



UNHRD Humanitarian
Response Depot

Memorandum

To:	All UNHRD Network Staff	Date:	November 06, 2016
Through:			
From:	Mr. Pierre Honnorat UNHRD Network Coordinator		

Subject:	New process for Cash repayment between External Partners
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Over the last few years, a number of requests have arisen with respect to sales between Partners of materials stored on their behalf in the UNHRD warehouses.

The requests have been considered pertinent to the UNHRD Sales process because in accordance with the UNHRD SOP Chapter 5, p. 9 "Users are allowed to loan, sell or exchange stocks with other users, subject to a bilateral agreement between parties".

The process developed for the Cash Repayment is based on the following concepts:

- 1) The Partner willing to buy NFIs from another partner is identified as the Buyer;
- 2) The Partner willing to sell the NFIs is identified as the Vendor;
- 3) The stock of the Vendor will be decreased by the SAN team based in Brindisi through a manual WMS transaction with dedicated Movement Type that identifies the Cash Repayment process;
- 4) The NFIs will be entered into the Buyer's stock through a POWM and the relevant GR;
- 5) The Partner acting as the Vendor will send the invoice for the NFIs sold and will be paid through bank transfer against a PONF and the subsequent GR/LIV

MCRs: The Sales process managing this solution will be the current standard UNHRD Sales procedure (i.e. 7% of MRC is applicable).

Sales value: The sales value will be established by the Partners acting as vendor and mutually agreed by the buyer, as specified in Chapter 5 of UNHRD SOP. The value of the goods sold will be in line with the Invoice provided by the Partner acting as Vendor.

PO TYPE: OSPG has recommended to issue PONFs with Purchase Organization 'UN Joint & Statutory' as the best option applicable to the above-described scenario, for tracking and statistical purposes.

This said, for the time being the Cash Repayment process will be limited to the sales amongst External Partners only.