

Printing Instructions:

Preprinted forms should be colour coded: Copy 1 = White, Copy 2 = Blue, Copy 3 = Pink, Copy 4 = Yellow
 Preprinted forms should be numbered with six digit sequential numbers

Instructions: How to fill in, and when to use, should be printed on the back of each form

Awaiting printing:

While books are been printed the number format should be (CTY/LOC/MM/YY/XXX)
 where CTY = Country, LOC = City or Town, MM = Month, YY = Year, XXX = 3 digit serial number
 e.g. ANG/LDA/02/03/023 would signify form No 23 from Feb 03 for Luanda, Angola

A record must be kept of numbers used so that the next consecutive number is used and that the any number is used only once

Emailing forms:

When emailing forms a form should be completed as usual from the preprinted book and the number entered into the electronic form
 if preprinted forms are not available the number format should be as above

When to use:

Every time goods are dispatched for delivery to another area, store or office

How to fill in:

At time of loading:

Section 1	
Delivered to:	Enter the location of the office or store the goods are to be delivered to
From:	Enter the location of the office or store the goods are leaving
Date:	Enter the date the goods were loaded and dispatched
Number:	This is pre-printed on forms. If using unnumbered forms see above for number format. Every form must have a distinctive number for tracability
Copy No:	Enter Copy 1, Copy 2, Copy 3 or Copy 4 as appropriate only if using unnumbered forms to distinguish copies, where they are to go, be filed
Section 2	
Supplies Request No	Enter the Supplies Request Number authorising the delivery. This could be different for each item.
Release Request no:	Enter the Release Request Number authorising the delivery. This could be different for each item.
Unit Size:	Enter the size of units to be delivered
No of Units:	Enter the number of units
Total Quantity:	Enter the total quantity
Budget Code:	Enter the budget code
Project Code:	Enter the project code
Cost & Currency:	Enter the cost and currency
Expiry Date:	Enter the expiry date of the goods
Description:	Describe the goods that you are sending. Be as accurate as possible. A diagonal line should be drawn through any item being cancelled/not authorised and unused lines
Section 3	
Despatched By:	The person despatching the goods to sign here
Print Name:	The person despatching the goods prints their name
Loading time and date:	Enter the time and date of loading/dispatch to keep track of late deliveries
Delivered by:	The person delivering the goods signs. Get him/her to sign confirming receipt. By signing this document the person delivering the goods accepts that the stated amount has been loaded for delivery.
Print Name:	The person delivering the goods prints their name
Vehicle No Plate:	Enter the vehicle plate number/registration number of the vehicle the goods are loaded onto
To be completed at delivery end	
Section 4 Goods Actually Received	
Good:	Enter the number of units received in good condition
Missing	Enter the number of units missing from loaded quantities

Damaged:	Enter the number of damaged units
Type of Damage:	Enter the type of damage so that the cause can be investigated
Total Received:	Enter the total number actually received. The number of good units plus the number of damaged units
Section 5	
Confirmation of goods actually received	
Received by:	The person receiving the goods signs to confirm receipts as per section 4
Print Name:	The person receiving the goods prints their name
Received Date and Time:	Enter the date and time the goods were received to record and control late deliveries