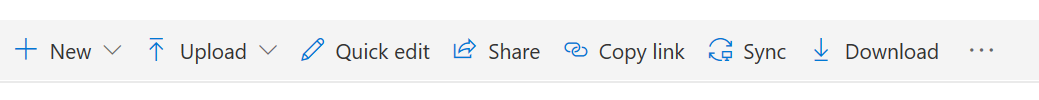
For a link to the UNICEF Supplier Document Library on SharePoint send email to Rennie Shonhiwa-Chikwanha; [rshonhiwa@unicef.org](mailto:rshonhiwa@unicef.org).

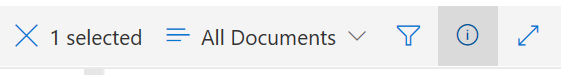
1. The Product and the Manufacturer questionnaires are the basis of the UNICEF evaluation. Please ensure prior to uploading the questionnaires that they are in their original format. Save any changes using only the **“Save**” function, once you have filled them in. Do not use “**Save as**.” Please also ensure that you have uploaded an electronically signed version of the product questionnaire.
2. In the UNICEF Supplier Document library each supplier has their own site to upload product related and manufacturing site related documents. The documents have been divided into “Site Documents” and “Product Documents”. The table below lists the documents that must be loaded into each of the folders.

|  |  |
| --- | --- |
| Site Documents (for a specific manufacturing site were the product is produced) | Product Documents (refers to product specific documents) |
| **Annex 2a UNICEF Technical Questionnaire for manufacturers** | **Annex 2b UNICEF Technical Questionnaire for wholesalers** |
| Site Master File (pdf or word document) | Evidence from wholesaler that they are authorized by manufacturer to distribute the product. |
| Manufacturing License from your National Regulatory Authority. | **Annex 2c Interagency Pharmaceutical Product Questionnaire (IAFPPQ)-Automated pdf version** |
| Copy of the latest inspection report. | **Annex 2d IAFPPQ Commitment and signature - Section 5** |
| Most recent GMP Certificate(s). | Annex A Batch Formula |
| List of all the recent GMP inspections performed at the site. | Annex AA Graphic summary of BE results |
| Copy of relevant closing letters from the GMP inspections. | Annex AB BE study Report |
| List of products currently supplied to UNICEF. | Annex B Primary Packaging |
| List of products submitted for tender. | Annex C Secondary Packaging |
|  | Annex D Manufacturing License |
|  | Annex E CPP |
|  | Annex G WHO Prequalification letter |
|  | Annex I Labelling |
|  | Annex J SmPC and PIL |
|  | Annex K API GMP certificate |
|  | Annex L API specification |
|  | Annex M Method Validation |
|  | Annex O API COA |
|  | Annex P1 CEP certificate |
|  | Annex P2 Technical file |
|  | Annex Q FPP GMP certificate |
|  | Annex R FPP Specifications |
|  | Annex S FPP COA |
|  | Annex T Process Flow Sheet |
|  | Annex V Stability Data |
|  | Annex W Stability Declaration |
|  | Annex X Status of On-going Stability |
|  | **Annex 2e UNICEF API Declaration form to be filled by FPP manufacturer** |
|  | **Annex 2f UNICEF Technical Offer form** |
|  | **Annex 2g UNICEF Technical commitment declaration form** |

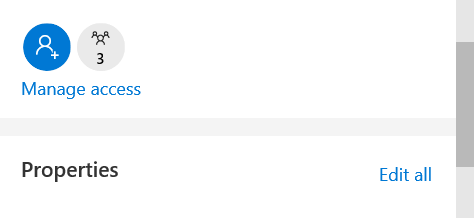
1. To upload documents on our SharePoint:
2. Click on the link provided. It will take you to your supplier folder.
3. Click on “Site documents”.
4. Click on “Upload”.



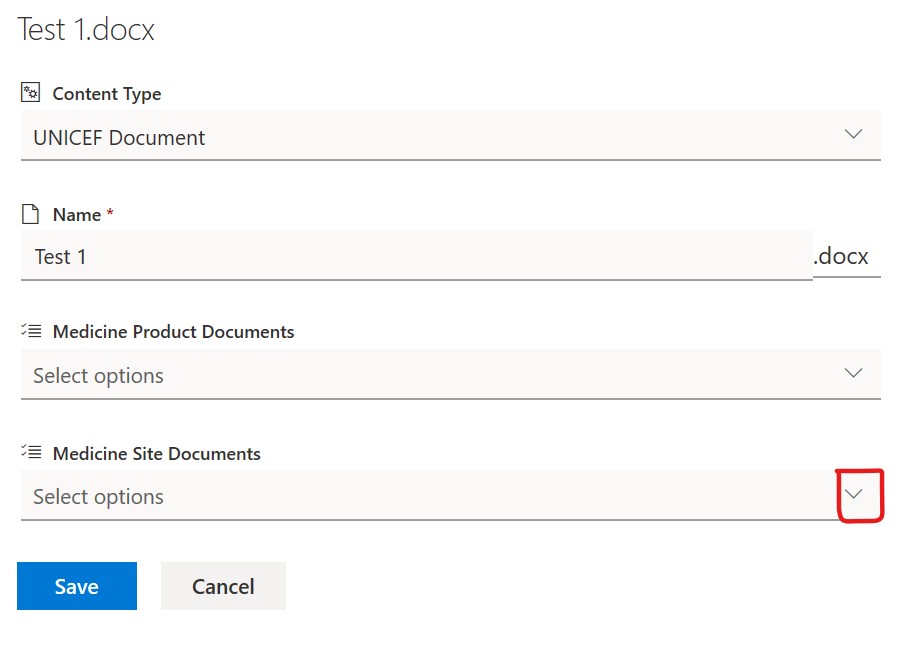
1. Choose “Files” and choose the file you want to upload.
2. Select the recently uploaded file by clicking on the circle that appears when you hover over the file name.
3. Click on the “i” icon on the upper right-hand corner.

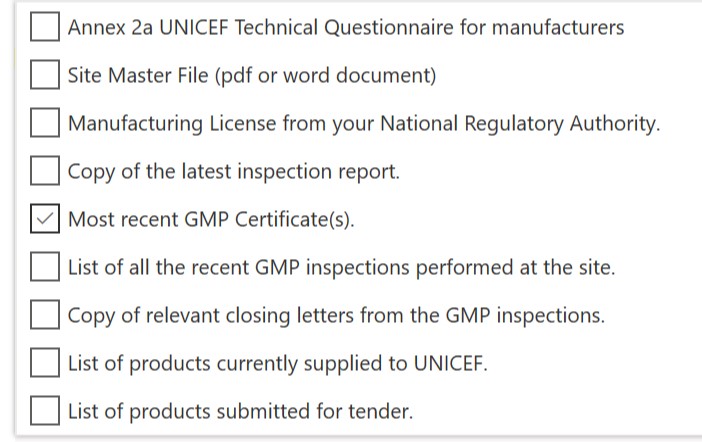


1. Using the vertical slidebar at the far right, scroll down to “Properties” and click on “Edit All”.



Vertical slidebar

1. Click on the arrow on Medicine Site Documents, to obtain a drop-down menu. 
2. This will give you a drop-down menu where you tag the document according to what it is. For example, for a Most recent GMP Certificate, click on the correct name:



1. Click on “Save”.
2. Repeat for all the site documents. These will be secured for future tenders, so the documents uploaded will remain in this file for each tender unless amended. Updates can be made if needed.
3. Once you are finished uploading the site documents, upload the Product Documents using the same procedure. Please be sure that if you are uploading documents for more than one product, you upload the files in the correct product folder.