



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

December 2022

Table of Contents

1. Introduction	5
2. PQR Process Flow	7
3. Frequently Asked Questions	8
4. Reports: Benefitting from PQR	14
5. Data Entry	17
6. LFA Verification	33

Abbreviations

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

Document Changes

Date	Key Changes
Nov. 2022	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Explicit statement that PRs/PSAs have same PQR Process Flow
	<ul style="list-style-type: none"> • FAQ 3: How to add respirators and masks to PQR
	<ul style="list-style-type: none"> • FAQ 4, FAQ 8: Clarifying when should items be reported and what documents must be attached to PQR
	<ul style="list-style-type: none"> • FAQ 9: How to report multiple deliveries for the same purchase order
	<ul style="list-style-type: none"> • FAQ 13: Updates on how to report a missing product in drop down
	<ul style="list-style-type: none"> • FAQ 15: Types of masks, respirators and medical devices that can be added
	<ul style="list-style-type: none"> • 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

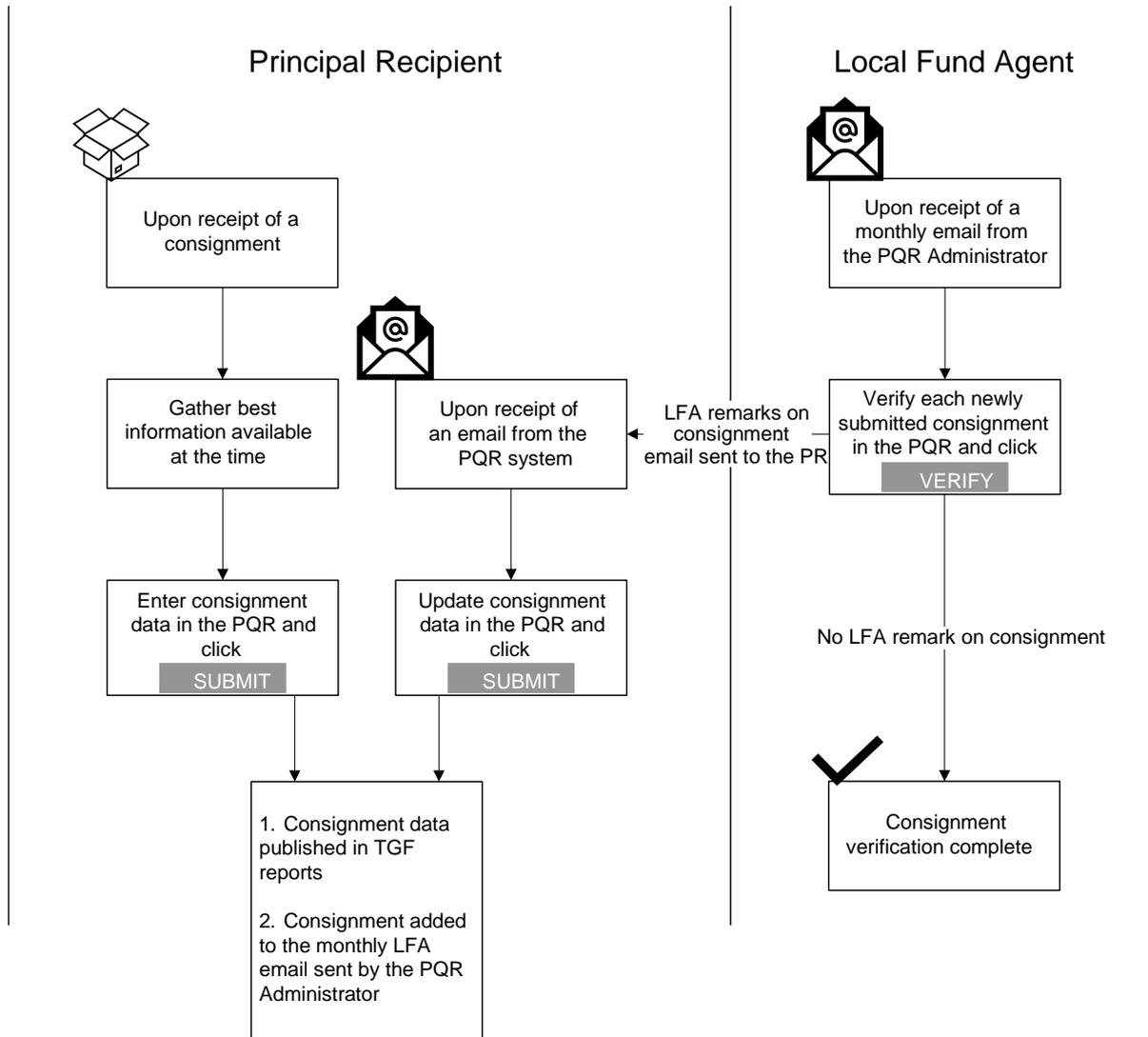
Please read this section carefully: understanding the terminology is key to efficiently using PQR.

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 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
PQR-Related Product	A product from one of the following Product Categories listed above
Non PQR-Related Product	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.
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

Term	Definition
	entered from several invoices or cost estimates, the total cost may not correspond exactly to the overall cost shown on the supplier's invoice.
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.

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).*



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 medicine¹, 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: PPE² (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 Devices³.

*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 equipment⁵, 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.

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/11060/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_interimqualityassurancerequirementsdiagnosticproducts_guidance_en.pdf

3. Under what category would I report COVID-19 related products (masks, respirators, medical devices)

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:

Health Product	Documents to be attached to PQR		
	Invoice	Supplier Certificate of Analysis	Pre-shipment Inspection and Test Reports
Pharma	X		
Diagnostic Products	X		
Masks/Respirators/Medical Devices	X		
Vector Control Products	X	X	X
Condoms	X		

***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

ADD TOTAL COST OF NON PQR-RELATED PRODUCTS ^①

Does your consignment contain products that do not need to be reported in PQR? *

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.

No Total Cost of non PQR-related Products in Consignment (USD) *

Format: 1,000.00

* : Required Field

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

Different types of PPEs⁶ (surgical, non-surgical masks and respirators) and class C and D medical devices. Please refer to the PSM guide⁷ and the interim QA requirements for the procurement of COVID-19 Medical Devices⁸, 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](#).

⁶ https://www.theglobalfund.org/media/12125/covid19_qa-requirements-procurement-masks-respirators_informationnote_en.pdf

⁷ <https://www.theglobalfund.org/en/sourcing-management/updates/2021-06-21-updated-guide-to-global-fund-policies-on-procurement-and-supply-management/>

⁸ https://www.theglobalfund.org/media/11060/covid19_interimqualityassurancerequirements-medicaldevice_guidance_en.pdf

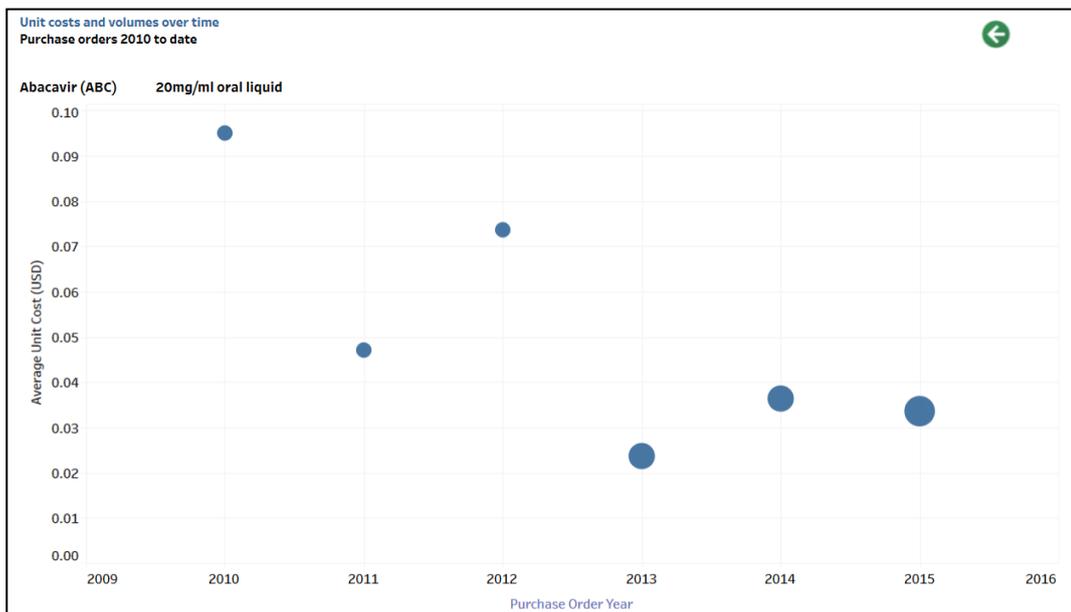
4. Reports: Benefitting from PQR

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.

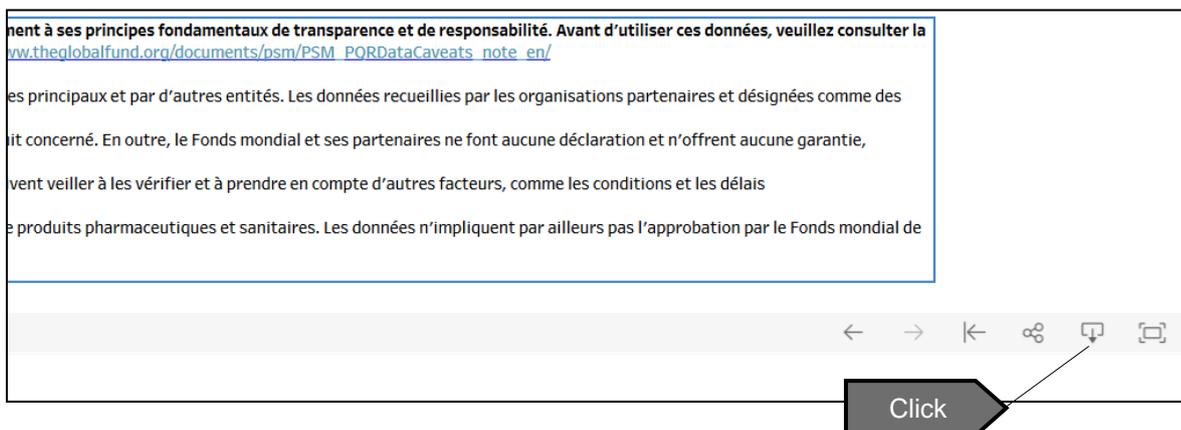
1. *Price Reference Report*: it will allow you to see the prices being paid for selected products.
2. *Country Snapshot Report (for registered PQR users only)*: it will allow you to see details of PQR data entered for a country or grant, including LFA comments.
3. *LFA Verification Report (for registered 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

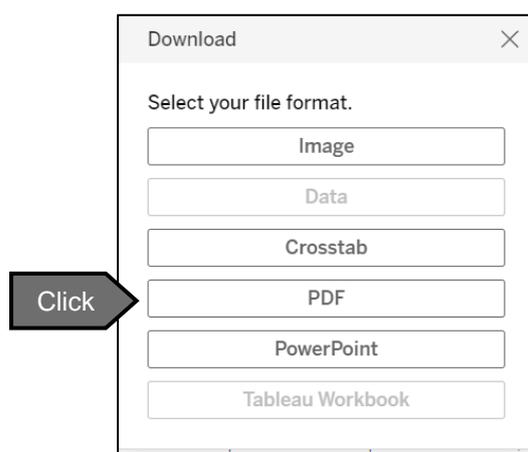
Product Name	Description	PQR Product Formulation Code	Countries	Unit	Volume procured	Avg. Unit Cost : Avg	Median	No Measure Value
Abacavir (ABC)	20mg/ml oral liquid	79	30	ml	57,737,280	0.026	0.022	0.020
	300mg tab	82	66	tab/cap	185,069,880	0.179	0.163	0.121
	60mg dispers tab	225	31	tab/cap	5,117,580	0.072	0.075	0.054
	60mg tab	84	8	tab/cap	945,360	0.070	0.065	0.065
Abacavir+Lamivudine - FDC	120mg+60mg dispers tab	551	45	tab/cap	396,475,470	0.114	0.117	0.058
	600mg+300mg tab	89	68	tab/cap	214,776,652	0.348	0.307	0.282



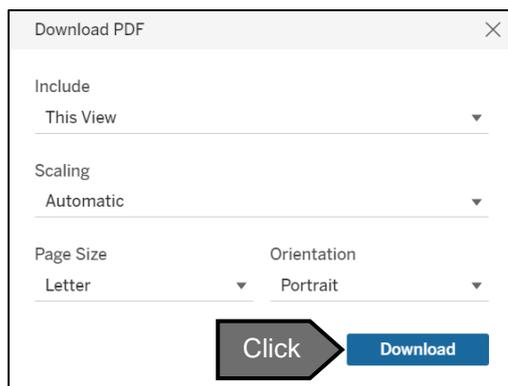
Step 1: To download a copy of the report, scroll to the bottom of the page and click on the download icon.



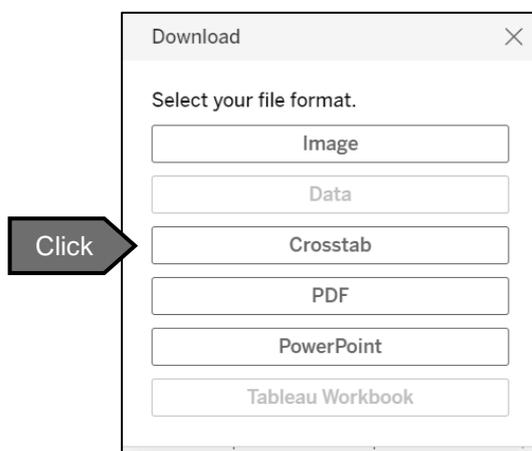
Step 2: In the window that pops up, select PDF (or other options).



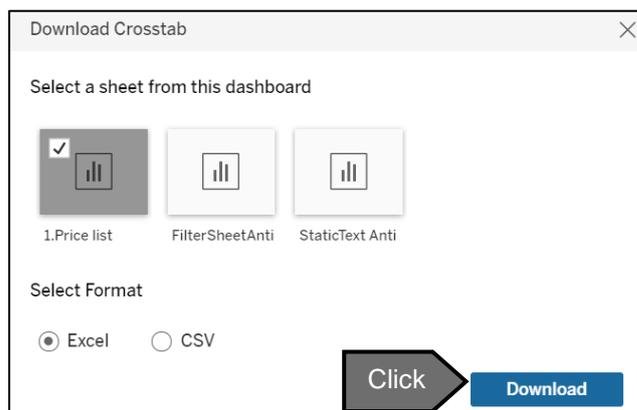
Step 3: You will be able to choose between downloading the view or specific sheets from the dashboard. Choose your preferred option, click Download to save a copy of the view to your local machine.



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



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



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.

The screenshot shows a login form titled "Login to the PQR". It contains two input fields: "User name *" and "Password *", both with asterisks indicating they are required. Below the fields is a black "LOGIN" button. At the bottom of the form, there are two links: "→ New User?" and "→ Forgot password?".

Two callout boxes are present:

- A box on the left says: "If you are a new user, click on the New User link". An arrow points from this box to the "New User?" link.
- A box below it says: "Have you forgotten your password? Click the link to reset". An arrow points from this box to the "Forgot password?" link.

The following page will be displayed.

The screenshot shows the user dashboard for "THE GLOBAL FUND". At the top left, there are language options: "English", "Français", and "Español". A callout box labeled "Select Language" has an arrow pointing to these options.

The main navigation area includes:

- "Home" and "Consignments" (with a callout box: "Click to view existing consignments within your grant(s)").
- "Consignment >> New" (with a callout box: "Start a new consignment").
- "Help" and "FAQ" links.

On the right side, there is a menu with a black header. A callout box labeled "Update details and password" has an arrow pointing to this menu. The menu items are:

- Update Details
- Change Password
- Request Access to Grant
- Logout

Another callout box labeled "Request access to new grant(s)" has an arrow pointing to the "Request Access to Grant" menu item.

At the bottom, the footer contains: "© 2010 The Global Fund to Fight AIDS, Tuberculosis and Malaria" on the left and "Guidelines | Contact" on the right.

Step 2: VIEWING ALL EXISTING CONSIGNMENTS AND THEIR STATUS

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

The screenshot shows the 'Consignments' page with the following elements:

- SEARCH CONSIGNMENTS** section: Includes a 'VIEW ALL' button and four search criteria dropdowns (1-4), each with a '--Select--' option.
- Results** section: Contains a 'NEW' button (highlighted with a callout 'Click New to enter a new consignment') and a 'DELETE' button.
- Table**: A table with columns: Grant Number, Invoice Number, Invoice Date, Intermediary, Purchase Order Number, and Status. The table contains four rows of data.
- Callouts**:
 - 'View consignments with different search criteria' points to the search criteria dropdowns.
 - 'Click on the link (in red), to edit an existing consignment' points to the red links '# ASI110743' and '# ASI110860' in the 'Invoice Number' column.
 - 'Shows status of an existing consignment' points to the 'In Progress' status in the last row.

Grant Number	Invoice Number	Invoice Date	Intermediary	Purchase Order Number	Status
<input type="checkbox"/> SUR-305-G01-H	---	05/08/2009	Central Medical Stores	2009/4218	Pending PR Update
<input type="checkbox"/> SUR-305-G01-H	----	11/11/2008	--	--	Pending PR Update
<input type="checkbox"/> UZB-311-G06-H	# ASI110743	22/07/2011	IDA Foundation	PO/0653/11	Pending PR Update
<input type="checkbox"/> UZB-311-G06-H	# ASI110860	18/07/2011	IDA Foundation	PO/0653/11	In Progress

Step 3: ADD A NEW CONSIGNMENT

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

The screenshot shows the 'Consignments' page with the following elements:

- SEARCH CONSIGNMENTS** section: Includes a 'VIEW ALL' button and four search criteria dropdowns (1-4), each with a '--Select--' option.
- Results** section: Contains a 'NEW' button (highlighted with a callout 'Click') and a 'DELETE' button.
- Table**: A table with columns: Grant Number, Invoice Number, Invoice Date, Intermediary, Purchase Order Number, and Status. The table contains four rows of data.

Grant Number	Invoice Number	Invoice Date	Intermediary	Purchase Order Number	Status
<input type="checkbox"/> SUR-305-G01-H	---	05/08/2009	Central Medical Stores	2009/4218	Pending PR Update
<input type="checkbox"/> SUR-305-G01-H	----	11/11/2008	--	--	Pending PR Update
<input type="checkbox"/> UZB-311-G06-H	# ASI110743	22/07/2011	IDA Foundation	PO/0653/11	Pending PR Update
<input type="checkbox"/> UZB-311-G06-H	# ASI110860	18/07/2011	IDA Foundation	PO/0653/11	In Progress

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.

[Purchase Order](#) > Products > Delivery > Upload & Comment > Summary > Feedback Save & Continue →

GLOBAL FUND GRANT NUMBER

Grant Number * Can't find your Grant? → ⓘ

PURCHASE ORDER

Please enter the purchase order information for your consignment. ⓘ

Purchase Order Number * Purchase order date * Format: dd/mm/yyyy

Currency * Incoterm*

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*

→ Procuring via a national entity such as a central medical stores or CAMEG?

Invoice Number * Invoice Date * 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 * Format: dd/mm/yyyy Actual delivery date * 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.

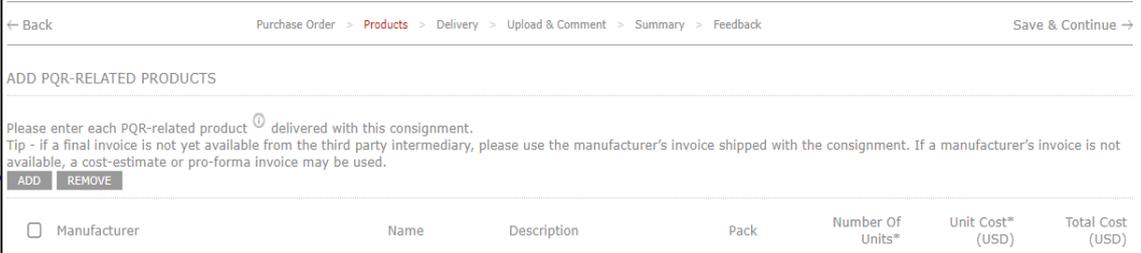
Pre-payment * Yes No

* : Required Field

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:



← 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 Units*	Unit Cost* (USD)	Total Cost (USD)
---------------------------------------	------	-------------	------	------------------	------------------	------------------



Add 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.

New: Please report Indoor Residual Spraying products (under "Bednet/IRS", at the end of the drop-down list)

Product Category * [?]

- Select --
- Select --
- Anti-malaria medicine
- Anti-TB medicine
- Anti-Retroviral and COVID-19 medicine
- Vector Control Products
- Condom
- Diagnostic, PPE and Medical Device

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

NOTE: Products not fitting into one of the categories: Anti-retroviral 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.

Add 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-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)

Product Category * ⓘ

-- Select --

-- Select --

Anti-malaria medicine

Anti-TB medicine

Anti-Retroviral and COVID-19 medicine

Vector Control Products

Condom

Diagnostic, PPE and Medical Device

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: 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.

Add 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-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)

Product Category * ⓘ Anti-TB medicine

Manufacturer * ⓘ Mylan Laboratories

Generic name * ⓘ Moxifloxacin
Tip - multiple ingredients are listed in alphabetical order.

Strength * ⓘ 400mg tab
Tip - multiple strengths are displayed in same order as names.

Pack * ⓘ Bottle-100
→ Can't find your product?

Number of Packs * ⓘ 1,000 Total Number of tab in Product 100,000
Format: 1,000

Total Cost of Product (USD) * ⓘ 10,000
Format: 1,000.00

Pack Cost (USD) 10.00 tab Cost 0.10

⚠ 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 * ⓘ

F4 & P12 Malegaon MIDC, Sinnar, Nashik District, Maharashtra, 422 113

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

CANCEL SAVE

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.

B: Vector Control Products

Select Vector control product from the product category. Enter the product details in the window that pops up. Click Save to complete the entry.

Add 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-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)

Product Category * ⓘ

-- Select --

-- Select --

Anti-malaria medicine

Anti-TB medicine

Anti-Retroviral and COVID-19 medicine

Vector Control Products

Condom

Diagnostic, PPE and Medical Device

Add 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-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)

Product Category * ⓘ Bednet/IRS

Type * ⓘ Duranet

Net shape / IRS concentration * ⓘ Rectangular

Net size / IRS pack * ⓘ 120 x 180 x 210

Color * ⓘ White Other IRS: n/a

Material * IRS: n/a

Health pesticide * ⓘ Permethrin

Number of bednets / IRS packs * ⓘ 10,000
Format: 1,000

Total Cost of Product (USD) * ⓘ 100,000
Format: 1,000.00

Cost per bednet / IRS pack (USD) 10.00

⚠ 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.

Manufacturer * ⓘ Disease Control Technologies

*: Required Field

CANCEL SAVE

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.

Add 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-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)

Product Category * ⓘ

-- Select --

-- Select --

Anti-malaria medicine

Anti-TB medicine

Anti-Retroviral and COVID-19 medicine

Vector Control Products

Condom

Diagnostic, PPE and Medical Device

Enter **TOTAL Number of condoms** (number of condoms in each pack x number of packs)

Add 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-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)

Product Category * ⓘ

Type of Condom *

Number of Condoms * ⓘ
Format: 1,000

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

Condom Cost (USD) 0.10

⚠ 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.

Manufacturer * ⓘ

*: Required Field

D: DIAGNOSTIC DEVICES

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.

Add 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-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)

Product Category * ⓘ

-- Select --

-- Select --

Anti-malaria medicine

Anti-TB medicine

Anti-Retroviral and COVID-19 medicine

Vector Control Products

Condom

Diagnostic, PPE and Medical Device

Add 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-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)

Product Category * ⓘ Diagnostic, PPE and Medical Device

Type of Test * ⓘ G6PD diagnostic test

Manufacturer * ⓘ SD Biosensor

Brand * ⓘ STANDARD G6PD Analyzer [02GA10]

→ Can't find your product?

Pack * ⓘ 18 tests

Number of Packs * ⓘ	<input style="width: 80%;" type="text" value="1,000"/>	Total Number of tests	18,000.00
	Format: 1,000		
Total Cost of Product (USD) * ⓘ	<input style="width: 80%;" type="text" value="10,000"/>		
	Format: 1,000.00		
Pack Cost (USD)	10.00	Test Cost (USD)	0.56

⚠ 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.

*: Required Field

CANCEL SAVE

Enter correct number of tests in each kit



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

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)

Product Category * ⓘ

-- Select --

-- Select --

Anti-malaria medicine

Anti-TB medicine

Anti-Retroviral and COVID-19 medicine

Vector Control Products

Condom

Diagnostic, PPE and Medical Device

Add 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-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)

Product Category *

Type of Test *

Manufacturer *

Brand *
→ Can't find your product?

Pack *

Number of Packs *
Format: 1,000

Total Cost of Product *
Format: 1,000.00

Pack Cost 20.00

Test Cost 2.00

Total Number of tests 1,000.00

⚠ 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.

*: Required Field

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).

This number should match the total number of units procured as reported in the invoice

"Total Number of tests" and "Type of Test" are generic names and not to be confused with any test

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**

← 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 Units*	Unit Cost* (USD)	Total Cost (USD)
<input type="checkbox"/>	Chembio Diagnostic Systems, Inc. (Medford, USA)	HIV RDT and EIA	HIV 1/2 Stat-Pak-20s- [HIV101]	20 tests	200	29.00	5,800.00

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](#)

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

Does your consignment contain products that do not need to be reported in PQR? *

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.
 No

Total Cost of non PQR-related Products in Consignment (USD) *
Format: 1,000.00

* : 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 understood that freight and insurance costs may be estimates and may change when a final invoice is received.

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

HANDLING, FREIGHT AND TAXES - Please specify (the "Unknown" option is no longer available in PQR)

Please specify the estimated or actual handling costs and/or agent fees charged by: *

Value
 Percentage
 Embedded in pack cost (not stated separately on invoice)
▲ Ideally, freight and insurance costs should be a separate item on your invoice. If they are embedded in the pack cost, please continue with data entry, but request that your third party intermediary or manufacturer state them separately on the invoice in the future.
 Unknown

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

Value
Please specify cost (actual or estimated) (USD) *
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
 No
 Unknown

← Back **Click** Save & Continue →

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 BROWS, select a file and click UPLOAD

← 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.

ATTACH DELETE

<input type="checkbox"/>	Type	Name	Size (KB)	Uploaded On (Dd/Mm/Yyy)	Uploaded By
<input type="checkbox"/>	PDF	SALES_INV [REDACTED].pdf	128.60	12/03/2019	[REDACTED]
<input type="checkbox"/>	PDF	SALES_INV [REDACTED].pdf	130.56	12/03/2019	[REDACTED]
<input type="checkbox"/>	PDF	SALES_INV [REDACTED].pdf	128.41	12/03/2019	[REDACTED]

Comment (not required) ⓘ

Please do not upload files of size greater than 20 MB

Document * Choose File No file chosen

* : Required Field

CANCEL UPLOAD

← Back EXIT SAVE **Click** Save & Continue →

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

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

PURCHASE ORDER

Grant Number	UZB-311-G06-H		
Purchase Order Number	PO/0653/11	Purchase order date	14/06/2011
Currency	USD - United States Dollar	Incoterm	CIP
Intermediary	IDA Foundation		
Invoice Number	# AS1110860	Invoice Date	18/07/2011
Scheduled delivery date	09/09/2011	Actual delivery date	15/09/2011
Pre-payment	No		

PRODUCTS

Manufacturer	Name	Description	Pack	Number Of Packs	Pack Cost (USD)	Total Cost (USD)
Astra Zeneca	Chloroquine	250mg tab	Blister-20	10000	10.00	100,000.00

DELIVERY

Handling Costs and/or Agent Fees (actual or estimated) (USD)	Embedded in pack cost (not stated separately on invoice)
Freight and Insurance Costs (actual or estimated) (USD)	Embedded in pack cost (not stated separately on invoice)
Taxes, tariff, or VAT (actual or estimated) (USD)	No
Consignment Reported Cost (USD) ⓘ	100,000.00

UPLOAD & COMMENT

→ Please 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.

LFA VERIFICATION REMARKS

Status *

Consignment Complete

Remarks on Consignment

← Back Click EXIT 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.

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.

← Back Purchase Order > Products > Delivery > Upload & Comment > 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)
Lamivudine (3TC)	150mg tab	Bottle - 60	100	0.21	2.34		
Isoniazid+Rifampicin - FDC	75mg+150mg tab	Bottle-1000	600	99.31	26.40	72.91	43,746.00

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.

← Back Click

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”).