Flexible Procurement Fund (FPF) Processes workflow and control of funds flow – Procurement of Medicines

**GDF**

- Request from Client to CSO for Support
- CSO Review/Assessment, draft order in OMS
- Quote is created
- Approval by GDF Chief

**STBP FINANCE**

- Credit assessment by STBP Finance
- Is Credit Assessment OK?
- GDF Chief and ED signs Memo
- FPF Register Updated
- Is Credit Assessment OK?
- Obtain approval from USAID
- Prepare justification Memo & Letter of Guarantee
- CSO informs the client that the order request is approved

**UNOPS**

- Downloads Memo & signed LoG in OMS & clears the order
- Reviews & signs LoG
- Requests payments invokes LoG
- Checks commitment in OMS & approves order in OMS
- UNOPS/STBP requests drawdown from USAID (if using USAID fund) & pays IDA
- STBP Finance advised by Client/UNOPS
- UNOPS/STBP makes efforts to recover the payment. STBP keeps record of the default Client for future business decision.
- Requests payments invokes LoG
- IDA regularly reminds Client that payment should now be sent to STBP/UNOPS
- PA places order with Suppliers
- Drugs received by PA
- Drugs shipped to the Client
- Deliver confirmed, documents as per incoterms received by PA
- Prepares invoice & sends to the Client
- Funds received by PA
- Is there FPF balance available?

**PAYMENT RECOVERY**

- Inform USAID in writing that payment is now recovered
- Funds sent to UNOPS
- STBP Finance advised by Chief/UNOPS
- Requests payments invokes LoG
- IF FUND IS FROM USAID
- INFORMS IN WRITING USAID FOR PAYMENT FROM THE FPF
- Obtain approval from budget owner & ED and sends to UNOPS for payment
- IF FUND IS FROM STBP
- Informs USAID in writing that payment is now recovered
- UNOPS/STBP makes efforts to recover the payment. STBP keeps record of the default Client for future business decision.
- Funds transferred by the Client/TGF
- IDA regularly reminds Client that payment should now be sent to STBP/UNOPS
- PA places order with Suppliers
- Drugs received by PA
- Drugs shipped to the Client
- Deliver confirmed, documents as per incoterms received by PA
- Prepares invoice & sends to the Client
- Funds received by PA
- Is there FPF balance available?

- IF FUND IS FROM USAID
- Obtain approval from USAID
- Prepare justification Memo & Letter of Guarantee
- CSO informs the client that the order request is approved
- Is there FPF balance available?

- IF FUND IS FROM STBP
- Credit assessment by STBP Finance
- Is Credit Assessment OK?
- GDF Chief and ED signs Memo
- FPF Register Updated
- Is Credit Assessment OK?
- Obtain approval from USAID
- Prepare justification Memo & Letter of Guarantee
- CSO informs the client that the order request is approved

- Is there FPF balance available?