GLOBAL HEALTH SUPPLY CHAIN – QUALITY ASSURANCE

Instructions to Access and Upload Documentation to GHSC-QA SharePoint Site

A SharePoint document library will be created for your company to upload the product technical questionnaire and documentation relevant to this Request for Quotations (RFQ).

1.0 REQUEST ACCESS TO GHSC-QA RFQ SHAREPOINT

To request access to the SharePoint document library for your company, send an email to Catherine Matthews at cmatthews@fhi360.org. In your email, provide the name, company, and contact information (including email address) for the person who will be responsible for uploading the product documentation to SharePoint site.

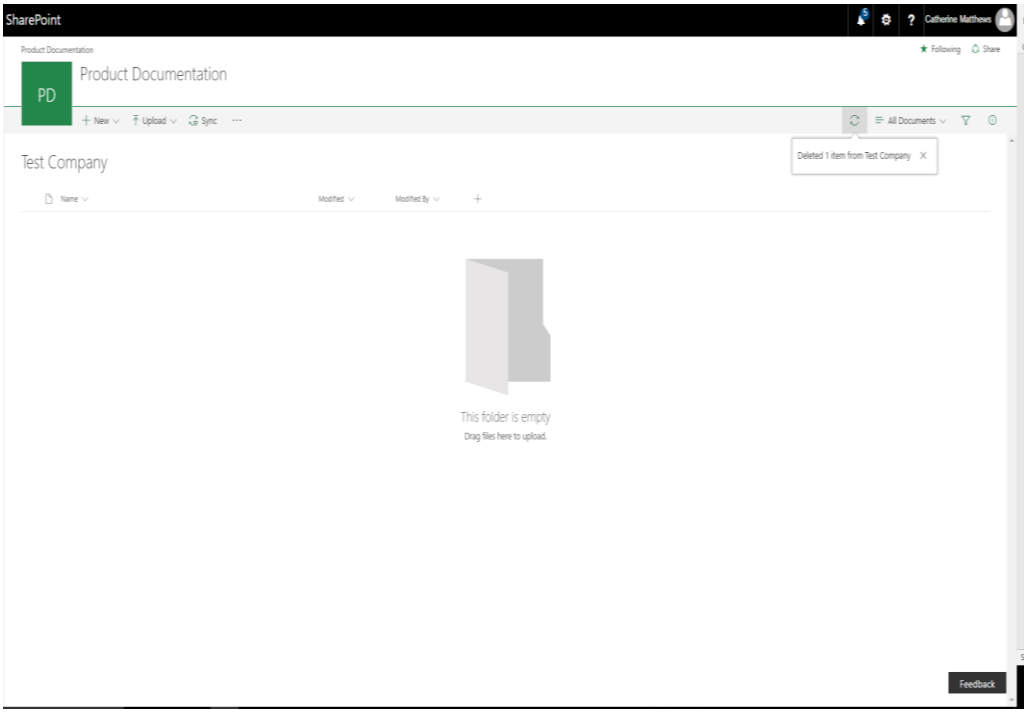
Your document library will be accessible only to the point of contact you specifically designate. Please do not share access with others.

If you need assistance in using SharePoint, please contact Catherine Matthews (cmatthews@fhi360.org). For any technical questions, please contact Hien Dinh at hdinh@fhi360.org.

2.0 INSTRUCTIONS FOR UPLOADING DOCUMENTS TO SHAREPOINT

In general, SharePoint functions best in Internet Explorer, although other web browsers should allow you to upload and organize documents.

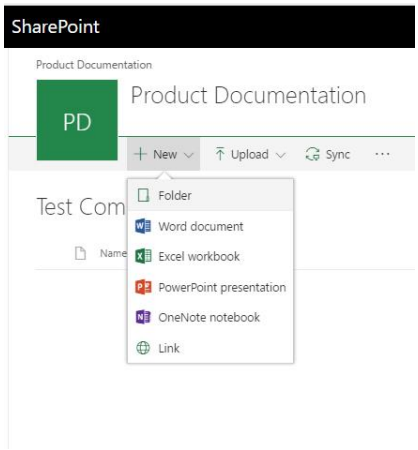
When you first open your SharePoint document library, it should look like the figure below:



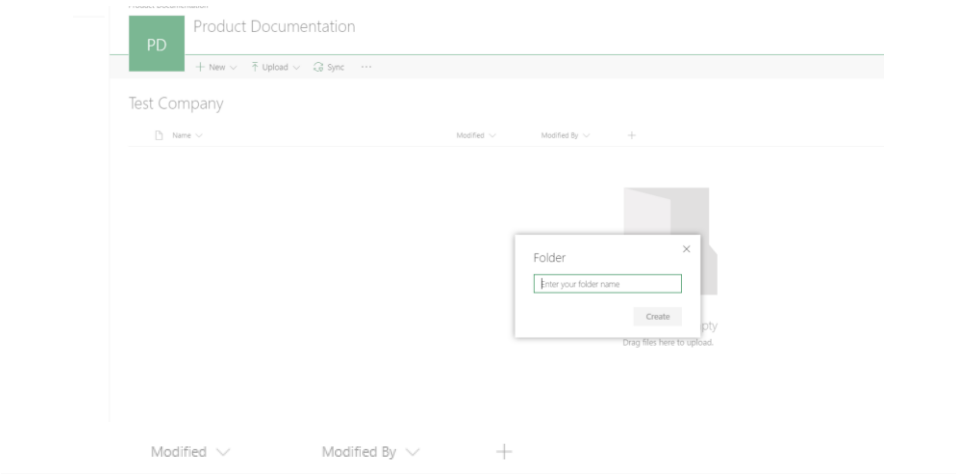
2.1 Create Folders for Each Product

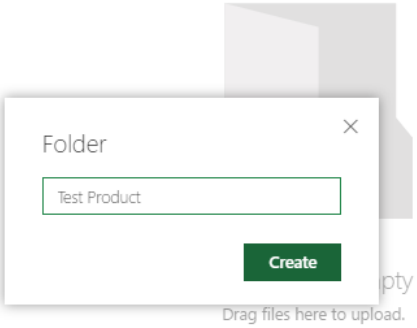
You will need to create folders **for each product for which you are uploading files.**

2.1.1 To create a folder, click on the "+New" drop down menu below your document library name (in this case, Test Company) and select “Folder.”

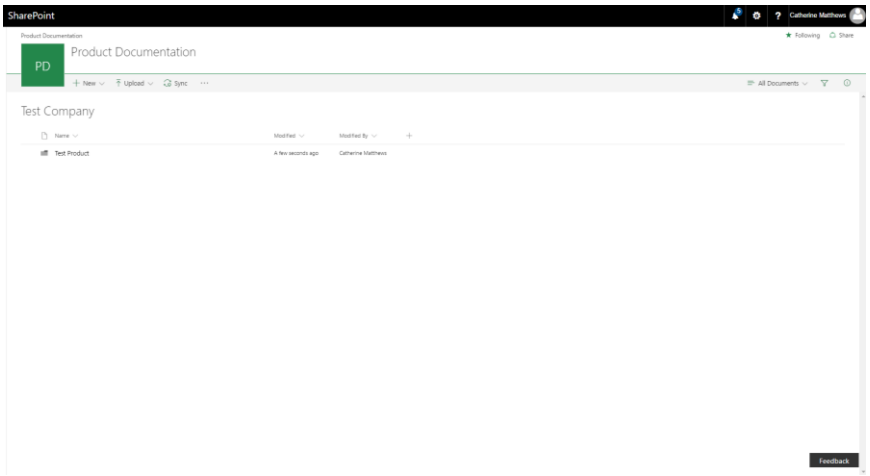


2.1.2 Name your new folder **after the product for which you will be uploading documents.**





2.1.3 Click “Create.”
2.1.4 Repeat this process for each product you will be uploading documents.

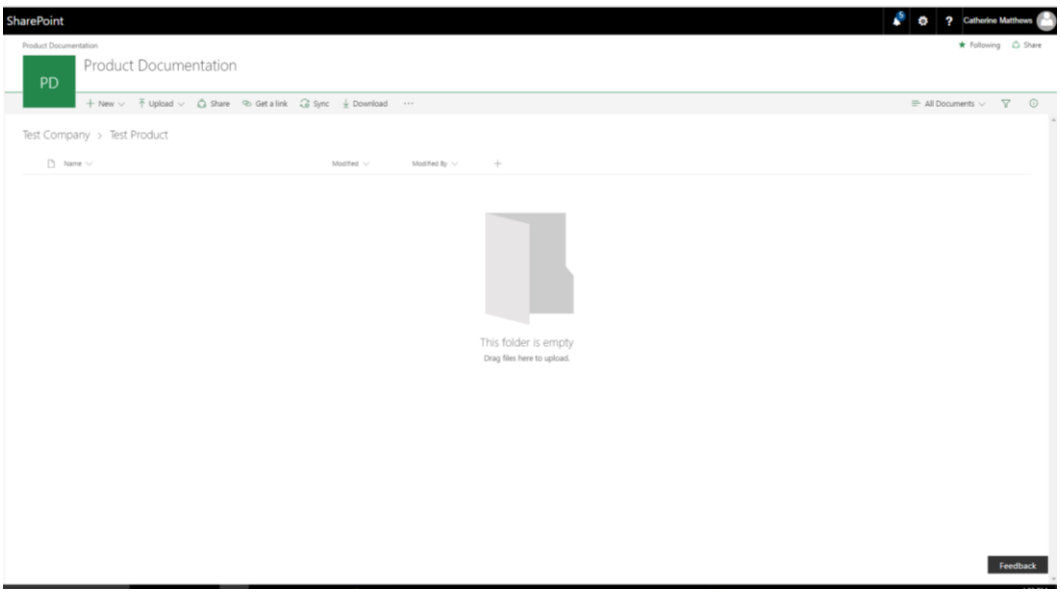


2.2 Upload a new document

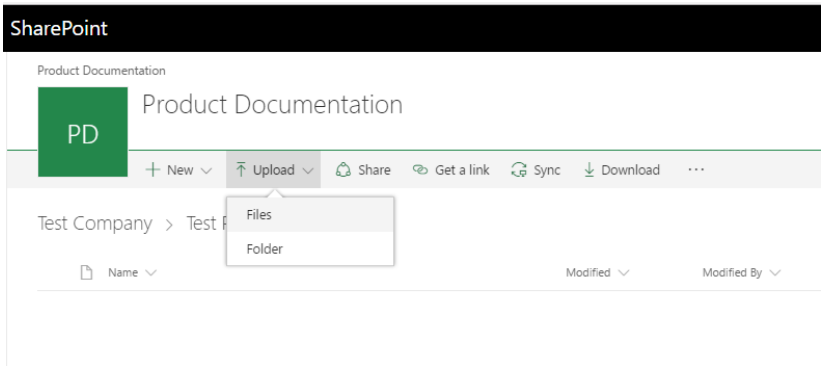
To upload a new document**, navigate into the relevant product folder.**

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

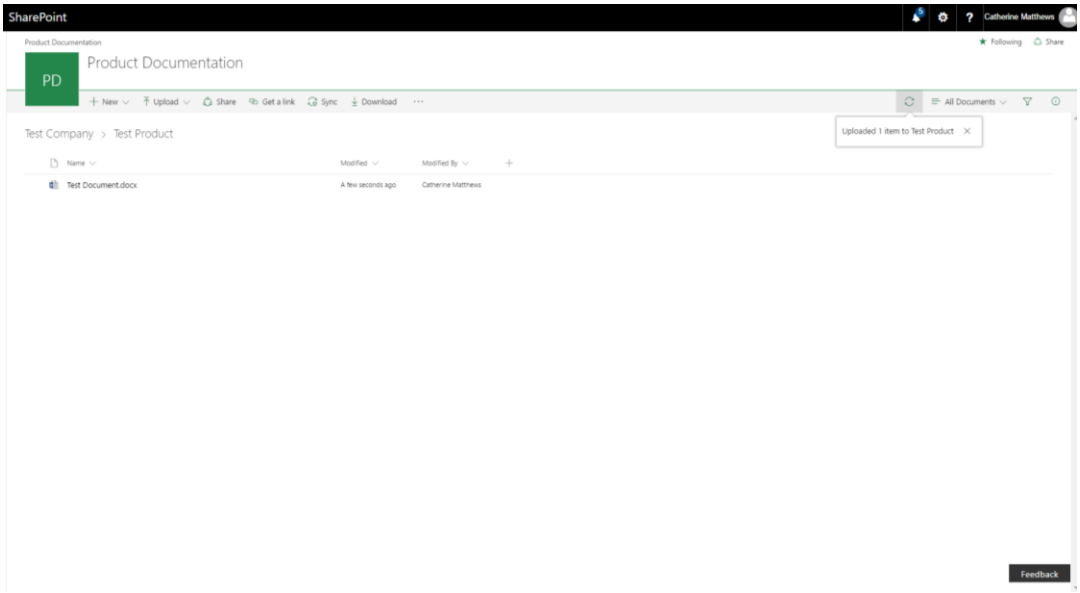
- File names should run no longer than twenty (20) characters
- File names should not include special characters (only use letters, numbers, periods, underscores, or dashes)
- File names should use underscores instead of spaces between words (e.g. “File_Name” not “File Name”)
- In general, please try 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)



2.2.1 Click the “Upload” button (next to “New”) and select “Files.”



2.2.2 Select the files you wish to upload from File Explorer and click “Open.” Once the document has uploaded, you will see a notification in the top right corner of the document library.



2.2.3 If you wish to upload multiple documents at once, you can drag and drop files directly from File Explorer on your computer. For further instructions, reference "Upload a folder or files to a document library" **from Microsoft.**

Once you have uploaded all the documents you plan to submit, you may notify **Hien Dinh (hdinh@fhi360.org).**