

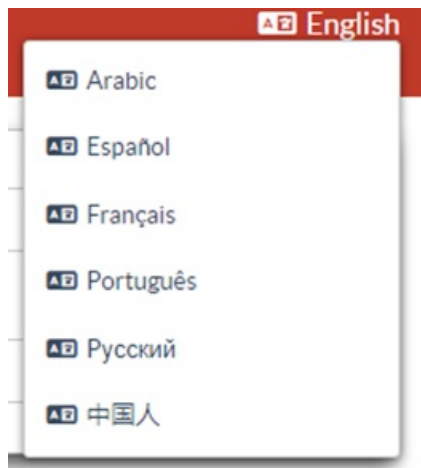
Online Service Request Form (SRF) User Instructions

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.

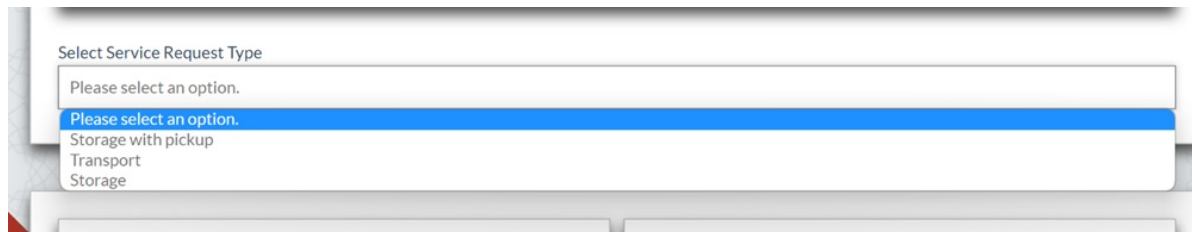
Selection of Language

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 will be picked up from

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 / 81.234567)

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	Destination
From (Town/City Name) The full name of the city/town where cargo will be picked up from	Delivered To (Town/City Name) The full name of the city/town where cargo will be delivered to
From Office/Facility Name The full name of office/building/warehouse cargo will be picked up fi	Delivered To Office/Facility Name The full name of office/building/warehouse cargo will be delivered to
From Street Address The full street address of pick up location	Delivered To Street Address The full street address delivery location
From Lat/Long The GPS coordinates of the pick up location (example: 12.345678 / 12.345678)	Delivered To Lat/Long The GPS coordinates of the delivery location (example: 12.345678 / 12.345678)
Instructions Instructions	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 receiving organization is different from the sender organization please select "no".

Receiving Organization Details

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

Unit Quantity

Unit Type

Handling Quantity

Handling Type

Total Weight (kg)

Total Volume (m3)

Total Value (USD)

Temperature Range

Dangerous Goods

Regulated Item

☐

Fragile Item

☐

Expiry Date

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
0.6m³
1000USD
250Each
250Box/Carton

Remove

Duplicate

Edit

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.

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 CAPTCHA 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 the transport 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 the satisfaction of the 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 requests have been 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

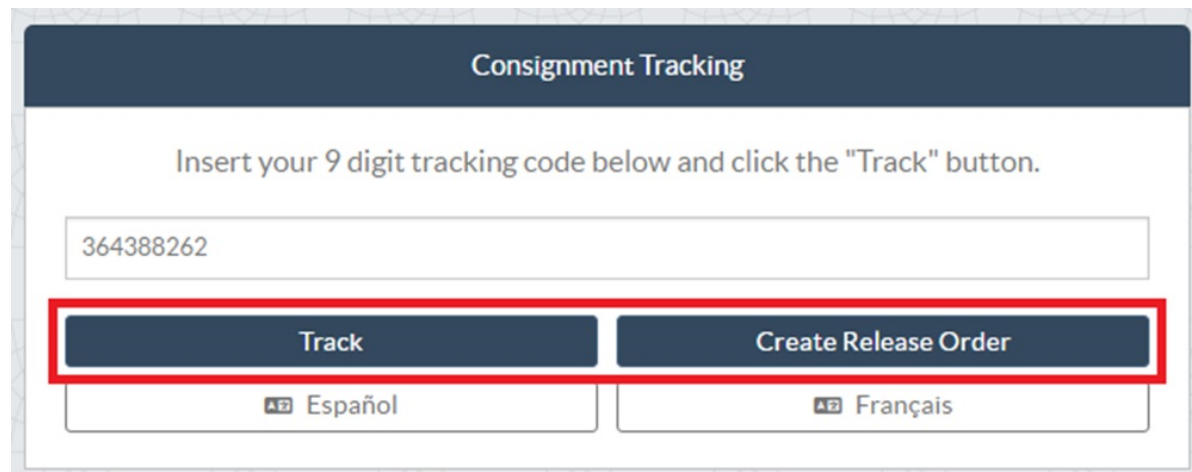
03/Apr/2023 07:23

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

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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.

Transport Service (s)

"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)

- 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

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

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.

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.

GUIDELINES FOR SRF NUMBER ISSUANCE

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Categoría

CATEGORÍAS

DESCRIPCIÓN

CC

EJE

CATEGORÍAS		DESCRIPCIÓN	CC EJE
	Coordinación y gestión de campamentos	Artículos para la instalación y el apoyo de la infraestructura de los campamentos de refugiados o desplazados internos	Cemento, madera, contenedores
	Recuperación temprana	Material de apoyo para programas de restablecimiento de servicios públicos o medios de subsistencia	Carretillas, palas, construcción
	Educación	Materiales escolar y de apoyo a los estudiantes	Libros de texto, pupitres
	Seguridad alimentaria	Productos alimenticios de apoyo al beneficiario	Arroz, aceite vegetal
	Operaciones generales	Artículos no dirigidos al beneficiario y no cubiertos por otras categorías.	Material de oficina, escritorios
	Programa general	Cualquier artículo necesario para apoyar programas sectoriales	Vales, tarjetas de
	Salud	Cualquier material necesario para el apoyo médico de los beneficiarios	Vendas, quirófanos, medicamentos
	Logística	Material necesario para el apoyo logístico directo de los programas	Combustible, aceites, vehículos, generadores portátiles
	Nutrición	Alimentos considerados en relación con las necesidades dietéticas del organismo	Plumpy' Sup, Plun alto valor energético
	Protección	Cualquier artículo utilizado para apoyar directamente programas destinados a garantizar que todas las personas estén protegidas de acuerdo con sus derechos humanos	Materiales de protección / retirada para la retirada de
	Refugio	Materiales utilizados para proteger a los beneficiarios de los elementos	Lonas, tiendas de contrachapada, carpas, mantas, láminas
	Telecomunicaciones	Equipo necesario para apoyar directamente las comunicaciones de radio e información sobre el terreno	Radios, teléfonos de radio
	WASH	Agua, saneamiento y productos de higiene para los beneficiarios	Kits de higiene, c

Encontrar las dimensiones de la carga

Medición de la carga para transporte y almacenamiento

La medición de la carga para el almacenamiento y el transporte exige que los planificadores imaginen cómo ocuparán realmente el espacio esos artículos de carga. Aunque un cilindro contenga cierto volumen de líquido, el propio cilindro físico seguirá necesitando espacio volumétrico "real" adicional. El espacio volumétrico real utilizado siempre puede visualizarse como una medida de:

Longitud (l) x Anchura (w) x Altura (h)

Debido a la naturaleza de las instalaciones de almacenamiento y transporte, resulta útil

imaginar una caja alrededor de cualquier objeto no cúbico, con bordes en los puntos más largos y más altos. La longitud de esos bordes imaginarios se utilizará para planificar el volumen de almacenamiento y transporte.

Tipo de unidad	Volúmenes "reales" de almacenamiento y transporte
Cajas	Para hallar el volumen de las cajas regulares, multiplique la anchura, la longitud y la altura de la caja a lo largo de los bordes exteriores.
Cilindros	Aunque existe una fórmula para determinar el volumen de líquido en un cilindro, el volumen para almacenamiento y transporte se mide por la longitud máxima de sus bordes.
Carga apilada o anidada	Si la carga se enviará o almacenará apilada o "anidada", mida el volumen de todos los elementos de carga previstos tal y como se enviarán o almacenarán finalmente, anidados unos dentro de otros o apilados unos encima de otros. No tenga en cuenta el tamaño de cada unidad individual.
Formas irregulares	Las necesidades de volumen de las formas irregulares variarán. A menos que los artículos de carga irregulares se apilen en una pila, es posible que el planificador tenga que ver el volumen total utilizado para almacenar o transportar adecuadamente un artículo de forma irregular.

Cargo Dimension Calculator

Cargo Dimension Calculator

Unit Converter Tool

Use the below to switch between different units of measure.

Herramienta de búsqueda de mercancías peligrosas