	Requisition *(stock request form)*	**Packing list**	**Waybill**
Prepared by	Requestor	Warehouse staff (storekeeper)	Warehouse staff (dispatcher)
Authorised by	Stock owner (budget holder)	Warehouse manager	Warehouse manager
Received by	Warehouse staff	Transporter Consignee	Transporter Consignee
Signatory	Warehouse staff	Storekeeper Warehouse manager	Warehouse manager Transporter Consignee
Contents	Details of items requested and quantity (use item codes if possible)	Detailed contents per packaging unit (box, container, pallet…)	Total number of packaging units per consignment
			Total weight and volume
	Requested delivery date and place	Weight and volume per packaging unit	Sender and consignee details
			Transporter details
Reference to	Programme code (budget, activity)	Requisition(s) #	Packing list(s) #
Copies	Requestor Warehouse	Warehouse Receiver	Warehouse (x2) Receiver Transporter