This guide provides instructions for clients to submit an online procurement request to the Global Drug Facility via the Order Management System (OMS). Please scroll for step-by-step instructions or click on the following links to navigate the document.

Step 1: Create a new Client Account
Step 2: Complete your Client Profile
Step 3: Generate a Procurement Request Form (PRF)

How to retrieve your password
STEP 1: Create a new Client Account

1. Go to the OMS homepage
2. Click on ‘Request a Client Account’ (shown below)

3. Fill in the information requested (Fields marked with an * are required.)
4. Click ‘Submit your request’
5. Your dedicated Country Supply Officers (CSO) will then send you an email with your new ID and password. For a list of CSOs, please contact gdf@stoptb.org or visit our secretariat webpage.
STEP 2: Complete your Client Profile

1. Once you have registered and logged into your account, this will lead you to the summary information page.
2. Fill or update the required information on the first four tabs (Summary Information, Contact Details, Delivery and Importation, and Registration Details) by clicking ‘Edit this client information’ on the bottom of each tab and then submit your changes. Please ensure all information is up-to-date and relevant.
STEP 3: Generate a Procurement Request Form

1. To create a Procurement Request Form (PRF), go to the Procurement Request Forms tab and click ‘Generate PRF for Medicines’. **Kindly note that the online PRF for diagnostics orders is still being developed and cannot be used for the time being.**

   ![Generate PRF for Medicines](image)

   ![Generate PRF for Diagnostics](image)

2. Fill or update the required information on each tab (up to DR-TB Products) by clicking ‘Edit this PRF information’ on the bottom of each tab and then submit your changes. Please note that some information has been automatically pre-filled from your client profile.

   ![INSTRUCTIONS ON HOW TO COMPLETE THIS FORM](image)
3. To schedule two or more deliveries, please click ‘Add another delivery’ in the DS-TB Products or DR-TB Products tab.

4. The Documents tab is for uploading supporting documents (quantification files, etc.). Upload your documents by clicking ‘Edit this PRF information’ at the bottom.
5. Click on the ‘Finalize and Submit’ tab to see the Conditions of Supply and to submit the PRF. To do so, click on ‘Edit this PRF information’ at the bottom of the page.

6. Check ‘I acknowledge and accept the above Terms and Conditions’, fill in your Name, Title, and the Date, and click Submit Changes.

Additional note:
- In case specific off-label medicines for DR-TB treatment such as clofazimine are requested according to WHO treatment guidelines, GDF might request the Client to sign a specific liability waiver which needs to be submitted before the supply of these products can commence.
- In case of request for bedaquiline, delamanid, and/or pretomanid, GDF clients shall submit to GDF completed and signed Annex 1 for the medicines requested along with the procurement request form. The medicines should be used in accordance with the most current WHO treatment guidelines.
7. Scroll to the bottom of the page again to find the ‘Submit to GDF’ button. Click on the button to submit the PRF.

8. If necessary, you can print the PRF by clicking ‘View this PRF in printable format’ at the bottom of the page.
9. A new Internet browser tab will open with the printable format of the PRF. You can print the PRF by clicking the Ctrl button and ‘P’. Headers and footers (links and time stamps appearing at the top and bottom of each page) can be removed by changing your printer settings. For example, when using Google Chrome, uncheck the ‘Headers and Footers’ checkbox under Options.
10. The CSO will be notified and s/he will process your PRF into an order. They will contact you once the review is completed. To view the status of your order, please click the summary information under the ‘Orders’ tab in your Client Profile.

Orders

Order Summary Information

<table>
<thead>
<tr>
<th>Serial Number</th>
<th>Country</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHN/DPI20/6014</td>
<td>China</td>
<td>Draft</td>
</tr>
<tr>
<td>CHN/DPI20/6047</td>
<td>China</td>
<td>Draft</td>
</tr>
<tr>
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<td>China</td>
<td>Draft</td>
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<tr>
<td>CHN/DPI20/6049</td>
<td>China</td>
<td>Draft</td>
</tr>
<tr>
<td>CHN/DPI20/6923</td>
<td>China</td>
<td>Draft</td>
</tr>
</tbody>
</table>

Shipment Scheduled to Arrive

There are no shipments scheduled to arrive for this client.
How to retrieve your password

1. Go to the OMS homepage
2. Click on 'Forgot your password'
3. Select your country and add a comment.
4. Click 'Continue'
5. Verify your message and click 'Submit Your Request'
6. Your details will be sent to you via email.