

Dear Principal Recipient,

Welcome to the e-marketplace!

This registration document contains key questions that will facilitate the order process through the e-marketplace as well as shipment of goods.

These information are collected as part of the onboarding process to the e-marketplace. Please make sure that the details you provide us with are correct and complete. Any changes to the information you have provided, need to be communicated to us by updating and resubmitting this form.

We kindly request that you complete the following eight sheets as completely and accurately as possible, and submit this e-marketplace registration document within the next 5 days.

Our e-marketplace customer support team will be happy to support you at any time.

- 0. Membership Options**
- 1. Principal Recipient information**
- 2. Regional Team information**
- 3. Delivery Address**
- 4. Consignee Address**
- 5. Additional, default information about your potential orders**
- 6. Default shipping instructions - Pharmaceuticals**
- 7. Default shipping instructions - Non-Pharmaceuticals**

Once completed, three sheets of this registration document must be signed by the PR authorised signatory: "0. Membership Options", "1. PR info" & "2. Approval Hierarchy". Please include scans of these signed pages when submitting the document to us.

Should you have any questions regarding this registration document, please do not hesitate to contact our customer support team

We look forward to working with you.

**Sincerely,
The e-marketplace team
The Global Fund
Chemin de Blandonnet 8
1214 Vernier , Geneva
Switzerland**



Depending on your needs and aspirations for the use of the platform, you can choose between three different membership options.

	Basic	General	Pooled*
Search Functionality	Yes	Yes	Yes
Catalogue Items Ordering	No	Yes	Yes
LTA Item Ordering	No	No	Yes
Premium Prices	No	No	Yes
Offered Training	Fundamentals	Extended	Extended
Recommended # of Users	1	3	3
Prerequisites	None	Direct payment	Direct payment Supplier allocation % volume commitment

In order to be able to access all functionalities of the tool and fully realize all of its benefits, the Pooled membership is recommended.

Please choose your preferred membership option:

* All current PPM countries will automatically be signed up as Pooled members

* Product categories covered under Pooled membership are specified in PPM registration letter

PR Authorized representative name:	
Date:	
Signature:	

Country:	
Disease(s):	
Grant Number(s):	

Principal Recipient (PR)	
Organization	
Address Line 1	
Address Line 2	
City	
State / Province	
Zip / Postal Code	
Country	

PR's Authorized Representative	
Name	
Title/Position	
Email address	
Land line phone number(s)	
Mobile phone numbers(s)	
Fax Number	

Primary contact	Same as Authorized Representative?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Name			
Title/Position			
Organization			
Email address			
Land line phone number			
Mobile phone numbers			
Fax Number			

Contact Details for Licences	
<i>Note:</i>	
- We recommend use of 1 licence for Basic membership; and 3 licences for General or Pooled membership (up to 5 licenses can be specified)	

User Number	1	Same as Authorized Representative?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Name				
Title/Position				
Organization				
Email address				
Land line phone number				
Mobile phone numbers				
Fax Number				

2nd User - For General and Pooled membership only	
User Number	2
Name	
Title/Position	
Organization	
Email address	
Land line phone number	
Mobile phone numbers	
Fax Number	

3rd User - For General and Pooled membership only	
User Number	3
Name	
Title/Position	
Organization	
Email address	
Land line phone number	
Mobile phone numbers	
Fax Number	

Please select ONE of the following two options:	
We confirm that electronic approvals, as used in wambo.org, the Global Fund's e-marketplace platform that relies on Coupa technology, are recognized as legally binding approvals under our national laws. Once the Price Quote Form is electronically approved, it shall form the legally binding contract between us and the Supplier. A signed document is not required to formally acknowledge our consent.	<input type="checkbox"/> Yes <input type="checkbox"/> No

We confirm that our national laws do not recognize the electronic approvals, as used in wambo.org, the Global Fund's e-marketplace platform that relies on Coupa technology as legally binding approvals. To be valid and legally binding, and form the contract between us and the Supplier, the Price Quote Form should be signed by Authorized Representatives, scanned and uploaded into the system.

Yes

No

I confirm that mentioned representatives on this form are authorized to approve and place orders on the e-marketplace on behalf of the PR

PR Authorized representative name:

Date:

Signature:

Approval Hierarchy

The system allows for a dynamic approval hierarchy. Please specify the approval structure required by your organization below.

'Create Purchase Requisition': User(s) responsible for creating the Purchase Requisition on the system

'Approve Initial Purchase Requisition' (optional): User(s) responsible for reviewing the initial Purchase Requisition (before review by TGF sourcing, supplier allocation and logistics estimate)

'Approve Final Purchase Requisition': User(s) responsible for reviewing and approving the final Purchase Requisition received (after supplier allocation and logistics estimate). If manual print out of the Price Quotation form will be used to collect required approvals, only 1 user is sufficient for this step. By approving the Final Purchase Requisition, you confirm that any conditions required under your regulations are met, including – where applicable – the signing of the manual Price Quotation form. Please note that the approver will not be required to upload the signed Price Quotation form in the system.

'Watchers': Users who are notified at purchase requisition creation and completion of the approval of the purchase requisition steps. Watchers are able to view the details of the purchase requisition and approval status. Watchers will be able to choose in the system for which steps they want to get notified.

Notes:

- For 'Approve Initial Purchase Requisition' and 'Approve Final Purchase Requisition' approver chains can be defined by indicating user names under different step numbers. This will mean that the approval will go sequentially through these steps before action is completed (ex: First, the user in step 1 approves the final Purchase Requisition and then the user in step 2 needs to approve the final Purchase Requisition before the 'Approve Final Purchase Requisition' step is completed)
- Within each step, several users that can interchangeably approve the Purchase Requisition can be defined. This means that for that step, any of the defined users can approve the Purchase Requisition and thus forward it to the next step (up to 3 users for each step)
- For 'Create Purchase Requisition', only one step can be defined. However, several users can be indicated to interchangeably create Purchase Requisitions
- Please use the drop down lists on the right hand side of the cells when selecting users (including watchers); the list of user names are based on the names you input in the previous 'PR info' sheet

I would like to use the same approval hierarchy for all Purchase Requisitions from the e-marketplace

I want to specify different approval hierarchies based on different Purchase Requisition conditions

Applies To	Create Purchase Requisition	Approve Initial Purchase Requisition		Approve Final Purchase Requisition		Watchers
	Note: even if a step has multiple users assigned, approval of only one of the users will be sufficient for that step					
All Orders		Step 1:		Step 1 (review):		
		Step 2:		Step 2:		
		Step 3:		Step 3:		

I confirm that mentioned representatives on this form are authorized to approve and place orders on the e-marketplace on behalf of the PR

PR Authorized representative name:

Date:

Signature:



Airport or seaport information:	
Name of Airport, City	
Name of Airport #2, City	
Name of Airport #3, City	
Name of Seaport, City	
In-country location 1:	
For which product type, items, grant,etc...	
Name of Organization	
Address Line 1	
Address Line 2	
City	
State / Province	
Zip / Postal Code	
Country	
Contact Name	
Contact Email	
Land line phone number	
Mobile phone number	
Fax Number	
In-country location 2:	
For which product type, items, grant,etc...	
Name of Organization	
Address Line 1	
Address Line 2	
City	
State / Province	
Zip / Postal Code	
Country	
Contact Name	
Contact Email	
Land line phone number	
Mobile phone number	
Fax Number	

Consignee #1 information

For which product type, items, grant, etc...	
<i>Owner - For import/export purposes, who owns these goods?</i>	
Name/Organization	
Address Line 1	
Address Line 2	
City	
State / Province	
Zip / Postal Code	
Country	
Contact Name	
Contact Email	
Land line phone number	
Mobile phone number	
Fax Number	
<i>Notify Party - Please specify notify party if any</i>	
Name/Organization	
Address Line 1	
Address Line 2	
City	
State / Province	
Zip / Postal Code	
Country	
Contact Name	
Contact Email	
Land line phone number	
Mobile phone number	
Fax Number	

Consignee #2 information

For which product type, items, grant, etc...	
<i>Owner - For import/export purposes, who owns these goods?</i>	
Name/Organization	
Address Line 1	
Address Line 2	
City	
State / Province	
Zip / Postal Code	
Country	
Contact Name	
Contact Email	
Land line phone number	
Mobile phone number	
Fax Number	
<i>Notify Party - Please specify notify party if any</i>	
Name/Organization	
Address Line 1	
Address Line 2	
City	
State / Province	
Zip / Postal Code	
Country	
Contact Name	
Contact Email	
Land line phone number	
Mobile phone number	
Fax Number	

Pharmaceuticals

Country Registration Requirements:

Is product registration required by the National Medicines Regulatory Authority (NMRA) or another regulatory authority in charge?

Yes No

*registration refers to market authorization

Registration requirements for pharmaceuticals:

Is there a fast-track registration process available?

How long does it take for fast-track registration?

Product Registration Waiver Details

If the procured items are not registered, can a registration waiver be obtained?

Yes No Waiver not required

Please provide contact details for organization, entity and/or person who will be responsible for obtaining the waiver?

How long does it take to obtain a registration waiver from the regulatory authority?

List the documents required for the issuance of a waiver.

Vendor Pro-Forma Invoice Other:

Procurement docs:

COO Packing List

COA Invoice

Is any number/remark needed from this waiver to be added to the export documents?

Yes No

What is the number/remark required?

Shipping and Shelf life:

Shelf Life:

Required remaining shelf life at the time of arrival (in months and if required, as % of manufacturer shelf life)

Would you consider a lower shelf life in case of urgent need?

Yes No Not relevant

Room For Additional Comments:

E.g. Also to be included on the labelling is ARFH / FMOH and the consignee details on the external packs

Non-Pharmaceuticals

Country Registration Requirements:	
Is product registration required by the National Medicines Regulatory Authority (NMRA) or another regulatory authority in charge? <small>*registration refers to market authorization</small>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Registration requirements for non-pharmaceuticals (tests, lab, other):	
Is there a fast-track registration process available?	
How long does it take for fast-track registration?	
Product Registration Waiver Details	
If the procured items are not registered, can a registration waiver be obtained?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Waiver not required
Please provide contact details for organization, entity and/or person who will be responsible for obtaining the waiver?	
How long does it take to obtain a registration waiver from the regulatory authority?	
List the documents required for the issuance of a waiver.	<input type="checkbox"/> Vendor Pro-Forma Invoice Other: <div style="border: 1px solid black; width: 150px; height: 40px; display: inline-block; vertical-align: middle;"></div> Procurement docs: <input type="checkbox"/> COO <input type="checkbox"/> Packing List <input type="checkbox"/> COA <input type="checkbox"/> Invoice
Is any number/remark needed from this waiver to be added to the export documents?	<input type="checkbox"/> Yes <input type="checkbox"/> No
What is the number/remark required?	
Room For Additional Comments:	
<i>E.g. Also to be included on the labelling is ARFH / FMOH and the consignee details on the external packs</i>	

Pharmaceuticals

Name and address on House Airway Bill (HAWB) / House Bill of Lading (HBL) *HAWB refers to air shipments while HBL refers to ocean shipments. Both are transport documents issued by the freight forwarder*

Same as Consignee Other

Please specify manually if other

Organization
Contact Name
Title/Position
Address
Email address
Phone number (Land line/Mobile)
Fax

Name and address on Master Airway Bill (MAWB) / Master Bill of Lading (MBL) *MAWB or AWB (Airway Bill) refers to air shipments / MBL or BL (Bill of Lading) refers to ocean shipments. Both are transport documents issued by the originating airline or ocean carrier*

Same as Consignee Other

Please specify manually if other

Organization
Contact Name
Title/Position
Address
Email address
Phone number (Land line/Mobile)
Fax

E-mail addresses to be added to HAWB and MAWB distribution list:

If a clearing agent is needed, please specify

Name of Clearing Agent (Organization) if applicable

Contact person at Clearing Agent or at Principal Recipient

Address
Email address
Phone number
Name of Clearing Agent (Organization) if applicable

Shipping Documents

What documents and how many copies of these documents will be required in order to clear goods through customs?

Commercial Invoice	No. of Originals	<input type="text"/>	No. of Copies	<input type="text"/>
Packing List	No. of Originals	<input type="text"/>	No. of Copies	<input type="text"/>
Certificated of Origin (COO)	No. of Originals	<input type="text"/>	No. of Copies	<input type="text"/>
Certificate of Analysis (COA)	No. of Originals	<input type="text"/>	No. of Copies	<input type="text"/>

Does the Certificate of Origin need to be certified by the Chamber of Commerce?

Yes No

Do you require the above documents to be in any other language in addition to English? If yes please specify language:

Language:

To whom should the shipping documents be sent?

Name of organization
Contact person
Email address
Phone number

Mandatory Pre-shipment inspection/ pre-clearance	
Please indicate whether or not a pre-shipment inspection is required by the local government officials in order to clear the goods through customs. Please note that this is a legal requirement in some countries.	<input type="checkbox"/> Required <input type="checkbox"/> Not required Number of Days for Pre-clearance: <input style="width: 50px;" type="text"/>
Duty and Tax Exemption	
Please identify whether or not import duties and taxes are due.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Is it possible to obtain Duty and Tax exemption?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Please list the documentation needed to apply for Duty and VAT exemption.	
Additional Comments/ Requirements for importation and Customs Clearance	
<i>E.g. Clean Report of Findings, Gift certificate, Airway bill</i>	

Non-Pharmaceuticals

Name and address on House Airway Bill (HAWB) / House Bill of Lading (HBL) *HAWB refers to air shipments while HBL refers to ocean shipments. Both are transport documents issued by the freight forwarder*

Same as Consignee Other

Please specify manually if other

Organization	
Contact Name	
Title/Position	
Address	
Email address	
Phone number (Land line/Mobile)	
Fax	

Name and address on Master Airway Bill (MAWB) / Master Bill of Lading (MBL) *MAWB or AWB (Airway Bill) refers to air shipments / MBL or BL (Bill of Lading) refers to ocean shipments. Both are transport documents issued by the originating airline or ocean carrier*

Same as Consignee Other

Please specify manually if other

Organization	
Contact Name	
Title/Position	
Address	
Email address	
Phone number (Land line/Mobile)	
Fax	

E-mail addresses to be added to HAWB and MAWB distribution list:

If a clearing agent is needed, please specify

Name of Clearing Agent (Organization) if applicable	
Contact person at Clearing Agent or at Principal Recipient	
Address	
Email address	
Phone number	
Name of Clearing Agent (Organization) if applicable	

Shipping Documents

What documents and how many copies of these documents will be required in order to clear goods through customs?

Commercial Invoice	No. of Originals	<input type="text"/>	No. of Copies	<input type="text"/>
Packing List	No. of Originals	<input type="text"/>	No. of Copies	<input type="text"/>
Certificated of Origin (COO)	No. of Originals	<input type="text"/>	No. of Copies	<input type="text"/>
Certificate of Analysis (COA)	No. of Originals	<input type="text"/>	No. of Copies	<input type="text"/>

Does the Certificate of Origin need to be certified by the Chamber of Commerce?

Yes No

Do you require the above documents to be in any other language in addition to English? If yes please specify language:

Language:

To whom should the shipping documents be sent?

Name of organization	
Contact person	
Email address	
Phone number	

Mandatory Pre-shipment inspection for Customs Clearance

Please indicate whether or not a pre-shipment inspection is required by the local government officials in order to clear the goods through customs. Please note that this is a legal requirement in some countries.

Required Not required

Number of Days for Pre-clearance:

Duty and Tax Exemption

Please identify whether or not import duties and taxes are due.

Yes No

Is it possible to obtain Duty and Tax exemption?

Yes No

Additional Comments/ Requirements for importation and Customs Clearance

E.g. Clean Report of Findings, Gift certificate, Airway bill