

LAST MILE - Delivery Receipt User Form

SCOLO– Data, Budget and System Execution Unit (DBaSE)



NEW USER ☐	MODIFY ACCESS ☐	User Full Name:
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User Job Title:	Email:	Country & Office Location:
Contract End Date:	Department or Consignee:	Phone:

Required	Role	Description
☐	Mobile user	For CP and WFP staff responsible for receiving commodities under WFP projects. This is the only profile that can access the last mile mobile application and record receipts.
☐	Country Admin (WFP ONLY)	Manages Mobile App users, access and profiles. Responsible to troubleshoot and report any technical issues in the application, server or LESS to the Global Admin in the CO.

Verified By (Supervisor/Head of Unit): _____ Signature & Stamp: _____



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I (user)..... acknowledge the responsibilities and accountabilities that this user profile entails; and accept liability for any breach on information confidentiality and/or accountability that may arise, as a result of improper use of my user account.

User Signature: _____ Index No. (for WFP staff) _____ Date: _____

This user profile request and selected roles have been reviewed and verified by:

Supervisor/Head of Unit Name: _____

Signature: _____

Date: _____

This user profile has been created accordingly and validation email sent to user:

Country/ Support adminname: _____

Signature: _____

Date: _____

