CDR Bridge Quick Navigation Steps

System Set-up

Initial set-up is required to: (a) give access to UNDP CO staff, (b) give access to Implementing Partners who will certify CDRs and (c) assign partner to their respective projects to enable CDR exchange. When linking Partners to Projects, system gives the option to archive projects, for which CDR certification is not required (i.e. management projects), which will then appear under the Archived Project menu.

Viewing CDRs

CO CDRs can be reviewed through the Reports Tab. CDR status can be verified through color-coded buttons.
Clicking on the each button opens CDR for required project and quarter

**CDR - 00051238 EU Advisory Group for Armenia**

<table>
<thead>
<tr>
<th>By Funds</th>
<th>By Activities</th>
<th>Funds Utilization</th>
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<tbody>
<tr>
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| $-164,300 |
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**Submitting CDR to Partners**

After reviewing CDR data, UNDP user can release CDR to respective partners. Automatic notification will be sent by the system inviting partner to review and certify CDR.

**CDR - 00081906 Value Chain Development**

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<tr>
<td>Grand Total:</td>
<td>$0</td>
<td>$29,124</td>
</tr>
</tbody>
</table>

The following partners will be notified to certify CDR

Dmitri Katelevsky (dmitri.katelevsky@gmail.com)

☐ UNDP confirms that all financial information is complete and correct, and is consistent with the annual work plan and project budget.

Submit for Certification

Print to PDF  Back

If partner certifies CDR, status will change instantly, and the process will be completed. If partner does not certify CDR for 15 days, system will generate a reminder. After another 15 days, if partner does not take action, CDR status will be changed to ACCEPTED, based on POPP regulations. Q4 CDRs must be certified by partners and will not be changed to ACCEPTED automatically. There are other options for
partners allowing them to reject CDR or certify manually using paper-based reports. In the latter case, UNDP will need to upload signed reports by clicking on <CDR Signed on Paper> button.

**Upload Scanned CDR**

Only for CDRs signed on paper; please complete the following fields and upload certified copy of the CDR.

**Project ID:** 00031905 - Value Chain Development

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<tr>
<th>Prefix *</th>
<th>First Name *</th>
<th>Last Name *</th>
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**Other System Capabilities**

CDR can be <Printed to PDF> - find the respective button on screen

Projects/CDRs can be searched by selected criteria – number or title key words. They can also be sorted based on CDR status.