OBTAIN FUNDS
An estimated amount of funding (including freight) must be secured before items are requested. For the vehicles, an approved Funds Commitment is required.

INITIATE REQUEST FOR ITEMS
UNAMA creates and approves a STR listing the items required, referencing the Funds Commitment.

IDENTIFY SOURCE OF SUPPLY
The STR is reviewed by a Global Supply Chain Coordinator (GSCC), who identifies UN Reserve as the source of supply, establishes any additional costs (freight), and approves the STR. UNAMA adjusts its Funds Commitment accordingly.

CREATE STO
Referencing the approved STR, the GSCC creates a non-budget relevant STO as the vehicle will be supplied from UN Reserve at no cost.

APPROVE STO
For this non-budget relevant shipment, the STOP requires approval by UN Reserve and GSCC. Different STOs will have different combinations of approvers.

OUTBOUND PROCESS
The Supplying Mission executes the outbound process by planning the shipment, picking, packing, issuing the goods and entering information into the Outbound Delivery Document.

The picking process includes creation and print out of Picking Order and confirmation of the picking in Umoja. Picking steps are optional.

Fixed Asset & Equipment Records must be updated to reflect the transfer of ownership. Once the shipment begins, the transfer is recorded in Fixed Assets record, and the Supplying Mission data is removed from the Equipment Record. Upon receipt, the Receiving Mission enriched the Equipment Record.

Putaway includes creation and printout of Putaway Order and confirmation of putaway in Umoja.

For Fixed Assets (vehicle), funds must be obligated through an approved Funds Commitment and referenced in the Stock Transfer Request (STR). For non-Fixed Assets (spare parts), the funding will be secured in the STR.

The Stock Transfer Order (STO) confirms the transfer from the supplying mission location to the requesting mission location. The STO is created against the approved STR.

Once the STR is approved and the material, quantity, cost, delivery date, and source of supply has been agreed between the requesting and supplying missions, the GSCC will be able to determine the type of STO.

There are 4 types of STO’s based on the item type and source of supply:

- **ZSDS - Supply from Strategic Deployment Stock (SDS):** Requesting Mission is charged for the replenishment and installation cost of the item(s).
- **ZNBD - No Cost recovery for the material (UN Reserve & Surplus):** Requesting Mission is not charged for item costs.
- **ZBUD - Cost recovery for material:** A requesting mission is charged for item costs.
- **Intra-mission transfers:** No costs are associated with this; transfers are only for shipment tracking.

**Scenario:** UNAMA (requesting mission and receiving mission) requires a supply of vehicles and spare parts. After analysis, the Asset Manager (i.e. Global Supply Chain Coordinator) assigns the source from UN Reserve (supplying mission), which will be supplied at no cost.

**Fixed Asset & Equipment Records** must be updated to reflect the transfer of ownership. Once the shipment begins, the transfer is recorded in Fixed Assets record, and the Supplying Mission data is removed from the Equipment Record. Upon receipt, the Receiving Mission enriched the Equipment Record.

**Putaway** includes creation and printout of Putaway Order and confirmation of putaway in Umoja.

**Liquidate Unused Funds**
Any unused funding from the Funds Commitment should be released back to the fund center.