UNICEF ePD Step by step guide

Purpose: Adding, editing supplies to the PD

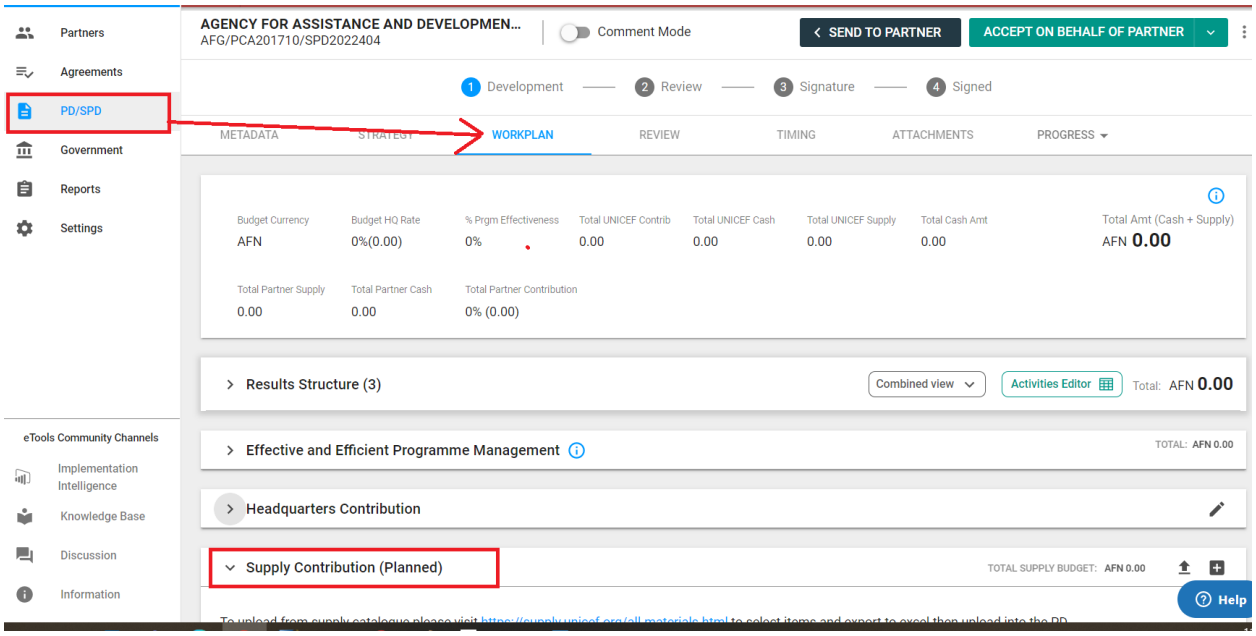
Who: UNICEF and Partner Programme Document Focal Point

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

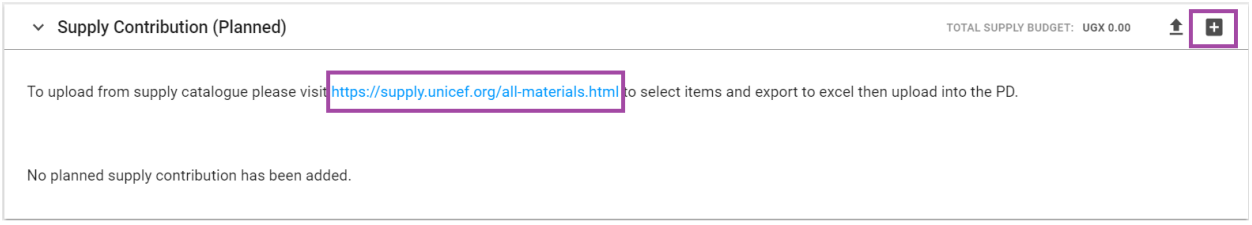
Access the supply contribution (planned) section in the **WORKPLAN** section of the ePD.

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

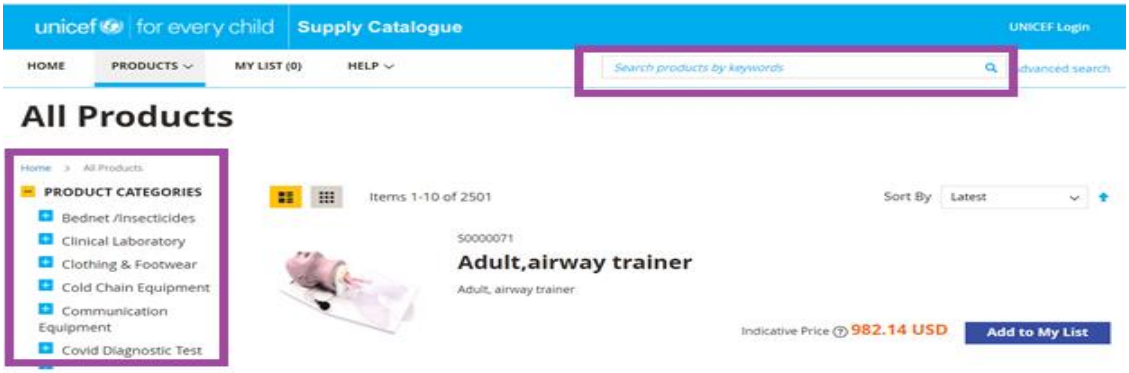


Step 2: To include supply items in this section, either select the URL "https://supply.unicef.org/all-materials.html" to the supply catalogue hosted by UNICEF Supply Division (SD) or the press "+" icon.

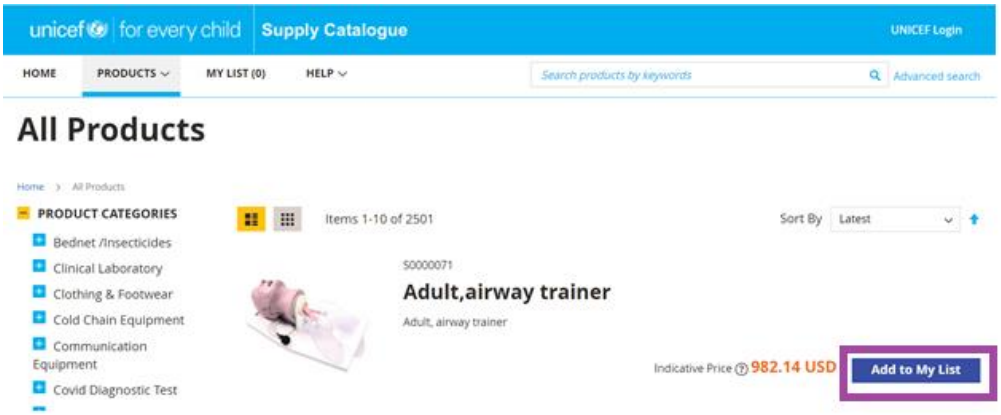
📖 Knowledge: The supply catalogue contains Standard materials i.e. "S" materials with clear specifications only includes standard items that are specified.



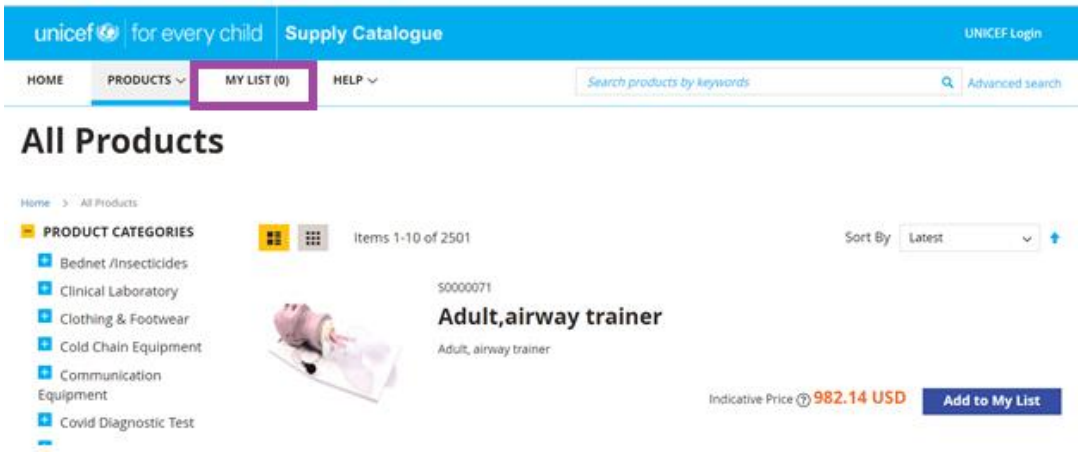
Step 3: Search for items using either the products categories list of the search



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.

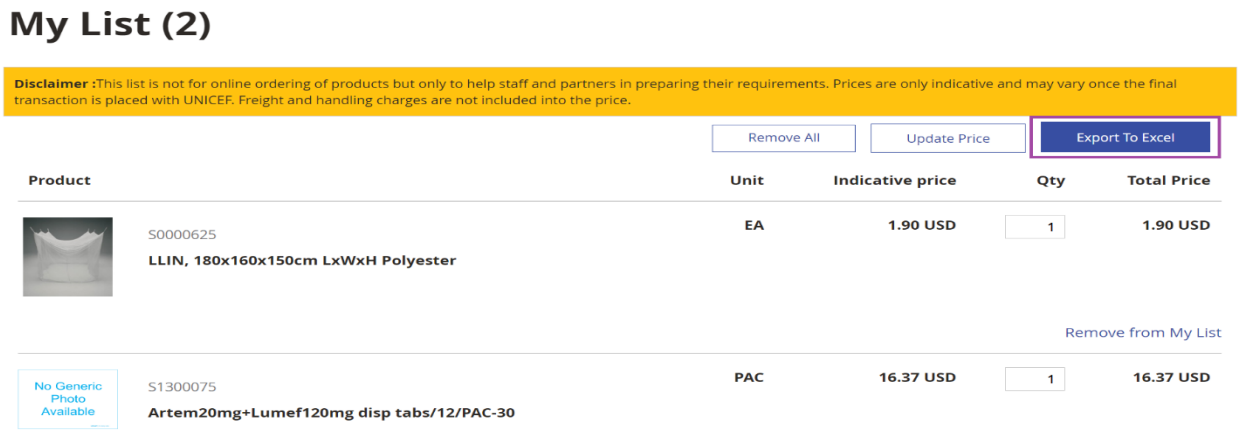


Step 5: To review the selected items, click my list. Click “My List”



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.

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



Step 8: In the exported excel:

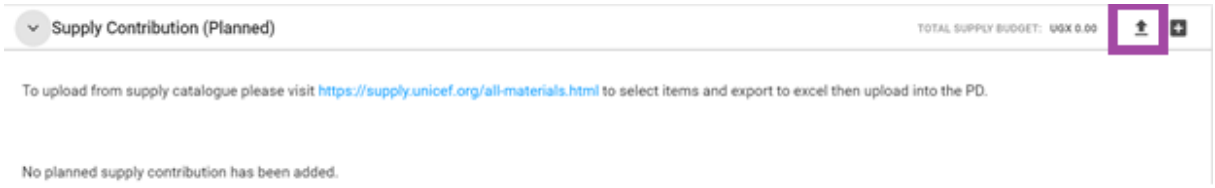
- edit the quantity to match the PD requirements,
- adjust the indicative price to change it to the local currency or currency of the PD,
- calculate the total price.

- Save the report.

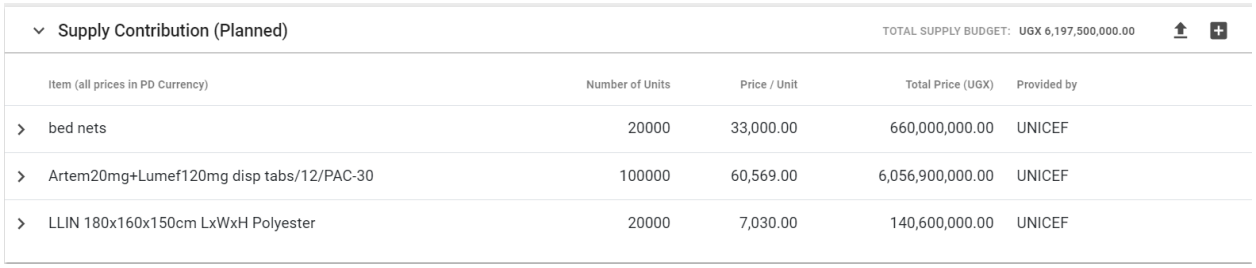
* Please do not adjust the text format as this will corrupt the sheet.

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

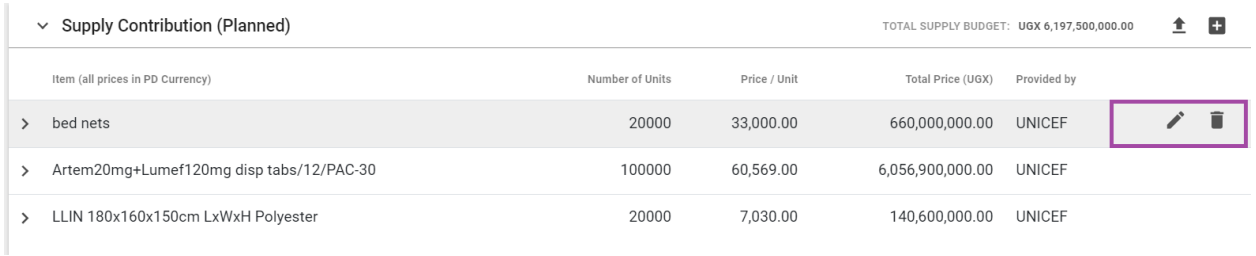
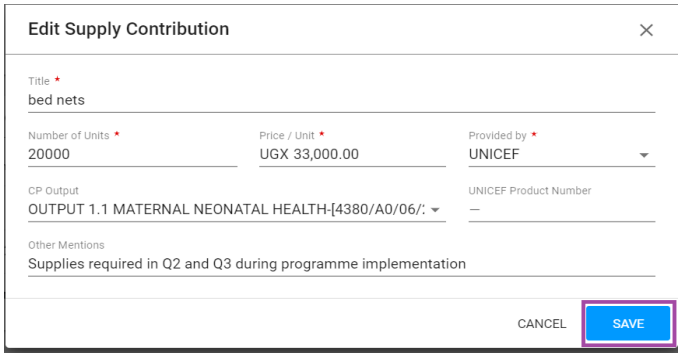
Step 9: Return to the ePD supply contribution section and select the “upload” from supply catalogue icon.



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



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



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