

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 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

Banking information Change Requests



Create banking information



Update banking information



Deactivate banking information

Grant Entity Data (GED) Interactive Manual

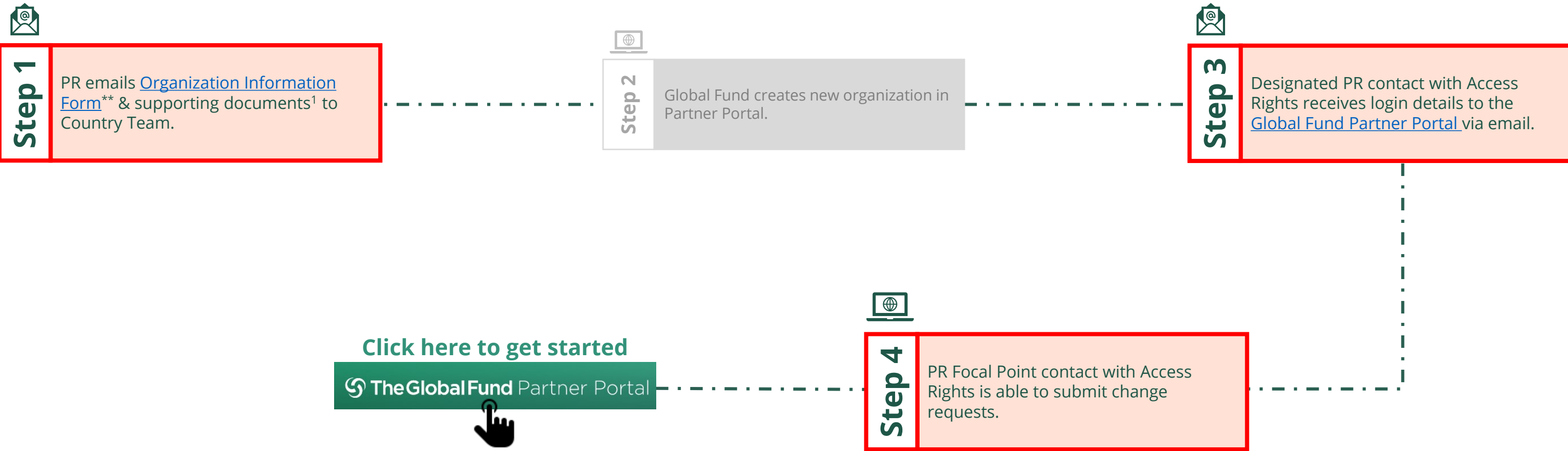
The steps assigned to you are highlighted in the red boxes

PR | Create New Organization

Follow the steps below


[Select Another External Stakeholder](#)


[Select Another PR Change Request](#)



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

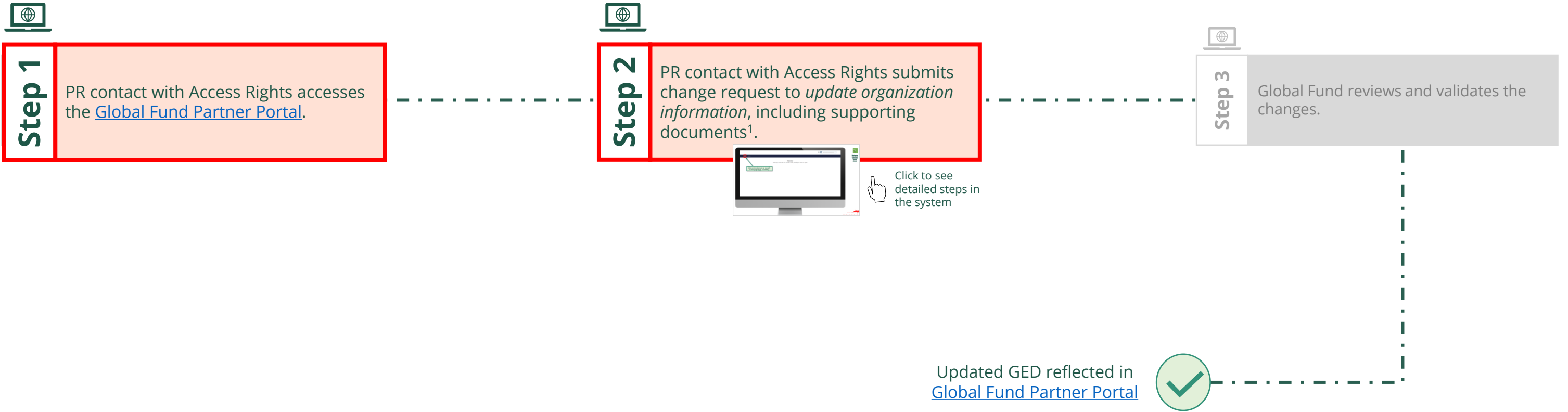
Follow the steps below



Select Another
External Stakeholder



Select Another PR
Change Request



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

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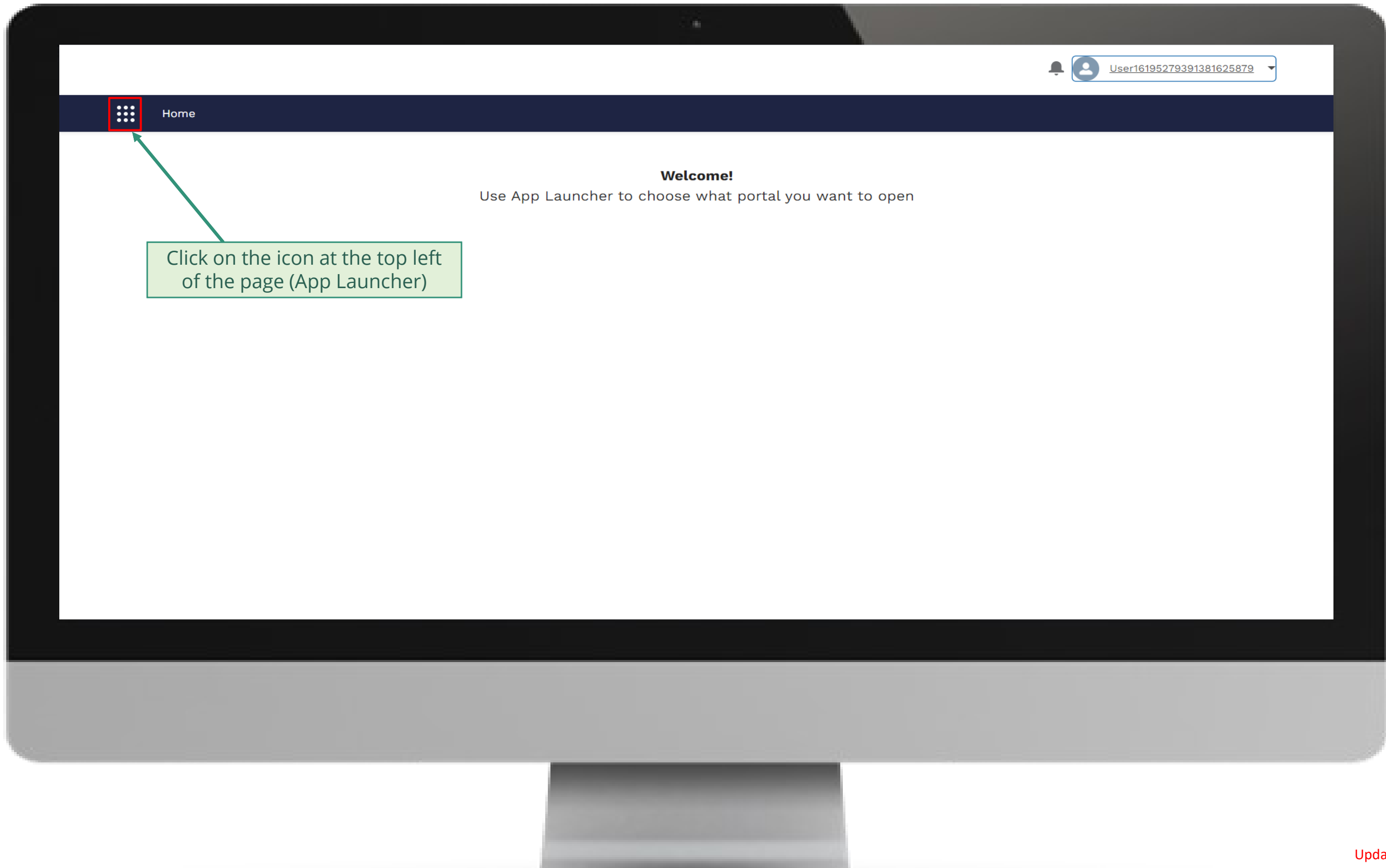
2. Should you agree, click **OK** to proceed



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



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



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App Launcher

▼ All Apps



[Grant Entity Data](#)



[Landing Page](#)



Click **Grant Entity Data**



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request

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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

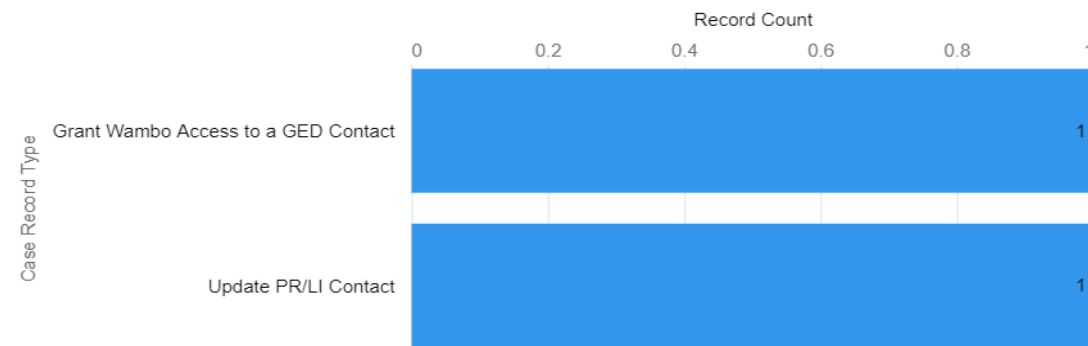


We can't draw th

On the main page, click
Organization Information

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

Change Requests - In Progress



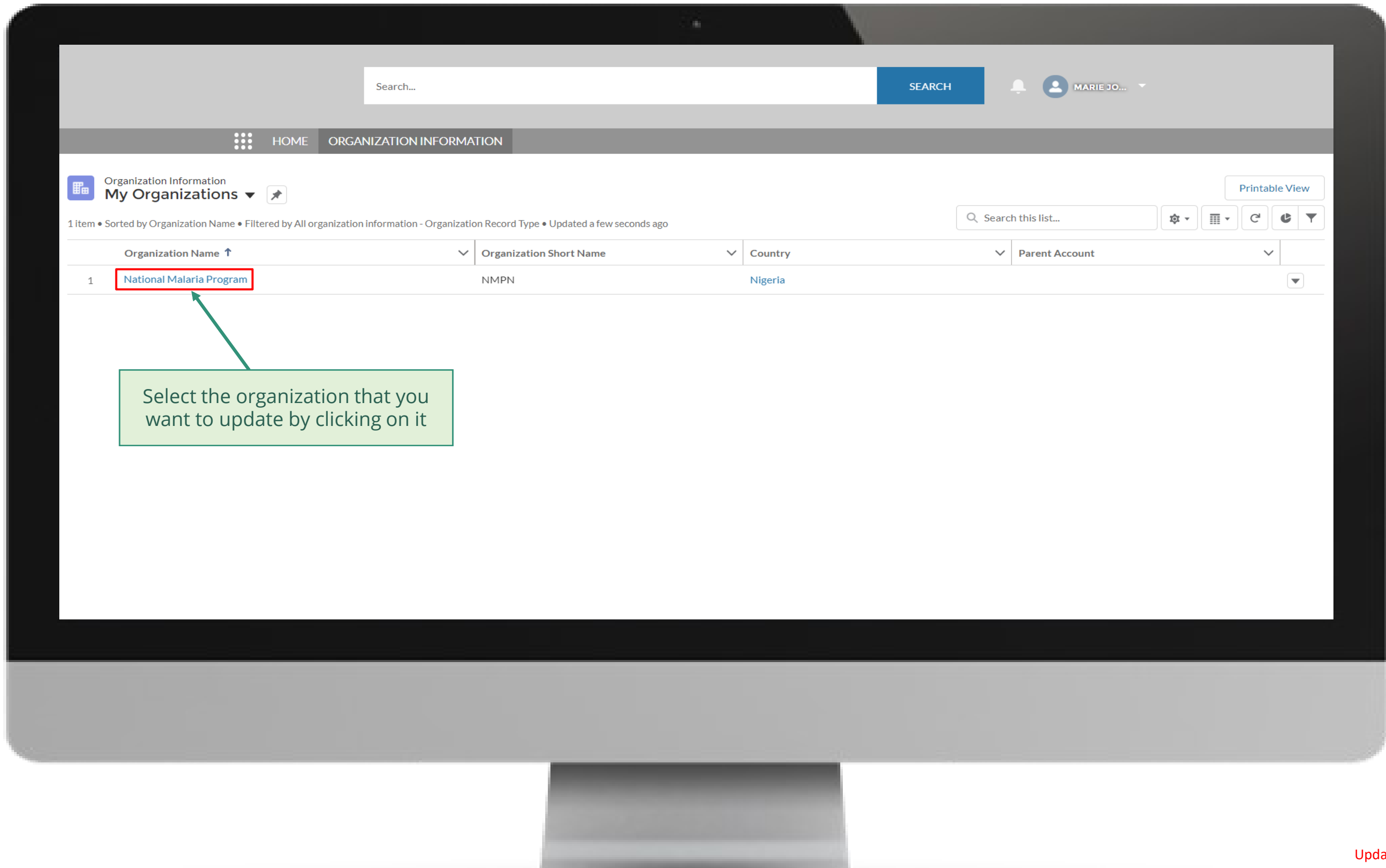
[View Report \(Change Requests - In Progress\)](#)

Step 2d

Principal Recipient (PR)
Update Organization Information



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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 Banking

NMPN

NGA - M

Completed

0

2

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

Role

PR

Organization Type

Governmental Organization

Organization Sub-Type

Ministry of Health

Organization Grant Abbreviation

NGA - M

Click Update Organization



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MARIE JO...

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ORGANIZATION INFORMATION

Organization Information

National Malaria Program

Organization Short Name

NMPN

Organization Grant Abbreviation

NGA - M

DETAILS

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BANKING DETAILS

Organization Details

Organization Name

National Malaria Program

Organization Short Name

NMPN

Parent Account

Website

Communication Language

English

Address Information

Address Type

Office Address

Organization

Create Contact

Update Contact

Requests for Contacts

#Open Change Requests for Banking

0

(PR Only)

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**



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Organization Information

National Malaria Program

Organization Short Name

NMPN

Organization Grant Abbreviation

NGA - M

Update Organization

Create Contact

Update Contact

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

Update Organization

Reference Template

Upload Files

Or drop files

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

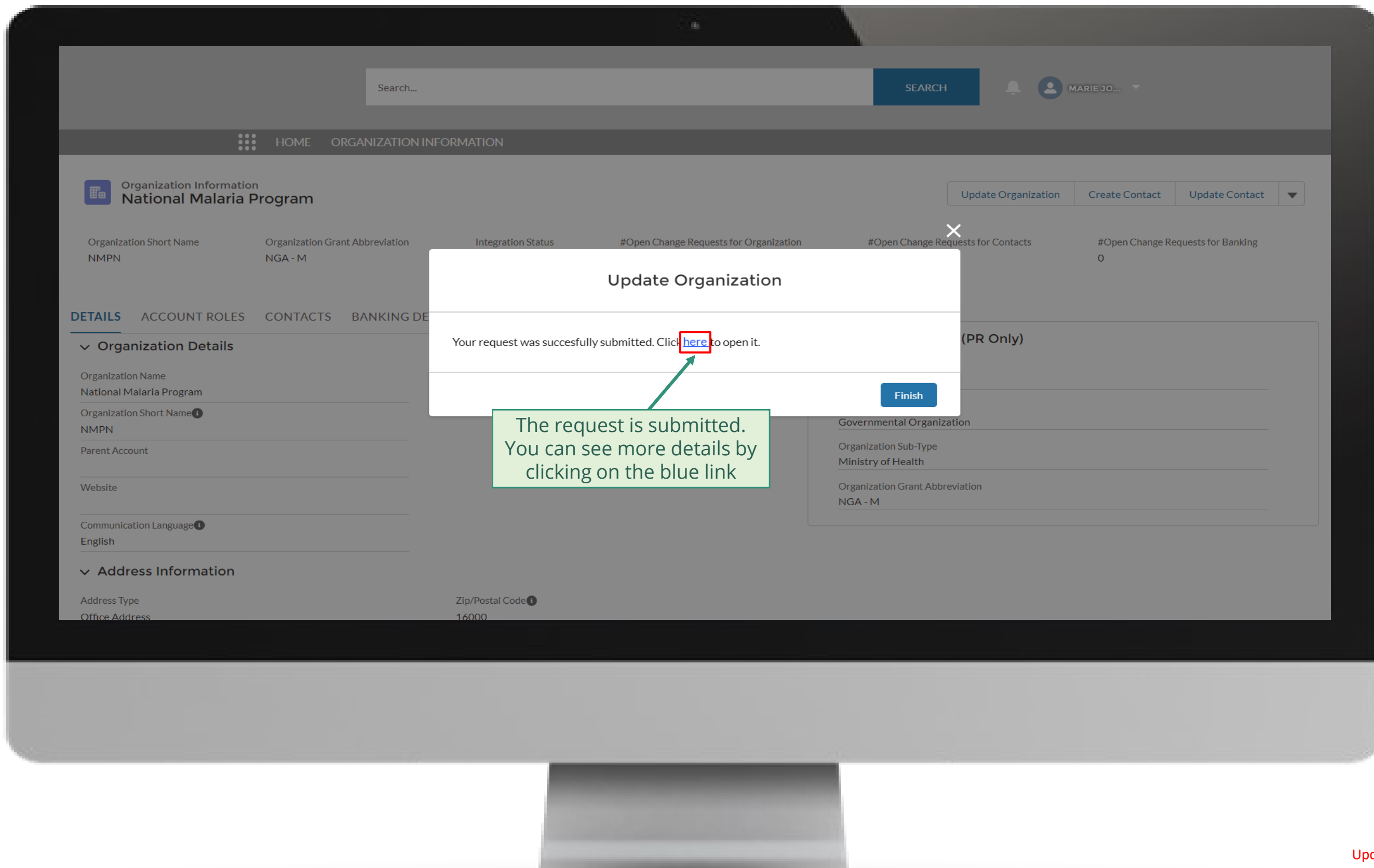
Previous

Next

Attach the supporting documents and click **Next**



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overview of
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request



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MARIE JO...

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ORGANIZATION INFORMATION

Change Request

00022057

+ Follow

1

Request Record Type

Update PR/LI Organization Information

2

Request status

Pending Global Fund Review

3

Integration Status

Pending Global Fund Review

4

Case History (2)

Date	Field	User	Original Value
10/05/2021 16:52	Created.	Marie Johnson	
10/05/2021 16:52	Organization Name	Marie Johnson	National Malaria Program

4

DETAILS

FILES

Organization Information

Organization Name ⓘ
National Malaria Program - New Name

Organization Short 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

Re-submit case



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 Banking Information

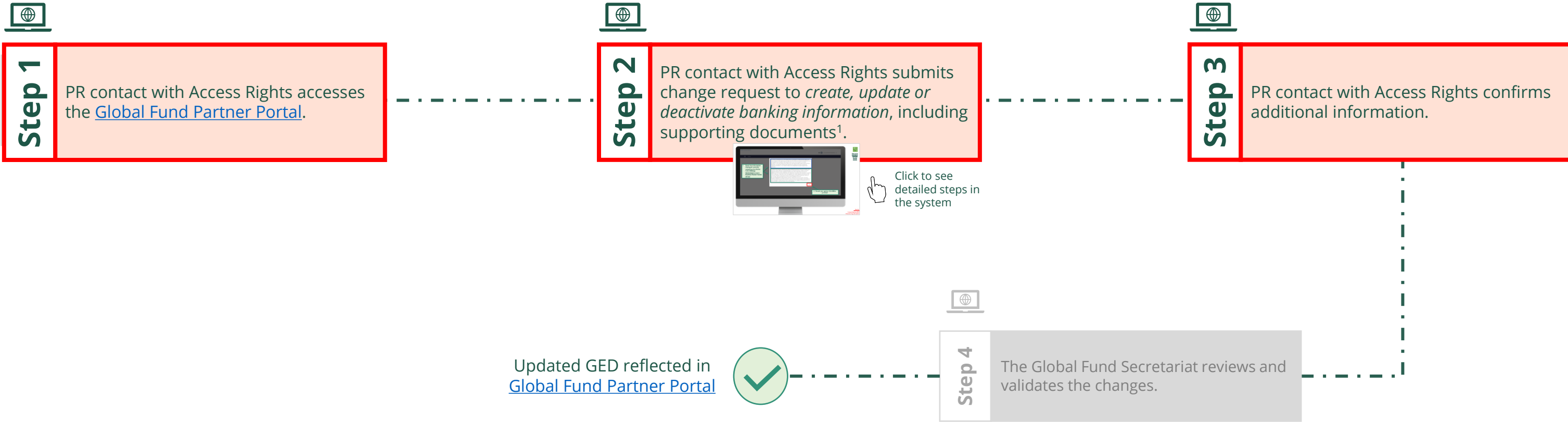
Follow the steps below



Select Another
External Stakeholder



Select Another PR
Change Request



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



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  User16195279391381625879 ▼

 Home

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Ok

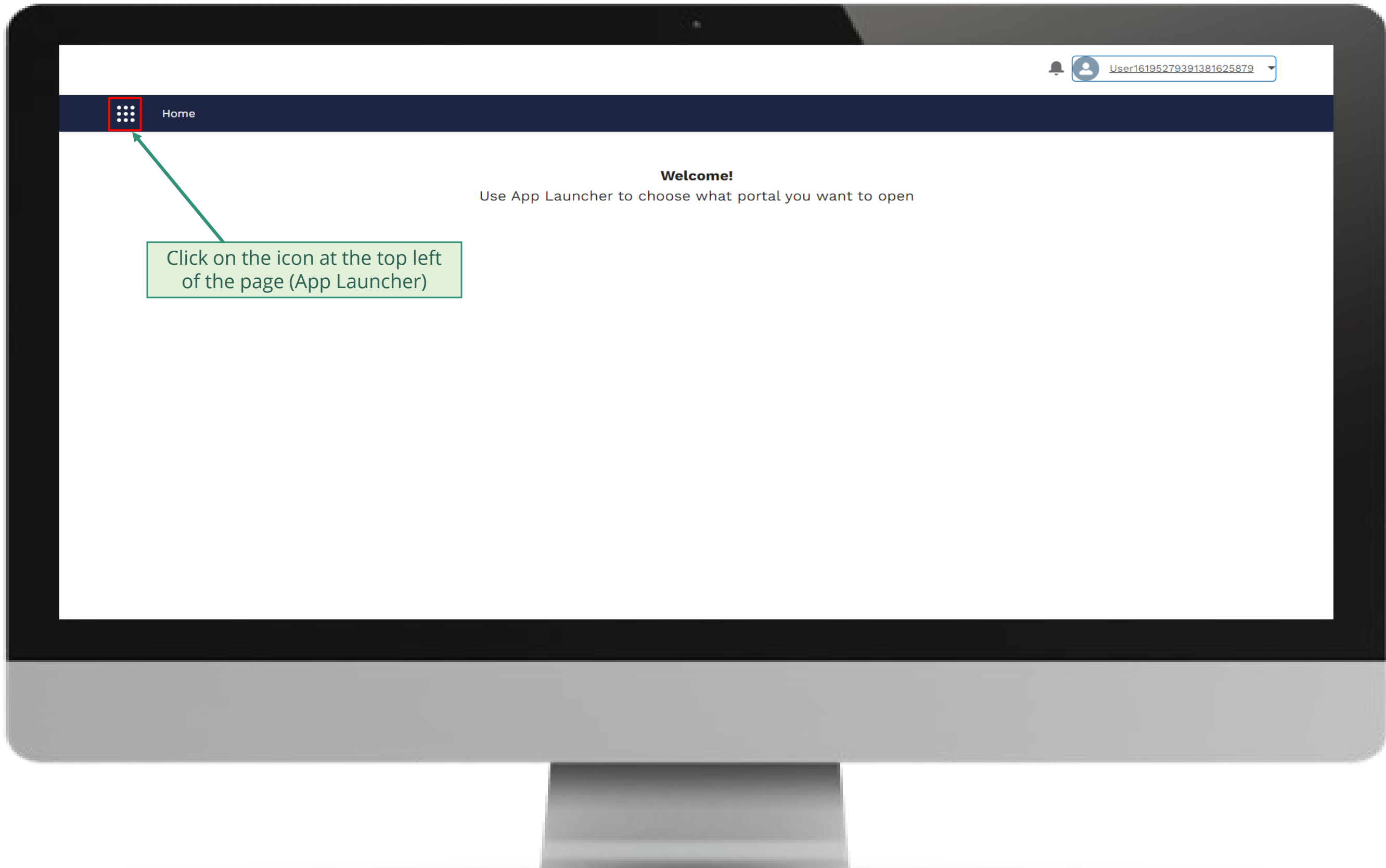
2. Should you agree, click **OK** to proceed

Step 2a

Principal Recipient (PR)
Create banking information



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



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App Launcher

Search apps...

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Landing Page



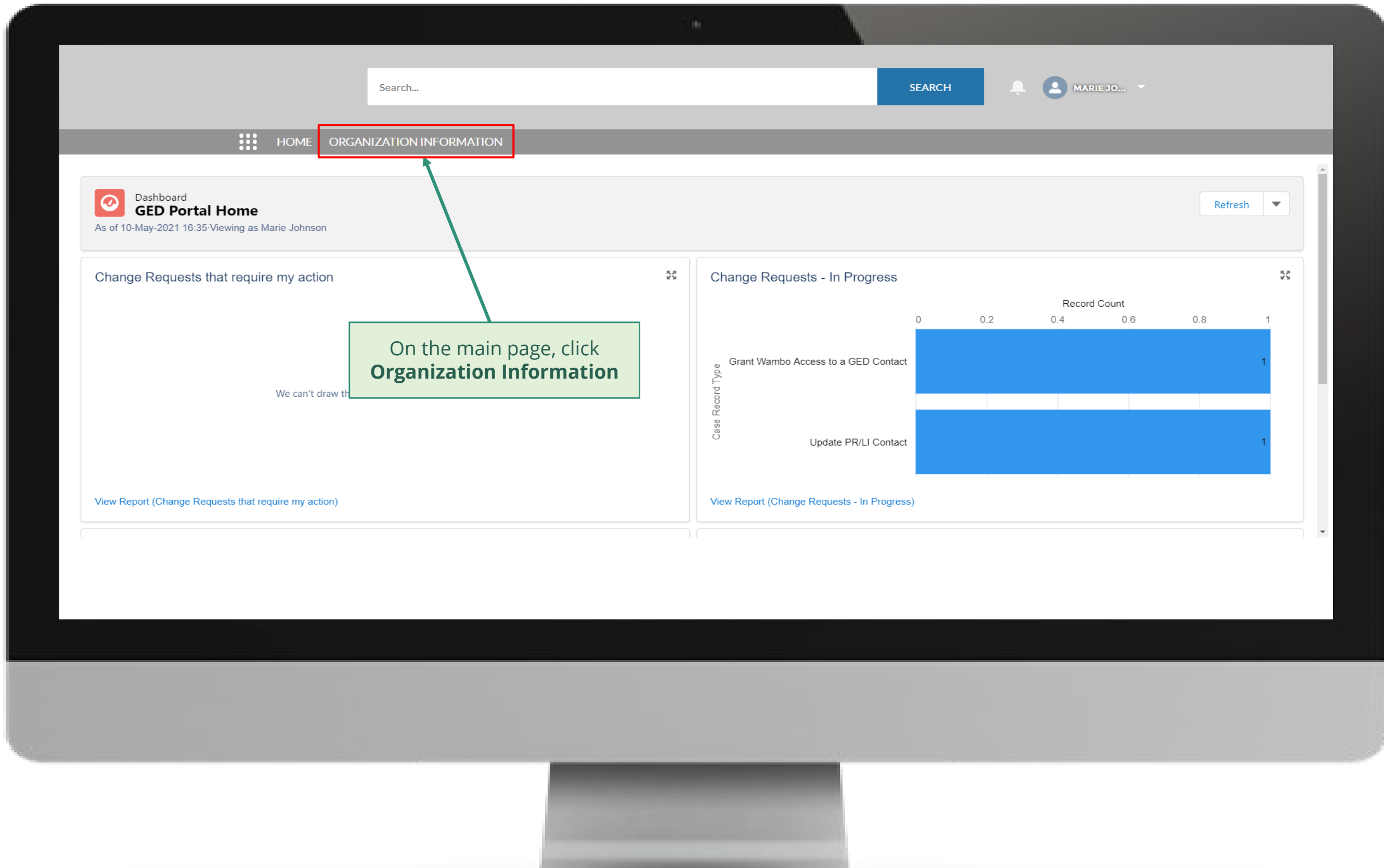
Click **Grant Entity Data**

Step 2c

Principal Recipient (PR)
Create banking information

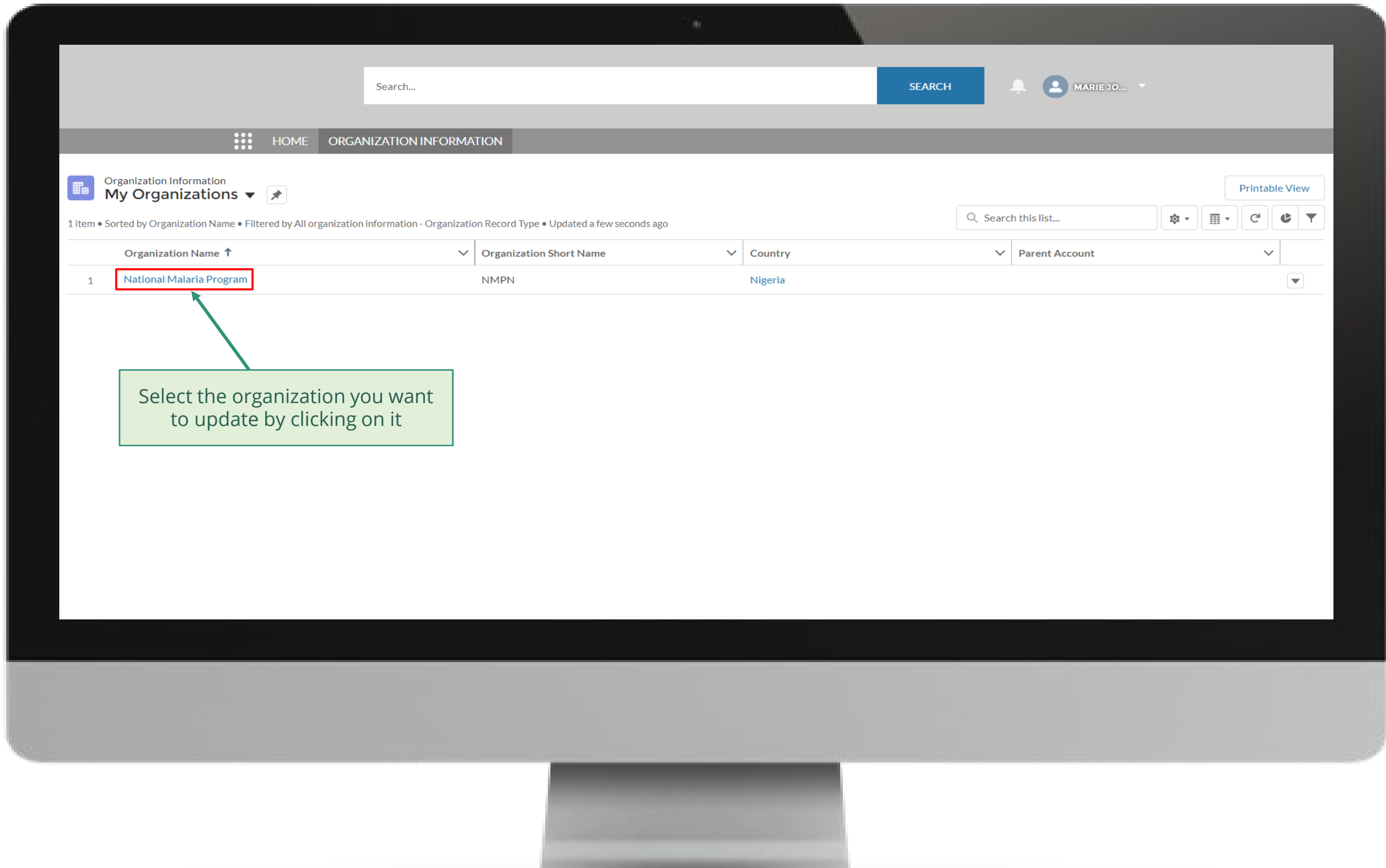


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Click on the blue arrow and then click **Create Banking Details**

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ORGANIZATION INFORMATION

Organization Information

National Malaria Program

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 Change Requests for Organization

0

Update Organization

Create Contact

Update Contact

Deactivate Contact

Create Banking Details

Update Banking Details

Deactivate Banking Details

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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



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HOME ORGANIZATION INFORMATION

Organization Information
National Malaria Program

Organization Short Name
NMPN

Note!
Fields with (*) are mandatory

DETAILS ACCOUNT ROLES CONTACTS BANKING DETAILS

Organization Name
National Malaria Program

Organization Short Name ⓘ
NMPN

Parent Account

Website

Communication Language ⓘ
English

Address Information

Create Banking Details

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) ⓘ

Next

1. Fill in all the information fields.

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



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Organization Information
National Malaria Program

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

DETAILS ACCOUNT ROLES CONTACTS BANKING DETAILS

Organization Name: National Malaria Program

Organization Short Name: NMPN

Parent Account:

Website:

Communication Language: English

Create Banking Details

Either BIC(SWIFT) or ABA is mandatory!

BIC (SWIFT) ⓘ

ABA ⓘ

*Currency: Please select...

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

Section - Intermediary Bank Information

Account Number:

IBAN:

BIC (SWIFT):

Next

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

Update Organization Create Contact Update Contact

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

(PR Only)



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Create Banking Details

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

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**



Update Organization

Create Contact

Update Contact



Requests for Contacts

#Open Change Requests for Banking
0

(PR Only)

Governmental Organization

Organization Sub-Type

Ministry of Health

Organization Grant Abbreviation

1

Step 2i

Principal Recipient (PR)
Create banking information



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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**

Step 2j

Principal Recipient (PR)
Create banking information



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Organization Name
National Malaria Program

Organization Short Name ⓘ
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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.

Previous

Next

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**

Step 2k

Principal Recipient (PR)
Create banking information



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National Malaria Program



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Create Contact

Update Contact



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Organization Name
National Malaria Program

Organization Short Name ⓘ
NMPN

Parent Account

Website

Communication Language ⓘ
English

Address Information

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

(PR Only)

Organization type
Governmental Organization

Organization Sub-Type
Ministry of Health

Organization Grant Abbreviation
NGA - M

Step 21

Principal Recipient (PR)
Create banking information

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Change Request
00022185

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1

Request Record Type
Create PR Banking Details

2

Request status
Pending Global Fund Review

Integration Status

3

Pending Global Fund Review

Closed



Case History (1)

4

Date	Field	User	Original Value
17/05/2021 14:40	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



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The steps assigned to you are highlighted in the red boxes

PR | Update Banking Information

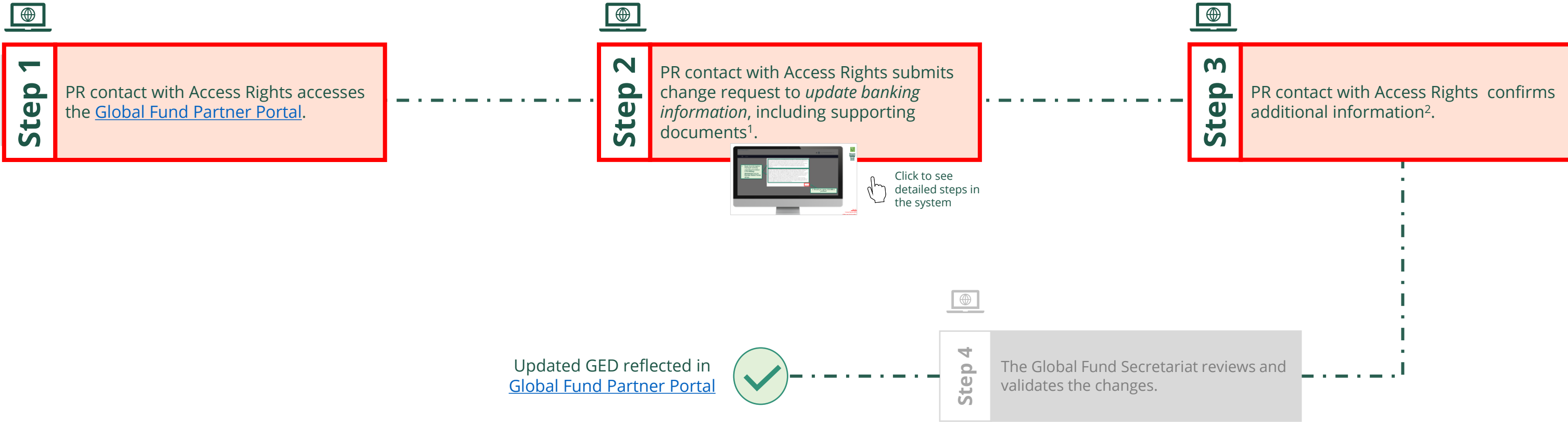
Follow the steps below



Select Another
External Stakeholder



Select Another PR
Change Request



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

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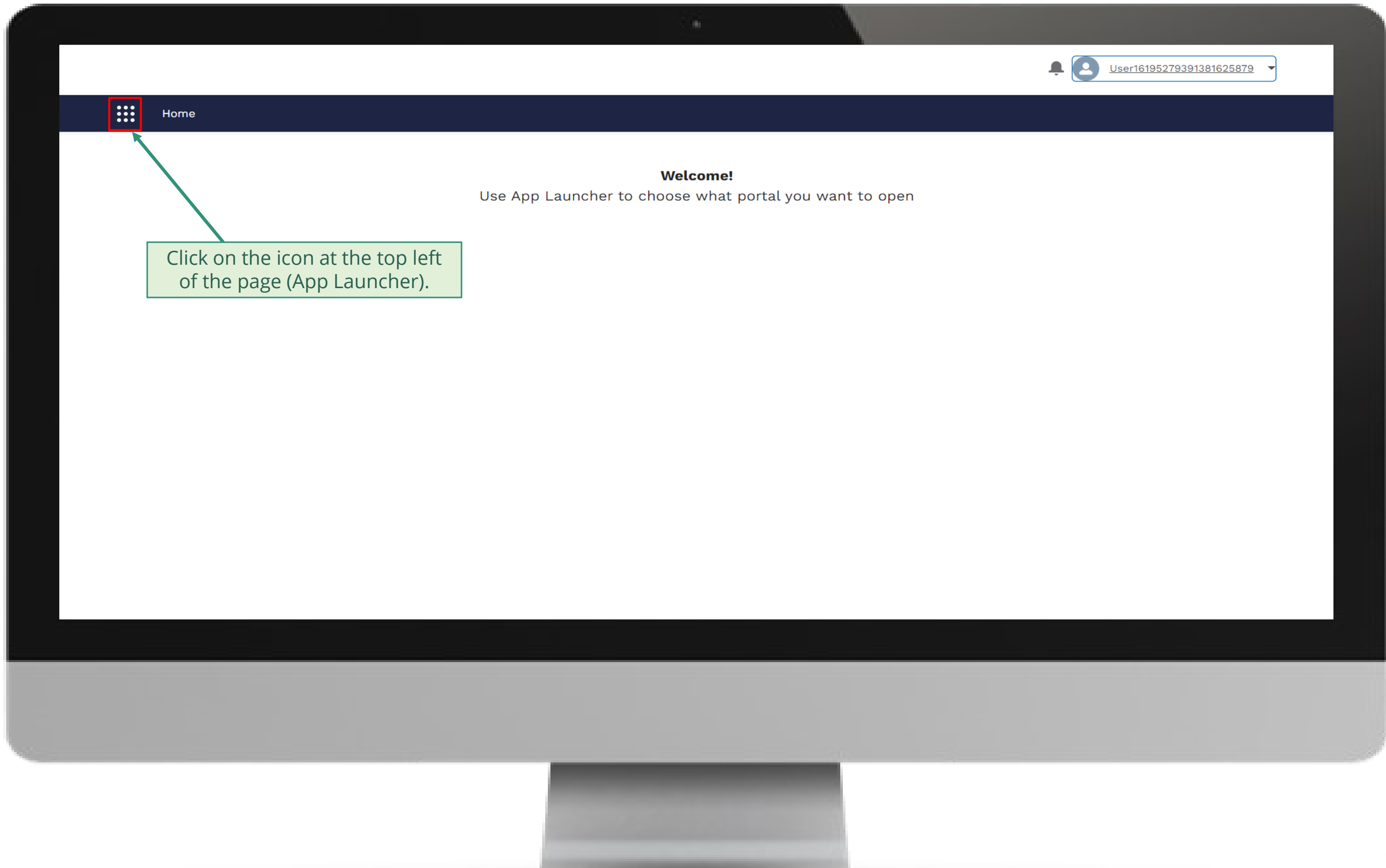
2. Should you agree, click **OK** to proceed



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



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App Launcher

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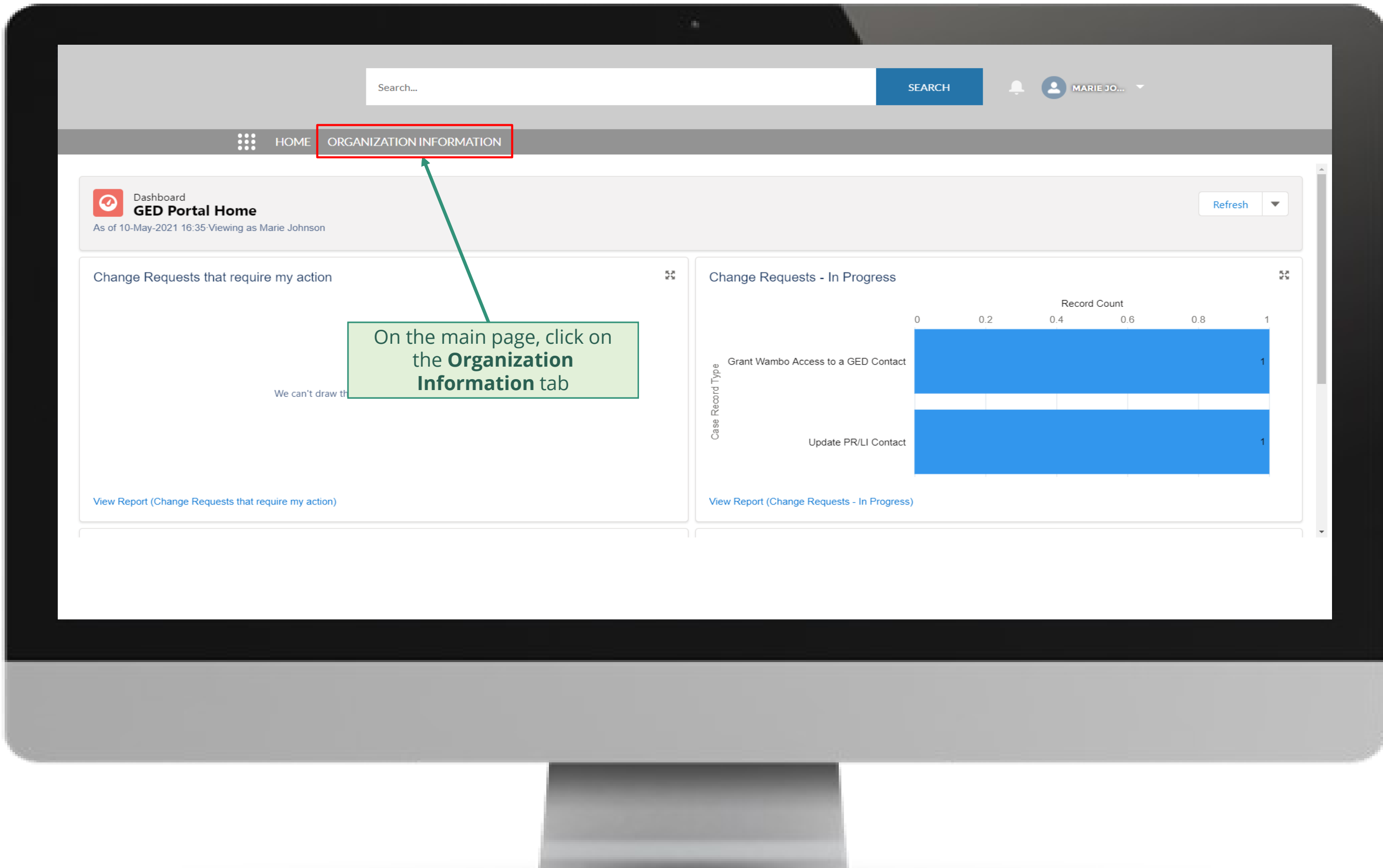
[Landing Page](#)



Click **Grant Entity Data**

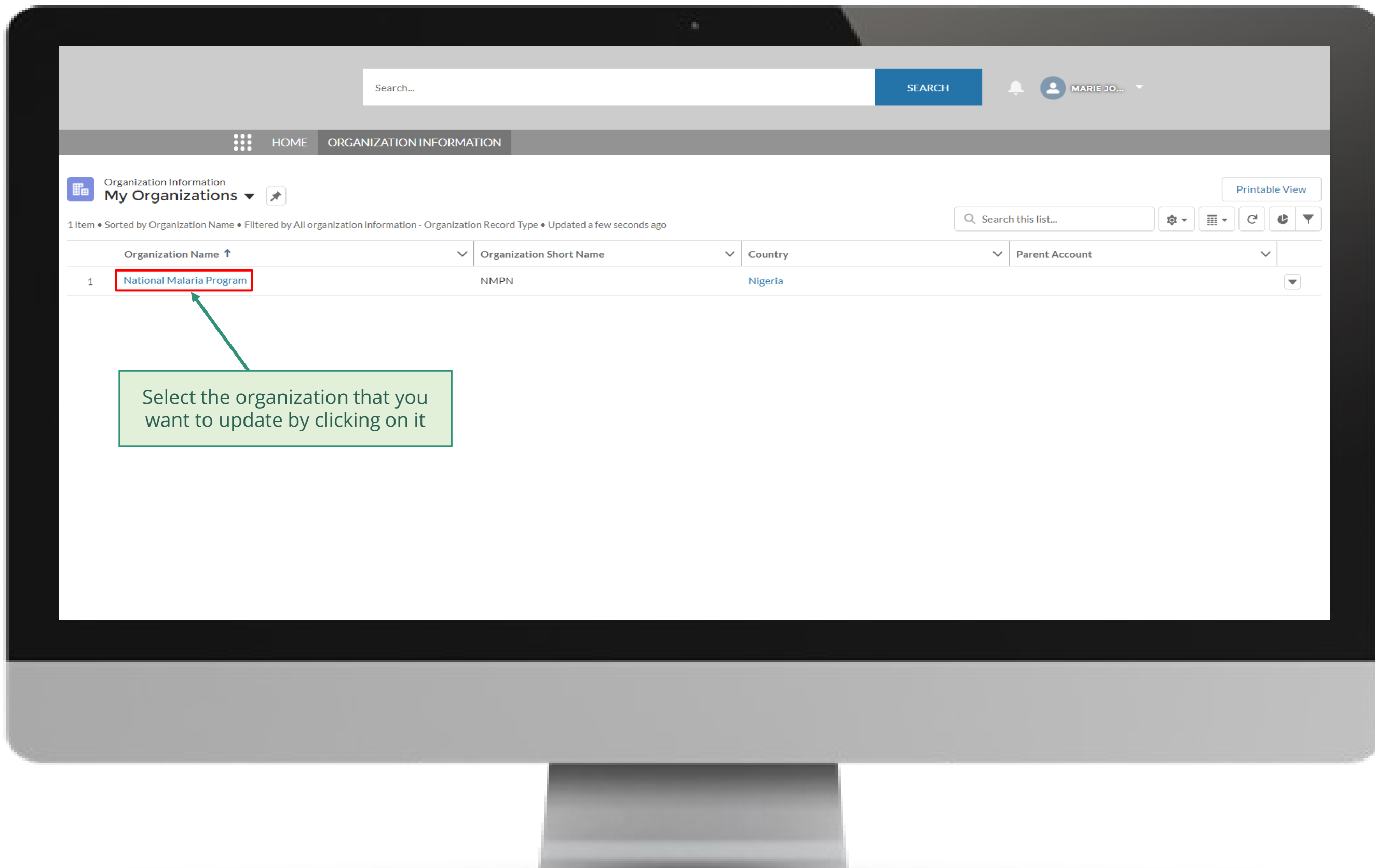


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Step 2e

Principal Recipient (PR)
Update banking information



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ORGANIZATION INFORMATION

Organization Information

National Malaria Program

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 Change Requests for Organization

0

Update Organization

Create Contact

Update Contact

Deactivate Contact

Create Banking Details

Update Banking Details

Deactivate Banking Details

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National Malaria Program

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Zip/Postal Code

Organization Details (PR Only)

Role

PR

Organization Type

Governmental Organization

Organization Sub-Type

Ministry of Health

Organization Grant Abbreviation

NGA - M



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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

0084xxxxxxxx

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

Next

Step 2g

Principal Recipient (PR)
Update banking information



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Organization Information

National Malaria Program

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Note!
Fields with (*) are mandatory

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National Malaria Program

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Website

Communication Language ⓘ

English

Address Information

Update Banking Details

Section - Primary Bank Information

* Account Name

National Malaria Program - New Name

BIC (SWIFT)

xxxxxxxx

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



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English

Address Information

Update Banking Details

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

 Upload Files

Or drop files

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

Next

Attach the supporting documents and click **Next**

Step 2i

Principal Recipient (PR)
Update banking information



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National Malaria Program

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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

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...

Next

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

Step 2j

Principal Recipient (PR)
Update banking information



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National Malaria Program



Update Organization

Create Contact

Update Contact



Organization Short Name
NMPN

Organization Grant Abbreviation
NGA - M

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BANKING DETAILS

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.

Previous

Next

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**

Step 2k

Principal Recipient (PR)
Update banking information



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Update Organization

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Organization Details

Organization Name
National Malaria Program

Organization Short Name ⓘ
NMPN

Parent Account

Website

Communication Language ⓘ
English

Address Information

Create Banking Details

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.

(PR Only)

Governmental Organization

Organization Sub-Type
Ministry of Health

Organization Grant Abbreviation
NGA - M

Step 21

Principal Recipient (PR)
Update banking information

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Change Request
00022208

+ Follow

1

Request Record Type
Update PR Banking Details

2

Request status
Pending Global Fund Review

Integration Status

3



Pending Global Fund Review

Closed



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

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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

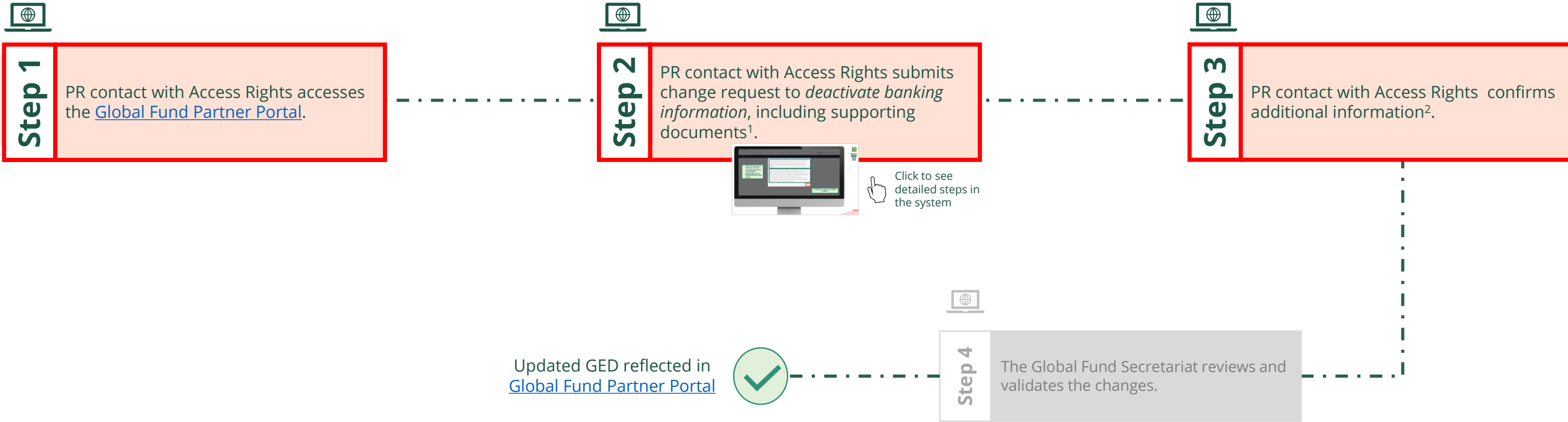
Follow the steps below



Select Another
External Stakeholder



Select Another PR
Change Request



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

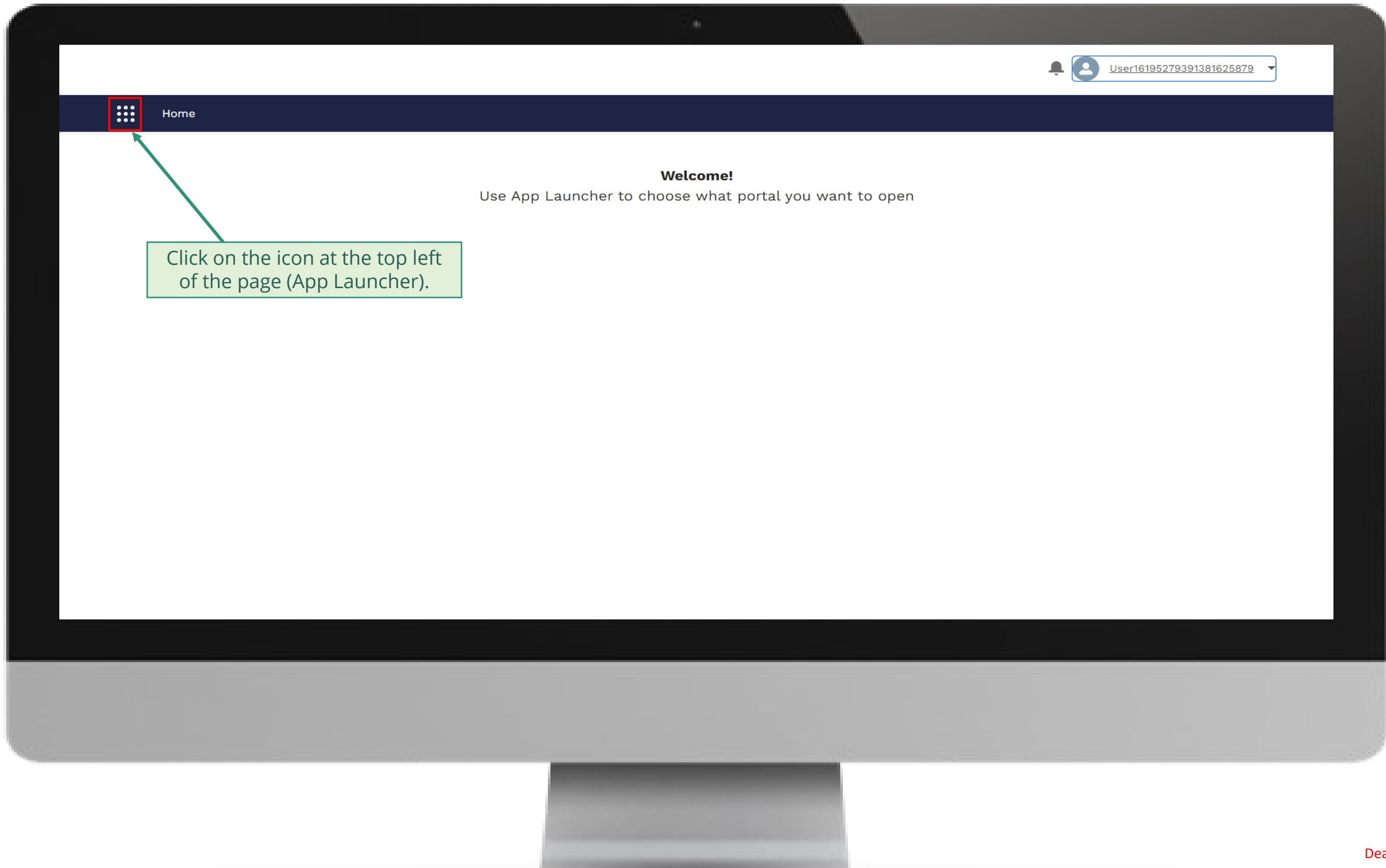
2. Should you agree, click **OK** to proceed



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



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



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App Launcher

▼ All Apps



[Grant Entity Data](#)



[Landing Page](#)



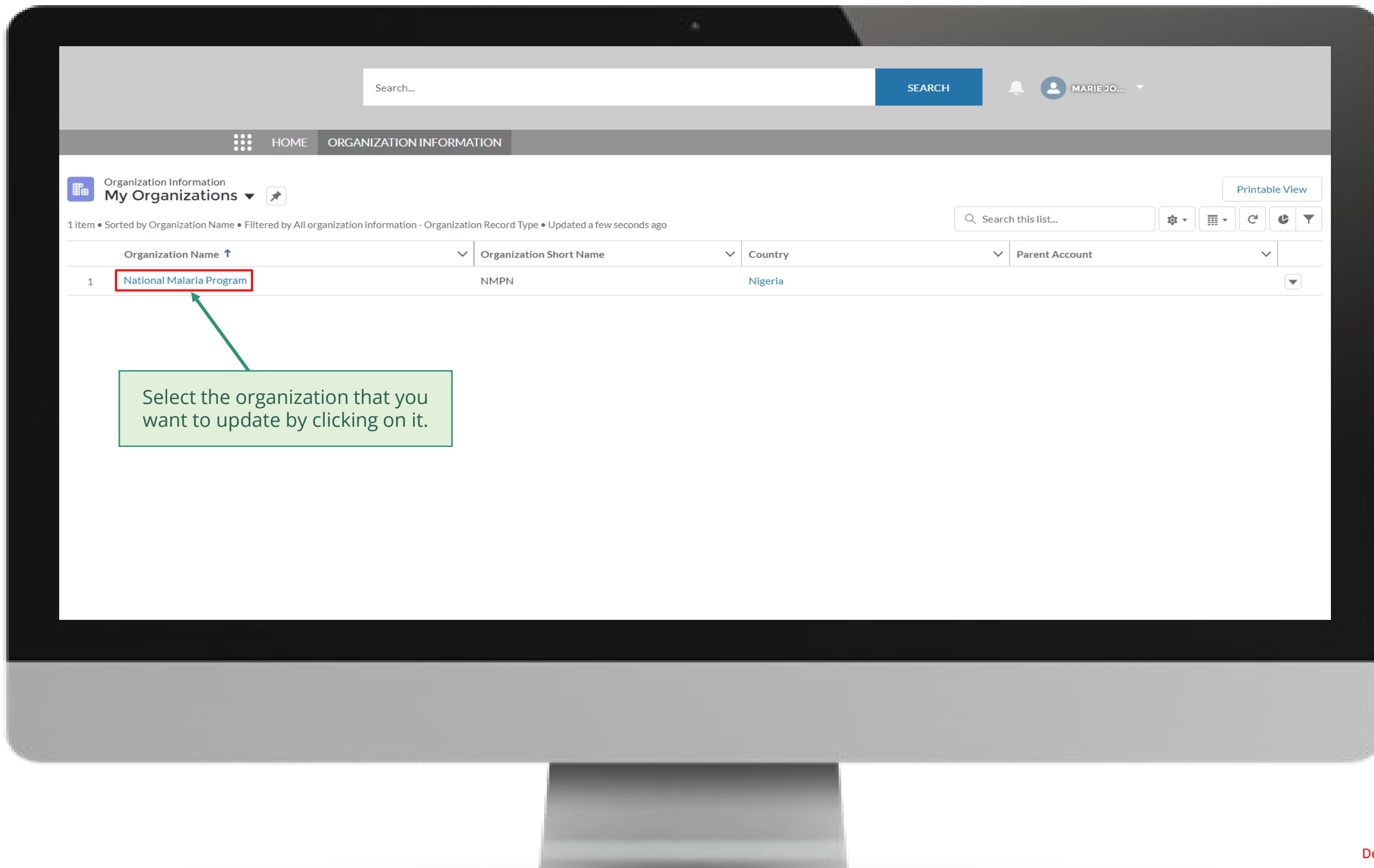
Click **Grant Entity Data**

Step 2c

Principal Recipient (PR)
Deactivate banking information



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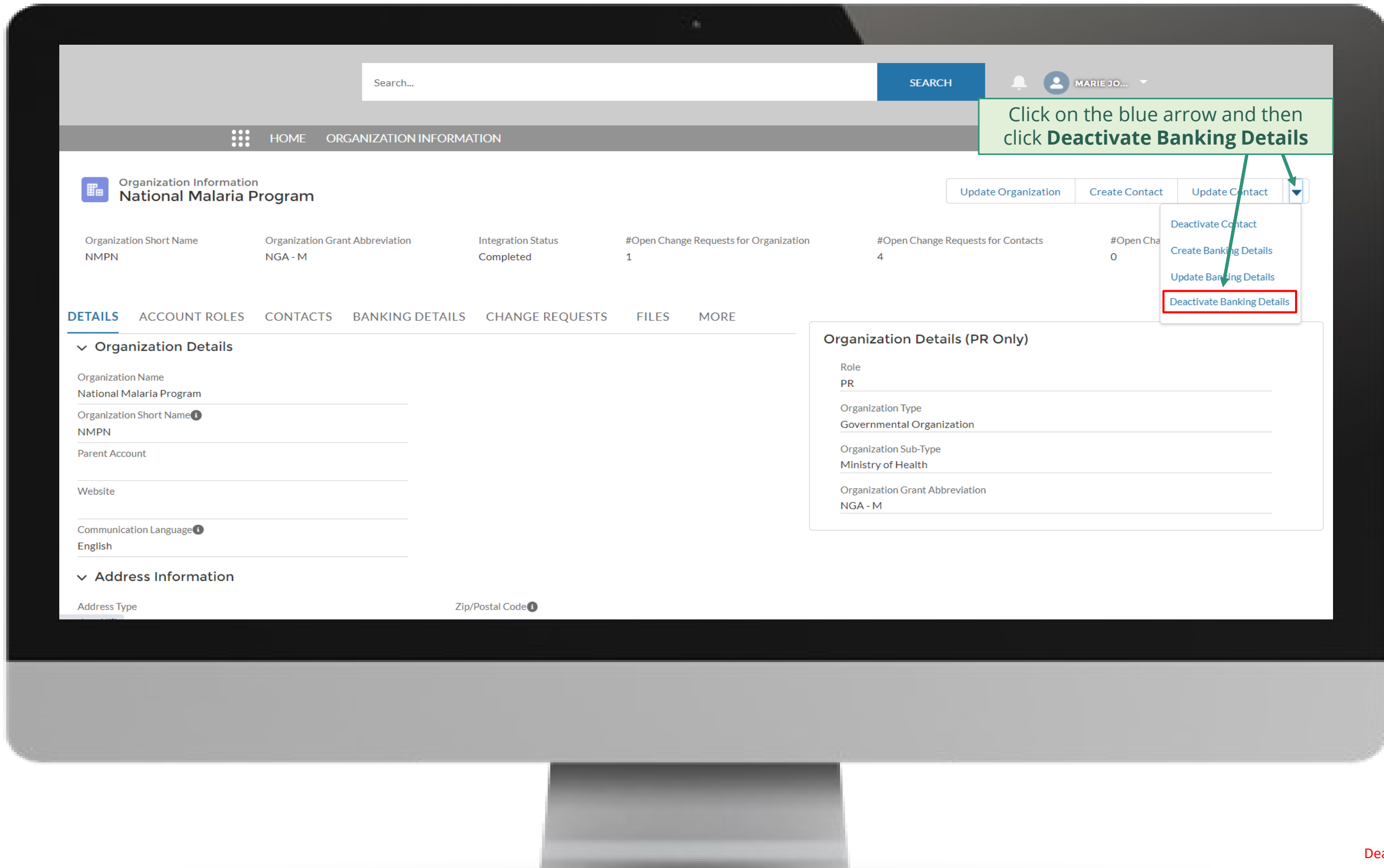


Step 2d

Principal Recipient (PR)
Deactivate banking information



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Step 2e

Principal Recipient (PR)
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National Malaria Program

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Organization Name
National Malaria Program

Organization Short Name
NMPN

Parent Account

Website

Communication Language
English

Address Information

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



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National Malaria Program

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Communication Language
English

Address Information

Update Banking Details

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

 Upload Files

Or drop files

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

Next

Attach the supporting documents and click **Next**

Step 2g

Principal Recipient (PR)
Deactivate banking information



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Organization Grant Abbreviation
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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

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...

Next

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

Step 2h

Principal Recipient (PR)
Deactivate banking information



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Organization Details

Organization Name
National Malaria Program

Organization Short Name ⓘ
NMPN

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Website

Communication Language ⓘ
English

Address Information

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**

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

XXXXXX

Next

Step 2i

Principal Recipient (PR)
Deactivate banking information



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Organization Name
National Malaria Program

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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.

Next

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

Step 2j

Principal Recipient (PR)
Deactivate banking information



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Communication Language ⓘ
English

Address Information

Organization

Create Contact

Update Contact



Contacts

#Open Change Requests for Banking
0

Deactivate Banking Details

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

Step 2k

Principal Recipient (PR)
Deactivate banking information



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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*

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Change Request
00022582

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1

Request Record Type
Deactivate PR Banking Details

2

Request status
Pending Global Fund Review

Integration Status

3



Pending Global Fund Review

Closed



Case History (1)

4

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

DETAILS

FILES

▼ Security Questions

Previous Bank Name

Grant Entity Data (GED) Interactive Manual

The steps assigned to you are highlighted in the red boxes

PR | Create Contacts

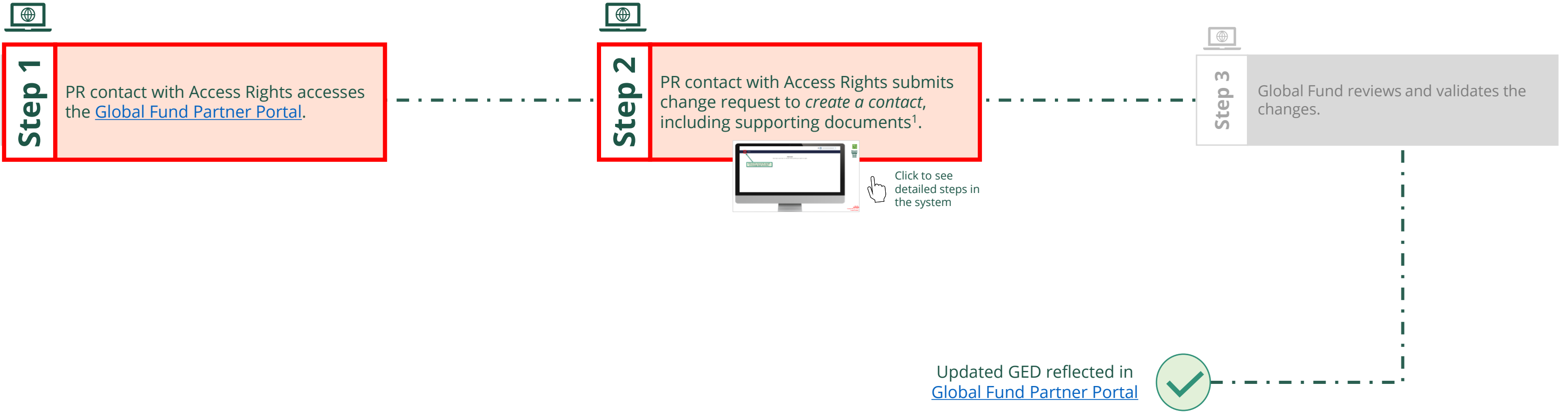
Follow the steps below



Select Another External Stakeholder



Select Another PR Change Request



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

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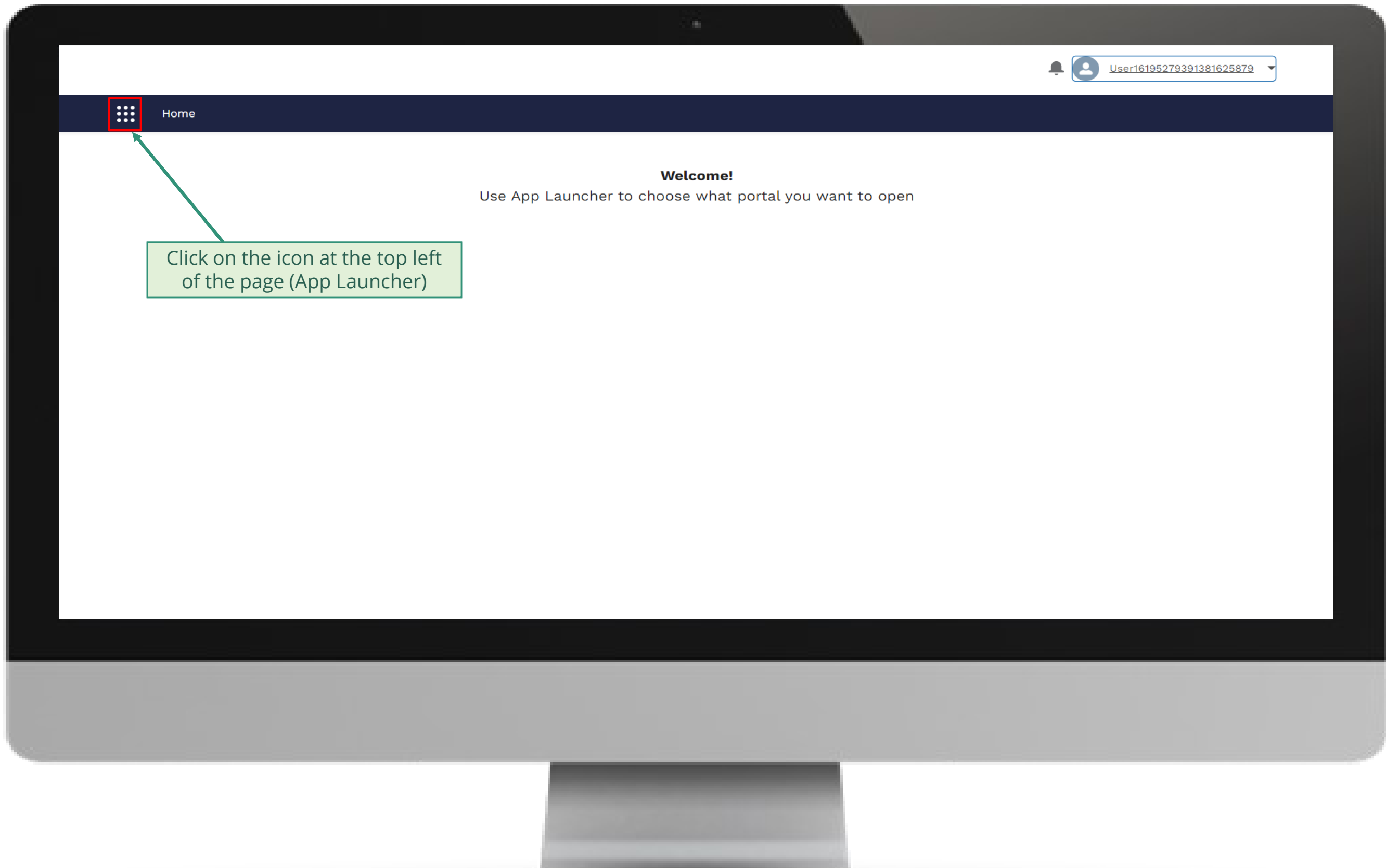
2. Should you agree, click **OK** to proceed



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Step 2b

Principal Recipient (PR)
Create Contacts



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App Launcher

▼ All Apps



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[Landing Page](#)



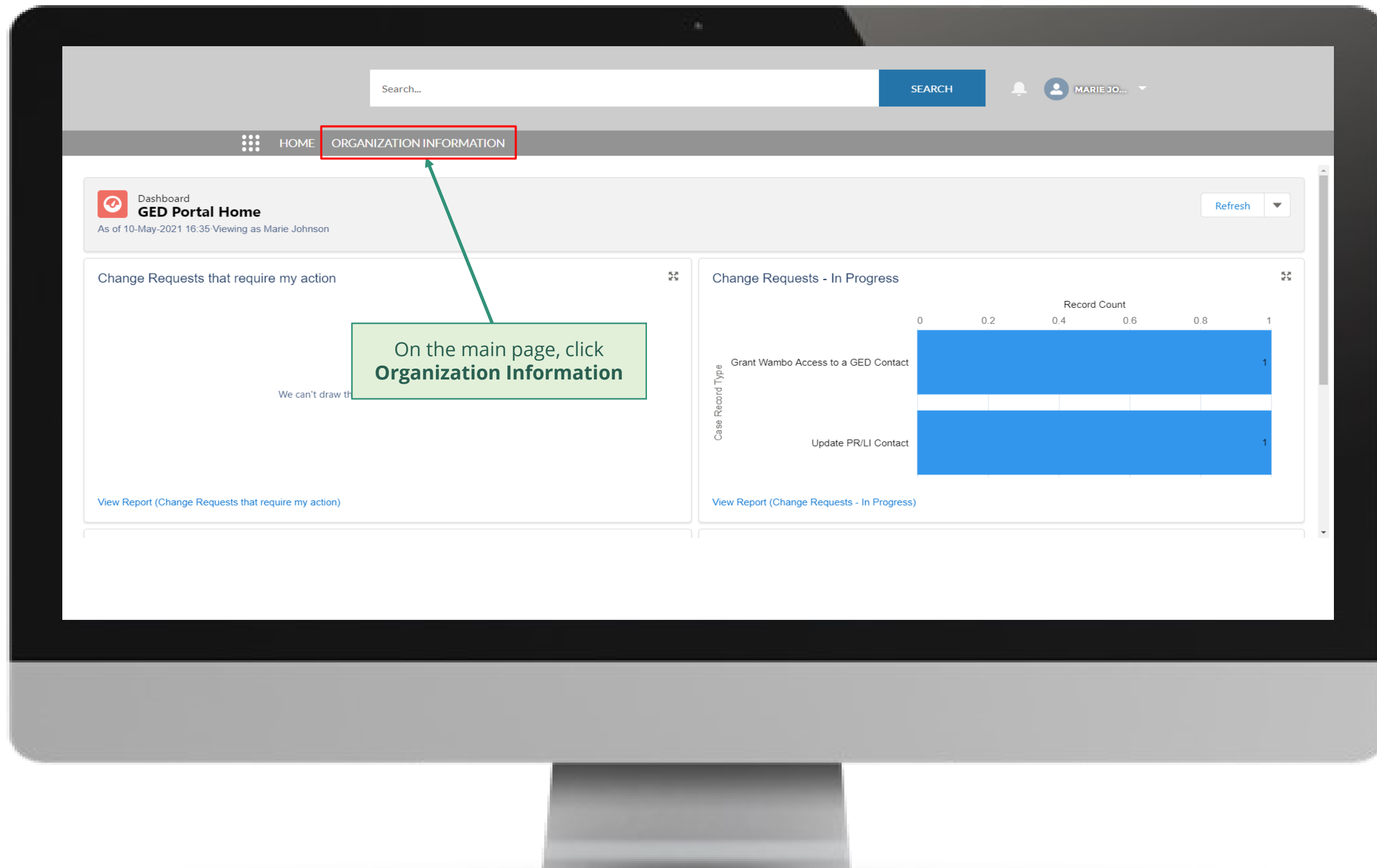
Click **Grant Entity Data**

Step 2c

Principal Recipient (PR)
Create Contacts



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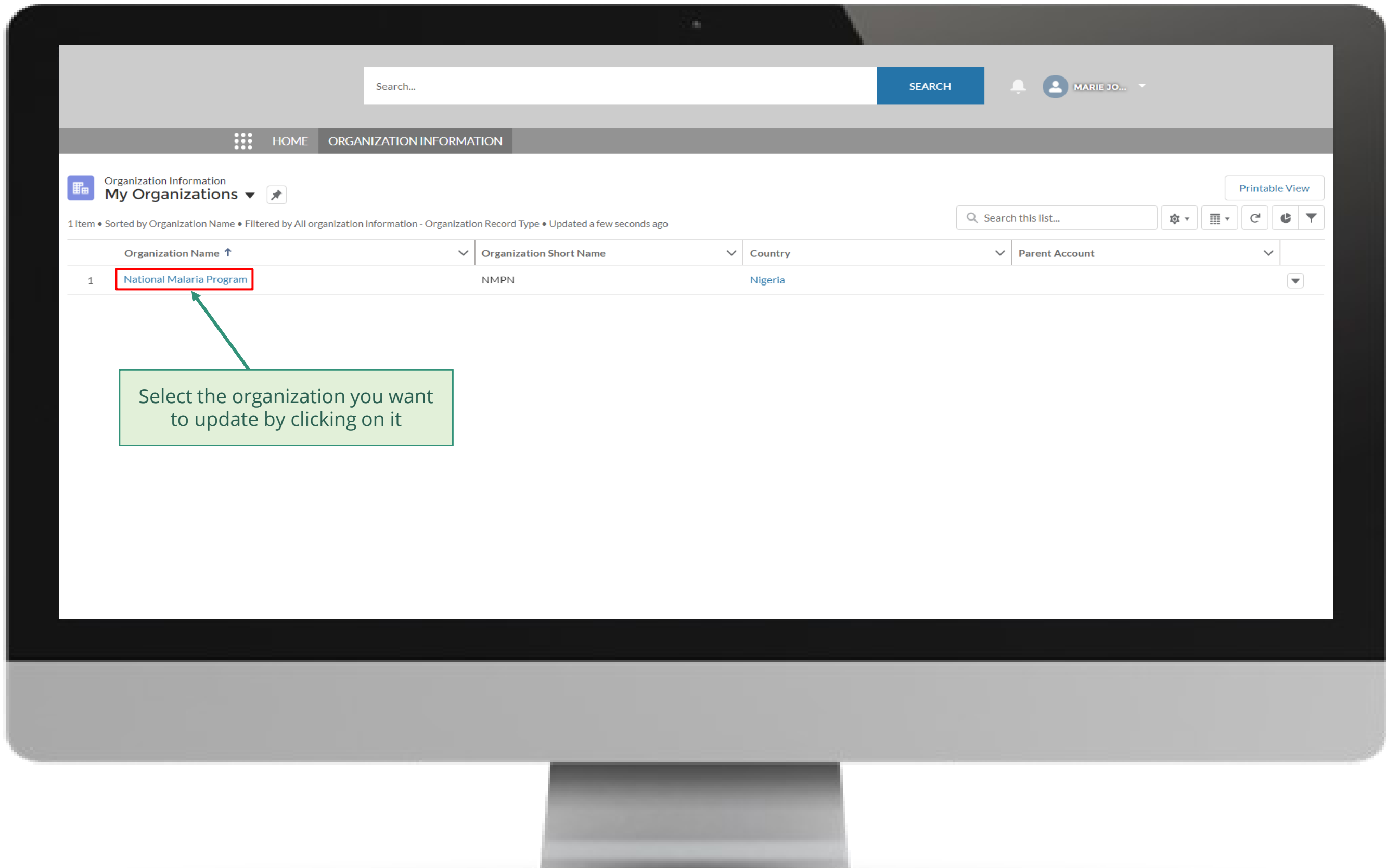


Step 2d

Principal Recipient (PR)
Create Contacts



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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 Banking
NMPN	NGA - M	Completed	0	2	0

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CHANGE REQUESTS

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Organization Details

Organization Name

National Malaria Program

Organization Short Name*i*

NMPN

Parent Account

Website

Communication Language*i*

English

Address Information

Address Type

Office Address

Zip/Postal Code*i*

16000

Organization Details (PR)

Role

PR

Organization Type

Governmental Organization

Organization Sub-Type

Ministry of Health

Organization Grant Abbreviation

NGA - M

Click **Create Contact**

Step 2f

Principal Recipient (PR)
Create Contacts



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Note!
Fields with (*) are mandatory

Create Contact

*Salutation
Mr

*First Name
Robert

*Last Name
Brown

*Email Address
robert.brown@yopmail.com

Mobile Phone Number *i*
+2348022234273

Next

Enter the contact details and click **Next**

Step 2g

Principal Recipient (PR)
Create Contacts



[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

☐

XXX-X-XXX

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Select the grant you wish to edit

Step 2h

Principal Recipient (PR)

Create Contacts



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National Malaria Program

Organization Short Name

NMPN

Organization Grant Abbreviation

DETAILS ACCOUNT ROLES CONTACTS BANKING DE

Organization

Organization Name

National Malaria Program

Organization Short Name

NMPN

Parent Account

Website

Communication Language

English

Address Information

Address Type

Office Address

*** Enter Details

Grant Name : XXX-M-XXX

Official Job Title

Country Representative

☐ 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

Next

Update/Save

Cancel

1. Add 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](#)

Note!

For Key Country Actor (non-PR) click [here](#)

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



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

Steps to Add / Update a Key Country Actor (non-PR)

1. Add the **Official Job Title**

2. Select **Receiver**

3. Under Receiver Type, choose **Key Country Actor (non-PR)**

Update/Save

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

Enter Details

Grant Name : GUY-T-MOH

* Official Job Title

☐ 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

view or edit
Portal.

t GED for this

ally-Binding
ment in case of
imen.
itle will be
r this

* Grant Deliverables Access Type

☒ Receiver

* Receiver Type

Key Country Actor (non-PR)

N/A

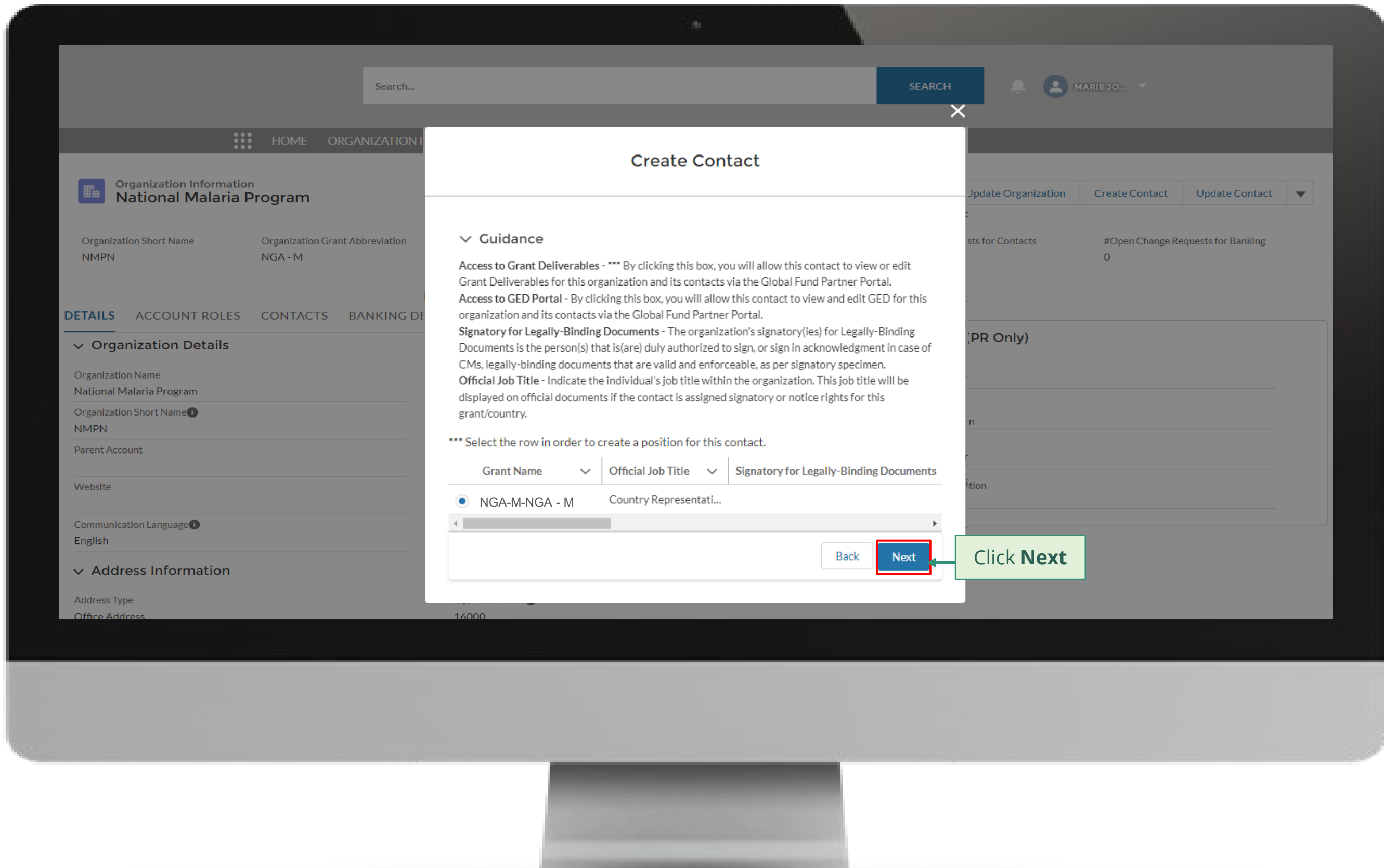
ling Documents

Next

Cancel



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Step 2j

Principal Recipient (PR)
Create Contacts



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National Malaria Program

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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**



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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...

☒ David

Evans

devans=unicef.org@exa...



[Clear selection](#)

[Previous](#)

[Next](#)

[Update Organization](#)

[Create Contact](#)

[Update Contact](#)

Requests for Contacts

#Open Change Requests for Banking
1

(PR Only)

ation

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

☐ Mr.

Andres Franco

☐ Ms.

Carla Haddad Mar

☐ Mr.

David Evans

☐ Ms.

Dominique Hyde

☐ Ms.

☐ Mr.

☐ Ms.

☐ Mr.

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](#)

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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...

☒ David Evans devans=unicef.or

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



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
☐ Mr.	Andres Franco
☐ Ms.	Carla Haddad Mar
☐ Mr.	David Evans
☐ Ms.	Dominique Hyde
☐ Ms.	Mandeep O'E
☐ Mr.	Myo-Zin Nyu
☐ Ms.	Naline Nipp
☐ Mr.	Olav Kjorver

Step 2m

Principal Recipient (PR)

Create Contacts

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POONAM ...



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ORGANIZATION INFORMATION



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](#)

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Organization Information

United Nations Children's Fund

Organization Short Name
UNICEF

Organization Grant Abbreviation
UNICEF

DETAILS ACCOUNT ROLES **CONTACTS** BANKING DETAILS

☐ Contact Salutation	Contact Name
☐ Mr.	Andres Franco
☐ Ms.	Carla Haddad Mar
☐ Mr.	David Evans
☐ Ms.	D
☐ Ms.	M
☐ Mr.	M
☐ Ms.	Naline Nippita
☐ Mr.	Olav Kjorven

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...
☐ 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

Step 20

Principal Recipient (PR)

Create Contacts



[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

Upload files Or drop files

Attach signed Authorization Letter for assigning Submitter access for Grant Deliverables

Upload files Or drop files

Upload PR signatory information template

Upload files Or drop files

Template:
[Submitter Authorization Letter Template](#)

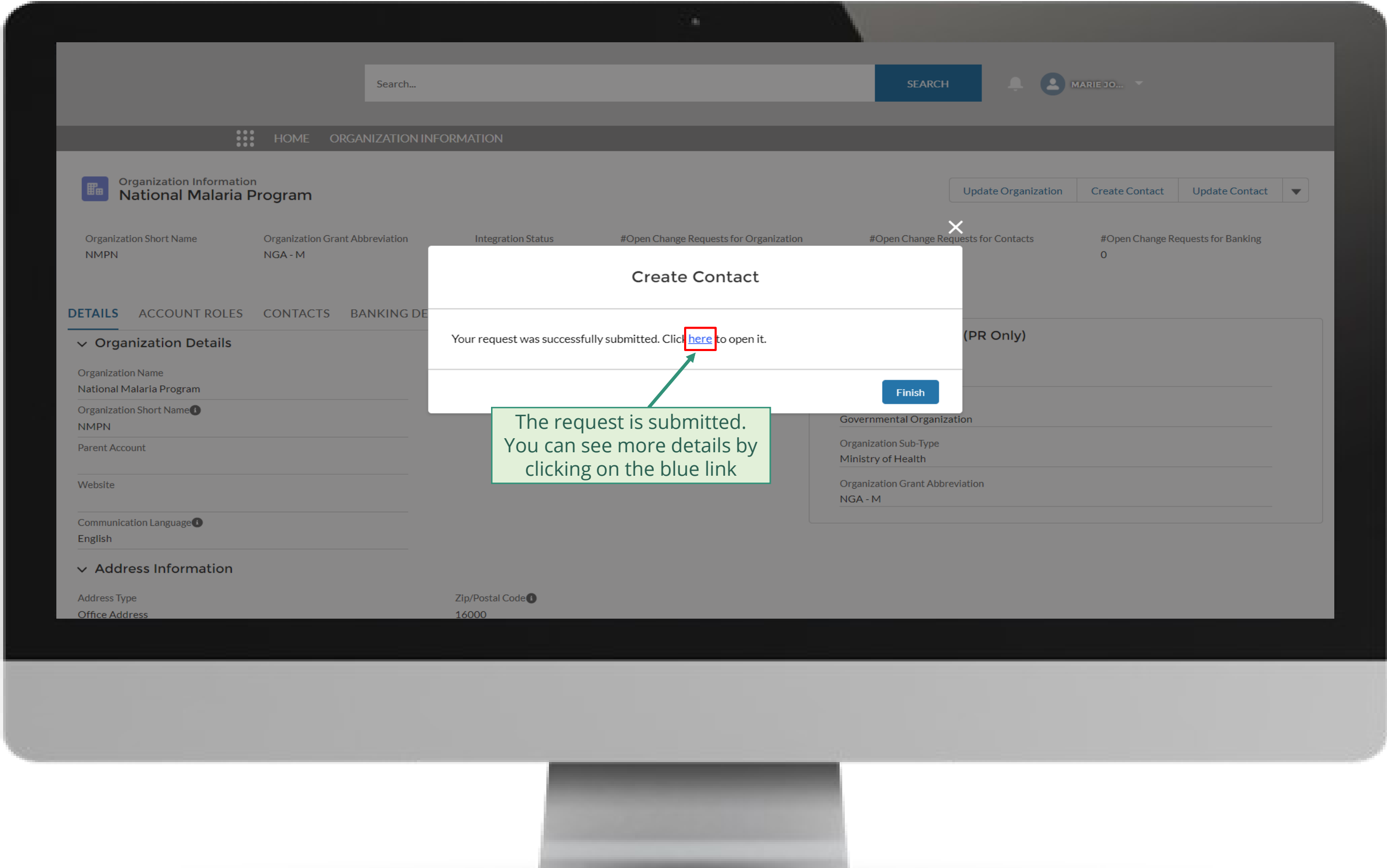
The attached supporting documents will be visible in the Files tab of the change request upon submission.

PreviousNext

2. Click **Next**



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for this
request



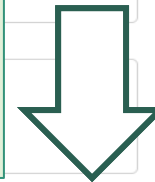


[Back to the overview of the steps for this request](#)

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

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



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

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.

☐	Grant Na... ▾	Official Job Title ▾	Signatory for Legally-Binding Documents	Signatory for Disbursement Requests	Organiza
☐	NGA-M-NGA - M	Country Representative	✓		

DETAILS

FILES

Contact Information

Organization Name
National Malaria Program

Salutation
Mr

First Name
Robert

Last Name
Brown

Email Address
robert.brown@yopmail.com

The new rights are updated according to the color legend

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



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

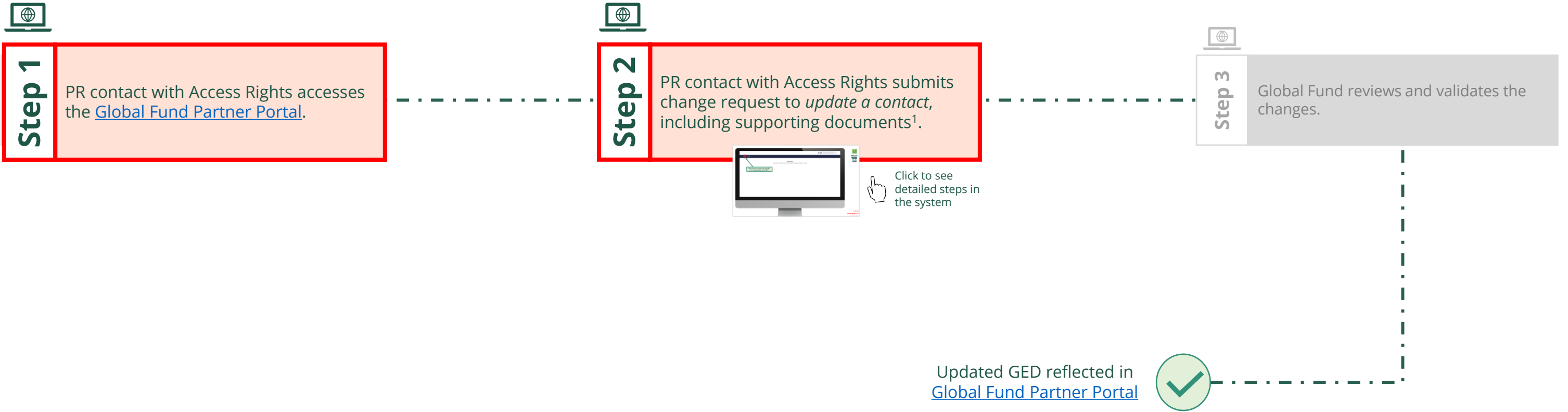
Follow the steps below



Select Another External Stakeholder



Select Another PR Change Request



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.

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](#)

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

Home

Welcome!

Use App Launcher to choose what portal you want to open

  User16195279391381625879

Step 2b

Principal Recipient (PR)
Update Contacts



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

App Launcher

Search apps...

▼ All Apps



[Grant Entity Data](#)



Landing Page



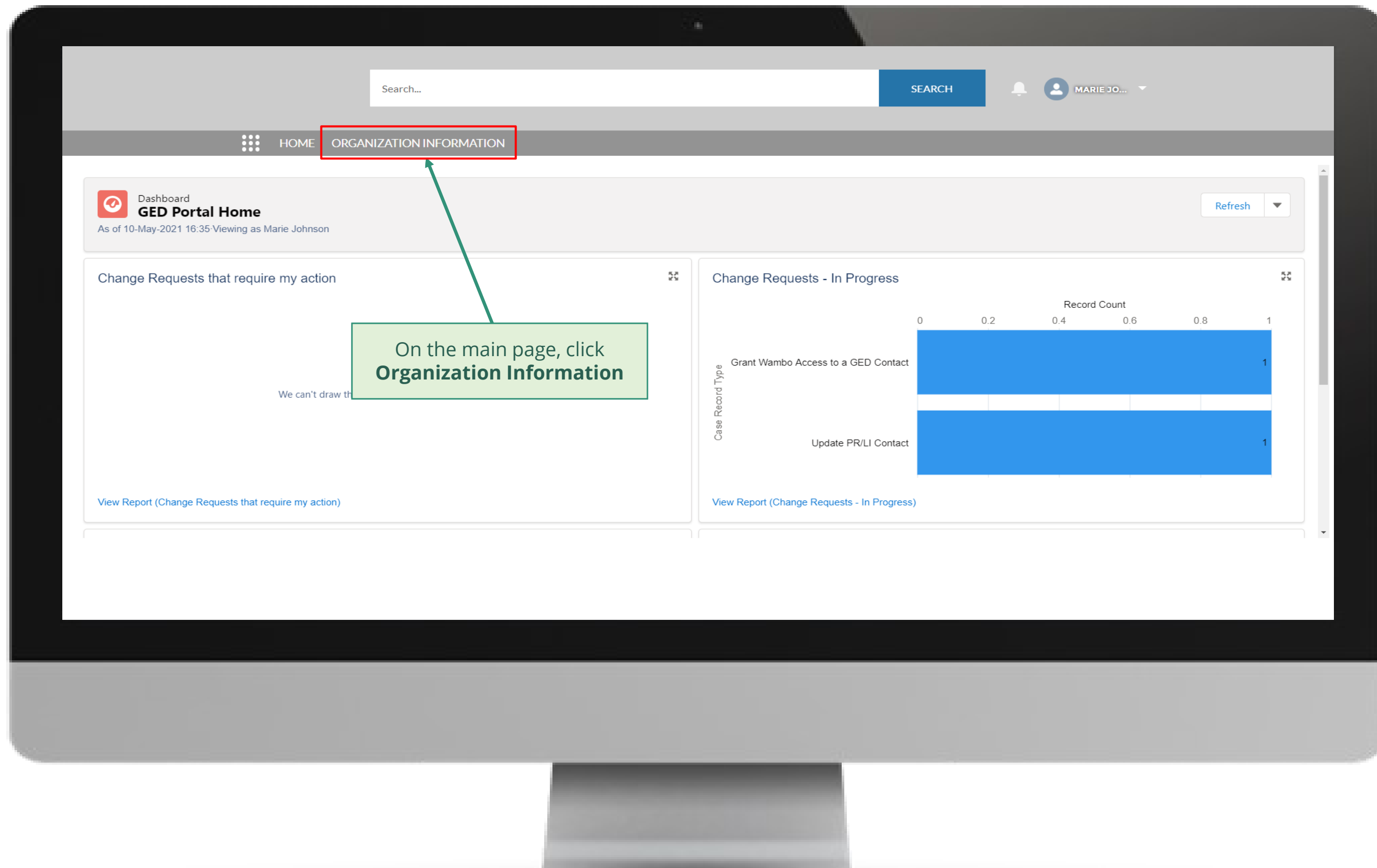
Click **Grant Entity Data**

Step 2c

Principal Recipient (PR)
Update Contacts



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

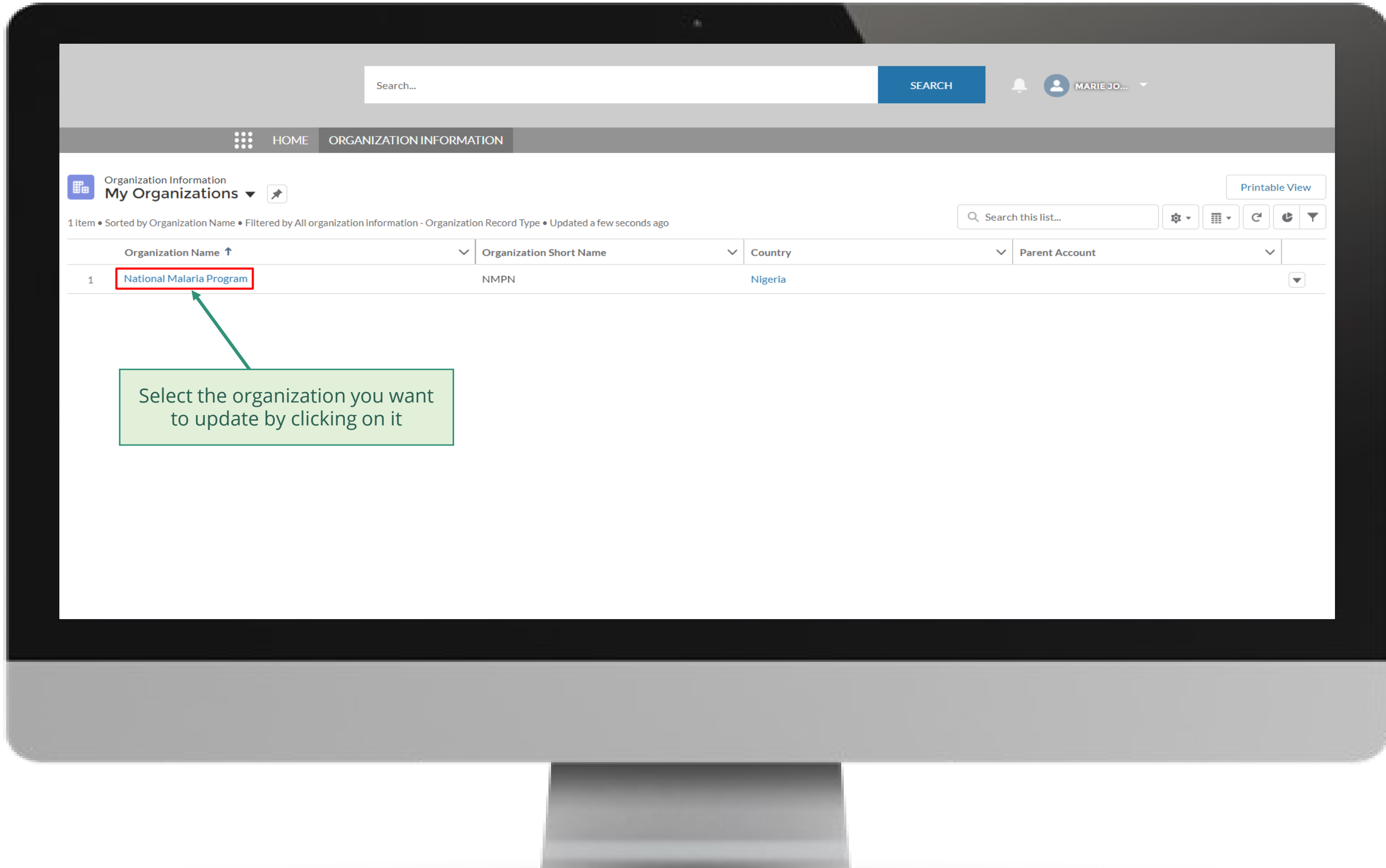


Step 2d

Principal Recipient (PR)
Update Contacts



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



Step 2e

Principal Recipient (PR)
Update Contacts



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 Only)

Role
PR

Organization Type
Governmental Organization

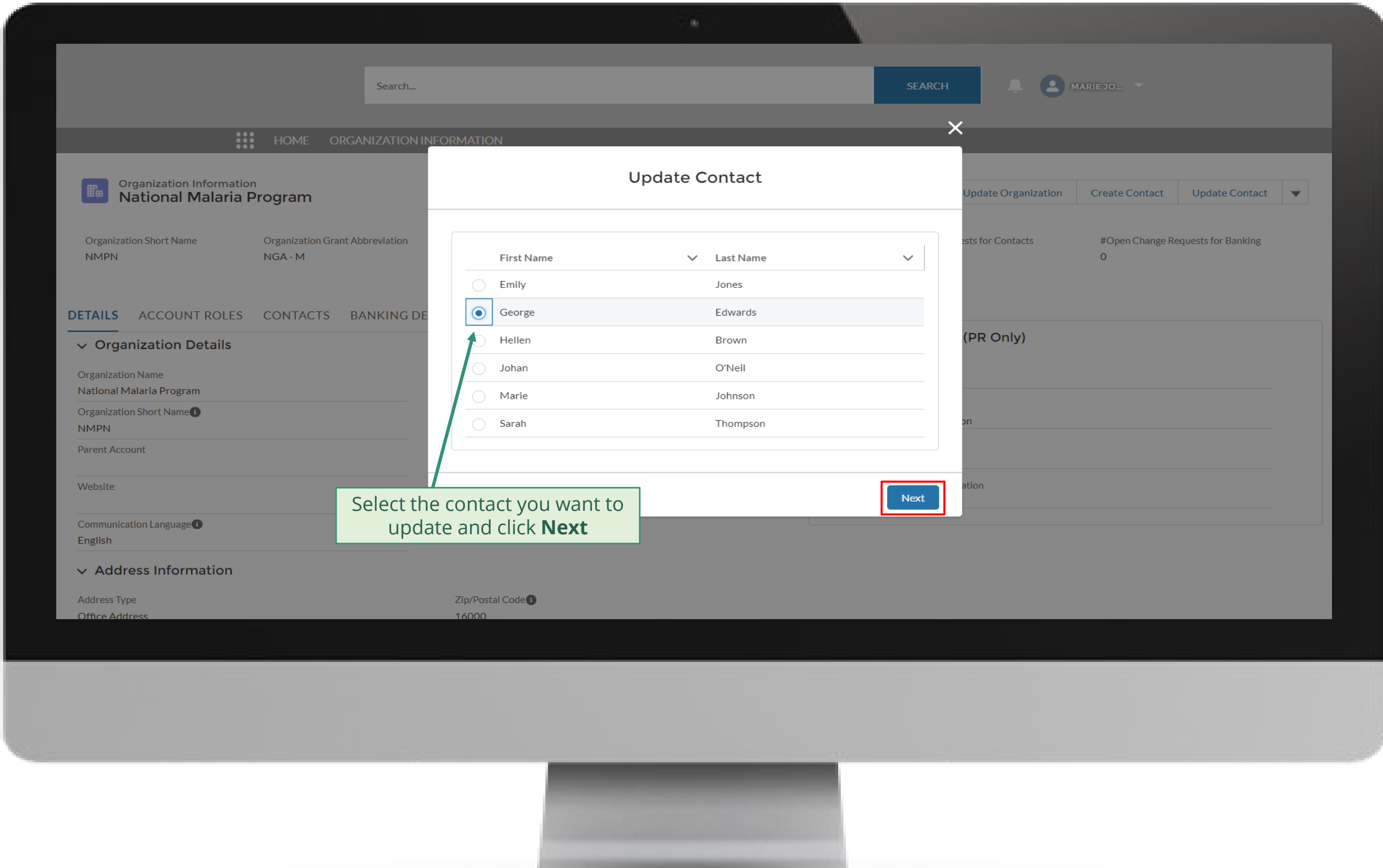
Organization Sub-Type
Ministry of Health

Organization Grant Abbreviation
NGA - M

Click **Update Contact**

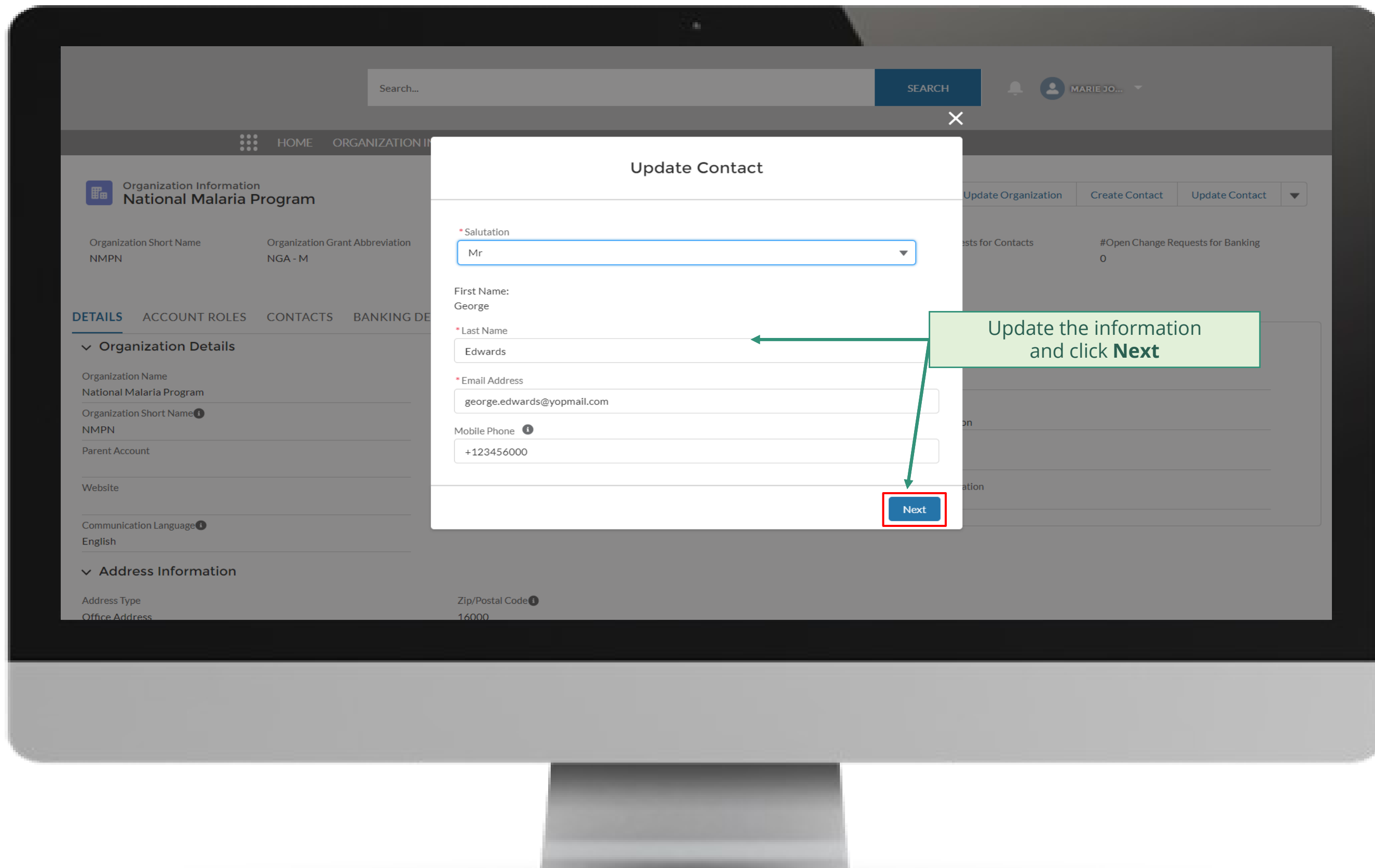


[Back to the overview of the steps for this request](#)





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

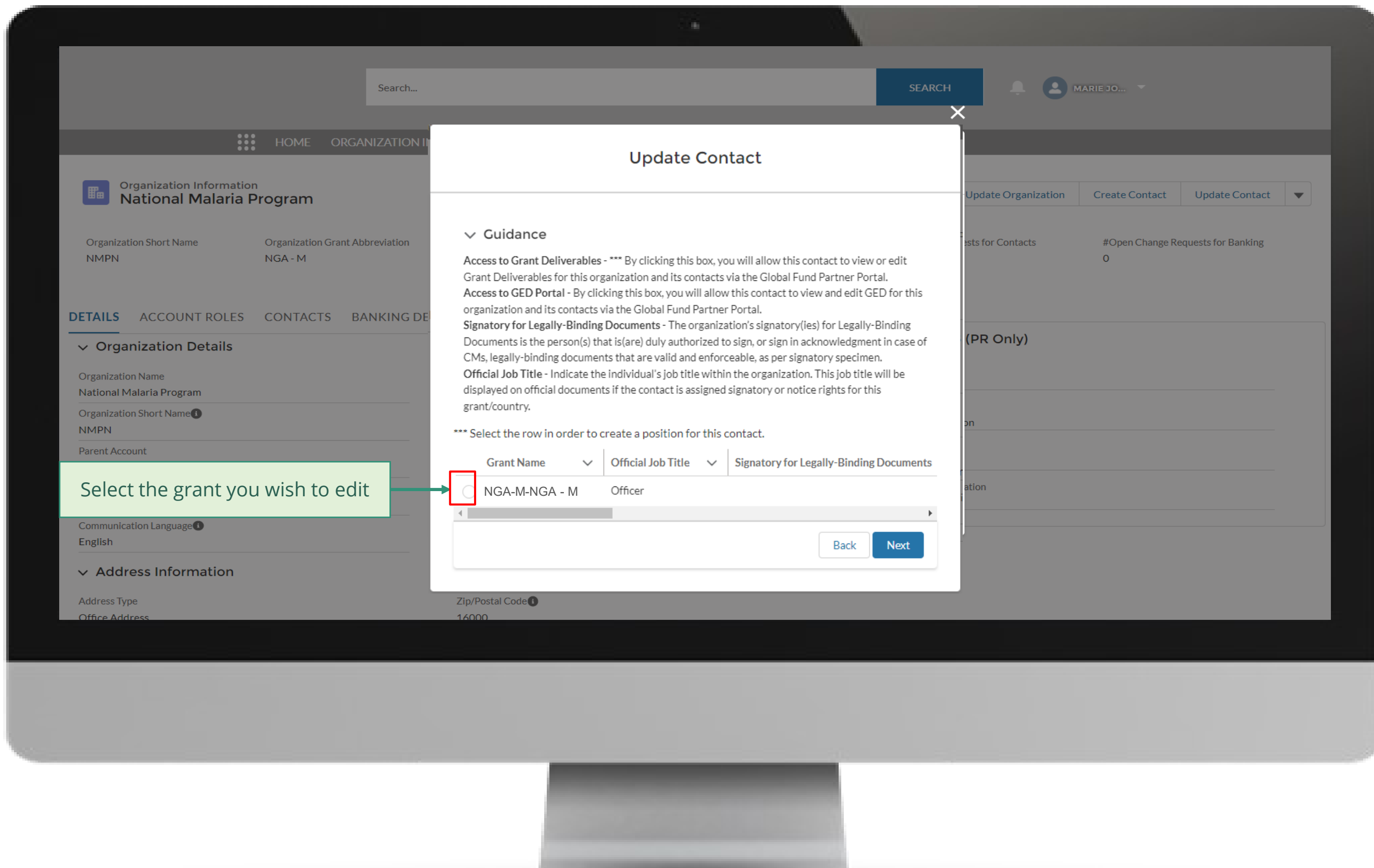


Step 2h

Principal Recipient (PR)
Update Contacts



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



Step 2i

Principal Recipient (PR)
Update Contacts



Back to the
overview of
the steps
for this
request

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](#)

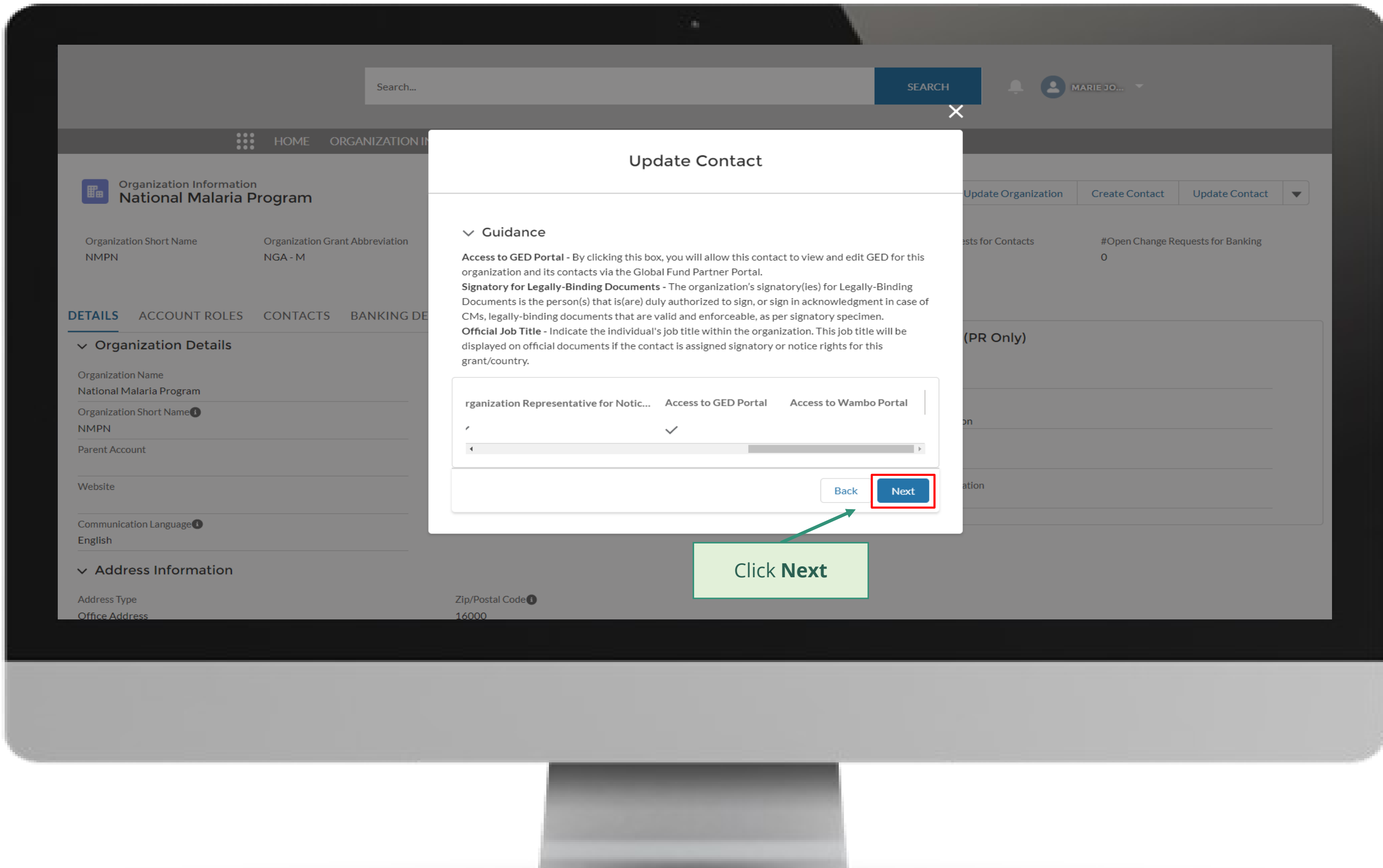
3. Once you have updated all the
necessary information, click
Update/Save

Step 2j

Principal Recipient (PR)
Update Contacts



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





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

Search...SEARCH

HOMEORGANIZATION

Organization Information

National Malaria Program

Organization Short Name
NMPN

Organization Grant Abb
NGA - M

DETAILSACCOUNT ROLESCONTACTSBALANCE

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

Update Contact

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](#)

Search...SEARCH

MARIE JO...

HOMEORGANIZATION INFORMATION

Organization Information

National Malaria Program

Organization Short NameNMPNOrganization Grant AbbreviationNGA - M

Update OrganizationCreate ContactUpdate Contact

DETAILSACCOUNT ROLESCONTACTSBANKING

Organization Details

Organization NameNational Malaria Program

Organization Short NameNMPN

Parent Account

Website

Communication LanguageEnglish

Address Information

Address Type

Office Address

16000

NGA - M

PR Only)

0

tion

Update Contact

Attach signed Authorization Letter for assigning Submitter access for Grant Deliverables

Upload filesOr drop files

Template:
Submitter Authorization Letter Template

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

PreviousNext

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 ...



HOME

ORGANIZATION INFORMATION



Organization Information

United Nations Children's Fund

Organization Short Name
UNICEF

Organization Grant Abbreviation
UNICEF

DETAILS ACCOUNT ROLES **CONTACTS** BANKING DETAILS

☐ Contact Salutation	Contact Name
☐ Mr.	Andres Franco
☐ Ms.	Carla Haddad Mar
☐ Mr.	David Evans
☐ Ms.	Dominique Hyde
☐ Ms.	
☐ Mr.	
☐ Ms.	
☐ Mr.	

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...

POONAM ...

HOME ORGANIZATION INFORMATION

Organization Information

United Nations Children's Fund

Organization Short Name
UNICEF

Organization Grant Abbreviation
UNICEF

DETAILS ACCOUNT ROLES CONTACTS BANKING DE

☐

Contact Salutation

▼

☐

Mr.

☐

Ms.

☐

Mr.

☐

Ms.

☐

Mr.

☐

Ms.

☐

Mr.

☐

Ms.

☐

Mr.

☐

Ms.

☐

Mr.

Andres Franco

Carla Haddad Mar

David Evans

Dominique Hyde

Mandeep O'F

Myo-Zin Nyu

Naline Nipp

Olav Kjorver

Update Organization

Create Contact

Update Contact

▼

ests for Contacts

#Open Change Requests for Banking
1

(PR Only)

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@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



MARIE JO...



HOME

ORGANIZATION INFORMATION



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](#)

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.

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

☐ Mr. Andres Franco

☐ Ms.

☐ Mr.

☐ Ms.

☐ Ms. Mandeep O'Brien

☐ Mr. Myo-Zin Nyunt

☐ Ms. Nalinee Nippita

☐ Mr. Olav Kjørven

nnippita=unicef.org@example.com

okjorven=unicef.org@example.com

Update Organization

Create Contact

Update Contact ▼

ests for Contacts

#Open Change Requests for Banking
1

(PR Only)

ation

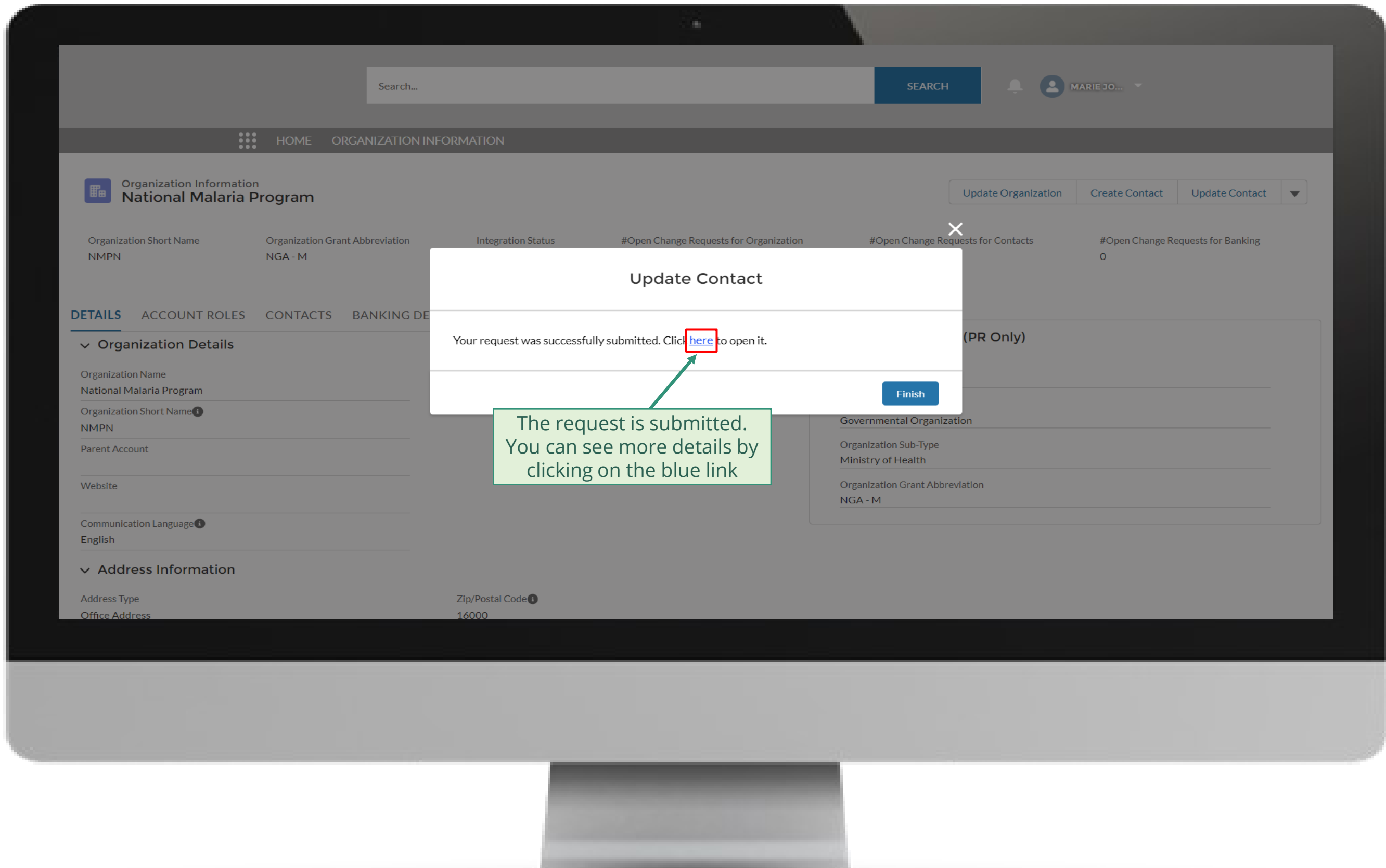
Step 2q

Principal Recipient (PR)

Update Contacts



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

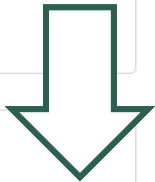


Back to the
overview of
the steps
for this
request

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



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

Pending Global Fund Review

Closed



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



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)

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.

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

DETAILS

FILES

Contact Information

Organization Name
National Malaria Program

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

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

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.

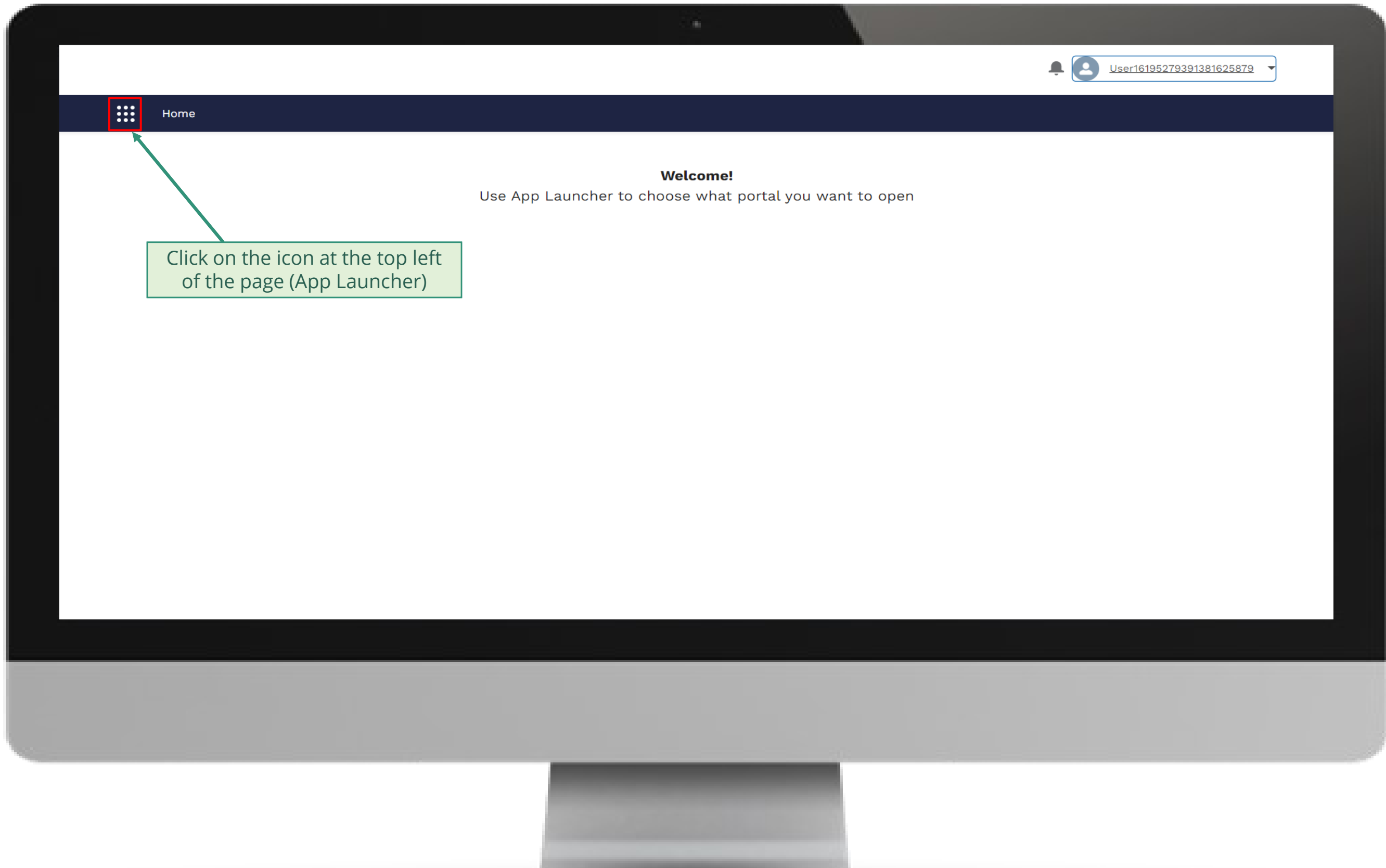
2. Should you agree, click **OK** to proceed



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



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



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](#)

App Launcher

Search apps...

▼ All Apps



[Grant Entity Data](#)



[Landing Page](#)



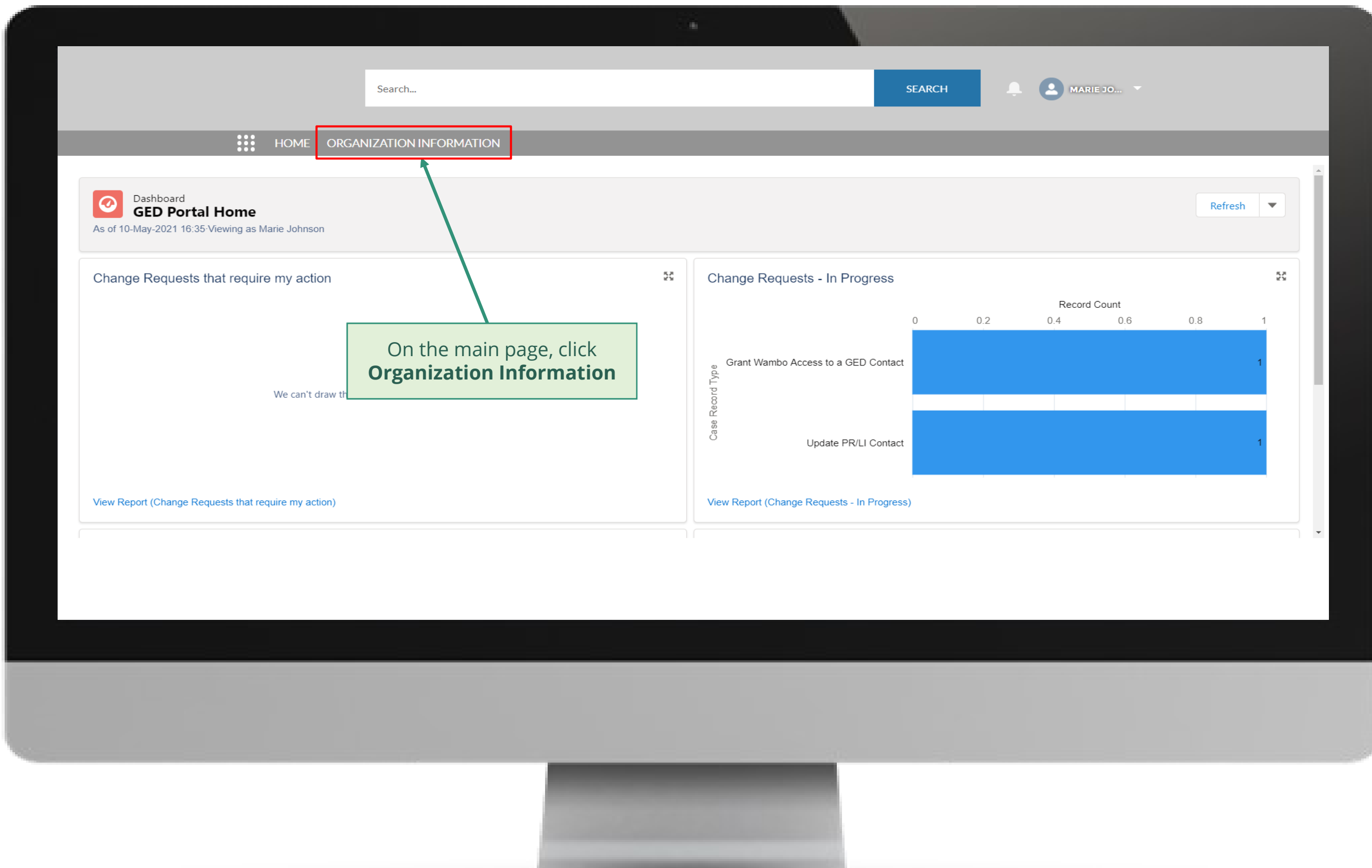
Click **Grant Entity Data**

Step 2c

Principal Recipient (PR)
Deactivate Contacts



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

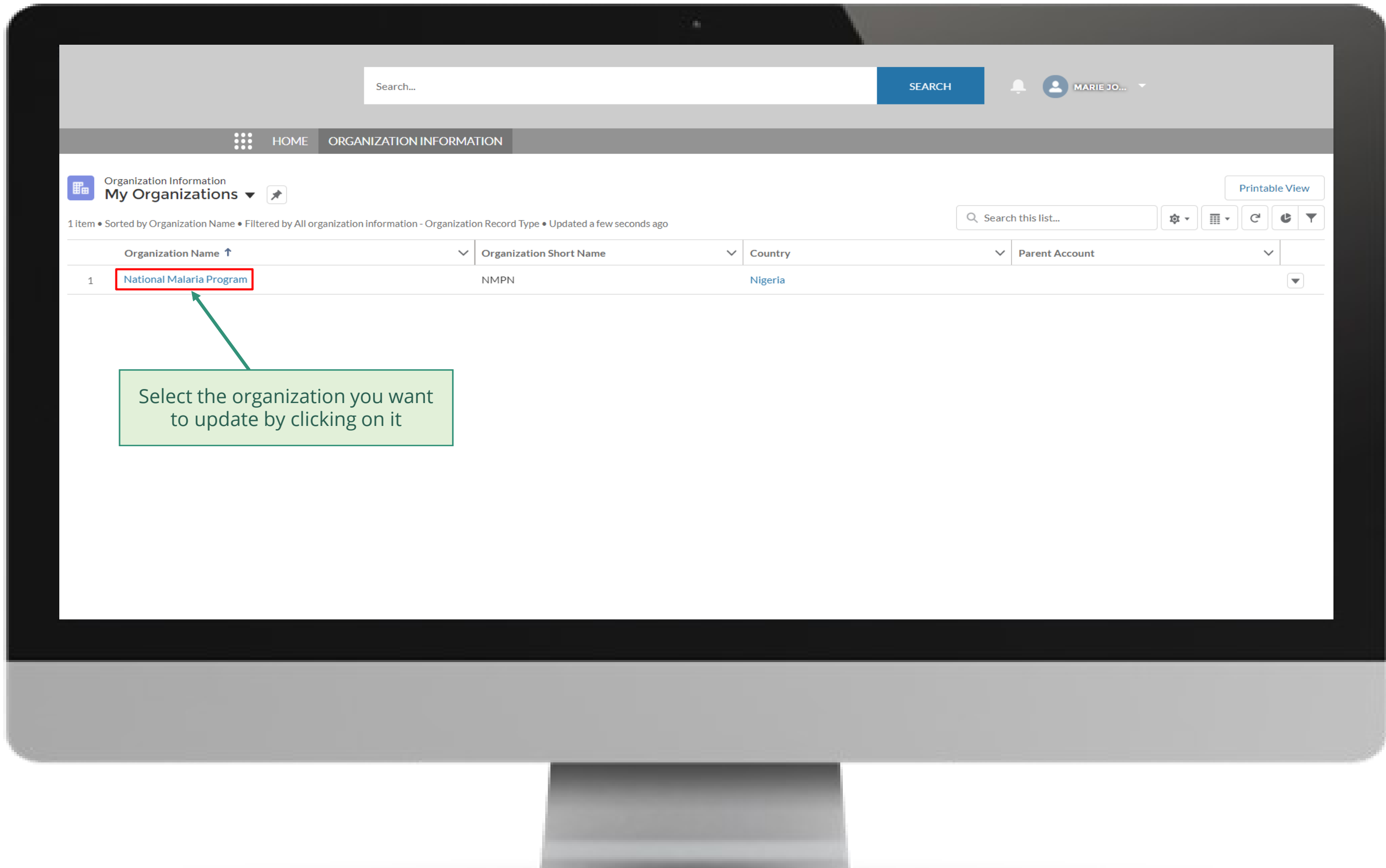


Step 2d

Principal Recipient (PR)
Deactivate Contacts

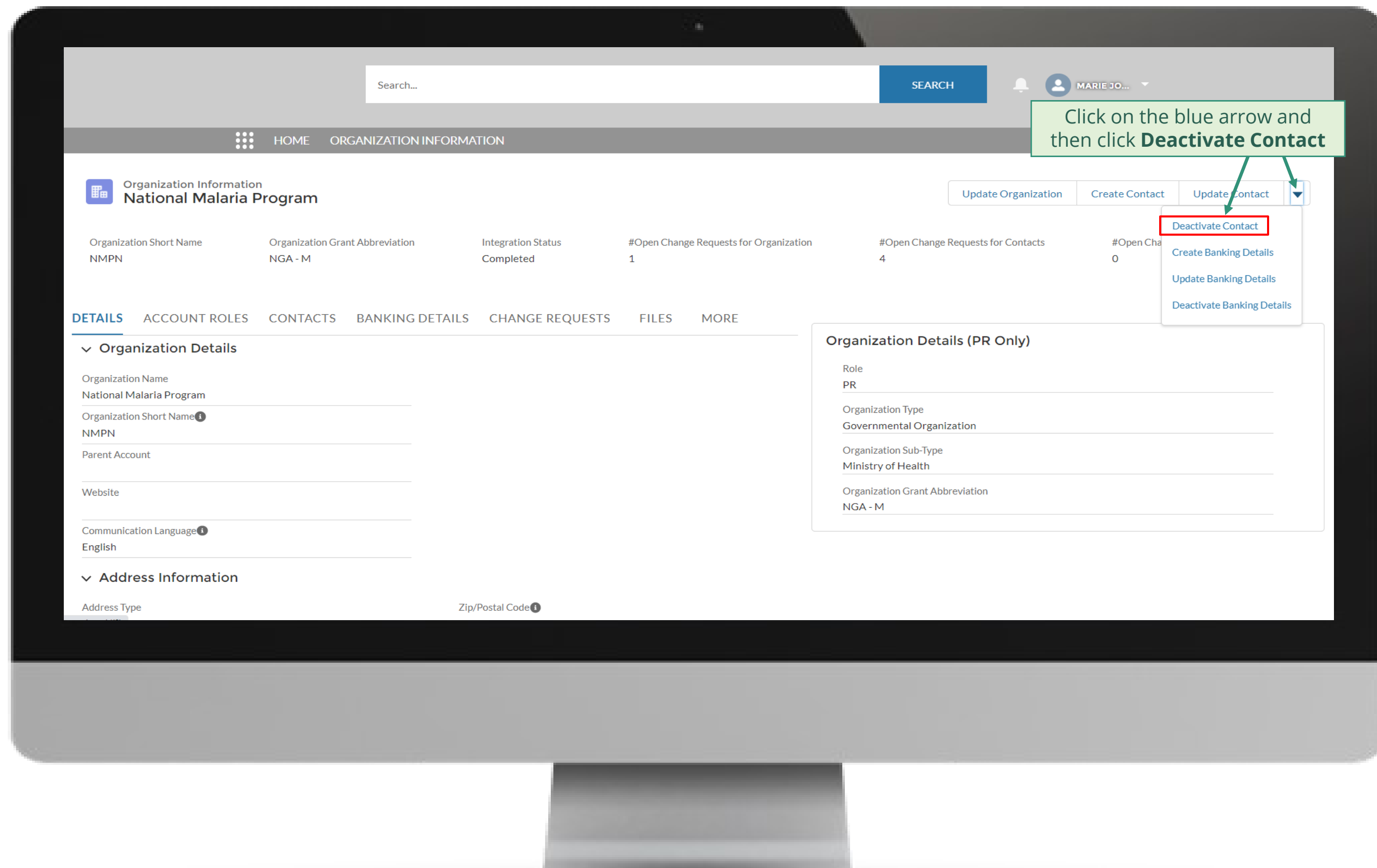


[Back to the overview of the steps for this request](#)





Back to the
overview of
the steps
for this
request

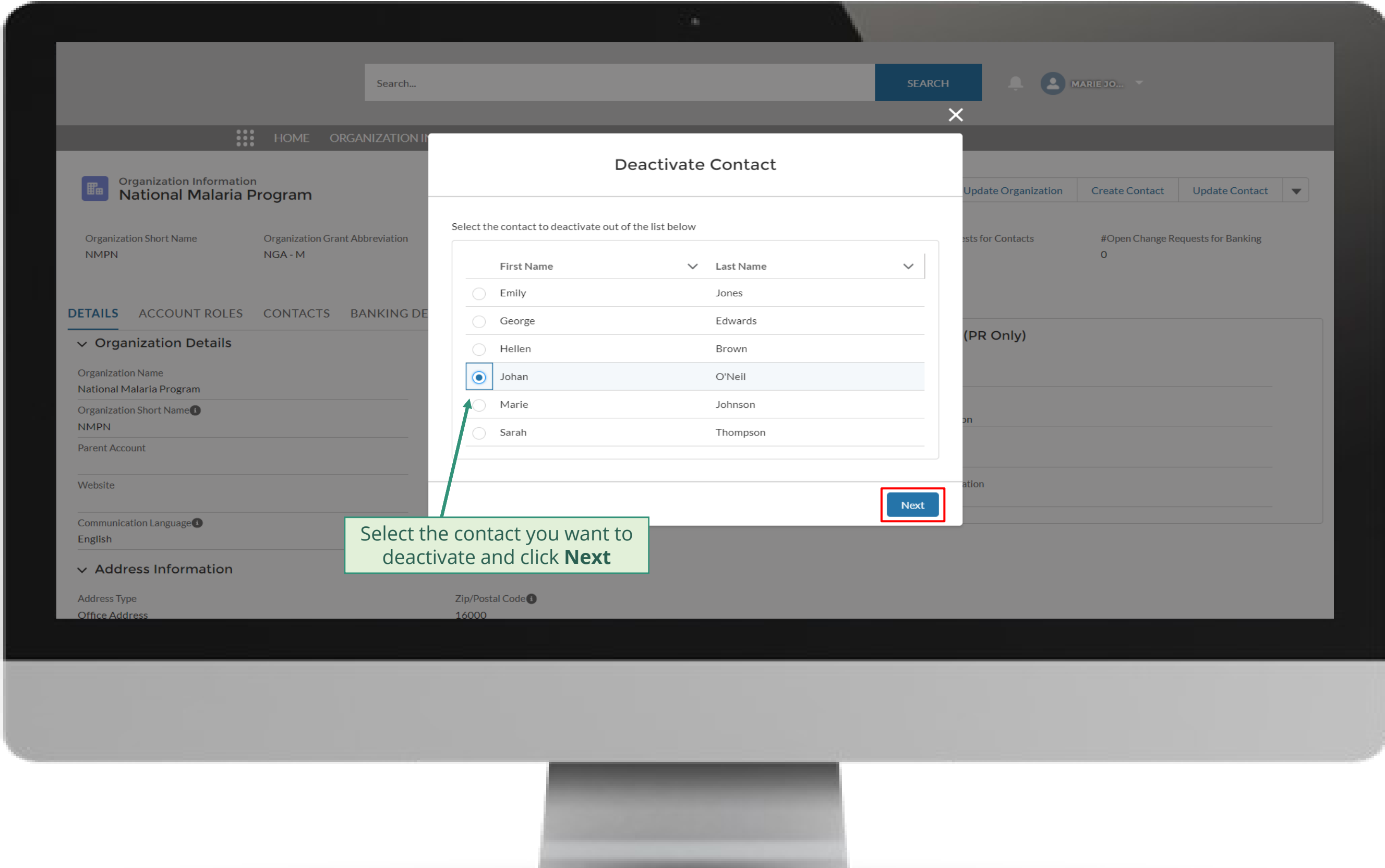


Step 2f

Principal Recipient (PR)
Deactivate Contacts

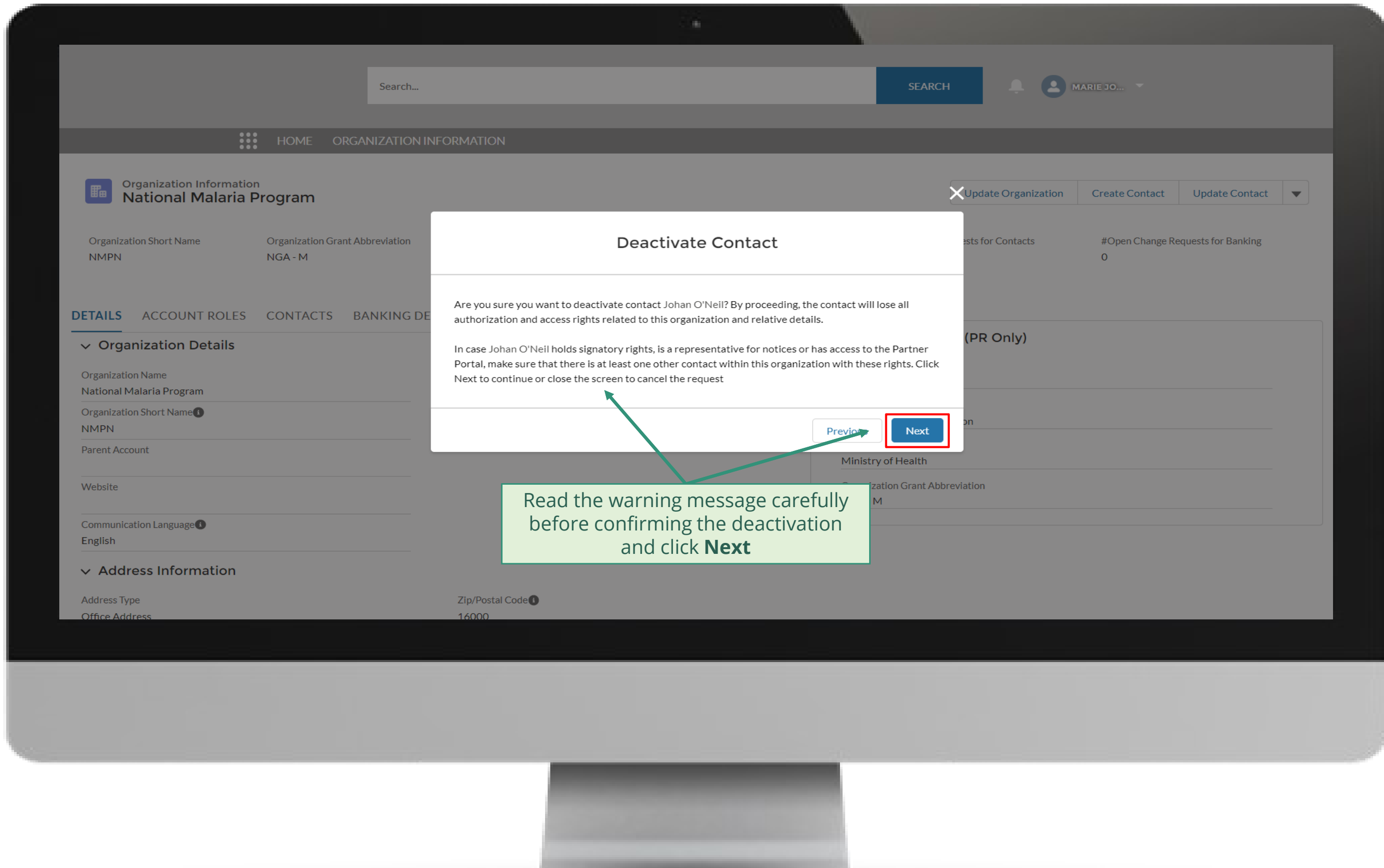


[Back to the overview of the steps for this request](#)





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

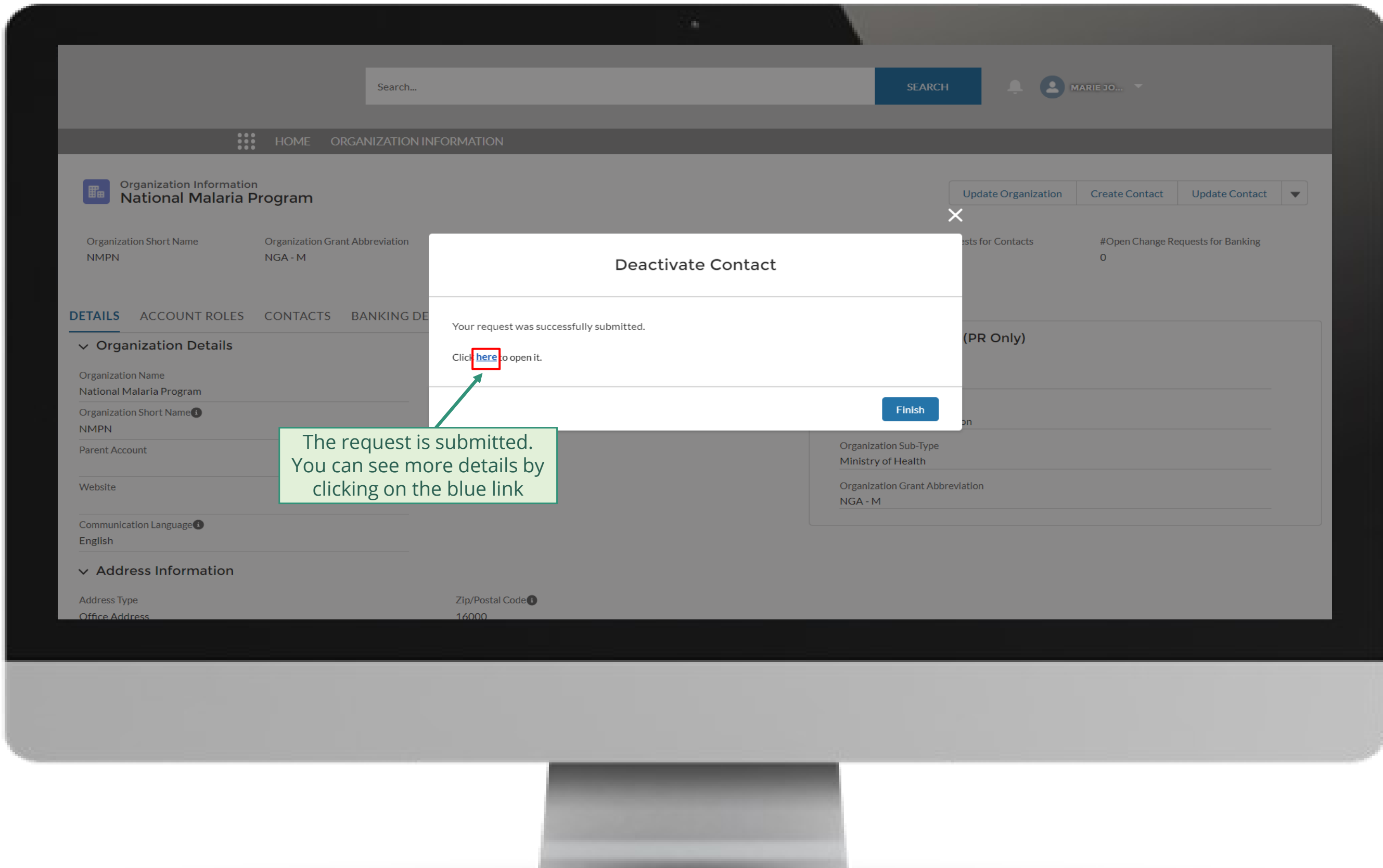


Step 2h

Principal Recipient (PR)
Deactivate Contacts



Back to the
overview of
the steps
for this
request



Step 2i

Principal Recipient (PR)
Deactivate Contacts

 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



 Case History (1)

4

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

[View All](#)

4

DETAILS FILES

✓ 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

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

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

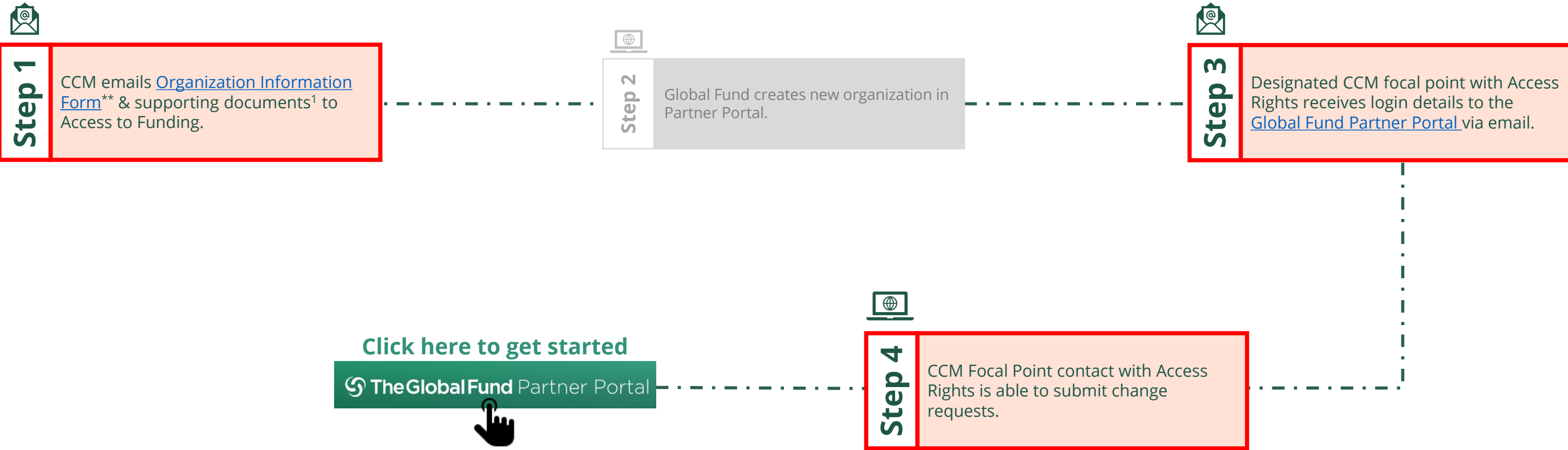
Follow the steps below



Select Another External Stakeholder



Select Another CCM Change Request



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

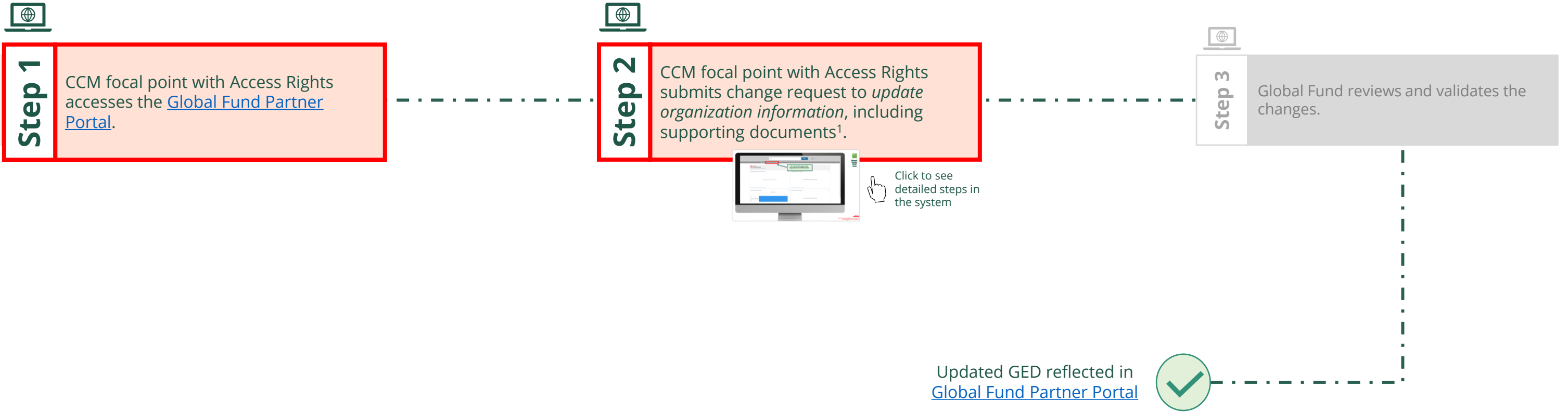
Follow the steps below



Select Another
External Stakeholder



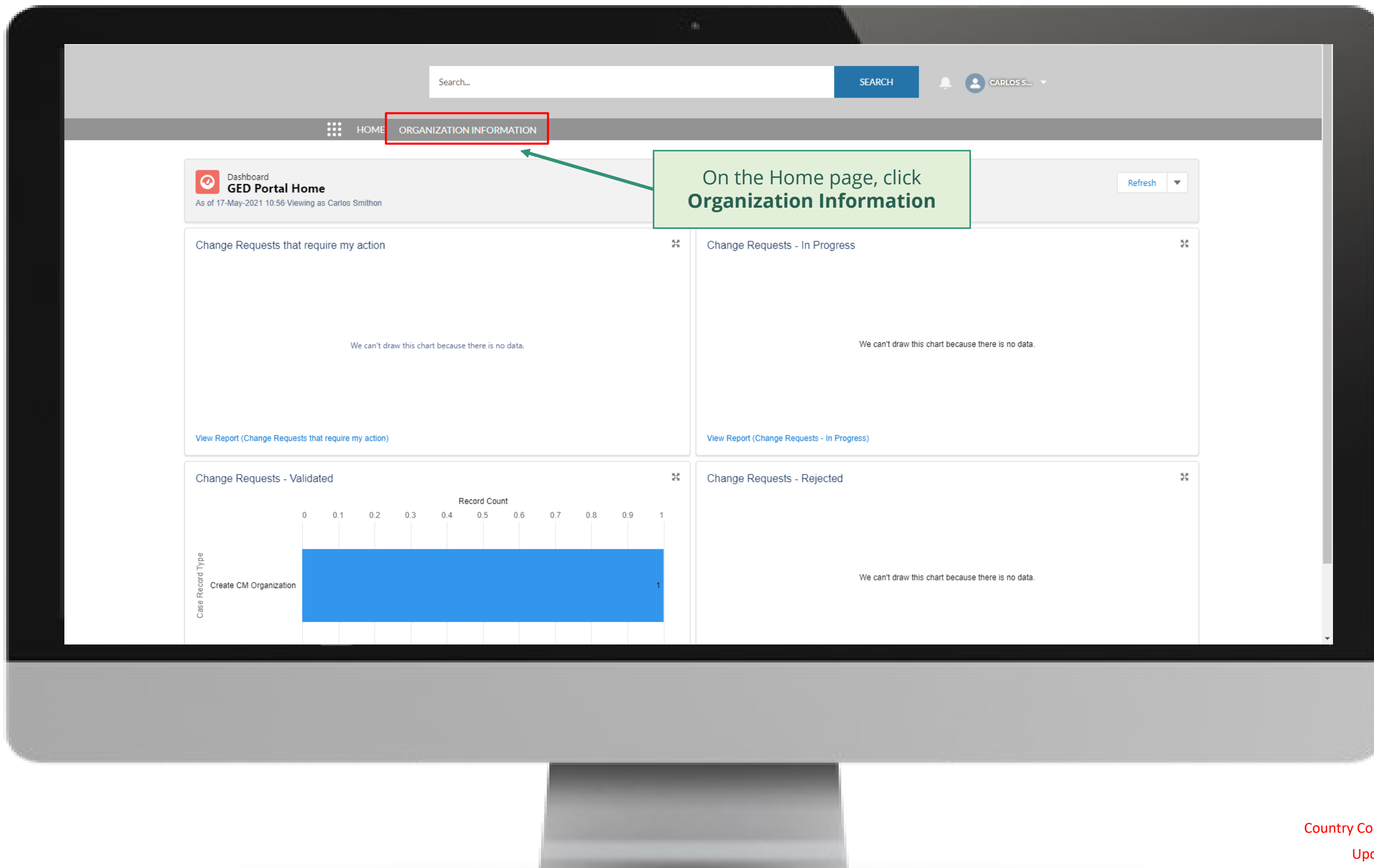
Select Another CCM
Change Request



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



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



Step 2a

Country Coordinating Mechanism (CCM)
Update Organization Information



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

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
CM Nigeria

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
Coordinating Mechanism Nigeria

Organization Short Name ⓘ
CM Nigeria

Parent Account

Website

Communication Language ⓘ
English

Address Information

Organization Details (CM Only)

Role
Coordinating Mechanism

Representation by age group <18 ⓘ

Representation by age group 18 - 25 ⓘ

Representation by age group 26-40 ⓘ

Representation by age group 41-60 ⓘ

Representation by age group >60 ⓘ

Coordinating Mechanism Type ⓘ
Country Coordinating Mechanism (CCM)

% Representation by age group <18

% Representation by age group 18 - 25

% Representation by age group 26 - 40

% Representation by age group 41 - 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

* 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

Address Line 3

Next

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



Back to the
overview of
the steps
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request

Search...

SEARCH

CARLOS S...

HOME

ORGANIZATION INFORMATION

Organization Information

Coordinating Mechanism Nigeria

Organization Short Name

CM Nigeria

Organization Grant Abbreviation

DETAILS

ACCOUNT ROLES

CONTACTS

BANKING DETAILS

View Report - Active Contacts with Roles

View Report - Endorsed Contacts

Contact Salutation	Contact Name	Contact Email
☐ Dr.	Alanis Finn	
☐ Miss	Amanda Ragotu	a.ragotu@yopmail.com
☐ Mr.	Carlos Smithon	c.smithon@yopmail.com
☐ Ms.	Fernanda Altugh	f.altugh@yopmail.com
☐ Mr.	Leonardo Clavuls	l.clavus@yopmail.com
☐ Mr.	Nuno Pombo	n.pombo@yopmail.com

Update Organization

Create Contact

Update Contact

Supporting Documents

Upload Files

Or drop files

Attach, where applicable, supporting documentation such as Meeting Minutes, legal documents or other communications (Letters/emails) proving the change. The documents support the changes, and they are not mandatory.

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

Previous

Next

Coordinating Mechanism Type

Country Coordinating Mechanism (CCM)

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

Attach supporting documents
and click **Next**



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

Requests for Contacts

#Open Change Requests for Banking
0

DETAILS ACCOUNT ROLES CONTACTS BANKING DETAILS

View Report - Active Contacts with Roles

View Report - Endorsed

☐ Contact Salutation

Contact Name

☐ Dr.

Alanis Finn

☐ Miss

Amanda Ragotu

a.ragotu@yopmail.com

☐ Mr.

Carlos Smithon

c.smithon@yopmail.com

☐ Ms.

Fernanda Altugh

f.altugh@yopmail.com

☐ Mr.

Leonardo Clavuls

l.clavuls@yopmail.com

☐ Mr.

Nuno Pombo

n.pombo@yopmail.com

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.

(CM Only)

Coordinating Mechanism Type ⓘ

Country Coordinating Mechanism
(CCM)

Representation by age group <18 ⓘ

% Representation by age group <18
0.00%

Representation by age group 18 - 25 ⓘ

% Representation by age group 18 - 25
0.00%

Representation by age group 26-40 ⓘ

% Representation by age group 26 - 40
0.00%

Representation by age group 41-60 ⓘ

% Representation by age group 41 - 60
0.00%

Representation by age group >60 ⓘ

% Representation by age group >60
0.00%

Step 2f

Country Coordinating Mechanism (CCM)

Update Organization Information



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
00022170

1

Request Record Type
Update CM Organization

2

Request status
Pending Global Fund Review

Integration Status

3



Pending Global Fund Review

Closed

 Case History (6+)

4

Date	Field	User	Original Value	New Value
17/05/2021 11:48	Created.	Carlos Smithon		
17/05/2021 11:48	Zip/Postal Code	Carlos Smithon	1234	12345 
17/05/2021 11:48	Representation by age group 18 - 25	Carlos Smithon		1 
17/05/2021 11:48	Representation by age group <18	Carlos Smithon		1 
17/05/2021 11:48	Representation by age group 26-40	Carlos Smithon		1 
17/05/2021 11:48	Representation by age group 41-60	Carlos Smithon		1 

[View All](#)

The steps assigned to you are highlighted in the red boxes

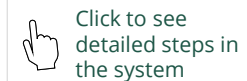
Follow the steps below



Select Another External Stakeholder

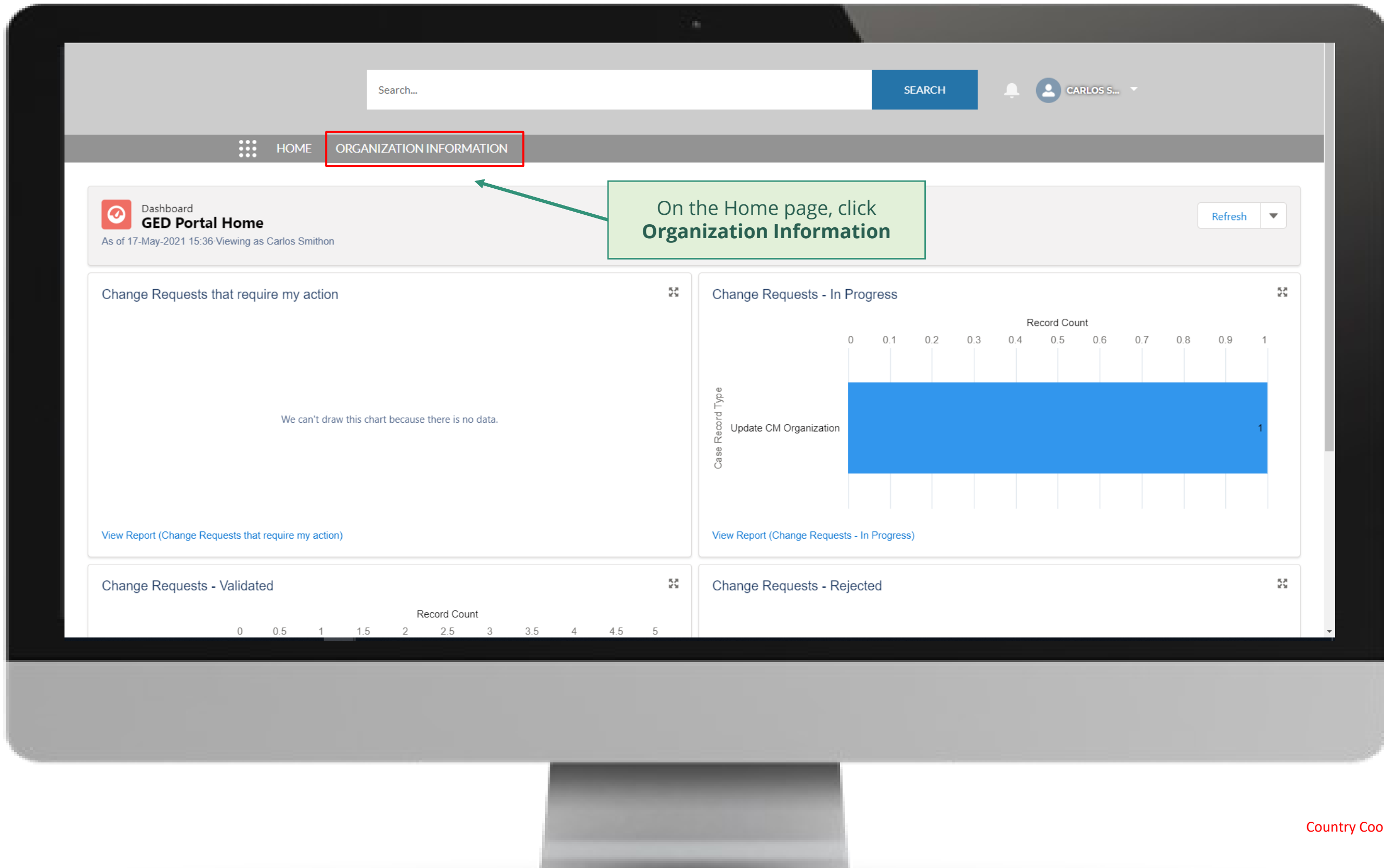


Select Another CCM
Change Request



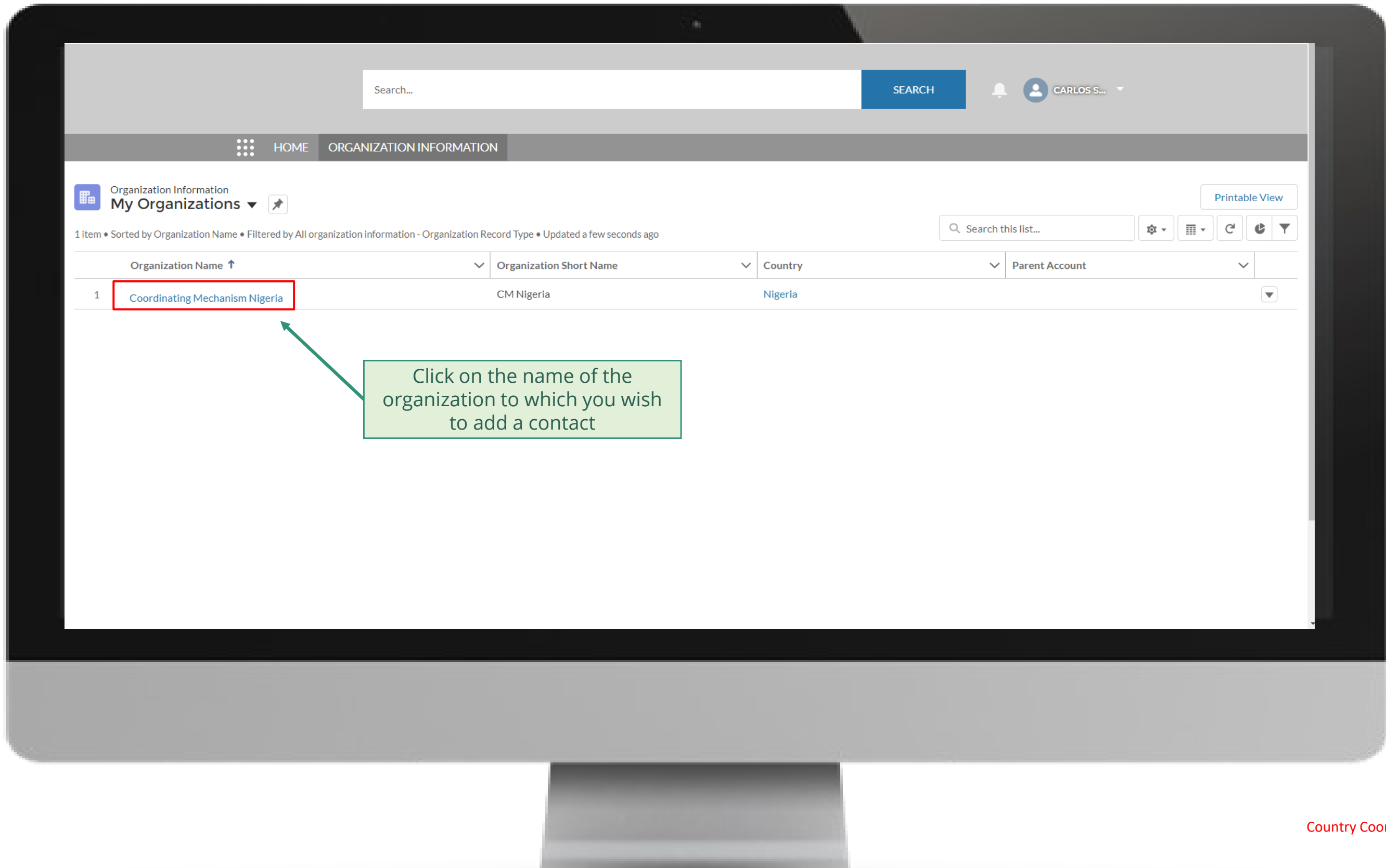


[Back to the overview of the steps for this request](#)





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



Step 2b

Country Coordinating Mechanism (CCM)

Create Contacts



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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

Representation by age group <18 ⓘ

1

Representation by age group 18 - 25 ⓘ

1

Representation by age group 26-40 ⓘ

1

Representation by age group 41-60 ⓘ

1

Representation by age group >60 ⓘ

0

Representation by gender - Male ⓘ

Coordinating Mechanism Type ⓘ

% Representation by age group <18

25.00%

% Representation by age group 18 - 25

25.00%

% Representation by age group 26 - 40

25.00%

% Representation by age group 41 - 60

25.00%

% Representation by age group >60

0.00%

% Representation by gender - Male



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

Note!
Fields with (*) are mandatory

Create Contact

* Salutation

Please select...

* First Name

* Last Name

* Email

Phone Number

Mobile Phone Number ⓘ

City

Country

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

Next



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

Search...

HOME ORGANIZATION INFORMATION

Organization Information

Coordinating Mechanism Nigeria

Organization Short Name
CM Nigeria

Organization Grant Abbreviation
CM Nigeria

DETAILS

ACCOUNT ROLES

CONTACTS

BANKING DETAILS

Organization Details

Organization Name
Coordinating Mechanism Nigeria

Organization Short Name ⓘ
CM Nigeria

Parent Account

Website

Communication Language ⓘ
English

Address Information

Create Contact

Position Information

Organization Name
Coordinating Mechanism Nigeria

Organization Short Name
CM Nigeria

* Role
Please select...

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
Please select...

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

Previous

Next

(CM Only)

Coordinating Mechanism Type ⓘ

<18 ⓘ

% Representation by age group <18
25.00%

18 - 25 ⓘ

% Representation by age group 18 - 25
25.00%

26-40 ⓘ

% Representation by age group 26 - 40
25.00%

41-60 ⓘ

% Representation by age group 41 - 60
25.00%

1. Select the role and the sector represented

2. Click **Next**



Back to the
overview of
the steps
for this
request

Organization Information Coordinating Mechanism Nigeria

Organization Short Name
CM Nigeria

Organization Grant Abbreviation

DETAILS ACCOUNT ROLES CONTACTS BANKING DETAILS

Organization Details

Organization Name
Coordinating Mechanism Nigeria

Organization Short Name ⓘ
CM Nigeria

Parent Account

Website

Communication Language ⓘ
English

Address Information

Address Type

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

Address Line 2

Create Contact

Position Information

* Entry date into the Coordinating Mechanism (CM) ⓘ

04-May-2021

Disease Component Represented ⓘ

Available

HIV/AIDS

Tuberculosis

Malaria

Multi-Component

RSSH

Selected

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

* Government Category

Ministry of Planning and Development

* Official Job Title ⓘ

Officer

* Recipient Status

PR - Principal Recipient

Previous

Next

1. Fill in the remaining information

Note that fields with (*) are mandatory

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



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

Organization Information Coordinating Mechanism Nigeria

Organization Short Name
CM Nigeria

Organization Grant Abbreviation

DETAILS ACCOUNT ROLES CONTACTS BANKING DETAILS

Organization Details

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

Website

Communication Language
English

Address Information

Address Type

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

Address Line 2

Create Contact

Ministry of Planning and Development

* Official Job Title

Officer

* Recipient Status

PR - Principal Recipient

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).

☐ Signatory for Legally-Binding Documents

☐ Member of the Oversight Committee

☒ Member of the Executive Committee

Note: This will be automatically ticked if the selected Role is "Chair", "Vice Chair"

☐ Do not share details publicly

The Global Fund may publish the contact details for designated contact points from relevant Coordinating Mechanisms (such as Chair and Vice-Chair names, Administration Focal Point name and email address) on the Global Fund digital platforms to enable access to critical CM-functions, facilitate communication and ensure transparency. If there are compelling reasons for not having your relevant personal data published on Global Fund digital platforms please tick this box. Please note that even if you tick this box, the Global Fund may disclose your email address to relevant partners and third parties. The Global Fund is committed to respecting the dignity and privacy of people, while balancing such rights with the Global Fund values of transparency, accountability and the ability to carry out its mission. For further information refer to the Global Fund Privacy Statements, including the supplemental statement for Global Fund Grant Funding and Management Activities.

Previous

Next

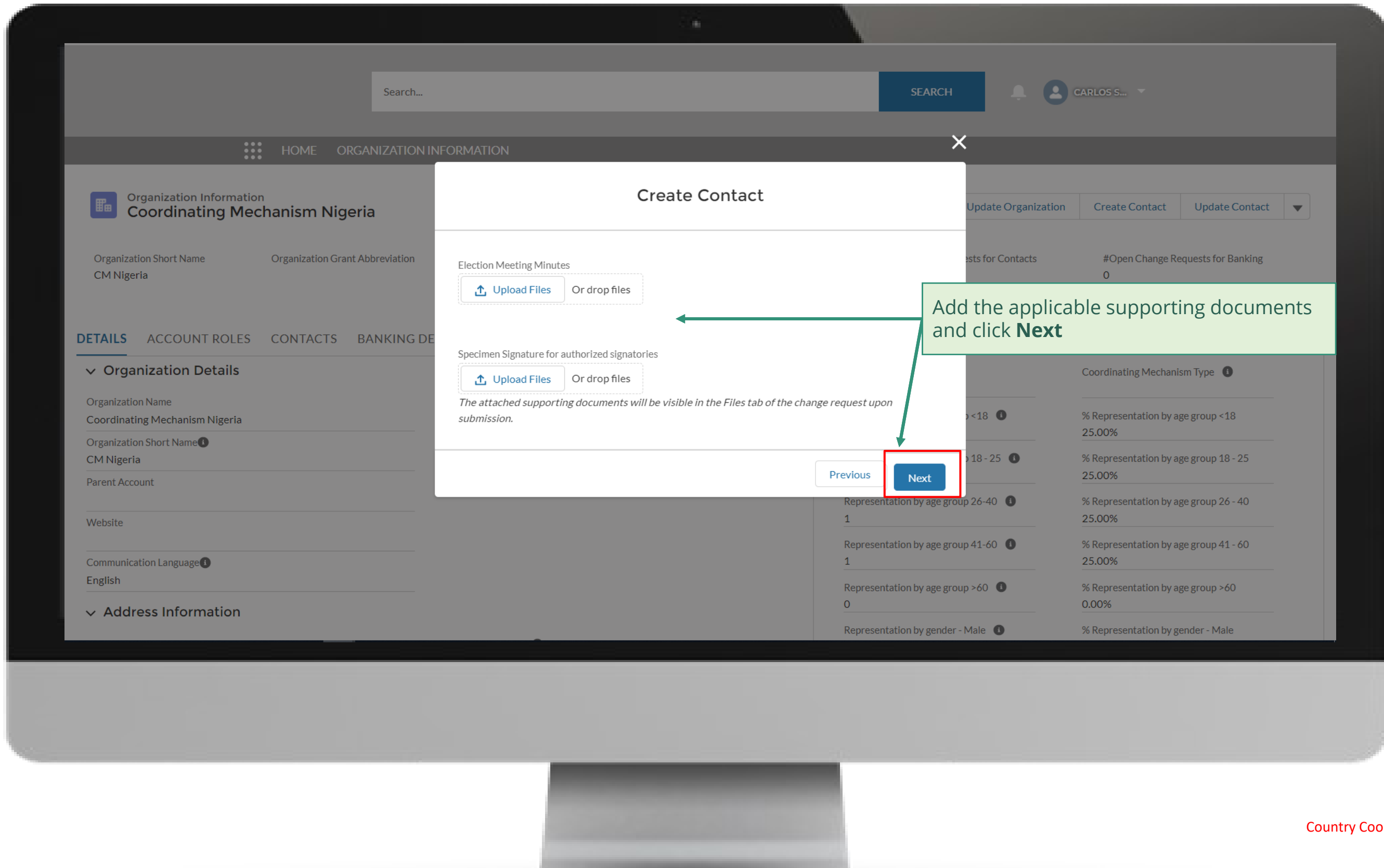
1. Check the corresponding boxes if the contact is one of the following:

- Signatory for Legally-Binding Documents
- Member of the Oversight Committee
- Member of the Executive Committee

2. Click **Next** to proceed



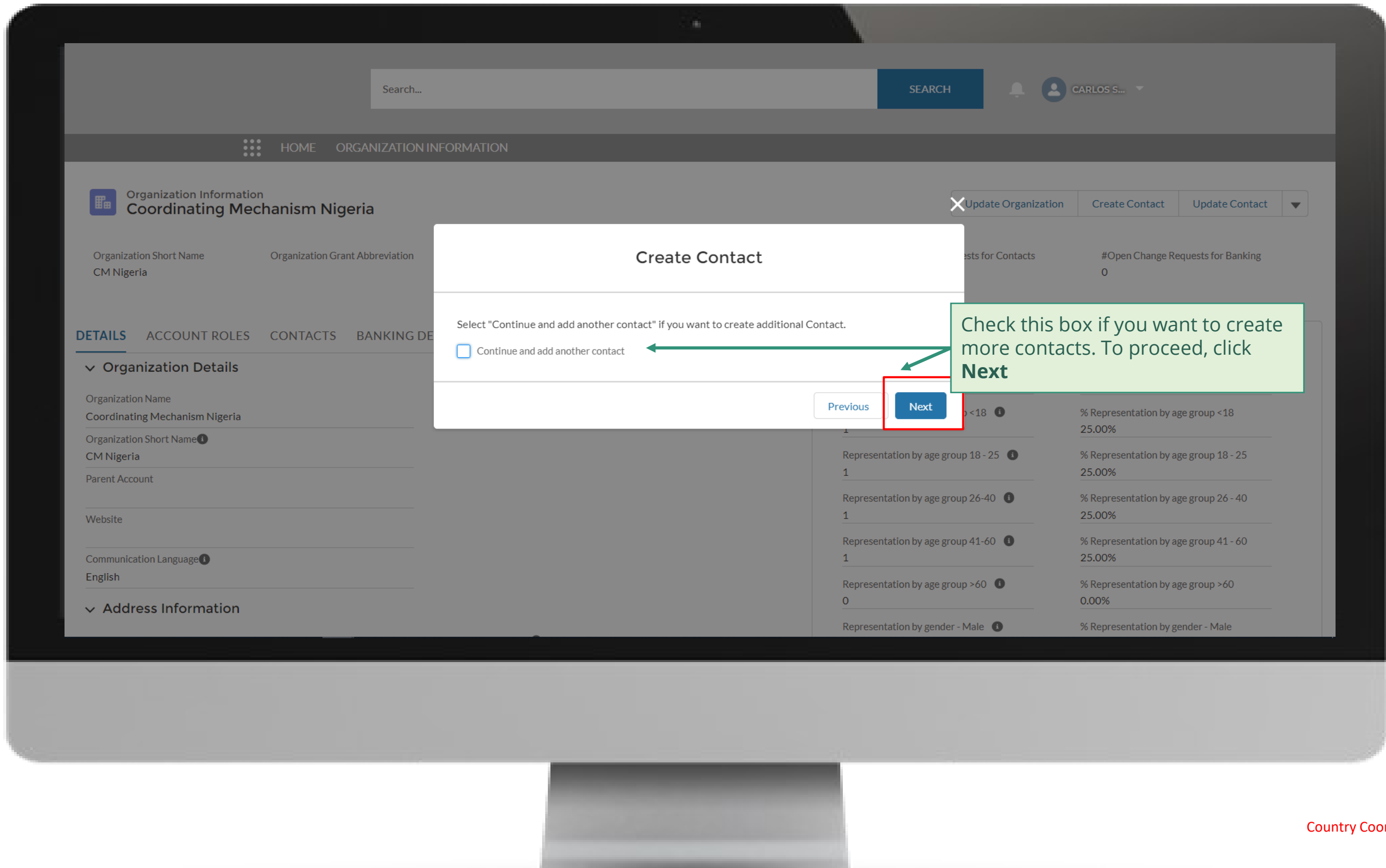
[Back to the overview of the steps for this request](#)



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

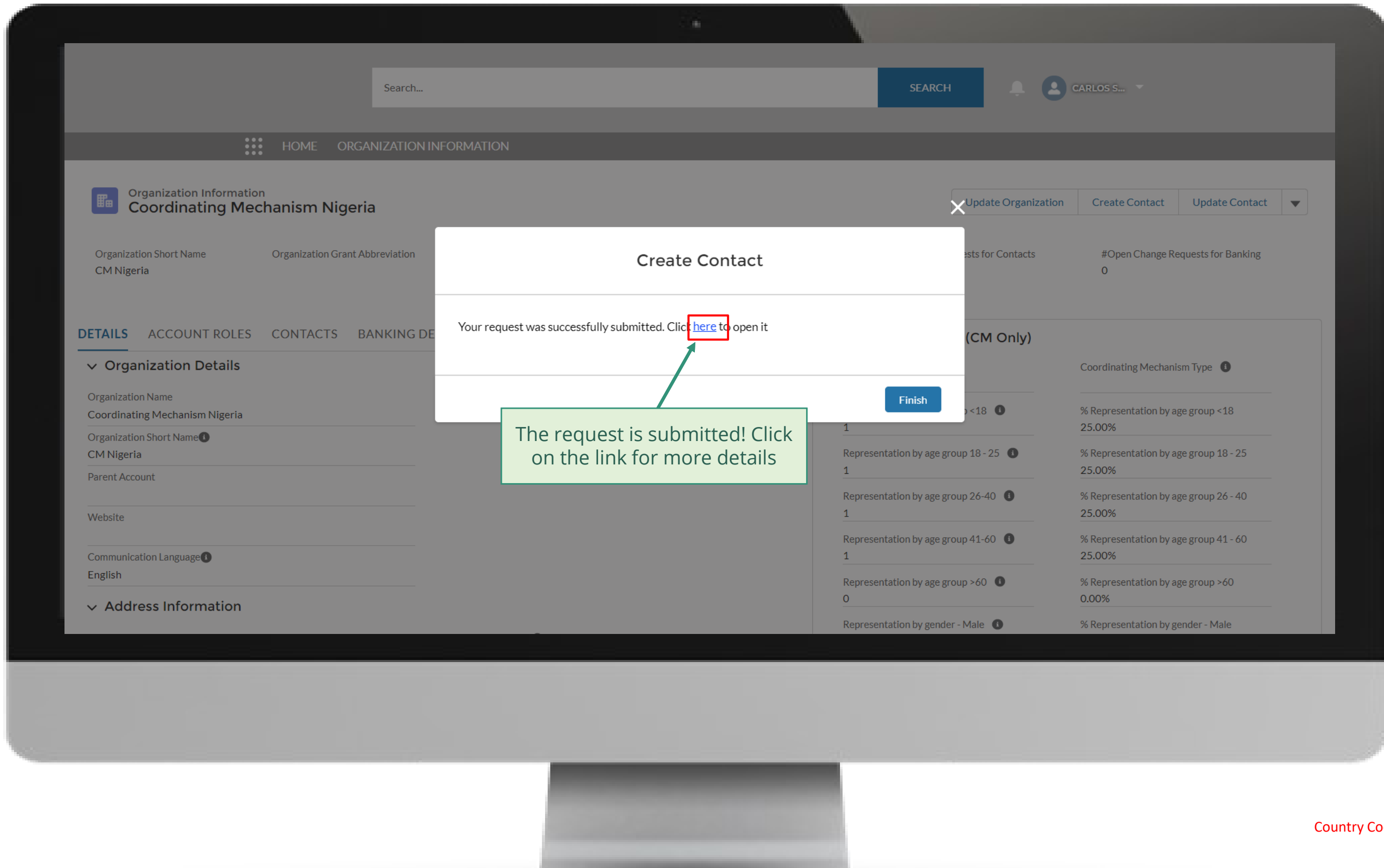


[Back to the overview of the steps for this request](#)





Back to the
overview of
the steps
for this
request



Step 2j

Country Coordinating Mechanism (CCM
Create Contacts)



[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

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

Related Cases (1)

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

☐	Change Request	▼	Case Record Type	▼	Date/Time Opened	↓	▼	Organization Name	▼	Contact Full Name	▼	Role	
1	☐		00022196	Create CM Contact	17/05/2021 16:32			Coordinating Mechanism Nigeria		Amanda Maranhã		Chair	

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.

Note!

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

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

Step 2k

Country Coordinating Mechanism (CCM)

Create Contacts



Back to the
overview of
the steps
for this
request

Click here to
go back to the
overview
page

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.

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

☐ Organization Role	▼	Role	▼	Non member role	▼	CM Secretariat Staff Role	▼	Entry date into the Coordinating Mechanism (CM)
☐		Chair						2021-05-04

DETAILS

FILES

Salutation

Dr

First Name

Note!

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

Grant Entity Data (GED) Interactive Manual

The steps assigned to you are highlighted in the red boxes

CCM | Update Contacts

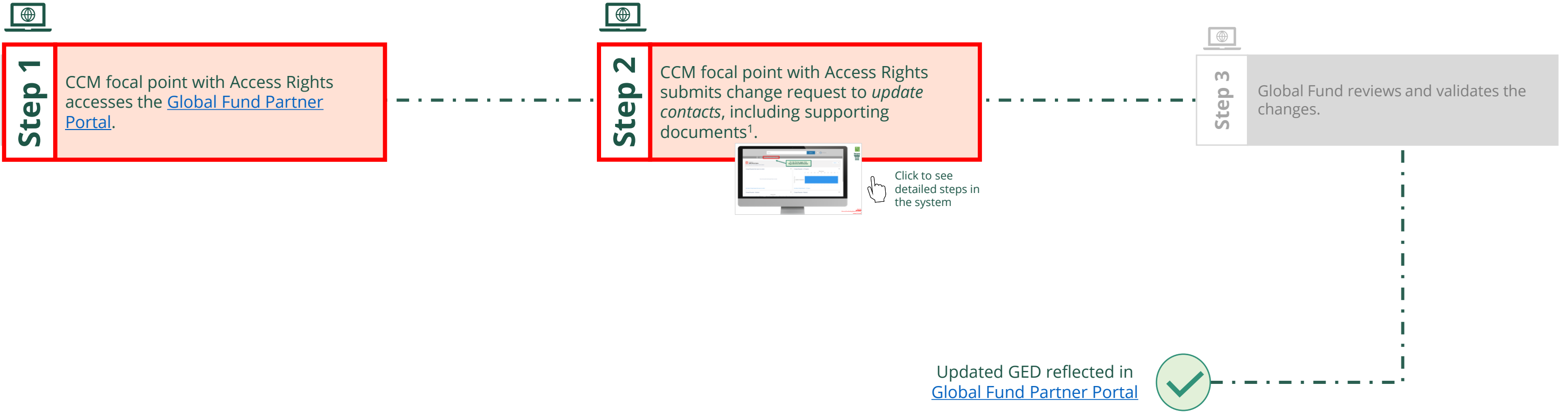
Follow the steps below



Select Another External Stakeholder



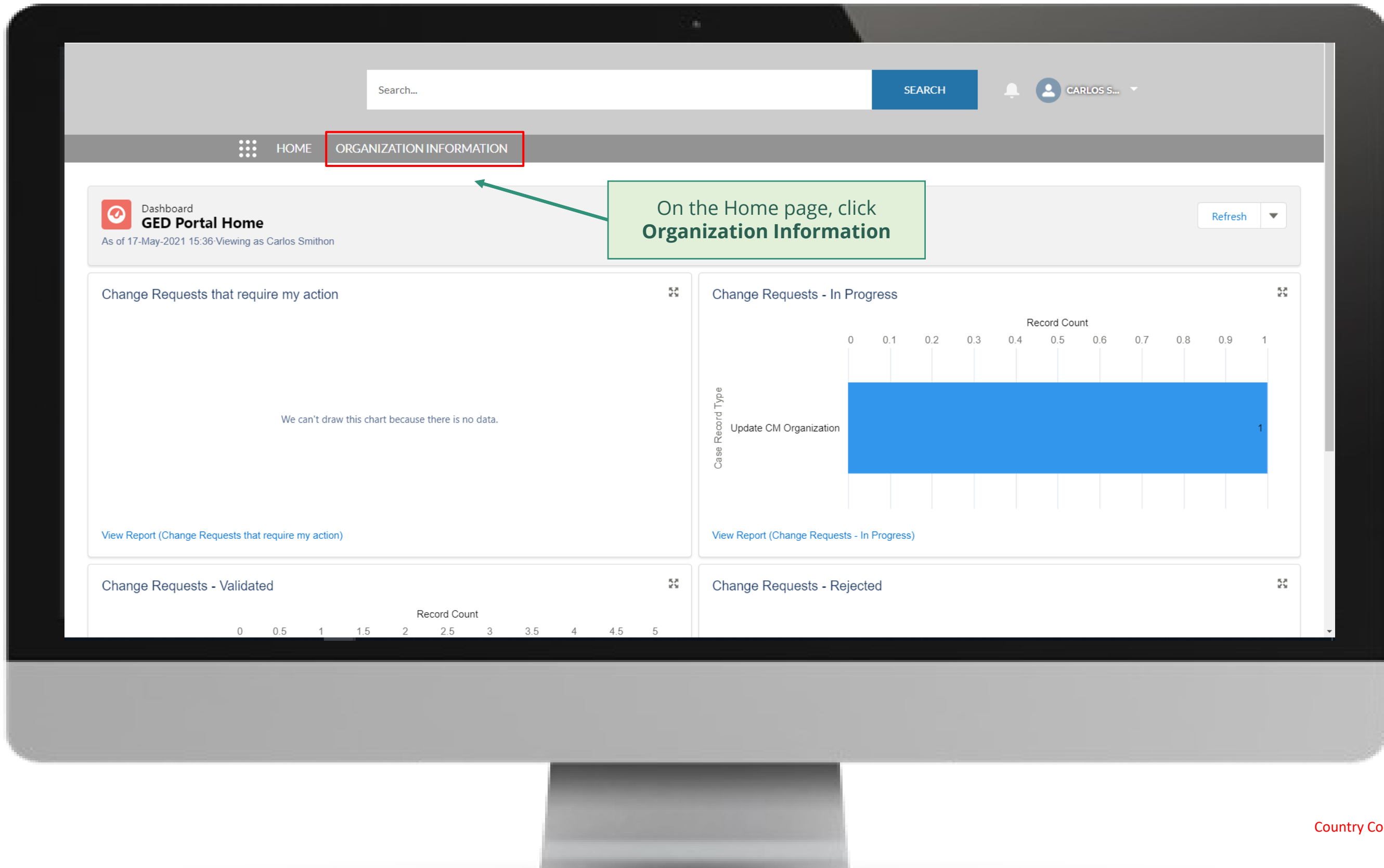
Select Another CCM Change Request



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



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

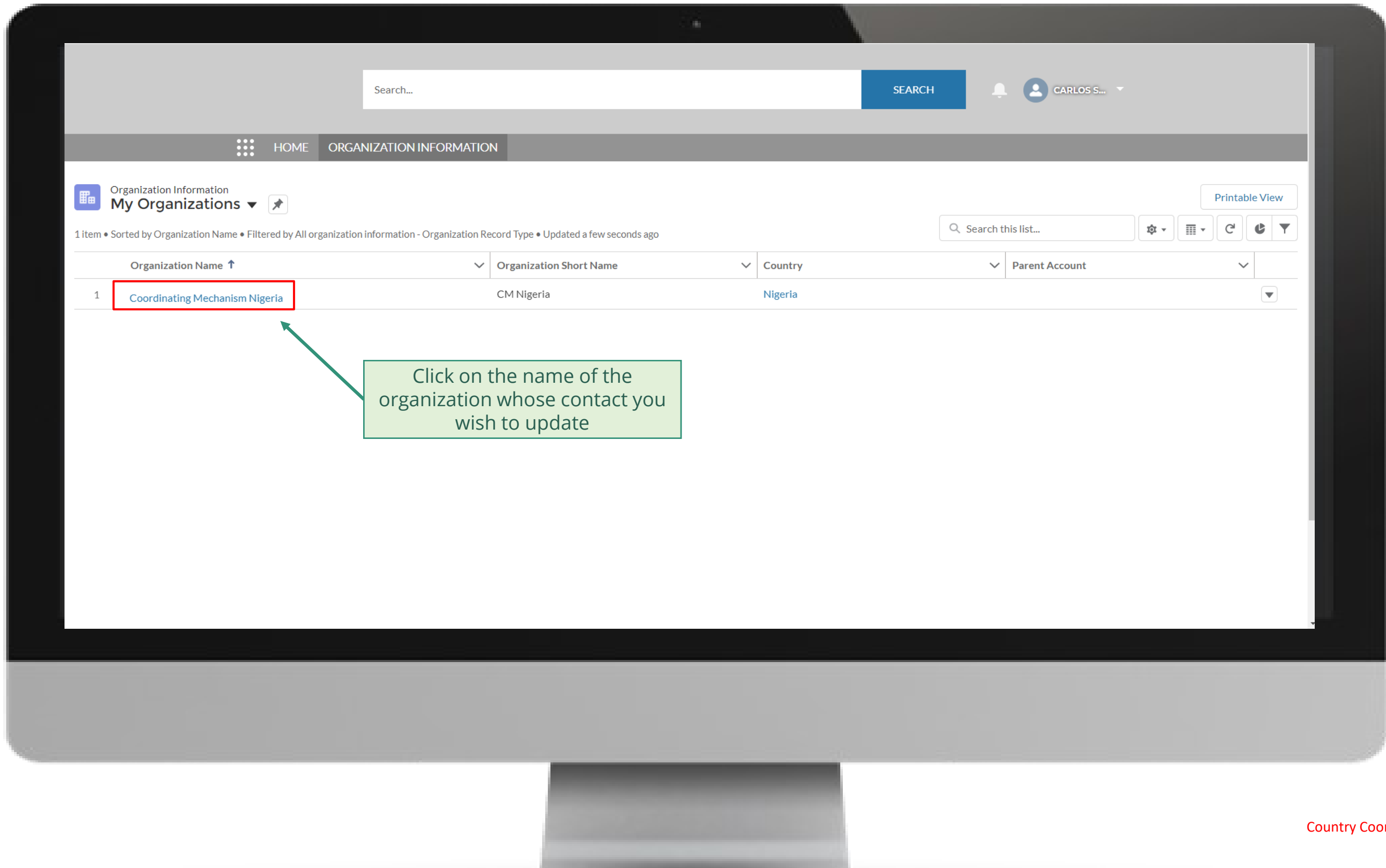


Step 2a

Country Coordinating Mechanism (CCM)
Update Contacts



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



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

 Organization Information
Coordinating Mechanism Nigeria

Click **Update Contact**

Update Organization

Create Contact

Update Contact

Organization Short Name
CM Nigeria

Organization Grant Abbreviation

Integration Status

#Open Change Requests for Organization
1

#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
Coordinating Mechanism Nigeria

Organization Short Name ⓘ
CM Nigeria

Parent Account

Website

Communication Language ⓘ
English

Address Information

Organization Details (CM Only)

Role
Coordinating Mechanism

Representation by age group <18 ⓘ
1

Representation by age group 18 - 25 ⓘ
1

Representation by age group 26-40 ⓘ
1

Representation by age group 41-60 ⓘ
1

Representation by age group >60 ⓘ
0

Representation by gender - Male ⓘ

Coordinating Mechanism Type ⓘ

% 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



Back to the
overview of
the steps
for this
request

Update Contact

☐	First Na... ▾	Last Name ▾	Role in C... ▾	Signatory rig...	Access to GE...
☐	Atanis	Finn	Chair	✓	
☐	Amanda	Maranha	Chair	✓	
☐	Amanda	Ragotu	Admin Focal ...		✓
☐	Carlos	Smithon	Admin Focal ...		✓
☐	Fernanda	Altugh	Member		
☐	Leonardo	Clavuls	Vice Chair		
☐	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



[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

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

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

Member

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

Please select...

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

Previous

Next

Update Organization

Create Contact

Update Contact

0

Representation by gender - Male ⓘ

0

Coordinating Mechanism Type ⓘ

% 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%

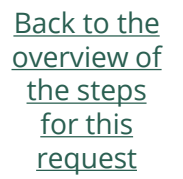
% Representation by age group >60
0.00%

% Representation by gender - Male ⓘ

Note!

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

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

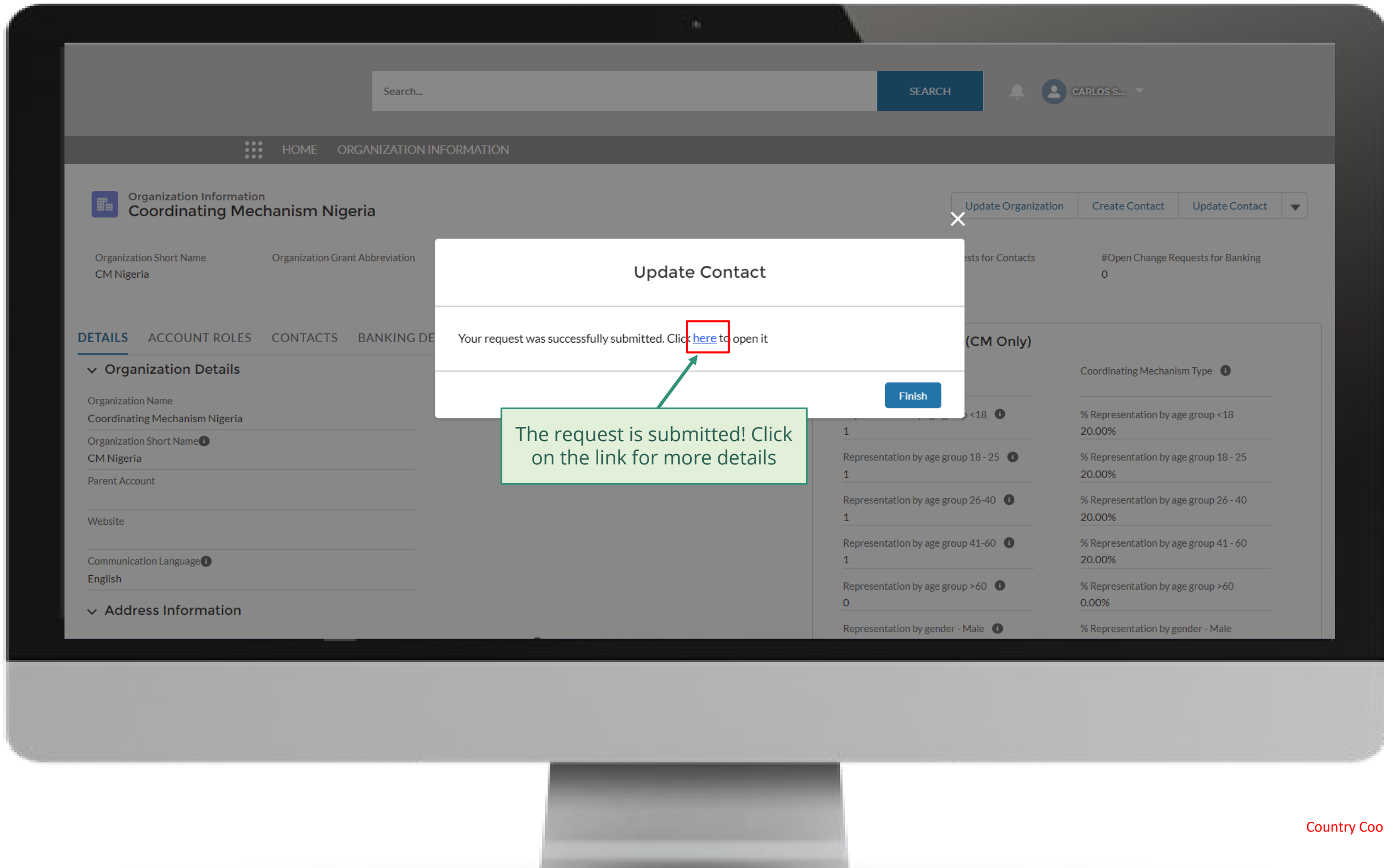


Make the updates in the corresponding fields and click **Next**

Note!
Fields with (*) are mandatory



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

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!

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

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.

Search...



HOME

ORGANIZATION INFORMATION

Change Request
00022206

1

Request Record Type
Multiple CM Change Requests

2

Request Status
Pending Global Fund Review

3



Pending Global Fund Review

Completed

Justification For Exception

Related Cases (1)

4

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

☐	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

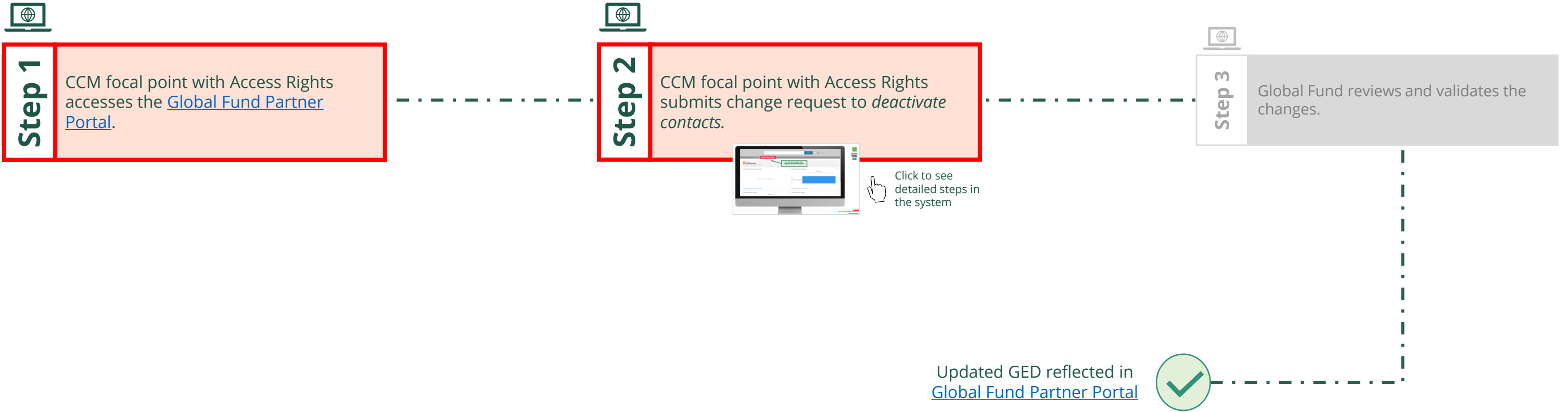
Follow the steps below



Select Another
External Stakeholder

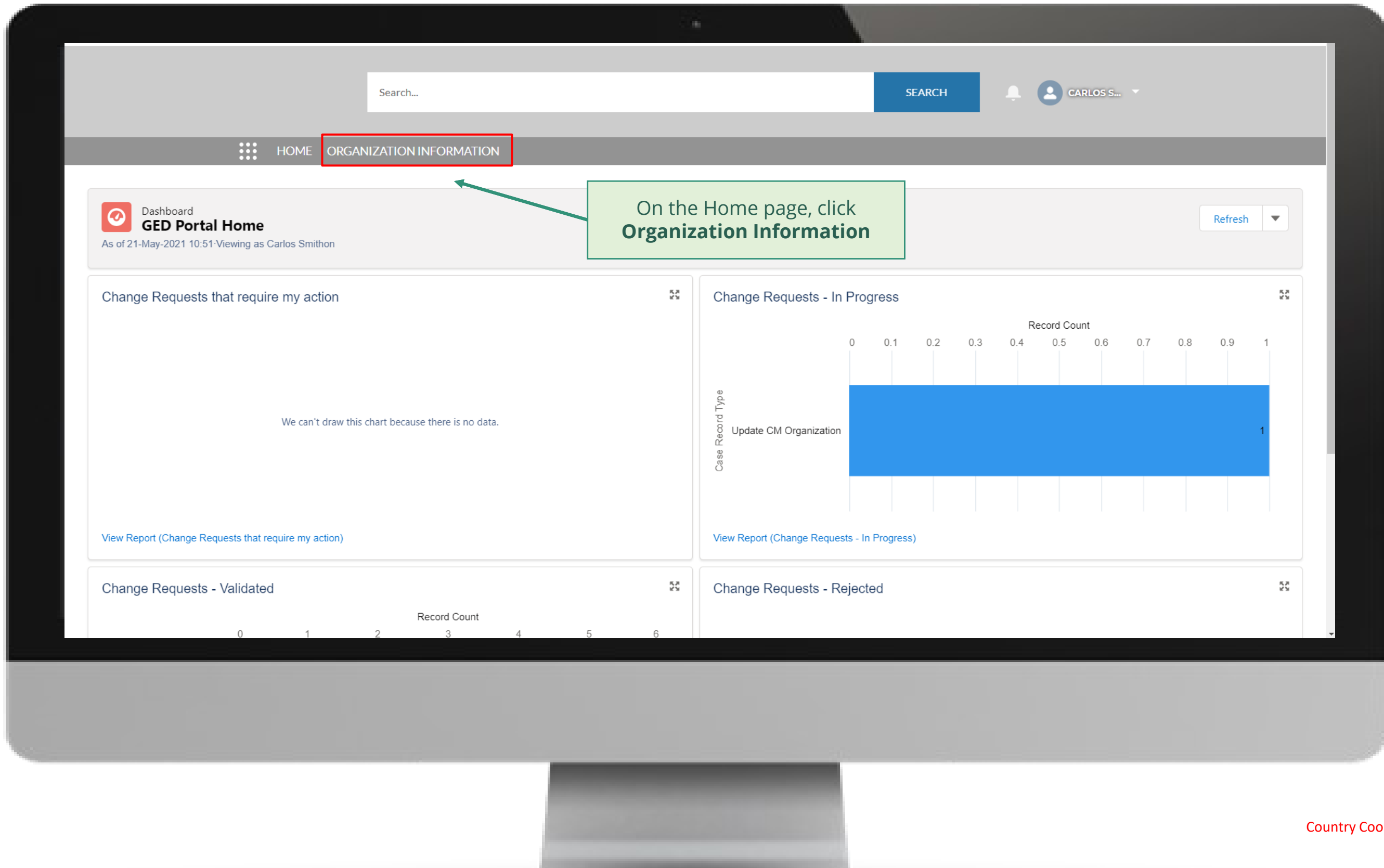


Select Another CCM
Change Request





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



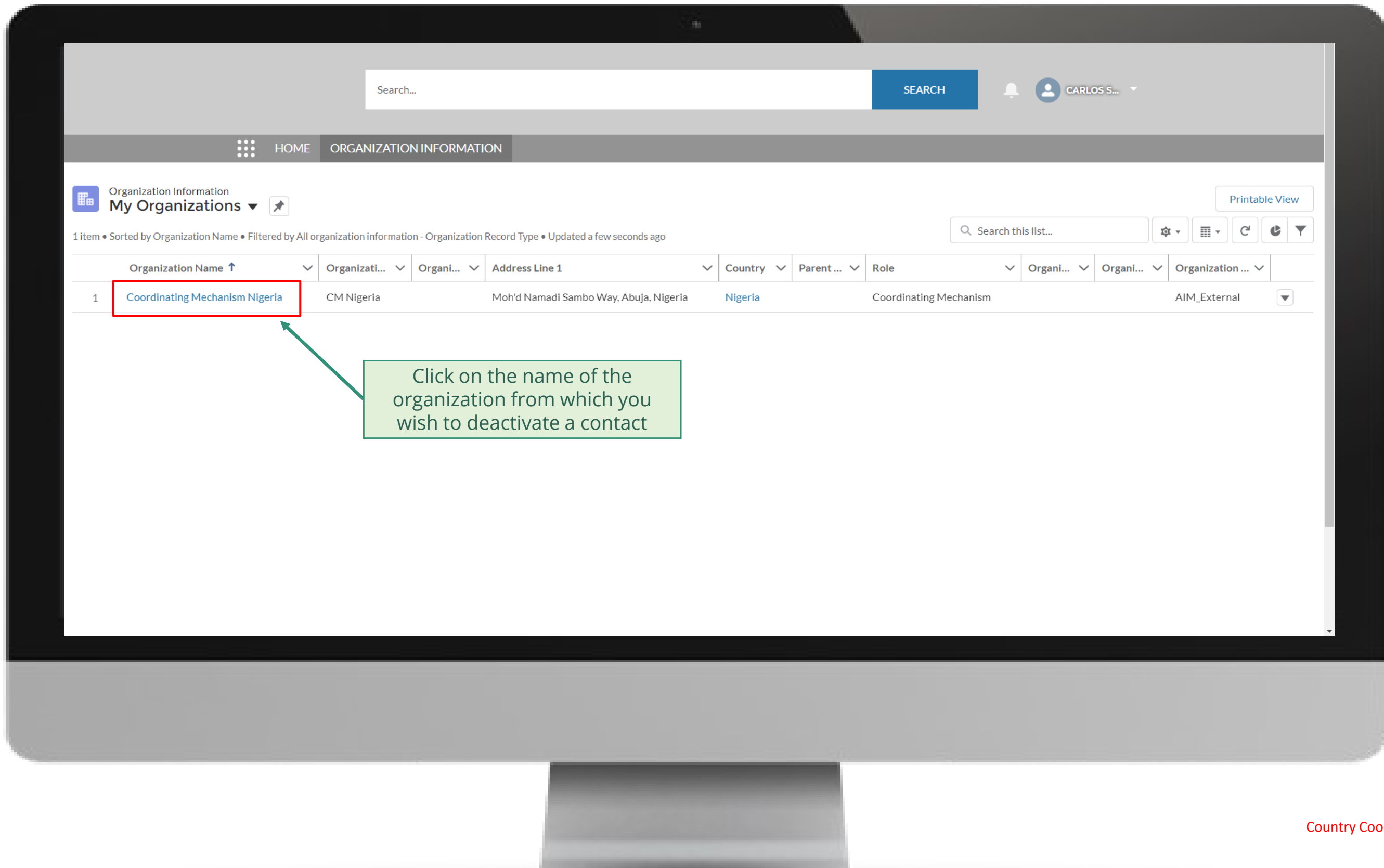
Step 2a

Country Coordinating Mechanism (CCM)

Deactivate Contacts



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



Step 2b

Country Coordinating Mechanism (CCM)

Deactivate Contacts



Back to the
overview of
the steps
for this
request

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

HOME

ORGANIZATION INFORMATION

Organization Information

Coordinating Mechanism Nigeria

Organization Short Name

CM Nigeria

Organization Grant Abbreviation

CM Nigeria

Integration Status

#Open Change Requests for Organization

1

#Open Change Requests for Contacts

0

#Open Change Requests for Banking Details

0

Update Organization

Create Contact

Update Contact

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

Coordinating Mechanism Nigeria

Organization Short Name

CM Nigeria

Parent Account

Website

Communication Language

English

Address Information

Organization Details (CM Only)

Role

Coordinating Mechanism

Representation by age group <18

1

Representation by age group 18 - 25

1

Representation by age group 26-40

1

Representation by age group 41-60

1

Representation by age group >60

0

Representation by gender - Male

Coordinating Mechanism Type

% 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



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

Deactivate Contact

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

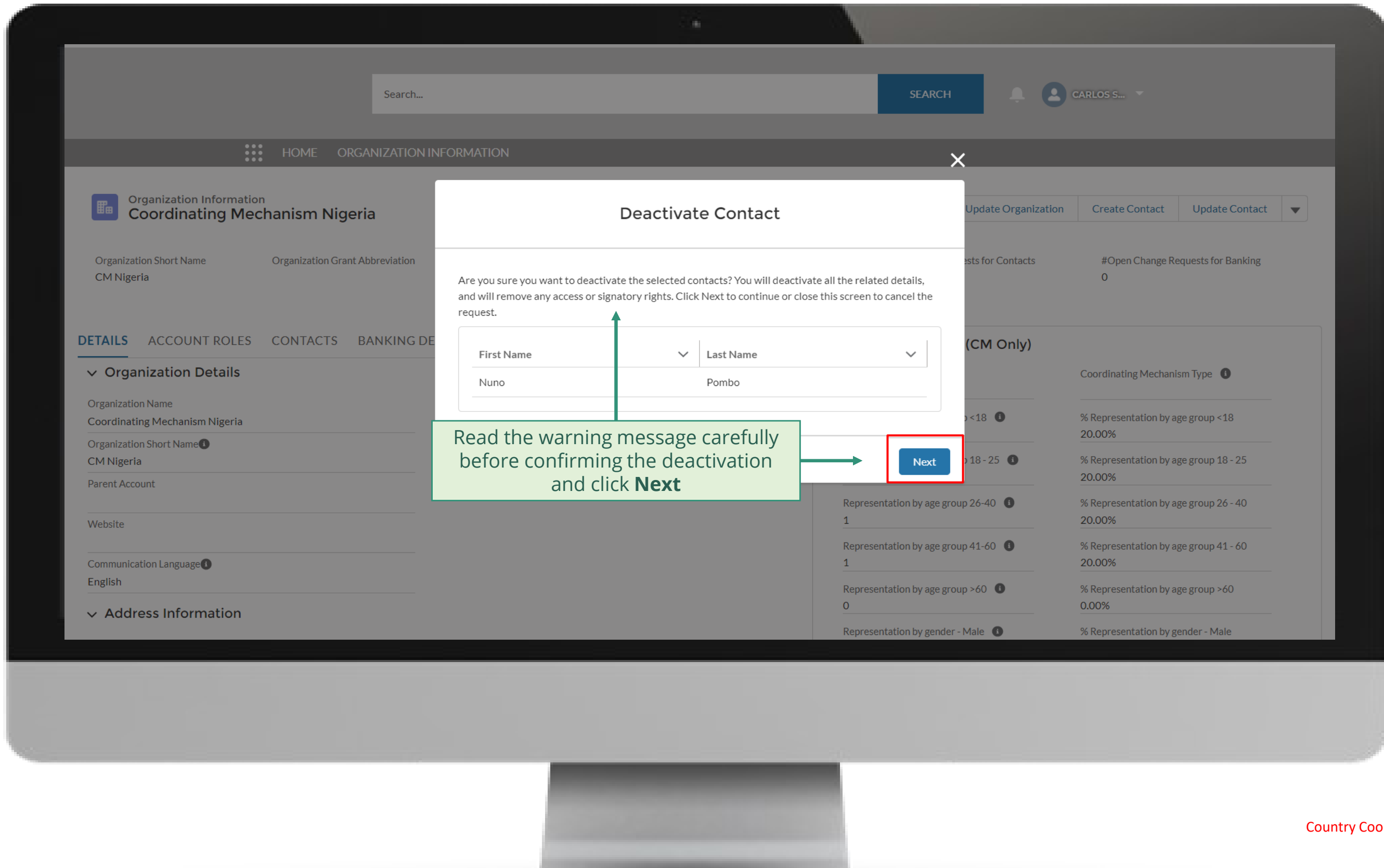
☐	First Na... ▾	Last Name ▾	Role in t... ▾	Signatory rig...	Access to GE...
☐	Alanis	Finn	Chair	✓	
☐	Amanda	Maranha	Chair	✓	
☐	Amanda	Ragotu	Admin Focal ...		✓
☐	Carlos	Smithon	Admin Focal ...		✓
☐	Fernanda	Altugh	Member		
☐	Leonardo	Clavuls	Vice Chair		
☒	Nuno	Pombo	Member		

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



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





Back to the
overview of
the steps
for this
request

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

Search...

SEARCH

CARLOS S...

HOME ORGANIZATION INFORMATION

Organization Information

Coordinating Mechanism Nigeria

Organization Short Name

CM Nigeria

Organization Grant Abbreviation

Update Organization

Create Contact

Update Contact

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

1

Representation by age group 18 - 25

1

Representation by age group 26-40

1

Representation by age group 41-60

1

Representation by age group >60

0

Representation by gender - Male

#Open Change Requests for Banking

0

Coordinating Mechanism Type

% 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

Search...

SE

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

4

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

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

Step 2g

Country Coordinating Mechanism (CCM)

Deactivate Contacts

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

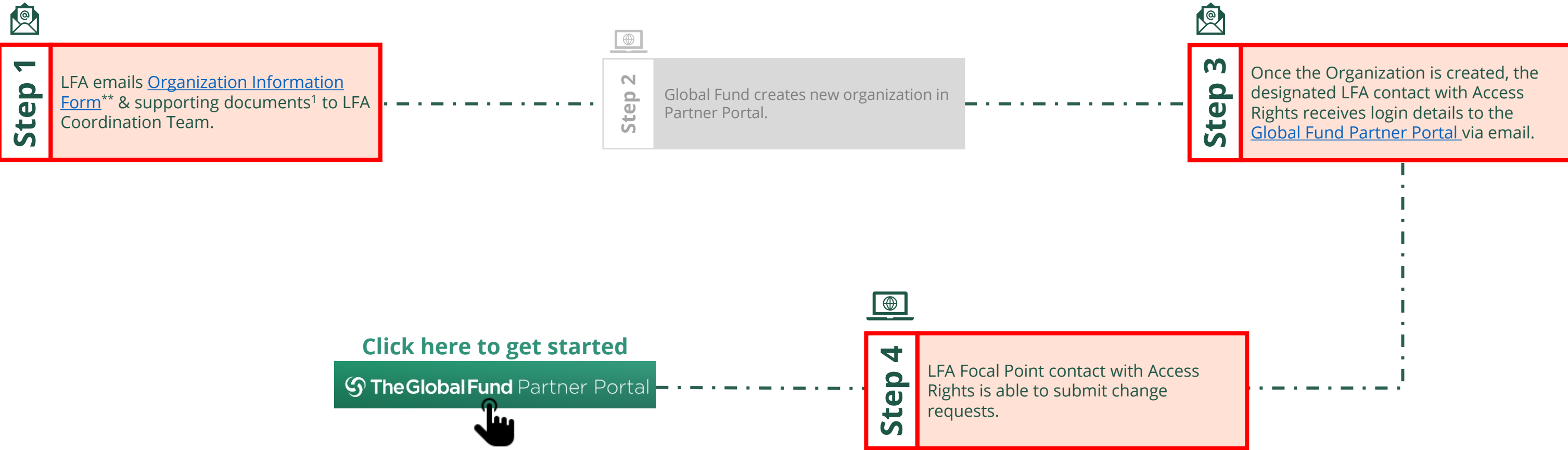
Follow the steps below



Select Another
External Stakeholder



Select Another LFA
Change Request



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

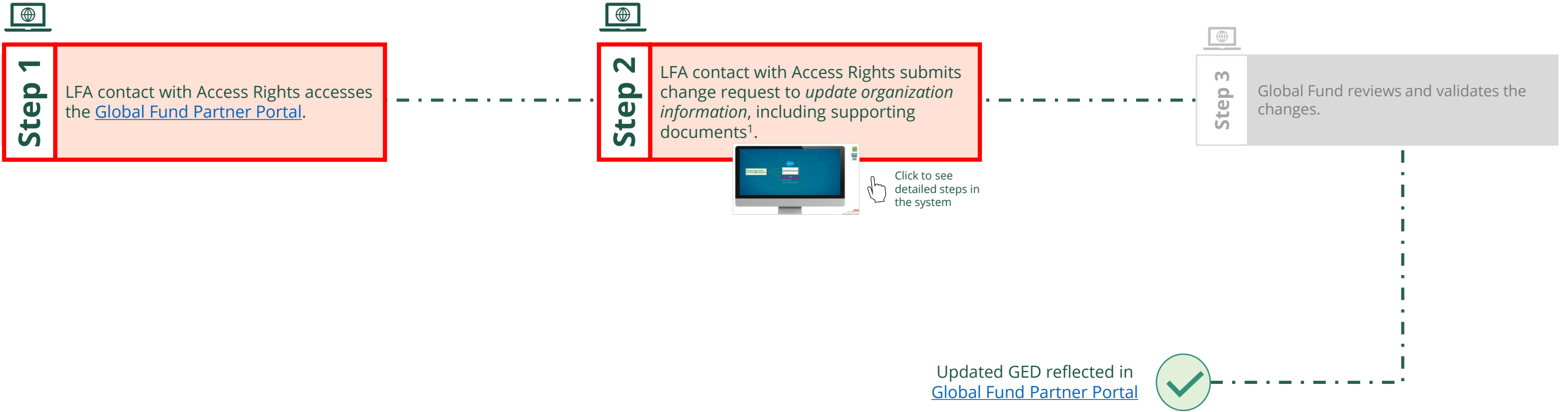
Follow the steps below



Select Another
External Stakeholder



Select Another LFA
Change Request



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

 janedoe7@yopmail.c



Log in

[Forgot your password?](#)

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



Home

Welcome!

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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

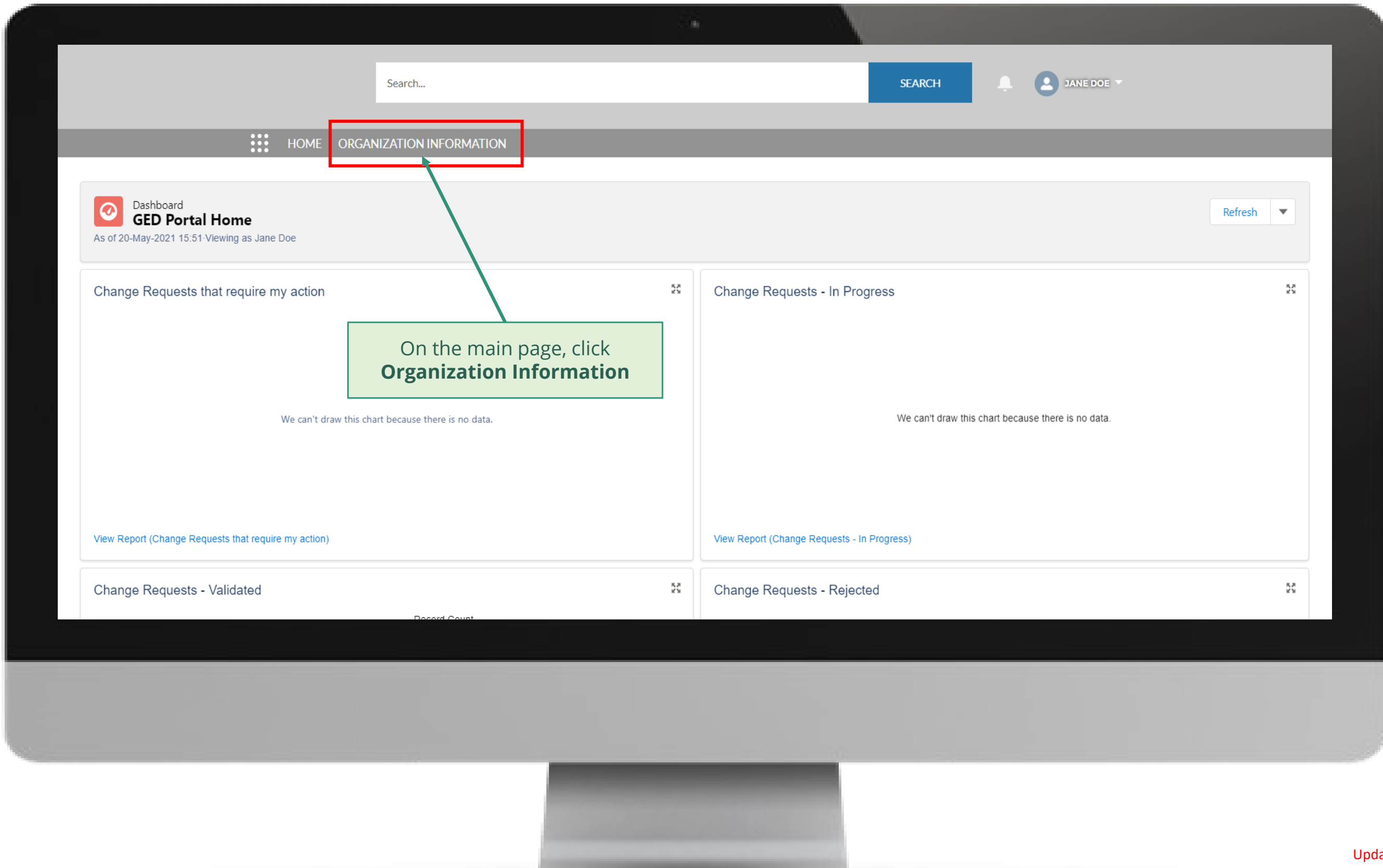
Click **Grant Entity Data**



[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](#)

Search...

SEARCH

JANE DOE

HOME

ORGANIZATION INFORMATION

Organization Information

My Organizations ▾

1 item • Sorted by Organization Name • Filtered by A

Updated a few seconds ago

Search this list...

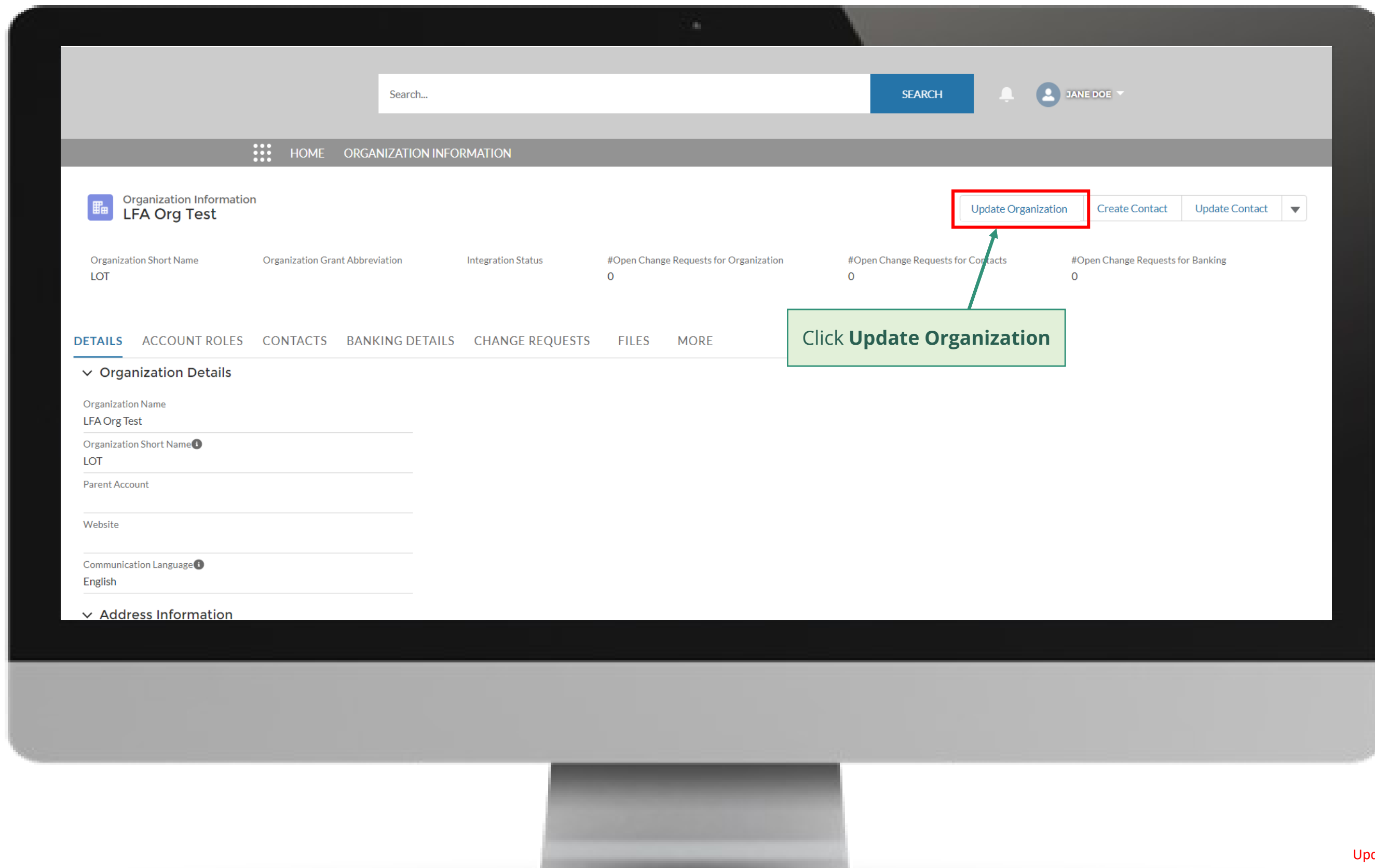
	Organization Name ↑ ▾	Organ...	Address Line 1 ▾	Country ▾	Parent Account ▾	Organization Type ▾	Organization Su... ▾	Organization record ty... ▾	
1	LFA Org Test	LOT	Address Line 1	Switzerland				AIM_External	▾

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

Select the organization you want to update by clicking on it



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





[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
LOT

DETAILS

Organization Name
LFA Org Test

Organization Short Name
LOT

Parent Account

Website

Communication Language
English

Address Information

Update Organization

Create Contact

Update Contact

or Contacts

#Open Change Requests for Banking
0

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

1. Edit the information that needs to be updated

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



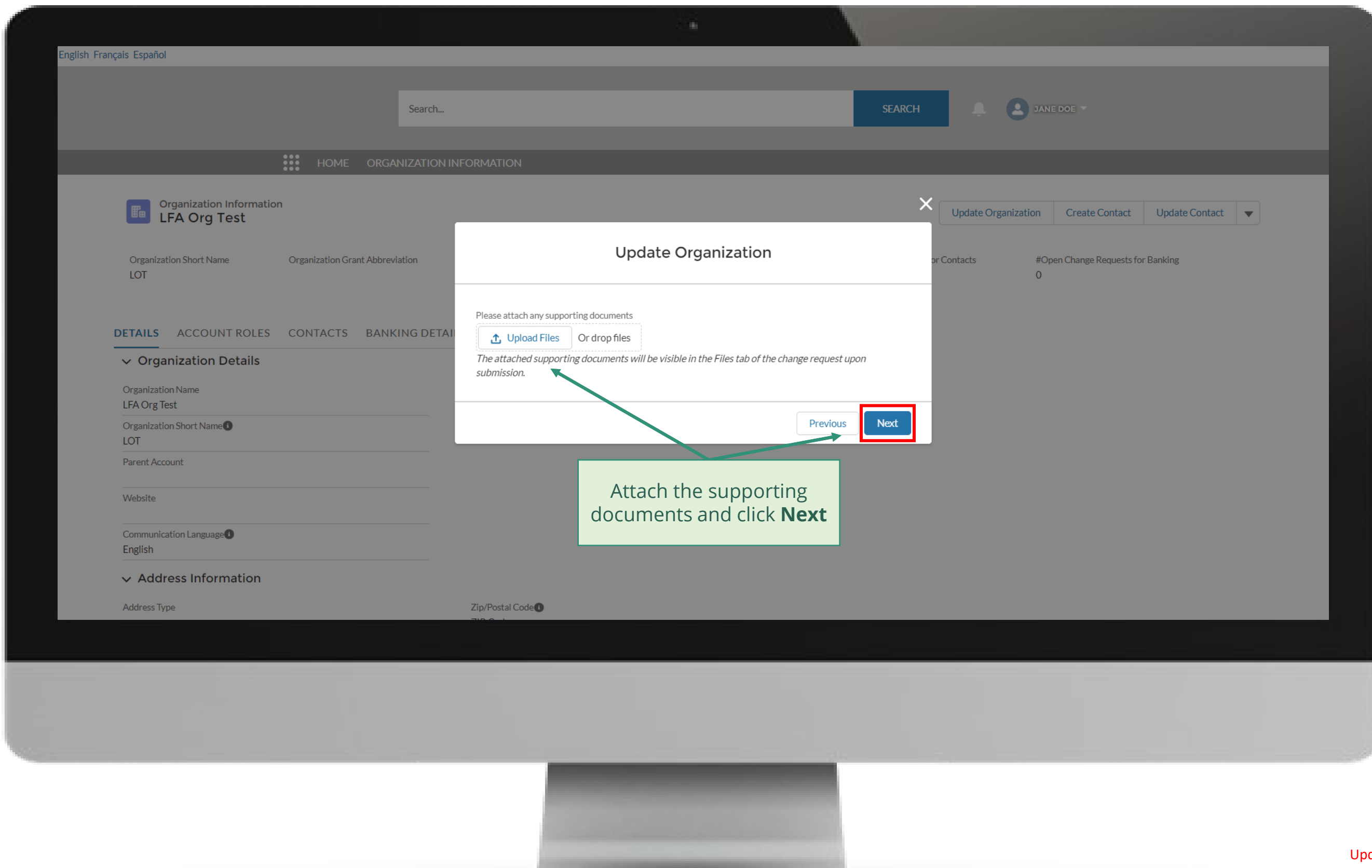
[Back to the overview of the steps for this request](#)

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

Next



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



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



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

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

Pending Global Fund Review



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

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

 janedoe7@yopmail.c



Log in

[Forgot your password?](#)

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

Step 2a

Local Fund Agent (LFA)
Create Contacts



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



English Français Español

  User16215185301118922695 ▾



Home

Welcome!

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

Step 2b

Local Fund Agent (LFA)
Create Contacts



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

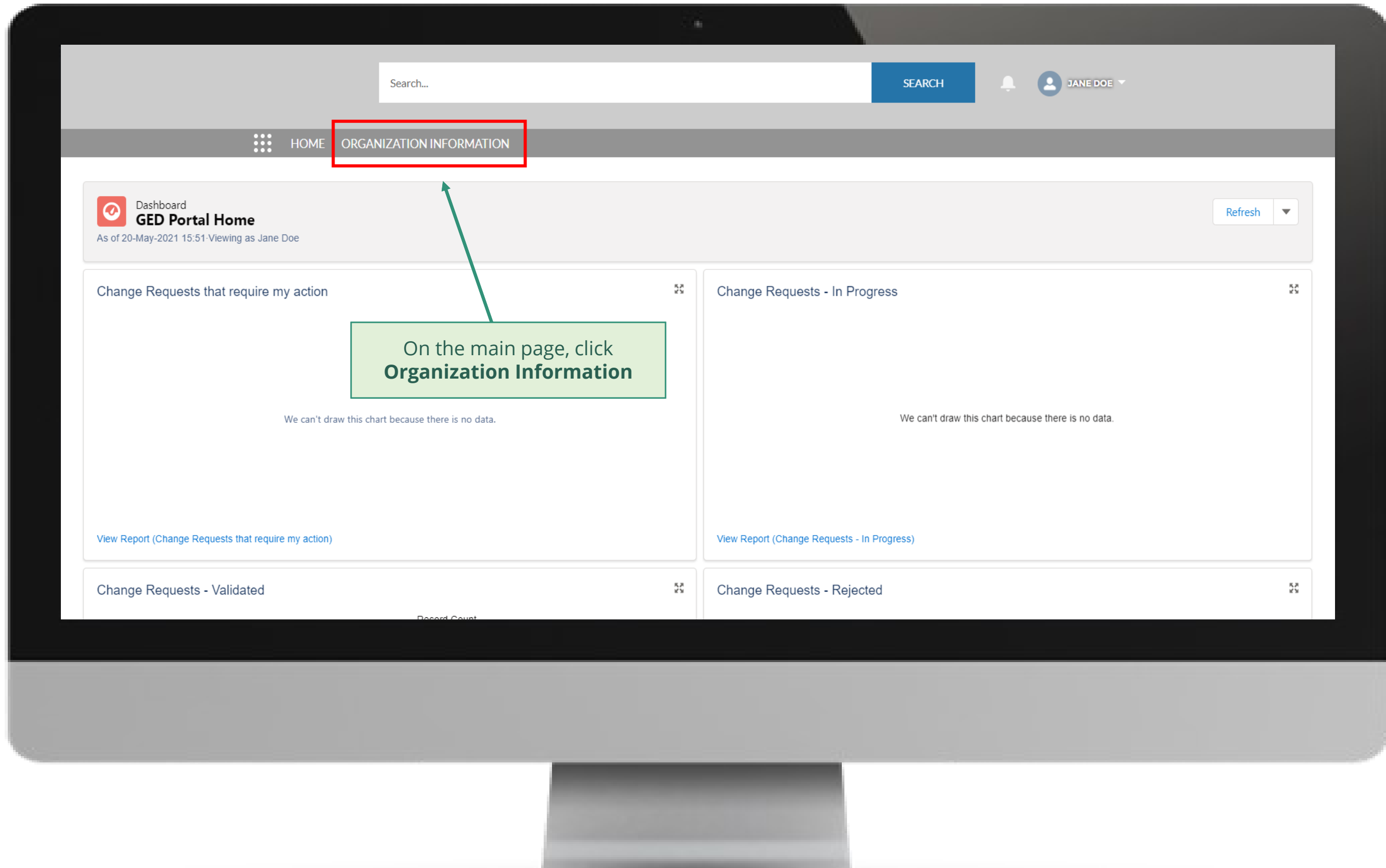
Click **Grant Entity Data**



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



Back to the
overview of
the steps
for this
request

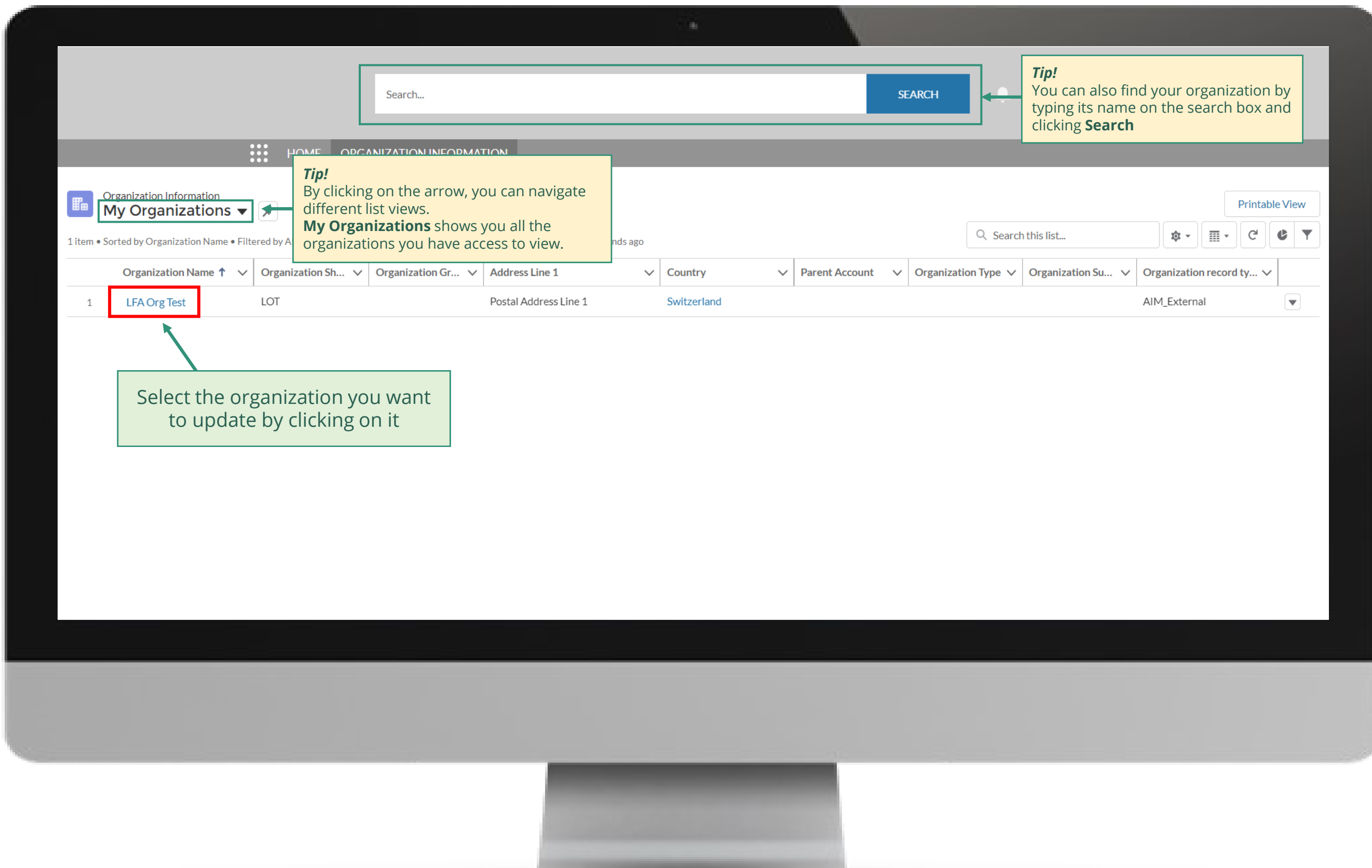


Step 2e

Local Fund Agent (LFA)
Create Contacts

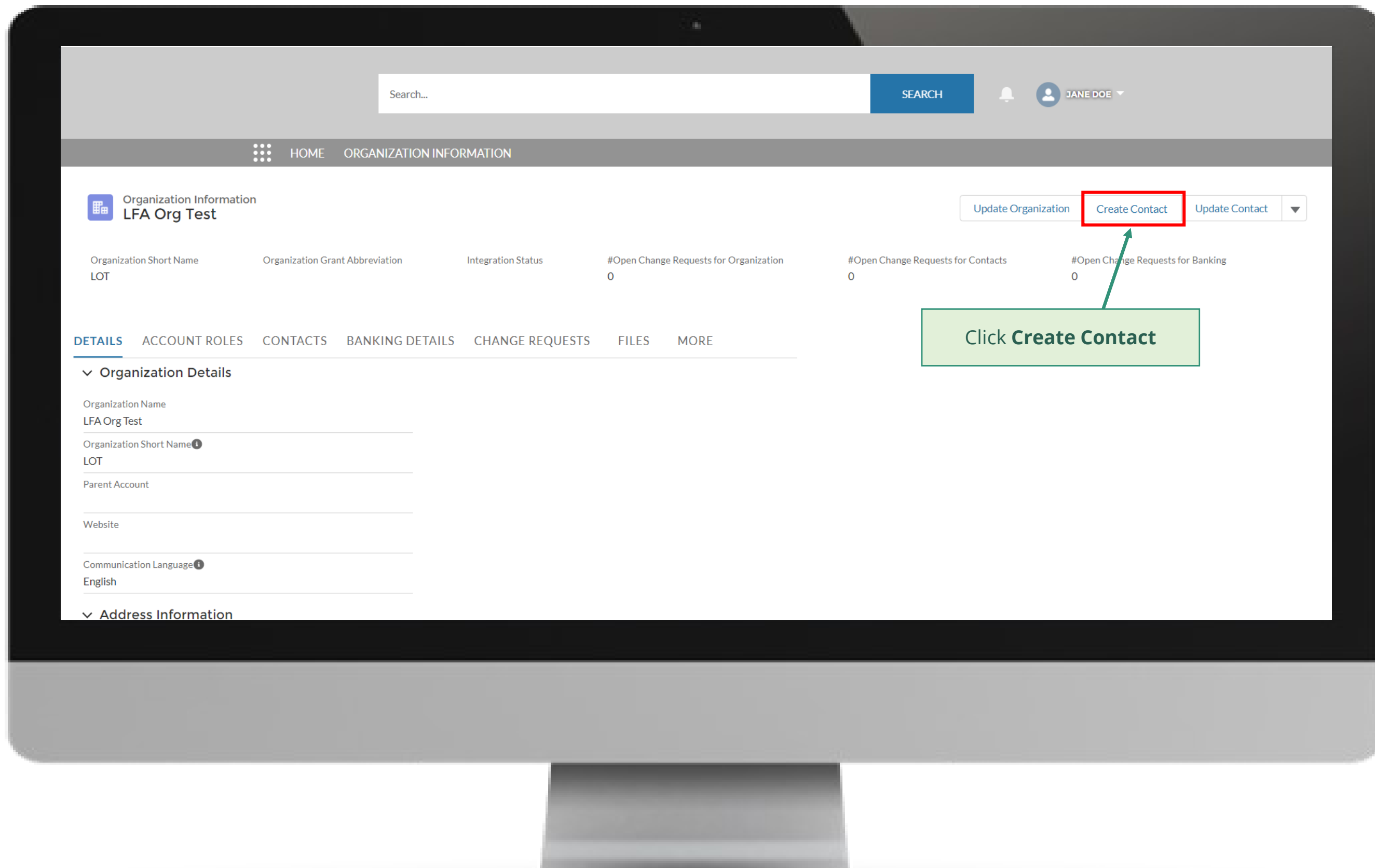


[Back to the overview of the steps for this request](#)





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



Step 2g

Local Fund Agent (LFA)
Create Contacts



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

Note!
Fields with (*) are mandatory

Create Contact

* 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

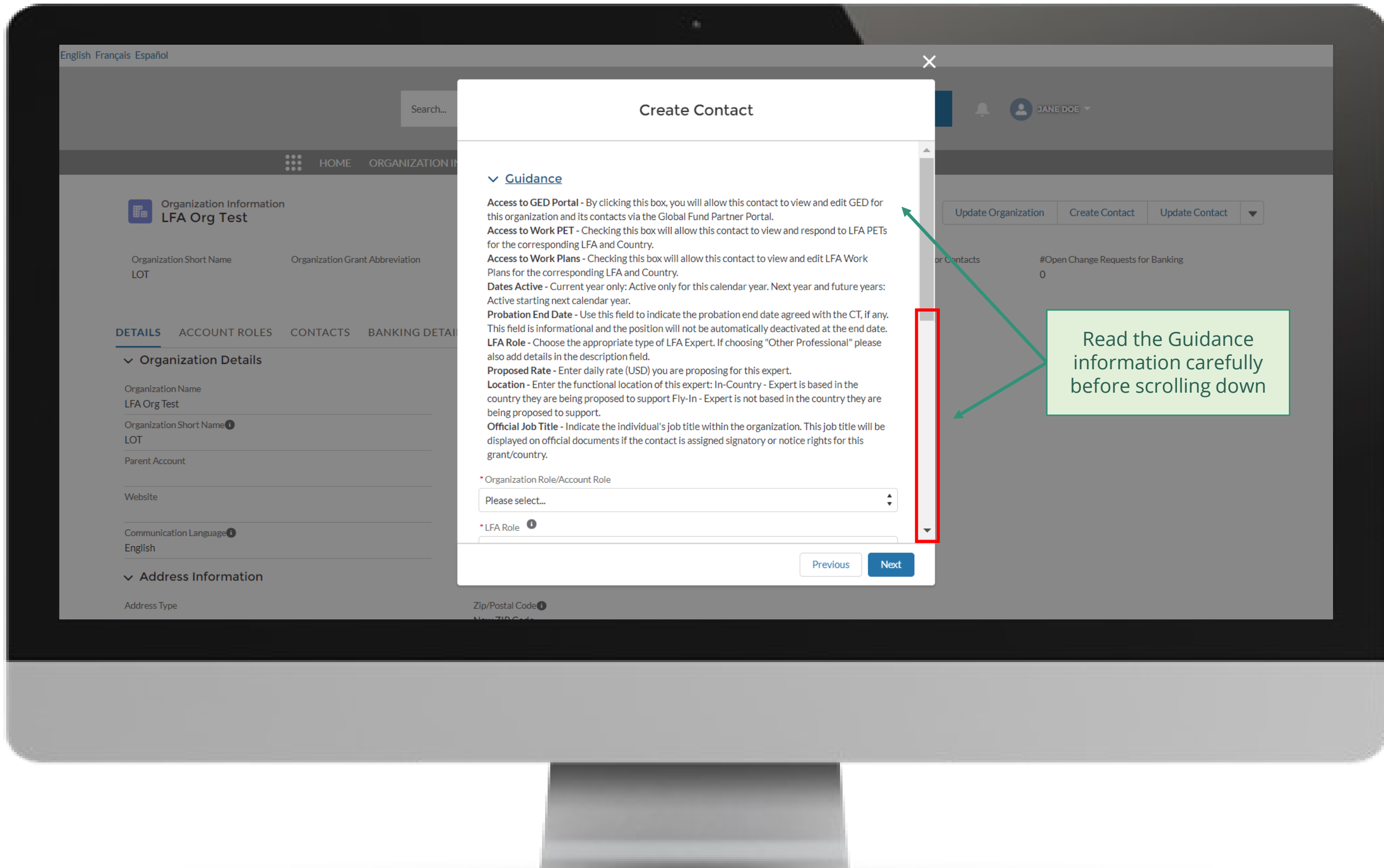
Enter the contact details and click **Next**

Step 2h

Local Fund Agent (LFA)
Create Contacts



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





Back to the
overview of
the steps
for this
request

English Français Español

Search...

Note!
Fields with (*) are mandatory

Organization Information
LFA Organization

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

Zip/Postal Code

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

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

Step 2j

Local Fund Agent (LFA)
Create Contacts



Back to the
overview of
the steps
for this
request

English Français Español

Search...



HOME

ORGANIZATION INFORMATION



Organization Information
LFA Org Test

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](#)

f

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

Update Organization

Create Contact

Update Contact

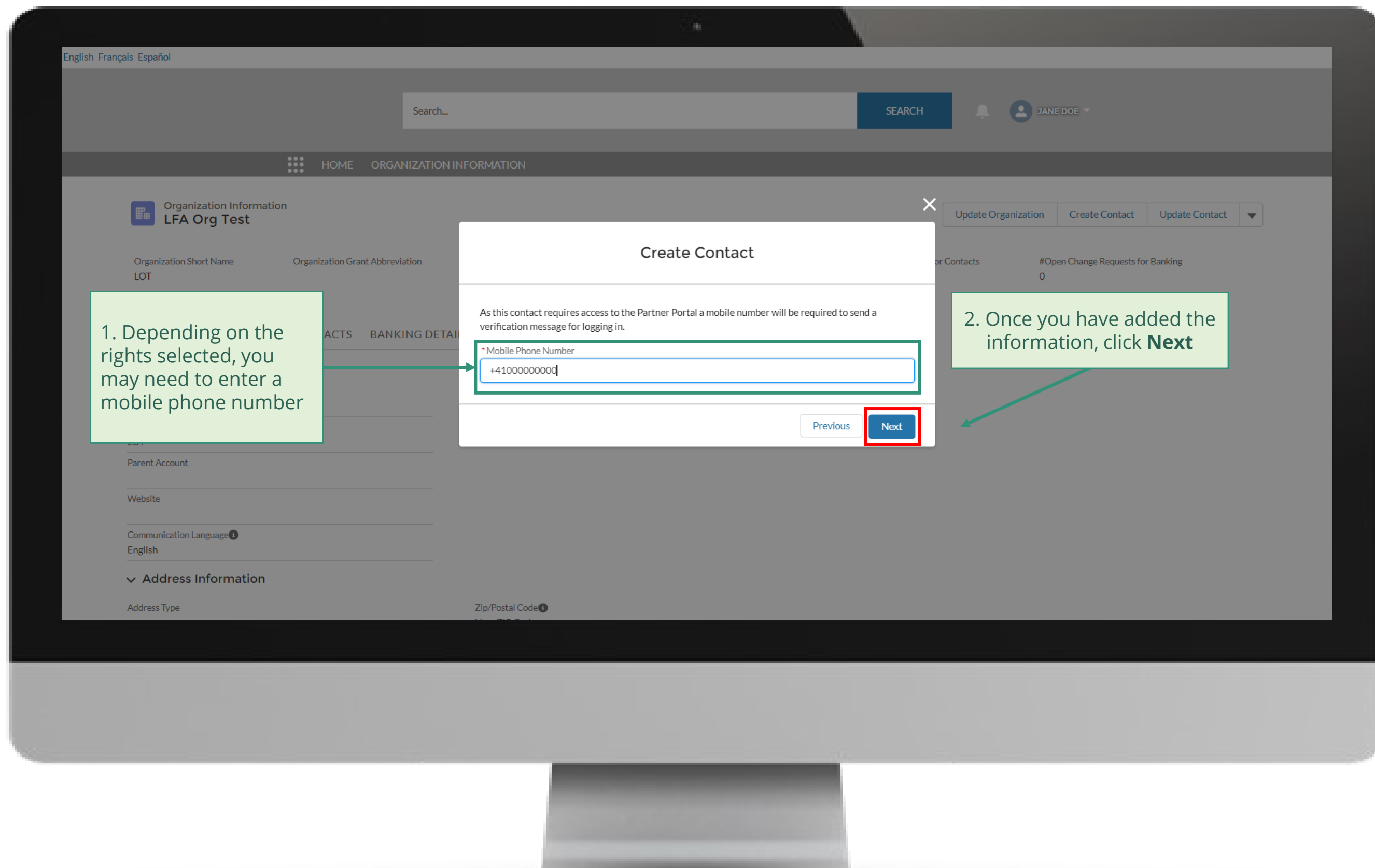
or Contacts

#Open Change Requests for Banking
0

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



[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

HOME ORGANIZATION INFORMATION

Organization Information
LFA Org Test

Update Organization Create Contact Update Contact

Organization Short Name Organization Grant Abbreviation

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

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

Banking Details

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](#)

1. Attach the required supporting documents

2. Attach the Submitter Authorization Letter Template

3. Attach Signatory Template as relevant

4. Attach additional supporting documents as needed

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

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

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
LOT

Organization Grant Abbreviation

or Contacts

#Open Change Requests for Banking
0

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

Create Contact

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

Finish

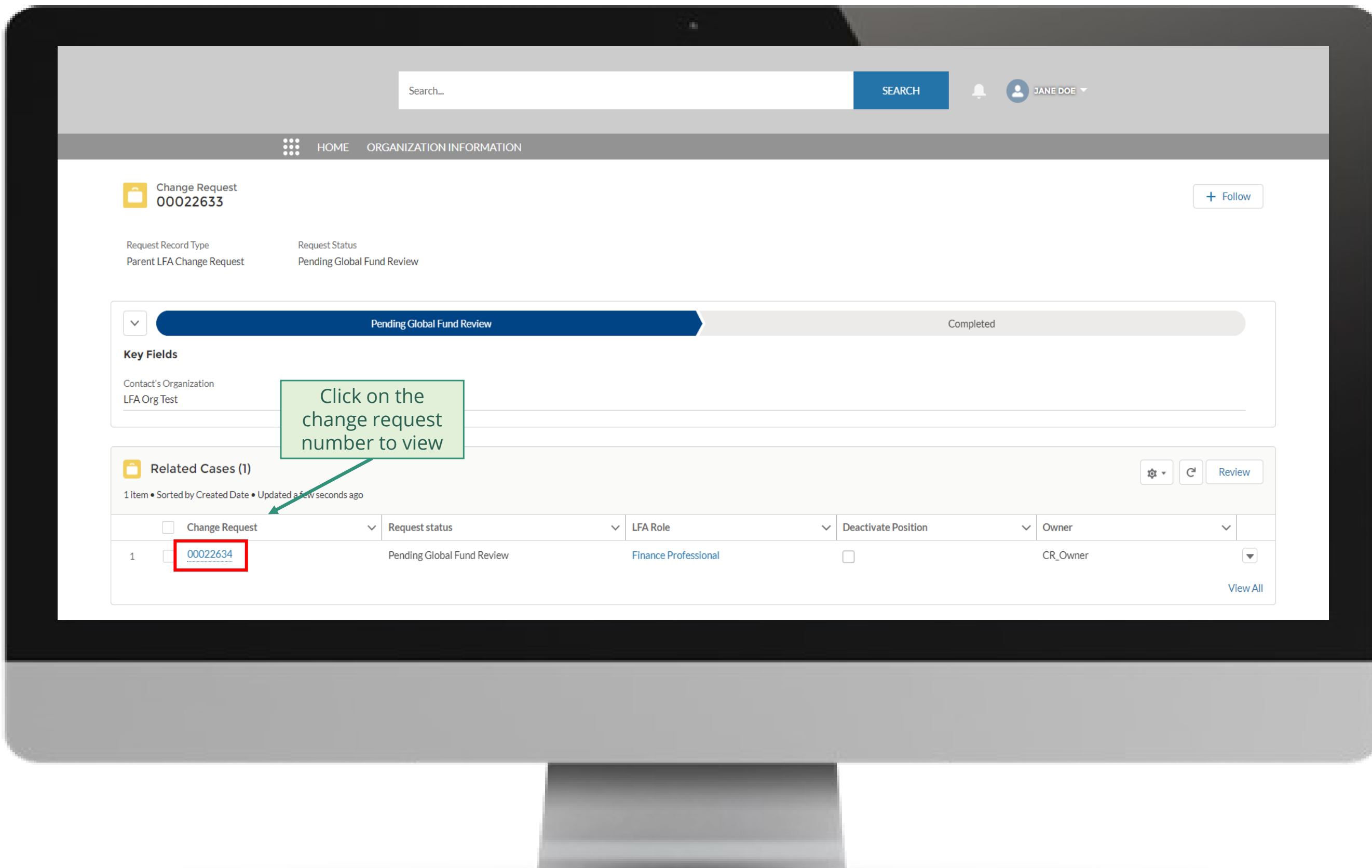
The request is submitted.
You can see more details by
clicking on the blue link

Step 2p

Local Fund Agent (LFA)
Create Contacts



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



Step 2q

Local Fund Agent (LFA)
Create Contacts



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

Pending Global Fund Review

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

Step 2r

Local Fund Agent (LFA)
Create Contacts



Back to the
overview of
the steps
for this
request

Click here to
go back to the
overview
page

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

Case History (1)

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

POSITIONS

> Guidance

Tests	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	Email Address	robert@example.com
First Name	Robert	Phone Number	
Last Name	Smith	Mobile Phone Number	+41000000000
Organization Name ⓘ	LFA Org Test	Comments	Requesting approval of Robert Smith as Finance Professional on xx portfolio

✓ 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



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

 janedoe7@yopmail.c



Log in

[Forgot your password?](#)

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

Step 2a

Local Fund Agent (LFA)
Update Contacts



Home

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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

Search apps...

▼ All Apps



Grant Entity Data



Landing Page

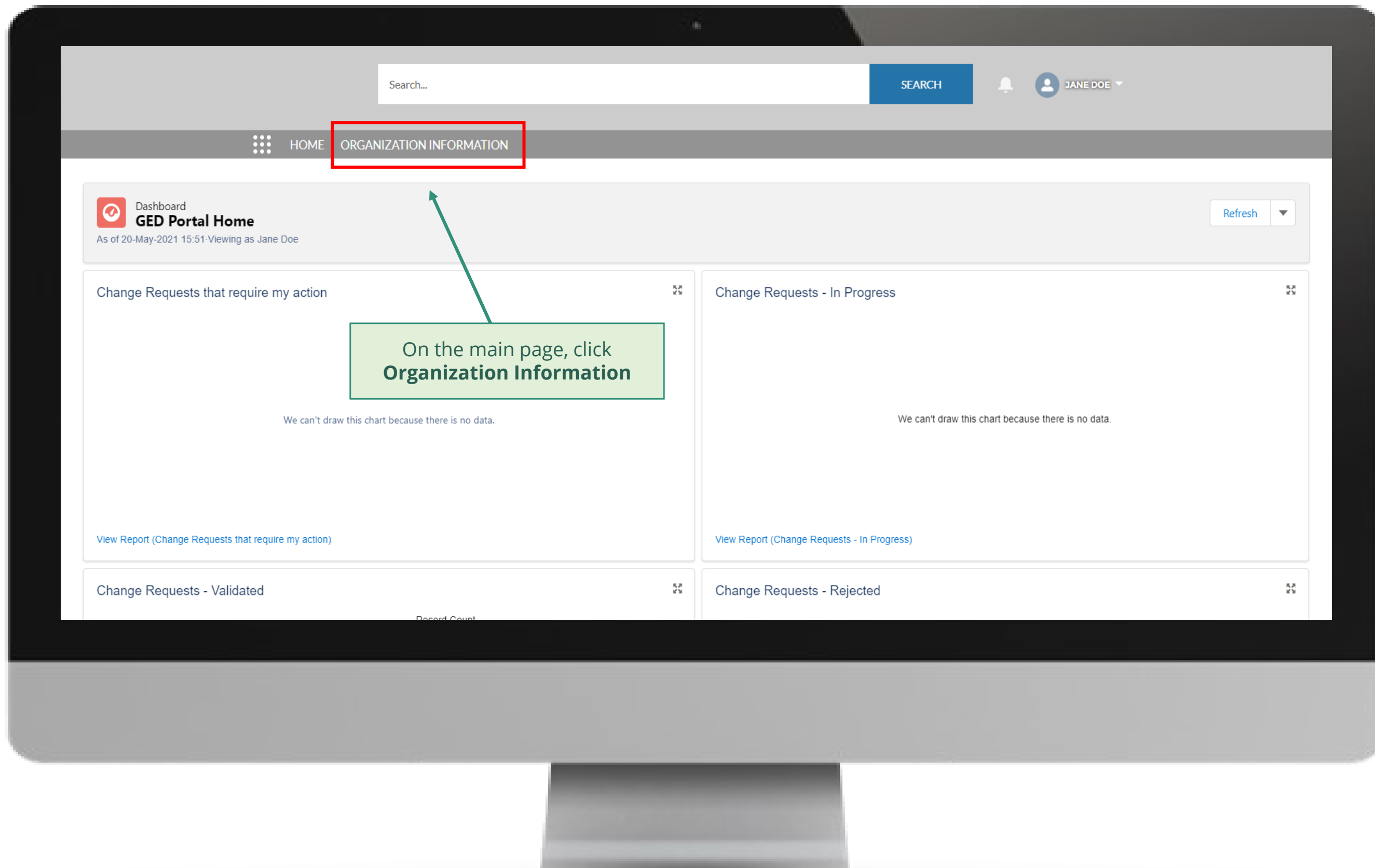
Click **Grant Entity Data**



[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](#)

Search...

SEARCH

HOME ORGANIZATION INFORMATION

Organization Information

My Organizations

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

Search this list...

Printable View

Settings

Grid

Refresh

Print

Filter

	Organization Name	Organization Short Name	Organization Group	Address Line 1	Country	Parent Account	Organization Type	Organization Sub-Type	Organization record type
1	LFA Org Test	LOT		Postal Address Line 1	Switzerland				AIM_External

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

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

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

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

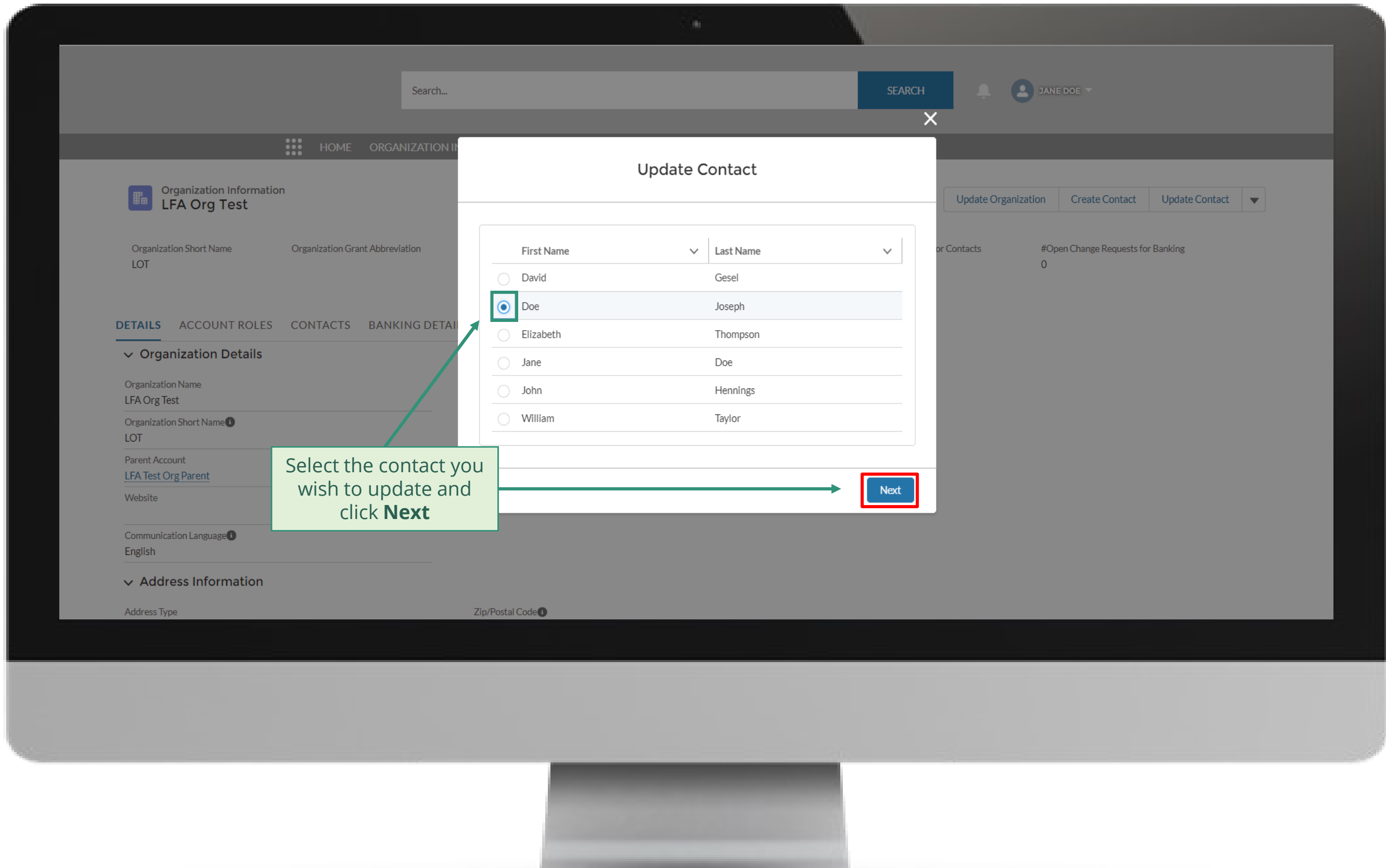
Address Information

Click **Update Contact**





[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

1. Update the necessary
information on the contact
as needed

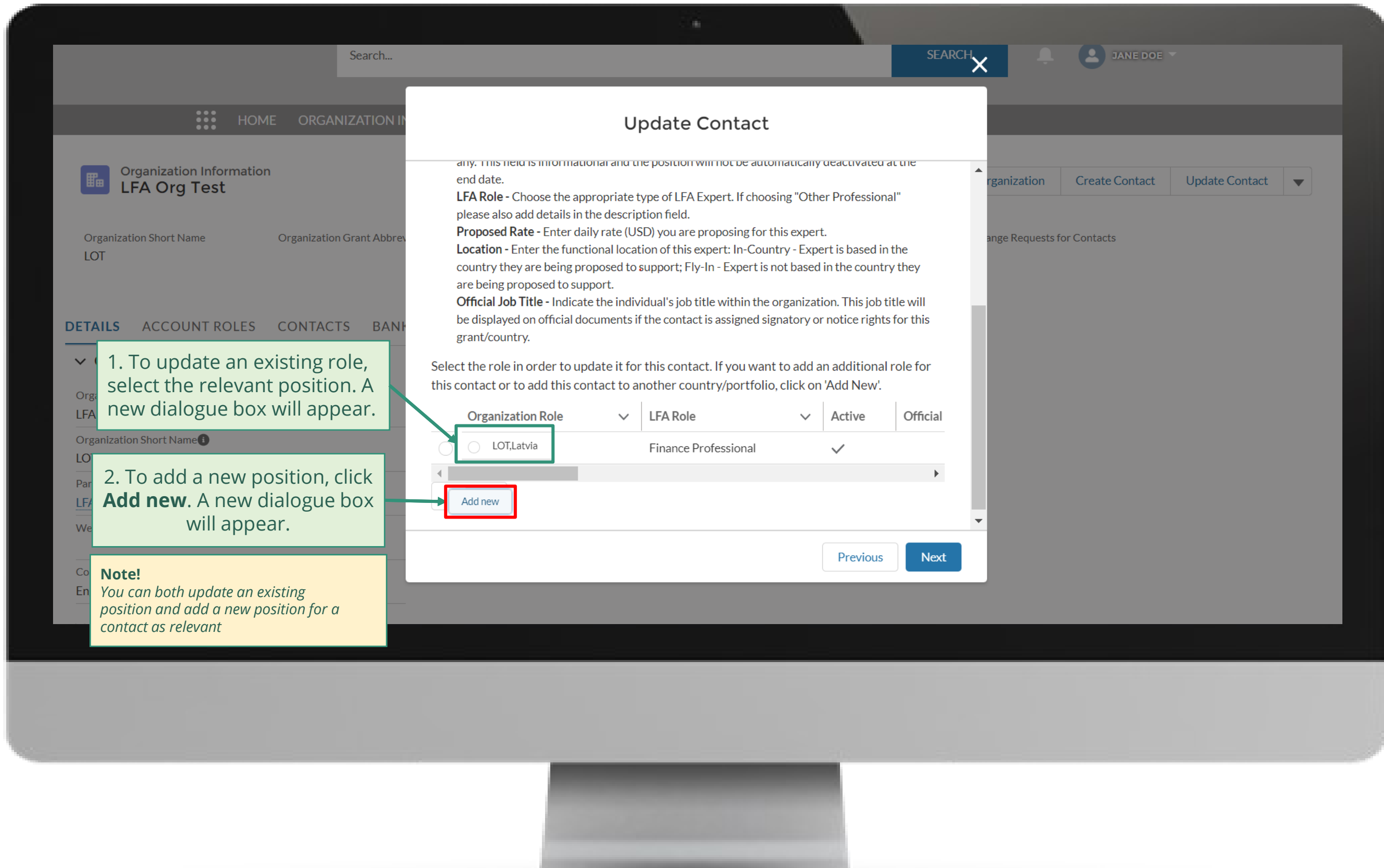
2. Provide a rationale for
the request in the
comments box.

3. Click **Next**

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



[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

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](#)

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

Please select...

Submitter

Editor

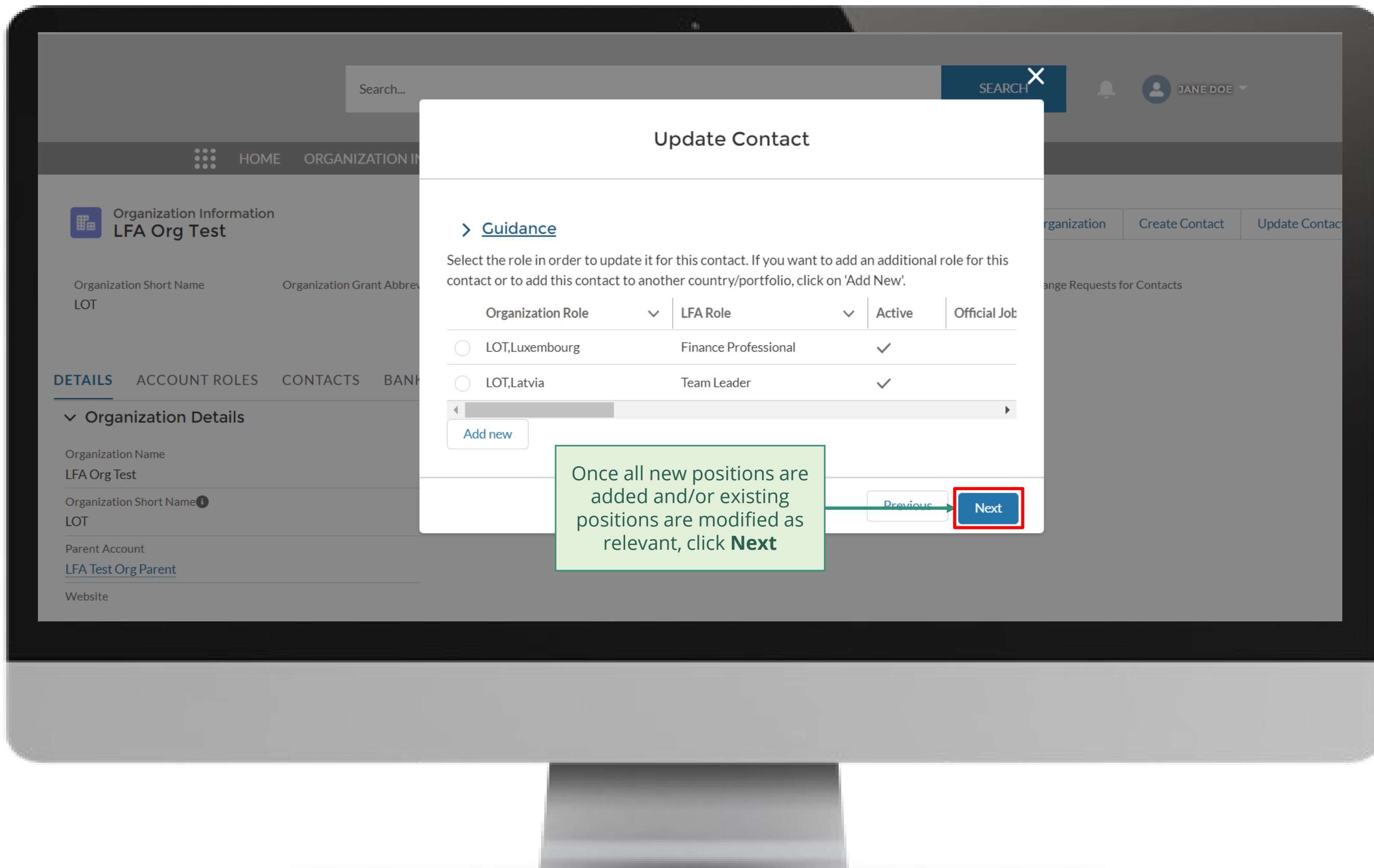
Update/Save

Cancel

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



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





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

1. Attach the required supporting documents

2. Attach the Submitter Authorization Letter Template

3. Attach Signatory Template as relevant

4. Attach additional supporting documents as needed

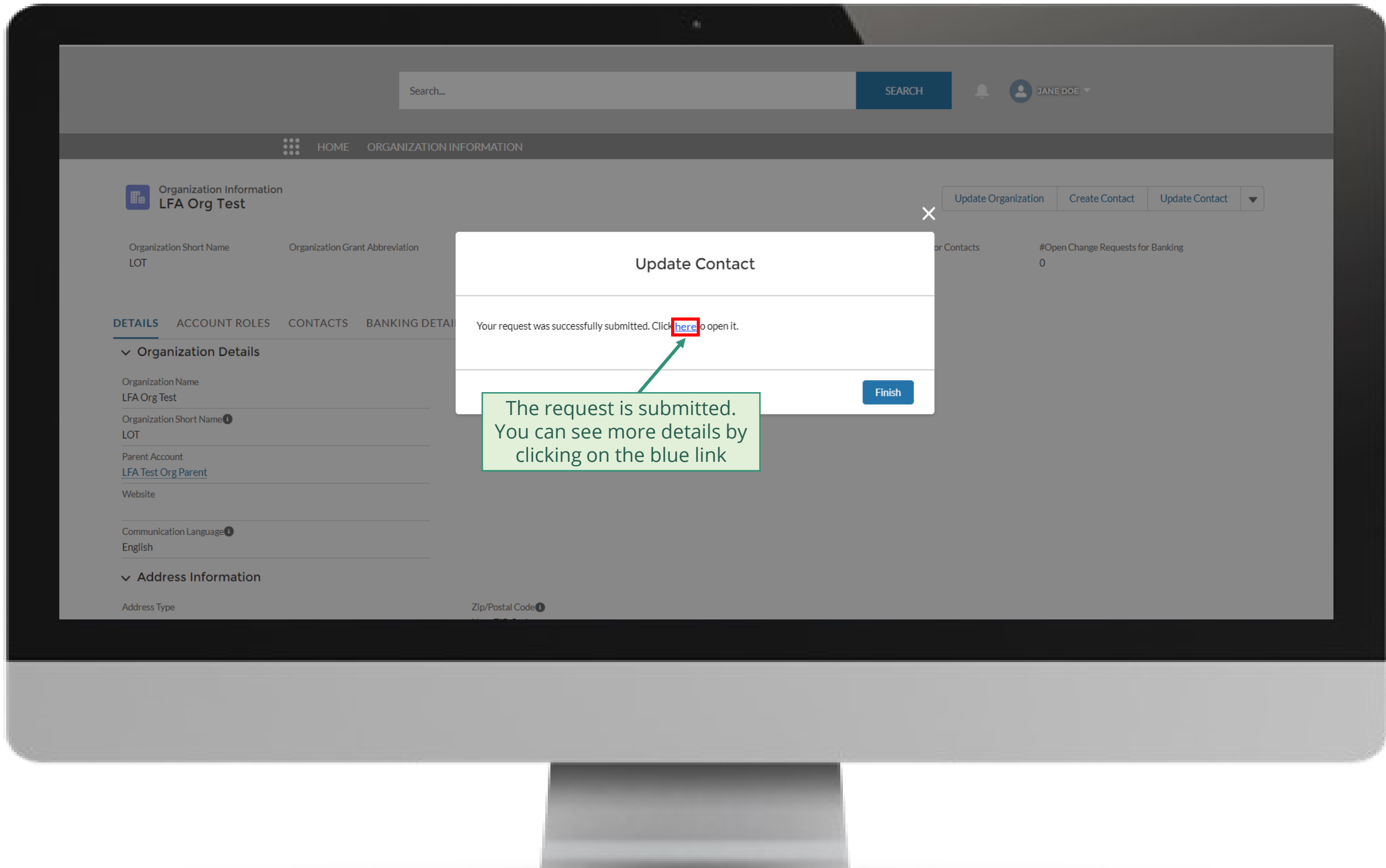
5. Click **Next** to proceed to the next slide

Previous

Next



Back to the
overview of
the steps
for this
request

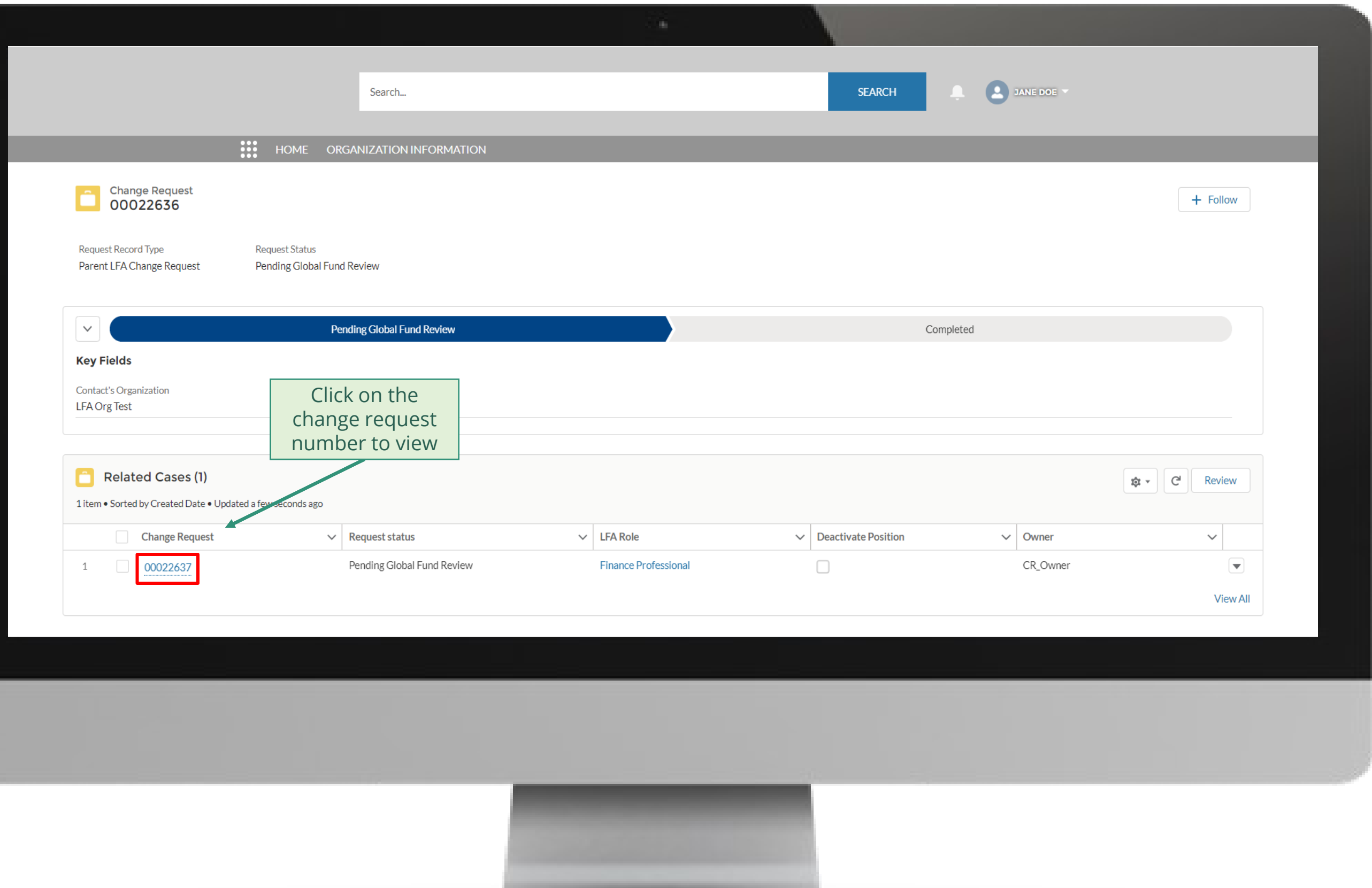


Step 20

Local Fund Agent (LFA)
Update Contacts



Back to the
overview of
the steps
for this
request



Click on the
change request
number to view

Related Cases (1)

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

Change Request

Request status

LFA Role

Deactivate Position

Owner

1

00022637

Pending Global Fund Review

Finance Professional

CR_Owner

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

[View All](#)

Duplicate merge history

Not applicable

Re-submit case

There is no clarification needed from your end at the moment

HOME ORGANIZATION INFORMATION

Change Request
00022637

1 Request Record Type
Update LFA Contact

2 Request status
Pending Global Fund Review

Integration Status

3

Pending Global Fund Review

Case History (1)

Date	Field	User	Original Value
28/05/2021 19:08	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,Luxembourg	Finance Professional	100	Fly-In	Current and future years								

DETAILS

FILES

▼ Contact Information

Step 2q

Local Fund Agent (LFA)
Update Contacts



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

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

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

First Name
Doe

Last Name
Joseph

Contact's Organization
LFA Org Test

Email Address
josephdoe@yopmail.com

Phone Number
+559876352

Mobile Phone Number
+458796314

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



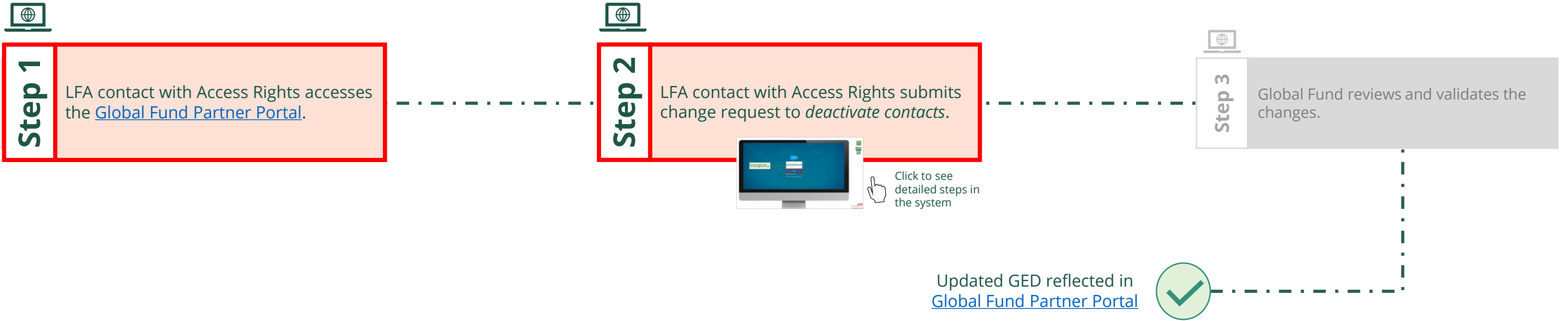
Select Another
External Stakeholder



Select Another LFA
Change Request

Follow the steps below

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





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

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

salesforce

 janedoe7@yopmail.c



Log in

[Forgot your password?](#)

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

Step 2a

Local Fund Agent (LFA)
Deactivate Contacts



Home

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.

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

Search apps...

▼ All Apps



Grant Entity Data



Landing Page

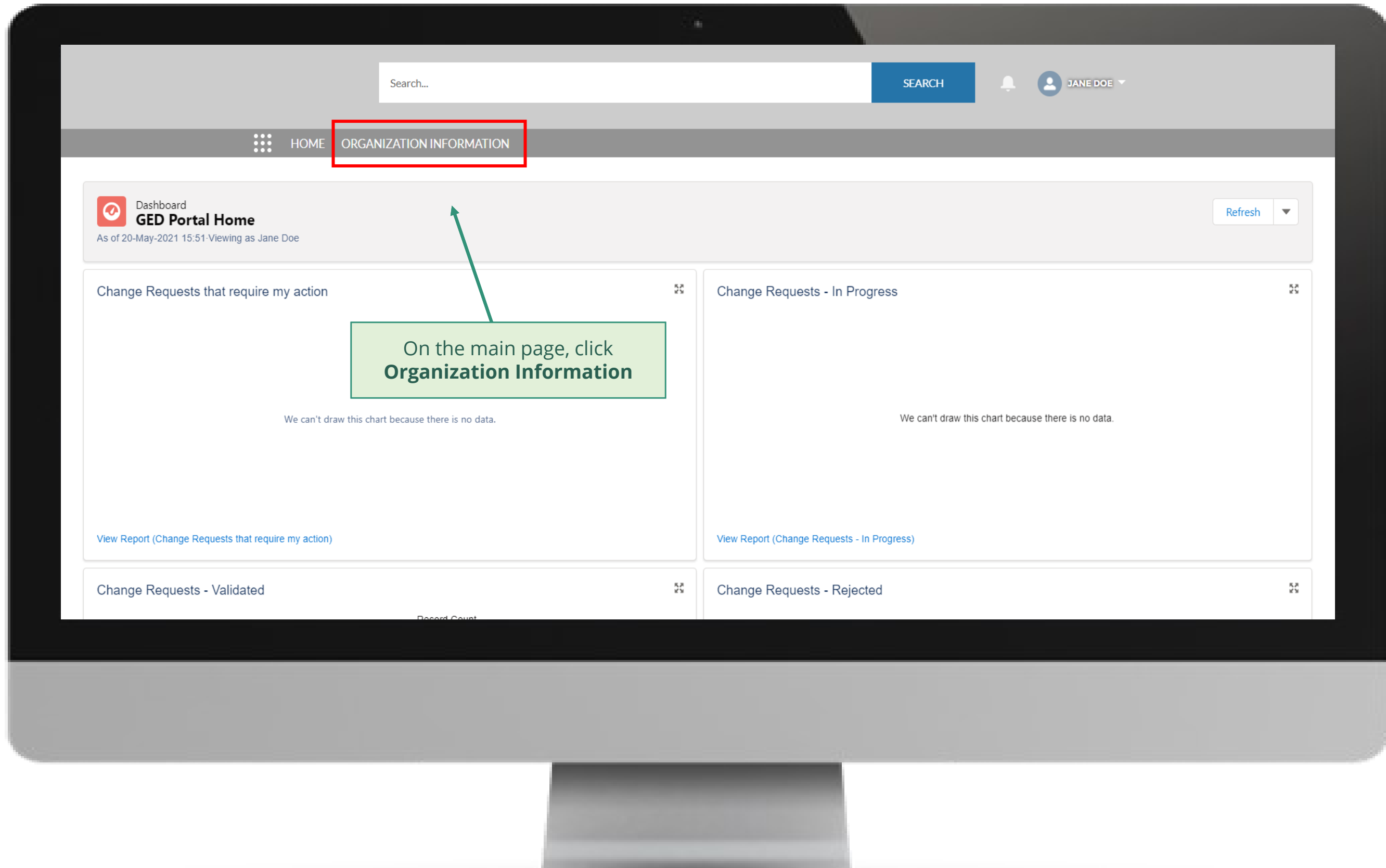
Click **Grant Entity Data**



[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](#)

HOME

ORGANIZATION INFORMATION

Organization Information

My Organizations

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

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

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

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

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

Search...

SEARCH

Click the arrow and select
Deactivate Contact



HOME

ORGANIZATION INFORMATION



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
LOT

Organization Grant Abbreviation

Integration Status

#Open Change Requests for Organization
0

#Open Change Requests for Contacts
2

#Open Change Request
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



HOME

ORGANIZATION INFORMATION



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

Deactivate Contact

Select the contact to deactivate out of the list below

First Name	Last Name
☐ David	Gesel
☐ Doe	Joseph
☐ Elizabeth	Thompson
☐ Jane	Doe
☒ John	Hennings
☐ William	Taylor

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

Next

Step 2h

Local Fund Agent (LFA)
Deactivate Contacts



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

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

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.

Next

Click **Next** to
submit the
request

Step 2i

Local Fund Agent (LFA)
Deactivate Contacts



[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

Create Contact

Update Contact ▾

Change Requests for Contacts

Organization Short Name
LOT

Organization Grant Abbreviation

DETAILS

ACCOUNT ROLES

CONTACTS

BANK

▼ Organization Details

Organization Name
LFA Org Test

Organization Short Name ⓘ
LOT

Parent Account
[LFA Test Org Parent](#)

Website

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

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

Pending Global Fund Review

Closed

 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](#)Contact's Organization
LFA Org TestSalutation
MrFirst Name
JohnLast Name
Hennings

Phone Number

Mobile Phone Number

Email Address
john@example.com

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





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

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

salesforce

 janedoe7@yopmail.c



Log in

[Forgot your password?](#)

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

Step 2a

Local Fund Agent (LFA)
Deactivate Position



Home

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.

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

Search apps...

▼ All Apps



Grant Entity Data



Landing Page

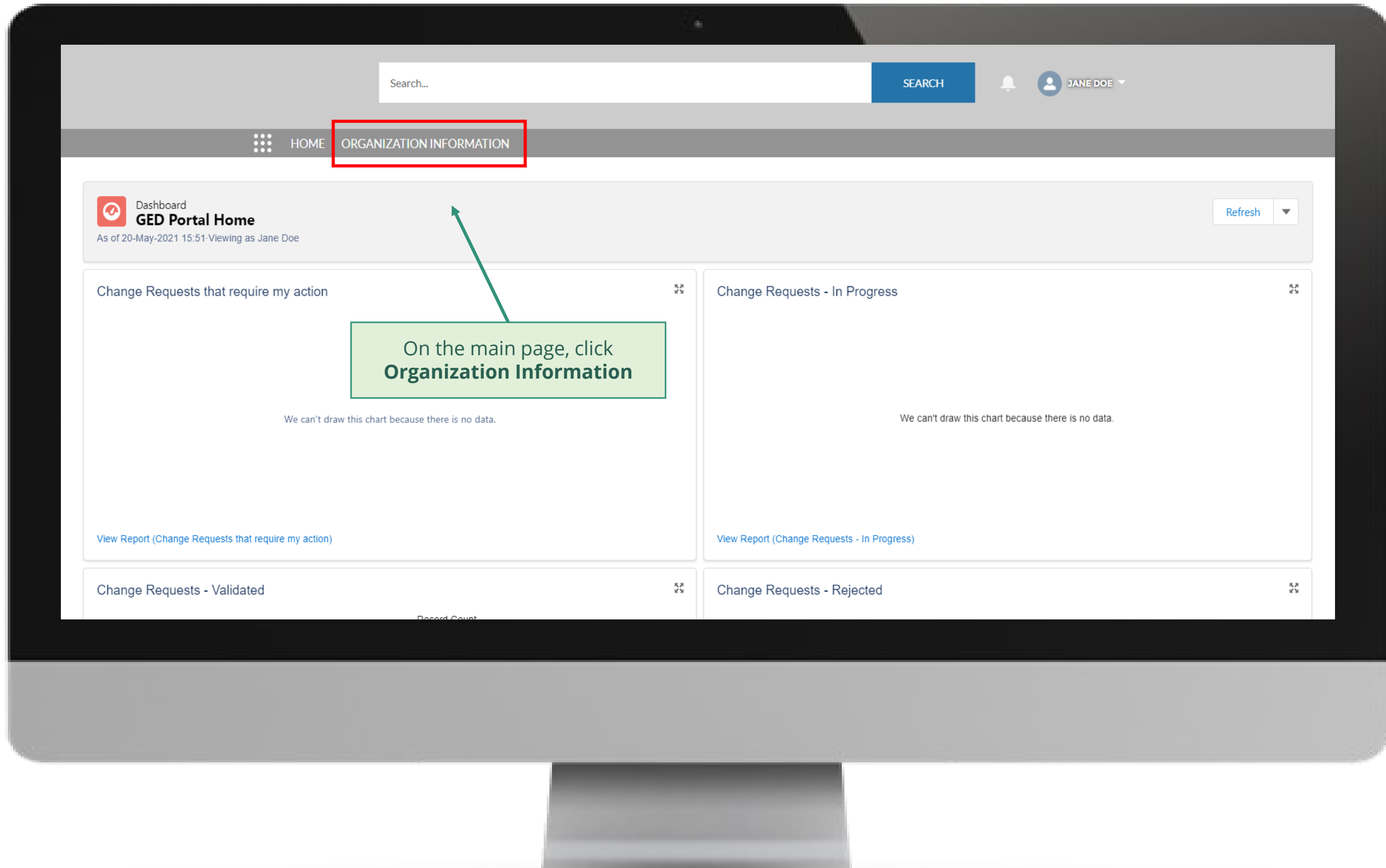
Click **Grant Entity Data**



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



Back to the
overview of
the steps
for this
request

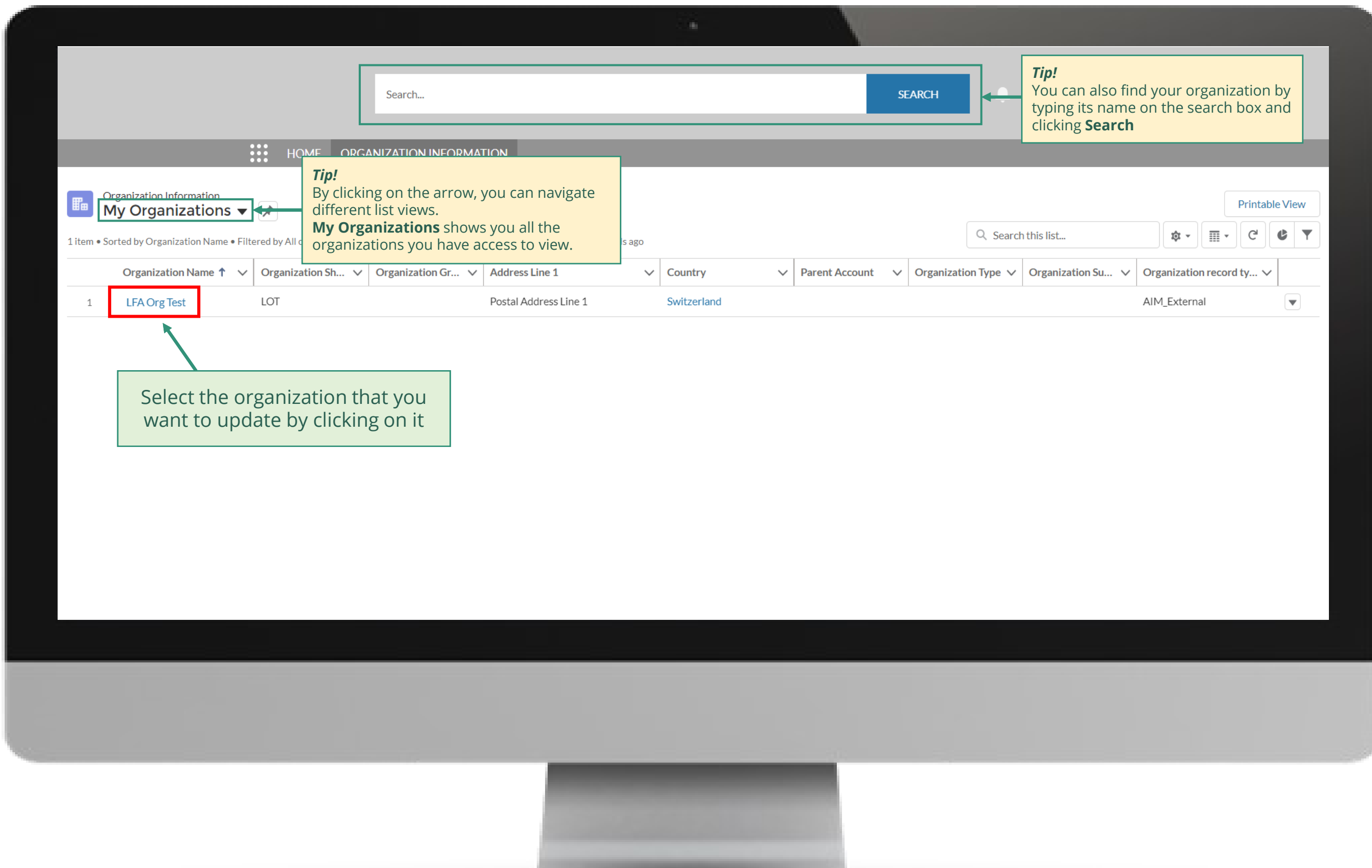


Step 2e

Local Fund Agent (LFA)
Deactivate Position



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



Search...

SEARCH



Click **Update Contact**



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
3

#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

Address Type

Zip/Postal Code ⓘ

New ZIP Code



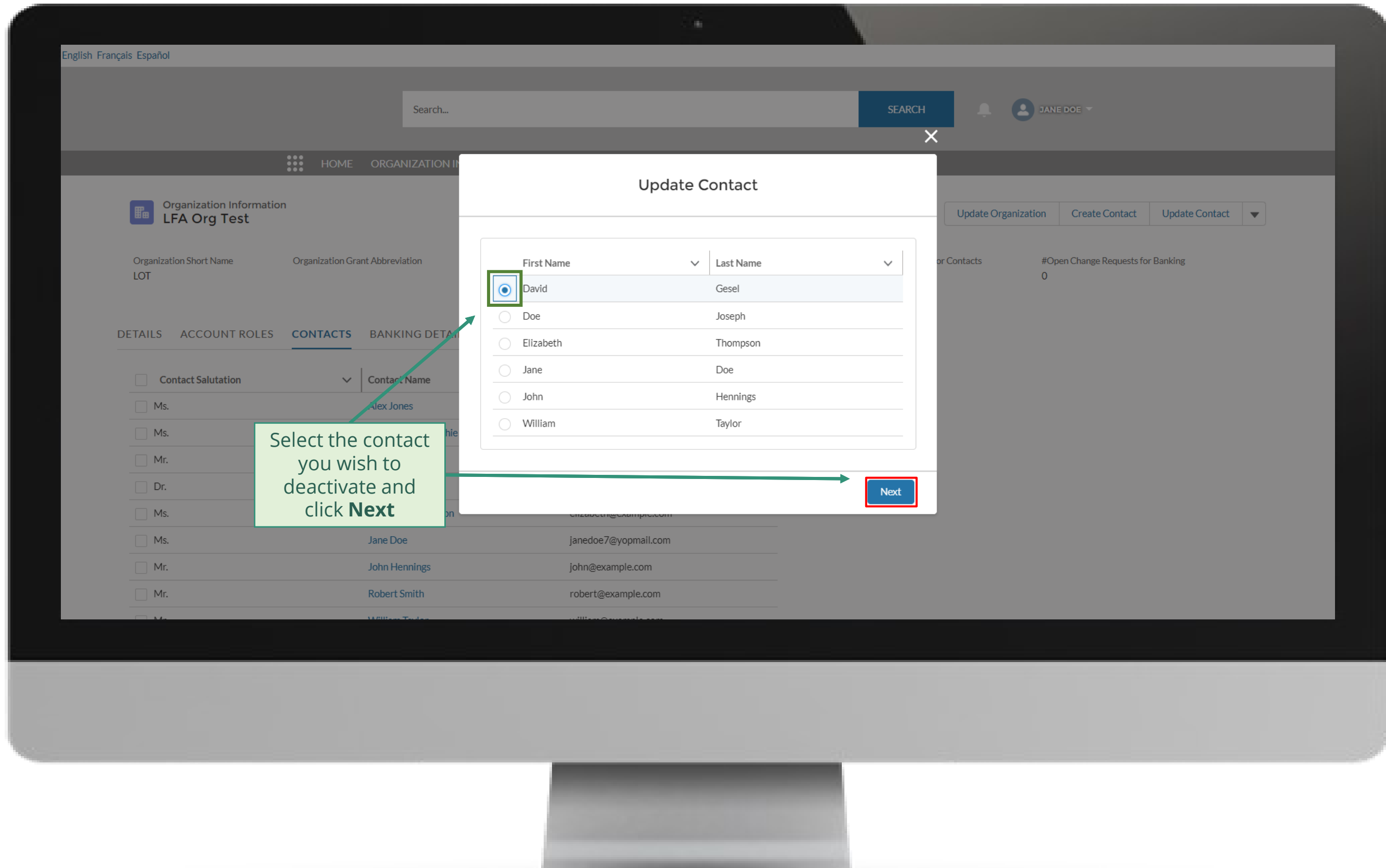
Back to the
overview of
the steps
for this
request

Step 2g

Local Fund Agent (LFA)
Deactivate Position



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





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 ⓘ

+44555555555

* Comments

requesting deactivation of one portfolio

Provide mandatory
comments and click
Next

Next

Step 2i

Local Fund Agent (LFA)
Deactivate Position



Back to the
overview of
the steps
for this
request

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

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

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
LOT

DETAILS

ACCOUNT ROLES

CONTACTS

BANKING DETAILS

Contact Name

Alex Jones

Chimamanda Adichie

David Gesel

Joe Joseph

Elizabeth Thompson

Jane Doe

John Hennings

Robert Smith

elizabeth@example.com

janedoe7@yopmail.com

john@example.com

robert@example.com

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
☐ LOT,Latvia	Programmatic/M&E Expert	☒	
☒ LOT,Luxembourg	Finance Professional		
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...

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 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 DETAILS

☐ Contact Salutation



Contact Name

☐ Ms.

Alex Jones

☐ Ms.

Chimamanda Adichie

☐ Mr.

David Gesel

☐ Dr.

Doe Joseph

☐ Ms.

Elizabeth Thompson

elizabeth@example.com

☐ Ms.

Jane Doe

janedoe7@yopmail.com

☐ Mr.

John Hennings

john@example.com

☐ Mr.

Robert Smith

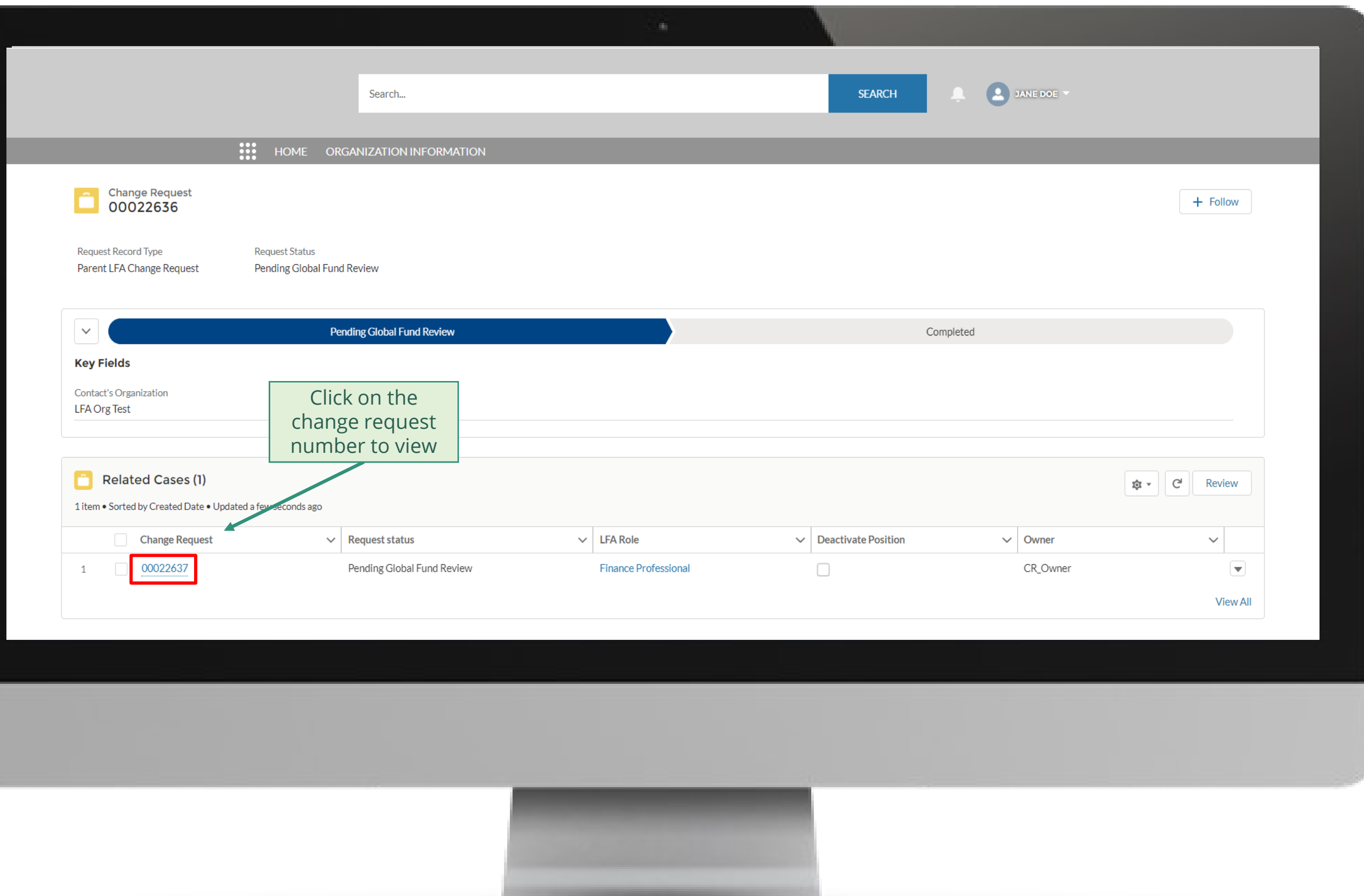
robert@example.com

Step 2m

Local Fund Agent (LFA)
Deactivate Position



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



Step 2n

Local Fund Agent (LFA)
Deactivate Position



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

Change Request
00022640

1

Request Record Type
Update LFA Contact

2

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

4

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

DETAILS FILES

✓ Contact Information



Back to the
overview of
the steps
for this
request

Click here to
go back to the
overview
page

The deactivated field is highlighted

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

> 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](#)



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 | Update Organization Information

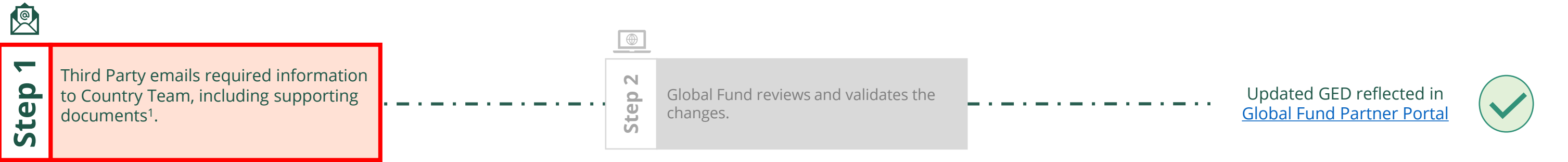
Follow the steps below



[Select Another External Stakeholder](#)



[Select Another Third Party Change Request](#)



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 | 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](#)



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

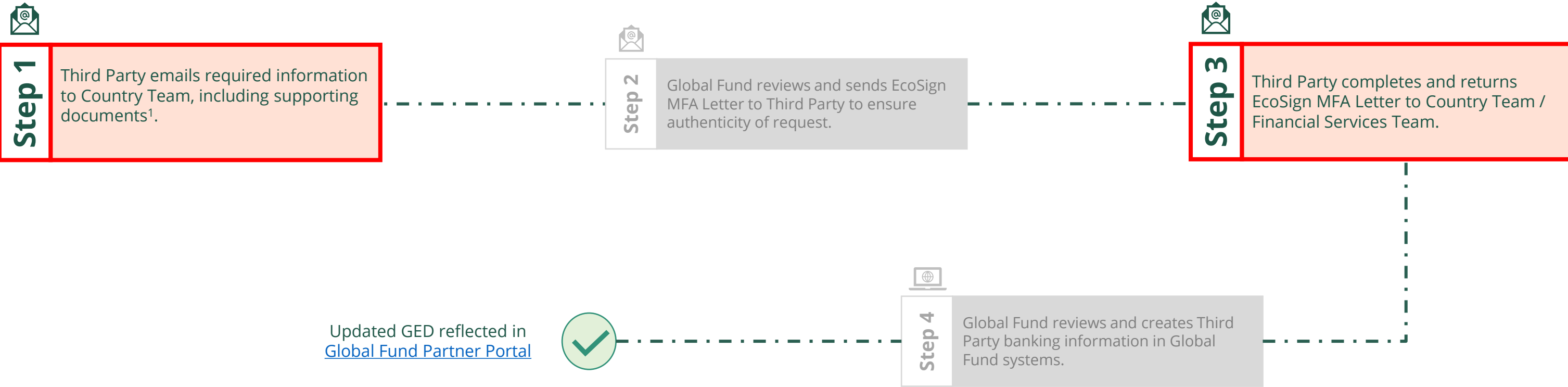
Follow the steps below



Select Another
External Stakeholder



Select Another Third
Party Change Request



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