

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

February 2019

01 Introduction

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

Who should use this guide?

- PR and LFA users of the PQR.

What is the PQR supported configuration?

- 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

1. Terminologies

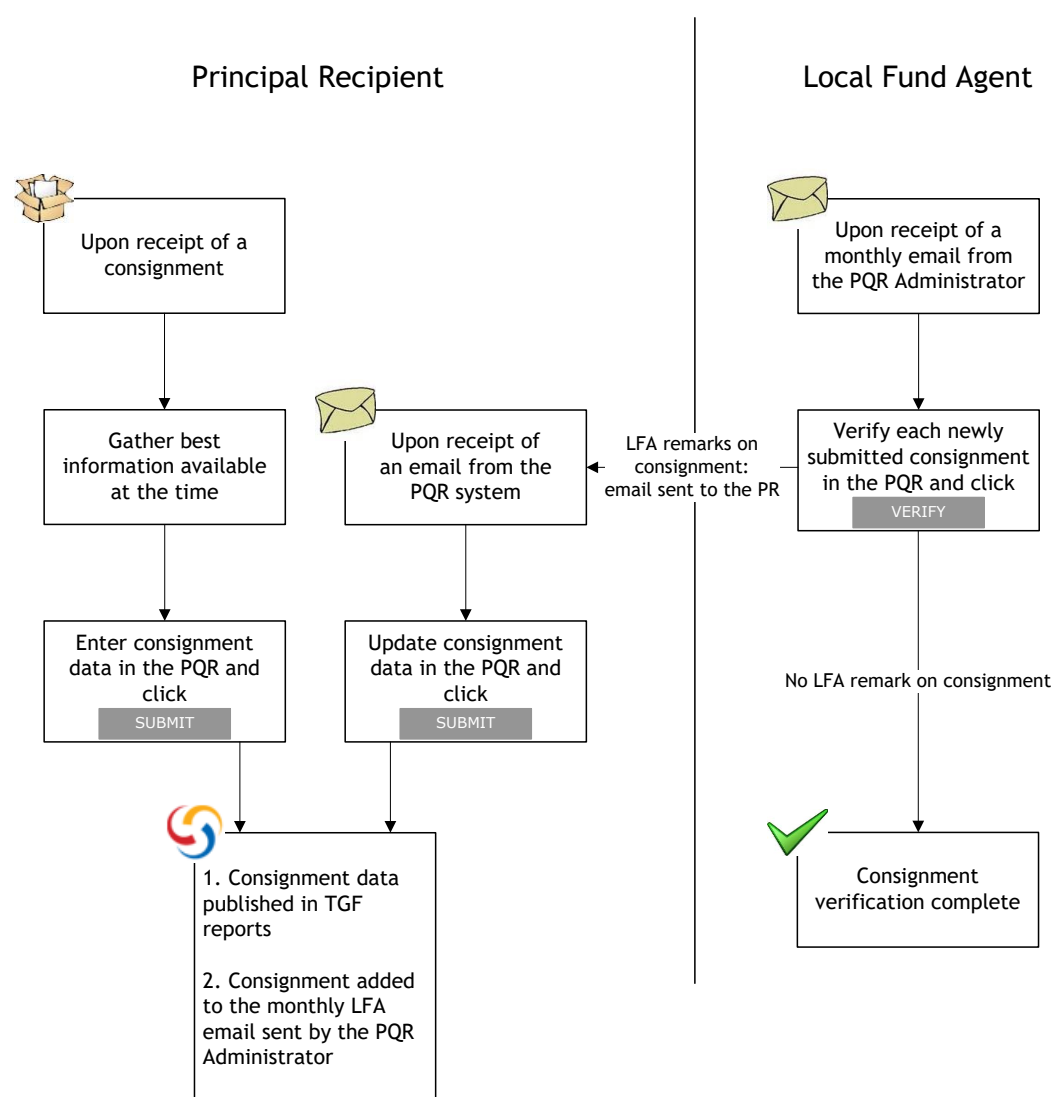
Please read this section carefully: understanding the terminology is key to efficiently using the PQR.

Term	Definition
Third Party Intermediary	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.
Consignment	A delivery or shipment of goods from a Manufacturer or Third Party Intermediary to the Principal Recipient or host government on a specific date.
Product Category	The six categories of health products reported in the PQR: Bednets and indoor residual spraying (IRS) products, Condoms, Diagnostic Products, Antiretrovirals, Antimalarial medicines, and Anti-TB medicines. Note: Only selected Diagnostic Products should be reported in PQR; see FAQs for more details. .
PQR-Related Product	A product from one of the following six Product Categories : Bednets/IRS products, Condoms, Diagnostic Products, Antiretrovirals, Antimalarial medicines, and Anti-TB medicines.
Non PQR-Related Product	A product from a Product Category other than the six listed above Examples: medicines to treat opportunistic infections, general purpose reagents, diagnostic products not being monitored through PQR, syringes, etc.
Consignment reported cost	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 entered from several invoices or cost estimates, the total cost may not correspond exactly to the overall cost shown on the supplier's invoice.

Term	Definition
Pack	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)”.
Number of Packs	The total quantity of Packs provided by the Manufacturer or Third Party Intermediary to the PR for one Consignment and one product formulation. Example: <u>2000</u> bottles of 60 tab of efavirenz 600 mg tabs
Total Cost of Product	The amount paid by a PR to a Manufacturer or Third Party Intermediary for one Product on one Consignment . Reported on the Consignment screen.

02 PQR Process Flow

The figure below illustrates when to use the PQR for Principal Recipients and Local Fund Agents. It also shows the interactions between Principal Recipient and LFA.



03 Frequently Asked Questions

1. What data should Principal Recipients report?

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

- ARVs, anti-malarial, anti-tuberculosis and anti-hepatitis pharmaceutical products
- Other health products, including long-lasting insecticidal nets, insecticides for indoor residual spraying activities, and condoms
- Diagnostic tests for HIV, TB, malaria and co-infections such as syphilis, hepatitis B and hepatitis C

Purchases of health products that do not fall within these categories should not be entered into the PQR. Products such as syringes, medicines to treat opportunistic infections, etc do not need to be reported.

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. In addition to HIV immunoassays and malaria rapid diagnostic tests, products to be reported include: HIV viral load machines, early infant diagnostics (EID) machines, CD4 machines, tuberculosis diagnostic products including GeneXpert machines, as well as related consumables (such as cartridges or reagent kits) that have been included in the PQR drop-down lists in order to estimate the use of the above-mentioned technologies.

3. When should Principal Recipients report data?

Data should be entered into the system upon receipt of a consignment by the Principal Recipient using the best information available at the time (proforma invoice, supplier cost estimate, manufacturer's invoice, or final invoice). Principal Recipients do not need to wait for a final invoice before entering data.

4. Should I update the PQR if costs are changed on a subsequent invoice?

If the data entered into the PQR is based on a cost estimate or pro-forma invoice and the final invoice differs significantly from the data entered, the PR should update the data entries based on the newly available information in the final invoice. However, it is not necessary to update the 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.

5. 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.

6. I am procuring products through a national agency such as a Central Medical Stores. How should I enter data?

If a Principal Recipient is purchasing products from a national agency such as a Central Medical Stores, 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.

If the national agency purchased directly from the manufacturer, the PR should select the "Directly from Manufacturer" radio button. 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.

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.

7. Which invoice should I use to enter data into the PQR?

To properly fill out the PQR, PRs 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.

8. Should I report transactions made by procurement agents or the Pooled Procurement Mechanism (PPM)?

In general, PRs should report purchases made by procurement agents such as UNICEF or GDF. Exception: PPM data are reported directly and do NOT need to be reported by PRs.

9. I am using the PPM to procure health products, do I need to enter data into the PQR?

No. Purchases made by grants using PPM will be reported into the system by the contracted Procurement Agent and, therefore, need not be entered by the Principal Recipient. However, the LFA should verify the invoices entered by the procurement agent. PRs should report purchases made by other procurement agents such as UNICEF or GDF.

10. I can’t 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 within 24 hours.

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

Only categories of products included in the menus: Antiretrovirals, Antimalarial medicines, Anti-TB medicines, Bednets and insecticides for indoor residual spraying (IRS), Condoms, and Diagnostic products (see also Questions 1 and 2). The total cost 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.

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 the 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 you believe that you have purchased a product from one of the product categories specified above 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,
2. Answer No to the “Were you able to enter all PQR-related products listed in your invoice?” question on the Products screen,
3. Save a copy of the complete invoice in the Upload and Comment section,

4. E-mail pqr@theglobalfund.org specifying the manufacturer, product, strength and pack size for the product not found.

The database administrator will then either add the product to the system or specify next steps.

04 Reports: Benefitting from the PQR

From the PQR homepage, <http://pqr.theglobalfund.org>, you can access a number of 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

Select Product Type

Anti-Retroviral

Medicines prices

Purchase orders 2013 to date

*Volume: Number of smallest units procured (tabs, caps, ml, g)

*UNIT COST: Average, median and lowest cost (USD) per smallest unit (tab, cap, ml, g)

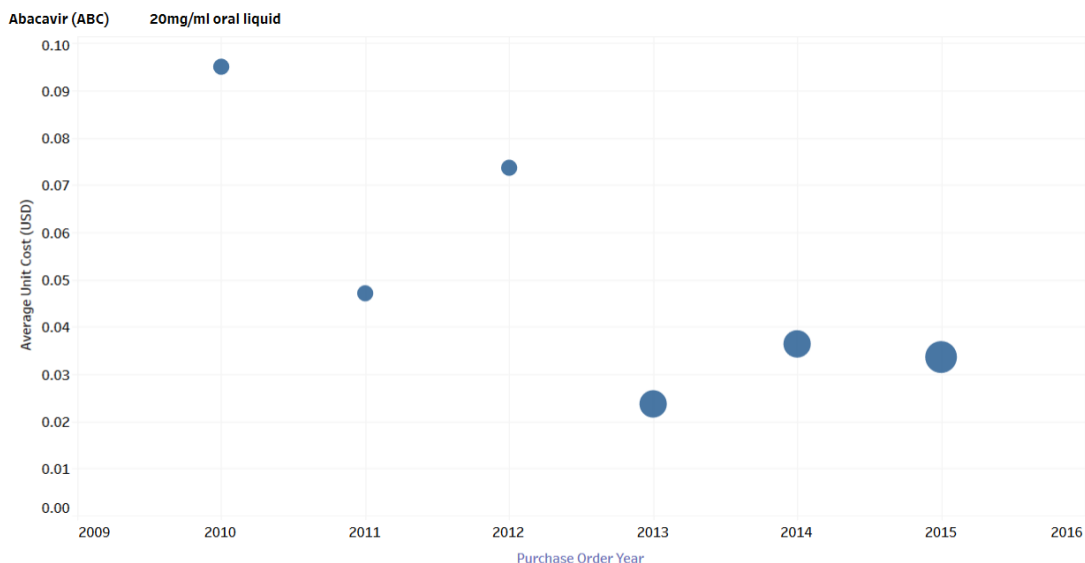
Select Medicine

(All)

PRICE LIST

TheGlobalFund

Product Name	Description	PQR Product Formulation Code	Countries	Unit	Volume procured	Avg. Unit Cost : Avg	Median	Lowest
[Lamivudine+Tenofovir] + Nevirapine - Co..	[300mg+300mg] + 200mg - 1+2 tab	332	4	Kit	13,109,310	0.290	0.275	0.275
[Lamivudine+Zidovudine] + Nevirapine - C..	[150mg+300mg] + 200mg - 1+1 tab	263	3	Kit	16,081,680	0.099	0.091	0.091
Abacavir (ABC)	20mg/ml oral liquid	79	29	ml	55,552,800	0.025	0.022	0.020
	300mg tab	82	62	tab/cap	159,210,780	0.186	0.171	0.121
	60mg dispers tab	225	26	tab/cap	3,667,980	0.073	0.075	0.063
	60mg tab	84	8	tab/cap	942,180	0.070	0.065	0.065
Abacavir+Lamivudine - FDC	120mg+60mg dispers tab	551	4	tab/cap	42,360,420	0.120	0.120	0.117
	600mg+300mg tab	89	61	tab/cap	56,167,202	0.448	0.433	0.330
	60mg+30mg dispers tab	393	53	tab/cap	192,982,620	0.072	0.071	0.049
	60mg+30mg tab	91	28	tab/cap	121,565,910	0.056	0.053	0.048
Abacavir+Lamivudine+Zidovudine - FDC	300mg+150mg+300mg tab	86	13	tab/cap	2,841,360	0.380	0.350	0.333
Atazanavir (ATV)	150mg Capsule	354	4	tab/cap	347,820	0.413	0.292	0.224
	200mg Capsule	305	2	tab/cap	63,240	1.508	0.550	0.550



Step 1: To download a copy of the report, scroll to the bottom of the page and click on the download icon.

ement à ses principes fondamentaux de transparence et de responsabilité. Avant d'utiliser ces données, veuillez consulter la www.theglobalfund.org/documents/psm/PSM_PORDataCaveats_note_en/

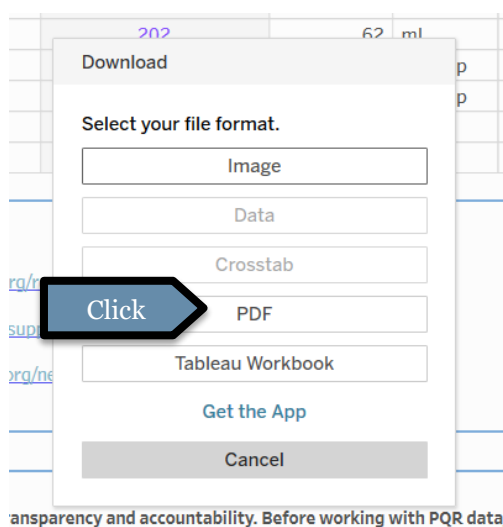
es principaux et par d'autres entités. Les données recueillies par les organisations partenaires et désignées comme des
ait concerné. En outre, le Fonds mondial et ses partenaires ne font aucune déclaration et n'offrent aucune garantie,
ivent veiller à les vérifier et à prendre en compte d'autres facteurs, comme les conditions et les délais
a produits pharmaceutiques et sanitaires. Les données n'impliquent par ailleurs pas l'approbation par le Fonds mondial de



Click

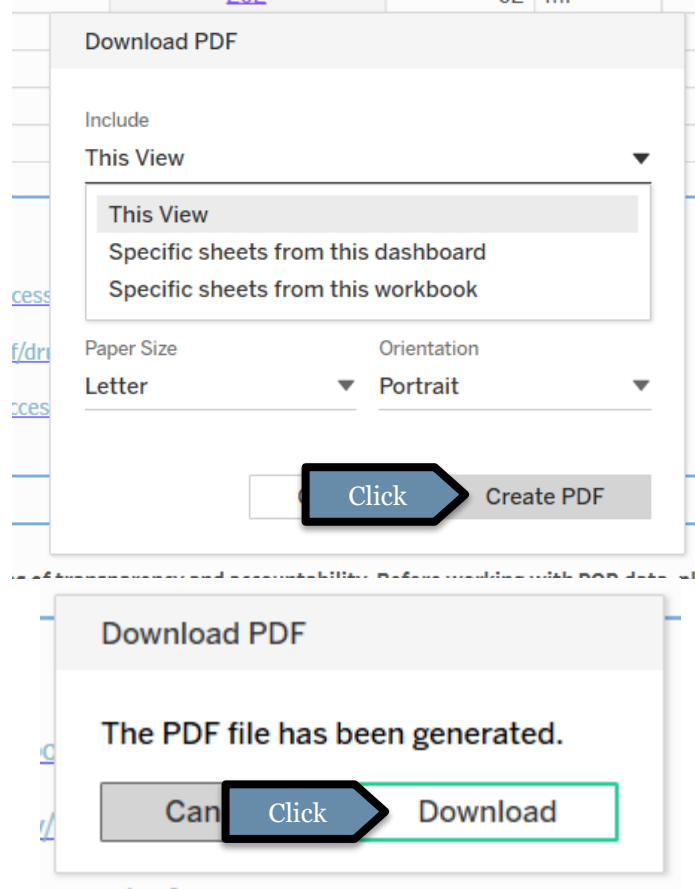


Step 2: In the window that pops up, select PDF.

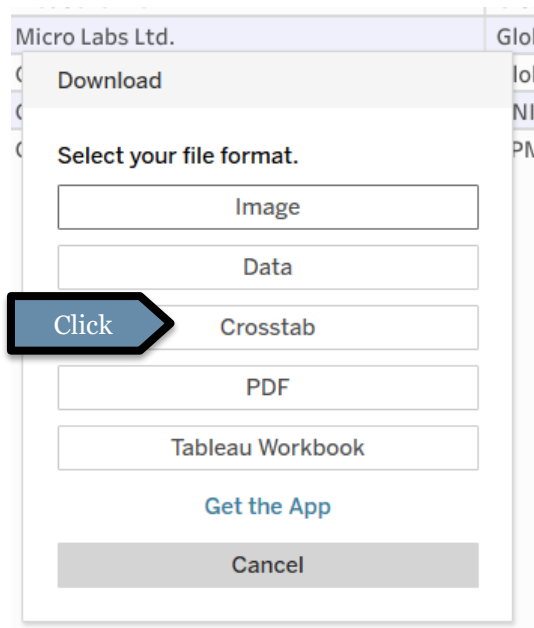


ansparency and accountability. Before working with PQR data,

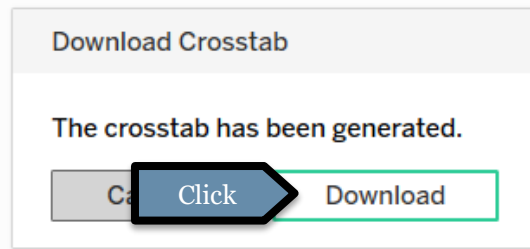
Step 3: You will be able to choose between downloading the view or specific sheets from the dashboard. Choose your preferred option and click Create PDF and select Download once the PDF finishes generating. This will download a copy of the view to your local machine.



Step 4: In order to download an excel copy of the report, click on the download icon as shown in the step above and this time, choose Crosstab.



Step 5: Once the Crosstab is generated, click on download to save a copy to your local machine and open the downloaded file in Microsoft Excel to view it.



05 Data Entry

In order to have 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

Step 0: GATHER APPROPRIATE INFORMATION

To properly fill out the PQR, you will need:

- The invoice(s) from your manufacturer
- The invoice(s) or cost estimate(s) from your third party intermediary (if any)
- The scheduled and actual delivery dates for the consignment
- The purchase order date and number

Step 1: LOG INTO THE PQR

Go to <http://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 on the link to reset.

Login to the PQR

User name *

Password *

→ [New User?](#)

→ [Forgot password?](#)

Step 2: DISPLAY LIST OF PENDING CONSIGNMENTS

Click on the Consignment>>New link in order to add a new consignment

Click to request access to a grant

Click

Links to PQR reports

English Français Español

Investing in our future
The Global Fund
To Fight AIDS, Tuberculosis and Malaria

monikaz@
→ [Update Details](#)
→ [Change Password](#)
→ [Request Access to Grant](#)
→ [Logout](#)

Home Consignments

Consignment >> New

Help

FAQ

**TABLET PRICE OF LPV/r
200/50mg**

Legend
No Data
\$0.27 - 0.31
\$0.32 - 0.37
\$0.38 - 0.69
\$0.70 +

Welcome to the PQR

The PQR has gone through a few changes. We hope that this version will be easier to use and better meet your needs. If you have any questions or ideas to improve the system, please email at pqr@theglobalfund.org.

Report	Description
Price Reference Report	Summary of main international reference prices and recent market data
LFA Verification Report	Overview of LFA verification rates by country
Country Snapshot	Overview of key indicators on reporting, price comparison and data quality, including LFA verification remarks for a country or grant
Transaction Summary	View a subset of transactions or download all transactions for further analysis.

These reports are updated every 24 hours. If you have just entered data it will not be immediately available in the reports.

Step 3: ADD A NEW CONSIGNMENT

Click NEW to start a new consignment

English Español Français

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To Fight AIDS, Tuberculosis and Malaria

Benoît Emonet
→ Update Details
→ Change Password
→ Request Access to Grant
→ Logout

Home Consignments

Home > Consignments

SEARCH CONSIGNMENTS

VIEW ALL

-- Search criteria 1 -- -- Select --
-- Search criteria 2 -- -- Select --
-- Search criteria 3 -- -- Select --
-- Search criteria 4 -- -- Select --

SEARCH RESET

Select page size 10

RESULTS

NEW DELETE

<input type="checkbox"/>	Grant Number	Invoice Number	Invoice Date	Intermediary	Purchase Order Number	Status
<input type="checkbox"/>	AFG-202-G01-I-00	00082561	07/24/2008	IDA: International Dispensary Assoc.	85952	In Progress

Displays list of consignments:
1. saved but not submitted
2. with LFA remarks
Click on red link to edit

Click

Step 4: ADD PURCHASE ORDER AND INVOICE DATA

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

Purchase Order → Products → Delivery → Upload & Comment → Summary → Print Label

Save & Continue →

GLOBAL FUND GRANT NUMBER

Grant Number * AFG-202-G01-I-00
→ Can't find your grant?

PURCHASE ORDER

Please enter the purchase order information for your consignment.

Purchase Order Number * 85952 Purchase Order Date * 12/03/2008
Format: dd/mm/yyyy

Currency * AFN - Afghani Incoterm * CIP

Were the products purchased directly from the manufacturer or through a third party intermediary? *

☐ Directly from manufacturer
☒ Via third party intermediary
Tip - Intermediaries include procurement agents, suppliers, wholesalers, distributors, and humanitarian organizations such as CHAI, GDF, GTZ, IDA, UNICEF, etc.

Intermediary * IDA: International Dispensary Assoc.
→ Procuring via a national entity such as a central medical stores or CAMEG?

Invoice Number * 00082561 Invoice Date * 24/07/2008
Format: dd/mm/yyyy
^ Invoice number and date should be as on invoice of third party intermediary specified above.

DELIVERY DATES

This information is key to allow the Global Fund to evaluate the third party intermediary's or manufacturer's commitment to on-time delivery.

Scheduled Delivery Date * 12/07/2008 Actual Delivery Date * 20/08/2008
Format: dd/mm/yyyy

PAYMENT TERMS

For payment terms, only indicate if the consignment was prepaid or not. The consignment is considered pre-paid when all or part of the payment is issued prior to the delivery of goods.

Pre-payment * ☐ Yes ☒ No

*: Required field

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 intermediary means a supplier, procurement agent, national procurement agency, 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: ADD A PHARMACEUTICAL PRODUCT

Click ADD in order to add a PQR-Related Product corresponding to a line item in your invoice

← Back **Click** Products → Delivery → Approval & Comment → Submitting → End Task Save & Continue →

ADD PQR-RELATED PRODUCT

Please enter each PQR-related product^① delivered with this consignment.
 Tip - If a final invoice is not yet available from the third party intermediary, please use the manufacturer's invoice shipped with the consignment. If a manufacturer's invoice is not available, a cost-estimate or pro-forma invoice may be used.

ADD REMOVE

<input type="checkbox"/>	Manufacturer	Name	Description	Pack	Number of Packs	Pack Cost (AFN)	Total Cost (AFN)
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A new window will appear. Select the appropriate product category.

NOTE: Products not fitting into one of the six categories: Antiretrovirals, Antimalarial medicines, Anti-TB medicines, Condoms, Bednets/IRS, and Diagnostic products do not need to be added.

Ingredients of Fixed Dose Combinations and Co-blisters are listed in alphabetical order. For example:
Ethambutol + **I**soniazid - 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: 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, go ahead and 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.

Update Product

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-estimate or pro-forma invoice may be used.

Product Category *

Update Product

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-estimate or pro-forma invoice may be used.

Product Category * Anti-Tuberculosis Medicine

Manufacturer *

Generic Name *
 Tip - multiple ingredients are listed in alphabetical order.

Strength *
 Tip - multiple strengths are displayed in same order as names.

Pack *

→ Can't find your product?

Number of Packs *
 Format: 1,000

Total Cost of Product (AFN) *
 Format: 1,000.00

Pack Cost (AFN) 2352.23 Tab Cost (AFN) 4.70

⚠ To make valid comparisons, costs should be entered independent of freight, insurance, and handling costs. If these costs are embedded in the pack cost, please continue with data entry, but ask your manufacturer or third party intermediary to state them separately on the invoice in the future.

Manufacturing Site: *

☐ Strides Arcolab Bangalore

☐ Kolshet Thane

☐ I confirm that the product was not manufactured at a site listed above

☒ I do not know the manufacturing site

⚠ Do not know the manufacturing site? Please continue with data entry, but ask your third party intermediary or manufacturer to include it on the invoice in the future.

*: Required field

Click **SAVE**

STEP 5b: ADD A BEDNET, CONDOM, or DIAGNOSTIC PRODUCT

Use the dropdown menus to select your product, fill in the additional information and click SAVE.

Step 6: REPEAT FOR EACH PQR-RELATED PRODUCT

Repeat steps 4, 5 and 6 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
2. Select 'No'
3. Upload the invoice on the next screen
4. E-mail pqr@theglobalfund.org.

If your invoice contains Non PQR-Related Products (syringes, reagents, medicines to treat opportunistic infections, etc.), select 'Yes' and enter the total cost for all of these products.

← Back Purchase Order > Products > Delivery > Upload & Comment > Summary > Feedback Save & Continue →

ADD PQR-RELATED PRODUCTS

Please enter each PQR-related product[Ⓜ] delivered with this consignment.
Tip - If a final invoice is not yet available from the third party intermediary, please use the manufacturer's invoice shipped with the consignment. If a manufacturer's invoice is not available, a cost-estimate or pro-forma invoice may be used.

ADD REMOVE

<input type="checkbox"/>	Manufacturer	Name	Description	Pack	Number of Packs	Pack Cost (AFN)	Total Cost (AFN)
<input type="checkbox"/>	Svizera	Ethambutol + Isoniazid FDC	400mg+150mg tab	Bottle of 500 tab	1,200	2352.23	2,822,676.70
<input checked="" type="checkbox"/>	McLeods	Cycloserine	250mg tab	Box of 10 tab	10,000	150.50	1,505,000.00

Were you able to find and report all PQR-related products listed in your invoice? *

☐ Yes
☒ No
Please upload the invoice at the Upload & Comment step and send an email to the [PQR Administrator](mailto:pqr@theglobalfund.org).

ADD TOTAL COST OF NON PQR-RELATED PRODUCTS[Ⓜ]

Does your consignment contain products other than anti-retrovirals, anti-TB medicines, anti-malaria medicines, bednets, condoms or diagnostic tests for HIV/AIDS or malaria? *

☒ Yes
Enter the total cost of non PQR-related products at this step. The next step will allow you to enter any additional costs such as freight, insurance, handling, etc.
Total Cost of non PQR-related Products in Consignment (AFN) *
Format: 1,000.00

☐ No

*: Required field

← Back EXIT SAVE Click Save & Continue →

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 acknowledged that freight and insurance costs may be estimates and may change when a final invoice is ultimately received.

NOTE: If the units costs reported on the previous screen included freight and insurance; Select "Embedded in pack cost"

← Back Purchase Order > Products > Delivery > Upload & Comment > Summary > Feedback Save & Continue →

HANDLING, FREIGHT AND TAXES

Please specify the estimated or actual handling costs and/or agent fees charged by: IDA: International Dispensary Assoc. *

☒ Value

Please specify cost (actual or estimated) (AFN) * 100,298.45
Format: 1,000.00

☐ Percentage

☐ Embedded in pack cost (not stated separately on invoice)

☐ Unknown

Please specify the estimated or actual freight and insurance costs associated with this delivery. *

☒ Value

Please specify cost (actual or estimated) (AFN) * 150,000.00
Format: 1,000.00

☐ Embedded in pack cost (not stated separately on invoice)

☐ Unknown

Did you pay taxes, tariff, or VAT on the delivery? *

☒ Yes

Please specify cost (actual or estimated) (AFN) * 150,000.00
Format: 1,000.00

☐ No

☐ Unknown

*: Required field

← Back EXIT SAVE Click Save & Continue →

STEP 9: UPLOAD AN ELECTRONIC COPY OF YOUR INVOICE

Click NEW to upload your invoice document(s).

Click BROWSE..., select the invoice document on your computer and click UPLOAD.

Note: This step is not mandatory but it is highly encouraged

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

New Consignment Document

Document * BROWSE...

The Comment section enables you to provide any additional or contextual information that might help us better understand your entry. This not mandatory.

← Back Purchase Order > Products > Delivery > Upload & Comment > Summary > Feedback Save & Continue →

UPLOAD & COMMENT INVOICES RELATED TO THE CONSIGNMENT

At this step, we strongly encourage you to upload the invoice(s) related to the consignment. This will allow the LFA and the Global Fund to access these documents without having to request them from you.

NEW DELETE

<input type="checkbox"/>	Type	Name	Size (KB)	Uploaded On (dd/mm/yyyy)	Uploaded By
<input checked="" type="checkbox"/>		International Dispensary Assoc invoice.pdf	1,024	26/07/2010	Benoit Emonet

** Comment (not required) ⓘ

Click

← Back EXIT SAVE Save & Continue →

Step 10: CHECK THE DATA AND SUBMIT

Check the data entered for the consignment and click SUBMIT

To return to a previous screen, click Back, or click on a screen name.

Click on the link to see the details of the product.

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.

[← Back](#)
[Purchase Order](#)
[Products](#)
[Delivery](#)
[Upload & Comment](#)
[Summary](#)
[Product](#)

PURCHASE ORDER

Grant Number	AFG-202-G01-1-00		
Purchase Order Number	85952	Purchase Order Date	12/03/2008
Currency	AFN - Afghani	Incoterm	CIP
Intermediary	IDA: International Dispensary Assoc.		
Invoice Number	00082561	Invoice Date	24/07/2008
Scheduled Delivery Date	12/07/2008	Actual Delivery Date	20/08/2008
Pre-payment	No		

PRODUCTS

Manufacturer	Name	Description	Pack	Number of Packs	Pack Cost (AFN)	Total Cost (AFN)
Svizera	Ethambutol + Isoniazid -FDC	400mg+150mg tab	Bottle of 500 tab	1,200	2352.23	2,822,676.70
McLeods	Cycloserine	250mg tab	Box of 10 tab	10,000	150.50	1,505,000.00

A: Not all products were entered! Don't forget to notify the PQR administrator and upload the corresponding invoice.

Total Cost of PQR-related Products in Consignment (AFN)	4,327,676.70
Total Cost of non PQR-related Products in Consignment (AFN)	250,000.00

DELIVERY

Handling Costs and/or Agent Fees (actual or estimated) (AFN)	100,296.45
Freight and Insurance Costs (actual or estimated) (AFN)	150,000.00
Taxes, tariff, or VAT (actual or estimated) (AFN)	150,000.00
Consignment Reported Cost (AFN) [Ⓢ]	4,707,975.15

UPLOAD & COMMENT

Type	Name	Size (KB)	Uploaded On (dd/mm/yyyy)	Uploaded By
	International Dispensary Assoc invoice.pdf	1,024	26/07/2010	Benoît Emonet

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Click

EXIT

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.

Step 11: COMPARE PRICES (OPTIONAL)

Compare the prices that your grant achieved against the global median

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* in order to get more information regarding the product's price.

NOTE: The median is the price that separates the lower-value half and the higher-value half if the prices are sorted from lowest to highest.

Consignment – Invoice Number 00082561

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Facilitator Gateway > Products > Delivering > Upload & Compare > Summary

Feedback

PROCUREMENT FEEDBACK

The table below shows a comparison of the consignment's data against similar transactions reported in the 12 months prior to your purchase order date.

Name	Description	Pack	Number of Packs	Pack Cost (USD)	Median Pack Cost (USD)	Diff. (USD)	Potential Savings (USD)
Ethambutol + Isoniazid -FDC	400mg+150mg tab	Bottle of 500 tab	1,200	48.50	60.00		
Cycloserine	250mg tab	Box of 10 tab	10,000	3.10	2.00	1.10	11,000.00

Key:

– Pack Cost

– The Pack Cost is the cost, in USD terms, for one pack of goods reported in the consignment.

– Median Pack Cost

– The Median Pack Cost is the 50th percentile unit cost, in USD terms, for all transactions reported by users in the 12 months preceding the purchase order date reported for this consignment. For more information on the calculation please see [Frequently Asked Questions](#).

– Difference

– The Difference is calculated as: Reported Pack Cost (USD) minus Median Pack Cost.

– Potential Savings

– Potential Savings is calculated as Difference * Number of Packs.

Notes:

– N/A is displayed when there are fewer than 10 transactions for a given product formulation within the preceding 12 months of the purchase order date.

– Median Pack Cost (USD), Difference, and Potential Savings are not calculated for bednet products

– Difference and Potential Savings are only displayed when the reported Pack Cost (USD) is greater than the Median Pack Cost (USD)

– Color coding is only displayed when the reported Pack Cost (USD) and Median Pack Cost (USD) differ by more than 15% of the Median Pack Cost.

Disclaimer:

The data quoted above is based on the disclosure of information by Principal Recipients and other persons. The Global Fund has taken steps to check the accuracy of the data above. However, The Global Fund makes no representations or warranties, either expressed or implied, as to the accuracy of the data or achievement of any prices in the future. All users of the data must ensure that they verify the data and consider other relevant factors such as supply terms and availability before use, including and relating to the award of any contract for the supply of pharmaceutical and health products. Furthermore, the data above does not imply endorsement by The Global Fund to use or purchase any product. The Global Fund may revise, replace, or remove the data quoted above, but is under no obligation to do so.

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CONGRATULATIONS: You have finished entering a consignment in the PQR.

o6 LFA Verification

In order to ensure the accuracy and completeness of reporting by Principal Recipients, 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 “[An LFA's Guide to the PQR](#)” (available under “Procurement and Supply Management”).