

UNICEF ePD Step by step guide

Purpose: Adding, editing supplies to the PD

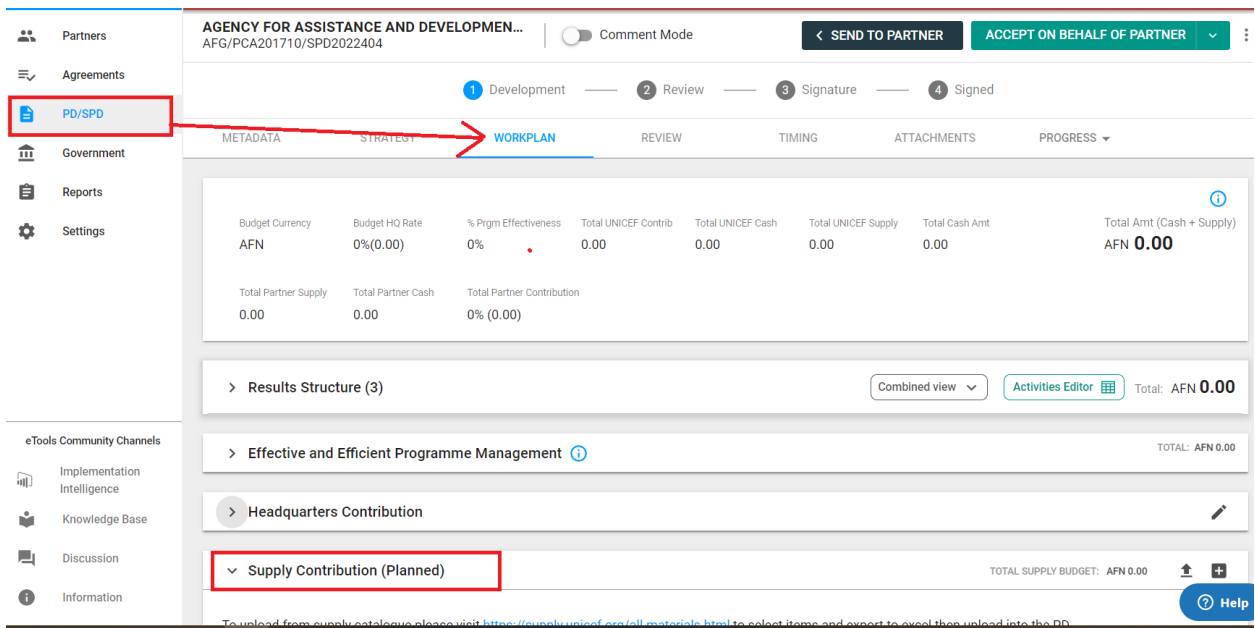
Who: UNICEF and Partner Programme Document Focal Point

When: A user wants to add supplies that will be required during the implementation of the programme document.

A link to the supply catalogue has been included to ease estimation of supply costs and identification of different supply specifications

Access the supply contribution (planned) section in the **WORKPLAN** section of the ePD.

Step 1: Go to the supply contribution (planned) section



The screenshot shows the UNICEF eTools interface for a Programme Document (PD). The left sidebar contains navigation options: Partners, Agreements, PD/SPD (highlighted with a red box), Government, Reports, and Settings. The main content area is titled 'AGENCY FOR ASSISTANCE AND DEVELOPMENT...' and shows a progress bar with four stages: 1. Development, 2. Review, 3. Signature, and 4. Signed. Below the progress bar, there are tabs for METADATA, STRATEGY, WORKPLAN (selected), REVIEW, TIMING, ATTACHMENTS, and PROGRESS. A table displays financial data:

Budget Currency	Budget HQ Rate	% Prgm Effectiveness	Total UNICEF Contrib	Total UNICEF Cash	Total UNICEF Supply	Total Cash Amt	Total Amt (Cash + Supply)
AFN	0%(0.00)	0%	0.00	0.00	0.00	0.00	AFN 0.00
Total Partner Supply			Total Partner Cash		Total Partner Contribution		
0.00			0.00		0% (0.00)		

Below the table, there are sections for 'Results Structure (3)', 'Effective and Efficient Programme Management', and 'Headquarters Contribution'. The 'Supply Contribution (Planned)' section is highlighted with a red box and shows a 'TOTAL SUPPLY BUDGET: AFN 0.00'. A red arrow points from the 'PD/SPD' menu item to the 'WORKPLAN' tab.

Step 2: To include supply items in this section, either select the URL "<https://supply.unicef.org/all-materials.html>" to the supply catalogue hosted by UNICEF Supply Division (SD) or the press "+" icon.

Knowledge: The supply catalogue contains Standard materials i.e. "S" materials with clear specifications only includes standard items that are specified.


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▼ Supply Contribution (Planned)
TOTAL SUPPLY BUDGET: UGX 0.00

To upload from supply catalogue please visit <https://supply.unicef.org/all-materials.html> to select items and export to excel then upload into the PD.

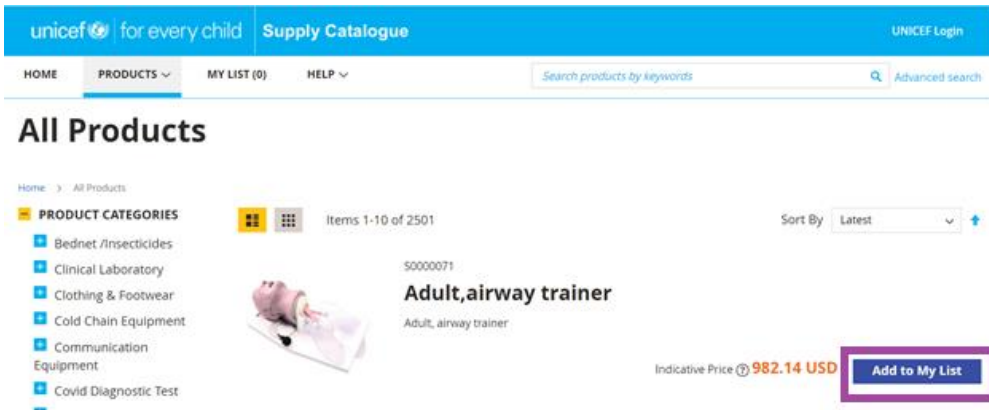
No planned supply contribution has been added.

Step 3: Search for items using either the products categories list or the search



The screenshot shows the UNICEF Supply Catalogue interface. The search bar at the top contains the text "Search products by keywords". On the left, a sidebar lists "PRODUCT CATEGORIES" including Bednet /Insecticides, Clinical Laboratory, Clothing & Footwear, Cold Chain Equipment, Communication Equipment, and Covid Diagnostic Test. The main content area displays a product card for "Adult, airway trainer" (ID: 50000071) with an indicative price of 982.14 USD and an "Add to My List" button.

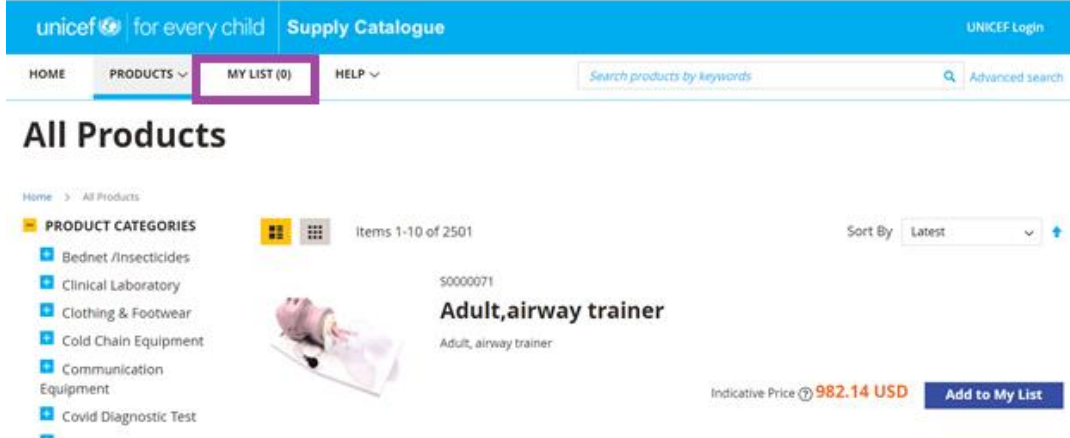
Step 4: This will display the relevant supplies, identify the item required, considering the specifications and indicative price. This price does not include charges for freight. Select “add to my list” button.



This screenshot is similar to the previous one, but the "Add to My List" button for the "Adult, airway trainer" product is highlighted with a purple box, indicating the next step in the process.

Step 5: To review the selected items, click my list. Click “My List”

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Step 6: You can “login to UNICEF staff”, or “continue as guest” for CSO partners. Select do not show me again if several items are required for the plan.



Add Product To My List

Do not show again

Step 7: On the next page click to “export to excel” to further edit the list.

My List (2)

Disclaimer: This list is not for online ordering of products but only to help staff and partners in preparing their requirements. Prices are only indicative and may vary once the final transaction is placed with UNICEF. Freight and handling charges are not included into the price.

Product	Unit	Indicative price	Qty	Total Price
 S0000625 LLIN, 180x160x150cm LxWxH Polyester	EA	1.90 USD	1	1.90 USD
Remove from My List				
 S1300075 Artem20mg+Lumef120mg disp tabs/12/PAC-30	PAC	16.37 USD	1	16.37 USD

Step 8: In the exported excel:

- edit the quantity to match the PD requirements,
- adjust the indicative price to change it to the local currency or currency of the PD,
- calculate the total price.



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- Save the report.

* Please do not adjust the text format as this will corrupt the sheet.

Product Number	Product Title	Product Description	Unit of Measure	Quantity	Indicative Price	Total Price
S0000625	LLIN 180x160x150cm LxWxH Polyester	LLIN 100d white/blue/green 180x160x150cm LxWxH Polyester	EA	20000	7030	140600000
S1300075	Artem20mg+Lumef120mg disp tabs/12/PAC-30	Artemether 20mg + Lumefantrine 120mg fixed dose combination dispersible	PAC	100000	60569	6056900000



Step 9: Return to the ePD supply contribution section and select the “upload” from supply catalogue icon.

Supply Contribution (Planned) TOTAL SUPPLY BUDGET: UGX 0.00  





To upload from supply catalogue please visit <https://supply.unicef.org/all-materials.html> to select items and export to excel then upload into the PD.

No planned supply contribution has been added.

Step 10: The list of items will appear of the supply planned section.

Supply Contribution (Planned)		TOTAL SUPPLY BUDGET: UGX 6,197,500,000.00  		
Item (all prices in PD Currency)	Number of Units	Price / Unit	Total Price (UGX)	Provided by
> bed nets	20000	33,000.00	660,000,000.00	UNICEF
> Artem20mg+Lumef120mg disp tabs/12/PAC-30	100000	60,569.00	6,056,900,000.00	UNICEF
> LLIN 180x160x150cm LxWxH Polyester	20000	7,030.00	140,600,000.00	UNICEF

Step 11: Hover over the item you wish to delete. An edit and delete icon will appear. Select the required action.

Supply Contribution (Planned)		TOTAL SUPPLY BUDGET: UGX 6,197,500,000.00  		
Item (all prices in PD Currency)	Number of Units	Price / Unit	Total Price (UGX)	Provided by
> bed nets	20000	33,000.00	660,000,000.00	UNICEF  
> Artem20mg+Lumef120mg disp tabs/12/PAC-30	100000	60,569.00	6,056,900,000.00	UNICEF
> LLIN 180x160x150cm LxWxH Polyester	20000	7,030.00	140,600,000.00	UNICEF

Step 12: If an edit is required, make all the required changes, and save.

Edit Supply Contribution ✕

Title *
bed nets

Number of Units *	Price / Unit *	Provided by *
20000	UGX 33,000.00	UNICEF ▼

CP Output
OUTPUT 1.1 MATERNAL NEONATAL HEALTH-[4380/A0/06/; ▼

UNICEF Product Number
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Other Mentions
Supplies required in Q2 and Q3 during programme implementation

CANCEL SAVE