

Receive History

When the operator receives cargo in RITA, partially or in full, the consignments are listed under "Receive History."

The screenshot shows the 'Receive History' section of a software interface. At the top, there is a navigation bar with tabs for 'Dashboard', 'Consignments', 'Receives', 'Dispatches', 'Stock Management', and 'Reporting'. Below this, there are sub-tabs for 'Receive', 'Receive History', and 'Lost or Not Sent Items'. A 'Show filters' button and an 'Export' button are also visible. The main area displays a table with 706 results found. The table has columns for 'Actual Date of Receipt', 'Consignm...', 'Received at Location', 'Journey Type', 'Vehicle Type', 'Transp... Compa...', 'Comm...', 'Transp... Docum... Number', 'Total weight (kg)', and 'Total volume (m³)'. An 'Options' menu is open over the first row, listing actions: 'Shipment Details', 'Add Comment to Shipment', 'Show Disposition', 'Print Goods Received Note (en)', 'Print Packing List' ('en)', 'Liste de Embarque' ('es)', 'Imprimer la liste de colisage' ('fr)', and 'Cancel'.

Actual Date of Receipt	Consignm...	Received at Location	Journey Type	Vehicle Type	Transp... Compa...	Comm...	Transp... Docum... Number	Total weight (kg)	Total volume (m³)
06/Jan/2025	BDS-1798	FAO Headquarters (Customer Address)	Internal Transfer	AVECO	1888		WB-002787	0.0	0.00
03/Jan/2025	BDS-1796	FAO Headquarters (Customer Address)	Internal Transfer	20 MT Truck	2222		WB-002757		
23/Dec/2024	BDS-1793	IFAD	Internal	20 ft truck			WB-		

Receive History has the following options:

- Shipment Details
- Add comment to shipment
- Show Disposition
- Pring Goods Received Note
- Print Packing List
- Cancel

Shipment Details

The operators can view the details of the received consignment by selecting the 'Shipment Details' option.

Receipt details for Consignment: BDS-1350
✕

Origin Location
Brindisi - UNHRD Warehouse 1 (Storage)

Actual Date of Receipt
17/Jan/2025

Transport Documentation Number
I.e. Way Bill Number, Goods receive Note Number, etc...

Number of pallets

Receive Location
Brindisi - Port of Brindisi (Sea Port)

Comments
Comments

Handling quantity summary:
10 Box/Carton

Consignment Line	Received in Good Condition	Received in Damaged Condition	Lost in Transit
BDS-1350 - 1: WASH - Hygiene Kit	8 ↔ Each	2 ↔ Each	0 ↔ Each

Close Dialog

Add Comment to Shipment

This option allows users to add any missed comments when receiving the cargo. Updated comments can be found under the **"Additional Comments"** box in the shipment details.

Add Comment to Shipment
✕

Additional Comments

example: Goods arriving in 20 ft containers

Close Dialog
Save

Show Disposition

Refer to chapter [Consignments](#) for the details on show disposition.

Print Goods Received Note

RITA operators can automatically generate goods received notes for the consignment by selecting the option **"Print Goods Received Note."** For details on the Goods Received Note, refer to the **"Receive"** page.

Print Packing List:

Refer to the **"Print packing Lists and Waybills"** section in the chapter **"Dispatches."**

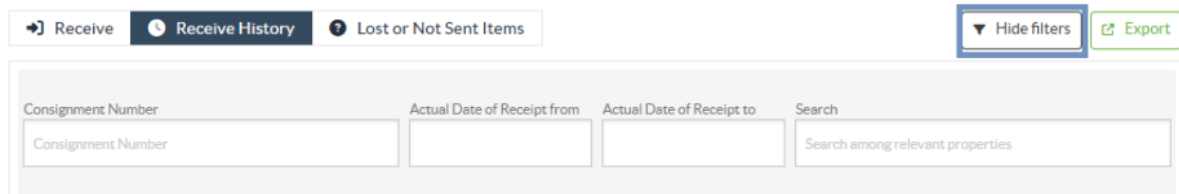
Cancel Receive

RITA allows the operator to cancel the receipt made in the consignment. By choosing the

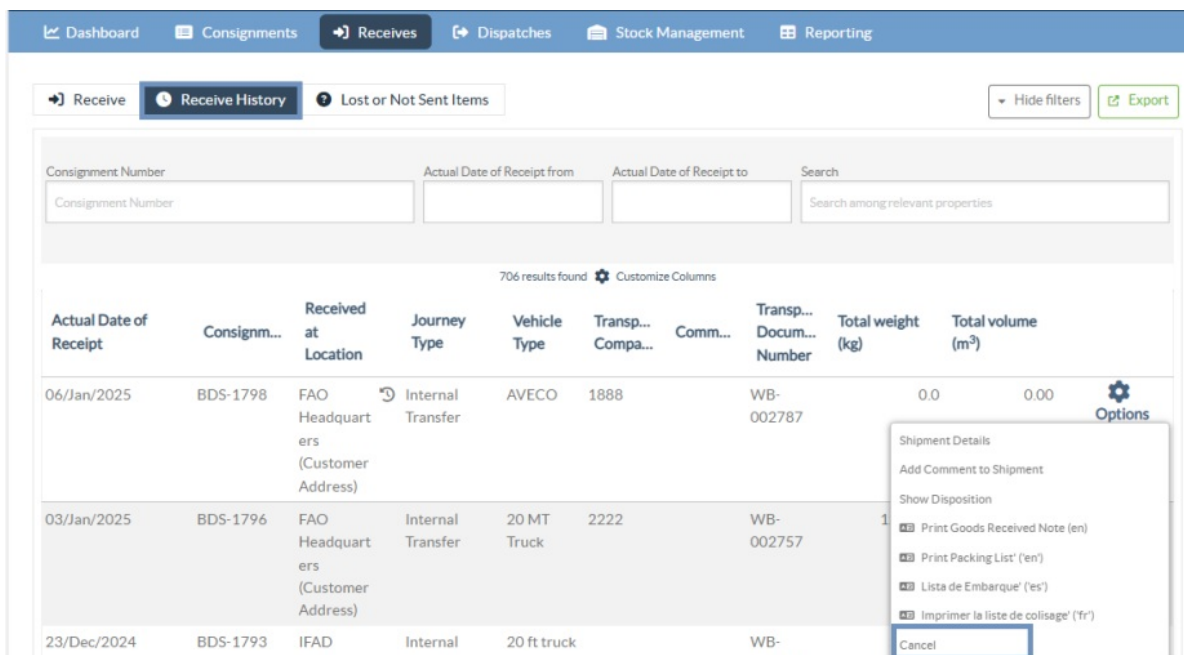
"Cancel" option in the "Receive History" screen, the selected receipt will be canceled, and the consignment will return to the "Receive" screen awaiting confirmation of receipt from the operator under "Incoming Transfer" or "Customer Deliveries & Transshipments"

Steps to cancel the receipt:

Step 1: Go to the show filter option and filter by the details of the consignment to find the consignment that requires reversal.



Step 2: Click on the "Options" icon towards the right end of the consignment the operator wants to reverse.



Step 3: A drop-down menu appears. Select "Cancel" to cancel the receipt.

Step 4: From the box, the operator must confirm the details and click "Delete" to confirm the cancellation of receipt for the selected consignment.

Confirm cancellation of receive for Consignment:



Origin Location

Brindisi - UNHRD Warehouse 1 (Storage)

Receive Location

FAO Headquarters (Customer Address)

Actual Date of Receipt

06/Jan/2025

Comments

Comments

Transport Documentation Number

I.e. Way Bill Number, Goods receive Note Number, etc...

Number of pallets

Total number of pallets of this consignment : 20
Handling quantity summary:

Consignment Line

Received in Good Condition

Received in Damaged Condition

Lost in Transit

Close Dialog

Delete



To reverse or cancel any consignment that comprises Lost or Not Sent Items, the operator must find them under the section "**Lost or Not Sent Items**"