



GLOBAL HEALTH SUPPLY CHAIN – QUALITY ASSURANCE

Instructions for Creating a GHSC-QA Technical Questionnaire Submission

The GHSC-QA Technical Questionnaire and appendices **for each offered product** shall be submitted in a single PDF document. The following are the instructions to prepare the submission.

All documentation should be combined and uploaded as a single pdf per product. This should include the completed Technical Questionnaire with all supporting documentation included as appendices. The Technical Questionnaire and the appendices should be bookmarked.

1.1 Create a PDF version of each document.

1.1.1 Word Document:

- To create a pdf from a Word document, open the document in Microsoft Word and click File and then Print. In the printer pull-down menu, select Adobe pdf. The same process can be followed to create a pdf from an Excel or PowerPoint file.

1.1.2 Scanned Document:

- Choose Scan a Document using the software and scanner available to your organization. Refer to the user manual for your scanner and use the following setting:
 - Scan resolution: minimum 200 dpi
 - If color coded material: scan in color; otherwise use Black and White.
 - Scan document as a pdf – if available with optical character recognition (OCR). (Formats such as JPEG, TIFF should only be used to scan pictures).
- Review the scanned document and correct unreadable material and/or mistakes generated as part of the OCR recognition.

1.2 Combine Multiple PDF Files into a Single PDF

- 1.2.1 Within Adobe Acrobat, click on the Tools menu and select Combine Files.
- 1.2.2 Click Combine Files and then Add Files to select the files you want to include.
- 1.2.3 Click, drag, and drop to reorder the files and pages.
- 1.2.4 When finished arranging files, click Combine Files.
- 1.2.5 Click Save.

1.3 Create Bookmarks

- 1.3.1 Within Adobe Acrobat, click the Bookmarks button (looks like a blue ribbon) on the left to open the Bookmarks panel.
- 1.3.2 Navigate to the page you want to bookmark and highlight the text to use in the bookmark.
- 1.3.3 Click New Bookmark (icon with a blue ribbon with a yellow medal)
- 1.3.4 To create a hierarchy, select the range of bookmarks you want to nest and drag those icons directly underneath the parent bookmark icon.
- 1.3.5 For more information on creating bookmarks, read Adobe's instructions on [Page thumbnails and bookmarks in PDFs](#)

1.4 Name the PDF file

Prior to uploading documents to SharePoint, please ensure they comply with the following formatting requirements.

- File names should run no longer than twenty (20) characters
- File names should not include special characters (only use letters, numbers, periods, underscores, or dashes)
- File names should use underscores instead of spaces between words (e.g. "File_Name" not "File Name")
- In general, please try to include your company name, the product name into the file name. Below are some examples:
 - Example 1: Product Code _Supplier.pdf (012345 _NEWCO.pdf)
 - Example 2: Product Name_Supplier.pdf (NEWPRODUCT_NEWCO.pdf)