

Grant Entity Data (GED) Interactive Manual

Who am I?

Select from the below

Global Fund External Stakeholders



Principal Recipient (PR)



Local Fund Agent (LFA)



Country Coordinating Mechanism (CCM)



Third Party

Grant Entity Data (GED) Interactive Manual



Select the type of change request



[Select Another External Stakeholder](#)

Select from the below


Organization information Change Requests

-  Create New Organization
-  Update Organization Information

Contact Information Change Requests

-  Create Contacts
-  Update Contacts
-  Deactivate Contacts

Banking information Change Requests

-  Create banking information
-  Update banking information
-  Deactivate banking information

Grant Entity Data (GED) Interactive Manual

The steps assigned to you are highlighted in the red boxes

PR | Create New Organization

Follow the steps below


[Select Another External Stakeholder](#)


[Select Another PR Change Request](#)



Step 1

PR emails [Organization Information Form](#)** & supporting documents¹ to Country Team.



Step 2

Global Fund creates new organization in Partner Portal.



Step 3

Designated PR contact with Access Rights receives login details to the [Global Fund Partner Portal](#) via email.

Click here to get started

 **TheGlobalFund** Partner Portal



Step 4

PR Focal Point contact with Access Rights is able to submit change requests.

¹ See [Operational Policy Manual \(OPM\)](#) Annex 3 on required supporting documents

** Organization Information Form ([EN](#) | [ES](#) | [FR](#)). Please note! Spanish and French versions are courtesy translations only. Please complete and submit the English version of this template.

Grant Entity Data (GED) Interactive Manual

The steps assigned to you are highlighted in the red boxes

PR | Update Organization Information

Follow the steps below


[Select Another External Stakeholder](#)


[Select Another PR Change Request](#)



Step 1

PR contact with Access Rights accesses the [Global Fund Partner Portal](#).



Step 2

PR contact with Access Rights submits change request to *update organization information*, including supporting documents¹.



Click to see detailed steps in the system





Step 3

Global Fund reviews and validates the changes.

Updated GED reflected in [Global Fund Partner Portal](#)



-  Via e-mail
-  In the system

¹ 1 See [Operational Policy Manual \(OPM\)](#), Annex 3 on required supporting documents

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

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Ok

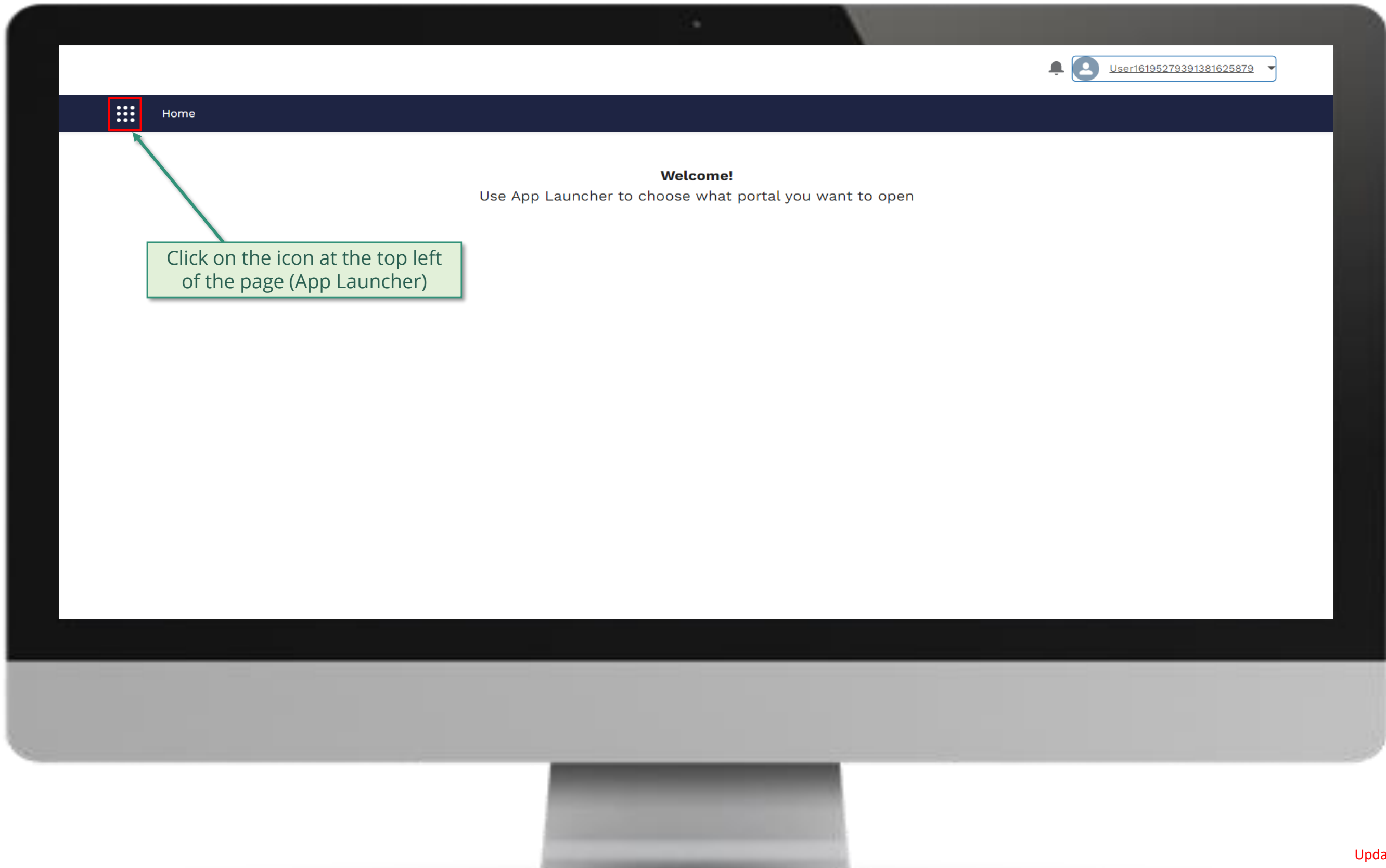
2. Should you agree, click **OK** to proceed



[Back to the overview of the steps for this request](#)



[Back to the overview of the steps for this request](#)



Home

User16195279391381625879

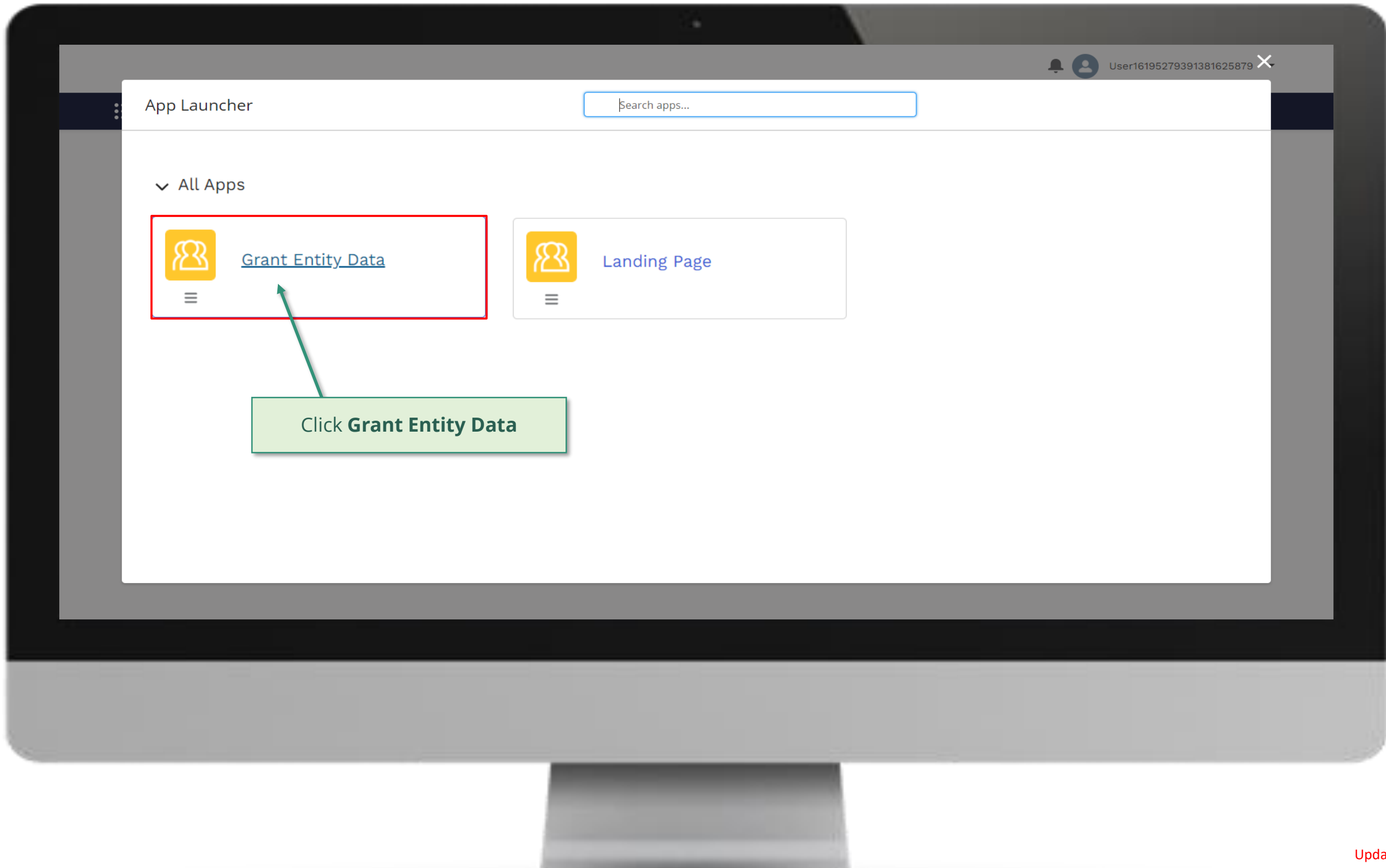
Welcome!

Use App Launcher to choose what portal you want to open

Click on the icon at the top left of the page (App Launcher)



[Back to the overview of the steps for this request](#)





[Back to the overview of the steps for this request](#)

Search...

MARIE JO...

HOME **ORGANIZATION INFORMATION**

Dashboard
GED Portal Home
As of 10-May-2021 16:35-Viewing as Marie Johnson

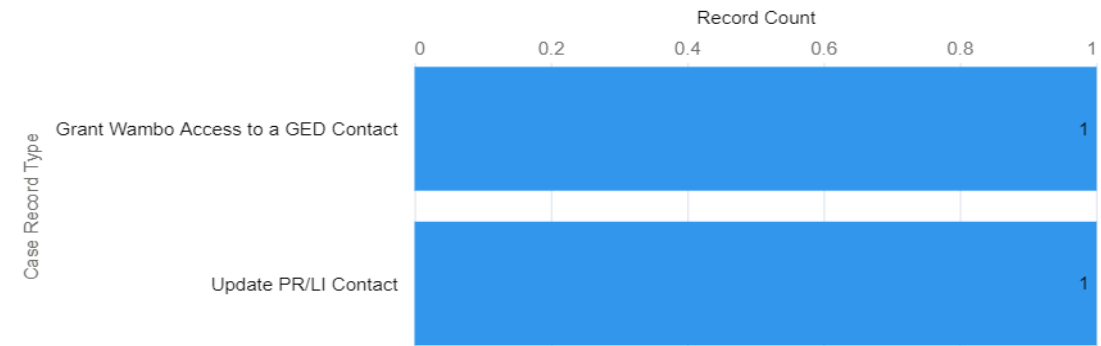
Change Requests that require my action

We can't draw th

[View Report \(Change Requests that require my action\)](#)

On the main page, click **Organization Information**

Change Requests - In Progress



[View Report \(Change Requests - In Progress\)](#)



[Back to the overview of the steps for this request](#)

Search...

MARIE JO...

Organization Information
My Organizations

[Printable View](#)

1 item • Sorted by Organization Name • Filtered by All organization information - Organization Record Type • Updated a few seconds ago

	Organization Name	Organization Short Name	Country	Parent Account
1	National Malaria Program	NMPN	Nigeria	

Select the organization that you want to update by clicking on it



[Back to the overview of the steps for this request](#)

Search... SEARCH

MARIE JO...

HOME ORGANIZATION INFORMATION

Organization Information
National Malaria Program

Update Organization Create Contact Update Contact

Organization Short Name NMPN	Organization Grant Abbreviation NGA - M	Integration Status Completed	#Open Change Requests for Organization 0	#Open Change Requests for Contacts 2	#Open Change Requests for Banking 0
---------------------------------	--	---------------------------------	---	---	--

Click Update Organization

DETAILS ACCOUNT ROLES CONTACTS BANKING DETAILS CHANGE REQUESTS FILES MORE

Organization Details

Organization Name
National Malaria Program

Organization Short Name ⓘ
NMPN

Parent Account

Website

Communication Language ⓘ
English

Address Information

Address Type Office Address Zip/Postal Code ⓘ
16000

Role
PR

Organization Type
Governmental Organization

Organization Sub-Type
Ministry of Health

Organization Grant Abbreviation
NGA - M



[Back to the overview of the steps for this request](#)

Update Organization

Organization Detail

* Organization Name ⓘ
National Malaria Program - **New Name**

* Organization Grant Abbreviation
NGA - M

* Organization Short Name ⓘ
NMPN

* Communication Language ⓘ
English
Select the preferred communication language with the Global Fund.

Primary Address Information

* Address Type
Office Address

* Address Line 1
Main Boulevard 35

Address Line 2

Zip/Postal Code ⓘ
16000

Next

1. Change the information that needs to be updated

2. Once all the changes are done, click **Next**

Search...

HOME ORGANIZATION INFORMATION

Organization Information

National Malaria Program

Organization Short Name: NMPN Organization Grant Abbreviation: NGA - M

DETAILS ACCOUNT ROLES CONTACTS BANKING DE

Organization Name: National Malaria Program

Organization Short Name ⓘ: NMPN

Parent Account

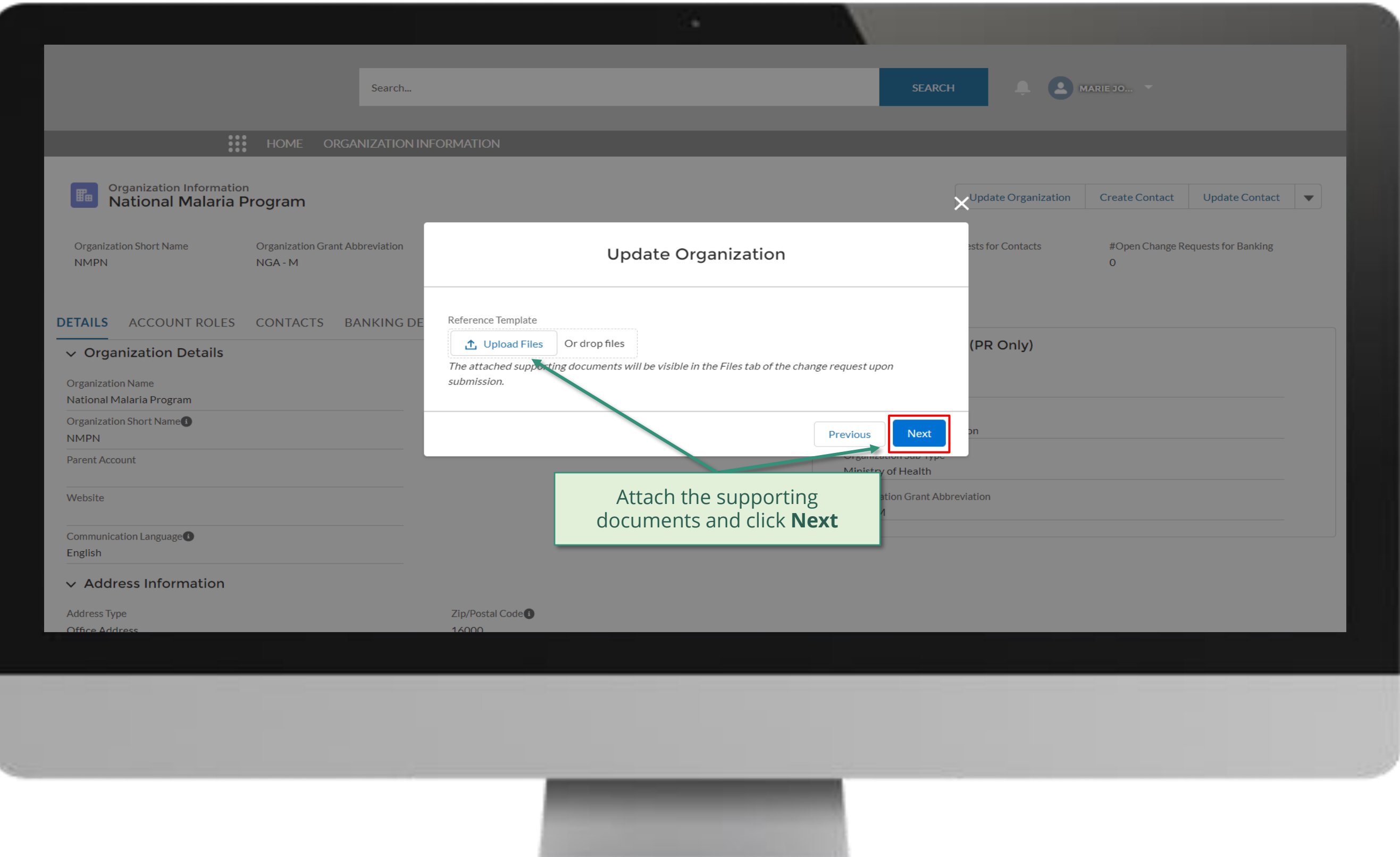
Website

Communication Language ⓘ: English

Address Type: Office Address Zip/Postal Code ⓘ: 16000



[Back to the overview of the steps for this request](#)



Attach the supporting documents and click **Next**



[Back to the overview of the steps for this request](#)

Search... SEARCH

MARIE JO...

HOME ORGANIZATION INFORMATION

Organization Information National Malaria Program

Update Organization Create Contact Update Contact

Organization Short Name: NMPN Organization Grant Abbreviation: NGA - M Integration Status: #Open Change Requests for Organization: #Open Change Requests for Contacts: #Open Change Requests for Banking: 0

Update Organization

Your request was successfully submitted. Click [here](#) to open it.

Finish

The request is submitted. You can see more details by clicking on the blue link

DETAILS ACCOUNT ROLES CONTACTS BANKING DE

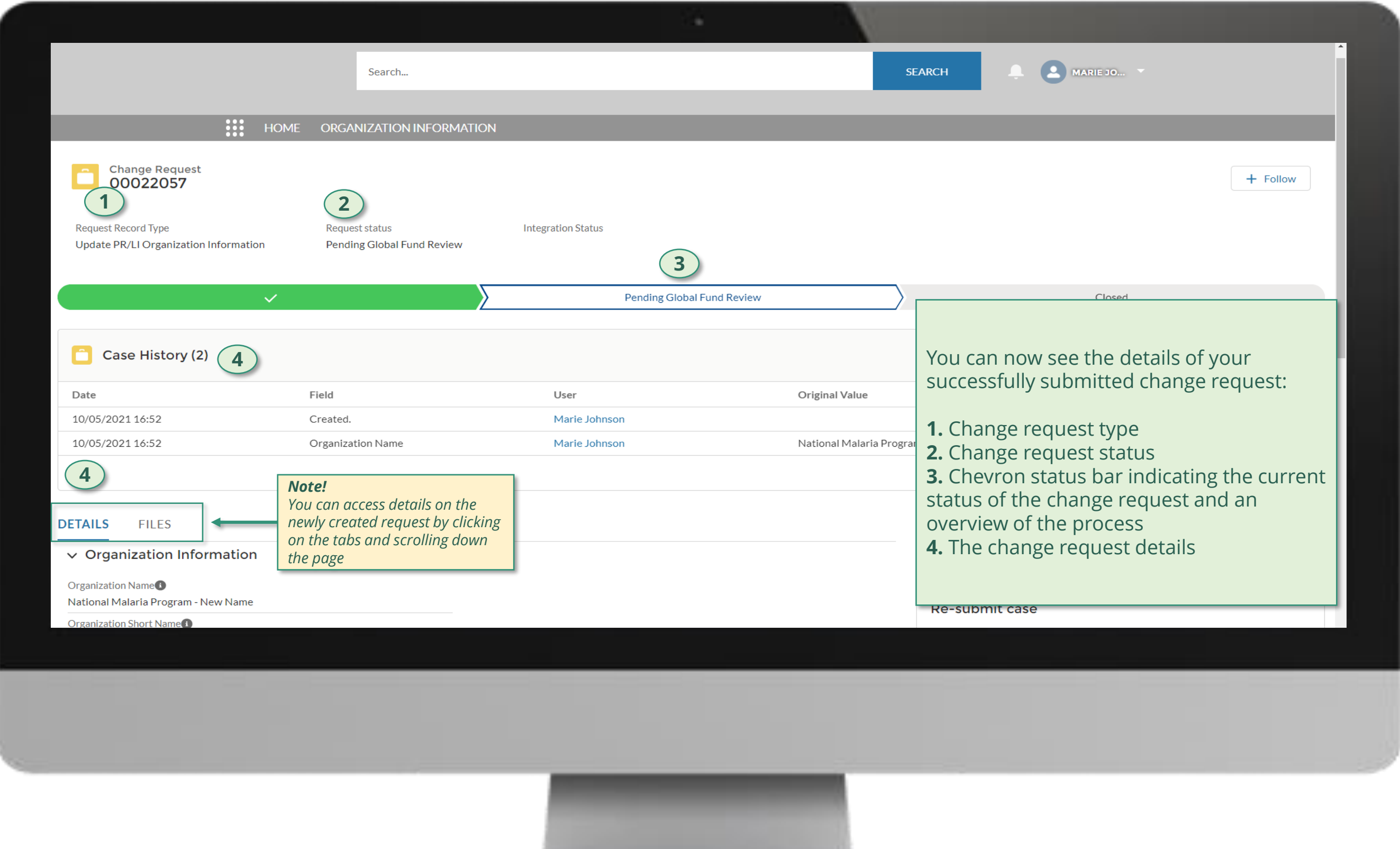
Organization Details

Organization Name: National Malaria Program
Organization Short Name: NMPN
Parent Account:
Website:
Communication Language: English

Address Information

Address Type: Office Address Zip/Postal Code: 16000

(PR Only)
Governmental Organization
Organization Sub-Type: Ministry of Health
Organization Grant Abbreviation: NGA - M



Back to the overview of the steps for this request

Click here to go back to the overview page

You can now see the details of your successfully submitted change request:

- 1. Change request type
- 2. Change request status
- 3. Chevron status bar indicating the current status of the change request and an overview of the process
- 4. The change request details


Note!
You can access details on the newly created request by clicking on the tabs and scrolling down the page

Grant Entity Data (GED) Interactive Manual

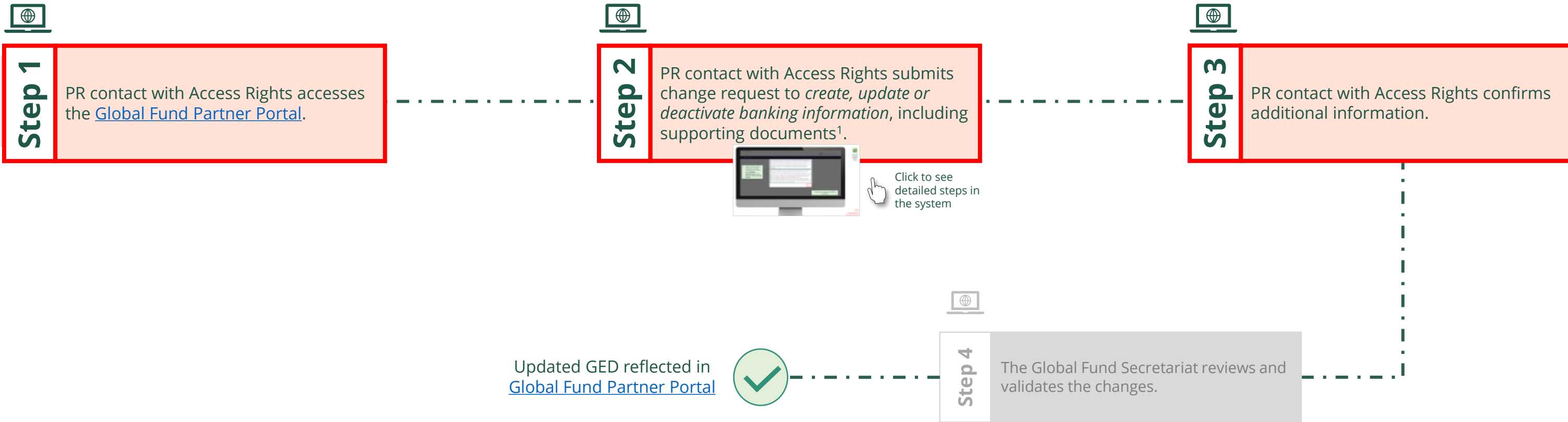
The steps assigned to you are highlighted in the red boxes



PR | Create Banking Information

Follow the steps below


[Select Another External Stakeholder](#)


[Select Another PR Change Request](#)



 Via e-mail
 In the system

¹ See [Operational Policy Manual \(OPM\)](#) Annex 3 on required supporting documents

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/privacy-statement/>)

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Ok

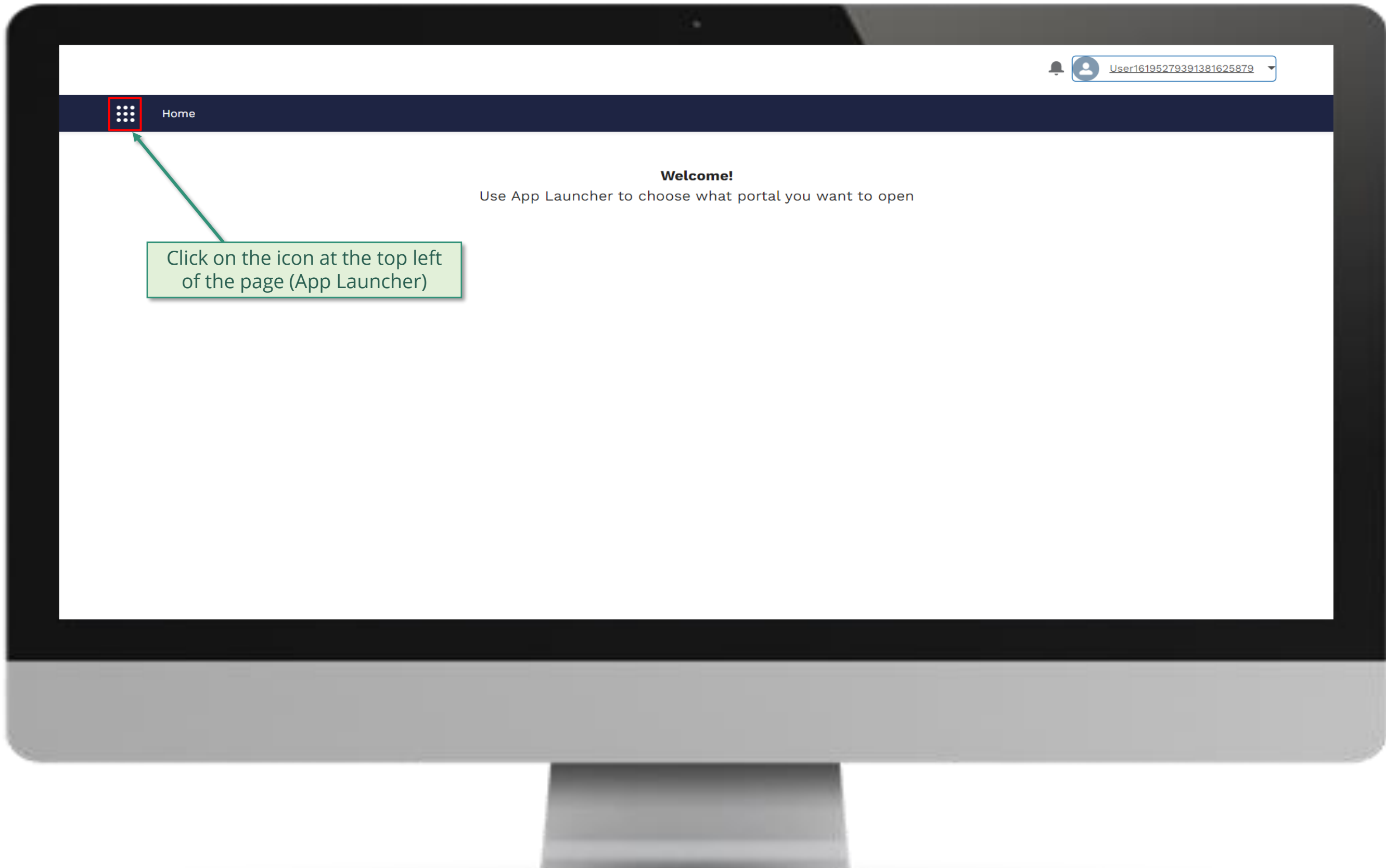
2. Should you agree, click **OK** to proceed



[Back to the overview of the steps for this request](#)



[Back to the overview of the steps for this request](#)

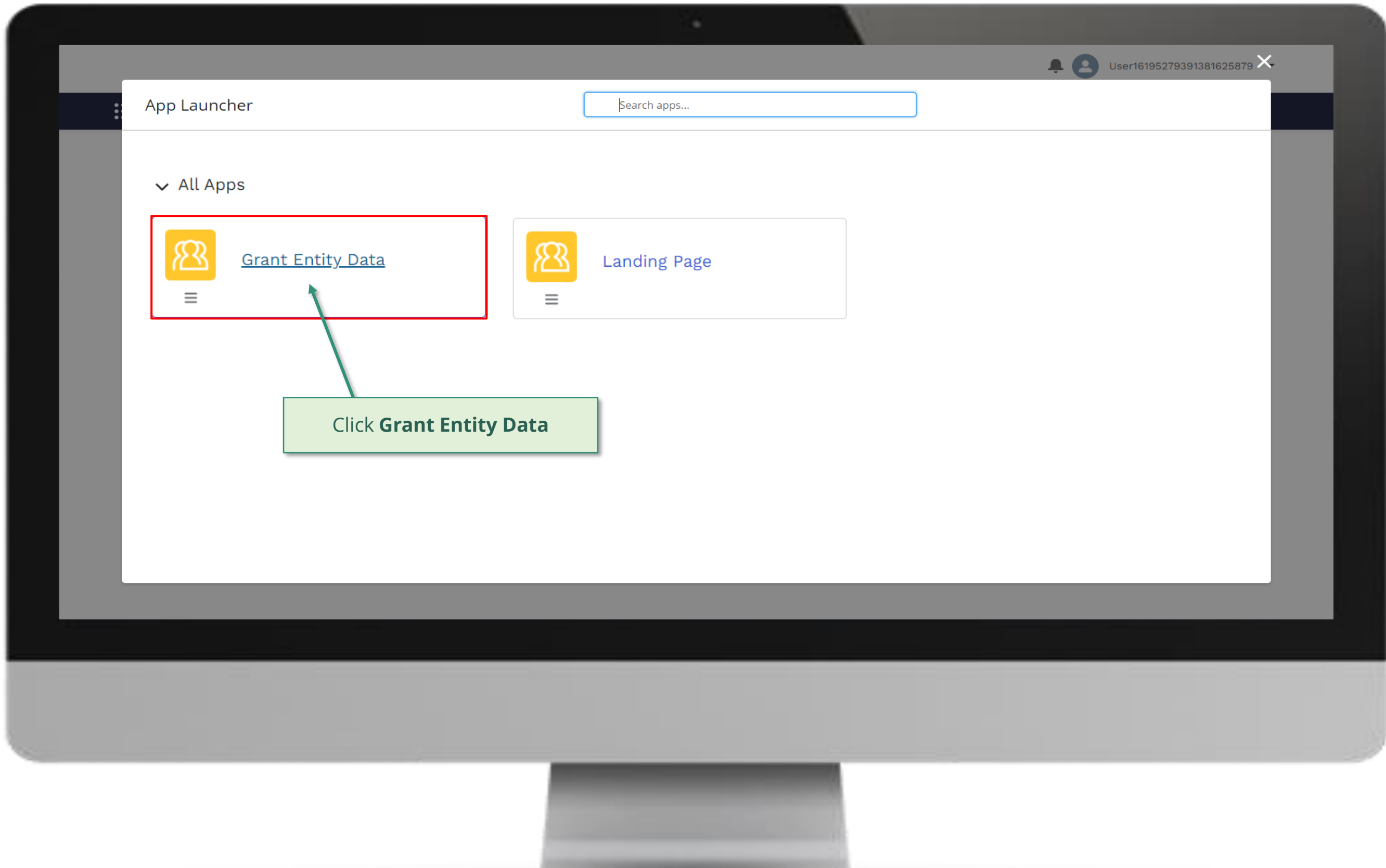


Step 2b

Principal Recipient (PR)
Create banking information



[Back to the overview of the steps for this request](#)





[Back to the overview of the steps for this request](#)

Search...

MARIE JO...

HOME **ORGANIZATION INFORMATION**

Dashboard
GED Portal Home
As of 10-May-2021 16:35-Viewing as Marie Johnson

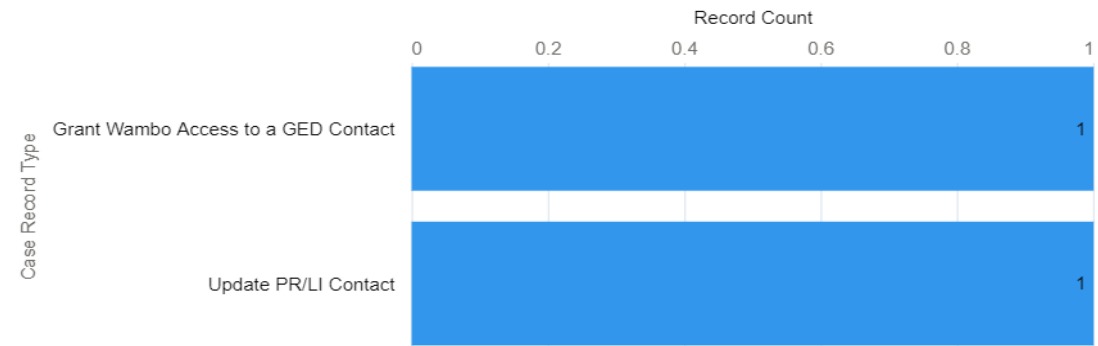
Change Requests that require my action

We can't draw th

[View Report \(Change Requests that require my action\)](#)

On the main page, click **Organization Information**

Change Requests - In Progress



[View Report \(Change Requests - In Progress\)](#)



[Back to the overview of the steps for this request](#)

MARIE JO...

HOME ORGANIZATION INFORMATION

Organization Information
My Organizations

[Printable View](#)

1 item • Sorted by Organization Name • Filtered by All organization information - Organization Record Type • Updated a few seconds ago

	Organization Name	Organization Short Name	Country	Parent Account
1	National Malaria Program	NMPN	Nigeria	

Select the organization you want to update by clicking on it



[Back to the overview of the steps for this request](#)

Click on the blue arrow and then click **Create Banking Details**

Search... **SEARCH**

HOME ORGANIZATION INFORMATION

Organization Information National Malaria Program

Update Organization Create Contact Update Contact

Organization Short Name	Organization Grant Abbreviation	Integration Status	#Open Change Requests for Organization	#Open Change Requests for Contacts	#Open Change Requests for Organization
NMPN	NGA - M	Completed	1	4	0

DETAILS ACCOUNT ROLES CONTACTS BANKING DETAILS CHANGE REQUESTS FILES MORE

Organization Details

Organization Name
National Malaria Program

Organization Short Name ⓘ
NMPN

Parent Account

Website

Communication Language ⓘ
English

Address Information

Address Type Zip/Postal Code ⓘ

Organization Details (PR Only)

Role
PR

Organization Type
Governmental Organization

Organization Sub-Type
Ministry of Health

Organization Grant Abbreviation
NGA - M

Deactivate Contact
Create Banking Details
Update Banking Details
Deactivate Banking Details



[Back to the overview of the steps for this request](#)



Create Banking Details

1. Fill in all the information fields.

Note!
Fields with (*) are mandatory

Section - Primary Bank Information

* Account Number

Complete this field.

* Account Name

* Legal Owner of Bank Account

IBAN (European & ISO certified countries)

IBAN (Other Countries)

Either BIC(SWIFT) or ABA is mandatory!

BIC (SWIFT) ⓘ



Click on the arrow to scroll down and see the remaining fields

Organization Information National Malaria Program

Organization Short Name
NMPN

DETAILS ACCOUNT ROLES CONTACTS BANKING DETAILS

Organization Details

- Organization Name
National Malaria Program
- Organization Short Name ⓘ
NMPN
- Parent Account
- Website
- Communication Language ⓘ
English

Address Information



[Back to the overview of the steps for this request](#)

Search...



Create Banking Details

Either BIC(SWIFT) or ABA is mandatory!

BIC (SWIFT) ⓘ



ABA ⓘ



*Currency

Please select...

Section - Intermediary Bank Information

Account Number



IBAN



BIC (SWIFT)



Note!

It is mandatory to add either the BIC (SWIFT) or ABA Code

Once you have added all the information, click **Next**

Next

Organization Information National Malaria Program

Organization Short Name
NMPN

Organization Grant Abbreviation
NGA - M

DETAILS ACCOUNT ROLES CONTACTS BANKING DE

Organization Details

Organization Name
National Malaria Program

Organization Short Name ⓘ
NMPN

Parent Account

Website

Communication Language ⓘ
English

Address Information

MARIE JO...

Update Organization Create Contact Update Contact

Requests for Contacts #Open Change Requests for Banking
0

(PR Only)



[Back to the overview of the steps for this request](#)

English Français Español

Search...

MARIE JO...

HOME ORGANIZATION INFORMATION

Organization Information National Malaria Program

Organization Short Name: NMPN
Organization Grant Abbreviation: NGA - M

Requests for Contacts: #Open Change Requests for Banking: 0

DETAILS ACCOUNT ROLES CONTACTS BANKING DE

Create Banking Details

Please attach Bank Letter using TGF Template (stamped and signed)

Or drop files

The attached supporting documents will be visible in the Files tab of the change request upon submission.

Attach the supporting documents and click **Next**

Organization Details

Organization Name: National Malaria Program
Organization Short Name: NMPN
Parent Account:
Website:
Communication Language: English

Address Information



[Back to the overview of the steps for this request](#)

Organization Information National Malaria Program

Organization Short Name: NMPN
Organization Grant Abbreviation: NGA - M

DETAILS ACCOUNT ROLES CONTACTS BANKING DETAILS

Organization Details

Organization Name: National Malaria Program
Organization Short Name: NMPN
Parent Account:
Website:
Communication Language: English

Address Information

Create Banking Details

What is the name of your previous bank? If applicable

In which country was your previous bank located? If applicable
Please select...

What was the last disbursement amount to the PR Organization? If applicable

What was the currency of the last disbursement amount to the PR Organization? If applicable
Please select...

Previous **Next**

Answer the security questions (if applicable) and click **Next**



[Back to the overview of the steps for this request](#)

Search...

Organization Information National Malaria Program

Organization Short Name: NMPN
Organization Grant Abbreviation: NGA - M

DETAILS ACCOUNT ROLES CONTACTS BANKING DE

Organization Details

Organization Name: National Malaria Program
Organization Short Name: NMPN
Parent Account:
Website:
Communication Language: English

Address Information

Create Banking Details

* Please enter the verification code that was sent you by email

Complete this field.

A security code of 6 digits will be sent to your email address. Copy and paste the code on the appropriate field and click **Next**



[Back to the overview of the steps for this request](#)

English Français Español

Search...

SEARCH



MARIE JO...



HOME

ORGANIZATION INFORMATION



Organization Information

National Malaria Program

Update Organization

Create Contact

Update Contact

Organization Short Name
NMPN

Organization Grant Abbreviation
NGA - M

Create Banking Details

Your request was successfully submitted. Click [here](#) to open it.

The request is submitted.
You can see more details by
clicking on the blue link.

Finish

DETAILS ACCOUNT ROLES CONTACTS BANKING DE

Organization Details

Organization Name
National Malaria Program

Organization Short Name ⓘ
NMPN

Parent Account

Website

Communication Language ⓘ
English

Address Information

Organization Type
Governmental Organization

Organization Sub-Type
Ministry of Health

Organization Grant Abbreviation
NGA - M

Step 21

Principal Recipient (PR)
Create banking information

Search... SEARCH

1 Change Request 00022185
Request Record Type
Create PR Banking Details

2 Request status
Pending Global Fund Review

Integration Status

3

+ Follow



4 Case History (1)

Date	Field	User	Original Value
17/05/2021 14:40	Created.	Marie Johnson	

You can now see the details of your successfully submitted change request:

1. Change request type
2. Change request status
3. Chevron status bar indicating the current status of the change request and an overview of the process
4. The change request details

Note!
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DETAILS FILES

Security Questions

Previous Bank Name



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

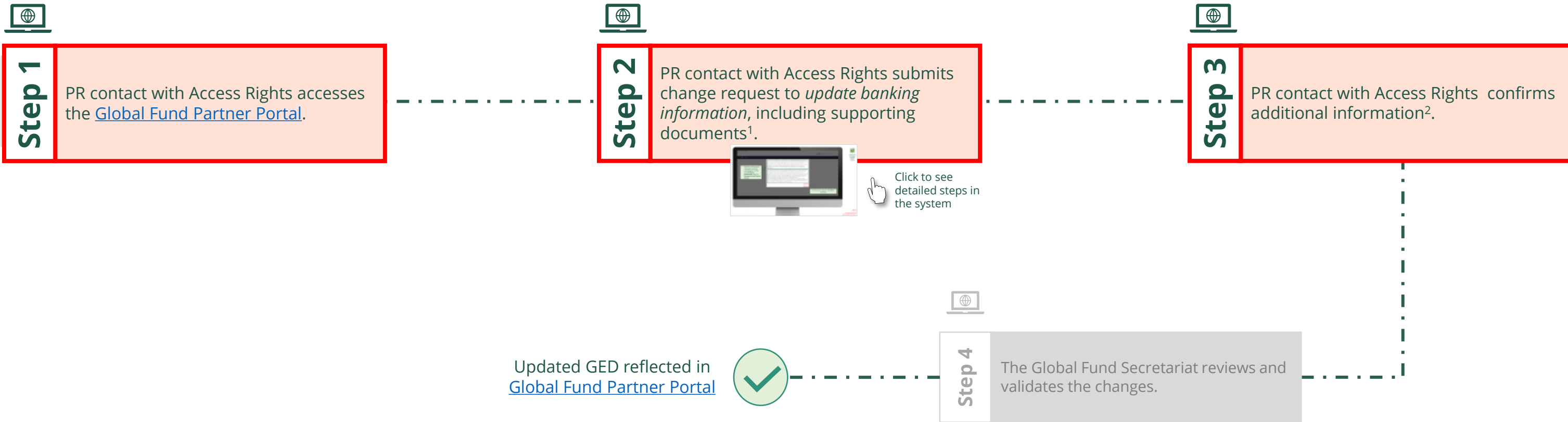
The steps assigned to you are highlighted in the red boxes

PR | Update Banking Information

Follow the steps below


[Select Another External Stakeholder](#)




[Select Another PR Change Request](#)



Click to see detailed steps in the system



Updated GED reflected in [Global Fund Partner Portal](#)

-  Via e-mail
-  In the system

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Ok

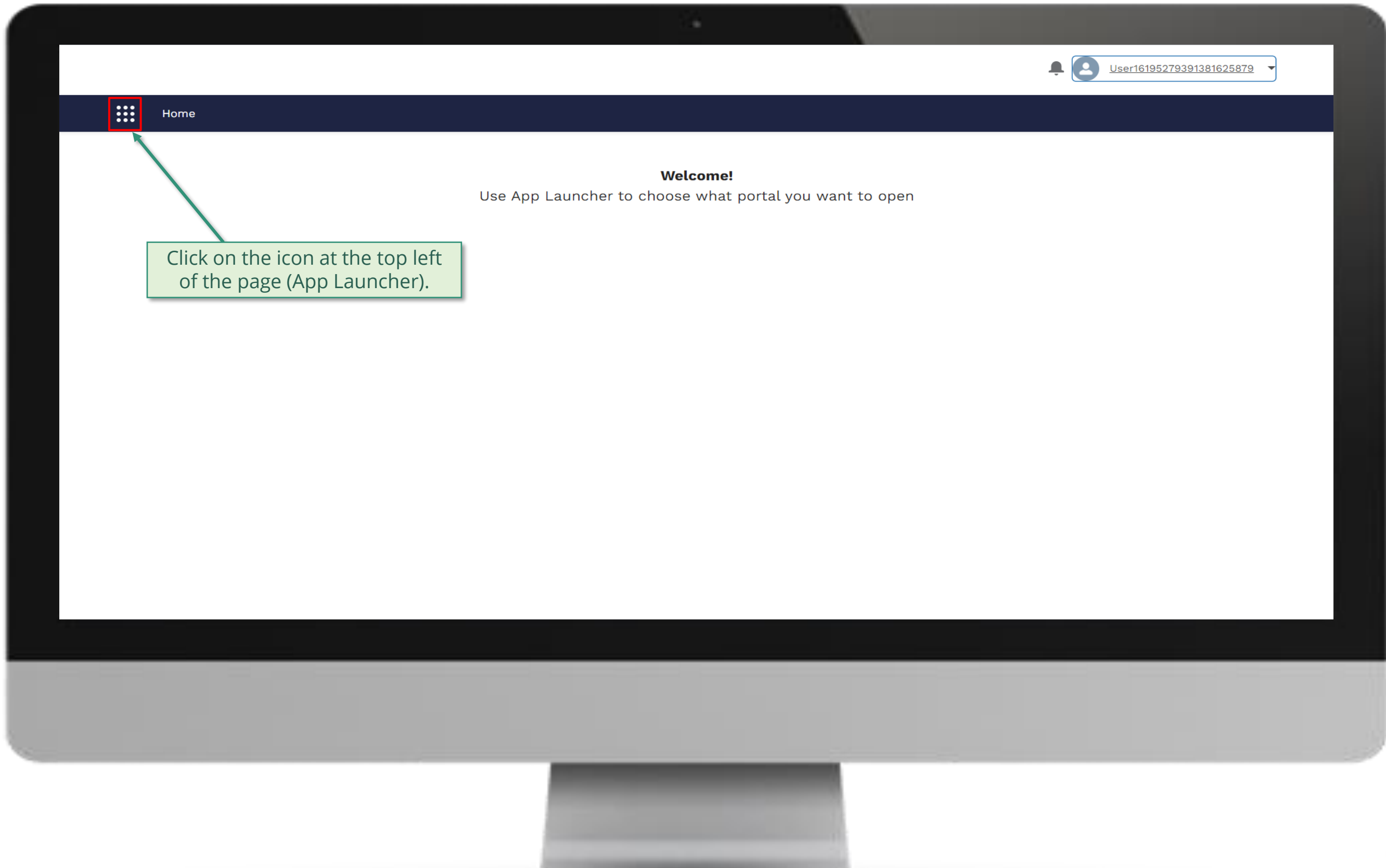
2. Should you agree, click **OK** to proceed



[Back to the overview of the steps for this request](#)



[Back to the overview of the steps for this request](#)

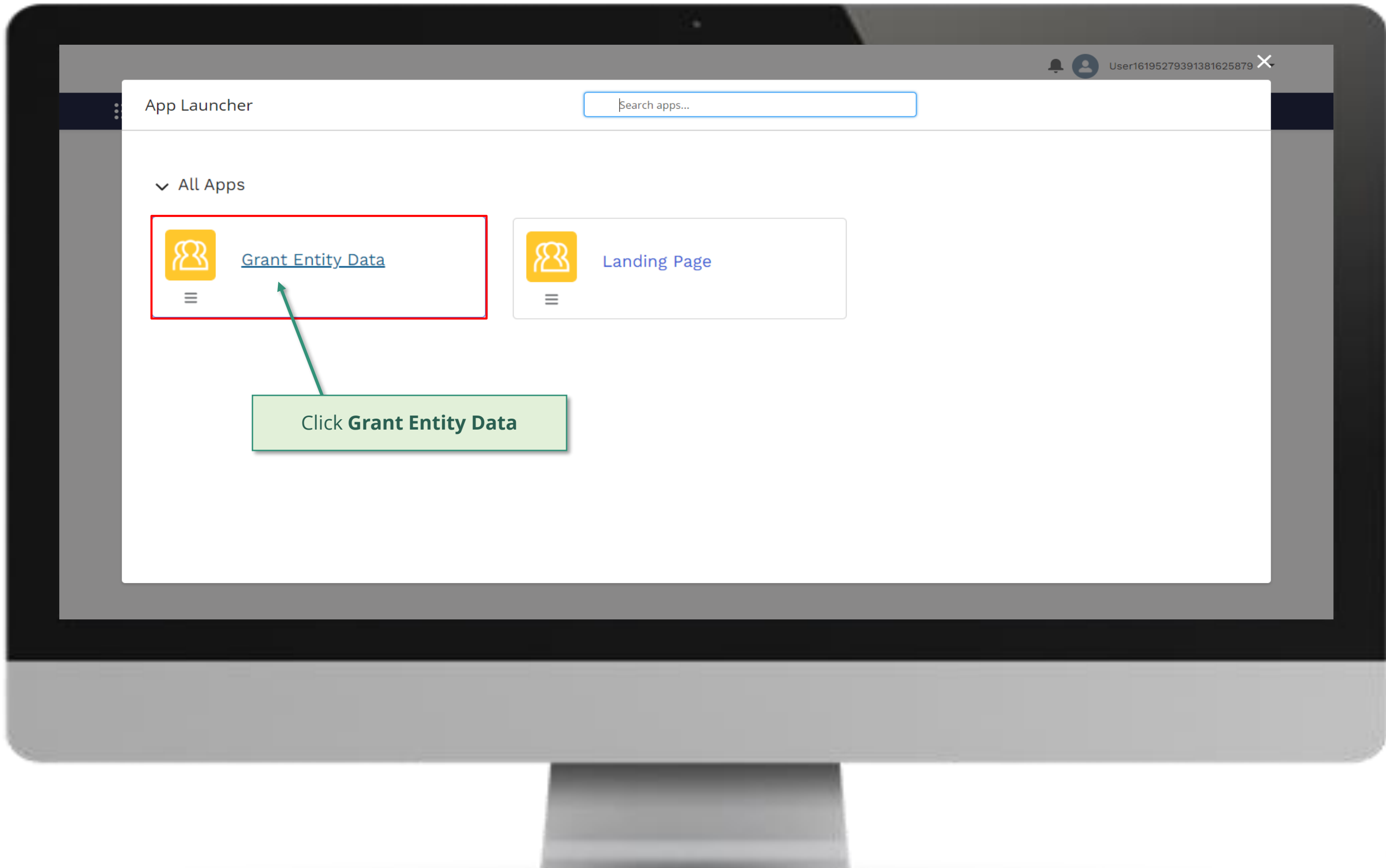


Step 2b

Principal Recipient (PR)
Update banking information



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Step 2c

Principal Recipient (PR)
Update banking information



[Back to the overview of the steps for this request](#)

Search... SEARCH

MARIE JO... ▼

HOME **ORGANIZATION INFORMATION**

Dashboard
GED Portal Home
As of 10-May-2021 16:35-Viewing as Marie Johnson

Refresh ▼

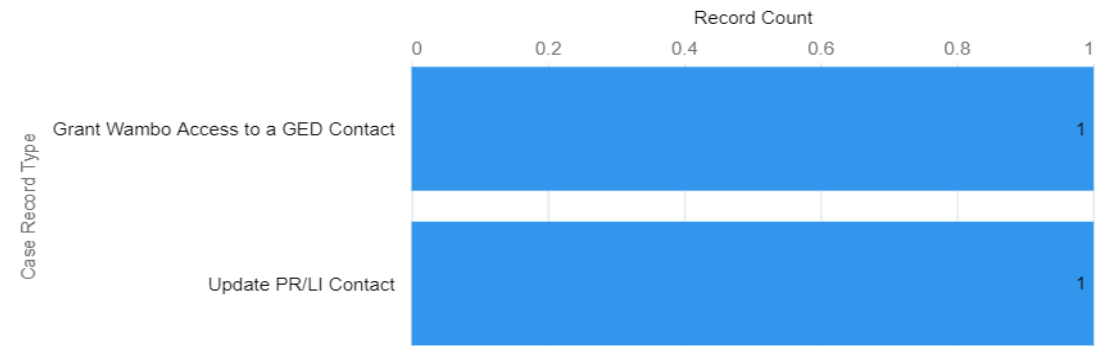
Change Requests that require my action

We can't draw th

[View Report \(Change Requests that require my action\)](#)

On the main page, click on the **Organization Information** tab

Change Requests - In Progress



[View Report \(Change Requests - In Progress\)](#)



[Back to the overview of the steps for this request](#)

MARIE JO...

Organization Information
My Organizations

[Printable View](#)

1 item • Sorted by Organization Name • Filtered by All organization information - Organization Record Type • Updated a few seconds ago

	Organization Name ↑	Organization Short Name	Country	Parent Account
1	National Malaria Program	NMPN	Nigeria	

Select the organization that you want to update by clicking on it



[Back to the overview of the steps for this request](#)

Search...

SEARCH

MARIE JO...

Click on the blue arrow and then click **Update Banking Details**

HOME ORGANIZATION INFORMATION

Organization Information National Malaria Program

Update Organization Create Contact Update Contact

Organization Short Name	Organization Grant Abbreviation	Integration Status	#Open Change Requests for Organization	#Open Change Requests for Contacts	#Open Cha
NMPN	NGA - M	Completed	1	4	0

- Deactivate Contact
- Create Banking Details
- Update Banking Details**
- Deactivate Banking Details

DETAILS ACCOUNT ROLES CONTACTS BANKING DETAILS CHANGE REQUESTS FILES MORE

Organization Details

Organization Name
National Malaria Program

Organization Short Name ⓘ
NMPN

Parent Account

Website

Communication Language ⓘ
English

Address Information

Address Type Zip/Postal Code ⓘ

Organization Details (PR Only)

Role
PR

Organization Type
Governmental Organization

Organization Sub-Type
Ministry of Health

Organization Grant Abbreviation
NGA - M



[Back to the overview of the steps for this request](#)

English Français Español

Search... SEARCH

MARIE JO...

HOME ORGANIZATION INFORMATION

Organization Information National Malaria Program

Organization Short Name: NMPN
Organization Grant: NGA - M

DETAILS ACCOUNT ROLES CONTACTS

Organization Details

Organization Name: National Malaria Program
Organization Short Name: NMPN
Parent Account
Website
Communication Language: English

Address Information

Create Contact Update Contact

#Open Change Requests for Banking: 0

Update Banking Details

Bank Account Name	Bank Account Num...	Bank Account Curre...
<input type="radio"/> National Malaria Program	0084xxxxxxx	

Select the Bank account you want to update and click **Next**

Next



[Back to the overview of the steps for this request](#)

English Français Español

Search...

HOME ORGANIZATION INFORMATION

Organization Information National Malaria Program

Organization Short Name
NMPN

Note!
Fields with (*) are mandatory

DETAILS ACCOUNT ROLES CONTACTS BANKING DETAILS

Organization Details

Organization Name
National Malaria Program

Organization Short Name ⓘ
NMPN

Parent Account

Website

Communication Language ⓘ
English

Address Information

Update Banking Details

Section - Primary Bank Information

* Account Name

National Malaria Program - New Name

BIC (SWIFT)

xxxxxxx

ABA

* Legal Owner of Bank Account

National Malaria Program - New Name

Section - Intermediary Bank Information (Optional)

Account Number

IBAN

BIC (SWIFT)

Previous

Next

Once you have updated all the necessary information, click **Next**

Step 2h

Principal Recipient (PR)
Update banking information



[Back to the overview of the steps for this request](#)

English Français Español

Search...

MARIE JO...

HOME ORGANIZATION INFORMATION

Organization Information National Malaria Program

Organization Short Name: NMPN
Organization Grant Abbreviation: NGA - M

DETAILS ACCOUNT ROLES CONTACTS BANKING

Organization Details

Organization Name: National Malaria Program

Organization Short Name: NMPN

Parent Account

Website

Communication Language: English

Address Information

Update Banking Details

Please attach Bank Letter using TGF Template (stamped and signed)

Or drop files

The attached supporting documents will be visible in the Files tab of the change request upon submission.

Attach the supporting documents and click **Next**



[Back to the overview of the steps for this request](#)

Search...

Organization Information
National Malaria Program

Organization Short Name: NMPN
Organization Grant Abb: NGA - M

DETAILS ACCOUNT ROLES CONTACTS BANKING

Organization Details

Organization Name: National Malaria Program
Organization Short Name: NMPN
Parent Account
Website
Communication Language: English

Address Information

Update Banking Details

What is the name of your previous bank? If applicable

In which country was your previous bank located? If applicable

What was the last disbursement amount to the PR Organization? If applicable

What was the currency of the last disbursement amount to the PR Organization? If applicable

Answer the security questions (if applicable) and click **Next**



[Back to the overview of the steps for this request](#)

Search...

Organization Information
National Malaria Program

Organization Short Name: NMPN
Organization Grant Abbreviation: NGA - M

#Open Change Requests for Banking: 0

DETAILS ACCOUNT ROLES CONTACTS BANKING DE

Organization Details

Organization Name: National Malaria Program
Organization Short Name: NMPN
Parent Account:
Website:
Communication Language: English

Address Information

Create Banking Details

* Please enter the verification code that was sent you by email

Complete this field.

A security code of 6 digits will be sent to your email address. Copy and paste the code on the appropriate field and click **Next**



[Back to the overview of the steps for this request](#)

English Français Español

Search...

MARIE JO...

HOME ORGANIZATION INFORMATION

Organization Information National Malaria Program

Update Organization Create Contact Update Contact

Organization Short Name: NMPN
Organization Grant Abbreviation: NGA - M

Requests for Contacts: #Open Change Requests for Banking: 0

DETAILS ACCOUNT ROLES CONTACTS BANKING DE

Create Banking Details

Your request was successfully submitted. Click [here](#) to open it.

The request is submitted. You can see more details by clicking on the blue link.

Organization Details

Organization Name: National Malaria Program
Organization Short Name: NMPN
Parent Account:
Website:
Communication Language: English

Address Information

Governmental Organization
Organization Sub-Type: Ministry of Health
Organization Grant Abbreviation: NGA - M

Change Request 00022208

+ Follow

1

Request Record Type
Update PR Banking Details

2

Request status
Pending Global Fund Review

Integration Status

3



Case History (3) 4

Date	Field	User	Original Value
18/05/2021 08:50	Created.	Marie Johnson	
18/05/2021 08:50	Bank Account Name	Marie Johnson	National Malaria Prog
18/05/2021 08:50	Legal Owner of Bank Account	Marie Johnson	National Malaria Prog

You can now see the details of your successfully submitted change request:

1. Change request type
2. Change request status
3. Chevron status bar indicating the current status of the change request and an overview of the process
4. The change request details

DETAILS FILES

Security Questions

Note!
You can access details on the newly created request by clicking on the tabs and scrolling down the page



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

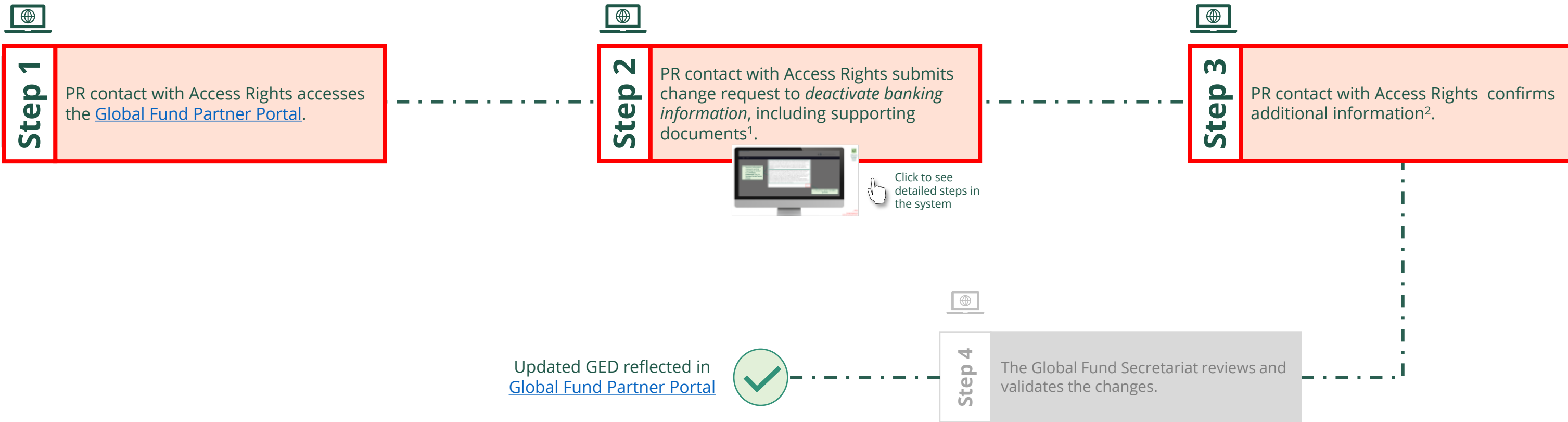
The steps assigned to you are highlighted in the red boxes



PR | Deactivate Banking Information

Follow the steps below


[Select Another External Stakeholder](#)


[Select Another PR Change Request](#)



 Via e-mail
 In the system

¹ 1 See [Operational Policy Manual \(OPM\)](#) Annex 3 on required supporting documents

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/privacy-statement/>)

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

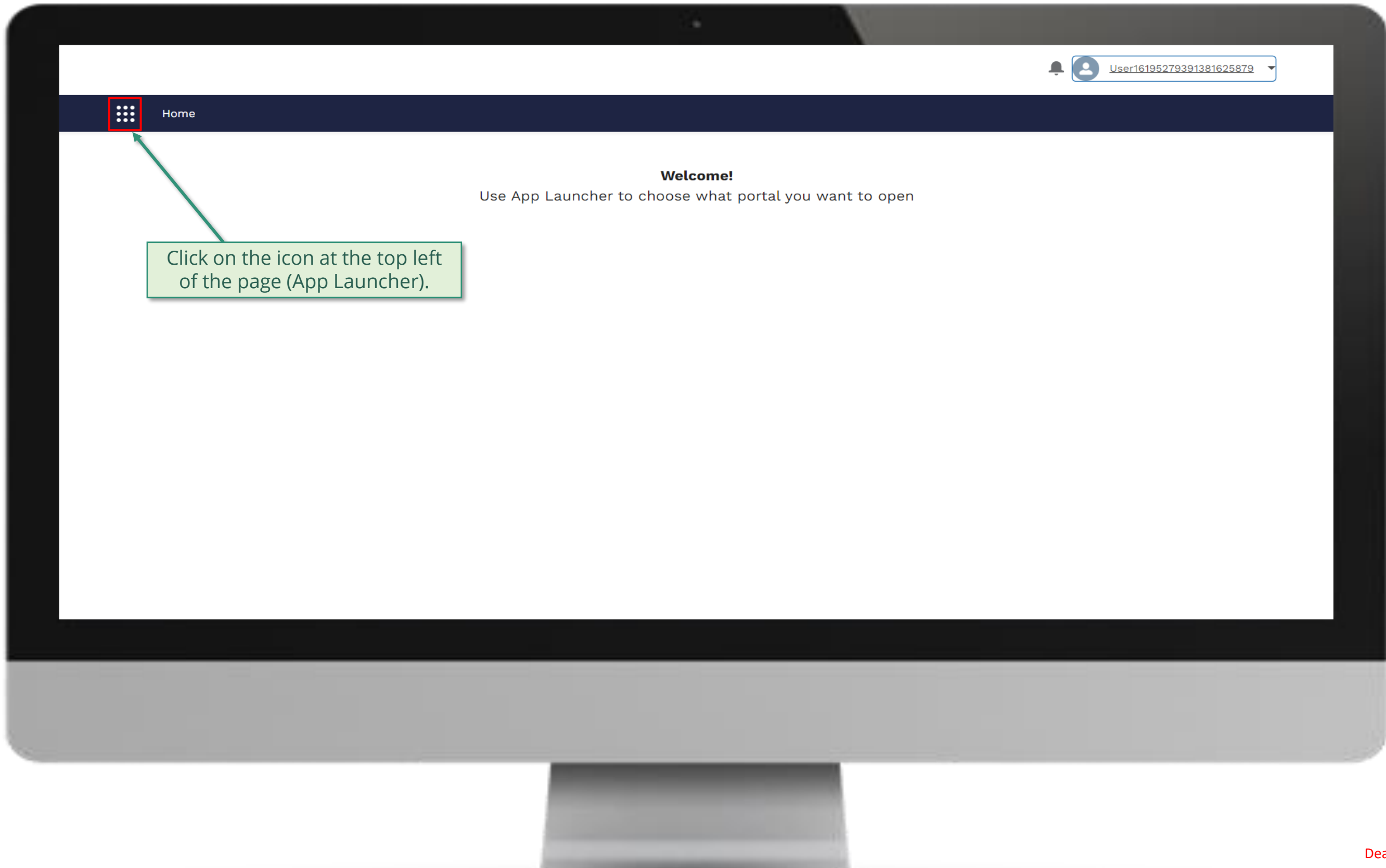
2. Should you agree, click **OK** to proceed



[Back to the overview of the steps for this request](#)



[Back to the overview of the steps for this request](#)

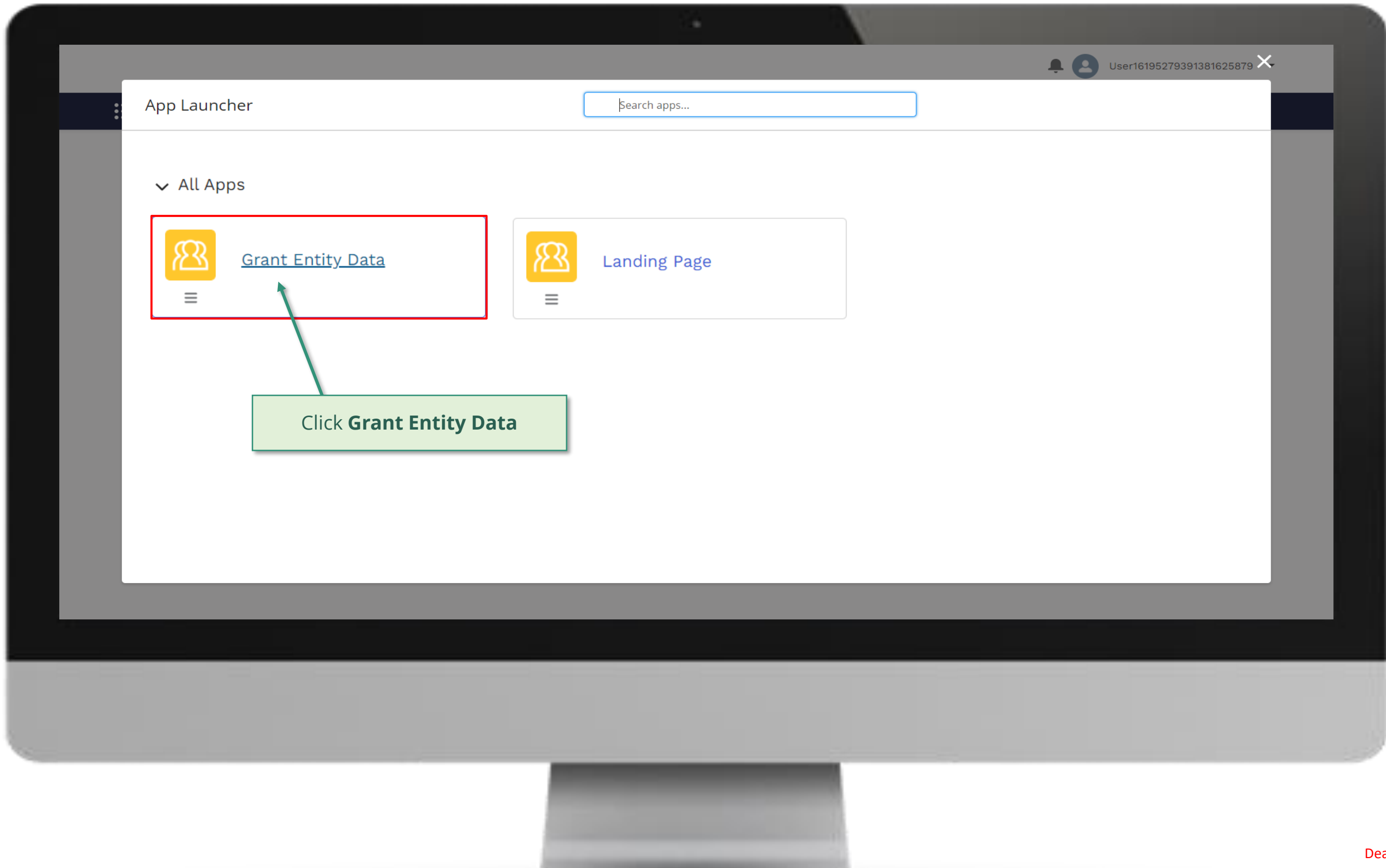


Step 2b

Principal Recipient (PR)
Deactivate banking information



[Back to the overview of the steps for this request](#)



Step 2c

Principal Recipient (PR)
Deactivate banking information



[Back to the overview of the steps for this request](#)

MARIE JO...

HOME ORGANIZATION INFORMATION

Organization Information
My Organizations

[Printable View](#)

1 item • Sorted by Organization Name • Filtered by All organization information - Organization Record Type • Updated a few seconds ago

	Organization Name ↑	Organization Short Name	Country	Parent Account
1	National Malaria Program	NMPN	Nigeria	

Select the organization that you want to update by clicking on it.



[Back to the overview of the steps for this request](#)

Search...

SEARCH

MARIE JO...

Click on the blue arrow and then click **Deactivate Banking Details**

HOME ORGANIZATION INFORMATION

Organization Information National Malaria Program

Update Organization Create Contact Update Contact

Organization Short Name NMPN	Organization Grant Abbreviation NGA - M	Integration Status Completed	#Open Change Requests for Organization 1	#Open Change Requests for Contacts 4	#Open Cha 0
---------------------------------	--	---------------------------------	---	---	----------------

- Deactivate Contact
- Create Banking Details
- Update Banking Details
- Deactivate Banking Details**

DETAILS ACCOUNT ROLES CONTACTS BANKING DETAILS CHANGE REQUESTS FILES MORE

Organization Details

Organization Name
National Malaria Program

Organization Short Name ⓘ
NMPN

Parent Account

Website

Communication Language ⓘ
English

Address Information

Address Type Zip/Postal Code ⓘ

Organization Details (PR Only)

Role
PR

Organization Type
Governmental Organization

Organization Sub-Type
Ministry of Health

Organization Grant Abbreviation
NGA - M



[Back to the overview of the steps for this request](#)

English Français Español

Search... SEARCH

MARIE JO...

HOME ORGANIZATION INFORMATION

Organization Information National Malaria Program

Organization Short Name: NMPN
Organization Grant: NGA - M

DETAILS ACCOUNT ROLES CONTACTS

Organization Details

Organization Name
National Malaria Program

Organization Short Name
NMPN

Parent Account

Website

Communication Language
English

Address Information

Create Contact Update Contact

#Open Change Requests for Banking
0

Update Banking Details

Bank Account Name Bank Account Numb... Bank Account Curre...

National Malaria Program 0084xxxxxxx

Select the Bank account you want to deactivate and click **Next**

Next

Step 2f

Principal Recipient (PR)
Deactivate banking information



[Back to the overview of the steps for this request](#)

English Français Español

Search...

MARIE JO...

HOME ORGANIZATION INFORMATION

Organization Information National Malaria Program

Organization Short Name: NMPN
Organization Grant Abbreviation: NGA - M

DETAILS ACCOUNT ROLES CONTACTS BANKING

Organization Details

Organization Name: National Malaria Program

Organization Short Name: NMPN

Parent Account

Website

Communication Language: English

Address Information

Update Banking Details

Please attach Bank Letter using TGF Template (stamped and signed)

Or drop files

The attached supporting documents will be visible in the Files tab of the change request upon submission.

Attach the supporting documents and click **Next**



[Back to the overview of the steps for this request](#)

English Français Español

Search...

SEARCH



MARIE JO...



HOME

ORGANIZATION INFORMATION



Organization Information
National Malaria Program

Organization Short Name
NMPN

Organization Grant Abbreviation
NGA - M

DETAILS ACCOUNT ROLES CONTACTS BANKING

Organization Details

Organization Name
National Malaria Program

Organization Short Name
NMPN

Parent Account

Website

Communication Language
English

Address Information

Deactivate Banking Details

What is the name of your previous bank? If applicable

In which country was your previous bank located? If applicable

What was the last disbursement amount to the PR Organization? If applicable

What was the currency of the last disbursement amount to the PR Organization? If applicable

Next

Answer the security questions (if applicable) and click **Next**

Step 2h

Principal Recipient (PR)
Deactivate banking information



[Back to the overview of the steps for this request](#)

Search...

Organization Information National Malaria Program

Organization Short Name: NMPN
Organization Grant Abb: NGA - M

DETAILS ACCOUNT ROLES CONTACTS BA

Organization Details

Organization Name
National Malaria Program

Organization Short Name ⓘ
NMPN

Parent Account

Website

Communication Language ⓘ
English

Address Information

Deactivate Banking Details

* Please enter the verification code that was sent you by email

A security code of 6 digits will be sent to your email address. Copy and paste the code on the appropriate field and click **Next**



[Back to the overview of the steps for this request](#)

English Français Español

Search...

MARIE JO...

HOME ORGANIZATION INFORMATION

Organization Information National Malaria Program

Organization Short Name: NMPN
Organization Grant Abb: NGA - M

DETAILS ACCOUNT ROLES CONTACTS BA

Organization Details

Organization Name
National Malaria Program

Organization Short Name ⓘ
NMPN

Parent Account

Website

Communication Language ⓘ
English

Address Information

Deactivate Banking Details

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 after deactivation. Click on Next to continue to submit or close this window to cancel the request.

Read the warning message carefully before confirming the Banking deactivation and click **Next**

Step 2j

Principal Recipient (PR)
Deactivate banking information



[Back to the overview of the steps for this request](#)

English Français Español

Search...

MARIE JO...

HOME ORGANIZATION INFORMATION

Organization Information National Malaria Program

Organization Short Name: NMPN
Organization Grant Abb: NGA - M

DETAILS ACCOUNT ROLES CONTACTS BANKING INFORMATION

Organization Details

Organization Name
National Malaria Program

Organization Short Name ⓘ
NMPN

Parent Account

Website

Communication Language ⓘ
English

Address Information

Deactivate Banking Details

Your request was successfully submitted.
Click [here](#) to open it.

The request is submitted.
You can see more details by clicking on the blue link

Change Request 00022582

+ Follow

1

Request Record Type
Deactivate PR Banking Details

2

Request status
Pending Global Fund Review

Integration Status

3



Case History (1)

4

Date	Field	User	Original Value
27/05/2021 15:10	Created.	Marie Johnson	

DETAILS FILES

Security Questions

Previous Bank Name

Note!
 You can access details on the newly created request by clicking on the tabs and scrolling down the page

You can now see the details of your successfully submitted change request:

1. Change request type
2. Change request status
3. Chevron status bar indicating the current status of the change request and an overview of the process
4. The change request details



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

The steps assigned to you are highlighted in the red boxes

PR | Create Contacts

Follow the steps below


[Select Another External Stakeholder](#)


[Select Another PR Change Request](#)



Step 1

PR contact with Access Rights accesses the [Global Fund Partner Portal](#).



Step 2

PR contact with Access Rights submits change request to *create a contact*, including supporting documents¹.



Click to see detailed steps in the system





Step 3

Global Fund reviews and validates the changes.

Updated GED reflected in [Global Fund Partner Portal](#)



-  Via e-mail
-  In the system

¹ 1 See [Operational Policy Manual \(OPM\)](#) Annex 3 on required supporting documents

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/privacy-statement/>)

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Ok

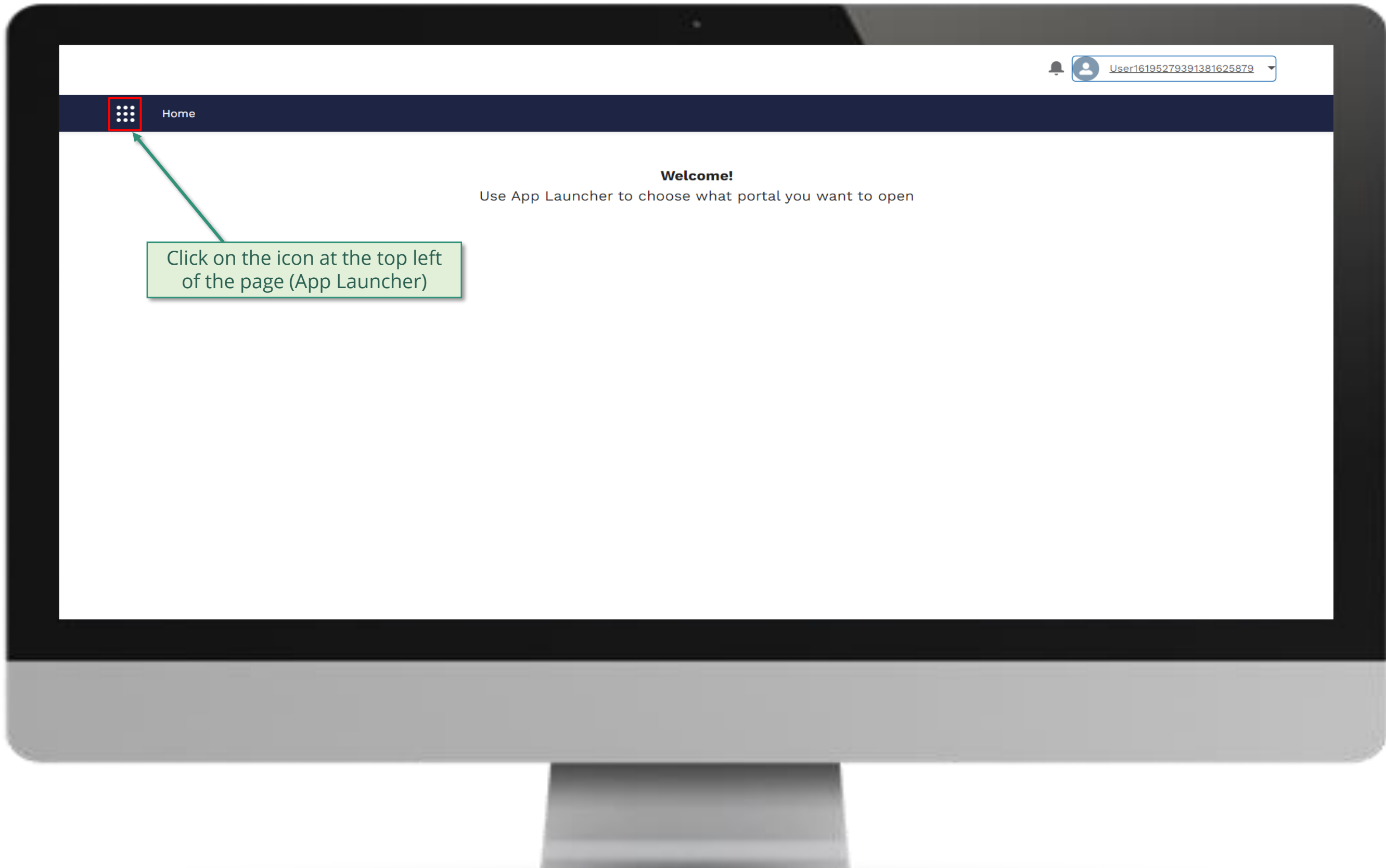
2. Should you agree, click **OK** to proceed



[Back to the overview of the steps for this request](#)



[Back to the overview of the steps for this request](#)

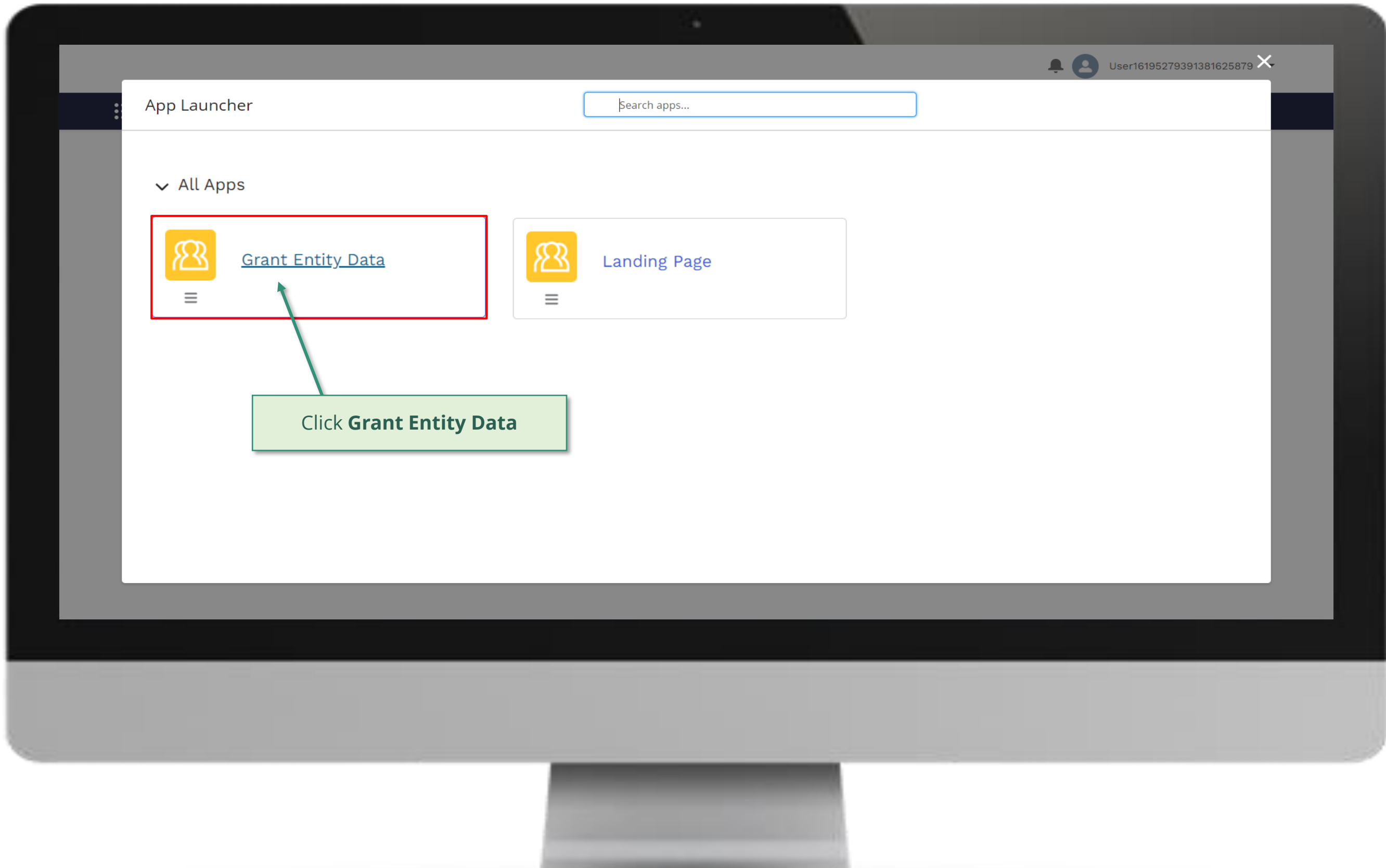


Step 2b

Principal Recipient (PR)
Create Contacts



[Back to the overview of the steps for this request](#)



Step 2c

Principal Recipient (PR)
Create Contacts



[Back to the overview of the steps for this request](#)

Search... SEARCH

MARIE JO...

HOME **ORGANIZATION INFORMATION**

Dashboard
GED Portal Home
As of 10-May-2021 16:35-Viewing as Marie Johnson

Refresh

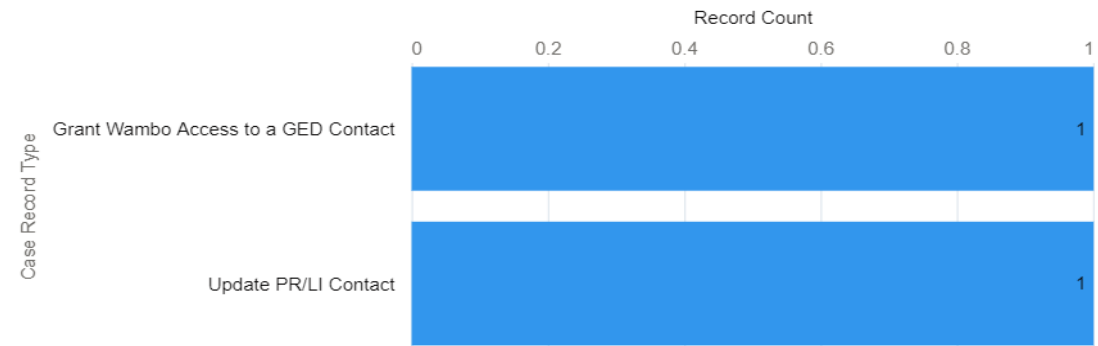
Change Requests that require my action

We can't draw th

[View Report \(Change Requests that require my action\)](#)

On the main page, click **Organization Information**

Change Requests - In Progress



[View Report \(Change Requests - In Progress\)](#)



[Back to the overview of the steps for this request](#)

Search...

MARIE JO...

Organization Information
My Organizations

[Printable View](#)

1 item • Sorted by Organization Name • Filtered by All organization information - Organization Record Type • Updated a few seconds ago

	Organization Name	Organization Short Name	Country	Parent Account
1	National Malaria Program	NMPN	Nigeria	

Select the organization you want to update by clicking on it



[Back to the overview of the steps for this request](#)

Search...

SEARCH



MARIE JO...



HOME

ORGANIZATION INFORMATION



Organization Information National Malaria Program

Update Organization

Create Contact

Update Contact



Organization Short Name
NMPN

Organization Grant Abbreviation
NGA - M

Integration Status
Completed

#Open Change Requests for Organization
0

#Open Change Requests for Contacts
2

#Open Change Requests for Banking
0

DETAILS

ACCOUNT ROLES

CONTACTS

BANKING DETAILS

CHANGE REQUESTS

FILES

MORE

Organization Details

Organization Name

National Malaria Program

Organization Short Name ⓘ

NMPN

Parent Account

Website

Communication Language ⓘ

English

Address Information

Address Type

Office Address

Zip/Postal Code ⓘ

16000

Organization Details (PR)

Role

PR

Organization Type

Governmental Organization

Organization Sub-Type

Ministry of Health

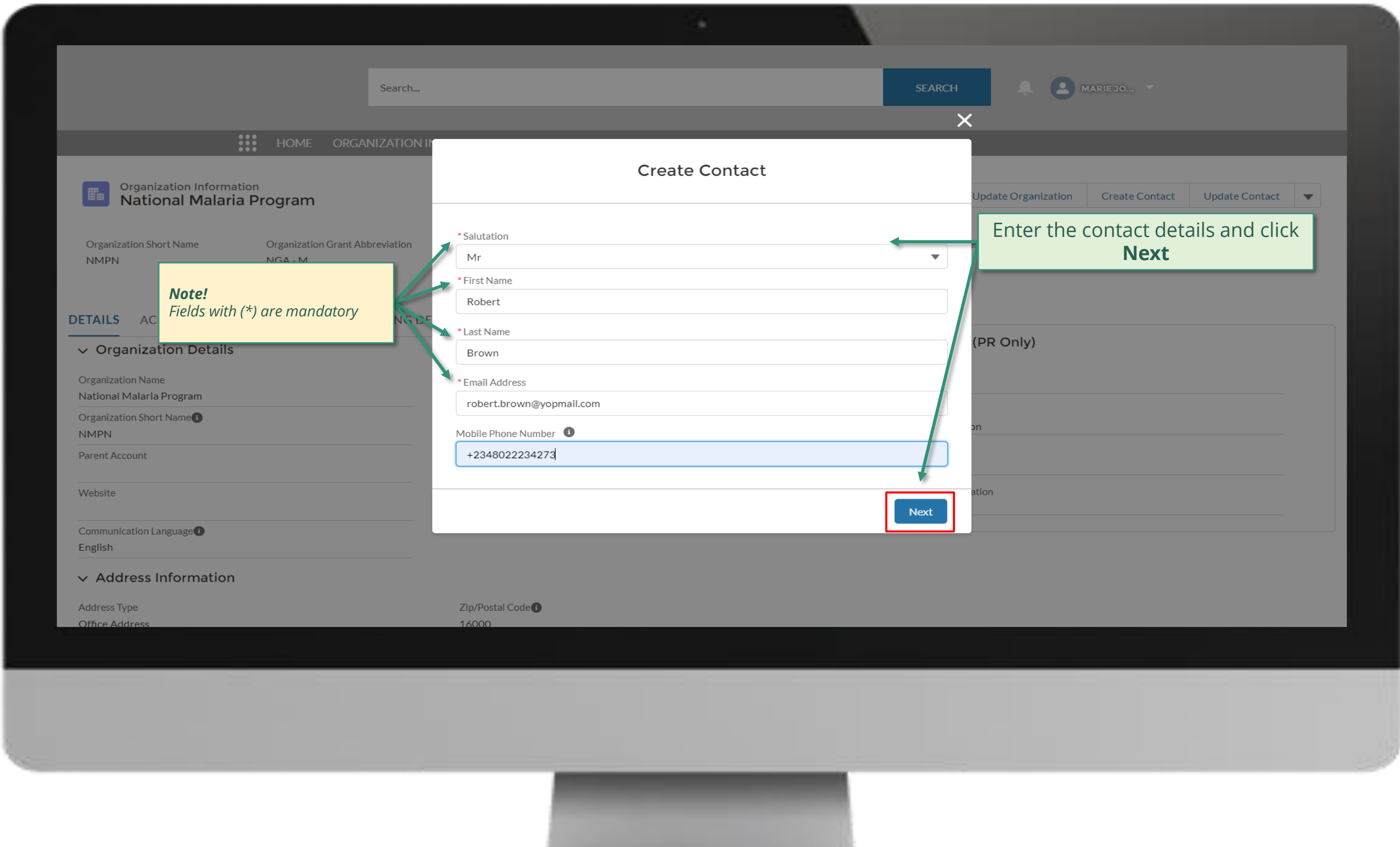
Organization Grant Abbreviation

NGA - M

Click Create Contact



[Back to the overview of the steps for this request](#)



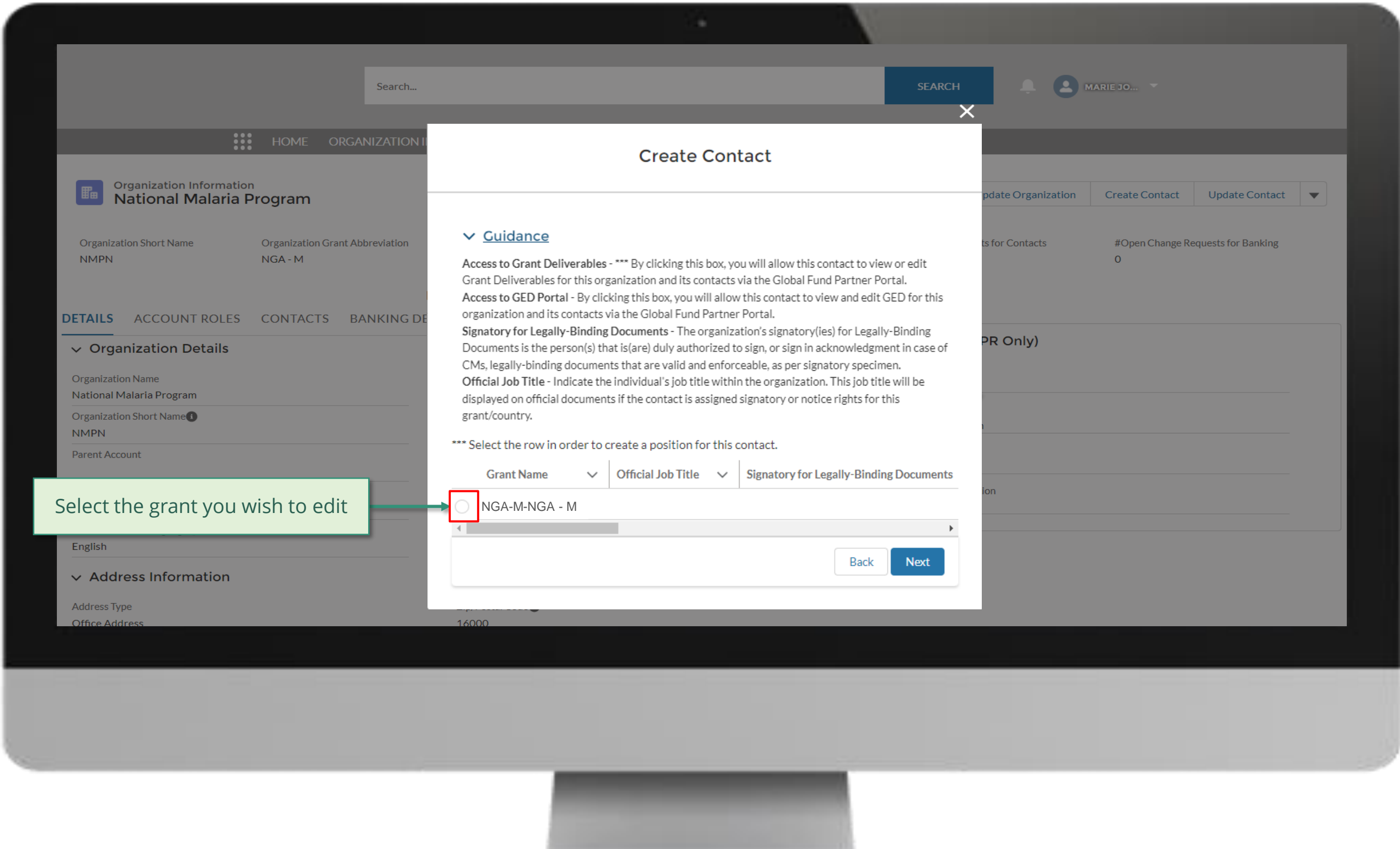
Note!
Fields with (*) are mandatory

Enter the contact details and click **Next**

Next



[Back to the overview of the steps for this request](#)



Select the grant you wish to edit

Create Contact

Guidance

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.

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 case of CMs, legally-binding documents that are valid and enforceable, as per signatory specimen.

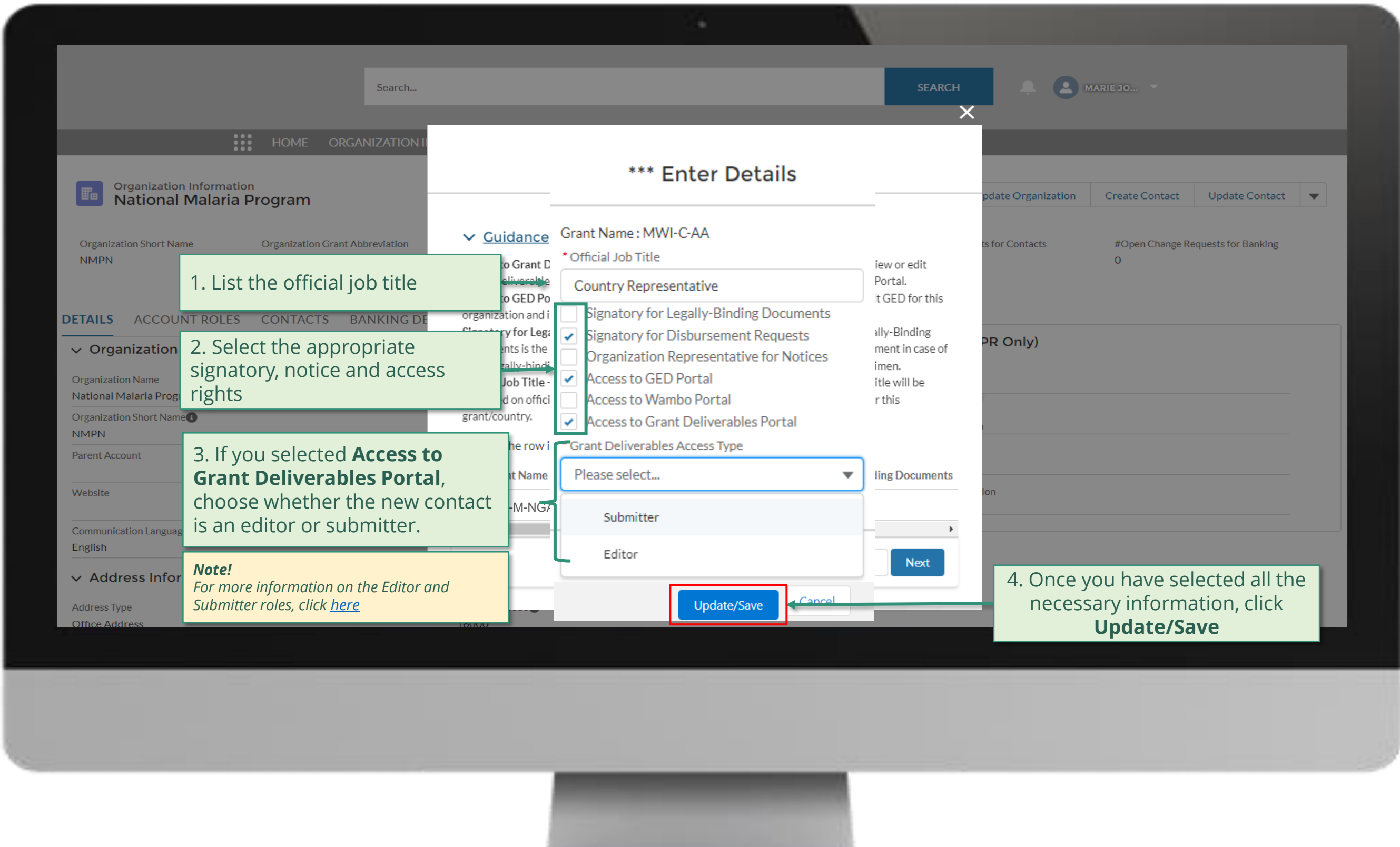
Official Job Title - Indicate the individual's job title within the organization. This job title will be displayed on official documents if the contact is assigned signatory or notice rights for this grant/country.

*** Select the row in order to create a position for this contact.

Grant Name	Official Job Title	Signatory for Legally-Binding Documents
<input type="radio"/> NGA-M-NGA - M		



[Back to the overview of the steps for this request](#)



1. List the official job title

2. Select the appropriate signatory, notice and access rights

3. If you selected **Access to Grant Deliverables Portal**, choose whether the new contact is an editor or submitter.

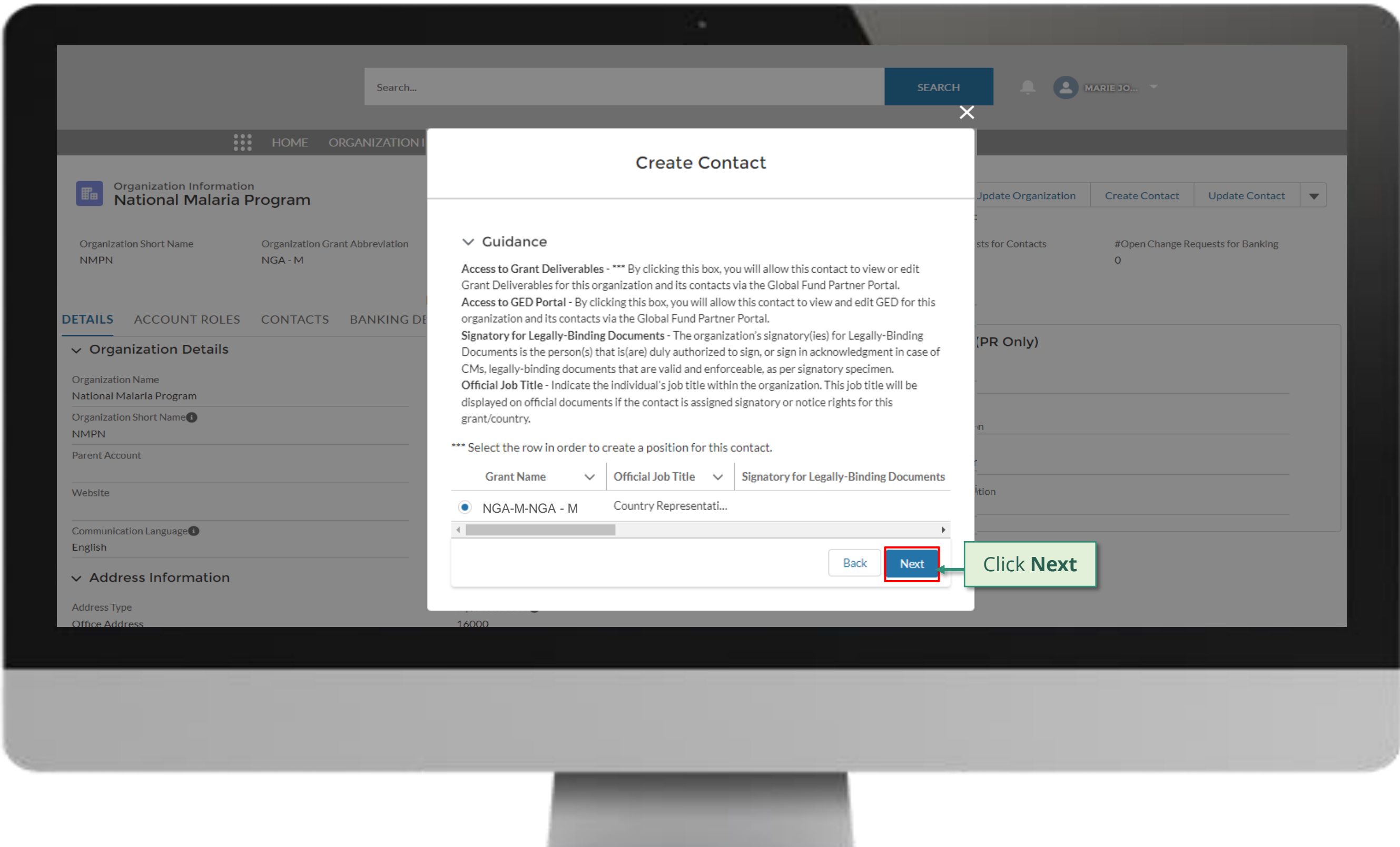
Note!
For more information on the Editor and Submitter roles, click [here](#)

Update/Save

4. Once you have selected all the necessary information, click **Update/Save**



[Back to the overview of the steps for this request](#)



Create Contact

Guidance

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.

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 case of 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.

*** Select the row in order to create a position for this contact.

Grant Name	Official Job Title	Signatory for Legally-Binding Documents
NGA-M-NGA - M	Country Representati...	

Back Next

Click Next



[Back to the overview of the steps for this request](#)

Search... SEARCH

MARIE JO...

HOME ORGANIZATION

Organization Information National Malaria Program

Organization Short Name: NMPN
Organization Grant Abb: NGA - M

DETAILS ACCOUNT ROLES CONTACTS BALANCE

Organization Details

Organization Name
National Malaria Program

Organization Short Name
NMPN

Parent Account

Website

Communication Language
English

Address Information

Address Type
Office Address

Zip/Postal Code
16000

Create Contact

As this contact requires access to the Partner Portal a mobile number will be required to send a verification message for logging in.

* Mobile Phone Number ⓘ

Complete this field.

Previous Next

1. If the contact requires access to the Partner Portal, it is mandatory to enter a mobile number

2. Click **Next**



[Back to the overview of the steps for this request](#)

English Français Español

Search...


POONAM ...

Create Contact

Possible Duplicate Contacts

The below list shows potential duplicate contacts with similar information to the one you are trying to create/update. You have two options:

1. Use the Action drop-down to check if the contact you want to create or update already exists. If a duplicate is identified, select the contact and click 'Next'.
 - a.If you are **creating a new organization**, the selected contact will be used as Focal Point contact for this organization.
 - b.If you are **creating a new contact**, the change request will become an "Update Contact Information" request instead.
 - c.If you are **updating an existing contact**, the change request will be transferred under the selected contact.
2. Click 'Next' if none of the contacts listed below is a duplicate of the one you are trying to create/update.

First Name	Last Name	Email	Acti...
<input checked="" type="radio"/>	David	Evans	devans=unicef.org@exa... 

[Clear selection](#)

Previous Next

For Global PRs only, potential duplicate contacts are identified by the system. Use the Action icon to view the details of the contact and determine whether the contact being created is a duplicate of an existing one.

Click [here](#) to skip this step



[Back to the overview of the steps for this request](#)

English Français Español

Search...

HOME ORGANIZATION INFORMATION

Organization Information
United Nations Children's Fund

Organization Short Name: UNICEF
Organization Grant Abbreviation: UNICEF

DETAILS ACCOUNT ROLES **CONTACTS** BANKING DETAILS

Possible Duplicate Contacts

The below list shows potential duplicate contacts with similar information to the one you are trying to create/update. You have two options:

1. Use the Action drop-down to check if the contact you want to create or update already exists. If a duplicate is identified, select the contact and click 'Next'.
 - a.If you are **creating a new organization**, the selected contact will be used as Focal Point contact for this organization.
 - b.If you are **creating a new contact**, the change request will become an "Update Contact Information" request instead.
 - c.If you are **updating an existing contact**, the change request will be transferred under the selected contact.
2. Click 'Next' if none of the contacts listed below is a duplicate of the one you are trying to create/update.

First Name	Last Name	Email	Action	
<input type="checkbox"/>	David	Evans	devans@unicef.org	View

Clear selection

Previous Next

Following the Action icon click **View**. This will bring you to another window with detailed information about the potential duplicate contact

Search... SEARCH

Contact **David Evans**

[+ Follow](#)

Title Email Address: devans=unicef.org@example.com Allow Access to Wambo: Access to GED Portal: Access to SP:

DETAILS POSITIONS & ACCESS CHANGE REQUESTS FILES

1. Under **Details** and **Positions and Access** tabs, you can view all the information on the potential duplicate contact

▼ Contact Details

Name: Mr David Evans
Email Address: devans=unicef.org@example.com
Phone Number: +12123267695
City:

Mobile: _____
Country: _____



2. Click on the arrow to go back to the main page of the change request



[Back to the overview of the steps for this request](#)



[Back to the overview of the steps for this request](#)

Create Contact

Possible Duplicate Contacts

The below list shows potential duplicate contacts with similar information to the one you are trying to create/update. You have two options:

1. Use the Action drop-down to check if the contact you want to create or update already exists. If a duplicate is identified, select the contact and click 'Next'.
 - a.If you are **creating a new organization**, the selected contact will be used as Focal Point contact for this organization.
 - b.If you are **creating a new contact**, the change request will become an "Update Contact Information" request instead.
 - c.If you are **updating an existing contact**, the change request will be transferred under the selected contact.
2. Click 'Next' if none of the contacts listed below is a duplicate of the one you are trying to create/update.

First Name	Last Name	Email	Acti...
<input type="radio"/> David	Evans	devans=unicef.org@exa...	

If the contact is not a duplicate, you can go further with the request by clicking **Next**

Previous **Next**

Organization Information United Nations Children's Fund

Organization Short Name: UNICEF
Organization Grant Abbreviation: UNICEF

DETAILS ACCOUNT ROLES **CONTACTS** BANKING DE

Contact Salutation	Contact Name
<input type="checkbox"/> Mr.	Andres Franco
<input type="checkbox"/> Ms.	Carla Haddad Mar
<input type="checkbox"/> Mr.	David Evans
<input type="checkbox"/> Ms.	D
<input type="checkbox"/> Ms.	M
<input type="checkbox"/> Mr.	M
<input type="checkbox"/> Ms.	Nalinee Nippita
<input type="checkbox"/> Mr.	Olav Kjorven

Update Organization Create Contact Update Contact

Requests for Contacts #Open Change Requests for Banking
1

(PR Only)



[Back to the overview of the steps for this request](#)

1. Attach the supporting documents if needed

Create Contact

Upload Template for assigning Portal access rights to contacts

Or drop files

Attach signed Authorization Letter for assigning Submitter access for Grant Deliverables

Or drop files

Upload PR signatory information template

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.

2. Click **Next**



[Back to the overview of the steps for this request](#)

Search... SEARCH

MARIE JO...

HOME ORGANIZATION INFORMATION

Organization Information National Malaria Program

Update Organization Create Contact Update Contact

Organization Short Name: NMPN Organization Grant Abbreviation: NGA - M Integration Status: #Open Change Requests for Organization: #Open Change Requests for Contacts: #Open Change Requests for Banking: 0

Create Contact

Your request was successfully submitted. Click [here](#) to open it.

Finish

The request is submitted. You can see more details by clicking on the blue link

DETAILS ACCOUNT ROLES CONTACTS BANKING DE

Organization Details

Organization Name: National Malaria Program
Organization Short Name: NMPN
Parent Account:
Website:
Communication Language: English

Address Information

Address Type: Office Address Zip/Postal Code: 16000

(PR Only)
Governmental Organization
Organization Sub-Type: Ministry of Health
Organization Grant Abbreviation: NGA - M



[Back to the overview of the steps for this request](#)

You can now see the details of your successfully submitted change request:

1. Change request type
2. Change request status
3. Chevron status bar indicating the current status of the change request and an overview of the process
4. The change request details

Search...

HOME ORGANIZATION INFORMATION

Change Request 00022075

1

Request Record Type
Create PR/LI Contact

2

Request status
Pending Global Fund Review

Integration Status

3

Pending Global Fund Review

Closed

Case History (1)

4

Date	Field	User	Original Value	New Value
11/05/2021 15:34	Created.	Marie Johnson		

[View All](#)

POSITIONS

Guidance

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 contact to view and edit GED for this organization and its contacts via the Global Fund Partner Portal.

Duplicate merge history

Not appli

Re-su

There is n

Click on the arrow to scroll down the screen and see the details of the change request raised



POSITIONS

Guidance

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 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 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.

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.

<input type="checkbox"/>	Grant Na... ▾	Official Job Title ▾	Signatory for Legally-Binding Documents	Signatory for Disbursement Requests	Organiza
<input type="checkbox"/>	NGA-M-NGA - M	Country Representative		✓	

The new rights are updated according to the color legend

Duplicate merge history

Not applicable

Re-submit case

There is no clarification needed from your end at the moment

DETAILS

FILES

Contact Information

Organization Name

National Malaria Program

Salutation

Mr

First Name

Robert

Last Name

Brown

Email Address

robert.brown@yopmail.com

Note!

You can click on the Details tab to see the contact information



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

The steps assigned to you are highlighted in the red boxes

PR | Update Contacts

Follow the steps below


[Select Another External Stakeholder](#)


[Select Another PR Change Request](#)



Step 1

PR contact with Access Rights accesses the [Global Fund Partner Portal](#).



Step 2

PR contact with Access Rights submits change request to *update a contact*, including supporting documents¹.



Click to see detailed steps in the system





Step 3

Global Fund reviews and validates the changes.

Updated GED reflected in [Global Fund Partner Portal](#)



-  Via e-mail
-  In the system

¹ 1 See [Operational Policy Manual \(OPM\)](#) Annex 3 on required supporting documents

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/privacy-statement/>)

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

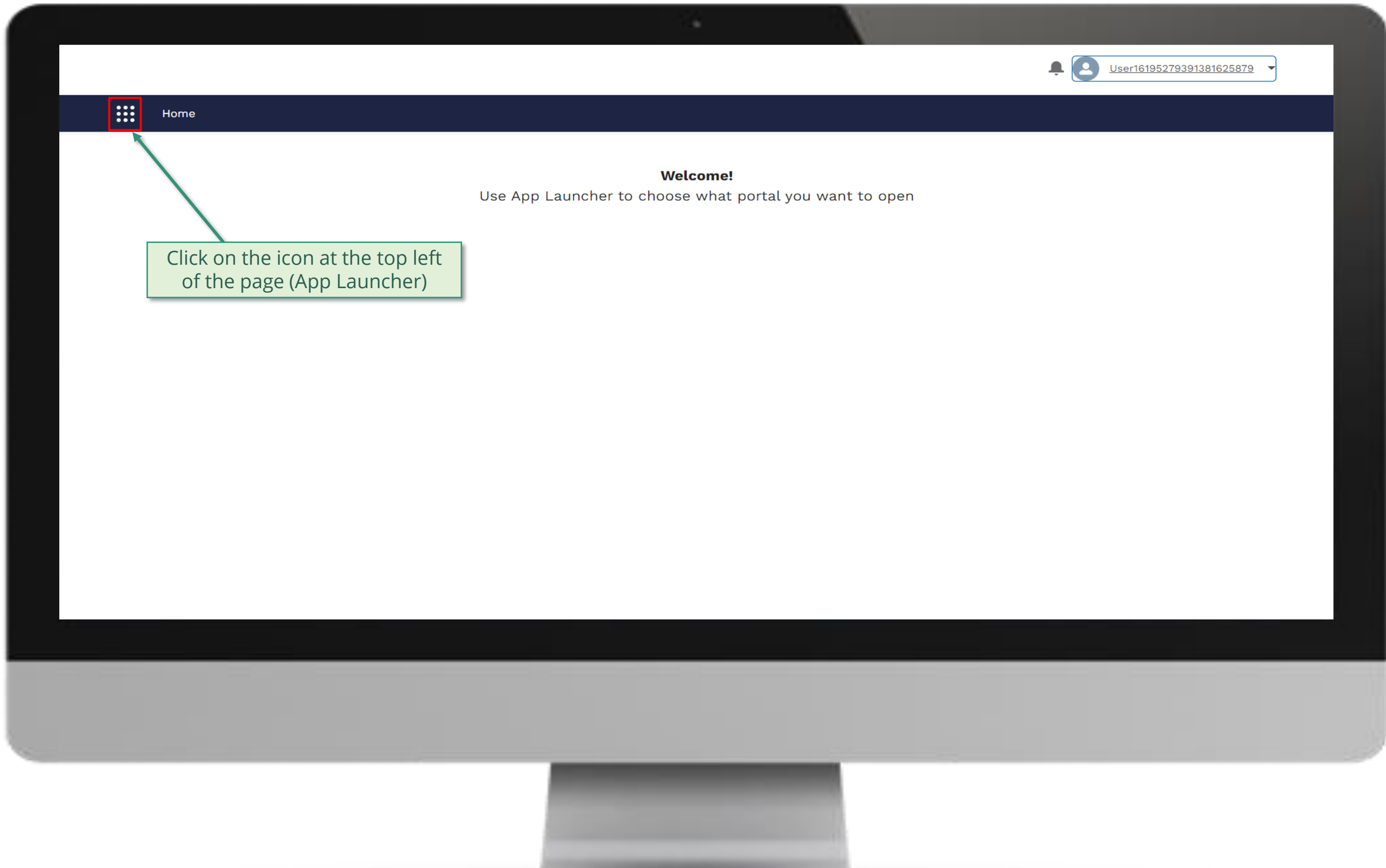
2. Should you agree, click **OK** to proceed



[Back to the overview of the steps for this request](#)



[Back to the overview of the steps for this request](#)

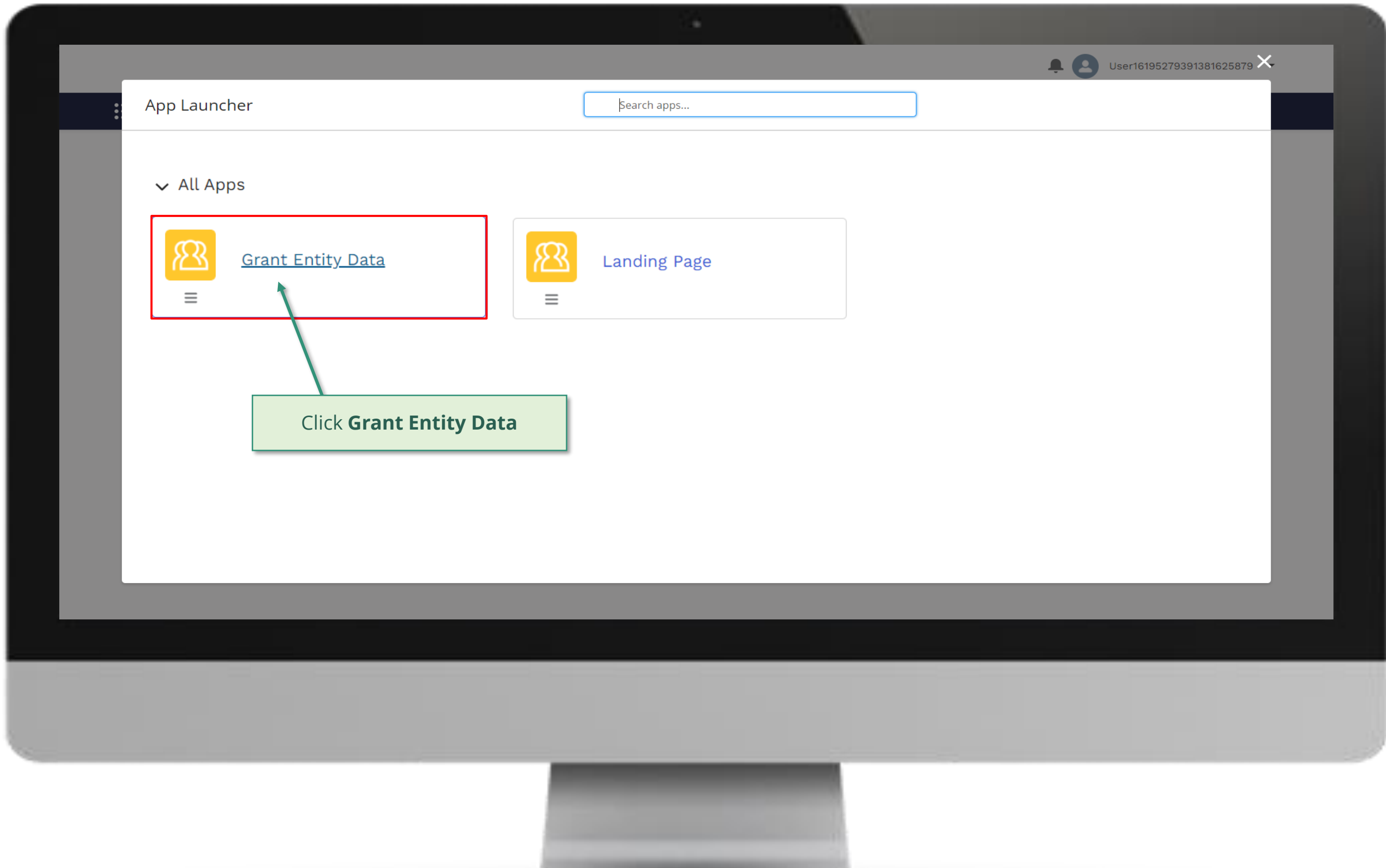


Step 2b

Principal Recipient (PR)
Update Contacts



[Back to the overview of the steps for this request](#)



Step 2c

Principal Recipient (PR)
Update Contacts



[Back to the overview of the steps for this request](#)

Search...

MARIE JO...

HOME **ORGANIZATION INFORMATION**

Dashboard
GED Portal Home
As of 10-May-2021 16:35-Viewing as Marie Johnson

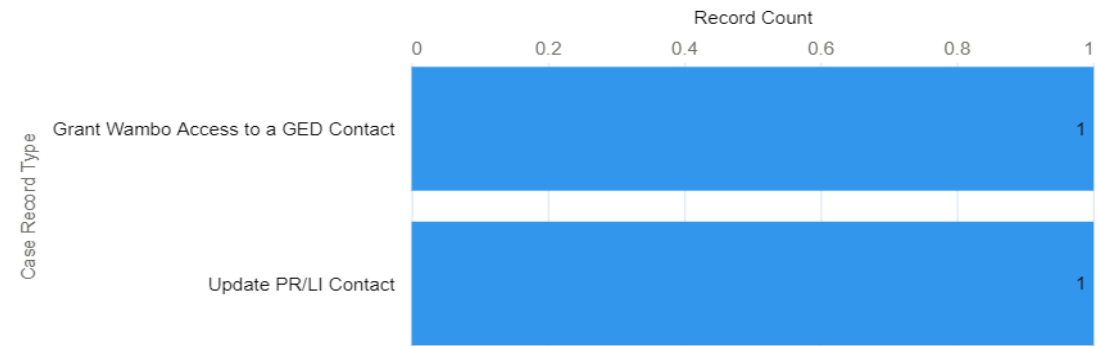
Change Requests that require my action

We can't draw th

[View Report \(Change Requests that require my action\)](#)

On the main page, click **Organization Information**

Change Requests - In Progress



[View Report \(Change Requests - In Progress\)](#)



[Back to the overview of the steps for this request](#)

MARIE JO...

Organization Information
My Organizations

[Printable View](#)

1 item • Sorted by Organization Name • Filtered by All organization information - Organization Record Type • Updated a few seconds ago

	Organization Name ↑	Organization Short Name	Country	Parent Account
1	National Malaria Program	NMPN	Nigeria	

Select the organization you want to update by clicking on it



[Back to the overview of the steps for this request](#)

Search...

MARIE JO...

HOME ORGANIZATION INFORMATION

Organization Information
National Malaria Program

Organization Short Name NMPN	Organization Grant Abbreviation NGA - M	Integration Status Completed	#Open Change Requests for Organization 0	#Open Change Requests for Contacts 2	#Open Change Requests for Banking 0
---------------------------------	--	---------------------------------	---	---	--

DETAILS ACCOUNT ROLES CONTACTS BANKING DETAILS CHANGE REQUESTS FILES MORE

Organization Details

Organization Name
National Malaria Program

Organization Short Name
NMPN

Parent Account

Website

Communication Language
English

Address Information

Address Type Office Address Zip/Postal Code
16000

Organization Details (PR Only)

Role
PR

Organization Type
Governmental Organization

Organization Sub-Type
Ministry of Health

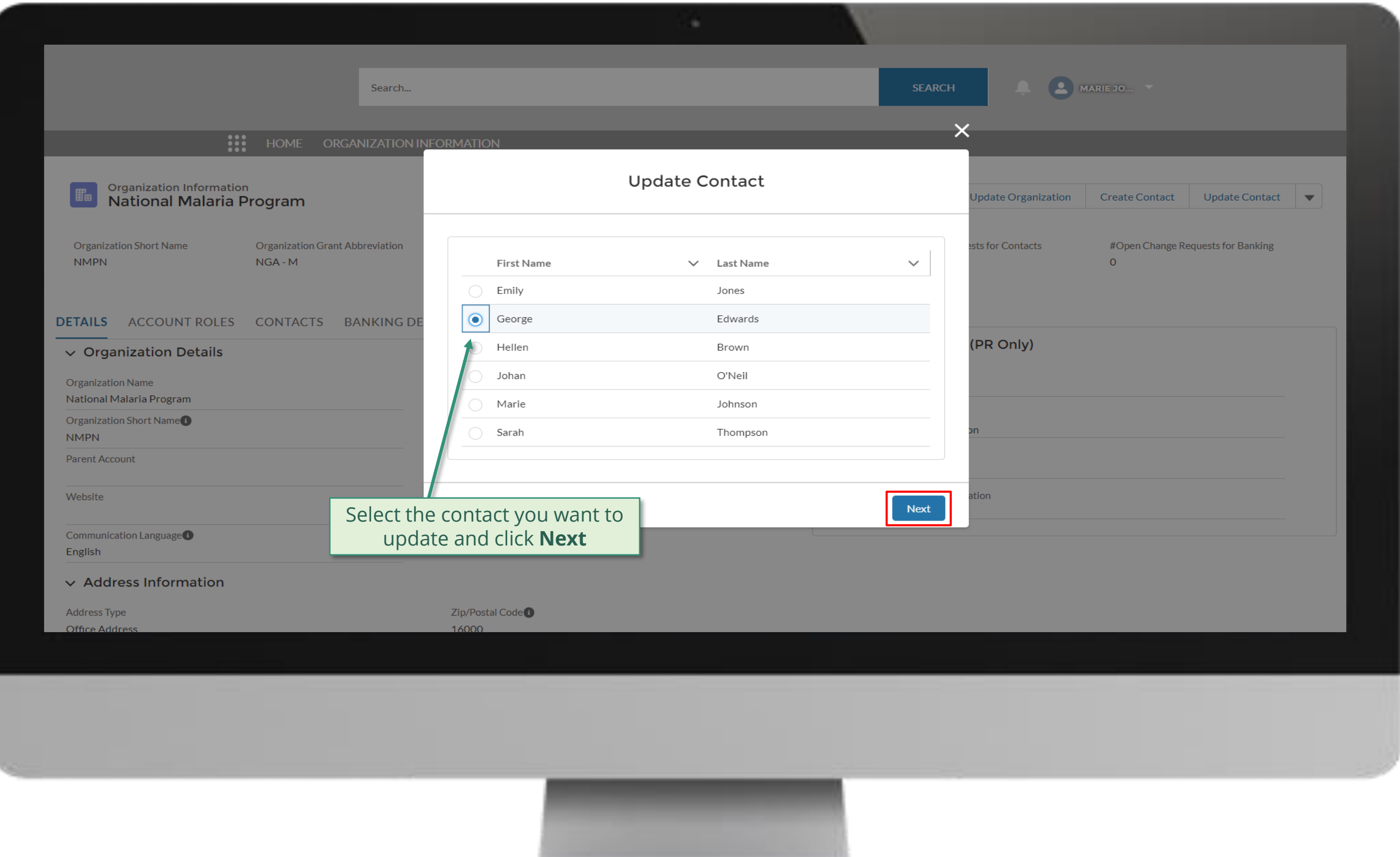
Organization Grant Abbreviation
NGA - M

Click Update Contact





[Back to the overview of the steps for this request](#)

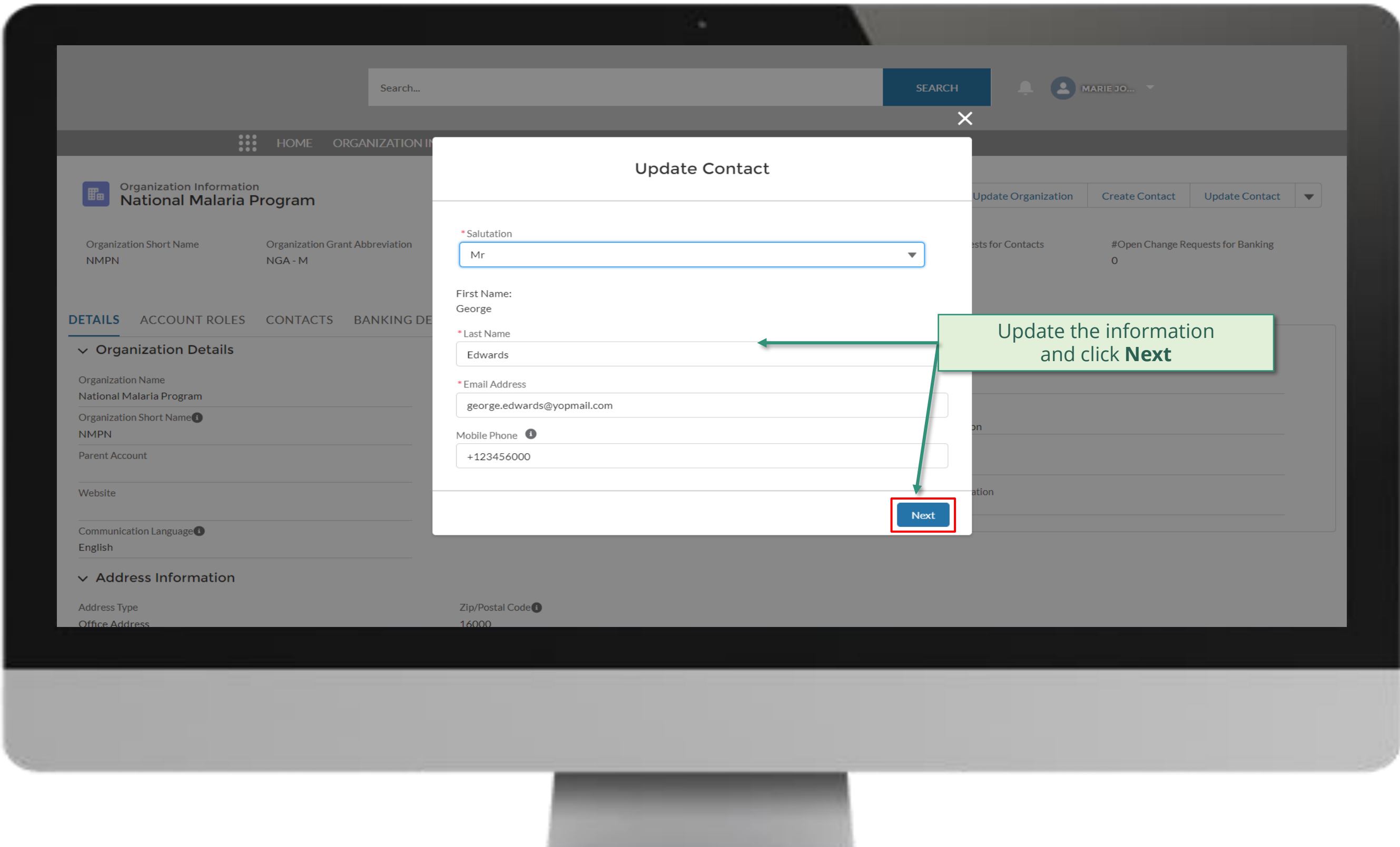


Select the contact you want to update and click **Next**

Next



[Back to the overview of the steps for this request](#)

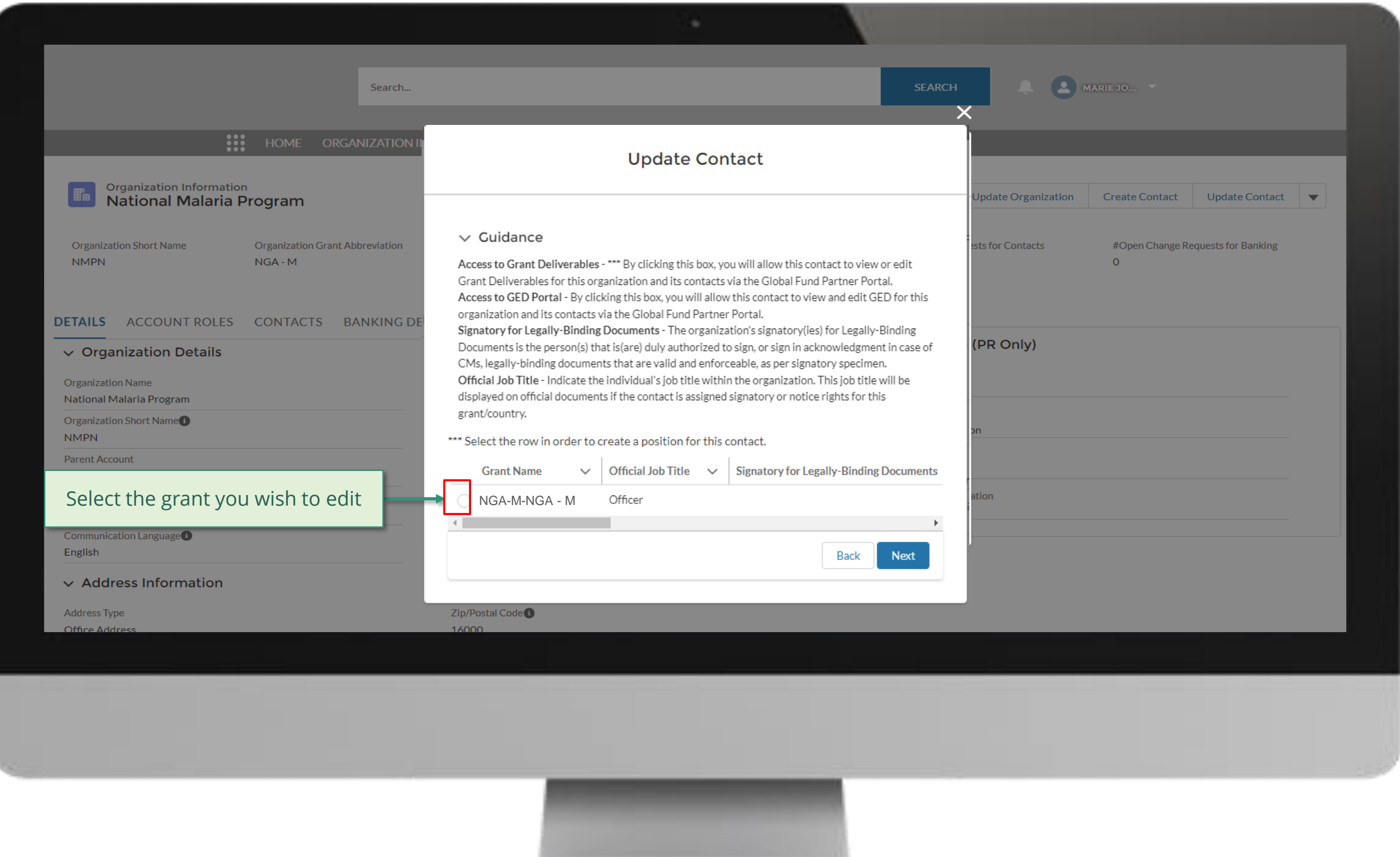


Step 2h

Principal Recipient (PR)
Update Contacts



[Back to the overview of the steps for this request](#)



Select the grant you wish to edit

Update Contact

Guidance

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.

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 case of 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.

*** Select the row in order to create a position for this contact.

Grant Name	Official Job Title	Signatory for Legally-Binding Documents
<input type="radio"/> NGA-M-NGA - M	Officer	

Back Next



[Back to the overview of the steps for this request](#)

Search... SEARCH

HOME ORGANIZATION INFORMATION

Organization Information
National Malaria Program

Organization Short Name: NMPN Organization Grant Abbreviation

DETAILS ACCOUNT ROLES CONTACTS BANKING DE

Organization Details

Organization Name: National Malaria Program

Organization Short Name: NMPN

Parent Account

Website

Communication Language: English

Address Information

Address Type Office Address Zip/Postal Code: 16000

*** Enter Details

Grant Name: MWI-C-AA

Official Job Title: Officer

Signatory for Legally-Binding Documents

Signatory for Disbursement Requests

Organization Representative for Notices

Access to GED Portal

Access to Wambo Portal

Access to Grant Deliverables Portal

Grant Deliverables Access Type: Please select...

Submitter

Editor

Update/Save Cancel Back Next

1. Update the relevant information

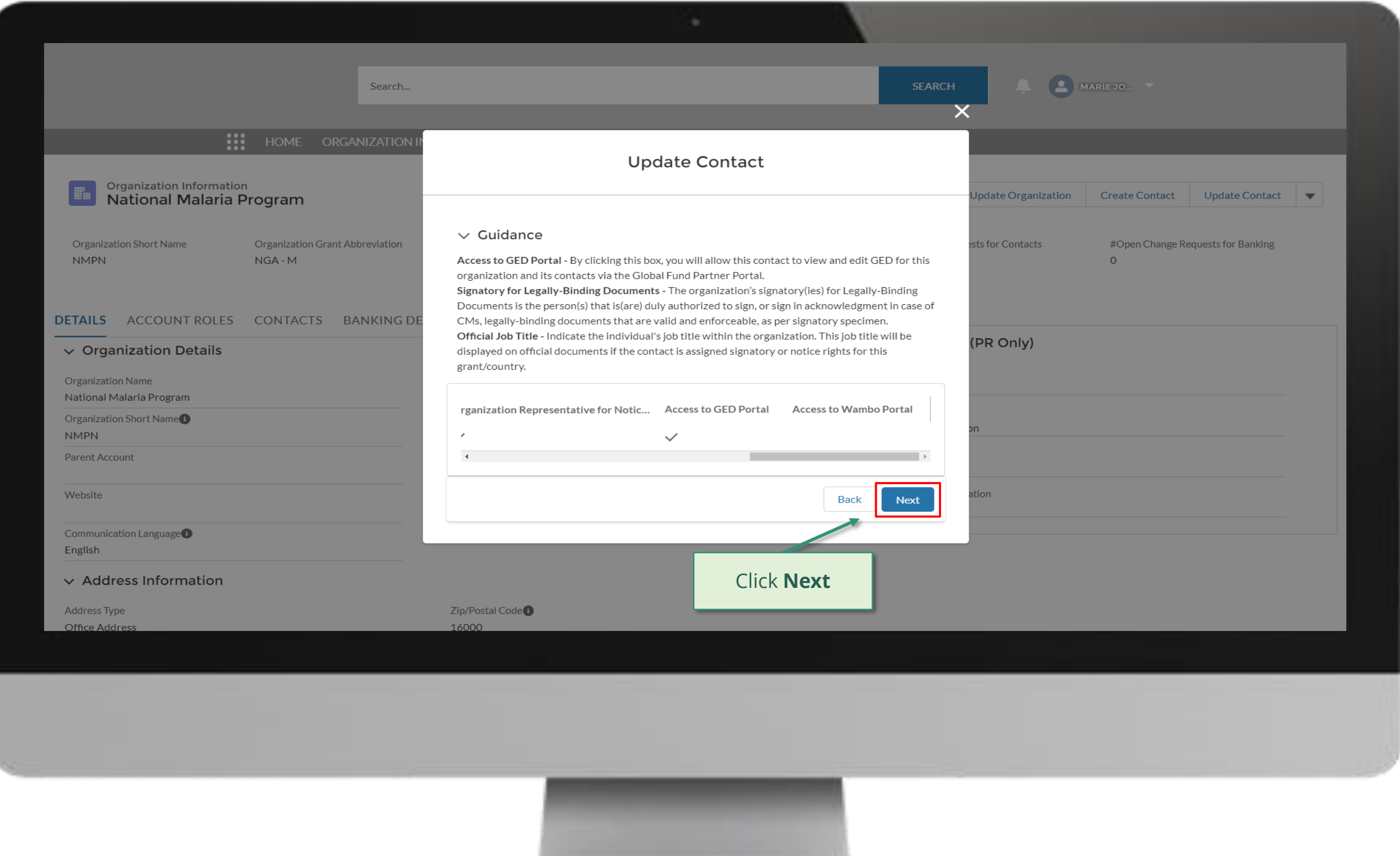
2. If you selected **Access to Grant Deliverables Portal**, choose whether the new contact is an editor or submitter.

Note!
For more information on the Editor and Submitter roles, click [here](#)

3. Once you have updated all the necessary information, click **Update/Save**



[Back to the overview of the steps for this request](#)



Update Contact

Guidance

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 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.

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 Representative for Notic...	Access to GED Portal	Access to Wambo Portal
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

[Back](#) [Next](#)

Click Next



[Back to the overview of the steps for this request](#)

Search... SEARCH

MARIE JO...

HOME ORGANIZATION

Organization Information National Malaria Program

Organization Short Name: NMPN
Organization Grant Abb: NGA - M

DETAILS ACCOUNT ROLES CONTACTS BALANCE

Organization Details

Organization Name
National Malaria Program

Organization Short Name
NMPN

Parent Account

Website

Communication Language
English

Address Information

Address Type
Office Address

Zip/Postal Code
16000

Update Contact

As this contact requires access to the Partner Portal a mobile number will be required to send a verification message for logging in.

* Mobile Phone Number ⓘ

Complete this field.

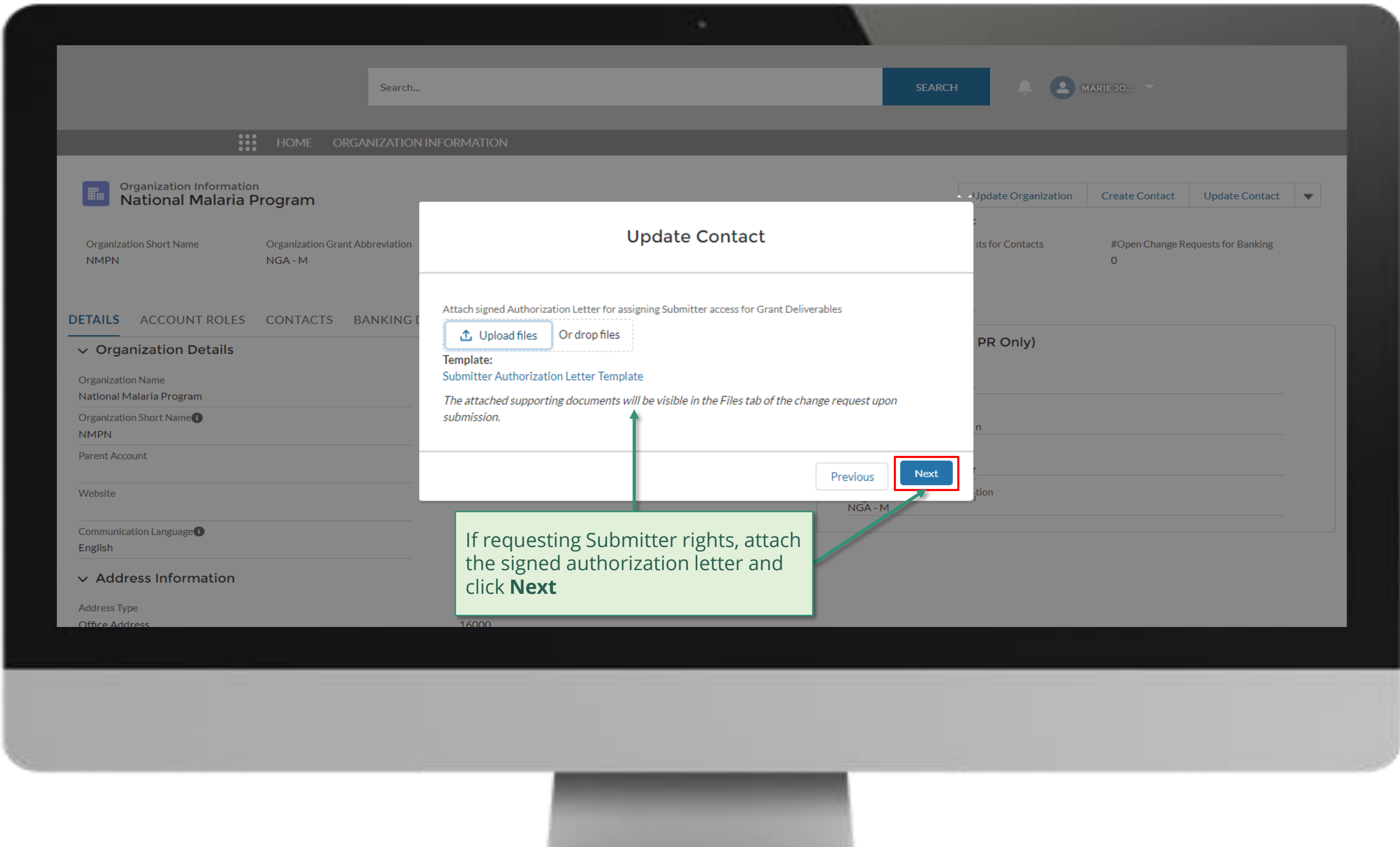
Previous Next

1. If the contact requires access to the Partner Portal, it is mandatory to enter a mobile number

2. Click **Next**



[Back to the overview of the steps for this request](#)



If requesting Submitter rights, attach the signed authorization letter and click **Next**



[Back to the overview of the steps for this request](#)

English Français Español

Search...



POONAM ...

Create Contact

Possible Duplicate Contacts

The below list shows potential duplicate contacts with similar information to the one you are trying to create/update. You have two options:

1. Use the Action drop-down to check if the contact you want to create or update already exists. If a duplicate is identified, select the contact and click 'Next'.
 - a.If you are **creating a new organization**, the selected contact will be used as Focal Point contact for this organization.
 - b.If you are **creating a new contact**, the change request will become an "Update Contact Information" request instead.
 - c.If you are **updating an existing contact**, the change request will be transferred under the selected contact.
2. Click 'Next' if none of the contacts listed below is a duplicate of the one you are trying to create/update.

First Name

Last Name

Email

Acti...

George

Edwards

george.edwards@yopmail.c



Clear selection

Previous

Next

For Global PRs only, potential duplicate contacts are identified by the system. Use the Action icon to view the details of the contact and determine whether the contact being created is a duplicate of an existing one.

Click [here](#) to skip this step



[Back to the overview of the steps for this request](#)

English Français Español

Search...

HOME ORGANIZATION INFORMATION

Organization Information
United Nations Children's Fund

Organization Short Name: UNICEF Organization Grant Abbreviation: UNICEF

DETAILS ACCOUNT ROLES **CONTACTS** BANKING DE...

Possible Duplicate Contacts

The below list shows potential duplicate contacts with similar information to the one you are trying to create/update. You have two options:

1. Use the Action drop-down to check if the contact you want to create or update already exists. If a duplicate is identified, select the contact and click 'Next'.
 - a.If you are **creating a new organization**, the selected contact will be used as Focal Point contact for this organization.
 - b.If you are **creating a new contact**, the change request will become an "Update Contact Information" request instead.
 - c.If you are **updating an existing contact**, the change request will be transferred under the selected contact.
2. Click 'Next' if none of the contacts listed below is a duplicate of the one you are trying to create/update.

First Name	Last Name	Email	Acti...
<input checked="" type="radio"/> George	Edwards	george.edwards@unicef.org	View

Clear selection

Previous Next

Following the Action icon click **View**. This will bring you to another window with detailed information about the potential duplicate contact

Search... SEARCH

Contact **George Edwards**

[+ Follow](#)

Title Email Address: george.edwards@yopmail.com Allow Access to Wambo: Access to GED Portal: Access to SP:

- DETAILS**
- POSITIONS & ACCESS
- CHANGE REQUESTS
- FILES

1. Under **Details** and **Positions and Access** tabs, you can view all the information on the potential duplicate contact

▼ Contact Details

Name
Mr George Edwards

Email Address
george.edwards@yopmail.com

Phone Number

City

Mobile
+123456000

Country



2. Click on the arrow to go back to the main page of the change request



[Back to the overview of the steps for this request](#)



[Back to the overview of the steps for this request](#)

Create Contact

Possible Duplicate Contacts

The below list shows potential duplicate contacts with similar information to the one you are trying to create/update. You have two options:

1. Use the Action drop-down to check if the contact you want to create or update already exists. If a duplicate is identified, select the contact and click 'Next'.
 - a.If you are **creating a new organization**, the selected contact will be used as Focal Point contact for this organization.
 - b.If you are **creating a new contact**, the change request will become an "Update Contact Information" request instead.
 - c.If you are **updating an existing contact**, the change request will be transferred under the selected contact.
2. Click 'Next' if none of the contacts listed below is a duplicate of the one you are trying to create/update.

If the contact is not a duplicate, you can go further with the request by clicking **Next**

Previous **Next**

Organization Information United Nations Children's Fund

Organization Short Name: UNICEF
Organization Grant Abbreviation: UNICEF

DETAILS ACCOUNT ROLES **CONTACTS** BANKING DE

<input type="checkbox"/> Contact Salutation	Contact Name	Acti...
<input type="checkbox"/> Mr.	Andres Franco	
<input type="checkbox"/> Ms.		
<input type="checkbox"/> Mr.		
<input type="checkbox"/> Ms.		
<input type="checkbox"/> Ms.	Mandeep O'Brien	
<input type="checkbox"/> Mr.	Myo-Zin Nyunt	
<input type="checkbox"/> Ms.	Nalinee Nippita	nnippita=unicef.org@example.com
<input type="checkbox"/> Mr.	Olav Kjorven	okjorven=unicef.org@example.com



[Back to the overview of the steps for this request](#)

Search... SEARCH

MARIE JO...

HOME ORGANIZATION INFORMATION

Organization Information National Malaria Program

Update Organization Create Contact Update Contact

Organization Short Name: NMPN Organization Grant Abbreviation: NGA - M Integration Status: #Open Change Requests for Organization: #Open Change Requests for Contacts: #Open Change Requests for Banking: 0

Update Contact

Your request was successfully submitted. Click [here](#) to open it.

Finish

The request is submitted. You can see more details by clicking on the blue link

DETAILS ACCOUNT ROLES CONTACTS BANKING DE

Organization Details

Organization Name: National Malaria Program
Organization Short Name: NMPN
Parent Account:
Website:
Communication Language: English

Address Information

Address Type: Office Address Zip/Postal Code: 16000

(PR Only)
Governmental Organization
Organization Sub-Type: Ministry of Health
Organization Grant Abbreviation: NGA - M



[Back to the overview of the steps for this request](#)

You can now see the details of your successfully submitted change request:

1. Change request type
2. Change request status
3. Chevron status bar indicating the current status of the change request and an overview of the process
4. The change request details

Search...

SE

HOME ORGANIZATION INFORMATION

Change Request
00022076

1

Request Record Type
Update PR/LI Contact

2

Request status
Pending Global Fund Review

Integration Status

3



Case History (1) 4

Date	Field	User	Original Value	New Value
11/05/2021 16:44	Created.	Marie Johnson		

[View All](#)

POSITIONS

Guidance

Color coding explanation:

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

Duplicate merge history

Not ap

Re-s

There is no clarification needed from your end at the moment

Click on the arrow to scroll down the screen and see the details of the change request raised





Back to the overview of the steps for this request

Click here to go back to the overview page

Case History (1)

Date	Field	User	Original Value	New Value
11/05/2021 16:44	Created.	Marie Johnson		

[View All](#)

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 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 case of 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.

Documents	Signatory for Disbursement Requests	Organization Representative for Notices	Access to GED Portal	Access to Wam
		✓	✓	

DETAILS

FILES

Contact Information

Organization Name
National Malaria Program

Note!
You can click on the Details tab to see the contact information

Duplicate merge history

Not applicable

Re-submit case

There is no clarification needed from your end at the moment

Grant Entity Data (GED) Interactive Manual

The steps assigned to you are highlighted in the red boxes

PR | Deactivate Contacts

Follow the steps below


[Select Another External Stakeholder](#)


[Select Another PR Change Request](#)



Step 1

PR contact with Access Rights accesses the [Global Fund Partner Portal](#).



Step 2

PR contact with Access Rights submits change request to *deactivate contacts*.



Click to see detailed steps in the system



Step 3

Global Fund reviews and validates the changes.

Updated GED reflected in [Global Fund Partner Portal](#)



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/privacy-statement/>)

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

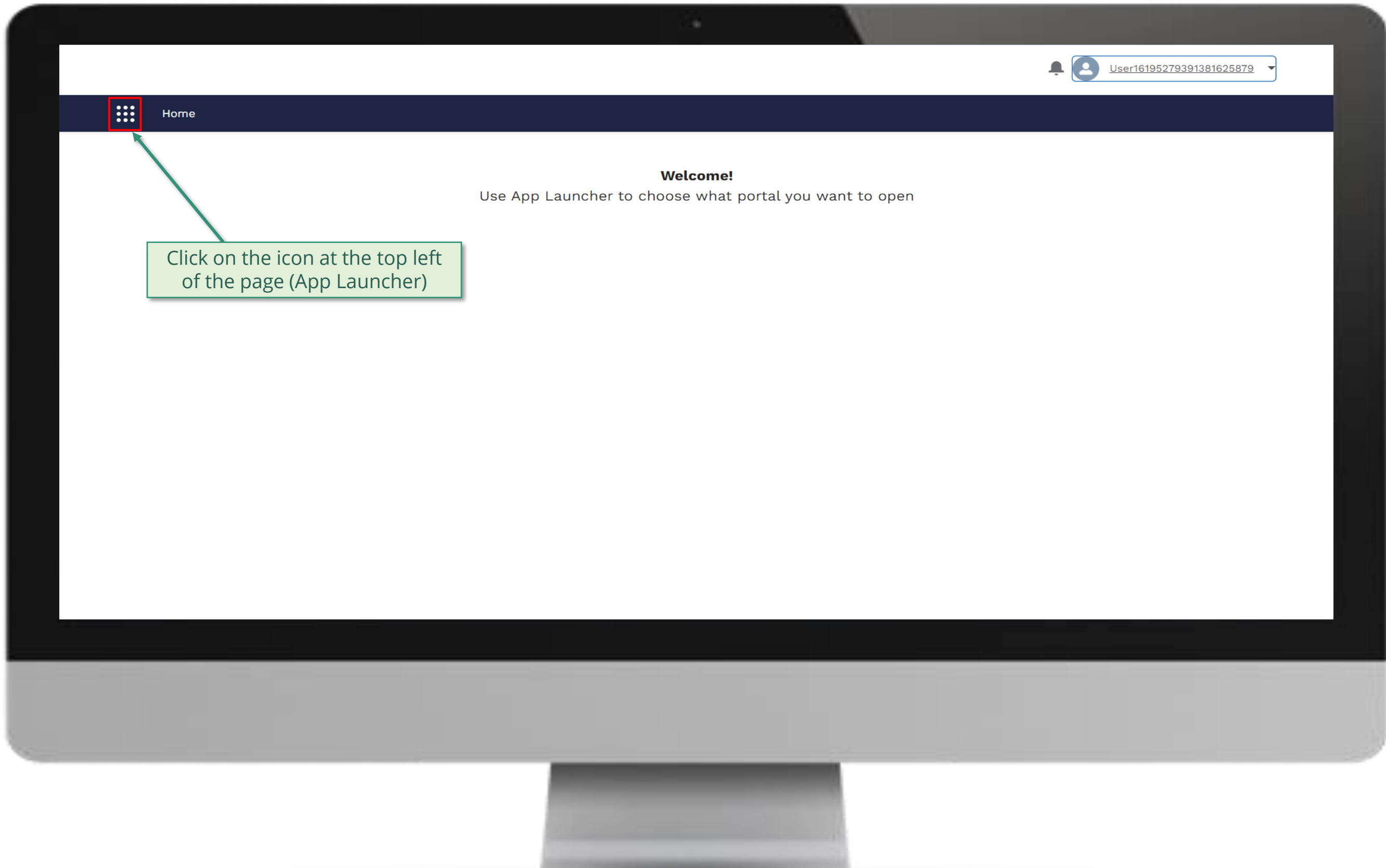
2. Should you agree, click **OK** to proceed



[Back to the overview of the steps for this request](#)



[Back to the overview of the steps for this request](#)



Home

User16195279391381625879

Welcome!

Use App Launcher to choose what portal you want to open

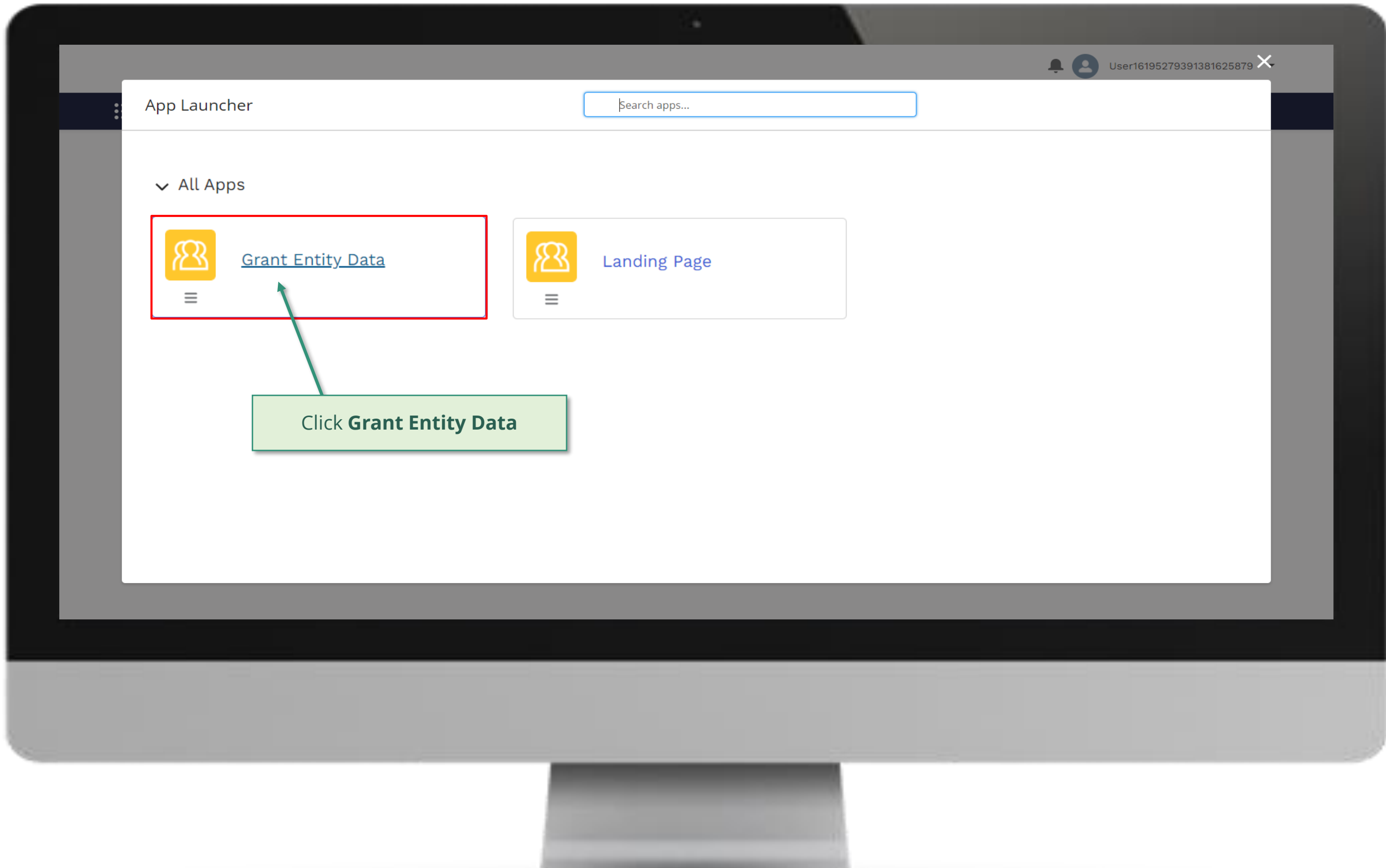
Click on the icon at the top left of the page (App Launcher)

Step 2b

Principal Recipient (PR)
Deactivate Contacts



[Back to the overview of the steps for this request](#)



Step 2c

Principal Recipient (PR)
Deactivate Contacts



[Back to the overview of the steps for this request](#)

Search...

MARIE JO...

HOME **ORGANIZATION INFORMATION**

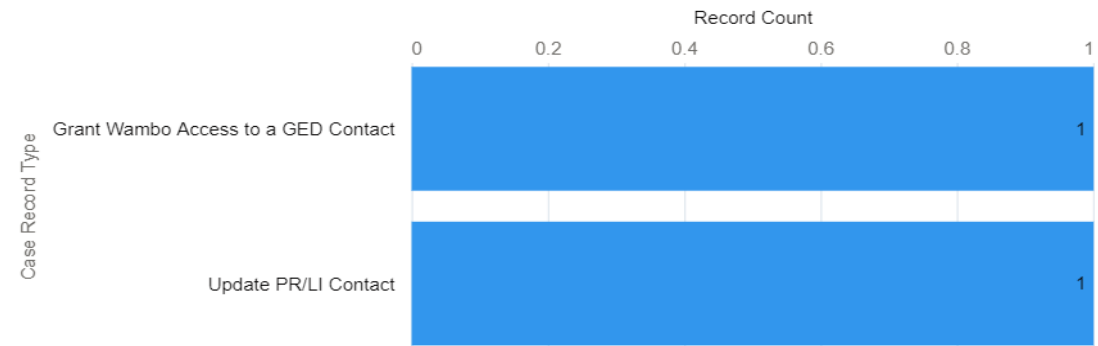
Dashboard
GED Portal Home
As of 10-May-2021 16:35-Viewing as Marie Johnson

Change Requests that require my action

We can't draw th

[View Report \(Change Requests that require my action\)](#)

Change Requests - In Progress



[View Report \(Change Requests - In Progress\)](#)

On the main page, click **Organization Information**



[Back to the overview of the steps for this request](#)

MARIE JO...

Organization Information
My Organizations

[Printable View](#)

1 item • Sorted by Organization Name • Filtered by All organization information - Organization Record Type • Updated a few seconds ago

	Organization Name	Organization Short Name	Country	Parent Account
1	National Malaria Program	NMPN	Nigeria	

Select the organization you want to update by clicking on it



[Back to the overview of the steps for this request](#)

Search...

SEARCH

MARIE JO...

HOME ORGANIZATION INFORMATION

Organization Information National Malaria Program

Update Organization Create Contact Update Contact

Click on the blue arrow and then click **Deactivate Contact**

- Deactivate Contact
- Create Banking Details
- Update Banking Details
- Deactivate Banking Details

Organization Short Name NMPN	Organization Grant Abbreviation NGA - M	Integration Status Completed	#Open Change Requests for Organization 1	#Open Change Requests for Contacts 4	#Open Cha 0
---------------------------------	--	---------------------------------	---	---	----------------

DETAILS ACCOUNT ROLES CONTACTS BANKING DETAILS CHANGE REQUESTS FILES MORE

Organization Details

Organization Name
National Malaria Program

Organization Short Name ⓘ
NMPN

Parent Account

Website

Communication Language ⓘ
English

Address Information

Address Type Zip/Postal Code ⓘ

Organization Details (PR Only)

Role
PR

Organization Type
Governmental Organization

Organization Sub-Type
Ministry of Health

Organization Grant Abbreviation
NGA - M



[Back to the overview of the steps for this request](#)

Deactivate Contact

Select the contact to deactivate out of the list below

First Name	Last Name
<input type="radio"/> Emily	Jones
<input type="radio"/> George	Edwards
<input type="radio"/> Hellen	Brown
<input checked="" type="radio"/> Johan	O'Neil
<input type="radio"/> Marie	Johnson
<input type="radio"/> Sarah	Thompson

Next

Select the contact you want to deactivate and click **Next**

Search... SEARCH

HOME ORGANIZATION INFORMATION

Organization Information

National Malaria Program

Organization Short Name: NMPN Organization Grant Abbreviation: NGA - M

Update Organization Create Contact Update Contact

Organization Name: National Malaria Program

Organization Short Name: NMPN

Parent Account

Website

Communication Language: English

Address Type: Office Address Zip/Postal Code: 16000



[Back to the overview of the steps for this request](#)

Search...

MARIE JO...

HOME ORGANIZATION INFORMATION

Organization Information National Malaria Program

Organization Short Name: NMPN
Organization Grant Abbreviation: NGA - M

Requests for Contacts: #Open Change Requests for Banking: 0

DETAILS ACCOUNT ROLES CONTACTS BANKING DE

Organization Details

Organization Name: National Malaria Program
Organization Short Name: NMPN
Parent Account:
Website:
Communication Language: English
Address Information:
Address Type: Office Address
Zip/Postal Code: 16000

Deactivate Contact

Are you sure you want to deactivate contact Johan O'Neil? By proceeding, the contact will lose all authorization and access rights related to this organization and relative details.

In case Johan O'Neil holds signatory rights, is a representative for notices or has access to the Partner Portal, make sure that there is at least one other contact within this organization with these rights. Click Next to continue or close the screen to cancel the request

Read the warning message carefully before confirming the deactivation and click **Next**



[Back to the overview of the steps for this request](#)

Search... SEARCH

MARIE JO...

HOME ORGANIZATION INFORMATION

Organization Information National Malaria Program

Update Organization Create Contact Update Contact

Organization Short Name: NMPN
Organization Grant Abbreviation: NGA - M

#Open Change Requests for Banking: 0

Deactivate Contact

Your request was successfully submitted.

Click [here](#) to open it.

Finish

The request is submitted. You can see more details by clicking on the blue link

DETAILS ACCOUNT ROLES CONTACTS BANKING DE

Organization Details

Organization Name: National Malaria Program
Organization Short Name: NMPN
Parent Account
Website
Communication Language: English

Address Information

Address Type: Office Address
Zip/Postal Code: 16000

Organization Sub-Type: Ministry of Health
Organization Grant Abbreviation: NGA - M

Change Request
00022089

1

Request Record Type
Deactivate PR/LI Contact

2

Request status
Pending Global Fund Review

Integration Status

3

You can now see the details of your successfully submitted change request:

1. Change request type
2. Change request status
3. Chevron status bar indicating the current status of the change request and an overview of the process
4. The change request details



Back to the overview of the steps for this request

Click here to go back to the overview page



Case History (1)

4

Date	Field	User	Original Value	New Value
12/05/2021 15:04	Created.	Marie Johnson		

View All

4

DETAILS FILES

Note!
You can access details on the newly created request by clicking on the tabs and scrolling down the page

▼ Contact Information

Organization Name
National Malaria Program

Salutation
Mrs

First Name
Johan

Email Address

Existing Contact
[Johan O'Neil](#)

Last Name
O'Neil

Duplicate merge history
Not applicable

Re-submit case
There is no clarification needed from your end at the moment

Grant Entity Data (GED) Interactive Manual

Select the type of change request

Select from the below



[Select Another External Stakeholder](#)

Organization information Change Requests



Create New Organization



Update Organization Information

Contact Information Change Requests



Create Contacts



Update Contacts



Deactivate Contacts

Grant Entity Data (GED) Interactive Manual

The steps assigned to you are highlighted in the red boxes

CCM | Create New Organization

Follow the steps below


[Select Another External Stakeholder](#)


[Select Another CCM Change Request](#)



Step 1

CCM emails [Organization Information Form](#)** & supporting documents¹ to Access to Funding.




Step 2

Global Fund creates new organization in Partner Portal.



Step 3



Designated CCM focal point with Access Rights receives login details to the [Global Fund Partner Portal](#) via email.

Click here to get started
 **TheGlobalFund** Partner Portal



Step 4

CCM Focal Point contact with Access Rights is able to submit change requests.

 Via e-mail
 In the system

¹ See [Operational Policy Manual \(OPM\)](#) Annex 3 on required supporting documents.
^{**} Organization Information Form ([EN](#) | [ES](#) | [FR](#)). Please note! Spanish and French versions are courtesy translations only. Please complete and submit the English version of this template.

Grant Entity Data (GED) Interactive Manual

The steps assigned to you are highlighted in the red boxes

CCM | Update Organization Information

Follow the steps below


[Select Another External Stakeholder](#)


[Select Another CCM Change Request](#)



Step 1

CCM focal point with Access Rights accesses the [Global Fund Partner Portal](#).



Step 2

CCM focal point with Access Rights submits change request to *update organization information*, including supporting documents¹.



Click to see detailed steps in the system





Step 3

Global Fund reviews and validates the changes.

Updated GED reflected in [Global Fund Partner Portal](#)



-  Via e-mail
-  In the system

¹ 1 See [Operational Policy Manual \(OPM\)](#) Annex 3 on required supporting documents



[Back to the overview of the steps for this request](#)

Search... SEARCH CARLOS S...

HOME ORGANIZATION INFORMATION

Dashboard
GED Portal Home
As of 17-May-2021 10:56 Viewing as Carlos Smithon Refresh

Change Requests that require my action We can't draw this chart because there is no data. View Report (Change Requests that require my action)

Change Requests - In Progress We can't draw this chart because there is no data. View Report (Change Requests - In Progress)

Change Requests - Validated

Case Record Type	Record Count
Create CM Organization	1

Change Requests - Rejected We can't draw this chart because there is no data.

On the Home page, click **Organization Information**



[Back to the overview of the steps for this request](#)

Search...

SEARCH

CARLOS S...

HOME ORGANIZATION INFORMATION

Organization Information
My Organizations

Printable View

1 item • Sorted by Organization Name • Filtered by All organization information - Organization Record Type • Updated a few seconds ago

Search this list..

	Organization Name ↑	Organization Short Name	Country	Parent Account
1	Coordinating Mechanism Nigeria	CM Nigeria	Nigeria	

Click on the name of the organization you wish to update



[Back to the overview of the steps for this request](#)

Search... SEARCH

CARLOS S...

HOME ORGANIZATION INFORMATION

Click **Update Organization**



Update Organization Create Contact Update Contact

Organization Information
Coordinating Mechanism Nigeria

Organization Short Name	Organization Grant Abbreviation	Integration Status	#Open Change Requests for Organization	#Open Change Requests for Contacts	#Open Change Requests for Banking
CM Nigeria			0	0	0

DETAILS ACCOUNT ROLES CONTACTS BANKING DETAILS CHANGE REQUESTS FILES MORE

Organization Details

Organization Name
Coordinating Mechanism Nigeria

Organization Short Name ⓘ
CM Nigeria

Parent Account

Website

Communication Language ⓘ
English

Address Information

Organization Details (CM Only)

Role Coordinating Mechanism	Coordinating Mechanism Type ⓘ Country Coordinating Mechanism (CCM)
Representation by age group <18 ⓘ	% Representation by age group <18
Representation by age group 18 - 25 ⓘ	% Representation by age group 18 - 25
Representation by age group 26-40 ⓘ	% Representation by age group 26 - 40
Representation by age group 41-60 ⓘ	% Representation by age group 41 - 60
Representation by age group >60 ⓘ	% Representation by age group >60



[Back to the overview of the steps for this request](#)

Note!
Fields with (*) are mandatory

Update Organization

General Organization Information

* Organization Name ⓘ
Coordinating Mechanism Nigeria

* Organization Short Name ⓘ
CM Nigeria

Website
[Empty field]

* Communication Language ⓘ
English
Select the preferred communication language with the Global Fund.

Address Information

* Address Line 1 ⓘ
Moh'd Namadi Sambo Way, Abuja, Nigeria

Address Line 2
[Empty field]

Address Line 3
[Empty field]

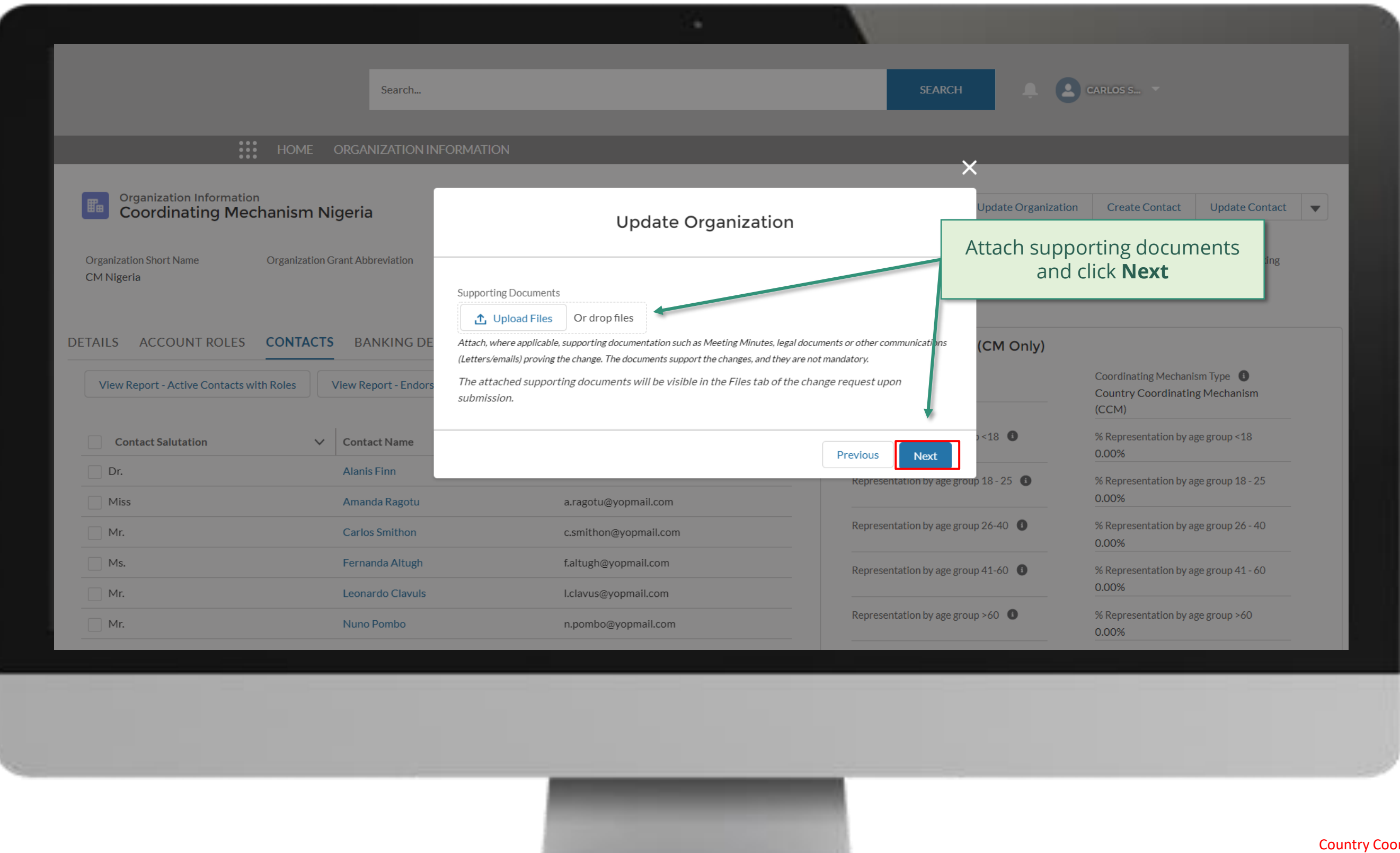
Next

Change the information you wish to update and click **Next**

Next



[Back to the overview of the steps for this request](#)





[Back to the overview of the steps for this request](#)

Search... SEARCH

CARLOS S...

HOME ORGANIZATION INFORMATION

Organization Information Coordinating Mechanism Nigeria

Update Organization Create Contact Update Contact

Organization Short Name: CM Nigeria
Organization Grant Abbreviation:

#Open Change Requests for Banking: 0

Update Organization

Your request was successfully submitted. Click [here](#) to open it.

Finish

The request is submitted. You can see more details by clicking on the blue link.

DETAILS ACCOUNT ROLES **CONTACTS** BANKING DE

View Report - Active Contacts with Roles View Report - Endors

<input type="checkbox"/> Contact Salutation	Contact Name	
<input type="checkbox"/> Dr.	Alanis Finn	
<input type="checkbox"/> Miss	Amanda Ragotu	a.ragotu@yopmail.com
<input type="checkbox"/> Mr.	Carlos Smithon	c.smithon@yopmail.com
<input type="checkbox"/> Ms.	Fernanda Altugh	f.altugh@yopmail.com
<input type="checkbox"/> Mr.	Leonardo Clavuls	l.clavuls@yopmail.com
<input type="checkbox"/> Mr.	Nuno Pombo	n.pombo@yopmail.com

(CM Only)

Representation by age group	% Representation by age group
Representation by age group <18	0.00%
Representation by age group 18 - 25	0.00%
Representation by age group 26-40	0.00%
Representation by age group 41-60	0.00%
Representation by age group >60	0.00%



[Back to the overview of the steps for this request](#)

Click here to go back to the overview page

You can now see the details of your successfully submitted change request:

1. Change request type
2. Change request status
3. Chevron status bar indicating the current status of the change request and an overview of the process
4. The change request details

Search...

HOME ORGANIZATION INFORMATION

1
Change Request
00022170
Request Record Type
Update CM Organization

2
Request status
Pending Global Fund Review

Integration Status

3



4
Case History (6+)

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

[View All](#)

Grant Entity Data (GED) Interactive Manual

The steps assigned to you are highlighted in the red boxes

CCM | Create Contacts

Follow the steps below

 [Select Another External Stakeholder](#)

 [Select Another CCM Change Request](#)



Step 1

CCM focal point with Access Rights accesses the [Global Fund Partner Portal](#)



Step 2

CCM focal point with Access Rights submits change request to *create contacts*, including supporting documents¹.



Click to see detailed steps in the system



Step 3

Global Fund reviews and validates the changes.

Updated GED reflected in [Global Fund Partner Portal](#)



¹ 1 See [Operational Policy Manual \(OPM\)](#) Annex 3 on required supporting documents



[Back to the overview of the steps for this request](#)

CARLOS S... ▾



HOME

ORGANIZATION INFORMATION



Dashboard
GED Portal Home

As of 17-May-2021 15:36 Viewing as Carlos Smithon

 ▾

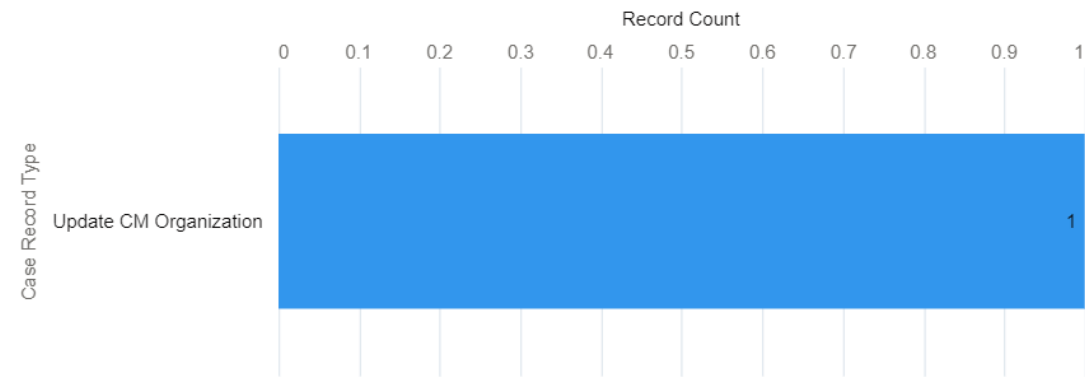
On the Home page, click **Organization Information**

Change Requests that require my action

We can't draw this chart because there is no data.

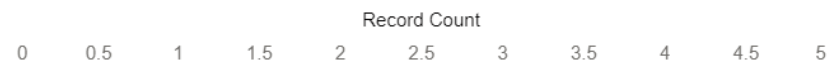
[View Report \(Change Requests that require my action\)](#)

Change Requests - In Progress



[View Report \(Change Requests - In Progress\)](#)

Change Requests - Validated



Change Requests - Rejected



[Back to the overview of the steps for this request](#)

CARLOS S... ▾

HOME ORGANIZATION INFORMATION

Organization Information
My Organizations ▾

Printable View

1 item • Sorted by Organization Name • Filtered by All organization information - Organization Record Type • Updated a few seconds ago

	Organization Name ↑ ▾	Organization Short Name ▾	Country ▾	Parent Account ▾	
1	Coordinating Mechanism Nigeria	CM Nigeria	Nigeria		

Click on the name of the organization to which you wish to add a contact



[Back to the overview of the steps for this request](#)

Search... SEARCH

CARLOS S...

HOME ORGANIZATION INFORMATION

Organization Information
Coordinating Mechanism Nigeria

Click Create Contact

Update Organization **Create Contact** Update Contact

Organization Short Name	Organization Grant Abbreviation	Integration Status	#Open Change Requests for Organization	#Open Change Requests for Contacts	#Open Change Requests for Banking
CM Nigeria			1	0	0

DETAILS ACCOUNT ROLES CONTACTS BANKING DETAILS CHANGE REQUESTS FILES MORE

Organization Details

Organization Name
Coordinating Mechanism Nigeria

Organization Short Name
CM Nigeria

Parent Account

Website

Communication Language
English

Address Information

Organization Details (CM Only)

Role Coordinating Mechanism	Coordinating Mechanism Type
Representation by age group <18 1	% Representation by age group <18 25.00%
Representation by age group 18 - 25 1	% Representation by age group 18 - 25 25.00%
Representation by age group 26-40 1	% Representation by age group 26 - 40 25.00%
Representation by age group 41-60 1	% Representation by age group 41 - 60 25.00%
Representation by age group >60 0	% Representation by age group >60 0.00%
Representation by gender - Male	% Representation by gender - Male



[Back to the overview of the steps for this request](#)

Create Contact

* Salutation
Please select...

* First Name

* Last Name

* Email

Phone Number

Mobile Phone Number ⓘ

City

Country

Next

Note!
Fields with (*) are mandatory

Note!
You can hover over the Info Icon to display more information on how to fill in the fields

1. Fill in all the information

Note!
Every time you raise a change request to Create, Update or Deactivate CM Contacts, the system will create an umbrella Parent Change Request which includes all the individual change request the user is raising at the same time. When you click on the link, you will see the list of the individual change requests and their status

2. Click Next





[Back to the overview of the steps for this request](#)

Create Contact

Position Information

Organization Name
Coordinating Mechanism Nigeria

Organization Short Name
CM Nigeria

* Role

Role in the Coordinating Mechanism:
Admin Focal Point (Secretariat of the Coordinating Mechanism): all staff of the Coordinating Mechanism Secretariat
Member: all the elected members with active mandate
Alternate: alternate of current members
Chair: elected **Chair with active mandate**
Vice-Chair: elected Vice-Chair with active mandate
Non-member: nominated member of a CM committee but not CM member

* Sector Represented

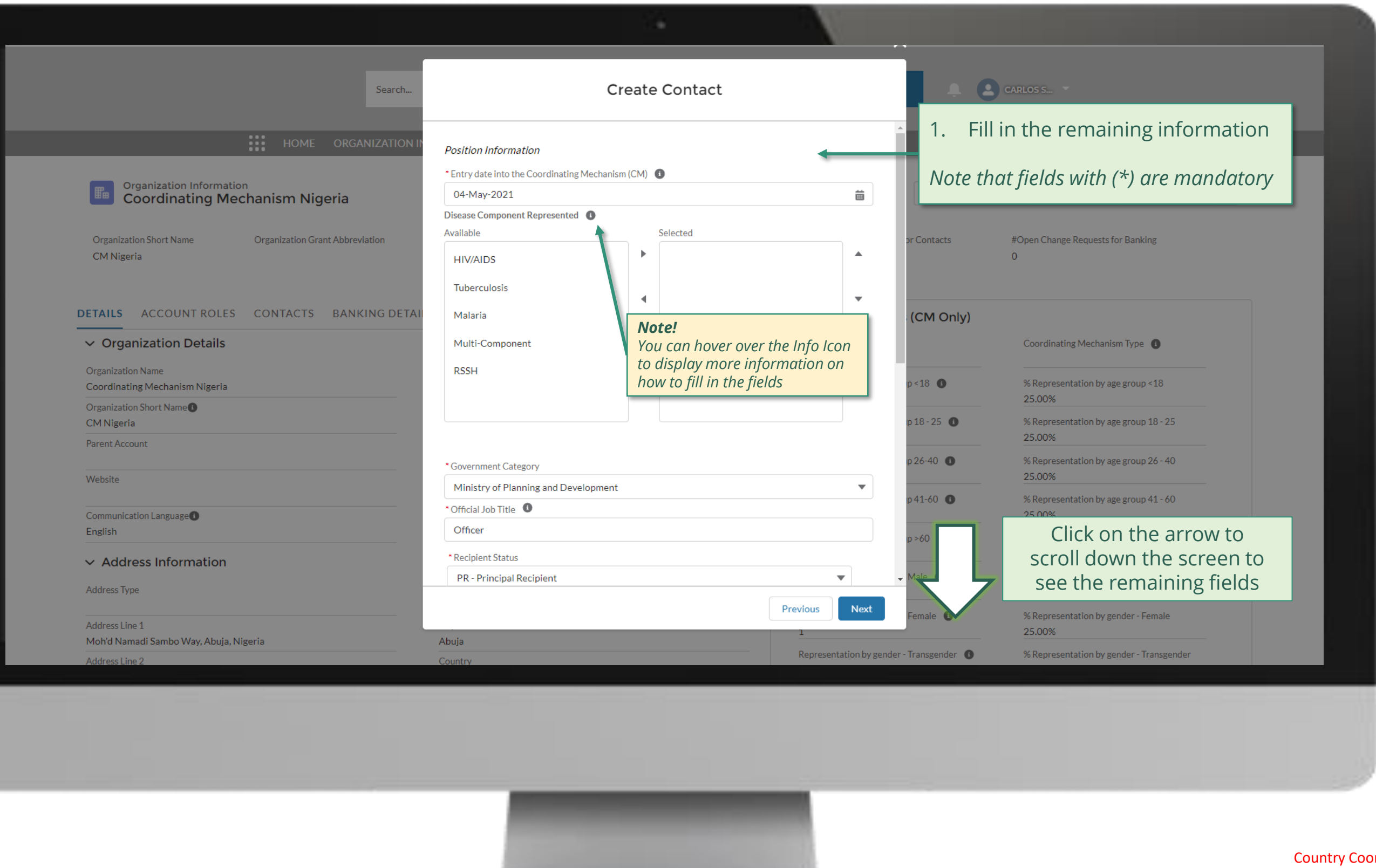
Country-level stakeholder groups involved in the fight against HIV, TB and malaria represented

1. Select the role and the sector represented

2. Click **Next**



[Back to the overview of the steps for this request](#)



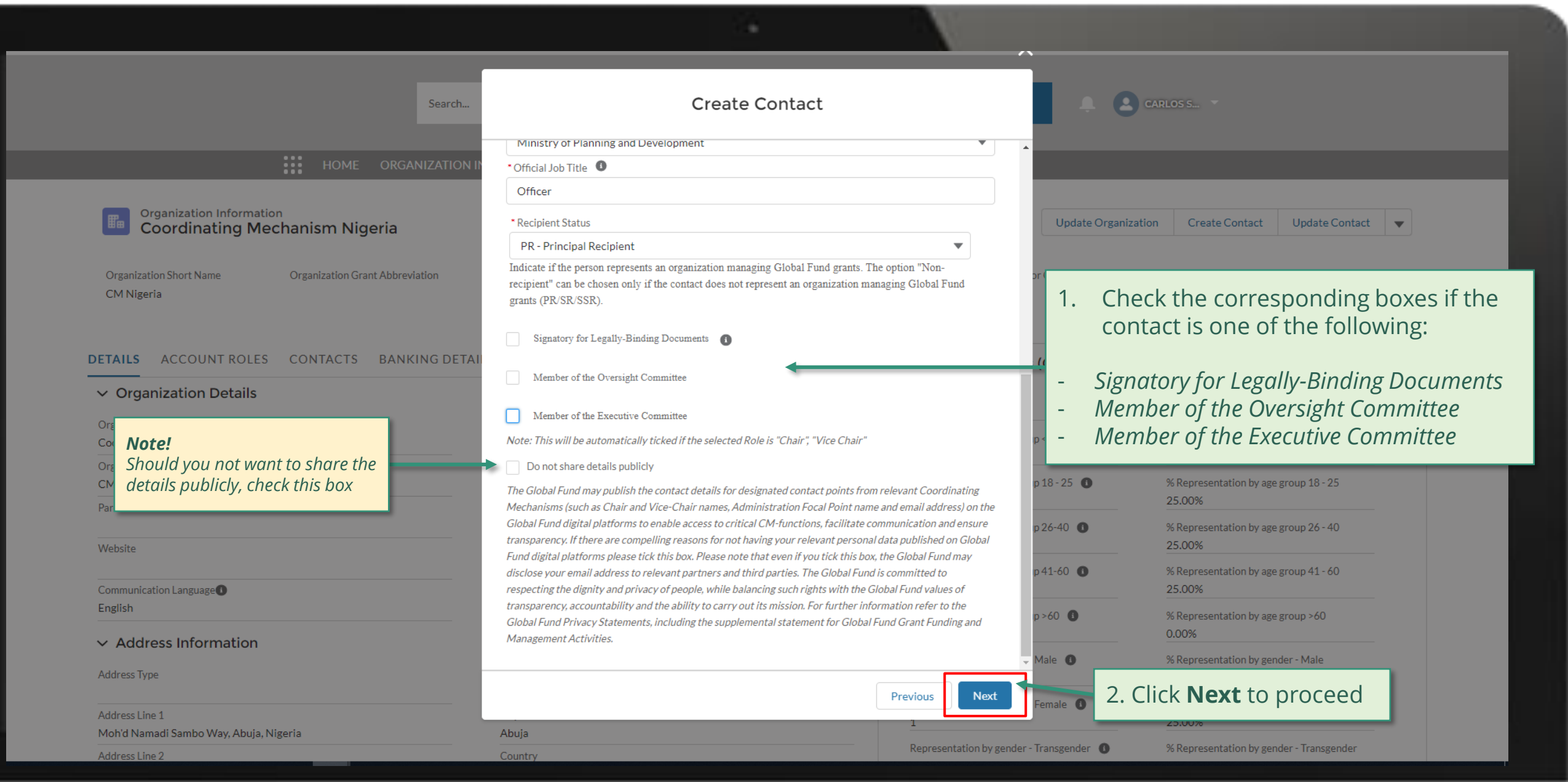
1. Fill in the remaining information
Note that fields with (*) are mandatory

Note!
You can hover over the Info Icon to display more information on how to fill in the fields

Click on the arrow to scroll down the screen to see the remaining fields



[Back to the overview of the steps for this request](#)



Note!
Should you not want to share the details publicly, check this box

1. Check the corresponding boxes if the contact is one of the following:
- Signatory for Legally-Binding Documents
 - Member of the Oversight Committee
 - Member of the Executive Committee

2. Click **Next** to proceed



[Back to the overview of the steps for this request](#)

Search...

CARLOS S...

HOME ORGANIZATION INFORMATION

Organization Information Coordinating Mechanism Nigeria

Organization Short Name: CM Nigeria
Organization Grant Abbreviation:

DETAILS ACCOUNT ROLES CONTACTS BANKING DE

Organization Details

Organization Name: Coordinating Mechanism Nigeria
Organization Short Name: CM Nigeria
Parent Account:
Website:
Communication Language: English

Address Information

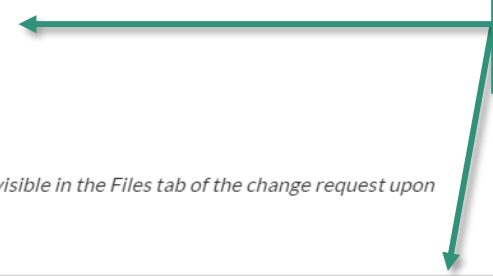
Create Contact

Election Meeting Minutes
 Or drop files

Specimen Signature for authorized signatories
 Or drop files

The attached supporting documents will be visible in the Files tab of the change request upon submission.

Add the applicable supporting documents and click **Next**





[Back to the overview of the steps for this request](#)

Search...

CARLOS S...

HOME ORGANIZATION INFORMATION

Organization Information Coordinating Mechanism Nigeria

Organization Short Name
CM Nigeria

Organization Grant Abbreviation

Requests for Contacts

#Open Change Requests for Banking
0

Create Contact

Select "Continue and add another contact" if you want to create additional Contact.

Continue and add another contact

Check this box if you want to create more contacts. To proceed, click **Next**

DETAILS ACCOUNT ROLES CONTACTS BANKING DE

Organization Details

Organization Name
Coordinating Mechanism Nigeria

Organization Short Name
CM Nigeria

Parent Account

Website

Communication Language
English

Address Information

Representation by age group <18	% Representation by age group <18 25.00%
Representation by age group 18 - 25	% Representation by age group 18 - 25 25.00%
Representation by age group 26-40	% Representation by age group 26 - 40 25.00%
Representation by age group 41-60	% Representation by age group 41 - 60 25.00%
Representation by age group >60	% Representation by age group >60 0.00%
Representation by gender - Male	% Representation by gender - Male



[Back to the overview of the steps for this request](#)

Search...

CARLOS S...

HOME ORGANIZATION INFORMATION

Organization Information Coordinating Mechanism Nigeria

Organization Short Name
CM Nigeria

Organization Grant Abbreviation

#Open Change Requests for Banking
0

Create Contact

Your request was successfully submitted. Click [here](#) to open it

The request is submitted! Click on the link for more details

DETAILS ACCOUNT ROLES CONTACTS BANKING DE

Organization Details

Organization Name
Coordinating Mechanism Nigeria

Organization Short Name
CM Nigeria

Parent Account

Website

Communication Language
English

Address Information

Representation by age group		Coordinating Mechanism Type	
<18	1	% Representation by age group <18	25.00%
Representation by age group 18 - 25	1	% Representation by age group 18 - 25	25.00%
Representation by age group 26-40	1	% Representation by age group 26 - 40	25.00%
Representation by age group 41-60	1	% Representation by age group 41 - 60	25.00%
Representation by age group >60	0	% Representation by age group >60	0.00%
Representation by gender - Male		% Representation by gender - Male	



[Back to the overview of the steps for this request](#)

You can now see the details of your successfully submitted change request:

1. Change request type
2. Change request status
3. Chevron status bar indicating the current status of the change request and an overview of the process
4. The change request details

HOME ORGANIZATION INFORMATION

Change Request
00022195

1

Request Record Type
Multiple CM Change Requests

2

Request Status
Pending Global Fund Review

3

▼ Pending Global Fund Review Completed

Key Fields

Justification For Exception

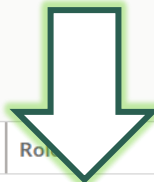
Note!
The **Guidance for Success** highlights the major elements you need to pay attention to when raising a change request

Guidance for Success
To be validated, this change request must reflect the most up-to-date information on the selected Coordinating Mechanism (CM) contact. The fields must be filled in a consistent way, respecting people roles and functions within the CM. After the Global Fund relevant teams complete the review of all the requested changes, the validated information will be reflected on the Partner Portal. The requester will receive a notification detailing which requests were approved, and which one were rejected, with related comments.

Related Cases (1)

1 item • Sorted by Date/Time Opened • Updated a few seconds ago

<input type="checkbox"/>	Change Request	Case Record Type	Date/Time Opened	Organization Name	Contact Full Name	Role	Status
1	00022196	Create CM Contact	17/05/2021 16:32	Coordinating Mechanism Nigeria	Amanda Maranhã	Chair	Pending Global Fund Review



Click on the arrow to scroll down the screen and see the details of the change request raised

POSITIONS

Guidance

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 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 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.

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.

<input type="checkbox"/>	Organization Role	Role	Non member role	CM Secretariat Staff Role	Entry date into the Coordinating Mechanism (CM)
<input type="checkbox"/>		Chair			2021-05-04

The new rights are updated according to the color legend

Duplicate merge history

Not applicable

Re-submit case

There is no clarification needed from your end at the moment

DETAILS

FILES

Salutation

Dr

First Name

Note!
You can click on the Details tab to see the contact information



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

The steps assigned to you are highlighted in the red boxes

CCM | Update Contacts

Follow the steps below

 [Select Another External Stakeholder](#)

 [Select Another CCM Change Request](#)



Step 1

CCM focal point with Access Rights accesses the [Global Fund Partner Portal](#).



Step 2

CCM focal point with Access Rights submits change request to *update contacts*, including supporting documents¹.



Click to see detailed steps in the system





Step 3

Global Fund reviews and validates the changes.

Updated GED reflected in [Global Fund Partner Portal](#)



-  Via e-mail
-  In the system

¹ 1 See [Operational Policy Manual \(OPM\)](#) Annex 3 on required supporting documents



[Back to the overview of the steps for this request](#)

SEARCH



CARLOS S...



HOME

ORGANIZATION INFORMATION



Dashboard
GED Portal Home

As of 17-May-2021 15:36 Viewing as Carlos Smithon

Refresh

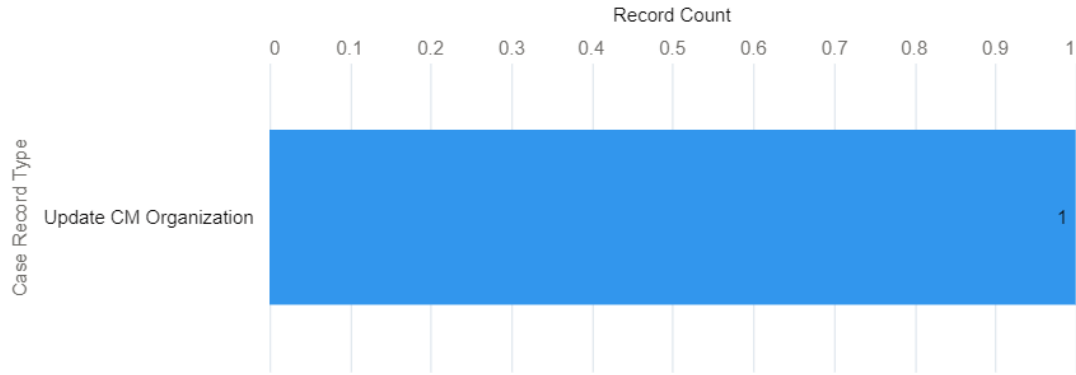
On the Home page, click **Organization Information**

Change Requests that require my action

We can't draw this chart because there is no data.

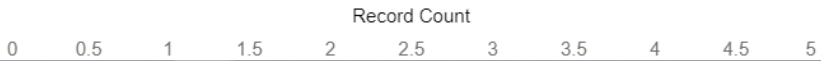
[View Report \(Change Requests that require my action\)](#)

Change Requests - In Progress



[View Report \(Change Requests - In Progress\)](#)

Change Requests - Validated



Change Requests - Rejected



[Back to the overview of the steps for this request](#)

CARLOS S... ▾

HOME ORGANIZATION INFORMATION

Organization Information
My Organizations ▾

Printable View

1 item • Sorted by Organization Name • Filtered by All organization information - Organization Record Type • Updated a few seconds ago

	Organization Name ↑ ▾	Organization Short Name ▾	Country ▾	Parent Account ▾	
1	Coordinating Mechanism Nigeria	CM Nigeria	Nigeria		

Click on the name of the organization whose contact you wish to update



[Back to the overview of the steps for this request](#)

Search... SEARCH

CARLOS S...

HOME ORGANIZATION INFORMATION

Click **Update Contact**

Update Organization Create Contact **Update Contact**

Organization Information
Coordinating Mechanism Nigeria

Organization Short Name	Organization Grant Abbreviation	Integration Status	#Open Change Requests for Organization	#Open Change Requests for Contacts	#Open Change Requests for Banking
CM Nigeria			1	0	0

DETAILS ACCOUNT ROLES CONTACTS BANKING DETAILS CHANGE REQUESTS FILES MORE

Organization Details

Organization Name
Coordinating Mechanism Nigeria

Organization Short Name
CM Nigeria

Parent Account

Website

Communication Language
English

Address Information

Organization Details (CM Only)

Role Coordinating Mechanism	Coordinating Mechanism Type
Representation by age group <18 1	% Representation by age group <18 20.00%
Representation by age group 18 - 25 1	% Representation by age group 18 - 25 20.00%
Representation by age group 26-40 1	% Representation by age group 26 - 40 20.00%
Representation by age group 41-60 1	% Representation by age group 41 - 60 20.00%
Representation by age group >60 0	% Representation by age group >60 0.00%
Representation by gender - Male	% Representation by gender - Male



[Back to the overview of the steps for this request](#)

Update Contact

<input type="checkbox"/>	First Na... ▾	Last Name ▾	Role in C... ▾	Signatory rig...	Access to GE...
<input type="checkbox"/>	Atanis	Finn	Chair	✓	
<input type="checkbox"/>	Amanda	Maranha	Chair	✓	
<input type="checkbox"/>	Amanda	Ragotu	Admin Focal ...		✓
<input type="checkbox"/>	Carlos	Smithon	Admin Focal ...		✓
<input type="checkbox"/>	Fernanda	Altugh	Member		
<input type="checkbox"/>	Leonardo	Clavuls	Vice Chair		
<input type="checkbox"/>	Nuno	Pombo	Member		

Next

Select the contact you wish to update and click **Next**

Note!
Every time you raise a change request to Create, Update or Deactivate CM Contacts, the system will create an umbrella Parent Change Request which includes all the individual change request the user is raising at the same time. When you click on the link, you will see the list of the individual change requests and their status

Search... SEARCH X

HOME ORGANIZATION INFORMATION

Organization Information

Coordinating Mechanism Nigeria

Organization Short Name: CM Nigeria | Organization Grant Abbreviation

DETAILS ACCOUNT ROLES CONTACTS BANKING DETAILS

Organization Name: Coordinating Mechanism Nigeria

Organization Short Name: CM Nigeria

Parent Account

Website

Communication Language: English

Address Information

Representation by age group <18: 20.00%

Representation by age group 18 - 25: 20.00%

Representation by age group 26 - 40: 20.00%

Representation by age group 41 - 60: 20.00%

Representation by age group >60: 0.00%

Representation by gender - Male: % Representation by gender - Male



[Back to the overview of the steps for this request](#)

Note!
Fields with (*) are mandatory

Update Contact

Displaying Contact 1 of 1

* Salutation
Mr

* First Name
Nuno

* Last Name
Pombo

* Email
n.pombo@yopmail.com

Phone Number
|

Mobile Phone Number ⓘ

City

Next

Make the updates in the corresponding fields and click **Next**



[Back to the overview of the steps for this request](#)

Update Contact

Position Information

Organization Name:
Coordinating Mechanism Nigeria

Organization Short Name:
CM Nigeria

Indicate the official name of the organization (organization refers to PR, LI, CM or LFA).

* Role

Role in the Coordinating Mechanism:
Admin Focal Point (Secretariat of the Coordinating Mechanism): all staff of the Coordinating Mechanism Secretariat
Member: all the elected members with active mandate
Alternate: alternate of current members
Chair: elected **Chair with active mandate**
Vice-Chair: elected Vice-Chair with active mandate
Non-member: nominated member of a CM committee but not CM member

* Non-Member Role

Specify the Coordinating Mechanism Committee this contact supports (Valid only for Non-members)

Make the updates in the corresponding fields and click **Next**

Note!
Depending on the CM selection or role of the contact on the CM, some fields (grayed) can't be modified

Organization Information
Coordinating Mechanism Nigeria

Organization Short Name: CM Nigeria

Organization Grant Abbreviation

Update Organization | Create Contact | Update Contact

#Open Change Requests for Banking: 0

Representation by age group <18: 20.00%
Representation by age group 18 - 25: 20.00%
Representation by age group 26 - 40: 20.00%
Representation by age group 41 - 60: 20.00%
Representation by age group >60: 0.00%

Representation by gender - Male: % Representation by gender - Male



[Back to the overview of the steps for this request](#)

Update Contact

* Entry date into the Coordinating Mechanism (CM) ⓘ
04-May-2021

* Government Category
National Malaria Program - MoH

* Official Job Title ⓘ
Officer

Disease Component Represented ⓘ

Available	Selected
HIV/AIDS	Malaria
Tuberculosis	
Multi-Component	
RSSH	

Previous Next

Note!
Fields with (*) are mandatory

Make the updates in the corresponding fields and click **Next**

DETAILS ACCOUNT ROLES CONTACTS BANKING DE

Organization Details

Organization Name
Coordinating Mechanism Nigeria

Organization Short Name ⓘ
CM Nigeria

Parent Account

Website

Communication Language ⓘ
English

Address Information

(CM Only)

Coordinating Mechanism Type ⓘ	
<18 ⓘ	% Representation by age group <18 20.00%
18 - 25 ⓘ	% Representation by age group 18 - 25 20.00%
26-40 ⓘ	% Representation by age group 26 - 40 20.00%
41-60 ⓘ	% Representation by age group 41 - 60 20.00%
>60 ⓘ	% Representation by age group >60 0.00%
Representation by gender - Male ⓘ	% Representation by gender - Male



[Back to the overview of the steps for this request](#)

Search...

CARLOS S...

HOME ORGANIZATION INFORMATION

Organization Information Coordinating Mechanism Nigeria

Organization Short Name
CM Nigeria

Organization Grant Abbreviation

#Open Change Requests for Banking
0

DETAILS ACCOUNT ROLES CONTACTS BANKING DE

Update Contact

Your request was successfully submitted. Click [here](#) to open it

The request is submitted! Click on the link for more details

Organization Details

Organization Name
Coordinating Mechanism Nigeria

Organization Short Name
CM Nigeria

Parent Account

Website

Communication Language
English

Address Information

Representation by age group (CM Only)	
Representation by age group <18	% Representation by age group <18 20.00%
Representation by age group 18 - 25	% Representation by age group 18 - 25 20.00%
Representation by age group 26-40	% Representation by age group 26 - 40 20.00%
Representation by age group 41-60	% Representation by age group 41 - 60 20.00%
Representation by age group >60	% Representation by age group >60 0.00%
Representation by gender - Male	% Representation by gender - Male



[Back to the overview of the steps for this request](#)

Click here to go back to the overview page

You can now see the details of your successfully submitted change request:

1. Change request type
2. Change request status
3. Chevron status bar indicating the current status of the change request and an overview of the process
4. The change request details

Search...

HOME ORGANIZATION INFORMATION

Change Request
00022206

1

Request Record Type
Multiple CM Change Requests

2

Request Status
Pending Global Fund Review

3



Justification For Exception

To be validated, this change request must reflect the most up-to-date information on the selected Coordinating Mechanism (CM) contact. The fields must be filled in a consistent way, respecting people roles and functions within the CM. After the Global Fund relevant teams complete the review of all the requested changes, the validated information will be reflected on the Partner Portal. The requester will receive a notification detailing which requests were approved, and which one were rejected, with related comments.

Note!
The **Guidance for Success** highlights the major elements you need to pay attention to when raising a change request

Related Cases (1)

4

1 item • Sorted by Date/Time Opened • Updated a few seconds ago


<input type="checkbox"/>	Change Request	Case Record Type	Date/Time Opened	Organization Name	Contact Full Name	Role	Request status
1	00022207	Update CM Contact	17/05/2021 18:34	Coordinating Mechanism Nigeria	Nuno Pombo	Member	Pending Global Fund Review

Grant Entity Data (GED) Interactive Manual

The steps assigned to you are highlighted in the red boxes

CCM | Deactivate Contacts

Follow the steps below

 [Select Another External Stakeholder](#)

 [Select Another CCM Change Request](#)



Step 1

CCM focal point with Access Rights accesses the [Global Fund Partner Portal](#).



Step 2

CCM focal point with Access Rights submits change request to *deactivate contacts*.



Click to see detailed steps in the system



Step 3

Global Fund reviews and validates the changes.

Updated GED reflected in [Global Fund Partner Portal](#)



Via e-mail



In the system



[Back to the overview of the steps for this request](#)

Search...

CARLOS S...

HOME ORGANIZATION INFORMATION

Dashboard
GED Portal Home
As of 21-May-2021 10:51 Viewing as Carlos Smithon

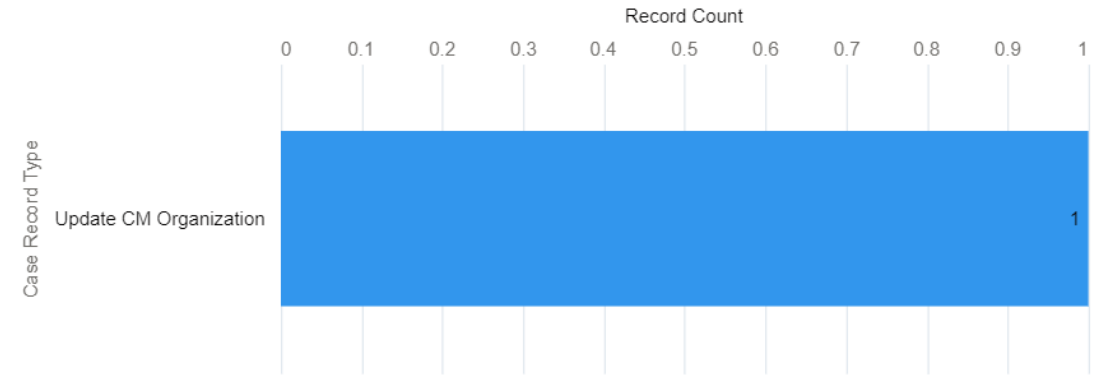
On the Home page, click **Organization Information**

Change Requests that require my action

We can't draw this chart because there is no data.

[View Report \(Change Requests that require my action\)](#)

Change Requests - In Progress



[View Report \(Change Requests - In Progress\)](#)

Change Requests - Validated



Change Requests - Rejected



[Back to the overview of the steps for this request](#)

CARLOS S... ▾

Organization Information
My Organizations ▾

Printable View

1 item • Sorted by Organization Name • Filtered by All organization information - Organization Record Type • Updated a few seconds ago

	Organization Name ↑ ▾	Organizati... ▾	Organi... ▾	Address Line 1 ▾	Country ▾	Parent ... ▾	Role ▾	Organi... ▾	Organi... ▾	Organization ... ▾
1	Coordinating Mechanism Nigeria	CM Nigeria		Moh'd Namadi Sambo Way, Abuja, Nigeria	Nigeria		Coordinating Mechanism			AIM_External ▾

Click on the name of the organization from which you wish to deactivate a contact



[Back to the overview of the steps for this request](#)

Click on the blue arrow and then click **Deactivate Contact**



Search... **SEARCH**

HOME ORGANIZATION INFORMATION

Organization Information
Coordinating Mechanism Nigeria

Update Organization Create Contact Update Contact **Deactivate Contact** Create Banking Details Update Banking Details Deactivate Banking Details

Organization Short Name	Organization Grant Abbreviation	Integration Status	#Open Change Requests for Organization	#Open Change Requests for Contacts	#Open Cha
CM Nigeria			1	0	0

DETAILS ACCOUNT ROLES CONTACTS BANKING DETAILS CHANGE REQUESTS FILES MORE

Organization Details

Organization Name
Coordinating Mechanism Nigeria

Organization Short Name ⓘ
CM Nigeria

Parent Account

Website

Communication Language ⓘ
English

Address Information

Organization Details (CM Only)

Role	Coordinating Mechanism Type ⓘ
Coordinating Mechanism	
Representation by age group <18 ⓘ	% Representation by age group <18
1	20.00%
Representation by age group 18 - 25 ⓘ	% Representation by age group 18 - 25
1	20.00%
Representation by age group 26-40 ⓘ	% Representation by age group 26 - 40
1	20.00%
Representation by age group 41-60 ⓘ	% Representation by age group 41 - 60
1	20.00%
Representation by age group >60 ⓘ	% Representation by age group >60
0	0.00%
Representation by gender - Male ⓘ	% Representation by gender - Male

javascript:void(0);



[Back to the overview of the steps for this request](#)

Deactivate Contact

Select the contact(s) to deactivate out of the list below:

<input type="checkbox"/>	First Na... ▾	Last Name ▾	Role in t... ▾	Signatory rig... ▾	Access to GE... ▾
<input type="checkbox"/>	Alanis	Finn	Chair	✓	
<input type="checkbox"/>	Amanda	Maranha	Chair	✓	
<input type="checkbox"/>	Amanda	Ragotu	Admin Focal ...		✓
<input type="checkbox"/>	Carlos	Smithon	Admin Focal ...		✓
<input type="checkbox"/>	Fernanda	Altugh	Member		
<input type="checkbox"/>	Leonardo	Clavuls	Vice Chair		
<input checked="" type="checkbox"/>	Nuno	Pombo	Member		

Select the contact(s) you want to deactivate and click **Next**

Next

Note!
Multiple contacts can be deactivated within the same change request.
When a contact is deactivated, the information does not appear under the CM. However, if the person returns to the CCM in the future, the system can recall the related information.

Organization Information
Coordinating Mechanism Nigeria

Organization Short Name: CM Nigeria

Organization Grant Abbreviation: CM Nigeria

DETAILS ACCOUNT ROLES CONTACTS BANKING DE...

Organization Details

Organization Name: Coordinating Mechanism Nigeria

Organization Short Name: CM Nigeria

Parent Account

Website

Communication Language: English

Address Information

Update Organization Create Contact Update Contact

Representation by age group <18: 20.00%

Representation by age group 18 - 25: 20.00%

Representation by age group 26 - 40: 20.00%

Representation by age group 41 - 60: 20.00%

Representation by age group >60: 0.00%

Representation by gender - Male: 0.00%



[Back to the overview of the steps for this request](#)

Search...

CARLOS S...

HOME ORGANIZATION INFORMATION

Organization Information Coordinating Mechanism Nigeria

Organization Short Name: CM Nigeria
Organization Grant Abbreviation:

DETAILS ACCOUNT ROLES CONTACTS BANKING DE

Organization Details

Organization Name: Coordinating Mechanism Nigeria
Organization Short Name: CM Nigeria
Parent Account:
Website:
Communication Language: English

Address Information

#Open Change Requests for Banking: 0

(CM Only)

Coordinating Mechanism Type

Representation by age group <18	% Representation by age group <18
1	20.00%
Representation by age group 18 - 25	% Representation by age group 18 - 25
1	20.00%
Representation by age group 26-40	% Representation by age group 26 - 40
1	20.00%
Representation by age group 41-60	% Representation by age group 41 - 60
1	20.00%
Representation by age group >60	% Representation by age group >60
0	0.00%
Representation by gender - Male	% Representation by gender - Male

Deactivate Contact

Are you sure you want to deactivate the selected contacts? You will deactivate all the related details, and will remove any access or signatory rights. Click Next to continue or close this screen to cancel the request.

First Name	Last Name
Nuno	Pombo

Read the warning message carefully before confirming the deactivation and click **Next**



[Back to the overview of the steps for this request](#)

Search...

CARLOS S...

HOME ORGANIZATION INFORMATION

Organization Information Coordinating Mechanism Nigeria

Organization Short Name
CM Nigeria

Organization Grant Abbreviation

DETAILS ACCOUNT ROLES CONTACTS BANKING DE

Organization Details

Organization Name
Coordinating Mechanism Nigeria

Organization Short Name ⓘ
CM Nigeria

Parent Account

Website

Communication Language ⓘ
English

Address Information

Deactivate Contact

Your request was successfully submitted.

Click [here](#) to open it.

The request is submitted.
You can see more details by clicking on the blue link

Requests for Contacts	#Open Change Requests for Banking
	0
(CM Only)	
Representation by age group <18 ⓘ	% Representation by age group <18 20.00%
Representation by age group 18 - 25 ⓘ	% Representation by age group 18 - 25 20.00%
Representation by age group 26-40 ⓘ	% Representation by age group 26 - 40 20.00%
Representation by age group 41-60 ⓘ	% Representation by age group 41 - 60 20.00%
Representation by age group >60 ⓘ	% Representation by age group >60 0.00%
Representation by gender - Male ⓘ	% Representation by gender - Male

Search...

HOME ORGANIZATION INFORMATION

Change Request
00022410

1

Request Record Type
Multiple CM Change Requests

2

Request Status
Pending Global Fund Review

3

▼

Pending Global Fund Review

Completed

Key Fields

Justification For Exception

Text input field for Justification For Exception

Note!
The **Guidance for Success** highlights the major elements you need to pay attention to when raising a change request

Guidance for Success

To be validated, this change request must reflect the most up-to-date information on the selected Coordinating Mechanism (CM) contact. The fields must be filled in a consistent way, respecting people roles and functions within the CM. After the Global Fund relevant teams complete the review of all the requested changes, the validated information will be reflected on the Partner Portal. The requester will receive a notification detailing which requests were approved, and which one were rejected, with related comments.

Related Cases (1)

4

1 item • Sorted by Date/Time Opened • Updated a few seconds ago

⚙️ ↻ Review

<input type="checkbox"/>	Change Request	Case Record Type	Date/Time Opened ↓	Organization Name	Contact Full Name	Role	Request status
1	00022411	Deactivate CM Contact	21/05/2021 10:54	Coordinating Mechanism Nigeria	Nuno Pombo	Member	Pending Global Fund Review

You can now see the details of your successfully submitted change request:

1. Change request type
2. Change request status
3. Chevron status bar indicating the current status of the change request and an overview of the process
4. The change request details



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

Select the type of change request

Select from the below



[Select Another External Stakeholder](#)

Organization information Change Requests



Create New Organization



Update Organization Information

Contact Information Change Requests



Create Contacts



Update Contacts



Deactivate

- Deactivate Contact


- Deactivate Position

Grant Entity Data (GED) Interactive Manual

The steps assigned to you are highlighted in the red boxes

LFA | Create New Organization

Follow the steps below


[Select Another External Stakeholder](#)


[Select Another LFA Change Request](#)



Step 1

LFA emails [Organization Information Form](#)** & supporting documents¹ to LFA Coordination Team.



Step 2

Global Fund creates new organization in Partner Portal.



Step 3



Once the Organization is created, the designated LFA contact with Access Rights receives login details to the [Global Fund Partner Portal](#) via email.

Click here to get started
 **TheGlobalFund** Partner Portal



Step 4

LFA Focal Point contact with Access Rights is able to submit change requests.

 Via e-mail
 In the system

¹ See [Operational Policy Manual \(OPM\)](#) Annex 3 on required supporting documents


** Organization Information Form ([EN](#) | [ES](#) | [FR](#)). Please note! Spanish and French versions are courtesy translations only. Please complete and submit the English version of this template.

Grant Entity Data (GED) Interactive Manual

The steps assigned to you are highlighted in the red boxes

LFA | Update Organization Information

Follow the steps below


[Select Another External Stakeholder](#)


[Select Another LFA Change Request](#)



Step 1

LFA contact with Access Rights accesses the [Global Fund Partner Portal](#).



Step 2

LFA contact with Access Rights submits change request to *update organization information*, including supporting documents¹.



Click to see detailed steps in the system



Step 3

Global Fund reviews and validates the changes.

Updated GED reflected in [Global Fund Partner Portal](#)



¹ 1 See [Operational Policy Manual \(OPM\)](#) Annex 3 on required supporting documents



[Back to the overview of the steps for this request](#)

Enter your login details and click **Log in** to proceed

salesforce

Log in

[Forgot your password?](#)

[Are you an employee? Login here](#)

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

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

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



[Back to the overview of the steps for this request](#)



Home

Welcome!

Use App Launcher to choose what portal you want to open

Click on the icon at the top left of the page (App Launcher)





[Back to the overview of the steps for this request](#)



App Launcher

▼ All Apps

Grant Entity Data


Landing Page


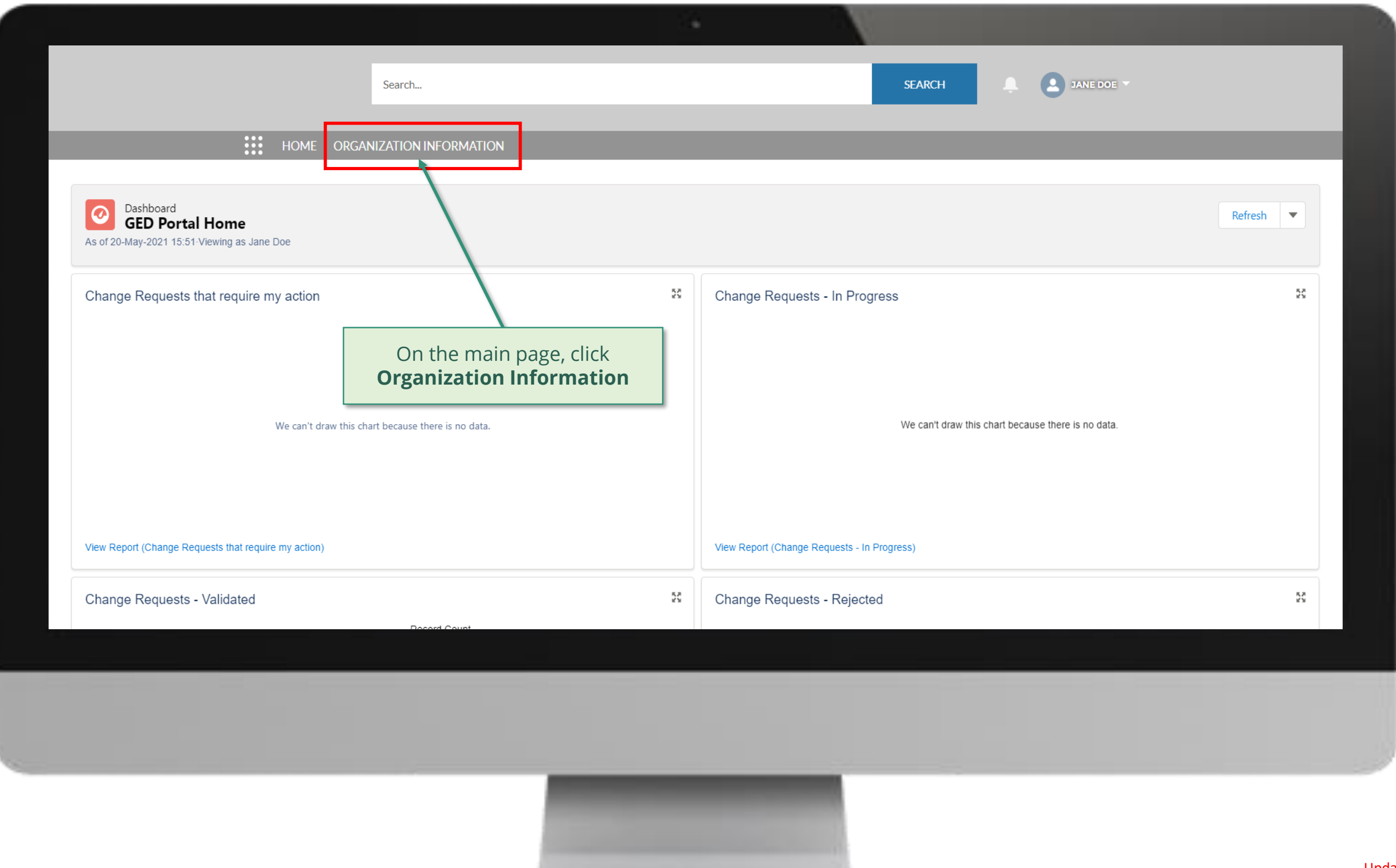
Click **Grant Entity Data**



[Back to the overview of the steps for this request](#)

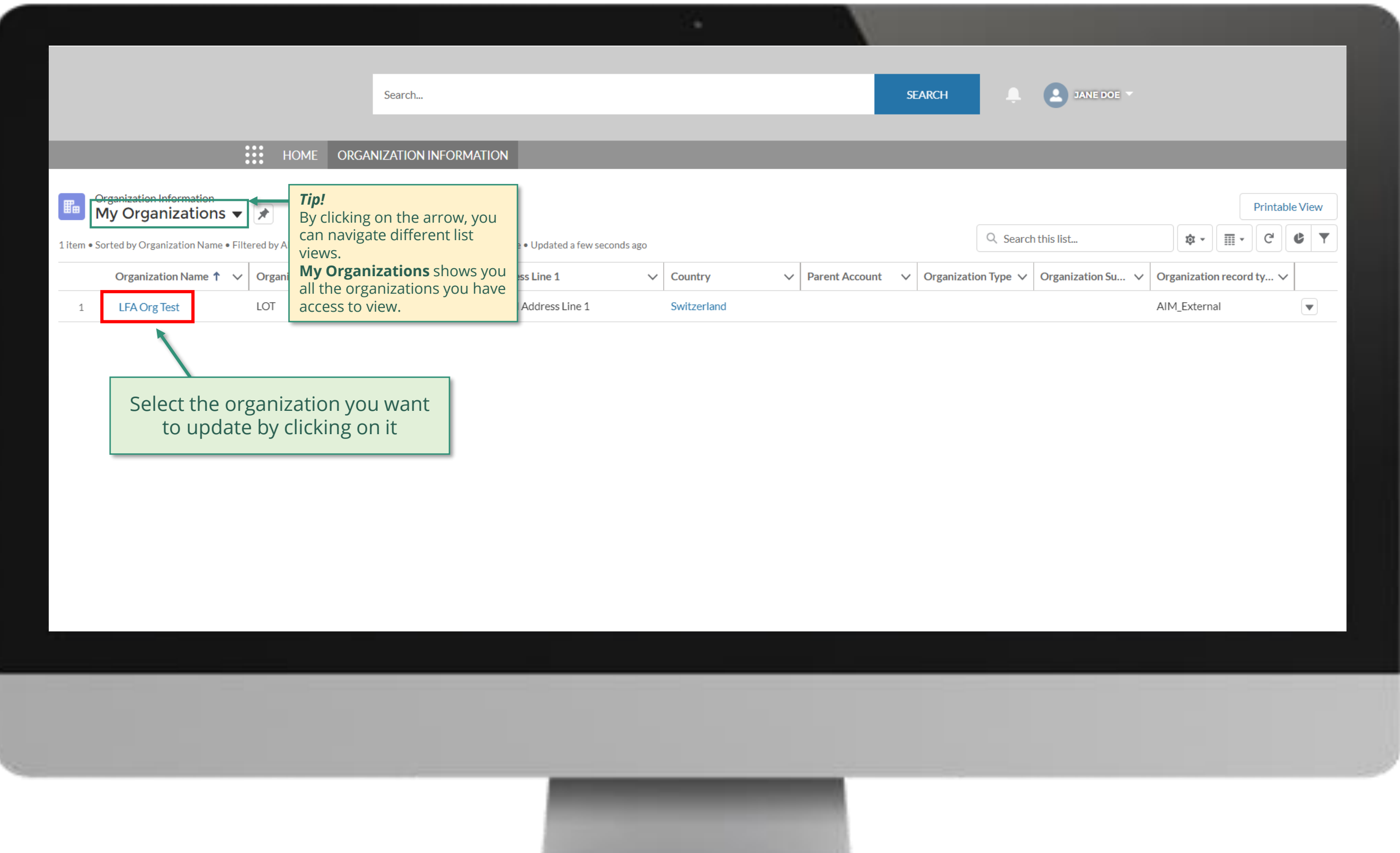


[Back to the overview of the steps for this request](#)





[Back to the overview of the steps for this request](#)





[Back to the overview of the steps for this request](#)

Search...

SEARCH



JANE DOE



HOME

ORGANIZATION INFORMATION



Organization Information
LFA Org Test

Update Organization

Create Contact

Update Contact



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 Banking
0

Click Update Organization

DETAILS ACCOUNT ROLES CONTACTS BANKING DETAILS CHANGE REQUESTS FILES MORE

Organization Details

Organization Name

LFA Org Test

Organization Short Name ⓘ

LOT

Parent Account

Website

Communication Language ⓘ

English

Address Information



[Back to the overview of the steps for this request](#)

English Français Español

Search...

HOME ORGANIZATION INFORMATION

Organization Information
LFA Org Test

Organization Short Name
LOT

Organization Grant Abbreviation

1. Edit the information that needs to be updated

DETAILS

Organization Name

LFA Org Test

Organization Short Name
LOT

Parent Account

Website

Communication Language
English

Address Information

Update Organization

Section - Organization Details

* Organization Name ⓘ

LFA Org Test

Parent Organization

* Communication Language

English

Select the preferred communication language with the Global Fund.

Section - Primary Address Information

Address Line 1

Postal Address Line 1

Address Line 2

Address Line 3

Next

Update Organization

Create Contact

Update Contact

or Contacts

#Open Change Requests for Banking

0

2. Scroll down to see all information and modify as applicable



[Back to the overview of the steps for this request](#)

English Français Español

Search...



Update Organization

Address Line 1

New Postal Address Line 1

Address Line 2

Address Line 3

Address Line 4

Zip/Postal Code ⓘ

New ZIP Code

City

New City

* Country

Switzerland

General Email Address

Include general email addresses only, not individual.

Once all the changes are done, click **Next**

Next

Organization Information LFA Org Test

Organization Short Name
LOT

Organization Grant Abbreviation

DETAILS ACCOUNT ROLES CONTACTS BANKING DETAILS

Organization Details

Organization Name
LFA Org Test

Organization Short Name ⓘ
LOT

Parent Account

Website

Communication Language ⓘ
English

Address Information

Address Type

Zip/Postal Code ⓘ

ZIP Code

Update Organization Create Contact Update Contact

or Contacts #Open Change Requests for Banking
0



[Back to the overview of the steps for this request](#)

English Français Español

Search...

SEARCH



JANE DOE



HOME

ORGANIZATION INFORMATION



Organization Information
LFA Org Test



Update Organization

Create Contact

Update Contact



Update Organization

Please attach any supporting documents

Upload Files Or drop files

The attached supporting documents will be visible in the Files tab of the change request upon submission.

Previous

Next

Attach the supporting documents and click **Next**

DETAILS

ACCOUNT ROLES

CONTACTS

BANKING DETAILS

Organization Details

Organization Name

LFA Org Test

Organization Short Name

LOT

Parent Account

Website

Communication Language

English

Address Information

Address Type

Zip/Postal Code

Step 2j

Local Fund Agent (LFA)
Update Organization Information



[Back to the overview of the steps for this request](#)

English Français Español

Search...

SEARCH



JANE DOE



HOME

ORGANIZATION INFORMATION



Organization Information
LFA Org Test

Organization Short Name
LOT

Organization Grant Abbreviation

Update Organization

Create Contact

Update Contact



Update Organization

Your request was successfully submitted. Click [here](#) to open it.

Finish

The request is submitted.
You can see more details by
clicking on the blue link

DETAILS

ACCOUNT ROLES

CONTACTS

BANKING DETAILS

Organization Details

Organization Name

LFA Org Test

Organization Short Name

LOT

Parent Account

Website

Communication Language

English

Address Information

Address Type

Zip/Postal Code

ZIP Code

Step 2k

Local Fund Agent (LFA)
Update Organization Information

Search...

SEARCH

JANE DOE

HOME ORGANIZATION INFORMATION

Change Request
00022631

+ Follow

1

Request Record Type
Update LFA Organization Information

2

Request status
Pending Global Fund Review

Integration Status

3



Case History (2)

Date	Field	User	Original Value
28/05/2021 18:46	Created.	Jane Doe	
28/05/2021 18:46	Address Line 1	Jane Doe	Updating New Postal Address Line 1

View All

4

DETAILS FILES

Organization Information

Organization Name
LFA Org Test

Parent Organization Name

Duplicate merge history
Not applicable

Re-submit case

Note!
You can access details on the newly created request by clicking on the tabs and scrolling down the page

You can now see the details of your successfully submitted change request:

1. Change request type
2. Change request status
3. Chevron status bar indicating the current status of the change request and an overview of the process
4. The change request details

Click here to go back to the overview page




Back to the overview of the steps for this request

Grant Entity Data (GED) Interactive Manual

The steps assigned to you are highlighted in the red boxes

LFA | Create Contacts

Follow the steps below


[Select Another External Stakeholder](#)


[Select Another LFA Change Request](#)



Step 1

LFA contact with Access Rights accesses the [Global Fund Partner Portal](#).



Step 2

LFA contact with Access Rights submits change request to *create contacts*, including supporting documents¹.



Click to see detailed steps in the system



Step 3

Global Fund reviews and validates/rejects the changes.

Updated GED reflected in [Global Fund Partner Portal](#)



¹ 1 See [Operational Policy Manual \(OPM\)](#) Annex 3 on required supporting documents



[Back to the overview of the steps for this request](#)

Enter your login details and click **Log in** to proceed

salesforce

Log in

[Forgot your password?](#)

[Are you an employee? Login here](#)

Step 2a

Local Fund Agent (LFA)
Create Contacts

Welcome!

1. 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.

Ok

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



[Back to the overview of the steps for this request](#)



Home

Welcome!

Use App Launcher to choose what portal you want to open

Click on the icon at the top left of the page (App Launcher)





[Back to the overview of the steps for this request](#)



App Launcher

▼ All Apps

Grant Entity Data


Landing Page


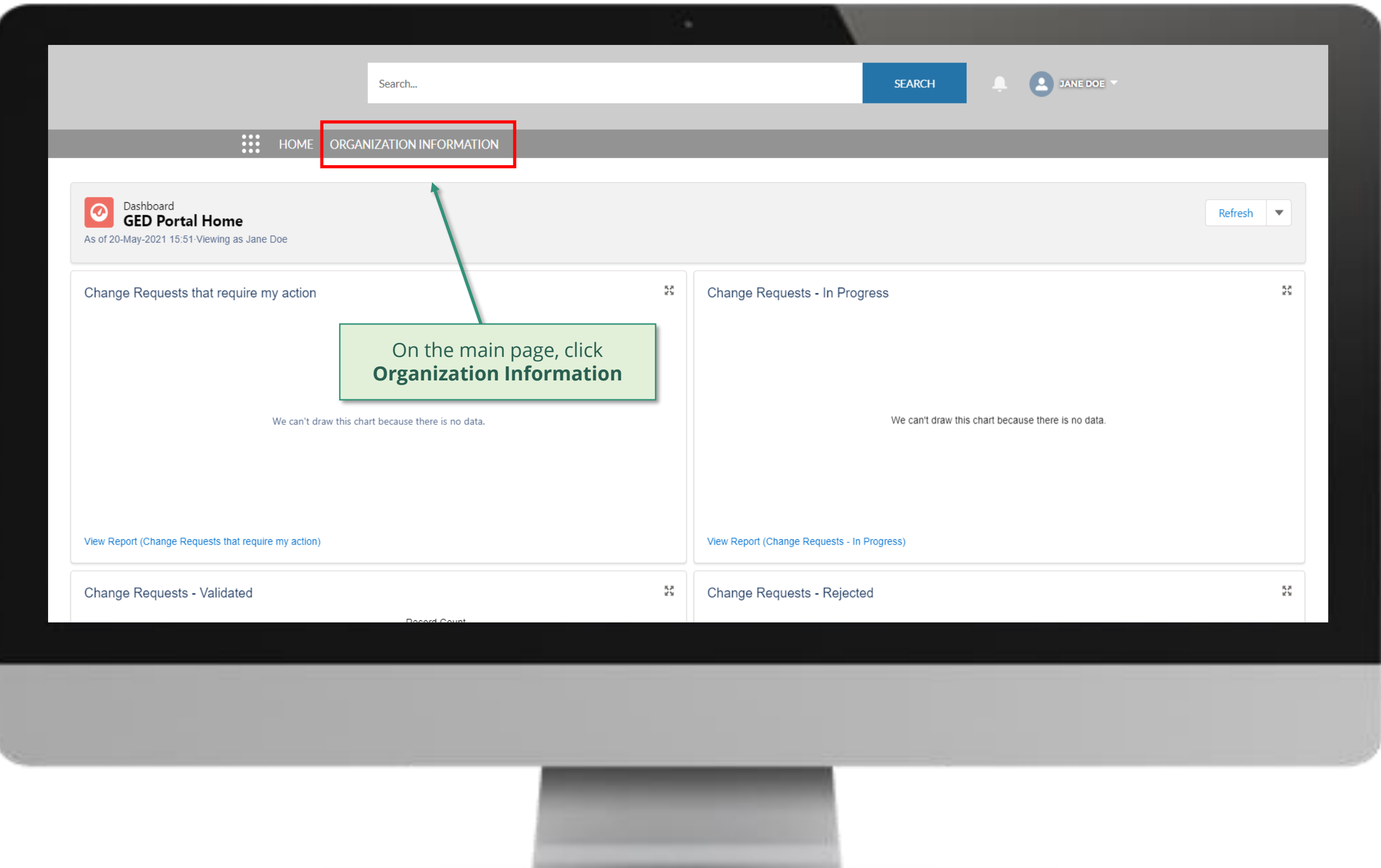
Click **Grant Entity Data**



[Back to the overview of the steps for this request](#)



[Back to the overview of the steps for this request](#)



On the main page, click **Organization Information**



[Back to the overview of the steps for this request](#)

Tip!
You can also find your organization by typing its name on the search box and clicking **Search**

Organization Information
My Organizations

Tip!
By clicking on the arrow, you can navigate different list views.
My Organizations shows you all the organizations you have access to view.

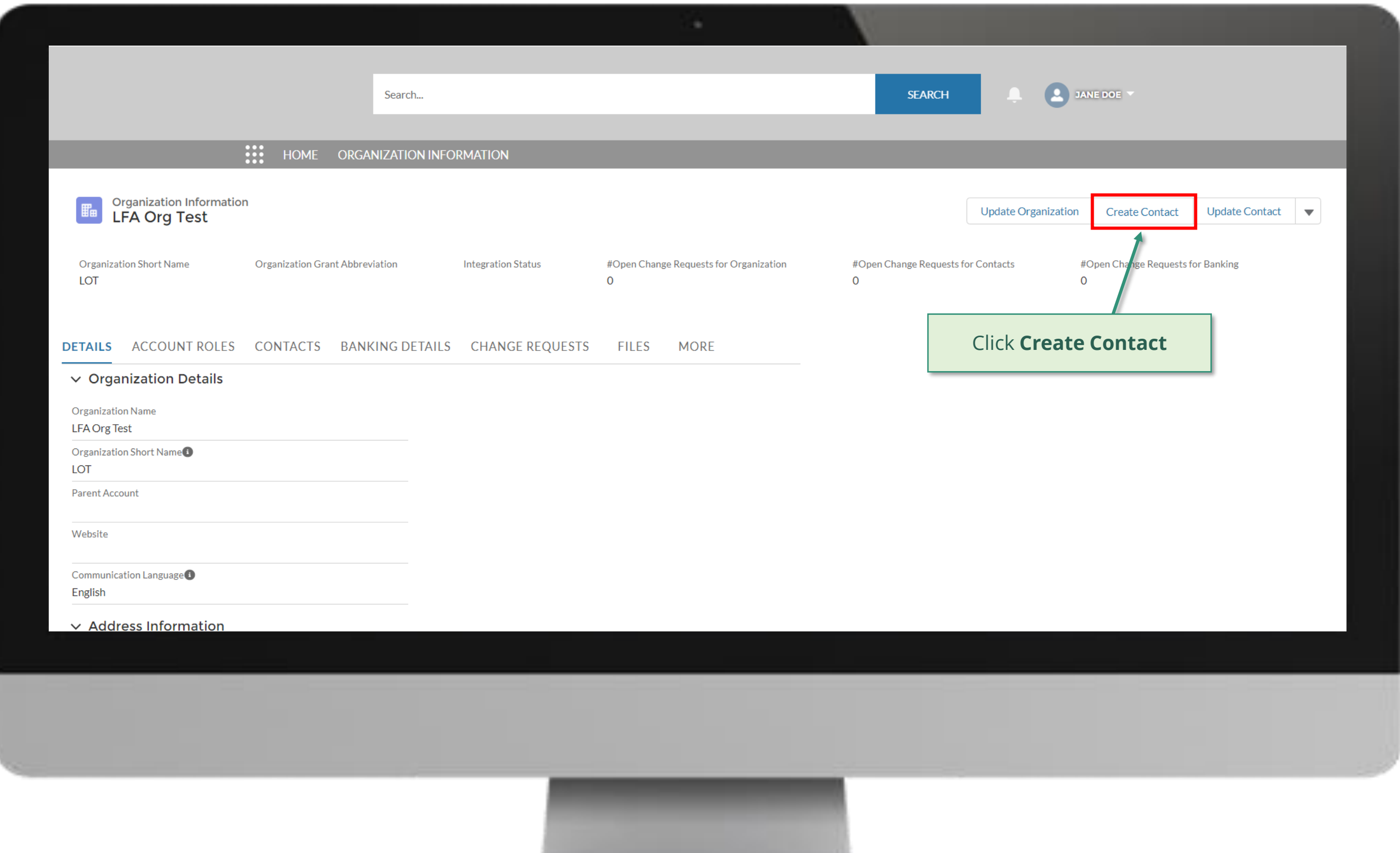
Printable View

	Organization Name ↑	Organization Sh...	Organization Gr...	Address Line 1	Country	Parent Account	Organization Type	Organization Su...	Organization record ty...
1	LFA Org Test	LOT		Postal Address Line 1	Switzerland				AIM_External

Select the organization you want to update by clicking on it



[Back to the overview of the steps for this request](#)



Search... SEARCH

JANE DOE ▾

HOME ORGANIZATION INFORMATION

Organization Information
LFA Org Test

Update Organization **Create Contact** Update Contact ▾

Organization Short Name	Organization Grant Abbreviation	Integration Status	#Open Change Requests for Organization	#Open Change Requests for Contacts	#Open Change Requests for Banking
LOT			0	0	0

Click Create Contact

DETAILS ACCOUNT ROLES CONTACTS BANKING DETAILS CHANGE REQUESTS FILES MORE

Organization Details

Organization Name
LFA Org Test

Organization Short Name ⓘ
LOT

Parent Account

Website

Communication Language ⓘ
English

Address Information



[Back to the overview of the steps for this request](#)

English Français Español

Search...

Create Contact

Note!
Fields with (*) are mandatory

Organization Information
LFA Org Test

Organization Short Name
LOT

DETAILS ACCOUNT ROLES CONTACTS BANKING DETAILS

Organization Details

Organization Name
LFA Org Test

Organization Short Name
LOT

Parent Account

Website

Communication Language
English

Address Information

Address Type

* Salutation

Mr

* Last Name

Smith

* First Name

Robert

Contact's Organization
LFA Org Test

* Email Address

robert@example.com

Phone Number

Mobile Phone Number

* Comments

Requesting approval of Robert Smith as Finance Professional on xx portfolio

Next

Enter the contact details and click **Next**



[Back to the overview of the steps for this request](#)

English Français Español

Search...



Create Contact

Guidance

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.

Access to Work PET - Checking this box will allow this contact to view and respond to LFA PETs for the corresponding LFA and Country.

Access to Work Plans - Checking this box will allow this contact to view and edit LFA Work Plans for the corresponding LFA and Country.

Dates Active - Current year only: Active only for this calendar year. Next year and future years: Active starting next calendar year.

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.

LFA Role - Choose the appropriate type of LFA Expert. If choosing "Other Professional" please also add details in the description field.

Proposed Rate - Enter daily rate (USD) you are proposing for this expert.

Location - Enter the functional location of this expert: In-Country - Expert is based in the country they are being proposed to support. Fly-In - Expert is not based in the country they are being proposed to support.

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/Account Role

Please select...

* LFA Role

Previous

Next

Read the Guidance information carefully before scrolling down

Organization Information LFA Org Test

Organization Short Name
LOT

Organization Grant Abbreviation

DETAILS ACCOUNT ROLES CONTACTS BANKING DETAILS

Organization Details

Organization Name
LFA Org Test

Organization Short Name
LOT

Parent Account

Website

Communication Language
English

Address Information

Address Type

Zip/Postal Code
New ZIP Code

Update Organization

Create Contact

Update Contact

or Contacts

#Open Change Requests for Banking
0



[Back to the overview of the steps for this request](#)

English Français Español

Search...

Organization Information

LFA Organization Information

Create Contact

> Guidance

- * Organization Role/Account Role
LOT,Latvia
- * LFA Role ⓘ
Finance Professional
- Proposed Rate ⓘ
100
- Location
In-Country
Enter the functional location of this expert: In-Country - Expert is based in the country they are being proposed to support Fly-In - Expert is not based in the country they are being proposed to support.
- Dates Active
Current and future years
Current year only: Active only for this calendar year. Next year and future years: Active starting next calendar year.
- Probation End Date ⓘ

Previous Next

Website

Communication Language ⓘ
English

Address Information

Address Type

Zip/Postal Code ⓘ

Note!
Fields with (*) are mandatory

1. Complete the **Guidance** fields by entering information or selecting from the drop-down menu, as relevant:
- a. Organization Role/Account Role
 - b. LFA Role
 - c. Proposed daily rate
 - d. Location
 - e. Dates Active

Note!
Please ensure **the Proposed Rate** and **Dates Active** fields are completed for new and existing Experts

2. Scroll down to view and complete remaining fields



[Back to the overview of the steps for this request](#)

English Français Español

Search...

Create Contact

Enter the functional location of this expert: In-Country - Expert is based in the country they are being proposed to support Fly-In - Expert is not based in the country they are being proposed to support.

Dates Active

Current and future years

Current year only: Active only for this calendar year. Next year and future years: Active starting next calendar year.

Probation End Date

Official Job Title

- Organization Representative for Notices
- Signatory for Disbursement Requests
- Access to Work Plans
- Access to PET
- Access to GED Portal
- Access to Wambo Portal
- Access to Grant Deliverables Portal

* Grant Deliverables Access Type

Please select...

Submitter

Editor

Update/Save

Cancel

1. Complete the fields by entering information or selecting from the drop-down menu, as relevant (continued):
f. Official Job Title

2. Select the appropriate signatory, notice and access rights

3. If you selected **Access to Grant Deliverables Portal**, select whether the new contact is an editor or submitter.

Note!
For more information on the Editor and Submitter roles, click [here](#)

4. Once you have added all the information, click **Update/Save**



[Back to the overview of the steps for this request](#)

Search...

Organization Information
LFA Org Test

Organization Short Name
LOT

Organization Grant Abbreviation

1. Depending on the rights selected, you may need to enter a mobile phone number

Create Contact

As this contact requires access to the Partner Portal a mobile number will be required to send a verification message for logging in.

* Mobile Phone Number

2. Once you have added the information, click **Next**



[Back to the overview of the steps for this request](#)

English Français Español

Search...

SEARCH



JANE DOE



HOME

ORGANIZATION INFORMATION



Organization Information
LFA Org Test



Update Organization

Create Contact

Update Contact



Organization Short Name

Organization Grant Abbreviation

Create Contact

for Contacts

#Open Change Requests for Banking

1. Check the box to add another portfolio*¹ and repeat previous steps

**1 Should there be another portfolio covered by the same organization*

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

Next

2. Click **Next** to proceed

Parent Account

Website

Communication Language ⓘ

English

Address Information

Address Type

Zip/Postal Code ⓘ

New ZIP Code

Step 2m

Local Fund Agent (LFA)
Create Contacts



[Back to the overview of the steps for this request](#)

English Français Español

Create Contact

Please add the following documents, that are mandatory for new contacts and when adding new roles/countries to existing contact.

CV
 Or drop files

Declaration of Absence of Conflict of Interest
 Or drop files

Expert Approval Checklist
 Or drop files

Please add the Submitter Authorization Letter Template here
Attach signed Authorization Letter for assigning Submitter access for Grant Deliverables
 Or drop files

Please add the Signatory Template here, if the contact is a Signatory for Disbursement Requests
Signatory Template
 Or drop files

Other (multiple attachments possible, please select all relevant files together during upload)
 Or drop files

1. Attach the required supporting documents

1

2. Attach the Submitter Authorization Letter Template

2

3. Attach Signatory Template as relevant

3

4. Attach additional supporting documents as needed

4

5. Scroll down to refer to templates and additional tools and guidance via the links provided





[Back to the overview of the steps for this request](#)

English Français Español

Search...

JANE DOE

Create Contact

Or drop files

Please add the Signatory Template here, if the contact is a Signatory for Disbursement Requests

Signatory Template

Or drop files

Other (multiple attachments possible)

Or drop files

Templates:

- [CV Template](#)
- [DACI Template](#)
- [Checklist Template](#)
- [Signatory Template](#)

*All resources for Local Fund Agents can be found on the LFA Guidelines & Tools page here.
<https://www.theglobalfund.org/en/lfa/guidelines-tools/>*

The attached supporting documents will be visible in the Files tab of the change request upon submission.

Update Organization Create Contact Update Contact

#Open Change Requests for Banking
0

Organization Information
LFA Org Test

Organization Short Name: LOT Organization Grant Abbreviation: LOT

DETAILS ACCOUNT ROLES CONTACTS BANKING DETAILS

Organization Details

Organization: LFA Org Test

Parent Organization: LOT

Website: Communication Language: English

Address Information

Address Type: Zip/Postal Code: New ZIP Code:

1. Refer to templates and additional tools and guidance via the links provided

2. Once you have added all the information, click **Next** to submit the request



[Back to the overview of the steps for this request](#)

English Français Español

Search...

JANE DOE

HOME ORGANIZATION INFORMATION

Organization Information
LFA Org Test

Organization Short Name
LOT

Organization Grant Abbreviation

Create Contact

Your request was successfully submitted. Click [here](#) to open it.

The request is submitted. You can see more details by clicking on the blue link

DETAILS ACCOUNT ROLES CONTACTS BANKING DETAILS

Organization Details

Organization Name
LFA Org Test

Organization Short Name ¹
LOT

Parent Account

Website

Communication Language ¹
English

Address Information

Address Type

Zip/Postal Code ¹



[Back to the overview of the steps for this request](#)

Search... SEARCH

JANE DOE

HOME ORGANIZATION INFORMATION

Change Request
00022633

+ Follow

Request Record Type: Parent LFA Change Request
Request Status: Pending Global Fund Review



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

Review

<input type="checkbox"/>	Change Request	Request status	LFA Role	Deactivate Position	Owner	
1	00022634	Pending Global Fund Review	Finance Professional	<input type="checkbox"/>	CR_Owner	

[View All](#)



[Back to the overview of the steps for this request](#)

You can now see the details of your successfully submitted change request:

1. Change request type
2. Change request status
3. Chevron status bar indicating the current status of the change request and an overview of the process
4. The change request details

5. Scroll for more details

1 Change Request 00022634

Request Record Type
Create LFA Contact

2

Request status
Pending Global Fund Review

Integration Status

3



Case History (1)

Date	Field	User	Original Value
28/05/2021 18:52	Created.	Jane Doe	

[View All](#)

POSITIONS

> Guidance

4

Account Role	LFA Role	Proposed Rate	Location	Dates Active	Probation End Date	Organization Representative for Noti
LOT,Latvia	Finance Professional	100	In-Country	Current and future years		

Duplicate merge history
Not applicable

Re-submit case
There is no clarification needed from your end at the moment

DETAILS FILES



Back to the overview of the steps for this request

Click here to go back to the overview page

Case History (1)

Date	Field	User	Original Value	New Value
28/05/2021 18:52	Created.	Jane Doe		

[View All](#)

POSITIONS

> Guidance

jest	Access to Work Plans	Access to PET	Access to Grant Entity Data	Access to Wambo	Deactivate Position
	✓				

Duplicate merge history
Not applicable

Re-submit case
There is no clarification needed from your end at the moment

DETAILS FILES

✓ Contact Information

Salutation
Mr

First Name
Robert

Last Name
Smith

Organization Name ⓘ
LFA Org Test

Email Address
robert@example.com

Phone Number

Mobile Phone Number
+4100000000

Comments
Requesting approval of Robert Smith as Finance Professional on xx portfolio

Note!
You can access details of the newly created request by clicking on the tabs and scrolling down the page

✓ System Information (Technical Details)

Contact Name

Request Status
Pending LFA Coordination Team Review

Grant Entity Data (GED) Interactive Manual

The steps assigned to you are highlighted in the red boxes

LFA | Update Contacts

Follow the steps below


[Select Another External Stakeholder](#)


[Select Another LFA Change Request](#)



Step 1

LFA contact with Access Rights accesses the [Global Fund Partner Portal](#).



Step 2

LFA contact with Access Rights submits change request to *update contacts*, including supporting documents¹.



Click to see detailed steps in the system





Step 3

Global Fund reviews and validates/rejects the changes.

Updated GED reflected in [Global Fund Partner Portal](#)



-  Via e-mail
-  In the system

¹ 1 See [Operational Policy Manual \(OPM\)](#) Annex 3 on required supporting documents



[Back to the overview of the steps for this request](#)

Enter your login details and click **Log in** to proceed

salesforce

Log in

[Forgot your password?](#)

[Are you an employee? Login here](#)

Step 2a

Local Fund Agent (LFA)
Update Contacts

Welcome!

1. 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.

Ok

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



[Back to the overview of the steps for this request](#)



Home

Welcome!

Use App Launcher to choose what portal you want to open

Click on the icon at the top left of the page (App Launcher)





[Back to the overview of the steps for this request](#)



App Launcher

▼ All Apps

Grant Entity Data


Landing Page


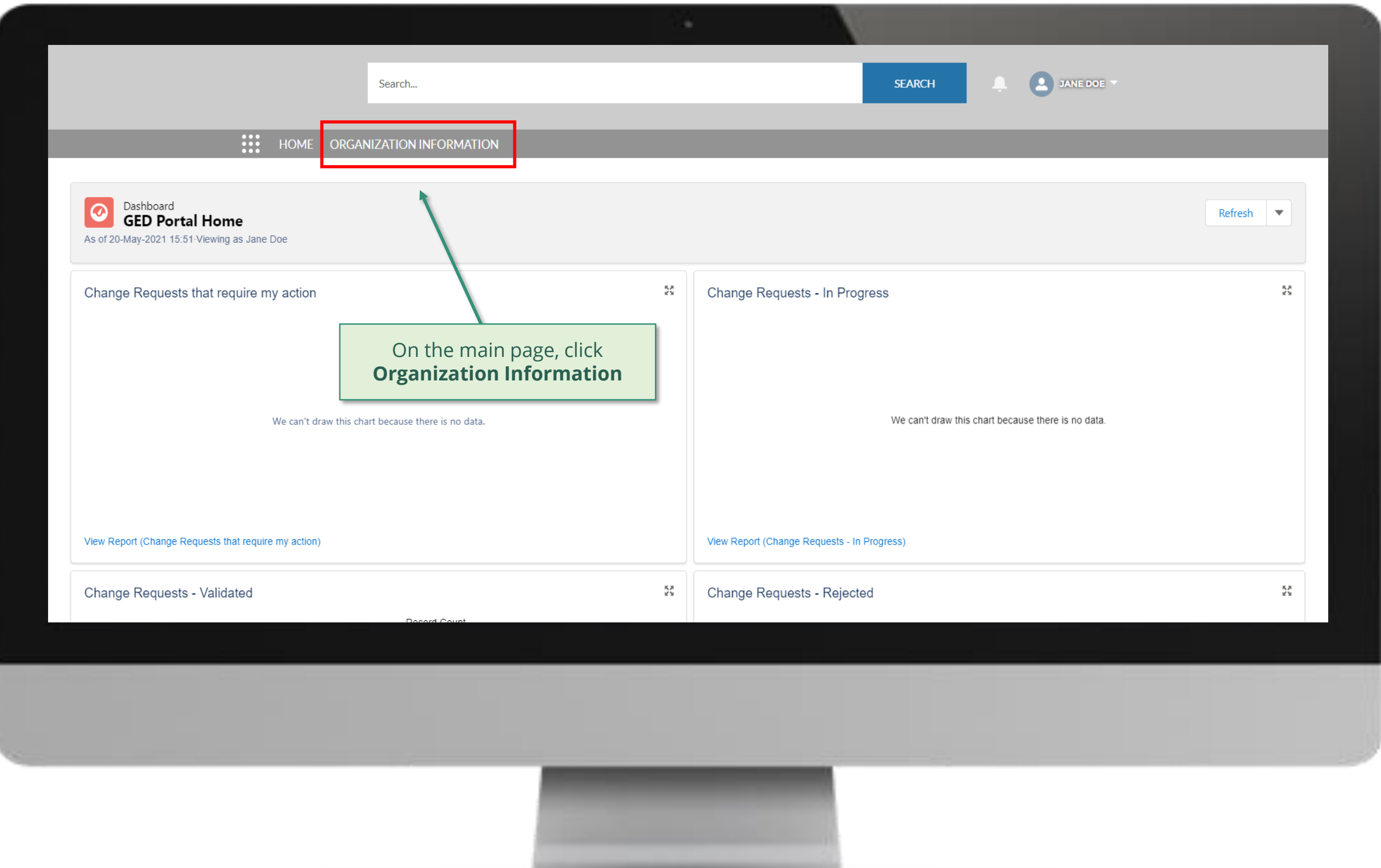
Click **Grant Entity Data**



[Back to the overview of the steps for this request](#)



[Back to the overview of the steps for this request](#)



Step 2e

Local Fund Agent (LFA)
Update Contacts



[Back to the overview of the steps for this request](#)

Tip!
You can also find your organization by typing its name on the search box and clicking **Search**

Organization Information
My Organizations

Tip!
By clicking on the arrow, you can navigate different list views.
My Organizations shows you all the organizations you have access to view.

Printable View

1 item • Sorted by Organization Name • Filtered by All organi...

	Organization Name ↑	Organization Sh...	Organization Gr...	Address Line 1	Country	Parent Account	Organization Type	Organization Su...	Organization record ty...
1	LFA Org Test	LOT		Postal Address Line 1	Switzerland				AIM_External

Select the organization you want to update by clicking on it



[Back to the overview of the steps for this request](#)

Search...

SEARCH



JANE DOE



HOME

ORGANIZATION INFORMATION

Click Update Contact



Update Organization

Create Contact

Update Contact



Organization Information
LFA Org Test

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 Banking
0

DETAILS ACCOUNT ROLES CONTACTS BANKING DETAILS CHANGE REQUESTS FILES MORE

Organization Details

Organization Name

LFA Org Test

Organization Short Name ⓘ

LOT

Parent Account

Website

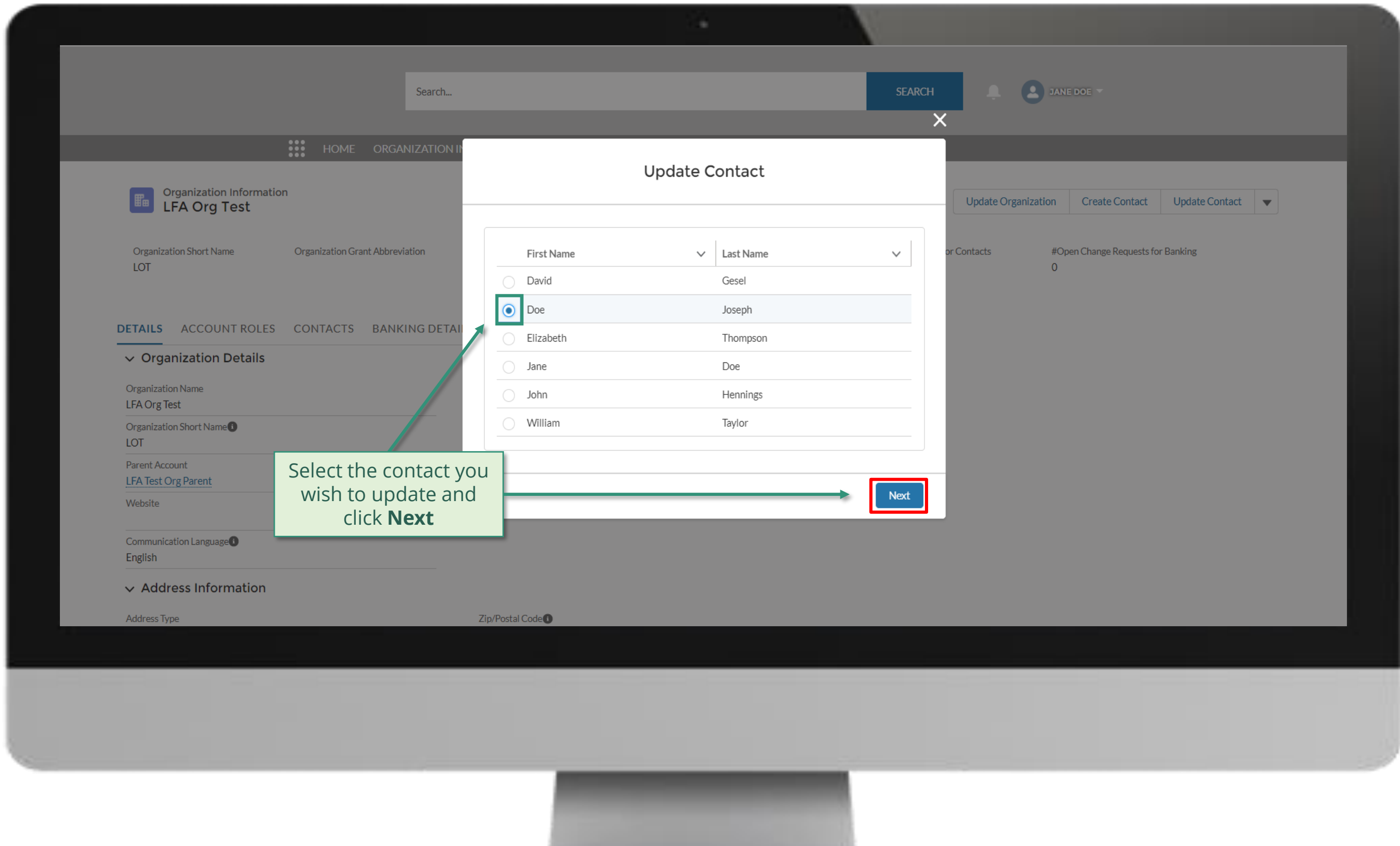
Communication Language ⓘ

English

Address Information



[Back to the overview of the steps for this request](#)



Select the contact you wish to update and click **Next**

Next



[Back to the overview of the steps for this request](#)

English Français Español

Search...



JANE DOE

Update Contact

*Salutation

Dr

*Last Name

Joseph

*First Name

Doe

Contact for Organization:

LFA Org Test

*Email Address

josephdoe@yopmail.com

Phone Number

+559876352

Mobile Phone Number ⓘ

+458796314

*Comments

Requesting the addition of a portfolio

Next

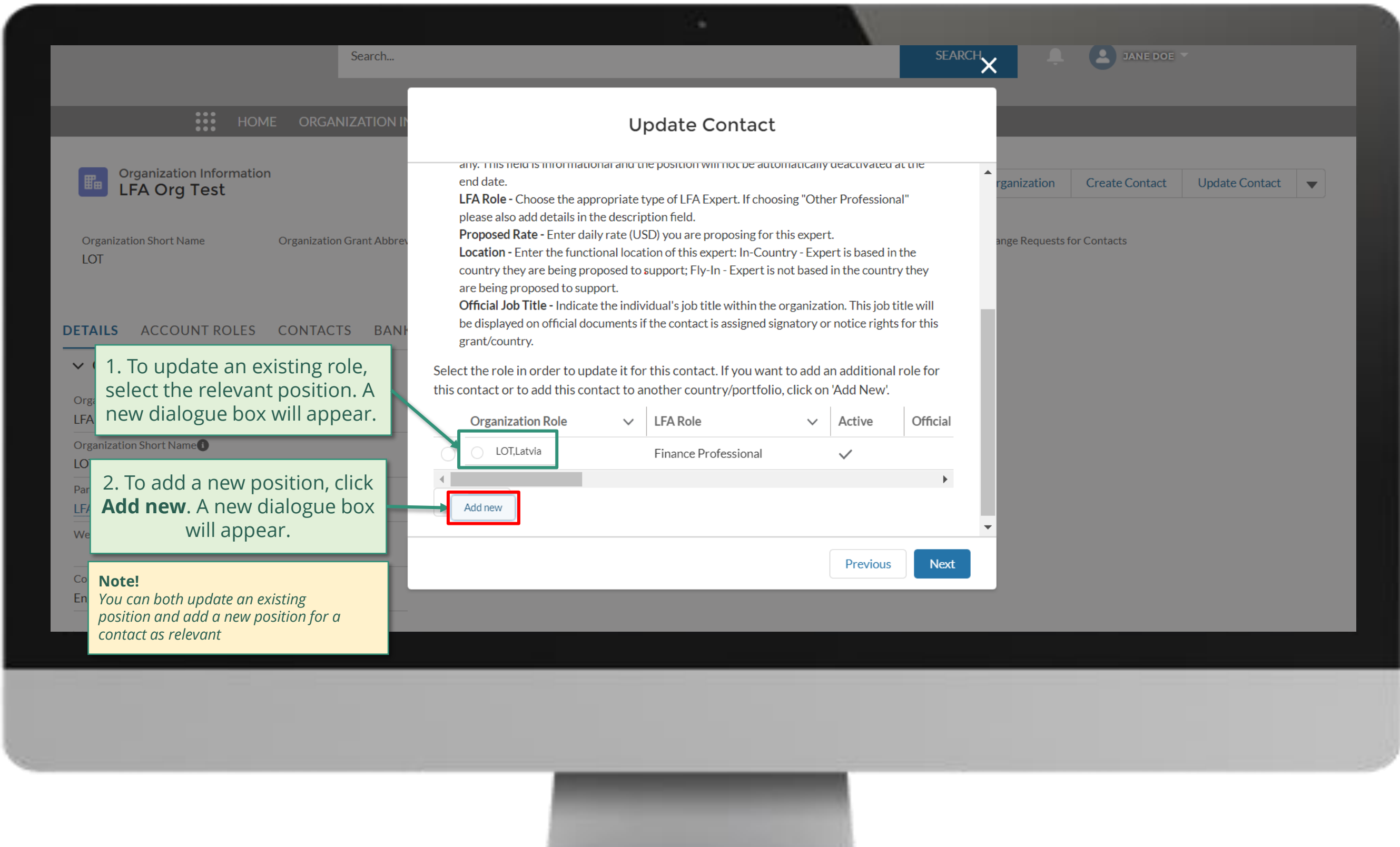
1. Update the necessary information on the contact as needed

2. Provide a rationale for the request in the comments box.

3. Click **Next**



[Back to the overview of the steps for this request](#)



1. To update an existing role, select the relevant position. A new dialogue box will appear.

2. To add a new position, click **Add new**. A new dialogue box will appear.

Note!
You can both update an existing position and add a new position for a contact as relevant

Update Contact

any. This field is informational and the position will not be automatically deactivated at the end date.

LFA Role - Choose the appropriate type of LFA Expert. If choosing "Other Professional" please also add details in the description field.

Proposed Rate - Enter daily rate (USD) you are proposing for this expert.

Location - Enter the functional location of this expert: In-Country - Expert is based in the country they are being proposed to support; Fly-In - Expert is not based in the country they are being proposed to support.

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.

Select the role in order to update it for this contact. If you want to add an additional role for this contact or to add this contact to another country/portfolio, click on 'Add New'.

Organization Role	LFA Role	Active	Official
<input type="radio"/> LOT,Latvia	Finance Professional	<input checked="" type="checkbox"/>	<input type="checkbox"/>



[Back to the overview of the steps for this request](#)

1. Complete the following fields* by entering information or selecting from the drop-down menu, as relevant:

- a. Organization Role/Account Role
- b. LFA Role
- c. Proposed daily rate
- d. Location
- e. Dates Active
- f. Official Job Title

(*) If updating an existing position, some of these fields will not be editable

Edit Role Details

Active?

a *Account Role
LOT,Luxembourg

b *LFA Role
Finance Professional

Proposed Rate
c 100

Location
d Fly-In

Dates Active
e Current and future years

Probation End Date

f Official Job Title

Organization Rep for Notices
 Access to PET
 Access to GED Portal

Update/Save Cancel

Note!
Please ensure **the Proposed Rate** and **Dates Active** fields are completed for new and existing Experts

2. Scroll down to display all the possible access and rights menu



[Back to the overview of the steps for this request](#)

English Français Español

Search...

SEARCH

JANE DOE

HOME ORGANIZATION INFORMATION PULSE

Organization Information
LFA Org Test

Organization Short
LOT

DETAILS ACCO

Organization

Organization Name
LFA Org Test

Organization Short N
LOT

Parent Account

Website

Communication Language

English

1. Select the appropriate Signatory, Notice and Access rights as relevant:

If you selected **Access to Grant Deliverables Portal**, choose whether the new contact is an editor or submitter.

Note!
For more information on the Editor and Submitter roles, click [here](#)

Edit Role Details

Current and future years

Probation End Date

Official Job Title

- Organization Representative for Notices
- Signatory for Disbursement Requests
- Access to Work Plans
- Access to PET
- Access to GED Portal
- Access to Wambo Portal
- Access to Grant Deliverables Portal

* Grant Deliverables Access Type

Submitter

Editor

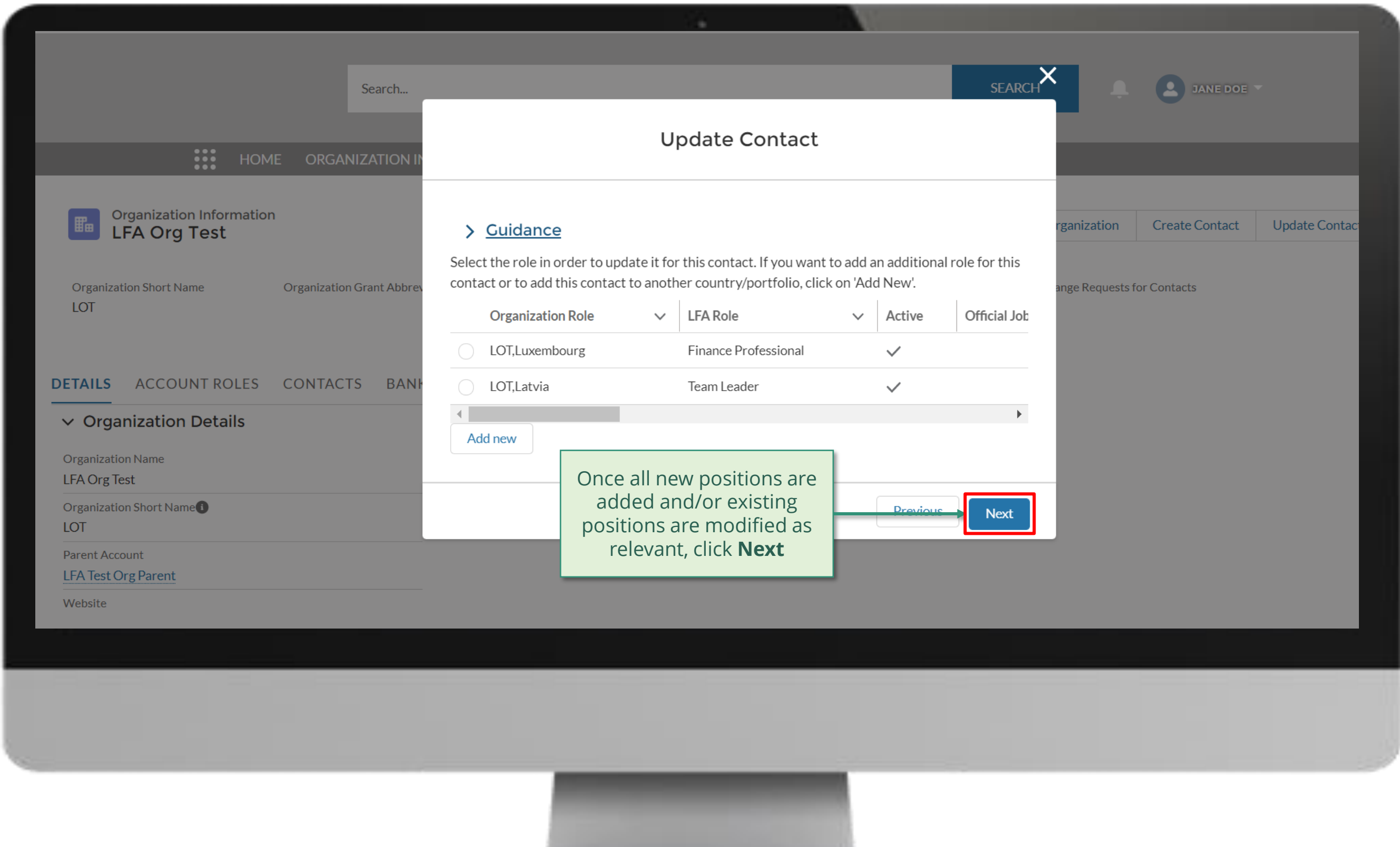
Update/Save

Cancel

2. Once you have added all the information, click **Update/Save**



[Back to the overview of the steps for this request](#)



Update Contact

> [Guidance](#)

Select the role in order to update it for this contact. If you want to add an additional role for this contact or to add this contact to another country/portfolio, click on 'Add New'.

Organization Role	LFA Role	Active	Official Job
<input type="radio"/> LOT,Luxembourg	Finance Professional	✓	
<input type="radio"/> LOT,Latvia	Team Leader	✓	

[Add new](#)

Once all new positions are added and/or existing positions are modified as relevant, click **Next**

[Previous](#) [Next](#)



[Back to the overview of the steps for this request](#)

English Français Español

Update Contact

Please add the following documents, that are mandatory for new contacts and when adding new roles/countries to existing contact.

CV

Or drop files

Declaration of Absence of Conflict of Interest

Or drop files

Expert Approval Checklist

Or drop files

Please add the Submitter Authorization Letter Template here

Attach signed Authorization Letter for assigning Submitter access for Grant Deliverables

Or drop files

Please add the Signatory Template here, if the contact is a Signatory for Disbursement Requests

Signatory Template

Or drop files

Other (multiple attachments possible, please select all relevant files together during upload)

Or drop files

1. Attach the required supporting documents

1

2. Attach the Submitter Authorization Letter Template

2

3. Attach Signatory Template as relevant

3

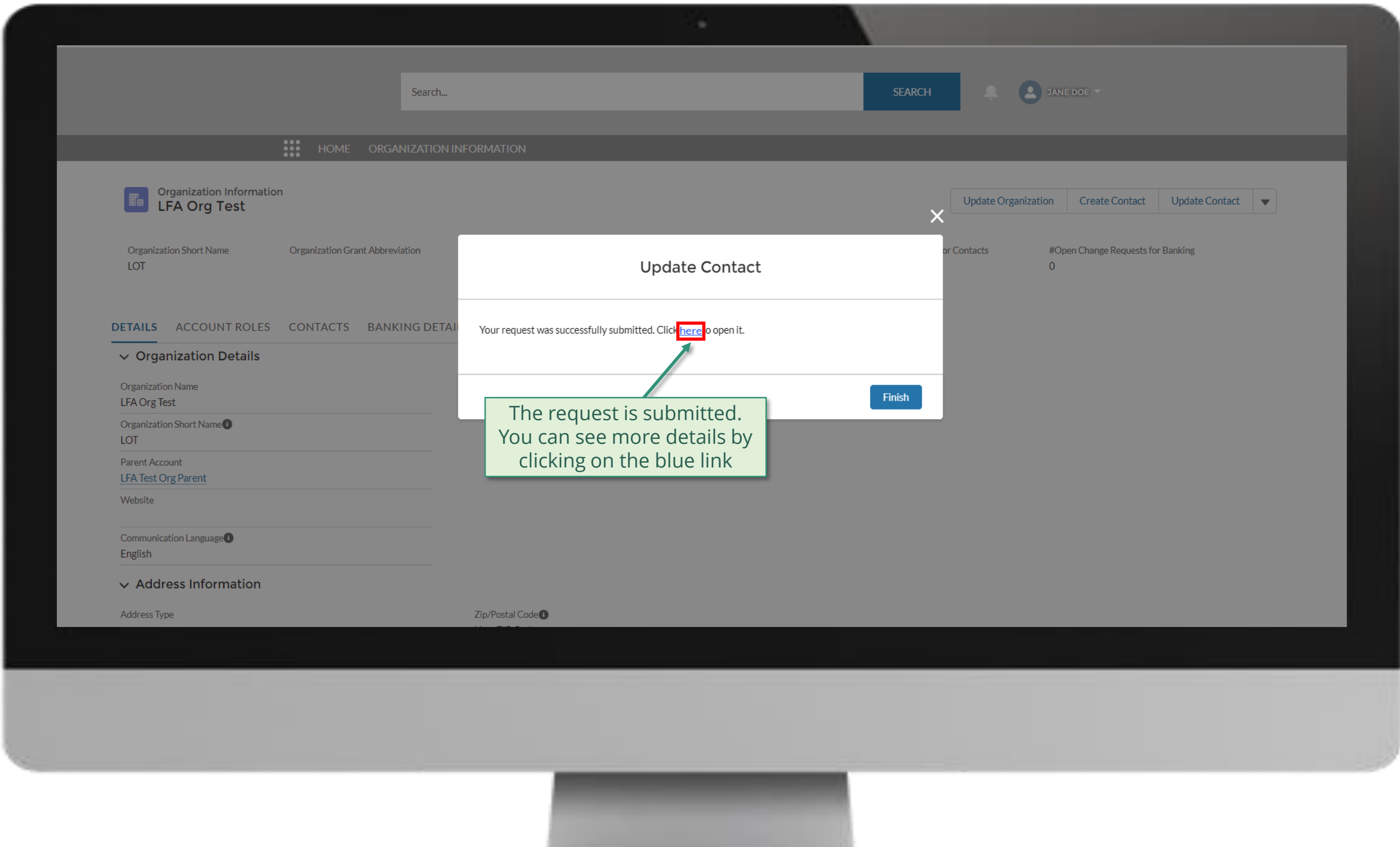
4. Attach additional supporting documents as needed

4

5. Click **Next** to proceed to the next slide



[Back to the overview of the steps for this request](#)



The request is submitted. You can see more details by clicking on the blue link



[Back to the overview of the steps for this request](#)

Search... SEARCH

JANE DOE

HOME ORGANIZATION INFORMATION

Change Request
00022636

+ Follow

Request Record Type: Parent LFA Change Request
Request Status: Pending Global Fund Review



Key Fields

Contact's Organization
LFA Org Test

Click on the change request number to view

Related Cases (1)

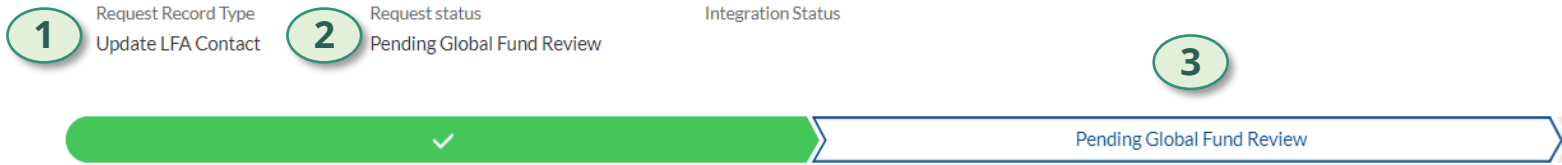
1 item • Sorted by Created Date • Updated a few seconds ago

Review

<input type="checkbox"/>	Change Request	Request status	LFA Role	Deactivate Position	Owner	
1	<input type="checkbox"/> 00022637	Pending Global Fund Review	Finance Professional	<input type="checkbox"/>	CR_Owner	

[View All](#)

Change Request
00022637



You can now see the details of your successfully submitted change request:

1. Change request type
2. Change request status
3. Chevron status bar indicating the current status of the change request and an overview of the process
4. The change request details

Case History (1)

Date	Field	User	Original Value
28/05/2021 19:08	Created.	Jane Doe	

5. Scroll for more details

View All

POSITIONS

> Guidance

<input type="checkbox"/>	Account Role	LFA Role	Proposed Rate	Location	Dates Active	Probation End Date	Organization Representative for Noti
4 <input type="checkbox"/>	LOT,Luxembourg	Finance Professional	100	Fly-In	Current and future years		

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](#)



Back to the overview of the steps for this request

Click here to go back to the overview page

Case History (1)

Date	Field	User	Original Value	New Value
28/05/2021 19:08	Created.	Jane Doe		

[View All](#)

POSITIONS

> Guidance

quests	Access to Work Plans	Access to PET	Access to Grant Entity Data	Access to Wambo	Deactivate Position
✓					

Duplicate merge history
Not applicable

Re-submit case
There is no clarification needed from your end at the moment

Note!
You can access details of the newly created request, including the files uploaded, by clicking on the tabs and scrolling down the page

DETAILS FILES

✓ Contact Information

Salutation Dr	Email Address josephdoe@yopmail.com
First Name Doe	Phone Number +559876352
Last Name Joseph	Mobile Phone Number +458796314
Contact's Organization LFA Org Test	Comments Requesting the addition of a portfolio

> System Information (Technical Details)

Grant Entity Data (GED) Interactive Manual

The steps assigned to you are highlighted in the red boxes

LFA | Deactivate Contacts

Follow the steps below


[Select Another External Stakeholder](#)


[Select Another LFA Change Request](#)

Note!
Deactivating a contact will permanently deactivate a contact and all associated positions. To deactivate a single position, please follow the [Deactivate Position](#) process.



Step 1

LFA contact with Access Rights accesses the [Global Fund Partner Portal](#).



Step 2

LFA contact with Access Rights submits change request to *deactivate contacts*.



Click to see detailed steps in the system



Step 3

Global Fund reviews and validates the changes.

Updated GED reflected in [Global Fund Partner Portal](#)





[Back to the overview of the steps for this request](#)

Enter your login details and click **Log in** to proceed

salesforce

Log in

[Forgot your password?](#)

[Are you an employee? Login here](#)

Step 2a

Local Fund Agent (LFA)
Deactivate Contacts

Welcome!

1. 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.

Ok

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



[Back to the overview of the steps for this request](#)



Home

Welcome!

Use App Launcher to choose what portal you want to open

Click on the icon at the top left of the page (App Launcher)





[Back to the overview of the steps for this request](#)



App Launcher

▼ All Apps

**Grant Entity Data**


**Landing Page**


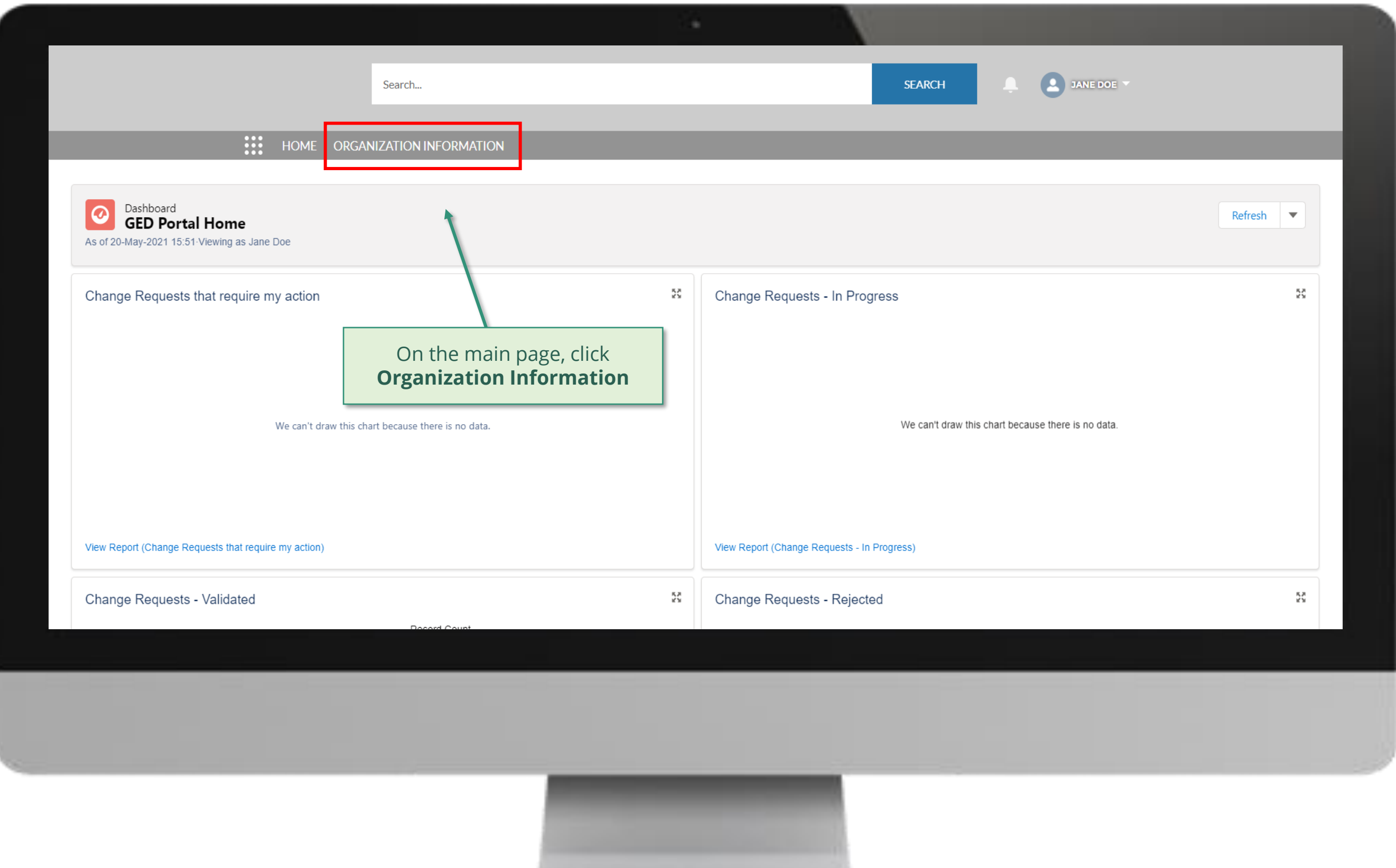
Click **Grant Entity Data**



[Back to the overview of the steps for this request](#)



[Back to the overview of the steps for this request](#)



On the main page, click **Organization Information**



[Back to the overview of the steps for this request](#)

Tip!
You can also find your organization by typing its name on the search box and clicking **Search**

Organization Information
My Organizations

Tip!
By clicking on the arrow, you can navigate different list views.
My Organizations shows you all the organizations you have access to view.

Printable View

1 item • Sorted by Organization Name • Filtered by All organiza

	Organization Name ↑	Organization Sh...	Organization Gr...	Address Line 1	Country	Parent Account	Organization Type	Organization Su...	Organization record ty...
1	LFA Org Test	LOT		Postal Address Line 1	Switzerland				AIM_External

Select the organization that you want to update by clicking on it

SEARCH

Click the arrow and select **Deactivate Contact**

Organization Information
LFA Org Test

Update Organization Create Contact Update Contact

- Deactivate Contact**
- Create Banking Details
- Update Banking Details
- Deactivate Banking Details

Organization Short Name	Organization Grant Abbreviation	Integration Status	#Open Change Requests for Organization	#Open Change Requests for Contacts	#Open Change Request
LOT			0	2	0

- DETAILS**
- ACCOUNT ROLES
- CONTACTS
- BANKING DETAILS
- CHANGE REQUESTS
- FILES
- MORE

Organization Details

Organization Name
LFA Org Test

Organization Short Name ⓘ
LOT

Parent Account

Website

Communication Language ⓘ
English

Address Information



[Back to the overview of the steps for this request](#)



[Back to the overview of the steps for this request](#)

English Français Español

Search... SEARCH

JANE DOE

Deactivate Contact

Select the contact to deactivate out of the list below

First Name	Last Name
<input type="radio"/> David	Gesel
<input type="radio"/> Doe	Joseph
<input type="radio"/> Elizabeth	Thompson
<input type="radio"/> Jane	Doe
<input checked="" type="radio"/> John	Hennings
<input type="radio"/> William	Taylor

Next

Organization Information
LFA Org Test

Organization Short Name: LOT

Organization Grant Abbreviation

DETAILS ACCOUNT ROLES CONTACTS BANKING DETAILS

Organization Details

Organization Name: LFA Org Test

Organization Short Name: LOT

Parent Account: LFA Test Org Parent

Website

Communication Language: English

Address Information

Address Type Zip/Postal Code

Select the contact you wish to deactivate. Then, click **Next**



[Back to the overview of the steps for this request](#)

Search...

Organization Information
LFA Org Test

Organization Short Name
LOT

Organization Grant Abbreviation

DETAILS ACCOUNT ROLES CONTACTS BANKING DETAILS

Organization Details

Organization Name
LFA Org Test

Organization Short Name ¹
LOT

Parent Account
[LFA Test Org Parent](#)

Website

Communication Language ¹
English

Address Information

Address Type

Zip/Postal Code ¹

Deactivate Contact

Are you sure you want to deactivate contact John Hennings? By proceeding, the contact will lose all 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 the Partner Portal, make sure that there is at least one other contact within this organization with these rights. Click Next to continue or Close this window to cancel the request.

Click **Next** to submit the request



[Back to the overview of the steps for this request](#)

English Français Español

Search...

SEARCH



JANE DOE



HOME

ORGANIZATION INFORMATION



Organization Information
LFA Org Test

Organization Short Name
LOT

Organization Grant Abbreviation

Organization

Create Contact

Update Contact



Change Requests for Contacts

Your request was successfully submitted.

Click [here](#) to open it.

Finish

The request is submitted.
You can see more details by clicking on the blue link

DETAILS

ACCOUNT ROLES

CONTACTS

BANK

Organization Details

Organization Name

LFA Org Test

Organization Short Name

LOT

Parent Account

[LFA Test Org Parent](#)

Website

Step 2j

Local Fund Agent (LFA)
Deactivate Contacts

Change Request
00022638

+ Follow

1

Request Record Type
Deactivate LFA Contact

2

Request status
Pending Global Fund Review

Integration Status

3



Case History (1)

Date	Field	User	Original Value	New Value
28/05/2021 19:12	Created.	Jane Doe		

4

DETAILS FILES

Contact Record Information

Existing Contact
[John Hennings](#)

Salutation
Mr

First Name
John

Phone Number

Email Address
john@example.com

Contact's Organization
LFA Org Test

Last Name
Hennings

Mobile Phone Number

You can now see the details of your successfully submitted change request:

1. Change request type
2. Change request status
3. Chevron status bar indicating the current status of the change request and an overview of the process
4. The change request details



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

The steps assigned to you are highlighted in the red boxes

LFA | Deactivate Position

Follow the steps below


[Select Another External Stakeholder](#)


[Select Another LFA Change Request](#)



Step 1

LFA contact with Access Rights accesses the [Global Fund Partner Portal](#).



Step 2

LFA contact with Access Rights submits change request to *deactivate Position*.



Click to see detailed steps in the system



Step 3

Global Fund reviews and validates the changes.

Updated GED reflected in [Global Fund Partner Portal](#)



Via e-mail



In the system



[Back to the overview of the steps for this request](#)

Enter your login details and click **Log in** to proceed

salesforce

Log in

[Forgot your password?](#)

[Are you an employee? Login here](#)

Step 2a

Local Fund Agent (LFA)
Deactivate Position

Welcome!

1. 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.

Ok

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



[Back to the overview of the steps for this request](#)



Home

Welcome!

Use App Launcher to choose what portal you want to open

Click on the icon at the top left of the page (App Launcher)





[Back to the overview of the steps for this request](#)

App Launcher

▼ All Apps

Grant Entity Data


Landing Page


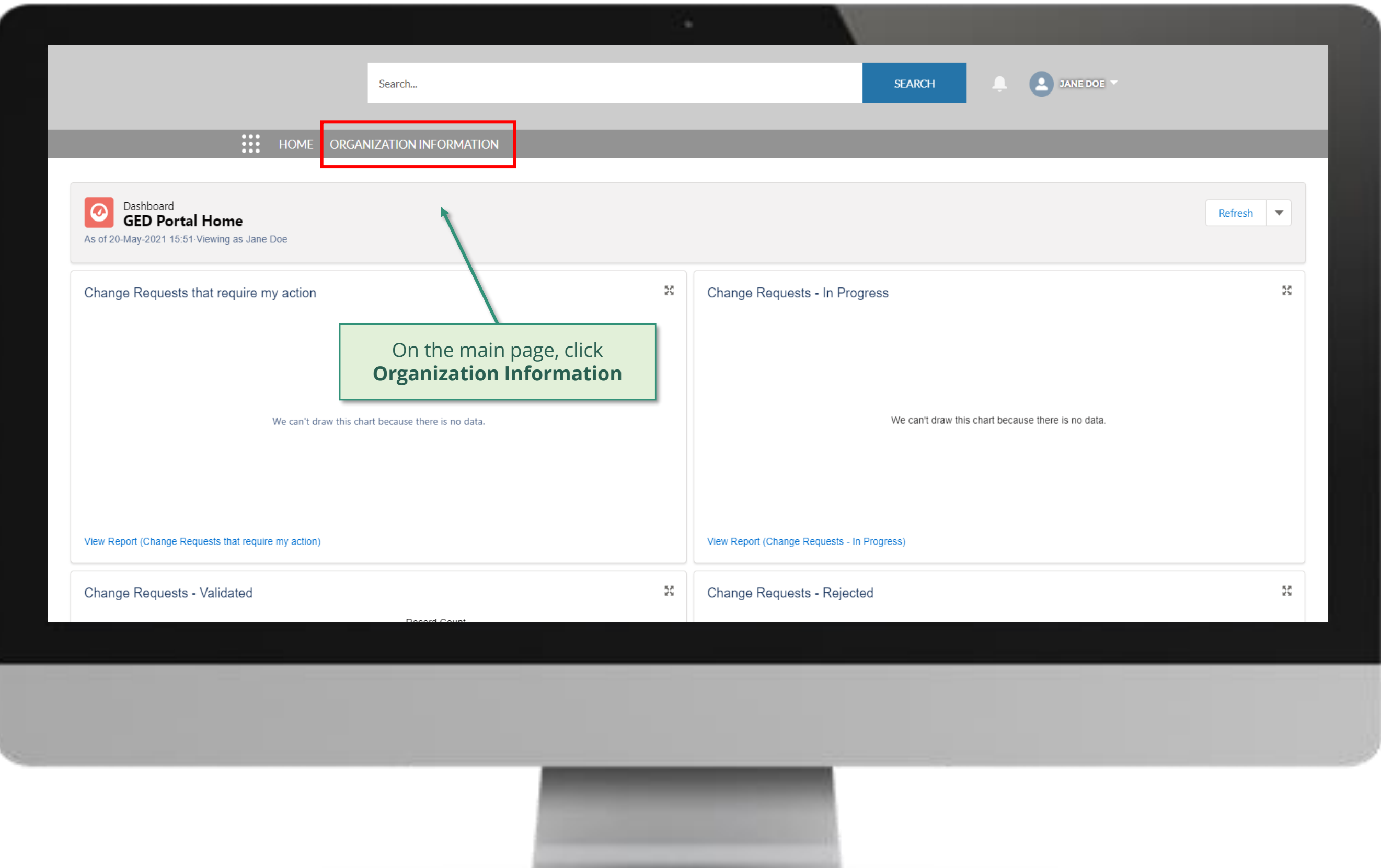
Click **Grant Entity Data**



[Back to the overview of the steps for this request](#)



[Back to the overview of the steps for this request](#)



Step 2e

Local Fund Agent (LFA)
Deactivate Position



[Back to the overview of the steps for this request](#)

Tip!
You can also find your organization by typing its name on the search box and clicking **Search**

Organization Information
My Organizations

Tip!
By clicking on the arrow, you can navigate different list views.
My Organizations shows you all the organizations you have access to view.

Printable View

	Organization Name ↑	Organization Sh...	Organization Gr...	Address Line 1	Country	Parent Account	Organization Type	Organization Su...	Organization record ty...
1	LFA Org Test	LOT		Postal Address Line 1	Switzerland				AIM_External

Select the organization that you want to update by clicking on it

Search...

Click **Update Contact**

Organization Information
LFA Org Test

Organization Short Name	Organization Grant Abbreviation	Integration Status	#Open Change Requests for Organization	#Open Change Requests for Contacts	#Open Change Requests for Banking
LOT			0	3	0

Organization Details

Organization Name
LFA Org Test

Organization Short Name ⓘ
LOT

Parent Account

Website

Communication Language ⓘ
English

Address Information

Address Type

Zip/Postal Code ⓘ
New ZIP Code



[Back to the overview of the steps for this request](#)



[Back to the overview of the steps for this request](#)

Search...

Organization Information
LFA Org Test

Organization Short Name: LOT
Organization Grant Abbreviation:

Contact Salutation	Contact Name
<input type="checkbox"/> Ms.	Alex Jones
<input type="checkbox"/> Ms.	
<input type="checkbox"/> Mr.	
<input type="checkbox"/> Dr.	
<input type="checkbox"/> Ms.	
<input type="checkbox"/> Ms.	Jane Doe
<input type="checkbox"/> Mr.	John Hennings
<input type="checkbox"/> Mr.	Robert Smith
<input type="checkbox"/> Mr.	William Taylor

Update Contact

First Name	Last Name
<input checked="" type="radio"/> David	Gesel
<input type="radio"/> Doe	Joseph
<input type="radio"/> Elizabeth	Thompson
<input type="radio"/> Jane	Doe
<input type="radio"/> John	Hennings
<input type="radio"/> William	Taylor

Select the contact you wish to deactivate and click **Next**



[Back to the overview of the steps for this request](#)

English Français Español



Update Contact

* Salutation
Mr

* Last Name
Gesel

* First Name
David

Contact for Organization:
LFA Org Test

* Email Address
david@example.com

Phone Number

Mobile Phone Number ⓘ
+4455555555

* Comments
requesting deactivation of one portfolio

Provide mandatory comments and click **Next**

Next

Organization Information
LFA Org Test

Organization Short Name: LOT Organization Grant Abbreviation

DETAILS ACCOUNT ROLES **CONTACTS** BANKING DETAILS

<input type="checkbox"/> Contact Salutation	Contact Name
<input type="checkbox"/> Ms.	Alex Jones
<input type="checkbox"/> Ms.	Chimamanda Adichie
<input type="checkbox"/> Mr.	David Gesel
<input type="checkbox"/> Dr.	Doe Joseph
<input type="checkbox"/> Ms.	Elizabeth Thompson
<input type="checkbox"/> Ms.	Jane Doe
<input type="checkbox"/> Mr.	John Hennings
<input type="checkbox"/> Mr.	Robert Smith



[Back to the overview of the steps for this request](#)

English Français Español

Search...

SEARCH

JANE DOE

HOME ORGANIZATION INFORMATION

Organization Information
LFA Org Test

Organization Short Name
LOT

Organization Grant Abbreviation
LOT

DETAILS ACCOUNT ROLES CONTACTS BANKING DETAILS

1. Select the position you wish to deactivate. A new window appears

Edit Role Details

Active?

* Account Role
LOT,Luxembourg

* LFA Role
Finance Professional

Proposed Rate
100

Location
Fly-In

Dates Active
Current and future years

Probation End Date

Official Job Title

Organization Rep for Notices
 Signatory for Disbursement Requests
 Access to Work Plans
 Access to PET
 Access to Grant Entity Data
 Access to Wambo Portal

2. Uncheck the **Active?** box and click **Update/Save**



[Back to the overview of the steps for this request](#)

English Français Español

Search...

SEARCH



JANE DOE



HOME

ORGANIZATION INFORMATION



Organization Information
LFA Org Test

Organization Short Name
LOT

Organization Grant Abbreviation

Update Organization

Create Contact

Update Contact



or Contacts

#Open Change Requests for Banking

0

DETAILS

ACCOUNT ROLES

CONTACTS

BANKING DETAILS

Update Contact

> Guidance

Select the role in order to update it for this contact. If you want to add an additional role for this contact or to add this contact to another country/portfolio, click on 'Add New'.

Organization Role	LFA Role	Active	Official Job
<input type="radio"/> LOT,Latvia	Programmatic/M&E Expert	<input checked="" type="checkbox"/>	
<input checked="" type="radio"/> LOT,Luxembourg	Finance Professional	<input type="checkbox"/>	

[Add new](#)

Previous

Next

Other updates can also be done for this contact. Repeat the procedure by selecting the relevant position and updating the information in the pop-up window as applicable.

Once this is completed, click **Next** to submit the request

Step 21

Local Fund Agent (LFA)
Deactivate Position



[Back to the overview of the steps for this request](#)

English Français Español

Search...

JANE DOE

HOME ORGANIZATION INFORMATION

Organization Information
LFA Org Test

Organization Short Name
LOT

Organization Grant Abbreviation

DETAILS ACCOUNT ROLES **CONTACTS** BANKING DETAILS

<input type="checkbox"/> Contact Salutation	Contact Name	
<input type="checkbox"/> Ms.	Alex Jones	
<input type="checkbox"/> Ms.	Chimamanda Adichie	
<input type="checkbox"/> Mr.	David Gesel	
<input type="checkbox"/> Dr.	Doe Joseph	
<input type="checkbox"/> Ms.	Elizabeth Thompson	elizabeth@example.com
<input type="checkbox"/> Ms.	Jane Doe	janedoe7@yopmail.com
<input type="checkbox"/> Mr.	John Hennings	john@example.com
<input type="checkbox"/> Mr.	Robert Smith	robert@example.com

Update Contact

Your request was successfully submitted. Click [here](#) to open it.

The request is submitted. You can see more details by clicking on the blue link



[Back to the overview of the steps for this request](#)

Search... SEARCH

JANE DOE

HOME ORGANIZATION INFORMATION

Change Request
00022636

[+ Follow](#)

Request Record Type: Parent LFA Change Request
Request Status: Pending Global Fund Review



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

[Review](#)

<input type="checkbox"/>	Change Request	Request status	LFA Role	Deactivate Position	Owner	
1	<input type="checkbox"/> 00022637	Pending Global Fund Review	Finance Professional	<input type="checkbox"/>	CR_Owner	

[View All](#)



[Back to the overview of the steps for this request](#)

You can now see the details of your successfully submitted change request:

1. Change request type
2. Change request status
3. Chevron status bar indicating the current status of the change request and an overview of the process
4. The change request details

5. Scroll to view more details

Duplicate merge history

Not applicable

Re-submit case

There is no clarification needed from your end at the moment

1 Change Request
00022640

2

Request Record Type
Update LFA Contact

Request status
Pending Global Fund Review

Integration Status

3

Pending Global Fund Review

Case History (1)

Date	Field	User	Original Value
28/05/2021 19:20	Created.	Jane Doe	

POSITIONS

> Guidance

<input type="checkbox"/> Account Role	<input type="checkbox"/> LFA Role	<input type="checkbox"/> Proposed Rate	<input type="checkbox"/> Location	<input type="checkbox"/> Dates Active	<input type="checkbox"/> Probation End Date	<input type="checkbox"/> Organization Representative for Noti
<input type="checkbox"/> LOT,Luxembourg	Finance Professional	100	Fly-In	Current and future years		

4

DETAILS FILES

∨ Contact Information



[Back to the overview of the steps for this request](#)

Click here to go back to the overview page

Case History (1)

Date	Field	User	Original Value	New Value
28/05/2021 19:20	Created.	Jane Doe		

[View All](#)

POSITIONS

> Guidance

uests

Access to Work Plans

Access to PET

Access to Grant Entity Data

Access to Wambo

Deactivate Position



Duplicate merge history

Not applicable

Re-submit case

There is no clarification needed from your end at the moment

DETAILS

FILES

> Contact Information

Salutation
Mr

First Name
David

Last Name
Gesel

Contact's Organization
LFA Org Test

Email Address
david@example.com

Phone Number

Mobile Phone Number
+4455555555

Comments
requesting deactivation of one portfolio

The deactivated field is highlighted

> System Information (Technical Details)

Grant Entity Data (GED) Interactive Manual

Select the type of change request

Select from the below



[Select Another External Stakeholder](#)

Organization information Change Requests



Create New Organization



Update Organization Information



Link Existing Third Party with PR

Banking Information Change Requests



Create/Update Banking Information

Grant Entity Data (GED) Interactive Manual

The steps assigned to you are highlighted in the red boxes

Third Party | Create New Organization

Follow the steps below


[Select Another External Stakeholder](#)


[Select Another Third Party Change Request](#)



Step 1

Third Party emails required information to Country Team, including supporting documents¹.





Step 2

Global Fund reviews and creates new organization in Global Fund systems.

Updated GED reflected in [Global Fund Partner Portal](#)



-  Via e-mail
-  In the system

¹ See [Operational Policy Manual \(OPM\)](#) Annex 3 on required supporting documents

Grant Entity Data (GED) Interactive Manual

The steps assigned to you are highlighted in the red boxes

Third Party | Update Organization Information

Follow the steps below


[Select Another External Stakeholder](#)


[Select Another Third Party Change Request](#)



Step 1

Third Party emails required information to Country Team, including supporting documents¹.



Step 2

Global Fund reviews and validates the changes.

Updated GED reflected in [Global Fund Partner Portal](#)



Via e-mail



In the system

¹ See [Operational Policy Manual \(OPM\)](#) Annex 3 on required supporting documents

Grant Entity Data (GED) Interactive Manual

The steps assigned to you are highlighted in the red boxes

Third Party | Link Existing Third Party With PR

Follow the steps below


[Select Another External Stakeholder](#)


[Select Another Third Party Change Request](#)



Step 1

Third Party emails required information to Country Team, including supporting documents¹.



Step 2

Global Fund reviews and creates the link between Third Party and PR in Global Fund systems.

Updated GED reflected in [Global Fund Partner Portal](#)



Via e-mail



In the system

¹ 1 See [Operational Policy Manual \(OPM\)](#) Annex 3 on required supporting documents

Grant Entity Data (GED) Interactive Manual

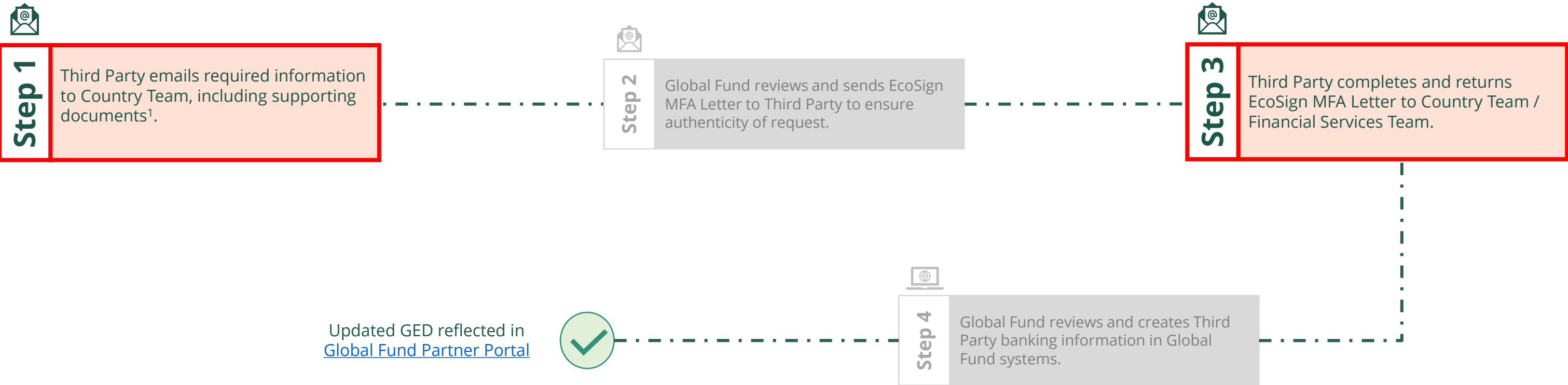
The steps assigned to you are highlighted in the red boxes



Third Party | Banking Information: Create / Update

Follow the steps below

 [Select Another External Stakeholder](#)

 [Select Another Third Party Change Request](#)



 Via e-mail
 In the system

¹ See [Operational Policy Manual \(OPM\)](#) Annex 3 on required supporting documents