

# Use of the Service Request Form

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## Instructions for the User

The previously used Cargo Request Form and Temporary Storage Request Form have now been combined into one document. Users can now request either service on the same form. Accurate information on this form is critical for successful tracking and documentation of the work performance. The user should carefully review the document before electronically submitting the form to the cluster.

**Once the SRF is considered accurate and complete, then the Cluster issues a SRF Tracking number to the user and puts the data into the SRF tracking database.**

The current SRF form was designed using Microsoft Excel in Office 2010. If there are compatibility issues with an earlier version of Excel, the compatibility pack can be downloaded and installed:

[www.microsoft.com/download/en/details.aspx?displaylang=en&id=3](http://www.microsoft.com/download/en/details.aspx?displaylang=en&id=3)

## SRF Guidelines for Submission

Please note the following guidelines on submitting an SRF:

- A separate SRF must be submitted for each location or storage facility
- A separate SRF must be submitted if goods are coming in from different locations
- For goods requiring special handling or storage, then they need to be on a separate SRFs
- If users run out of space, then they need to submit a new SRF
- Any kitting or repacking requirements must have the individual items listed on the form, they cannot be summed up as a "Kit"

When in doubt, submit your request on multiple forms.

**All SRF forms must be emailed in the Excel format to the Logistics Cluster cargo tracking email address. Please do not save in another file format such as .jpeg or .pdf.**

## Guidelines for SRF Number Issuance

Once a SRF has been cleared and accepted by the cluster, the user will be contacted and issued a SRF number for the form. The number will follow a 16 digit number generated by the cargo tracker in the cluster.

1. Two digit country code
2. Two digit region code (Cargo origin for the cluster)
3. Three digit agency code
4. Six digit date format
5. Three digit number representing the number SRF received that day

## Consignor, Consignee, Clearing Agent Data

4	CONSIGNOR •:			CONSIGNEE •:	
5	Contact Name •:			Contact Name •:	
6	Telephone No •:			Telephone No •:	
7	E-Mail •:			E-Mail •:	
8	Consignor Reference:			Clearing Agent	
9	SFR Number (Issued by Logistics Cluster)			Contact Name •:	
10				Telephone No •:	
11				E-Mail •:	

Users must ensure the contact data is accurate and valid. If international shipments are required, users need to ensure the clearing agent contact information is valid and country relevant (the clearing agents need to be in the country). Domestic movements will not require this information.

The SRF Number is generated by the Logistics Cluster. Once the SRF form is accepted by the Cluster, they owe the user a SRF number then can use as a reference.

## Transport Service

12	Be prepared to move cargo to the loading point with 24 hours notice		<b>Transport Service</b>	
13	FROM :		TO :	
14	Date Ready for Movement: (DD/MM/YY)			

If the form is being used for Transport Services, then this section will be utilized. Users need to remember to submit a SRF for each location.

*For example, if there are 20 cartons equally going to Town A and Town B, then there will need to be two SRF forms, one for 10 cartons to Town A and another for 10 cartons to Town B.*

Be aware of the “Date Ready for Movement”, this will have an impact on the availability for transport planning. This is the date the cargo will be available to the Cluster. On the form, the user will only be able to enter a date. It will return an error if the user tries to put in different data.

The mode for transport has not been listed for selection. This will be directed by the Logistics Cluster based on availability, cargo priority and services being offered by the Cluster.

## Special Services

Special Services (Δ: available only in some areas - Check operating procedures for availability)			
Cargo to be collected from Consignor Δ:	<input type="checkbox"/> YES / <input type="checkbox"/> NO	Date ready to be collected (DD/MM/YY):	<input type="text"/>
Collection Site Address:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/>	
Cargo to be delivered to Consignee Δ:	<input type="checkbox"/> YES / <input type="checkbox"/> NO		
Delivery Site Address:	<input type="text"/>		
Cargo is to be stored Δ:	<input type="checkbox"/> YES / <input type="checkbox"/> NO	To be stored until date (DD/MM/YY):	<input type="text"/>
Site:	<input type="text"/>		
Special Instructions			

This section will be dependent on what the Cluster offers in terms of services. In most operations, cargo will be required to be collected by the Consignee, rarely will the Cluster conduct final, or “last mile,” delivery. The user has simple Yes / No options available but then owes specific dates and address location if the services are to be utilized.

The last section covers the cargo storage request. Note the key date, “To be stored until date” and ensure the service request is on a temporary basis only. Again, all the boxes requiring dates will only take date inputs, users cannot add text to these entries.

## Special Instructions

Special Instructions			
1			
2	Fragile	Dangerous**	* Cold Chain temperature range (C°): <input type="text"/>
3	Cold chain*	Regulated	** UN ID Number for Dangerous cargo: <input type="text"/>
4	Special Instructions (Storage or Transport):	<input type="text"/>	
5	<small>**Dangerous Goods cargo has to follow the UNITED NATIONS recommendations on the Transport of Dangerous Goods, Model Regulations, as well as of chemicals presenting physical hazards according to the Globally Harmonized System of Classification and Labelling of Chemicals (GHS). The comments box above should list the UN ID number for any &amp; all dangerous goods. Dangerous goods can include a wide variety of items; gases (such as compressed/flammable/non-flammable/refrigerated/poisonous), corrosives such as acids/alkalis/wet batteries, flammable liquids &amp; solids (fuel/heating oil/matches/lighters), oxidizing materials (such as bleach powder), explosives (such as ammunition/fireworks/flares), medical supplies (including oxygen/carbon dioxide &amp; oxygen cylinders/thermometers). If you are in any doubt about the nature of your cargo, please consult with relevant agency.</small>		
6			

If the Cargo requires special handling, then it will be indicated in this section of the form. The four boxes: Fragile, Dangerous, Cold Chain and Regulated have simple Yes / No options for the user to pick. Then there are cells for required supporting information.

A user selecting any of these boxes **must** provide special instructions regarding Storage or Transport.

**Fragile** – These are any goods which require sensitive handling or careful storage (e.g. electronics or glass)

**Dangerous Goods** – items which can be considered hazardous or dangerous cargo through international shipping standards. Examples are lithium batteries, items containing fuel or petroleum products, or other chemicals. All such items will have a corresponding UN ID number which should be utilized.

**Cold Chain** – Items which require a constant temperature range for storage and transport. If applied, then the range needs to be indicated on the form.

**Regulated** – Items which may have locally implemented restrictions. For example, medicinal alcohol being shipped where in countries where alcohol is illegal.

Goods requiring special storage or handling must be put on a separate SRF. For example, vaccines requiring cold chain support cannot be put on the same SRF for other non-cold chain items like tents or office equipment.

## Item Description

(cylinders/thermometers). If you are in any doubt about the nature of your cargo, please consult with relevant agency.

S/N	Description *	Accounting Units		Packaging / Bundling		Shipping Specs		Category
		Total No. of Items *	Unit Type *	No. of Package *	Packages or Bundling Description *	Total Gross Wt. (KG) *	Total Vol. (m3) *	
ex	VEGETABLE OIL	2000	Can	2	Pallets	800	1.3	FOOFAT - Oil & Fat
1								
2								
3								
4								
5								
6								
7								
8								
9								
<b>Totals:</b>						0.0	0.0	

The cargo description portion of the form must have accurate data for the proper cargo tracking. **The user needs to ensure this data is accurate and the totals for Gross Wt. and Total Vol make sense for the items being described.** The items in blue are an example for users to reference.

**Description** – A full description of the goods being shipped. This needs to be specific, for example, just putting the phrase “NFIs” is not an acceptable description of goods.

**Key note:** If an agency is shipping a relief item consisting of a pre-packaged basket of goods, they must attach the packing list of that basket. For example, if an agency is sending a pre-packed bag of cooking NFIs (pots, cups, etc...) then even though the bag is an individual item, the cluster still must have the packing list of those items for insurance and customs reasons.

**Accounting Units** – These are the lowest level of units being shipped. The Total No. of items can only be a whole number and the Unit Type needs to describe the items accurately. Right now the users can only pick from a drop down menu of choices in order to ensure standardization of item info from users. This can easily be expanded if required.

### Unit Choices:

- Each
- Box
- 25 KG Bag
- 50 KG Bag
- Bag

- Carton
- 200 L Drum
- 50 L Drum
- Cylinder
- Package
- Kit
- Can
- Other

**Packaging / Bundling** – This section describes how the individually counted units are packed together. This can include, but not limited to: pallets, air pallets, 20’ Container, 40’ Container, etc.....

*This might not always be filled in by the user and is dependent on the cargo. Some items may not be bundled into larger units.*

**Total Gross Wt and Total Vol** – These must be filled out correctly. Only numerical entries can be entered by the user.

Shipping Specs		Category
Total Gross w/t. (KG) •	Total Vol. (m3) •	
800	1.3	FOOFAT - Oil & Fat
		<div style="border: 1px solid black; padding: 5px;">           AGRSEE - Seeds &amp; Fertilisers            AGRTOL - Agricultural Tools            CCMOTS - Other Camp Manag            EDUREC - Recreation            EDUSCH - School            EREOTS - Other Early Recove            ETCHFR - HF Equipment         </div>
0.0	0.0	

by the Logistics Officer at the respective loading location. Please  
submit this purpose only. The required documentation will

**Category** – Users must identify the category of their items using the drop down menu.

## Signature and Authorization

39	1. All customs/governmental/taxation/transport issues should be complete and the cargo available at the departure location as requested by the Logistics Officer at the respective loading location. Please note that WFP cannot held liable for any damage or loss of any goods			
40	2. This Service Request Form is not a document of transport. It is issued for administrative convenience and is not intended to replace, substitute or supersede the transport document that may be issued in connection with any movement under the SFR or any other form.			
41	3. I hereby certify that the details above are complete/correct and that the listed cargo is the property of a humanitarian organisation and is for humanitarian purposes only. The required documentation will be ready to be transported on the date entered above. I declare that all the information contained in this form to be true and correct.			
42	Name :	<input type="text"/>	Date (DD/MM/YY):	<input type="text"/>
43	Position :	<input type="text"/>	Signature :	<input type="text"/>
44	<b>Conditions of service:</b>			
45	All cargo movement requests made with this SFR are subject to the following terms and conditions:			
46	(i) WFP act as an agent for the service users, (ii) WFP assumes no responsibility for the transportation and storage and/or for any loss of or damage to the Goods carried (iii) service users are responsible for making adequate arrangements for the insurance of their Goods.			
47	This Cargo Movement Form is not a document of transport. It is issued for administrative convenience and is not intended to replace, substitute or supersede the transport document that may be issued in connection with any movement under the SFR.			

This is used by the requesting agency for authorization. Historically, the Logistics Cluster accepts SRFs from a known email address. The SRF must be submitted in an Excel file format. If a user still wants to submit a signature, then they must ensure two files are sent: One in .xls or .xlsx format and another with the signature.