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

December 2021
# Document Changes

<table>
<thead>
<tr>
<th>Date</th>
<th>Key Changes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dec. 2021</td>
<td>• Explicit statement that PRs/PSAs have same PQR Process Flow</td>
</tr>
<tr>
<td></td>
<td>• FAQ 3: How to add respirators and masks to PQR</td>
</tr>
<tr>
<td></td>
<td>• FAQ 4, FAQ 8: Clarifying when should items be reported and what documents</td>
</tr>
<tr>
<td></td>
<td>must be attached to PQR</td>
</tr>
<tr>
<td></td>
<td>• FAQ 9: How to report multiple deliveries for the same purchase order</td>
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<td></td>
<td>• FAQ 13: Updates on how to report a missing product in drop down</td>
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<td></td>
<td>• FAQ 15: Types of masks, respirators and medical devices that can be added</td>
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<td></td>
<td>• New section on entering PPE &amp; Class C and D Medical Devices</td>
</tr>
</tbody>
</table>
01 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: “Bednet/IRS” (IRS: Indoor residual sprays), “Condom”, “Diagnostic, PPE and Medical Device”, “Antiretroviral”, “Anti-malaria medicine”, “Anti-TB medicine”. Note: Only selected Diagnostic Products should be reported in PQR; see FAQs for more details.</td>
</tr>
<tr>
<td></td>
<td>Note: Surgical &amp; non-surgical masks and respirators as well as some Class C and Class D medical devices such as lung ventilators and pulse oximeters etc. will be available under the Product category “Diagnostic, PPE and Medical Device”.</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>Term</td>
<td>Definition</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</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 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>
02 PQR Process Flow

The figure below illustrates the PQR Process Flow for Principal Recipients, Procurement Service Agents (PSAs) and Local Fund Agents. It also shows the interactions between Principal Recipient and LFA. Procurement Service Agents will follow the same PQR Process Flow.

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

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

No LFA remark on consignment

Consignment verification complete
03 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:

- 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.
- COVID related products (Surgical & non-surgical masks, respirators, class C and Class D medical devices such as lung ventilators, pulse oximeters etc.).
  
  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 should not be entered into PQR.

Products such as syringes, medicines to treat opportunistic infections, etc. do not get reported under any of the existing categories. Instead, they are reported under the section to report non-PQR items.

Please refer to FAQ 14 for details.

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 the following: 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 PQR drop-down lists to estimate the use of the above-mentioned technologies.

3. Under what category would I report COVID related products (masks, respirators, medical devices such as ventilators etc.)

In the current version of PQR, COVID 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 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 (proforma invoice, supplier cost estimate, manufacturer’s invoice, or final invoice). These documents should be attached to PQR to aid the local fund agent to verify the information entered.

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.

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 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.

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 and, therefore, need 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). PRs should report purchases made by other procurement agents such as UNICEF or GDF.

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 within 24 hours.

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: Antiretrovirals, Antimalarial medicines, Anti-TB medicines, Bednets and insecticides for indoor residual spraying (IRS), 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:
   - Name of Product
   - Manufacturer
   - 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 PPE products (masks/respirators), include the following:
     - PPE product (mask/respirator).
     - The type of the mask or respirator selected from the table.
     - If the product type is not listed in the above table, please specify the type that you believe the product belongs to.
     - Name of the manufacturer (not the distributor).

For all requests to add a product to the database, please attach an invoice and Certificate of Analysis. Whenever possible, please provide an English translation of relevant documents and/or product information. This will reduce delays in processing your request. 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)?

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.

15. What types of masks, respirators and medical devices can I report?

Different types of PPEs (masks and respirators can be added). Users must select the correct item from the category in the table. Please note that this list is not exhaustive and more categories will be added over time.

For medical devices, at present only class C and Class D devices, as indicated in the table below, can be added. The various device classes are based on the level of hazard.

<table>
<thead>
<tr>
<th>Class</th>
<th>Level</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Low Hazard</td>
<td>• Thermometer</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Administration sets for gravity infusion</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Syringes without needle</td>
</tr>
<tr>
<td>B</td>
<td>Low-moderate</td>
<td>• Blood pressure monitor</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Electrocardiograph</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Oxygen bottle/cylinder</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Oxygen Concentrator</td>
</tr>
<tr>
<td>C</td>
<td>Moderate Hazard</td>
<td>• Lung ventilator</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Infusion Pump</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Pulse Oximeter</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Medical Oxygen Generator (PSA/VPSA technology)</td>
</tr>
<tr>
<td></td>
<td>High Hazard</td>
<td>None identified to date</td>
</tr>
</tbody>
</table>

A shortened form of the table showing examples of some Class C medical devices is also available [here]. To date no Class D medical devices have been identified that need to be reported in PQR. However, the list will be updated in future when the need arises.
04 Reports: Benefitting from PQR

From PQR homepage, [http://pqr.theglobalfund.org](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 Example](image-url)
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 interface]

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

![Download interface]

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

![Download Crosstab interface]
05 Data Entry

In order 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)
• The scheduled and actual delivery dates for the consignment
• The purchase order date and number
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](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.
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, 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: Antiretrovirals, Antimalarial medicines, Anti-TB medicines, Condoms, Bednets/IRS, and Diagnostic, PPE or Medical device need not be added. (Refer to FAQ 14)
A: PHARMACEUTICAL PRODUCT

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

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

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

- Ethambutol + Isoniazid - FDC

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 Bednet/IRS from the product category. Enter the product details in the window that pops up. Click Save to complete the entry.
Select Condom from the product category. Enter the product details in the window that pops up. Click Save to complete the entry.

Enter TOTAL Number of condoms (number of condoms in each pack x number of packs)
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.
PPE products include masks and respirators. “Medical device” products refer to **Class C and Class D** devices - ventilators, pulse oximeters etc. (and **not diagnostic devices**).

Several categories of PPE have been available as shown in the Table below.

**PPE Product Category Table**

<table>
<thead>
<tr>
<th>Country</th>
<th>Type</th>
<th>Valve/No Valve</th>
<th>Single Use</th>
<th>Product Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>US</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PPE</td>
<td>N95</td>
<td>No</td>
<td>Yes</td>
<td>Respirator Mask, N95, no valve, single use, NIOSH approved</td>
</tr>
<tr>
<td></td>
<td>Yes</td>
<td>Yes</td>
<td></td>
<td>Respirator Mask, N95, valve, single use, NIOSH approved</td>
</tr>
<tr>
<td></td>
<td>N100</td>
<td>No</td>
<td>Yes</td>
<td>Respirator mask, N100, no valve, single use, NIOSH approved</td>
</tr>
<tr>
<td>MD/</td>
<td>N95</td>
<td>No</td>
<td>Yes</td>
<td>Surgical respirator mask, N95, no valve, single use, FDA cleared, NIOSH cleared</td>
</tr>
<tr>
<td>PPE</td>
<td>Type I</td>
<td>N/A</td>
<td>Yes</td>
<td>Medical Mask, Type I, single use, CE marked</td>
</tr>
<tr>
<td></td>
<td>Type II</td>
<td>N/A</td>
<td>Yes</td>
<td>Medical Mask, Type II, single use, CE marked</td>
</tr>
<tr>
<td></td>
<td>Type IIIR</td>
<td>N/A</td>
<td>Yes</td>
<td>Medical Mask, Type IIIR, single use, CE marked</td>
</tr>
<tr>
<td></td>
<td>FFP2</td>
<td>No</td>
<td>Yes</td>
<td>FFP2 mask, no valve, single use, CE marked</td>
</tr>
<tr>
<td></td>
<td>FFP2</td>
<td>Yes</td>
<td>Yes</td>
<td>FFP2 mask, valve, single use, CE marked</td>
</tr>
<tr>
<td></td>
<td>FFP3</td>
<td>Yes</td>
<td>Yes</td>
<td>FFP3 mask, valve, single use, CE marked</td>
</tr>
<tr>
<td></td>
<td>FFP2</td>
<td>No</td>
<td>Yes</td>
<td>Surgical mask, Type IIIR and FFP2, no valve, single use, CE marked</td>
</tr>
<tr>
<td>CE</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MD</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PPE</td>
<td>FFP2</td>
<td>No</td>
<td>Yes</td>
<td>FFP2 mask, no valve, single use, CE marked</td>
</tr>
<tr>
<td></td>
<td>FFP2</td>
<td>Yes</td>
<td>Yes</td>
<td>FFP2 mask, valve, single use, CE marked</td>
</tr>
<tr>
<td></td>
<td>FFP3</td>
<td>Yes</td>
<td>Yes</td>
<td>FFP3 mask, valve, single use, CE marked</td>
</tr>
</tbody>
</table>

**Note:** The list of categories is not exhaustive and more categories will be added in future.

Examples of **Class C** Medical Devices that can be reported are shown in the table below. Note that to date no Class D medical devices have been identified that needs to be reported but they will be added in future.

**Medical Device Product Category Table**

<table>
<thead>
<tr>
<th>Class</th>
<th>Examples (list not exhaustive)</th>
</tr>
</thead>
<tbody>
<tr>
<td>C</td>
<td>• Lung ventilator</td>
</tr>
<tr>
<td></td>
<td>• Infusion Pump</td>
</tr>
<tr>
<td></td>
<td>• Pulse Oximeter</td>
</tr>
<tr>
<td></td>
<td>• Medical Oxygen Generator (includes devices using Pressure Swing Absorption (PSA) and Vacuum Pressure Swing Absorption (VPSA) technologies)</td>
</tr>
</tbody>
</table>

**Note:** Please ensure the type of mask/respirator you wish to report **strictly conforms** to the categories above. We will be making every attempt to continuously add more categories of PPE products, medical device products as well as their manufacturers to the dropdown. If a particular mask/respirator type, medical device or manufacturer, or brand is **not available** please contact pgr@theglobalfund.org.
When requesting a product to be added to the drop down, please attach the invoice and certificate of analysis (COA), specifying the following:

- **PPE product (mask/respirator) or medical devices (ventilators etc.)**
- For **PPE products**
  - Specify the type of the product from the category listed in the table above.
  - If the product type is not listed in the above table, please specify the type that you believe the product belongs to.
- **Name of the manufacturer (and not the distributor).**
- Please provide an English translation of the documents to enable faster processing.

**Steps to enter a PPE or medical device (ventilators, pulse oximeters etc.):**

- Select the product category “Diagnostic, PPE and Medical Device”.
- In the window that will pop up, select the appropriate PPE (from the PPE categories above) 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.
For PPE, select the correct mask/respirator for your product. Use table above.
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”
Select pack size (either number of “tests” or number of masks per pack).

“Total Number of tests” and “Type of Test” are generic names and not to be confused with any test
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 (syringes, reagents, medicines to treat opportunistic infections, etc.), select ‘Yes’ and enter the total cost for all of these products.
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

Click NEW to upload your invoice document(s). **Preferably, attach the documents in pdf.**

Click BROWSE, select the invoice document 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.

Click
Step 10: CHECK THE DATA AND 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.

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.
Step 11: COMPARE PRICES (OPTIONAL)

Compare the prices that your grant achieved against the global median

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.
06 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 "An LFA's Guide to the PQR" (available under “Procurement and Supply Management”).