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.

<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 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.</td>
</tr>
<tr>
<td>PQR-Related Product</td>
<td>A product from one of the following six Product Categories: Bednets/IRS products, Condoms, Diagnostic Products, Antiretrovirals, Antimalarial medicines, and Anti-TB medicines.</td>
</tr>
<tr>
<td>Non PQR-Related Product</td>
<td>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.</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>Term</td>
<td>Definition</td>
</tr>
<tr>
<td>-------------------------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</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 when to use the PQR for Principal Recipients and Local Fund Agents. It also shows the interactions between Principal Recipient and LFA.
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

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>[Lamivudine+Tenofvir]+ NVP Co.</td>
<td>200mg+300mg+100mg 1+2 Tab</td>
<td>532</td>
<td>4 Kit</td>
<td>13,109,310</td>
<td>0.290</td>
<td>0.275</td>
<td>0.275</td>
</tr>
<tr>
<td>[Lamivudine+Zidovudine]+ NVP Co.</td>
<td>150mg+300mg+100mg 1+1 tab</td>
<td>562</td>
<td>3 Kit</td>
<td>16,081,810</td>
<td>0.059</td>
<td>0.051</td>
<td>0.001</td>
</tr>
<tr>
<td>Abacavir (ABC)</td>
<td>200mg/ml oral liquid</td>
<td>53</td>
<td>29 mL</td>
<td>155,521,069</td>
<td>0.025</td>
<td>0.022</td>
<td>0.020</td>
</tr>
<tr>
<td></td>
<td>300mg Tab</td>
<td>82</td>
<td>62 tablet/pk</td>
<td>150,219,789</td>
<td>0.373</td>
<td>0.373</td>
<td>0.373</td>
</tr>
<tr>
<td></td>
<td>600mg dispers tab</td>
<td>555</td>
<td>26 tablet/pk</td>
<td>3,657,908</td>
<td>0.073</td>
<td>0.073</td>
<td>0.073</td>
</tr>
<tr>
<td></td>
<td>600mg tab</td>
<td>54</td>
<td>8 tablet/pk</td>
<td>942,180</td>
<td>0.076</td>
<td>0.076</td>
<td>0.076</td>
</tr>
<tr>
<td>Abacavir+Lamivudine – FDC</td>
<td>1200mg+450mg dispers tab</td>
<td>553</td>
<td>4 tablet/pk</td>
<td>42,956,420</td>
<td>0.120</td>
<td>0.120</td>
<td>0.120</td>
</tr>
<tr>
<td></td>
<td>600mg+300mg tab</td>
<td>83</td>
<td>61 tablet/pk</td>
<td>56,167,202</td>
<td>0.448</td>
<td>0.448</td>
<td>0.448</td>
</tr>
<tr>
<td></td>
<td>600mg+200mg dispers tab</td>
<td>554</td>
<td>53 tablet/pk</td>
<td>192,038,920</td>
<td>0.072</td>
<td>0.072</td>
<td>0.072</td>
</tr>
<tr>
<td></td>
<td>600mg+200mg tab</td>
<td>51</td>
<td>29 tablet/pk</td>
<td>121,565,610</td>
<td>0.056</td>
<td>0.056</td>
<td>0.056</td>
</tr>
<tr>
<td>Abacavir+Lamivudine+Zidovudine – FDC</td>
<td>300mg+150mg+300mg tab</td>
<td>55</td>
<td>13 tablet/pk</td>
<td>2,641,360</td>
<td>0.380</td>
<td>0.380</td>
<td>0.380</td>
</tr>
<tr>
<td>Atazanavir (ATV)</td>
<td>300mg Capsule</td>
<td>54</td>
<td>4 tablet/pk</td>
<td>347,820</td>
<td>0.413</td>
<td>0.252</td>
<td>0.224</td>
</tr>
<tr>
<td></td>
<td>300mg Capsule</td>
<td>54</td>
<td>4 tablet/pk</td>
<td>347,820</td>
<td>0.413</td>
<td>0.252</td>
<td>0.224</td>
</tr>
</tbody>
</table>
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.
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**

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.

**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.

Links to PQR reports

**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

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

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 + 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: 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.
**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.
**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”

**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

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

**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**

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
<th>Pack</th>
<th>Number of Packs</th>
<th>Pack Cost (USD)</th>
<th>Median Pack Cost (USD)</th>
<th>Diff. (USD)</th>
<th>Potential Savings (USD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ethambutol + Isoniazid</td>
<td>400mg+150mg tab Bottle of 500 tab</td>
<td>1,200</td>
<td>48.39</td>
<td>60.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cyclosporine</td>
<td>25mg tab</td>
<td>Box of 10 tab</td>
<td>10,000</td>
<td>3.10</td>
<td>2.03</td>
<td>1.10</td>
<td>11,000.00</td>
</tr>
</tbody>
</table>

**Key:**
- Pack Cost
- Median Pack Cost
- Difference
- Potential Savings

**Notes:**
- Key is displayed when there are fewer than 10 transactions for a given product formulation within the preceding 12 months of the purchase order data.
- Median Pack Cost (USD), Difference, and Potential Savings are not calculated for Hodgkin 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 savings 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 has no obligation to do so.

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

---

**06 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”).