Logistics Tracking Report (IT Equipment Transfer)

Project: KSA Regional Expansion - New Riyadh Office IT Setup
Date: 2025-10-15
Tracking Number: KSA-LOG-2025-10-004
Logistics Partner: [Regional Logistics Vendor]

1. Shipment Manifest Summary

Item ID	Description	Quantity	Serial Number Range	Destination	Notes
IT-001	10GbE Network Switch (Cisco)	2	SN-1001 to SN-1002	Riyadh Office (Data Closet)	Critical for core network.
IT-002	UPS Unit (Server Grade)	1	SN-2500	Riyadh Office (Data Closet)	Mandatory backup power.
IT-003	Workstations (Dev Team)	15	SN-3001 to SN-3015	Riyadh Office (Desks)	Pre-configured with standard images.
IT-004	Multi-function Printer	1	SN-4001	Riyadh Office (Shared)	Standard office equipment.

2. Tracking Timeline

Date	Time (AST)	Location / Status	Action / Detail	Notes
2025-10-15	10:00	Dubai HQ Warehouse	**Package Secured and**	Tamper-evident seals applied

			Sealed. Verified all serial numbers against the manifest.	to all boxes.
2025-10-15	14:00	Customs Clearance (UAE Exit)	Documents submitted. Awaiting export approval.	Delay of 2 hours due to paper work.
2025-10-16	08:00	En Route to Riyadh	Shipment is on the road, estimated arrival .	
2025-10-17	11:00	Riyadh Customs	**Customs Hold for Inspection.** Waiting for local IT team to coordinate release.	High priority to clear customs.
2025-10-18	15:30	Riyadh Office	**Delivered.** All boxes received by [Local IT Lead Name].	Physical inspection of seals completed and confirmed intact.

3. Receiving Sign-Off

I, the undersigned, confirm the receipt of all items listed in the manifest (Section 1). I have verified that all tamper-evident seals are intact and that the equipment appears undamaged.

Recipient Name (Riyadh): [Local IT Lead Name]
Date & Time of Receipt: [YYYY-MM-DD HH:MM]
Signature: _____