A Quick Guide to the Global Fund’s Price and Quality Reporting System (PQR)

December 2022
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## Abbreviations

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<th>Description</th>
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<tr>
<td>PQR</td>
<td>Price and Quality Reporting</td>
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<tr>
<td>PR</td>
<td>Principal Recipient</td>
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<tr>
<td>PPM</td>
<td>Pooled Procurement Mechanism</td>
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<tr>
<td>LFA</td>
<td>Local Fund Agent</td>
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<td>PSA</td>
<td>Procurement Service Agent</td>
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<tr>
<td>PPE</td>
<td>Personal Protective Equipment</td>
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<td>GDF</td>
<td>Global Drug Facility</td>
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<tr>
<td>C19</td>
<td>COVID-19</td>
</tr>
<tr>
<td>QA</td>
<td>Quality Assurance</td>
</tr>
<tr>
<td>COA</td>
<td>Certificate of Analysis</td>
</tr>
<tr>
<td>ERP</td>
<td>Expert Review Panel</td>
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## Document Changes

<table>
<thead>
<tr>
<th>Date</th>
<th>Key Changes</th>
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</table>
| Nov. 2022  | • Updates to (Step 9) of Data Entry – Documents to be attached  
• Updates to references to guidance documents (see footer on page 9)  
• Updated health products for COVID-19 to be reported (see footer on page 9)  
• Correction to FAQ 10 and clarification on reporting mechanism for purchases under PPM  
• Updated FAQ 4 on what documents to be attached and include a table  
• Updated PQR Process Flow and clarification on reporting purchases under PPM  
• Updated FAQ 13 on information to be provided to PQR System Administrator to add new products to PQR drop down  
• Added FAQ 16 on how to report lab consumables for diagnostic devices |
| May 2022   | • Updated information on C19 products that should be reported in PQR (FAQ 1 and FAQ 2)  
• Updated information on documents to be submitted for adding missing products to PQR |
| Dec. 2021  | • Explicit statement that PRs/PSAs have same PQR Process Flow  
• FAQ 3: How to add respirators and masks to PQR  
• FAQ 4, FAQ 8: Clarifying when should items be reported and what documents must be attached to PQR  
• FAQ 9: How to report multiple deliveries for the same purchase order  
• FAQ 13: Updates on how to report a missing product in drop down  
• FAQ 15: Types of masks, respirators and medical devices that can be added  
• New section on entering PPE & Class C and D Medical Devices |
### 1. Introduction

From this guide you will learn how to enter data and use PQR to help you make informed purchasing decisions.

**Who should use this guide?**

- **PR/PSA and LFA users of PQR**

What configurations are supported by PQR?

- Internet Explorer 6.0 or later, Firefox latest version or Chrome latest version
- Screen resolution: 1024 x 768 or higher

**RECOMMENDATION:** Print the guide and refer to it when entering data

### Terminologies

Please read this section carefully: understanding the terminology is key to efficiently using PQR.

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Third Party Intermediary</td>
<td>A supplier, procurement agent, non-governmental organization, wholesaler or distributor that assists the Principal Recipient (PR) in procuring health products. Third-Party Intermediary can purchase and store goods or purchase on behalf of the PR.</td>
</tr>
<tr>
<td>Consignment</td>
<td>A delivery or shipment of goods from a Manufacturer or Third-Party Intermediary to the Principal Recipient or host government on a specific date.</td>
</tr>
<tr>
<td>Product Category</td>
<td>The six categories of health products reported in PQR: “Vector Control products”, “Condom”, “Diagnostic, PPE and Medical Device”, “Anti-Retroviral and COVID-19 medicine”, “Anti-malaria medicine”, “Anti-TB medicine”. Note: see FAQs for more details about products to reports in the PQR</td>
</tr>
<tr>
<td>PQR-Related Product</td>
<td>A product from one of the following Product Categories listed above</td>
</tr>
<tr>
<td>Non PQR-Related Product</td>
<td>A product from a Product Category other than the ones listed above Examples: medicines to treat opportunistic infections, general purpose reagents, diagnostic products not being monitored through PQR, syringes, etc.</td>
</tr>
<tr>
<td>Consignment reported cost</td>
<td>The total cost of a Consignment, including the cost of PQR-related products, Non-PQR-Related Products and additional costs (handling fees, freight and insurance costs, VAT, taxes and tariffs). If data are</td>
</tr>
<tr>
<td>Term</td>
<td>Definition</td>
</tr>
<tr>
<td>------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td></td>
<td>entered from several invoices or cost estimates, the total cost may not correspond exactly to the overall cost shown on the supplier’s invoice.</td>
</tr>
<tr>
<td>Pack</td>
<td>The unit of product that is delivered to a PR. (e.g., “bottle of 60 tablets”, “box of 180 tablets (30 blisters of 6 tablets)”).</td>
</tr>
<tr>
<td>Number of Packs</td>
<td>The total quantity of Packs provided by the Manufacturer or Third-Party Intermediary to the PR for one Consignment and one product formulation. Example: 2000 bottles of 60 tab of efavirenz 600 mg tabs</td>
</tr>
<tr>
<td>Total Cost of Product</td>
<td>The amount paid by a PR to a Manufacturer or Third-Party Intermediary for one Product on one Consignment. Reported on the Consignment screen.</td>
</tr>
</tbody>
</table>
2. **PQR Process Flow**

The figure below illustrates the PQR Process Flow for Principal Recipients, and Local Fund Agents. It also shows the interactions between Principal Recipient and LFA. *In case of PPM procurement, PQR reporting is managed by each PSA under their own Standard Operation Procedures (SOPs).*

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**Principal Recipient**

- **Upon receipt of a consignment**

- **Gather best information available at the time**

- **Enter consignment data in the PQR and click SUBMIT**

  1. Consignment data published in TGF reports
  
  2. Consignment added to the monthly LFA email sent by the PQR Administrator

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**Local Fund Agent**

- **Upon receipt of a monthly email from the PQR Administrator**

- **Verify each newly submitted consignment in the PQR and click VERIFY**

- **LFA remarks on consignment email sent to the PR**

- **Update consignment data in the PQR and click SUBMIT**

  - No LFA remark on consignment

- **Consignment verification complete**
3. Frequently Asked Questions

1. What data should Principal Recipients and PSAs report?

Not all procurement data needs to be reported into PQR. The Global Fund requires that Principal Recipients and PSAs report into PQR all purchases of health products from the following product categories:

- Anti-Retroviral and COVID-19 medicine\(^1\), anti-malarial and anti-tuberculosis medicines.
- Other health products, including vector control products and condoms.
- Diagnostic tests for HIV, TB, malaria, and co-infections such as syphilis, hepatitis B and hepatitis C.
- COVID-19 related products: PPE\(^2\) (Surgical & non-surgical masks, respirators) and Medical Devices (class C and D). Please refer to Annex 1 of the Interim QA requirements for the procurement of COVID-19 Medical Devices for a comprehensive list of the class C and D Medical Devices\(^3\).

Note: These products can be reported by selecting the appropriate item from the product category Diagnostic, PPE and Medical Device.

Purchases of health products that do not fall within these categories and items such as syringes, medicines to treat opportunistic infections are not to be reported in PQR under the existing categories but must be reported in the non-PQR section (see FAQ 14).

2. Which diagnostic products should be reported in PQR?

The Global Fund uses the PQR system to track compliance with quality policies and the placement and use of diagnostic technologies. Please refer to “the Guide to Global Fund Policies on Procurement and Supply Management of Health Products”\(^4\) for detailed information regarding the Diagnostics products to be reported in the PQR.

Note: In the current situation requirements for COVID-19 Diagnostic Products is only spelled out in the Interim QA Requirements without requesting for PQR reporting. However, PQR reporting is not based on the funding mechanism, but on the “Intended Use” of the product. This means that diagnostic equipment\(^5\), whose intended use is not limited to SARS-Cov-2 diagnosis, but falling into the reporting requirements spelled out in “The Guide to Global Fund Policies on Procurement and Supply Management of Health Products”, needs to be reported, independent of its funding sources.

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\(^1\) For COVID-19 medicine, the pharmaceutical products must be in line with the List of COVID-19 Pharmaceutical Products Classified According to the Quality Assurance Policy

\(^2\) https://www.theglobalfund.org/media/12125/covid19_qa_requirements PROCUREMENT_masks_respirators_informationnote_en.pdf

\(^3\) https://www.theglobalfund.org/media/11080/covid19_interimqualityassurancerequirements_medicaldevice_guidance_en.pdf

\(^4\) https://www.theglobalfund.org/media/5873/psm_procurementsupplymanagement_guidelines_en.pdf

\(^5\) https://www.theglobalfund.org/media/9628/covid19_interimqualityassurancerequirementsdiagnosticsproducts_guidance_en.pdf

In the current version of PQR, COVID-19 related products will be available in the drop down under the product category “**Diagnostic, PPE and Medical Device**”. Please refer to [FAQ 15](#) for more information regarding reporting COVID-19 related products.

4. **When should Principal Recipients and PSAs report data and what documents should be attached to PQR?**

Data should be entered into the system upon receipt of a consignment by the Principal Recipient and PSAs using the best information available at the time of reporting.

The following documents should be attached to PQR for the various health products:

<table>
<thead>
<tr>
<th>Health Product</th>
<th>Documents to be attached to PQR</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Invoice</td>
</tr>
<tr>
<td>Pharma</td>
<td>X</td>
</tr>
<tr>
<td>Diagnostic Products</td>
<td>X</td>
</tr>
<tr>
<td>Masks/Respirators/Medical Devices</td>
<td>X</td>
</tr>
<tr>
<td>Vector Control Products</td>
<td>X</td>
</tr>
<tr>
<td>Condoms</td>
<td>X</td>
</tr>
</tbody>
</table>

*To report procurement of pharma or diagnostics products that were approved by Expert Review Panel (ERP), please download the No Objection Letter signed by QA and attach it to PQR.*

**Note:**

1. If at the time of reporting, a final invoice is not available a **Wambo purchase order** is also acceptable. Please also refer to FAQ 5.
2. PRs and PSAs do not have to wait for a final invoice before entering data. However, PRs and PSAs are strongly encouraged to attach the **final invoice** wherever possible to ensure higher quality of reported data.

Additional documents such as shipping delivery or goods receipt notes are **not required to be uploaded**.

5. **Should I update PQR if costs are changed on a subsequent invoice?**

If the data entered in PQR is based on a cost estimate or pro-forma invoice and the final invoice differs **significantly** (5%) from the data entered, the PR/PSA should update the data entries based on the newly available information in the final invoice. However, it is not
necessary to update PQR if the differences between final invoice and PQR data entries represent less than a 5% change in unit costs or if the differences are limited to freight, insurance, customs, duties, or handling costs.

6. When should LFAs verify data?
All data must be verified, and completeness assessed, during each Progress Update review. Upon agreement with the Global Fund, the data may also be verified more frequently.

7. I am procuring products through a national agency such as a Central Medical Stores. How should I enter data?
   a. If a Principal Recipient is purchasing products from a national agency such as a Central Medical Store, the PR should enter data based upon the invoices provided by the supplier or manufacturer to the national agency. In this case, the reported prices may not align directly with the price paid by the program, however, costs will be more comparable across countries.
   b. If the national agency purchased directly from the manufacturer, the PR should select the “Directly from Manufacturer” radio button.
   c. If the national agency purchased via a third-party intermediary such as the Global Drug Facility, or UNICEF, the PR should select the “Via third-party intermediary” radio button and indicate the appropriate agency.
   d. If a PR cannot access the invoices provided to the national agency, they may report information based upon the invoices provided by the national agency. In this case, PRs should select the “Via third party intermediary” radio button, choose “Other” from the Intermediary dropdown menu, and then specify the name of the national agency in the other intermediary field.

8. Which invoice should I use to enter data into PQR?
To properly fill out PQR, PRs/PSAs will typically need the invoices or cost estimates provided by the supplier of the goods AND a manufacturer’s invoice. The manufacturer’s invoice will usually provide the most accurate information regarding the product and unit costs. The supplier’s invoice or cost estimate will usually provide the most accurate information on handling fees, transport costs, and insurance.

As stated in FAQ 4, Principal Recipients and PSAs do not have to wait for a final invoice before entering data. However, PRs and PSAs are strongly encouraged to attach the final invoice wherever possible to ensure higher quality of reported data.

9. How should I report orders fulfilled through multiple deliveries?
Often suppliers will fulfil a purchase order by delivering smaller quantities for the same product, but over multiple deliveries, while issuing an invoice for each delivery made. The
current PQR system does not allow reporting multiple invoices for the same product requested in a purchase order.

To reduce the burden on PRs/PSAs to report and upload such multiple invoices, PRs/PSAs are requested to contact the supplier and have them issue one final invoice indicating the following:

1. Sum of all quantities delivered that should match the order request in the PO.
2. Proof of Deliveries of each delivery made or at least the invoice numbers and dates for the partial deliveries.

Only the final invoice is then required to be reported and attached to the consignment entry. The delivery date of the final shipment should be reported as the “actual delivery date”.

10. Should PR report transactions made by procurement agents (PSA)?

In case of PPM procurement, PQR reporting is managed by each PSA under their own Standard Operation Procedures (SOPs).

11. I am using the PPM to procure health products. Do I need to enter data in PQR?

No. Purchases made by grants using PPM will be reported into the system by the contracted Procurement Agent under their own SOPs and therefore, should NOT be entered by the Principal Recipient. However, the LFA will verify the data entered by the procurement agent or PSA against the documents attached (e.g., proforma invoice, supplier cost estimate, manufacturer’s invoice, or final invoice).

12. I am unable to find my grant number in the dropdown list. What should I do?

Only the grants for which you have requested access are displayed in the drop-down box. If you need access to another grant, click on the “Request Access to Grant” link displayed at the top of the screen. Enter the required details and your account will be updated once the request has been verified.

13. I am unable to find the appropriate product in the dropdown lists. What should I do?

Only categories of products included in the menus: Anti-Retroviral and COVID-19 medicine, Antimalarial medicines, Anti-TB medicines, Vector control products, Condoms, and Diagnostic, PPE, and Medical Device products (see also FAQ 1-3) need to be reported in PQR.

Note that the sequencing of ingredients of Co-blisters and Fixed Dose Combinations may differ from what is on your invoice.

For example, your invoice may contain a product such as “Zidovudine & Lamivudine & Nevirapine”. In PQR, the ingredients will be listed in alphabetical order and the same product would be listed as: “Lamivudine / Nevirapine / Zidovudine”. Product Strengths are listed in the same sequence as the Generic Names.
If a product from one of the product categories specified above has been purchased and you are unable to find the product listed in the menus:

1. Continue with data entry and enter all other PQR-related products delivered in the consignment but do not submit it for LFA verification.
2. Save a copy of the complete invoice in the Upload and Comment section.
3. E-mail pqr@theglobalfund.org with the following information and the following documents:
   - Name of Product
   - Manufacturer (not the distributor)
   - Manufacturing Site

   - For pharmaceuticals specify the following:
     - Product strength
     - Pack size
     - Package type

   - For any kits for Diagnostic products, specify the number of tests in the kit

   - For COVID-19 related PPE products (masks/respirators) and medical devices, include the following:
     - PPE product (mask/respirator) product name and model reference.
     - The type of the mask or respirator.

The following documents (preferably with an English translation) should also be attached to your request:

For all products: Manufacturer Invoice or Wambo PO for PPM purchases
Additionally for pharma products: Certificate of Analysis

The administrator will contact you once the product has been added to the database and you will then be able to complete the consignment entry.

14. How do I enter products not in the product categories specified earlier (e.g. medicines for opportunistic infections, lab consumables used in medical diagnostic devices etc.)?

The total cost (in USD) of any other products included on the same invoice (for example reagents, syringes, or medicines to treat opportunistic infections) can be entered under “Total cost of non-PQR related products” on the Products screen.

   a. Select “Yes” to the question “Does your consignment contain products that do not need to be reported in PQR”
   b. Report the total amount (in USD) in the box
15. What types of masks, respirators and medical devices can I report?

Different types of PPEs (surgical, non-surgical masks and respirators) and class C and D medical devices. Please refer to the PSM guide and the interim QA requirements for the procurement of COVID-19 Medical Devices, respectively.

16. Should I report lab consumables used for diagnostics, that have been purchased separately?

No. Lab consumables used for medical diagnostic devices, but which have been procured separately (i.e. those that are not packaged as part of a kit and shown in the invoice) can be reported under the non-PQR section. Calculate the total amount (in USD) of all the consumables purchased and report the amount as indicated in FAQ 14.

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4. Reports: Benefitting from PQR

From PQR homepage, http://pqr.theglobalfund.org, you can access several reports that may be useful in making purchasing decisions and tracking the prices that your grant has achieved against others in the region and around the world.

1. **Price Reference Report**: it will allow you to see the prices being paid for selected products.

2. **Country Snapshot Report (for registered PQR users only)**: it will allow you to see details of PQR data entered for a country or grant, including LFA comments.

3. **LFA Verification Report (for registered PQR users only)**: it will provide you with information on how much of your data have been LFA verified. LFA comments will also be displayed in this report.

4. **Transaction Summary**: it will allow you to download PQR data for further analysis.

**Example**: Price Reference Report

![Price Reference Report Table]

**Product Name** | **Description** | **PQR Product Formulation Code** | **Countries** | **Unit** | **Volume procured** | **Avg. Unit Cost : Avg** | **Median** | **No Measure Value**
--- | --- | --- | --- | --- | --- | --- | --- | ---
Abacavir (ABC) | 20mg/ml oral liquid | - | 80 | ml | 57,737,280 | 0.026 | 0.022 | 0.020
 | 300mg tab | - | 66 | tab/cap | 189,059,880 | 0.179 | 0.163 | 0.121
 | 60mg dispers tab | - | 31 | tsh/cap | 5,117,580 | 0.072 | 0.075 | 0.054
 | 60mg tab | - | 84 | tab/cap | 945,360 | 0.070 | 0.069 | 0.066
Abacavir+Lamivudine - FDC | 200mg+300mg dispers tab | - | 45 | tab/cap | 396,479,470 | 0.114 | 0.117 | 0.058
 | 400mg+500mg dispers tab | - | 68 | tsh/van | 214,716,653 | 0.148 | 0.167 | 0.282
Step 1: To download a copy of the report, scroll to the bottom of the page and click on the download icon.

Step 2: In the window that pops up, select PDF (or other options).
Step 3: You will be able to choose between downloading the view or specific sheets from the dashboard. Choose your preferred option, click Download to save a copy of the view to your local machine.

![Download PDF](image)

Step 4: To download an excel copy of the report, click on the Download icon as before and this time, choose Crosstab.

![Download](image)

Step 5: Select Excel or CSV format and click on Download to save a copy to your local machine.

![Download Crosstab](image)
5. Data Entry

To generate good reports and to provide you with useful information, the Global Fund needs to collect high-quality data. The details to be reported for each Consignment are broken up into 6 screens (four for data entry, and two for viewing):

1. Purchase Order
2. Products
3. Delivery
4. Upload and Comment
5. Summary
6. Feedback

These screens will:
- Allow users to save data between screens
- Provide guidance along the way
- Give users feedback on prices achieved

**WARNING:** Please do NOT use the BACK button in your web browser

Before proceeding to enter data into PQR, gather appropriate information. You will need the following:
- The invoice(s) from your manufacturer
- The invoice(s) or cost estimate(s) from your third-party intermediary (if any)
- For PPM procurement, if no invoice is available, WAMBO purchase order
- The scheduled and actual delivery dates for the consignment
- The purchase order date and number
- **For Vector Control Products** - Supplier CoA, Pre-shipment Inspection and Test reports
- To report procurement of products approved by the Expert Review Panel (ERP), please download the No Objection Letter signed by QA. This should be attached to the PQR consignment entry.
Step 1: LOGIN TO PQR

Go to https://pqr.theglobalfund.org

Log in using your existing account username and password. Click LOGIN.

If you are a new user, click on the New User link.

Have you forgotten your password? Click the link to reset.

The following page will be displayed.

Select Language

Update details and password

Request access to new grant(s)

Click to view existing consignments within your grant(s)

Start a new consignment
Step 2: VIEWING ALL EXISTING CONSIGNMENTS AND THEIR STATUS

Click on **Consignments** as in the figure above. The following page will be displayed.

![Diagram of the Consignments page](image)

- **View consignments with different search criteria**
- **Click on the link (in red), to edit an existing consignment**
- **Shows status of an existing consignment**

Step 3: ADD A NEW CONSIGNMENT

Click **NEW** to start a new consignment.

![Diagram of the Consignments page](image)

- **Click New to enter a new consignment**
Step 4: ADD PURCHASE ORDER AND INVOICE DATA

Fill in the Purchase Order and Invoice Information and click Save & Continue

Click on the →link to get a detailed answer to the question.

Move the mouse cursor on ☐ to get a brief definition of a term.

Third party intermediaries are suppliers, procurement agents, national procurement agencies etc. If you did not purchase directly from the manufacturer, select "Via third party intermediary" and specify the name of the intermediary.

NOTE: The Purchase Order date is important because it specifies the first date on which a price was secured from a manufacturer or third-party intermediary.
Step 5: ADDING A NEW PQR PRODUCT

To add a PQR-Related Product (e.g.) a pharmaceutical product (antiretroviral and COVID-19 medicine, anti-malarial medicine, anti-TB medicine), corresponding to a line item in your invoice:

Click ADD

A new window will appear. Select the appropriate product category.

NOTE: Products not fitting into one of the categories: Anti-retro viral and COVID-19 medicine, Anti-malarial medicines, Anti-TB medicines, Condoms, Vector Control Product, and Diagnostic, PPE or Medical device need not be added. (Refer to FAQ 14)
A: PHARMACEUTICAL PRODUCT

Select the appropriate type of pharmaceutical product (Anti-retroviral and COVID-19 medicine, anti-TB medicine or anti-malarial medicine). Enter the product details in the window that pops up. Click Save to complete.

Ingredients of Fixed Dose Combinations and Co-blisters are listed in alphabetical order. For example: Ethambutol + Isoniazid - FDC

Typically refers to the primary packaging. However, in some cases, the selection of secondary packaging is allowed. For example, for Artemether/Lumefantrine, users can select either “6 tablet blisters” or “Box of 180 tablets (30 blisters of 6 tablets).”

Note: Ensure pack size and number of packs match what is mentioned in the invoice

NOTE: Total cost of product should NOT include freight, shipping, and handling fees – these costs will be specified on the next screen.
If your invoice does not break out these costs, report the total cost of product with these costs included. You will be able to specify that they are embedded in the pack cost on the next screen.

If a manufacturing site is not mentioned, please send the invoice and COA to pqr@theglobalfund.org. Please do not select the other two radio buttons.
Select Vector control product from the product category. Enter the product details in the window that pops up. Click Save to complete the entry.

Enter TOTAL Number of bednets (number of bednets in each pack x number of packs)
C: CONDOM

Select Condom from the product category. Enter the product details in the window that pops up. Click Save to complete the entry.
Select “Diagnostic, PPE and Medical Device” from the Product Category. Select the Diagnostic device or test and enter details of the product. Please ensure the correct number of “tests” are selected in each case. Click Save to complete the entry.
E: PPE and MEDICAL DEVICE

Steps to enter a PPE or medical device:

- Select the product category “Diagnostic, PPE and Medical Device”.
- In the window that will pop up, select the appropriate PPE or the appropriate medical device and enter the details as per the invoice.
- Please note that while adding masks and respirators:
  - For “Type of Test”, if the type of mask/respirator is unknown, select “Mask/Respirator Type Unknown”
  - If the Manufacturer is available in the drop down, but the correct brand is not available, select “To be determined (TBD)” for “Brand”.
  We are continuously making efforts to update the details of every product as more information becomes available.
- Click Save when finished.

![Add Product](image_url)

Tip: If a final invoice is not yet available from the third party intermediary, please use the manufacturer’s invoice shipped with the goods. If a manufacturer’s invoice is not available, a cost-estimates or pro-forma invoice may be used.

New: Please report Indoor Residual Spraying products (under “Bednet/IRS”, at the end of the drop-down list)
For PPE, select the correct mask/respirator for your product. If Type not known, select “Mask/Respirator Type Unknown”

Select the manufacturer (not distributor)

Select correct model/brand. If brand/model name not available select the option: “To be determined (TBD)”

Select pack size (either number of “tests” or number of masks per pack).

Note: Total Number of Tests refers to the total number of units procured (Diagnostic Tests, PPEs, or Medical Devices)
Step 6: REPEAT FOR EACH PQR-RELATED PRODUCT

Repeat step 5 to add each PQR-related Product corresponding to a line in your invoice.

Step 7: ADD OTHER PRODUCT INFORMATION

Fill in the additional information on the Product Screen and click Save & Continue.

If you have not been able to find one of your PQR-related products:
1. Continue with data entry for the other products (Do not submit for LFA verification)
2. Upload the invoice on the next screen
3. E-mail pqr@theglobalfund.org
   Refer to FAQ 13 for details

If your invoice contains Non-PQR Related Products (lab consumables for diagnostics, syringes, reagents, medicines to treat opportunistic infections, etc.), select ‘Yes’ and enter the total cost.
Step 8: SPECIFY ADD-ON COSTS

Fill-in the Delivery information (other costs) and click Save & Continue.

These data should be entered upon receipt of consignment using the best information available at the time. It is understood that freight and insurance costs may be estimates and may change when a final invoice is received.

NOTE: If the units costs reported on the previous screen included freight and insurance, select “Embedded in pack cost”
STEP 9: UPLOAD AN ELECTRONIC COPY OF YOUR INVOICE and QA DOCUMENTS

Click NEW to upload your invoice (s), and QA document(s) for vector control products (Supplier CoA, Pre-shipment Inspection and Test Reports).

Preferably, attach the documents in pdf.

Click BROWSE, select the invoice and QA documents for vector control products on your computer and click UPLOAD.

In the popup window, click BROWSE, select a file and click UPLOAD.

The Comment section enables you to provide any additional or contextual information that might help us better understand your entry. This is not mandatory.
Step 10: CHECK THE DATA AND SUBMIT

Check the data entered for the consignment and click SUBMIT.

**Warning:** The consignment information is not submitted to the Local Fund Agent for verification and to the Global Fund for reporting until you click SUBMIT.

**NOTE:** Based on the information that you have entered the system has calculated the total cost. Because of differences between invoices (from manufacturer or supplier / pro-forma or actual), the amount calculated by the system may not match your records. This is fine. The PQR is not an accounting system and will not necessarily match totals exactly.
Step 11: COMPARE PRICES (OPTIONAL)

Compare the prices that your grant achieved against the global median

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CONGRATULATIONS: You have finished entering a consignment in PQR.

A number in green indicates that the price achieved by your grant is at least 15% below the median price.

Red indicates the potential savings your grant could have achieved had you been able to procure at the global median price. Use the Price Reference Report to get more information regarding the product’s price.
6. LFA Verification

To ensure the accuracy and completeness of reporting by PRs/PSAs, the Global Fund requires that LFAs verify PQR data entries, including entries made by PPM procurement agents. For detailed information on LFA PQR related work please refer to “Local Fund Agent’s Guide to Price and Quality Reporting” (available under “Procurement and Supply Management”).