacts



[Back to the overview of the steps for this request](#)

Organization Information

Coordinating Mechanism Nigeria

Organization Short Name
CM Nigeria

Organization Grant Abbreviation

Organization Name
Coordinating Mechanism Nigeria

Organization Short Name ⓘ
CM Nigeria

Parent Account

Website

Communication Language ⓘ
English

Address Information

DETAILS

ACCOUNT ROLES

CONTACTS

BANKING DE

Organization Details

Organization Name
Coordinating Mechanism Nigeria

Organization Short Name ⓘ
CM Nigeria

Parent Account

Website

Communication Language ⓘ
English

Address Information

SEARCH

CARLOS S...

Update Organization

Create Contact

Update Contact

ests for Contacts

#Open Change Requests for Banking
0

(CM Only)

Coordinating Mechanism Type ⓘ

<18 ⓘ

% Representation by age group <18
20.00%

18 - 25 ⓘ

% Representation by age group 18 - 25
20.00%

26-40 ⓘ

% Representation by age group 26 - 40
20.00%

41-60 ⓘ

% Representation by age group 41 - 60
20.00%

Representation by age group >60 ⓘ

% Representation by age group >60
0.00%

Representation by gender - Male ⓘ

% Representation by gender - Male

Deactivate Contact

Select the contact(s) to deactivate out of the list below:

☐	First Na... ▾	Last Name ▾	Role in t... ▾	Signatory rig...	Access to GE...
☐	Alanis	Finn	Chair	✓	
☐	Amanda	Maranha	Chair	✓	
☐	Amanda	Ragotu	Admin Focal ...		✓
☐	Carlos	Smithon	Admin Focal ...		✓
☐	Fernanda	Altugh	Member		
☐	Leonardo	Clavuls	Vice Chair		
☒	Nuno	Pombo	Member		

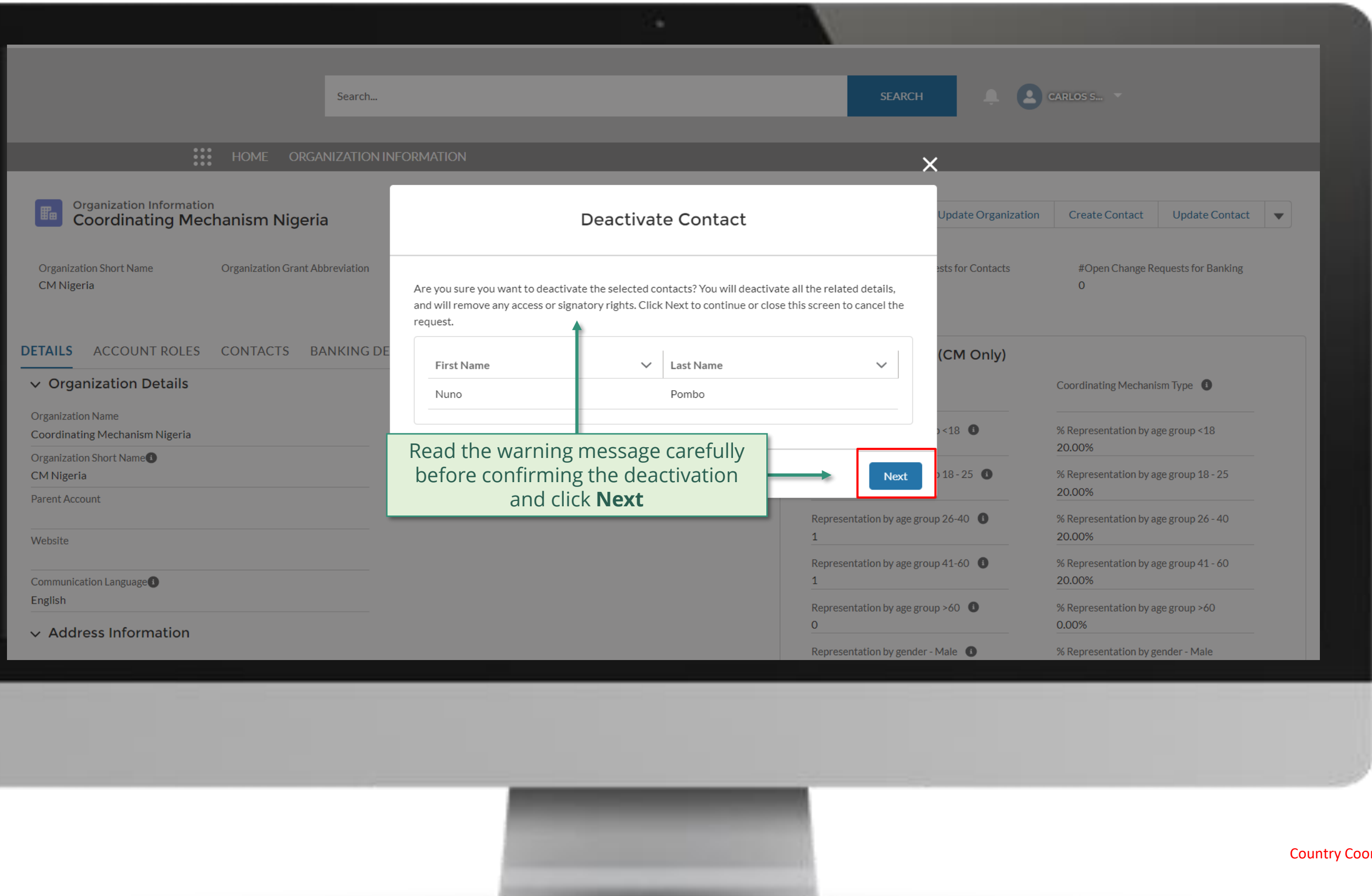
Select the contact(s) you want to deactivate and click **Next**

Note!
Multiple contacts can be deactivated within the same change request.
When a contact is deactivated, the information does not appear under the CM. However, if the person returns to the CCM in the future, the system can recall the related information.

Next



[Back to the overview of the steps for this request](#)





Back to the
overview of
the steps
for this
request

Search...

SEARCH

 CARLOS S...

HOME ORGANIZATION INFORMATION

Organization Information

Coordinating Mechanism Nigeria

Organization Short Name

CM Nigeria

Organization Grant Abbreviation

Update Organization

Create Contact

Update Contact

DETAILS ACCOUNT ROLES CONTACTS BANKING DE

Organization Details

Organization Name

Coordinating Mechanism Nigeria

Organization Short Name

CM Nigeria

Parent Account

Website

Communication Language

English

Address Information

Deactivate Contact

Your request was successfully submitted.

Click [here](#) to open it.

Finish

Representation by age group <18

120.00%

Representation by age group 18 - 25

120.00%

Representation by age group 26 - 40

120.00%

Representation by age group 41 - 60

120.00%

Representation by age group >60

00.00%

Representation by gender - Male

The request is submitted.
You can see more details by
clicking on the blue link



Back to the
overview of
the steps
for this
request

Click here to
go back to the
overview page

You can now see the details of your
successfully submitted change request:

1. Change request type
2. Change request status
3. Chevron status bar indicating the current
status of the change request and an
overview of the process
4. The change request details

Note!

The **Guidance for Success** highlights the major
elements you need to pay attention to when raising a
change request

Guidance for Success

To be validated, this change request must reflect the most up-to-date information on the selected Coordinating Mechanism (CM) contact. The fields must be filled in a consistent way, respecting people roles and functions within the CM. After the Global Fund relevant teams complete the review of all the requested changes, the validated information will be reflected on the Partner Portal. The requester will receive a notification detailing which requests were approved, and which one were rejected, with related comments.

Search...



HOME

ORGANIZATION INFORMATION



Change Request
00022410

1

Request Record Type
Multiple CM Change Requests

2

Request Status
Pending Global Fund Review

3



Pending Global Fund Review

Completed

Key Fields

Justification For Exception



Related Cases (1)

4

1 item • Sorted by Date/Time Opened • Updated a few seconds ago

☐	Change Request	☐	Case Record Type	☐	Date/Time Opened	☐	Organization Name	☐	Contact Full Name	☐	Role	☐	Request status	☐
1	☐	00022411	Deactivate CM Contact		21/05/2021 10:54		Coordinating Mechanism Nigeria		Nuno Pombo		Member		Pending Global Fund Review	

Grant Entity Data (GED) Interactive Manual

Select the type of change request

Select from the below



[Select Another
External Stakeholder](#)

Organization information Change Requests



Create New Organization
| *page 149*



Update Organization
Information
| *page 150*

Contact Information Change Requests



Create Contacts
| *page 163*



Update Contacts
| *page 183*



Deactivate

— Deactivate Contact
| *page 201*

— Deactivate Position
| *page 213*

Grant Entity Data (GED) Interactive Manual

The steps assigned to you are highlighted in the red boxes

LFA | Create New Organization

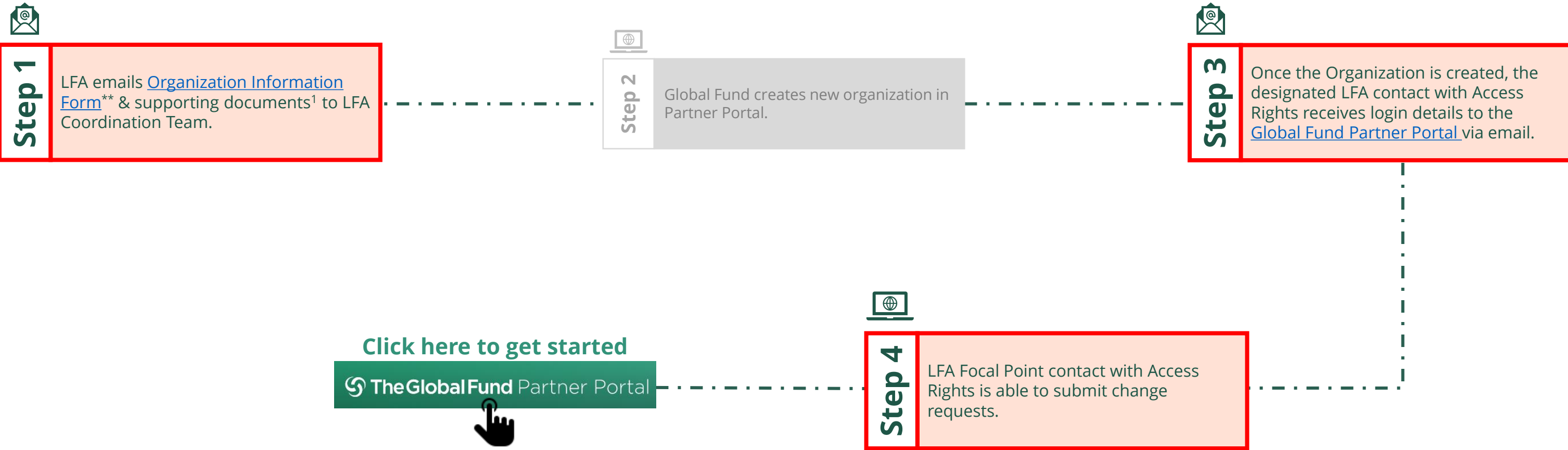
Follow the steps below



Select Another
External Stakeholder



Select Another LFA
Change Request



¹ See [Operational Policy Manual \(OPM\)](#) Annex 3 on required supporting documents
^{**} Organization Information Form ([EN](#) | [ES](#) | [FR](#)). Please note! Spanish and French versions are courtesy translations only. Please complete and submit the English version of this template.

Grant Entity Data (GED) Interactive Manual

The steps assigned to you are highlighted in the red boxes

LFA | Update Organization Information

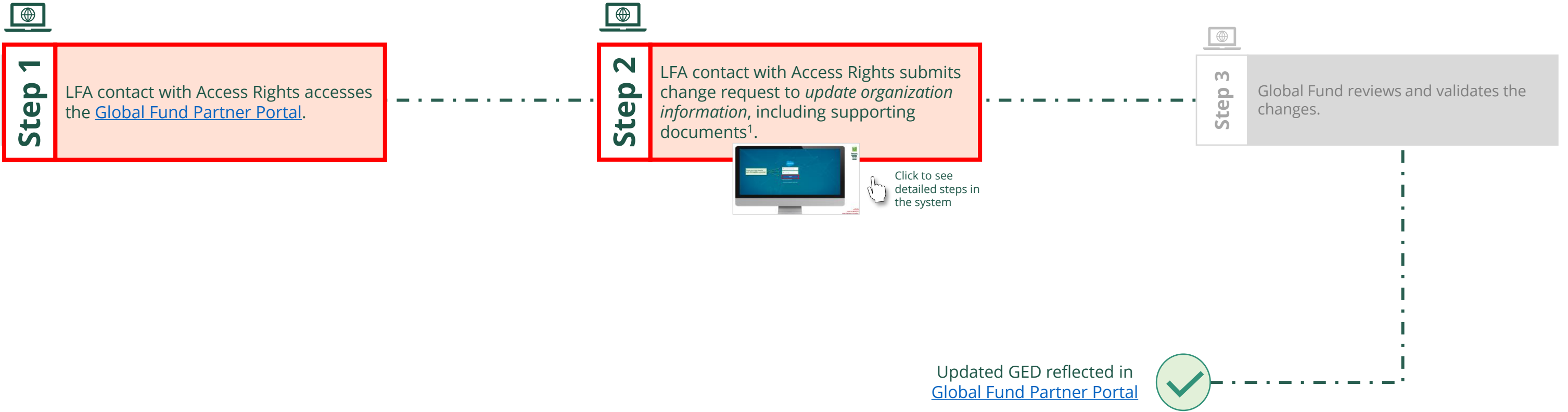
Follow the steps below



Select Another
External Stakeholder



Select Another LFA
Change Request



¹ 1 See [Operational Policy Manual \(OPM\)](#) Annex 3 on required supporting documents



[Back to the overview of the steps for this request](#)

Enter your login details and click **Log in** to proceed

salesforce

 janedoe7@yopmail.c

 .....

Log in

[Forgot your password?](#)

[Are you an employee? Login here](#)



Home

Welcome!

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 <http://www.theglobalfund.org/en/partner-portal/>). 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 or cannot enter into a legally binding agreement, you must not access or use the Portal or any of the Features.

1. Read the information displayed carefully regarding the Global Fund **Privacy Statement** and the **Partner Portal Terms of use**

2. Should you agree, click **OK** to proceed



[Back to the overview of the steps for this request](#)



Home

Welcome!

Use App Launcher to choose what portal you want to open

Click on the icon at the top left
of the page (App Launcher)



[Back to the
overview of
the steps
for this
request](#)

App Launcher

Search apps...

▼ All Apps



Grant Entity Data



Landing Page

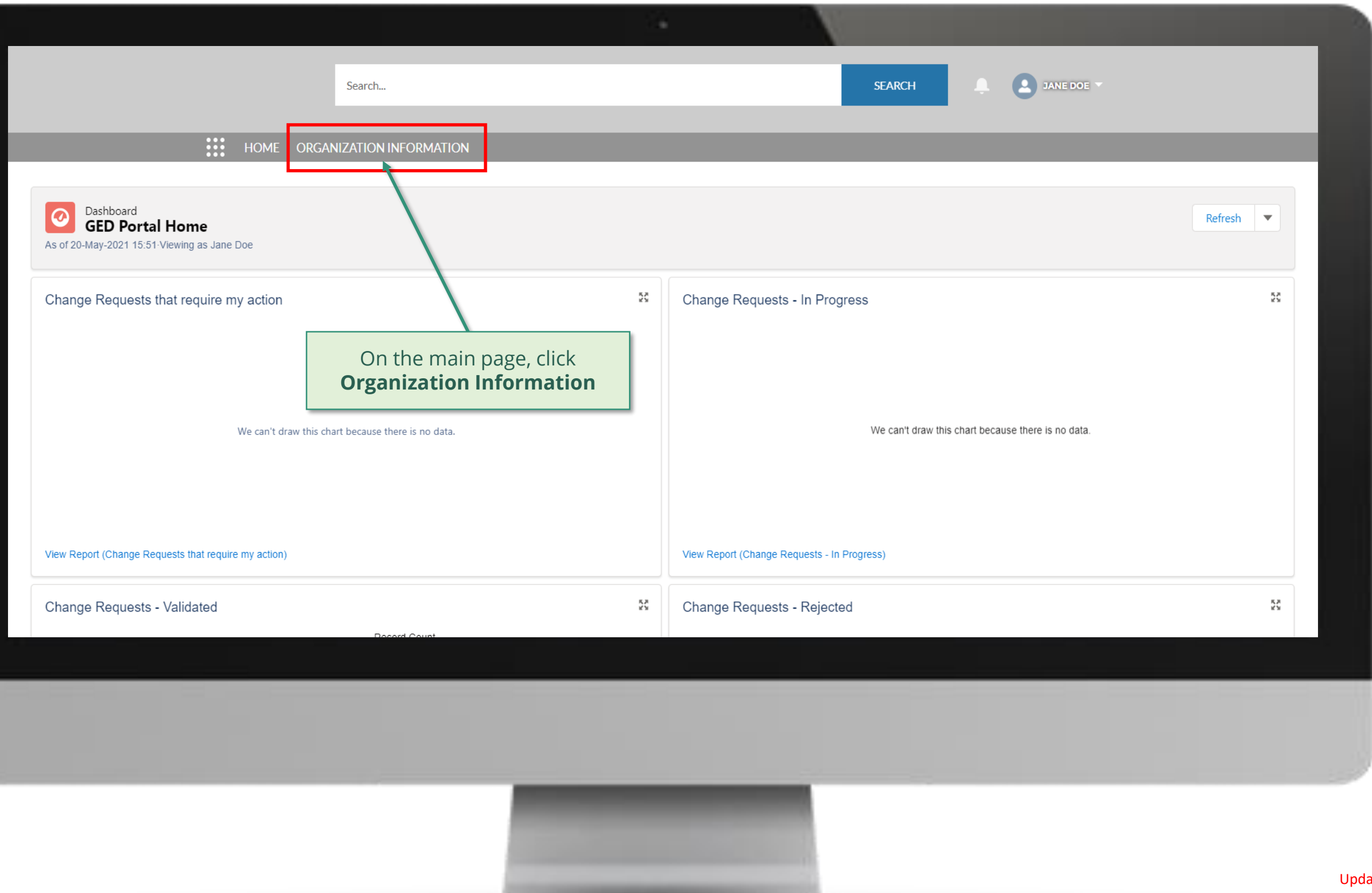
Click **Grant Entity Data**



[Back to the overview of the steps for this request](#)



[Back to the overview of the steps for this request](#)





[Back to the overview of the steps for this request](#)

Search...

SEARCH

JANE DOE

HOME

ORGANIZATION INFORMATION

Organization Information

My Organizations ▾

1 item • Sorted by Organization Name • Filtered by A

Updated a few seconds ago

Search this list...

Printable View

	Organization Name ↑ ▾	Organ...	Address Line 1 ▾	Country ▾	Parent Account ▾	Organization Type ▾	Organization Su... ▾	Organization record ty... ▾	
1	LFA Org Test	LOT	Address Line 1	Switzerland				AIM_External	▾

Tip!
By clicking on the arrow, you can navigate different list views.
My Organizations shows you all the organizations you have access to view.

Select the organization you want to update by clicking on it



[Back to the overview of the steps for this request](#)

Search...

SEARCH

JANE DOE ▾

HOME

ORGANIZATION INFORMATION

Organization Information
LFA Org Test

Update Organization

Create Contact

Update Contact

▾

Organization Short Name

Organization Grant Abbreviation

Integration Status

#Open Change Requests for Organization

#Open Change Requests for Contacts

#Open Change Requests for Banking

LOT

0

0

0

DETAILS

ACCOUNT ROLES

CONTACTS

BANKING DETAILS

CHANGE REQUESTS

FILES

MORE

Organization Details

Organization Name

LFA Org Test

Organization Short Name ⓘ

LOT

Parent Account

Website

Communication Language ⓘ

English

Address Information

Click **Update Organization**



[Back to the overview of the steps for this request](#)

English Français Español



Search...



HOME

ORGANIZATION INFORMATION



Organization Information
LFA Org Test

Organization Short Name
LOT

Organization Grant Abbreviation

DETAILS



Organization Name
LFA Org Test

Organization Short Name
LOT

Parent Account

Website

Communication Language
English

Address Information

Update Organization

Section - Organization Details

* Organization Name ⓘ

LFA Org Test

Parent Organization

* Communication Language ⓘ

English

Select the preferred communication language with the Global Fund.

Section - Primary Address Information

Address Line 1

Postal Address Line 1

Address Line 2

Address Line 3

Next

1. Edit the information that needs to be updated

2. Scroll down to see all information and modify as applicable



[Back to the overview of the steps for this request](#)

Once all the changes are done, click **Next**

Next



Back to the
overview of
the steps
for this
request

English Français Español

Search...

SEARCH



JANE DOE



HOME

ORGANIZATION INFORMATION



Organization Information
LFA Org Test

Organization Short Name
LOT

Organization Grant Abbreviation

DETAILS

ACCOUNT ROLES

CONTACTS

BANKING DETAILS

Organization Details

Organization Name

LFA Org Test

Organization Short Name

LOT

Parent Account

Website

Communication Language

English

Address Information

Address Type

Zip/Postal Code

Update Organization

Please attach any supporting documents

Upload Files

Or drop files

The attached supporting documents will be visible in the Files tab of the change request upon submission.

Previous

Next

Attach the supporting
documents and click **Next**

Step 2j

Local Fund Agent (LFA)
Update Organization Information



[Back to the overview of the steps for this request](#)

English Français Español

Search...

SEARCH



JANE DOE



HOME

ORGANIZATION INFORMATION



Organization Information
LFA Org Test

Organization Short Name
LOT

Organization Grant Abbreviation

Update Organization

Create Contact

Update Contact



Update Organization

Your request was succesfully submitted. Click [here](#) to open it.

Finish

The request is submitted.
You can see more details by
clicking on the blue link

DETAILS

ACCOUNT ROLES

CONTACTS

BANKING DETAILS

Organization Details

Organization Name

LFA Org Test

Organization Short Name

LOT

Parent Account

Website

Communication Language

English

Address Information

Address Type

Zip/Postal Code

ZIP Code

Step 2k

Local Fund Agent (LFA)
Update Organization Information



Back to the
overview of
the steps
for this
request

Click here to
go back to the
overview page

You can now see the details of your
successfully submitted change request:

1. Change request type
2. Change request status
3. Chevron status bar indicating the current
status of the change request and an
overview of the process
4. The change request details

Note!

You can access details on the
newly created request by clicking
on the tabs and scrolling down
the page

Search...

SEARCH



JANE DOE



HOME

ORGANIZATION INFORMATION



Change Request
00022631

+ Follow

1

Request Record Type

Update LFA Organization Information

2

Request status

Pending Global Fund Review

Integration Status

3

Pending Global Fund Review



Case History (2)

Date	Field	User	Original Value
28/05/2021 18:46	Created.	Jane Doe	
28/05/2021 18:46	Address Line 1	Jane Doe	Updating New Postal Address Line 1

View All

4

DETAILS

FILES

Organization Information

Organization Name

LFA Org Test

Parent Organization Name

Duplicate merge history

Not applicable

Re-submit case

Grant Entity Data (GED) Interactive Manual

The steps assigned to you are highlighted in the red boxes

LFA | Create Contacts

Follow the steps below



Select Another
External Stakeholder



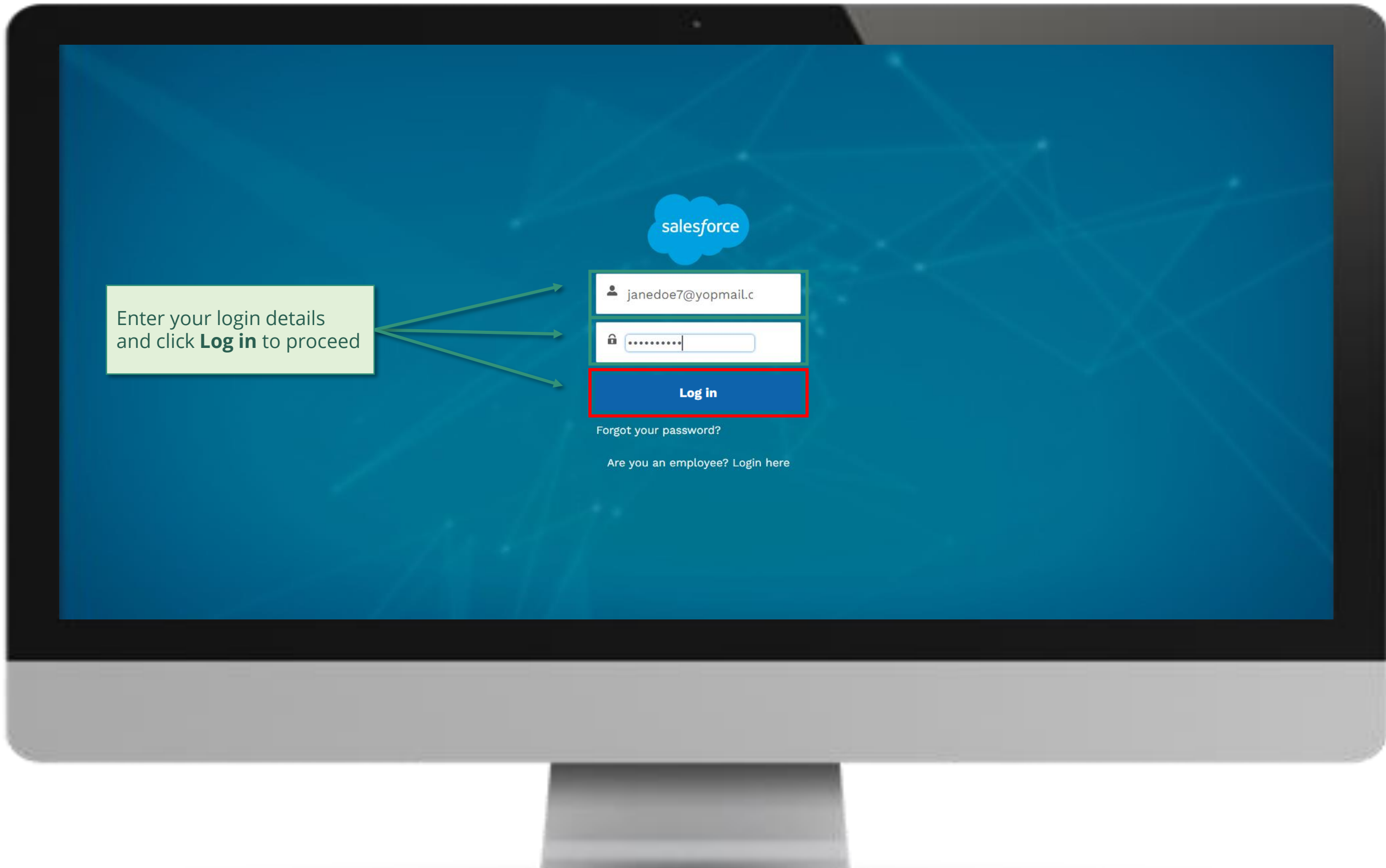
Select Another LFA
Change Request



¹ 1 See [Operational Policy Manual \(OPM\)](#) Annex 3 on required supporting documents



[Back to the overview of the steps for this request](#)



Step 2a

Local Fund Agent (LFA)
Create Contacts



Home

Welcome!

1. Read the information displayed carefully regarding the Global Fund **Privacy Statement** and the **Partner Portal Terms of use**

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 <http://www.theglobalfund.org/en/partner-portal/>). 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 or cannot enter into a legally binding agreement, you must not access or use the Portal or any of the Features.

2. Should you agree, click **OK** to proceed



[Back to the overview of the steps for this request](#)



Home

Welcome!

Use App Launcher to choose what portal you want to open

Click on the icon at the top left
of the page (App Launcher)



[Back to the
overview of
the steps
for this
request](#)

App Launcher

Search apps...

▼ All Apps



Grant Entity Data



Landing Page

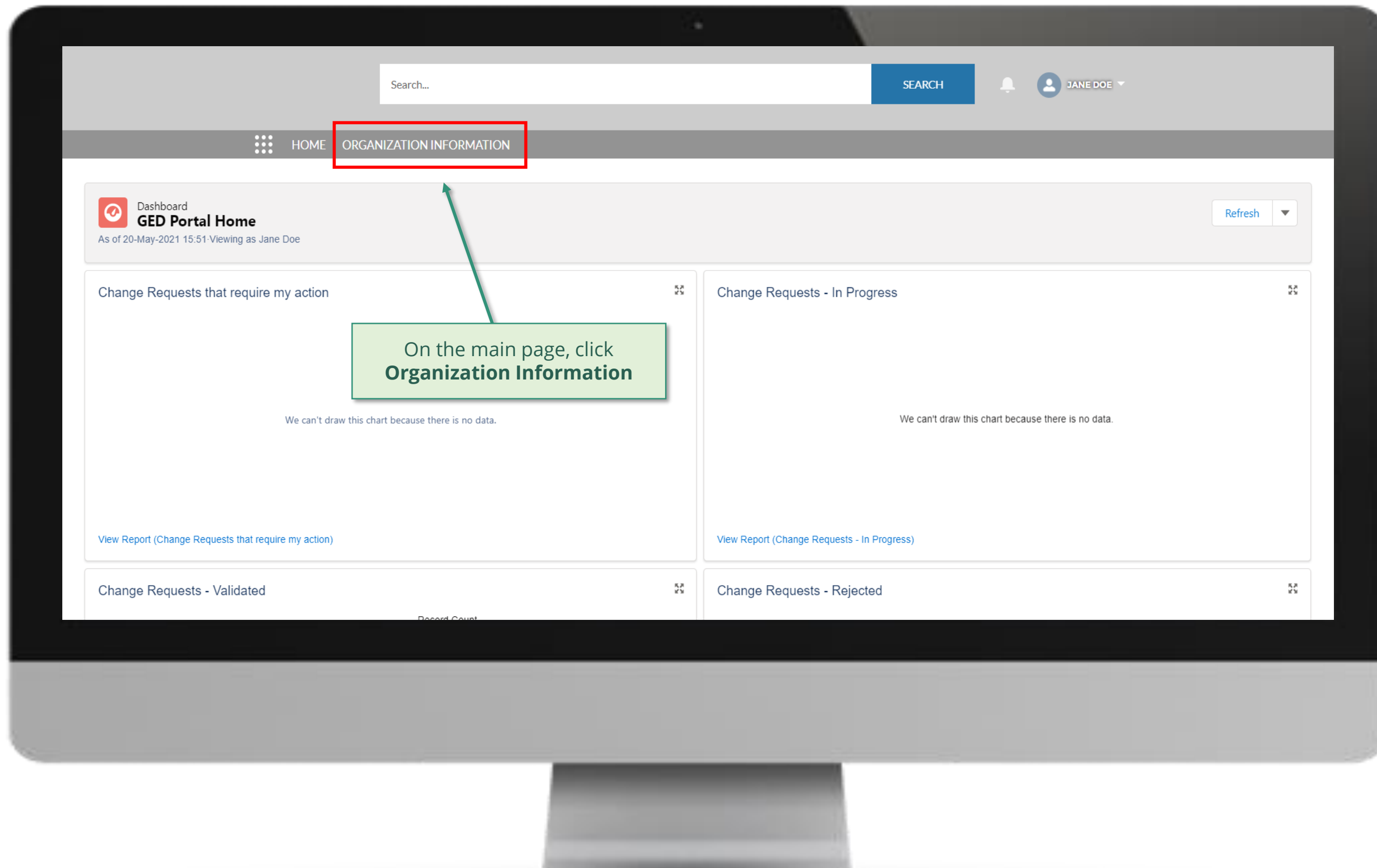
Click **Grant Entity Data**



[Back to the overview of the steps for this request](#)



[Back to the overview of the steps for this request](#)



Step 2e

Local Fund Agent (LFA)
Create Contacts



[Back to the overview of the steps for this request](#)

Organization Information

My Organizations

1 item • Sorted by Organization Name • Filtered by A

nds ago

Printable View

Search this list...

Organization Name ↑

Organization Sh...

Organization Gr...

Address Line 1

Country

Parent Account

Organization Type

Organization Su...

Organization record ty...

1	LFA Org Test	LOT	Postal Address Line 1	Switzerland				AIM_External

Select the organization you want to update by clicking on it

Tip!

By clicking on the arrow, you can navigate different list views.
My Organizations shows you all the organizations you have access to view.

Tip!

You can also find your organization by typing its name on the search box and clicking **Search**



[Back to the overview of the steps for this request](#)

Search...

SEARCH

JANE DOE ▾

HOME

ORGANIZATION INFORMATION

Organization Information
LFA Org Test

Update Organization

Create Contact

Update Contact

▾

Organization Short Name

Organization Grant Abbreviation

Integration Status

#Open Change Requests for Organization

#Open Change Requests for Contacts

#Open Change Requests for Banking

LOT

0

0

0

DETAILS

ACCOUNT ROLES

CONTACTS

BANKING DETAILS

CHANGE REQUESTS

FILES

MORE

Organization Details

Organization Name

LFA Org Test

Organization Short Name ⓘ

LOT

Parent Account

Website

Communication Language ⓘ

English

Address Information

Click **Create Contact**



[Back to the overview of the steps for this request](#)

English Français Español



Note!

Fields with (*) are mandatory



Organization Information
LFA Org Test

Organization Short Name
LOT

Organization Grant Abbreviation

DETAILS ACCOUNT ROLES CONTACTS BANKING DETAILS

Organization Details

Organization Name

LFA Org Test

Organization Short Name ⓘ

LOT

Parent Account

Website

Communication Language ⓘ

English

Address Information

Address Type

Create Contact

* Salutation

Mr

* Last Name

Smith

* First Name

Robert

Contact's Organization

LFA Org Test

* Email Address

robert@example.com

Phone Number

Mobile Phone Number ⓘ

* Comments

Requesting approval of Robert Smith as Finance Professional on xx portfolio

Next

Enter the contact details
and click **Next**

Step 2h

Local Fund Agent (LFA)
Create Contacts



[Back to the overview of the steps for this request](#)

English Français Español

Search...



Create Contact

▼ Guidance

Access to GED Portal - By clicking this box, you will allow this contact to view and edit GED for this organization and its contacts via the Global Fund Partner Portal.

Access to Work PET - Checking this box will allow this contact to view and respond to LFA PETs for the corresponding LFA and Country.

Access to Work Plans - Checking this box will allow this contact to view and edit LFA Work Plans for the corresponding LFA and Country.

Dates Active - Current year only: Active only for this calendar year. Next year and future years: Active starting next calendar year.

Probation End Date - Use this field to indicate the probation end date agreed with the CT, if any. This field is informational and the position will not be automatically deactivated at the end date.

LFA Role - Choose the appropriate type of LFA Expert. If choosing "Other Professional" please also add details in the description field.

Proposed Rate - Enter daily rate (USD) you are proposing for this expert.

Location - Enter the functional location of this expert: In-Country - Expert is based in the country they are being proposed to support Fly-In - Expert is not based in the country they are being proposed to support.

Official Job Title - Indicate the individual's job title within the organization. This job title will be displayed on official documents if the contact is assigned signatory or notice rights for this grant/country.

* Organization Role/Account Role

Please select...

* LFA Role ⓘ

Previous

Next

Read the Guidance information carefully before scrolling down

Organization Information LFA Org Test

Organization Short Name
LOT

Organization Grant Abbreviation

DETAILS ACCOUNT ROLES CONTACTS BANKING DETAILS

▼ Organization Details

Organization Name

LFA Org Test

Organization Short Name ⓘ

LOT

Parent Account

Website

Communication Language ⓘ

English

▼ Address Information

Address Type

Zip/Postal Code ⓘ

New ZIP Code

Step 2i

Local Fund Agent (LFA)
Create Contacts



Back to the
overview of
the steps
for this
request

English Français Español

Search...

Organization Information

1. Complete the **Guidance** fields by entering information or selecting from the drop-down menu, as relevant:

- a. Organization Role/Account Role
- b. LFA Role
- c. Proposed daily rate
- d. Location
- e. Dates Active

Note!
Fields with (*) are mandatory

Create Contact

> Guidance

* Organization Role/Account Role
LOT, Latvia

* LFA Role
Finance Professional

Proposed Rate
100

Location
In-Country
Enter the functional location of this expert: In-Country - Expert is based in the country they are being proposed to support Fly-In - Expert is not based in the country they are being proposed to support.

Dates Active
Current and future years
Current year only: Active only for this calendar year. Next year and future years: Active starting next calendar year.

Probation End Date

Previous Next

Note!
Please ensure **the Proposed Rate** and **Dates Active** fields are completed for new and existing Experts

2. Scroll down to view and complete remaining fields

Step 2j

Local Fund Agent (LFA)
Create Contacts



[Back to the overview of the steps for this request](#)

1. Complete the fields by entering information or selecting from the drop-down menu, as relevant (continued):
f. Official Job Title

2. Select the appropriate signatory, notice and access rights

3. Once you have added all the information, click **Next**

English Français Español

Search...

Create Contact

Organization

Enter the functional location of this expert: In-Country - Expert is based in the country they are being proposed to support Fly-In - Expert is not based in the country they are being proposed to support.

Dates Active

Current and future years

Current year only: Active only for this calendar year. Next year and future years: Active starting next calendar year.

Probation End Date

f Official Job Title

- ☐ Organization Representative for Notices
- ☐ Signatory for Disbursement Requests
- ☒ Access to Work Plans
- ☐ Access to PET
- ☐ Access to Grant Entity Data
- ☐ Access to Wambo Portal

Previous

Next



[Back to the overview of the steps for this request](#)

English Français Español

Search...

SEARCH



JANE DOE



HOME

ORGANIZATION INFORMATION



Organization Information
LFA Org Test

Organization Short Name
LOT

Organization Grant Abbreviation

CONTACTS BANKING DETAILS

1. Depending on the rights selected, you may need to enter a mobile phone number

Create Contact

As this contact requires access to the Partner Portal a mobile number will be required to send a verification message for logging in.

* Mobile Phone Number

+41000000000

Previous

Next

2. Once you have added the information, click **Next**

Update Organization

Create Contact

Update Contact



or Contacts

#Open Change Requests for Banking

0

Parent Account

Website

Communication Language ⓘ

English

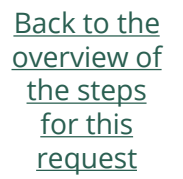
▼ Address Information

Address Type

Zip/Postal Code ⓘ

Step 21

Local Fund Agent (LFA)
Create Contacts



1. Check the box to add another portfolio*¹ and repeat previous steps

*1 Should there be another portfolio covered by the same organization





[Back to the overview of the steps for this request](#)

1. Attach the required supporting documents

2. Attach Signatory Template as relevant

3. Attach additional supporting documents as needed

4. Scroll down to refer to templates and additional tools and guidance via the links provided



Back to the
overview of
the steps
for this
request

1. Refer to templates
and additional tools
and guidance via the
links provided

2. Once you have added all
the information, click **Next**
to submit the request

Next



[Back to the overview of the steps for this request](#)

English Français Español

Search... SEARCH

HOME ORGANIZATION INFORMATION

Organization Information
LFA Org Test

Update Organization Create Contact Update Contact

Organization Short Name LOT Organization Grant Abbreviation

DETAILS ACCOUNT ROLES CONTACTS BANKING DETAILS

Organization Details

Organization Name
LFA Org Test

Organization Short Name¹
LOT

Parent Account

Website

Communication Language¹
English

Address Information

Address Type Zip/Postal Code¹

Create Contact

Your request was successfully submitted. Click [here](#) to open it.

Finish

The request is submitted.
You can see more details by
clicking on the blue link



[Back to the overview of the steps for this request](#)

Search...

SEARCH

  JANE DOE ▾

 HOME ORGANIZATION INFORMATION

 **Change Request**
00022633

+ Follow

Request Record Type
Parent LFA Change Request

Request Status
Pending Global Fund Review

▼

Pending Global Fund Review

Completed

Key Fields

Contact's Organization
LFA Org Test

 **Related Cases (1)**

1 item • Sorted by Created Date • Updated a few seconds ago

⚙️

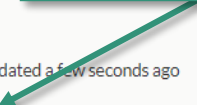
↺

Review

☐	Change Request	Request status	LFA Role	Deactivate Position	Owner	
1	00022634	Pending Global Fund Review	Finance Professional	☐	CR_Owner	▼

View All

Click on the change request number to view





Back to the
overview of
the steps
for this
request

You can now see the details of your
successfully submitted change request:

1. Change request type
2. Change request status
3. Chevron status bar indicating the current
status of the change request and an
overview of the process
4. The change request details

5. Scroll for more details

Change Request
00022634

1

Request Record Type
Create LFA Contact

2

Request status
Pending Global Fund Review

Integration Status

3

Pending Global Fund Review

Case History (1)

Date	Field	User	Original Value
28/05/2021 18:52	Created.	Jane Doe	

[View All](#)

POSITIONS

> Guidance

4

☐ Account Role	☐ LFA Role	☐ Proposed Rate	☐ Location	☐ Dates Active	☐ Probation End Date	☐ Organization Representative for Noti
LOT,Latvia	Finance Professional	100	In-Country	Current and future years		

Duplicate merge history

Not applicable

Re-submit case

There is no clarification needed from your end at the moment

DETAILS FILES

Step 2r

Local Fund Agent (LFA)
Create Contacts



Back to the
overview of
the steps
for this
request

Click here to
go back to the
overview page

Note!
You can access details of the
newly created request by clicking
on the tabs and scrolling down
the page

Case History (1)

Date	Field	User	Original Value	New Value
28/05/2021 18:52	Created.	Jane Doe		

View All

POSITIONS

> Guidance

Tests

Access to Work Plans

Access to PET

Access to Grant Entity Data

Access to Wambo

Deactivate Position

Duplicate merge history

Not applicable

Re-submit case

There is no clarification needed from your end at the moment

DETAILS

FILES

✓

✓ Contact Information

Salutation

Mr

First Name

Robert

Last Name

Smith

Organization Name

LFA Org Test

Email Address

robert@example.com

Phone Number

Mobile Phone Number

+41000000000

Comments

Requesting approval of Robert Smith as Finance Professional on xx portfolio

✓ System Information (Technical Details)

Contact Name

Request Status

Pending LFA Coordination Team Review

Grant Entity Data (GED) Interactive Manual

The steps assigned to you are highlighted in the red boxes

LFA | Update Contacts

Follow the steps below



Select Another
External Stakeholder



Select Another LFA
Change Request



¹ 1 See [Operational Policy Manual \(OPM\)](#) Annex 3 on required supporting documents



[Back to the overview of the steps for this request](#)

Enter your login details
and click **Log in** to proceed

salesforce

 janedoe7@yopmail.c

 .....

Log in

[Forgot your password?](#)

[Are you an employee? Login here](#)

Step 2a

Local Fund Agent (LFA)
Update Contacts



Home

Welcome!

1. Read the information displayed carefully regarding the Global Fund **Privacy Statement** and the **Partner Portal Terms of use**

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 <http://www.theglobalfund.org/en/partner-portal/>). 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 or cannot enter into a legally binding agreement, you must not access or use the Portal or any of the Features.

2. Should you agree, click **OK** to proceed



[Back to the overview of the steps for this request](#)



Welcome!

Use App Launcher to choose what portal you want to open

Click on the icon at the top left
of the page (App Launcher)



[Back to the
overview of
the steps
for this
request](#)

App Launcher

Search apps...

▼ All Apps



Grant Entity Data



Landing Page



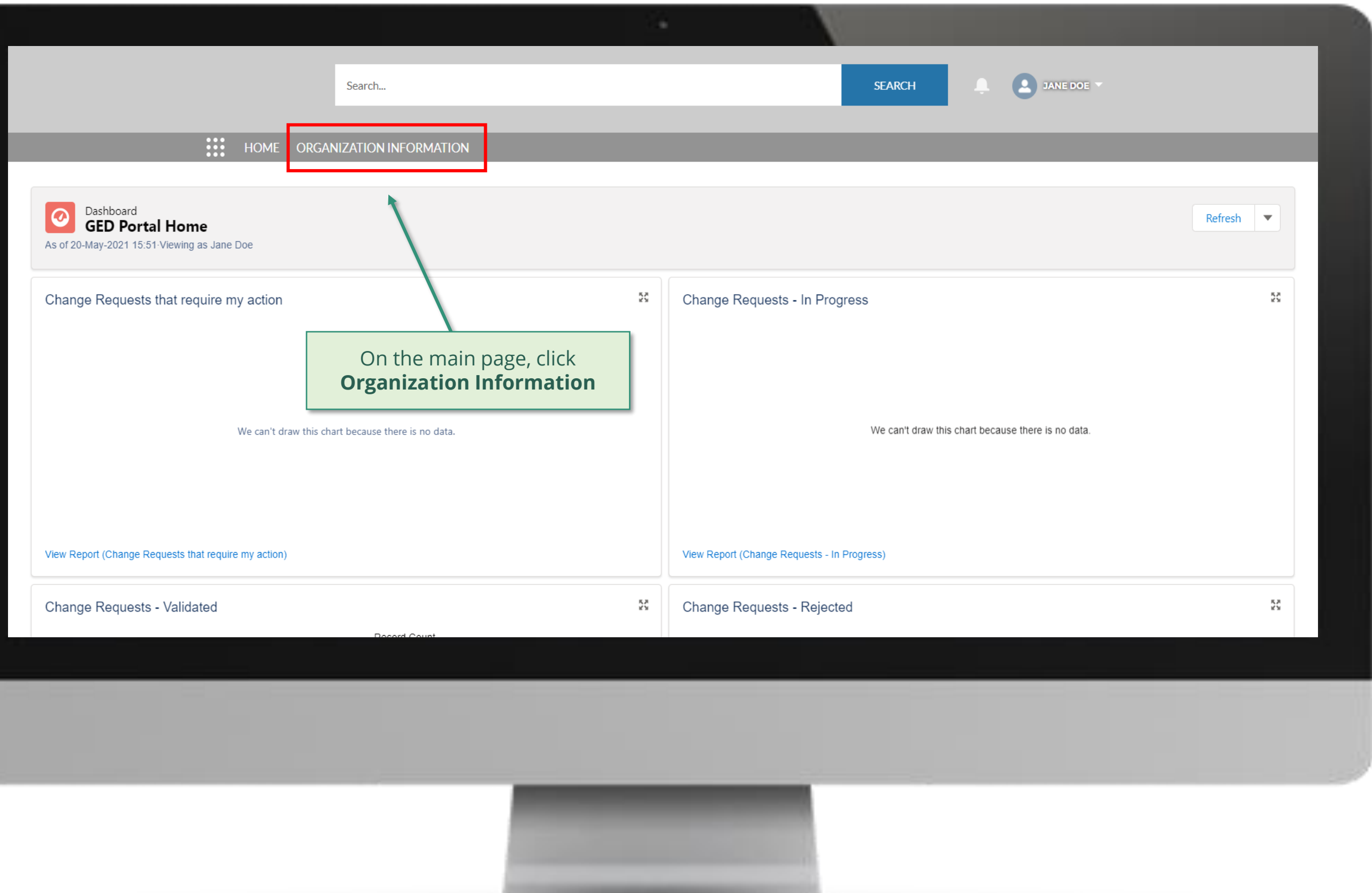
Click **Grant Entity Data**



[Back to the overview of the steps for this request](#)



[Back to the overview of the steps for this request](#)





[Back to the overview of the steps for this request](#)

HOME ORGANIZATION INFORMATION

Organization Information

My Organizations

1 item • Sorted by Organization Name • Filtered by All organizations

Search this list...

Printable View

	Organization Name	Organization Short Name	Organization Group	Address Line 1	Country	Parent Account	Organization Type	Organization Subtype	Organization record type
1	LFA Org Test	LOT		Postal Address Line 1	Switzerland				AIM_External

Tip!
By clicking on the arrow, you can navigate different list views.
My Organizations shows you all the organizations you have access to view.

Tip!
You can also find your organization by typing its name on the search box and clicking **Search**

Select the organization you want to update by clicking on it



[Back to the overview of the steps for this request](#)

Search...

SEARCH

JANE DOE ▾

HOME ORGANIZATION INFORMATION

Organization Information
LFA Org Test

Update Organization

Create Contact

Update Contact ▾

Organization Short Name	Organization Grant Abbreviation	Integration Status	#Open Change Requests for Organization	#Open Change Requests for Contacts	#Open Change Requests for Banking
LOT			0	0	0

DETAILS

ACCOUNT ROLES

CONTACTS

BANKING DETAILS

CHANGE REQUESTS

FILES

MORE

Organization Details

Organization Name

LFA Org Test

Organization Short Name ⓘ

LOT

Parent Account

Website

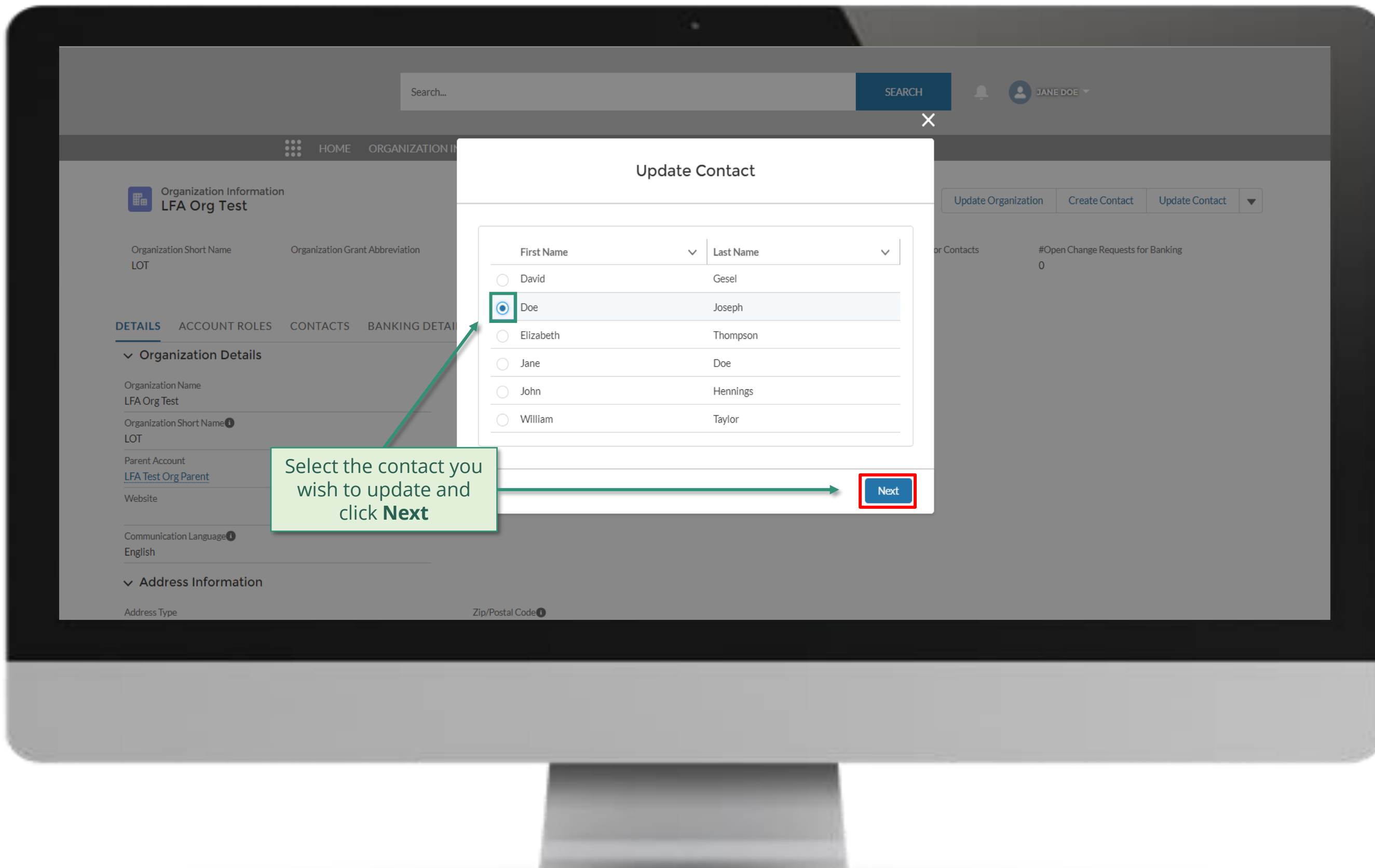
Communication Language ⓘ

English

Address Information



[Back to the overview of the steps for this request](#)



Step 2h

Local Fund Agent (LFA)
Update Contacts



[Back to the overview of the steps for this request](#)

1. Update the necessary information on the contact as needed

2. Provide a rationale for the request in the comments box.

3. Click **Next**

Next



[Back to the overview of the steps for this request](#)



1. To update an existing role, select the relevant position. A new dialogue box will appear.

2. To add a new position, click **Add new**. A new dialogue box will appear.

Note!
You can both update an existing position and add a new position for a contact as relevant



[Back to the overview of the steps for this request](#)

English Français Español

Search...

SEARCH



JANE DOE



HOME

ORGANIZATION INFORMATION

1. Complete the following fields* by entering information or selecting from the drop-down menu, as relevant:

- a. Organization Role/Account Role
- b. LFA Role
- c. Proposed daily rate
- d. Location
- e. Dates Active
- f. Official Job Title
- g. Select the appropriate Signatory, Notice and Access rights

(*) If updating an existing position, some of these fields will not be editable

Edit Role Details

☒ Active?

* Account Role

LOT, Luxembourg

* LFA Role

Finance Professional

Proposed Rate

100

Location

Fly-In

Dates Active

Current and future years

Probation End Date

Official Job Title

☐ Organization Rep for Notices

☐ Signatory for Disbursement Requests

☒ Access to Work Plans

☐ Access to PET

☐ Access to Grant Entity Data

☐ Access to Wambo Portal

Update/Save

Cancel

Update Organization

Note!

Please ensure **the Proposed Rate** and **Dates Active** fields are completed for new and existing Experts

a

b

c

d

e

f

g

f

2. Once you have added all the information, click **Update/Save**

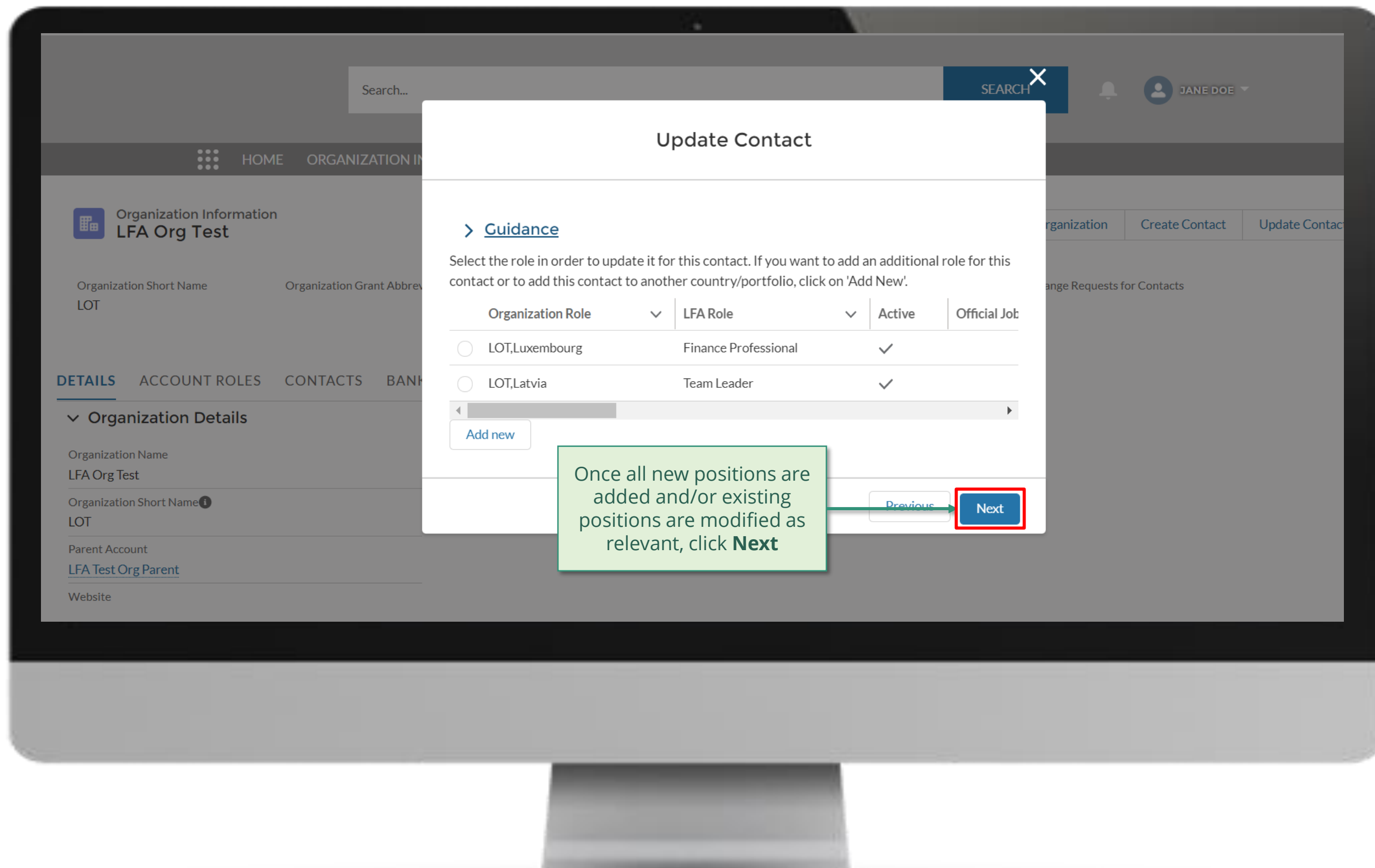
Step 2k

Local Fund Agent (LFA)

Update Contacts



[Back to the overview of the steps for this request](#)



Update Contact

> [Guidance](#)

Select the role in order to update it for this contact. If you want to add an additional role for this contact or to add this contact to another country/portfolio, click on 'Add New'.

Organization Role	LFA Role	Active	Official Job
☐ LOT,Luxembourg	Finance Professional	✓	
☐ LOT,Latvia	Team Leader	✓	

[Add new](#)

Once all new positions are added and/or existing positions are modified as relevant, click **Next**

[Previous](#)

[Next](#)



[Back to the overview of the steps for this request](#)

1. Attach the required supporting documents

2. Attach Signatory Template as relevant

3. Attach additional supporting documents as needed

4. Once you have added the information, click **Next** to submit the request

Update Contact

Please add the following documents, that are mandatory for new contacts and when adding new roles/countries to existing contact.

CV

[Upload files](#) Or drop files

Declaration of Absence of Conflict of Interest

[Upload files](#) Or drop files

Expert Approval Checklist

[Upload files](#) Or drop files

Please add the Signatory Template here, if the contact is a Signatory for Disbursement Requests

Signatory Template

[Upload files](#) Or drop files

Other (multiple attachments possible, please select all relevant files together during upload)

[Upload files](#) Or drop files

templates:

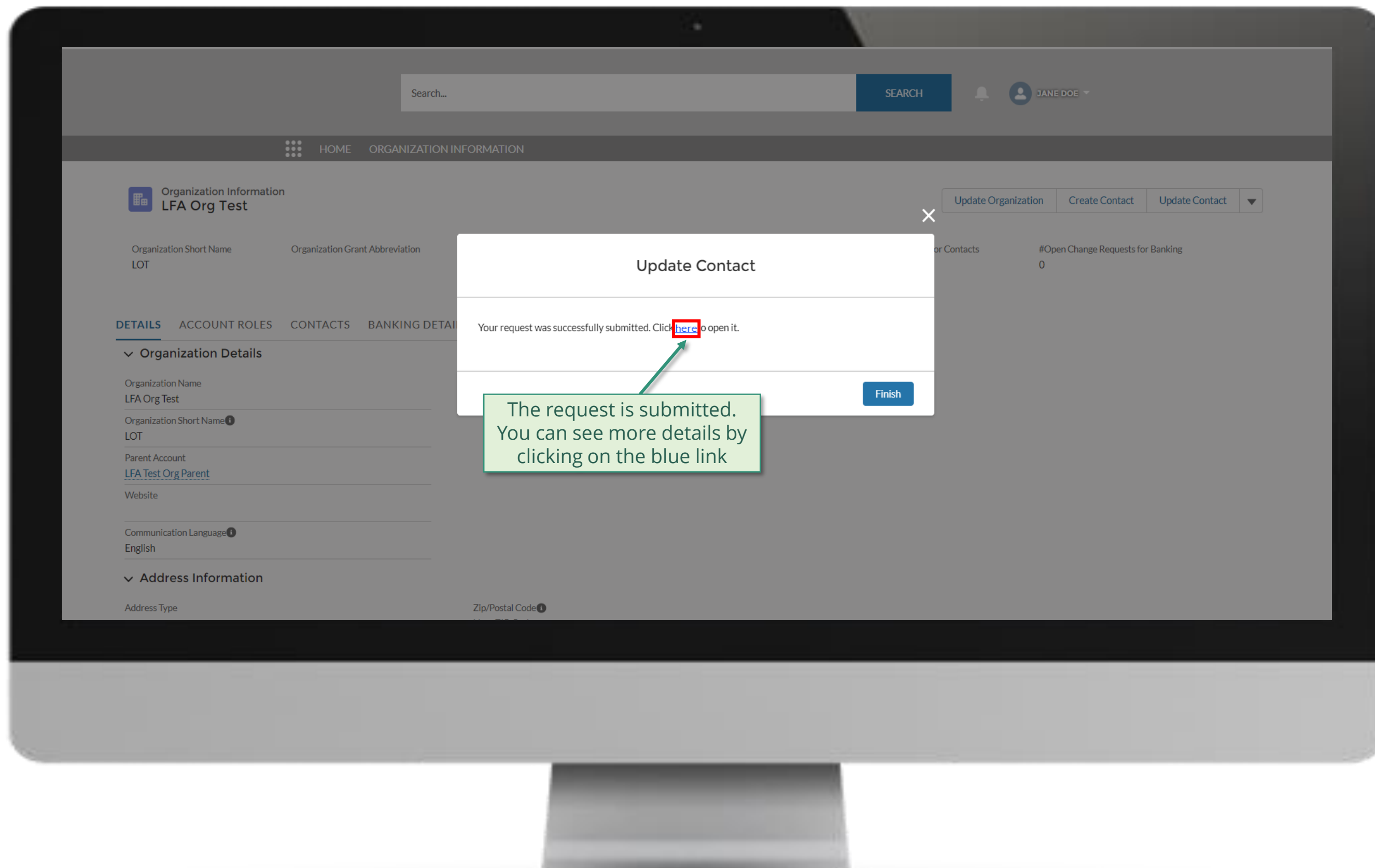
[CV Template](#)

Previous

Next



[Back to the overview of the steps for this request](#)



Step 2n

Local Fund Agent (LFA)
Update Contacts



Back to the
overview of
the steps
for this
request

Search...

SEARCH

JANE DOE

HOME ORGANIZATION INFORMATION

Change Request
00022636

+ Follow

Request Record Type
Parent LFA Change Request

Request Status
Pending Global Fund Review

▼

Pending Global Fund Review

Completed

Key Fields

Contact's Organization
LFA Org Test

Related Cases (1)

1 item • Sorted by Created Date • Updated a few seconds ago

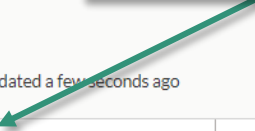
⚙️

🔄

Review

☐	Change Request	Request status	LFA Role	Deactivate Position	Owner	
1	☐ 00022637	Pending Global Fund Review	Finance Professional	☐	CR_Owner	▼ View All

Click on the
change request
number to view



Change Request
00022637

- 1 Request Record Type
Update LFA Contact
- 2 Request status
Pending Global Fund Review
- Integration Status

3



Case History (1)

Date	Field	User	Original Value
28/05/2021 19:08	Created.	Jane Doe	

View All

POSITIONS

> Guidance

4

☐ Account Role	☐ LFA Role	☐ Proposed Rate	☐ Location	☐ Dates Active	☐ Probation End Date	☐ Organization Representative for Noti
LOT,Luxembourg	Finance Professional	100	Fly-In	Current and future years		

DETAILS FILES

▼ Contact Information

You can now see the details of your successfully submitted change request:

1. Change request type
2. Change request status
3. Chevron status bar indicating the current status of the change request and an overview of the process
4. The change request details

5. Scroll for more details

Duplicate merge history

Not applicable

Re-submit case

There is no clarification needed from your end at the moment



Back to the overview of the steps for this request



Back to the
overview of
the steps
for this
request

Click here to
go back to the
overview page

Case History (1)

Date	Field	User	Original Value	New Value
28/05/2021 19:08	Created.	Jane Doe		
View All				

POSITIONS

> Guidance

uests	Access to Work Plans	Access to PET	Access to Grant Entity Data	Access to Wambo	Deactivate Position
✓					

Duplicate merge history

Not applicable

Re-submit case

There is no clarification needed from your end at the moment

DETAILS

FILES

✓ Contact Information

Salutation
Dr

First Name
Doe

Last Name
Joseph

Contact's Organization
LFA Org Test

Email Address
josephdoe@yopmail.com

Phone Number
+559876352

Mobile Phone Number
+458796314

Comments
Requesting the addition of a portfolio

Note!

You can access details of the newly created request, including the files uploaded, by clicking on the tabs and scrolling down the page

> System Information (Technical Details)

Grant Entity Data (GED) Interactive Manual

The steps assigned to you are highlighted in the red boxes

LFA | Deactivate Contacts



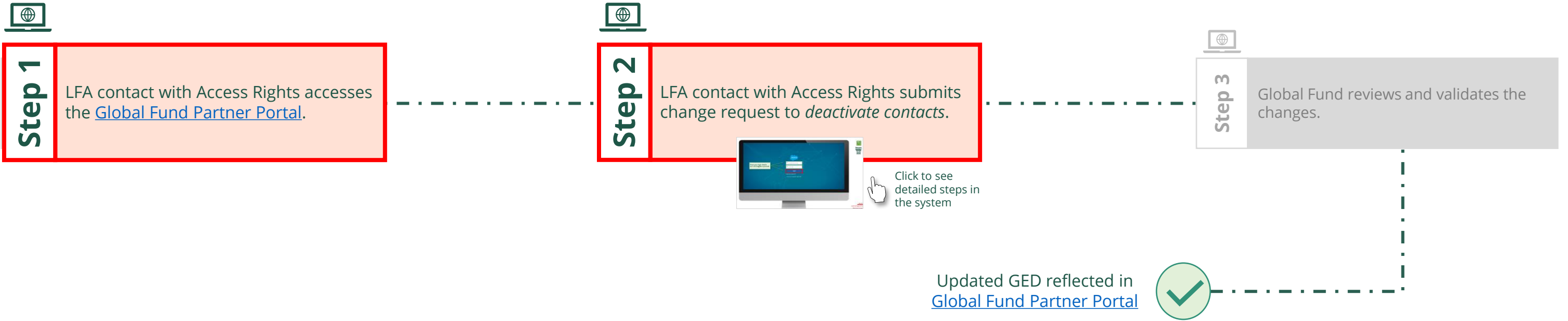
Select Another
External Stakeholder



Select Another LFA
Change Request

Follow the steps below

Note!
Deactivating a contact will permanently deactivate a contact and all associated positions. To deactivate a single position, please follow the [Deactivate Position](#) process.





[Back to the overview of the steps for this request](#)

Enter your login details and click **Log in** to proceed

salesforce

 janedoe7@yopmail.c

 .....

Log in

[Forgot your password?](#)

[Are you an employee? Login here](#)

Step 2a

Local Fund Agent (LFA)
Deactivate Contacts



Home

Welcome!

1. Read the information displayed carefully regarding the Global Fund **Privacy Statement** and the **Partner Portal Terms of use**

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 <http://www.theglobalfund.org/en/partner-portal/>). 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 or cannot enter into a legally binding agreement, you must not access or use the Portal or any of the Features.

2. Should you agree, click **OK** to proceed



[Back to the overview of the steps for this request](#)



Home

Welcome!

Use App Launcher to choose what portal you want to open

Click on the icon at the top left
of the page (App Launcher)



[Back to the
overview of
the steps
for this
request](#)

App Launcher

Search apps...

▼ All Apps



Grant Entity Data



Landing Page

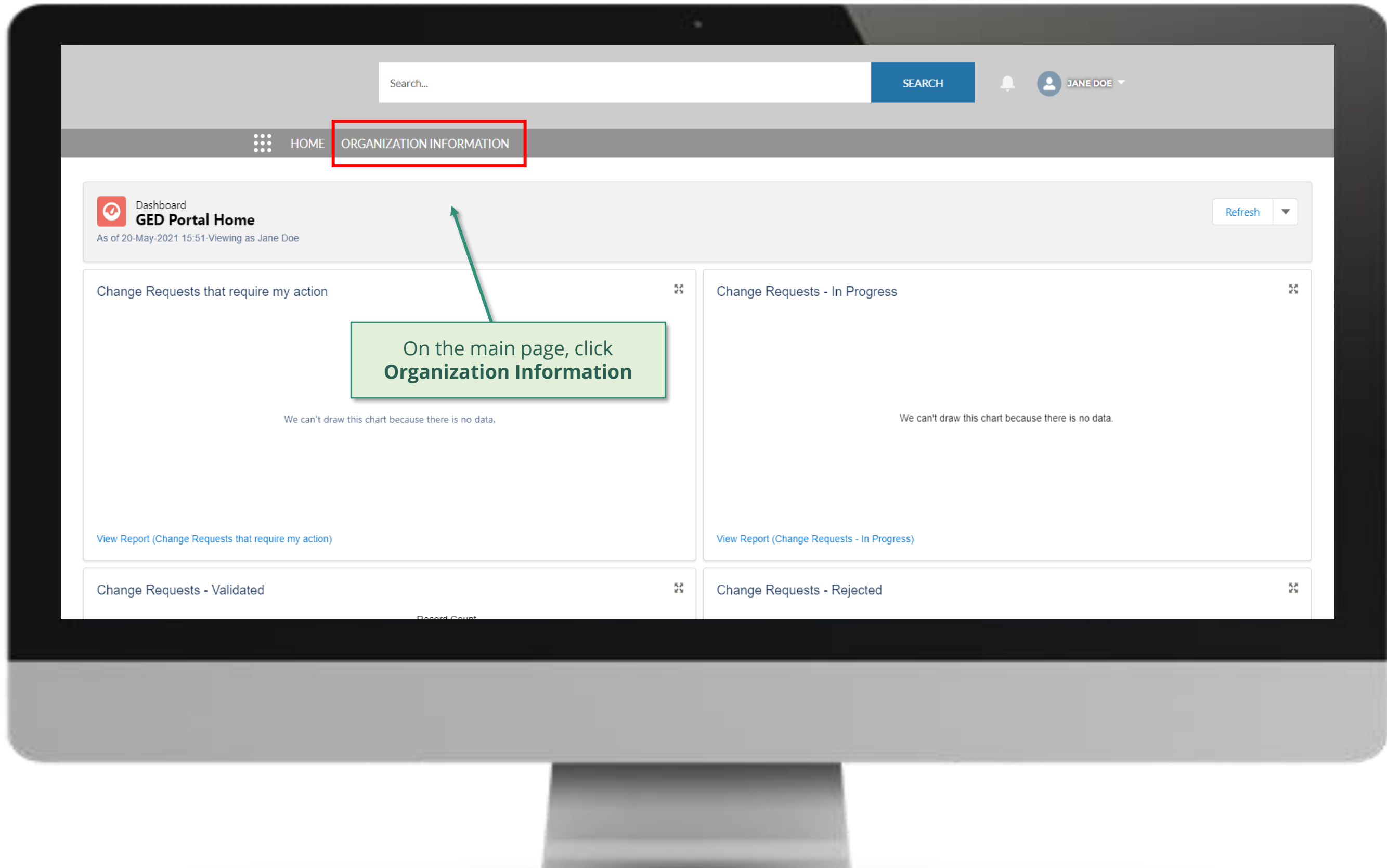
Click **Grant Entity Data**



[Back to the overview of the steps for this request](#)



[Back to the overview of the steps for this request](#)





Back to the
overview of
the steps
for this
request

Search...

SEARCH

HOME

ORGANIZATION INFORMATION

Organization Information

My Organizations

1 item • Sorted by Organization Name • Filtered by All organiza

Printable View

Search this list...

Settings

Grid

Refresh

Print

Filter

	Organization Name	Organization Sh...	Organization Gr...	Address Line 1	Country	Parent Account	Organization Type	Organization Su...	Organization record ty...
1	LFA Org Test	LOT		Postal Address Line 1	Switzerland				AIM_External

Tip!
By clicking on the arrow, you can navigate different list views.
My Organizations shows you all the organizations you have access to view.

Tip!
You can also find your organization by typing its name on the search box and clicking **Search**

Select the organization that you want to update by clicking on it

Search...

SEARCH

Click the arrow and select
Deactivate Contact



HOME

ORGANIZATION INFORMATION



Organization Information
LFA Org Test

Update Organization

Create Contact

Update Contact



Deactivate Contact

Create Banking Details

Update Banking Details

Deactivate Banking Details

Organization Short Name
LOT

Organization Grant Abbreviation

Integration Status

#Open Change Requests for Organization
0

#Open Change Requests for Contacts
2

#Open Change Request
0

DETAILS

ACCOUNT ROLES

CONTACTS

BANKING DETAILS

CHANGE REQUESTS

FILES

MORE

▼ Organization Details

Organization Name

LFA Org Test

Organization Short Name ⓘ

LOT

Parent Account

Website

Communication Language ⓘ

English

▼ Address Information



Back to the
overview of
the steps
for this
request



[Back to the overview of the steps for this request](#)

English Français Español

Search... SEARCH

HOME ORGANIZATION INFORMATION

Organization Information
LFA Org Test

Organization Short Name
LOT

Organization Grant Abbreviation

DETAILS ACCOUNT ROLES CONTACTS BANKING DETAILS

Organization Details

Organization Name
LFA Org Test

Organization Short Name ⓘ
LOT

Parent Account
LFA Test Org Parent

Website

Communication Language ⓘ
English

Address Information

Address Type Zip/Postal Code ⓘ

Deactivate Contact

Select the contact to deactivate out of the list below

First Name	Last Name
☐ David	Gesel
☐ Doe	Joseph
☐ Elizabeth	Thompson
☐ Jane	Doe
☒ John	Hennings
☐ William	Taylor

Next

Update Organization Create Contact Update Contact

#Open Change Requests for Banking
0

Select the contact you wish to deactivate. Then, click **Next**



[Back to the overview of the steps for this request](#)

English Français Español

Search...

SEARCH



JANE DOE



HOME

ORGANIZATION INFORMATION



Organization Information
LFA Org Test

Organization Short Name
LOT

Organization Grant Abbreviation

DETAILS

ACCOUNT ROLES

CONTACTS

BANKING DETAILS

Organization Details

Organization Name

LFA Org Test

Organization Short Name

LOT

Parent Account

[LFA Test Org Parent](#)

Website

Communication Language

English

Address Information

Address Type

Zip/Postal Code

Deactivate Contact

Are you sure you want to deactivate contact John Hennings? By proceeding, the contact will lose all authorization and access rights related to this organization and relative details.

In case John Hennings holds signatory rights, is a representative for notices, or has access to the Partner Portal, make sure that there is at least one other contact within this organization with these rights. Click Next to continue or Close this window to cancel the request.

Next

Click **Next** to submit the request

Step 2i

Local Fund Agent (LFA)
Deactivate Contacts



[Back to the overview of the steps for this request](#)

English Français Español

Search...

SEARCH



JANE DOE ▾



HOME

ORGANIZATION INFORMATION



Organization Information
LFA Org Test

Organization

Create Contact

Update Contact ▾

Change Requests for Contacts

Organization Short Name

LOT

Organization Grant Abbrev

DETAILS

ACCOUNT ROLES

CONTACTS

BANK

▼ Organization Details

Organization Name

LFA Org Test

Organization Short Name ⓘ

LOT

Parent Account

[LFA Test Org Parent](#)

Website

Deactivate Contact

Your request was successfully submitted.

Click [here](#) to open it.

Finish

The request is submitted.
You can see more details by
clicking on the blue link

Step 2j

Local Fund Agent (LFA)
Deactivate Contacts

 Change Request
00022638[+ Follow](#)

1

Request Record Type
Deactivate LFA Contact

2

Request status
Pending Global Fund Review

Integration Status

3

Pending Global Fund Review

Closed

 Case History (1)

Date	Field	User	Original Value	New Value
28/05/2021 19:12	Created.	Jane Doe		

4

DETAILS

FILES

✓ Contact Record Information

Existing Contact
[John Hennings](#)Contact's Organization
LFA Org TestSalutation
MrFirst Name
JohnLast Name
Hennings

Phone Number

Mobile Phone Number

Email Address
john@example.com

You can now see the details of your successfully submitted change request:

1. Change request type
2. Change request status
3. Chevron status bar indicating the current status of the change request and an overview of the process
4. The change request details



Back to the
overview of
the steps
for this
request

Click here to
go back to the
overview page

Grant Entity Data (GED) Interactive Manual

The steps assigned to you are highlighted in the red boxes

LFA | Deactivate Position

Follow the steps below



Select Another
External Stakeholder



Select Another LFA
Change Request





[Back to the overview of the steps for this request](#)

Enter your login details and click **Log in** to proceed

salesforce

 janedoe7@yopmail.c

 .....

Log in

[Forgot your password?](#)

[Are you an employee? Login here](#)

Step 2a

Local Fund Agent (LFA)
Deactivate Position



Home

Welcome!

1. Read the information displayed carefully regarding the Global Fund **Privacy Statement** and the **Partner Portal Terms of use**

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 <http://www.theglobalfund.org/en/partner-portal/>). 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 or cannot enter into a legally binding agreement, you must not access or use the Portal or any of the Features.

2. Should you agree, click **OK** to proceed



[Back to the overview of the steps for this request](#)



Welcome!

Use App Launcher to choose what portal you want to open

Click on the icon at the top left
of the page (App Launcher)



[Back to the
overview of
the steps
for this
request](#)

App Launcher

Search apps...

▼ All Apps



Grant Entity Data



Landing Page

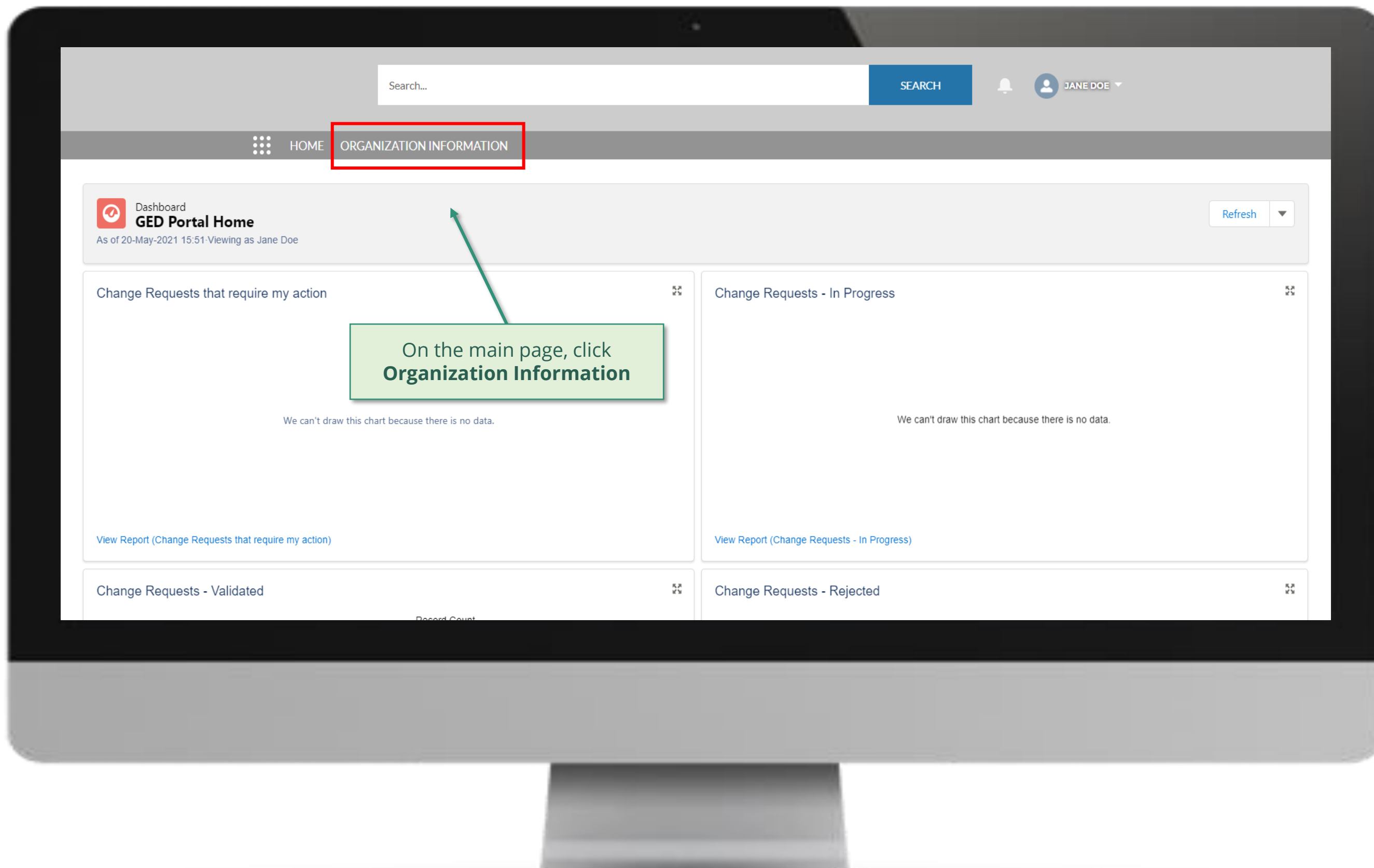
Click **Grant Entity Data**



[Back to the overview of the steps for this request](#)



[Back to the overview of the steps for this request](#)



Step 2e

Local Fund Agent (LFA)
Deactivate Position



[Back to the overview of the steps for this request](#)

HOME ORGANIZATION INFORMATION

Organization Information

My Organizations

1 item • Sorted by Organization Name • Filtered by All

Search this list...

Printable View

	Organization Name	Organization Sh...	Organization Gr...	Address Line 1	Country	Parent Account	Organization Type	Organization Su...	Organization record ty...
1	LFA Org Test	LOT		Postal Address Line 1	Switzerland				AIM_External

Tip!
By clicking on the arrow, you can navigate different list views.
My Organizations shows you all the organizations you have access to view.

Tip!
You can also find your organization by typing its name on the search box and clicking **Search**

Select the organization that you want to update by clicking on it

Search...

SEARCH

Click **Update Contact**



HOME

ORGANIZATION INFORMATION



Organization Information
LFA Org Test

Update Organization

Create Contact

Update Contact

Organization Short Name
LOT

Organization Grant Abbreviation

Integration Status

#Open Change Requests for Organization
0

#Open Change Requests for Contacts
3

#Open Change Requests for Banking
0

DETAILS

ACCOUNT ROLES

CONTACTS

BANKING DETAILS

CHANGE REQUESTS

FILES

MORE

Organization Details

Organization Name

LFA Org Test

Organization Short Name ⓘ

LOT

Parent Account

Website

Communication Language ⓘ

English

Address Information

Address Type

Zip/Postal Code ⓘ

New ZIP Code



Back to the
overview of
the steps
for this
request



[Back to the overview of the steps for this request](#)

English Français Español

Search... SEARCH

HOME ORGANIZATION INFORMATION

Organization Information
LFA Org Test

Organization Short Name LOT Organization Grant Abbreviation

DETAILS ACCOUNT ROLES CONTACTS BANKING DETAILS

Contact Salutation Contact Name

Ms. Alex Jones

Ms.

Mr.

Dr.

Ms.

Ms. Jane Doe janedoe7@yopmail.com

Mr. John Hennings john@example.com

Mr. Robert Smith robert@example.com

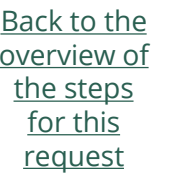
Mr. William Taylor

Update Contact

First Name	Last Name
☒ David	Gesel
☐ Doe	Joseph
☐ Elizabeth	Thompson
☐ Jane	Doe
☐ John	Hennings
☐ William	Taylor

Next

Select the contact you wish to deactivate and click **Next**



Provide mandatory comments and click **Next**



Back to the
overview of
the steps
for this
request

1. Select the position
you wish to deactivate.
A new window appears

2. Uncheck the **Active?**
box and click
Update/Save

Update/Save



[Back to the overview of the steps for this request](#)

English Français Español

Search...

SEARCH



JANE DOE



HOME

ORGANIZATION INFORMATION



Organization Information
LFA Org Test

Organization Short Name
LOT

Organization Grant Abbreviation

DETAILS

ACCOUNT ROLES

CONTACTS

BANKING DETAILS

Contact Name

Alex Jones

Chimamanda Adichie

David Geisel

Joe Joseph

Elizabeth Thompson

Jane Doe

John Hennings

Robert Smith

elizabeth@example.com

janedoe7@yopmail.com

john@example.com

robert@example.com

Update Contact

> Guidance

Select the role in order to update it for this contact. If you want to add an additional role for this contact or to add this contact to another country/portfolio, click on 'Add New'.

Organization Role	LFA Role	Active	Official Job
☐ LOT,Latvia	Programmatic/M&E Expert	☒	
☒ LOT,Luxembourg	Finance Professional		
Add new			

Previous

Next

Other updates can also be done for this contact. Repeat the procedure by selecting the relevant position and updating the information in the pop-up window as applicable.

Once this is completed, click **Next** to submit the request



[Back to the overview of the steps for this request](#)

English Français Español

Search... SEARCH

JANE DOE

HOME ORGANIZATION INFORMATION

Organization Information
LFA Org Test

Organization Short Name
LOT

Organization Grant Abbreviation

Update Organization Create Contact Update Contact

Update Contact

Your request was successfully submitted. Click [here](#) to open it.

Finish

DETAILS ACCOUNT ROLES CONTACTS BANKING DETAILS

Contact Salutation	Contact Name	
☐ Ms.	Alex Jones	
☐ Ms.	Chimamanda Adichie	
☐ Mr.	David Gesel	
☐ Dr.	Doe Joseph	
☐ Ms.	Elizabeth Thompson	elizabeth@example.com
☐ Ms.	Jane Doe	janedoe7@yopmail.com
☐ Mr.	John Hennings	john@example.com
☐ Mr.	Robert Smith	robert@example.com

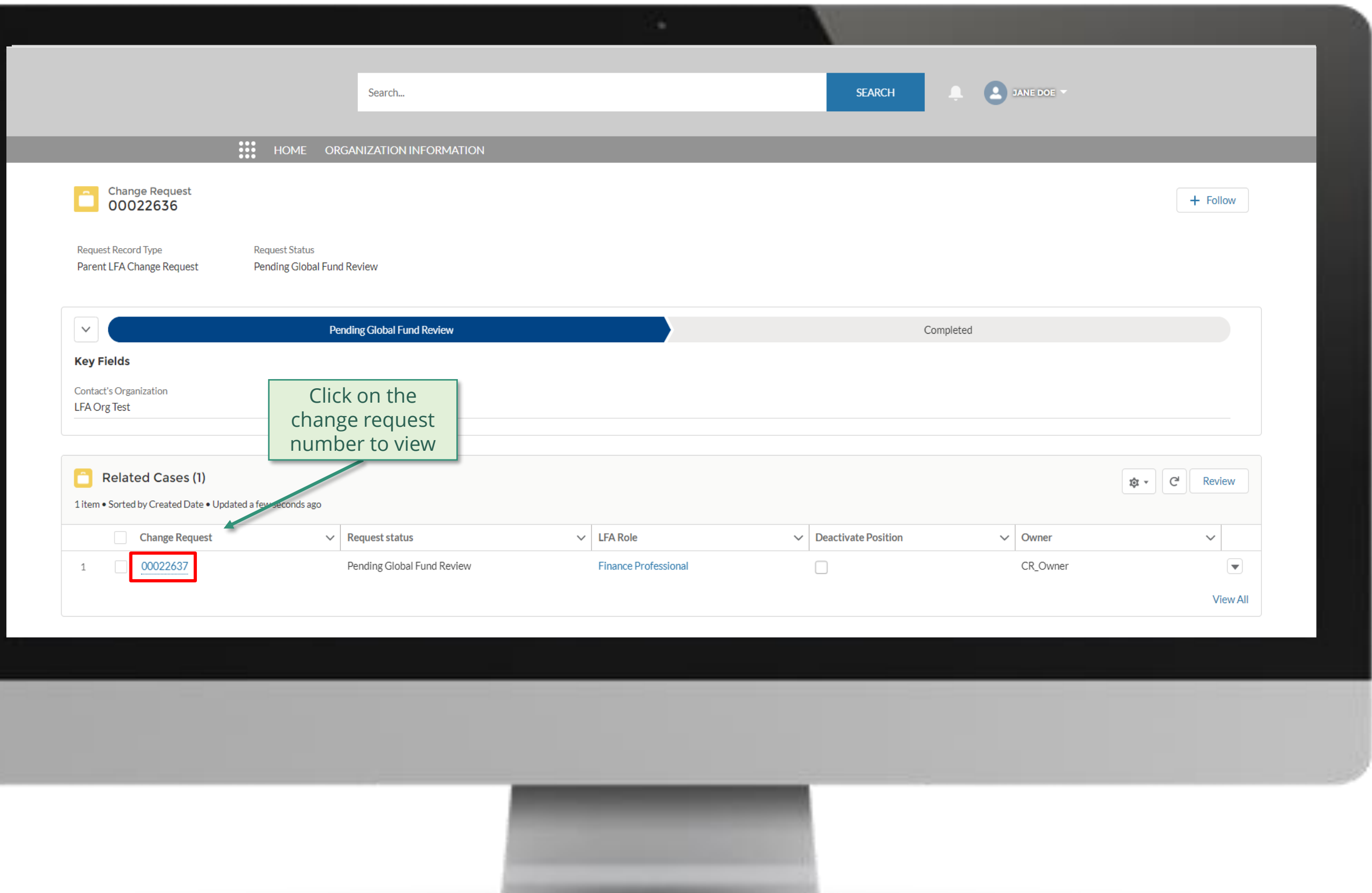
The request is submitted.
You can see more details by
clicking on the blue link

Step 2m

Local Fund Agent (LFA)
Deactivate Position



Back to the
overview of
the steps
for this
request



Step 2n

Local Fund Agent (LFA)
Deactivate Position



[Back to the overview of the steps for this request](#)

You can now see the details of your successfully submitted change request:

1. Change request type
2. Change request status
3. Chevron status bar indicating the current status of the change request and an overview of the process
4. The change request details

5. Scroll to view more details

Duplicate merge history

Not applicable

Re-submit case

There is no clarification needed from your end at the moment

Change Request
00022640

1

Request Record Type
Update LFA Contact

2

Request status
Pending Global Fund Review

Integration Status

3



Case History (1)

Date	Field	User	Original Value
28/05/2021 19:20	Created.	Jane Doe	

POSITIONS

> Guidance

4

☐ Account Role	☐ LFA Role	☐ Proposed Rate	☐ Location	☐ Dates Active	☐ Probation End Date	☐ Organization Representative for Noti
☐ LOT,Luxembourg	Finance Professional	100	Fly-In	Current and future years		

DETAILS

FILES

▼ Contact Information



Back to the
overview of
the steps
for this
request

Click here to
go back to the
overview page

The deactivated field is highlighted

Case History (1)

Date	Field	User	Original Value	New Value
28/05/2021 19:20	Created.	Jane Doe		

View All

POSITIONS

> Guidance

uests

Access to Work Plans

Access to PET

Access to Grant Entity Data

Access to Wambo

Deactivate Position

Duplicate merge history

Not applicable

Re-submit case

There is no clarification needed from your end at the moment

DETAILS

FILES

✓ Contact Information

Salutation
Mr

First Name
David

Last Name
Gesel

Contact's Organization
LFA Org Test

Email Address
david@example.com

Phone Number

Mobile Phone Number
+4455555555

Comments
requesting deactivation of one portfolio

> System Information (Technical Details)

Grant Entity Data (GED) Interactive Manual

Select the type of change request

Select from the below



[Select Another
External Stakeholder](#)

Organization information Change Requests



Create New Organization
| *page 230*



Update Organization
Information
| *page 231*



Link Existing Third
Party with PR
| *page 232*

Banking Information Change Requests



Create/Update
Banking Information
| *page 233*

Grant Entity Data (GED) Interactive Manual

The steps assigned to you are highlighted in the red boxes

Third Party | Create New Organization

Follow the steps below



Select Another
External Stakeholder



Select Another Third
Party Change Request



Step 1

Third Party emails required information to Country Team, including supporting documents¹.



Step 2

Global Fund reviews and creates new organization in Global Fund systems.

Updated GED reflected in
[Global Fund Partner Portal](#)



¹ 1 See [Operational Policy Manual \(OPM\)](#) Annex 3 on required supporting documents

Grant Entity Data (GED) Interactive Manual

The steps assigned to you are highlighted in the red boxes

Third Party | Update Organization Information

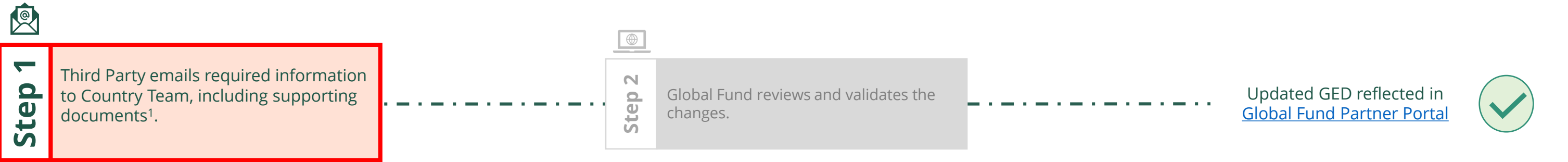
Follow the steps below



Select Another
External Stakeholder



Select Another Third
Party Change Request



¹ 1 See [Operational Policy Manual \(OPM\)](#) Annex 3 on required supporting documents

Grant Entity Data (GED) Interactive Manual

The steps assigned to you are highlighted in the red boxes

Third Party | Link Existing Third Party With PR

Follow the steps below



Select Another
External Stakeholder



Select Another Third
Party Change Request



Step 1

Third Party emails required information to Country Team, including supporting documents¹.



Step 2

Global Fund reviews and creates the link between Third Party and PR in Global Fund systems.

Updated GED reflected in [Global Fund Partner Portal](#)



¹ 1 See [Operational Policy Manual \(OPM\)](#) Annex 3 on required supporting documents

Grant Entity Data (GED) Interactive Manual

The steps assigned to you are highlighted in the red boxes

Third Party | Banking Information: Create / Update

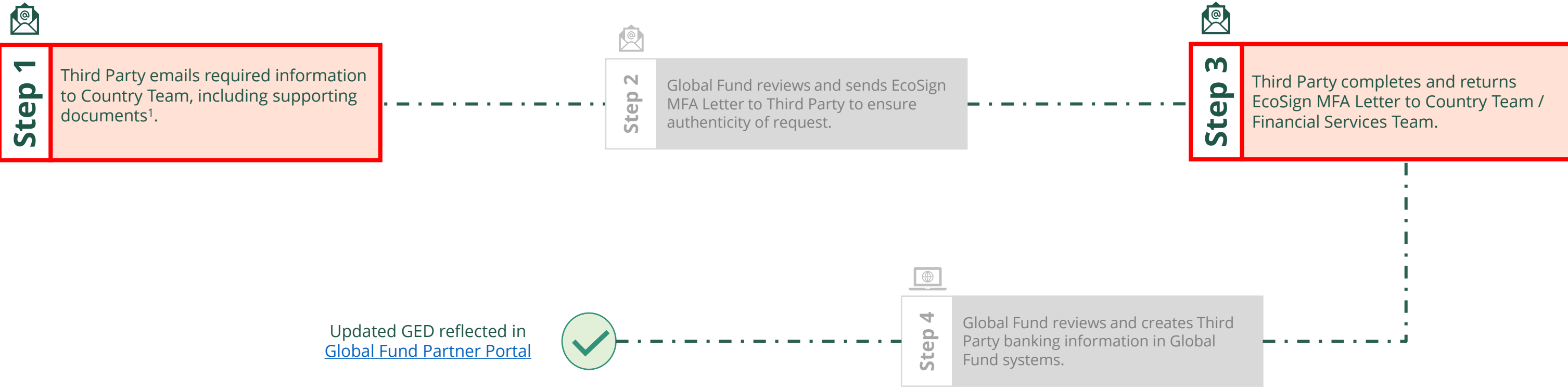
Follow the steps below



Select Another
External Stakeholder



Select Another Third
Party Change Request



¹ 1 See [Operational Policy Manual \(OPM\)](#) Annex 3 on required supporting documents