

## Consignment Identification

When the consignment is saved, the system generates the consignment reference number. Hereafter the request will be referred to by the Consignment Identification Number [XXX]-[####], where 'XXX' is a set of characters that identify the location group and '####' is a correlative number for that location group.

The consignment identification will show the location group where the consignment was uploaded (site), the operator's email (created by), the tracking code, and the owner's reference, if any, provided by the customer.

Consignment Identification

BDS-1806

## Show Disposition

The show disposition option provides the user with the current status and information regarding the consignment line items. It appears in the consignment header next to the Save Changes option when uploading the SRF and can also be accessed from the main menu on the "**Maintain Consignment**" page. Move the cursor to the "**Options**" button next to the consignment number and select the show disposition option.

Consignment 1 of 2,269 >

← Back   Show Disposition   Consignment Report   Save Changes

Consignment Identification	Consignment Control	Points of Contact
<p style="text-align: center; font-size: 24px; font-weight: bold;">MIL-0064</p> <p>Location Group Milan</p> <p>Created by diana.alshwabka@wfp.org, 03/Jan/2025</p> <p>Tracking Code 357589533</p> <p>Owner's Reference PUI2025_001</p>	<p>Status: <span style="background-color: green; color: white; padding: 2px;">In Progress</span>   Change Status</p> <p>Priority: <span style="background-color: #2c3e50; color: white; padding: 2px;">Normal</span>   Change Priority</p> <p><input type="button" value="Show Changes"/></p> <p>Remarks The cargo to be stored for 2 weeks, then to be released to PUI again after receiving RF</p> <p>Number of pallets 24</p>	<p>Sender Organization Premiere Urgence Internationale</p> <p>Sender Contact Korina</p> <p>Receiver Organization Premiere Urgence Internationale</p> <p>Receiver Contact Korina</p>

## Print Shipping Label

RITA has the option of automatically producing shipping labels. If enabled, shipping labels will be automatically emailed to service requestors once the request has been accepted. The requestor can print the shipping labels and place them outside boxes, pallets, or warehouses near shipments. **The requestor and the operator can print shipping labels for all consignments and individual items using the disposition screen.**

## Line Disposition



Consignment Number: MIL-0064  
Owner's Reference: PUI2025\_001  
Tracking Code: 357589533  
Priority: Normal

Sender: Premiere Urgence Internationale - Korina  
Receiver: Premiere Urgence Internationale - Korina

Arriving To: UPS Warehouse - Milano (Storage)  
Destination: UPS Warehouse - Milano (Storage)

Status: In Progress  
Remarks: The cargo to be stored for 2 weeks, then to be released to PUI again after receiving RF

Service is underway; (in case of storage) goods may have partially or fully arrived in the warehouse; and/or (in case of transport) goods may have been partially or fully dispatched.

Description	Inventory Units ↕ Handling Units	Total per SRF	Remains w/Sender	Cancelled by Sender	Received from Sender	Transfer Out	Transfer In	Stock on Hand	Reported Lost	Released to Receiver
-------------	--	---------------	------------------	---------------------	----------------------	--------------	-------------	---------------	---------------	----------------------

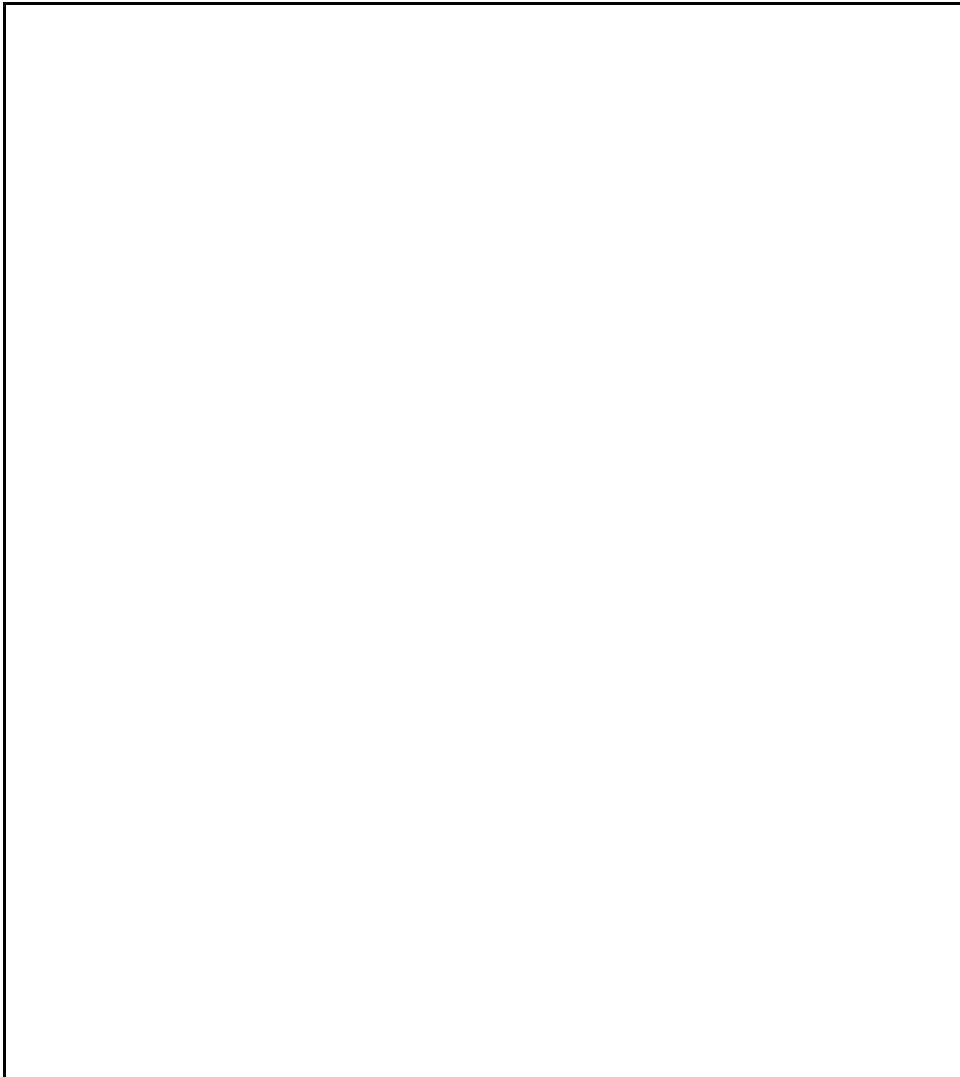
MIL-0064- 1: Food Security - Food parcels 31/Jul/2025    Each    1080    0    0    1080    0    225    0    855

Shipping label

Close Dialog

Consignment Report

Print Shipping label





ID: **BDS-1686**



Owner: **United Nations World Food Programme**

Owners reference:



**Nutrition**

Weight  
**230.00 kg**

Volume  
**1.00 m<sup>3</sup>**

## Consignment Report

The Consignment Report prints a summary of the consignment details. This can be used to email the customer for confirmation. The consignment report appears on the consignment header when uploading the SRF.

# Edit Consignment

Consignment 1 of 2,269 
[← Back](#)
[☰ Show Disposition](#)
[📄 Consignment Report](#)
[💾 Save Changes](#)

Consignment Identification	Consignment Control	Points of Contact
<p><b>MIL-0064</b></p> <p>Location Group Milan</p> <p>Created by diana.alshawabka@wfp.org, 03/Jan/2025</p> <p>Tracking Code 357589533</p> <p>Owner's Reference PUI2025_001</p>	<p>Status <span style="background-color: green; color: white; padding: 2px;">In Progress</span> <a href="#">Change Status</a></p> <p>Priority <span style="background-color: #333; color: white; padding: 2px;">Normal</span> <a href="#">Change Priority</a></p> <p><a href="#">🔄 Show Changes</a></p> <p>Remarks The cargo to be stored for 2 weeks, then to be released to PUI again after receiving RF</p> <p>Number of pallets 24</p>	<p>Sender Organization Premiere Urgence Internationale <a href="#">⋮</a></p> <p>Sender Contact Korina <a href="#">⋮</a></p> <p>Receiver Organization Premiere Urgence Internationale <a href="#">⋮</a></p> <p>Receiver Contact Korina <a href="#">⋮</a></p>

**Consignment Options:** The "Options" button allows the operator to edit the consignment, put it on hold, cancel it, and show the disposition of the selected consignment.

- From the RITA main menu, click "Consignments".
- Filter a Consignment from the list that appears, and the operator will find **Options** in the same line towards the right end of the consignment number.
- Click on the Options button, and the following drop-down menu will appear:


Dashboard [Consignments](#) [Receives](#) [Dispatches](#) [Stock Management](#) [Reporting](#)

Consignments: Location Group [Service Requests](#) [Change Viewpoint](#) [Export](#) [Show filters](#)

[Upload SRF file](#) [New consignment](#)

1807 results found [Customize Columns](#)

Consignment	Refer...	Sender	Recei...	Arriv... To	Desti...	Status	Created	Total Weight (kg)	Total Volume (m³)	Options
<input type="checkbox"/> BDS-1807	123ABC	United Nations World Food Programme	United Nations World Food Programme	Brindisi - UNLB (Custom Address)	Brindisi - UNHRD Warehouse 1 (Storage)	Closed	15/Jan/2025	500.0	2.00	<div style="border: 1px solid #ccc; padding: 5px; width: 100px;"> <a href="#">Edit Consignment</a>  <a href="#">Cancel Consignment</a>  <a href="#">Show Disposition</a> </div>

 RITA sends automatic emails to notify partners and cargo owners about any changes to their shipments/consignments.

This consignment cannot be edited as the status is set to In Progress

# Edit Consignment

Consignment 1 of 1,807 > [← Back](#) [Show Disposition](#) [Consignment Report](#) [Save Changes](#)

### Consignment Identification

**BDS-1807**

Location Group  
Brindisi

Created by  
kelly.bradley@wfp.org, 15/Jan/2025

Tracking Code  
290464691

Owner's Reference  
123ABC

### Consignment Control

Status **In Progress** [Change Status](#)

Priority **Normal** [Change Priority](#)

[Show Changes](#)

Remarks

Remarks

Number of pallets

### Points of Contact

Sender Organization  
United Nations World Food Programme

Sender Contact  
Kelly Bradley

Receiver Organization  
United Nations World Food Programme

Receiver Contact  
Kelly Bradley

Clearing Agent  
Clearing agent company

Starting Point  
<https://rita.logcluster.org/secured/request.xhtml?reqId=...>

Service Identification