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 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)**

**Step 4 (Optional): Print and sign your PRF**

**How to recall your PRF to make changes after submission**

**How to cancel a draft PRF**

**How to retrieve your password**
OMS Step-by-step guide for clients

STEP 1: Create a new Client Account

1. Go to the OMS homepage
2. Click ‘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 currently under development.**

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.
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 '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.
7. Scroll to the bottom of the page again to find the ‘Submit to GDF’ button. Click 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. For more detailed instructions on how you can print the PRF, go to Step 4: Print your PRF.
9. Once the PRF is submitted, 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.

**Client ID: 117 - Section 6 - Orders**

<table>
<thead>
<tr>
<th>Serial Number</th>
<th>Country</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>SEN/DP/2010509/TEST</td>
<td>Senegal</td>
<td>Order in Process</td>
</tr>
<tr>
<td>SEN/DP/2010599</td>
<td>Senegal</td>
<td>Order in Process</td>
</tr>
<tr>
<td>SEN/DP/2010600</td>
<td>Senegal</td>
<td>Order in Process</td>
</tr>
<tr>
<td>SEN/DP/2010601</td>
<td>Senegal</td>
<td>Order in Process</td>
</tr>
</tbody>
</table>

**Shipments Scheduled to Arrive**

There are no shipments scheduled to arrive for this client.
STEP 4: Print and sign your PRF

1. If necessary, you can print and sign your PRF. Click ‘View this PRF in printable format’ at the bottom of the page under the ‘Finalize and Submit’ tab. This will open a new browser tab with your PRF in a printable format.

2. If using Google Chrome: Press Ctrl+P to open print preview. To remove the Headers and footers (links and time stamps appearing at the top and bottom of each page), click ‘More settings’ and uncheck the ‘Headers and Footers’ checkbox. Finally, click Print.
If using Internet Explorer, click the Gear icon on the top right of the browser to open the Settings menu. Go to Print > Print Preview. Click the Headers and Footers icon to remove the headers and footers (links and time stamps appearing at the top and bottom of each page). Finally, click the Print icon on the top left.
If using Mozilla Firefox, click the Menu button on the top right of the browser and go to Print. Click ‘Page Setup’ to remove the headers and footers (links and time stamps appearing at the top and bottom of each page). Finally, click the Print button on the top left.

2. The printed PRF will have a place for signature in the last section (Section 9 – Finalize and Submit).

3. Special provisions:

- Any serious adverse effects that come to the Client's attention that may be related to the use of GDF medicines are to be reported to the national pharmacovigilance centre or, in the absence of a national pharmacovigilance centre, to the national medicines regulatory authority in a timely manner in accordance with local legislation or other applicable requirements (e.g. WHO UDSM).
- If the Client does not represent an established NGO, publicly known to be active in TB patient treatment (e.g. FIH, MSF, International HIV/AIDS Alliance or similar), a UN organization or the government entity engaged in tuberculosis control, the Client must provide a letter of endorsement from the National TB Program or similar entity. In cases that cannot be provided, the Client needs to submit a letter of explanation to allow for GDF decision on this procurement. In submitting the letter, the Client agrees that GDF may contact its Partners for additional information without further consent by the Client.
- 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.

I acknowledge and accept the above Terms and Conditions.

Signature: __________________________
Name: CodiC
Title: CSO
Date: 12 August 2020
How to recall your PRF to make changes after submission

1. PRFs that have been submitted (in ‘Submitted to GDF’ status) can be recalled in case any changes need to be made.
2. To do so, go to ‘My Procurement Request Forms’
3. Select the PRF you would like to recall and click ‘Recall this PRF’
4. Your PRF will now be returned to Draft status and you will be able to make changes and re-submit the PRF again.
OMS Step-by-step guide for clients

How to cancel a draft PRF

1. Only PRFs in 'Draft' status can be cancelled.
2. To do so, go to 'My Procurement Request Forms'

3. Select the PRF you would like to cancel, go to the 'Client Information' tab and click 'Cancel this PRF' at the bottom of the page.

4. Your PRF is now cancelled.
OMS Step-by-step guide for clients

How to retrieve your password

5. Go to the [OMS homepage](#)
6. Click 'Forgot your password'

7. Select your country and add a comment.
8. Click ‘Continue’
9. Verify your message and click ‘Submit Your Request’
10. Your details will be sent to you via email.