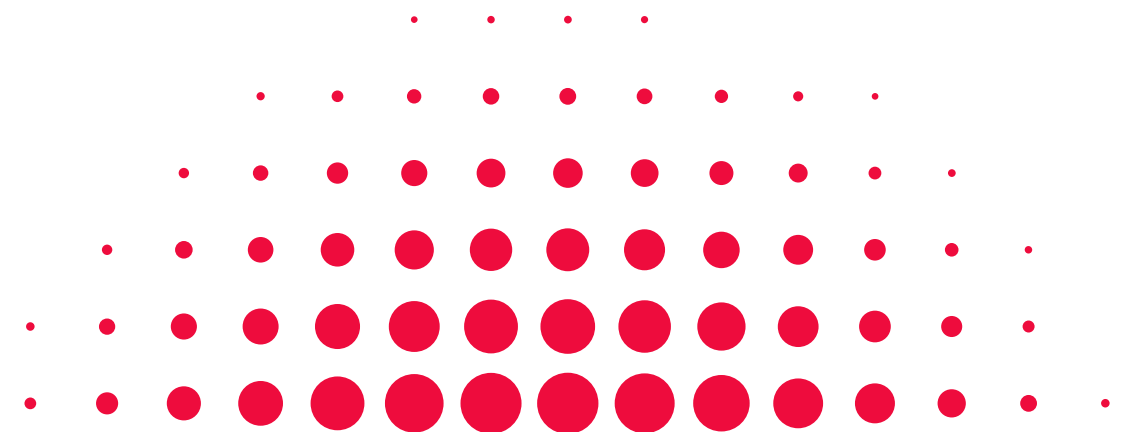
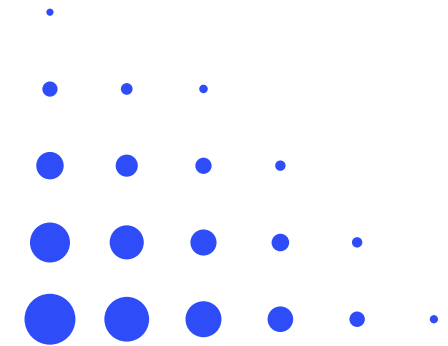


Partner Portal Manual

GC8 Online HPMT





Click on the sections below for direct access 

Introduction & Access

- [How to Use this Manual](#)
- [Grant Entity Data Reminder](#)
- [Introduction to Online HPMT in GC8](#)
- [HPMT Supporting Documents](#)
- [Log in & Access](#)

Process Overview & Partner Portal Steps

- [Process Overview](#)
- [Process Overview Steps 2 & 3: PR Completes & Submits Online HPMT](#)
- [Process Overview Step 7: PR Copies & Pastes HPMT 'Budget HP' Tab into the Budget](#)

Resources & Support

- [Online Resources](#)
- [List of Acronyms & Abbreviations](#)
- [Contact Support for Technical Issues](#)

Introduction
& Access

Process
Overview
& Partner
Portal
Steps

Resources
& Support

INTRODUCTION & ACCESS

How to Use This Manual

Grant Entity Data Reminder

Introduction to Online HPMT in GC8

HPMT Supporting Documents

Log in & Access

Process
Overview
& Partner
Portal
Steps

Resources
& Support

This manual provides comprehensive guidance for Principal Recipients (PRs) on how to

- i. access the online HPMT in the HPM app in the Partner Portal, and
- ii. capture information relating to the procurement and supply management of health products, as input into the Budget.

You can navigate the pages by clicking on the 'Previous' and 'Next' buttons at the bottom of the screen, or by simply scrolling through.

The manual is structured into the following sections:

- **Home** Direct access to the different sections and guide to navigation
- **Introduction & Access** Instruction and how to access the online HPMT in the Partner Portal
- **Process Overview** Visual process flow from start to finish
- **Step-by-step Guide** How to complete the online HPMT in the Partner Portal
- **Resources & Support** Links to useful materials & technical support

System Instructions



Step-by-step instructions



For information

Navigation Buttons



Go back or advance to the next page



Go to the home page



Go to abbreviations

Symbols



Submission pathways



Partner Portal step



Partner Portal status



Principal Recipient (PR)



Global Fund



Local Fund Agent (LFA)

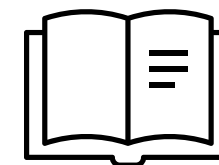
Ensure Your Grant Entity Data (GED) is Up-to-date

Grant Entity Data (GED) consists of the organization and contact information required from Grant Entities (example: PRs, LFAs, CCMs, and third-party organizations).

- Up-to-date Grant Entity Data allows Grant Entities to successfully complete deliverables through the Global Fund Partner Portal.
- Remember to update your GED immediately through a **Change Request** when organization or contact information changes (to allow time for review & validation by the Global Fund).

Raising a Change Request

The Grant Entity contact with access rights submits a Change Request to create, update or deactivate an organization/contact through the **GED Module** in the [Global Fund Partner Portal](#).



For step-by-step guidance:
[GED Interactive Guide](#)



HPMT in GC8

The Grant Cycle 8 (GC8) Health Products Management Template (HPMT) is an online tool in the Partner Portal replacing the previous Excel version.

The HPMT is a grant document which captures key information pertaining to the procurement and supply management of grant-funded health products – including items, quantities, unit costs, procurement channel and lead times of health products that grant implementers intend to procure with grant funds during the implementation period.

The list of required supporting documents to justify the information contained in the HPMT remain the same (see '[HPMT Supporting Documents](#)' section). When preparing the HPMT, PRs are expected to be familiar and compliant with the '[Guide to Global Fund Policies on Procurement and Supply Management of Health Products](#)'.

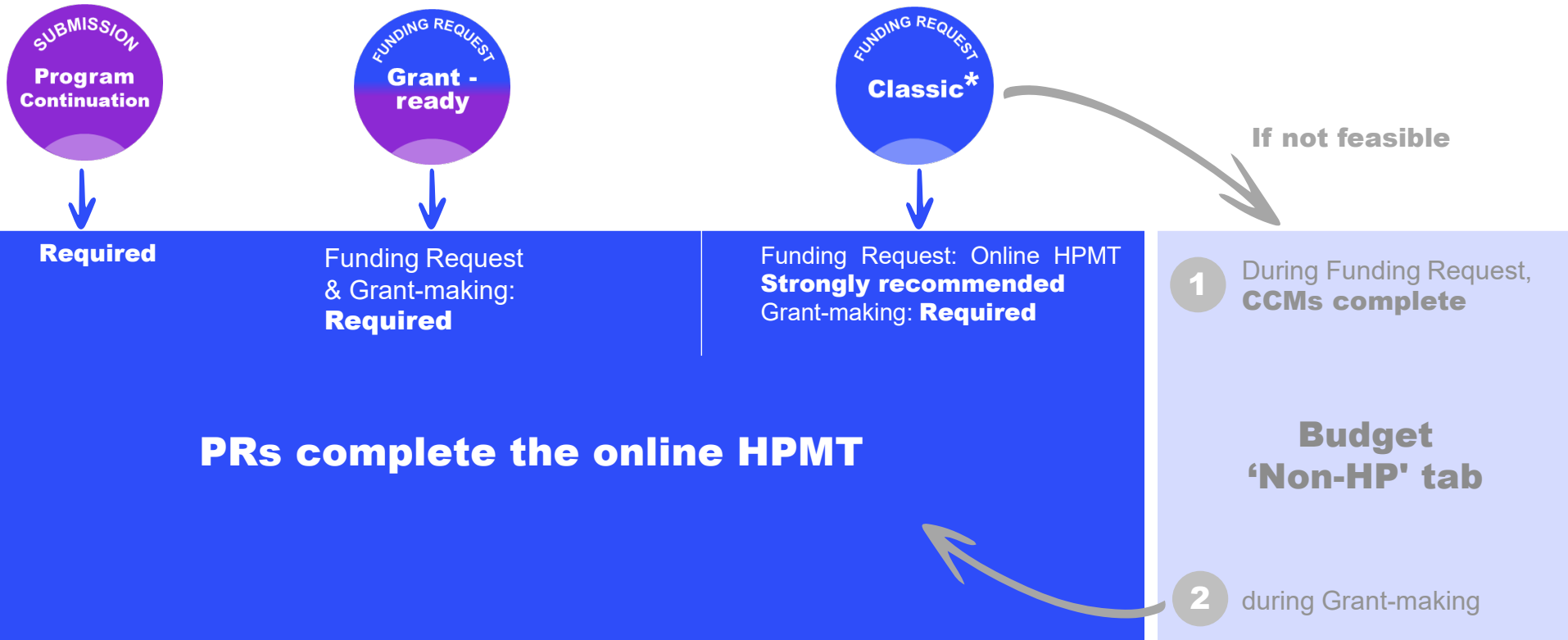
High Impact & Core portfolios are required to submit the HPMT for grants that will fund health products (for definition of health products, refer to the '[Guide to Global Fund Policies on Procurement and Supply Management of Health Products](#)'). The HPMT is used to populate the health products section of the Budget. High Impact & Core portfolios do not use the 'HP list - Focused' tab of the Budget.

Focused portfolios do not complete the HPMT. For grants funding health products, PRs complete the 'HP list – Focused' tab of the Budget and link the total cost amount to the Budget 'non-HP' tab.

The HPMT is periodically revised with other grant documents and includes version control (functionality to be released in 2026).

The HPMT is not an implementation tracking tool. PRs track the details of implementation separately.

Understanding your Health Product Management requirements during Funding Request & Grant-making



* Completion of the online HPMT during Funding Request requires early PR selection. If this is not feasible, during Classic FR, Health Products (HP) information can be captured in the Budget, but the online HPMT is then required during Grant-making.

Budget 'HP List – Focused' tab during Funding Request & Grant-making

GC8 submission pathways & HPMT

After Classic & Grant-ready Funding Requests, PRs can further edit the online HPMT during Grant-making

Introduction & Access

- Intro to Manual
- Update GED
- Intro to HPMT
- HPMT Supporting Docs
- Access the Portal



Submission pathway



The Global Fund

HI/ Core

- Completes the **online HPMT**, in the HPM app in Partner Portal, reviews the DQCs and submits to the Global Fund.
 - The HPMT is not submitted to the TRP, but used to inform the Budget review by TRP and hence should be submitted before the TRP.
 - Uses **HPMT Excel extract** to copy and paste the Budget- HP tab into the Budget.
- Key steps:
1. Select 'Yes' to 'HPMT required?' in the Budget.
 2. Paste the HPMT budget output into the 'Budget – HP' tab of the Budget.

- Reviews the **online HPMT** and Data Quality Checks.
- Edits as needed, requests resubmission, or confirms the HPMT

- If (i) PR is selected early and (ii) requested by the CCM, the PR (i) completes the **online HPMT** in the HPM app in Partner Portal and (ii) provides the HPMT budget extract to the CCM to include in the Budget.
 - If (i) PR is not selected early, or (ii) the CCM does not request the PR to complete the online HPMT as part of the Funding Request, the CCM uses the Budget '**Non-HP**' tab.
- Key steps:
1. PRs select 'No' to 'HPMT required?' in the Budget
 2. PRs provide lump-sum annual figures in the 'Non-HP' tab of the Budget using cost groupings 4 to 7.

- If the online HPMT was completed, the Global Fund reviews the **HPMT** & data quality check outcomes.
- Edits as needed, requests resubmission, or confirms the HPMT
- If the Budget tab is completed, the Global Fund reviews the Budget.
- Once Grant-making starts, the online HPMT is completed.

Focused

- PRs enter health product information in the Budget '**HP List – Focused**' tab & link the total cost amounts to appear in the Budget 'Non-HP' tab under the related cost categories 4-7
- Completion of the online HPMT is not required

Process Overview & Partner Portal Steps

Resources & Support

For Focused Portfolios: ‘HP List – Focused’

Purpose: Designed to simplify health product information capture and budgeting for Focused grants.

Prioritization of financing Core Health Products (HP): Strong recommendation that HP budget is predominantly used for procurement of core HPs for prevention, diagnosis and treatment of HIV, Tuberculosis and Malaria. **Non-core HPs is ideally procured with domestic or other sources of financing** but can be included with strong technical or programmatic justification, requiring exception review and approval.

Applicability: Focused portfolios are required to complete the ‘HP List – Focused’ tab in the Budget for all submission pathways, as applicable.

‘HP List – Focused’ tab requirement apply as follows:

- For Light
- For Input-based Targeted;
- For Aligned and Results-based Targeted when PPM and/or GDF are used for procurement by PRs. The HP List is necessary for financial disbursement purposes.

Supporting documents: PRs are required to submit necessary justifications and relevant documents. Supporting documentation is still required as usual to justify the assumptions used, where applicable, and PR can share the documents via email to the CT for review.

**More details on simplification of health product management for Focused portfolios and completing the ‘HP List-Focused’ are provided in the ‘Instructions for Completing the Budget’ (forthcoming).*



'HP List – Focused': Completing the tab

Sections: PRs enter health product information in the relevant section (HIV, TB and Malaria). A TB/HIV grant can use both HIV and TB sections.

Procurement channel: PRs can choose the appropriate procurement channel from the dropdown menu.

HP data granularity: The granularity of the required HP data is guided by the Global Fund Country Team. In general, large volume HPs at item-level and small volume (or non-core HPs where approved) can be aggregated into lump sums; to fit within the available rows. The costs are disaggregated by implementer/procurement channel and cost grouping, for Year 1, 2 & 3.

PSM costs: All the required PSM costs are lumped into one indicative percentage per procurement channel to cover upstream, in-country and QA/QC costs.

Budgeting: The total cost in grant currency needs to be added to the 'Budget – Non- HP' tab under the related cost categories 4-7. No data is to be entered in the 'Budget – HP' tab.

One section per disease

The table includes additional columns for Year 1, 2 and 3

Free text comment field, e.g. details for lump sums.

Products for HIV/AIDS component						
Budget line	Product Description (INN, strengths, UoM/Pack size, as applicable)	Proc channel	Year 1			Comments
			Unit cost	quantity	total	
					0.00	
					0.00	
	Total Health Products				0.00	
Budget line	Description	Proc channel	HPM cost %	Total Prod cost per proc channel	Total HPM per proc channel	Comments
	PSM Costs (Proc Channel 1)	PR/SR		0	0	
	PSM Costs (Proc Channel 2)	PPM/Wambo		0	0	
	PSM Costs (Proc Channel 3)	UN/Int Agency		0	0	
	PSM Costs (Proc Channel 4)	GDF		0	0	
	Grant Total HP				-	

PSM costs are calculated per procurement channel using the applied %

Table columns are the same for TB and Malaria.



Key points to remember



Multiple procurement channels

The procurement channel can be specified per planned order; only the primary procurement channel is used to populate the payment modality in the Budget.



Automatic saving & editing from multiple users

Any data entered is automatically saved. The user can leave the HPMT and come back to it. It is not necessary to complete the entire template in one sitting.

Benefit: multiple PR users can access and edit the HPMT simultaneously. Please note that if two people are editing the same data, there is a risk of data overwrites and delay in calculations.



Catalogue updates

Any updates to the Product Data Hub (PDH) – the Global Fund centralized repository of health product master data – are automatically reflected in the HPMT. If an item has been removed, this is flagged via a Data Quality Check.



HPMT extract

The PR can extract the HPMT in Excel at any time from the 'Review & Submit' tab. The HPMT extract reflects the latest details captured in the online HPMT. The extract cannot be imported back in the Partner Portal. Any edits made in the Excel extract need to be manually entered in the online HPMT.



Key points to remember



HPMT visibility

When the HPMT being completed/updated by the PR, the Global Fund cannot see the HPMT until submission.

Once submitted, the PR can see a read-only version of the HPMT, including edits from the Global Fund



Revising the approved HPMT

For GC8, an approved HPMT can be edited during the Grant Life Cycle. This can be initiated by the Global Fund who opens the HPMT for a new PR draft, based on the previous version. The already approved version is not replaced until the new, revised draft has been completed, submitted and approved.



Supporting documents

The PRs are required to submit necessary justifications and relevant documents together with the HPMT. The supporting documentation is still required as usual to justify the assumptions used. The PR can choose to attach the documents in the Partner Portal or share the documents via email to the HPM for review.



Multi component grants

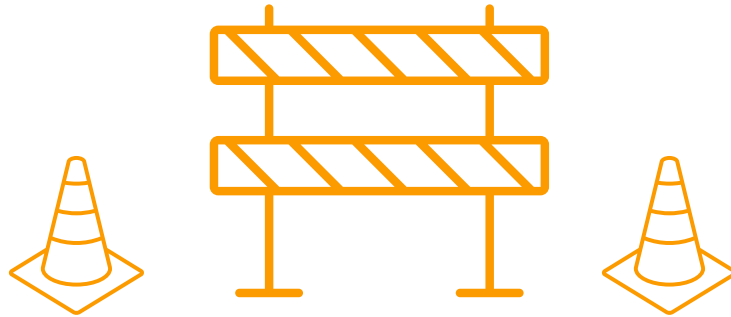
For multicomponent grants, one HPMT is completed, which provides the extract for the single Budget.



HPMT completed in USD

All HPMTs are completed in USD. Euro grants will have Euro totals in the HPMT summary tables.

HPMT during Grant Revisions



Under construction



HPMT standard supporting documents

Below is the list of supporting documents to be used as sources of information when filling the HPMT and determining quantities. The relevant documents are discussed with and submitted to the Global Fund via the Partner Portal alongside the HPMT.

- | | |
|---|--|
| HPM Plan | Copy of the national supply plan |
| National treatment guidelines | Copy of the national integrated stock status report/dashboard |
| National diagnostic test algorithms | Buffer/safety stock & rationale for inclusion in the calculations |
| National quantification report | Calculation worksheets |
| Implementation arrangement map | Sources & justification of unit costs for health products |
| Program capacity & scale-up plans/targets | PSM/HPM costs estimation |
| Strategy documents highlighting investments in health equipment | Assessment reports of the supply chain and/or the laboratory network |
| Financial contributions for health products | National Strategic Plan for managing health products & related documents |
| | Additional mandatory documents in case of grant revisions |

Click on each tile for more details



Log into the Partner Portal

Open the notification email you received from the Global Fund and click on the link provided.

Dear recipient,


The Global Fund has shared the Health Product Management Template for **XXX-M-PR1P02**. Please use this [link](#) to access the online form in the Partner Portal.

[Next steps]: Please update the form. Once completed, submit the form in the Partner Portal for Global Fund review.

Support: You can contact country.support@theglobalfund.org if you face any system issues.

This is an automatic message from the Global Fund Partner Portal. Please do not reply.

You can also access the online form by directly accessing the Partner Portal at <https://portal.theglobalfund.org>.

Click  below for further login instructions



Log in to the Partner Portal

1. Sign into the Global Fund Partner Portal by entering your user ID (e.g. ***@moh.org).
2. Click **Next**
3. Enter your password and click **Sign in**
4. Click **Yes** to stay signed into the site
5. If applicable, click **Allow** in the **Allow Access** screen
6. The **Home** page opens

Access the HPMT in the Partner Portal

English | Français | Español

THE GLOBAL FUND

Home | **All Applications** | Insights

Principal Re

1. From the Home page, Click on All Applications

PU	Status	Due Date	PU	Status	Due Date	PU	Status	Due Date	PU	Status	Due Date
	Pending PR completion	14-Aug-2024	XXX-M-PR1P02	Submitted	05-May-2024	XXX-M-PR1P02	Pending PR completion	14-Aug-2024			
	Overdue by 45 Days					Due in 56 Days					Due in 56 D.

Grant Making

XXX-M-PR1P02	XXX-M-PR1P02
Status: Global Fund Review	Status: Global Fund Review
IP End Date: 2024-07-18	IP End Date: 2024-09-12

Grant Revision

XXX-M-PR1P02	XXX-M-PR1P02	XXX-M-PR1P02	XXX-M-PR1P02	XXX-M-PR1P02
Status: Global Fund Review	Status: Global Fund to finalize revision	Status: Global Fund to sign Implementation Letter	Status: PR to sign Implementation Letter	Status: Glo
IP End Date: 2024-06-30	IP End Date: 2026-12-31	IP End Date: 2025-03-31	IP End Date: 2026-12-31	IP End Date:

Access the HPMT in the Partner Portal

English | Français | Español

THE GLOBAL FUND

Home All Applications Insights

Grant-making ★

Grant-making is the process of translating the funding request into quality grants, with the Global Fund strategy embedded in the grant design. The Grant-making application summarizes available information on grants being negotiated. PRs can download, attach and submit their grant documents.

Grant Revisions ★

Revisions allow the PR to adjust investments to ensure they remain aligned to national strategic plans and the Global Fund strategy. The Revisions application provides access to active and completed revisions, where PRs can download, attach and submit revisions and associated forms/documents.

Health Product Management ★

Health Product Management allows PRs to capture information pertaining to the procurement and supply management of health products, in line with the programmatic targets, and as input into the grant budget. The HPM application allows PRs to complete, submit and view the latest approved HPMT.

2. Click on the Health Product Management application

Click on '*' to add it to the favorites list for quick access from the **Home** page

HOW TO

Access the HPMT in the Partner Portal

English | Français | Español



Home All Applications Insights

Principal Recipient Reporting

XXX-M-PR1P02 Final PU Status Pending PR completion Due Date 01-Mar-2027 Due in 354 Days	XXX-M-PR1P02 PU Status Pending PR completion Due Date 14-Aug-2026 Due in 155 Days	XXX-M-PR1P02 PUDR Status Pending PR completion Due Date 01-Mar-2026 Overdue	XXX-M-PR1P02 PUDR Status Pending PR completion Due Date 01-Mar-2026 Overdue	FCR Status Due Date Overdue
---	---	---	---	--------------------------------------

Grant Making

XXX-M-PR1P02 Status [Funding Request] PR to share grant forms with Applicant IP End Date	XXX-M-PR1P02 Status [Funding Request] PR to share grant forms with Applicant IP End Date	XXX-M-PR1P02 Status [Funding Request] PR to share grant forms with Applicant IP End Date	XXX-M-PR1P02 Status [Funding Request] PR to share grant forms with Applicant IP End Date	Status [Funding Request] PR to share grant forms with Applicant IP End Date
--	--	--	--	--

Grant Revision

XXX-M-PR1P02 Status PR to sign Implementation Letter IP End Date 2023-12-31	XXX-M-PR1P02 Status PR to submit documents IP End Date 2027-03-31	XXX-M-PR1P02 Status Global Fund to share Implementation Letter IP End Date 2026-12-31	XXX-M-PR1P02 Status Global Fund Review IP End Date 2026-12-31	Status IP End Date
---	---	---	---	-----------------------

Report an Issue

My Applications

View All

- Principal Recipient Reporting
- Health Product Management**

Quick Links

- The Global Fund website
- Digital Library
- Data Explorer
- Report fraud and corruption
- Imbizo

Applications marked with '*' can be accessed directly from the **Home** page

Introduction & Access

Intro to Manual

Update GED

Intro to HPMT

HPMT Supporting Docs

Access the Portal

Process Overview & Partner Portal Steps

Resources & Support

PROCESS OVERVIEW & PARTNER PORTAL STEPS

Process Overview

Partner Portal Steps

[Steps 2 & 3: PR Completes & Submits HPMT to the Global Fund](#)






[Step 7: PR Copies & Pastes HPMT 'Budget HP' Tab in the Budget](#)

Introduction
& Access

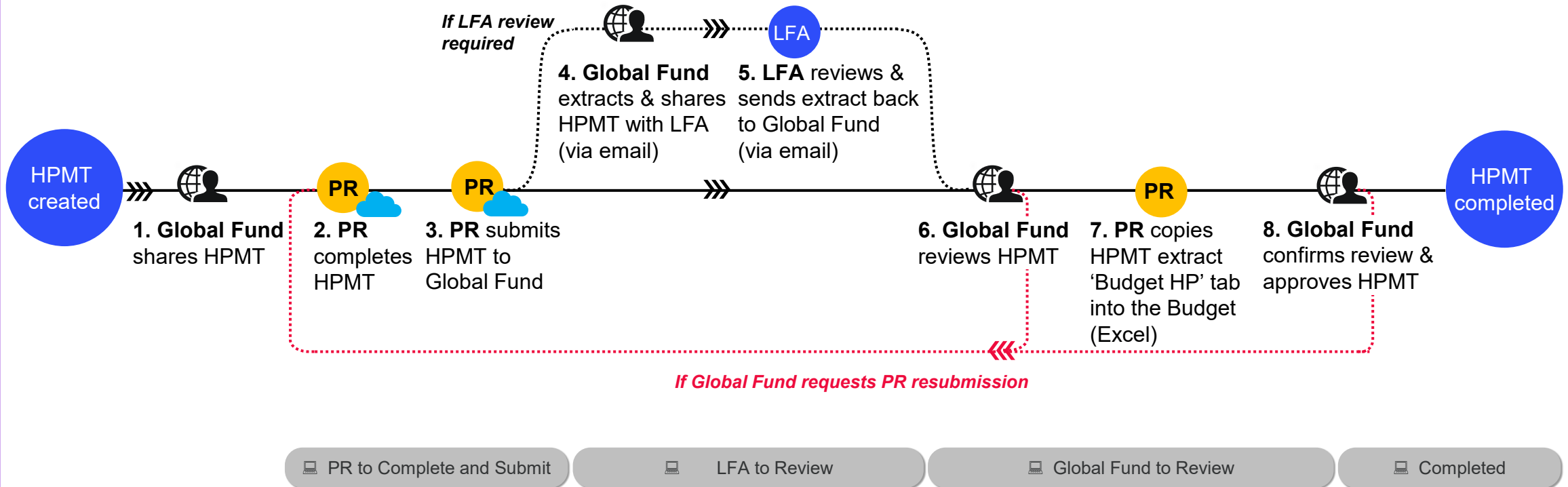
Process
Overview
& Partner
Portal
Steps

Resources
& Support

Overview – Completing the HPMT in GC8

-  Principal Recipient (PR)
-  Global Fund
-  Local Fund Agent (LFA)
-  Partner Portal step
-  Partner Portal status

Reminder. Not all portfolios are required to complete the HPMT. See [slide 8](#) for details



Introduction & Access

Process Overview

PR Completes & Submits Online HPMT

PR Copies & Pastes HPMT Extract into the Budget

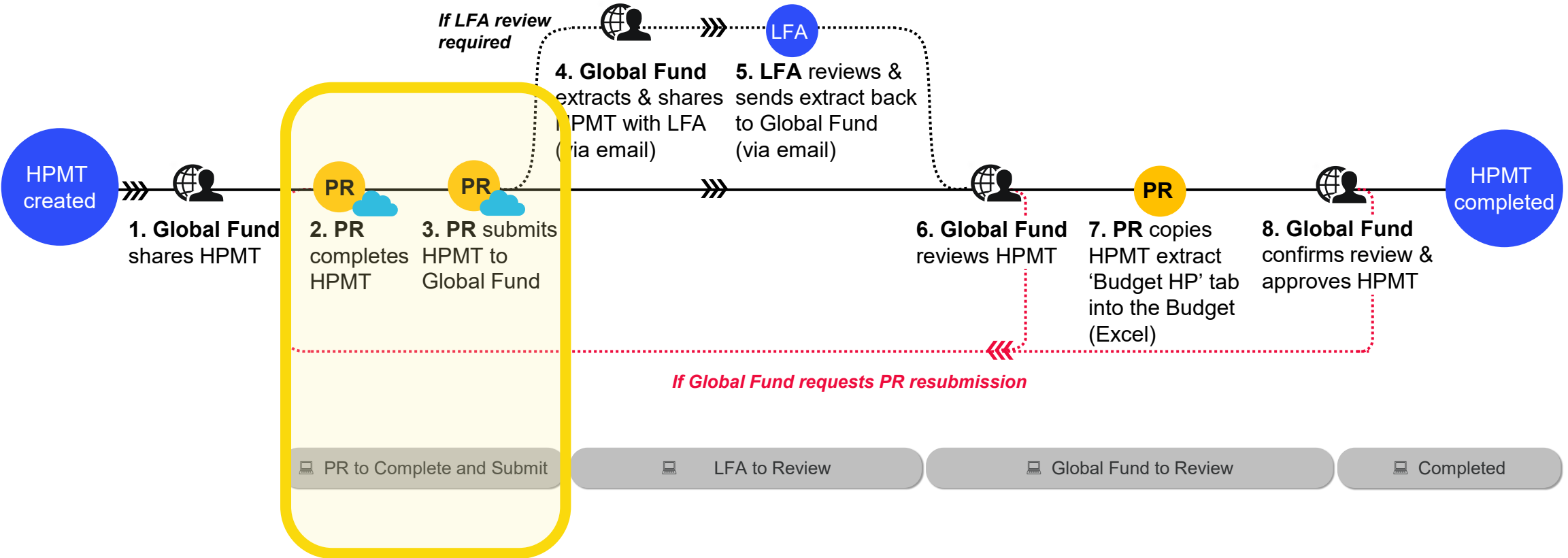
Resources & Support

Overview – Completing the HPMT in GC8

Steps 2&3. PR completes & submits HPMT to the Global Fund

Reminder. Not all portfolios are required to complete the HPMT. See [slide 8](#) for details

- Principal Recipient (PR)
- Global Fund
- Local Fund Agent (LFA)
- Partner Portal step
- Partner Portal status



Introduction & Access

Process Overview

PR Completes & Submits Online HPMT

PR Copies & Pastes HPMT Extract into the Budget

Resources & Support

Select the Grant

HPMT Overview Step 2. PR completes online HPMT

English Français Español

THE GLOBAL FUND

Home > HPM

Health Product Management

Click [here](#) for steps on how to access the HPM app

1. In the HPM application, use the **Grant Name** and **Status** filters to refine your search

Grant Name: -- Grant Name -- Status: -- Status --

2. Click on the grant card

Shared with PR

Grant ID	Type	Status	IP Dates	Last Update
XXX-M-PR1P02	HPMT - Grant-making	Shared with PR	01-Jan-2026 31-Dec-2028	Global Fund on 10-Nov-2025
XXX-M-PR1P02	HPMT - Grant-making	Shared with PR	01-Jan-2024 31-Dec-2026	Global Fund on 10-Nov-2025
XXX-M-PR1P02	HPMT - Grant-making	Shared with PR	01-Jan-2024 31-Dec-2026	Global Fund on 04-Sep-2025
XXX-M-PR1P02	HPMT - Grant-making	Shared with PR	01-Jan-2024 31-Dec-2026	Global Fund on 04-Sep-2025

Set up HPMT (1/3)

HPMT Overview Step 2. PR completes online HPMT

Home > HPM

Complete HPMT

XXX-M-PR1P02

Geography: Country X Principal Recipient: PR 1

Status: PR to complete and submit IP Start and End Dates: 01-Jan-2026 to 31-Dec-2028

PR to complete and submit Global Fund to review

Set up HPMT Select Products Enter Order Details Review Orders Add Logistics Cost Assign Budget Add Fixed Costs Review & Submit

Years for Budgeting

Year	Start Date	End Date
Year 1		31-Dec-2026
Year 2	01-Jan-2027	31-Dec-2027
Year 3	01-Jan-2028	31-Dec-2028


Highlight mandatory fields

Procurement Channel & Currency Details

*Primary Procurement Channel: PR/SR USD Conversion Rate (for the Implementation Period): 1.00650

Grant Currency: EUR

Continue

This section provides information about the grant and the status of the HPMT. Click on the top left arrow  to collapse it

The HPMT is organized by tabs in sequential order. There are 8 tabs. **Set up HPMT** is the first one

Toggle this option to highlight mandatory fields on the page

Introduction & Access

Process Overview

Select Grant

Set up HPMT

Select Products

Enter Order Details

Review Orders

Add Logistics Costs

View HPM Summary

Assign Budget

Add Fixed Costs

Review & Submit

PR Copies HPMT into Budget

Resources & Support

PR Completes & Submits Online HPMT

Set up HPMT (2/3)

HPMT Overview Step 2. PR completes online HPMT

Home > HPM

Complete HPMT

XXX-M-PR1P02

Geography: Country X
Status: PR to complete and submit

Principal Recipient: PR 1
IP Start and End Dates: 01-Jan-2026 to 31-Dec-2028

PR to complete and submit

Set up HPMT | Select Products | Enter Order Details | Review Orders | Add Logistics Cost | Assign Budget | Add Fixed Costs | Review & Submit

Years for Budgeting

Year	Start Date	End Date
Year 1	01-Jan-2026	31-Dec-2026
Year 2	01-Jan-2027	31-Dec-2027
Year 3	01-Jan-2028	31-Dec-2028

Procurement Channel & Currency Details

*Primary Procurement Channel: PR/SR

Grant Currency: EUR

USD Conversion Rate (for the Implem): 1.00650

Continue

1. Edit End Date.
Add/remove **Years for Budgeting** by clicking on **+** or **-** signs

2. Select a Primary Procurement Channel from the dropdown menu

Ensure the **Years for Budgeting** are correct. Align with IP dates and budget

PR Completes & Submits Online HPMT

Set up HPMT (3/3)

HPMT Overview Step 2. PR completes online HPMT

Home > HPM

Complete HPMT

XXX-M-PR1P02

Geography: Country X Principal Recipient: PR 1
Status: PR to complete and submit IP Start and End Dates: 01-Jan-2026 to 31-Dec-2028

PR to complete and submit Global Fund to review

Set up HPMT Select Products Enter Order Details Review Orders Add Logistics Cost Assign Budget Add Fixed Costs Review & Submit Review & Submit

Years for Budgeting

Year	Start Date	* End Date
Year 1	01-Jan-2026	
Year 2	01-Jan-2027	
Year 3	01-Jan-2028	

Procurement Channel & Currency Details

*Primary Procurement Channel: PR/SR

Grant Currency: EUR

USD Conversion Rate (for the Implementation Period): 1.00650

3. Click on **Continue or on a tab name to access it directly**

Continue

HPMTs are completed in USD.
The conversion rate is shown for EUR grants

3. Click on **Continue or on a tab name to access it directly**

- Introduction & Access
- Process Overview
- Select Grant
- Set up HPMT**
- Select Products
- Enter Order Details
- Review Orders
- Add Logistics Costs
- View HPM Summary
- Assign Budget
- Add Fixed Costs
- Review & Submit
- PR Copies HPMT into Budget
- Resources & Support

Select Products (1/2)

HPMT Overview Step 2. PR completes online HPMT

Complete HPMT

XXX-M-PR1P02

Principal Recipient: XXXX
IP Start and End Dates: 01-Jan-2026 to 31-Dec-2028

Global Fund to review: Completed

Available Products (1,102) Selected (0)

Selected Products (2)

Filter by pharma, non pharma or by product category

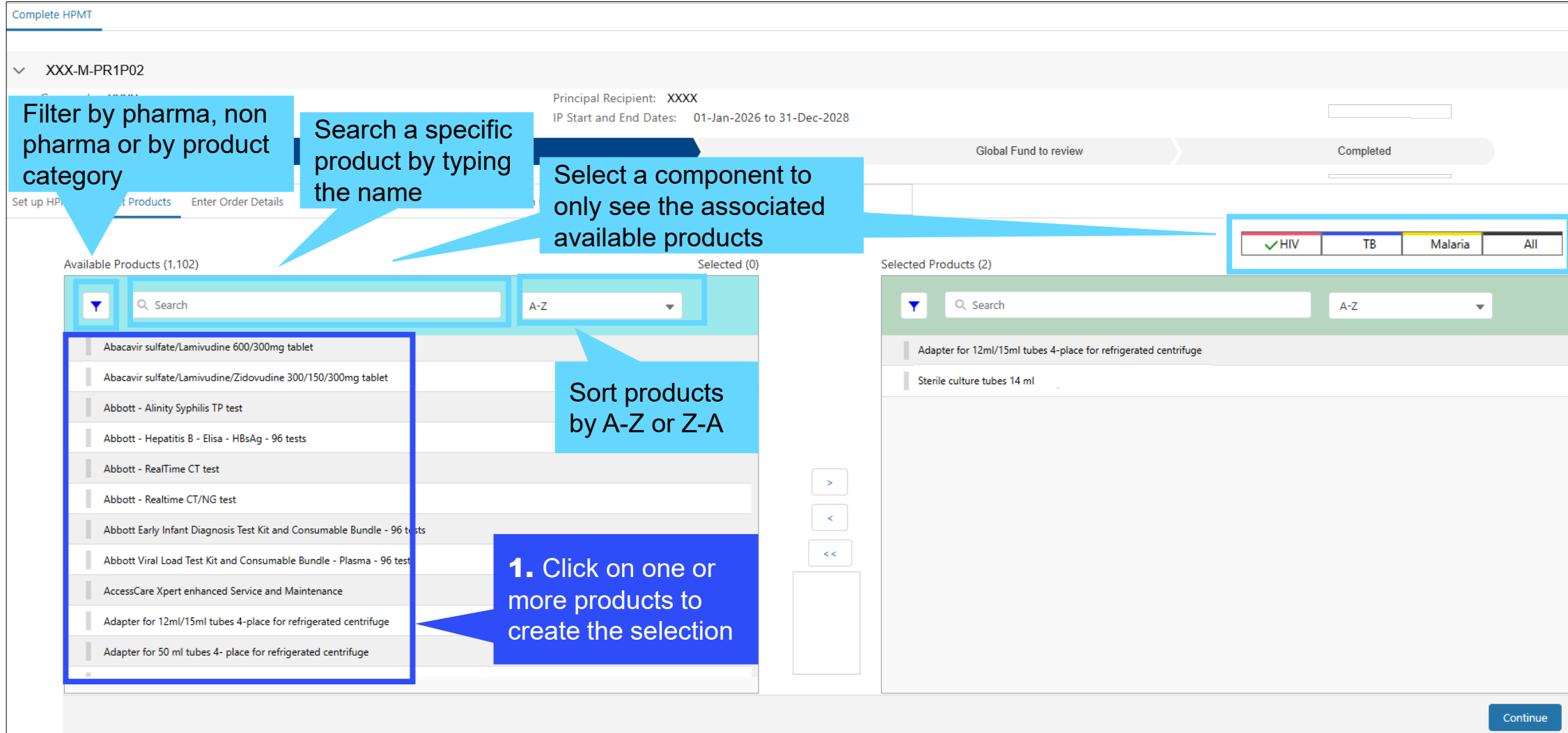
Search a specific product by typing the name


Select a component to only see the associated available products

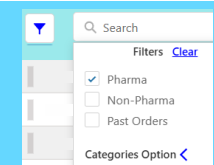
Sort products by A-Z or Z-A

1. Click on one or more products to create the selection

Continue



Click on  to view the filters available to refine the list of products displayed. Click on [Clear](#) to remove all filters



Enter Order Details (1/4)

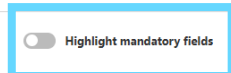
HPMT Overview Step 2. PR completes online HPMT

	Quantity (Base Unit)	Total	Year 1	Year 2	Year 3
	6,000	6,000			
	Value (USD)	1,000.00	1,000.00		

#	Order Details	Procurement Channel	Order Month	Need By	Lead Time (Months)	Reference Price (USD)	Unit Cost (USD)	Quantity (Packs)	Total Cost (USD)	Staggered Delivery
1	bottle of 60 dispersible tablets	PR/SR	Feb 2026	Sep 2026	8	-	10,000	100	USD 1,000.00	

2. If required, select a different procurement channel

Toggle this option to see mandatory fields on the page



1. If required, enter the product specification manually

Order Details are pre-populated for some products

3. Select the **Need by** date and enter a value either for **Lead Time** or **Order Month**

Order Month (or **Lead Time**) will be automatically calculated once the **Need by** date and **Lead Time** (or **Order Month**) are provided

Click this bubble to provide a comment specific to the order. The bubble turns yellow when a comment is made

Introduction & Access

Process Overview

Select Grant

Set up HPMT

Select Products

Enter Order Details

Review Orders

Add Logistics Costs

View HPM Summary

Assign Budget

Add Fixed Costs

Review & Submit

PR Copies HPMT into Budget

Resources & Support

PR Completes & Submits Online HPMT

Enter Order Details (2/4)

HPMT Overview Step 2. PR completes online HPMT

Quantity (Base Unit)	Total	Year 1	Year 2
6,000	6,000	6,000	-
Value (USD)	1,000.00	1,000.00	-

Abacavir sulfate 60mg dispersible tablet

Order Details: # 1, bottle of 60 dispersible tablets, PR/SR, Feb 2026, Sep 2026, 8 months lead time, Reference Price USD, Unit Cost USD 10,000, Quantity (Packs) 100, Total Cost USD 1,000.00, Staggered Delivery (+)

Quantity (Base Unit) represents the smallest measurable unit of the product (e.g., 1 tablet, 1 vial, 1 capsule)

Note: **Staggered Delivery** creates a sub order with the same properties, only requiring to update the **Need by** date and the **Quantity (Packs)**

5. Click on '+' to add a 'Staggered Delivery'

Quantity (Base Unit) Total is calculated by multiplying the number of base units in 1 pack by the number of packs (e.g., 60 tablets in 1 bottle multiplied by 100 bottles)

Value (USD) Total is calculated by multiplying **Unit Cost (USD)** by **Quantity (Packs)**

4. Enter a value for **Unit Cost (USD)** and **Quantity (Packs)**

Quantity (Packs) is the number of packs containing base units (e.g., **X** bottles of 60 tablets, **X** packs of 10 vials)

Unit Cost (USD) is the cost of **1** Quantity (Packs) (e.g., the cost of **1** bottle of 60 tablets)

Enter Order Details (3/4)

HPMT Overview Step 2. PR completes online HPMT

Home > HPM

Complete HPMT

> XXX-M-PR1P02

Set up HPMT | Select Products | **Enter Order Details** | Review Orders | Add Logistics Cost | Assign Budget | Add Fixed Costs

AFB quality control slides - 6 slides

Order Details | Procurement Change | Quantity

1 | [] | bottle of 60 dispensable tablets | Wambo (PPM)

+ Add Order

Specify Logistics Cost (%)

Highlight mandatory fields

Total Cost (USD) | Staggered Delivery

USD 1,000.00 +

Cost Input	%	Total (USD)
7.1 Procurement agent and handling fees	40.00 %	400.00
7.2 Freight and insurance costs (Health products)	20.00 %	200.00
7.3 Warehouse and Storage Costs	10.00 %	100.00
7.4 In-country distribution costs	10.00 %	100.00
7.5 In country QA and QC costs	10.00 %	100.00
7.6 PSM Customs Clearance	5.00 %	50.00
7.7 Other PSM costs	5.00 %	50.00
Total Logistics Cost		1,000.00

Continue

Optional. Check the **Specify Logistics Cost (%)** box to manually enter logistics cost by Cost Input at the product level. Use this option when the logistics costs for a product differs from that at the general category level set in the [Add Logistics Costs](#) section

Logistics Costs are also known as **PSM Costs** in other Global Fund documents

- Introduction & Access
- Process Overview
- Select Grant
- Set up HPMT
- Select Products
- Enter Order Details**
- Review Orders
- Add Logistics Costs
- View HPM Summary
- Assign Budget
- Add Fixed Costs
- Review & Submit
- PR Copies HPMT into Budget
- Resources & Support

Enter Order Details (4/4)

HPMT Overview Step 2. PR completes online HPMT

The screenshot shows the 'Enter Order Details' step of the HPMT process. It includes a breadcrumb trail 'Home > HPM' and a 'Complete HPMT' button. A navigation bar contains 'Logistics Cost', 'Assign Budget', 'Add Fixed Costs', and 'Review & Submit'. A 'Highlight mandatory fields' toggle is visible. A table lists order items with columns for '#', 'Order Details', 'Procurement Channel', 'Order Month', 'Need By', 'Lead Time (Months)', 'Reference Price (USD)', 'Unit Cost (USD)', 'Quantity (Packs)', 'Total Cost (USD)', and 'Staggered Delivery'. A callout box labeled '6.' points to a '+ Add Order' button. Another callout box labeled '7.' points to a dropdown menu containing 'AFB quality control slides - 6 slides'. A third callout box labeled '8.' points to a 'Continue' button at the bottom right. Below the table is a 'Cost Input' section with a table of cost categories and their values.

Cost Input	%	Total (USD)
7.1 Procurement agent and handling fees	40.00 %	400.00
7.2 Freight and insurance costs (Health products)	20.00 %	200.00
7.3 Warehouse and Storage Costs	10.00 %	100.00
7.4 In-country distribution costs	10.00 %	100.00
7.5 In country QA and QC costs	10.00 %	100.00
7.6 PSM Customs Clearance	5.00 %	50.00
7.7 Other PSM costs	5.00 %	50.00
Total Logistics Cost		1,000.00

6. Click on **Add Order** to add a new order for the same product

7. Click on the arrows to navigate between products or select one from the dropdown menu

8. Click on **Continue**

Introduction & Access

Process Overview

Select Grant

Set up HPMT

Select Products

Enter Order Details

Review Orders

Add Logistics Costs

View HPM Summary

Assign Budget

Add Fixed Costs

Review & Submit

PR Copies HPMT into Budget

Resources & Support

PR Completes & Submits Online HPMT

Review Orders

HPMT Overview Step 2. PR completes online HPMT

The '**Review Orders**' tab displays total value and quantity of products, based on the planned orders, for each year.

Quantity is calculated by multiplying the number of base units in 1 pack by the number of packs (e.g., 60 tablets in 1 bottle multiplied by 100 bottles)

Use search to find a specific product

Home > HPM
Complete HPMT

> XXX-M-PR1P02

Set up HPMT | Select Products | Enter Order Details | **Review Orders** | Add Logistics Cost

Search

#	Product ↑	Product Category ↑	Year 1		Year 2		Year 3		Total	
			Value (USD)	Quantity	Value (USD)	Quantity	Value (USD)	Quantity	Value (USD) ↑	Quantity ↑
1	Analytical balance	Other consumables	1,000.00	6,000	0.00	0	0.00	0	1,000.00	6,000
2	Battery pack for microscope	Health and Laboratory Equipment	2,000.00	20	0.00	0	0.00	0	2,000.00	20
3	Lens cleaning tissues - 150	Other consumables	300.00	30	0.00	0	0.00	0	300.00	30
Total			3,300.00	N/A	0.00	N/A	0.00	N/A	3,300.00	N/A

Continue

Click the product name to go to the **Enter Order Details** tab for this product

1. Review the product orders

PR Completes & Submits Online HPMT

Add Logistics Costs

HPMT Overview Step 2. PR completes online HPMT

Home > HPM
Complete HPMT
> XXX-M-PR1P02
Set up HPMT | Select Products | Enter Order Details | Review Orders | **Add Logistics Cost** | Assign

1. Enter logistics costs, as a percentage, across all cost inputs for each product category

Sub Total (USD) includes only logistics costs at Product Category level

Weighted Logistics Fee % across all years where there is at least one order

#	Product Category	Cost Input	%	Year 1 Total Logistic Cost (USD)		Year 2 Total Logistic Cost (USD)		Year 3 Total Logistic Cost (USD)		Sub Total (USD)	Total (including Product level logistics cost)	Weighted Logistics Fee %
				Total Year 1 (USD)	%	Total Year 2 (USD)	%	Total Year 3 (USD)	%			
1	Antiretroviral medicines	7.1 Procurement agent and handling fees	5.00	50.00	10.00	-	10.00	-	50.00	50.00	5.00	
		7.2 Freight and insurance costs	5.00	50.00	5.00	-	5.00	-	50.00	50.00	5.00	
		7.3 Warehouse and Storage Costs	5.00	50.00	5.00	-	5.00	-	50.00	50.00	5.00	
		7.4 In-country distribution costs	5.00	50.00	5.00	-	5.00	-	50.00	50.00	5.00	
		7.5 Quality assurance and quality control costs (QA/QC)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
		7.6 PSM Customs Clearance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
		7.7 Other PSM costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
				Year 1 (USD): 200.00		Year 2 (USD): -						
2	Other consumables	7.1 Procurement agent and handling fees	5.00	15.00	5.00	-	5.00	-	15.00	15.00	5.00	
		7.2 Freight and insurance costs	5.00	15.00	5.00	-	5.00	-	15.00	15.00	5.00	
		7.3 Warehouse and Storage Costs	5.00	15.00	5.00	-	5.00	-	15.00	15.00	5.00	
		7.4 In-country distribution costs	5.00	15.00	5.00	-	5.00	-	15.00	15.00	5.00	
		7.5 Quality assurance and quality control costs (QA/QC)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
		7.6 PSM Customs Clearance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
		7.7 Other PSM costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
				Year 1 (USD): 60.00		Year 2 (USD): -						

2. Repeat step 1 for each product category

Total shows logistics costs by Cost Input for each Product Category, including any adjustments made at Product Level in the **Enter Order Details** tab

Hovering over the **i** shows the selected product(s) within the category

Logistics Costs are also known as **PSM Costs** in other Global Fund documents
Information entered in this section does not replace/overwrite any product-specific logistics costs entered in the Enter Order Details tab. To update Product level logistics costs, return to the [Enter Order Details](#) tab

Continue

PR Completes & Submits Online HPMT



View HPM Summary Information

HPMT Overview Step 2. PR completes online HPMT

Home > HPM

Complete HPMT

> XXX-M-PR1P02

Set up HPMT | Select Product | **Enter Order Details** | Review Orders | Add Logistics Cost | Assign Budget | Add Fixed Costs

The **HPM Summary Information** provides a cost overview by year and cost category. It is available in the following tabs: **Enter Order Details, Review Orders, Add Logistics Cost, Assign Budget, and Add Fixed Costs**

Search [] Total HP Cost (USD) 1,300.00 Total Logistic Cost (USD) 260.00 Highlight mandatory fields

#	Product Category	Cost Input	%	Total Year 1 (USD)	Product level (cost)	Weighted Logistics Fee %
1	Antiretroviral medicines	7.1 Procurement agent and handling fees	5.00	50.00	50.00	5.00
		7.2 Freight and insurance costs	5.00	50.00	50.00	5.00
		7.3 Warehouse and Storage Costs	5.00	50.00	50.00	5.00
		7.4 In-country			50.00	5.00
		7.5 Quality assurance control costs (USD)			0.00	0.00
		7.6 PSM Customs Clearance			0.00	0.00
		7.7 Other PSM costs			0.00	0.00
2	Other consumables	7.1 Procurement agent and handling fees			5.00	5.00
		7.2 Freight and insurance costs			5.00	5.00
		7.3 Warehouse and Storage Costs			5.00	5.00
		7.4 In-country			5.00	5.00
		7.5 Quality assurance control costs (USD)			0.00	0.00
		7.6 PSM Customs Clearance			0.00	0.00
		7.7 Other PSM costs			0.00	0.00

HPM Summary Information

Summary	Year 1 01-Jan-2026 - 31-Dec-2026	Year 2 01-Jan-2027 - 31-Dec-2027	Year 3 01-Jan-2028 - 31-Dec-2028	Total
Total HP Cost (USD)	1,300.00	6,000.00	4,000.00	11,300.00
Total Pharma Cost (USD)	1,000.00	5,000.00	2,000.00	8,000.00
Total Non Pharma Cost (USD)	300.00	1,000.00	2,000.00	3,300.00
Total Logistic Cost (USD)	578.00	405.00	274.00	1,257.00
Total Fixed Cost (USD)	10,000.00	10,000.00	10,000.00	30,000.00
Total (USD)	11,878.00	16,405.00	14,274.00	42,557.00

Year 1 (USD): 60.00 Year 2 (USD): - Year 3 (USD): -

Continue

1. Click on the icon



to open the **HPM Summary Information** window

Introduction & Access

Process Overview

Select Grant

Set up HPMT

Select Products

Enter Order Details

Review Orders

Add Logistics Costs

View HPM Summary

Assign Budget

Add Fixed Costs

Review & Submit

PR Copies HPMT into Budget

Resources & Support

PR Completes & Submits Online HPMT

Assign Budget to Interventions (1/3)

HPMT Overview Step 2. PR completes online HPMT

The '**Assign Budget**' tab requires assigning budget at the product category level to specific interventions.

This is used in the computation of the '**Budget HP**' tab of the HPMT extract that feeds into the Budget.

The screenshot shows the 'Assign Budget' tab in the HPMT system. A table lists product categories, with '5.8 Other consumables' selected. A callout points to the 'Add/Remove Intervention' button. A modal window titled 'Select Interventions for : Other consumables' is open, showing 'Suggested Interventions' and 'Alternative Interventions' for three modules: 'RSSH/PP: Laboratory systems', 'Case management', and 'RSSH: Health products management systems'. A callout explains that suggested interventions are proposed, and up to three alternative interventions can be selected.

1. Click on Add/Remove Intervention

2. A new window appears on screen. Navigate between Suggested Interventions and Alternative Interventions by clicking on the corresponding tabs

Hovering over the **i** shows the selected product(s) within the category

Suggested Interventions are proposed for the product category
Outside of the interventions proposed, up to three **Alternative Interventions** can be selected

PR Completes & Submits Online HPMT

Assign Budget to Interventions (2/3)

HPMT Overview Step 2. PR completes online HPMT

When multiple sources of funds are available, select the source of fund prior to selecting the intervention

Select Interventions for : Other consumables

Approved Funding Pandemic Fund

Suggested Interventions Alternative Interventions

Module Name :RSSH/PP: Laboratory systems (including national and peripheral)

- RSSH/PP: Quality management systems and accreditation
- RSSH/PP: Specimen referral and transport system
- RSSH/PP: Laboratory supply chain systems

Module Name :Case management

- Facility-based treatment
- Private sector case management
- Integrated community case management (ICCM)
- Epidemic preparedness

Module Name :RSSH: Health products management systems

- Storage and distribution capacity, design & operations
- Supply chain information systems

Save Cancel

3a. Select **Suggested Interventions** by clicking on the desired one(s)

Select Interventions for : Other consumables

Approved Funding Pandemic Fund

Suggested Interventions Alternative Interventions

Module Intervention Add

Select Module Select Intervention

#	Module	Intervention	Action
1	Case management	Ensuring drug quality	
2	Program management	Grant management	
3	Payment for results	Payment for results	

Save Cancel

3b. If applicable, select **Alternative Interventions** by adding them from the dropdown lists

4. Click on **Save**

For further information on Modules and Interventions, refer to the [Modular Framework](#)

Assign Budget to Interventions (3/3)

HPMT Overview Step 2. PR completes online HPMT

Home > HPM
Complete HPMT
> XXX-M-PR1P02
Set up HPMT | Select Products | Enter Order Details | Review Orders | Add Logistics Cost | **Assign Budget** | Add Fixed Costs | Review & Submit

#	Product Category	Intervention	Planned Health Products Cost (USD)	Percent of Planned Cost	Planned Cost per Intervention (USD)	Comment
		<ul style="list-style-type: none">Ensuring drug quality		<input type="text" value="20"/>	65.20	
5.8	Other consumables	<ul style="list-style-type: none">Grant managementPayment for results	326.00	<input type="text" value="50"/>	163.00	
		<input type="text" value="+ Add/Remove Intervention"/>		<input type="text" value="30"/>	97.80	

Continue

When only one intervention is selected **Percent of Planned Cost** defaults to 100

Comments are added by clicking on the speech bubble icon. Comments are required when alternative interventions are selected

5. Repeat steps 1 and 2 for all product categories

6. Enter the percentage of the planned cost for each intervention

Completion of **Percent of Planned Cost** for each intervention requires early PRs preparation, during the forecasting stage. Refer to the [Introduction](#) section of this manual

Introduction & Access

Process Overview

Select Grant

Set up HPMT

Select Products

Enter Order Details

Review Orders

Add Logistics Costs

View HPM Summary

PR Completes & Submits Online HPMT

Assign Budget

Add Fixed Costs

Review & Submit

PR Copies HPMT into Budget

Resources & Support

Add Fixed Costs (1/3)

HPMT Overview Step 2. PR completes online HPMT

Home > HPM

Complete HPMT

Orders Add Logistics Cost Assign Budget **Add Fixed Costs** Submit

Highlight mandatory fields

Year 1 [List of Other Implementers](#)

#	Details	Description of Activities	Payment Channel	Y1 Cost (USD)	Y2 Cost (USD)	Y3 Cost (USD)	Total Cost (USD)
1							0.00

+ Add Fixed Cost

Continue

1. Click on **Add Fixed Cost**

2. Click the icon and enter the information required

3. Enter a description of the activity

Global Fund to review

Select Details

Component	Module	Intervention	Cost Input
--Select--	--Select--	--Select--	--Select--

Save Cancel

Add Fixed Costs (2/3)

HPMT Overview Step 2. PR completes online HPMT

Complete HPMT

> XXX-M-PR1P02

4. Select the implementer

Set up HPMT Select Products Enter Order Details Review Orders Add Logistics Cost Assign Budget Add Fixed Costs Review & Submit

Value (USD): 0.00

#	Details	Description of Activities	Implementer	Procurement Channel	Y1 Cost (USD)	Y2 Cost (USD)	Y3 Cost (USD)	Total Cost (USD)
1			Other Implementer	--Select--				0.00

+ Add Fixed Cost

Continue

List of Other Implementers

Optional. To add another implementer, select **Other Implementer**. Click on **Add Implementer** and enter the required information

Click on **List of Other Implementers** to display the list and/or add an implementer to the list

List of Other Implementers

#	Select	* Name of Implementer	* Acronym	* Type (MM)	* Type of Implementing Entity	PSM Focal Point	PSM Phone	PSM Email
<p>+ Add Implementer</p>								

Save Cancel

Add Fixed Costs (3/3)

HPMT Overview Step 2. PR completes online HPMT

Home > HPM

Complete HPMT

> XXX-M-PR1P02

Set up HPMT | Select Products | Enter Order Details | Review Orders | Add Logistics Cost | Assign Budget | **Add Fixed Costs** | Submit

Highlight mandatory fields

Value (USD):	Total	Year 1	Year 2	Year 3	
#	Details	Description of Activities	Implementer	Procurement Channel	Y1 Cost (USD) Y2 Cost (USD) Y3 Cost (USD) Total Cost (USD)
1				--Select--	<input type="text"/> <input type="text"/> <input type="text"/> 0.00

+ Add Fixed Cost

Continue

5. Select the procurement channel

6. Add the cost for the applicable years

Introduction & Access

Process Overview

Select Grant

Set up HPMT

Select Products

Enter Order Details

Review Orders

Add Logistics Costs

View HPM Summary

Assign Budget

Add Fixed Costs

Review & Submit

PR Copies HPMT into Budget

Resources & Support

PR Completes & Submits Online HPMT

Review & Submit (1/6)

HPMT Overview Step 3. PR submits HPMT to the Global Fund

Data Quality Checks (DQCs) are a set of automated actions that the system performs to:

- Improve data quality by flagging potentially incorrect data
- Prevent data entry errors
- Improve data integrity and consistency
- Speed up the review process of the submitted data by Global Fund

There are 2 types of checks in the Partner Portal:

Error

- Alerts when data is missing or does not comply with validation rule
- Does not allow PR to submit until the error is corrected.
- Allows the system user to review and correct the data before submitting the form

Warning

- Flags the system user to check if the data captured is correct or contains a potential error.
- Requires a justification comment if the warning is overruled.
- Allows PR to proceed and submit.

Review & Submit (2/6)

HPMT Overview Step 3. PR submits HPMT to the Global Fund

1. Click on **Check data quality**. Errors and warnings are shown in the table below

2. Read the description of the warning(s) and/or error(s)

Set up HPMT | Select Products | Enter Order Details | Review Orders | Add Logistics Costs | Budget | Add Fixed Costs | Budget Overview | **Review & Submit**

Errors and Warnings 1 Warning(s) 2 Error(s) [Check data quality](#) [Extract online form](#)

#	Tab Name	Field Details	Description of warning or error	Justification
1	Add Logistics Cost	Antiretroviral medicines - Year 1	The sum of the percentages for year is above 30%. Update or provide a justification.	<input type="text"/>
2	Enter Order Details	-	Mandatory information is missing. Click on the tab name and complete all the required highlighted fields.	
3	Add Fixed Costs	-	Mandatory information is missing. Click on the tab name and complete all the required highlighted fields.	

3. Click on the link provided to access the data and resolve the warning/error

HPM Summary Info

	Year 1 01-Jan-2026 - 31-Dec-2026	Year 2 01-Jan-2027 - 31-Dec-2027	Year 3 01-Jan-2028 - 31-Dec-2028	Total
	1,300.00	6,000.00	4,000.00	11,300.00
	1,000.00	5,000.00	2,000.00	8,000.00
	300.00	1,000.00	2,000.00	3,300.00
	578.00	405.00	274.00	1,257.00
Total Fixed Cost (USD)	10,000.00	10,000.00	10,000.00	30,000.00
Total (USD)	11,878.00	16,405.00	14,274.00	42,557.00

Comments & Feedback

* Please provide any further comments

* Global Fund review feedback

Review & Submit (3/6)

HPMT Overview Step 3. PR submits HPMT to the Global Fund

Home > HPM

Complete HPMT

>XXX-M-PR1P02

Set up HPMT | Select Products | Enter Order Details | Review Orders | Add Logistics Cost | Assign Budget | Add Fixed Costs | Budget Overview | **Review & Submit**

Errors and Warnings 1 Warning(s) 2 Error(s)

Check data quality | Extract online form

#	Tab Name	Field Details	Description of warning or error	Justification
1	Add Logistics Cost	Antiretroviral medicines - Year 1	The sum of the percentages for year is above 30%. Update or provide a justification.	
2	Enter Order Details	-	Mandatory information is missing. Click on the tab name and complete all the required highlighted fields.	
3	Add Fixed Costs	-	Mandatory information is missing. Click on the tab name and complete all the required highlighted fields.	

HPM Summary Information

Summary	Year 3			Total
	01-Jan-2028 - 31-Dec-2028			
Total HP Cost (USD)	6,000.00	4,000.00		11,300.00
Total Pharma Cost (USD)	5,000.00	2,000.00		8,000.00
Total Non Pharma Cost (USD)	1,000.00	2,000.00		3,300.00
Total Logistic Cost (USD)	405.00	274.00		1,257.00
Total Fixed Cost (USD)	10,000.00	10,000.00		30,000.00
Total (USD)	11,878.00	16,405.00	14,274.00	42,557.00

Comments & Feedback

* Please provide any further comments

* Global Fund review feedback

4. Provide justifications for warnings if not resolved

5. Once all issues are addressed, click on **Check data quality** again. Only warnings with a justification remain

PR Completes & Submits Online HPMT

Review & Submit (4/6)

HPMT Overview Step 3. PR submits HPMT to the Global Fund

Home > HPM

Complete HPMT

> XXX-M-PR1P02

Set up HPMT | Select Products | Enter Order Details | Review Orders | Add Logistics Cost | Assign Budget | Add Fixed Costs | Bud

Errors and Warnings 1 Warning(s) 2 Error(s) Check data quality Extract online form

5. Review the HPM Summary Information

Click here to download an Excel extract of the HPMT.
Note:
- The Excel extract contains the information to be copied over into the Budget (see PR Step 11 for more details)
- The Excel extract cannot be imported back

Summary	Year 1 01-Jan-2026 - 31-Dec-2026	Year 2 01-Jan-2027 - 31-Dec-2027	Year 3 01-Jan-2028 - 31-Dec-2028	Total
Total HP Cost (USD)	1,300.00	6,000.00	4,000.00	11,300.00
Total Pharma Cost (USD)	1,000.00	5,000.00	2,000.00	8,000.00
Total Non Pharma Cost (USD)	300.00	1,000.00	2,000.00	3,300.00
Total Logistic Cost (USD)	578.00	405.00	274.00	1,257.00
Total Fixed Cost (USD)	10,000.00	10,000.00	10,000.00	30,000.00
Total (USD)	11,878.00	16,405.00	14,274.00	42,557.00

Comments & Feedback

* Please provide any further comments

6. Provide comments / feedback to facilitate the review

Documents

Attach

No results found.

Submit to Global Fund

PR Completes & Submits Online HPMT

Review & Submit (5/6)

HPMT Overview Step 3. PR submits HPMT to the Global Fund

Home > HPM

Complete HPMT

> XXX-M-PR1P02

Set up HPMT | Select Products | Enter Order Details | Review Orders | Add Logistics Cost | Assign Budget | Add Fixed Costs | Budget Overview | **Review & Submit**

Errors and Warnings 1 Warning(s) 2 Error(s) Check data quality Extract online form

#	Tab Name	Field Details	Description of warning or error	Justification
1	Add Logistics Cost	Antiretroviral medicines - Year 1	The sum of the percentages for year is above 30%. Update or provide a justification.	<input type="text"/>
2	Enter Order Details	-	Mandatory information is missing. Click on the tab name and complete all the required highlighted fields.	
3	Add Fixed Costs	-	Mandatory information is missing. Click on the tab name and complete all the required highlighted fields.	

HPM Summary Information

Summary	Year 1 01-Jan-2026 - 31-Dec-2026	Year 2 01-Jan-2027 - 31-Dec-2027	Year 3 01-Jan-2028 - 31-Dec-2028	Total
Total HP Cost (USD)	1,300.00	6,000.00	4,000.00	11,300.00
Total Pharma Cost (USD)	1,000.00	5,000.00	2,000.00	8,000.00
Total Non Pharma Cost (USD)	300.00			
Total Logistic Cost (USD)	578.00			
Total Fixed Cost (USD)	10,000.00			
Total (USD)	11,878.00			

Comments & Feedback

* Please provide any further comments

Documents

Optional. Click on **Attach** to attach supporting documents. Refer to the [Introduction](#) section of this manual. The [HPMT section](#) of the Country Resources website contains the full list of documents required during Funding Request and Grant-making

PR Completes & Submits Online HPMT



Review & Submit (6/6)

HPMT Overview Step 3. PR submits HPMT to the Global Fund

Home > HPM

Complete HPMT

> XXX-M-PR1P02

Set up HPMT | Select Products | Enter Order Details | Review Orders | Add Logistics Cost | Assign Budget | Add Fixed Costs | Budget Overview | **Review & Submit**

Errors and Warnings 1 Warning(s) 2 Error(s) Check data quality Extract online form

#	Tab Name	Field Details	Description of warning or error	Justification
1	Add Logistics Cost	Antiretroviral medicines - Year 1	The sum of the percentages for year is above 30%. Update or provide a justification.	
2	Enter Order Details			
3	Add Fixed Costs			

HPM Summary Information

Summary

	Dec-2028	Total
Total HP Cost (USD)	4,000.00	11,300.00
Total Pharma Cost (USD)	2,000.00	8,000.00
Total Non Pharma Cost (USD)	300.00	1,000.00
Total Logistic Cost (USD)	578.00	405.00
Total Fixed Cost (USD)	10,000.00	10,000.00
Total (USD)	11,878.00	16,405.00

Comments & Feedback

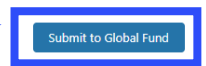
* Please provide any further comments

* Global Fund review feedback

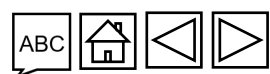
Documents Attach

If you made any changes to the product list, ensure that **Order Details** are entered and the **Assign Budget** tab updated before submitting

7. Click on **Submit to Global Fund**



Wait for the banner confirming successful submission to the Global Fund



Introduction & Access

Process Overview

Select Grant

Set up HPMT

Select Products

Enter Order Details

Review Orders

Add Logistics Costs

View HPM Summary

Assign Budget

Add Fixed Costs

Review & Submit

PR Copies HPMT into Budget

Resources & Support

PR Completes & Submits Online HPMT

Following PR submission to the Global Fund:

1. The LFA and the Global Fund review the HPMT (see [HPMT Process Overview](#), steps 4-6);
2. The PR extracts the HPMT and copies the HPMT extract 'Budget HP' tab into the Budget (see [HPMT Process Overview](#), step 7);
3. The Global Fund confirms the review of the HPMT, which completes the process (see [HPMT Process Overview](#), step 8)

By clicking on **View Approved HPMT**, the users can navigate through three tabs to review i. the **Budget Overview**, ii. **Planned Orders**, and iii. **Documents**. Note that the HPMT status is marked as **Completed**.

The screenshot shows a web interface for HPMT. At the top, there are navigation links for 'Home' and 'HPMT'. Below this, there are two buttons: 'View Approved HPMT' (highlighted with a blue box) and 'Revise HPMT'. A dropdown menu is open, showing 'XXX-M-PR1P02' with a status of 'Completed' (highlighted with a blue box). Below the dropdown, there are three tabs: 'Budget Overview' (highlighted with a blue box), 'Planned Orders', and 'Documents'. The main content area displays a table with columns for 'Total HP Budget (EUR)', 'Year 1 (EUR)', 'Year 2 (EUR)', and 'Year 3 (EUR)'. The table has a header row with columns: 'Module', 'Intervention', 'Cost Input', 'Source of Funds', 'Payment Currency', 'Y1 Total', 'Y2 Total', 'Y3 Total', and 'Total'. A 'Total' row is visible at the bottom of the table.

Revise Approved HPMT (1/2)

1. Open the **Revise HPMT** tab

2. Click on **Create new revision** and confirm by clicking on **Yes** in the pop-up window

Create new revision

#	Source of Funds	Status	Submitted By	Reviewed by	Approved Date	Revise
1	Approved Funding;Special Pu	Approved	Jane Citizen	John Doe	23-Feb-2026	<input checked="" type="checkbox"/>

Revise HPMT

You are about to revise the HPMT. Do you wish to continue?

No Yes

A new pop-up window opens. The process to revise the approved HPMT takes a few seconds to complete

Process

Please wait. Once the process is complete, we will redirect to the HPM tab.

15 sec

Revise Approved HPMT (2/2)

Home > HPM

Health Product Management

Users are redirected to the HPM application

Grant Name: -- Grant Name -- Status: -- Status --

3. Select the grant

XXX-M-PR1P02 Type: HPMT - Grant-making Status: Shared with PR IP Dates: 01-Jan-2026 to 31-Dec-2028 Last Update: Global Fund on 10-Nov-2025	XXX-M-PR1P02 Type: HPMT - Grant-making Status: Shared with PR IP Dates: 01-Jan-2024 to 31-Dec-2026 Last Update: Global Fund on 10-Nov-2025	XXX-M-PR1P02 Type: HPMT - Grant-making Status: Shared with PR IP Dates: 01-Jan-2024 to 31-Dec-2026 Last Update: Global Fund on 04-Sep-2025	XXX-M-PR1P02 Type: HPMT - Grant-making Status: Shared with PR IP Dates: 01-Jan-2024 to 31-Dec-2026 Last Update: Global Fund on 04-Sep-2025
---	---	---	---

Home > HPM

View Approved HPMT **Complete HPMT**

XXX-M-PR1P02

Geography: Country: X Principal Recipient: PR1

Status: **PR to complete and submit** History IP Start and End Dates: 01-Jan-2027 to 31-Dec-2029

PR to complete and submit Global Fund to review Completed

Set up HPMT Select Products Enter Order Details Review Orders Add Logistics Cost Assign Budget Add Fixed Costs Budget Overview Review & Submit

4. Open the Complete HPMT tab. HPMT status is now PR to complete and submit

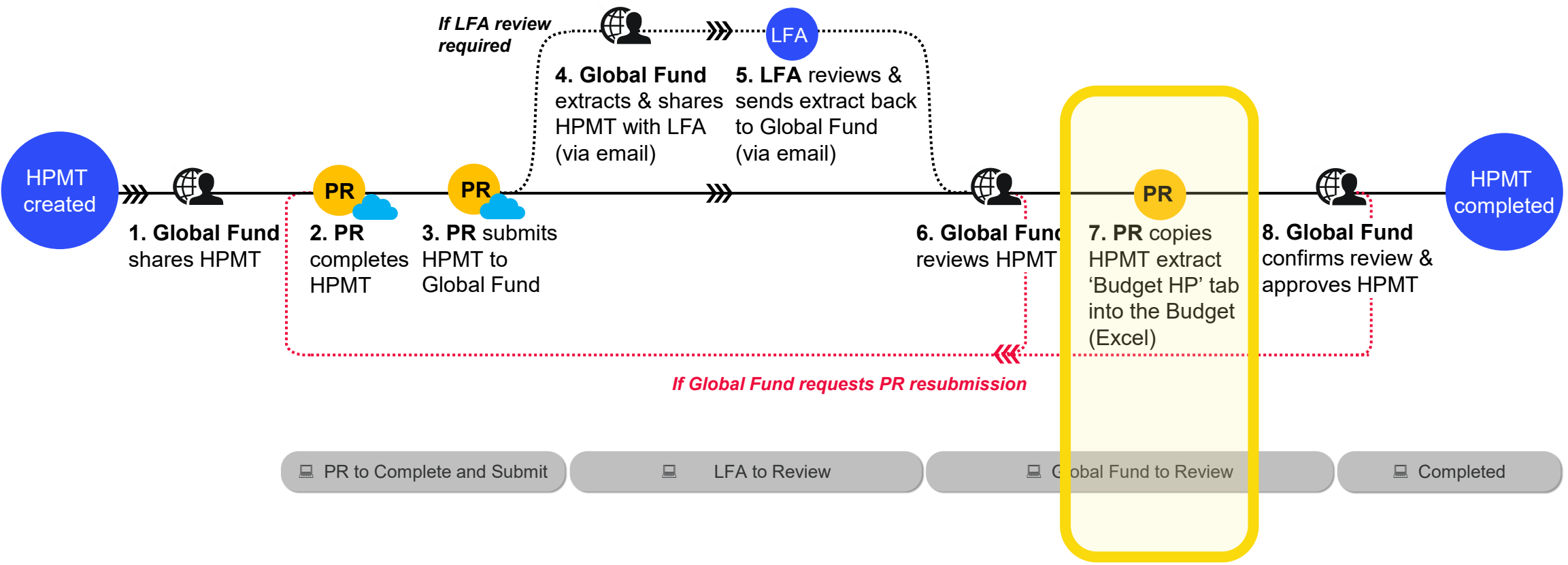
Go to section [PR Completes & Submits Online HPMT](#) of this manual for step-by-step instructions

Overview – Completing the HPMT in GC8

Step 7. PR copies 'Budget HP' tab of the HPMT extract into the Budget

Reminder. Not all portfolios are required to complete the HPMT. See [slide 8](#) for details

- Principal Recipient (PR)
- Global Fund
- Local Fund Agent (LFA)
- Partner Portal step
- Partner Portal status



Introduction & Access

Process Overview

PR Completes & Submits Online HPMT

PR Copies & Pastes HPMT Extract into the Budget

Resources & Support

Copy HPMT Extract into the Budget (1/2)

HPMT Overview Step 7. PR copies 'Budget HP' tab of the HPMT extract into the Budget

1. Following the Global Fund review and confirmation, go to the **View Approved HPMT** tab

2. Go to **Planned Orders**

3. Click on **Extract online form**

Home > HPM

View Approved HPMT | revise HPMT

>XXX-M-PR1P02

Budget Overview | **Planned Orders** | Documents

Total Orders: 6 | Cost Of Health Products (USD): 11,300.00 | [Extract online form](#)

#	Procurement Channel ₁	Order Date ₁	Need By Date ₁	Cost Input ₁	Product ₁	Specification ₁	Unit Cost (USD)	Quantity	Total
1	● PR/SR	01-Feb-2026	30-Sep-2026	4.1 Antiretroviral medicines	Abacavir sulfate 60mg dispersible tablet, bottle of 60 dispersible tablets	bottle of 60 dispersible tablets	10.00	100	1,000.00
2	● PR/SR	01-Jul-2026	30-Nov-2026	4.1 Antiretroviral medicines	Xpert TV Assay	-	10.00	30	300.00
3	● PR/SR	01-Mar-2027	31-Oct-2027	4.1 Antiretroviral medicines	Abacavir sulfate 60mg dispersible tablet, bottle of 60 dispersible tablets	bottle of 60 dispersible tablets	10.00	500	5,000.00
4	● PR/SR	01-Jul-2028	31-Oct-2028	4.1 Antiretroviral medicines	Xpert TV Assay	-	10.00	200	2,000.00
5	● PR/SR	01-Jan-2028	31-Aug-2028	4.1 Antiretroviral medicines	Abacavir sulfate 60mg dispersible tablet, bottle of 60 dispersible tablets	bottle of 60 dispersible tablets	10.00	200	2,000.00
6	● PR/SR	01-Mar-2027	30-Jun-2027	4.1 Antiretroviral medicines	Xpert TV Assay	-	10.00	100	1,000.00

The **Budget HP** tab is used in the calculation of the Budget

Introduction & Access

Process Overview

PR Completes & Submits Online HPMT

PR Copies & Pastes HPMT Extract into the Budget

Resources & Support

Copy HPMT Extract into the Budget (2/2)

HPMT Overview Step 7. PR copies 'Budget HP' tab of the HPMT extract into the Budget

The screenshot shows an Excel spreadsheet with a table of HPMT data. The table has columns for Budget Line No., Module, Intervention, Description of Activities, Cost Input, and Implementer. A blue callout box with the text "4. In the downloaded HPMT extract, go to the Budget HP tab" points to the "Budget - HP" tab in the bottom navigation bar. The navigation bar also includes tabs for Summary, Order Summary, Logistics Cost, Assign Budget, Fixed Costs, List of Other Implementers, HPMT Summary, Data Quality Checks, HP Pivot, and DB Pivot.

Budget Line No.	Module	Intervention	Description of Activities	Cost Input	Implementer
1CF0508HP0001	Program management	Grant management	Procurement of Consumables	4.1 Antiretroviral medicines	xxxxxxx
1CF0508HP0001	Program management	Grant management	Procurement of Consumables	7.1 Procurement agent and handling fees	xxxxxxx
1CF0508HP0001	Program management	Grant management	Procurement of Consumables	7.2 Freight and insurance costs	xxxxxxx
1CF0508HP0001	Program management	Grant management	Procurement of Consumables	7.3 Warehouse and Storage Costs	xxxxxxx
1CF0508HP0001	Program management	Grant management	Procurement of Consumables	7.4 In-country distribution costs	xxxxxxx
1CF0508HP0001	Program management	Grant management	Procurement of Consumables	7.5 Quality assurance and quality control costs (QA/QI)	xxxxxxx
1CF0508HP0001	Program management	Grant management	Procurement of Consumables	7.6 PSM Customs Clearance	xxxxxxx
1CF0508HP0001	Program management	Grant management	Procurement of Consumables	7.7 Other PSM costs	xxxxxxx
1CF0508HP0025	Case management	Ensuring drug quality	Procurement of Consumables	4.1 Antiretroviral medicines	xxxxxxx
1CF0508HP0025	Case management	Ensuring drug quality	Procurement of Consumables	7.1 Procurement agent and handling fees	xxxxxxx
1CF0508HP0025	Case management	Ensuring drug quality	Procurement of Consumables	7.2 Freight and insurance costs	xxxxxxx
1CF0508HP0025	Case management	Ensuring drug quality	Procurement of Consumables	7.3 Warehouse and Storage Costs	xxxxxxx
1CF0508HP0049	Payment for results	Payment for results	Procurement of Consumables	7.4 In-country distribution costs	xxxxxxx
1CF0508HP0049	Payment for results	Payment for results	Procurement of Consumables	7.5 Quality assurance and quality control costs (QA/QI)	xxxxxxx
1CF0508HP0049	Payment for results	Payment for results	Procurement of Consumables	7.6 PSM Customs Clearance	xxxxxxx
1CF0508HP0049	Payment for results	Payment for results	Procurement of Consumables	7.7 Other PSM costs	xxxxxxx
1CF0508HP0049	Payment for results	Payment for results	Procurement of Consumables	5.8 Other consumables	xxxxxxx
1CF0508HP0049	Payment for results	Payment for results	Procurement of Consumables	7.1 Procurement agent and handling fees	xxxxxxx
1CF0508HP0049	Payment for results	Payment for results	Procurement of Consumables	7.2 Freight and insurance costs	xxxxxxx
1CF0508HP0049	Payment for results	Payment for results	Procurement of Consumables	7.3 Warehouse and Storage Costs	xxxxxxx

The HPMT Extract is locked and cannot be manually edited.
For guidance on how to access, update, attach and submit the Budget, go the Partner Portal Manual on Grant-making (link in the [Online Resources](#) section)

RESOURCES & SUPPORT

Online Resources

List of Acronyms & Abbreviations

Contact Support for Technical Issues

Introduction
& Access

Process
Overview
& Partner
Portal
Steps

Resources
& Support



Online Resources

Operational Policy & Procedures

- [OPN & Operational Procedures](#) on Apply for Funding & Sign Quality Grants
- [Operational Policy Manual](#)

HPMT Guidance

- Country Resources
- Information Sessions
- Demo Videos

[Grant-making, HPMT section](#)
[Grant-making section](#)
(forthcoming)

Additional Resources

- GED Interactive Guide
- GED Change Request Instructions
- GC8 Modular Framework
- Guidelines for Grant Budgeting
- Funding Request Partner Portal Manual
- Grant-making Partner Portal Manual

[English](#) | [Français](#) | [Español](#)
[English](#) | [Français](#) | [Español](#)
[English](#) | [Français](#) | [Español](#)
[English](#) | [Français](#) | [Español](#)
English | *Français* | *Español*

List of Acronyms & Abbreviations

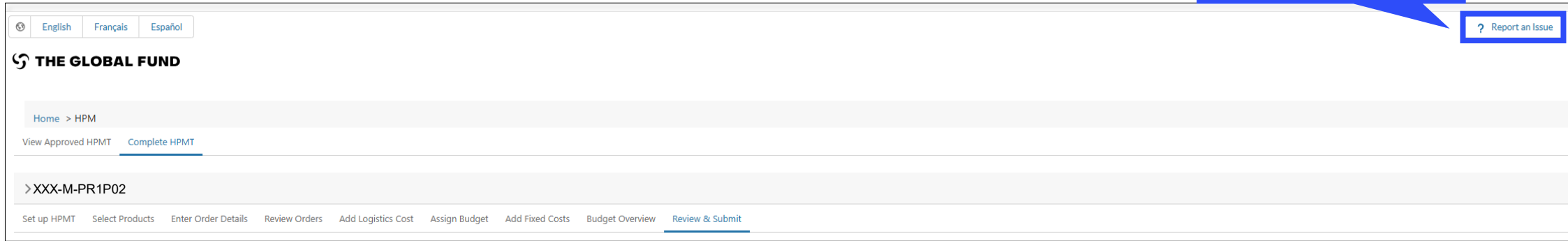


CT	Country Team	LMIS	Logistics Management Information Systems
CCM	Country Coordinating Mechanism	NGO	Non-Governmental Organization
GED	Grant Entity Data	OPN	Operational Policy Note
GOS	Grant Operating System	PDH	Product Data Hub
FR	Funding Request	PF	Performance Framework
GAC	Grant Approval Committee	PL	Performance Letter
GC7 / GC8	Grant Cycle 7 / Grant Cycle 8	PP	Global Fund Partner Portal (Partner Portal)
HIV	Human Immunodeficiency Virus	PPM	Pooled Procurement Mechanism
HP	Health Product	PR	Principal Recipient
HPM	Health Product Management	PSM	Procurement and Supply Management
HPMT	Health Product Management Template	SR	Sub-recipient
IP	Implementation Period	TB	Tuberculosis
LFA	Local Fund Agent	TRP	Technical Review Panel
		wambo.org	The Global Fund's online procurement platform

Contact Support for Technical Issues

If you have any questions or encounter technical issues, please contact the Global Fund:

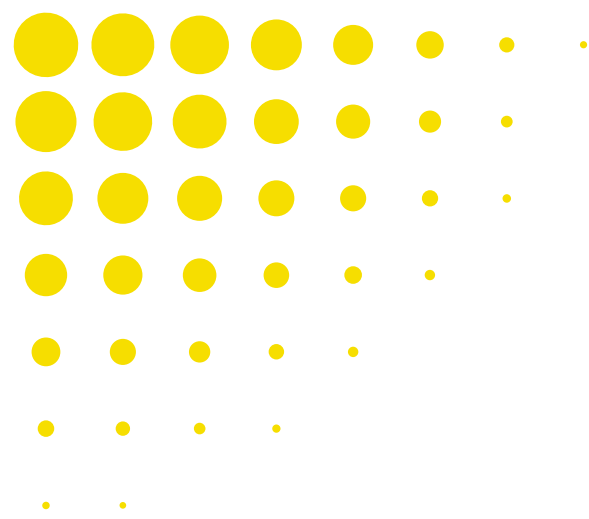
1. Click on **Report an Issue**



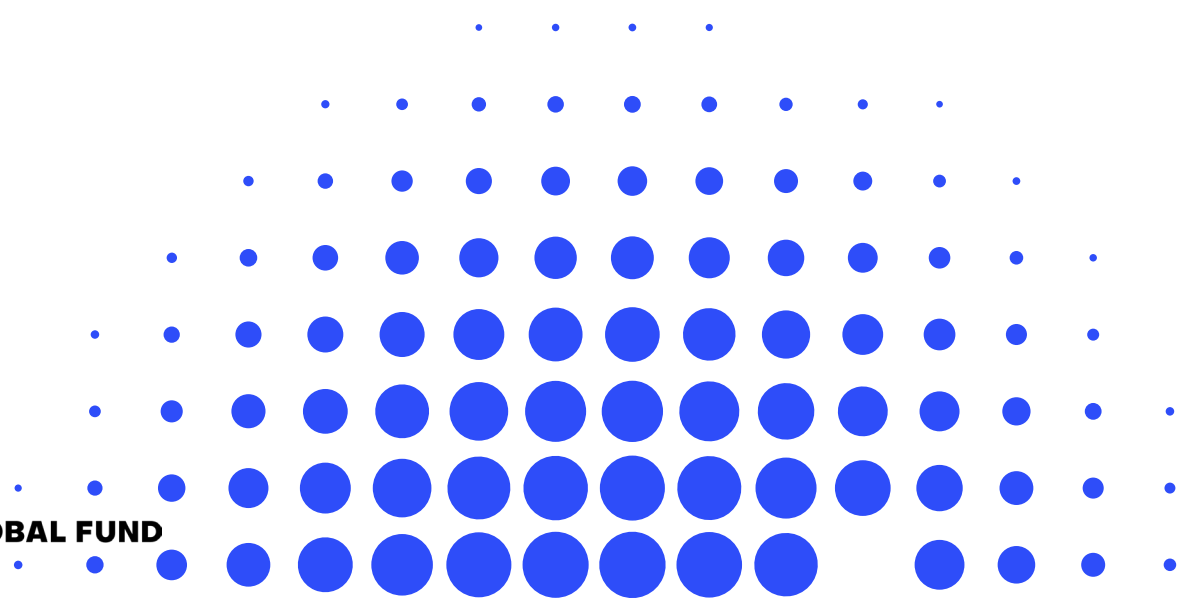
 A screenshot of the "Report an Issue" form. A blue rectangular box highlights the input fields: "Category" (set to "Grant Making"), "Urgency" (set to "3 - Low"), "Title" (with placeholder "Enter Title"), "Description" (with placeholder "Enter Description"), "Available date" (with placeholder "Enter Date"), and "Available Time(CET)" (with placeholder "Enter Time"). A "View Tickets" button is located above the form. At the bottom right of the form, there are "Submit" and "Cancel" buttons.

2. Enter the requested information. Fields marked * are mandatory

3. Click on **Submit**



Annexes





HPMT supporting documents (1/5)

HPM Plan. A comprehensive but succinct document describing how the overall health products and HPM/Lab system-building activities will be managed during grant implementation. This plan includes the following descriptions of:

- National systems where the grant activities are an important component of the national systems. E.g. Where systems are grant focused, the description is provided, but can be grant-focused in some situations;
- HPM governance and monitoring of the program/country (national TWG to supportive monitoring and oversight);
- Regulatory processes (NRA, QA/QC, registration/waiver);
- Procurement (Value for Money considerations, modalities, national/PR regulations);
- Supply chain management (push/pull distribution, national/ regional/ last mile warehousing, distribution, use of private providers, inventory management like min/max/buffer levels, expiry and waste management);
- e/LMIS (reporting frequency, quality, data analytics and use for decision-making);
- HPM human resource management (training, up-skilling, capacity building) ;
- Risk Management (e.g., due to COVID-19 and global supply disruptions); and
- Linkage of HPM systemic gaps to requested RSSH activities that aim to address the gaps and improve systems during grant implementation.

National treatment guidelines for the relevant disease and/or protocols of care at time of submission. If the protocols are under revision, provide a transition plan (e.g., change of treatment regimens, introduction of new paediatric formulations, shortened regimens for DR-TB, roll-out plan and timeliness, supply chain preparation for the transition).

National diagnostic test algorithms for the relevant disease.





HPMT supporting documents (2/5)

National quantification report (covering all relevant health products and equipment proposed to be funded under the grant in response to the fight against the diseases), which serves as the basis for the quantities reflected in the HPMT. The report includes assumptions, rationale, and calculations for the indicated quantities. It also includes a breakdown of product categories by interventions by percentages.

Health equipment requirements are backed by a needs assessment report and deployment plan were possible.

Implementation arrangement map, highlighting entities/bodies involved in forecasting/national forecasting committee, including the latest meeting minutes.

Program capacity and scale-up plans/targets for the grant period, which are aligned with the National Strategic Plan targets, the Programmatic Gap Table for the disease and the grant Performance Framework.

Strategy documents highlighting investments in health equipment (e.g., molecular diagnostics): disease specific and/or national laboratory strategy and information on use across programs, long-term sustainability strategy for routine maintenance, repairs and services, including any service level agreements (SLAs) and reagent procurement.

Financial contributions for health products (all sources of funding available to meet the targets – domestic, other donors etc.) and the financial gap analysis for health products for the grant period, information provided is aligned with Programmatic Gap Table submitted as part of the funding request documents/annexes in the Health Products Worksheet in the Funding Landscape Table.





HPMT supporting documents (3/5)

Copy of the national supply plan which reflects the negotiated schedule of Global Fund contributions to national forecasted demand plan for the grant period

Copy of the national integrated stock status report/dashboard showing stock-on-hand and purchase order quantities (pipeline) for key health products covering all financing/supply sources, including NGOs where applicable.

Buffer/safety stock and rationale for inclusion in the calculations, including national/disease specific Health Products Management/ Logistics Standard Operating Procedures (SOP).

Calculation worksheets with assumptions used and the formulas, quantification software files such as QuanTB, QuantiMed, others.

Sources and justification of unit costs for health products. The PR provides all relevant information used to estimate the unit cost, such as a copy of the most recent Global Fund reference price list for core items (available on the Global Fund website), the GDF catalogue for TB program health products, the UNICEF supply catalogue, Global Fund PQR, local price quotations, etc. PRs are encouraged to review the relevant sections on unit costs in the Global Fund [Instructions for Completing the Budget Template](#).





HPMT supporting documents (4/5)

PSM/HPM costs estimation. Separate operational costs from infrastructure. These are not part of HPM/PSM cost/HPM/Lab/Pandemic preparedness system strengthening investments.

The PRs are required to provide all relevant information to support the individual percentages assigned to each product category (e.g., ARVs) and to each cost input (e.g., 7.2 Freight and insurance). This can include the procurement agent fee structure document, third-party logistics fee's structure contract, past invoices, etc. Historical data is normally used (e.g., mean of last year orders for a specific product category (e.g., average/mean of % for 7.2 for pharmaceuticals, ARVs, Anti-TB and Antimalarials, other essential medicines).

PR PSM teams are required to budget accurately. Orders which can represent an outlier in the calculation of the % HPM cost average/mean for a specific category can be excluded. For example, at the start of the COVID-19 pandemic freight rates have increased above standard market rates before restabilizing in 2022, so it is not advisable to use historical HPM cost for orders only from the period of 2020-2021 in deriving HPM cost calculations. The Global Fund publishes regularly updated reference HPM costs from wambo.org/PPM orders (e.g., freight/shipping costs, insurance, quality testing, etc.). PRs are encouraged to consult this document on the Global Fund website along with the Global Fund [Instructions for Completing the Budget Template](#).

Assessment reports of the supply chain and/or the laboratory network (ideally national), which were conducted in the last three years, irrespective of the funding source for the assessment.

This refers to assessments of the entire system or any part/section of it. It can be focused in one category of health products or the full range of essential health products and laboratory products. This can be partner organization's reports, PR self-assessment, or private sector assessment reports.





HPMT supporting documents (5/5)

National Strategic Plan for managing health products and related documents. This includes any strategic document that is available and used (e.g., National Medicines Policy, National Supply Chain Strategy and/or Master Plan, Strategy of Medicines Regulatory Agency, Medicines Financing Strategy (as part of the Health Financing Strategy), Laboratory Services Strategy and relevant costed implementation plans). Budget for development of such strategic documents are factored in the total budget submitted with the funding request.

Any funding request for systems strengthening investments is based on a defined national strategy/vision and have an implementation plan. In the absence of a strategy document and/or an implementation plan, a request for funding to develop these documents is also possible.

When submitting the funding request or in grant-making, the quantities per item/health product needed in Y1 reflect the quarterly schedule of the Global Fund funded procurements, indicating the quarter when the orders need to be confirmed with suppliers. For subsequent years, if the details are not available, procurement quantities are tentatively entered in the HPMT as a single annual order in first quarter of that year, with the expectation that a more specific procurement plan will be incorporated as part of the annual review of demand forecast, particularly for High Impact & Core portfolios. For Focused portfolios using the HP List, PRs reflect Y1 detailed procurement plan while following the same practice for Y2 & 3 in case the detailed plan is not available in lieu of the HPMT.

In case of grant revisions (reinvestment, reprogramming/reallocation exercise to use savings, along with the updated HPMT), the following supporting documents are mandatory:

- Updated financial gap for national disease program health products funding;
- Updated program targets to justify additional request for health products;
- Supporting evidence of all assumptions used to update the request for funding additional health products;
- Updated unit costs as per latest reference prices, if available;
- For procurements already executed during the grant period and until submission, updated quantities already procured (retrospectively) and actual final costs (projected at the grant signing vs. actuals at the time of the new request submission).

