



GLOBAL HEALTH SUPPLY CHAIN – QUALITY ASSURANCE

Instructions for Creating a GHSC-QA Technical Questionnaire Submission

The GHSC-QA Technical Questionnaire and appendices 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 300 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: Supplier.pdf (NEWCO.pdf)
 - Example 2: Supplier_Site.pdf (NEWCO_NEWCO LOCATION.pdf)



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

A SharePoint document library will be created for your company to upload the 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.

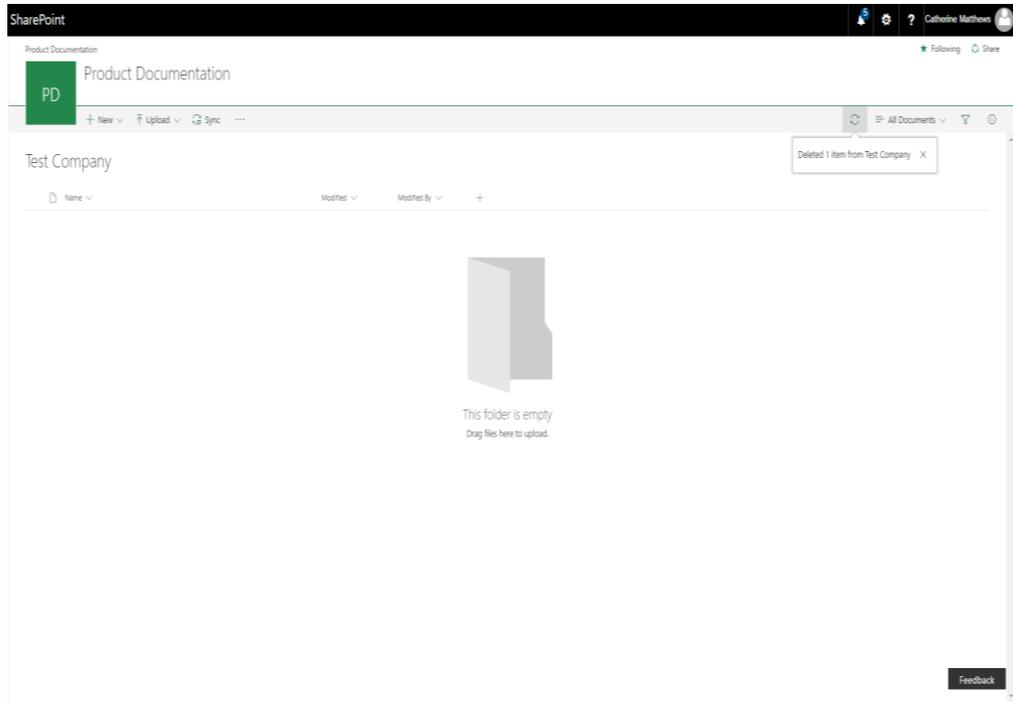
Your document library will be accessible only to the point of contact you specifically designate. Please do not share access with others.

If you need assistance in using SharePoint, please contact Catherine Matthews (cmatthews@fhi360.org).

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:



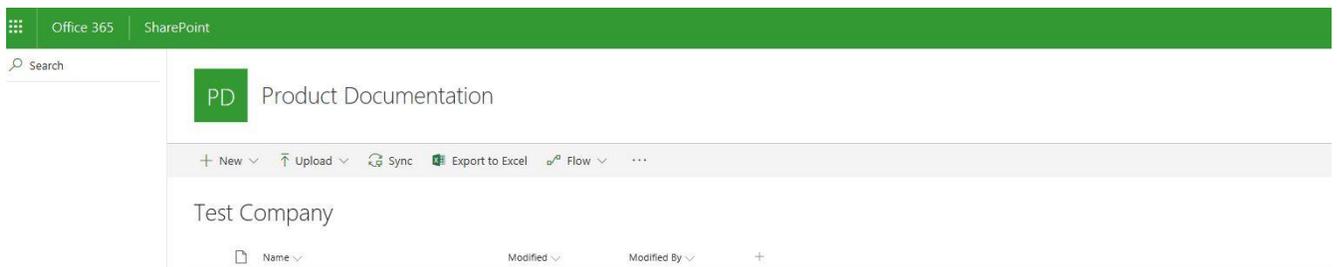
Note: The SharePoint Library is named “Product Documentation” However the same library is used in instances when the RFQ is to request Supplier information.

2.1 Upload a new document

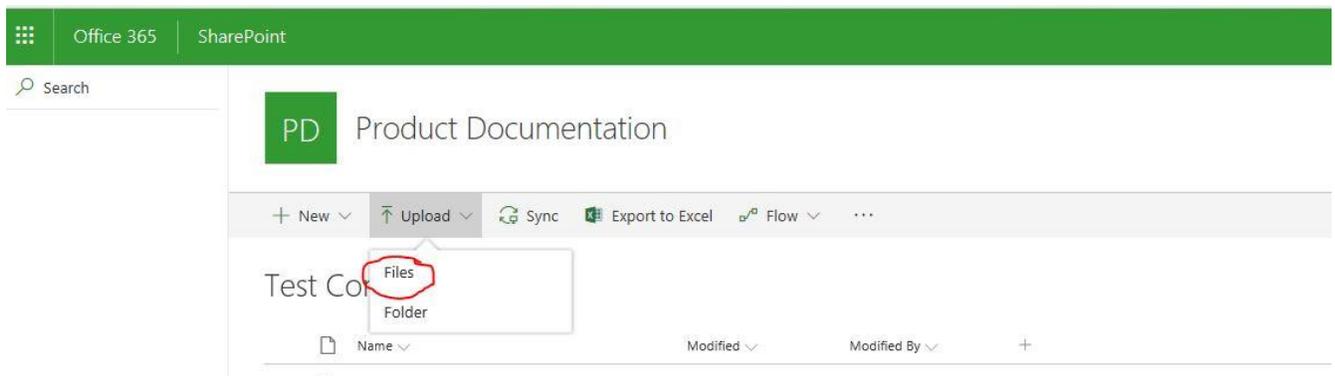
To upload a new document, **open the relevant “Company” folder.**

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

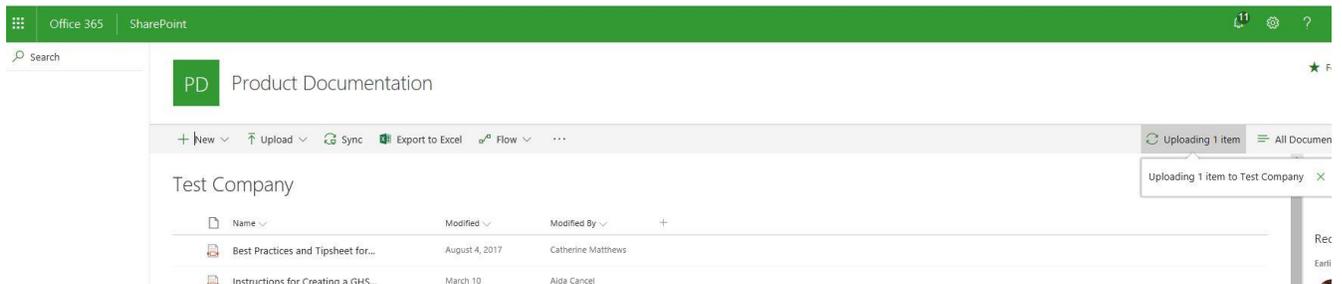
- File names should run no longer than twenty (20) characters
- File names should not include special characters (only use letters, numbers, periods, underscores, or dashes)
- File names should use underscores instead of spaces between words (e.g. “File_Name” not “File Name”)
- In general, please try to include your company name into the file name. Below are some examples:
 - Example 1: Supplier.pdf (NEWCO.pdf)
 - Example 2: Supplier_SITE.pdf (NEWCO_LOCATION.pdf)



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



2.1.2 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.



2.1.3 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](#).