This guide provides instructions for clients to submit an online procurement request to the Global Drug Facility via the Order Management System (OMS). Please scroll for step-by-step instructions or click on the following links to navigate the document.

**Step 1: Create a new Client Account**

**Step 2: Complete your Client Profile**

**Step 3: Generate a Procurement Request Form (PRF)**

**Step 4 (Optional): Print and sign your PRF**

**How to retrieve your password**
STEP 1: Create a new Client Account

1. Go to the OMS homepage
2. Click on ‘Request a Client Account’ (shown below)

3. Fill in the information requested (Fields marked with an * are required.)
4. Click ‘Submit your request’
5. Your dedicated Country Supply Officers (CSO) will then send you an email with your new ID and password. For a list of CSOs, please contact gdf@stoptb.org or visit our secretariat webpage.
STEP 2: Complete your Client Profile

1. Once you have registered and logged into your account, this will lead you to the summary information page.
2. Fill or update the required information on the first four tabs (Summary Information, Contact Details, Delivery and Importation, and Registration Details) by clicking “Edit this client information” on the bottom of each tab and then submit your changes. Please ensure all information is up-to-date and relevant.
STEP 3: Generate a Procurement Request Form

1. To create a Procurement Request Form (PRF), go to the Procurement Request Forms tab and click ‘Generate PRF for Medicines’. *Kindly note that the online PRF for diagnostics orders is still being developed and cannot be used for the time being.*

2. Fill or update the required information on each tab (up to DR-TB Products) by clicking ‘Edit this PRF information’ on the bottom of each tab and then submit your changes. Please note that some information has been automatically pre-filled from your client profile.
3. To schedule two or more deliveries, please click ‘Add another delivery’ in the DS-TB Products or DR-TB Products tab.

4. The Documents tab is for uploading supporting documents (quantification files, etc.). Upload your documents by clicking ‘Edit this PRF information’ at the bottom.
5. Click on the 'Finalize and Submit' tab to see the Conditions of Supply and to submit the PRF. To do so, click on 'Edit this PRF information' at the bottom of the page.

6. Check 'I acknowledge and accept the above Terms and Conditions', fill in your Name, Title, and the Date, and click Submit Changes.
7. Scroll to the bottom of the page again to find the 'Submit to GDF' button. Click on the button to submit the PRF.

If necessary, you can print the PRF by clicking 'View this PRF in printable format' at the bottom of the page. For more detailed instructions on how you can print the PRF, go to Step 4: Print your PRF.
9. Once the PRF is submitted, the CSO will be notified and s/he will process your PRF into an order. They will contact you once the review is completed. To view the status of your order, please click the summary information under the ‘Orders’ tab in your Client Profile.
STEP 4: Print and sign your PRF

1. If necessary, you can print and sign your PRF. Click ‘View this PRF in printable format’ at the bottom of the page under the ‘Finalize and Submit’ tab. This will open a new browser tab with your PRF in a printable format.

2. If using Google Chrome: Press Ctrl+P to open print preview. To remove the Headers and footers (links and time stamps appearing at the top and bottom of each page), click on “More settings” and uncheck the ‘Headers and Footers’ checkbox. Finally, click Print.
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If using Internet Explorer, click on the Gear icon on the top right of the browser to open the Settings menu. Go to Print > Print Preview. Click on the Headers and Footers icon on the top left to remove the headers and footers (links and time stamps appearing at the top and bottom of each page). Finally, click the Print icon on the top left.

3. The printed PRF will have a place for signature in the last section (Section 9 – Finalize and Submit).
How to retrieve your password

4. Go to the OMS homepage
5. Click on ‘Forgot your password’

6. Select your country and add a comment.
7. Click ‘Continue’
8. Verify your message and click ‘Submit Your Request’
9. Your details will be sent to you via email.