

Release Order Form (ROF) Filling Instruction

4) Item Reference Number				5) Inventory Units		6) Description		7) Handling Units		8) Comments
SRF NO.	Line Item NO.	Quantity	Unit Type	Quantity	Unit Type			Quantity	Unit Type	

Release Order Form is a request from Service User to Service Provider to take the cargo back on their custody at cargo stored location or ask the Service Provider to deliver the cargo to the Service User’s desired destination.

1) REQUESTED RELEASE DATE:	
2) REQUESTED RELEASE LOCATION:	
2.1) REQUESTED DELIVERY LOCATION:	

1. Requested Release Date:

The desired date when the cargo needs to be handed over to the Service User at Service Provider’s warehouse or the date when cargo need to leave the Service Provider’s warehouse if delivery of cargo is requested.

2. Requested Release Location:

The storage location of Service Provider where the cargo need to be released to Service User.

2.1 Requested Delivery Location:

The preferred location for the delivery of cargo, if in case of storage request followed by transport request.

3) Complete in ALL cases; to reflect the "Receiving Organisation" on the original SRF & Consignment Report.		3.1) Complete ONLY in cases where cargo will be collected by/delivered to a partner of the RECEIVING ORGANISATION.		3.2) Complete ONLY in cases where cargo will be collected from the RELEASE LOCATION by non-Cluster transport.	
RECEIVING ORGANISATION:		COLLECTING ORGANISATION:		TRANSPORT COMPANY:	
CONTACT NAME:		CONTACT NAME:		CONTACT NAME:	
CONTACT PHONE:		CONTACT PHONE:		CONTACT PHONE:	
CONTACT EMAIL:		CONTACT EMAIL:		NUMBER OF TRUCKS:	

3. This column needs to be filled in all case whether receiving organization is collecting the cargo or the partner/ implementing partner of receiving organization is collecting the cargo.

Please note: Column 3 need to be filled in every case.

3.1 This column needs to be filled only if the cargo is requested to be collected or delivered to a partner of the receiving organization. If receiving organization as described in Service Request Form (SRF) will be collecting the cargo, then this column should not be filled.

3.2 This column needs to be filled if transport company is collecting the cargo on the behalf of either Receiving Organization or the partner of the receiving organization.

4) Item Reference Number		5) Inventory Units		6) Description	7) Handling Units		8) Comments
SRF NO.	Line Item NO.	Quantity	Unit Type		Quantity	Unit Type	

4. Item Reference Number
Item reference number which is a combination SRF number and the line item number of the consignment.
5. Inventory Units
The number of inventory unit of product that is requested to be released or delivered.
6. Description
The name of product or item description that need to be requested to be released or delivered should be filled in the column.
7. Handling Units
The number of handling units of the product that is requested to be released or delivered.
8. Comments
If there are any comments regarding the release of the project, then it can be filled in the column.

"Multiple number of cargos from different SRFs, can be requested for release in a single Release Order Form"

Example of Scenarios:

A.

Receiving Organization is taking over the cargo themselves from Logistics Cluster:

3) Complete in ALL cases; to reflect the "Receiving Organisation" on the original SRF & Consignment Report.		3.1) Complete ONLY in cases where cargo will be collected by/delivered to a partner of the RECEIVING ORGANISATION.		3.2) Complete ONLY in cases where cargo will be collected from the RELEASE LOCATION by non-Sector transport.	
RECEIVING ORGANISATION:	UNICEF	COLLECTING ORGANISATION:		TRANSPORT COMPANY:	
CONTACT NAME:	Susan Grace	CONTACT NAME:		CONTACT NAME:	
CONTACT PHONE:	+393291214295	CONTACT PHONE:		CONTACT PHONE:	
CONTACT EMAIL:	susan.grace@unicef.org	CONTACT EMAIL:		NUMBER OF TRUCKS:	

B.

Partner of Receiving Organization / Implementing Partner of Receiving Organization is taking over the cargo from Logistics Cluster on the behalf of **Receiving Organization**:

3) Complete in ALL cases; to reflect the "Receiving Organisation" on the original SRF & Consignment Report.		3.1) Complete ONLY in cases where cargo will be collected by/delivered to a partner of the RECEIVING ORGANISATION.		3.2) Complete ONLY in cases where cargo will be collected from the RELEASE LOCATION by non-Sector transport.	
RECEIVING ORGANISATION:	UNICEF	COLLECTING ORGANISATION:	SAPPROS Foundation	TRANSPORT COMPANY:	
CONTACT NAME:	Susan Grace	CONTACT NAME:	Ram G.C.	CONTACT NAME:	
CONTACT PHONE:	+393291214295	CONTACT PHONE:	+392365415365	CONTACT PHONE:	
CONTACT EMAIL:	susan.grace@unicef.org	CONTACT EMAIL:	ram.gc@sapproos.org	NUMBER OF TRUCKS:	

C.

Receiving Organization is sending **transport company** to take over the cargo from Logistics Cluster.

3) Complete in ALL cases; to reflect the "Receiving Organisation" on the original SRF & Consignment Report.		3.1) Complete ONLY in cases where cargo will be collected by/delivered to a partner of the RECEIVING ORGANISATION.		3.2) Complete ONLY in cases where cargo will be collected from the RELEASE LOCATION by non-Sector transport.	
RECEIVING ORGANISATION:	UNICEF	COLLECTING ORGANISATION:		TRANSPORT COMPANY:	ABC Transport
CONTACT NAME:	Susan Grace	CONTACT NAME:		CONTACT NAME:	Mark Jackson
CONTACT PHONE:	+393291214295	CONTACT PHONE:		CONTACT PHONE:	+39 3265241965
CONTACT EMAIL:	susan.grace@unicef.org	CONTACT EMAIL:		NUMBER OF TRUCKS:	6

D.

Partner of Receiving Organization / Implementing Partner of Receiving Organization is sending **transport company** to take over the cargo from Logistics Cluster.

3) Complete in ALL cases; to reflect the "Receiving Organisation" on the original SRF & Consignment Report.		3.1) Complete ONLY in cases where cargo will be collected by/delivered to a partner of the RECEIVING ORGANISATION.		3.2) Complete ONLY in cases where cargo will be collected from the RELEASE LOCATION by non-Sector transport.	
RECEIVING ORGANISATION:	UNICEF	COLLECTING ORGANISATION:	SAPPROS Foundation	TRANSPORT COMPANY:	Lalupa Logistics
CONTACT NAME:	Susan Grace	CONTACT NAME:	Ram G.C.	CONTACT NAME:	John McGrath
CONTACT PHONE:	+393291214295	CONTACT PHONE:	+392365415365	CONTACT PHONE:	+39 3256745290
CONTACT EMAIL:	susan.grace@unicef.org	CONTACT EMAIL:	ram.gc@sapproos.org	NUMBER OF TRUCKS:	3