STRATEGIC FUND PROCUREMENT FLOWCHART

Process - Instruments	Ministry of Health (MH)	PAHO - PWR	PAHO - Regional
Planning • Procurement Plan and Technical Specifications (TS) This process should ideally be done on an annual basis.	Develops Technical Specs and Procurement Plan	PAHO Focal Point reviews Proc Plan & Tech Specs; may share average or prenegotiated prices	SF Reg Advisor reviews Plan and shares with PRO; PRO may share feedback
Price Estimate Request • Official price request letter (1) from the MH (Annex I) • Technical Specs sheet (TS Annex II) • PAHO price estimate form	Price Estimate Request with technical Specs Letter 1 + TS	Receives, reviews, processes, records and sends request to PRO OK Focal P Mail + Letter 1 + TS. Records it	PRO processes request and sends Price Estimates (PE) PE + TS
Price Estimate submission • Letter (2) from PAHO to MH with Price Estimate (PE) and Tech. Specs. • MH transfers funds (proof of deposit)	Reviews and processes transfer of funds Letter 2 + TS + PE	Receives information, reviews, records it & submits to MH OK Focal P Letter 2 + TS + PE	
Price Estimate Approval • Letter (3) of Approval of Price Estimate/Proforma (Annex III) • Proof of Deposit (PoD)	Sends estimate approval letter and proof of deposit Letter 3 + PoD	Receives, records, prepares PA and forward s it to PRO OK Focal P Letter 3 + PoD Records it	PRO processes, confirms and submits PO (with tech. specs) PO
Purchase Order Review • Letter (4) from PWR to MH forwarding PO for verification and record	Reviews PO and –in case of discrepancies communicates within 72 hrs. e-mail	Forwards PO to MH OK Focal P Letter 4, e-mail + OC Records it	
Shipping products & documents, and customs clearance • Letter (5) from PWR to MH, with copy of shipping documents • MH clears customs	Verifies documents, processes customs clearance Letter 5 + shipping docs	Forwards notice of arrival with shipping documents attached Letter 5 + shipping docs Records it	PRO records PO, issues notice of arrival and forwards shipping documents Shipping docs Copies SF Reg Adv
Product reception and confirmation • Letter (6) from MH and Certificate of Satisfactory Receipt (Annex V & VI) acknowledging receipt	Receives products and acknowledges receipt Letter 6 + Certificate reception	Receives, records information, forwards to PRO OK Focal P Letter 6 + Certificate reception Records it	PRO – Receives and records FRM - Sends account status Account Status
Account Status • PAHO sends MH account status	Receives account status Account Status	Receives account status, records it and forwards it to MH Account Status	

For special situations or deviations from the regular process (order modification, discrepancies, etc) please refer to the Strategic Fund documents