

Steps for Manually Generating a Release Order Form (ROF)



LOGISTICS
CLUSTER

For Logistics Cluster use ONLY:

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

[Insert
country ISO
code] - ROF - -
receiving org. yyymm

Please return via email to:
COUNTRY.ClusterCargo@wfp.org

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 by/delivered to a partner of the RECEIVING ORGANISATION from the RELEASE LOCATION by non-Cluster.	
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:	

[illegible]

Required Fields for Manual ROF Completion

Requestors must complete the following fields:

Requested Release Date - The date on which the cargo is expected to be handed over to the service user.

Requested Release Location - The location from which the cargo is to be released.

Requested Delivery Location (if applicable) - The address where the cargo should be delivered, if transportation is requested.

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

Receiving Organization Details:

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 by/delivered to a partner of the RELEASE LOCATION ORGANISATION.	
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:	

Organisation Released to - This section must always be completed, regardless of whether:

- The receiving organisation is collecting the cargo directly, or
- A partner or implementing partner is collecting the cargo on their behalf.

Partner of Receiving Organisation - Fill this field only if the cargo is to be collected or delivered to a partner of the receiving organisation.

You may leave this field empty if the receiving organisation listed in the original Service Request Form (SRF) is collecting the cargo directly.

Transport Company (if applicable) - This field should be completed only if a transport company is collecting the cargo on behalf of either:

- The receiving organisation.
- Its designated partner.

Consignment Item Details:

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

Item Reference Number - Enter the item reference number, which combines the SRF number and the line-item number of the consignment.

Inventory Units - Indicate the number of inventory units of the item requested for release or delivery.

Description - Provide the name and description of the product/item being requested.

Handling Units - Specify the number of handling units of the item to be released or delivered.

Comments - Include any relevant remarks or instructions regarding the cargo release.

Note:

- Unlike the online system, the manual ROF does not auto-populate consignment information. It is the responsibility of the requestor to provide complete and accurate details to ensure timely processing.
- A single manual ROF can be used to release multiple consignments, provided all information is properly filled in.