

Online Service Request Form (SRF) User Instructions

The Service Request Form (SRF) is a standardized document that must be completed by any organization requesting transport and / or storage services from the Logistics Cluster. Accurate information on the request is critical for successful tracking , documentation, and accountability of the services to be provided. The user should carefully review the document before submitting the form to the cluster. An SRF only needs to be submitted once - users should not submit a second SRF for the same cargo items.

Once the SRF is considered accurate and complete, then the Logistics Cluster will issue a SRF Tracking Number to the user and puts the data into a SRF tracking database.

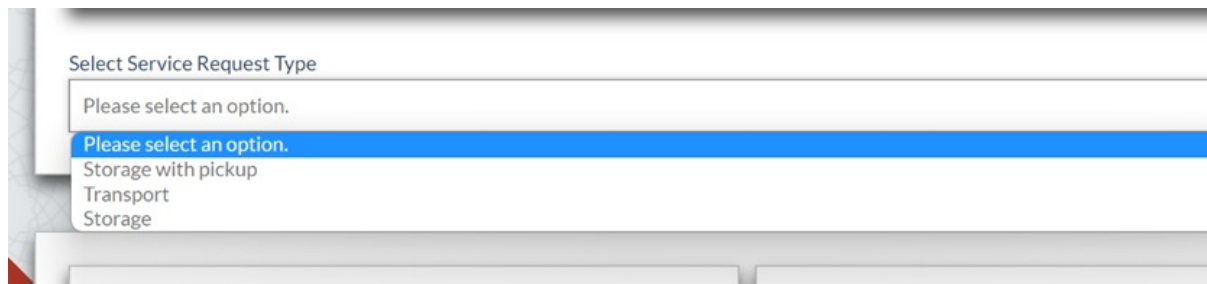
Selection of Language

Service requestors can select the preferred language to submit their request from the top right corner. The available languages at the moment are: English, French, Spanish, Portuguese, Arabic and Russian.



Selection of Service (s)

The drop-down list provides list of services that logistics cluster / sector is providing which includes: Storage, Transport and Storage with pick up. The service types will be limited by the types of services available in that country mission.



Once the service type selection made, please enter the location and dates required for the service.

Service Details (s)

Depending on the type of service, users will be asked to provide additional relevant information for each service type.

For storage only:

Requestors will need to define the desired storage location. Only locations that are active will be

available to select. Requestors will also need to define the anticipated start dates and the last date of storage. If the exact duration isn't known, service requestors should use their best estimations to help with planning purposes. A separate storage SRF must be submitted for each location or storage facility.

Location (To be stored in)

Beginning Date

The actual starting date storage will be required from

End Date

The estimated date storage will be required until

For storage with pick up:

If requestors require pick up services for stored cargo, they will need to include the name of the town, facility location, street address, and if possible, the GPS coordinates. Please be as accurate as possible. If requestors wish to later have cargo delivered to their location, this can be done at the time of requesting release of cargo. The local focal point can also arrange delivery.

Pick up option requested

From (Town/City Name)

The full name of the city/town where cargo will be picked up from

From Office/Facility Name

The full name of office/building/warehouse cargo

From Street Address

The full street address of pick up location

From Lat/Long

The GPS coordinates of the pick up location (exar

Location (To be stored in)

Beginning Date

The actual starting date storage will be required from

End Date

The estimated date storage will be required until

For transport only:

Requestors requiring transport services only, please accurately and correctly indicate the date cargo is ready to load, and the information on the pick-up and delivery location, including the town, the physical address, the name of the building or facility, and if possible, the GPS coordinates. Requestors should indicate any special instructions, including hours of operation, specific arrival information, contact information, or any other information that will be useful when picking cargo up.

Ready to Load Date

The actual date cargo will be ready for transport

Starting Point

From (Town/City Name)

The full name of the city/town where cargo will be picked up from

From Office/Facility Name

The full name of office/building/warehouse cargo will be picked up fi

From Street Address

The full street address of pick up location

From Lat/Long

The GPS coordinates of the pick up location (example: 12.345678 / 8

Instructions

Instructions

Destination

Delivered To (Town/City Name)

The full name of the city/town where cargo will be delive

Delivered To Office/Facility Name

The full name of office/building/warehouse cargo will be

Delivered To Street Address

The full street address delivery location

Delivered To Lat/Long

The GPS coordinates of the delivery location (example: 1

Instructions:

Instructions

Points of Contact

Service users should fill the point of contacts for both the sending and receiving end. If same service user's point of contact is sending and receiving the cargo, then the toggle at receiving contact detail can be left as it is.

Sending Organization Details

Sending Organization Name

Sender Organization



Sending Organization Contact Name

The full name of the responsible focal point at the sending organization

Sending Organization Contact Phone Number

The full phone number of the focal point of sending organization with c

Sending Organization Contact Email

The full email address of the focal point of the sending organization

Sending Organization Reference Number

Any reference number used by the sending organization for tracking

The request form will default to the sender and having the same information. If the receiver organization is different from the sender organization, please s

Receiving Organization De

Receiving Contact is the same (as
Sending Organization Contact)

Yes

☐

Select "No" if a different organization is receiving the
sending organization

Clearing Organization Detail

By default the toggle for clearing organization details is "no". If a clearing agent is needed, select "yes"

and enter clearing agent information.

Clearing Organization Details

Clearing Agent Required

☐ No

Select "Yes" only if cargo is clearing customs and the Logistics Cluster must speak with a clearing agent

Key Note: Users must ensure all contact details provided in the SRF are accurate and valid.

CARGO INFORMATION

Service requestors must add at least one line item. Line items can be added by selecting the “add line item” button.

 Add line item

Once selected, a new window will pop up with item level information.

Add line item

Item Category

Description

The full and accurate description of the goods being shipped

Unit Quantity

Numeric value - whole numbers only

Unit Type

Handling Quantity

Numeric value - whole numbers only

Handling Type

Total Weight (kg)

Weight in kilograms, numeric values only

Total Volume (m3)

Volume in cubic meters, numeric values only

Total Value (USD)

Total Insurance Value in US Do

Temperature Range

No cold chain required

Dangerous Goods

Please select by typing

Regulated Item

☐

Expiry Date


Expiry Date

Batch Number

Batch Number

Cargo Type

Close Dialog


 Add line item

Requestor should fill in as much data as required to ensure proper management of cargo items. Some data fields are mandatory. Once completed, select “add line item.” The line item will now be displayed on the form:

Cargo Information

1 - WASH - Hygiene Kit

500kg .6m³ 1000USD 250Each 250Box/Carton

 Add line item

Requestors may add as many line items as required. They may also remove, duplicate and edit line items.

Proper Cargo Details - Requestors must fill in the appropriate cargo information [can be found here](#).

Consignment Attachment

Service Requestors can upload supporting documents, such as waybills, packing lists, and Goods Received Notes (GRNs) - in PDF or image format as part of the consignment record. Please note that the maximum file size for each attachment is 10 MB.

 (Only images and pdf files under 10MB size are accepted)

AFFIRMATION, DATE AND SIGNATURE

Requestors are required to include their information before submitting. By default, the requestor information will be the same as the cargo sender/owner.

Requestor is the same as cargo owner

Yes

If you are submitting a request and you are not the same as the person as the name listed in the “sender” section, please select “no”. Note: the verification email will be sent to the requestor only – if the email in the affirmation box is not yours, you will not be able to finalize the SRF. Please be sure to list only emails you can actively access.

Requestor details:

Name of Person Making Request

Name of Person Making Request

Position/Title of Person Making Request


Name of Person Making Request


Email of Person Making Request

Email of Person Making Request

Once the requestor details are fully entered, users should fill out the security CAPCHA and select “Submit Service Request”.

☐ I'm not a robot


reCAPTCHA
[Privacy](#) - [Terms](#)

 Submit Service Request

CONDITIONS OF SERVICE

“CONDITIONS OF SERVICES” refers to the terms and conditions that Service User agrees to abide by to use the Common Services provided by Service Provider. In order to finalize the request, you must submit “I Confirm.” The Logistics Cluster Conditions of Service can be viewed online at any time here: <https://www.logcluster.org/en/conditions-of-service>

By confirming this request you agree with the Logistics Cluster conditions of service

- (i) The service provider acts as an agent for the service users.
- (ii) The service provider assumes no responsibility for the transportation and/or for any loss or damage to the Goods carried.
- (iii) Service users are responsible for making adequate arrangements for the insurance of their Goods.
- (iv) This SRF is not a document of transport; it is used for administrative convenience and is not intended to replace, substitute or supersede a document that may be issued in connection with any movement under the SRF.
- (v) All duties and taxes assessed on the cargo listed on this SRF are responsibility of the Sending Organization, and should be resolved to relevant authorities prior to the cargo being handed over by the Sending Organization or their Agent to the service provider.
- (vi) The information contained in this SRF will be treated digitally, and may be hosted on a 3rd party server.

 I Confirm


 Cancel Request


*Confirmation of this request does not mean that a request has been accepted or approved. Requestors will be notified separately once accepted.

Once a request has been fully submitted, users will be asked if they would like to start a new service request or if they would like to duplicate the current service request. Duplicating a request will speed up the process of making another similar request – requestors can alter some key details but otherwise redo the entire process quickly.

Your request was submitted successfully!

Duplicate this request

 Duplicate this request

 Create a new request

Confirmation Email

The last step of the process: the email listed as the “requestor” will receive a confirmation email with “ [Further Action Required]” in the subject asking the requestor to confirm by following a link. The confirmation email will remain active for 24 hours. Unless the requestor confirms this link, the request will never be fully received by the customer service representative.

Requests cannot be approved until they are validated! Please click the following link to validate your request: [verify your service request](#)

GUIDELINES FOR SRF NUMBER ISSUANCE

Once a SRF has been cleared and accepted by the Logistics Cluster, the person requesting the cargo will receive an automatic email containing a Consignment Number and Tracking Number for the request. Consignment numbers and tracking ID numbers are automatically generated for future reference by service requestors.

Hello Service Requestor,

We are writing to inform you that your service request with the tracking ID **364388262** has been successfully approved and is currently underway.

Request acceptance details:

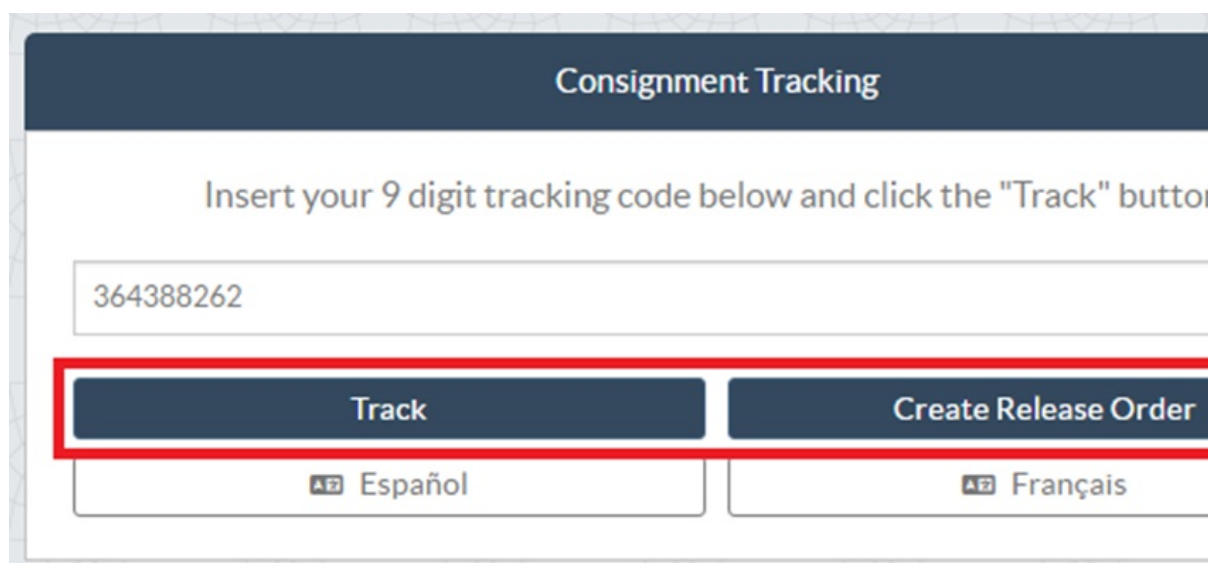
Consignment Number: ROM-0011

03/Apr/2023 07:23

email@partner.org

You may continue to track the progress of your consignment or request the release of your cargo at any time using our online tracking system [online tracking system](#)

The above image shows an automatic email where the SRF has been assigned the number “ROM-0011” and a unique tracking ID “364388262”. Requestors of services will be able view and manage their requests online at the following location: <https://rita.logcluster.org/public/track.htm>



- **Tracking Cargo:** Service requestors may search for and monitor up the most recent status of their consignment.
- **Releasing Cargo:** Service users can request the release of part or all of the cargo associated with their consignments. Guidelines on how to release cargo using the Release Order Form (ROF) [can be found here](#).

Key note: *The user needs to ensure this data is accurate and the totals for Weight and Volume make sense for the items being described.*

Manual Service Request Form (SRF) User Instruction

The Service Request Form (SRF) is a standardized document that must be completed by any organization requesting transport and / or storage services from the Logistics Cluster. Accurate information on the request is critical for successful tracking , documentation, and accountability of the

services to be provided. The user should carefully review the document before submitting the form to the cluster. An SRF only needs to be submitted once - users should not submit a second SRF for the same cargo items.

Once the SRF is considered accurate and complete, then the Logistics Cluster will issue a SRF Tracking Number to the user and puts the data into a SRF tracking database.

Manual SRF

The Logistics Cluster in-country team can provide a downloadable Service Request Form (SRF) version when online functionality is inaccessible. This manual form serves the same purpose as the online version and requires the service user to complete the same information set.

INSTRUCTIONS FOR USE: Please fill in this form as completely as possible, save as an Excel file, and return it to the email indicated. Please add as an attachment to your email, a complete packing list of your cargo. If there is insufficient space/lines on this form to list all items in your consignment, please use additional forms. Please do not add lines to this form.												
FOR LOGISTICS CLUSTER PURPOSE ONLY Service Request Form Number: _____		TRANSPORT SERVICE Ready to Load (date): _____		POINTS OF CONTACT		SENDING ORGANIZATION: Contact Name: _____ Telephone No: _____ Email: _____ Sender's reference No: _____		AFFIRMATION I hereby certify that the stated cargo is the proper item for the requested service and is for human use purposes only. All required documents are attached and complete due to the stated cargo by the "Ship to Port" in the case of Transport Services, by the "Ship to Port" in the case of Storage Services, or otherwise. I declare that all the information contained herein is true and correct to the best of my knowledge and belief. I understand that the Requesting Organization will be held responsible for the accuracy and completeness of the information provided and will be held responsible for any claims and obligations arising from the service request. Requester Name: _____ Position: _____ Date: _____				
SERVICE(S) REQUESTED FROM (Town/City Name): _____ (Office/Facility Name): _____ (Street Address): _____ (Lat. / Long.): _____		TO (Town/City Name): _____ (Office/Facility Name): _____ (Street Address): _____ (Lat. / Long.): _____				RECEIVING ORGANIZATION: Contact Name: _____ Telephone No: _____ Email: _____						
STORAGE SERVICE Location (To be stored in): _____ Beginning (date): _____ Until (date): _____		CLEARING AGENT: Contact Name: _____ Telephone No: _____ Email: _____										
CARGO LISTED	Category	Inventory Units Quantity	Unit Type	Description	Handling Units Quantity	Unit Type	Weight/Size Total Kg	Total m3	Value (US Dollars)	Dangerous Goods (DG) Item is DG?	Item is Regulate	Item is Frag
	1											
	2											
	3											
	4											
	5											
	6											
	7											
	8											
	9											
	10											
	11											
	12											
	13											
	14											
15												
TOTAL (Weight/Size/Value) for the Consignment												
COMMENT(S): Use the box below to specify special requirements for handling or transportation of your cargo/items or any other relevant logistics information												

Transport Service (s)

TRANSPORT SERVICE	
Ready to Load (date):	_____
FROM (Town/City Name):	_____
(Office/Facility Name):	_____
(Street Address):	_____
(Lat. / Long.):	_____
TO (Town/City Name):	_____
(Office/Facility Name):	_____
(Street Address):	_____
(Lat. / Long.):	_____

"Ready to Load (date)":

- Indicate the date the cargo will be available for pick-up. This is essential for effective transport planning.

Dispatch Location ("FROM"):

- Enter the town or city name in the "FROM (Town/City Name)" field.
- Specify the exact facility (e.g., "LC Warehouse", "Organization Warehouse") in the "(Office/Facility Name)" field.
- Include any additional location details in the "(Street Address)" and/or "(Lat./Long.)" fields.

Receipt Location ("TO"):

- Enter the receiving town or airstrip in the "TO (Town/City Name)" field.
- Specify the exact facility (e.g., "LC Warehouse", "Organization Warehouse") in the "(Office/Facility Name)" field.
- Include any additional location details in the "(Street Address)" and/or "(Lat./Long.)" fields.

Note:

- The mode of transport will depend on available services, accessibility, and cargo priority.
- A Service Request Form (SRF) must be submitted for each separate location.

Storage Service (s)

STORAGE SERVICE	
Location (To be stored in):	
Beginning (date):	
Until (date):	

- Specify the storage location in the "Location" field using the format: Town/City Name – Facility Name
- Beginning" date: When the cargo is expected to arrive at the storage site.
- "Until" date: Estimated end date of the storage period.

Note - Storage requests should be for temporary use only. Please contact your Logistics Cluster focal point to confirm storage availability and maximum duration.

SENDER, RECEIVER AND CLEARING AGENT DATA

POINTS OF CONTACT	SENDING ORGANIZATION:		
	Contact Name:		
	Telephone No:		
	Email:		
	Sender's reference No:		
	RECEIVING ORGANIZATION:		
	Contact Name:		
	Telephone No:		
	Email:		
	CLEARING AGENT:		
	Contact Name:		
	Telephone No:		
	Email:		

Sending Organization - Provide the organization name and designated contact person responsible for dispatching the items. This organization holds ownership and/or custody of the goods prior to handover for service provision.

Receiving Organization - Provide the organization name and designated contact person that will take possession of the items after the service is completed, assuming ownership and/or custody of the goods at that point.

Clearing Agent - For international shipments, provide valid contact information for a designated clearing agent located in the clearance country. Note: This is not required for domestic transport.

CARGO INFORMATION

	Category	Inventory Units		Description	Handling Units		Weight/Size		Value (US Dollars)	Dangerous Goods (DG)		Item is Regulate	Item Frag
		Quantity	Unit Type		Quantity	Unit Type	Total Kg	Total m3		Item is DG?	UN ID #		
1													
2													
3													

Proper Cargo Details - Requestors must fill in the appropriate cargo information [can be found here](#).

CONDITIONS OF SERVICE

"Conditions of Services" refers to the terms and conditions that the Service User must accept and adhere to in order to access and use the Common Services provided by the Service Provider.

CONDITIONS OF SERVICES	
All requests made with this SRF are subject to the following terms and conditions:	
(i) The service provider acts as an agent for the service users.	
(ii) The service provider assumes no responsibility for any loss or damage to the goods carried. All carried goods are subject to quality assurance requirements of WFP and applicable rules and regulations.	
(iii) Service users are responsible for making adequate arrangements for the insurance of their Goods.	
(iv) This SRF 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 SRF.	
(v) The sending or requesting organization shall ensure that all duties and taxes assessed on the cargo listed on this SRF are paid in a timely manner, and should be resolved to the satisfaction of the relevant authorities prior to the cargo being handed over by the Sending Organisation or their Agent to the service provider.	
(vi) The information contained in this SRF will be treated digitally, and may be hosted on a 3rd party server.	

AFFIRMATION, DATE AND SIGNATURE

By completing the "Name," "Position," and "Date" fields, the Service User confirms agreement with the statements in both the "Affirmation" and "Conditions of Services" sections.

The Logistics Cluster only accepts SRFs submitted in Excel format and sent from a recognized agency email address.

An email from a known Service User is considered a valid electronic signature. While not required, users may optionally scan and paste a signature into the designated box if preferred.

Note: A physical signature is not mandatory for SRF submission.

AFFIRMATION	
<p>I hereby certify that the listed cargo is the property of a humanitarian organization and is for humanitarian purposes only. All required documentation will be ready and complete for the listed cargo by the "Date Ready to Load" in case of Transport Service, by the "Beginning (Date)" in the case of Storage Service, or whichever occurs first. I declare that all the information contained in this form to be true and correct to the best of my knowledge. By submitting the Service Request Form, the Requesting Organization affirms the Requesting Officer's authority to act on behalf of the Requesting Organization and accepts full responsibility for all actions and obligations arising from the service request.</p>	
Name and Position of Requester	
Name	<input type="text"/>
Position	<input type="text"/>
Date	<input type="text"/>

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We are writing to inform you that your service request with the tracking ID **364388262** has been successfully approved and is currently underway.

Request acceptance details:

Consignment Number: ROM-0011

03/Apr/2023 07:23

email@partner.org

You may continue to track the progress of your consignment or request the release of your cargo at any time using our online tracking system [online tracking system](#)

The above image shows an automatic email where the SRF has been assigned the number "ROM-0011" and a unique tracking ID "364388262". Requestors of services will be able view and manage their requests online at the following location: <https://rita.logcluster.org/public/track.htm>

- **Tracking Cargo:** Service requestors may search for and monitor up the most recent status of their consignment.
- **Releasing Cargo:** Service users can request the release of part or all of the cargo associated with their consignments. Guidelines on how to release cargo using the Release Order Form (ROF) [can be found here](#).

Key note: *The user needs to ensure this data is accurate and the totals for Weight and Volume make sense for the items being described.*

Proper Cargo Details

Item Category - Users must identify the category of their items using the drop-down menu. The item categories correspond to the Cluster associated with the items, practically which need to be picked based on the use of the line-item cargo. The full list of categories, along with examples, can be seen at the end of this document. The identification of the item categories provides a critical piece of information when reporting Cluster support by sector. A guide on different item categories [can be found here](#).

Description - A full and accurate description of the goods being shipped must be provided in the "Description" section of the SRF. Item descriptions need to be as specific as possible or your SRF may be delayed in processing. The Logistics Cluster needs to know very specific and detailed information on all cargo shipped so that the Cluster can ensure proper handling. Additionally, items such as fuel which may contaminate other humanitarian relief goods such as food need to be shipped in different modes.

Inventory Units - These are the lowest level of units being shipped:

- **Quantity** - The Total No. of items can only be a whole number and the Unit Type needs to describe the items accurately.
- **Unit Type** - Right now users can only pick from a drop-down menu of choices in order to ensure standardization of item info from the users. This can easily be expanded if required. Unit choices:
 - Each
 - Litre
 - Pair
 - Part
 - Bulk (kg)

Handling Units - This section describes how the individually counted units are packed together:

- **Quantity** - The Total quantity of Handling Units can only be a whole number and the Unit Type

needs to describe the items accurately. Please note that the Handling Units Quantity should only be the same or less than the Inventory Units Quantity.

- **Unit Type** - Right now users can only pick from a drop-down menu of choices in order to ensure standardization of item info from the users. This can easily be expanded if required. Unit choices:
 - Bag/Sack
 - Bale/Bundle
 - Box/Carton
 - Crate
 - Drum/Barrel
 - Kit/Set
 - None/Loose
 - Roll

Transport Unit (TU) - This section describes how the Handling Units are placed on transport structures such as pallets or crates for movement and storage:

- **Quantity** - The total number of Transport Units (TUs) can only be a whole number. Each TU represents a distinct container (e.g., pallet or crate) used for transporting grouped Handling Units. Please note that the number of TUs should not exceed the number of Handling Units.
- **Unit Type** – Users can only select from a pre-defined drop-down list to ensure standardization across the system. These values are defined by the ADM role and cannot be modified by requestors. Unit choices currently available:
 - Warehouse Pallet
 - Wooden Crate

Distribute Items Between Pallets

A checkbox labeled “**Distribute items between pallets manually**” appears when a Transport Unit is added.

Edit line item

Item Category

Education

Description

Test

Inventory Unit Quantity

1000

Unit Type

Each

Handling Unit Quantity

100

Handling Type

Box/Carton

Transport Unit Quantity

2

Transport Unit Type

Warehouse Pallet

Distribute items between pallets manually

☐

Total Weight (kg)

Weight in kilograms, numeric values only

Total Volume (m3)

Volume in cubic meters, numeric values only

Total Value (USD)

Total Insurance Value in US Dollars

Temperature Controlled

☐

Dangerous Goods

☐

Regulated Item

☐

Expiry Date

Expiry Date

Batch Number

Batch Number

PO Number (if Any)

Program number

Close Dialog

Add line item

If Unchecked:

The system will automatically distribute the cargo evenly among the selected pallets.

Example: 1,000 IU / 100 HU across 2 pallets results in:

- Pallet 1 → 500 IU / 50 HU
- Pallet 2 → 500 IU / 50 HU

If Checked:

The user must drag and drop individual Inventory Units (IUs) or Handling Units (HUs) manually across the pallets. This allows for customized packing.

Example: 1,000 items (100 HUs) can be distributed as:

- Pallet 1 → 800 IU / 80 HU
- Pallet 2 → 200 IU / 20 HU

Total Weight and Total Volume - When submitting the weights and volumes of cargo items through the online SRF, it is important that weights and volumes are filled out correctly! The Logistics Cluster uses these dimensions to assess the ability to provide services and plan for activities. More detailed info on calculating cargo dimensions [can be found here](#). An online dimension calculator [can be found here](#).

- **Total Kg** - The total weight in kilograms (kg) of all inventory units for that line item. Numeric values only.
- **Total m3** - The total volume in cubic meters (m3) of all inventory units for that line item. Numeric values only.

Total Value (\$) - Total value of each line items on US dollars must be filled. If it is purchased in any other currency then converting the sum into USD can be done.

Temperature Range - Items that are temperature sensitive and may require special storage or handling. To indicate temperature requirement ranges select one of the pre-defined ranges from the drop-down in the SRF. For ranges that are not expressed in the drop-down, please include the temperature ranges in the comments section of the SRF.

Temperature Range	Common Name
+15°C to +25°C	"Controlled ambient" or "Temperature-Controlled"
+8°C to +15°C	"Cool"
+2°C to +8°C	"Cold" or "Chilled" or "Refrigerated"
-25°C to -15°C	"Deep freeze" or "Frozen"
different ranges between -80°C to -40°C	"Ultra-low"

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 can be received once service user start to type the item description or UN ID number. Dangerous Goods UN ID numbers can be looked up using [the online DG lookup tool](#).

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














Regulated - Items which may have locally implemented restrictions. For example, wireless communications equipment in certain locations where communications equipment is heavily regulated.

Expiration Date - For items that have specific expiration dates that need to be tracked, including food, medical and chemicals. Expiration date is not mandatory, and is generally only included where required.

Batch/Lot Number - For items that must be tracked by batch/lot of production, usually pharmaceuticals, certain types of food or medical consumables. Batch/Lot number is not mandatory, and is generally only included where required.

Comments - This box can provide specific information and/or special requirements for handling or transportation of your cargo/items or any other relevant logistics information.

Item Category

CATEGORIES		DESCRIPTION	CC	EX
	Camp Coordination and Camp Management	Items for the installation and support of refugee or IDP camp infrastructure	Cement, timber, s	
	Early Recovery	Supporting materials for programmes involved in restoration of public service or livelihood programmes	Wheelbarrows, s	
	Education	School and student support equipment	Text books, static	
	Food Security	Food Products for support of the beneficiary	Rice, vegetable c	
	General Operations	Items not directed towards the beneficiary and not covered by other categories.	Office supplies, s	
	General Program	Any item required to support sectorial programs	Vouchers, distrib	
	Health	Any material required for the medical support of beneficiaries	Bandages, portal medicines	
	Logistics	Materials required for the direct logistical support of programmes	Fuel, motor oil, v portable warehou	
	Nutrition	Food considered in relation to the body's dietary needs	Plumpy' Sup, Plu biscuits (HEB)	
	Protection	Any item used to directly support programmes aimed at ensuring all people are protected in accordance with their human rights	Advocacy materi removal equipme items	
	Shelter	Materials used to protect beneficiaries from the elements	Tarpaulins, tents mattresses, blanl	
	Telecommunications	Equipment required to directly support field radio and information communications	Radios, satellite	
	WASH	Water, sanitation and hygiene products for beneficiaries	Hygiene kits, chl	

Finding Cargo Dimensions

Measuring Cargo for Transport and Storage

Measuring cargo for storage and transportation requires planners to imagine how those cargo items will realistically occupy space. Though as certain volume of liquid may be contained in a cylinder, the physical cylinder itself will still require additional "real" volumetric space. Real used volumetric space can always be envisioned as a measure of:

Length (l) x Width (w) x Height (h)

Due to the nature of storage facilities and transport facilities, it is helpful to imagine a box around any not cubic object, with edges at the longest and tallest points. The length of those imaginary edges will be used to plan volume for storage and transport.

Unit Type	"Real" Volumes for Storage and Transport
Boxes	To find the volume of regular boxes, multiply the width, length and height of the box along the outer edges.
Cylinders	Though there's a formula for determining liquid volume in a cylinder, the volume for storage and transport is measured by the maximum length of it's edges.

Unit
Type

"Real" Volumes for Storage and Transport

Stacked or Nested Cargo If cargo will be shipped or stored stacked or "nested", measure the volume of all anticipated cargo items as they will ultimately be shipped or stored, nested into each other or stacked on top of each other. Do not account for the size of each individual unit.

Irregular Shapes The volume needs of irregular shapes will vary. Unless irregular cargo items are stacked in a pile, planner may need to view the total volume used to properly store or transport an irregular shaped item.

Cargo Dimension Calculator

Cargo Dimension Calculator

Unit Converter Tool

Use the below to switch between different units of measure.

Dangerous Goods Lookup Tool