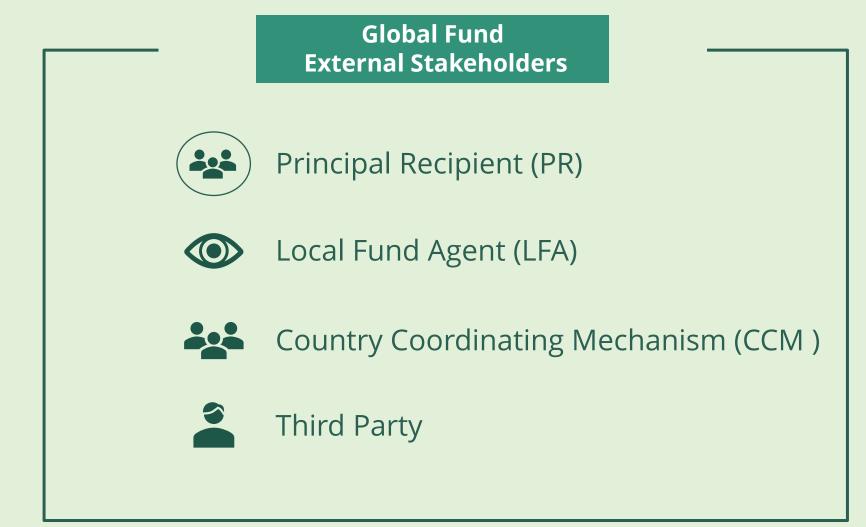


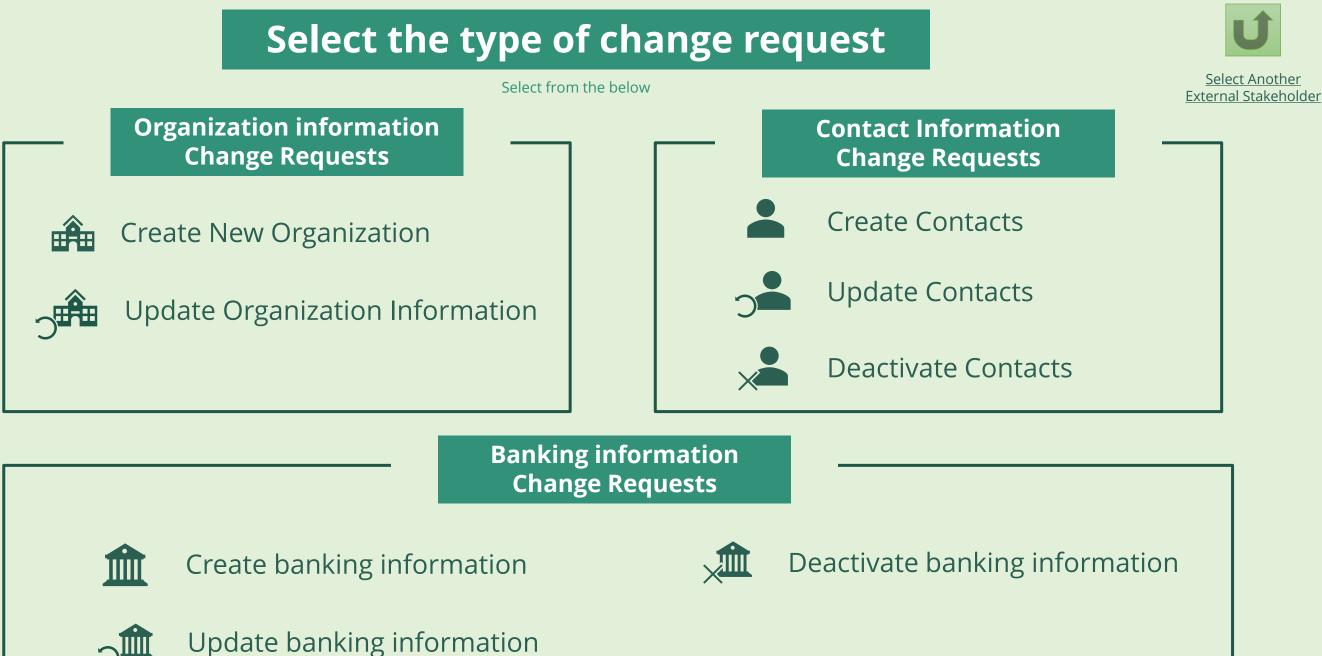
### Who am I?

Select from the below



1



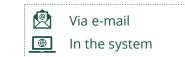


Principal Recipient (PR)





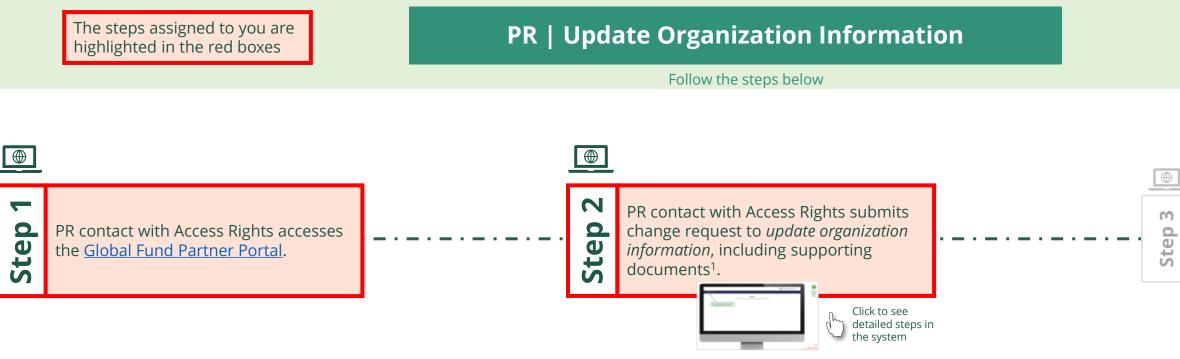




Principal Recipient (PR) **Create New Organization** 











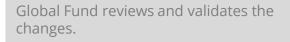
Via e-mail  $\oplus$ In the system

#### Principal Recipient (PR) Update Organization Information





Select Another PR Change Request





#### ....

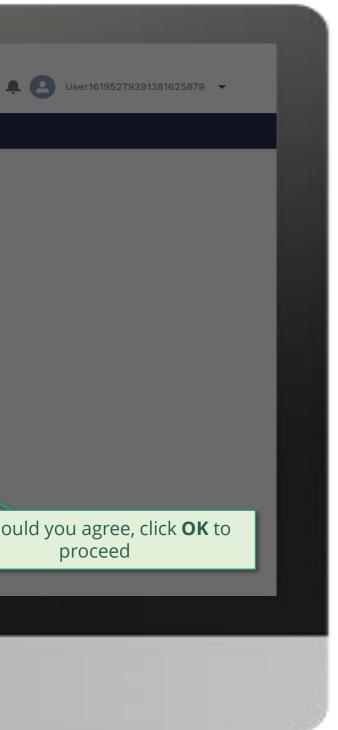
1. Read the information displayed carefully regarding the Global Fund Privacy Statement and the Partner Portal Terms of use

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> 2. Should you agree, click **OK** to proceed

Ok





Back to the overview of the steps <u>for this</u> <u>request</u>

#### Step 2a





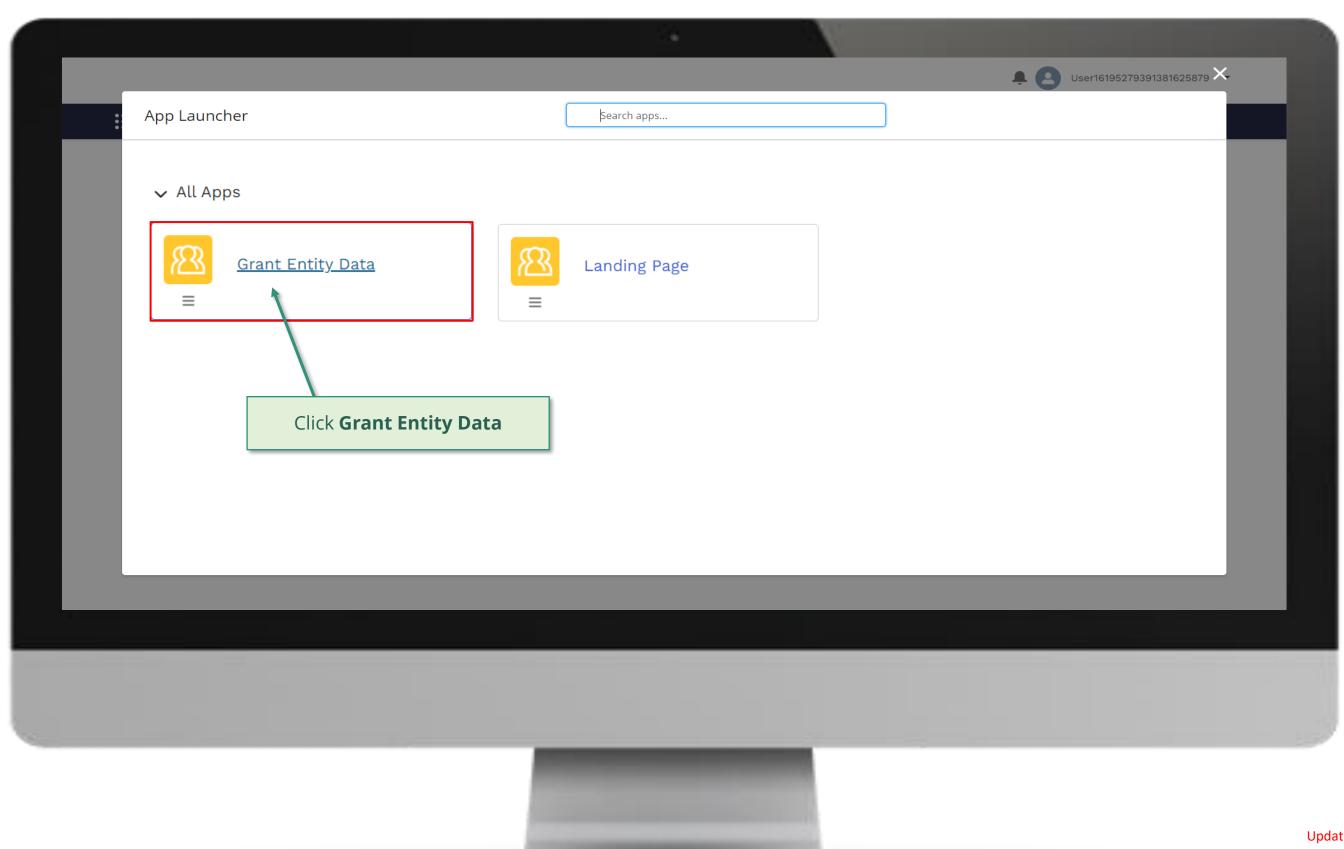


Welcome!



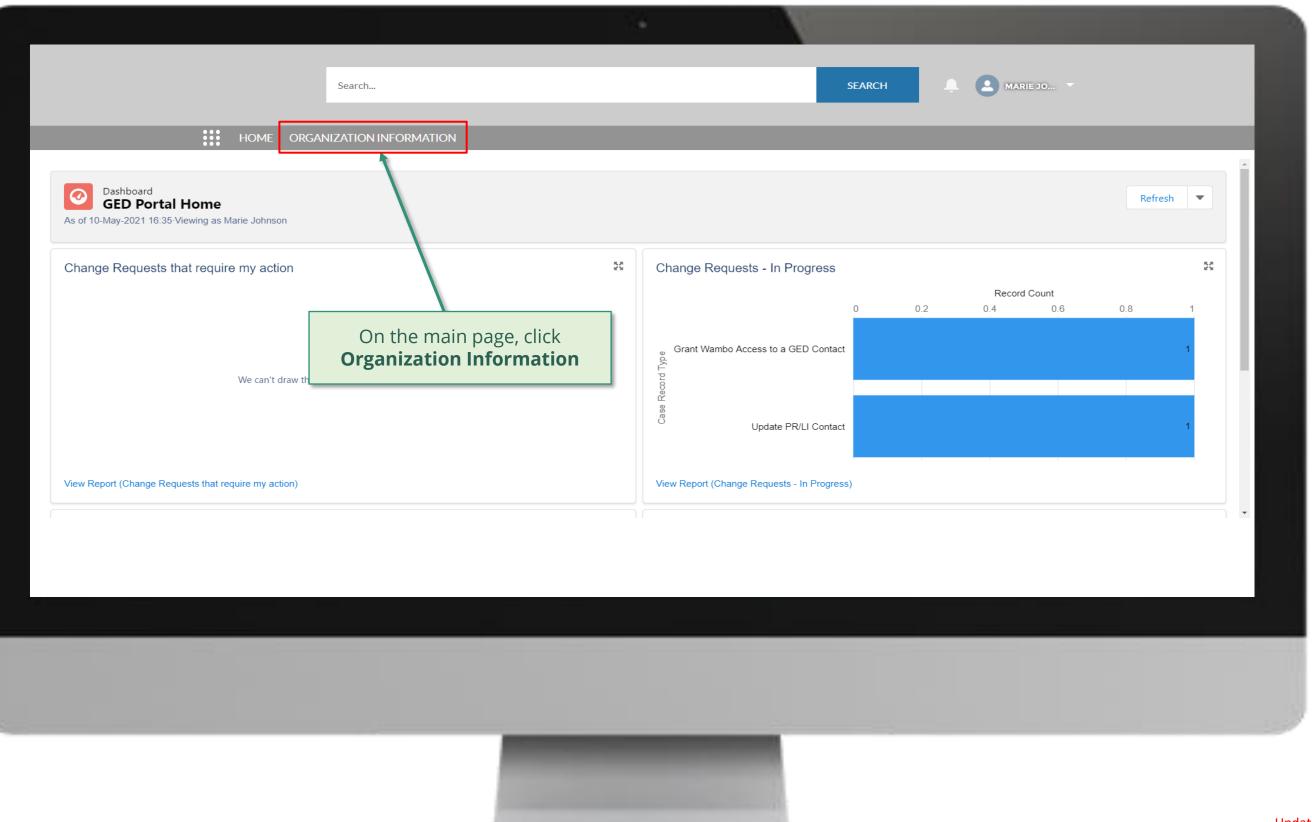
Back to the overview of the steps for this <u>request</u>

#### Step 2b





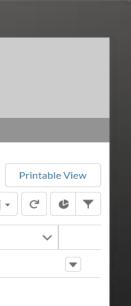
#### Step 2c





#### Step 2d

Organization formation   1 them • Sorted by Organization Name • Fittered by Alf organization information - Organization Record Type + Updated a few seconds ago     Organization Name •        Organization Short Name        Organization Short Name        Organization Short Name        Organization Short Name              Automation Linguistic Short Name           Organization Short Name <b>Organization Nume + Country Parent Account + Numerical Country Organization Country Parent Account + Numerical Country    <b>Parent Accou</b></b>		Search RGANIZATION INFORMATION		SEARCH	•
1       National Malaria Program       NMPN       Nigeria         Select the organization that you       NMPN       Nigeria		ation information - Organization Record Type • Updated a few seconds ago		Q Search this list	- tột -
Select the organization that you	Organization Name <b>↑</b>	✓ Organization Short Name	<ul><li>✓ Country</li></ul>	✓ Parent Account	
	want to update by cli				





#### Step 2e

Search	SEARCH A MARIE JO
HOME ORGANIZATION INFORMATION	
Organization Information National Malaria Program	Update Organization Create Contact Update
	#Open Change Requests for Contacts       #Open Change Requests for Contacts         2       0
Organization Name National Malaria Program PR	date Organization
Organization Short Name 1	ation Type mental Organization
	ation Sub-Type y of Health
Website Organiza NGA - M	ation Grant Abbreviation 1
Communication Language English	
✓ Address Information	
Address Type     Zip/Postal Code       Office Address     16000	







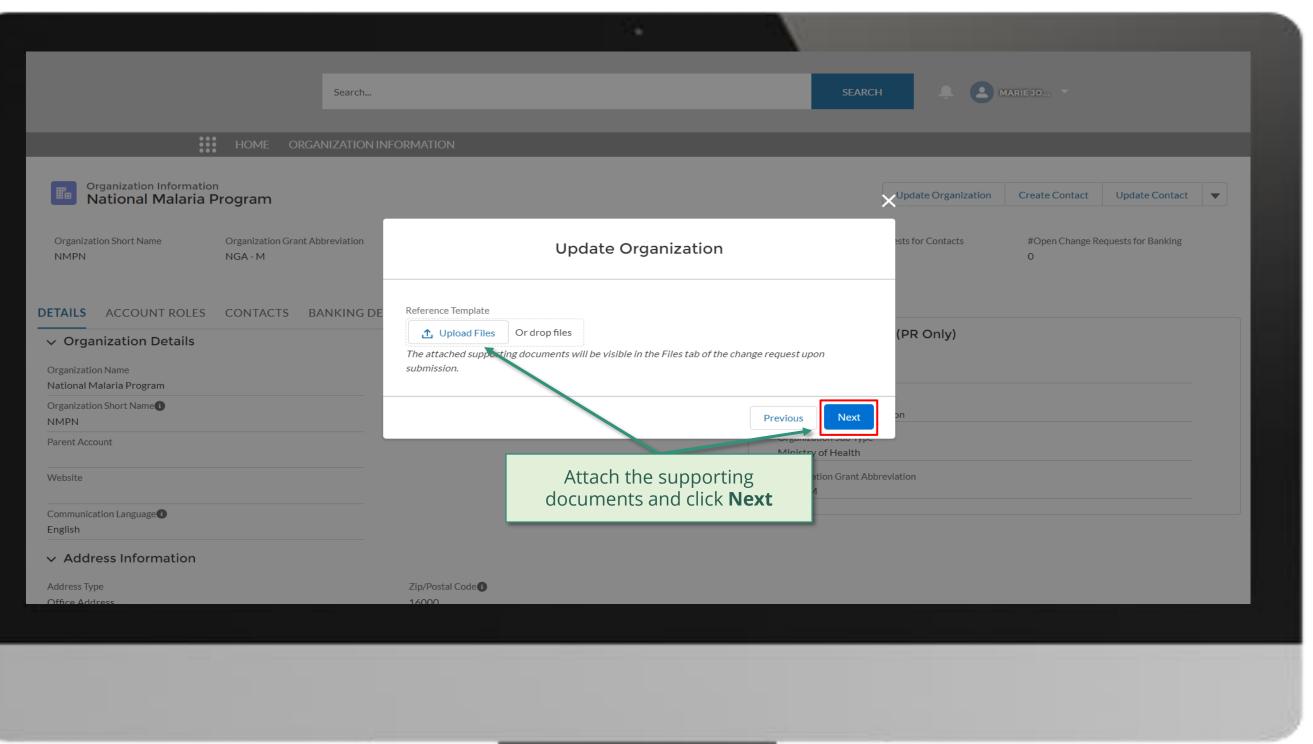
#### Step 2f

			N	
	Search HOME ORGANIZATION IN	Update Organiz		X A MARIE JO V
Organization Information National Malaria P	1	Organization Detail  • Organization Name  National Malaria Program • New Name	1. Change the inform that needs to be upo	
Organization Short Name NMPN	Organization Grant Abbreviation NGA - M	* Organization Grant Abbreviation NGA - M		ests for Contacts #Open Change Requests for 0
DETAILS ACCOUNT ROLES	CONTACTS BANKING DE	• Organization Short Name     • NMPN     • Communication Language		(PR Only)
Organization Name National Malaria Program		English Select the preferred communication language with the Global Fund.	▼	
Organization Short Name NMPN Parent Account		Primary Address Information  Address Type Office Address		n
Website		* Address Line 1 Main Boulevard 35	2.	Once all the changes are done, click <b>Next</b>
Communication Language		Address Line 2		·
✓ Address Information Address Type		Zip/Postal Code	Next	
Office Address		16000		



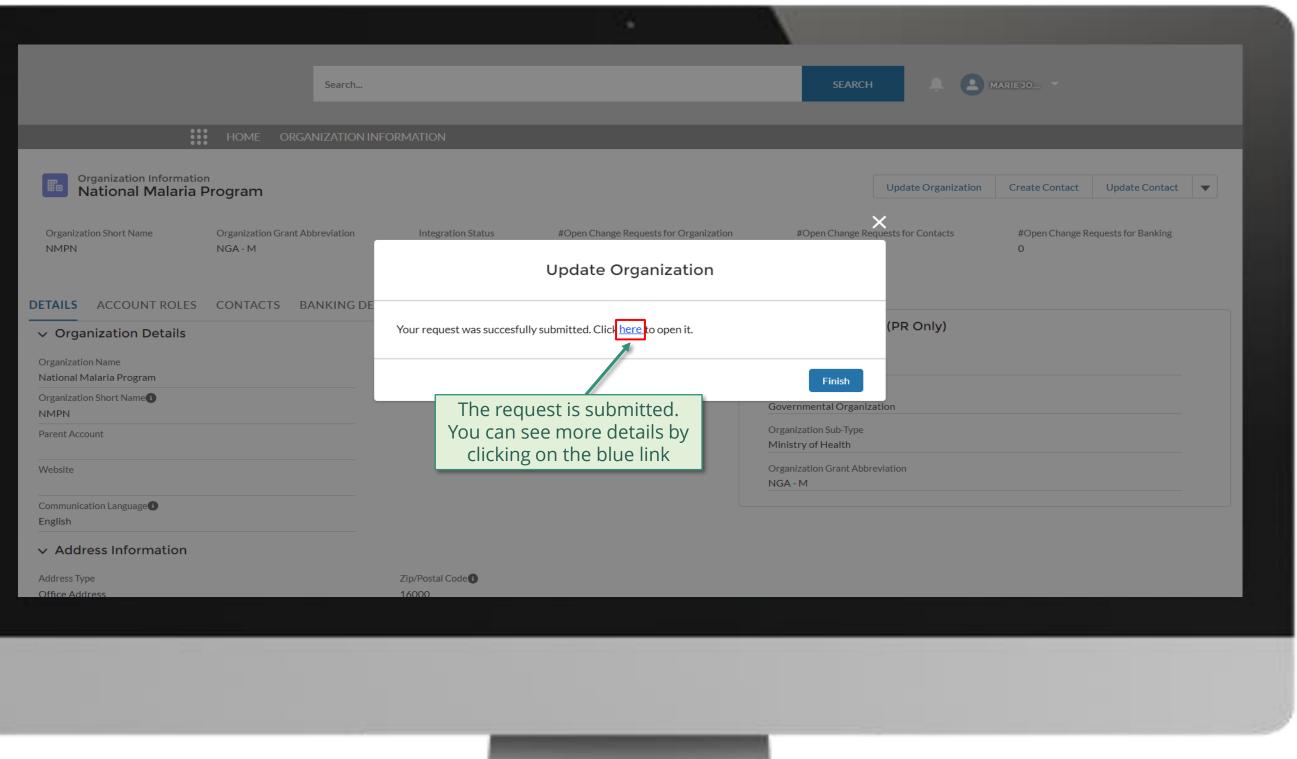


#### Step 2g





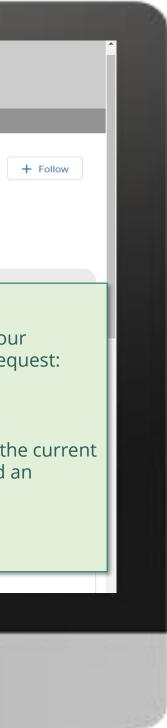
#### Step 2h





#### Step 2i

	Search		SE	EARCH
	IOME ORGANIZATION INFORMATION			
Change Request 00022057 1 Request Record Type Update PR/LI Organization Information	Request status Pending Global Fund Review	Integration Status		
~		Pending Global Fund Review		Closed
Case History (2)	Field	User	Original Value	You can now see the details of yo successfully submitted change re
10/05/2021 16:52	Created.	Marie Johnson	0	1 Change request twee
10/05/2021 16:52	Organization Name	Marie Johnson	National Malaria Program	<ol> <li>Change request type</li> <li>Change request status</li> </ol>
▲         DETAILS       FILES         ✓       Organization Information         Organization Name <sup>①</sup> National Malaria Program - New Name	<b>Note!</b> You can access details on the newly created request by clicking on the tabs and scrolling down the page			<ul> <li>3. Chevron status bar indicating to status of the change request and overview of the process</li> <li>4. The change request details</li> </ul>
Organization Short Name				Re-submit case





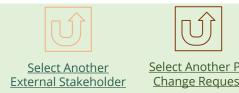
Click here to go back to the overview page

#### Step 2j









....

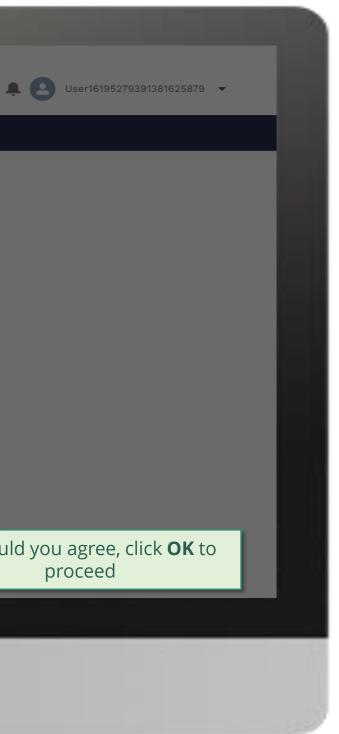
1. Read the information displayed carefully regarding the Global Fund **Privacy Statement** and the **Partner Portal Terms** of use

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> 2. Should you agree, click **OK** to proceed

Ok





Back to the overview of the steps <u>for this</u> <u>request</u>

#### Step 2a







Welcome!



Back to the overview of the steps for this <u>request</u>

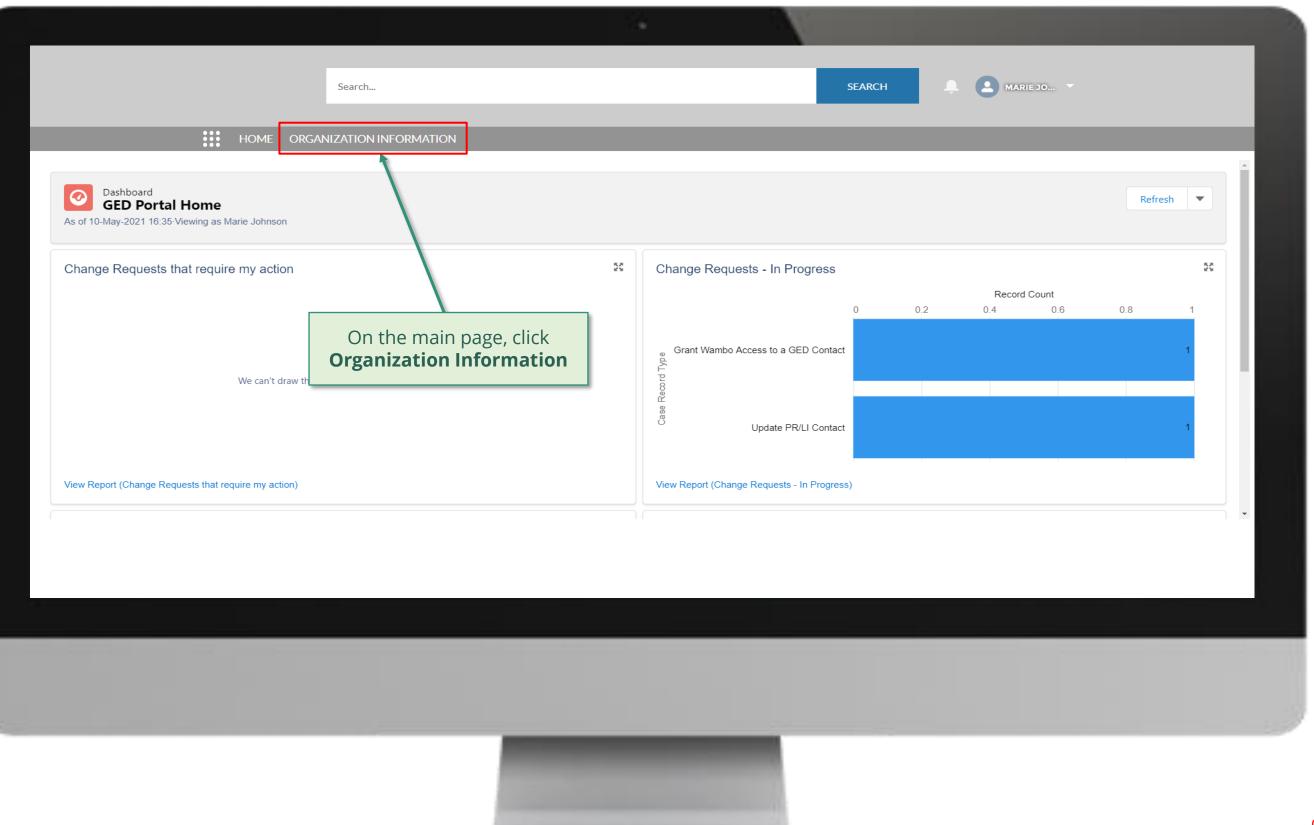
#### Step 2b

Applaughter	kouch anns	<b>4</b> User1619527939
App Launcher  All Apps  Grant Entity Data  Click Grant Entity	βearch apps Landing Page	





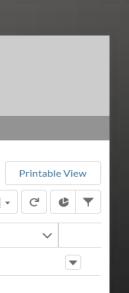
### Step 2c





#### Step 2d

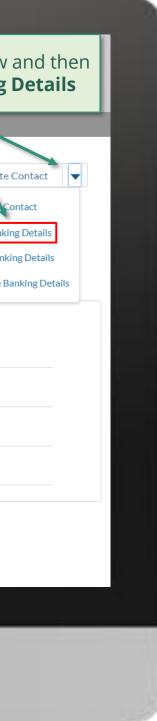
Organization Information My Organizations V	Search ORGANIZATION INFORMATION	_	SEARCH	_
	ization information - Organization Record Type • Updated a few seconds ago	<ul><li>✓ Country</li><li>Nigeria</li></ul>	Q   Search this list     V   Parent Account	\$
Select the organizatio to update by clicki	n you want ng on it			





#### Step 2e

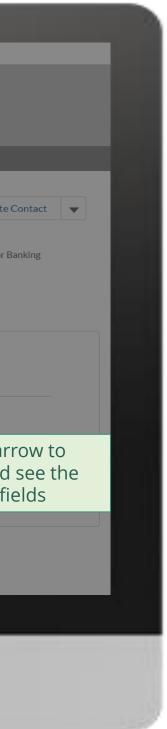
				N.	
	Search			SEARCH	Click on the blue arrow click <b>Create Banking</b>
	HOME ORGANIZATION	INFORMATION			
Organization Information National Malaria P	Program	Integration Status	#Onen Change Dequade for Organization		rganization Create Contact Update
Organization Short Name NMPN	Organization Grant Abbreviation NGA - M	Integration Status Completed	#Open Change Requests for Organization 1	#Open Change Requests for ( 4	Contacts #Open Cha O Create Bankin
					Update Banki
DETAILS ACCOUNT ROLES	CONTACTS BANKING	DETAILS CHANGE REQUESTS	5 FILES MORE		Deactivate Ba
✓ Organization Details				Organization Details (PR O	nly)
Organization Name National Malaria Program				Role PR	
Organization Short Name				Organization Type Governmental Organization	
NMPN Parent Account				Organization Sub-Type Ministry of Health	
Website				Organization Grant Abbreviation NGA - M	
Communication Language () English					
✓ Address Information					
Address Type		Zip/Postal Code			





#### Step 2f

English Fran¢ais Espanol		×
Search	Create Banking Details	ARIE JO
HOME ORGANIZATION IN	Section - Primary Bank Information	1. Fill in all the information fields.
Organization Information National Malaria Program	* Account Number	Update Organization Create Contact Update
Organization Short N NMPN <b>Note!</b> Fields with (*) are mandatory <b>DETAILS</b> ACCOUNT ROLES CONTACTS BANKING DE	* Account Name  * Legal Owner of Bank Account	ests for Contacts #Open Change Requests for O
✓ Organization Details Organization Name	IBAN (European & ISO certified countries)	(PR Only)
National Malaria Program Organization Short Name NMPN	IBAN (Other Countries)	n
Parent Account Website	Either BIC(SWIFT) or ABA is mandatory!	Click on the a scroll down and
Communication Language English	BIC (SWIFT)	Next remaining f





#### Step 2g

English Fran�ais Espanol				×
	Search	Create Ban	king Details	A MARIE JO *
• • • •	HOME ORGANIZATION IN			
Organization Informatio National Malaria I	n Program	Either BIC(SWIFT) or ABA is mandatory! BIC (SWIFT)	<i>Note!</i> It is mandatory to add either t BIC (SWIFT) or ABA Code	the Update Organization Create Contact Update
Organization Short Name NMPN	Organization Grant Abbreviation NGA - M	ABA 1		ests for Contacts #Open Change Requests for 0
DETAILS ACCOUNT ROLES → Organization Details	CONTACTS BANKING DE	*Currency Please select Section - Intermediary Bank Informa		▼ (PR Only)
Organization Name National Malaria Program		Account Number		
Organization Short Name NMPN		IBAN		
Parent Account		BIC (SWIFT)		Once you have added all the information, click <b>Next</b>
Website			[	
Communication Language			Ν	ext
Address Information				

✓ Address Information





Back to the overview of the steps for this request

#### Step 2h

English Fran�ais Espanol										
		Search					SEARCH	<b>.</b>	IARIE JO 🔻	
• • • •	HOME ORGA	NIZATION INF	FORMATION							
							>	<		
Organization Informatio National Malaria I	Program							Update Organization	Create Contact	Update
Organization Short Name NMPN	Organization Grant At NGA - M	obreviation		Create B	anking Details			ests for Contacts	#Open Change Re	equests for E
DETAILS ACCOUNT ROLES	CONTACTS B/	ANKING DE	Please attach Bank Lett	er using TGF Template (stan Or drop files	nped and signed)					
✓ Organization Details			The attached support submission.	ing documents will be visi	ble in the Files tab of the	change request	upon	(PR Only)		
Organization Name National Malaria Program						Previous		-		
Organization Short Name NMPN						Gove		on		
Parent Account				Attach the s	upporting		ition Sub-Type / of Health			
Website					and click <b>Ne</b>	ĸt	ation Grant Abbre	viation		
Communication Language										
English										
<ul> <li>Address Information</li> </ul>										

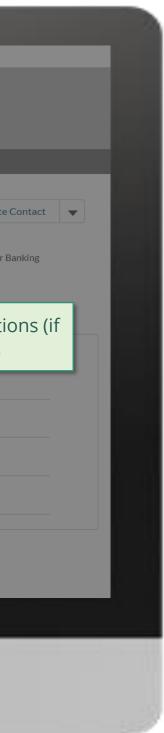




#### Step 2i

English Fran�ais Espanol			
	Search		SEARCH
			×
	HOME ORGANIZATION IN	CONTRACT ON	
		Create Banking Details	
Organization Informa National Malaria	a Program		Update Organization Create Contact Update
Organization Short Name NMPN	Organization Grant Abbreviation NGA - M	What is the name of your previous bank? If applicable	ests for Contacts #Open Change Requests for I 0
DETAILS ACCOUNT ROLE	S CONTACTS BANKING DE	In which country was your previous bank located? If applicable Please select What was the last disbursement amount to the PR Organization? If applicable	Answer the security questi
✓ Organization Details			applicable) and click <b>Next</b>
Organization Name National Malaria Program		What was the currency of the last disbursement amount to the PR Organization? If applicable Please select	
Organization Short Name NMPN		Fiedde Select	n
Parent Account		Previous	Next
Website		Organizatio NGA - M	on Grant Abbreviation
Communication Language			

✓ Address Information

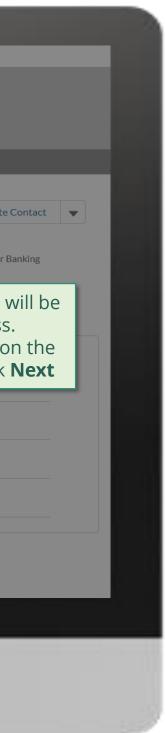




Back to the overview of the steps for this request

#### Step 2j

English Fran¢ais Espanol					
		Search		SEARCH	A MARIE JO V
•••	HOME ORGAN	IZATION INF	ORMATION		
Organization Information National Malaria					Update Organization Create Contact Update
Organization Short Name NMPN	Organization Grant Abb NGA - M	reviation	Create Banking Details		ests for Contacts #Open Change Requests for B
DETAILS ACCOUNT ROLES	CONTACTS BAI	NKING DE	* Please enter the verification code that was sent you by email  Complete this field.		A security code of 6 digits we sent to your email address Copy and paste the code of appropriate field and click
Organization Name National Malaria Program Organization Short Name				Previous	
NMPN Parent Account				Governmental Organization Sub-Type Ministry of Health	ation
Website				Organization Grant Abbr	eviation
Communication Language  English					
✓ Address Information					





### Step 2k

English Fran�ais Espanol			
	Search.	-	SEARCH A MARIE JO *
:	HOME ORGANIZATIO	NINFORMATION	
Organization Informat National Malaria			XUpdate Organization Create Contact Update
Organization Short Name NMPN	Organization Grant Abbreviation NGA - M	Create Banking Details	ests for Contacts #Open Change Requests for I O
DETAILS ACCOUNT ROLES	5 CONTACTS BANKING	Your request was successfully submitted. Clic here to open it.	
✓ Organization Details			(PR Only)
Organization Name National Malaria Program		The request is submitted.	Finish
Organization Short Name NMPN		You can see more details by clicking on the blue link.	Governmental Organization
Parent Account			Organization Sub-Type Ministry of Health
Website			Organization Grant Abbreviation NGA - M
Communication Language ()			
English			
✓ Address Information			

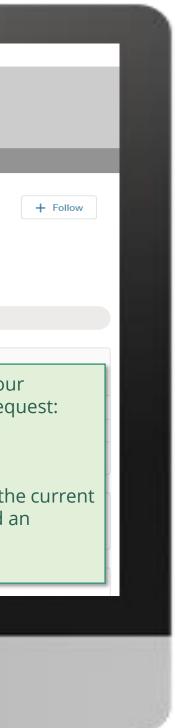




#### Step 2I

			N N	
English Fran�ais Espanol				
	Search			SEARCH 🔔 MARIE JO 🔻
	HOME ORGANIZATION INFORM	IATION		
Change Request 00022185 Request Record Type Create PR Banking Details	Request status Pending Global Fund Review	Integration Status		
	$\checkmark$	Pending Global	Fund Review	Closed
Case History (1)	4			You can now see the details of yo
Date	Field	User	Original Value	successfully submitted change re
DETAILS FILES	Created. <b>Note!</b> You can access details on newly created request by on the tabs and scrolling of the page	clicking		<ol> <li>Change request type</li> <li>Change request status</li> <li>Chevron status bar indicating to status of the change request and overview of the process</li> <li>The change request details</li> </ol>
				Re-submit case



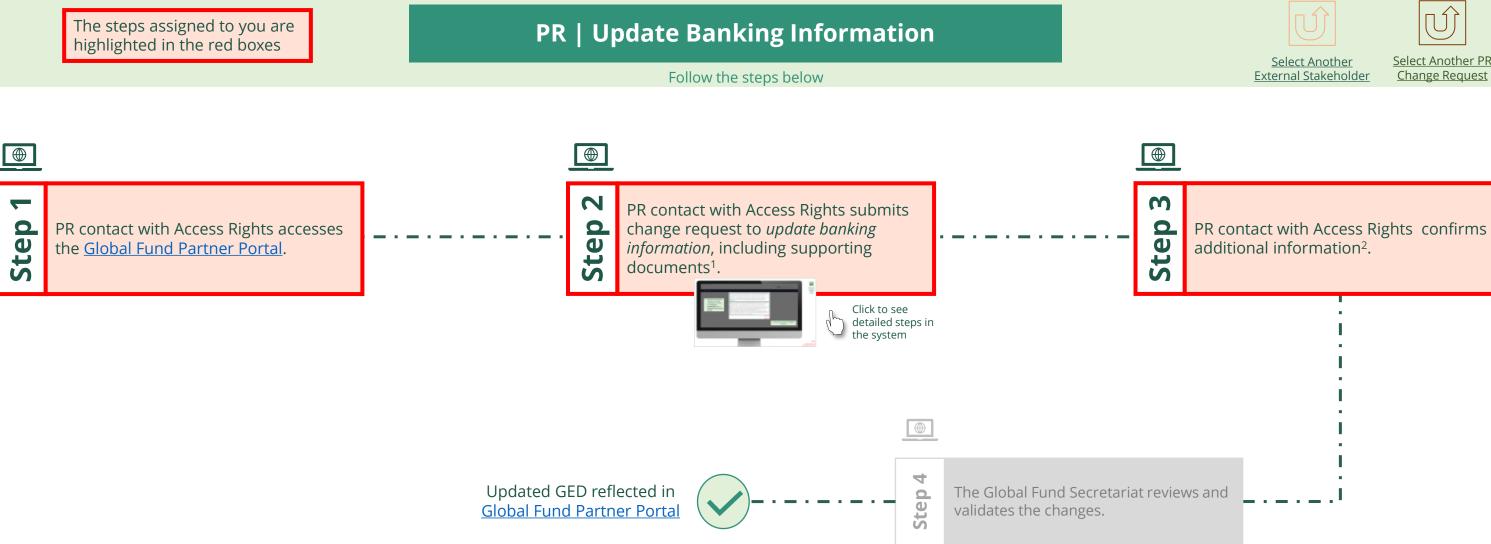




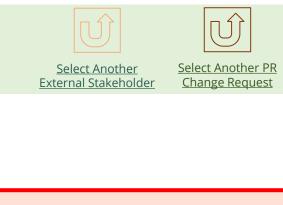
Click here to go back to the overview page

#### Step 2m









....

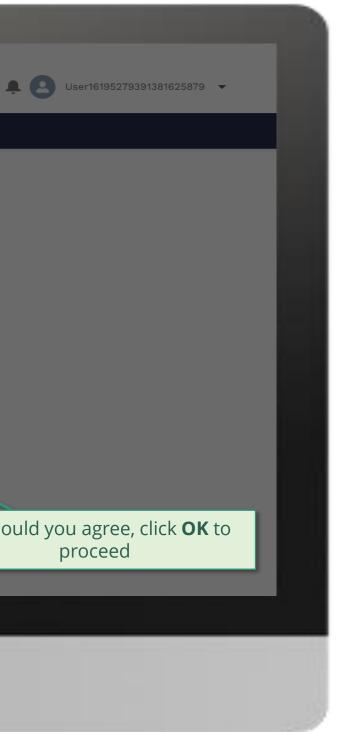
1. Read the information displayed carefully regarding the Global Fund **Privacy Statement** and the **Partner Portal Terms** of use

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> 2. Should you agree, click **OK** to proceed

Ok

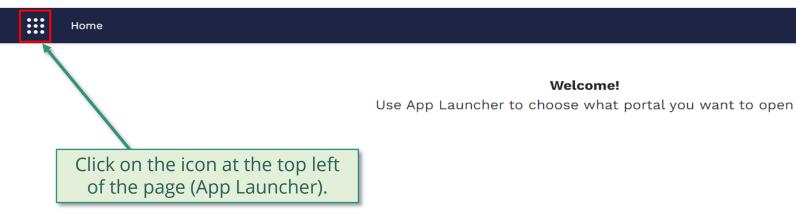




Back to the overview of the steps <u>for this</u> <u>request</u>

#### Step 2a





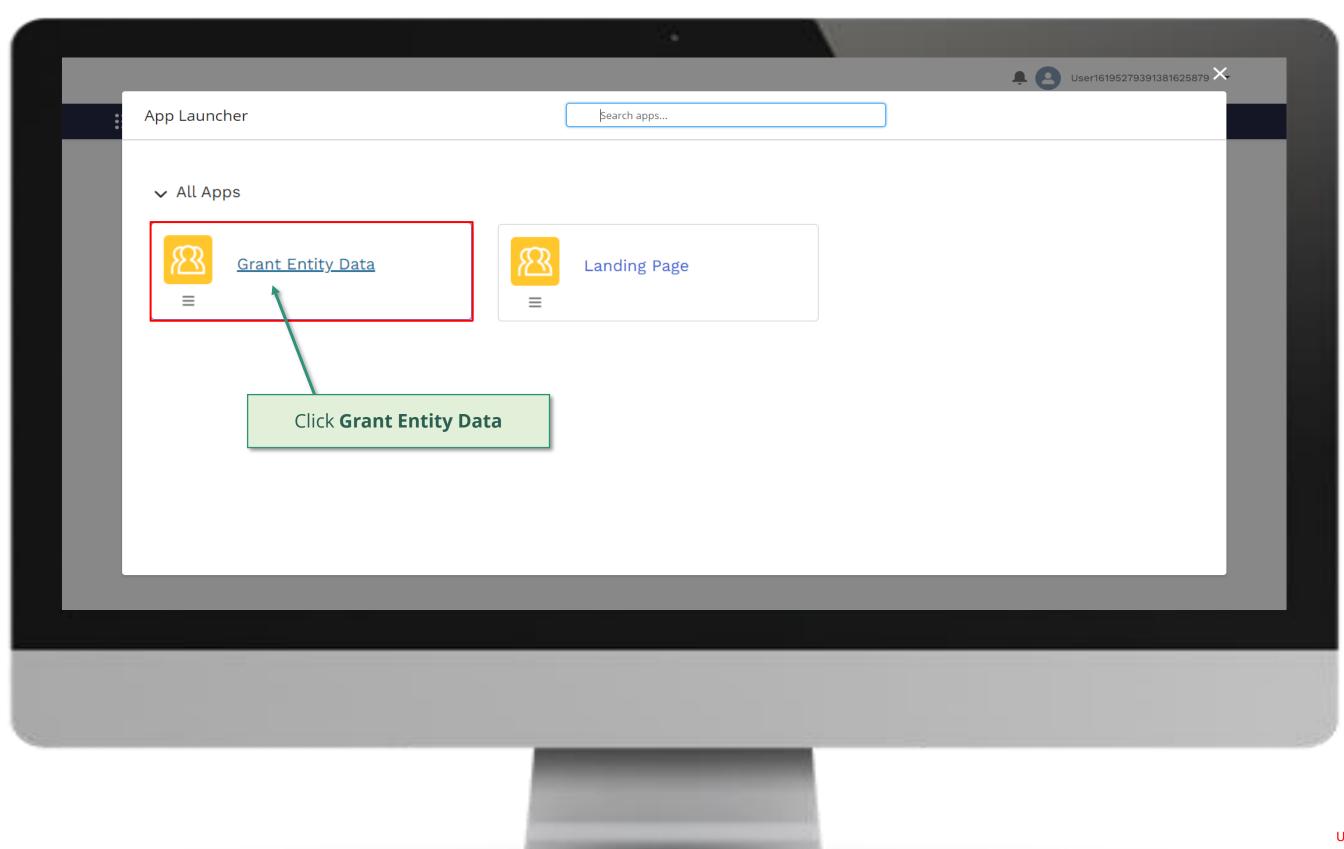


Welcome!



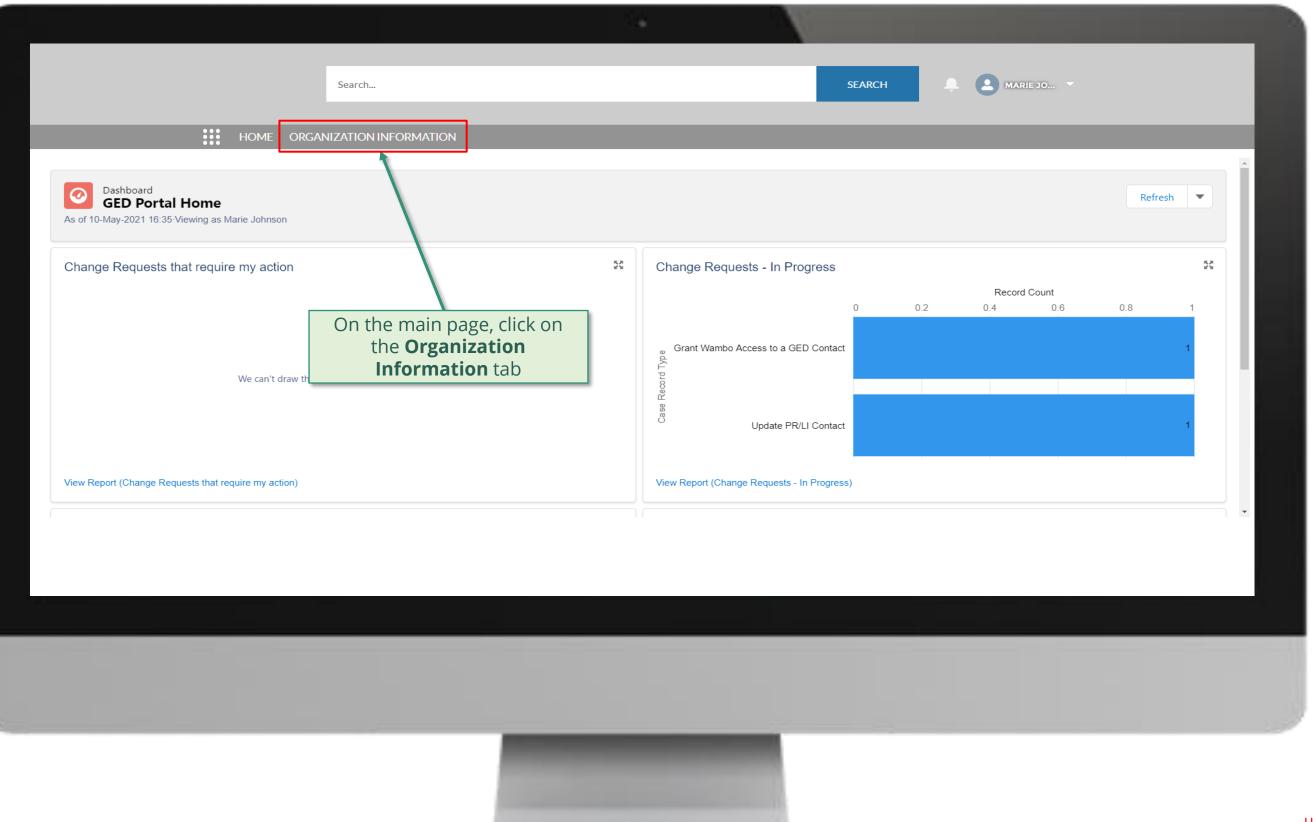
Back to the overview of the steps for this <u>request</u>

#### Step 2b





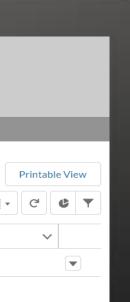
#### Step 2c





#### Step 2d

Organization Information	Search ORGANIZATION INFORMATION		SEARCH	
Organization Information My Organizations	anization information - Organization Record Type • Updated a few seconds ago		Q Search this list	\$ •
Organization Name <b>↑</b>	✓ Organization Short Name	<ul><li>✓ Country</li></ul>	✓ Parent Account	
want to update by o				





#### Step 2e

Organization Short Name       Organization Grant Abbreviation       Integration Status       #Open Change Requests for Organization       #Open Change Requests for Contacts											
IDME       ORGANIZATION INFORMATION       Integration Status       #Open Change Requests for Organization       Update Organization       Open Change Requests for Organization       #Open Change Requests for Organization			Search				SEARC	ж			e arrow
Image: Stational Malaria Program Update Organization   Organization Short Name Organization Grant Abbreviation   NMPN NGA - M   Completed   1      Pertails   ACCOUNT ROLES CONTACTS   BANKING DETAILS CHANGE REQUESTS   FILES MORE   Organization Details   Organization Name 0   NAMPN Completed   Parent Account   Mindary of Health Organization Language   Mindary of Health Organization Grant Abbreviation   NMPN Communication Language   Parent Account Communication Language   Mindary of Health Organization Short Name   Maddreas Information Kalderes Information		HOME ORGA	ANIZATION INFORMA	TION							
Organization Short Name Organization Grant Abbreviation Integration Status #Open Change Requests for Organization #Open Change Requests for Contacts <td>Organization Information National Malaria</td> <td>on Program</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Update O</td> <td>rganization</td> <td>Create Contac</td> <td>t Update</td>	Organization Information National Malaria	on Program						Update O	rganization	Create Contac	t Update
DETAILS ACCOUNT ROLES   Organization DetailS   Organization Name   National Malaria Program   Organization Short Name   Organization Short Name   NMPN   Parent Account   Website   Communication Language   English   Address Information	Organization Short Name	Organization Grant A	Abbreviation			Requests for Organization		Requests for (	Contacts		Create Bank Update Bank
Vorganization Details   Organization Name   National Malaria Program   Organization Short Name()   NMPN   Parent Account   Website   Organization Language()   English   V Address Information	DETAILS ACCOUNT ROLES	CONTACTS E	BANKING DETAILS	CHANGE REQUESTS	FILES	MORE					Deactivate B
National Malaria Program   Organization Short Name   Organization Short Name   NMPN   Parent Account   Website   Communication Language   English   V Address Information							Role	ails (PR O	nly)		
Parent Account       Organization Sub-Type         Website       Organization Grant Abbreviation         Communication Language       NGA - M         V Address Information       Velocitie	Organization Short Name						Organization Type	ization			
Communication Language       NGA - M         English       Address Information											
✓ Address Information	Website							breviation			
Address Type Zip/Postal Code	✓ Address Information										
	Address Type		Zip,	/Postal Code							
				and the second distances in th							





#### Step 2f

English Français Español			
	2	Search SEARCH	MARIE JO
	HOME ORGANIZ	ATION INFORMATION	
Organization Informa National Malari Organization Short Name NMPN	ation <b>a Program</b> Organization Grant / NGA - M	Update Banking Details	Create Contact Update #Open Change Requests for E 0
DETAILS ACCOUNT ROLE		Bank Account Name       Bank Account Numb       Bank Account Curre         National Malaria Program       0084xxxxxxxx	
Organization Short Name NMPN Parent Account Website		Select the Bank account you want to update and click <b>Next</b>	
Communication Language English Communication Language Communication			





### Step 2g

English Français Español		
Search	Update Banking Details	A MARIE JO V
	Section - Primary Bank Information	
Organization Information National Malaria Program	* Account Name National Malaria Program - New Name	pdate Organization Create Contact Update
Organization Short NMPN Fields with (*) are mandatory	BIC (SWIFT) xxxxxxxx ABA	ts for Contacts #Open Change Requests for 0
DETAILS ACCOUNT ROLES CONTACTS BANKING D V Organization Details Organization Name	E Legal Owner of Bank Account National Malaria Program - New Name Section - Intermediary Bank Information (Optional)	PR Only)
National Malaria Program Organization Short Name NMPN	Account Number	Onco you have undated all
Parent Account Website	IBAN	Once you have updated all the necessary information, click <b>Next</b>
Communication Language  English	BIC (SWIFT)	
✓ Address Information	Previous	Next





## Step 2h

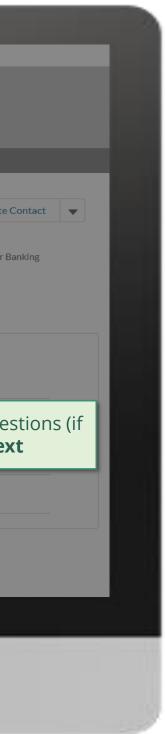
English Français Español			
		Search SEARCH	A MARIE JO Y
	Home orga	NIZATION INFORMATION	
Organization Information National Malaria F	<sup>n</sup> Program	Update Banking Details	iganization Create Contact Update
Organization Short Name NMPN	Organization Grant Ab NGA - M		acts #Open Change Requests for I 0
DETAILS ACCOUNT ROLES	CONTACTS BA	Please attach Bank Letter using TGF Template (stamped and signed)	y)
NMPN Parent Account		Next	
Website		Attach the supporting ant Abbrevia documents and click <b>Next</b>	tion
Communication Language			
<ul> <li>✓ Address Information</li> </ul>			





## Step 2i

English Français Español				
		Search	SEARCH	ARIE JO 🔻
	Home organ	IZATION INFORMATION		
Organization Informatio	n			
National Malaria	Program	Update Banking Details		Organization Create Contact Update
Organization Short Name NMPN	Organization Grant Abb NGA - M			ontacts #Open Change Requests for B 0
		What is the name of your previous bank? If applicable		
DETAILS ACCOUNT ROLES	CONTACTS BA			
✓ Organization Details		In which country was your previous bank located? If applicable		inly)
Organization Name		Please select	•	
National Malaria Program Organization Short Name NMPN		What was the last disbursement amount to the PR Organization? If applicable		Answer the security que
Parent Account		What was the currency of the last disbursement amount to the PR Organization? If applicable		applicable) and click <b>Ne</b> x
Website		Please select		
Communication Language				
✓ Address Information			Next	

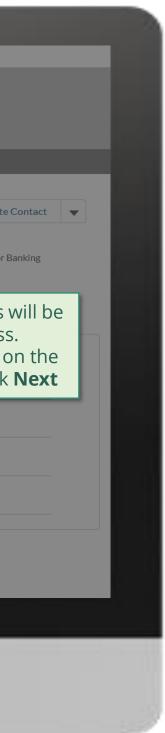




## Step 2j

English Français Español						
	Search		SEARCH	÷ 2 M	ARIE JO 👻	
0 0 0 0 0 0 0 0 0	HOME ORGANIZATION IN	FORMATION				
Organization Information National Malaria Pro	ogram		×	pdate Organization	Create Contact	Update 0
-	Organization Grant Abbreviation NGA - M	Create Banking Details		sts for Contacts	#Open Change Re 0	quests for B
✓ Organization Details	CONTACTS BANKING DE	* Please enter the verification code that was sent you by email  Complete this field.		sent to yo Copy and	v code of 6 our email ac paste the c ate field and	ddress code o
Organization Name National Malaria Program				approprie		
Organization Short Name NMPN			Previous Next	n		
Parent Account			Organization Sub-Type Ministry of Health			
Website			Organization Grant Abbrevia	tion		
Communication Language						

✓ Address Information





Back to the overview of the steps for this request

## Step 2k

English Français Español							
		Search		SEARCH		IARIE JO 🔻	
•	HOME ORGA	NIZATION INI	FORMATION				
Organization Informati	on			c			
National Malaria	Program			l	XU pdate Organization	Create Contact	Update
Organization Short Name NMPN	Organization Grant Ab NGA - M	previation	Create Banking Details		sts for Contacts	#Open Change R 0	equests for I
DETAILS ACCOUNT ROLES	CONTACTS BA	NKING DE	Your request was successfully submitted. Clic <mark>here</mark> to open it.				
<ul> <li>Organization Details</li> </ul>					(PR Only)		
Organization Name National Malaria Program			The request is submitted.	Finish			
Organization Short Name NMPN			You can see more details by	Governmental Organiz	ation		
Parent Account			clicking on the blue link.	Organization Sub-Type Ministry of Health			
Website				Organization Grant Abb NGA - M	reviation		
Communication Language							

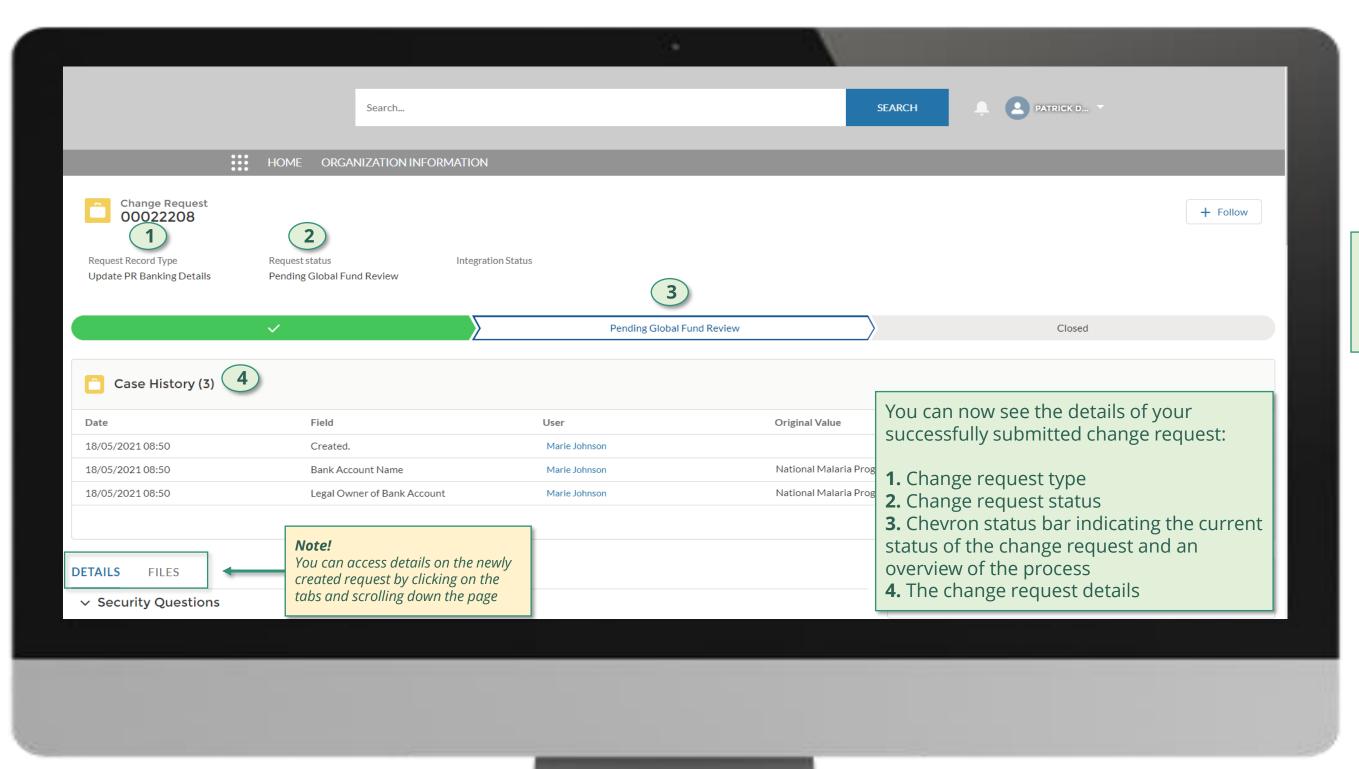
#### ✓ Address Information





Back to the overview of the steps for this request

## Step 2I



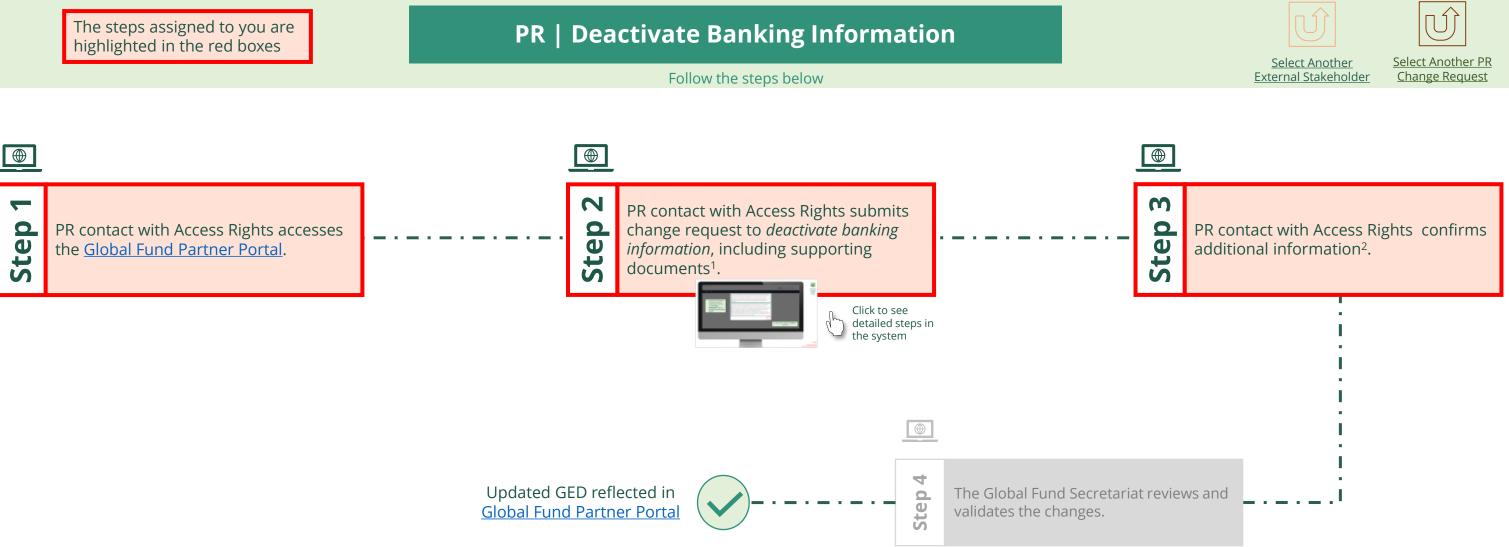


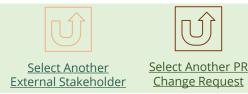
Click here to go back to the overview page

#### Step 2m



# **Grant Entity Data (GED) Interactive Manual**





....

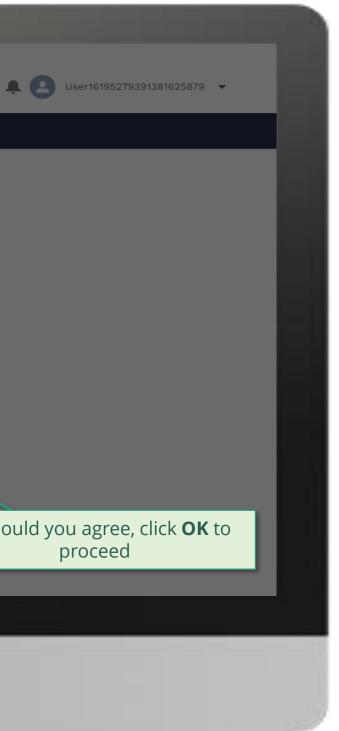
1. Read the information displayed carefully regarding the Global Fund **Privacy Statement** and the **Partner Portal Terms** of use

Your privacy is important to us. The Global Fund is committed to respecting the dignity and privacy of people, while balancing such rights with the Global Fund values of transparency and accountability and the ability of the Global Fund to carry out its mission. For further information on how the Global Fund collects and uses personal data, please read the Privacy Statements, including the supplemental statement for Global Fund Grant Funding and Management Activities, on our website. (https://www.theglobalfund.org/en/legal/privacystatement/)

The Global Fund licenses, operates and makes available the Partner Portal (the "Portal"). The Portal may contain features including RSS feeds, e-mail alert services, cookies, document management features, data management features and other applications that may be available from time-to-time (collectively, the "Features"). Any person that accesses or uses the Portal or Features, or both (the "User" and together, the "Users") agrees to be bound by the terms and conditions of the Terms of Use of the Global Fund Partner Portal (the "Terms of Use"), as they may be amended from time-to-time (available at this link http://www.theglobalfund.org/en/partner-portal/). These Terms of Use contain important conditions, disclaimers and other provisions, some of which limit the Global Fund's liability. If you do not agree to these Terms of Use or cannot enter into a legally binding agreement, you must not access or use the Portal or any of the Features.

> 2. Should you agree, click **OK** to proceed

Ok

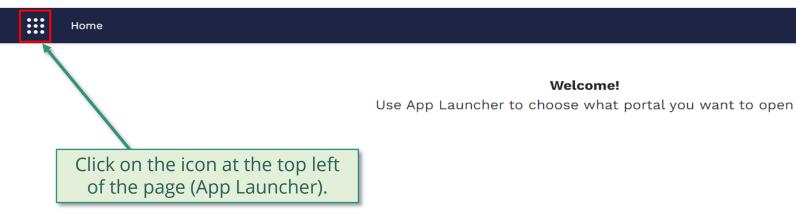




Back to the overview of the steps <u>for this</u> <u>request</u>

#### Step 2a





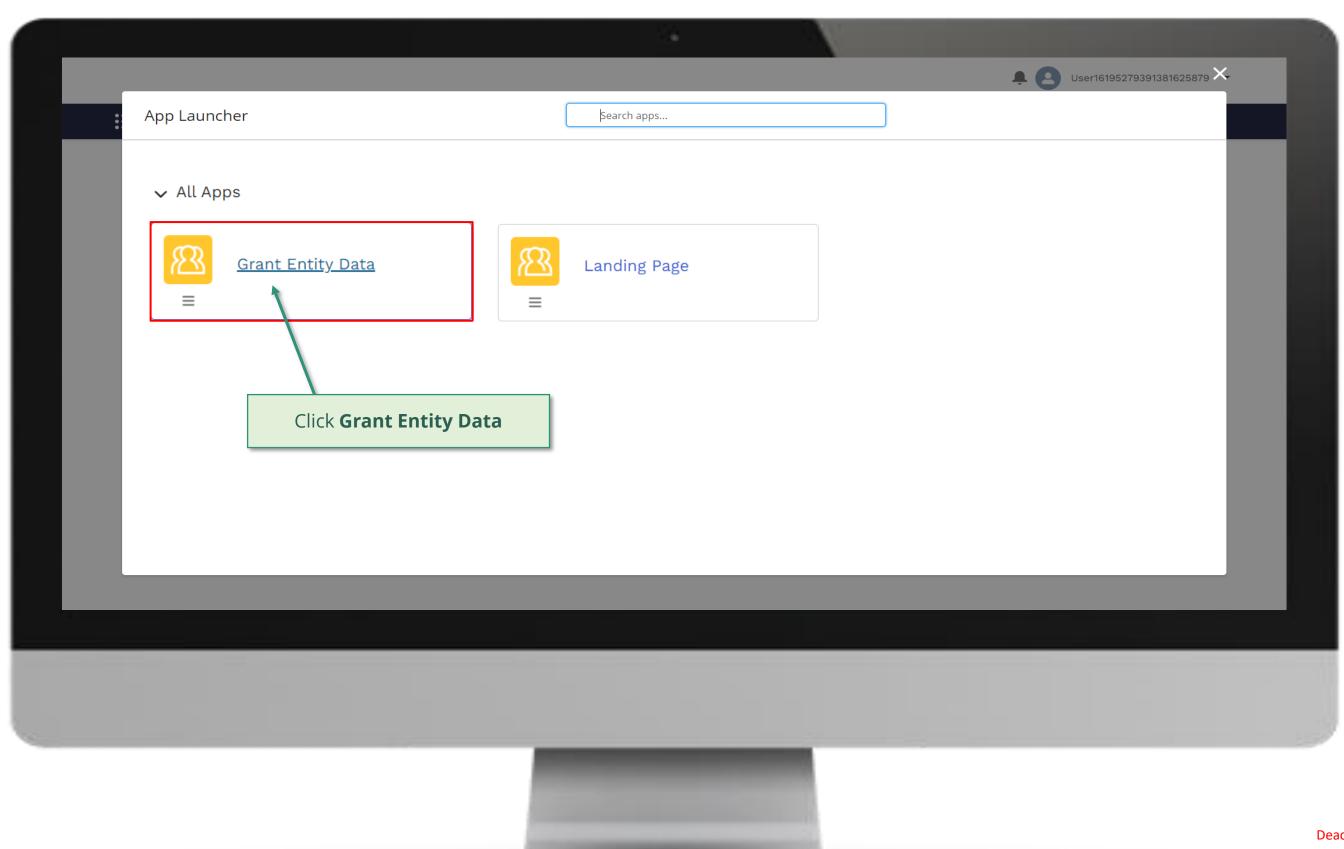


Welcome!



Back to the overview of the steps for this <u>request</u>

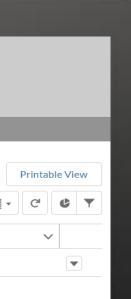
## Step 2b





## Step 2c

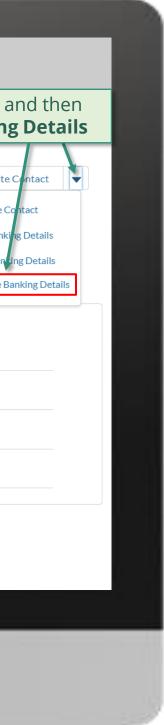
Organization Information My Organizations V	Search ORGANIZATION INFORMATION		SEARCH
	anization information - Organization Record Type • Updated a few seconds ago		Q Search this list
Organization Name 1 National Malaria Program	V Organization Short Name	✓ Country Nigeria	✓ Parent Account





## Step 2d

			14			-	
	Sear HOME ORGANIZAT	rch ION INFORMATION		SEARCH	Click or	n the blue	
Organization Information National Malaria F Organization Short Name NMPN	n		#Open Change Requests for Organization		ate Organization	Create Contac #Open Cha 0	ct Update
DETAILS ACCOUNT ROLES		NG DETAILS CHANGE REQUESTS	FILES MORE	Organization Details (P	R Only)		Update Ban Deactivate B
Organization Name National Malaria Program Organization Short Name NMPN				Role PR Organization Type Governmental Organization			
Parent Account Website Communication Language				Organization Sub-Type Ministry of Health Organization Grant Abbreviatio NGA - M	n		
Communication Language English Communication Language Address Information Address Type		Zip/Postal Code					





## Step 2e

English Français Español			
	Se	earch SEARCH	MARIE JO
***	HOME ORGANIZA	ATION INFORMATION	
			·
Organization Information National Malaria Prog	gram	Update Banking Details	Create Contact Update 0
-	ganization Grant / GA - M		#Open Change Requests for B 0
DETAILS ACCOUNT ROLES CO	ONTACTS E	Bank Account Name 🗸 Bank Account Numb 🗸 Bank Account Curre 🗸	
<ul> <li>Organization Details</li> </ul>	Ξ		
Organization Name National Malaria Program	-	National Malaria Program 0084xxxxxxx	(
Organization Short Name		Salact the Bank account you	
Parent Account		Select the Bank account you want to deactivate and click	
Website		Next	
Communication Language English			
✓ Address Information			





## Step 2f

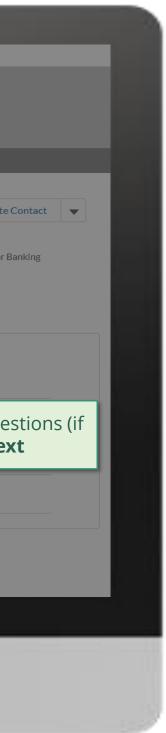
English Français Español			
		Search SEARCH	A MARIE JO Y
	Home orga	NIZATION INFORMATION	
Organization Information National Malaria F	<sup>n</sup> Program	Update Banking Details	iganization Create Contact Update
Organization Short Name NMPN	Organization Grant Ab NGA - M		acts #Open Change Requests for I 0
DETAILS ACCOUNT ROLES	CONTACTS BA	Please attach Bank Letter using TGF Template (stamped and signed)	y)
NMPN Parent Account		Next	
Website		Attach the supporting ant Abbrevia documents and click <b>Next</b>	tion
Communication Language			
<ul> <li>✓ Address Information</li> </ul>			





## Step 2g

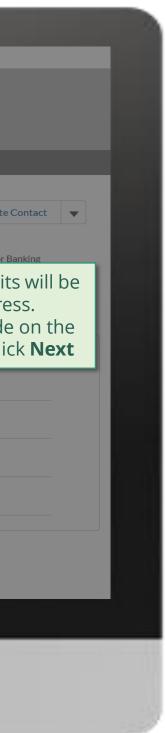
English Français Español		
	Search SEARCH	A MARIE JO V
HOME ORGANI	ZATION INFORMATION	
Organization Information National Malaria Program	Deactivate Banking Details	Drganization Create Contact Update
Organization Short Name Organization Grant Abbre NMPN NGA - M	evia	ontacts #Open Change Requests for O
DETAILS ACCOUNT ROLES CONTACTS BAN	What is the name of your previous bank? If applicable	
✓ Organization Details	In which country was your previous bank located? If applicable	nly)
Organization Name National Malaria Program	Please select         What was the last disbursement amount to the PR Organization? If applicable	
Organization Short Name MMPN		Answer the security que applicable) and click <b>Ne</b>
Parent Account	What was the currency of the last disbursement amount to the PR Organization? If applicable	
Website	Please select	
Communication Language English		
✓ Address Information	Next	





## Step 2h

English Français Español				
		Search	SEARCH	A MARIE JO V
•••	HOME ORGAI	NIZATION INFORMATION		
Organization Information National Malaria F	n Program Organization Grant Abl	Deactivate Banking Details		rganization Create Contact Update C ntacts #Open Change Requests for Ba
DETAILS ACCOUNT ROLES	NGA-M CONTACTS BA	* Please enter the verification code that was sent you by email xxxxxx		A security code of 6 digits sent to your email addres Copy and paste the code appropriate field and clic
Organization Details     Organization Name     National Malaria Program     Organization Short Name     NMPN			Next	
Parent Account			ization Sub-Type try of Health	
Website		Organi NGA -	ization Grant Abbreviation - M	
Communication Language				
<ul> <li>Address Information</li> </ul>				





## Step 2i

English Français Español					
		SEADOLL		MARIE JO 🔻	
		Search SEARCH	÷ •	ARIE JO	
	HOME ORGAN	IIZATION INFORMATION			
Organization Informatio	on Program		rganization	Create Contact	Update C
	riogram	Deactivate Banking Details	2		
Organization Short Name NMPN	Organization Grant Abb NGA - M		ntacts	#Open Change Re 0	equests for Ba
DETAILS ACCOUNT ROLES	CONTACTS BA	Are you sure you want to deactivate the bank account Reconstruction and Development Programme (RDP) Fund? Please note that no further disbursements will be able to be made to this bank account			
✓ Organization Details		after deactivation. Click on Next to continue to submit or close this window to cancel the request.	ıly)		
Organization Name National Malaria Program		Next			
Organization Short Name NMPN					
Parent Account		Organization Sub-Type alth			
Website		Read the warning message carefully before confirming the Banking			
Communication Language		deactivation and click <b>Next</b>			
English					
✓ Address Information					





## Step 2j

English Français Español						
		Search	SEARCH		MARIE JO 🔻	
	HOME ORGA	NIZATION INFORMATION				
Organization Informa National Malar	ia Program		Datalla	rganization	Create Contact	Update
		Deactivate Banking	) Detalls			
Organization Short Name NMPN	Organization Grant At NGA - M			itacts	#Open Change R O	equests for E
		Vour regulations and a stranger that a short the d				
DETAILS ACCOUNT ROLI	: ES CONTACTS B/	Your request was successfully submitted. Click <u>here</u> o open it.				
✓ Organization Details	5			ly)		
Organization Name			Finish			
National Malaria Program			Finish			
Organization Short Name NMPN		The weather is such with a	Governmental Organization			
Parent Account		<ul> <li>The request is submitted.</li> <li>You can see more details by</li> </ul>	Organization Sub-Type Ministry of Health			
Website		clicking on the blue link	Organization Grant Abbreviation			
			NGA - M			
Communication Language						

### ✓ Address Information

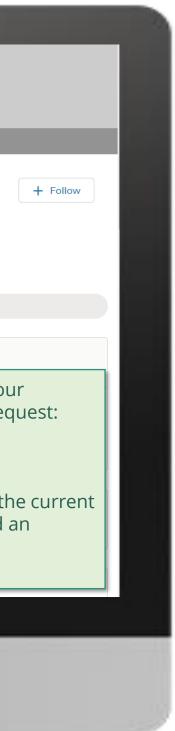




Back to the overview of the steps for this request

## Step 2k

		· ·	
	Search		SEARCH
	HOME ORGANIZATION INFORMATION		
Change Request 00022582 1 Request Record Type Deactivate PR Banking Details	Request status Integration Pending Global Fund Review	Status	
		Pending Global Fund Review	Closed
Case History (1)			
Date	Field	User Original Value	You can now see the details of yo successfully submitted change re
27/05/2021 15:10 DETAILS FILES  Security Questions Previous Bank Name	Created. <b>Note!</b> You can access details on the newly created request by clicking on the tabs and scrolling down the page	Marie Johnson	<ol> <li>Change request type</li> <li>Change request status</li> <li>Chevron status bar indicating to status of the change request and overview of the process</li> <li>The change request details</li> </ol>





Click here to go back to the overview page

## Step 2l

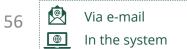


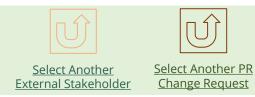
# **Grant Entity Data (GED) Interactive Manual**

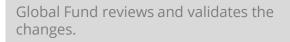














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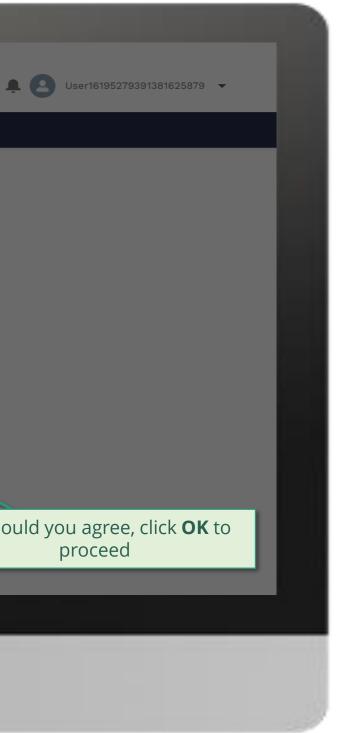
1. Read the information displayed carefully regarding the Global Fund **Privacy Statement** and the **Partner Portal Terms** of use

Your privacy is important to us. The Global Fund is committed to respecting the dignity and privacy of people, while balancing such rights with the Global Fund values of transparency and accountability and the ability of the Global Fund to carry out its mission. For further information on how the Global Fund collects and uses personal data, please read the Privacy Statements, including the supplemental statement for Global Fund Grant Funding and Management Activities, on our website. (https://www.theglobalfund.org/en/legal/privacystatement/)

The Global Fund licenses, operates and makes available the Partner Portal (the "Portal"). The Portal may contain features including RSS feeds, e-mail alert services, cookies, document management features, data management features and other applications that may be available from time-to-time (collectively, the "Features"). Any person that accesses or uses the Portal or Features, or both (the "User" and together, the "Users") agrees to be bound by the terms and conditions of the Terms of Use of the Global Fund Partner Portal (the "Terms of Use"), as they may be amended from time-to-time (available at this link http://www.theglobalfund.org/en/partner-portal/). These Terms of Use contain important conditions, disclaimers and other provisions, some of which limit the Global Fund's liability. If you do not agree to these Terms of Use or cannot enter into a legally binding agreement, you must not access or use the Portal or any of the Features.

> 2. Should you agree, click **OK** to proceed

Ok





Back to the overview of the steps <u>for this</u> <u>request</u>

#### Step 2a





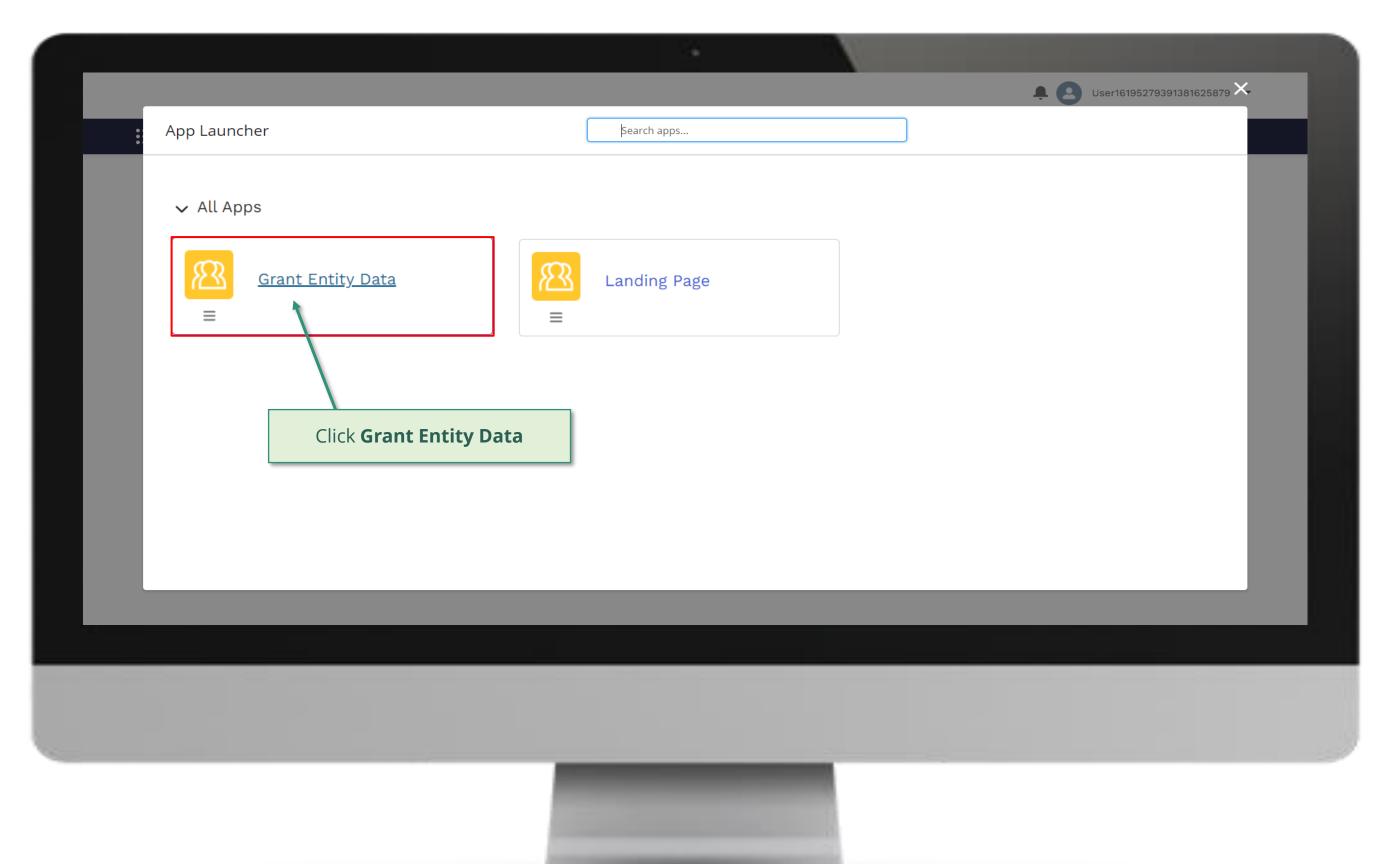


Welcome!



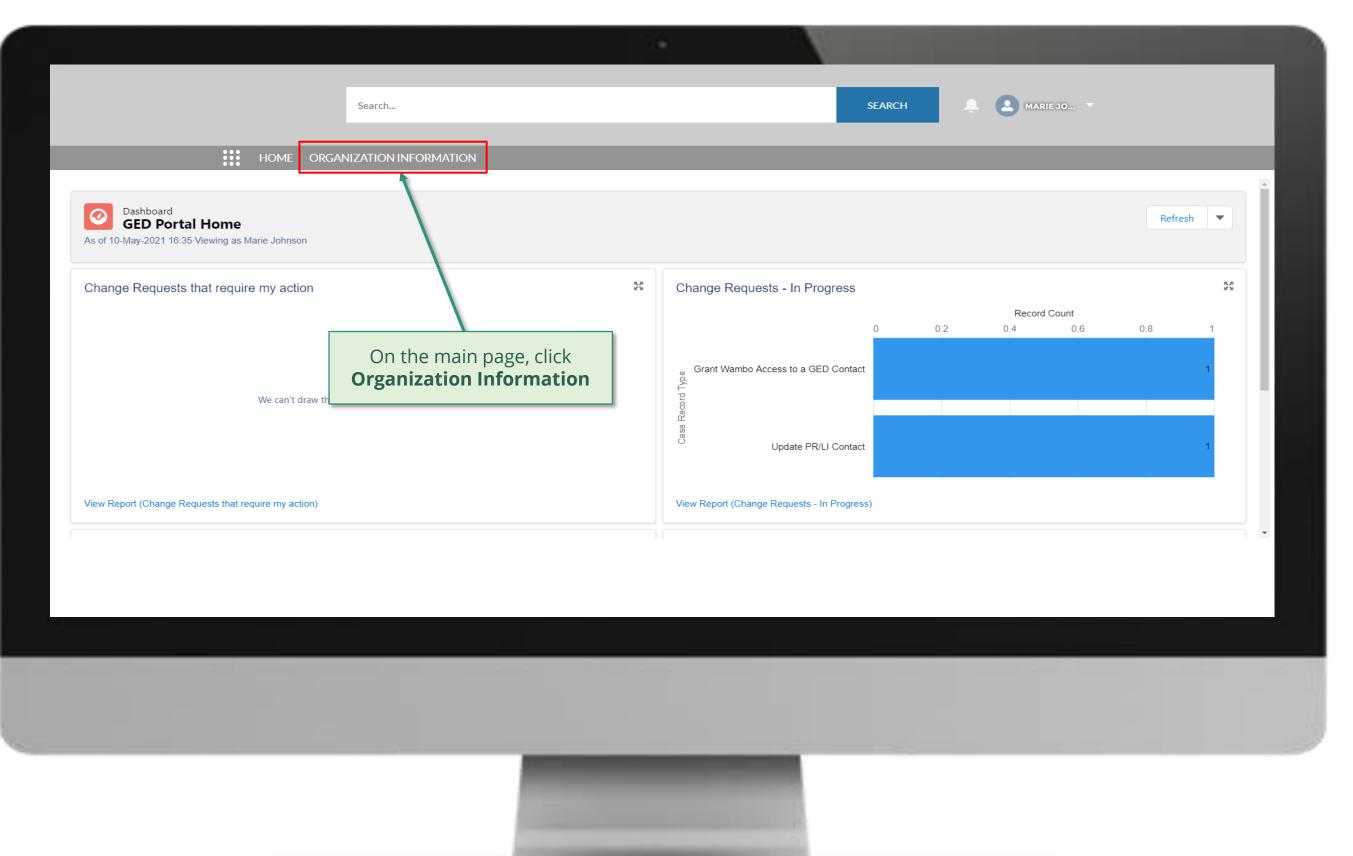
Back to the overview of the steps for this <u>request</u>

## Step 2b





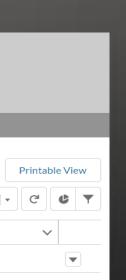
## Step 2c





### Step 2d

Organization Information         My Organizations	Search ORGANIZATION INFORMATION	_	SEARCH	_
	ization information - Organization Record Type • Updated a few seconds ago	<ul><li>✓ Country</li><li>Nigeria</li></ul>	Q   Search this list     V   Parent Account	\$
Select the organizatio to update by clicki	n you want ng on it			





## Step 2e

	Search		SEARCH	A MARIE JO
HOME ORGA	ANIZATION INFORMATION			
Organization Information National Malaria Program			Update	e Organization Create Contact Update C
Organization Short Name Organization Grant A NMPN NGA - M	Abbreviation Integration Status Completed	#Open Change Requests for Organization O	#Open Change Requests fo 2	or Contacts #Cpen Change Requests for O
✓ Organization Details	BANKING DETAILS CHANGE REQUESTS	FILES MORE	Organization Details (PR	Click <b>Create Contact</b>
Organization Name National Malaria Program Organization Short Name NMPN			PR Organization Type Governmental Organization	
Parent Account			Organization Sub-Type Ministry of Health	
Website			Organization Grant Abbreviation NGA - M	
Communication Language 🕕 English				
✓ Address Information				
Address Type	Zip/Postal Code			
	LOURN			







## Step 2f

Search		SEARCH A MARIE JO *
HOME ORGANIZATION IN Organization Information National Malaria Program Organization Short Name Organization Grant Abbreviation	*Salutation	Update Organization Create Contact Update Enter the contact details ar Next
NMPN NGA-M Note! Fields with (*) are mandatory	Mr  *First Name Robert *Last Name Brown *Email Address robert.brown@yopmail.com	(PR Only)
Organization Short Name NMPN Parent Account Website	Mobile Phone Number +2348022234273	ation
Communication Language English Address Information Address Type	Zip/Postal Code	Next
Office Address	16000	







## Step 2g

#### A MARIE JO... V X **Create Contact** Organization Information National Malaria Program odate Organization Create Contact ✓ <u>Guidance</u> Organization Grant Abbreviation Organization Short Name #Open Change Requests for Banking NGA - M NMPN 0 Access to Grant Deliverables - \*\*\* By clicking this box, you will allow this contact to view or edit Grant Deliverables for this organization and its contacts via the Global Fund Partner Portal. Access to GED Portal - By clicking this box, you will allow this contact to view and edit GED for this organization and its contacts via the Global Fund Partner Portal. **DETAILS** ACCOUNT ROLES CONTACTS BANKING DE Signatory for Legally-Binding Documents - The organization's signatory(ies) for Legally-Binding PR Only) ✓ Organization Details Documents is the person(s) that is(are) duly authorized to sign, or sign in acknowledgment in case of CMs, legally-binding documents that are valid and enforceable, as per signatory specimen. Organization Name Official Job Title - Indicate the individual's job title within the organization. This job title will be National Malaria Program displayed on official documents if the contact is assigned signatory or notice rights for this grant/country. Organization Short Name NMPN \*\*\* Select the row in order to create a position for this contact. Parent Account ✓ Official Job Title ✓ Signatory for Legally-Binding Documents Grant Name Select the grant you wish to edit NGA-M-NGA - M English Back Next ✓ Address Information

16000

Address Type







Back to the overview of the steps for this request

Step 2h

	Search			search X		ARIE JO 🔻
	HOME ORGANIZATIO	н и 	*** Enter Details		odate Organization	Create Contact Upda
Organization Short Nar NMPN	ne Organization Grant Abbreviation 1. List the official job title	o Grant D	* Official Job Title Country Representative	iew or edit Portal. t GED for this	s for Contacts	#Open Change Requests fo O
DETAILS ACCOU	NT ROLES CONTACTS BANKING 2. Select the appropriate signatory, notice and acc rights	DE organization and i	<ul> <li>Signatory for Legally-Binding Documents</li> <li>Signatory for Disbursement Requests</li> <li>Organization Representative for Notices</li> <li>Access to GED Portal</li> </ul>	ally-Binding	PR Only)	
Organization Short Name NMPN Parent Account Website	3. If you selected Acces Grant Deliverables Por	grant/country.	Access to Grant Deliverables Portal Grant Deliverables Access Type Please select	ling Documents	on	
Communication Languag English <b>V Address Infor</b>	choose whether the new is an editor or submitter <i>Note!</i> For more information on the Editor	r.	Submitter Editor	, Next	4. Once y	ou have selecte
Address Type Office Address	Submitter roles, click <u>here</u>	10000	Update/Save		necess	ary informatior <b>Update/Save</b>





Step 2i

	Search	SEARCH	A (2)	MARIE JO
			×	
НОМ	E ORGANIZATION I			
		Create Contact		
Organization Information National Malaria Program	n		Jpdate Organization	Create Contact Update
Organization Short Name Organiza	tion Grant Abbreviation	✓ Guidance	sts for Contacts	#Open Change Requests for
NMPN NGA - M			SISTOI CONTACTS	0
		Access to Grant Deliverables - *** By clicking this box, you will allow this contact to view or edit Grant Deliverables for this organization and its contacts via the Global Fund Partner Portal.		
		Access to GED Portal - By clicking this box, you will allow this contact to view and edit GED for this		
DETAILS ACCOUNT ROLES CONTA	ACTS BANKING DE	organization and its contacts via the Global Fund Partner Portal. Signatory for Legally-Binding Documents - The organization's signatory(ies) for Legally-Binding		
✓ Organization Details		Documents is the person(s) that is(are) duly authorized to sign, or sign in acknowledgment in case of	(PR Only)	
Organization Name		CMs, legally-binding documents that are valid and enforceable, as per signatory specimen.		
National Malaria Program		Official Job Title - Indicate the individual's job title within the organization. This job title will be displayed on official documents if the contact is assigned signatory or notice rights for this		
Organization Short Name		grant/country.		
NMPN		*** Select the row in order to create a position for this contact.	n	
Parent Account			e de la companya de la compa	
		Grant Name V Official Job Title V Signatory for Legally-Binding Documents	İtion	
Website		NGA-M-NGA - M Country Representati		
Communication Language		٠		
English				
✓ Address Information		Back	Click <b>Next</b>	
Address Type				
Office Address		16000		





Step 2j

	Search SEARCH	MARIE JO 🔻
Crganization Information National Malaria Program	Create Contact	nization Create Contact Update
Organization Short Name Organization Grant Abi NMPN NGA - M	As this contact requires access to the Partner Portal a mobile number will be required to send a verification message for logging in.	1. If the contact req Partner Portal, it is r a mobile
DETAILS       ACCOUNT ROLES       CONTACTS       BA <ul> <li>Organization Details</li> <li>Organization Name</li> <li>National Malaria Program</li> <li>Organization Short Name</li> <li>NMPN</li> <li>Account Roles</li> <li>Contacts</li> <li>BA</li> <li>BA</li> <li>Contacts</li> <li>BA</li> <li>Contacts</li> <li>BA</li> <li>Contacts</li> <li>Con</li></ul>	Complete this field.	
Parent Account Website Communication Language	Previous Next	2. Click <b>Next</b>
English <ul> <li>Address Information</li> </ul> Address Type Office Address	Zip/Postal Code	



quires access to the mandatory to enter number





Back to the overview of the steps for this request

## Step 2k

English Français Español

						×		
	Search		Create Contac	t		÷ •	OONAM 🔻	
• • • •	HOME ORGANIZATION IN							
Organization Informatic	on	Possible Duplicate Contacts	5					
United Nations C	hildren's Fund	The below list shows potential of to create/update. You have two	-	information to the one yo	ou are trying	Update Organization	Create Contact	Updat
Organization Short Name UNICEF DETAILS ACCOUNT ROLES	Organization Grant Abbreviation UNICEF CONTACTS BANKING DE	a duplicate is identified, sele a.lf you are <b>creating a ne</b> contact for this organiza	w contact, the change request	ontact will be used as Foo	cal Point	ests for Contacts	#Open Change R 1	equests for
		selected contact.	existing contact, the change re-	•		(PR Only)		
Contact Salutation	Contact Name     Andres Franco	create/update.						
Ms.	Carla Haddad Marc	First Name 🗸 🗸	Last Name 🗸	Email	✓ Acti			
	David Evans	David	Evans	devans=unicef.org@ex	a 💌			
Ms.	Dominique Hyde	Clear selection						
Ms.	For Global PRs only	notential duplicat	e contacts are			ation		
Mr.	identified by the sys		e contacts are	Previous	Next			
Ms.	Use the Action icon t	to view the details o						
Mr.	determine whether	the contact being c	reated is a dupli	cate				
	of an existing one.							
	Click <u>here</u> to skip thi	s step		- 10				







Back to the overview of the steps for this request

Step 2I

nglish Français Español

								×		
	Search			Create Co	ntact	t		A (A)	OONAM 🔻	
HOME	ORGANIZATION	11								
Organization Information United Nations Children's Fu	und	Possible Duplicate The below list shows to create/update. Yo	potential du	uplicate contacts with	ı similar i	nformation to the	one you are trying	Update Organization	Create Contact	Updat
Organization Short Name Organization G UNICEF UNICEF	rant Abbreviation	1. Use the Action of a duplicate is ide a.If you are cr contact for th	rop-down to ntified, selec <b>eating a new</b> is organizati	o check if the contact ct the contact and clic <b>v organization</b> , the se ion.	ck 'Next'. elected co	ontact will be used	d as Focal Point	ests for Contacts	#Open Change R 1	Requests fo
DETAILS ACCOUNT ROLES CONTACTS	BANKING D	E Information" c.lf you are u selected cont	request inste odating an ex act.	v contact, the change ead. xisting contact, the c ntacts listed below is	hange red	quest will be trans	ferred under the	(PR Only)		
	Andres Franco	create/update.		LastName		E				
Ms.	Carla Haddad Ma		~	Last Name	~	Email	View	1		
Mr.	David Evans	David		Evans		devans=unicef.	or view			
Ms.	Dominique Hyde	Clear selection								
Ms.	Mandeep O'f	Following the A						ation		
Mr.	Myo-Zin Nyu	View. This wi another windo				Pr	evious Next			
Ms.	Nalinee Nipp	information abo	-							
Mr.	Olav Kjorven	duplicat								





Back to the overview of the steps for this request

## Step 2m

English Français Español					
	Search			SEARCH	POONAM *
HOME ORG	ANIZATION INFORMATIC	N			
Contact David Evans					
Title Email Address devans=unicef.org@example.com	Allow Access to Wamb				
DETAILS POSITIONS & ACCESS CHANGER	EQUESTS FILES	1. Under <b>Details</b> tabs, you can view	v all the informati		
✓ Contact Details Name		potential duplicat	te contact		
Mr David Evans Email Address devans=unicef.org@example.com					
Phone Number +12123267695			Mobile	П	
City					2. Click on the arrow to go back to the main page of the change request
			Country		0.101.001.000.000





## Step 2n

English Français Español

								×		
	Search		C	Create Contact	:			<b>.</b>	OONAM 🔻	
HOME	ORGANIZATION IN									
		Possible Duplicate Co	ntacts							
Organization Information United Nations Children's Fu	und	The below list shows pot to create/update. You ha	-	ate contacts with similar in ons:	nformation to t	he one you are	trying	Update Organization	Create Contact	Upda
Organization Short Name Organization G UNICEF UNICEF	rant Abbreviation	a duplicate is identified, select the contact and click 'Next'. a.If you are <b>creating a new organization</b> , the selected contact will be used as Focal Point contact for this organization.						ests for Contacts	#Open Change R 1	equests fo
DETAILS ACCOUNT ROLES CONTACTS	BANKING DE	Information" requ	est instead.	ntact, the change request ng contact, the change req				(PR Only)		
Contact Salutation	Contact Name		f the contact	ts listed below is a duplicat	e of the one yo	u are trying to				
Mr.	Andres Franco	First Name	✓ La:	ast Name 🗸 🗸	Email	~	Acti			
Ms.	Carla Haddad Marc	David	Ev	/ans	devans=unice	forg@exa				
Mr.	David Evans					.norgeotum				
Ms.	If the con	tact is not a du	olicate	, you can go				ation		
Ms.		ith the request				Previous	Next			
Mr.	N									
Ms.	Nalinee Nippita	nnip	pita=unicef.c	org@example.com						
Mr.	Olav Kjorven	okjo	rven=unicef.	org@example.com						







Back to the overview of the steps for this request

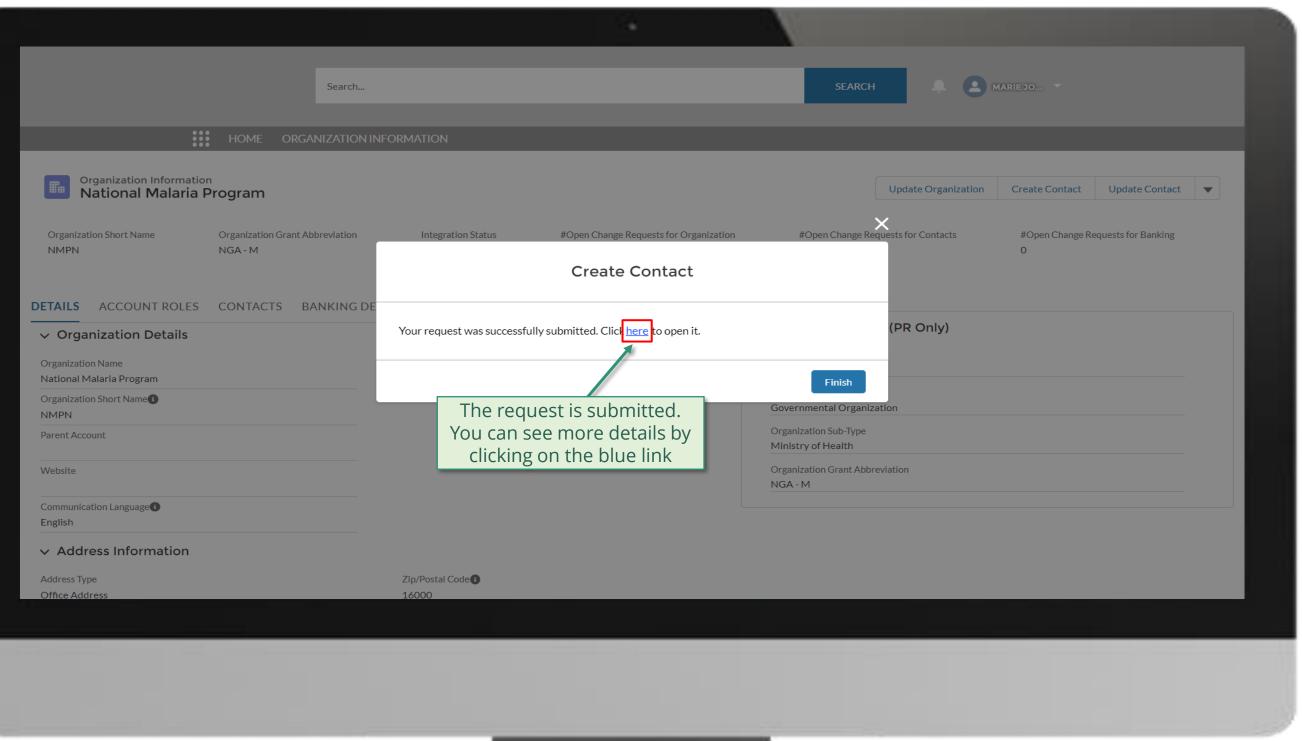
## Step 2o

				14	N N				
	Search					SEARCH	÷ •	iarie jo 🔻	
н	OME ORGANIZATION INF	ORMATION							
Organization Information National Malaria Prog	ram		C	Create Contact			date Organization	Create Contact	Update
	anization Grant Abbreviati A - M Up	load Template for assig	ning Portal acces	s rights to contacts			for Contacts	#Open Change Re 0	equests for I
			Or drop files						
Attach the supporting cuments if needed		▲ Upload files	Or drop files	gning Submitter access for Gra	ant Deliverables		R Only)		
National Malaria Program Organization Short Name NMPN			Or drop files						
Parent Account		<b>mplate:</b> bmitter Authorizatio	n Letter Templat	e					
Website		e attached supportin bmission.	ng documents wi	ll be visible in the Files tab of	f the change request upor	n	ן 		
Communication Language English Address Information					Previous	Next	2. Click I	Next	
Address Type Office Address		Zip/Postal Code () 16000							





## Step 2p

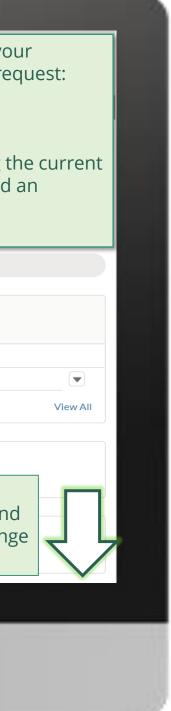




#### Step 2q

	2	1ATION gration Status	1 2 3 51 0	ou can now see the details of yo uccessfully submitted change re . Change request type . Change request status . Chevron status bar indicating tatus of the change request and verview of the process . The change request details
	$\checkmark$	Pending Global Fund	Review	Closed
Case History (1)				
Date	Field	User	Original Value	New Value
11/05/2021 15:34	Created.	Marie Johnson		
			C	Duplicate merge history
			No	Click on the arrow to
✓ Guidance				
<ul> <li>Color coding explanation:</li> <li>Green - Access was added</li> </ul>				scroll down the screen an
Color coding explanation: • Green - Access was added • Red - Access was removed	Id value is crossed out)			Re-su see the details of the chan
Color coding explanation: • Green - Access was added			Th	
Color coding explanation: • Green - Access was added • Red - Access was removed		edit GED for this organization and its contacts via the Glo		Re-su see the details of the chan







# Step 2r

POSITIONS				Duplicate merge history
∨ Guidance				Not applicable
Color coding explanation: • Green - Access was added • Red - Access was removed • Yellow - Details were changed (old value is crossed out) Access to GED Portal - By clicking this box, you will allow this c Signatory for Legally-Binding Documents - The organization's acknowledgment in case of CMs, legally-binding documents that Official Job Title - Indicate the individual's job title within the or rights for this grant/country.	ontact to view and edit GED for this orga signatory(ies) for Legally-Binding Docun at are valid and enforceable, as per signa	nents is the person(s) that is are) duly authorized to sign, or tory specimen.	sign in	<b>Re-submit case</b> There is no clarification needed from your end at the moment
Grant Na ✓ Official Job Title ✓ Signa NGA-M-NGA - M Country Representative	atory for Legally-Binding Documents	Signatory for Disbursement Requests	Organiza	
			Þ	
DETAILS FILES  Contact Information  Organization Name National Malaria Program	<b>Note!</b> You can click on the Details tab to see the contact information			
Salutation Mr First Name				
Robert Last Name Brown				
Email Address robert.brown@yopmail.com				





Click here to go back to the overview page



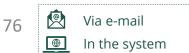


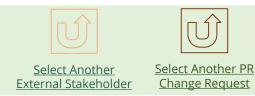
# **Grant Entity Data (GED) Interactive Manual**

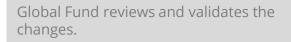














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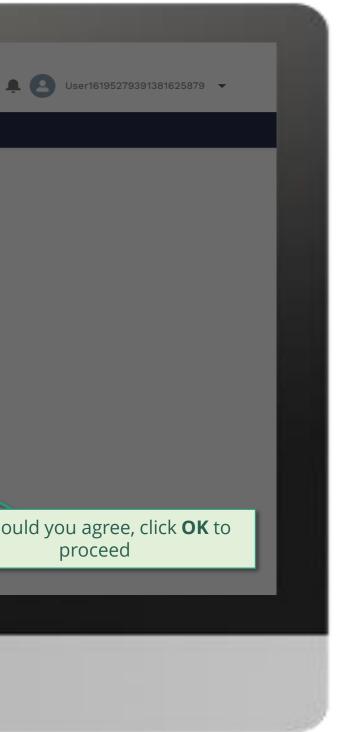
1. Read the information displayed carefully regarding the Global Fund **Privacy Statement** and the **Partner Portal Terms** of use

Your privacy is important to us. The Global Fund is committed to respecting the dignity and privacy of people, while balancing such rights with the Global Fund values of transparency and accountability and the ability of the Global Fund to carry out its mission. For further information on how the Global Fund collects and uses personal data, please read the Privacy Statements, including the supplemental statement for Global Fund Grant Funding and Management Activities, on our website. (https://www.theglobalfund.org/en/legal/privacystatement/)

The Global Fund licenses, operates and makes available the Partner Portal (the "Portal"). The Portal may contain features including RSS feeds, e-mail alert services, cookies, document management features, data management features and other applications that may be available from time-to-time (collectively, the "Features"). Any person that accesses or uses the Portal or Features, or both (the "User" and together, the "Users") agrees to be bound by the terms and conditions of the Terms of Use of the Global Fund Partner Portal (the "Terms of Use"), as they may be amended from time-to-time (available at this link http://www.theglobalfund.org/en/partner-portal/). These Terms of Use contain important conditions, disclaimers and other provisions, some of which limit the Global Fund's liability. If you do not agree to these Terms of Use or cannot enter into a legally binding agreement, you must not access or use the Portal or any of the Features.

> 2. Should you agree, click **OK** to proceed

Ok





Back to the overview of the steps <u>for this</u> <u>request</u>

#### Step 2a





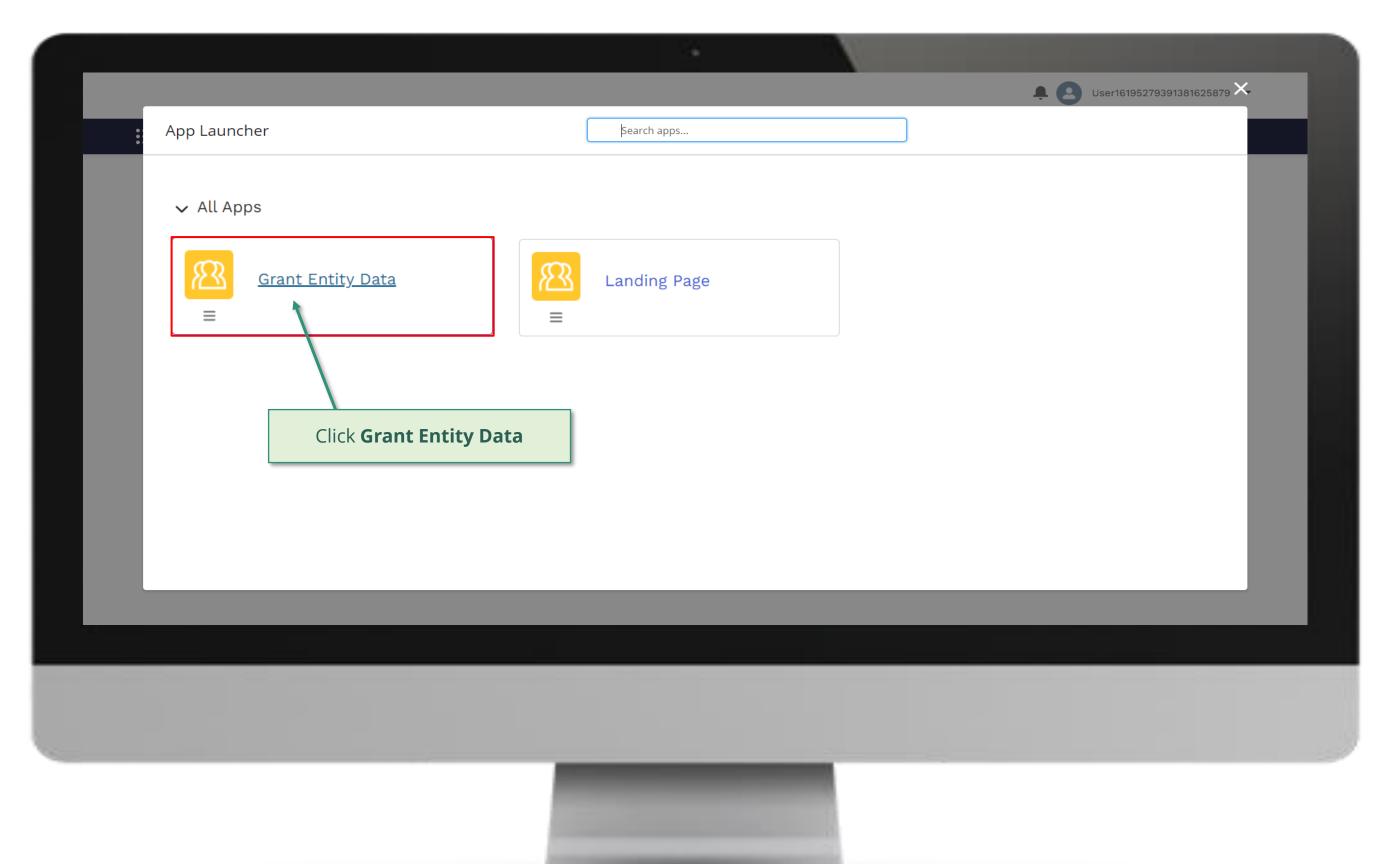


Welcome!



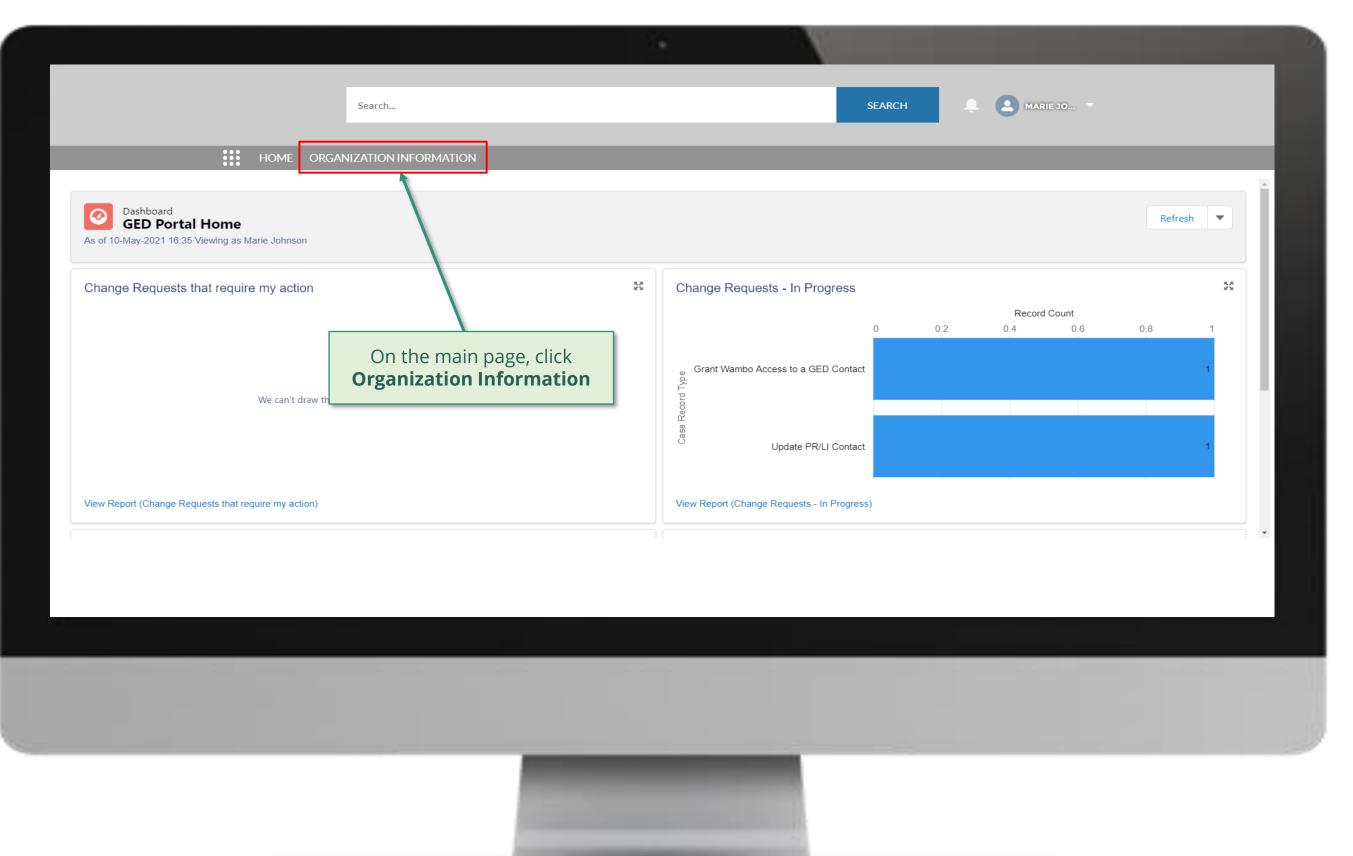
Back to the overview of the steps for this <u>request</u>

#### Step 2b





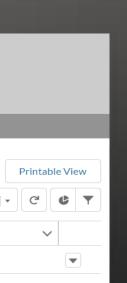
# Step 2c





#### Step 2d

Organization Information         My Organizations	Search ORGANIZATION INFORMATION	_	SEARCH	_
	ization information - Organization Record Type • Updated a few seconds ago	<ul><li>✓ Country</li><li>Nigeria</li></ul>	Q   Search this list     V   Parent Account	\$
Select the organizatio to update by clicki	n you want ng on it			

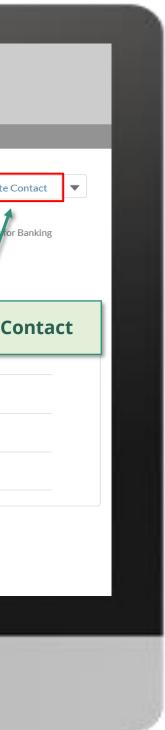




# Step 2e

		Search			SEARC	н 🔶 🙆	MARIE JO *
	Home organ	NIZATION INFORM/	ATION		_	_	
Organization Information National Malaria	Program					Update Organization	Create Contact Update C
Organization Short Name NMPN	Organization Grant Ab NGA - M	obreviation	Integration Status Completed	#Open Change Requests for Organization O	#Open Change 2	Requests for Contacts	#Open Change Requests for 0
DETAILS ACCOUNT ROLES	CONTACTS B/	ANKING DETAILS	CHANGE REQUEST	S FILES MORE	Organization Deta Role PR	ails (PR Only)	Click <b>Update Co</b>
National Malaria Program Organization Short Name NMPN					Organization Type Governmental Organ	ization	
Parent Account					Organization Sub-Type Ministry of Health		
Website					Organization Grant Ab NGA - M	breviation	
Communication Language English							
✓ Address Information		71					
Address Type Office Address			o/Postal Code				







# Step 2f

					N		
		Search			SEARCH	• • •	IARIE JO 🔻
0 0 0 0 0 0	HOME ORG	ANIZATION INFORI	MATION			`	
Organization Informatio National Malaria F	n Program			Update Contact		Update Organization	Create Contact Update
Organization Short Name NMPN	Organization Grant A NGA - M	bbreviation	First Name Emily	✓ Last Name Jones	~	ests for Contacts	#Open Change Requests for O
DETAILS ACCOUNT ROLES	CONTACTS B	ANKING DE	George     Hellen     Johan	Edwards Brown O'Neil		(PR Only)	
Organization Short Name NMPN Parent Account			Sarah	Johnson Thompson		on	
Website Communication Language English	5	Select the co update	ontact you want to and click <b>Next</b>		Next	ation	
✓ Address Information Address Type Office Address			Zip/Postal Code				



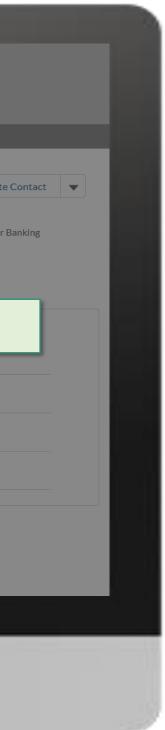




# Step 2g

			N	
	Search		SEARCH	
Organization Information	n	Update Contact		Update Organization Create Contact Update
Organization Short Name	Program Organization Grant Abbreviation NGA - M	* Salutation Mr First Name:	▼	ests for Contacts #Open Change Requests for 0
DETAILS ACCOUNT ROLES	CONTACTS BANKING DE	George * Last Name Edwards * Email Address		Update the information and click <b>Next</b>
National Malaria Program Organization Short Name NMPN Parent Account		george.edwards@yopmail.com Mobile Phone  +123456000		on
Website Communication Language 1			Next	ation
English <ul> <li>Address Information</li> </ul> Address Type		Zip/Postal Code		
Office Address		16000		







#### Step 2h

	Search	SEARCH
HOME ORGAN	Update Contact	-Update Organization Create Contact Update O
Organization Short Name       Organization Grant Abb         NMPN       NGA - M         DETAILS       ACCOUNT ROLES       CONTACTS       BA <ul> <li>Organization Details</li> <li>Organization Name</li> <li>National Malaria Program</li> </ul> <ul> <li>Organization Program</li> </ul>	reviation <ul> <li>Cuidance</li> <li>Access to Grant Deliverables - *** By clicking this box, you will allow this contact to view or edit Grant Deliverables for this organization and its contacts via the Global Fund Partner Portal. Access to GED Portal - By clicking this box, you will allow this contact to view and edit GED for to organization and its contacts via the Global Fund Partner Portal. Signatory for Legally-Binding Documents - The organization's signatory(ies) for Legally-Binding Documents is the person(s) that is(are) duly authorized to sign, or sign in acknowledgment in cas CMs, legally-binding documents that are valid and enforceable, as per signatory specimen. Official Job Title - Indicate the individual's job title within the organization. This job title will be displayed on official documents if the contact is assigned signatory or notice rights for this grant/country.</li></ul>	his
Organization Short Name NMPN Parent Account	*** Select the row in order to create a position for this contact.	ents
Select the grant you wish to edit Communication Language English ~ Address Information	Back Next	ation
Address Type Office Address	Zip/Postal Code	







# Step 2i

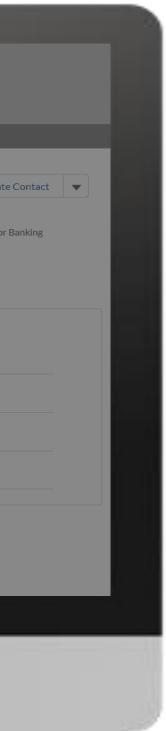
Create Contact Update C
ganization Create Contact Update C
rganization Create Contact Update C
ntacts #Open Change Requests for Ba O





#### Step 2j

Exact:     Exact:						
Update Contact     Update Organization Information        Organization Information     Organization Short Name        Organization Short Name        Vestors        Organization Short Name              Vestors		Search	SEARCH	×	IARIE JO 🔻	
Organization Short Name Organization Grant Abbreviation   NMPN NGA - M <b>DETAILS</b> Account <b>Contacts Account Contacts Balte Contacts Balte Contacts Balte Contact</b>	Organization Informatio	n	Update Contact		Create Contact	Undat
DETAILS ACCOUNT ROLES CONTACTS BANKING DE <ul> <li>Organization Details</li> <li>Organization Name</li> <li>National Malaria Program</li> <li>Organization Name</li> <li>NMPN</li> <li>Parent Account</li> <li>Website</li> <li>Communication Language</li> <li>Englib</li> <li>Address Information</li> <li>Address Type</li> </ul> Chs. legally-binding documents that are valid and enforceable, as per signatory specimen.      Chs. legally-binding documents that are valid and enforceable, as per signatory specimen. Official documents if the contact is assigned signatory or notice rights for this grant/country. (PR Only) (PR Only	Organization Short Name	Organization Grant Abbreviation	Access to GED Portal - By clicking this box, you will allow this contact to view and edit GED for this organization and its contacts via the Global Fund Partner Portal. Signatory for Legally-Binding Documents - The organization's signatory(ies) for Legally-Binding		#Open Change R	
Organization Short Name   NMPN   Parent Account   Website   Communication Language   English   Address Information   Address Type     Zip/Postal Code	✓ Organization Details Organization Name	CONTACTS BANKING DE	CMs, legally-binding documents that are valid and enforceable, as per signatory specimen. Official Job Title - Indicate the individual's job title within the organization. This job title will be displayed on official documents if the contact is assigned signatory or notice rights for this	(PR Only)		
Communication Language   English    Address Information    Address Type	Organization Short Name NMPN			n		
English       Address Information       Address Type       Zip/Postal Code I	Website		Back Next	ation		
Address Information     Click Next       Address Type     Zip/Postal Code I						
Office Address 16000	✓ Address Information Address Type		Zip/Postal Code			
	Office Address		16000			





#### Step 2k

	Search SEARCH	MARIE JO 💌
Organization Information	Update Contact	nization Create Contact Update
Organization Short Name Organization Grant NMPN NGA - M	Abb. As this contact requires access to the Partner Portal a mobile number will be required to send a verification message for logging in.	1. If the contact req Partner Portal, it is r a mobile
DETAILS ACCOUNT ROLES CONTACTS	BAI Mobile Phone Number 1	
<ul> <li>✓ Organization Details</li> <li>Organization Name</li> <li>National Malaria Program</li> </ul>	Complete this field.	
Organization Short Name MMPN Parent Account	Previous	
Website		2. Click <b>Next</b>
Communication Language English		
✓ Address Information		
Address Type Office Address	Zip/Postal Code	





uires access to the mandatory to enter number





Back to the overview of the steps for this request

# Step 2I

		· · ·		
	2	earch SE	ARCH	MARIE JO 🔻
	HOME ORGANIZ	ATION INFORMATION		
Organization Information National Malaria	Program	Lindate Contact	Update Organization	Create Contact Update
Organization Short Name NMPN	Organization Grant Abbrev NGA - M	Update Contact	sts for Contacts	#Open Change Requests for I 0
DETAILS ACCOUNT ROLES	CONTACTS BANI	ING I Attach signed Authorization Letter for assigning Submitter access for Grant Deliverables Upload files Or drop files Template: Submitter Authorization Letter Template The attached supporting documents will be visible in the Files tab of the change request upon submission.	PR Only)	
Website		Previous NGA - M	tion	
Communication Language		If requesting Submitter rights, attach		
✓ Address Information		the signed authorization letter and click <b>Next</b>		
Address Type Office Address		16000		





#### Step 2m

English Français Español

						×		
	Search		Create Contac	t		<b>.</b>	OONAM 🔻	
	HOME ORGANIZATION I							
Organization Informatio		Possible Duplicate Contact	S					
	children's Fund	The below list shows potential of the below list shows potential of the two two the two	•	information to the one y	ou are trying	Update Organization	Create Contact	Updat
Organization Short Name UNICEF DETAILS ACCOUNT ROLES	Organization Grant Abbreviation UNICEF CONTACTS BANKING DE	a duplicate is identified, sel a.lf you are <b>creating a ne</b> contact for this organiza	w contact, the change request	contact will be used as Fo	ocal Point	ests for Contacts	#Open Change R 1	equests for
		selected contact.	existing contact, the change re			(PR Only)		
Contact Salutation	✓ Contact Name	2. Click 'Next' if none of the co create/update.	ontacts listed below is a duplica	ate of the one you are try	ving to			
Mr.	Andres Franco	First Name 🗸 🗸	Last Name 🗸 🗸	Email	✓ Acti			
Ms.	Carla Haddad Marc	• George	Edwards	george.edwards@yop	omail.c			
Mr.	David Evans	Clear election						
Ms.	Dominique Hyde					ation		
Ms.	For Global PRs only	, potential duplicat	e contacts are	Previous	Next			
Mr.	identified by the sys					-		
Ms.	Use the Action icon							
Mr.	determine whether	the contact being c	reated is a dupli	icate				
	of an existing one.							
	Click <u>here</u> to skip thi	s step						





Back to the overview of the steps for this request

#### Step 2n

nglish Français Español

								×	
	Search			Create C	ontac	t			OONAM 🔻
HOME	ORGANIZATION								
		Possible Duplica	te Contacts	;					
Organization Information United Nations Children's Fu	und	The below list sho to create/update.	-	uplicate contacts wi options:	th similar i	nformation to the	one you are trying	Update Organization	Create Contact Updat
Organization Short Name Organization G UNICEF UNICEF	rant Abbreviation	a duplicate is a.lf you are contact fo	identified, sele creating a new this organizat		lick 'Next'. selected co	ontact will be used	as Focal Point	ests for Contacts	#Open Change Requests for 1
DETAILS ACCOUNT ROLES CONTACTS	BANKING D		e <b>creating a ne</b> v n" request inst	<b>w contact</b> , the chanູ ead.	ge request	will become an "U	pdate Contact		
		c.lf you are selected c		xisting contact, the	change re	quest will be trans	ferred under the	(PR Only)	
Contact Salutation	Contact Name	2. Click 'Next' if create/updat		ntacts listed below i	s a duplica	te of the one you a	re trying to		
Mr.	Andres Franco	 First Name	~	Last Name	~	Email	✓ Acti		
Ms.	Carla Haddad Ma	er George		Edwards		george.edwards	View		
Mr.	David Evans	Clear selection				georgeieunara			
Ms.	Dominique Hyde		A					ation	
Ms.	Mandeep O'l	Following the							
Mr.	Myo-Zin Nyu	View. This wanother wind				Pre	evious Next		
Ms.	Nalinee Nipp	information a							
Mr.	Olav Kjorven		ate cont						







Back to the overview of the steps for this request

#### Step 2o

English Français Español					
	Search			SEARCH	A MARIE JO *
HOME ORGA	NIZATION INFORMATIC	N			
Contact George Edwards					
Title Email Address george.edwards@yopmail.com	Allow Access to Wambo	Access to GED Portal	Access to SP		
DETAILS POSITIONS & ACCESS CHANGERE	EQUESTS FILES	1. Under <b>Details</b> ar tabs, you can view	all the information		
<ul> <li>✓ Contact Details</li> <li>Name</li> <li>Mr George Edwards</li> <li>Email Address</li> <li>george.edwards@yopmail.com</li> <li>Phone Number</li> </ul>		potential duplicate	contact		
City			Mobile +123456000 Country		2. Click on the arrow to go back to the main page of th change request





# Step 2p

English Français Español

HOME	Search ORGANIZATION II	Create	Contact	×	<b>. . .</b>	OONAM 🔻
Organization Information United Nations Children's Fu		Possible Duplicate Contacts The below list shows potential duplicate contacts to create/update. You have two options:	with similar information to the one	you are trying	Update Organization	Create Contact Upda
UNICEF UNICEF	rant Abbreviation	<ol> <li>Use the Action drop-down to check if the cont a duplicate is identified, select the contact and a.lf you are creating a new organization, the contact for this organization.</li> <li>b.lf you are creating a new contact, the character is a new contact.</li> </ol>	click 'Next'. e selected contact will be used as Fo	ocal Point	ests for Contacts	#Open Change Requests fo 1
DETAILS ACCOUNT ROLES CONTACTS	BANKING DE Contact Name Andres Franco	Information" request instead. c.If you are <b>updating an existing contact</b> , th selected contact. 2. Click 'Next' if none of the contacts listed below create/update.			(PR Only)	
<ul> <li>Ms.</li> <li>Mr.</li> <li>Ms.</li> </ul>		ct is not a duplicate, you ca h the request by clicking <b>Ne</b>		Acti	ation	
Ms.	Mandeep O'Brien Myo-Zin Nyunt		Previou	sNext		
Ms. Mr.	Nalinee Nippita Olav Kjorven	nnippita=unicef.org@example okjorven=unicef.org@exampl				

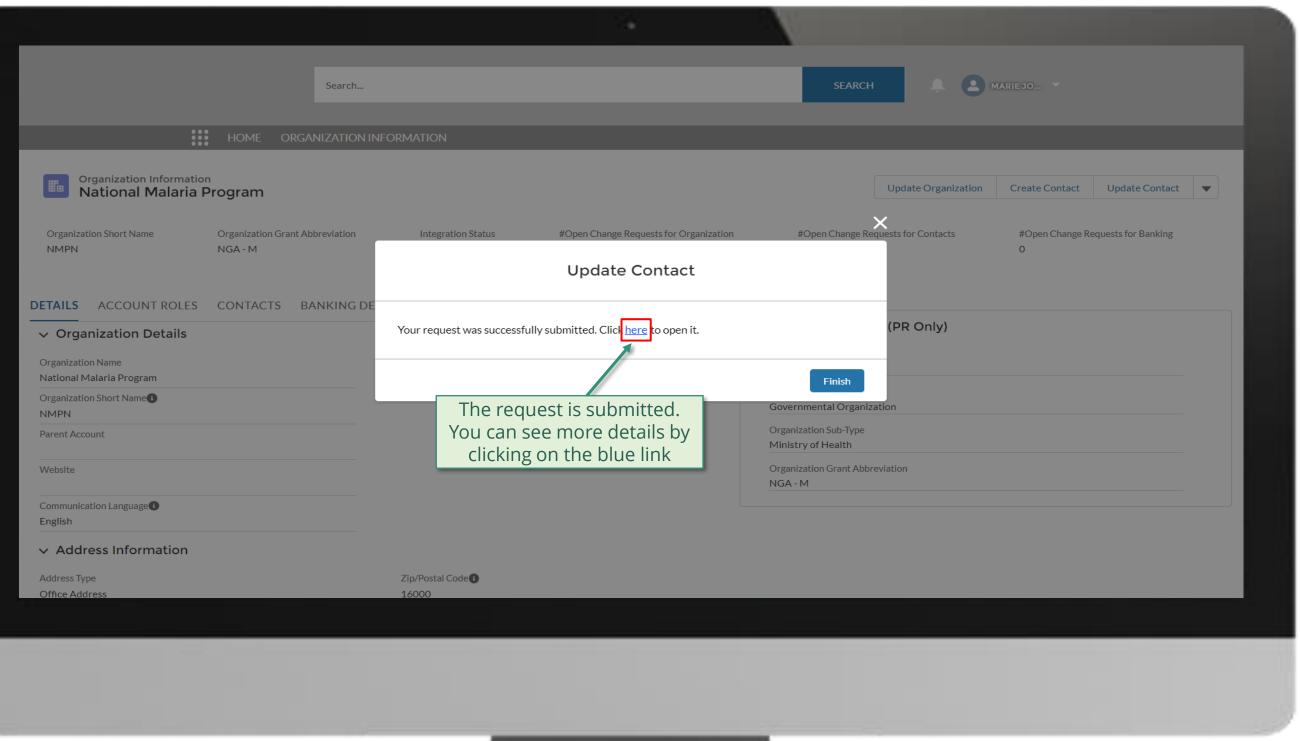






Back to the overview of the steps for this request

# Step 2q



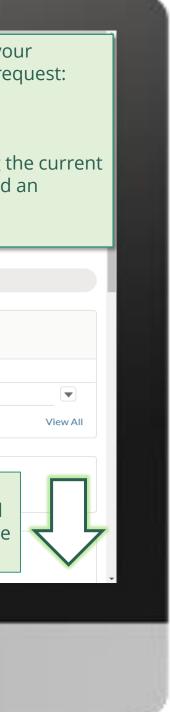




#### Step 2r

				54		
	Se	earch			SE	successionly submitted change it
Change Request 00022076 1 Request Record Type Update PR/LI Contact	HOME ORGANIZ	ATION INFORMATION	(	3		<ol> <li>Change request type</li> <li>Change request status</li> <li>Chevron status bar indicating status of the change request and overview of the process</li> <li>The change request details</li> </ol>
	~		Pending	Global Fund Review	$\rightarrow$	Closed
Case History (1)	4 Field		User Maria Jahrson	Or	iginal Value	New Value
11/05/2021 16:44	Created.		Marie Johnson			
<ul> <li>POSITIONS</li> <li>Color coding explanation:</li> <li>Green - Access was added</li> <li>Red - Access was removed</li> <li>Yellow - Details were changed</li> </ul>	d (old value is crossed out)					Dup       Click on the arrow to         Not ap       Click on the arrow to         scroll down the screen and       see the details of the change         Re-s       request raised         There is no charmed anomenee       request raised







# Step 2s

Case History (1)					
Date Field	t	User	Original Val	ue	New Value
11/05/2021 16:44 Crea	ated.	Marie Johnson			
POSITIONS ✓ Guidance					Duplicate merge history
Color coding explanation: • Green - Access was added • Red - Access was removed • Yellow - Details were changed (old value is crossed of	out)	The new rights an according to the c			<b>Re-submit case</b> There is no clarification needed from your end at the moment
Access to GED Portal - By clicking this box, you will allow Signatory for Legally-Binding Documents - The organiz acknowledgment in case of CMs, legally-binding docume Official Job Title - Indicate the individual's job title within rights for this grant/country.	zation's signatory(ies) for Legally-Binding Doc ents that are valid and enforceable, as per sig	cuments is the person(s) that is(are) du natory specimen.	ly authorized to sign, or sign		
uments Signatory for Disbursement Requests	s Organization Representative	for Notices Access to GED	Portal Access to	Wam	
4	✓	✓		•	
DETAILS	<b>Note!</b> You can click on the Details tab to see the contact information	5			



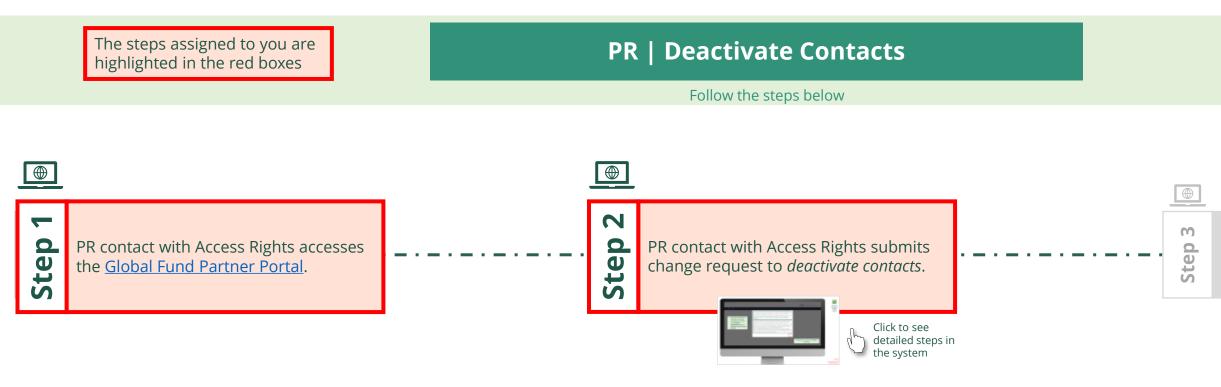
Click here to go back to the overview page

View All





# **Grant Entity Data (GED) Interactive Manual**





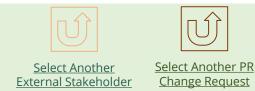


Via e-mail In the system

R

97

Principal Recipient (PR) Deactivate Contacts



Global Fund reviews and validates the changes.

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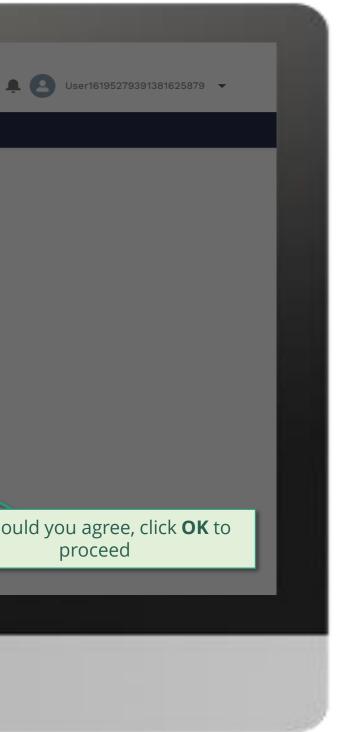
1. Read the information displayed carefully regarding the Global Fund **Privacy Statement** and the **Partner Portal Terms** of use

Your privacy is important to us. The Global Fund is committed to respecting the dignity and privacy of people, while balancing such rights with the Global Fund values of transparency and accountability and the ability of the Global Fund to carry out its mission. For further information on how the Global Fund collects and uses personal data, please read the Privacy Statements, including the supplemental statement for Global Fund Grant Funding and Management Activities, on our website. (https://www.theglobalfund.org/en/legal/privacystatement/)

The Global Fund licenses, operates and makes available the Partner Portal (the "Portal"). The Portal may contain features including RSS feeds, e-mail alert services, cookies, document management features, data management features and other applications that may be available from time-to-time (collectively, the "Features"). Any person that accesses or uses the Portal or Features, or both (the "User" and together, the "Users") agrees to be bound by the terms and conditions of the Terms of Use of the Global Fund Partner Portal (the "Terms of Use"), as they may be amended from time-to-time (available at this link http://www.theglobalfund.org/en/partner-portal/). These Terms of Use contain important conditions, disclaimers and other provisions, some of which limit the Global Fund's liability. If you do not agree to these Terms of Use or cannot enter into a legally binding agreement, you must not access or use the Portal or any of the Features.

> 2. Should you agree, click **OK** to proceed

Ok





Back to the overview of the steps <u>for this</u> <u>request</u>

#### Step 2a





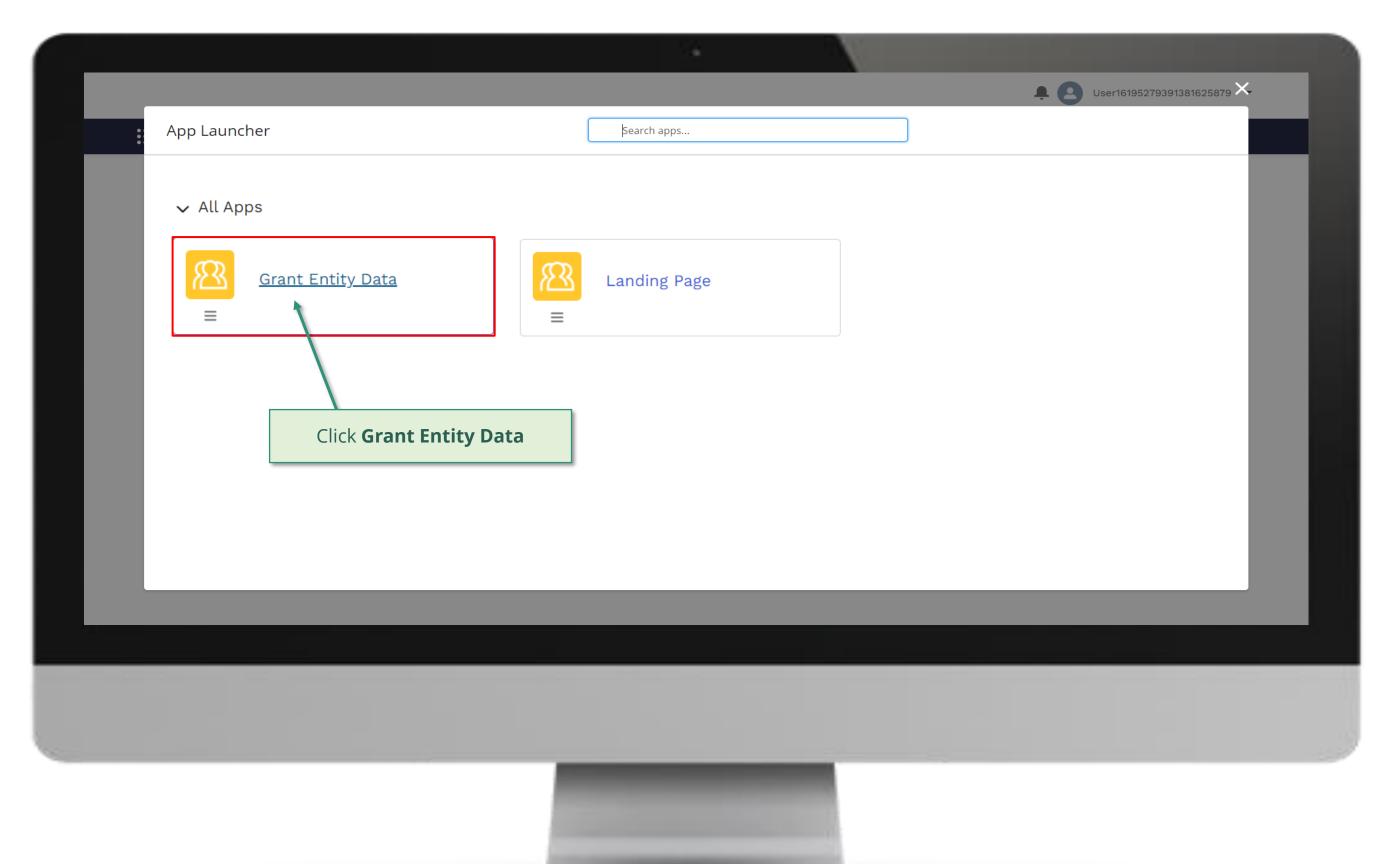


Welcome!



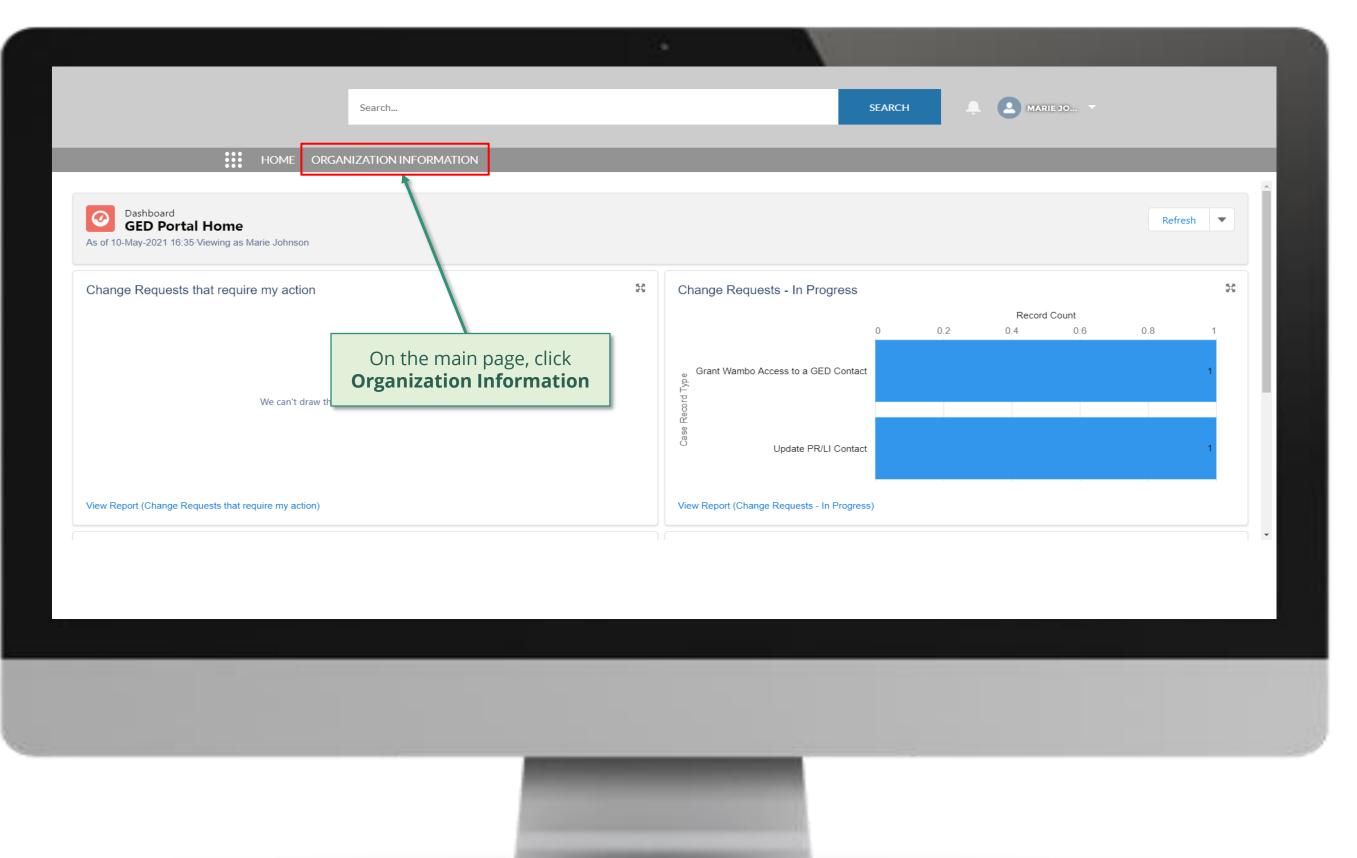
Back to the overview of the steps for this <u>request</u>

#### Step 2b





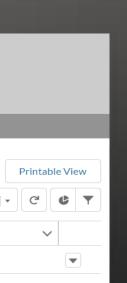
# Step 2c





#### Step 2d

Organization Information         My Organizations	Search ORGANIZATION INFORMATION	_	SEARCH	_
	ization information - Organization Record Type • Updated a few seconds ago           Organization Short Name           NMPN	<ul><li>✓ Country</li><li>Nigeria</li></ul>	<ul><li>Q Search this list</li><li>✓ Parent Account</li></ul>	\$
Select the organizatio to update by clicki	n you want ng on it			





# Step 2e

			<u> </u>			
	Se	arch		SEARCH	Click on the b	lue arro
	Home organiza	TION INFORMATION		,	click <b>Deac</b>	tivate
Organization Information National Malaria F	Program			Update Organiz	ation Create Contac	t Update
Organization Short Name NMPN	Organization Grant Abbrevi NGA - M	Completed	#Open Change Requests for Organization 1	#Open Change Requests for Contac 4	ts #Open Cha O	Deactivate C Create Bank Update Bank Deactivate B
DETAILS       ACCOUNT ROLES <ul> <li>Organization Details</li> </ul> Organization Name           National Malaria Program           Organization Short Name           NMPN           Parent Account           Organization Short Name	CONTACTS BANK	ING DETAILS CHANGE REQUESTS	FILES MORE	Organization Details (PR Only) Role PR Organization Type Governmental Organization Organization Sub-Type Ministry of Health		
Website Communication Language English V Address Information				Organization Grant Abbreviation NGA - M		
Address Type		Zip/Postal Code				

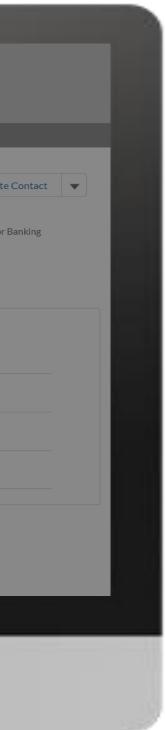




#### Step 2f

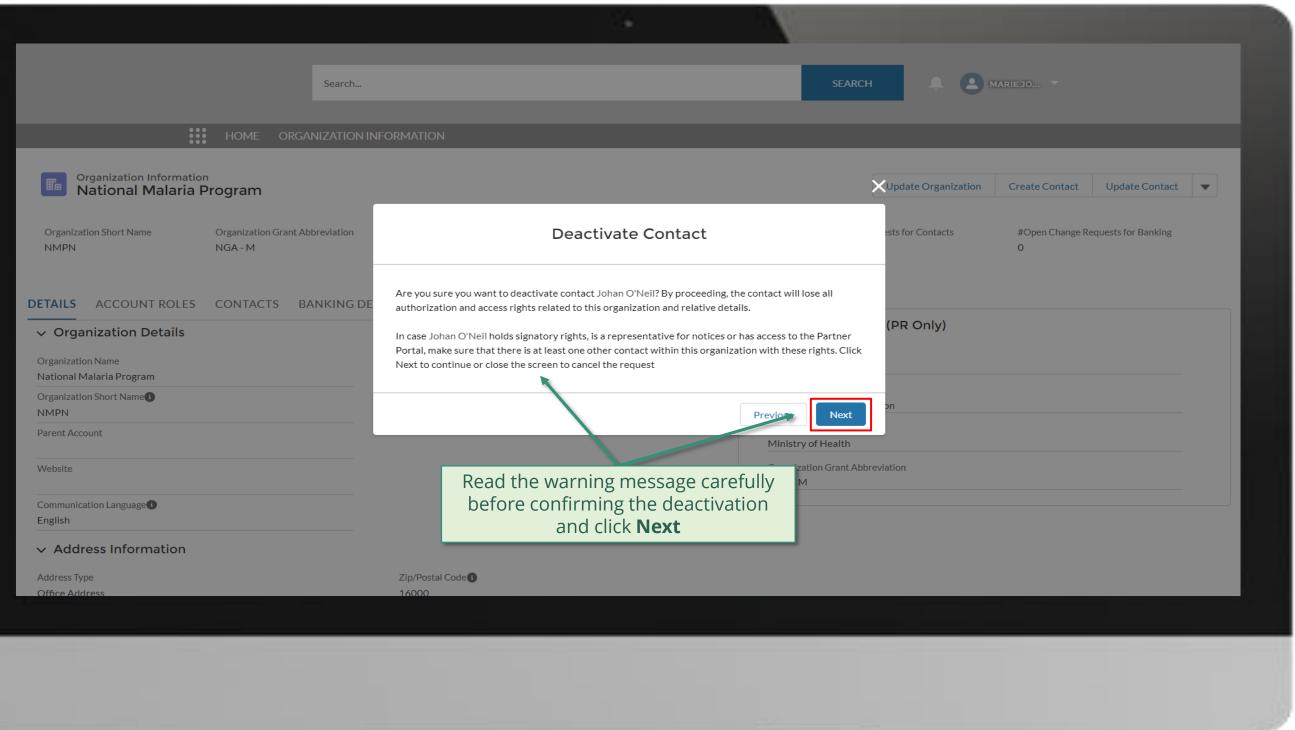
				N		
	Sear	arch		SEARCH	▲ <b>▲</b> ▲	ARIE JO 🔻
Organization Information National Malaria Progr	ome organizati ram		ctivate Contact		Update Organization	Create Contact Update
Organization Short Name Orga NMPN NGA	anization Grant Abbreviatio A - M	First Name	✓ Last Name	~	ests for Contacts	#Open Change Requests for O
DETAILS ACCOUNT ROLES CON → Organization Details	NTACTS BANKIN	NG DE Emily George	Jones Edwards Brown		(PR Only)	
Organization Name National Malaria Program		Johan Marie	O'Neil Johnson			
Organization Short Name NMPN Parent Account		Sarah	Thompson		n	
Website				Next	ation	
Communication Language English Address Information	Sele	ect the contact you want to leactivate and click <b>Next</b>				
Address Type Office Address		Zip/Postal Code 🚺 16000				







# Step 2g





Back to the overview of <u>the steps</u> <u>for this</u> <u>request</u>

#### Step 2h

	Search		SEARCH	A 0	MARIE JO 🔻
HOME ORGA	NIZATION INFORMATION				
Organization Information National Malaria Program				Update Organization	Create Contact Update
Organization Short Name Organization Grant Ab NMPN NGA - M	breviation	Deactivate Contact		ests for Contacts	#Open Change Requests for E O
<ul> <li>Organization Details</li> <li>Organization Name</li> <li>National Malaria Program</li> <li>Organization Short Name 1</li> </ul>	ANKING DE Your request was successfully su Click here to open it.	ıbmitted.	Finish	(PR Only)	
You can	quest is submitted. see more details by ng on the blue link		Organization Sub-Type Ministry of Health Organization Grant Abbr NGA - M	reviation	
Communication Language English					
Address Type Office Address	Zip/Postal Code				







#### Step 2i

Change Request 00022089 1 Request Record Type Deactivate PR/LI Contact	HOME ORGANIZATION INFORMATION Request status Integrat Pending Global Fund Review	i on Status Bending Global Fund R	eview	<ul> <li>You can now see the details of your successfully submitted change request:</li> <li>1. Change request type</li> <li>2. Change request status</li> <li>3. Chevron status bar indicating the current status of the change request and an overview of the process</li> <li>4. The change request details</li> </ul>
Case History (1)	)			
Date	Field	User	Original Value	New Value
12/05/2021 15:04	Created.	Marie Johnson		
DETAILS FILES     Contact Information     Organization Name	<b>Note!</b> You can access details on the newly created request by clicking on the tabs and scrolling down the page	Existing Contact		View All Duplicate merge history Not applicable
National Malaria Program		Johan O'Neil		Re-submit case
Salutation Mrs				There is no clarification needed from your end at the moment
First Name Johan Email Address		Last Name O'Neil		
Email Audi 655				



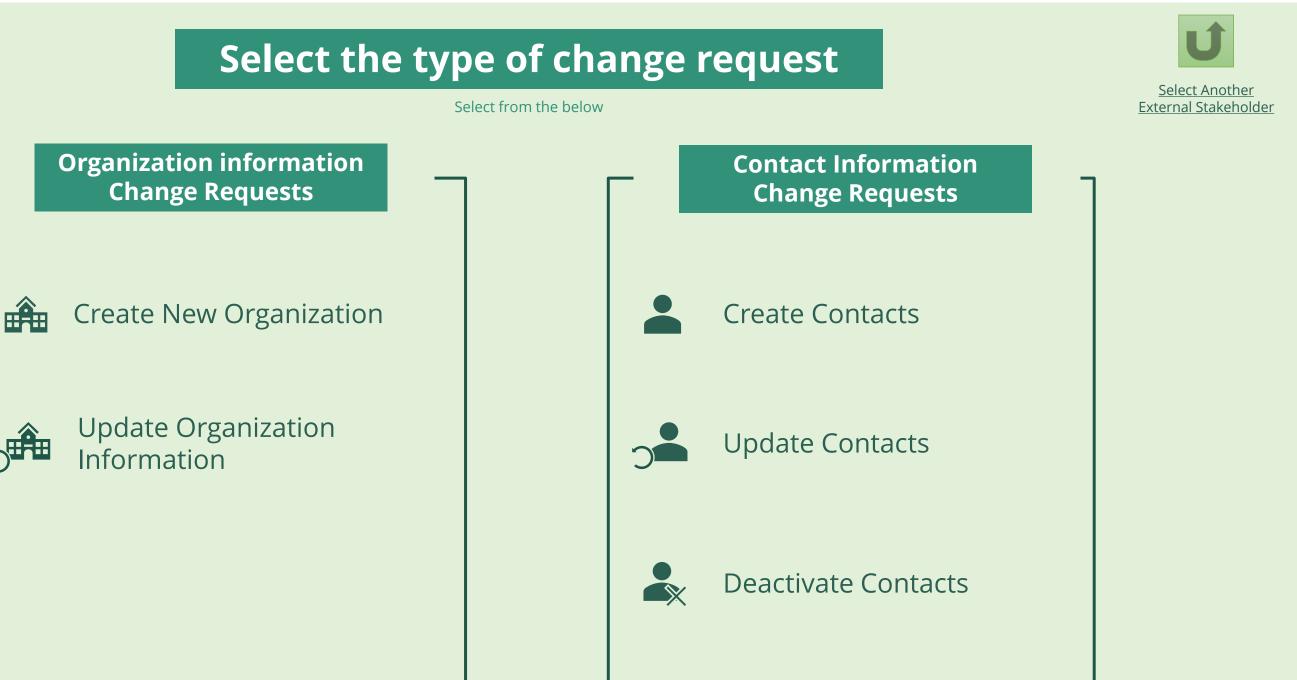


Click here to go back to the overview page

# Step 2j



# **Grant Entity Data (GED) Interactive Manual**



Country Coordinating Mechanism (CCM)



# **Grant Entity Data (GED) Interactive Manual**







Country Coordinating Mechanism (CCM ) Create New Organization





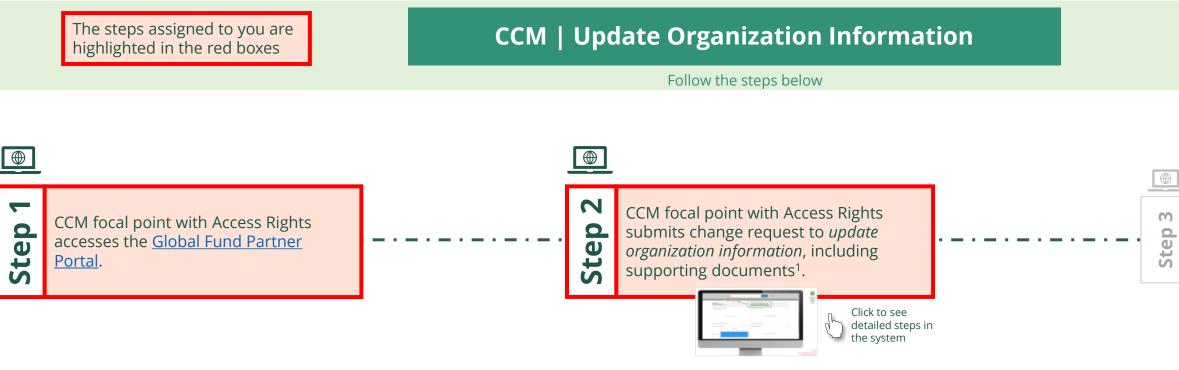
Select Another CCM Change Request

Designated CCM focal point with Access Rights receives login details to the <u>Global Fund Partner Portal</u> via email.



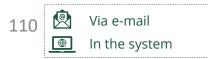


# **Grant Entity Data (GED) Interactive Manual**









Country Coordinating Mechanism (CCM) **Update Organization Information** 

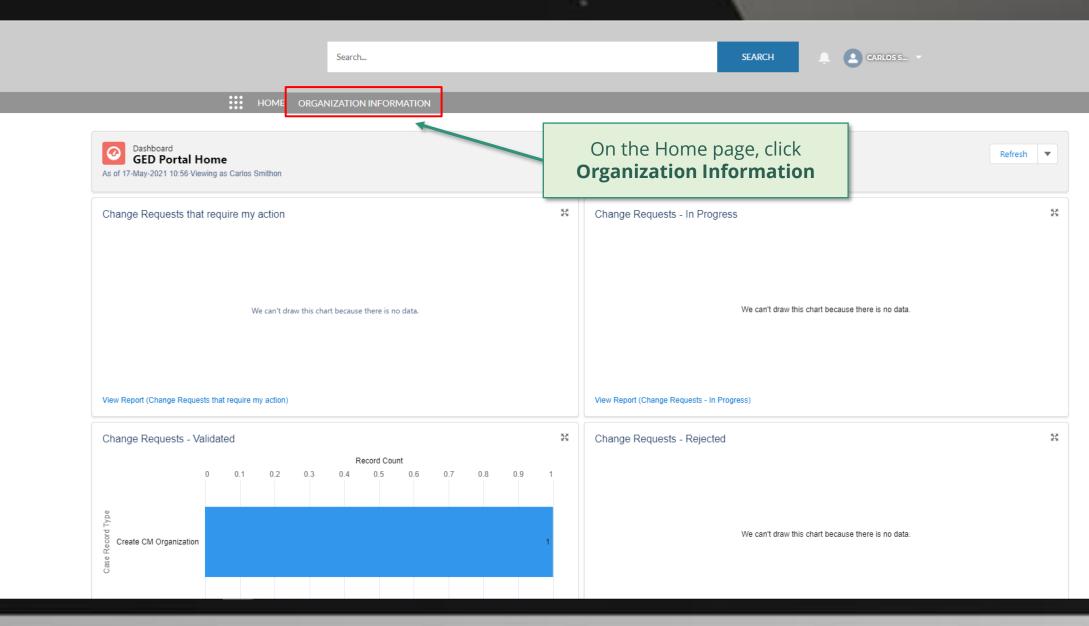




Select Another CCM **Change Request** 

Global Fund reviews and validates the changes.











### Step 2a

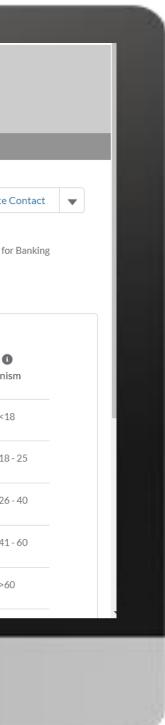
	14			
	Search	SEARCH	📮 💽 CARLOS S 🔹	
HOME ORGA	ANIZATION INFORMATION			
Organization Information My Organizations				Printable View
1 item • Sorted by Organization Name • Filtered by All organization infor	rmation - Organization Record Type • Updated a few seconds ago		Q Search this list	\$ • C' C'
Organization Name 🕈	✓ Organization Short Name	✓ Country	✓ Parent Account	~
1 Coordinating Mechanism Nigeria	CM Nigeria	Nigeria		
	Click on the name of the anization you wish to update			





## Step 2b

	Search		SEARCH	CARLOS S *
Organization Informatic	on	Click Update Organization	Update Organization	Create Contact Update C
Coordinating Med Organization Short Name CM Nigeria	Organization Grant Abbreviation Integration S	Status #Open Change Requests for Organization 0	#Open Change Requests for Contacts 0	Create Contact Update Co #Open Change Requests for I 0
DETAILS ACCOUNT ROLES	CONTACTS BANKING DETAILS CHANG	E REQUESTS FILES MORE	Organization Details (CM Only) Role Coordinating Mechanism	Coordinating Mechanism Type Country Coordinating Mechanisn (CCM)
Coordinating Mechanism Nigeria Organization Short Name CM Nigeria			Representation by age group <18 (1)	% Representation by age group <18
Parent Account			Representation by age group 18 - 25 (1) Representation by age group 26-40 (1)	% Representation by age group 18 -
Website Communication Language			Representation by age group 26-40 U	% Representation by age group 26
English			Representation by age group >60 1	% Representation by age group >60





# Step 2c

		· ·	
Search.	Update Organization		CARLOS S 🔻
HOME ORGANIZATIO	<ul> <li>General Organization Information</li> <li>Organization Name C</li> <li>Coordinating Mechanism Nigeria</li> <li>Organization Short Name C</li> <li>CM Nigeria</li> </ul>	Update Organization	Create Contact Update #Open Change Requests for E
CM Nigeria Fields with (*) are mandatory           DETAILS         ACCOUNT ROLES         CONTACTS         BANKING           ~ Organization Details	Website	Change the	<sup>o</sup> information you ate and click <b>Next</b>
Organization Name Coordinating Mechanism Nigeria Organization Short Name CM Nigeria	Select the preferred communication language with the Global Fund. Address Information * Address Line 1 Moh'd Namadi Sambo Way, Abuja, Nigeria	o <18 <b>0</b>	Country Coordinating Mechanis (CCM) % Representation by age group <18
Parent Account Website	Address Line 2	26-40	% Representation by age group 18 % Representation by age group 26
Communication Language	Address Line 3	41-60	% Representation by age group 41
✓ Address Information	Representation by age	group >60 🕕	% Representation by age group >60





## Step 2d

🔔 🚨 CARLOS S... 🔻 × Organization Information Update Organization Create Contact Update Contact 🗸 **Coordinating Mechanism Nigeria** Update Organization Attach supporting documents Organization Grant Abbreviation Organization Short Name and click **Next** CM Nigeria Supporting Documents 1 Upload Files Or drop files DETAILS ACCOUNT ROLES CONTACTS BANKING DE Attach, where applicable, supporting documentation such as Meeting Minutes, legal documents or other communications (CM Only) (Letters/emails) proving the change. The documents support the changes, and they are not mandatory. Coordinating Mechanism Type 🕕 The attached supporting documents will be visible in the Files tab of the change request upon View Report - Active Contacts with Roles View Report - Endors Country Coordinating Mechanism submission. (CCM) <18 🚯 % Representation by age group <18 ✓ Contact Name **Contact Salutation** 0.00% Previous Next Dr. Alanis Finn n by age group 18 - 25 🕕 % Representation by age group 18 - 25 0.00% Miss Amanda Ragotu a.ragotu@yopmail.com Representation by age group 26-40 (1) % Representation by age group 26 - 40 **Carlos Smithon** Mr. c.smithon@yopmail.com 0.00% Ms. Fernanda Altugh f.altugh@yopmail.com Representation by age group 41-60 % Representation by age group 41 - 60 0.00% Mr. Leonardo Clavuls l.clavus@yopmail.com Representation by age group >60 🕕 % Representation by age group >60 Mr. Nuno Pombo n.pombo@yopmail.com 0.00%



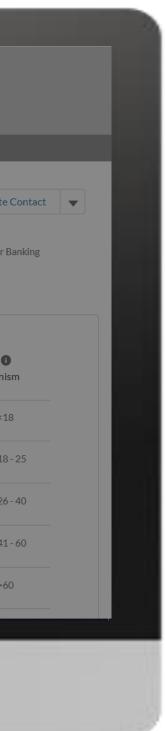




Back to the overview of the steps for this request

### Step 2e

🔔 CARLOS S... 🔻 Search... **Organization Information** Update Organization Create Contact Update Contact 🗸 🗸 Coordinating Mechanism Nigeria Organization Grant Abbreviation Organization Short Name #Open Change Requests for Banking Update Organization CM Nigeria 0 Your request was successfully submitted. Click here to open it. DETAILS ACCOUNT ROLES CONTACTS BANKING DE (CM Only) Coordinating Mechanism Type View Report - Active Contacts with Roles View Report - Endor Country Coordinating Mechanism Finish (CCM) The request is submitted. Representation by age group <18 % Representation by age group <18 **Contact Salutation** ✓ Contact Name You can see more details by 0.00% Dr. Alanis Finn clicking on the blue link. Representation by age group 18 - 25 🕕 % Representation by age group 18 - 25 0.00% a.ragotu@yopmail.com Miss Amanda Ragotu Representation by age group 26-40 🕕 % Representation by age group 26 - 40 Mr. Carlos Smithon c.smithon@yopmail.com 0.00% Ms. Fernanda Altugh f.altugh@yopmail.com Representation by age group 41-60 () % Representation by age group 41 - 60 0.00% Mr. Leonardo Clavuls l.clavus@yopmail.com Representation by age group >60 🕕 % Representation by age group >60 Mr. Nuno Pombo n.pombo@yopmail.com 0.00%





Back to the overview of the steps for this request

### Step 2f

			N N	
	Search			You can now see the details of your successfully submitted change require
	<	us		<ol> <li>Change request type</li> <li>Change request status</li> <li>Chevron status bar indicating the status of the change request and an overview of the process</li> <li>The change request details</li> </ol>
		Pending Global Fund Review		Closed
Case History (6+) 4				
Date	Field	User	Original Value	New Value
17/05/2021 11:48	Created.	Carlos Smithon		
17/05/2021 11:48	Zip/Postal Code	Carlos Smithon	1234	12345
17/05/2021 11:48	Representation by age group 18 - 25	Carlos Smithon		1
17/05/2021 11:48	Representation by age group <18	Carlos Smithon		1
17/05/2021 11:48	Representation by age group 26-40	Carlos Smithon		1
17/05/2021 11:48	Representation by age group 41-60	Carlos Smithon		1



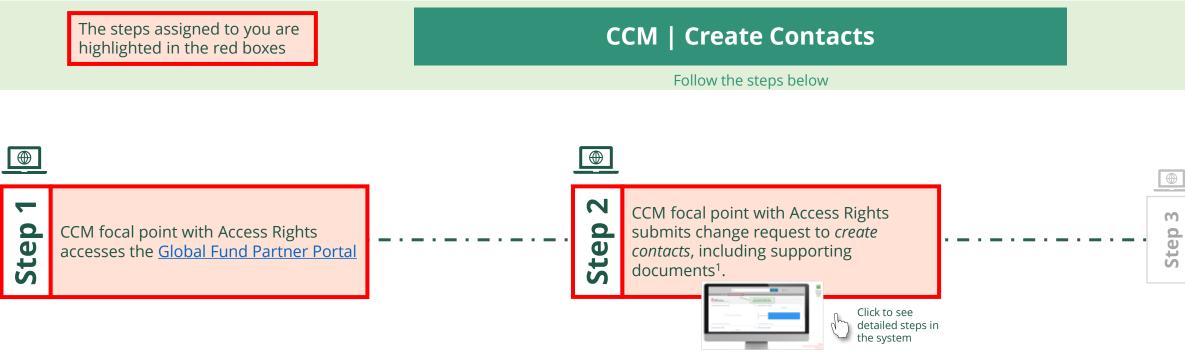


Click here to go back to the overview page

# Step 2g



# **Grant Entity Data (GED) Interactive Manual**





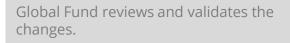




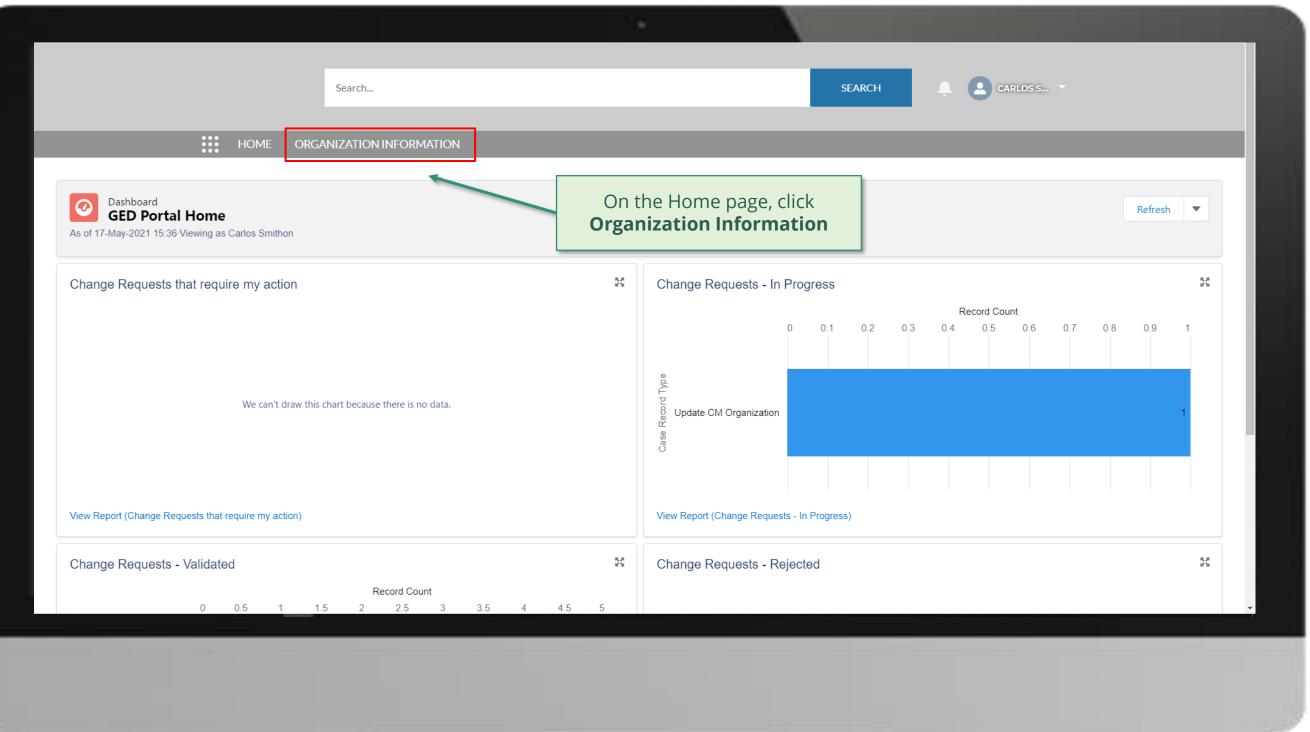




Select Another CCM Change Request











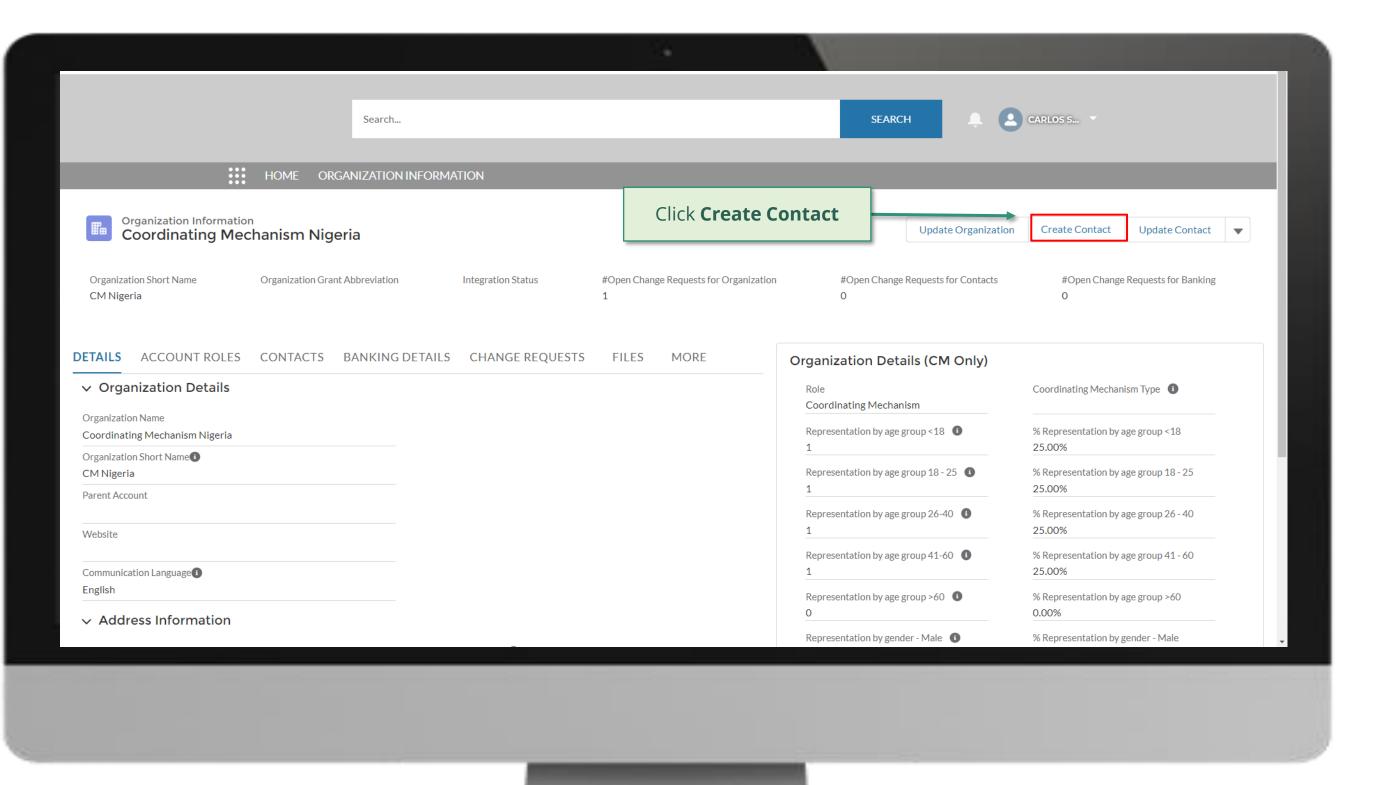
Step 2a

	Search	•	SEARCH
нон	IE ORGANIZATION INFORMATION		
Organization Information My Organizations V			
	All organization information - Organization Record Type • Updated a few seconds ago		Q Search this list \$\$ ▼
Organization Name ↑	<ul> <li>✓ Organization Short Name</li> <li>CM Nigeria</li> </ul>	<ul> <li>✓ Country</li> <li>Nigeria</li> </ul>	✓ Parent Account





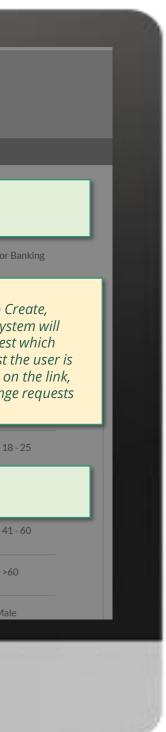
Step 2b





Step 2c Country Coordinating Mechanism (CCM Create Contacts

				<u></u>	
Search		Create Contact			CARLOS S 🔻
HOME ORGANIZATION IN	* Salutation				
Organization Information Coordinating Mechanism Nigeria	Please select * First Name		▼ ▼	1. Fill in all	the information
Organization CM Nigeria Fields with (*) are mandatory	* Last Name			ests for Contacts	#Open Change Requests for 0
DETAILS ACCOUNT ROLES CONTACTS BANKING DE	* Email Phone Number	<b>Note!</b> You can hover over the Info Icon		Update or Deac create an umbr includes all the raising at the so	raise a change request to C ctivate CM Contacts, the sys rella Parent Change Reques individual change request ame time. When you click o list of the individual chang
Organization Short Name CM Nigeria	Mobile Phone Number 1	to display more information on how to fill in the fields		→18-25 <b>①</b>	% Representation by age group 18
Parent Account	City			2. Click <b>Ne</b>	25.00% Xt
Website	Country			• ) 41-60 <b>()</b>	% Representation by age group 43
Communication Language			Next	p>60 <b>0</b>	25.00% % Representation by age group >6 0.00%
✓ Address Information			Representation by gende	er - Male 🕕	% Representation by gender - Mal





Step 2d

Country Coordinating Mechanism (CCM )

# Create Contacts

Search	Create Contact		CARLOS S V
HOME ORGANIZATION IN	Position Information		
Organization Information Coordinating Mechanism Nigeria	Organization Name Coordinating Mechanism Nigeria Organization Short Name CM Nigeria	1. Select th	e role and the sector
Organization Short Name Organization Grant Abbreviation CM Nigeria	*Role Please select Role in the Coordinating Mechanism:		.u
DETAILS ACCOUNT ROLES CONTACTS BANKING DE	Admin Focal Point (Secretariat of the Coordinating Mechanism): all staff of the Coordinating Mechanism Secretariat	(CM Only)	
✓ Organization Details	Member: all the elected members with active mandate         Alternate: alternate of current members         Chair: elected Chair with active mandate		Coordinating Mechanism Type
Organization Name Coordinating Mechanism Nigeria	Vice-Chair: elected Vice-Chair with active mandate Non-member: nominated member of a CM committee but not CM member	o <18 🕚	% Representation by age group <18 25.00%
Organization Short Name CM Nigeria	* Sector Represented	o 18-25 🕚	% Representation by age group 18 - 2 25.00%
Parent Account	Please select   Country-level stakeholder groups involved in the fight against HIV, TB and malaria represented	26-40	% Representation by age group 26 - 4
Website			25.00% % Representation by age group 41 - 6
Communication Language	Previous		25.00%
✓ Address Information	0 Representation by gende	2. Click	





Step 2e

Search	Create Contact		
HOME ORGANIZATION IN	Position Information  • Entry date into the Coordinating Mechanism (CM)		I. Fill in the remaining inform
Organization Information Coordinating Mechanism Nigeria	04-May-2021 Disease Component Represented		Note that fields with (*) are man
Organization Short Name Organization Grant Abbreviation CM Nigeria	Available Selected	or Cont	acts #Open Change Requests for Banking O
DETAILS ACCOUNT ROLES CONTACTS BANKING DETAIL	Malaria Multi-Component PSSLI	Icon	Only) Coordinating Mechanism Type
Organization Name Coordinating Mechanism Nigeria	RSSH	p<18	% Representation by age group <18     25.00%
Organization Short Name CM Nigeria		p 18 - 2	5 • % Representation by age group 18 - 25 25.00%
Parent Account Website	* Government Category Ministry of Planning and Development	p 26-40	
Communication Language	Official Job Title	p 41-60	25.00%
English 	Officer  * Recipient Status PR - Principal Recipient	p >60	Click on the arrow scroll down the scre
Address TypeAddress Line 1	Previous	Next	See the remaining
Moh'd Namadi Sambo Way, Abuja, Nigeria	Abuja		25.00%
Address Line 2	Country	sentation by gender - Transge	ender 1 % Representation by gender - Transgender







Step 2f

Search	Create Contact			LOS S 🔻
	Ministry of Planning and Development	×		
HOME ORGANIZATION IN	Official Job Title			
	Officer			
Organization Information Coordinating Mechanism Nigeria	* Recipient Status		Update Organization	Create Contact Update Contact
	PR - Principal Recipient	•		
Organization Short Name Organization Grant Abbreviation CM Nigeria	Indicate if the person represents an organization managing Global Fund grants. The recipient" can be chosen only if the contact does not represent an organization ma- grants (PR/SR/SSR).			the corresponding bo
	Signatory for Legally-Binding Documents			ce is one of the following
Organization Details	Member of the Oversight Committee Member of the Executive Committee		- Membe	ory for Legally-Binding l er of the Oversight Com
Co Note!	Note: This will be automatically ticked if the selected Role is "Chair", "Vice Chair"	1	Pi - IVIEIIIDE	er of the Executive Com
or Should you not want to share the details publicly, check this box	Do not share details publicly The Cluber Constant of the second state in the		p18-25 🕕	% Representation by age group 18 - 25
Par	The Global Fund may publish the contact details for designated contact points fron Mechanisms (such as Chair and Vice-Chair names, Administration Focal Point nam			25.00%
Website	Global Fund digital platforms to enable access to critical CM-functions, facilitate co transparency. If there are compelling reasons for not having your relevant persona	al data published on Global		% Representation by age group 26 - 40 25.00%
	Fund digital platforms please tick this box. Please note that even if you tick this box disclose your email address to relevant partners and third parties. The Global Fund connecting the displayed privacy of people while belonging such sights with the G	d is committed to		% Representation by age group 41 - 60 25.00%
Communication Language English	respecting the dignity and privacy of people, while balancing such rights with the G transparency, accountability and the ability to carry out its mission. For further info	ormation refer to the		% Representation by age group >60
<ul> <li>Address Information</li> </ul>	Global Fund Privacy Statements, including the supplemental statement for Global Management Activities.	Fund Grant Funding and		0.00%
A Maria Tan		- 1	Male	% Representation by gender - Male
Address Type		Previous Next	Female <b>3</b> 2. Clic	k <b>Next</b> to proceed
Address Line 1 Moh'd Namadi Sambo Way, Abuja, Nigeria	Abuja			25.00%
Address Line 2	Country	Representation by gender - 1	Transgender 🕕	% Representation by gender - Transgender

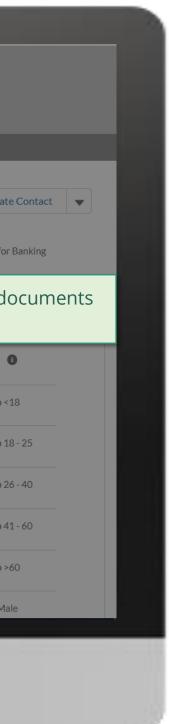






Step 2g Country Coordinating Mechanism (CCM ) Create Contacts

	· · ·		
Search			CARLOS S
	NFORMATION	X	
Organization Information Coordinating Mechanism Nigeria	Create Contact	Update Organizatio	n Create Contact Upda
Organization Short Name Organization Grant Abbreviation CM Nigeria	Election Meeting Minutes           ① Upload Files         Or drop files	ests for Contacts	#Open Change Requests fo 0
DETAILS ACCOUNT ROLES CONTACTS BANKING DE	Specimen Signature for authorized signatories	Add the applic and click <b>Next</b>	cable supporting d
Organization Name Coordinating Mechanism Nigeria		o≺18 <b>0</b>	% Representation by age group
Organization Short Name CM Nigeria Parent Account	Previous	) 18 - 25 <b>()</b>	25.00% % Representation by age group 25.00%
Website	Representat 1	tion by age group 26-40	% Representation by age group 25.00%
Communication Language	Representat 1	tion by age group 41-60 0	% Representation by age group 25.00%
<ul> <li>English</li> <li>✓ Address Information</li> </ul>	Representation 0	tion by age group >60 🕚	% Representation by age group 0.00%
V Address mornation	Representati	tion by gender - Male 🕕	% Representation by gender - M





Step 2h

	-		
Search		SEARCH	CARLOS S 🔻
HOME ORGANIZATION IN	IFORMATION		
Organization Information Coordinating Mechanism Nigeria		Vupdate Organization	Create Contact Update
Organization Short Name Organization Grant Abbreviation CM Nigeria	Create Contact	ests for Contacts	#Open Change Requests for H O
DETAILS ACCOUNT ROLES CONTACTS BANKING DE	Select "Continue and add another contact" if you want to create additional Contact.		box if you want to a acts. To proceed, cli
Organization Name Coordinating Mechanism Nigeria	Previous	Next	% Representation by age group <1 25.00%
Organization Short Name CM Nigeria Parent Account	Represent 1	tation by age group 18 - 25 🕚	% Representation by age group 18 25.00%
Website	Represent 1	tation by age group 26-40 🚺	% Representation by age group 26 25.00%
			0 Democratetics hu and second 44

Communication Language English

✓ Address Information

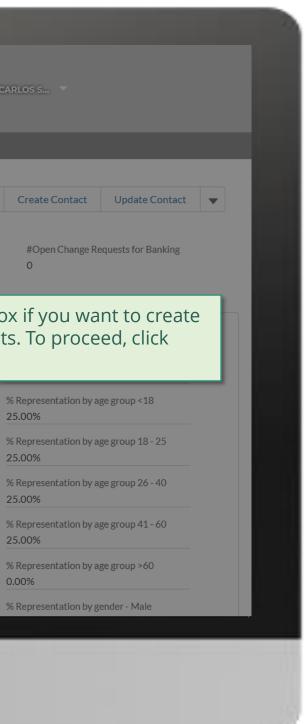


1

0

Representation by age group >60 🕕

Representation by gender - Male 🕕



25.00%

0.00%



<u>Back to the</u> overview of the steps for this <u>request</u>

Step 2i Country Coordinating Mechanism (CCM) **Create Contacts** 

# Search... SEARCH

#### HOME ORGANIZATION INFORMATION

Organization Informatio Coordinating Med	<sup>n</sup> chanism Nigeria		X <sup>Update Organization</sup>	Create Contact Update C
Organization Short Name CM Nigeria	Organization Grant Abbreviation	Create Contact	ests for Contacts	#Open Change Requests for Ba O
DETAILS ACCOUNT ROLES	CONTACTS BANKING DE	Your request was successfully submitted. Clic <mark>t <u>here</u> to</mark> open it	(CM Only)	
✓ Organization Details	-			Coordinating Mechanism Type
Organization Name Coordinating Mechanism Nigeria			Finish	% Representation by age group <18
Organization Short Name		The request is submitted! Click on the link for more details	Representation by age group 18 - 25	% Representation by age group 18 - 25.00%
Parent Account			Representation by age group 26-40	% Representation by age group 26 - 25.00%
Website			Representation by age group 41-60	% Representation by age group 41 - 25.00%
English			Representation by age group >60 0	% Representation by age group >60
✓ Address Information			Representation by gender - Male 1	% Representation by gender - Male





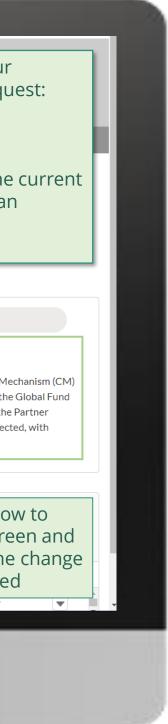


Back to the overview of the steps for this request

Step 2j Country Coordinating Mechanism (CCM Create Contacts

	Search HOME ORGANIZATION INFORMATION	You can now see the details of you successfully submitted change req <b>1.</b> Change request type
Change Request 00022195 1 Request Record Type Multiple CM Change Requests	2 Request Status Pending Global Fund Review	<ul> <li>2. Change request status</li> <li>3. Chevron status bar indicating th status of the change request and a overview of the process</li> <li>4. The change request details</li> </ul>
	Pending Global Fund Review	Completed
Key Fields Justification For Exception		<b>Guidance for Success</b> To be validated, this change request must reflect the most up-to-date information on the selected Coordinating N
	<b>Note!</b> The <b>Guidance for Success</b> highlights the major elements you need to pay attention to when raising a	contact. The fields must be filled in a consistent way, respecting people roles and functions within the CM. After the relevant teams complete the review of all the requested changes, the validated information will be reflected on the Portal. The requester will receive a notification detailing which requests were approved, and which one were rejerelated comments.
Related Cases (1)  1 item • Sorted by Date/Time Opened • Up	change request	Click on the arrows croll down the scr see the details of the
Change Request		ization Name   Contact Full Name  Ro  Ro  request raise
1 00022196	Create CM Contact 17/05/2021 16:32 Coordi	nating Mechanism Nigeria Amanda Maranha Chair Pending Global Fund Review







Step 2k Country Coordinating Mechanism (CCM ) Create Contacts

#### POSITIONS

#### ✓ Guidance

Color coding explanation:

- Green Access was added
- Red Access was removed
- Yellow Details were changed (old value is crossed out)

# The new rights are updated according to the color legend

Access to GED Portal - By clicking this box, you will allow this contact to view and edit GED for this organization and its contacts via he Global Fund Partner Portal. Signatory for Legally-Binding Documents - The organization's signatory(ies) for Legally-Binding Documents is the person(s) that is(a re) duly authorized to sign, or sign in acknowledgment in case of CMs, legally-binding documents that are valid and enforceable, as per signatory specimen.

CM Secretariat Staff role - Position (headcount) within the CM Secretariat. Attach the related Terms of Reference and Contract.

Entry Date into CCM - Indicate the election date as CM member. In case of consecutive mandates, please indicate the date of the first election.

Non-member role - Specify the Coordinating Mechanism Committee this contact supports.

Recipient Status - Indicate if the person represents an organization managing Global Fund grants. The option "Non-recipient" can be chosen only if the contact does not represent an organization managing Global Fund grants (PR/SR/SSR).

Role - Specify the role played in the CM.

Sector represented - Country-level stakeholder groups involved in the fight against HIV, TB and malaria represented.

Official Job Title - Indicate the individual's job title within the organization. This job title will be displayed on official documents if the contact is assigned signatory or notice rights for this grant/country.

		Organization Role	$\sim$	Role	$\sim$	Non member role 🗸 🗸	CM Secretariat Staff Role	$\sim$	Entry date into the Coordinating Mechanism (CM)	
				Chair					2021-05-04	
									•	Ļ
DET	AIL	S FILES				Note!				
Sal Dr	utatio	on				tab to se	i click on the Details ee the contact			
Firs	st Na	me				informa		1		

#### Duplicate merge history

Not applicable

#### **Re-submit case**

There is no clarification needed from your end at the moment

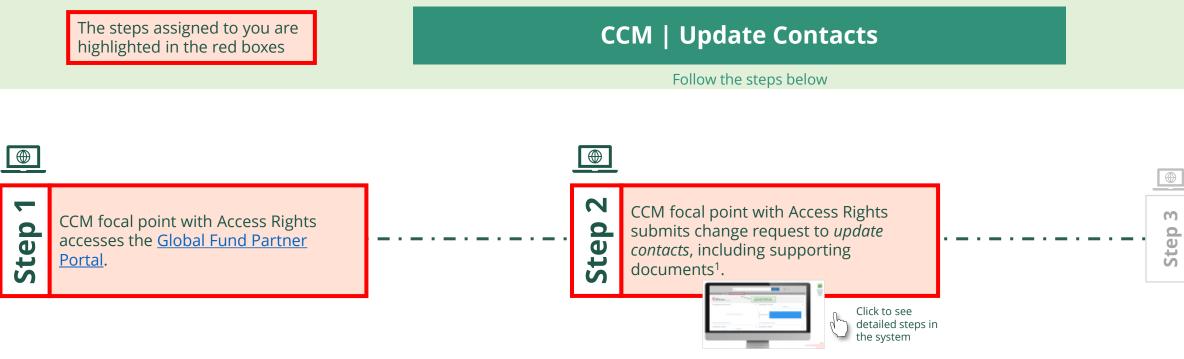


Back to the overview of the steps for this request

Click here to go back to the overview page



# **Grant Entity Data (GED) Interactive Manual**







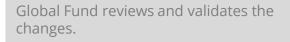


Country Coordinating Mechanism (CCM) **Update Contacts** 

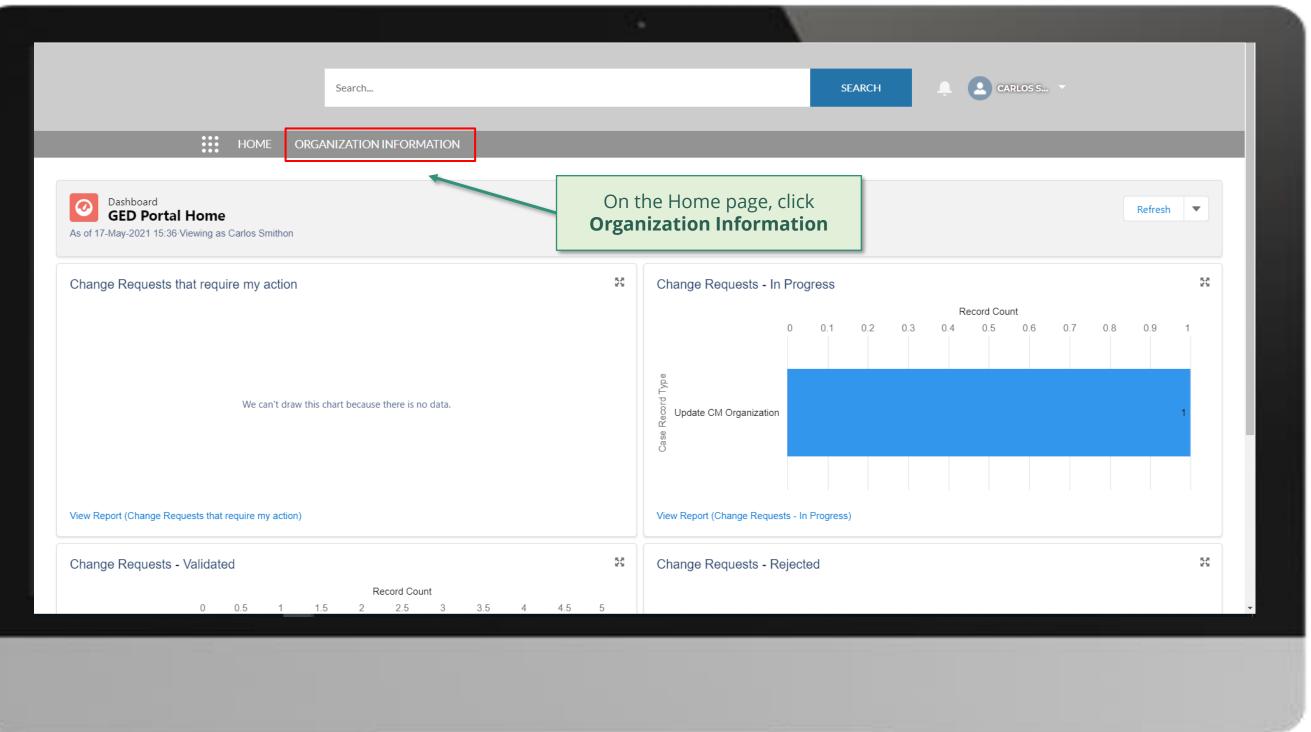




Select Another CCM **Change Request** 











Step 2a

Organization Information My Organizations 1 item • Sorted by Organization Name • Filtered by All organization infor Organization Name 1 Coordinating Mechanism Nigeria	ATION INFORMATION  rmation - Organization Record Type • Updated a few seconds ago  Crganization Short Name CM Nigeria  Click on the name of the brganization whose contact you wish to update	✓ Country Nigeria	Q Search this	alist 🕸 🗸
Organization Name  1 Coordinating Mechanism Nigeria	<ul> <li>✓ Organization Short Name</li> <li>CM Nigeria</li> <li>Click on the name of the organization whose contact you</li> </ul>		✓ P	
	Click on the name of the organization whose contact you	Nigeria		
		,		





Step 2b

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DETAILS ACCOUNT ROLES	CONTACTS BANKING	DETAILS CHANGE REQU	IESTS FILES	MORE	Organization De	etails (CM Only)		
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Organization Short Name CM Nigeria						ge group 18 - 25 🕚	% Representation by ag	e group 18 - 25
Parent Account Website					Representation by a 1	ge group 26-40 🕕	% Representation by ag 20.00%	e group 26 - 40
Communication Language ()					Representation by a 1	ge group 41-60 🚯	% Representation by ag 20.00%	e group 41 - 60
English					Representation by a O	ge group >60 🕕	% Representation by ag 0.00%	e group >60
✓ Address Information					Representation by g	ender - Male 🚯	% Representation by ge	nder - Male

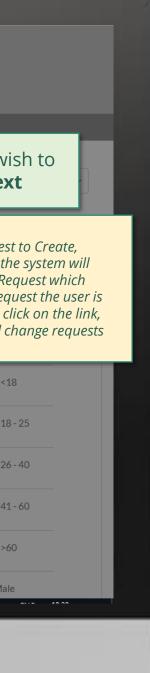
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# Step 2c

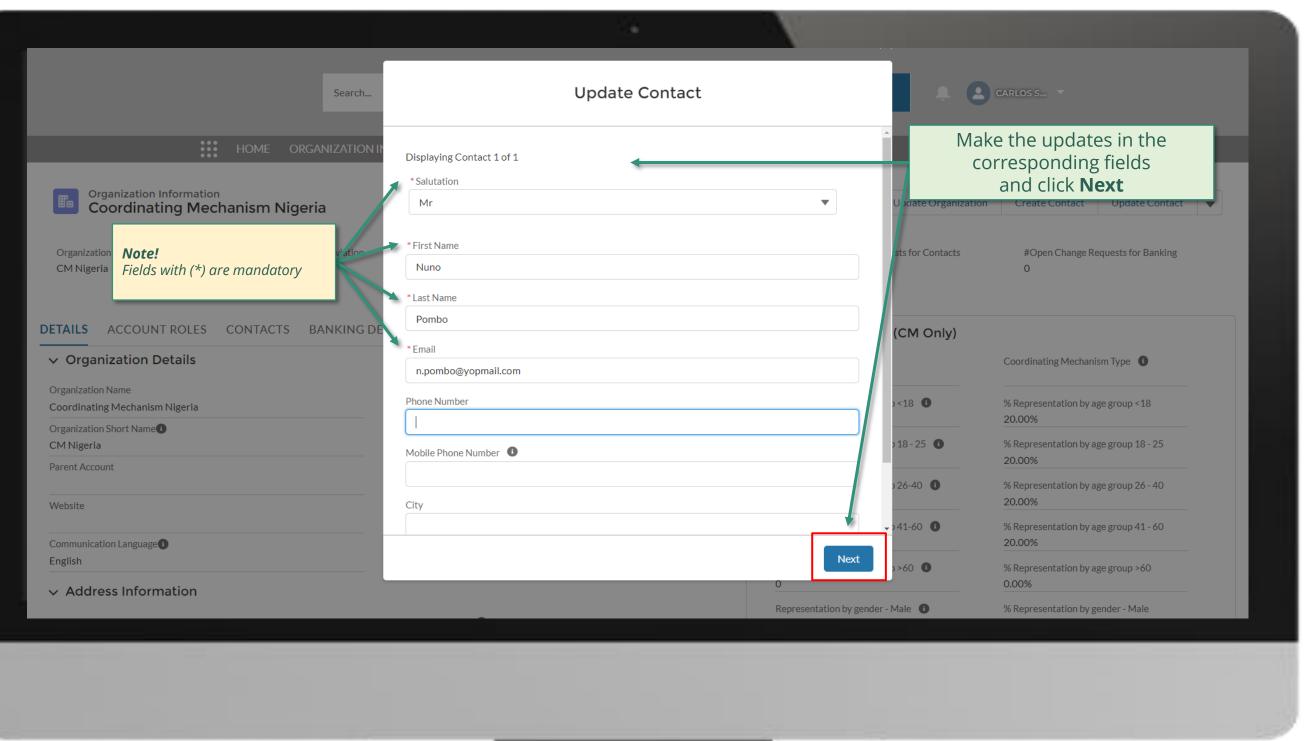
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Organization Information Coordinating Mechanism Nigeria						Up.		t the contact you wi odate and click <b>Nex</b>
Organization Short Name Organization Grant Abbreviation	First Na	✓ Last Name ➤	Chair	Signatory rig	. Access to GE	sts	Note!	
CM Nigeria	Amanda	Maranha	Chair	~			Update or	you raise a change reques Deactivate CM Contacts, th
	Amanda	Ragotu	Admin Focal		~		includes a	umbrella Parent Change Re Il the individual change req
DETAILS ACCOUNT ROLES CONTACTS BANKING	Carlos	Smithon	Admin Focal		$\checkmark$	(Cl		the same time. When you cl ee the list of the individual c
✓ Organization Details	Fernanda	Altugh	Member				and their s	
Organization Name Coordinating Mechanism Nigeria	Leonardo	Clavuls	Vice Chair			o <18	0	% Representation by age group <1
Organization Short Name CM Nigeria	Nuno	Pombo	Member			) 18 -	25 🚯	20.00% % Representation by age group 18 20.00%
Parent Account						) 26-4	40 🚯	% Representation by age group 26
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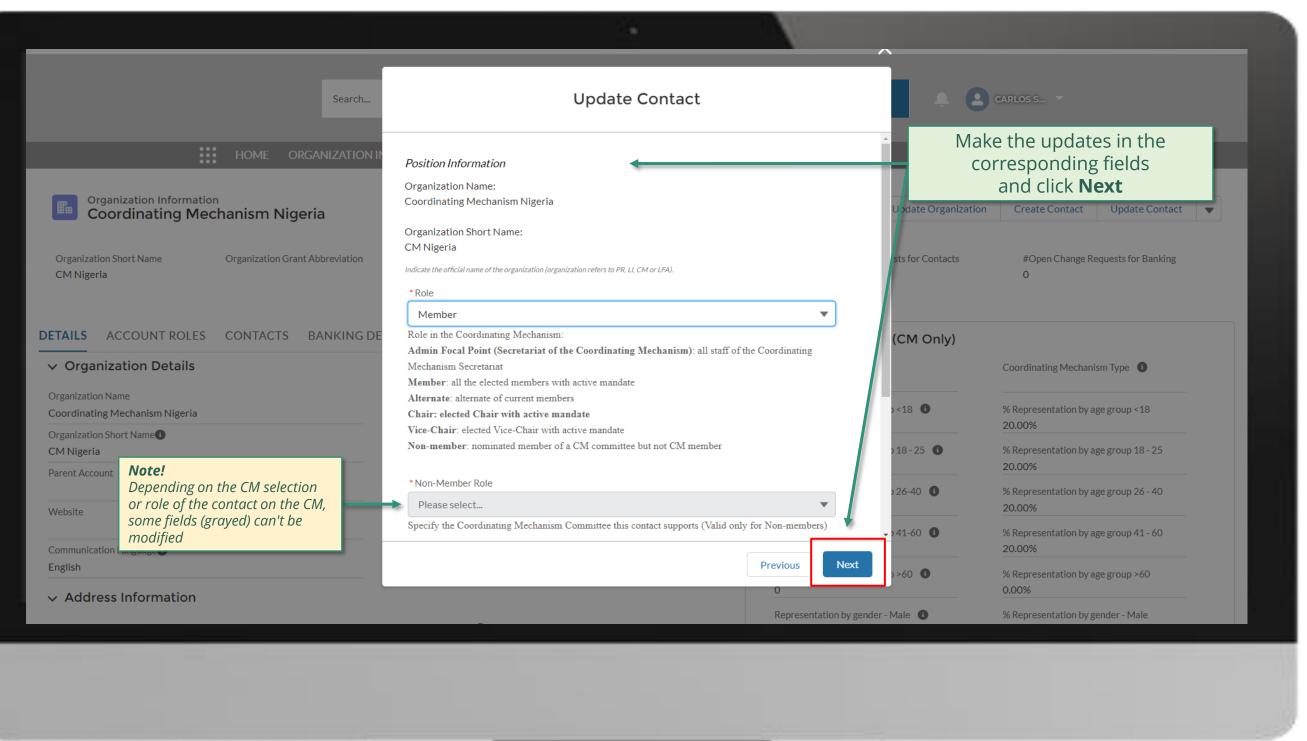
Step 2d







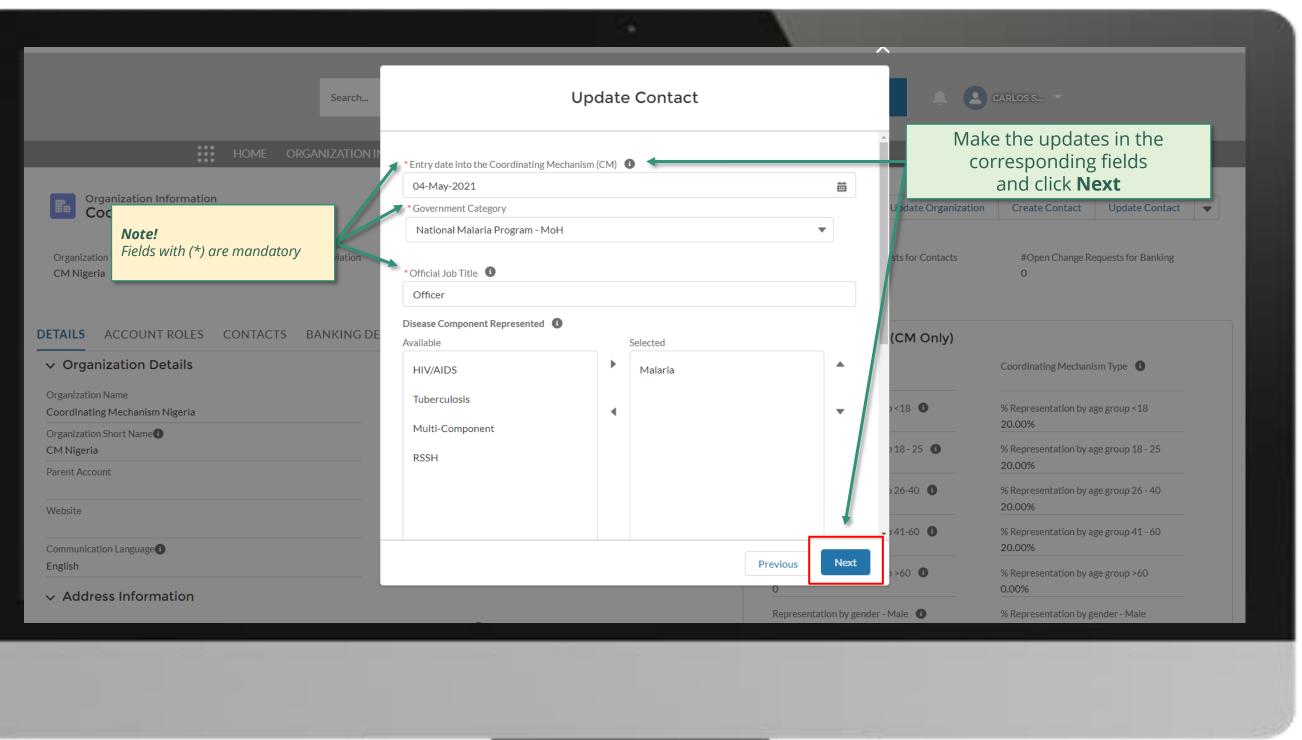
Step 2e







Step 2f







### Step 2g

# Search... Search... MOME ORGANIZATION INFORMATION Organization Information Coordinating Mechanism Nigeria Update Organization Create Contact Update Contact Update Contact Vpdate Con

				^	
Organization Short Name CM Nigeria	Organization Gra	ant Abbreviation	Update Contact	ests for Contacts	#Open Change Requests for Bar 0
DETAILS ACCOUNT ROLES	CONTACTS	BANKING DE	Your request was successfully submitted. Click <u>here</u> to open it	(CM Only)	
✓ Organization Details					Coordinating Mechanism Type 🕕
Organization Name				Finish	
Coordinating Mechanism Nigeria			The request is submitted! Click	1	% Representation by age group <18 20.00%
Organization Short Name Organization Short Name			on the link for more details	Representation by age group 18 - 25 🕚	% Representation by age group 18 - 2
Parent Account				1	20.00%
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Communication Language				Representation by age group 41-60 0 1	% Representation by age group 41 - 6 20.00%
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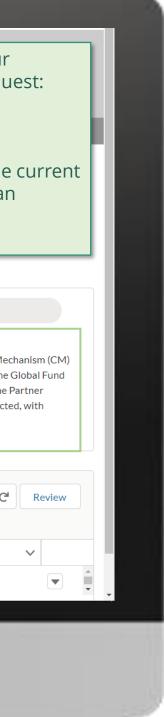


Back to the overview of the steps for this request

Step 2h

	Search						the details of you nitted change requ
Change Request 00022206	ORGANIZATION INFO	ORMATION					st status s bar indicating the nge request and a process
	3						
✓	Pending Global Fund	d Review				Completed	
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📋 Related Cases (1) 4	hange request						\$ • C
1 item ● Sorted by Date/Time Opened ● Update	ed a few seconds ago						
Change Request V	Case Record Type V	Date/Time Opened ↓ ∨	Organization Name	$\sim$	Contact Full Name	V Role	Request status
1 00022207	Update CM Contact	17/05/2021 18:34	Coordinating Mecha	nism Nigeria	Nuno Pombo	Member	Pending Global Fund Review





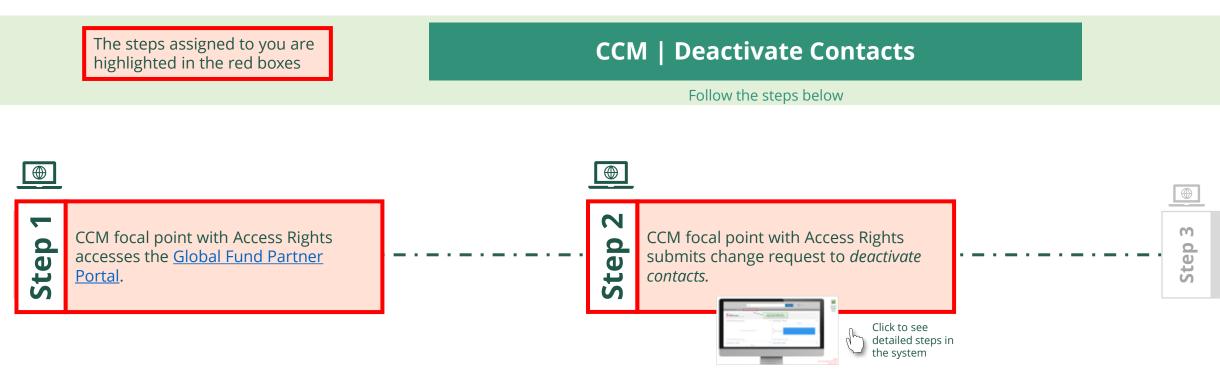


Click here to go back to the overview page

Step 2i

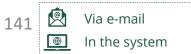


# **Grant Entity Data (GED) Interactive Manual**









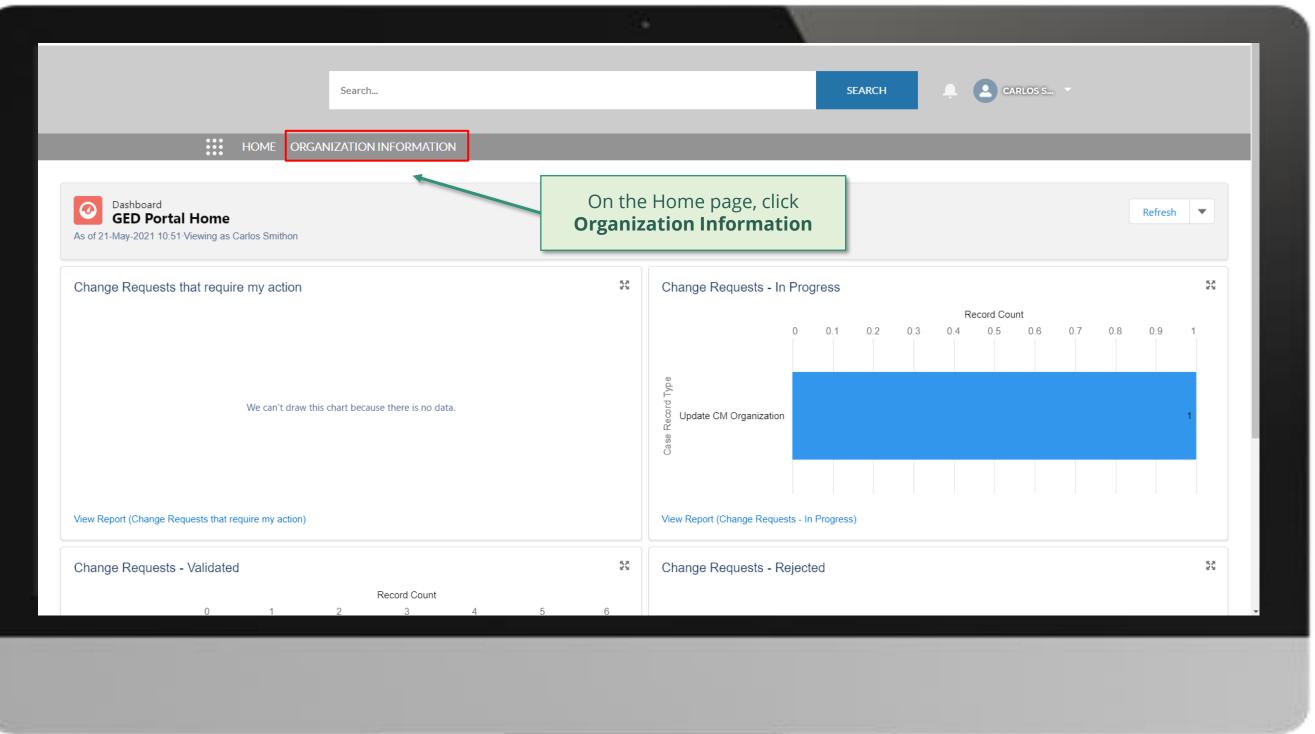
Country Coordinating Mechanism (CCM ) Deactivate Contacts





Select Another CCM Change Request

Global Fund reviews and validates the changes.







Step 2a

Country Coordinating Mechanism (CCM )

### **Deactivate Contacts**

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			Search						SEARCH	•		RLOS S 🔻				
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	Organization Name <b>↑</b>	✓ Organ	anizati 🗸	Organi 🗸	Address Line 1	$\sim$	Country 🗸	Parent 🗸	Role	$\sim$	Organi	✓ Organi	∽ Or	ganizatio	n ∨	
1	Coordinating Mechanism Nigeria	CM N	Nigeria		Moh'd Namadi Sambo Way, Abuja, Nigeria		Nigeria		Coordinating M	lechanism			AI	M_Extern	al (	
																Со



Step 2b

Country Coordinating Mechanism (CCM)

## Deactivate Contacts

	Search				SEARCH			ie arrow and ther i <b>vate Contact</b>
HOI	ME ORGANIZATION INFO	RMATION	-	-				
Organization Information Coordinating Mechanis	sm Nigeria				Update Or	ganization	Create Contact	Update Contact
Organization Short Name Organ CM Nigeria	nization Grant Abbreviation	Integration Status	#Open Change Requ 1	uests for Organization	#Open Change Requests for C 0	ontacts	#Open Cha 0	Create Banking Details Update Banking Details
DETAILS ACCOUNT ROLES CON	TACTS BANKING DETA	LS CHANGE REQUESTS	FILES MO	ORE	Organization Details (CM O	nly)		Deactivate Banking Details
<ul> <li>Organization Details</li> </ul>					Role Coordinating Mechanism		Coordinating Mech	aanism Type 🚯
Organization Name Coordinating Mechanism Nigeria					Representation by age group <18		% Representation b	oy age group <18
Organization Short Name CM Nigeria					1 Representation by age group 18 - 25	D	20.00% % Representation b 20.00%	by age group 18 - 25
Parent Account					Representation by age group 26-40			by age group 26 - 40
Website					Representation by age group 41-60			by age group 41 - 60
Communication Language					Representation by age group >60 0		% Representation b	by age group >60
✓ Address Information javascript:void(0);					Representation by gender - Male (1)		% Representation b	py gender - Male





Step 2c

Country Coordinating Mechanism (CCM )

# Deactivate Contacts

### 

the related information.

### ✓ Organization Details

DETAILS ACCOUNT ROLES CONTACTS BANKING DE

Organization Name

Coordinating Mechanism Nigeria

Organization Short Name

CM Nigeria

Parent Account

Website

Communication Language

English

✓ Address Information

ect th	e contact(s) to dea	activate out of the	list below:			Update Organization	Create Contact	Update
-	First Na 🗸	Last Name 🗸	Role in t 🗸	Signatory rig	Access to GE	ests for Contacts	#Open Change Re	equests for F
	Alanis	Finn	Chair	$\checkmark$			0	.4460601012
	Amanda	Maranha	Chair	$\checkmark$				
	Amanda	Ragotu	Admin Focal		$\checkmark$	(CM Only)		
	Carlos	Smithon	Admin Focal		$\checkmark$		Coordinating Mechani	sm Type 🔳
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	Leonardo	Clavuls	Vice Chair			o <18 🕚	% Representation by a 20.00%	ge group <1
~	Nuno	Pombo	Member			o 18 - 25 🕚	% Representation by a 20.00%	ge group 18
Sc	plact the c		you want		Next	26-40	% Representation by a 20.00%	ge group 26
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Not Mul		s can he deac	tivated within	the same	Representation by age O	e group >60 0	% Representation by a 0.00%	ge group >6
cha Whe	nge request. en a contact i	is deactivated	, the informat	tion does	Representation by ger	nder - Male 🚺	% Representation by g	ender - Male
retı		CM in the futu	vever, if the p re, the system					





Back to the overview of the steps for this request

Step 2d

Country Coordinating Mechanism (CCM )

#### **Deactivate Contacts**

	Search			SEARCH	A 8	CARLOS S 🔻	
НОМ	E ORGANIZATION IN	NFORMATION			×		
Organization Information Coordinating Mechanisn	n Nigeria		Deactivate Contact		Update Organization	Create Contact	Update
Organization Short Name Organiza CM Nigeria	ation Grant Abbreviation		vate the selected contacts? You will deactivate gnatory rights. Click Next to continue or close		ests for Contacts	#Open Change Red 0	quests for I
DETAILS       ACCOUNT ROLES       CONTA         ✓       Organization Details	ACTS BANKING DE	First Name Nuno	✓ Last Name Pombo	~	(CM Only)	Coordinating Mechanis	:m Type 【
Organization Name Coordinating Mechanism Nigeria		Pood the worning	g message carefully		o<18 🕚	% Representation by ag 20.00%	e group <1
Organization Short Name CM Nigeria Parent Account		before confirmin	ng the deactivation	Next	o 18 - 25 🕚	% Representation by ag 20.00%	e group 18
Website				Representation by age gro	oup 26-40 🔋	% Representation by ag 20.00%	e group 26,
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V Address mornadon				Representation by gender	- Male	% Penresentation by ge	ander - Mali







Step 2e Country Coordinating Mechanism (CCM ) Deactivate Contacts

# Search... SEARCH

#### HOME ORGANIZATION INFORMATION

Organization Information Coordinating Me				XUpdate Organization	Create Contact	Update
Organization Short Name CM Nigeria	Organization Grant Abbreviation	Deactivate Contact		ests for Contacts	#Open Change R O	equests for
DETAILS ACCOUNT ROLES	CONTACTS BANKING D	Your request was successfully submitted. E Clic <mark>t <u>here</u> to</mark> open it.		(CM Only)	Coordinating Mechan	ism Type
Organization Name Coordinating Mechanism Nigeria Organization Short Name CM Nigeria		The request is submitted. You can see more details by	- Representation by age	o <18 <b>0</b>	% Representation by a 20.00% % Representation by a	age group <1
Parent Account		clicking on the blue link	1 Representation by age		20.00% % Representation by a 20.00%	
Website Communication Language			Representation by age	group 41-60 🚺	% Representation by a 20.00%	age group 41
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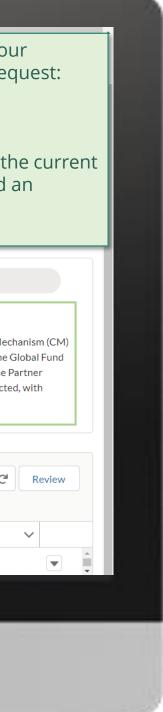




Back to the overview of the steps for this request

Step 2f Country Coordinating Mechanism (CCM ) Deactivate Contacts

	Search	<sup>se</sup> You can now see successfully subn	· · · · ·
Change Request 00022410 1 Request Record Type Multiple CM Change Requests	HOME ORGANIZATION INFORMATION 2 Request Status Pending Global Fund Review 3	<ol> <li>Change request</li> <li>Change request</li> <li>Chevron status</li> <li>Status of the charge overview of the p</li> <li>The change red</li> </ol>	st status bar indicating th nge request and rocess
	Pending Global Fund Review	Completed	
Key Fields Justification For Exception		<b>Guidance for Success</b> To be validated, this change request must reflect the most up-to-date information or contact. The fields must be filled in a consistent way, respecting people roles and fun	-
	<b>Note!</b> The <b>Guidance for Success</b> highlights the major	relevant teams complete the review of all the requested changes, the validated infor Portal. The requester will receive a notification detailing which requests were appro related comments.	mation will be reflected on the F
Related Cases (1)	elements you need to pay attention to when raising a change request		\$\$ ~ C
1 item • Sorted by Date/Time Opened • Up	pdated a few seconds ago		
Change Request			Request status
1 00022411	Deactivate CM Contact 21/05/2021 10:54 Coor	dinating Mechanism Nigeria Nuno Pombo Member	Pending Global Fund Review





Click here to go back to the overview page

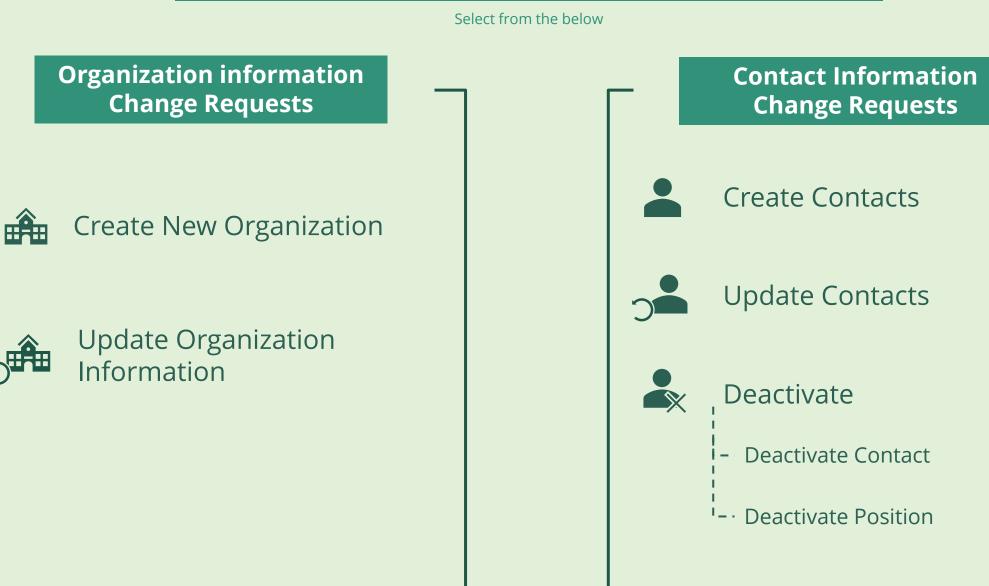
#### Step 2g

Country Coordinating Mechanism (CCM )

#### Deactivate Contacts



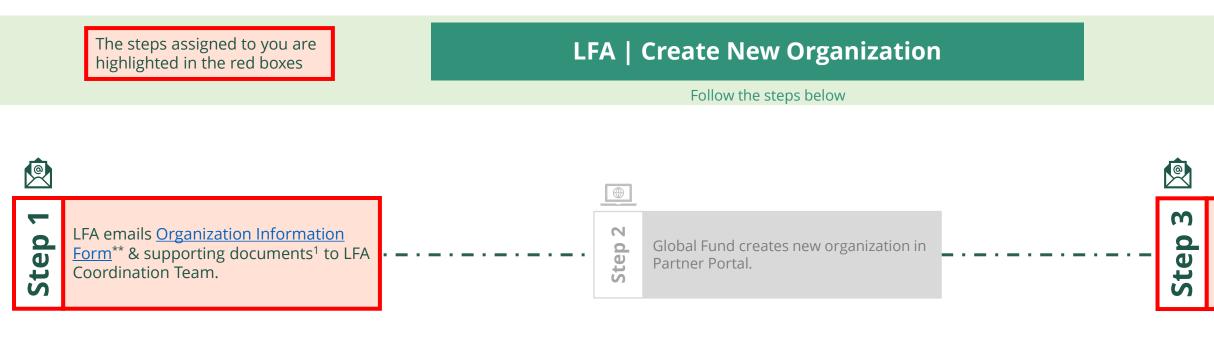
### Select the type of change request



Local Fund Agent (LFA)





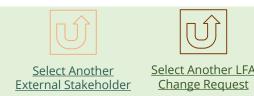






<sup>1</sup> See <u>Operational Policy Manual (OPM)</u> Annex 3 on required supporting documents

Local Fund Agent (LFA) Create New Organization



Once the Organization is created, the designated LFA contact with Access Rights receives login details to the <u>Global Fund Partner Portal</u> via email.











#### Local Fund Agent (LFA) Update Organization Information





Select Another LFA Change Request

Global Fund reviews and validates the changes.





<ul> <li>janedoe7@yopmail.c</li> <li>Log in</li> </ul>
Log in
orgot your password?





#### Step 2a

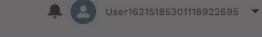
#### Home

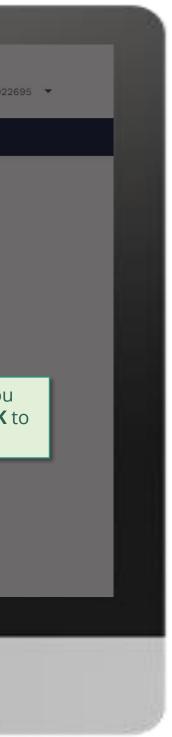
 Read the information displayed carefully regarding the Global Fund **Privacy** Statement and the Partner Portal Terms of use The Global Fund licenses, operates and makes available the Partner Portal (the "Portal"). The Portal may contain features including RSS feeds, e-mail alert services, cookies, document management features, data management features and other applications that may be available from time-to-time (collectively, the "Features"). Any person that accesses or uses the Portal or Features, or both (the "User" and together, the "Users") agrees to be bound by the terms and conditions of the Terms of Use of the Global Fund Partner Portal (the "Terms of Use"), as they may be amended from time-to-time (available at this link http://www.theglobalfund.org/en/partner-portal/). These Terms of Use contain important conditions, disclaimers and other provisions, some of which limit the Global Fund's liability. If you do not agree to these Terms of Use or cannot enter into a legally binding agreement, you must not access or use the Portal or any of the Features.

Welcome!

Ok

2. Should you agree, click **OK** to proceed





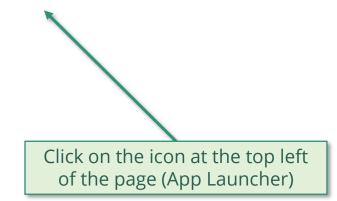


Back to the overview of the steps for this request

#### Step 2b



### Home



**Welcome!** Use App Launcher to choose what portal you want to open





Back to the overview of the steps for this request

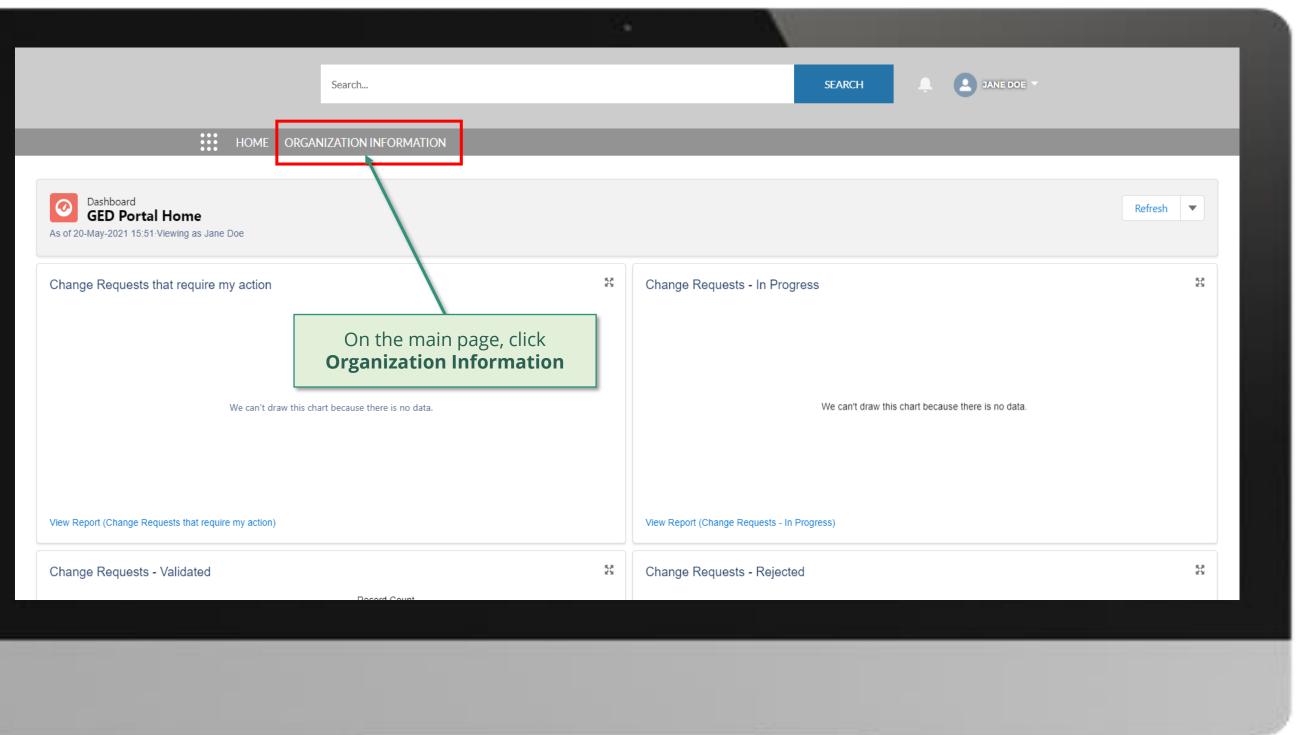
#### Step 2c

App Launcher All Apps Grant Entity Data      Click Grant Entity Data	✓ All Apps	English Français Español		hand and		
Click Grant Entity Data	Click Grant Entity Data	✓ All Apps Grant Entity Data				
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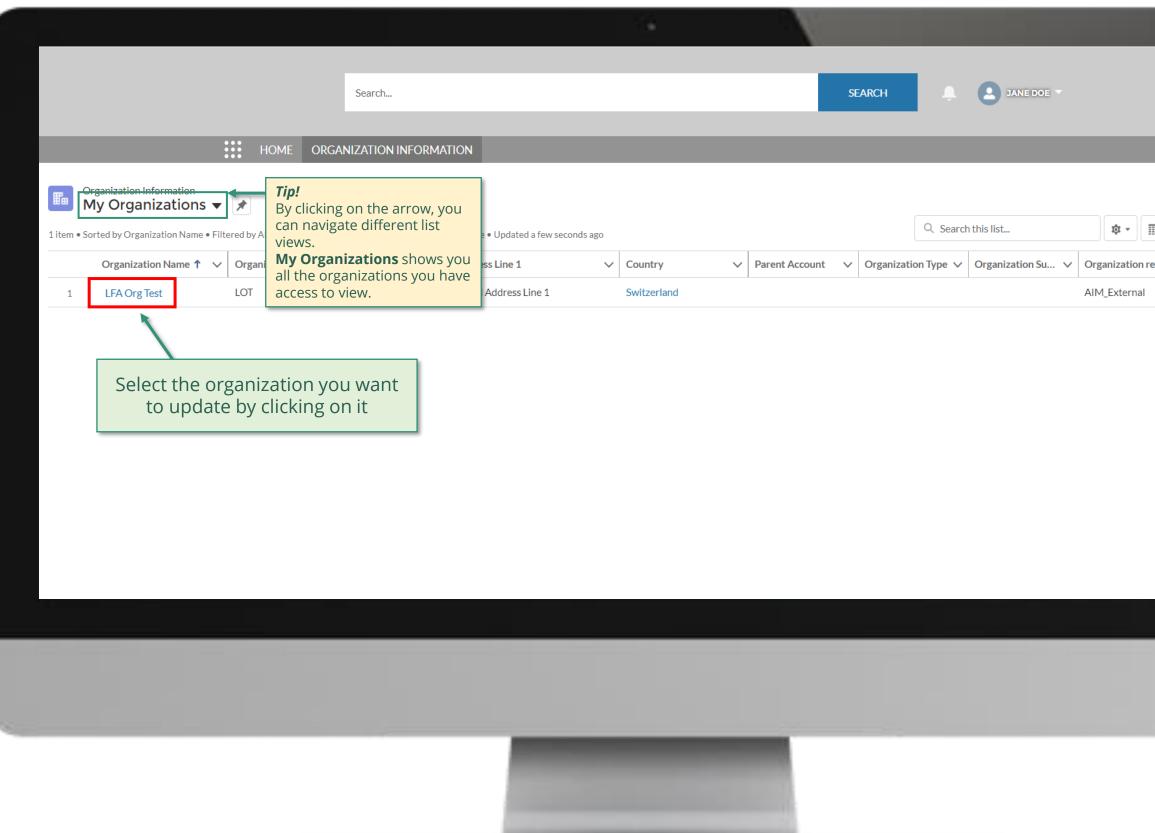
#### Step 2d







#### Step 2e



Printable View	
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	2 - 24



#### Step 2f

					<u>e</u>			
		Search				SEARCH	A (2)	JANE DOE
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Organization Information	n						Update Organizatio	n Create Contact Updat
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DETAILS ACCOUNT ROLES	CONTACTS BAN	NKING DETAILS	CHANGE REQUESTS	FILES	MORE	Click <b>Update O</b>	rganization	
✓ Organization Details Organization Name LFA Org Test								
Organization Short Name()								
Parent Account								
Website								
Communication Language								
✓ Address Information								





#### Step 2g

English Français Español		X
Search	Update Organization	A JANE DOE 🔻
HOME ORGANIZATION IN Organization Information LFA Org Test Organization Short Name LOT	Section - Organization Details  • Organization Name  LFA Org Test Parent Organization  • Communication Language English  • Control or group indice for any with the Clobel Ford	Update Organization Create Contact Update or Contacts #Open Change Requests for Banking 0
DETAIL <ul> <li>Organization Name</li> <li>LFA Org Test</li> </ul> Organization Short Name    LOT   Parent Account	Select the preferred communication language with the Global Fund. Section - Primary Address Information Address Line 1 Postal Address Line 1 Address Line 2	2. Scroll down to all information
Website Communication Language English ✓ Address Information	Address Line 3	• modify as applic





#### Step 2h

English Français Español			×			
	Search	Update Organization			e doe 👻	
HOME OF		ss Line 1 v Postal Address Line 1				
Organization Information	Addres	ss Line 2		Update Organization	Create Contact	Update Contact
Organization Short Name Organization Grant Abb		ss Line 3			en Change Requests for	Banking
LOT	Addres	ss Line 4		0		
DETAILS ACCOUNT ROLES CONTACTS BA	Zip/Pos	ostal Code 🕕				
Organization Name LFA Org Test	City	v ZIP Code				
Organization Short Name LOT	* Coun	ntry	Once	all the change	es are	
Parent Account		Switzerland al Email Address	do	one, click <b>Ne</b>	xt	
Website Communication Language	Include g	general email addresses only, not individual.				
English			Next			
Address Type	Zip/Post ZID.Coc	tal Code				





#### Step 2i

Français Español								
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	710.0							







#### Step 2j

Search SEARCH  SEARCH  Search  HOME ORGANIZATION INFORMATION  Organization Information	Matter CRAVITZATION INFORMATION         Image: Create Contract         Organization Operation         Organization Short Name         Organization Details         Image: CRAVITZATION INFORMATION         Update Organization				
Vertice	Matter CRAVITZATION INFORMATION         Image: Create Contract         Organization Operation         Organization Short Name         Organization Details         Image: CRAVITZATION INFORMATION         Update Organization	Français Español			
Organization information   Organization short Name   Organization Short Name   LT   Organization None   LT   Organization None   Contracts   Contracts<	Organization Information   Organization Short Name   Idea   Organization Short Name </th <th></th> <th>Search</th> <th></th> <th>SEARCH A JANE DOE T</th>		Search		SEARCH A JANE DOE T
Update Organization Short Nume     Organization Short Nume     Organization Short Nume     Organization Details     Organization Short Nume     Organization Details     Organization Short Nume     Organization Details     Organization Short Nume     Organization Short Nume     IFA Org Test     Organization Short Nume     IFA Organization Short Nume <td>Update Organization Short Name   Organization Details   Organization Details   Organization Short Name   LA e Stree</td> <td>*** ***</td> <td>HOME ORGANIZATION INFOR</td> <td>RMATION</td> <td></td>	Update Organization Short Name   Organization Details   Organization Details   Organization Short Name   LA e Stree	*** ***	HOME ORGANIZATION INFOR	RMATION	
LOT Update Organization     DETAILS ACCOUNT ROLES   CONTACTS     DETAILS CONTACTS        Organization Details           Organization Name              Organization Name                       Organization Name   Details   Organization Name   LoT   Organization Short Name    LoT   Parent Account   LoT   Parent Account   Lot   Communication Language    Englinis    Address Information        Address Information	LOT Update Organization     DETAILS ACCOUNT ROLES   CONTACTS     Details        Organization Details        Organization Name   LoT   Parent Account   Website   Communication Language   English    Address Information         Advers Type     XpPotalCode	Organization Information LFA Org Test			Update Organization Create Contact Update
• Organization Details   Organization Name   LFA Org Test   Organization Name   LFA Org Test   Organization Name   LTA   Dr   Parent Account   Website   Communication Language   English   Address Information   Address Type	• Organization Details   Organization Name   LFA Org Test   Organization Name   LFA Org Test   Organization Name   LTA   Communication Language   English   Address Information   Address Type		nization Grant Abbreviation	Update Organization	
Organization Name   LFA Org Test   Organization Short Name   Organization Short Name   LOT   Parent Account   Website   Communication Language   English   v Address Information   Address Type	Organization Name   LFA Org Test   Organization Short Name   Organization Short Name   LOT   Parent Account   Website   Communication Language   English   v Address Information   Address Type		NTACTS BANKING DETAIL	Your request was succesfully submitted. Click here to open it.	
Di   Parent Account   Website   Communication Language   English   Address Information	LOI   Parent Account   Website   Communication Language   English   Address Information	Organization Name			Finish
Website       Communication Language       English       Address Type       Zip/Postal Code	Website       Communication Language       English       Address Type     Zip/Postal Code	LOT		You can see more details by	
English <ul> <li>Address Information</li> </ul> Address Type             Zip/Postal Code	English <ul> <li>Address Information</li> </ul> Address Type             Zip/Postal Code	Website		clicking on the blue link	
Address Type Zip/Postal Code	Address Type Zip/Postal Code				
		<ul> <li>Address Information</li> </ul>			
		Address Type			
				and the second se	

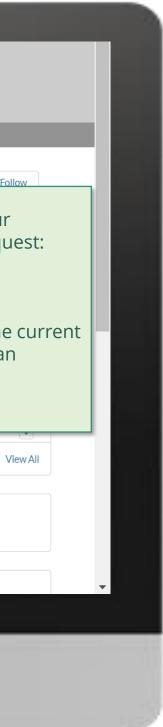




#### Step 2k

				N N	
	Search	1011			SEARCH
Change Request 00022631 1 Request Record Type Update LFA Organization Information	HOME ORGANIZATION INFORMAT	Integration Status Pe User	3 ending Global Fund Review	Original Value	<ul> <li>You can now see the details of your successfully submitted change required than the status</li> <li>Change request type</li> <li>Change request status</li> <li>Chevron status bar indicating the status of the change request and an overview of the process</li> <li>The change request details</li> </ul>
28/05/2021 18:46 28/05/2021 18:46	Created. Address Line 1	Jane Doe Jane Doe		Updating New Postal	Address Line 1 . Ostar Address Line 1
4 DETAILS FILES	<b>Note!</b> You can access details on the newly created request by click on the tabs and scrolling dow the page				Duplicate merge history Not applicable Re-submit case







Click here to go back to the overview page

#### Step 2I







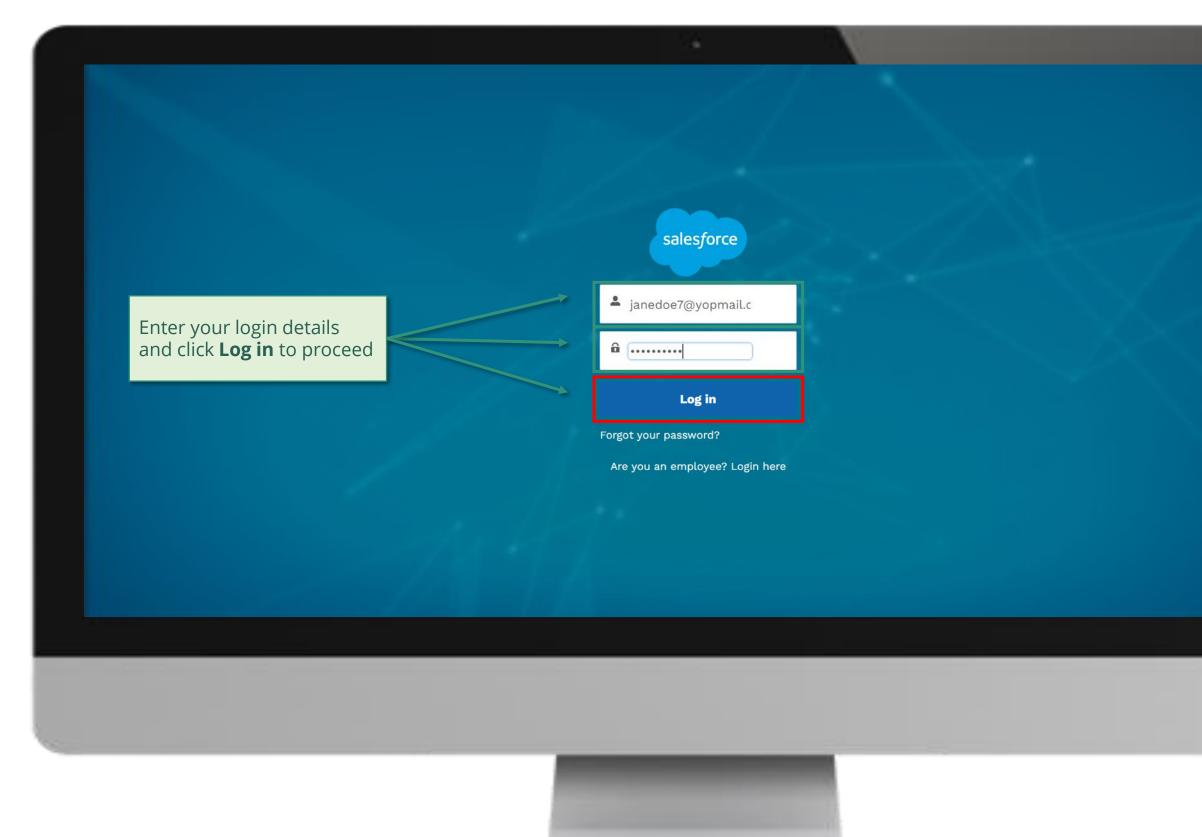


Local Fund Agent (LFA) **Create Contacts** 



#### Global Fund reviews and validates/rejects the changes.









#### Step 2a

#### ....

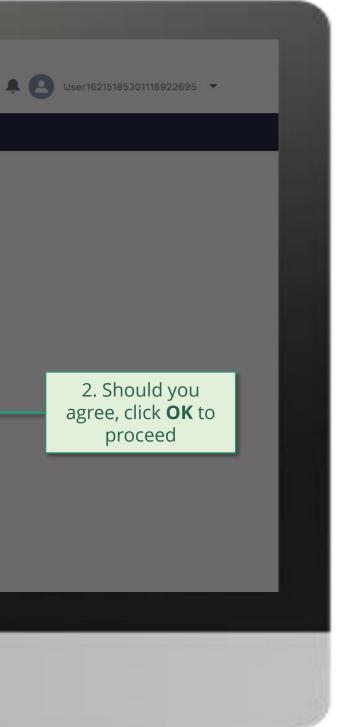
1. Read the information displayed carefully regarding the Global Fund **Privacy Statement** and the **Partner Portal Terms** of use

#### Welcome!

The Global Fund licenses, operates and makes available the Partner Portal (the "Portal"). The Portal may contain features including RSS feeds, e-mail alert services, cookies, document management features, data management features and other applications that may be available from time-to-time (collectively, the "Features"). Any person that accesses or uses the Portal or Features, or both (the "User" and together, the "Users") agrees to be bound by the terms and conditions of the Terms of Use of the Global Fund Partner Portal (the "Terms of Use"), as they may be amended from time-to-time (available at this link http://www.theglobalfund.org/en/partner-portal/). These Terms of Use contain important conditions, disclaimers and other provisions, some of which limit the Global Fund's liability. If you do not agree to these Terms of Use or cannot enter into a legally binding agreement, you must not access or use the Portal or any of the Features.

Ok

2. Should you agree, click **OK** to proceed



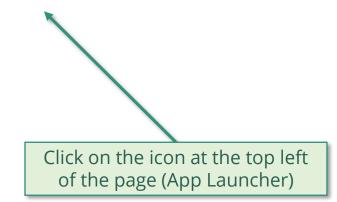


Back to the overview of <u>the steps</u> for this <u>request</u>

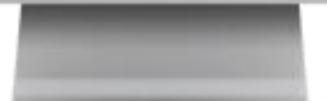
#### Step 2b



### Home



**Welcome!** Use App Launcher to choose what portal you want to open





Back to the overview of the steps for this request

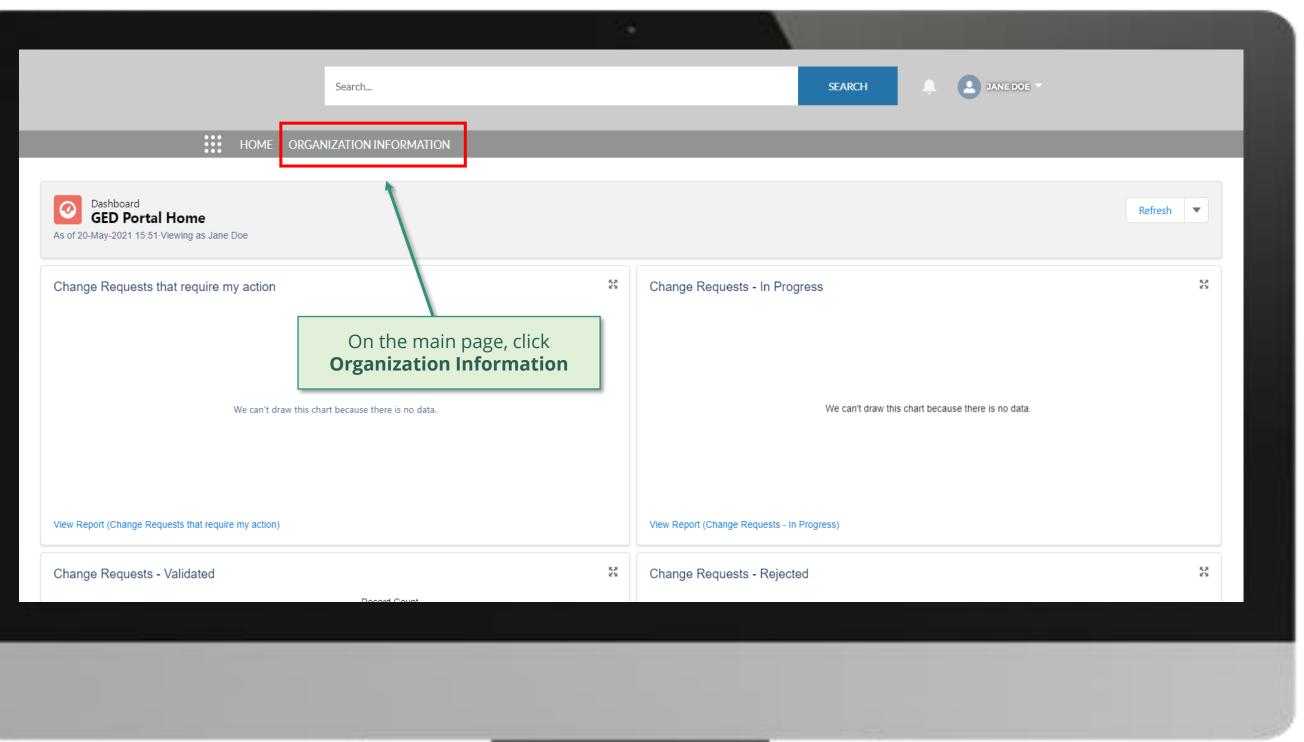
#### Step 2c

App Launcher All Apps Grant Entity Data      Click Grant Entity Data	✓ All Apps	English Français Español		hand and		
Click Grant Entity Data	Click Grant Entity Data	✓ All Apps Grant Entity Data				
		Click <b>Grant Entity E</b>	ata			





#### Step 2d





#### Step 2e

						- 24						
			Search					SEARCH		<i>Tip!</i> You can also fir typing its name clicking <b>Search</b>	nd your org on the sea	ar
		H		DMATION							_	
			<b>Tip!</b> By clicking on the arro	w you can navigate								
	rganization Informa Iy Organizat	tions 🔻 🖈	different list views. My Organizations sho									
1 item • So	orted by Organization	n Name • Filtered by A	organizations you have	e access to view.	nds ago				Q Search	h this list	ŵ -	
	Organization Na	ame 🕇 🗸 Organi	zation Sh 🗸 Organization Gr.	🗸 Address Line 1	<b>-</b> ~	Country 🗸	Parent Account	✓ Organizat	tion Type 🗸	Organization Su 🗸	Organization	rec
1	LFA Org Test	LOT		Postal Address Line 1		Switzerland					AIM_External	
	Select to u	the organiz update by c	ation you want clicking on it									





#### Step 2f

			124	
	Search			SEARCH A JANE DOE -
_	HOME ORGANIZATION IN	IFORMATION		
Organization Informa LFA Org Test	tion			Update Organization Create Contact Updat
Organization Short Name LOT	Organization Grant Abbreviation	Integration Status	#Open Change Requests for Organization 0	#Open Change Requests for Contacts #Open Change Requests for Banking 0 0
DETAILS ACCOUNT ROLE	S CONTACTS BANKING DETAI	LS CHANGE REQUEST	TS FILES MORE	Click <b>Create Contact</b>
<ul> <li>Organization Details</li> <li>Organization Name</li> <li>LFA Org Test</li> </ul>				
Organization Short Name LOT				
Parent Account				
Website				
Communication Language 🕄 English				
✓ Address Information				





#### Step 2g

ançais Español			×	
	Search	Create Contact		ANE DOE 🖛
<b>lote!</b> ïelds with (*) are mandatory	ZATION IN Salutation		<b>T</b>	
Organization Information	Mr * Last Name			Update Organization Create Contact Update Contact
LFA Org Test	Smith			
Organization Short Name Organization Gra	First Name		or	Contacta #Onen Change Deguasts for Danking
	Robert Contact's Org	anization		Enter the contact details
DETAILS ACCOUNT ROLES CONTACTS	I FA Org Test	a 11/2 d 1011		and click <b>Next</b>
✓ Organization Details	* Email Addres robert@exa			
Organization Name LFA Org Test	Phone Number			
Organization Short Name LOT	Mobile Phone			
Parent Account		Number U		
Website	* Comments			
Communication Language	Requesting	approval of Robert Smith as Finance Professional on xx portfolio	<b></b>	
English			Next	
✓ Address Information			Next	
Address Type	Zip/Postal Code	0		



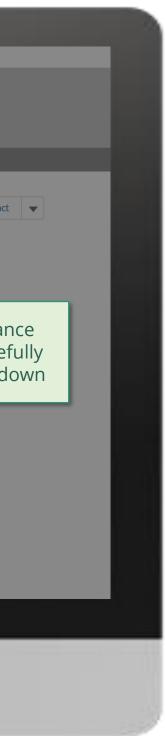


#### Step 2h

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-ngiisn	Français	ESDADOL
	1.1.011.0010	Loponioi

Searc	n Create Contact	
Organization Information   LFA Org Test   Organization Short Name   Organization Short Name   LOT   DETAILS ACCOUNT ROLES CONTACTS BANKING DE   V Organization Details   Organization Name   LFA Org Test   Organization Short Name   LFA Org Test   Organization Short Name   LFA Org Test   Organization Short Name   LFA Org Test   Vebsite   Communication Language	<ul> <li>Cuidance</li> <li>Access to GED Portal - By clicking this box, you will allow this contact to view and edit GED for this organization and its contacts via the Global Fund Partner Portal.</li> <li>Access to Work PET - Checking this box will allow this contact to view and respond to LFA PETs for the corresponding LFA and Country.</li> <li>Access to Work Plans - Checking this box will allow this contact to view and edit LFA Work Plans for the corresponding LFA and Country.</li> <li>Dates Active - Current year only: Active only for this calendar year. Next year and future years: Active starting next calendar year.</li> <li>Probation End Date - Use this field to indicate the probation end date agreed with the CT, if any. This field is informational and the position will not be automatically deactivated at the end date.</li> <li>LFA Role - Choose the appropriate type of LFA Expert. If choosing "Other Professional" please also add details in the description field.</li> <li>Proposed Rate - Enter daily rate (USD) you are proposing for this expert.</li> <li>Location - Enter the functional location of this expert: In-Country - Expert is based in the country they are being proposed to support.</li> <li>Official Job Title - Indicate the individual's job title within the organization. This job title will be displayed on official documents if the contact is assigned signatory or notice rights for this grant/country.</li> </ul>	or Contacts #Open Change Requests for Banking O Read the Guidan information caref before scrolling do
English	Previous	
Address Type	Zip/Postal Code	

×





Back to the overview of the steps for this request

#### Step 2i

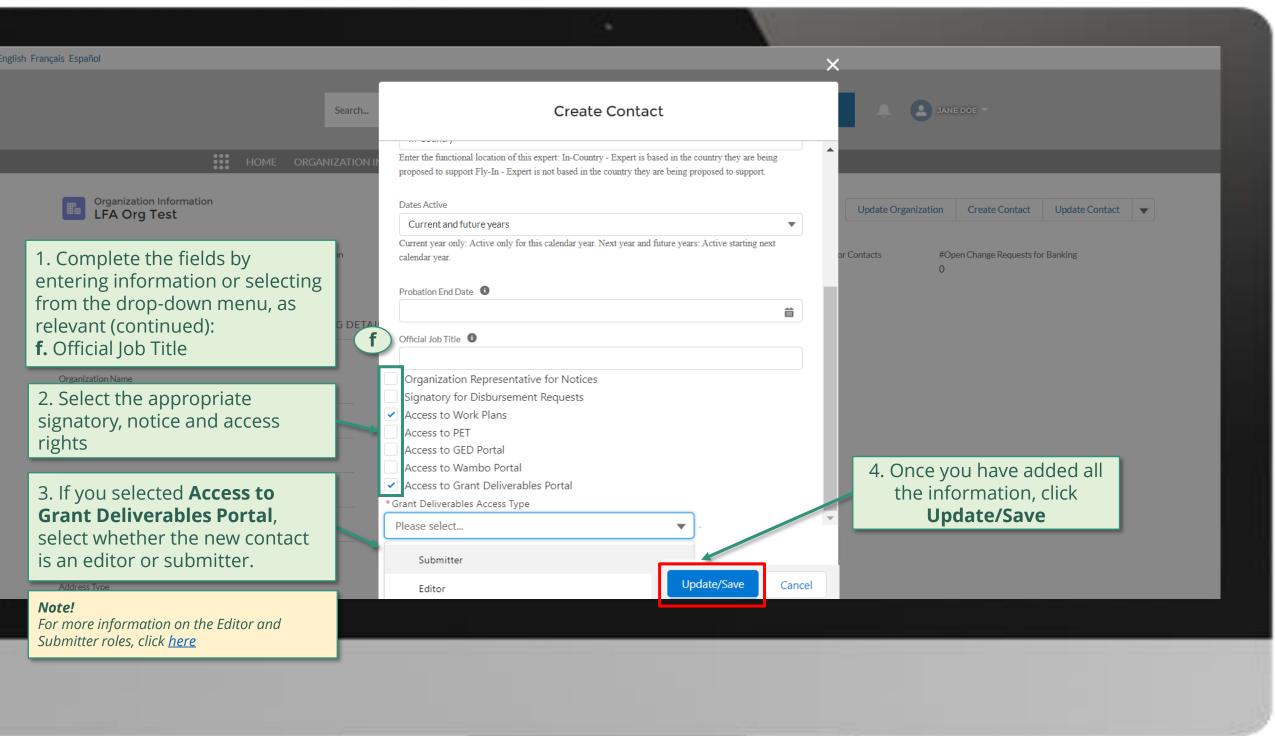
English Français Español			×	
<b>Note!</b> Fields with (*) are mandatory	Gearch	Create Contact		Note! Please ensure the Proposed Rate and Dates Active fields are
		Cuidance     Organization Role/Account Role		completed for new and existing Experts
Organization Information	a	LOT,Latvia		pdaitact
1. Complete the <b>Guidance</b> fields by entering information or	n b	LFA Role     Finance Professional	or Cont	acts #Open Change Requests for Banking
selecting from the drop-down		Proposed Rate	188	Ŭ
menu, as relevant:	C	100		
a. Organization Role/Account Role	G DETAIL		188	
<b>b.</b> LFA Role	d	Location In-Country	188	
<b>c.</b> Proposed daily rate		Enter the functional location of this expert: In-Country - Expert is based in the country mey are being	- 1	2. Scroll down to
<b>d.</b> Location		proposed to support Fly-In - Expert is not based in the country they are being proposed to support.		
e. Dates Active		Dates Active		view and complete
	<b>e</b>	Current and future years		remaining fields
		Current year only: Active only for this calendar year. Next year and future years: Active starting next	1	
Website		calendar year.		
Communication Language		Probation End Date 0	<b>•</b>	
English			4	
✓ Address Information		Previous		
Address Type		Zip/Postal Code		







#### Step 2j





#### Step 2k

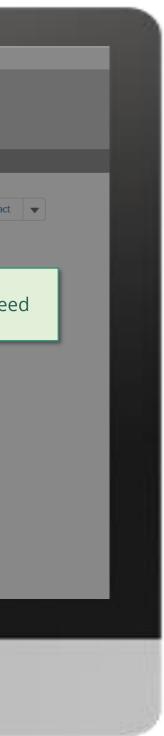
English Français Español				
	Search		SEARCH	ANE DOE 🔻
HOME ORGAN	NIZATION INFORMATION			
Organization Information LFA Org Test	_		×	Update Organization Create Contact Update Contact
Organization Short Name Organization Grant Abbrevia	ition	Create Contact	or (	Contacts #Open Change Requests for Banking 0
1. Depending on the rights selected, you may need to enter a mobile phone number Parent Account Website Communication Language English	As this contact requires access to verification message for logging i *Mobile Phone Number +4100000000	o the Partner Portal a mobile number will be required to a in.  Previous		2. Once you have added the information, click <b>Next</b>
Address Type	Zip/Postal Code			





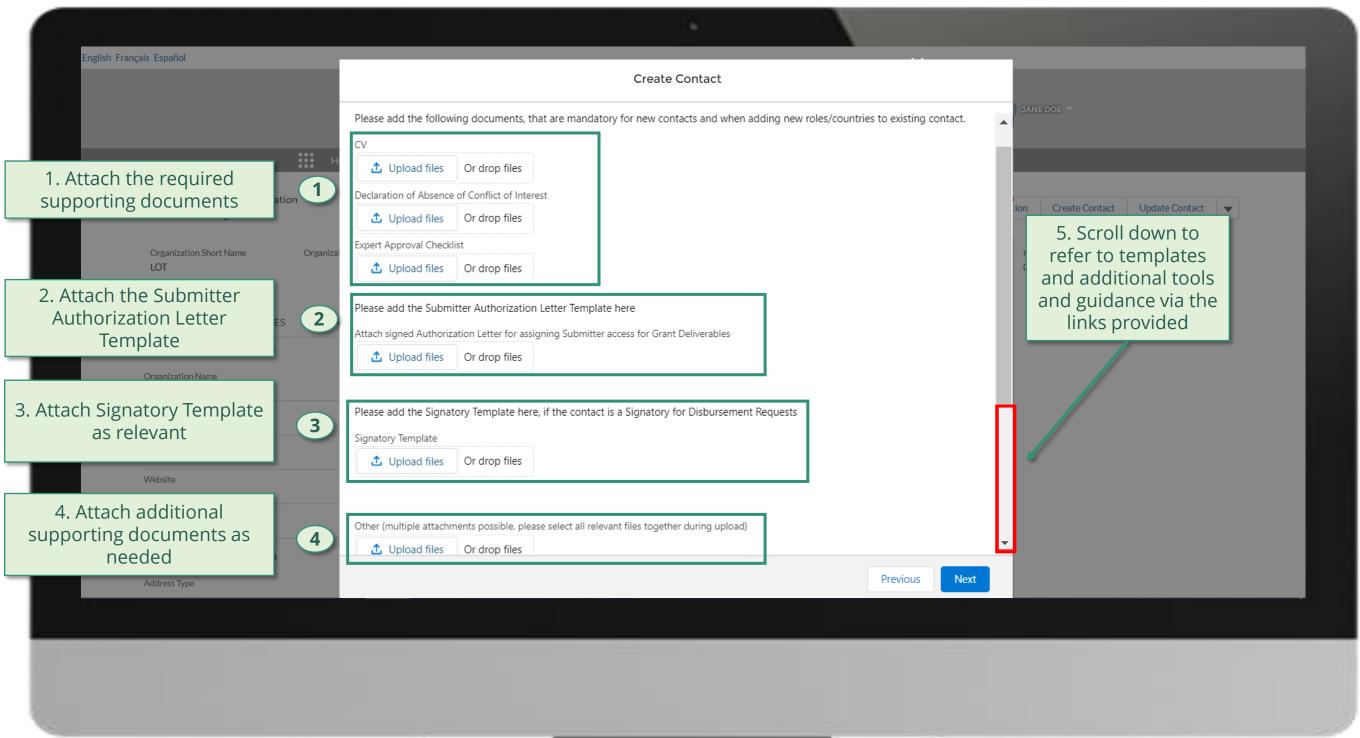
#### Step 2I

English Français Español		
	Search	SEARCH DANE DOE T
HOME ORGA	NIZATION INFORMATION	
Organization Information LFA Org Test		Update Organization         Create Contact         Update Contact
Organization Short Name Organization Grant Abbrev	iation Create Contact	or Contacts #Open Change Requests for Banking
<pre>repeat previous steps *1 Should there be another portfolio covered by the same organization  Parent Account Website Communication Language English</pre>	CING DETAI To create an additional role for this contact or to add this contact to another country/portfolio, tick the box and click "Next". Add another role or country	2. Click <b>Next</b> to proce
Address Information  Address Type	Zip/Postal Code	
	New 7ID Code	





#### Step 2m







#### Step 2n

nglish Français Español		×
Search	Create Contact	
	1 Upload Files Or drop files	
Organization Information LFA Org Test Organization Short Name LOT	Please add the Signatory Template here, if the contact is a Signatory for Disbursement Requests Signatory Template	Update Organization     Create Contact     Update Contact       or Contacts     #Open Change Requests for Banking       0
DETAILS       ACCOUNT ROLES       CONTACTS       BANKING DETAIL <ul> <li>Organi</li> <li>LFA O</li> <li>Organi</li> <li>Details</li> <li>1. Refer to templates and additional tools and guidance via the links provided</li> </ul> Image: Contact State Sta	Other (multiple attachments possible)	
Communication Language English Address Information		2. Once you have added all the information, click <b>Next</b> to submit the request
Address Type	Zip/Postal Code	







#### Step 2o

English Français Español		
s	earch	SEARCH Q JANE DOE -
HOME ORGANIZ		
Organization Information LFA Org Test		Update Organization Create Contact Update Contact
Organization Short Name Organization Grant Abbreviation LOT	Create Contact	or Contacts #Open Change Requests for Banking 0
DETAILS ACCOUNT ROLES CONTACTS BANKING	S DETAIL Your request was successfully submitted. Click here o open it.	
Organization Name LFA Org Test		Finish
Organization Short Name LOT Parent Account	The request is submitted. You can see more details by clicking on the blue link	
Website		
Communication Language		
✓ Address Information Address Type	Zip/Postal Code	





#### Step 2p

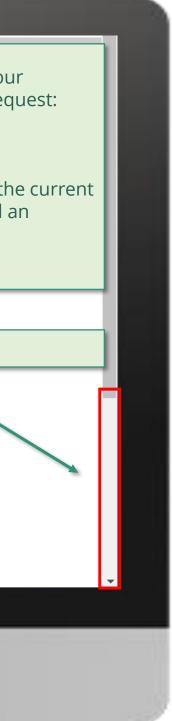
	Search	h			SEARCH	• 0	JANE DOE 🔻
	HOME ORGANIZATIC	ON INFORMATION					
Change Request 00022633							
Request Record Type Parent LFA Change Request	Request Status Pending Global Fund Review						
~	Pending Global	Fund Review				Completed	
Contact's Organization LFA Org Test Related Cases (1) 1 item • Sorted by Created Date •	Click on the change request number to view	t v					
Change Request	t v Request sta	atus	∽ LFA Role	~	Deactivate Position	~	Owner
1 00022634	Dending Gl	obal Fund Review	Finance Professional				CR_Owner





### Step 2q

	Pending Global Fund Review	ORMATION ration Status Pending Global		success <b>1.</b> Chan <b>2.</b> Chan <b>3.</b> Cheve status of overview	n now see the details of sfully submitted change age request type age request status fron status bar indicatin of the change request a w of the process change request details
Create LFA Contact	2 Request status Integ Pending Global Fund Review	ration Status		success <b>1.</b> Chan <b>2.</b> Chan <b>3.</b> Cheve status of overview	sfully submitted change age request type age request status fron status bar indicatir of the change request a w of the process
Create LFA Contact	2 Request status Integ Pending Global Fund Review	ration Status		1. Chan 2. Chan 3. Cheve status o overviev	nge request type nge request status fron status bar indicatir of the change request a w of the process
Create LFA Contact	Request status Integ Pending Global Fund Review	3		2. Chan 3. Cheve status o overview	nge request status fron status bar indicatir of the change request a w of the process
Date		Pending Global	Fund Review	<b>4.</b> The c	hange request details
Date	5-14				
	C-14				
28/05/2021 18:52	Field	User	Original Value	5. Scroll	l for more details
> Guidance				Duplicate merge his	istory
Account Role V LFA I LOT,Latvia Financ Profes	<sup>2e</sup> 100 In-Country	✓ Dates Active ✓ Probation End Date ✓       Current and future       years	Organization Representative for Noti	Re-submit case There is no clarification need	eded from your end at the moment
DETAILS FILES					





### Step 2r

Date		Field		User		Original Value		New Value	
28/05/2021 18:52		Created.		Jane Doe					
									View
OSITIONS								Duplicate merge history	
> Guidance								Not applicable	
,									
Jests A	Access to Work Plans	Access to PET	Access to Grant Entity Data	Acces	s to Wambo	Deactivate Position		Re-submit case	
	/							There is no clarification needed from your end at the moment	
4							<b>&gt;</b>		
Contact Info Salutation Mr			Email Addre robert@exa		newly o	n access details of th created request by cl tabs and scrolling d	ne licking		
■ FILES FILES				ample.com	You ca newly o on the	n access details of th created request by cl tabs and scrolling d	ne licking		
Contact Info Salutation Mr First Name			robert@exa	ample.com ber ne Number	You ca newly o on the	n access details of th created request by cl tabs and scrolling d	ne licking		

Request Status Pending LFA Coordination Team Review





Back to the overview of the steps for this request

Click here to go back to the overview page







# **Grant Entity Data (GED) Interactive Manual**

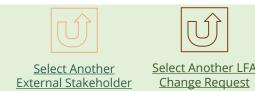








Local Fund Agent (LFA) Update Contacts



Global Fund reviews and validates/rejects the changes.





<ul> <li>janedoe7@yopmail.c</li> <li>Log in</li> </ul>
Log in
orgot your password?





### Step 2a

## ....

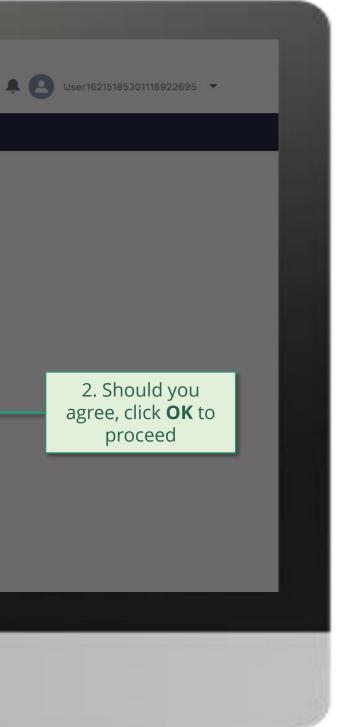
1. Read the information displayed carefully regarding the Global Fund **Privacy Statement** and the **Partner Portal Terms** of use

#### Welcome!

The Global Fund licenses, operates and makes available the Partner Portal (the "Portal"). The Portal may contain features including RSS feeds, e-mail alert services, cookies, document management features, data management features and other applications that may be available from time-to-time (collectively, the "Features"). Any person that accesses or uses the Portal or Features, or both (the "User" and together, the "Users") agrees to be bound by the terms and conditions of the Terms of Use of the Global Fund Partner Portal (the "Terms of Use"), as they may be amended from time-to-time (available at this link http://www.theglobalfund.org/en/partner-portal/). These Terms of Use contain important conditions, disclaimers and other provisions, some of which limit the Global Fund's liability. If you do not agree to these Terms of Use or cannot enter into a legally binding agreement, you must not access or use the Portal or any of the Features.

Ok

2. Should you agree, click **OK** to proceed



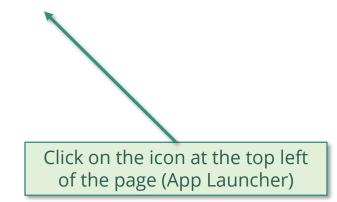


Back to the overview of <u>the steps</u> <u>for this</u> <u>request</u>

### Step 2b



## Home



**Welcome!** Use App Launcher to choose what portal you want to open





Back to the overview of the steps for this request

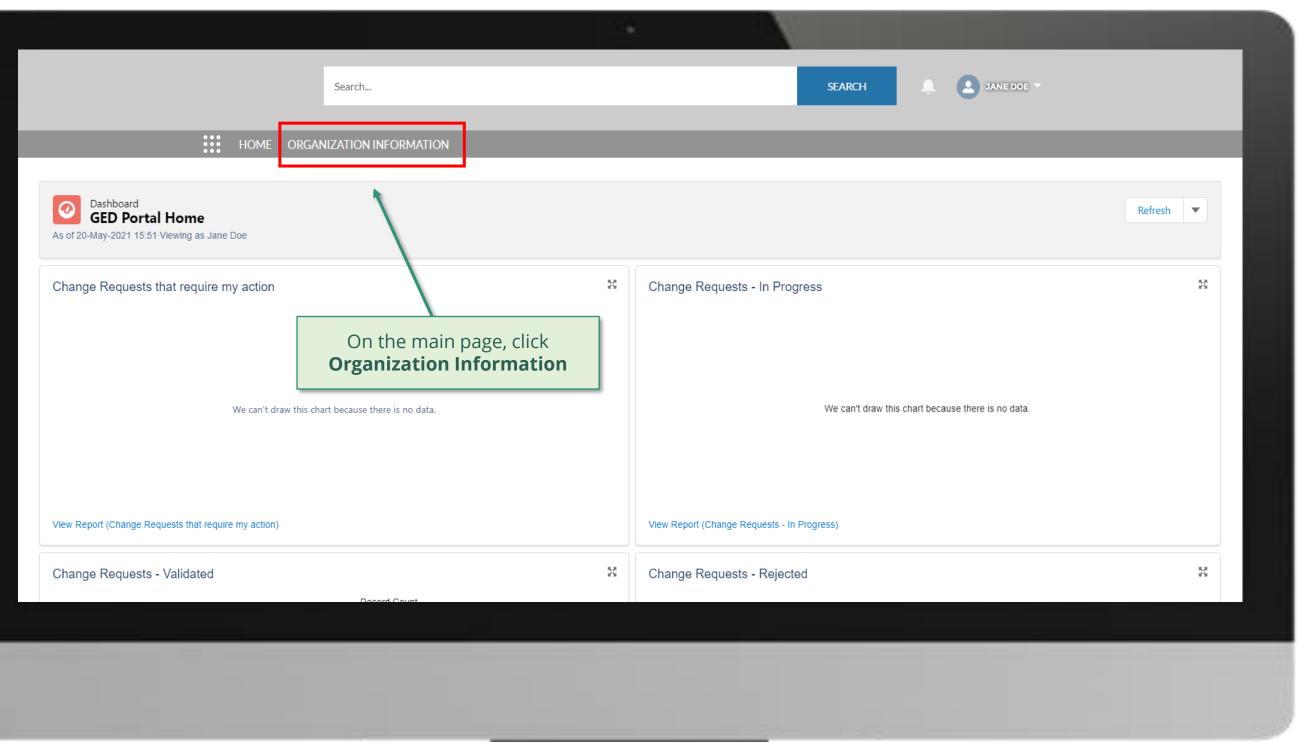
## Step 2c

App Launcher All Apps Grant Entity Data      Click Grant Entity Data	✓ All Apps	English Français Español		hand and		
Click Grant Entity Data	Click Grant Entity Data	✓ All Apps Grant Entity Data				
		Click <b>Grant Entity E</b>	ata			





### Step 2d



1



Back to the overview of the steps for this request

### Step 2e

									_	_	_	
						14		- 10	_	_		
				Search					SEARCH		<i>Tip!</i> You can also fi typing its nam clicking <b>Search</b>	e on the sear
			HOME	ORGANIZATION INFO	RMATION	_					cheking searer	
■ M	rganization Informa <b>1y Organizat</b> orted by Organization	ation tions 🔻 🐳		different list view: My Organization	arrow, you can navigate s. <b>Is</b> shows you all the a have access to view.					Q Searc	h this list	\$\$ •
	Organization Na	ame 🕇 🗸 Oi	rganization Sh.	V Organization Gr.	V Address Line 1	Country	$\sim$	Parent Account	✓ Organiza	ation Type 🗸	Organization Su 🗸	<ul> <li>Organization re-</li> </ul>
1	LFA Org Test	LC	ТС		Postal Address Line 1	Switzerland						AIM_External
	Select t	the orga update b	nizatior by clickir	n you want ng on it								
							1					





### Step 2f

	Search			SEARCH	JANE DOE
_	HOME ORGANIZATION	NFORMATION		Click Upd Contac	
Organization Information	on			Update O	rganization Create Contact Updat
Organization Short Name LOT	Organization Grant Abbreviation	Integration Status	#Open Change Requests for Organization 0	#Open Change Requests for Contacts 0	#Open Change Requests for Bankin O
	CONTACTS BANKING DETA	ILS CHANGE REQUEST	S FILES MORE		
<ul> <li>Organization Details</li> <li>Organization Name</li> <li>LFA Org Test</li> </ul>					
Organization Short Name					
Parent Account					
Website					
Communication Language 🕄 English					
✓ Address Information					





### Step 2g

					×	
Organization Informati	•••• HOME ORGANIZATION IN		Update Contact		Update Organization	Create Contact Up
Organization Short Name LOT	Organization Grant Abbreviation	First Name David Doe	<ul> <li>✓ Last Name</li> <li>Gesel</li> <li>Joseph</li> </ul>	~	or Contacts #Op 0	en Change Requests for Banki
Organization Details     Organization Name     LFA Org Test     Organization Short Name	CONTACTS BANKING DETAIL	<ul> <li>Elizabeth</li> <li>Jane</li> <li>John</li> <li>William</li> </ul>	Thompson Doe Hennings Taylor			
LOT Parent Account <u>LFA Test Org Parent</u> Website	Select the contact you wish to update and click <b>Next</b>			Next		
Communication Language English Communication Language Communication Comm						
Address Type	Zip/	Postal Code		_		





### Step 2h

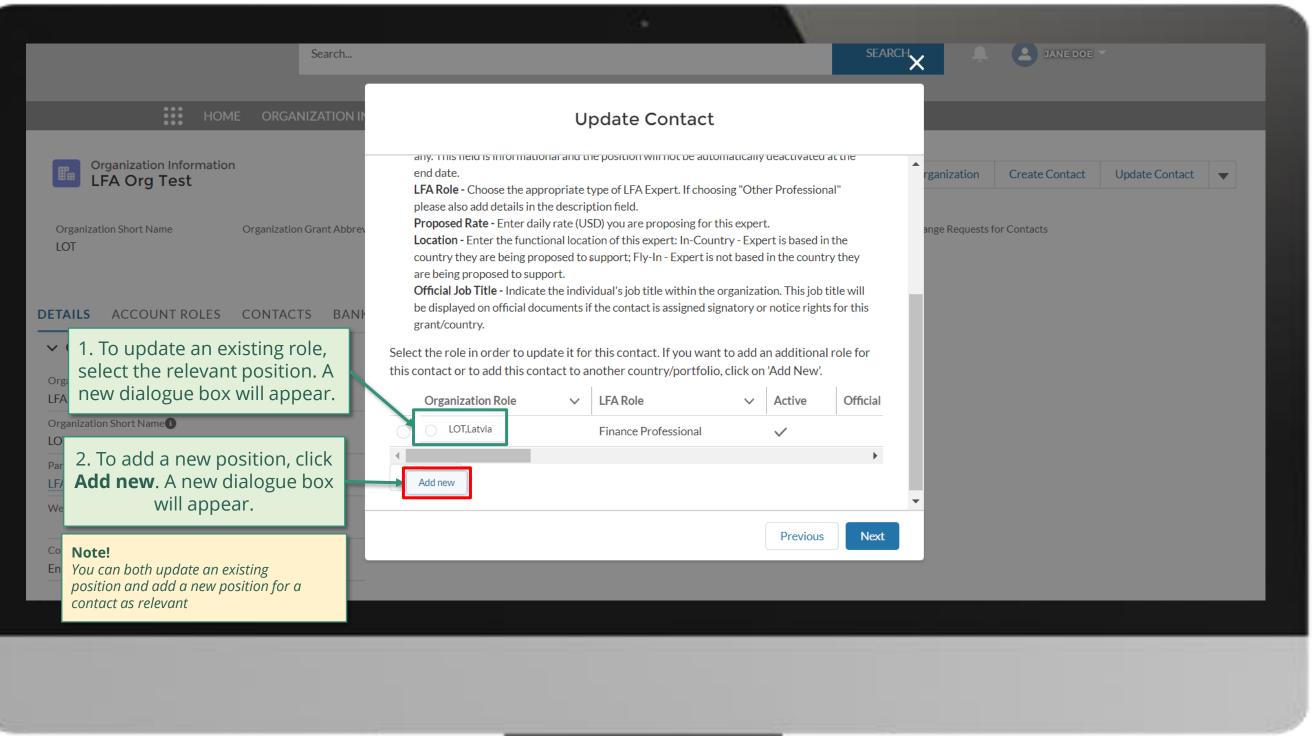
English Français Español			×	
	Search	Update Contact		JANE DOE 🔻
но	ME ORGANIZATION IN Dr			
Organization Information LFA Org Test	• Last Name Joseph		Update Organizat	ion Create Contact Update Contact
1. Update the nece information on the o as needed	Contact or Or G DETAIL	-	or Contacts	#Open Change Requests for Banking O
✓ Organization Details Organization Name	*Email Address josephdoe@			
LFA Org Test Organization Short Name LOT	Phone Number +559876352 Mobile Phone N			
Parent Account LFA Test Org Parent	+45879631-			
Website Con Eng Com Con Eng Com Com Com Com Com Com Com Com Com Com	ale for he	the addition of a portfolid	Next	3. Click <b>Next</b>
Address Type	Zip/Postal Code	0		







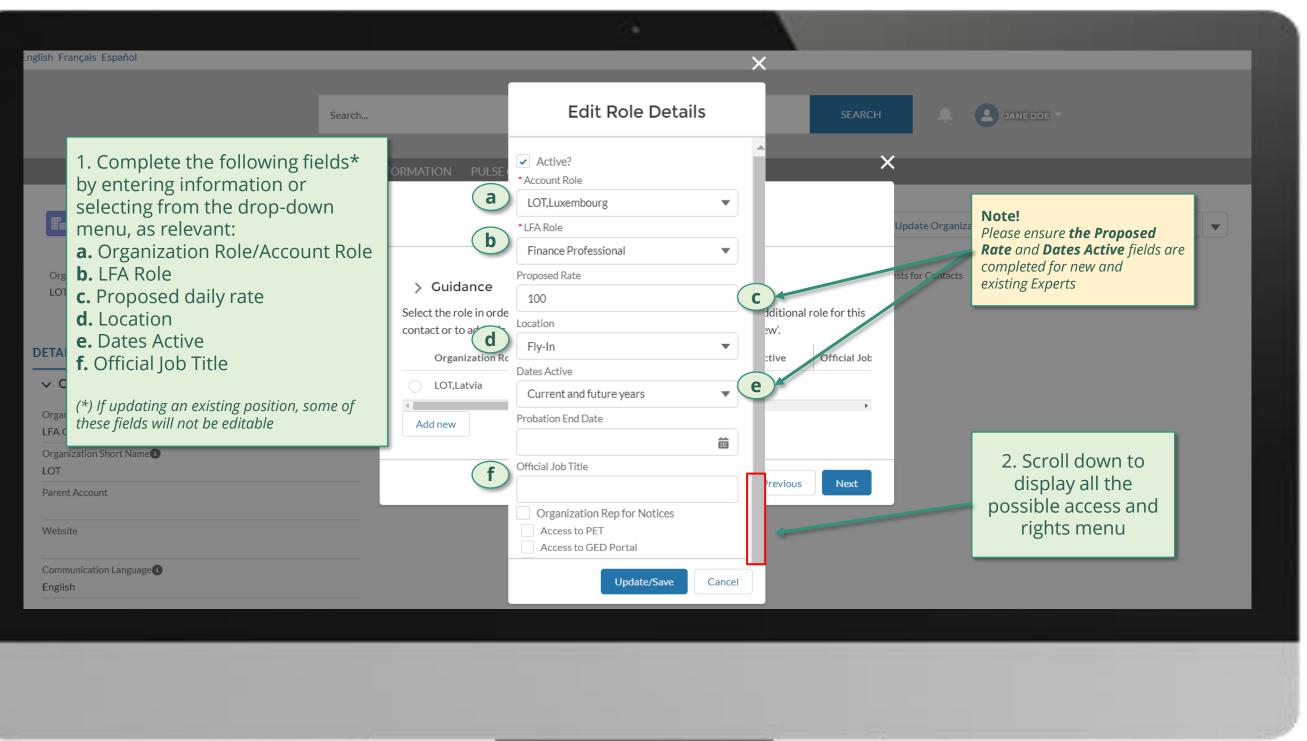
### Step 2i







### Step 2j







### Step 2k

English Français Español

Search		Edit Role Details		SEARCH	A 8	JANE DOE	
		Probation End Date	-		×		
HOME ORGANIZATION INFORMATIO	n puls	<b></b>					
Organization Information		Official Job Title			Update Organization	Create Contact	Updat
Organization Short       1. Select the appropriate         LOT       Signatory, Notice and Access rights as relevant:         DETAILS       ACCC         ✓ Organization Name       If you selected Access to         Organization Name       Grant Deliverables Portal, choose whether the new contact is an editor or submitter.	ole in or to add th nization Latvia	Access to GED Portal Access to Wambo Portal	onal r	ole for this Official Job	ests for Contacts	#Open Change R O	equests for
Crganization Short N         LOT         Parent Account         Note!         For more information on the Editor and         Submitter roles, click here		Submitter Editor Update/Save	ous		ce you have a nation, click <b>U</b>		
Communication Language							

English





Back to the overview of the steps for this request

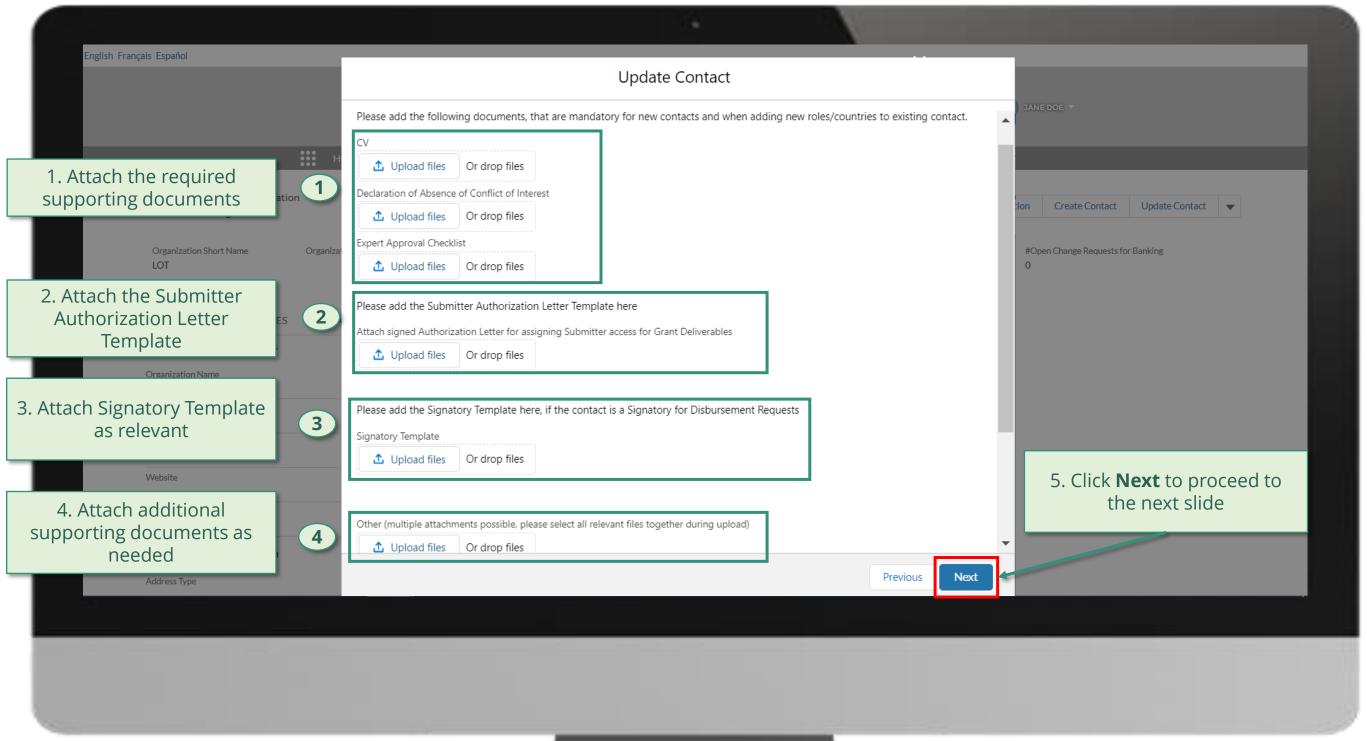
Step 2I

Search		
HOME ORGANIZATION IN	Update Contact	
Organization Information LFA Org Test	> <u>Guidance</u>	rganization Create Contact
Organization Short Name Organization Grant Abbrev	Select the role in order to update it for this contact. If you want to add an additional role for contact or to add this contact to another country/portfolio, click on 'Add New'.         Organization Role <ul> <li>LFA Role</li> <li>Active</li> <li>Ofference</li> <li>Ofference</li> <li>Active</li> <li>Ofference</li> <li>Ofference</li> <li>Active</li> <li>Ofference</li> <li>Ofference</li> <li>Active</li> <li>Ofference</li> <li>Ofference</li> <li>Ofference</li> <li>Ofference</li> <li>V</li> <li>Active</li> <li>Ofference</li> <li>Ofference</li> <li>Ofference</li> <li>Ofference</li> <li>V</li> <li>Active</li> <li>Ofference</li> <li>Offere</li> <li>Ofference</li> <li< td=""><td>ficial Job</td></li<></ul>	ficial Job
DETAILS ACCOUNT ROLES CONTACTS BANH	LOT,Luxembourg     Finance Professional       LOT,Latvia     Team Leader	
<ul> <li>Organization Details</li> <li>Organization Name</li> <li>LFA Org Test</li> <li>Organization Short Name</li> <li>LOT</li> <li>Parent Account</li> <li>LFA Test Org Parent</li> </ul>	Add new Once all new positions are added and/or existing positions are modified as relevant, click <b>Next</b>	Next
Website		





### Step 2m





### Step 2n

Search. Sea				
Organization Information   Organization Information   Organization Short Name   LOT   Organization Details   Organization Details   Organization Name   LoT   Parent Account   Late Communication Language   English		Search		SEARCH A JANE DOE -
Organization Short Name Organization Grant Abbreviation   UDT UDpdate Contact   OP contacts   OP contacts CONTACTS   BANKING DETAILS CONTACTS   BANKING DETAILS CONTACTS   BANKING DETAILS CONTACTS   BANKING DETAILS Vour request was successfully submitted. Click free o open it.   Organization Name Finish   UACT Finish   Organization Short Name@   UAT Test Organemic Communication Language@   English Communication Language@   English Address Information	*** ***	HOME ORGANIZATION INF	FORMATION	
LOT Update Contact     DETAILS ACCOUNT ROLES   Contacts     DETAILS        DETAILS        DETAILS        DETAILS        DETAILS        DETAILS           DETAILS           DETAILS <th>Organization Information LFA Org Test</th> <th></th> <th></th> <th>Update Organization Create Contact Update Contact</th>	Organization Information LFA Org Test			Update Organization Create Contact Update Contact
<ul> <li>Organization Details</li> <li>Organization Name</li> <li>LFA Org Test</li> <li>Organization Short Name</li> <li>Uor</li> <li>Parent Account</li> <li>LFA Est Org Parent</li> <li>Website</li> <li>Communication Language</li> <li>English</li> <li>Address Information</li> </ul>		ization Grant Abbreviation	Update Contact	
LFA Org Test   Organization Short Name   LOT   Parent Account   LFA Test Org Parent   Website   Communication Language   English		TACTS BANKING DETAI	Your request was successfully submitted. Click here o open it.	
Parent Account   LFA Test Org Parent     Website   Communication Language      Communication Language         Address Information	LFA Org Test		The request is submitted.	Finish
Communication Language English  Address Information	LOT Parent Account		You can see more details by clicking on the blue link	
Address Information	Website			
Address Type Zip/Postal Code	✓ Address Information			
	Address Type	_	Zip/Postal Code 1	





### Step 2o

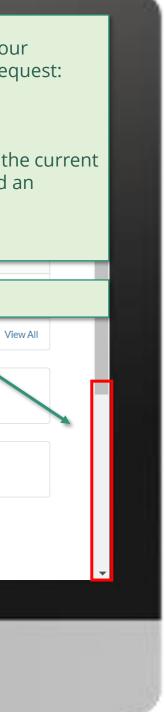
Change Request 00022636 Request Record Type Parent LFA Change Request	Search HOME ORGANIZATION INFORMATION Request Status Pending Global Fund Review		SEARCH	ANE DOE -
Change Request 00022636 Request Record Type	Request Status			
Request Record Type				
	Pending Global Fund Review		Compl	leted
Key Fields				
Contact's Organization LFA Org Test	Click on the change request number to view			
Related Cases (1)  1 item • Sorted by Created Date • Updated	a few seconds ago			
Change Request	✓ Request status	✓ LFA Role	✓ Deactivate Position	✓ Owner
1 00022637	Pending Global Fund Review	Finance Professional		CR_Owner





## Step 2p

HOME ORGANIZATION INFORMATIC	ОМ		
			You can now see the details of
			successfully submitted chang
	3		<ol> <li>Change request type</li> <li>Change request status</li> <li>Chevron status bar indicat status of the change request</li> </ol>
<u>}</u>	Pending Global Fun	d Review	overview of the process <b>4.</b> The change request detail
Field	User	Original Value	<b>5.</b> Scroll for more details
			Duplicate merge history
Proposed Rate V Location V Date	es Active 🗸 Probation End Date 🗸 C	Prganization Representative for Not	Re-submit case
100 Fly-In Currer years		۲	There is no clarification needed from your end at the moment
	Proposed Rate       ✓       Location ✓       Date         100       Fiv-In       Curre	Iobal Fund Review     Pending Global Fun     Field   User   Created.     Jane Doe     Proposed Rate   V   Location   Dates Active   V   Probation End Date   V   Current and future	Pending Global Fund Review     Field   User   Original Value   Created.     Jane Doe     Proposed Rate   V   Location   Dates Active   Probation End Date   V   Organization Representative for Not





### Step 2q

Case History (1)					
Date	Field	User		Original Value	New Value
28/05/2021 19:08	Created.	Jane Doe			
POSITIONS					Duplicate merge history
> Guidance					Not applicable
uests Access to Work Plans	Access to PET	Access to Grant Entity Data	Access to Wambo	Deactivate Position	Re-submit case
$\checkmark$					There is no clarification needed from your end at the moment
4		Note!		•	
			n access details of		
DETAILS FILES		newly o	reated request, in	cluding	
✓ Contact Information			s uploaded, by clic s and scrolling dow		
Salutation		Email Ad page	_		
Dr		josephdoe@yopmail.c	com		
First Name		Phone Number			
Doe		+559876352			
Last Name		Mobile Phone Number			
Joseph		+458796314			
Contact's Organization LFA Org Test		Comments Requesting the additi	on of a portfolio		
> System Information (Technical	Details)				



Click here to go back to the overview page







# **Grant Entity Data (GED) Interactive Manual**

The steps assigned to you are highlighted in the red boxes

## LFA | Deactivate Contacts

Follow the steps below

#### Note!

Deactivating a contact will permanently deactivate a contact and all associated positions. To deactivate a single position, please follow the <u>Deactivate Position</u> process.







203 🖄 Via e-mail In the system Local Fund Agent (LFA) Deactivate Contacts





Select Another LFA Change Request

Global Fund reviews and validates the changes.



<ul> <li>janedoe7@yopmail.c</li> <li>Log in</li> </ul>
Log in
orgot your password?





### Step 2a

## ....

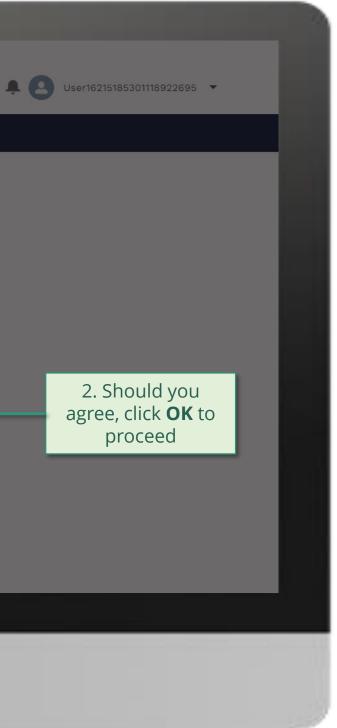
1. Read the information displayed carefully regarding the Global Fund **Privacy Statement** and the **Partner Portal Terms** of use

#### Welcome!

The Global Fund licenses, operates and makes available the Partner Portal (the "Portal"). The Portal may contain features including RSS feeds, e-mail alert services, cookies, document management features, data management features and other applications that may be available from time-to-time (collectively, the "Features"). Any person that accesses or uses the Portal or Features, or both (the "User" and together, the "Users") agrees to be bound by the terms and conditions of the Terms of Use of the Global Fund Partner Portal (the "Terms of Use"), as they may be amended from time-to-time (available at this link http://www.theglobalfund.org/en/partner-portal/). These Terms of Use contain important conditions, disclaimers and other provisions, some of which limit the Global Fund's liability. If you do not agree to these Terms of Use or cannot enter into a legally binding agreement, you must not access or use the Portal or any of the Features.

Ok

2. Should you agree, click **OK** to proceed



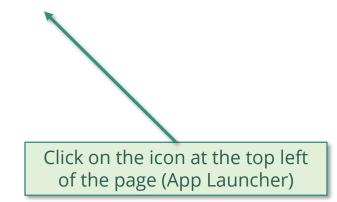


Back to the overview of <u>the steps</u> for this <u>request</u>

### Step 2b



## Home



**Welcome!** Use App Launcher to choose what portal you want to open





Back to the overview of the steps for this request

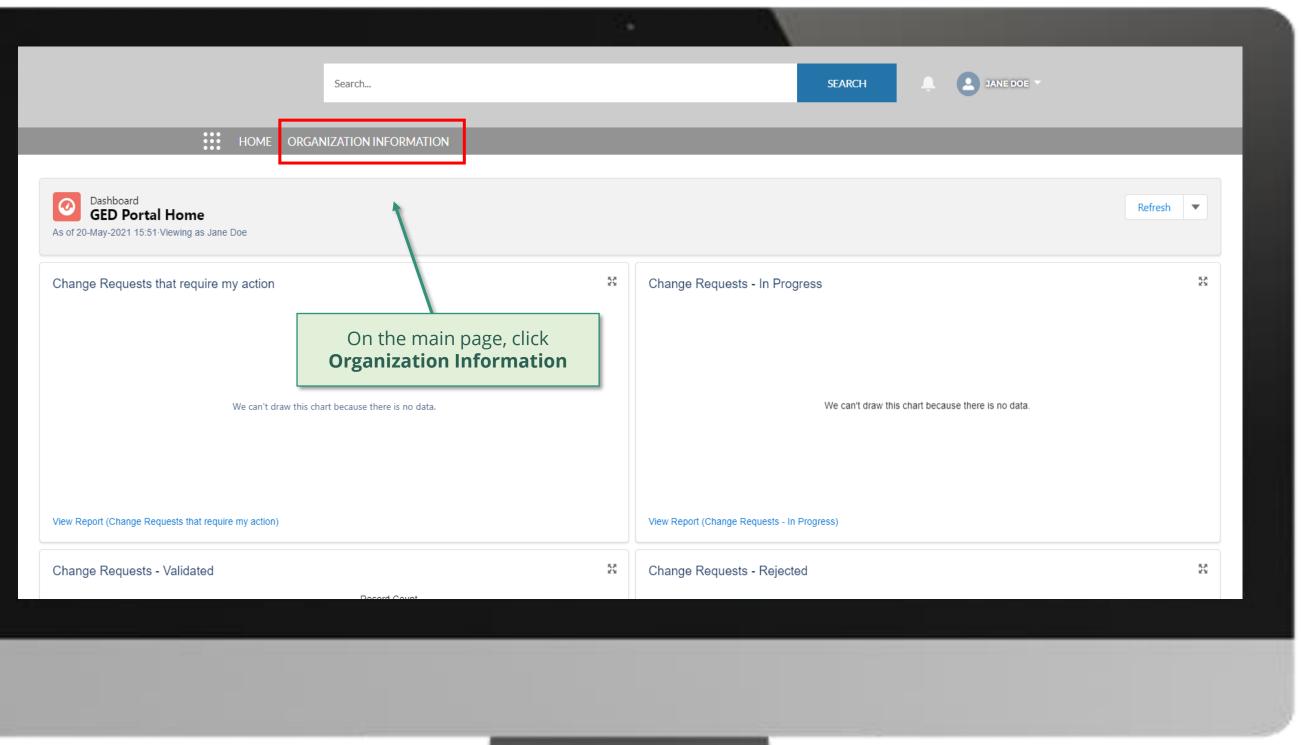
## Step 2c

App Launcher All Apps Grant Entity Data      Click Grant Entity Data	✓ All Apps	English Français Español		hand and		
Click Grant Entity Data	Click Grant Entity Data	✓ All Apps Grant Entity Data				
		Click <b>Grant Entity E</b>	ata			





### Step 2d





### Step 2e

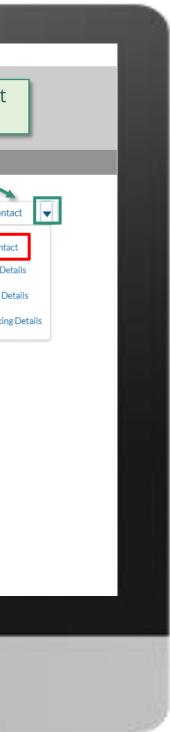
												_
					14		N.					
			Search				s	SEARCH		<i>Tip!</i> You can also fi typing its nam clicking <b>Search</b>	e on the s	rgai ear
		Н		FORMATION							_	
	rganization Informatic Iy Organizatic	ons 🔻 😾	Tip! By clicking on a different list vi My Organizat	i <b>ons</b> shows you all the				ſ	Q Searcl	h this list	\$ -	
1 item • So	orted by Organization Na		organizations	you have access to view.								
	Organization Name		ation Sh V Organization		✓ Country	✓ Parent	Account V	Organizatio	n Type 🗸	Organization Su 🗸		
1	LFA Org Test	LOT		Postal Address Line 1	Switzerland						AIM_Exterr	ıal
	want to	update b	y clicking on it									





## Step 2f

içais Español								
		Search			SEARCH		e arrow ar ctivate Co	
_	HOME ORGA	NIZATION INFOR	RMATION	_	_	_		
Organization Informat		iation I	Integration Status	#Open Change Requests for Organization	#Open Change Requests for C		Create Contect Open Change Request	Update Co Deactivate Co Create Banking
Organization Short Name LOT	Organization Grant Abbrevi			0	2	0		
			CHANGE REQUESTS		2	0		Update Bankin
LOT			CHANGE REQUESTS		2	0		Update Banking
LOT DETAILS ACCOUNT ROLES			CHANGE REQUESTS		2	0		Update Banking
LOT DETAILS ACCOUNT ROLES V Organization Details Organization Name			CHANGE REQUESTS		2	0		Update Banking
LOT ACCOUNT ROLES V Organization Details Organization Name LFA Org Test Organization Short Name			CHANGE REQUESTS		2	0		Update Banking Deactivate Bank
LOT <b>DETAILS</b> ACCOUNT ROLES <b>Organization Details</b> Organization Name LFA Org Test Organization Short Name LOT			CHANGE REQUESTS		2	0		Update Banking





## Step 2g

English I		

			×	
		Deactivate Contact		
Organization Information LFA Org Test	Select the contact to deact	ivate out of the list below	Update Organization Create Contact	Upd
Organization Short Name Organization Grant Abbreviat	ion First Name	✓ Last Name	<ul> <li>✓ or Contacts #Open Change Requests for 0</li> </ul>	r Bankin
ETAILS ACCOUNT ROLES CONTACTS BANKII	O David	Gesel Joseph	Select the contact you wish to deactivate.	
✓ Organization Details Organization Name	Elizabeth	Thompson Doe	Then, click <b>Next</b>	
LFA Org Test Organization Short Name LOT	John William	Hennings Taylor		
Parent Account LFA Test Org Parent				
Website			Next	
Communication Language English				
✓ Address Information				
Address Type	Zip/Postal Code			





### Step 2h

nçais Español							
		Search		SEARCH	÷ 23	NE DOE 🔻	
	HOME ORGAN						
Organization Informatic	n			×	Update Organization	Create Contact	Update Co
Organization Short Name LOT	Organization Grant Abbrevia	ation	Deactivate Contact	D	Contacts #	Open Change Requests fo	r Banking
DETAILS ACCOUNT ROLES	CONTACTS BANKI	ING DETAI	Are you sure you want to deactivate contact John Hennings? By proceeding, the contact will authorization and access rights related to this organization and relative details. In case John Hennings holds signatory rights, is a representative for notices, or has access to Portal, make sure that there is at least one other contact within this organization with these Next to continue or Close this window to cancel the request.	the Partner			
Urganization Name Organization Short Name				Next		lick <b>Next</b> to submit the	D I
Parent Account LFA Test Org Parent Website						request	
Communication Language							
English							





### Step 2i

English Français Español				
	Search		SEARCH	A JANE DOE V
HOME ORGA	ANIZATION INFORMATION		×	
Organization Information LFA Org Test		Deactivate Contact	rganiz	zation Create Contact Update
Organization Short Name Organization	on Grant Abbrev Your request was successfully sub	mitted.	ange R	Requests for Contacts
DETAILS ACCOUNT ROLES CONTACT			Finish	
LFA Org Test Organization Short Name LOT Parent Account	The request is submitted. You can see more details by clicking on the blue link			
LFA Test Org Parent Website				





### Step 2j

		NFORMATION	-	
Change Request 00022638 Request Record Type Deactivate LFA Contact	2 Request status Pending Global Fund Review	Integration Status	3	+
	~	Pending G	lobal Fund Review	Closed
Case History (1)				
Date	Field	User	Original Value	New Value
28/05/2021 19:12	Created.	Jane Doe		
Contact Record Inform  Existing Contact Inform	ation	Contact's Organization		<ol> <li>Change request type</li> <li>Change request status</li> </ol>
John Hennings Salutation Mr First Name		LFA Org Test		<b>3.</b> Chevron status bar indicating the c status of the change request and an
John Phone Number		Last Name Hennings Mobile Phone Number		overview of the process <b>4.</b> The change request details
Email Address john@example.com				



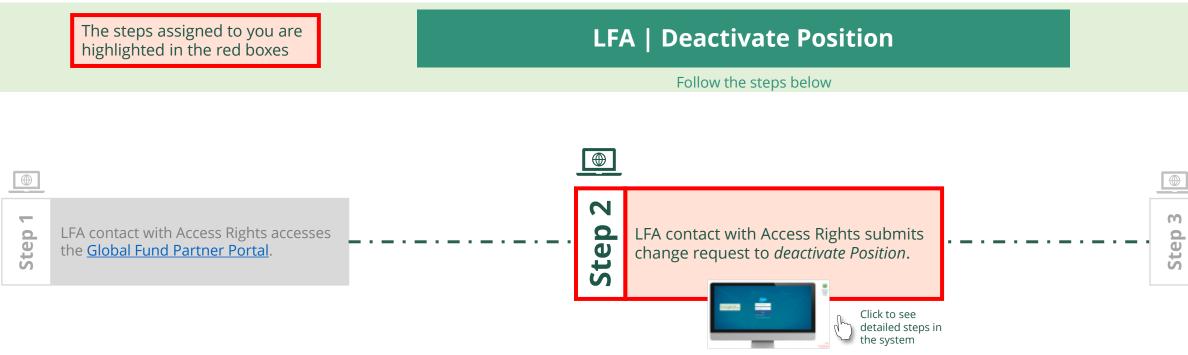
Click here to go back to the overview page

## Step 2k





# **Grant Entity Data (GED) Interactive Manual**

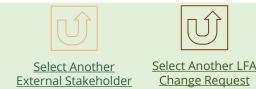


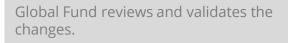






Local Fund Agent (LFA) Deactivate Position









▲ janedoe7@yopmail.c
â
Log in
orgot your password?





### Step 2a

Local Fund Agent (LFA) Deactivate Position

### ....

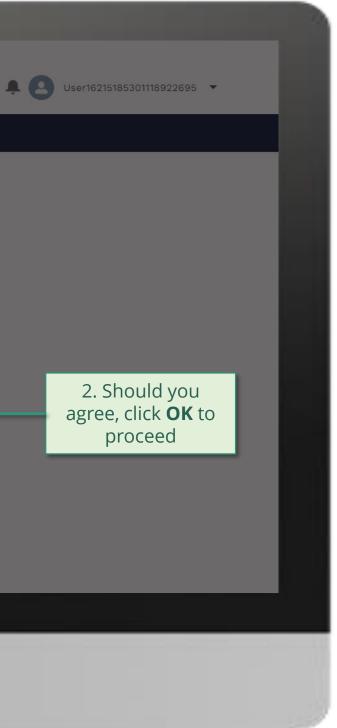
1. Read the information displayed carefully regarding the Global Fund **Privacy Statement** and the **Partner Portal Terms** of use

#### Welcome!

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Ok

2. Should you agree, click **OK** to proceed



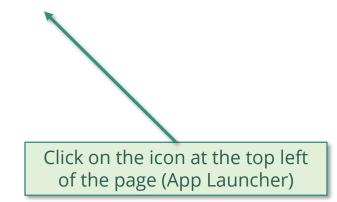


Back to the overview of <u>the steps</u> for this <u>request</u>

#### Step 2b



### Home



**Welcome!** Use App Launcher to choose what portal you want to open





Back to the overview of the steps for this request

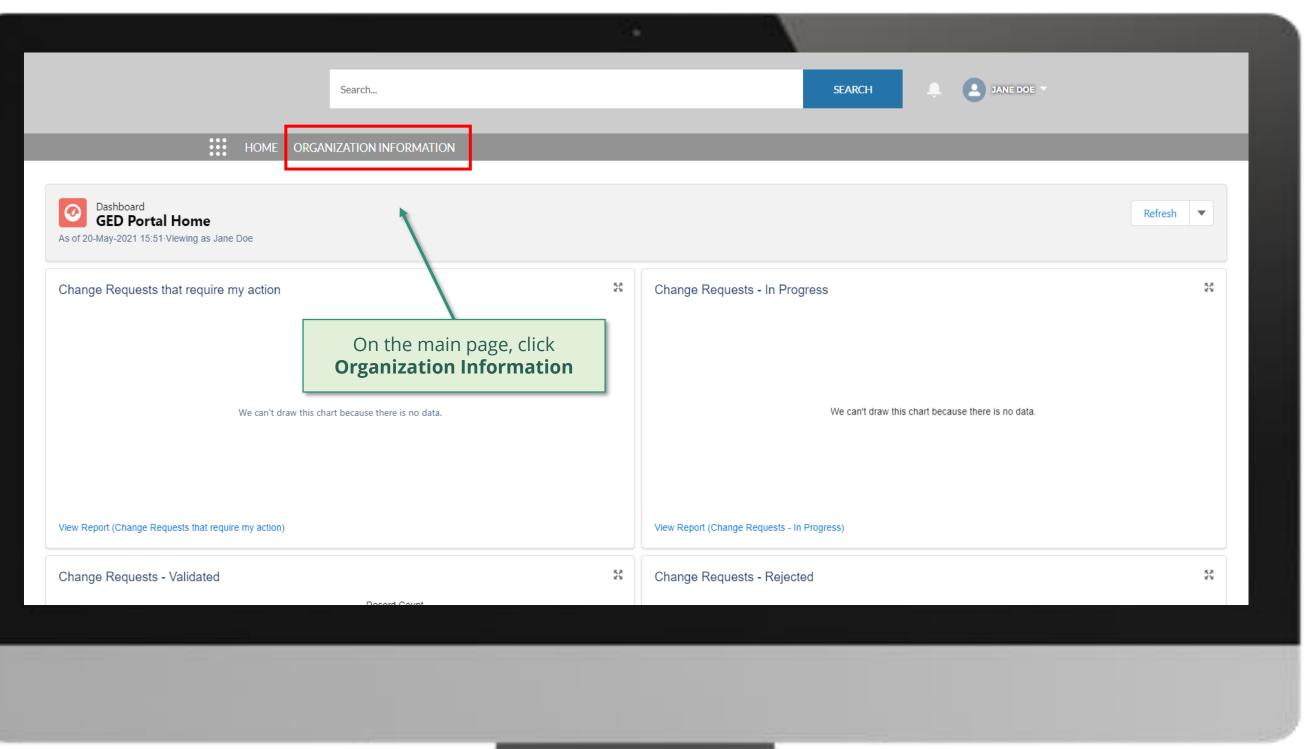
### Step 2c

App Launcher V All Apps Grant Entity Data Click Grant Entity Data	✓ All Apps	English Français Español		French anns	
Click Grant Entity Data	Click Grant Entity Data	✓ All Apps			
		Click <b>Grant E</b>	ntity Data		





### Step 2d







#### Step 2e

									- N				
				Search						SEARCH		<i>Tip!</i> You can also fir typing its name clicking <b>Search</b>	e on the searc
		нс		7ATION INFORMATION									_
	rganization Informa Ny Organizat	ation	different lis										
1 item • So	orted by Organizatior	Name • Filtered by All d	My Organi organizatio	<b>izations</b> shows you all ons you have access to	the view.	ls ago					Q Searc	h this list	\$ - ₩
	Organization Na	ime 🕇 🗸 Organiza	ition Sh 🗸 O	rganization Gr 🗸 Address L	ine 1	~	Country	$\sim$	Parent Account	✓ Orga	anization Type 🗸	Organization Su 🗸	Organization rec
1	LFA Org Test	LOT		Postal Ado	dress Line 1		Switzerland						AIM_External
		the organiz to update by											





### Step 2f

Français Español							
	Search			SEARCH		Click <b>Updat</b> Contact	e
	HOME ORGANIZATIO	NINFORMATION		_			
Organization Informa	ition			l	Jpdate Organization	Create Contact	Update Contac
Organization Short Name LOT	Organization Grant Abbreviation	Integration Status	#Open Change Requests for Organization 0	#Open Change Requests for Con 3	ntacts #Op 0	en Change Requests for B	anking
DETAILS ACCOUNT ROLE	ES CONTACTS BANKING DE	TAILS CHANGE REQUES	TS FILES MORE				
✓ Organization Details							
Organization Name LFA Org Test							
Organization Short Name							

LOT

Parent Account

Website

Communication Language English

Address Information

Address Type

Zip/Postal Code Now ZID Coo





<u>Back to the</u> overview of the steps for this <u>request</u>

### Step 2g

Françai	

					_	
	Search			SEARCH	A 8	JANE DOE
				×		
	HOME ORGANIZATION IN		Update Contact			
Organization Infor	mation				Update Organizat	ion Create Contact Update Contac
Organization Short Name LOT	Organization Grant Abbreviation	First Name David	✓ Last Name Gesel	~	r Contacts	#Open Change Requests for Banking O
DETAILS ACCOUNT RO	DLES CONTACTS BANKING DETA	/ Doe Elizabeth	Joseph Thompson			
Contact Salutation	✓ Contac', Name	Jane	Doe			
Ms.	Hex Jones	John	Hennings			
Ms.	Select the contact he	William	Taylor			
Dr.	you wish to deactivate and			Next		
Ms.	click <b>Next</b>	เกรยาวเป็นเหตุการ	ampic.com			
Ms.	Jane Doe	janedoe7@yoj	pmail.com			
Mr.	John Hennings	john@example	e.com			
Mr.	Robert Smith	robert@exam	ple.com			







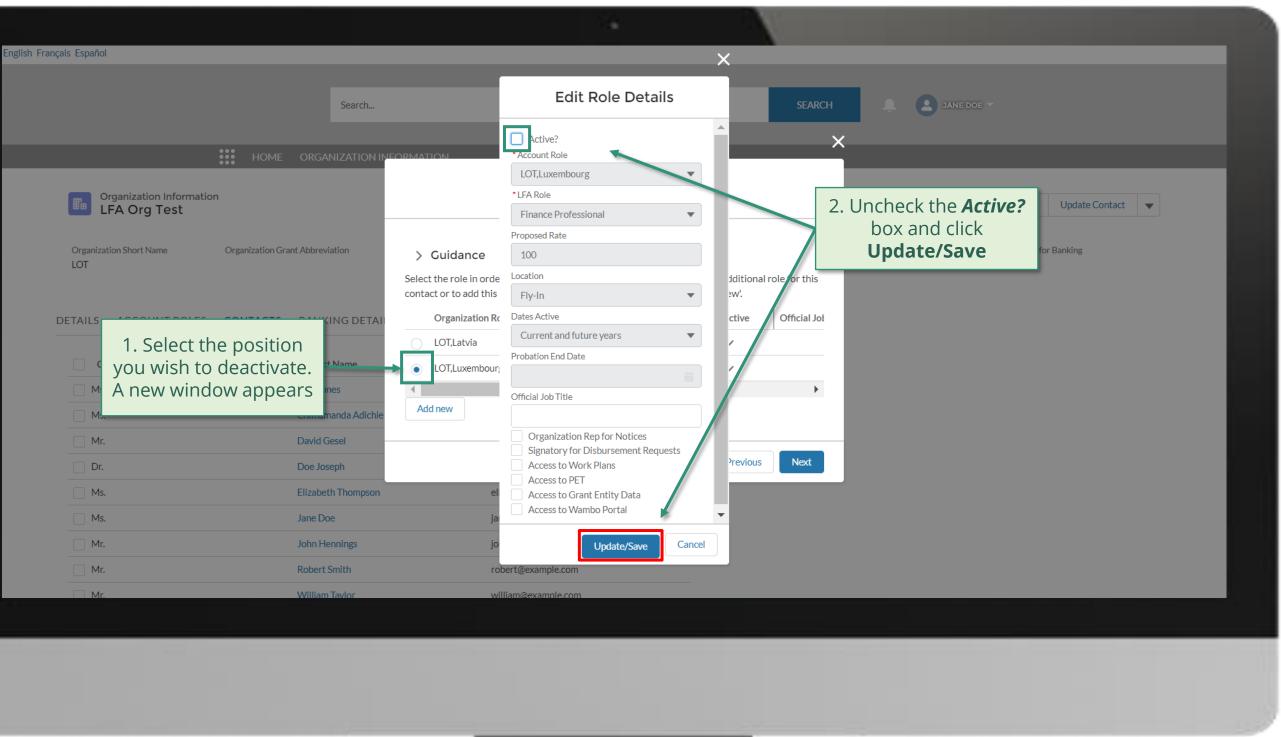
### Step 2h

English Français Español				×		
	Search	Update Contact			JANE DOE 👻	
ном	E ORGANIZATION IN	* Salutation Mr	•	<b>^</b>		
Organization Information LFA Org Test		* Last Name Gesel		Update Organizati	on Create Contact	Update Contac
Organization Short Name Organization ( LOT	Grant Abbreviation	* First Name David		or Contacts	#Open Change Requests for 0	Banking
DETAILS ACCOUNT ROLES CONTACTS	BANKING DETAI	Contact for Organization: LFA Org Test * Email Address	Dura ida mara	determine and		
Contact Salutation		david@example.com Phone Number	Provide man comments a <b>Next</b>	nd click		
Ms.	Alex Jones Chimamanda Adichie	Mobile Phone Number				
Mr.     Dr.	David Gesel Doe Joseph	+44555555555 • Comments				
Ms.     Ms.	Elizabeth Thompson Jane Doe	requesting deactivation of one portfolio		~		
Mr. Mr.	John Hennings Robert Smith	robert@example.com	Next			
	Acte T 1					





### Step 2i







### Step 2k

English Français Español								
	Search				SEARCH		DOE -	
HOME ORGA		ΜΔΤΙΩΝ			×			
Organization Information LFA Org Test		U	pdate Contact			Update Organization	Create Contact	Update Contac
Organization Short Name Organization Grant Abbrev LOT	Se	> Cuidance elect the role in order to update it for ontact or to add this contact to anoth			role for this	or Contacts #Op 0	en Change Requests for	Banking
DETAILS ACCOUNT ROLES CONTACTS BANK	(ING DETAIL	Organization Role 🗸 🗸	LFA Role	✓ Active	Official Joł			
Other updates can also be done for this contact. Repeat		LOT,Latvia     LOT,Luxembourg	Programmatic/M&E Expert Finance Professional	~				
the procedure by selecting the relevant position and	manda Adichie	Add new			۲			
the pop-up window as	seph			Previous	Next			
	th Thompson	elizabeth@example						
Once this is completed, click	oe ennings	janedoe7@yopmail. john@example.com						
<b>Next</b> to submit the request	Smith	robert@example.co						





### Step 2I

nçais Español			
	Gunt		SEARCH 🔔 JANE DOE 💌
	Search		SEARCH A JANE DOE T
•••	HOME ORGANIZATION INFORMA	ATION	
Organization Information LFA Org Test			Update Organization Create Contact Update
Organization Short Name Organ LOT	ization Grant Abbreviation	Update Contact	or Contacts #Open Change Requests for Banking 0
DETAILS ACCOUNT ROLES CON	TACTS BANKING DETAIL Your	r request was successfully submitted. Clice here to open it.	
Contact Salutation	Contact Name	r request was successfully submitted. Clic <mark>t <u>here</u> o</mark> open it.	
		r request was successfully submitted. Clic <mark>i <u>here</u> o</mark> open it.	Finish
Contact Salutation	✓ Contact Name		Finish
Contact Salutation Ms.	Contact Name	The request is submitted. You can see more details by	Finish
Contact Salutation Ms. Ms.	✓ Contact Name Alex Jones Chimamanda Adichie	The request is submitted.	Finish
Contact Salutation Ms. Ms. Mr.	<ul> <li>✓ Contact Name</li> <li>Alex Jones</li> <li>Chimamanda Adichie</li> <li>David Gesel</li> </ul>	The request is submitted. You can see more details by	Finish
<ul> <li>Contact Salutation</li> <li>Ms.</li> <li>Ms.</li> <li>Mr.</li> <li>Dr.</li> </ul>	<ul> <li>✓ Contact Name</li> <li>Alex Jones</li> <li>Chimamanda Adichie</li> <li>David Gesel</li> <li>Doe Joseph</li> </ul>	The request is submitted. You can see more details by clicking on the blue link	Finish
<ul> <li>Contact Salutation</li> <li>Ms.</li> <li>Ms.</li> <li>Mr.</li> <li>Dr.</li> <li>Ms.</li> </ul>	<ul> <li>✓ Contact Name</li> <li>Alex Jones</li> <li>Chimamanda Adichie</li> <li>David Gesel</li> <li>Doe Joseph</li> <li>Elizabeth Thompson</li> </ul>	The request is submitted. You can see more details by clicking on the blue link elizabeth@example.com	Finish







### Step 2m

	Search		SEARCH	JANE DOE -
	HOME ORGANIZATION INFORMATION	_	_	
Change Request 00022636				
Request Record Type Parent LFA Change Request	Request Status Pending Global Fund Review			
<ul><li>✓</li></ul>	Pending Global Fund Review		Comple	ted
Key Fields				
Contact's Organization LFA Org Test	Click on the change request number to view			
Related Cases (1)  1 item • Sorted by Created Date • Update	ted a few seconds ago			
Change Request	✓ Request status	∽ LFA Role	V Deactivate Position	∽ Owner
1 00022637	Pending Global Fund Review	Finance Professional		CR_Owner
			and the second se	





### Step 2n

Request 640 2 pe Request status act Pending Global Fund Review	VIZATION INFORMATION			You can now see the details successfully submitted char
	Integration Status			
~		Pending Global Fu	und Review	<ol> <li>Change request type</li> <li>Change request status</li> <li>Chevron status bar indication</li> </ol>
story (1)				<ul> <li>status of the change request</li> <li>overview of the process</li> <li>4. The change request detail</li> </ul>
			Original Value	
				<b>5.</b> Scroll to view more detail
				Duplicate merge history
				Not applicable
Finance	Current and future	Probation End Date $\checkmark$	Organization Representative for Not	
ourg Professional 100	Fly-In years			There is no clarification needed from your end at the moment
	story (1) Field 0 Created. tole V LFA Role V Proposed Rate V Finance 100	story (1) Field U 0 Created. J tole V LFA Role V Proposed Rate V Location V Dates Active V pourg Finance 100 Fly-In Current and future years	story (1) Field User 0 Created. Jane Doe tole $\checkmark$ LFA Role $\checkmark$ Proposed Rate $\checkmark$ Location $\checkmark$ Dates Active $\checkmark$ Probation End Date $\checkmark$ pourg Finance 100 Fly-In Current and future years	story (1)   Field User Original Value   0 Created. Jane Doe     ole  LFA Role  Proposed Rate    Location  Dates Active  Probation End Date    ourg Finance Professional 100   Fiy-In Current and future years







### Step 2o

Case History (1)					
Date	Field	User		Original Value	New Value
28/05/2021 19:20	Created.	Jane Doe			
POSITIONS					Duplicate merge history
> Guidance					Not applicable
uests Access to Work Plans	Access to PET A	Access to Grant Entity Data A	Access to Wambo	Deactivate Position	Re-submit case
I	· · ·	I		$\checkmark$	There is no clarification needed from your end at the moment
4					
DETAILS FILES					
✓ Contact Information					
Salutation		Email Address		The deactivated fi	ield is highlighted
Mr		david@example.com			
First Name		Phone Number			
David					
Last Name Gesel		Mobile Phone Number +445555555555			
Contact's Organization		Comments			
LFA Org Test		requesting deactivation of	f one portfolio		

#### > System Information (Technical Details)





Back to the overview of the steps for this request

Click here to go back to the overview page







### Select the type of change request

Select from the below

### Organization information Change Requests



Create New Organization



Update Organization Information



Link Existing Third Party with PR Banking Information Change Requests



Create/Update Banking Information Third Party









#### Third Party **Create New Organization**





### Updated GED reflected in **Global Fund Partner Portal**









### Third Party Update Organization Information





### Updated GED reflected in **Global Fund Partner Portal**









### Third Party Link Existing Third Party with PR



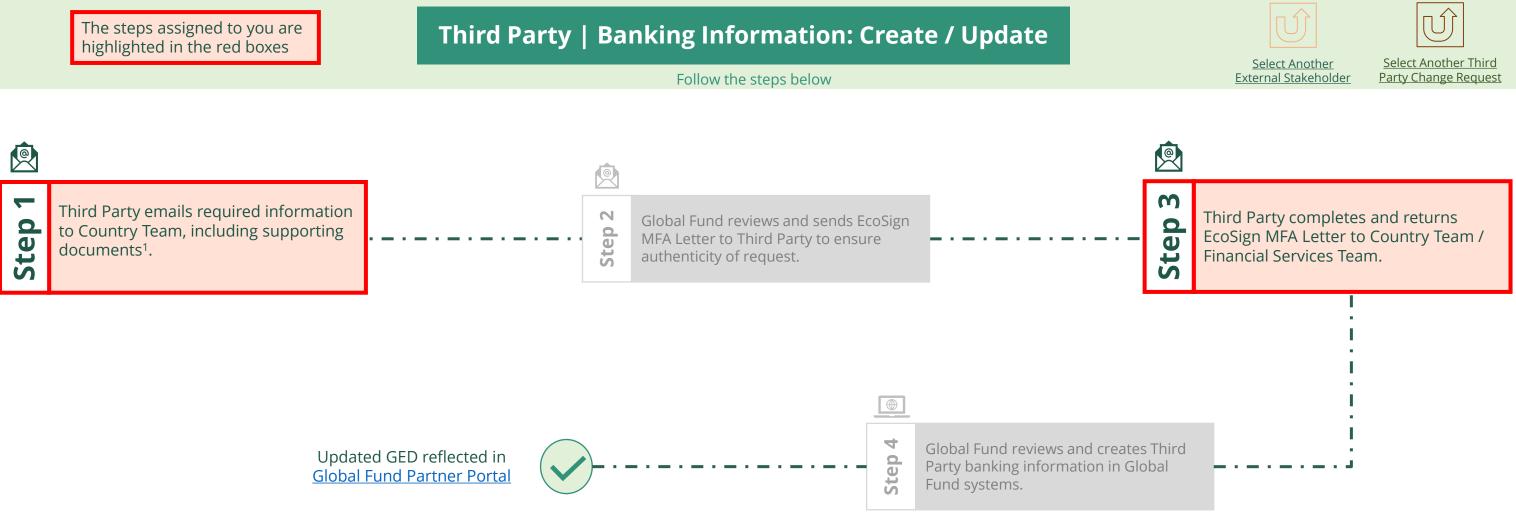


### Updated GED reflected in **Global Fund Partner Portal**



<sup>1</sup> 1 See Operational Policy Manual (OPM) Annex 3 on required supporting documents







### Third Party Create/Update Banking Information



