

# WHO e-Prequalification System (ePQS)

## Mandatory folder structure Guidance 2025



**Prequalification Applicants**  
**Prequalification Holders**

## 5e. Application submission procedure



The final stage of the Wizard allows applicants to upload the (mandatory) documents.

**See next slide for information related to what documents to submit:**



ePQS Application Wizard


Organization & Contacts ✓ ✓ ✓ Documents Finalize

### Upload Documents

Please attach all supporting documentation for your application below. Either drag-and-drop or select one or more files from your desktop, and then click Upload to attach them to this application.

You can review the folders for submission in the next page. There you can also rename, tag or remove documents. You can return to this screen to upload additional documents as part of this submission process. If you save the wizard as a draft, when you recommence the wizard you will have the opportunity to upload and review documents once again before final submission.

When finished, click Next.



Drag and drop files and folders  
Browse your device or [Select Folders](#)

CancelUpload

January 2025

## 5e. Application submission procedure



### List of mandatory documents.

The IMD-PQS Secretariat has provided you with a detailed list of application requirements, including mandatory documents, in their positive reply to your “Pre-submission” form.

In addition, you may refer to Section 3.4.3 of the [\*IMD-PQS Prequalification Holder Guidelines\*](#) for a generic list of the documentation that must be provided for a complete application within each category.

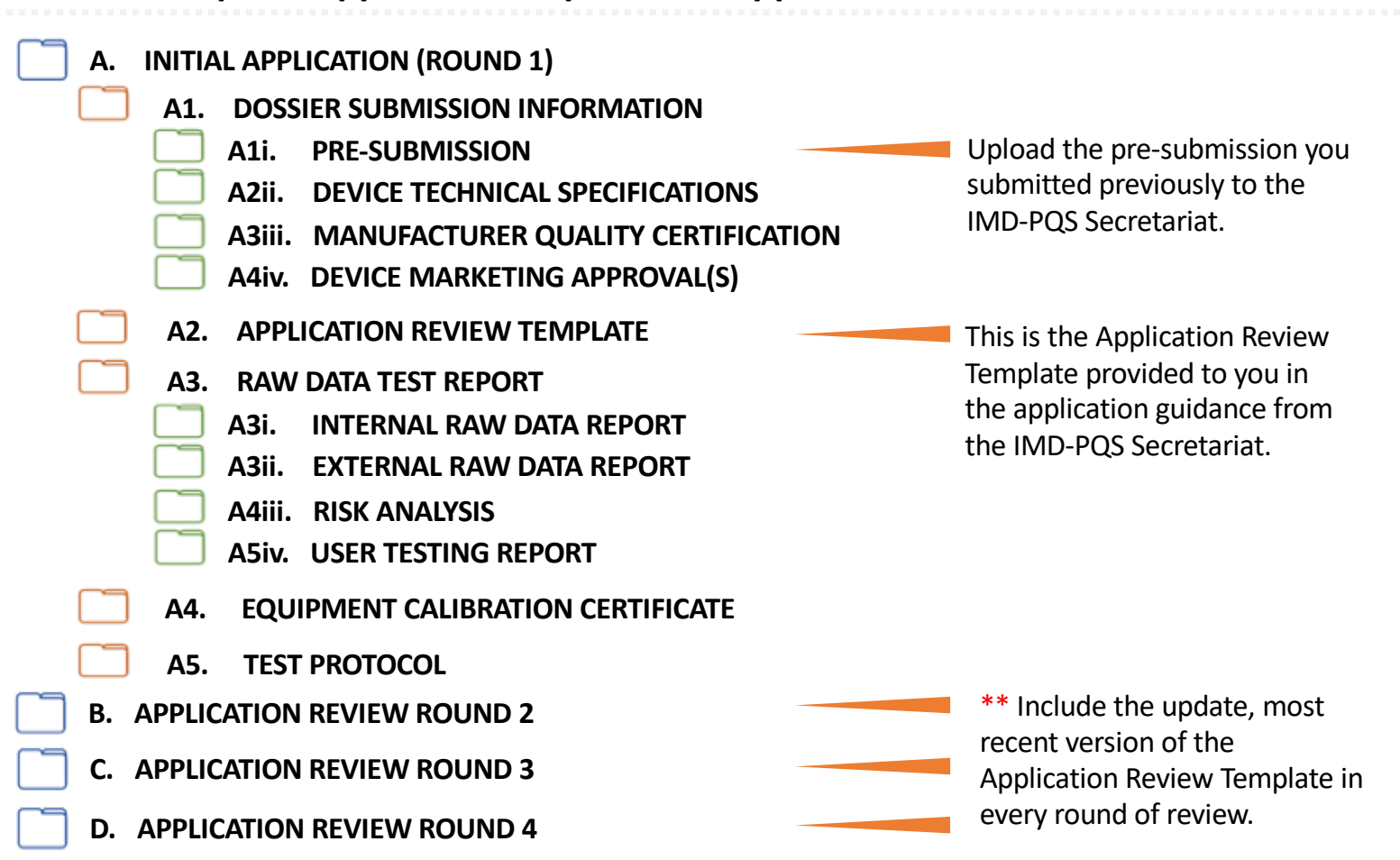
Link in full: <https://extranet.who.int/prequal/key-resources/documents/imd-pqs-guidelines-prequalification-applicants-prequalification-holders>



## 6e. Application submission procedure

# MANDATORY folder structure

IMD PQS requires applicants to upload the application documents under the following folder structure.



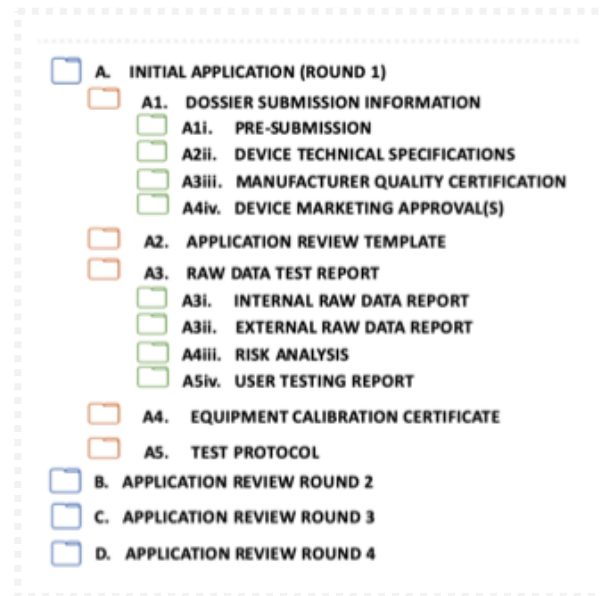
- This folder structure is **mandatory**.
- However, applicants are only required to create and upload the folders and subfolders that are relevant and required for their application.
- Refer to the detailed list of application requirements provided to you by the WHO IMD-PQS Secretariat.



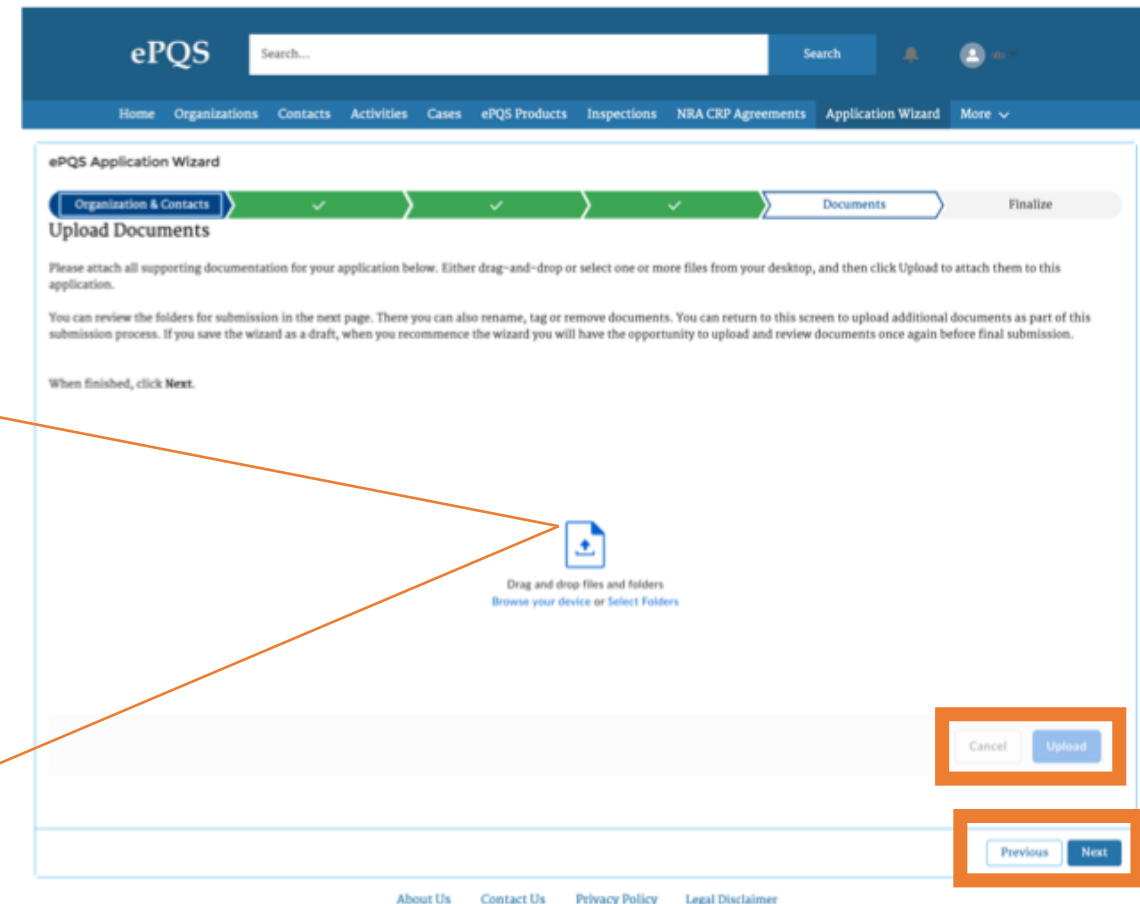
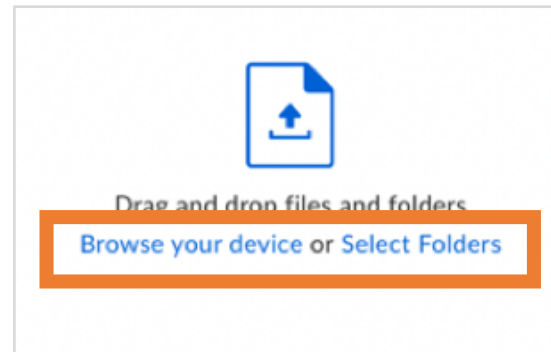
## 6e. Application submission procedure

### MANDATORY folder structure

- 1 Create the folder structure **locally** on your computer.



- 2 Then, upload each folder and sub-folder to ePQS on the “Upload Documents” page. Keep the names and numeration as shown on this slide (even if not all folders are relevant).





## 5e. Application submission procedure

### MANDATORY folder structure

- 3 Once uploaded, your Box will display the folder structure as shown here. Once all your documents are uploaded, click “next”.

IMPORTANT: A folder will **not** upload if it does not contain a document. Only upload the folders / sub-folders if they contain at least one document.

ePQS

Search...

Search

Home Organizations Contacts Activities Cases ePQS Products Inspections NRA CRP Agreements CRP Product Registrations More

ePQS Resume Wizard

Organization & Contacts Documents Finalize

Document Review

Please review the documents and folders you intend to upload. You may navigate through the folder structure, renaming and deleting folders as necessary. If you wish to upload further documents or folders please use the Previous button to return to the Upload document page. Document type meta-data may also be added to individual documents by opening these documents and adding the metadata value via the document menu that appears.

box Search files and folders

2024-09-19-20:54

Name	Modified	Size
1. Dossier submission information	Today by WHO_JWT	8 KB
2. Completed ART	Today by WHO_JWT	0 Byte
3. Raw data test report	Today by WHO_JWT	8 KB
4. Equipment calibration certificate	Today by WHO_JWT	12 KB
5. Test protocol	Today by WHO_JWT	12 KB

Previous Next

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