

January 2018

## **Release Order Form (ROF) Filling Instruction**

•					For Logistics Cluster use ONLY:				
LOGISTIC	R ROF			DER FORM	[insert country ISO code]	- ROF -		-	-
	1) REQUESTED R EQUESTED RELEA				codej	re	ceiving org.	yymmdd	hh:mm
2710		SE LOCATION.					return via emai		
2.1) RE	QUESTED DELIVE	RY LOCATION:					ClusterCargo@v		
) Complete	in ALL cases; to	reflect the "Re	ceiving	3.1) Complete UNLY in cases where c collected by/delivered to a partner of t		3.2) Complete O	NLY in cases w	here cargo wi	ll be collected
rganisation	" on the original !	SRF & Consign	ment Report.	ORGANISATION	ne RECEIVING	from the RELEAS	E LOCATION by	non-Cluster tr	ansport.
RECEIVING	ORGANISATION:			COLLECTING ORGANISATION:		TRANSPO	ORT COMPANY:		
(	CONTACT NAME:			CONTACT NAME:		0	ONTACT NAME:		
	DNTACT PHONE:			CONTACT PHONE:			NTACT PHONE:		
(	CONTACT EMAIL:			CONTACT EMAIL:		NUMB	ER OF TRUCKS:		
0 h D-6	NI	E) Inverse			7) 11				
	erence Number 5) Inventory Units			6) Description		7) Handling Units		8) Comments	
SRF NO.	Line Item NO.	Quantity	Unit Type		Quantity	Unit Type			
					— †				
				1			I		

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		3.1) Complete ONLY in cases where cargo will be		3.2) Complete ONLY in cases where cargo will be	
Organisation" on the original SRF & Consignment		collected by/delivered to a partner of the RECEIVING		collected from the RELEASE LOCATION by non-Cluster	
Report.		ORGANISATION.		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 Refe	rence Number	5) Invent	ory Units	7) Handling Units 6) Description 8) Comments		8) Comments	
SRF NO.	Line Item NO.	Quantity	Unit Type	of Description	Quantity	Unit Type	o) comments

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:

### Α.

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

3) Complete in ALL cases; to a Organisation" on the original S		3.1) Complete ONLY in cases where car by/delivered to a partner of the RECEIVII ORGANISATION	vill be collected 3.2) Complete ONLY in cases where cargo will be conformed from the RELEASE LOCATION by non-Sector transpo	
RECEIVING ORGANISATION:	UNICEF	COLLECTING ORGANISATION:	TRANSPORT COMPA	NY:
CONTACT NAME:	Susan Grace	CONTACT NAME:	CONTACT NA	ME:
CONTACT PHONE:	+393291214295	CONTACT PHONE:	CONTACT PHO	NE:
CONTACT EMAIL:	susan.grace@unicef.org	CONTACT EMAIL:	NUMBER OF TRU	KS:

### В.

**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 w by/delivered to a partner of the ORGANISATION	cases where cargo will be collected a.2) Complete ONLY in cases where carg from the RECEIVING from the RELEASE LOCATION by non-Sector		
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@sappros.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 by/delivered to a partner of th ORGANISATION.	- IS 2) Complete ONLY in cases where cargo will be		
<b>RECEIVING ORGANISATION:</b>	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 by/delivered to a partner of the ORGANISATION	-	collected <b>3.2)</b> Complete <b>ONLY</b> in cases where cargo will be collect 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@sappros.org	NUMBER OF TRUCKS:	3