May 2023

Release Order Form (ROF) Instruction

A Release Order Form (ROF) is a formal request from Service User to Service Provider to retake possession of cargo from a stored location, or an ask to the Service Provider to deliver cargo to the Service User's desired destination.

At any point while using an ROF, the following information will be required:

Requested Release Date: The desired date when the cargo should be handed over to the service user, either picked up from the warehouse or delivered to the user's location.

Requested Release Location: The location where cargo is stored and needs to be released from.

Requested Delivery Location: The preferred location for the delivery of cargo, if in case the storage request is followed by transport request. The requestor must provide the address of the office/facility/warehouse where they want the cargo to be delivered.

Organisation Released to: The name of the agency cargo will be collected by/delivered to, including:

- The name of the organisation picking up the cargo using a transport modality not facilitated by the Logistics Cluster.
- If the cargo is released to a different organisation than the organisation requesting storage.

Actual Person Items Released to: The details of the driver or any other staff member of the receiving organisation, responsible to collect the cargo from the storage location.

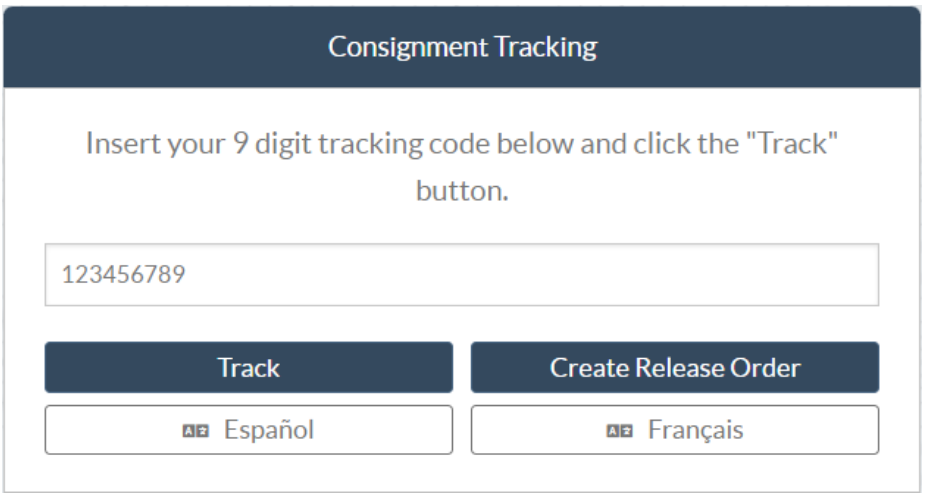
Receiving Organisation Contact: The contact information of the organisation collecting the cargo, if the organisation collecting the cargo is different from what had been mentioned in the Service Request form.

Steps for generating an online ROF:

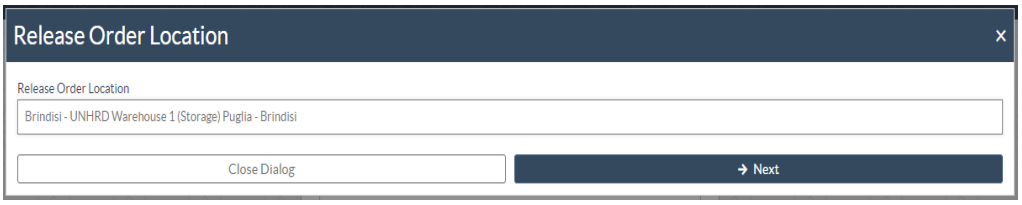
Once a Service Request Form (SRF) has been uploaded in the Logistics Cluster's Relief Item Tracking Application (RITA), the Logistics Cluster will share a Consignment Report with the service requestor. A Consignment Number and a Tracking Code – both automatically generated in RITA – will be displayed on the document. The service requestor can then use the tracking code online to find the most recent information regarding their consignment and generate a Release Order Form.

1. Visit https://rita.logcluster.org/public/track.htm

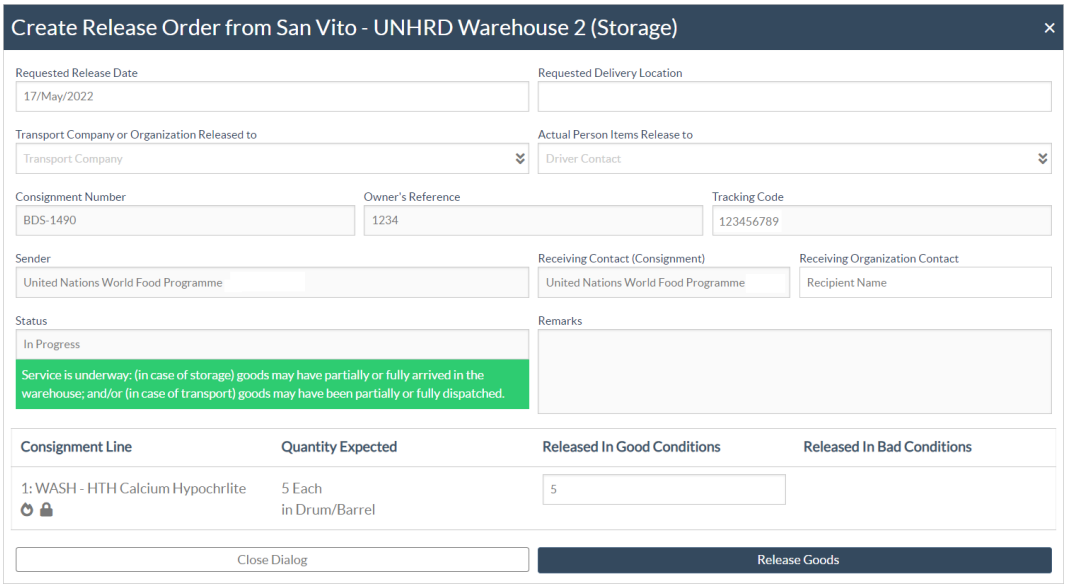
2. Enter the 9-digit tracking code in the box and click on the button “Create Release Order”.



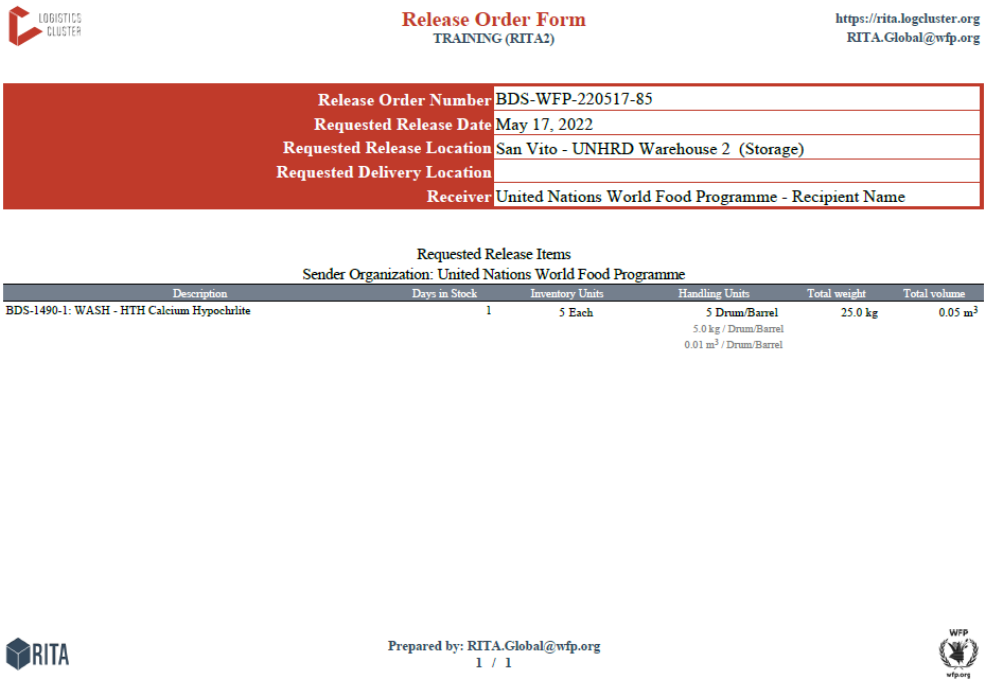
3. Select the location for the release and click on “Next”.



4. A “Create a Release Order” window appears. The user must fill in the quantity of items for release and all other required information and click on the button “Release Goods”.



5. A Release Order Form is generated online in PDF format. The user should print and bring the form to the warehouse for collecting the cargo.



Release Order Form
TRAINING (RITA2)

https://rita.logcluster.org
RITA.Global@wfp.org

Release Order Number	BDS-WFP-220517-85
Requested Release Date	May 17, 2022
Requested Release Location	San Vito - UNHRD Warehouse 2 (Storage)
Requested Delivery Location	
Receiver	United Nations World Food Programme - Recipient Name

Requested Release Items
Sender Organization: United Nations World Food Programme

Description	Days in Stock	Inventory Units	Handling Units	Total weight	Total volume
BDS-1490-1: WASH - HTH Calcium Hypochrlite	1	5 Each	5 Drum/Barrel 5.0 kg / Drum/Barrel 0.01 m^3 / Drum/Barrel	25.0 kg	0.05 m^3

RITA
Prepared by: RITA.Global@wfp.org
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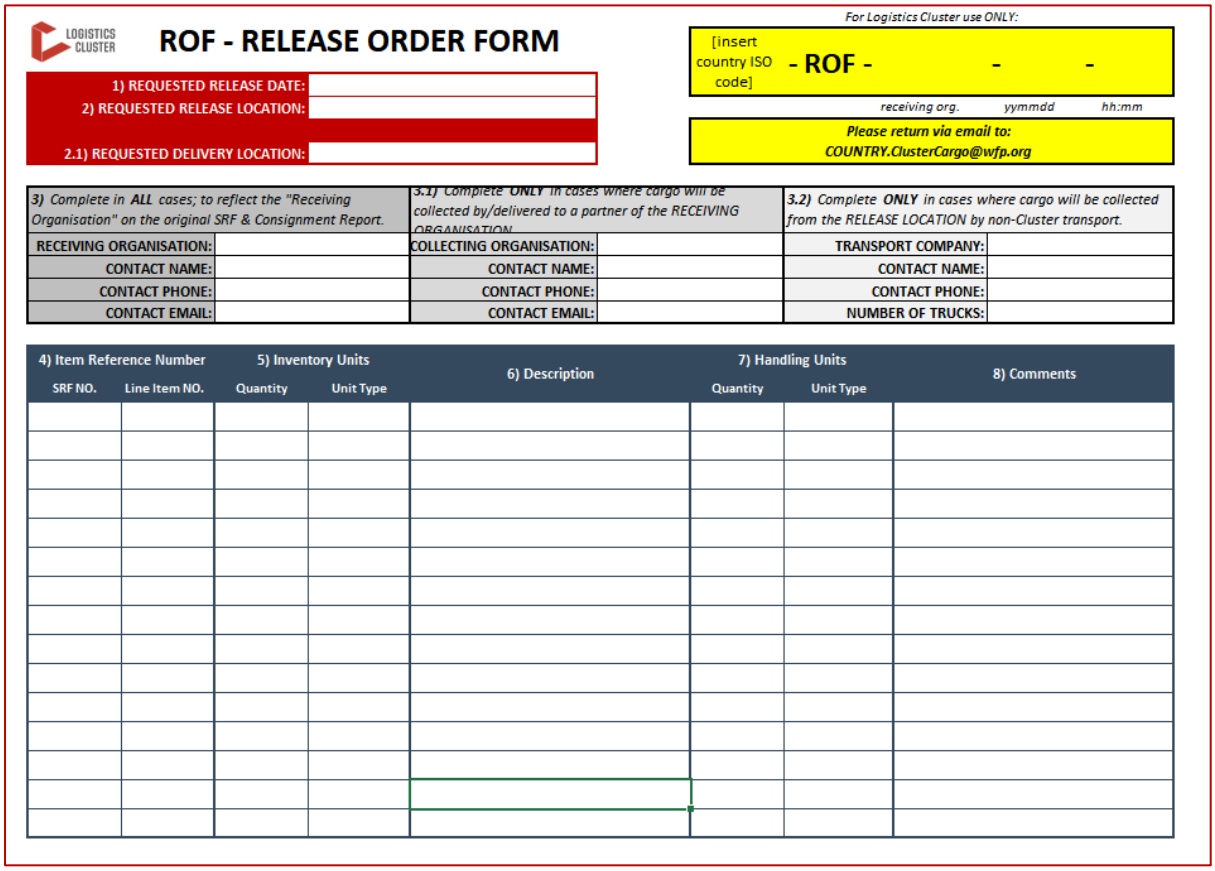
Once a requesting agency has submitted an online release order, the corresponding stock will appear in RITA as “Committed stock”. When a stock is committed, service requestors will not be able to release it again through the online system, regardless of whether that stock has been taken away from the warehouse or not. If service requestors wish to cancel their release order, they will need to contact their Logistics Cluster focal point.

Steps for manually generating an ROF:

The Logistics Cluster in country can also provide a downloadable copy of a release order form that may be filled and submitted by service users when the online functionality is not accessible. The manual ROF serves the same function as the online ROF, and requires users to fill out the same information.



LOGISTICS CLUSTER

ROF - RELEASE ORDER FORM

For Logistics Cluster use ONLY:

[insert country ISO code] - ROF - - -

receiving org. yymmdd hh:mm

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

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

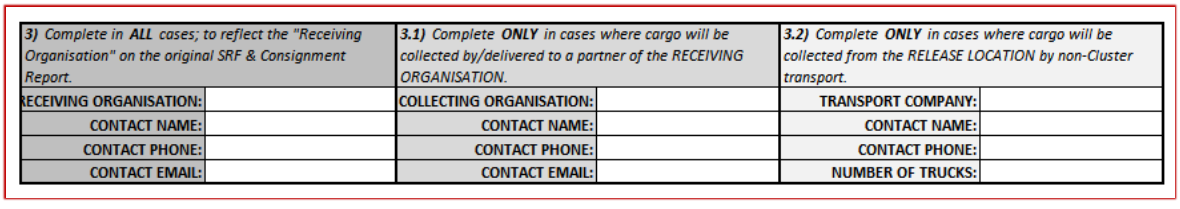
*3) Complete in **ALL** cases; to reflect the "Receiving Organisation" on the original SRF & Consignment Report.*		*3.1) Complete **ONLY** in cases where cargo will be collected by/delivered to a partner of the RECEIVING ORGANISATION*		*3.2) Complete **ONLY** in cases where cargo will be collected from the RELEASE LOCATION by non-Cluster 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:	

4) Item Reference Number		5) Inventory Units		6) Description	7) Handling Units		8) Comments
SRF NO.	Line Item NO.	Quantity	Unit Type		Quantity	Unit Type	

Requestors will need to fill in:

1) Requested Release Date;
2) Requested Release Location; and
2.1) Requested Delivery Location

Requestors will also need to complete the following:



*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 from the RELEASE LOCATION by non-Cluster 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 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 Reference Number		5) Inventory Units		6) Description	7) Handling Units		8) Comments
SRF NO.	Line Item NO.	Quantity	Unit Type		Quantity	Unit Type	

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.

Unlike the online ROF, the manual ROF will not automatically capture consignment information. Requestors must supply as much, and as accurate information as possible in order for service providers to adequately address the request. A single manual ROF can be used for multiple consignments.