INTER-MISSION TRANSFER

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 Reserves (supplying mission), which will be supplied at no cost.

---

1 & 2: 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.

3: 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.

4 & 5: Once the STR is approved and the material, quantity, cost, delivery date, and source of asupply) 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.

1 — 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.

2 — INITIATE REQUEST FOR ITEMS

UNAMA creates and approves a STR listing the items required, referencing the Funds Commitment.

3 — IDENTIFY SOURCE OF SUPPLY

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

4 — 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.

5 — APPROVE STO

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

OUTBOUND PROCESS

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

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

8, 9, 10: 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.

11 & 12: Putaway includes creation and printout of Putaway Order and confirmation of putaway in Umoja.

6 — INITIATE OUTBOUND TRANSPORTATION

Movement Control (Logistics User) for UN Reserve creates an Outbound Delivery Document against the approved STO and plans the freight. Shipping information is recorded in the Shipment Document(s), referencing the Outbound Delivery Document.

7 — PICKING & PACKING

The Warehouse picks the items, delivers them to the packing/issuing area, and packs them (if required). Packing information is entered into the Outbound Delivery Document.
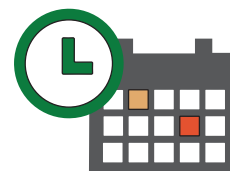
8 — ISSUING ITEMS

Once the vehicles and spare parts are loaded into the truck, Movement Control (Logistics User) posts the Goods Issue in Umoja and prints and gives the Delivery note to the truck driver.

9 — IN SHIPMENT

Movement Control from both UN Reserve and UNAMA updates the Shipment Document with goods departure/arrival information, respectively.

10 — GOODS RECEIPT

UNAMA (Receiving Mission) performs Goods Receipt in Umoja against the Outbound Delivery Document.

11 — PUTAWAY ACTIVITIES

UNAMA's Warehouse team performs the putaway of the items that were delivered.

12 — LIQUIDATE UNUSED FUNDS

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