COVID-19 Supply Portal
Glossary

**General**

**COVID-19 Supply Portal**
Platform for requesting critical COVID-19 supplies, accessible through this link

**Control Tower**
Central interface that manages execution of allocation against the principles and strategy provided by the Task Force / Consortia

**COVID-19 Partners Platform**
Platform supporting the planning and budgeting aspects of COVID-19 response

**CSCS**
COVID-19 Supply Chain System, mechanism including Control Tower, Task Force and Consortia

**Task Force**
Supervisory body setting strategic direction and guidance for the CSCS

**Purchasing Consortia**
Team responsible for procurement and Quality Assurance of COVID-19 supplies

**SPRP**
Strategic Preparedness Response Plan

**Roles**

**Country Partner**
Supply Portal user with access rights to place requests for supplies

**Supply Coordinator**
Supply Portal user appointed by UN Resident/Humanitarian Coordinator to review and validate requests within country

**Global Viewer**
Supply Portal user with viewing right for activities across countries

**Country Viewer**
Supply Portal user with viewing rights for activities within a given countries

**Global Admin**
Control Tower personnel, in charge of managing access and editing rights

**Request Statuses**

**Requested & validation outstanding**
Request submitted and waiting for Supply Coordinator validation

**Requested & validated**
Request validated by Supply Coordinator and awaiting endorsement by Control Tower

**Confirmed (endorsed)**
Request endorsed by Control Tower with valid funding source (PTAEO if WHO request), shipment destination, and quantity

**Supplying agency assigned**
Request allocated to a supplying agency for fulfillment
**Contracted (financing, q & p confirmed)**
Request with confirmed quantity and signed Proforma Invoice

**Order planned**
Products are being booked and processed in preparation for dispatch

**Shipment packed**
Products are bundled and packed, awaiting shipment or airfreight

**Ready to be shipped**
Products are at transporter warehouse, awaiting go-ahead for shipment

**Shipped**
Products have left the warehouse and are in transit

**Shipment arrived**
Products have landed in the destination country

**Shipment delivered**
Products have been handed over to the consignee, including all paperwork

**Deleted in portal/cancelled**
Request deleted (most often due to duplication) or cancelled by requestor

**Not endorsed**
A request is incomplete, incl. invalid funding source, shipment destination or quantity

**Invoicing & Legal**

**PTAEO**
Workplan based on “Project, Task, Award, Exp-type, Exp-Organization”, equivalent to a “budget line” or a “charge code”

**PI**
Pro-Forma Invoice used for requests supplied by WHO, includes final quantity and pricing; binding if signed

**MOU**
Memorandum of Understanding, purchasing agreement to be signed with requesting organization

**Products**

**Non-scarce items**
To be defined by Consortia on a regular basis

**Scarce item**
To be defined by Consortia on a regular basis

**WAC**
Weighted Average Cost of items in stock, used as basis for calculating selling price