OVERVIEW
Space within the Common Storage Facilities in South Sudan is available for the humanitarian community, at no cost to the user, through the Logistics Cluster. These facilities are provided to support prepositioning and temporary storage of emergency relief items for 90 days. Further details are available in the SOPs at logcluster.org:
http://www.logcluster.org/ops/ssd11a

REQUESTING SERVICES
To request use of common storage facilities, a Service Request Form (SRF) should be filled out with detailed information on the commodities to be stored and submitted via email to:
southsudan.cargobooking@logcluster.org

Based on the availability of storage, and priorities set by the Humanitarian Country Team (HCT), the Logistics Cluster will review each request in Juba. If accepted, the requestor will receive an email which includes a unique “tracking code” which can be used to track the items online using the “Consignment Tracking” option in the Relief Item Tracking Application (RITA):

The Logistics Cluster in Juba will also provide contact details of the warehouse manager at the appropriate field storage location to the user.

UTILIZING STORAGE
1. Once the cargo has been received in the Common Storage Facility, the stock will be managed by the organization in charge of that particular facility.
2. The user will receive a stock report from the Logistics Cluster every two weeks; it is the responsibility of the user to cross check these reports for accuracy against their own records, and inform the Cluster of any discrepancies.
3. To remove items from the Common Storage Facility the user must send a written request to: southsudan.cargobooking@logcluster.org
4. The Logistics Cluster will then communicate the date-of-release to the warehouse manager of the appropriate Common Storage Facility.
5. The user must send a staff member to the specified Common Storage Facility on the agreed upon date-of-release to pick up their items. This staff member must provide the warehouse manager with a valid Organization ID card and written authorisation to collect specific items.

Cargo will not be released without written authorization and a valid Organisation ID card.

RESPONSIBILITY OF USER
The organization responsible for managing a particular Common Storage Facility is responsible for the cost of maintaining that facility.

The user is responsible for the following:
- Loading, unloading, and stacking of the items;
- Insurance of all items stored;
- Transport of the items to and from the Common Storage Facility; unless, Common Transport Services are also requested and accepted in conjunction with the storage request (In these cases all the terms and limitations of the Common Transport Service apply to the consignment while it is being transported);

CONTACT INFORMATION
To make a request, please complete the SRF, found here:
http://www.logcluster.org/ops/ssd11a/service_request_form

Once completed, please email the SRF to:
southsudan.cargobooking@logcluster.org

For general inquiries, send an email to:
southsudan.logs@logcluster.org

For further information please refer to the South Sudan Logistics Cluster Web page:
http://www.logcluster.org/ops/ssd11a
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